

## Climate Action and Resiliency Plan (CARP) RFP

### Questions and Responses #4

September 12, 2023

**Question:** For the proposed online dashboard, does the City expect the contractor to provide a format that can be hosted within existing web server space managed by the City, or would an externally hosted application be allowable?

**Answer:** The contractor may propose to develop an externally hosted application; however, it should be feasible for City staff to maintain and update the dashboard for each subsequent annual report without consultant support and without ongoing costs to the City.

**Question:** If the online dashboard is to be hosted by the City, does the City anticipate granting access to the contractor to edit code and construct/test pages within the City's hosting environment?

**Answer:** The City's website is hosted on OpenCities and the City also utilized OpenGov for public facing data. The consultant would have access to these sites for the creation of the dashboard.

**Question:** Is there any flexibility in the project schedule? Does the City anticipate starting work on the project this month?

**Answer:** The City is flexible on the project start date. We will start once the City Council has approved the consultant contract, which will likely be late 2023.

### ***Questions and Responses #3 Posted September 6, 2023***

**Question:** Is the City open to a design-build approach for this project where the consultant may identify an action and then work to implement it as part of the project? Alternatively, if a firm were to develop recommendations for the CARP update, would that same firm be precluded from working on a separate project to implement the recommendation?

**Answer:** The City has a set funding allocation for the CARP plan update and is seeking to select consultants to implement the scope of work as outlined in the RFP. There are not funds available at this time for implementation within this contract. A consultant who is selected to conduct the CARP update is not precluded from competing on future bids to implement recommendations from the plan.

**Question:** Is this City seeking to align its greenhouse gas (GHG) inventory with any reporting frameworks or protocols (i.e. CDP)?

**Answer:** The primary audience for the GHG inventory is the City and the public. Aligning with other reporting frameworks are a secondary priority for the inventory. The City has reported to CDP in the past and is open to recommendations about reporting on our inventory.

**Question:** How does the City envision Community Action for a Sustainable Alameda’s (CASA) involvement in the community engagement process? Are they a stakeholder or an engagement partner?

**Answer:** As a volunteer network of committed Alameda residents, CASA is both a stakeholder in this process and an engagement partner. In the past CASA has undertaken a variety of stakeholder engagement roles in partnership with the city, including tabling at farmers’ markets and events, hosting workshops and community forums, and placing flyers in mailboxes. CASA’s engagement in the CARP update will be dependent on their area of interest and volunteer capacity, but CASA is a valuable resource to engage early on in developing the community engagement strategy.

***Questions and Responses #2 Posted August 30, 2023***

**Question:** What type of contract will be awarded (e.g., Fixed price or time & materials [T&M])?

**Answer:** Our contracts are “fixed price” in that we cannot pay a vendor more than the do-not-exceed amount approved by City Council. However, the vendor will invoice the City monthly and will only be paid for actual work performed using the hourly rates specified in the contract.

***Questions and Responses #1 Posted August 28, 2023***

**Update:** The date for the consultant interviews and selection has been revised. The updated schedule is as follows:

<b>Dates and Times</b>	<b>Action</b>
Thursday, August 24th	RFP Issued
Tuesday, September 5th 1:00 – 2:00 p.m.	Pre-Bid Meeting (optional)
Friday, September 8th	Deadline for RFP Questions
Wednesday, September 13th	RFP Q&A Posted
Thursday, September 21st, 4 p.m.	Proposals Due
<b>Wednesday, October 11th - morning</b>	<b>RFP Interviews (if needed)</b>

**Question:** Are you able to provide an approximate budget estimate for this project?

**Response:** Alameda City Council has authorized \$200,000, including contingency, in the FY2023-25 biennial budget for the update of the Climate Action and Resiliency Plan (CARP).

**Question:** In the RFP, item 1.5 Consultant Role, the sixth bullet calls out the need for "...a visually appealing, easy to use dashboard..."

- Are you expecting the CARP to be developed solely in a digital format, as a stand-alone website, or as a portion of an existing site?
- Alternatively, are you also expecting this material to be published in printed format?

**Answer:** It is our expectation that the deliverable for this project will be a .pdf printed document, as well as an online interactive dashboard to track progress on CARP tasks. The dashboard may include a short web version of the plan highlights or executive summary.

**Question:** Would we be able to propose a solution that would assist the City in the analysis, planning, and funding, and be allowed to facilitate the implementation of a scope-of-work selected by the City? We are working through a similar process with the City of Martinez, CA. under CA. 4217.

**Answer:** The City is looking for consultants to complete the scope of work as outlined in the RFP located at <https://www.alamedaca.gov/BUSINESS/Bid-on-City-Contracts/Request-for-Proposals-Climate-Action-and-Resiliency-Plan-CARP-Update?transfer=8706a746-0c52-4d5d-9659-a08d23d14614>. Proposers may wish to recommend adjustments or changes to the scope to best deliver the desired product of an updated Climate Action and Resiliency Plan.