

Addendum No. 1 to RFP 17-47



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: All Parties on Record with the City of Somerville as Holding RFP 17-47 Climate Change Action Plan Consulting Services

From: Michael Richards, Assistant Purchasing Director

Date: February 3rd, 2017

Re: Answer Questions

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This addendum answers questions posed during the Q/A period of the bidding process. This includes questions posed during the optional pre-bid meeting held on February 1st and all questions submitted in writing thereafter. The complete list of pre-bid meeting attendees is also appended to the end of the addendum.

Please acknowledge receipt of any and all Addendums (if applicable) by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ #2 _____ #3 _____ #4 _____

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City of Somerville Climate Change Action Plan RFP: Response from City of Somerville to Questions Submitted

Submission Format Questions

The RFP states that “all binders will allow for easy removal and replacement of pages,” but also specifies that 3-ring binders are not allowed. Is there a specific type of binding that applicants should use?

Binders are accepted but not encouraged. We anticipate a high volume of responses and the proposals will likely be removed from the binders for ease of evaluation. Spiral-bound or stapled proposals are also acceptable.

Should we submit one Quality Requirements table for the full project team or are separate Quality Requirements tables required for the Primary Consultant and the team’s different subcontractors?

The Quality Requirements should represent the team as a whole. Only one submission is necessary.

Is it acceptable to include the Quality Requirements table(s) in an Appendix? Is it acceptable if the Quality Requirements table(s) reference another section of the proposal where “Yes” answers are explained in greater detail?

The Quality Requirements table should be submitted in the same section as the rest of the forms. Supporting documentation that details the proposing team’s experience may be included in other sections of the proposal.

Are subconsultants required to submit the forms referenced in the Proposer’s Checklist, or just the prime consultants (Somerville Living Wage Form, Certificate of Non-Collusion and Tax Compliance, etc.)?

Subconsultants are not required to submit the forms referenced in the Proposer’s Checklist, though they are expected to comply with the requirements in those forms (paying a living wage, tax compliant, etc.)

In Section 2.4 under Proposal Requirements the RFP reads: “Proposals must include an explanation of the project management approach to executing project scope (rates/schedule for each task).” Please clarify the meaning of “rates/schedule.” For example, does schedule refer to a schedule of rates or a timeline for delivery of services?

The schedule refers to the estimated timeline for delivery of services. We request you estimate total team hours devoted to each task.

Does “rates” refer to hourly costs for consultants? If so how should we interpret the request for disclosure of rates along with the Project Management approach in light of the requirement that cost information be excluded from the Non-Price Proposal

All reference to price must be excluded from the non-price proposal. Please include an estimated project task timeline in your non-price proposal and include the hourly rates for the team members in your price proposal.

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The quality requirements list categories for the Massachusetts Office of Supplier Diversity like women and minority owned businesses. Will an out of state certification be considered?

Quality requirement number 3 refers only to Massachusetts certification. A yes or no answer to question 3 will neither benefit nor hinder the consideration of your proposal – it is merely data collected by the City for reporting purposes.

Are the “project examples” mentioned in section 2.4 descriptions of past relevant work, or sample work products? Are project sheets and sample work excluded from the 20 page proposal limit?

Respondents should provide work samples, not descriptions. Works samples are excluded from the page limit.

Can you please provide a more quantitative breakdown of how proposals will be assessed? The system as described in the RFP seems quite subjective and so it is not clear how we might demonstrate we meet the highly advantageous level for each factor. For example, under Factor 1: to receive Highly Advantageous the vendor must “clearly demonstrate successful experience working with local governments on climate change or long-range planning.” To receive Advantageous for Factor 1 the vendor must “demonstrate some experience working with local governments on climate change or long-range planning.” How many local governments or projects with local governments is clearly demonstrating vs. demonstrating some experience?

The City intentionally allows subjective evaluative criteria as quantity does not necessarily beget quality. A respondent demonstrating a work portfolio as the lead consultant on a few larger projects may have sample work that more closely reflects “clearly demonstrated successful experience”, compared to a respondent that has worked as a subconsultant on multiple smaller projects. We do not wish to constrain the evaluations to a static number of projects as we do not believe that fully demonstrates the quality of work. We determine “successful” projects to mean an outcome of high quality and associated references provide a positive evaluation.

Project Questions

Can you provide copy of Somerville's "Greenhouse Gas Inventory" (2016)?

http://go.somervillema.gov/sustainaville/resources/FINAL-Somerville-GHG-Inventory-Report_signed_Jan2016.pdf.

Can you advise the entity preparing the "Carbon Neutral Pathways Assessment" scheduled for delivery, March 2017?

AECOM

Can you advise the entity preparing Somerville's "Climate Change Vulnerability Assessment" (CCVA), scheduled for delivery, March 2017.

Arup

Will we be able to see a draft version of the carbon neutrality and climate change vulnerability assessment reports before they are finalized?

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We cannot commit to that at this time. If documents related to these studies become available before the proposal deadline, registered bid holders will be notified.

Is the climate vulnerability assessment limited to an analysis of exposure, sensitivity, and adaptive capacity, or does it also include an economic consequences and likelihood analysis (which together form a risk assessment)?

The Climate Change Vulnerability Assessment includes analysis of climate exposure and identifies vulnerabilities based on analysis of sensitivity and adaptive capacity. The most vulnerable assets are then evaluated based on probability and consequence to determine risk. There is additional economic analysis that provides a snapshot of some of the economic impacts associated with projected flood events.

Are there highlights from the carbon neutrality and climate change vulnerability assessment reports that you've identified as focuses?

Carbon neutrality pathways analysis is similar to other cities that have conducted this work. It consists of wedge diagrams separated into the four main concerns – electricity generation, solid waste, buildings energy, and transportation. Transitioning to a clean electricity supply and fuel switching in heating systems and vehicles are some of the major strategies identified for greenhouse gas reduction. Waste is a very small component of GHG emissions.

The vulnerability assessment looks at climate impacts to the built environment, natural environment, social vulnerability, and the economy. Some of the primary concerns are increased precipitation based flooding in areas that are already experiencing flooding, particularly in areas like Union Square, where stormwater infrastructure is at capacity; sea level rise and storm surge overtopping or flanking the Amelia Earhart Dam; flooding from sea level rise and storm surge entering Somerville near Sullivan Square and the Schraffts Building in Boston; and public health concerns, including poor air quality, related to high heat exposure, which is exacerbated by Somerville's density and lack of greenspace. . Somerville is the densest city in Massachusetts with little greenspace or vegetation so we're interested in how air quality and urban heat will affect the population.

We note the data in the 2016 GHG Inventory is from 2014. Has Somerville updated the data set and inventory?

The City will be updating the communitywide GHG Inventory this summer using 2016 data but, as of yet, that data and inventory is not available.

We assume the detailed data from the 2016 GHG Inventory will be made available to the successful consultant?

Yes, the data will be made available.

Can you please provide the status and timeline of any additional actions for the Community Choice Aggregation Plan?

Somerville's community electricity aggregation petition is currently under review by the Department of Public Utilities (DPU). The DPU's approval timeline is not fixed, but we anticipate launching the aggregation program in 2017.

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What will the public engagement process look like?

The distinction is the previous two studies were primarily advisory committees. These studies prepared us to think of answers that we will use to engage the public. The engagement will be led by City staff with the Consultant supporting these efforts. We've anticipated the number and scope of meetings as identified in the RFP. Through meetings, and other engagement methods, the public will help to identify priorities and topic areas that the plan will focus on. Generally, we expect that engagement will consist of meetings with advisory boards made up of experts, community members, and City staff, as well as public meetings and online engagement for all interested community members.

The RFP mentions a webpage? Will this be standalone or integrated? Will the existing SustainaVille website platform be used? Please confirm that the consultant will provide concept design and that the city will be responsible for hosting the web-page and maintaining it on their server.

We would like the information to be available on the City's SustainaVille website in a web-friendly format, not just a button to download the report. We are looking for interactive content that can be added to the City's website. Respondents are welcome to suggest other ideas for incorporating online engagement. The consultant is not responsible for hosting a separate webpage. The City is looking for the consultant to design and create this content, including graphics, that we expect to go beyond just a button to download the report.

Who will review the proposal?

Oliver Sellers-Garcia, Director of the Office of Sustainability and Environment, and Hannah Payne, Sustainability Coordinator, will review the proposals as part of a committee of city staff. The full committee will be forthcoming and will likely include individuals from Planning, Capital Projects, and/or the departments listed in the RFP.

Can you define the scale of the solutions you're looking for – you mention short-term and mid-term solutions, how does that impact the long-term? Are you looking for actionable solutions?

Like many other leading cities, Somerville intends to have this be the first iteration of a Climate Action Plan that will be updated every several years. Therefore while this plan will likely include solutions that are looking at a longer time frame, most of the solutions will have actionable steps to take in the next several years. We expect to have a huge range of results from this project, it's tough to set a standard of all resulting strategies. While Somerville has set a goal to be carbon neutral by 2050, we also recognize that technologies will develop in coming years and therefore we are looking for shorter-term strategies to work towards carbon neutrality rather than laying out exactly how we will get to that 2050 goal. The solutions we are looking for in this plan should go beyond simply a list "things to look into" but we're not looking for feasibility assessment or conceptual design. The outcome of the plan is not intended to supplant in depth studies that would typically go along with a capital project.

What is the funding source for this project?

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It will be funded out of the City's general fund. Funds for work completed in fiscal year 2017 have been appropriated; funds for work completed in fiscal year 2018 are subject to appropriation by the Board of Aldermen.

What does "community development" mean in the RFP?

It is an inclusive term used for economic development to include the economic success of the City and its residents to capitalize on and sustain the economic growth.

The category for health & well-being – is this covered in the Climate Change Vulnerability Assessment? How much has already been done in this category? Will the information be available for assets, critical infrastructure? What public health concerns are in the vulnerability assessment?

The Climate Change Vulnerability Assessment just identifies the vulnerabilities related to public health. We looked at vulnerable populations with chronic impacts like indoor/outdoor air quality, vector-borne diseases, flooding and storm related emergency services. Public health expertise would be beneficial to help develop policy solutions but is not required. We anticipate that the health and wellbeing strategies will expand beyond the known vulnerabilities. We're curious to see what the community cares about in this area. We're open to hearing respondents' ideas worth considering in this area as well.

The topic area of utilities and infrastructure has overlap with other categories like energy and transport. Please elaborate on what is included in utilities and infrastructure.

The utilities and infrastructure category could cover topics such as sewer and stormwater management, natural gas infrastructure, utility-controlled energy generation and distribution, and physical flood protection assets like the Amelia Earhart Dam. We understand there is some overlap between categories. However, the topic areas are intended to be guidelines for the array of topics we want to cover in the plan but the categories and the strategies in each category may evolve as the priorities for the plan are established throughout the process.

What is the level of interest from other city departments? Will there be a formal group convened?

As of now, there is no standing sustainability committee. We do plan to have internal advisory committee but have not yet determined a final structure. Other city departments are interested in this project and have been actively engaged in Somerville's prior climate change studies. There is strong support from elected officials for this work.

Short-term vs. mid-term – is the projection for long-term as well? Why the focus on short- and mid-term efforts?

We are interested in the long-term preparedness but we want actions to implement now, not a diagram for the future. Climate projections do change and the technology and regulatory landscape will change over the years. Cities making a concerted effort now

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plan every five years to adjust to these changes. We are looking for actionable items we can do now or advocate for now to move Somerville toward its long term goals.

For public engagement activities, how many languages are you looking for?

Typically, the City releases summaries of reports in English, Portuguese, Spanish, and Haitian Creole. That work is done in-house to translate and frame the content for the specific audience. Written engagement from the consultant should be in English and the City will be responsible for translation. However, multilingual support is an interest of ours and we welcome proposals that present ideas on how to reach Somerville's immigrant communities.

Section 2.3 D Document and communication materials production – Are two reports being requested? There are bullet points to a draft and final report and a draft and final summary report.

The Consultant is responsible for preparing one report with an executive summary that could be pulled out as a standalone summary report.

In section 2.3, it is stated that “OSE staff will ...also complete tasks necessary for the completion of this project that are not identified in this RFP.” Can you describe these tasks so that we have a complete understanding of what the City feels necessary for the completion of this project?

These tasks will include project management, coordinating with city staff, planning community engagement, document editing and review, and other things that may come up during the project.



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JOSEPH A. CURTATONE

MAYOR

BID # RFP 17-47 DATE: 2/1/2017 TIME: 11:30am

The following individuals were in attendance for a pre-bid meeting for:

Climate Change Action Plan Consulting Services

Name	Company	Email Address	Phone Number
Katie Wholey	ANUP	katie.woley@anup.com	617-864-2987
Lauren Miller	CDM Smith	MillerL@cdmsmith.com	617-425-6737
Heather Meeki	Woodard & Curran	hmeeki@woodardcurran.com	866-702-6371
Jayne Nippres	AECOM	jayne.nippres@aecom.com	617-5742-4244
Holly Jacobson	Linnean Solutions	holly@linneansolutions.com	207-653-5213
Kelly McGill	Linnean Solutions	kelly@linneansolutions.com	802-535-2040
Nathalie Beauvais	Kleinfelder	nbeauvais@kleinfelder.com	617-899-3143
John + DV	UTIS	john@utis.com	617-607-1837

Under the penalties of perjury, the above list represents the names of all bidders in attendance at the pre-bid meeting and I declare that said list is a complete and accurate list of attendees.

Michael Richards
Assistant Director



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BID # RFP 17-47 DATE: 2/1/2017 TIME: 11:30am

The following individuals were in attendance for a pre-bid meeting for:

Climate Change Action Plan Consulting Services

Name	Company	Email Address	Phone Number
Amelia Casey	Stanter Consulting	amelia.casey@stanter.com	617-523-8103
Kristina Kelly	ONV GL	Kristina.Kelly@ONVGL.com	339-234-3330
Kathryn Wright	MC (Purchasing Consultant)	Kathryn.wright@mc-grp.com	617-464-2640
Sam Milten	Pale Blue & Group	Samuel.milten@gmail.com	617-851-1491
Kim Lundgren	KUA	Kim@kimbundgrenassociates.com	617-320-9033
Jeffrey Malloy	BSC Group Inc.	jmalloy@bscgroup.com	617-896-4355

Under the penalties of perjury, the above list represents the names of all bidders in attendance at the pre-bid meeting and I declare that said list is a complete and accurate list of attendees.

Michael Richards
Assistant Director