

# City of Half Moon Bay CAAP RFP Addendum #1 -- Q&A 02.11.20

Question	Answer
<b>GHG Inventories</b>	
The description of Task 6 on page 6 states, “The CAAP should reflect the GHG emission analysis and adaptation strategies identified via Task 3-5.” Please confirm the City is seeking a CAAP that addresses and provides strategies for reducing both municipal and community-wide GHG emissions (as opposed to just community-wide emissions).	Confirmed, the City is seeking a CAAP that addresses both municipal and community wide GHG emissions.
The scope indicates the City has existing GHG inventories. Does this scope element include development of any new data not already available through existing studies?	Yes, the consultant should expect to develop new data not already available through existing studies. There may be data available through RICAPS during the course of the project, but the consultant should be prepared to verify and produce additional data as needed. The City has Community GHG inventory data through RICAPS but does not have Municipal GHG Inventory data.
How many GHG inventories are expected to be analyzed and what is the format of those data (e.g., Excel, CSP, GIS)?	The City currently has community GHG inventory data available for 2005, 2010, and 2015. 2017 & 2018 are anticipated to be available by the time a consultant is approved. The data is in an Excel format.
What is the anticipated format of the updated GHG inventory?	It is anticipated the GHG inventory will be providing in a working Excel as well as accompanying final report in WORD and PDF formats.
The description of Task 3 on page 5 states, “The City has various GHG inventories developed through the Regionally Integrated Climate Action Planning Suite (RICAPS) program.” Can the City clarify what the most recent GHG inventory year available from RICAPS is?	2015 is the most recent GHG inventory year available by the City through the RICAPS program. 2017 and/or 2018 are anticipated to be available by March 2020.
<b>Outreach</b>	
Are you able to provide any preliminary results from the Climate Action and Adaptation Outreach Pilot Project?	Yes, please see Attachment C for the City's final report regarding the CAAP Outreach Pilot Project. All 3 project partners presented their findings to City Council at the 1/21/20. The presentation begins at 3:00: <a href="https://halfmoonbay.granicus.com/MediaPlayer.php?view_id=1&amp;clip_id=370">https://halfmoonbay.granicus.com/MediaPlayer.php?view_id=1&amp;clip_id=370</a>

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<p>The description of Task 2 on page 5 states, “The consultant will collaborate with the City’s Pilot Project Partners (Youth Leadership Institute, Senior Coastsiders, and Ayundando Latinos A Soñar) in addition to other community-based organizations, as needed.” Does the City envision that collaboration and targeted outreach to Pilot Project Partners and other specific community groups would be part of or separate from the 10 community engagement meetings identified in Task 2.3?</p>	<p>These events are <b>part of</b> the 10 community engagement meetings identified in Task 2.3.</p>
<p>The description of Task 1 on page 5 states, “Consultants should be prepared to review and consolidate the data collected from this pilot project and incorporate the information into outreach efforts and the CAAP.” Can the City elaborate on the form and volume of data collected (e.g., 50 raw surveys, tabulated survey data, etc.)?</p>	<p>There is 18 summary reports from community partners (average 2-4 pages each), City final report, 72 raw surveys and a PowerPoint presentation. Please refer to <b>Attachment C</b> for the City Report.</p>
<p><b>General Project</b></p>	
<p>In what ways does the City need to address climate adaptation differently in the CAAP than in your draft Land Use Plan?</p>	<p>The Land Use Plan is a high-level policy document that addresses climate change and greenhouse gas emissions within it but does not go into implementation detail. The CAAP document will be the more detailed document identifying specific goals and direction for programs for the City.</p> <p>The most relevant chapters in the CLUP would be 2 (Development) and 7 (Coastal Hazards), followed by 5 (Coastal Access and Recreation).</p>
<p>Under Task 6, it notes the deliverable as “two administration drafts and a screen check draft” can you confirm this means a total of three different drafts must be delivered to the City?</p>	<p>Yes, the City assumes there will be a total of three drafts before the draft is available to the public for comment. This assumes initial draft preparation followed by two rounds of draft edits in collaboration with City Staff.</p>
<p><b>General Proposal</b></p>	
<p>The RFP states that the proposal is due at 10am but will be accepted through 5pm, please clarify.</p>	<p>The proposal is due at <b>10am</b> on 2/18/20.</p>

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Does the page limit include project descriptions?	No, project descriptions does not count towards the 20 page limit.
Does the City have a desired timeline for the completion of the final CAAP?	The City's best assumption is the project will run from March 2020 - June 2021.
What is the estimated duration of the contract?	The City's best assumption is the project will run from March 2020 - June 2021.
Section IV of the RFP lists proposal requirements. Can the City clarify if the title page and cover letter count towards the 20 page limit?	No, the title page and cover letter will not count towards the 20 page limit.
Section V of the RFP lists selection criteria. Does the City place additional weight on any specific criterion?	No, the City will be evaluating proposals to determine best overall value. No particular aspect (cost, approach, technical experience, etc) will have greater weight than another aspect.
<b>Professional Services Agreement</b>	
Regarding language on the Professional Services Agreement: Are minor modifications to the insurance language prior to contract execution will be permissible?	Possibly, minor modifications may be permissible at the City's discretion
Regarding language on the Professional Services Agreement: In section 3.5, will the City accept notice of cancellation from the Consultant rather than the carrier, as the carrier will not agree to provide notices to third parties?	Section 3.5 provides that "Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the City." Please note that section 3.3 requires the City to be named as an additional insured under the general liability and automobile policies. To the extent that the carrier will not provide notice to the City as a third party, the City would accept notice of cancellation from the Consultant rather than the carrier.
In section 3.12, will the City agree to review and accept a schedule of deductibles from the Consultant, with the Consultant agreeing not to modify deductibles without City's prior approval?	Yes, at the option of the City
Regarding language on the Professional Services Agreement: Is Exhibit D - Prevailing Wage in the sample contract applicable to this work?	No