



Addendum - Regional Climate Action Plan RFP

1. Submission Deadline

- ***Given the short period of time between the deadline for questions and the submission deadline, would you please consider extending the final submission deadline?***
- ***Is it possible to request a submission extension to a new date of October 12 due to the limited timeframe between the question and proposal due dates?***

CRCOG will extend the deadline for proposals submissions to **Wednesday, October 11th, 2023, by noon EST.**

2. Budget & Scope Related Questions

- a) We understand each MPO was allowed up to \$1M; did you receive less than \$1M, or are there other intended portions of the work?***

The Hartford-East Hartford-Middletown MSA received the full \$1 million in noncompetitive planning grants. A portion of these funds are allocated towards CRCOG staff time for the program, while the balance is allocated towards a combination of contractual support and subawards to other partners and organizations. Depending on proposed scope and consultant approach, there is potential flexibility regarding the budget for contractual support.

- b) What scope is included in the provided budget of \$275,000 to \$350,000? Does this include the PCAP, CCAP, and Status Report?***
- ***Is the budget range for all three tasks: PCAP, CCAP, and Status Report?***
 - ***It says in the RFP that the budget for this project is \$275,000 to \$350,000. Is that for the PCAP, CCAP, and Status Report combined, or for each phase?***
 - ***Is the approximate budget range (\$275,000 - \$350,000) intended for the PCAP alone, or is that budget anticipated to cover the PCAP, CCAP, and Status Reports?***

CRCOG strongly prefers that respondents submit proposals for all three major deliverables – the PCAP, CCAP and Status Report. (As noted in the RFP, to ensure successful and timely completion of the PCAP, an additional Notice to Proceed (NTP) will be required prior to beginning the CCAP). The provided budget range of \$275,000 to \$350,000 assumes proposals covering all three aforementioned deliverables over the course of the entire CPRG program period. The budget range is intended to provide flexibility in both the precise scope and depth of tasks completed by the consultant to meet EPA program requirements. For example, the PCAP

has several elements that are encouraged but not required, including the Benefits Analysis, Intersection with Funding Availability, and Workforce Planning Analysis – therefore, the PCAP portion of your proposal may be more or less depending on your proposed approach to these optional PCAP elements.

Other factors that may influence a proposed budget could include: the number and type of public engagement events and activities, including associated logistics and coordination; communications and outreach materials such as a project website (with updates) and graphic design products; specific data and informational materials and/or tools specifically created by the consultant for the project. If you have suggested tasks for these deliverables that would cause your budget to exceed the budget range in the RFP, you may call out those deliverables separately for potential negotiation. Depending on the RFP responses, CRCOG has approximately \$150,000 to allocate for these purposes as well as an additional \$100,000 of potential contingency allocation.

c) Can CRCOG clarify whether the Contractor is expected to also develop the "encouraged" components of the PCAP (i.e. Workforce Planning Analysis, Review of Authority to Implement, Benefits Analysis)? These are not listed as part of the RFP, but may be of interest to the MSA.

CRCOG recognizes the condensed timeframe for submitting the PCAP by March 1st 2024 may necessitate prioritizing only the required PCAP elements. We therefore will not be requiring “encouraged” elements completed as part of the PCAP, nor would a high level of detail for the “encouraged” elements (Workforce Planning Analysis, Review of Authority to Implement, and Benefits Analysis) be expected. However, as previously indicated, it is CRCOG’s preference to award one firm a contract for all deliverables. If a firm has existing expertise and experience in those elements, we would view that favorably, as those elements are required for the CCAP.

At minimum, respondents not including the “encouraged” elements in their PCAP section proposals should address how they would complete those additional required elements in the CCAP.

3. Role of UMass Amherst & GHG Inventory

a) We understand UMass Amherst is responsible for the GHG inventory, are there other third parties involved to cover other parts of the scope?

CRCOG is currently in discussions with Sustainable CT to contract with an [equity coach](#) to assist with public engagement for Low-Income and Disadvantaged Communities (LIDAC) in our MSA. While this will not cover the full spectrum of required meaningful public engagement, it will be a useful supplement for the selected consultant to incorporate. CRCOG expects to coordinate with both the equity coach and selected consultant to ensure meaningful LIDAC engagement is included in both the PCAP and CCAP.

Beyond UMass performing the GHG Inventory and assistance from a Sustainable CT equity coach on LIDAC engagement, the selected consultant is expected to cover the remainder of the scope.

b) Is the GHG Inventory prepared by UMass Amherst already finalized? If not, when can it be made available to the Contractor?

UMass is currently performing preliminary work for the GHG inventory. Before formal work on that element can officially commence, we must have an approved Quality Assurance Project Plan (QAPP) from EPA. CRCOG is currently working closely with both the South Central Regional Council of Governments (New Haven MSA) and MetroCOG (Bridgeport MSA) to coordinate and submit a QAPP to EPA. We hope to receive approval as soon as possible. ***Please note*** – this QAPP approval process applies to every MSA and consultant/subawardee participating in the CPRG program.

c) We understand that UMASS Amherst is completing a GHG inventory as part of the PCAP requirements. The CCAP also requires a GHG inventory. Is the GHG inventory completed as part of the CCAP a different deliverable from the inventory developed for the PCAP? If so, will UMASS Amherst continue their work as part of the CCAP, or will the consultant be expected to complete a new or updated GHG inventory?

UMass will develop a tool (Microsoft Excel or similar) with all data necessary to complete the PCAP – this will be made available to the selected consultant by December 2023. The consultant will use that work product for the CCAP and Status Report phases. All three MSAs in Connecticut (Hartford, New Haven, and Bridgeport) will be using UMass for the GHG Inventory for the PCAP to ensure consistency to the greatest extent possible. Beyond developing the GHG Inventory framework, UMass will not be involved in subsequent phases for the Hartford MSA plan.

d) When is the PCAP GHG Inventory from UMass Amherst anticipated to be complete? When will the GHG Inventory be completed and provided to the consultant?

See above response.

e) Will the UMass GHG inventory be prepared using ICLEI's ClearPath software? If not ClearPath, what GHG inventory protocol and tool or software will UMass use to develop the inventory?

UMass is using tools developed by the EPA. Specifically, the GHG inventory will utilize the EPA's Local – GHG Inventory Tool (LGGIT), facility-specific GHG data published by the EPA in the Facility Level Information on Greenhouse Gases Tool (FLIGHT), data reported to the EPA's Greenhouse Gas Reporting Program (GHGRP), EPA's National Emissions Inventory (NEI), DOE's State and Local Planning for Energy (SLOPE) Platform, the Global Protocol for

Community-Scale (GPC) Greenhouse Gas Inventories, the Local Government Operations (LGO) Protocol, and/or 3rd party data when required, together with any independent, sector-specific estimates prepared by SCRCOG. The FLIGHT and GHGRP datasets can be downloaded and filtered by state, city, county, and/or zip code. Any independent local or MSA estimates or ratios (e.g., electricity usage per customer by customer class) will be compared to corresponding federal, state, or local estimates for validation, as available. Significant differences between primary estimates and validation estimates will be evaluated and discussed in the inventory report with the underlying data and methodologies used for the estimates. As applicable, the local inventory will include the following sources and gases (divided into the Residential, Commercial/Institutional, Industrial, and Energy Generation sectors).

f) Will UMass conduct the CCAP and Status Report GHG inventories?

See response 3c.

g) Will UMass develop the MSA-wide GHG emissions projections?

Yes – not only for the Hartford MSA, but also for the New Haven and Bridgeport MSAs.

h) Will UMass Amherst be responsible for the update to the GHG Inventory required?

After the PCAP phase, the selected consultant will use the framework developed by UMass to perform required updates to the GHG Inventory.

4. Engagement

a) With regard to stakeholder engagement for the PCAP, is CRCOG expecting the majority of stakeholder engagement (i.e. kickoff meeting, sectoral stakeholder meetings, public outreach campaign) to take place in 2023?

Yes – given the compressed timeframe to submit the PCAP by March 1st, 2024 we expect the bulk of public engagement to take place in 2023, with perhaps some events occurring in January 2024. CRCOG and RiverCOG are currently in discussions with the Town of West Hartford and City of Middletown respectively to have their municipal boards or commissions potentially host a CPRG-related workshop/event to inform PCAP engagement for our MSA. CRCOG and RiverCOG staff are developing the broad framework for those events now and expect (after consultation and discussion with both the municipalities and selected consultant) to ultimately hand the logistical responsibilities for those events over to the selected consultant. Both events would likely occur in mid-to late November 2023.

b) Can CRCOG provide more detail on the expected level of stakeholder engagement for the CCAP specifically, in particular around frequency of meetings?

There is no specific expectation regarding the precise number of meetings for the CCAP. We recommend following EPA's [guidelines](#) on meaningful engagement in the CPRG [guidance](#). The selected consultant would be expected to collaborate with CRCOG, RiverCOG and our MSA's Climate Technical Advisory Committee (CTAC) to determine an appropriate approach for CCAP engagement. At minimum, monthly reports on any conducted community engagement activities are expected.

c) In addition to outreach materials, will final work products need to be produced in English and Spanish? Does CRCOG expect the Contractor to provide Spanish-to-English translators for public meetings?

Generally speaking – yes. Typically, only executive summaries would need to be in multiple languages and potentially materials related to public workshops. Spanish translations of any materials would be highly beneficial, particularly for any events targeted for the City of Hartford and City of New Britain. CRCOG would determine the appropriate balance in consultation with the selected consultant and Climate Technical Advisory Committee.

d) For hybrid meetings, how many representatives from the selected consultant would be preferred to be available in-person?

The number of consultant team members necessary for hybrid/in-person events would depend on event format and complexity, topics covered, and other factors. Events that can be adequately covered fully remote will be considered. At minimum, it would be ideal if the primary project manager or approved designee from the consultant were available for any in-person events. CRCOG would work with the consultant to identify dates and locations in advance of in-person events to minimize scheduling and logistical challenges.

e) Will the selected consultant need to create the CPRG website, or simply update it with the requested information/materials?

The consultant does not necessarily need to create a separate project website. CRCOG has a dedicated project page on our organization's website. The consultant would at minimum be expected to provide final publishable content so CRCOG staff can simply upload via our content management system. CRCOG would likely be able to provide direct access to our content management system so the consultant can directly upload material.

f) Can reimbursement for public engagement participants and/or sector stakeholders be included in the project budget, or would there be other funds available for this purpose?

Reimbursement for public engagement participants is something we would support and there is some budget flexibility to accommodate such an approach. We would welcome proposals with specific details on how you would approach this task.

Misc.

a) Can CRCOG elaborate on the expected level of coordination between the Hartford-East Hartford-Middletown MSA, the CT State and the Bridgeport-Stamford-Norwalk MSA led by MetroCOG (for which an RFP has been issued as well)? Should the Contractor plan to coordinate and potentially synthesize findings and stakeholder meetings between the two regions and/or with State-led efforts?

All three COGs receiving CPRG planning grants have been closely coordinating throughout the process. All COGs have generally agreed that coordinating wherever possible to avoid duplicative work is appropriate. To the extent possible, a proposal emphasizing coordination and synthesizing findings between the various regions would be viewed favorably.

b) Does CRCOG have existing GHG or climate action studies that it wishes to leverage for the PCAP and CCAP?

Below is a partial list of municipal and regional plans that should be reviewed:

- CRCOG [Plan of Conservation and Development](#)
- RiverCOG [Plan of Conservation and Development](#)
- Capitol Region's [Metropolitan Transportation Plan](#) (MTP)
- City of Hartford [Climate Action plan](#)
- Municipal Plans of Conservation and Development throughout the Hartford MSA.

The State of Connecticut also has multiple existing plans which will be considered and incorporated where appropriate, including but not limited to:

- Governor's Council on Climate Change (GC3) Phase 1 [Report](#) (2021)
- Connecticut Greenhouse Gas Emissions [Inventory](#) (April 2023)
Electric Vehicle [Roadmap](#) for Connecticut (2020)

c) Do you require the respondent to provide a copy of our current Certificate of Insurance with name of CRCOG as agents with the proposal, or upon an award of contract? If a copy of the COI is not required to be included with the proposal, should we confirm limits are met in a statement, at a minimum?

We would request proof of adequate insurance with submission of your response, but a COI naming CRCOG as additional insured is required prior to execution of any contract.

b) Can CRCOG please provide your standard agreement (contract) for review?

Attached separately on the CRCOG RFP page.

c) Will this contract be awarded on a fixed-fee lump sum basis?

The contract will be awarded on a fixed-fee basis and paid out at either milestone deliverables or as a percentage of work completed.

d) Could CRCOG elaborate on what is meant by sectors and projects within specific purview of the municipal governments?

As a state with no county government, implementing large-scale public-sector projects are ultimately the purview of either the State or local municipal governments. As the State of Connecticut will have a separate climate action plan, the regional climate action plan should focus on potential decarbonization efforts within the purview and statutory authority of local municipalities. Upgrading or renovating municipally owned facilities, infrastructure, vehicles fleets or revising local ordinances and regulations would be examples of actions within local purview.

As another example, some municipalities in Connecticut have publicly owned and operated utilities which may offer decarbonization opportunities in their purview, compared with communities which are served by privately owned utilities. In such cases, it would be appropriate to consider the municipally owned utilities in a carbon reduction plan for those communities.

e) For the three comparable projects and associated references included in the proposal, must the projects have been completed or can they be ongoing?

Either are acceptable.

f) Are there existing levels of required emission reduction that need to be incorporated into the quantified GHG reduction measures?

To the greatest extent possible, we hope to align our regional plan with State of Connecticut carbon reduction [efforts](#). The Councils of Government across the State have been working with the Department of Energy & Environmental Protection to identify such alignment opportunities. We expect these conversations to continue throughout the planning process and we will include the selected consultant in these discussions so they may incorporate appropriate goals into the regional PCAP and CCAP.