



ADDENDUM 1

JUNE 14, 2024

EPA Climate Pollution Reduction Grant (CPRG)
Comprehensive Climate Action Plan – Community Engagement Assistance
EPA Grant #02D56223
CMCOG RFP # CMCOG-RPD-24-02

PROPOSALS DUE: JUNE 26, 2024 2:00 PM EST

The purpose of this addendum is to provide answers to questions received by prospective RESPONDENTS and to provide clarification on items contained in the RFP. **Please note, this addendum does not change the deadline for the receipt of proposals. All proposals must still be received via email no later than 2:00 PM on June 26, 2024.**

All RESPONDENTS must acknowledge receipt of Addendum 1 by signing and dating the attached form and including it with the submitted proposal. RESPONDENTS that do not acknowledge receipt may be considered nonresponsive.

Questions and Answers

1. How many participants do you expect to attend the CPRG public meetings?

Answer. We do not have an estimated number of expected participants for the CPRG public meetings. CMCOG expects the selected consultant to assist with development and implementation of a robust marketing and outreach strategy to encourage strong community interest in the project and participation in public participation events.

2. Have venues been identified for meetings in each of the MSA counties?

Answer. Venues have not yet been identified. CMCOG expects the selected consultant to assist with identifying appropriate venues based on the criteria established during the development of the community engagement plan (Bullet # 1, Section 1.3 of the RFP).



3. Have any participants already been identified for this engagement?

Answer. Some potential participants have been identified but CMCOG expects the selected consultant to assist with identifying additional participants based on the criteria established during the development of the community engagement plan (Bullet # 1, Section 1.3 of the RFP).

4. Is it appropriate to hold some or all of the smaller focus groups virtually?

Answer. CMCOG expects all the focus groups to be in person.

5. Do you expect to see the “detailed flow diagram” as part of the proposal – or developed in partnership with CMCOG at the onset of the project?

Answer. The “detailed flow diagram” referenced in the “Schedule” section of the RFP is expected to be negotiated with the selected RESPONDENT, however, each RESPONDENT will be expected in their proposals to discuss how they intend to meet the project schedule as part of the selection criteria. This may include a gantt chart or other type of flow diagram.

6. Will CMCOG be available to assist with meetings logistics, e.g., venues, contacts, registration?

Answer. Yes. CMCOG staff has a CPRG program manager that will be working closely with the selected RESPONDENT to implement all aspects of the public participation process.

7. Is it appropriate to propose use of incentives to encourage participation from low income and disadvantaged communities?

Answer. CMCOG’s current workplan does not include incentives, but this may be considered if granted approval EPA. RESPONDENTS may discuss this strategy in their proposal but should not presume they will be available.

8. What is the total budget for Community Engagement Assistance? Does this budget include cost for incentives, or should that be broken out as a separate estimate?

Answer. An estimated budget for the scope of work outlined in this RFP is not available at this time. The final project budget will be negotiated with the selected RESPONDENT.



RESPONDENTS budgets should not include incentives as this may not be available (see answer to question 7).

9. Who will be the main point of contact for the project?

Answer. CMCOG staff has a CPRG program manager. This staff person will be the primary POC for the selected RESPONDENT.

10. Does Central Midlands Council of Governments (CMCOG) anticipate at least one on-site community engagement/focus group session per each county?

Answer. CMCOG anticipates at least one on-site community engagement event in each of the seven counties. Please note, these seven general community engagement events are separate from the small focus group meetings (see bullet 3 of the scope of work in the RFP). RESPONDENTS should feel free to propose other types of public engagement events and strategies.

11. Will CMCOG be the lead in identifying community groups to meet and act as liaison in arranging such engagement focus group sessions? If not, who will provide such “entry facilitation” to the community groups?

Answer. Refer to the answers to questions 2 and 3. CMCOG staff expects to work closely with the selected RESPONDENTS on all aspects of the public engagement process. While CMCOG will leverage existing relationships with community partners and stakeholders, CMCOG will expect the selected RESPONDENTS to provide guidance and facilitate meeting logistics and coordination.

12. Will each lead community group identify meeting locations, facilities and meeting dates and times?

Answer. Refer to the answers to questions 2 and 3. CMCOG staff expects to work closely with the selected RESPONDENTS on all aspects of the public engagement process. While CMCOG will leverage existing relationships with community partners and stakeholders, CMCOG will expect the selected RESPONDENTS to provide guidance and facilitate meeting logistics and coordination.



13. Does CMCOG prefer community engagement/focus group sessions in-person, virtual/remote, or a blend? If a blend, please specify the anticipated number of in-person vs. virtual sessions.

Answer. CMCOG expects all the community engagement/focus group sessions to be in person.

14. Will the lead community group provide meeting support such as – computer, LED projectors, screen, poster paper and easels and markers?

Answer. CMCOG expects most meetings to be held in locations where all necessary equipment is available. If such equipment is not available, CMCOG will provide.

15. Does CMCOG have an expected duration for each community engagement/focus group session E.g. 2-3 hours?

Answer. CMCOG does not have an expected duration for each community engagement/focus group session, but anticipates each to last at a minimum 1 hour.

16. How many participants does CMCOG anticipate at each community engagement/focus group session?

Answer. Please see answer 1.

17. The referenced solicitation set a required page limit only at 15 pages with limited exception. Paragraph 3.0 (page 7) used the term “any required forms.” Are there any required forms that may not have been included with the release of the solicitation? If there are required forms to be completed, please provide such with the release of Addendum 1.

Answer. No additional forms are required for this RFP.

18. Has CMCOG worked with other consultant firms in the preparation of earlier EPA report/study requirements? If yes, please identify them, the nature of the assignment and the contract value of the services provided?

Answer. Earlier reports/study requirements prepared under this grant were prepared by CMCOG staff with some limited technical assistance provided through CMCOG’s ICLEI membership.



19. Is there a specific format that CMCOG expects the presentation of information/qualifications (resumes) for Key Personnel?

Answer. CMCOG does not expect a certain resume format and will assess resumes for qualifications and skills of key personnel. Resumes may be included as an appendix and will not be counted towards the page limit. CMCOG requests the appendix be clearly labeled but included with the proposal as a single PDF file for ease of file management.

20. Can the resumes be included as an Appendix?

Answer. Please see answer 19.

21. Will the inclusion of a Table of Contents be counted within the page limitation?

Answer. A Table of Contents may be included prior to page 1 and will not count towards the page limit.

22. Can an Executive Summary be included within the Table of Contents page?

Answer. An Executive Summary may be included but will count towards the page limit.

23. Can the presentation on the Project Cost (RFP paragraph 3.8 be laced within an Appendix and not be included within the 15 page limit?

Answer. Project cost should be included in the proposal and will count towards the page limit.

24. Can the presentation on Firm Workload (RFP paragraph 3.7) be included within an Appendix section and not be included within the 15 page limit?

Answer. Firm workload should be included in the proposal and will count towards the page limit.

25. Can respondents submit a consolidated proposal encompassing both Technical Assistance (CMCOG RFP # CMCOG-RPD-24-01) and Community Engagement (CMCOG RFP # CMCOG-RPD-24-02) proposal requirements?



Answer. RESPONDENTS are required to submit separate proposals.

26. Regarding the format and content of the proposal, are there specific requirements for its layout, such as a narrative on 8x11-inch document versus a PDF presentation slide deck?

Answer. Respondents may submit a PDF in either an 8x11 inch narrative document or a PDF presentation slide deck. If a slide deck is chosen, slide sizes should not exceed 8x11 inches, and respondents should not exceed the page maximum specified in the RFP.

27. Are you able to share the allocated budget for this proposal, and is it a fixed amount?

Answer. An estimated budget for the scope of work outlined in this RFP is not available at this time. The final project budget will be negotiated with the selected RESPONDENT.

28. Will Mr. Gregory Sprouse oversee our services and be able to take responsibility for the reporting policies and judgements or is another individual at CMCOG leading this work?

Answer. Answer. CMCOG staff will manage the consultant contract and be responsible for meeting all EPA reporting requirements. For CMCOG personnel working on the project, see answer to question 29.

29. Is CMCOG planning to use a portion of the grant to hire internal full-time and/or part-time employees support execution of the scope of work outlined in the grant in addition to external contractors?

Answer. Answer. CMCOG's workplan and budget for its implementation of the CPRG program contains funding for a project manager and interns. CMCOG currently has a staff program manager with a background in climate science and policy. CMCOG also has 1 intern on staff working on CPRG tasks. External contractors would be supervised by and collaborate with CMCOG staff on developing the Climate Action Plan.

30. Are there any stipulations on resource locations to support administrative coordination and reporting?

Answer. RESPONDENT's geographic location of is not considered as part of the evaluation process.



Acknowledgement of Addendum 1

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Typed/Printed Name: _____