



ADDENDUM 1

JUNE 14, 2024

**EPA Climate Pollution Reduction Grant (CPRG)
Comprehensive Climate Action Plan – Technical Assistance
EPA Grant #02D56223
CMCOG RFP # CMCOG-RPD-24-01**

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. Is there an estimated budget for this work that you can disclose?

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.

2. Related to the bold text below. How many hours of support do you anticipate ICLEI USA providing for these tasks?

Deliverable 1: Comprehensive Climate Action Plan (CCAP) – Due August 16, 2025

GHG Inventory & Emissions Projections: the CMCOG will take the lead in GHG inventory and projections tasks. The selected consultant will be expected to provide technical assistance as needed, such as analysis services, data analysis, or data curation. **CMCOG has an existing contract with ICLEI USA for GHG Inventory & Emissions Projections for support with inventory tasks** and is using ICLEI USA's ClearPath software to create the inventory.



Benefits Analysis: CMCOG will take the lead in creating the co-pollutants baseline inventory using EPA National Emissions Inventory Data, **in concert with ICLEI USA.**

Answer. CMCOG has access to limited technical support, including occasional community office hours calls, 10 hours annually of 1-to-1 technical assistance, and access to spreadsheet tools and calculation resources under ClearPath via an existing ICLEI USA membership. CMCOG expects that existing access to these allotted technical assistance hours will suffice for related CCAP tasks and deliverables as outlined in the RFP, but additional assistance may be needed.

3. Has CMCOG completed the stakeholder engagement work that will feed into the final CCAP? If not, what is planned for stakeholder engagement?

Answer. CMCOG has completed existing stakeholder engagement as described in its published PCAP, which will continue to feed into the final CCAP. Since publishing its PCAP, CMCOG will be conducting additional public engagement and has issued a separate RFP for assistance with public engagement. In coordination with the selected public engagement firm, CMCOG plans to host public meetings across our 7-county area, continue to conduct outreach to local community-based organizations, and continue its partnership with the SC Office of Resilience on collecting survey data input (potentially to be revised/updated over summer 2024). CMCOG is open to respondents' suggestions for stakeholder engagement and encourages respondents to include such suggestions in its RFP response.

4. Can you confirm that the team member/key personnel resumes should be included within the 20-page limit? Or is it acceptable to append the resumes outside of the page limit?

Answer. Resumes may be included as an appendix and will not be counted towards the 20-page limit. CMCOG requests the appendix be clearly labeled but included with the proposal as a single PDF file for ease of file management.

5. Questions on deliverables and color codes: What is the anticipated percentage level of effort of consultant/client for the following deliverables?

- GHG Inventory
- GHG Emissions Projections
- Quantified GHG Reduction Measures
- Benefits Analysis
- LIDAC Benefits Analysis



- Review of Authority to Implement
- Intersection with Other Funding Availability
- Workforce Planning Analysis
- Status Report including Next Steps/Future Budget and Staffing Needs

Answer. CMCOG expects RESPONDENTS to base their proposals and anticipated level of effort on the scope language for each task outlined in the RFP and EPA program guidance (linked in the RFP).

6. Questions on budget: What is the budget, or budget range for this project? Alternatively, can you provide an example on what you have spent on deliverables similar to those described in the CPRG Deliverables Table in the past?

Answer. Please refer to Answer 1. CMCOG has not previously worked on a comparable climate related project and does not have relatable costs for such work.

7. Are respondents able to 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.

8. 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.

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

Answer. Please refer to Answer 1.

10. 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. 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 11.



11. 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. 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.

12. 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: _____