

South Bay Cities Council of Governments

RFP No. 2013 C-2

Energy Efficiency Climate Action Plans

Pursuant to the Energy Efficiency Climate Action Plans Request for Proposal (RFP), all proposers were to submit any questions regarding this RFP no later than by 12:00 PM (PST), Friday, December 13, 2013. Questions were to be answered in writing and posted on the South Bay Cities Council of Governments' (SBCCOG) website. Below is a list of the questions received from proposers and the SBCCOG's response:

Q-1: Can you tell me if SBCCOG [sic] has historically worked with a consulting firms to provide CAP-related services or, alternatively, if SBCCOG [sic] has instead completed this work only by utilizing internal staff capabilities? If you have worked with firms, can you please tell me the names of those firms?

A: The SBCCOG has completed most CAP-related work utilizing internal staff capabilities. SBCCOG staff, with technical assistance from ICLEI, developed the 2005 and 2007 GHG inventories, which are available on the SBCCOG website at: <http://southbaycities.org/projects/climate-action-planning/greenhouse-gas-emissions-inventories>

Q-2: In addition to the 25-page submittal, can we include appendices for references and resumes?

A: Yes, references and resumes can be appendices in addition to the 25-page submittal.

Q-3: Are covers, dividers, and table of contents included in the 25-page restriction?

A: Covers, dividers, and table of contents are not included in the 25-page restriction.

Q-4: For purposes of preparing the 2 timelines, when does SBCCOG anticipate knowing whether an extension would be granted?

A: The SBCCOG anticipates knowing if an extension is an option by the end of first quarter for the calendar year 2014; however, it is possible that the SBCCOG will not know if an extension will be granted until a later date.

Q-5: What level of community outreach is anticipated and would that be coordinated by the consultant?

A: The EECAP is a document being prepared for each city. Therefore, the Consultant should provide their advice on how much and in what way the SBCCOG and each city can conduct the community outreach. The Consultant is encouraged to consider creative cost-effective strategies within the scope and budget for the SBCCOG and cities to do community outreach.

Q-6: What is the anticipated level of involvement and coordination by SBCCOG among the participating jurisdictions?

A: It is anticipated that the SBCCOG will be involved in the coordination among the participating jurisdictions and will help facilitate the work of the consultant. Depending on SBCCOG staff availability, it is also anticipated that there may be times when the Consultant will work with, or have meetings with, city staff without the SBCCOG staff's direct involvement.

Q-7: Are the GHG inventories that have been conducted for each of the 15 SBCCOG cities available for review during preparation of proposals?

A: The GHG inventories are available on the SBCCOG website at:
<http://southbaycities.org/projects/climate-action-planning/greenhouse-gas-emissions-inventories>

Q-8: Does SBCCOG know which of the 15 member cities have already set GHG reduction targets and/or begun the preparation of CAPs?

A: The following cities have set GHG reduction targets: Hermosa Beach, Inglewood, Manhattan Beach, Palos Verdes Estates (municipal target), and Rolling Hills Estates. The City of Manhattan Beach has completed a municipal Climate Action Plan and the City of Inglewood has completed an Energy and Climate Action Plan. The SBCCOG has reached out to all of the South Bay cities to begin the discussion about CAPs and target setting. As stated in the RFP, even the cities with completed plans are still interested in an evaluation of what they've done and how to integrate into the sub-regional process.