Questions and Answers

Request for Proposal (RFP) No. 18-03
CAPtivate 2.0: WRCOG Subregional Climate Action Plan Update

The below responses have been prepared pursuant to questions asked by potential bidders on the RFP:

Multiple requests were received to share certain documents. In response to those requests, this dropbox folder contains the following:

1. Caltrans Application Documents
   a. Application Form
   b. Scope of Work
   c. Timeline-Budget
2. CAPtivate data from two jurisdictions (San Jacinto and Temecula) to serve as a model for the kind of data available for the 12 jurisdictions which participated in the original CAP.

Questions asked at Pre-Proposal on December 6, 2018

1. Does the budget listed in the RFP account for dollars earmarked for WRCOG staff time?
   A. The original RFP issued on November 30, 2018, listed the full Caltrans grant award, not accounting for the staff allocation. A revised RFP was published on December 10, 2018, correcting this error and extending the deadline for proposal submission to January 24, 2018.
2. What is the status of the County and each member City local CAP?
   A. Refer to table below for an update on all known local CAP activities:

Jurisdiction	CAP Status
City of Banning	Planning to begin General Plan update in 2019 and considering including CAP, would not be completed
City of Beaumont	Adopted in 2015, have inventory data for 2005 and 2012.
City of Calimesa	Current CAP was finalized in 2014 using WRCOG subregional CAP baseline
City of Canyon Lake	No current information.
City of Corona	Midway through CAP update, scheduled for completion in early 2019, LSA is consulting firm
City of Eastvale	No current CAP and no updates scheduled
City of Hemet	Adopted the subregional CAP, no plans to update in near term.
City of Jurupa Valley	Adopted subregional CAP, no known plans to update.
City of Lake Elsinore	Current CAP was adopted in 2011 and utilizes 2008 baseline data
City of Menifee	Does not have a CAP, have policies included in General Plan, and plans to utilized CAPtivate 2.0.
City of Moreno Valley	No current information.
City of Murrieta	Currently working on a CAP and General Plan update, anticipated completion: summer/fall 2019
City of Norco	Conservation element that is a CAP for the City. Adopted policies and goals based on subregional CAP. Conservation element uses baseline WRCOG data.

City of Perris	Adopted a tailored version of the subregional CAP and will utilize CAPtivate 2.0
City of Riverside	Riverside's Restorative Growthprint was adopted in January of 2016. The CAP established a 2007 baseline year. Anticipate kicking off a comprehensive GP update, hopefully in the next 6 months, which would include an update to the CAP. Timeframe for completion is expected to be at least 2 to 3 years.
City of San Jacinto	Will work on a CAP for GP2040 update, scheduled for adoption in mid 2020 Would like to share information/findings and would welcome information from WRCOG as available.
City of Temecula	anticipate starting to prepare one in the 2nd quarter of 2019 with a completion date around 2nd quarter of 2020.
City of Wildomar	No recent or planned CAP updates
County of Riverside	Update in progress. Estimated completion December 2019.

3. How detailed should the proposals be for the optional tasks?
   A. As detailed as deemed appropriate by consultant—it is up to your discretion.
4. What is the status of WRCOG's Community Choice Aggregation (CCA) program?
   A. The CCA established to serve WRCOG member agencies is Western Community Energy (WCE). Seven WRCOG member Cities have elected to join the WCE JPA and will have the option to begin providing power by 2020: Canyon Lake, Eastvale, Hemet, Jurupa Valley, Norco, Perris, and Wildomar. For more information on WCE, visit westerncommunityenergy.com.
5. Is there a connection between this grant-project and the joint project between SBCTA and WRCOG, Resilient IE?
   A. There is no direct connection, however as a part of Resilient IE, the WRCOG vulnerability assessment will be updated.
6. Should the sectors include Agriculture and Open Space?
   A. That is up to the discretion of proposers.
7. Is there a capacity at WRCOG to serve as a champion to facilitate implementation?
   A. WRCOG would be open to providing such services, but a funding source would need to be identified to pay for the requisite staff time. WRCOG will soon release an RFP for a Regional Energy Network (REN), through the California Public Utilities Commission (CPUC), to replace the Western Riverside Energy Partnership, through Southern California Edison and SoCalGas. It is possible that there may be funding opportunities through this network framework for such a position at WRCOG. Alternately, it could be proposed that Fellows serving in member jurisdictions or one placed at WRCOG through WRCOG's Public Service Fellowship Program, could fill this role.
8. Are there other WRCOG programs that may be relevant to the CAP?
   A. Yes, WRCOG encourages proposers to review WRCOG's website for additional information on such programs on the Streetlight Program, Solid Waste Program, Used Oil Program, the Clean Cities Program, the WRCOG Grant Writing Program, the Regional Active Transportation Program, the RIVCOM Travel Model Update, and the Public Service Fellowship Program.
9. Given the overall budget reduction, how does the overall scope of work change for the project? What tasks are modified or removed? Will WRCOG take on additional responsibilities for the completion of specific tasks? If so, which ones?

A. The budget was developed accounting for both staff and consultant time requirements. There will be no modification to the scope or division of work.

10. Exhibit 1 provides the timeline and budget for the Caltrans Grant. Could WRCOG please provide an updated version of the exhibit that accounts for the change in the overall project budget, as well as noting any changes in the "Responsible Party" column?

    A. The budget provided as Exhibit 1 reflects the total project budget, including staff time. There are no changes to the "Responsible Party" for any tasks. Proposal submissions do not need to fit a specific distribution of project costs between tasks so long as the total budget proposed is within the allotted budget; it is anticipated that WRCOG will likely need to submit a budget amendment to Caltrans once a proposal has been selected. WRCOG will not issue an alternate budget. Included in the dropbox folder linked above, is the Excel file for the budget provided in Exhibit 1.

11. Can WRCOG post the original Caltrans grant application?

    A. Yes.

12. Does WRCOG have all of the original design files for the Captivate project (Task 2.1)?

    A. The original Captivate document was prepared in Microsoft word. WRCOG will provide copies of all Captivate files to the firm selected to complete the work.

13. Task 6.1 mentions that updates to the health component of the dashboard may be warranted. Should our submittals include a scope of work and budget for this task?

    A. If you consider it important to address that work either as a component of the Caltrans funded work or as an additional optional task, please feel free to do so. Please keep in mind that the recently completed Active Transportation Plan included a significant level of analysis and reporting related to health data which may be of value to potential proposers.

14. In Tasks 7.3 and 7.4, the scope notes that "WRCOG will also offer to present to each jurisdiction's City Council / the County Board of Supervisors." As written, this implies WRCOG will conduct these meetings. What role, if any, does WRCOG anticipate the consultant will have in these meetings, e.g. presentation or staff report preparation, meeting attendance, etc?

    A. Consultants efforts will be limited to preparing template presentations and staff reports for WRCOG's use when presenting to member agencies. Consultants should budget time to present to at least two WRCOG committees (Planning Directors and Executive Committee).

15. Will WRCOG provide the selected Consultant with base year and future year on-road transportation data (e.g., vehicle miles traveled) for all WRCOG member cities and County to use in the preparation of base year GHG inventories and future year GHG forecasts? If so, can you please describe the data that will be provided (e.g., years, source)?

    A. It will be the responsibility of the Consultant to obtain this data.

16. Can WRCOG please share the list of attendees for the pre-proposal meeting?

    A. The following individuals were present or joined the pre-proposal meeting by phone:

        i. Andrew Martin, Ascent
        ii. Heidi Rous, ESA
        iii. Delia Votsch, Fehr + Peers
        iv. Preeti Verma, LSA

     v. Lori Sellers, LSA

    vi. Michael Hendrix, LSA

   vii. Aaron Pfannenstiel, PlaceWorks

  viii. Tammy Seale, PlaceWorks

    ix. Monica Guerra, Raimi + Associates

    x. Theresa Dickerson, WSP

17. Although the 2014 CAP mentions that the Local Government Operations Protocol (LGOP) was used in developing the 2010 inventories, there is no presentation of municipal operations GHG inventories as a subset of the community-wide inventories. Please confirm that Tasks 3.1 and 3.2 do not include evaluating or updating separate municipal operations inventories per the LGOP.

    A. WRCOG is providing an example of the inventory data that was collected and summarized in Captivate. We would recommend that the consultant review that data and provide a recommendation as to whether or not additional data and analysis is appropriate. Our initial review of the inventory data is that data was collected and summarized for municipal operations. We would leave it to the discretion of each consultant to determine how best it would be to report this information that would be beneficial to WRCOG's member agencies.

18. Task 3.1 – are the existing inventories in SEEC's ClearPath tool?

    A. As noted in the response to Question #17, WRCOG is providing all proposers with a copy of the electronic data that was collected and summarized for each of the 12 jurisdictions that participated in Captivate. It is our understanding that the team member preparing the inventories (ICLEI) did not use the SEEC ClearPath tool for purposes of the inventories. We have been informed that one of our member agencies (City of Riverside) have uploaded their inventory data into the SEEC ClearPath tool.

19. Task 3.2: Can WRCOG confirm if any of the following sectors are NOT included in the SOW for the "current year" transportation and land use inventories? Energy, Stationary Sources, Water use, waterwater treatment, Solid Waste.

    A. None of the sectors are included under the category of transportation and land use. However, as specified in the Scope of Work provided, Energy, Water and Wastewater, and Solid waste are explicitly included in the optional tasks of the RFP.

20. Are aircraft emissions included in the inventory evaluations and updates?

    A. No.

21. Task 3.2: For the current year inventories, please confirm that the methods should be the same as the baseline/existing inventories for 2010, even for sectors/sub-sectors where methods and calculation protocols may have evolved. Accordingly, please confirm that SOW does not include revising or updating the baseline/existing inventories for 2010 to account for any methodological changes that may have occurred.

    A. We recommend that the Consultant recommend an appropriate approach to this issue within the provided budget. If the Consultant feels that the provided budget only allows for a limited update to this data, please note in the response.

    WRCOG would note that our position on technical issues is that we rely on our Consultants to serve as technical experts and advise us on an appropriate course of action. Therefore, we would encourage each proposer to view this issue from the perspective of providing a recommendation to WRCOG. If you

feel necessary to provide caveats or make assumptions regarding a particularly methodology, please do so.

22. Task 3.3: Given that the project will start in 2019, does the SOW include 2020 forecast updates?
    A. It is the responsibility of the Consultant to recommend an appropriate approach to this issue. WRCOG Staff's assumption is that a 2020 forecast is not necessary, however; we would defer to technical experts on this issue.
23. Tasks 3 and 4: Will the excel calculation spreadsheets for all existing GHG inventories and forecasts, including the 12 city inventories/forecasts from the subregional CAP the 7 additional city inventories/forecasts, be made available to the consultant?
    A. Please see the response to Question #17 regarding the availability of data for the 12 jurisdictions which participated in Captivate. Also, it is possible that inventory data may exist for other jurisdictions which did not participate in Captivate. Please see the answer to Question #2 regarding the status of various studies by our member agencies. For budgeting purposes, we would recommend that each consultant assume that data for the agencies which were not included in Captivate are not available to be conservative.
24. Tasks 3, 4, and 5: Are the excel calculation worksheets for the updated GHG inventories, forecasts, and GHG reduction measures, specific deliverables to the COG?
    A. Yes.
25. Task 5: Will the excel calculation spreadsheets for all existing GHG reduction measures, including those from the subregional CAP and the 7 additional city CAPs, be made available to the consultant?
    A. Please see answer to Question #23.
26. Task 6.2: Is the progress report intended to show the progress of city-wide emissions from 2010 through the current year inventories? Or is it also intended to show measure-specific progress?
    A. The CAPtivate monitoring tool is designed to track both city-wide GHG reduction progress and measure specific progress and both of these indicators can be rolled up to reflect the Subregion's progress as a whole. Consultant should recommend the best approach to reporting CAPtivate's progress.
27. Task 7.3 and 7.4 – Draft and Final CAP presentations: This seems open-ended in terms of number of presentations. Are you expecting consultant to budget for presentations to up 19 jurisdiction's City Councils in addition to the four WRCOG standing committees and Executive Committee?
    A. Please see response to Question #14.
28. The RFP says that the approved grant application is included as part of Attachment B. Can you identify which pages in Attachment B represent the grant application? Is it possible for you to post the actual application?
    A. Please find the original Scope of Work submitted with the grant application in the Dropbox folder linked above.
29. Regarding the revised RFP of 12/10/18 with the adjusted budget. How does this affect the consultant SOW? What specific tasks will the WRCOG be taking on?
    A. There is no change to the SOW, see response to Questions #9 and #10 above for additional information.

30. Can you please provide a revised Exhibit 1 showing the allocation of budget by task to WRCOG and to the consultant?
    A. No. Please refer to the response for Question #10 above for more details.
31. How should the budgets for the optional tasks be prepared?
    A. Each optional task should include a budget with comparable detail to the Caltrans budget shared in the dropbox folder linked above and included in the RFP.
        WRCOG also requests that the optional tasks to prepare standalone CAPs for EMWD and WMWD, also include a budget to prepare a standalone CAP separate from the subregoinal CAP. We encourage proposers to recommend what they consider to be an optimal approach to develop a climate action plan for WRCOG's water district members. Each proposer is also encouraged, if deemed appropriate, to propose more than one potential approach of how each water district should address the CAP. See the table below for further clarification.

Optional Task	Budget to include with CAPtivate 2.0 contract	Stand-Alone Budget if prepared separate from CAPtivate 2.0	Approach(es)/ Method(s) to prepare water district CAP
Water-specific CAP update	x		
Energy-specific CAP update	x		
Solid waste-specific CAP update	x		
EMWD Standalone CAP	x	x	x
WMWD Standalone CAP	x	x	x