



ADDENDUM 4
June 17, 2022

RFP Response date is extended to July 8, 2022 @ 2PM EDT.

Questions/**Answers**

1. a. Does Addendum 1 overrule the structure outlined in VIII., B. Document Organization? Should proposers now disregard this prescribed format?: *All potential Contractors must submit their proposals following the prescribed format as per Section VIII.B.*

b. The instructions in VIII. C. Proposal Content Details did not align well with the original prescribed format in VIII., B. Document Organization and do not align well with the structure indicated in Addendum 1. For example: VIII. C. Proposal Content Details does not mention Resumes in its description of Section 3. Proposers are left uncertain as to which aspects of VIII. C. Proposal Content Details still apply.

c. In VIII. C. Proposal Content Details, Section 3. References of the Past Work and Contractor and any Subcontractor(s) (referred to as Section 3: Resumes and Past Work in Addendum 1), the instructions simply say: *a. Past Performance/Offeror References (no more than 5 pages)*

Per Addendum 1 the Alignment is as follows:

File Submission alignment -

- File 1 - Section 1 - Letter of Interest, Table of Contents, Executive Summary and Technical Proposal Section 2 – Project Management Plan**
- File 2 - Section 3 – Resumes and Past Work**
- File 3 - Section 4 – Offeror Responses/Cost/Forms**

2. May we request a one-week extension to the deadline of June 24, 2022 to provide enough time for answers to inform proposals?

RFP Response date is extended to Friday, July 8, 2022, @ 2:00 PM EDT.

3. Please further explain the contract payment structure. What will be the average or expected range of sub-project values/budgets?

Smaller Task Order Awards could be in the range of <\$10,000 to >\$50,000 while larger awards could be greater than \$100,000.

4. Should awardee expect to interact consistently with the same team of people, or will there be new teams for each sub-contract?

Within COG, the COG team staff will be relatively consistent. For work with organizations outside of COG, the team will vary depending on the project.

Different teams can be put together by the contractor for each different task order but a DBE plan and a "good faith" effort to use DBEs is required for every task order.

5. Will sub-contracts be generally structured around specific member municipalities and organizations, specific emissions types and technologies, or some other project organizational structure?

In many cases, COG would be the lead on task orders on behalf of jurisdictions and in those cases, COG's terms and conditions would be in place as per the RFP and resulting contract(s).

Other municipalities may ride this contract as per the rider clause and they may have different terms and conditions. Any use of the rider clause must be by mutual agreement of both parties.

The structure will depend on the project and this cannot be defined at this time.

6. Does MWCG prefer to adhere to the ICLEI Greenhouse gas protocol? (A Task 1, 3)

Yes.

7. With regard to open-source tools, marketing strategies and awareness, will these requirements need to be stand-alone, project specific deliverables or single tools that bring together several individual sub-projects to one place? (D. Task 4, 7)

This will depend on the specific project; it could involve either stand-alone tools for specific projects or could be an overarching tool to serve multiple needs.

8. Do our DBE consultants need to be specifically certified through MWCOG, or are DBE certifications from other entities (DOTs, etc.) still valid?

COG does not certify DBE's. They can be certified through any DBE certifying organization in the United States, but they must be DBE only. No other certification is accepted. Other certification types are not accepted.

Certification documentation, typically a letter from the certifying agency, for all DBE's being proposed must be provided with the Proposal to earn points on the evaluation process. COG staff will not research the DBE status for any proposers.

9. There are a number of pieces identified under Offeror Responses/Cost/Forms (page 13) that we cannot find. Can you please clarify the following?

a. Responses to Checklist: *Is this the checklist on the Proposal Response Form?*

YES

b. Offeror Certification: *Only applicable for DBE prime consultants?*

NO. As per above...Certification documentation, typically a letter from the certifying agency, for all DBE's being proposed must be provided with the Proposal to earn points on the evaluation process. COG staff will not research the DBE status for any proposers. This includes subcontractors and prime contractors.

c. Offeror References Form(s): *Is this a duplicate of Attachment C, which is included in a separate file?*

YES. Offeror References Form begins on page 40 and is included in the File 3 – Section 4 (see Question 1 above).

10. For the project experience, we have been allotted 5 pages. The description specifies three project descriptions at one page each. Are we able to include two additional, one-page project descriptions?

YES. Additional project(s) can be added.