



ADDENDUM 4
August 18, 2023

Questions/**Answers**

1. Is the geographic scope for this project intended to be the Washington-Arlington-Alexandria, DC-VA-MD-WV MSA, and if so, does COG already have relevant data from each government entity?

Yes, the geographic scope is the Washington-Arlington-Alexandria, DC-VA-MD-WV Metropolitan Statistical Area. For COG member jurisdictions, COG has 2020 [GHG inventory](#) and projection data and [Equity Emphasis Areas](#). We are in the process of collecting information and data required for this project, including information and data for the other MSA local jurisdictions.

2. Evaluation criteria for DBE and cost are limited to Phase 1. As such, should a response to this RFP include a proposed approach and cost breakdown for Task 5/Phase 2?

No DBE Plan is required for Phase II (Task 5). All later Task Orders under Phase II will require DBE Plans.

3. Is Task 3e envisioned to be (1) a general assessment of which entity has authority to lead the implementation of a proposed strategy, action, (2) whether COG specifically has the authority, and/or (3) something else?

The [EPA CPRG Program Guidance](#) document states that the PCAP and CCAP will include a range of proposed GHG reduction measures, and these plans will need to identify for each measure whether the relevant state or local governments already have existing statutory or regulatory authority to implement the measure, or whether such authority still must be obtained. The Guidance document states that for each measure included in the PCAP and CCAP, the grant recipient must indicate whether they have existing statutory or regulatory authority to implement the measure, or whether such authority still must be obtained. The PCAP must include a schedule of milestones for actions needed by key entities (e.g., legislature, administrative agency, etc.) for obtaining any authority needed to implement each listed program or measure. The [Metropolitan Washington 2030 Climate and Energy Action Plan APPENDIX E: LIST OF STATE LEGISLATION SUPPORTING GHG EMISSION REDUCTION IN METROPOLITAN WASHINGTON](#) may be a good starting point resource for this assessment.

4. Within Task 4 most engagement is framed as being conducted through local agencies and organizations. At any point in Phase 2, does COG envision the contractor conducting direct community engagement with the general public and/or underserved/disadvantaged communities.

Yes

5. Page 15 Font size must be no smaller than ten (10) point Times New Roman. Can offerors use 9 point font for tables and graphics?

Yes. Arial 10 point may be used

6. Page 8 EPA Project management reports include: a. Provide a proposed workplan and task level timeline for completion of the project. Please confirm whether the workplan referenced here is the same workplan as described in section V. Background A (RFP page 7), and, how this workplan differs from or relates to the CPRG workplans that were due on April 28 for States and the District of Columbia.

The CPRG Workplan due on April 28 has already been submitted to EPA. Task 1 is a project management plan for the work the contractor will do to support COG on this project.

7. Page 15 XIV. Proposal Requirements Can offerors include cover pages and letters to volumes, excluded from the page count?

Yes, However, file size must not exceed 10 MB each.

8. Page 16 a. Resumes are required for all members of the project team including subcontractors. Would MWCOG consider revising the resume requirement from “all members” of the project team to key staff? If not, will MWCOG please increase the page limit for File C to 40 pages?

Key staff are acceptable.

9. Is there a specified budget for this project?

Budget is not specified, at this time.

10. Will the award be restricted to one consultant, or can multiple consultants be awarded the different aspects of the project?

Number of contracts	One (1) for Phase I Phase II multiple awards, partial awards, and to fund tasks or subtasks separately and/or at a later date.
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11. Are we to interpret this RFP as Metropolitan Washington implementing the CPRG program as an MSA and the Commonwealth of Virginia implementing separately as a state?

Yes, COG is the lead agency developing the Washington-Arlington-Alexandria, DC-VA-MD-WV Metropolitan Statistical Area (MSA) climate plans under the US Environmental Protection Agency (EPA) Climate Pollution Reduction Grant Program and Virginia is separately developing the state plans under this program. The District Department of Energy and Environment’s (DOEE) is receiving a formula grant for the state and MSA climate plan development and has selected COG as the lead agency. Virginia is separately receiving a formula grant under the CPRG program to develop Virginia state plans.

It is possible that other states and regions may want to leverage the contract that results from this RFP to separately support their CPRG work.

12. Additionally, could you please further elucidate the division of labor and/or overlap between the Virginia and Metropolitan Washington plans? To what degree are these each singular efforts or coordinated efforts?

COG's CPRG project is separate from the Virginia CPRG project. COG does plan to communicate with state agencies in DC, MD, VA, and WV during the CPRG plans development. The states will be invited to participate on our CPRG Steering Committee. Virginia has expressed their intention to host calls with regions developing CPRG plans in Virginia, including COG.

13. Phase I of the RFP runs until September 30, 2026, however the PCAP (Task 3 of Phase I) is due on March 1, 2024. Would the contractor focus largely on project management, committee support, and stakeholder engagement for the remaining 1.5 years if not awarded Phase II?

The PCAP is due in March 2024 and the CCAP is due summer 2025. After that time, there will still be committee, stakeholder, and community engagement just not as much as during the plan development. EPA will be requiring a published status report and encouraging updated emissions analyses, updated workforce analysis, and assessing implementation status.

14. Would the Phase I, Task 2 Steering Committee and Technical Committee meetings be anticipated to end with the CCAP or at a different time in the program?

After the completion of the CCAP, the Steering Committee and Technical Committee will meet less frequently until the end of the project period with EPA in 2027.

15. In Attachment A Terms and Conditions, which begins on Page 26 of the RFP, it is stated that "Proposers are categorized as Subrecipients in this Section." Please confirm that offerors who meet the characteristics listed in CFR § 200.331(b) will be classified as a contractor and shall not be considered a subrecipient of Federal grant funds awarded to the Metropolitan Washington Council of Governments.

In the Terms and Conditions the term subrecipient refers to any proposer on COG's solicitations. In contracting terms all awardees are considered contractors by COG.

16. Are only the 24 MWCOG members part of this study or are Baltimore and surrounding counties included in the scope of this project? (They are listed on p. 49 of the RFP)

This section of the RFP relates to potential riders of this contract not directly to the work being done under this RFP.

The study boundary is larger than COG's 24 local jurisdiction members but does not include the Baltimore region. The study boundary is the Washington-Arlington-Alexandria, DC-VA-MD-WV Metropolitan Statistical Area. Revised delineations of MSAs documented in OMB BULLETIN NO. 23-01 from July 21, 2023 state that our MSA includes:

- **Principal Cities: Washington, DC; Arlington, VA; Alexandria, VA; Frederick, MD; Gaithersburg, MD; Bethesda, MD; Rockville, MD; Reston, VA; McLean, VA; North Bethesda, MD**

- **Arlington-Alexandria-Reston, VA-WV Metropolitan Division: Arlington County, VA; Clarke County, VA; Culpeper County, VA; Fairfax County, VA; Fauquier County, VA; Loudoun County, VA; Prince William County, VA; Rappahannock County, VA; Spotsylvania County, VA; Stafford County, VA; Warren County, VA; Alexandria city, VA; Fairfax city, VA; Falls Church city, VA; Fredericksburg city, VA; Manassas city, VA; Manassas Park city, VA; Jefferson County, WV**
- **Frederick-Gaithersburg-Bethesda, MD Metropolitan Division: Frederick County, Montgomery County**
- **Washington, DC-MD Metropolitan Division: District of Columbia, DC; Charles County, MD; Prince George's County, MD**

17. Are Public/State Authorities/Agencies included (as listed on p. 49) and should they be engaged as separate stakeholders in this process?

COG is planning to set up a CPRG Steering Committee and will invite state agency representatives from DC, MD, VA, and WV that are working on the state CPRG plans.

18. Assuming an Oct 1, 2023 start date, delivery of a PCAP March 1, 2024 only allows 5 months for gathering and analyzing GHG data from 24+ jurisdictions. a. What data is currently available and compiled in order to meet that mark? Is there flexibility on the PCAP delivery dates?

The deadline for PCAP is a federal requirement and there is no flexibility in the delivery deadline. COG has GHG inventory data for the 24 COG member jurisdictions and is collecting data for the additional local jurisdictions in the MSA. See COG's [GHG Inventories webpage](#) for additional information on available GHG inventories.

19. What buy-in from individual MWCOG members do we expect prior to development of the final CPAP? Given the multi-jurisdiction nature of the Plan, I expect some activities will not be suitable or allowed in the initial plan.

COG members have been participating in regional climate planning for more than a dozen years. COG members have adopted regional climate goals, plans, and coordinate on implementation. For more information, see the [Metropolitan Washington 2030 Climate and Energy Action Plan](#), COG's [Climate and Energy webpages](#), and the Climate, Energy and Environment Policy Committee's (CEEPC) [May 2023 meeting discussion, materials, and recording on CPRG](#). Working across state boundaries and with urban, suburban, and rural communities takes a flexible and inclusive approach.

For the CPRG Project, all MSA local jurisdictions and low-income disadvantaged community (LIDAC) representatives will be invited to participate and contribute to the measures in the plan. COG plans to make a call for projects to incorporate into the PCAP to identify and bring attention to energy projects that are important to local communities and identify potential funding sources. It's especially important to identify projects that will be eligible for CPRG implementation funding. EPA intends to announce final details and issue notices of funding opportunities for the CPRG implementation grants competition in September 2023. The first round of applications will be due in April 2024.