



**ADDENDUM 7  
August 25, 2023**

Questions/**Answers**

1. The “Proposal Response Form and Price Proposal... assumptions and constraints” section of the RFP includes the requirement to “Provide the estimated level of effort (LOE) and total cost for each of the required project Tasks and Subtasks, assuming COG is the Commonwealth of Virginia as a State plan.” Please clarify the geographic boundary of the Tasks and Subtasks for this requirement, including whether it covers the entire state of Virginia, a set of Northern Virginia jurisdictions only, or some other geographic scale. Please also clarify whether the technical approaches for the related project Tasks and Subtasks need to be broken down by this Virginia geographic scale as well as the alternate scale for the full COG region, the “Metropolitan Washington Council of Governments (COG) for the Washington- Arlington- Alexandria, DC-VA-MD-WV MSA plan.”

**Responses should be for a) an MSA-level plan for the entire Washington-Arlington-Alexandria, DC-VA-MD-WV MSA which would include all COG member governments as well as other Counties/City that are not formal members of COG and b) a state-level plan for the entire Commonwealth of Virginia.**

2. Will the simplified inventory for the PCAP require county/city level breakdowns for all jurisdictions within the COG region? Will it also require GHG emissions projections at this level?

**COG anticipates that the simplified inventory will be at the MSA regional scale only.**

3. Will the comprehensive inventory for the CCAP require county/city level breakdowns for all jurisdictions? Will it also require GHG emissions projections at this level?

**COG anticipates that the CCAP inventory will be at the MSA regional scale and may also include subregional or local inventories and projections as needed.**

4. Will breakdowns of data be required or preferred at geographic scales more detailed than the county or city levels? If so, what geographic boundaries are potentially needed?

**COG is not sure about what will be needed in terms of breakdowns of data at geographic scales more detailed than the county or city levels and what geographic boundaries might be needed. Steering and technical committee input on this issue is**

**anticipated. Contractors can propose breakdowns that may be useful in the planning process.**

5. Will the consultant have access to all data files involved in the production of COGs most recent GHG inventory and projections at the regional as well as city and county levels?

**We envision that the selected Contractor(s) would have access to all such data files. COG may require the selected Contractor(s) to enter into a Non-Disclosure Agreement (NDA).**

6. Will the quantification of GHG measures for the PCAP require assessments of policy measure specific actions in all economic sectors or only select sectors? If select sectors, which? What about the CCAP? How many measures across the sector does COG envision for quantification through the PCAP? What about the CCAP?

**Sectors of interest for inclusion in both the PCAP and CCAP will be determined as part of the planning process with input from the Steering and Technical Committees. Sectors of typical interest include buildings (residential and commercial), transportation (on and off road), and energy generation and distribution, as well as agriculture, forestry, fugitive emissions.**

7. Will project level assessments of GHG reduction actions be required for the PCAP, or only policy and program level assessments? Same question for the CCAP?

**According to EPA, PCAPs require measure-level GHG quantification for priority measures in one or more sectors and CCAPs require measure-level GHG quantification for measures across all key sectors. "Measure" is intended to reflect the full breadth of the CPRG authorizing language directing planning grants to eligible entities for plans that include "programs, policies, measures, and projects that will achieve or facilitate the reduction of greenhouse gas air pollution." EPA will not dictate the exact methodology used. Instead, EPA has shared a variety of tools that MSAs and states could leverage for such an assessment, such as CURB, PATHWAYS, COBRA, AVERT, ESIST, GLIMPSE, WARM, or custom developed tools.**

8. Will the quantification of GHG measures for the PCAP require only GHG reductions or will cost assessment also be required?

**EPA's suggested steps for evaluation and quantification of GHG reduction measures includes (1) Identify and evaluate GHG emission reduction measures; (2) Use evaluation results to select PCAP and CCAP measures; and (3) Apply a quantification tool to assess emission impacts. Evaluation refers to the identification of potential GHG measures for a given sector or source and the evaluation of the GHG reduction potential, costs, and other benefits associated with implementation of the measure. Quantification refers to modeling or the application of other tools or resources to quantify the GHG reductions that would occur annually over the project's lifetime if implemented.**

9. If cost assessment is required, what level of detail will be needed. For instance, are cost effectiveness estimates required only, or are financial flows needed to support quantification of measures that will be candidates for submission to the EPA \$4.6 billion implementation grant?

**See responses to the above 2 questions. EPA intends to release the notice of funding opportunities (NOFOs) for the implementation grants in September 2023 and applications will be due in April. More information will be available on the implementation grant specifications at that time. COG does want to include projects in the PCAP that will eligible and competitive for implementation grants.**

10. Similarly, will the quantification of GHG measures for the CCAP require only GHG reductions or will cost assessment also be required and at what level of detail?

**See response above to the similar PCAP question. It is anticipated that quantification methodologies for the PCAP and CCAP will be aligned. The PCAP will not require all sectors to be addressed. The CCAP will require all sectors to be addressed.**

11. Will the consultant have access to all data files involved in the production of COGs most recent quantification of GHG reductions and costs/benefits for GHG mitigation policy measures at the regional as well as city and county levels?

**Yes, if needed.**

12. Will the consultant have access to similar data files associated with recent GHG target assessments for COG?

**Yes, if needed.**

13. Will members of the Environmental Justice community from the region be part of the Technical Committee?

**COG envisions inviting members of the Environmental Justice community to participate in the planning process either as stakeholders or possibly members of the Technical Committee depending on interests and needs.**

14. Does COG envision a single Technical Committee or also subcommittees corresponding to sectors or other areas of focus?

**COG anticipates that the Technical Committee may benefit from having subcommittees focused on specific sectors or focus areas, but that will be determined during the project implementation.**

15. Will the review and analysis of the authority to implement be required for each of the city and county jurisdictions within COG?

**Review and analysis of the authority to implement will be required for the identified lead agency(ies) wishing to implement a priority PCAP measure.**

16. Will this review and analysis of the authority to implement be required for all PCAP measures identified and quantified or selective measures? If only for select measures, how many?

**Answer: Review and analysis of the authority to implement will be required for all identified priority PCAP measures. Also, please refer to the EPA guidance for this answer: pg 49 chrome- <https://www.epa.gov/system/files/documents/2023-02/EPA%20CPRG%20Planning%20Grants%20Program%20Guidance%20for%20States-Municipalities-Air%20Agencies%2003-01-2023.pdf>**

17. Does COG seek assistance to screen and prioritize PCAP measures for development as eligible measures for the \$4.6 billion implementation grant? If so, how many priority actions are envisioned?

**The planning effort will involve screening and prioritizing PCAP measures for development as eligible measures for the \$4.6 billion implementation grant as well as other potential funding sources. COG would seek Contractor assistance for this effort. The total number of priority actions is not yet known and will be guided by the work of the Steering and Technical Committee with the support of the Contractor.**

18. Does COG want support in assessing low income and disadvantaged communities (LIDAC) and Justice 40 (J40) targeting only through geographic based tools provided by the federal government (such as CJEST) or does it also seek support for quantification through alternate tools, including population-based approaches?

**COG anticipates that the work to address the LIDAC requirements for the plan may be based on multiple tools, including the federal tools as well as COG's Equity Emphasis Areas work. For CPRG, EPA has identified Justice 40, the Climate & Economic Justice Screening Tool (CJEST), and EJ Screen as priority sources for the LIDAC assessment.**

19. Is federal funds leveraging required for the PCAP? If so, is it required for all PCAP measures or a select set?

**EPA is encouraging the intersection with other funding availability for the PCAP and requiring it for the CCAP.**

20. For the CCAP, is federal funds leveraging required for all identified measures in the sectors or a select set? What level of detail is needed for this task, for instance will the identification of project and financial partners and or finance mechanisms be required?

**The exact level of detail of such plan requirements are not yet fully known. It will be based on guidance from EPA as well as the technical direction of the Technical and Steering**

**Committees COG anticipates that a basic identification of leveraging options for priority measures would be needed and that more detailed implementation planning level information would be handled separately.**

21. Will COG convene community engagement events or is it expecting the consultant to do so?

**The selected Contractor will be required to support community engagement in cooperation with COG and the participating member governments. This may include preparing for and managing the actual convening.**

22. Phase 1 of the Project will begin from the Contract Award date through September 30, 2026. Major deliverables are due by middle of 2025 (Draft CCAP is March 1, 2025, the Final CCAP June 1, 2025). Yet, the RFP states that work activities and funding for both Phase 1 and 2 of the Project will begin from the Contract Award date through September 30, 2026. What activities are expected to be completed between June 1, 2025, and September 30, 2025? Should Bidders expect to carry on select Phase 1 activities (e.g., coordination meetings, progress report, EPA report, steering and technical committee support) through September 30, 2026?

**COG anticipates that work activities after submission of the CCAP in June 2025 would be less than work activities from date of award through June 2025 when the overall planning work would be handled. Some work activities such as final coordination meetings, progress reporting, EPA reporting, steering and technical committee support meetings may be needed through September 30, 2026.**

23. For what period should community engagement occur? Is this only during development of the Draft and Final CCAP before June 1, 2025, or is community engagement expected to carry on for the duration of the program, i.e., through September 30, 2026?

**COG anticipates that community engagement would be initiated early in the process and that the longer term community engagement planning approach would be guided by decisions of the Steering and Technical committees.**

24. What modeling tools have been used to date, and what modeling tools are Bidders expected to use during program design and implementation?

**Contractors should propose the tools that would be useful in developing the necessary components of the plans. No modeling tools have been used on the CPRG plans to date since the project has not yet started. For non-CPRG climate planning efforts conducted to date, COG has used the ICLEI clearpath tool to develop regional and local GHG inventories for COG members. COG also has spreadsheet analyses with inputs used to project the GHG inventories by sector.**

25. Are consultancies who have developed methodologies for USEPA/MWCOG conflicted from bidding on this RFP?

**Actual or appearance of Conflicts of Interest should be identified as needed. COG does not believe that potential Contractors that have developed methodologies would be barred from receiving an award.**

26. Where would Bidders find the fillable DBE form?

**DBE Form is attached to this Addendum.**

**Exhibit A**  
**DBE Plan Submission**  
**Solicitation Number \_\_\_\_\_**

|   |   |  |
|---|---|--|
| <b>PROPOSER</b>   | Name: _____   |  |
| <b>Total Proposed Budget</b>  | Value:\$ _____  |  |
| <b>DBE Plan</b>   | Yes _____ No _____  |  |
| Check if Prime Contractor is a DBE<br>_____. Certification Form Must Be<br>Attached to this form. | Certification # _____   | Expiration Date: _____   |
| <b>DBE Certification</b>  | State: _____  | Certification Type: DBE (must be<br>DBE) No other are accepted                   |
|   | Certifying Agency: _____  |  |
| <b>DBE SUBCONTRACTOR 1</b>  |   |  |
|   | Name: _____   |  |
| <b>Street Address</b>   |   | Tax ID #: _____  |
| <b>City, State, Zip</b>   |   | Website: _____   |
|   |   |  |
| <b>POINT OF CONTACT</b>   | Name: _____   | Title: _____   |
|   | Email: _____  | Telephone: _____   |
| <b>Subcontract Value</b>  | Cost \$ _____   | Percentage of total _____%   |
| <b>DBE Category (Check Applicable)</b><br>Male _____ Female _____                                 | Black American ___ Hispanic American ___<br>Native American _____ | Asian-Pacific American ___ Non-Minority ___<br>Subcontinent Asian American _____ |
| <b>DBE Certification</b>  | State: _____  | Certification Type: DBE (must be<br>DBE) No other are accepted                   |
|   | Certifying Agency: _____  |  |
| Certification Form Must Be<br>Attached to this form   | Certification # _____   | Expiration Date: _____   |
| <i>Copy for additional DBE subcontractors</i>   |   |  |
| <b>DBE SUBCONTRACTOR 2</b>  |   |  |
|   | Name: _____   |  |
| <b>Street Address</b>   |   | Tax ID #: _____  |
| <b>City, State, Zip</b>   |   | Website: _____   |
|   |   |  |
| <b>POINT OF CONTACT</b>   | Name: _____   | Title: _____   |
|   | Email: _____  | Telephone: _____   |
| <b>Subcontract Value</b>  | Cost \$ _____   | Percentage of total _____%   |
| <b>DBE Category (Check Applicable)</b><br>Male _____ Female _____                                 | Black American ___ Hispanic American ___<br>Native American _____ | Asian-Pacific American ___ Non-Minority ___<br>Subcontinent Asian American _____ |
| <b>DBE Certification</b>  | State: _____  | Certification Type: DBE (must be<br>DBE) No other are accepted                   |

|  |   |  |
|--|---|--|
|  | Certifying Agency: _____  |  |
| Certification Form Must Be Attached to this form           | Certification # _____   | Expiration Date: _____   |
| <i>Copy for additional DBE subcontractors</i>              |   |  |
| <b>DBE SUBCONTRACTOR 3</b>                                 | Name: _____   |  |
| Street Address   |   | Tax ID #: _____  |
| City, State, Zip   |   | Website: _____   |
| <b>POINT OF CONTACT</b>                                    | Name: _____   | Title: _____   |
|  | Email: _____  | Telephone: _____   |
| Subcontract Value  | Cost \$ _____   | Percentage of total _____%   |
| DBE Category (Check Applicable)<br>Male _____ Female _____ | Black American _____ Hispanic American _____<br>Native American _____ | Asian-Pacific American _____ Non-Minority _____<br>Subcontinent Asian American _____ |
| DBE Certification  | State: _____  | Certification Type: DBE (must be DBE) No other are accepted                          |
|  | Certifying Agency: _____  |  |
| Certification Form Must Be Attached to this form           | Certification # _____   | Expiration Date: _____   |
| <i>Copy for additional DBE subcontractors</i>              |   |  |
| <b>DBE SUBCONTRACTOR 4</b>                                 | Name: _____   |  |
| Street Address   |   | Tax ID #: _____  |
| City, State, Zip   |   | Website: _____   |
| <b>POINT OF CONTACT</b>                                    | Name: _____   | Title: _____   |
|  | Email: _____  | Telephone: _____   |
| Subcontract Value  | Cost \$ _____   | Percentage of total _____%   |
| DBE Category (Check Applicable)<br>Male _____ Female _____ | Black American _____ Hispanic American _____<br>Native American _____ | Asian-Pacific American _____ Non-Minority _____<br>Subcontinent Asian American _____ |
| DBE Certification  | State: _____  | Certification Type: DBE (must be DBE) No other are accepted                          |
|  | Certifying Agency: _____  |  |
| Certification Form Must Be Attached to this form           | Certification # _____   | Expiration Date: _____   |
| <i>Copy for additional DBE subcontractors</i>              |   |  |