

MEMORANDUM

TO: Offerors/Recipients

FROM: Jalene Duressa
Contract and Purchasing Assistant

SUBJECT: **RFP No. 15-010, Amendment No. 1**

NOTIFICATION:

In regard to MWCOG's RFP No. 15-010 (issued February 13, 2015) for: Multi-Sector Approach to Reducing Greenhouse Gas Emissions in the Metropolitan Washington Region

This amendment is to issue the Questions and Answers Submitted in Writing or from the Pre-Submission Conference

All terms and conditions of the RFP No. 15-010 remain the same.

Questions in Response to RFP # 15-010

1. You mentioned four sectors, but have put them into three groups. Can you please explain that?

Answer: We divided the four sectors into three groups based on the differentiation of how the sectors are addressed in COG member governments. The governments generally have departments and expertise in transportation, land use/planning, and environmental areas. The three groups reflect this breakout.

2. Strategy about subgroups. How do you integrate local values and regional values?

Answer: Subgroups are being asked to consider how strategies can be implemented at the regional level as part of their work. Additionally, local strategies can be grouped to address regional approaches.

3. What does the built environment refer to?

Answer: This refers to buildings and facilities across the region. The emissions from this sector are primarily from energy use in the buildings and facilities. This differs from the energy sector, which are primarily emissions from energy generation, production and transmission.

4. Can you tell us about the inventory and the regional forecast?

Answer: We are completing the 2012 greenhouse gas emission inventory using the ICLEI U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions, Version 1.0 (October 2012) and the ICLEI

Community Greenhouse Gas Inventory Tool, Version 0.9. Data inputs, as required by the protocol, are coming from sources such as consumption data provided by the region's energy utilities, non-utility energy consumption data from the US Energy Information Administration, data on water and wastewater from the region's water and wastewater utilities, solid waste data from the region's localities, on-road and off-road emissions data from modeling performed by COG for air emissions conformity purposes, and commercial airline emissions data from the 2012 US Greenhouse Gas Emissions Inventory.

The 2005 to 2050 "business as usual" (BAU) forecasts are from the National Capital Region Climate Change Report (2008).

5. In terms of cost analysis do you want it to include public and private sector?

Answer: Yes include both

6. Cost proposal would like us to submit hourly rate for Key personnel

Answer: This will be awarded as a fixed price contract. Providing hourly rates and the number hours for personnel assigned to each task will assist the members of the Technical Selection Committee in evaluating the cost & price value of the proposals submitted.

7. Why the fast time line?

Answer: The Policy Committees at COG requesting this study have asked that this work be completed within one year.

8. Beside air quality co-benefits what other co-benefits are you expecting from this project

Answer: Potential co-benefits could include such things as reductions in traffic congestion and economic benefits to individuals and the region. Co-benefits can include anything in addition to Greenhouse Gas reduction that would make a proposed strategy desirable to implement.

9. Can you extend the deadline for Proposal due date?

Answer: No

10. Is there an incumbent?

Answer: No

11. In Section XI (Method of Proposal Evaluation and Selection), it states MWCOG intends to award one or more contracts from this procurement process. Please clarify.

Answer: COG's standard procurement policy permits the award one or more contracts resulting from a solicitation. It is our preference for this solicitation to award one contract to single CONTRACTOR. This CONTRACTOR may include Subcontractors in their proposal as deemed appropriate and would assume all management responsibility for the work performed by the Subcontractors, if any.

12. In Section X, proposers are requested to organize their submittals by chapter (1-4). Just below this section, proposers are instructed to organize their submittals to match specific headings (A-F). Please clarify which organization (chapters vs. headings) proposers should follow in order to be deemed compliant

Answer: Section X of RFP No. 15-010 is amended as follows:

X. PROPOSAL FORMAT AND CONTENT

Offeror(s) shall submit a cover letter, addressed to: George Hohmann, COG Contracts and Purchasing Manager (address above), signed by an authorized principal or agent of the Offeror(s), which provides an overview of the Offeror(s)'s proposal, as well as, the name, title and phone number of the person to whom questions may be directed to concerning the proposal. The letter should also include a statement by the Offeror(s) accepting all terms and conditions contained in this RFP. The written proposal shall be organized to match the headings delineated below. Offerors must follow the prescribed format or they shall be deemed non-responsive. Adherence to the proposal format by all Offerors will ensure a fair evaluation and one which can evaluate each response with regard to the needs of COG. Four separate chapters shall be prepared as described in the following section:

Chapter 1: Qualifications of the Offeror and Personnel

Offeror is requested to provide background information on its firm capabilities and key personnel. Key personnel shall be available to fill the roles identified and can only be exchanged with prior approval from COG. This chapter should include the specific qualifications and experience of the key personnel to perform the tasks in the work plan described above.

Chapter 2: Scope of Work

Offeror is requested to explain its proposed team experience in completing the activities within the Section IV Scope of Work.

Chapter 3: Services, Pricing, and Schedule

Offeror is requested to provide a fixed price cost-proposal for this project.

Chapter 4: References

Offeror is requested to provide references as described under offeror's and Subcontractor(s) references.

Offeror's and Subcontractor(s) References

Offeror(s) and any proposed subcontractor(s) shall provide at least three (3) references that COG may contact regarding similar work performed. Offeror(s) may provide letters of reference from previous relevant clients. Names, titles, addresses and telephone numbers shall be included for each reference. Offeror(s) and any proposed subcontractor(s) shall also identify which of the above provided references correspond to each of the key personnel proposed to COG for this project.

Attendees for Pre-Submission Conference on 02/26/2015 10:00a.m.-10:40a.m.

Name	Company	Email
Matt Aberant	WSP	Matt.aberant@wspgroup.com
Matt Cleaver	Leidos	cleaverm@leidos.com
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Maureen Mullen	SC+A, Inc	mmullen@scainc.com
Michael Mondshine	WSP	Michael.mondshine@wspgroup.com
Jeremy Strauss	Foursquare ITP	jstrauss@foursquareitp.com
Rick Cunningham	Atkins	Rick.cunningham@atkinsglobal.com
Nate Bottigheimer	Fehr&Peers DC	nbottigheimer@fehrandpeersdc.com
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Lynn Behler	Laurel Mgmt +Consulting	isbehler@gmail.com
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