

**Regionally Integrated Climate Action Planning Suite (RICAPS)  
Climate Action Planning and Implementation Technical Support**

RFP - Responses to Questions Posed:

**Question 1:** The RFP states that proposers may submit 4 hardcopies OR email PDF by 4 PM on Thursday 1/24/2016. Does C/CAG have a preference?

**Response 1:** No preference. However, please note that responses are due 1/14/2016 by 4:00 p.m., *not* 1/24/2016

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**Question 2:** On Page 3 of Attachment A, the Total Cost section notes a "limited budget for annual work on the RICAPS project." What is the available budget?

**Response 2:** C/CAG has a total, unapproved annual budget of \$145,000 for the scope of work. However, the objective of the RFP is to receive a cost breakdown for each task and a total cost. A final total cost for a quantity of work can be negotiated as part of the contractor selection process.

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**Question 3:** Will the County consider splitting the work among multiple contractors for different tasks, or will the entire scope of the contract be awarded to one applicant?

**Response 3:** C/CAG intends to award the total scope of work to one contractor. However a contractor may subcontract part of the scope of work as long as the subcontractor is presented in the proposal. Those who prefer to perform only a part of the total scope of work are encouraged to "team" with another (prime) contractor.

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**Question 4A:** Task 1 - can we provide a cost range for each of the elements a-d as the cost will be somewhat dependent on the city, the existing CAP, the complexity of the new measure or existing measures. Rationale for the range could be provided.

**Response 4A:** Please provide an average cost for each of the Task 1 elements, a-d. However, you may also include the cost range and rationale in the narrative section of your proposal.

**Question 4B:** Shall we make assumptions about the timeframe for the new and existing CAP or can you provide details?

**Response 4B:** For the purposes of this RFP, we are soliciting cost proposals for the completion of each type of CAP such as "new CAP using RICAPS tools" and "update existing CAP using RICAPS tools". The exact number of CAPs to be completed is unknown, as is the length of time it would take to complete it in collaboration with the city, or if a city would prefer a CAP out to 2030 or 2050 at this time. This will be determined during the life of the contract.

**Question 4C:** For the existing CAP are you assuming public outreach would be included as part of the process?

**Response 4C:** Assume attendance at two public meetings to help city or County staff respond to questions on the proposed update to the existing climate action plan.

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**Question 5:** Task 2 - it would also be helpful to provide a range for the inventory development as the availability of data from different city departments can play a big role in cost. If a range is not appropriate, we can provide clear assumptions for our cost instead, with the caveat that if those assumptions need to be adjusted then the cost will too.

**Response 5:** Please provide your approach, the cost and assumptions.

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**Question 6A:** Task 3 - Can you confirm that the programming of the dashboard is not part of the service you are interested in, and clarify what you mean by 'support of data collection and formatting'?

**Response 6A:** Programming of the dashboard is not part of the scope of work for this RFP. Support of data collection and formatting means to give input on sources and meaningfulness of data specific to San Mateo County and to help organize that emissions- or energy- or water- or waste- or VMT-type data from outside sources into a simple spreadsheet so that a programmer can upload that data into the dashboard. Decision on what data sets and sources will be a collaborative effort between staff and the contractor.

**Question 6B:** Are you wanting support in actual raw data collection from the cities, or the creation of database/spreadsheet that will be used by the cities to collect the data and/or formatting of that data for the website (in terms of different graphical output to the simple charts currently used for most of the portal such as infographics)?

**Response 6B:** Same response as 6A and, to further clarify, the cities will be responsible for providing data with some guidance (simple templates and explanation or sources) from staff and the contractor. Development of the infographics for the dashboard is being provided by a separate contractor.