

Questions and Answers to the RFP for Park City's Community Carbon Footprint  
Posted 4/13/2017

Q18. Is the proposal text (excluding the cover letter, table of contents, and attachments) limited to five pages of text?

A18. Yes.

Q19. If our cost proposal is less than two pages can we apply those pages to the proposal length or are the two pages reserved for the cost proposal?

A19. No, the page limit for the proposal length is maximum 5 pages, regardless of the cost proposal.

Q20. Can proposers have a cover page that is not included in the five pages of text?

A20. Yes.

Posted 4/6/2017

Q1. Do you have an update on the relationship of the city to Brendle Group and are you aware of any reason that Brendle Group would not be able to bid on this project? E.g. Does that past work make them ineligible for any reason?

A1. Park City is unaware of any reason why Brendle Group would not bid on this project. All qualified firms, including Brendle Group, are eligible to send a proposal for this project.

Q2. The \$25K threshold to go to Council is of note. Is it City staff's preference to avoid going to City Council?

A2. The city manager's authority runs up to \$25k and if Park City Municipal awards a bid over that amount it will take the item to city council for approval.

Q3. What percent of your recommendations that go to Council pass?

A3. The current environmental sustainability team at Park City is relatively new, with the most senior staff member on board for seven months. Council resolutions have all passed unanimously for environmental sustainability within the last seven months.

Q5. Do you have any reason to expect that bids over \$25K would not be accepted, if you recommend that the City execute the contract (fiscal worries, etc.)?

A5. The Environmental Sustainability team has a fixed annual budget to use at its own discretion. However, it is city policy that all proposals over \$25k must be presented before City Council.

Q6. Does the City have an expected budget or range for this project?

A6. The expected budget for this project is \$10k to \$25k. Proposals over this amount will not be excluded from consideration.

Q7. Is the City's goal to have the consultant provide annual support for Carbon tracking or to take over the process using the consultant's methodology?

A7. The City would like to maintain a relationship with the consultant for possible future work. However, a concise description of the methodology used to calculate the community-wide GHG inventory must be provided so that they inventory can be replicated in subsequent years by City staff, if necessary.

Q8. Are you familiar with PAS 2070, and were you planning to have the study follow this standard and/or align or incorporate elements alongside the GHGP Community-Scale Greenhouse Gas Emission Inventories?

A8. Yes, Park City's community-wide GHG inventory should align with the GHG Community-Scale Greenhouse Gas Emission Inventory protocol. We are open to proposals on methodology, as long as the result can be entered into ICLEI's ClearPath tool (which is aligned with GHG Protocol).

Q9. Would you seek verification following completing of the inventory?

A9. It is undecided whether staff will seek 3<sup>rd</sup> party verification of the inventory.

Q10. What is your desired completion date for the work, following initiation May 1?

A10. As stated in the RFP, the project should be completed by September 30<sup>th</sup>, 2017.

Q11. How many other consultancies have expressed interest in responding to this RFP?

A11. To date, approximately ten consultancies have expressed interest in responding to this RFP.

Q12. Is there an incumbent consultancy that has previously been working with the City on this and/or related topics/projects?

A12. The City will not base its selection on previous work. The selection criteria are stated in the RFP.

Q13. Can you pass along in advance of Thursday afternoon any previously asked/answered questions for us to review?

A13. As stated in the RFP, all questions will be posted on Thursdays at 2pm while the RFP is still open. It is against Park City policy to answer questions individually.

Q14. Can we get access to the [ClearPath] tool for this purpose prior to the proposal submission date?

A14. No, it is not possible for Park City to grant access to our ClearPath login before the consultant has been selected. More information about the tool can be found at <http://icleiusa.org/clearpath/>

Q15. How does Park City intend to use the GHG emissions inventory and do you have a version of the ClearPath Pro User tool?

A15. Park City intends to use the GHG emissions inventory to understand from which source and how much GHGs are being emitted in order to make strategic decisions and action plans to reach our goal of net-zero carbon for the Park City by 2032. Park City is a member of ICLEI, has access to the ClearPath Pro tool, and used it to conduct the 2016 GHG Inventory for Municipal operations.

Q16. Proposal Requirements element 4- Unique Offering states that the City is interested in a consumption-based approach. Do you envision this as a parallel, or optional task in addition to a conventional production-based community inventory?

A16. If the consultant has a proposal to include a consumption-based approach, they should include it within the submission. City staff is interested to develop a consumption-based model with the thought that it will be easier to track consumption-based emissions.

Q17. Section 10 (B) of Attachment A (the Professional Services Agreement) states the Service Provider must have a valid Park City business license, unless otherwise exempt,. Is this a definite requirement for this RFP or could the winning bidder be exempt? What conditions must be met to be exempted from this requirement?

A17. All consultants qualified to conduct business in the USA are eligible to be selected for this project.