

- Do you have an estimate of the number and length of Community Committee meetings the consultant will expected to convene and lead?

We are looking for the Consultant to provide their input based on prior experience with similar projects.

- Will the consultant be expected to convene and lead meeting with the technical advisors?

Yes, along with City Staff.

- Do you have an estimate of the number and length of City Council meetings the consultant will expected to attend?

As stated in the Request for Proposal, the consultant would present the plan to the City Council. It would be up to City Council if there would need to be another meeting. I am not able to give you an estimate on the length of the City Council meeting.

- Can you provide greater detail on the outreach and engagement efforts the consultant will be expected to organize prior to release of the Plan?

We are looking for the Consultant to provide their input based on prior experience with similar projects.

- Does the City of Iowa City have an expected award amount or a range of award amounts for this RFP?

The budget is not something that we provide when putting out a Request for Proposal. We would like you to look at the scope and prepare the proposal that your company believes would be the best fit for this project. Please take a closer look at the evaluation criteria to help in knowing what the evaluation committee will be reviewing when looking over the proposals.

- Does the city have a template for Section 8, Project Costs of the proposal? If not, please provide the minimum level of detail required for this section?

There is no template for defining the total project costs for this project since each proposer may define the required projects tasks differently. We leave it up to proposers to provide a comprehensive and detailed listing of all costs, fees, and reimbursable fees to be incurred as a part of the company's work. The Scope of Work, Desired Planning Process Components and Deliverables are few of the main requirements of the contract that should be considered when providing the projects tasks and associated costs.

- What is the budget for this planning effort?

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- Has the City completed a consumption-based greenhouse gas inventory

The City is currently working on one and it should be completed by Fall.

- What are the backgrounds of the Advisory Committee members? How much effort should we assume is needed to support their understanding of fundamental topics such as community GHG inventory results, anticipated physical changes to Iowa City's climate; benchmarking common actions included in peer community climate action plans, etc.?

We will be working with a professor at the University of Iowa and his students for some of the work. For transportation, we will rely on City staff. The advisory committee members in our area are fairly knowledgeable about their topic, with some relating more to climate than others. Most advisory members will probably not know common actions that other cities have done.

- Will City staff lead advisory committee meetings, or is this a desired consultant service? Specifically, we are wondering what is meant by the phrase "the selected consultant will be responsible for committee coordination." Please define the City's expectations for "coordination."

City staff is willing to collaborate by working with the consultant to identify the right advisory members and coordinate meeting times and locations. The consultant would not have to be at all meetings, but there should be a presence and assistance with content preparation before the meetings and compilation of what comes out of the meetings.

- How many advisory committee meetings will be held over the course of the project?

At this time this really is an unknown, but there should be enough meetings to get the required information.

- Is it required that the consultant attend all of the committee meetings in person?

No, but some presence is required and the amount should be stated in your proposal

- Can you provide additional details about the City's expectations related to the public engagement process, especially the division of labor between consultant and City staff for public events and outreach?

Many Iowa City residents would like to be involved in the planning process and a few meetings throughout the process should be available for input from residents during the process—not after most of the plan is completed. Information from these meetings should be compiled and considered in the process, as many in our population are very educated in these matters and will have valuable input. If consultants are from out of town, these can be coordinated with other meetings (such as advisory committee meetings etc), but staff would like assistance with at least two public input meetings during the process. A subcontractor/facilitator may be used. This would be acceptable for some of these meetings, but the consultant should have some presence during the process.

- In our experience, implementation of the public engagement process is a less costly when performed by a local party that understands local context and existing social networks for the general public. Unfortunately, we were unable to identify an experienced, local sub-contractor to

fit this role for this project. Would our team be automatically disqualified if we propose to design the public outreach process and then work with the City to implement that plan - with the City's staff, or with a to-be-determined public involvement consultant? Could we allocate a budget estimate for implementation of the public engagement process to allow fair comparison between our bid and other proposer's bids? We have worked with public engagement professionals to design the engagement process for our last two climate action plans where the public engagement firms were local, when we weren't. We were responsible for the content in print, while they ran the coordination elements. Would it be possible to discuss this question on the phone to make sure you understand our question and that we understand your answer?

No, your company would not be disqualified if you were to propose a plan that would involve a to-be-determined public involvement consultant. As stated above, some presence by your team is required, but not during the entire project.

- Are Iowa City's community GHG inventory currently accounted for using ICLEI's ClearPath calculator? If not, what software is currently being used for the inventories?

We worked with CDP as a part of the Compact of Mayors and used the Global Protocol for Community-Scale GHG Emissions inventory (developed by WRI, C40 Cities and ICLEI). We did not use the U.S. Community Protocol or upload it into ClearPath, we were advised that would be more steps for us as members of the Compact of Mayors. Our most current inventory (2015) was completed in the CDP Reporting Tool_V1.9, than the file was uploaded to CDP online and is being reviewed before it is released on their global platform.

- Is the City a current ICLEI member? If so, does the City plan to continue membership indefinitely to retain access to the ClearPath calculator?

We have been ICLEI members in the past, but are not currently members. It seems as members of the Compact of Mayors (now Covenant of Mayors) that it will be sufficient to use the global protocol and report to CDP. If there proves to be a good reason to join ICLEI again, we are not against it, but we would like to stick with the protocol we now know how to use unless we see there is better way.

- On page 5 of the RFP, under the Deliverables > Monitoring, Evaluation and Reporting, there is a reference to "CDP, and other tools". Please provide references to the specific tools that the City already uses or is interested in using?

CDP has a new tool coming out we are interested in, CURB: <http://www.worldbank.org/en/topic/urbandevelopment/brief/the-curb-tool-climate-action-for-urban-sustainability>. Not sure what ICLEI's ADAPT tool is about since we aren't members. There are also tools by NOAA (Climate Tool Kit), EPA (has climate resilience toolkit) FEMA, DOE, USGS and other federal (or global such as UN or IPCC) resources for mitigation and adaptation that may be available and useful. Also website with a list tools for calculating actions in specific sectors which might be useful can be found here: https://ceq.doe.gov/current_developments/GHG-accounting-tools.html. We are not knowledgeable in any of these specific tools, but would like to use reputable tools such as these should they fit our purposes.

- Can you share any information about the budget available for this project?

The budget is not something that we provide when putting out a Request for Proposal. We would like you to look at the scope and prepare the proposal that your company believes would be the best fit for this project. Please take a closer look at the evaluation criteria to help in knowing what the evaluation committee will be reviewing when looking over the proposals.

- Have members of the City committee been identified? If so, can you share any information about the committee representation? If not, will the selected consultant have input in the committee make-up?

We are currently in the process of identifying the committee members and have been working with Council on determining the makeup.

Right now the thought is to have The Climate Action Steering Committee consist of both key stakeholders and at-large positions representing key sectors of the community and may consist of the following categorical representation from the Iowa City community:

- 1) One member from the University of Iowa*
- 2) One member from MidAmerican Energy*
- 3) One member from Iowa City Area Chamber of Commerce*
- 4) One member representing a large industry in Iowa City*
- 5) One member representing Greater Iowa City Home Builders Association*
- 6) One member from Kirkwood Community College, Iowa City campus*
- 7) One member who is a certified architect*
- 8) Up to five at-large members, based an application process similar to other city boards and commissions and selected according to the expertise and knowledge the applicant brings to the Committee*

Also, the City Council will appoint a chair for the Committee once all members are selected. If the awarded consultant notes that we are missing any important stakeholders, we can add members before we begin. The plan is to have the committee lined up so we can start as soon as possible.

- What is the most recent year for which the City has a community GHG inventory? Is an update to this inventory or review of the inventory results expected to be part of this scope of work?

The most recent inventory to date is for CY 2015. We have calculated data for 2005 and have annual data for 2008-2015. The City may update the data for CY 2016 during the process, so the consultant will NOT be responsible for doing an inventory. A review of the results and trends of the data though, is expected to understand our community-wide emissions.

- What level of general public engagement is expected? What does Iowa City see as the purpose of engagement – to educate, mobilize, or gather input? What role will City staff play in supporting and engaging the community process?

We have a very educated public, and some education may be included but overall the public would like to have input and can also be mobilized. City staff is available to support, organize, plan and assist in the community engagement process. The public should be engaged during the process and allowed to give input, not just approve a final version of a plan.

- What is the vision for the technical advisors? Are they intended to be primarily from the Iowa City area or selected from a broader national scope? How does Iowa City see the technical advisors aligning with and/or being represented in the Community Committee?

The visions for the technical advisors are to have advisors in key sectors (such as transportation, waste, commercial, etc.) give input on ideas and calculations on actions that can be made. The Climate Action Steering Committee will be given all the input from the advisors and the committee will make final decisions on actions based on information that is given to them.

- What is the vision for the Community Action Toolkit? How does Iowa City envision it supplementing the CAP?

The Community Action Toolkit is envisioned to be a short document that leads individuals and businesses a starting point towards actions—a “What you can do” summary to give people ideas on how to act.

- Does the City have an intended budget? If so, what is the intended budget?

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- How much in-person support would the City prefer? Is there an anticipated number of in-person meetings and workshops?

We understand that many consultants will be from out-of-town, but we do expect some presence in meetings. Some firms choose to subcontract with local facilitators. We have not set an exact number of anticipated meetings, but are hoping that consultants would use their experience to have an idea how many might be necessary.

- Does the 25 page limit for the proposals specified in the RFP include resumes and other Appendices?

The total number of pages for each proposal should not exceed 25 pages.

- Will the Community Committee oversee development of the Adaptation Plan or will the committee be focused on GHG mitigation?

It would be ideal if the committee developed both to get the community involved.

- Can Technical Advisors be subject matter experts within our contracting team, or would Iowa City prefer independent third-party experts?

We were expecting many of the technical advisors to be within the community (and associated with the University of Iowa), but we would also be open to technical advisors from the contracting team.

- Does the City plan to post the questions and answers submitted on this RFP publically?

Yes, the questions and answers will be posted on the City of Iowa City's Purchasing website <https://www.icgov.org/purchasing-bids/consulting-services-climate-action-and-adaptation-plan>

- Does this city expect that all meetings of the Community Committee will occur in person?

The committee will consist of local members, but since there will be regular meetings during the course of the year and many of the consultants are from out of state, it is not expected that the consultant will be at all meetings. But the consultant should have a presence during the year in some acceptable fashion.

- Community Action Toolkit – is this an online resource that already exists and needs to be expanded or will the contractor be required to build this from scratch?

There is no tool that exists at this point and the consultant will be responsible for creating it.

- Climate Adaptation – would you like us to build on an existing hazard mitigation plan when assessing the risks to Iowa City from climate change?

http://www.ecicog.org/uploads/2/6/9/0/26907680/johnson_county_multi_jurisdictional_hazard_mitigation_plan_2014_2019.compressed.pdf

- There are many functional types of toolkits. Are there any Climate Action Community Toolkits the City sees as a preferred model for its own end product? If so, which toolkit best represents the tool the City hopes to have?

We do not have anything in mind and are open to suggestions and looking at examples.

- For “Monitoring, Evaluation, and Reporting” if CDP is to be used, will access to Iowa City CDP data and graphics be available to the consultant? Will City Staff be available to assist with this?

Yes, City staff will provide all data and graphics necessary. If it is possible to have a third party access our CDP data we will look into getting access, if it is possible.

- Reporting Tools – if CDP is used, will data be entered into CDP using an existing City of Iowa City account?

Yes, the 2015 data was recently uploaded and is being reviewed. It hasn't been released publicly yet.

- Does the City have a specific number of groups/meetings it desires for community engagement?

We have a very engaged public who will want to have input and we would like to have an initial and near final review meeting at a minimum.

- Is there a defined selection criteria for the steering committee? Discussion of key stakeholder might be further explored with the consultant, for example, the current list does not include ICCSD or a party representing consideration of social equity.

We are currently in the process of identifying the committee members and have been working with Council on determining the makeup.

Right now the thought is to have The Climate Action Steering Committee consist of both key stakeholders and at-large positions representing key sectors of the community and may consist of the following categorical representation from the Iowa City community:

- 9) One member from the University of Iowa*
- 10) One member from MidAmerican Energy*
- 11) One member from Iowa City Area Chamber of Commerce*
- 12) One member representing a large industry in Iowa City*
- 13) One member representing Greater Iowa City Home Builders Association*
- 14) One member from Kirkwood Community College, Iowa City campus*
- 15) One member who is a certified architect*
- 16) Up to five at-large members, based an application process similar to other city boards and commissions and selected according to the expertise and knowledge the applicant brings to the Committee*

Also, the City Council will appoint a chair for the Committee once all members are selected. If the awarded consultant notes that we are missing any important stakeholders, we can add members before we begin. The plan is to have the committee lined up so we can start as soon as possible.

- May we assume the expertise of city staff will be available to engage in the CAP planning process with the team where appropriate?

Yes, most certainly.

- Have any city departments already done an assessment of how climate change may affect their services or budgets?

Not at this time.

- The RFP indicates that the City will assist with logistics and scheduling of community meetings. Will this include refreshments/food when appropriate?

Most of our city meetings don't usually have refreshments or food.

- Company Information form. Section VI: We assume that the City wishes to receive a single copy of this form completed by the Prime Consultant/Firm. Please clarify if City wishes to have all parties complete this form.

Company Information form should be completed by the Prime Consultant/Firm.

- Please clarify which gas and electric utilities currently serve customers within the City's boundaries.

MidAmerican Energy, along with a small portion of Iowa City is covered with Eastern Iowa Light and Power.

- For the proposal Evaluation Process, is there a specific method that is applied to the 20 points assigned to Project Costs? (i.e.: all submissions within City's preferred budget receive 20 points, etc.)

The members of the evaluation committee will independently evaluate the merit of the proposals received. There is no specific method for assigned point to any of the categories.

- Steering Committee: part of the CAP process will be to identify key stakeholders and optimum ongoing contacts within these groups of stakeholders. Is there an advantage to establishing the Climate Action Steering committee in two phases? The first being a core group in place in time to coordinate with the consultant. The second phase, to coordinate with the consultant in order to identify the remaining members. Each potential member has different skills/connections/availability. If a person joins the steering committee, is it possible that this may preclude their participation in the community engagement/education/planning process or visa versa?

Our goal has been not to have the steering committee be more than 12 individuals, and we were hoping to save time by trying to identify and contact people in advance to get the work started. The City Council and public are very ready to begin this work and don't want any delays. I don't see why the steering committee couldn't attend the community outreach events. The Council has had a lot of input to who is on the committee. Staff would be interested in the consultants input, but ultimately the decision would likely be the Council's decision. Definitely put down the ideas that you may have and it could be negotiable.

- Does the 25-page limit for the proposal apply to the entire proposal package, or are the cover letter and appendices (such as resumes) excluded from this page limit?

The total number of pages for each proposal should not exceed 25 pages.

- Is there a maximum budget that the City is willing to consider for this project? If so, what is that budget? Is it the city's expectation that this budget will cover stakeholder participation, analysis, final document(s) and rollout events?

The budget is not something that we provide when putting out a Request for Proposal. We would like you to look at the scope and prepare the proposal that your company believes would be the best fit for this project. Please take a closer look at the evaluation criteria to help in knowing what the evaluation committee will be reviewing when looking over the proposals.

- Is the consultant charged with organizing, convening and documenting all staff, committee, subcommittees and other stakeholder meetings, or will city staff be available to conduct or lead such organizational roles? If the City anticipates that staff will be available, in what roles and how often? How many meetings with city staff, committees, subcommittees, and other stakeholders does the City expect the consultant to attend?

The primary City staff available is the Sustainability Coordinator who will be involved during the process. Other City staff that will likely play a role would be around the topics of waste, transportation, water, wastewater and legal. The Sustainability Coordinator will assist in organizing and convening the meetings, but the consultant is also expected to organize and run the project.

- What committees and subcommittees have been considered or are required by the City?

We are in the process of beginning to assemble the Climate Action Steering Committee (the “Community Committee” referenced in the rfp). We will be waiting to hire the consultant to finalize the committee and begin convening. We are considering that we will need several technical advisory teams to be for different sectors (transportation, waste, residential, etc.). Some of the expertise may come from city staff, local expertise, or from the consultant. We are also working with an engineering class this semester who will also work on projects which identify and calculate potential actions that the community could undertake.

- What is the anticipated role of committees and other stakeholders in the development of the Climate Action and Adaptation Plan? Does the City envision that most or all the mitigation and adaptation options will be developed by the stakeholders, or is it the consultant’s charge to develop such options?

The City expects the consultant to get input from the steering committee and the advisory committees as well as the public to put together the plan. It is envisioned that it will be a cooperative effort using the experience of the consultants with the desires and knowledge of local members, with the local members also getting input from the consultants.

- Are the committee or subcommittee meetings required to be fully publicly accessible (i.e. conducted in a public forum)?

The steering committee and technical advisory meetings are not required to be public. Public input meetings will be accessible, if you mean ADA compliant.

- Would the City like three references for the entire project team, or three references for each organization involved in a project team?

The references should be for the prime contractor.

- Does the City require a completed Company Information Form for all companies involved in a project team, or just for the prime contractor?

The company information form is for the prime contractor.

- Will the City be available to provide counsel regarding whether certain mitigation and adaptation measures are consistent with city, state and federal laws?

Yes, our Legal Department should be able to assist with this project.

- Iowa City has conducted a community-wide GHG inventory (as noted in D. Resources to be Provided to the Consultant). Does the City expect to rely on existing inventories and baselines for this CAP, or is there an expectation that the consultant would review or update the GHG inventory?

There is no expectation that the consultant will update the inventory. The consultant should review the inventories to understand Iowa City data, but is not expected to verify if the data is correct.

- What access does the City have to community-wide energy utility data (consumption by customer class or rate class for most recent years, participation of City residents or businesses in utility energy efficiency programs or renewable energy programs, etc)? If the City does not have existing access to this data, is the consultant responsible for acquiring this data?

The City has access to aggregate data for residential, commercial and industrial sectors but not to specific customers. It is likely that we could get information on energy efficiency program data as long as it doesn't conflict with the utilities confidentiality policies.

The City has a good working relationship with the local utility and would ask the utility. The utility has agreed to have representation on the steering committee.

- Does the City have data on number and capacity of distributed or non-utility energy production within the City, such as number of solar installations, wind installations, CHP or biomass energy production?

We will be putting together information about solar installations within city limits, there are a very small number of wind installations, the University of Iowa power plant has CHP and uses biomass and they share their data with us.

- How does the CAP include, or not include, the University of Iowa? Has the University, for instance, signed onto this project, or already agreed to participate? Alternatively, does this project exclude or separate the University from the rest of the city in community-based initiatives and strategies?

The CAP will include University of Iowa. They have signed on and have agreed to participate. They are active in this area and have initiatives in place to lower their emissions. They will be represented on the steering committee and have worked with the City for several years in collaboration and sharing of data.

- The University has developed its own GHG inventory baseline and strategies for capturing GHG reductions (based on information on the website). Does this project contemplate emission reduction strategies that would change the University's planned implementation?

That would be a decision for the University as the project moves forward.

- The RFP references the need for subject area expertise and specific roadmap recommendations for "sectors." Are these sectors the same six sectors described in the Greenhouse Gas Update on the City's Sustainability webpage?

Yes, they are also in the Request for Proposal on p. 4 under Deliverables.

- Do the “disciplines” referenced in Section 3 of the RFP correspond to the “sectors” described in the RFP? Or do they refer to broader, academic disciplines?

Broader, academic disciplines.

- Section E of the RFP references “Technical Advisors.” We have several questions regarding the role of technical advisors and the relationship of advisors to the consultant team. Does the planning process envision that the consultant team will provide technical advisors to the community as part of the consultant services (and therefore part of the consultant budget)? Or is the consultant simply identifying and recommending technical advisors as part of the planning process, for which the community will engage separately from the consultant team? Are technical advisors envisioned to be local, regional, or national? Are technical advisors volunteers, or paid advisors? Are technical advisors intended to be free resources, such as might be acquired on a limited basis from a State agency or National Laboratory?

We are envisioning a combination of all of the above. We have a lot of local expertise with staff (transportation, waste, etc.) and with the University of Iowa. But because this will be our first CAP, we are hoping for some guidance and expertise also to come from the consultant. And expect that state and federal agencies can also be contacted where necessary. We are not considering any external advisors (beyond the consultants) to be paid at this point.

- Has the City conducted a vulnerability analysis (relative to climate risks) of its public infrastructure?

We do not have anything specifically related to climate risk that we know exist.

- Does the Equity Toolkit referenced in section IIB refer to a separate document or documents than the material shown on the City’s webpage?

We are currently piloting our equity toolkit, so we do not have a final document. There is separate documentation that will be available to the consultant.

- The City has numerous sustainability-related initiatives underway impacting the overall budget. Does the City have an estimate of the funding it will commit to RFP 17-60, Consulting Services for Climate Action and Adaptation Plan?

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- The City will provide assistance with logistics and scheduling of community meetings.

2a. Should the project budget include all outreach and event costs including print/digital collateral production and deployment (newspaper ads, print materials, email campaigns, etc.); event promotions, permits, venue rental, and refreshments? ***The City can do some of the communications outreach and we have City facilities to hold meetings. We don't usually provide refreshments. Assistance with the promotion from the consultant is desired, but the City may consider covering some of these costs.***

2b. Is there an incumbent consulting firm or vendor providing some of these education, outreach and engagement services? If so, which ones? ***We do not have an incumbent consulting firm. Should the consultant want to subcontract with a local facilitator, it is possible that it can be arranged after the proposal is accepted.***

- The City has a strong working relationship with the University of Iowa. We believe there will be more opportunities to work with the University on this project. Can the City describe existing relationships, tasks or projects already in place for the University's involvement in the Climate Action and Adaptation Plan?

The City has worked with facilities management at University of Iowa over the last several years in creating our community wide ghg inventory. We have also collaborated with the Office of Sustainability in many projects. The University has agreed to be on the Steering Committee and is also invested in the CAP. Many professors are interested in its creation, particularly in the Engineering Department. We will be working with an Engineering class this semester to identify and calculate actions that might be appropriate for the CAP.

- May a proposer include appendices in the RFP response, and if so, would those appendices count towards the required proposal page limit of 25 pages?

The total number of pages for each proposal should not exceed 25 pages.

- We are proposing to work with a subcontractor for a portion of the scope.
 - a. Can the proposer include more than three references? ***Yes, but is not required. If selected for Phase II only 3 references will be contacted for each submittal.***
 - b. Does each entity (prime and subcontractor) need to submit the Company Information Form or should that document only be completed by the prime proposer? ***The Company information form is only for the prime proposer.***
- In order to develop metrics and targets for sector-based strategies, will the consultant have access to the data that was used to develop the City's reduction goals, greenhouse gas report, sustainability report and assessment, and other efforts?

Yes, the consultant will have access to all of this data.

- The descriptive roadmap to achieve 2025 reduction goals “should include policies, programs, measures, projects, infrastructure, and community actions.” Is it the City’s intent that “measures” is related to building measures, or is there a different definition? (Section II.F of the RFP)

Measures refers to action items that we consider, which may not be specifically related to buildings but could be related to transportation, waste, etc.

- Will the City of Iowa City be responsible for the expenses including but not limited to venues, refreshments, and printed materials related to the meetings referenced under “Assistance with logistics and scheduling of community meetings” (Section II. C. D of the RFP)?

The City has meeting rooms, may provide refreshments and may print materials.

- Has the City of Iowa City allocated funds to or otherwise budgeted for the Climate Action and Adaptation Plan project? If so, can the City please provide these materials to potential proposers?

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- How much has the City allocated for this project?

The budget is not something that we provide when putting out a Request for Proposal. We would like you to look at the scope and prepare the proposal that your company believes would be the best fit for this project. Please take a closer look at the evaluation criteria to help in knowing what the evaluation committee will be reviewing when looking over the proposals.

- Is the existing GHG Inventory GPC Compliant?

We completed our first gpc ghg inventory in December and it was reviewed by CDP. We have a few minor edits before we send our final inventory back this week, and then it should be compliant.

- Does the City require community engagement materials and/or final deliverables in any other languages besides English?

We do not anticipate that we will need materials and/or final deliverables in other languages.

- Does the City have a minimum requirement or preference for the length of time the committees and public review the draft plan?

There is no minimum requirement at this time, but enough time must be allowed for members who have busy schedules and other commitments.

- Are there any specific deadlines that will impact this project's schedule, i.e. a specific deadline required by funding, etc.?

We have no specific deadlines that would be impacted by funding.

- When does the City's Fiscal Year End? Does this impact the schedule of the project at all?

Our Fiscal Year runs from July 1st to June 30th. It should not impact the schedule.

- Are there any times of the year that the City generally avoids hosting public meetings and workshops during?

Nothing out of the ordinary. We do not hold meetings on holidays. Summers may be the most difficult time since a majority of the University of Iowa students are not in town.

- From the RFP, it looks like the City already has GHG emissions inventory data and regional climate projection information and that the goal of this RFP's activities is to make that data relevant to Iowa City. Can you please confirm that there is no need to invest in additional downscaling of climate data or compiling GHG emissions data?

Correct. The consultant is not expected to compile ghg emissions data or downscale the climate projections. The report posted has specific information for Iowa City.

- How frequently is the Climate Committee expected to meet?

We do not have a pre-determined number of meetings outlined for the steering committee, but expect to work with the consultant to put together a timeline that is reasonable and gets the product we are looking for.

- Does the Council appointed advisory committee (Community Committee) already exist?
 - If not, are their expectations that the consultant team will assist with the identification of members?
 - If so, can we get a list of who is on that committee?

We are currently in the process of identifying the committee members and have been working with Council on determining the makeup.

Right now the thought is to have The Climate Action Steering Committee consist of both key stakeholders and at-large positions representing key sectors of the community and may consist of the following categorical representation from the Iowa City community:

- 1) ***One member from the University of Iowa***

- 2) *One member from MidAmerican Energy*
- 3) *One member from Iowa City Area Chamber of Commerce*
- 4) *One member representing a large industry in Iowa City*
- 5) *One member representing Greater Iowa City Home Builders Association*
- 6) *One member from Kirkwood Community College, Iowa City campus*
- 7) *One member who is a certified architect*
- 8) *Up to five at-large members, based on an application process similar to other city boards and commissions and selected according to the expertise and knowledge the applicant brings to the Committee*

Also, the City Council will appoint a chair for the Committee once all members are selected. If the awarded consultant notes that we are missing any important stakeholders, we can add members before we begin. The plan is to have the committee lined up so we can start as soon as possible.

- Is there a desire to have equal weight to adaptation and mitigation in the plan or is the emphasis really on mitigation, and ensuring we don't identify any strategies that would be maladaptive?

Probably most of the emphasis will be on mitigation, but we also need to include adaptation. Because we want to be compliant in the Compact of Mayors, we want to meet the adaptation requirements as well as to start to think about our first adaptation plan and what that means.

- Will the technical advisors be local stakeholders or can they be members of our team?
Can you tell us more about your vision for technical advisors?

We expect there will be some of each. We have some expertise in our community, and would also like collaboration with the consultants. The vision is to make sure that our local members who have a background and experience in some of these areas who are able and willing to be involved have a voice. We would also like the input of experienced consultants who have been through this process before guide the process.

- Can you tell us more about your vision and expectations for the Community Action Toolkit?

We don't have any specific examples, but envision some type of information for residents, businesses, etc. who are looking to take action. Something that gives immediate access to resources or ideas to let those who want to be involved jump in right away and know they can make a difference.

- Is the \$1M Professional Liability Errors & Omissions Insurance required for this project?

See page 8, M. Contract Award, #11, page 13 #3 Insurance requirements and page 23, L. regarding the insurance requirements

- Does the City have a specific idea for the plan launch event? Is there a separate budget for this or should it be included in the project budget?

We do not have a specific idea, except that it should not coincide when the University is not in session. There is not a separate budget for the event, this event should be included in the project budget.

- Will the City provide assistance in promoting public engagement events and activities- i.e.. Email blasts, social media, or otherwise?

Yes, as long as there is plenty of notice so that our Communications Team can work this project into their work schedule.

- Does the City seek to engage the students at the University of Iowa as part of the engagement process?

We had not, but it would be a good idea. We have a lot of buy-in from University professors on the topic.

- How detailed of an analysis of costs and benefits is the City looking for the strategy implementation plans- will a range of potential costs suffice or are you looking for a more significant effort based on scenarios?

We are looking for a reliable estimate on costs, which would help us make a decision on what can be implemented. A range could be acceptable.

- Has a GHG Emissions Forecast been completed as part of your previous GHG Inventories? If so, for what years?

Yes, we originally had the forecast from 2000, but recently changed it from 2005 to 2025. We will be creating a forecast from 2005 to 2050 as well, since 2025 and 2050 are our target years. We do have an example on our website, but it has been updated to the years specified here.

- What percentage of an FTE or how many hours in the year, is the Sustainability coordinator given to assist/develop the CAP?

There is no set percentage or hours, but the Sustainability Coordinator will be the project leader and is prepared to assist in this project.

- In the evaluation process, phase two lists, "Interview/Presentation." If selected, could we interview by videoconference?

We understand that not everyone will be able to do a voice to voice presentation, so yes, the City of Iowa City will make arrangements for some type of conference calling with the selected vendor(s).

- In the evaluation process, phase two lists, “References, Proven Success of Contracts with Other Clients.” Will these references be checked for all candidates or just for the preferred candidate? In other words, will references be used to help select candidates for the interview phase?

References will be performed on the candidates that will be selected for Phase II.

- Is the Community CAP inclusive of infrastructure management (aka City operations)?

The City is currently conducting our municipal ghg inventory, but community dependent infrastructure should be considered, especially in the adaptation planning. Consultants will be not expected to deal with the municipal buildings. Water, wastewater, landfill, transit buses, roads, etc. are expected to be considered in the community-wide plan.

- Who is on the proposal review panel for this RFP? Is it public employees, community committee (i.e., political appointees), or a hybrid?

The evaluation committee will include five (5) representatives from the City of Iowa City.

- Please describe if / how University of Iowa faculty and related resources will be used to support the Climate Action Planning process?

We will be working with an engineering class this semester to identify actions that will be considered for this Plan, we hope to have professors as advisory members, and the University will also be represented on the steering committee. We have students working as interns with the City who will assist the Sustainability Coordinator.

- Should we assume that each deliverable, as listed in the RFP, is a independent deliverable, or is the expectation that all deliverables (minus the Monitoring and Reporting Tools) are contained within a single overarching Climate Action Plan document?

One document, with the exception—the toolkit could be an independent document as well. The mitigation and the adaptation plan can be combined.

- Will City staff provide a policy / program crosswalk to the consulting team that shows the relationship between existing policies and programs and development of the CAP for each sector (Energy, Transport, Water, Waste)? Or is development of this understanding part of the consultants scope of work?

This work would best be done in collaboration of both parties.

- Has the City developed a business as usual GHG emissions projection for the community through 2050? Is it overarching for all emissions or sector-specific?

The City is currently updating our BAU projection since we recently set the target and have updated our baseline year. It is overarching for all emissions and is based on increasing population.