

ADDENDUM NO. ONE
REQUEST FOR PROPOSAL
ENVIRONMENTAL SUSTAINABILITY MASTER PLAN
PROJECT NO. 429-24
CITY OF THORNTON, CO

TO: Prospective Proposing Firms and all others concerned

DATE: December 12, 2024

PURPOSE: To provide additional information and clarification to the solicitation documents for the above-referenced Project.

1. The following questions and answers are provided for additional clarification to the RFP. All answers from Thornton in response to Vendor submitted questions have been provided in **bold** text.

Question # 1: Under the Scope of Work section, Task 4 is marked as “Add-Alternate” – what does this mean? Will you accept proposals that do not address Task 4 or is this task meant to be a follow up component to the project?

Answer # 1: Task 4: Greenhouse Gas Inventory is not a required task. Proposals that do not address Task 4 will be considered, however, proposals that address Task 4 are preferred.

Question # 2: Are you able to provide any information on the budget for this effort?

Answer # 2: The anticipated budget for this effort is \$125,000-\$150,000.

Question # 3: Is it possible to extend the deadline for proposal responses?

Answer # 3: No, Thornton does not anticipate extending the proposal due date at this time.

Question # 4: For project teams submitting a response to this RFP that will include a prime and one or more subcontractors, what information, documents, and/or details for the subcontractors need to be included in the RFP response?

Answer #4: Proposing vendors should include any information that will help Thornton better understand how the Contractor and subcontractors will meet the Scope of Work resulting in a successful outcome.

Question # 5: What governmental organizations and/or departments will be directly involved in developing the plan?

Answer # 5: The following departments will be directly involved; City Manager's Office, Management Services, City Development, Infrastructure, and Parks & Recreation.

Question # 6: What entity does the Environmental Sustainability Task Force report to?

Answer # 6: The Task Force is appointed by Council and are advisory to the master plan, it will be led by Thornton staff and the Consultant.

Question # 7: Are the area energy utilities aware of this proposed plan?

Answer # 7: Thornton is unsure if the energy utilities are aware of the proposed plan. The Sustainability Action Agenda is available to the public.

Question # 8: What are the city's goals or priorities for the community engagement process – i.e., related to who (specific stakeholder groups and/or general public) is engaged or how extensively they're engaged?

Answer # 8: Thornton seeks to engage disadvantaged communities and welcomes suggestions for engagement as well as how extensive engagement should be.

Question # 9: What is the total project budget?

Answer # 9: Please refer to answer #2.

Question # 10: What is the budget allocation for this effort?

Answer # 10: Please refer to answer #2.

Question # 11: What is the funding source for this project?

Answer # 11: General Fund.

Question # 12: To which task should more resources be allocated? Could this answer be given in an approximate percentage?

Answer # 12: All tasks should be completed thoroughly, so the end product meets the standards of Thornton staff and Council.

Question # 13: How many stakeholder interviews does the city envision the consultant should complete as part of this broader effort?

Answer # 13: Thornton understands stakeholder in this case to mean internal staff and has not set a specific number of interviews as we anticipate that interviews will be held as necessary. If stakeholders is referring to external stakeholders, please refer to Answer # 20.

Question # 14: Will the city provide dedicated staff support throughout the course of this engagement?

Answer # 14: Yes, the Deputy City Manager and Management Analyst will provide guidance and support throughout.

Question #15: Scope of work - We see references to waste management and resource efficiency in general, throughout the city's existing plans/roadmaps. Is there a broader vision for the city that includes ecosystem building and infrastructure development tied more broadly to enabling a circular economy?

Answer # 15: Not specifically in enabling a circular economy but Thornton is interested in the concepts behind a circular economy as well as waste management ideas.

Question # 16: What level of granularity is expected in terms of quantification of the goals? Please provide the key metrics you are looking to quantify

Answer #16: Goals do not need to be granular. They can be high level but the need to be measurable. Example, a goal could be decreasing water consumption in Thornton with the outcome measure being in gallons of water used per day per capita.

Question # 17: Data - Is the GHG Inventory from 2018 available? Also, any prior work in the development of a framework for measuring this inventory?

Answer # 17: The methodology is available as Appendix A; GHG Inventory spreadsheets with additional information and data will be provided upon award.

Question # 18: What baseline data is already available (e.g., waste diversion rates, energy usage, water consumption)? Are there gaps the consultant should be prepared to fill?

Answer # 18: Water production rates, waste diversion rates, city energy usage. Gaps will need to be identified by the Consultant.

Question # 19: Does the city have a preferred format for progress reporting?

Answer # 19: Progress reporting would likely take the form of weekly or biweekly email updates and meetings depending on the amount of work occurring. In addition, the meeting cadence may vary from weekly to twice a month depending on the level of work and need for a check-in.

Question # 20: Stakeholder engagement - How many community engagement sessions does the city envision? Should they target specific demographics or groups (e.g., businesses, underrepresented communities)?

Answer # 20: Please see Answer # 8. Thornton anticipates between three to five (3-5) Community Meetings. However, more meetings may be necessary or requested to engage the community.

Question # 21: Are there preferred tools or methods for outreach (e.g., surveys, workshops, online platforms)?

Answer # 21: All of the above.

Question # 22: Feedback integration - What is the process for incorporating community feedback into the draft and final plans?

Answer # 22: As feedback is gathered during outreach, a summary of the feedback will be developed by the Consultant and provided to Thornton staff. Thornton staff and the Consultant will discuss how the feedback will be incorporated.

Question # 23: Will the city handle initial feedback collection, or is the consultant expected to lead this effort?

Answer #23: The Consultant is expected to lead the feedback collection process with the guidance and support of Thornton staff.

Question # 24: Final deliverables - Should the plan include public-facing visuals to communicate outcomes of this effort, for broader community outreach?

Answer # 24: No.

Question # 25: To what degree does the city envision the consultant will provide staff-training and support after the completion of the project/deliverables?

Answer # 25: As outlined in the Scope, the only additional staff training would be on updating the GHG inventory report.

Question # 26: Please can you provide how the submittals will be scored.

Answer # 26: Proposals will be evaluated on best value on the basis of qualifications, experience, and the applicability of the solutions offered to meet Thornton's needs as they pertain to the Evaluation Criteria in section E.11.

Question # 27: What is the project budget/ estimated budget?

Answer # 27: Please refer to answer #2.

Question # 28: Do all the meetings require in-person attendance or will some meetings be able to be attended virtually?

Answer # 28: Some meetings may be attended virtually, especially if meeting with Thornton staff.

Question # 29: How many members sit on the Environmental Sustainability Task Force? Are these members all community residents, or are some local businesses, and City employees?

Answer # 29: This task force is currently being recruited. The Task Force will consist of nine (9) members. At least (2) two, but no more than three (3), members will reside in each ward, except that City Council may appoint members irrespective of this provision as it deems appropriate. In appointing members, the City Council will give priority to applicants who represent the business community, underrepresented communities or the development community, and those with sustainability or environmental experience or expertise, including in academic or legal capacities.

Question # 30: Can some of the ESTF meetings be attended virtually?

Answer # 30: The ESTF will determine what works best for them, which will likely be in person.

Question # 31: Do you wish to align the GHG Inventory with any specific protocols or guidance?

Answer # 31: It needs to be in accordance with the 2018 inventory protocol so that inventories may be accurately compared, if the method needs to change for a qualifying reason, that may be considered acceptable with Thornton's approval. At the time, Global Protocol for Community-Scale Greenhouse Gas Emission

Inventories was used. For more information, please see Answer # 17.

Question # 32: For the GHG Inventory task, please can you specify what you wish to include to measure the “broader community”.

Answer # 32: The “broader community” refers to energy usage by all residents, businesses, and industries in Thornton (i.e., not just city facilities).

Question # 33: Has the GHG inventory been completed on an annual basis?

Answer # 33: No.

Question # 34: How will the data be provided for the GHG Inventory? I.e., will data be aggregated on spreadsheets, or does this task require collation of fuel receipts etc.

Answer # 34: Thornton staff can coordinate with the Consultant to provide data, but the Consultant is expected to work with the utility companies to obtain data.

Question #35: Does the City currently have a budget for the scope of work proposed in the RFP?

Answer # 35: Please see answer #2

Question # 36: We would like to provide our approach to the full scope of work outlined in the RFP, but are only seeing questions surrounding Engagement Approach (B.3.a) and Closeout Approach (B.5.a). Is there a section where the City would find it acceptable for us to provide our full approach to all aspects of the scope?

Answer # 36: Yes. Proposals should address all aspects of the Scope of Work.

Question # 37: For community engagement, would the City be planning on holding the meetings in person, virtually, or a combination of in-person and virtual?

Answer # 37: Thornton seeks the methods that solicit the most engagement, likely a combination of in-person and virtual.

Question # 38: What is your purpose in defining Task 4 as “add alternate”? Please explain if this means an alternate task can be completed, or if we can propose a different method to complete the GHG inventory.

Answer # 38: Please see Answer # 1. You may propose a different method to complete the GHG inventory, ideally it would be consistent with the past inventory completed in 2018.

Question # 39: Power planning - How much of a primary intent is evaluating the overall electrical capacity of the City? Also, to what extent does the City envision electrifying Heating Ventilation and Air Condition (HVAC) of buildings and vehicles?

Answer # 39: Thornton has been considering overall electrical capacity of city facilities especially as we expand our electrical fleet. Thornton would consider electrifying building HVAC.

Question # 40: Please provide a copy of the City of Thornton's GHG Inventory Reports, to accompany the rest of the important background information illustrated in Task 1 that the City will be providing?

Question # 40: Please see Answer # 17

Question # 41: Task 4 of the RFP states that it includes both "city-owned facilities and equipment". Does "equipment" include fleet assets as well?

Answer # 41: Yes, it does include fleet. There is an existing three (3)-year plan for electrifying fleet and testing is underway for electrifying more of the parks/lawn equipment.

Question # 42: Please clarify for pricing purposes whether Community Engagement on Page 7 is to be scoped as its own task, or as part of the Add-Alt 'Task 4' GHG Inventory, or as another numbered task in the RFP?

Answer # 42: Community engagement is a critical component of the Scope of Work and is not part of Task 4. Proposals will not be considered if they do not include community engagement.

Question # 43: Is this Sustainability planning project seen as a continuation of Thornton's Sustainability Action Agenda, or as a separate new effort?

Answer # 43: It is both a continuation and a separate effort in that it extends the Sustainability Action Agenda further into the future but considers domains that were not previously included: privately owned sewer systems, the development/building code, new technologies, grant funding, and further coordination with other city master plans.

Question # 44: This project is entitled, "Environmental Sustainability Master Plan". Is Thornton's intention to primarily focus on the sustainability triple

