

All Prospective Bidders:

Village of Oak Park

For Comprehensive Sustainability and Climate Action and Resiliency Plan

RFP #2021-2050-1-2021/MA

Responses to July 12, 2021 Questions

Addendum Number 5

The following questions have been submitted for clarification on the bidding documents:

1. Do you have a preferred vendor for the project?

We do not have a preferred vendor, and there is not an incumbent for this RFP.

2. What is Oak Park's track record for using small businesses as service providers?

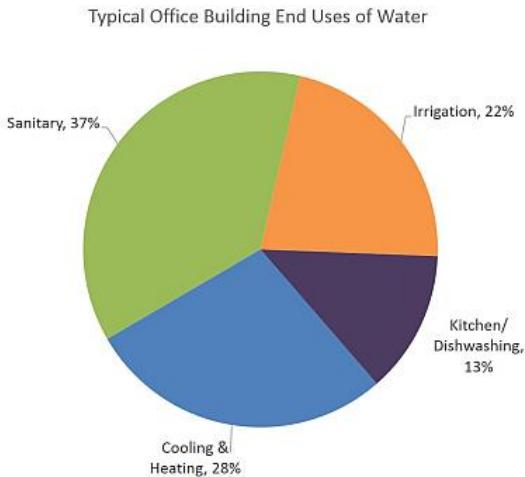
It is a priority of Oak Park's operations as it pertains to outside services and procurement to first look to local small businesses.

3. As I read the RFP, I believe you are asking for a plan that covers the entire village including residents, institutions and commercial activities. I want to confirm this is the case and that the plan is not limited to the government of Oak Park's own operations?

The plans are not limited to the Village of Oak Park facilities. It is for the community as a whole, including municipal operations.

4. On page 13 of the RFP, it states that Oak Park is looking for consultants who will "provide all data sources that inform applicable research." Would you clarify what that means? or provide an example?

The statement is there to demonstrate the desire of the Village of Oak Park to be able to view the original source of any data meant to inform the plans, and be able to track it for future reference. The chart below is for example purposes only.



Source: U.S. EPA

5. The RFP states a preference for the ICLEI Clearpath platform, but also references Science Based Targets several times. Do you intend for the Science Based Targets initiative (sciencebasedtargets.org), which is largely focused on businesses, to be incorporated into the plan?

The Science Based Targets (SBTs) references in the RFP relate to the Village of Oak Park's desire to lead with climate science and commitment to the "Cities Race to Zero" campaign target of Net Zero by 2050. The SBTs will be a part of the plan. Our expectation is to determine our community's science-based target (SBT). This target is the level of emissions our entire community must reduce to achieve our fair share of the Paris climate goals. <https://icleiusa.org/race-to-zero/>

6. Does the Village have a deadline requirement for the completion of the scope of work, or a preferred project schedule?

Please reference Addendum Number 4, Responses to July 2, 2021 Questions, Item #8.
<https://www.oak-park.us/your-government/budget-purchasing/requests-proposals>

7. Does the Village have a community-wide urban tree canopy study, survey, or plan?

The Village of Oak Park has a tree inventory which is available to the public at
<https://oakparkil.maps.arcgis.com/apps/webappviewer/index.html?id=8de2cc5f1be3472589a18c1fbe1e9d2e>.

NOTE: The Village's GIS initiatives are currently being updated and will be back online shortly. The inventory is updated regularly as work occurs. For management purposes we have the Village broken down into three sections. We work with a consulting arborist who reevaluates one of these sections each year and updates our inventory. The Village has developed Arboricultural Specifications and our consulting arborist provides an overall analysis of our tree inventory. Both these documents guide the overall management of our urban forest.

8. Item D indicates that the consultant is to "Ensure that S/CARP is in sync with the Village's Comprehensive Plan Envision Oak Park". Can you please provide more information on the Comprehensive Planning effort, including the timeframe anticipated for the Comprehensive Planning effort, if the Comprehensive Plan is being created through internal Village planning capacity or through the use of a planning consultant, and what will be made available to the S/CARP consultant team to support the integration of these plans (i.e., when will preliminary drafts of the Comprehensive Plan be made available to the S/CARP consultant, or how many coordination meetings should the S/CARP consultant anticipate with the writer(s) of the Comprehensive Plan, etc)?

To clarify, the Village goal is to have the S/CARP be in sync with the existing Envision Oak Park Comprehensive Plan.

<https://www.oak-park.us/village-services/planning/comprehensive-planning>

Please reference Addendum Number 4, Responses to July 2, 2021 Questions, item #7.

9. Item U indicates that the consultant should "design (and manage) a marketing and communications campaign to generate active community engagement in developing, approving, and implementing the S/CARP". Is the intent that the scope of work provided by the consultant will continue management of a communications plan into the implementation timeframe? If so, how long into the implementation timeframe is this service desired?

The intent is to design the S/CARP marketing and communications campaign to synchronize with the developing communications campaign to raise local awareness about the climate crisis and participation through existing renewable energy and energy efficient retrofit program resources. Refer to attachments 1 (Proposal) and 3 (Scope of Services) from the June 28, 2021 Board meeting for more background on the

current campaign.

<https://oak-park.legistar.com/LegislationDetail.aspx?ID=4995403&GUID=DCCA1EA8-DB19-47EF-BDE8-B65211ECE74C&Options=&Search=>

Please reference Addendum Number 4, Responses to July 2, 2021 Questions, item #8.

<https://www.oak-park.us/your-government/budget-purchasing/requests-proposals>

10. Item U Communications Plan, can you please provide more information on what existing communications tools and/or staffing the Village of Oak Park has? For instance, how are the Village's social media accounts managed? Beyond social media, what existing communications vehicles does the Village currently have which could support S/CARP communications (newsletters, etc.)?

The Village of Oak Park communications staff consists of a Director, Communications & Social Media Manager, Communications & Social Media Coordinator, and a Media Productions Manager.

The Village produces a bi-monthly newsletter <https://www.oak-park.us/newsletters> that covers all municipal topics of interest, including the prioritization of sustainability initiatives. Visit the Village's social media accounts accessible from the main website for more information. <https://www.oak-park.us/>
The Village's Communications Department is equipped to support prospective short and long-term multi-media S/CARP approaches as it fits within the context of the total municipal communications strategy.

11. The Cost Proposal section of the RFP indicates that "evaluations will utilize Exhibit A to compare costs". Exhibit A does not appear to be listed in the RFP's table of contents and we are not finding it in the RFP attachments. Can a copy of Exhibit A be provided?

Exhibit A is a reference to Section IV. Proposal Evaluation Section of the RFP. Refer to page 22 of the RFP for the details. In addition to Section IV, the Village plans to; maintain objectivity by having scoring criteria developed prior to reviewing any responses, redact or remove pricing from documents prior to review committee viewing to help avoid bias based on pricing, and common areas of scoring will be based on experience, quality of previous work products, and understanding of Local Government.

12. The RFP indicates that the consultant is to "Audit and review of the Greenhouse Gas inventory data for accuracy". Do these inventories report both community-wide emissions as well as Village operations emissions? Can the GHG inventories be made available for review during the proposal period?

Please reference Addendum Number 4, Responses to July 2, 2021 Questions, items #2 and #5.

<https://www.oak-park.us/your-government/budget-purchasing/requests-proposals>

13. What is the Village's budget for the scope of work outlined in the RFP?

Please reference Addendum Number 4, Responses to July 2, 2021 Questions, item #3.

<https://www.oak-park.us/your-government/budget-purchasing/requests-proposals>

14. Local press noted that the Village has approved a \$50,000 budget for this plan. Can you confirm that this is true or if the Village advises another budget range?

Please reference Addendum Number 4, Responses to July 2, 2021 Questions, item #3.

<https://www.oak-park.us/your-government/budget-purchasing/requests-proposals>

15. Could you advise on the status of any greenhouse gas inventory information that the Village has utilized thus far? Is the Village working with any other regional initiatives in assessing Oak Park's greenhouse gas inventory information?

The Village uses the ICLEI Clear Path platform for collection and assessment of GHG inventory information. Please reference Addendum Number 4, Responses to July 2, 2021 Questions, item #5 for more information. <https://www.oak-park.us/your-government/budget-purchasing/requests-proposals>

The Village is also working toward climate neutrality as part of the UNFCCC's Cities Race to Zero Initiative. <https://icleiusa.org/race-to-zero/>

16. Where will the emission inventories (2005, 2007, 2017, 2018, and 2019) be shared to, or made available on?

Emission inventories are collected and made available on the ICLEI Clear Path platform. Older inventories will be shared after the contract is awarded.

Please reference Addendum Number 4, Responses to July 2, 2021 Questions, item #5. <https://www.oak-park.us/your-government/budget-purchasing/requests-proposals>

17. We do not have a subscription to the preferred ICLEI ClearPath Software. Are there alternative ways you would accept the collation of emissions data? We are willing to use this platform in the future to work alongside the Village of Oak Park.

The Village will help provide necessary access to ClearPath information. The Village does not have plans at this time to work with another platform, but may consider verified alternative emissions data as applicable.

18. Under Implementation Strategies C. on page 14, am I correct that your expectation of a plan for public engagement and feedback is to be included in our proposal and conducted at a later point? i.e., We will not have to solicit public feedback as a part of our proposal to the city.

The expectation is that a community engagement plan be included in the proposal and conducted during the contract term timeframe. The Village would expect solicitation of public feedback as part of the proposal and implementation.

Please reference Addendum Number 4, Responses to July 2, 2021 Questions, Item #8. <https://www.oak-park.us/your-government/budget-purchasing/requests-proposals>