Addendum No. 2 to RFP #22-61

CITY OF SOMERVILLE, MASSACHUSETTS
Department of Procurement and Contracting Services
KATJANA BALLANTYNE
MAYOR

To: All Parties on Record with the City of Somerville as Holding RFP #22-61
Greenhouse Gas Inventory Consultant

From: Jordan T. Remy

Date: 5/26/2022

Re: Extension of Proposal Deadline
Corrections to the RFP
Questions and Answers

Addendum No. 2 to RFP #22-61

Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: ________________________________

ADDRESS: ________________________________

CITY/STATE/ZIP: ________________________________

TELEPHONE/FAX/EMAIL: ________________________________

SIGNATURE OF AUTHORIZED INDIVIDUAL: ________________________________

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _______ #2 _______ #3 _______ #4 _______
Addendum No. 2 to RFP #22-61

Extension of Proposal Deadline

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<th>Proposals Due</th>
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Corrections to the RFP

1. Under “Project Deliverables”, strike:
   1. 2022 Community inventory uploaded to the City’s current CIRIS file
   2. 2022 GHG consumption inventory – using CoolCalifornia inputs (citywide or by zip code), updated with actual 2022 inventory values where applicable, and entered into an Excel file.

   and replace with:

   1. **2020** Community inventory uploaded to the City’s current CIRIS file
   2. **2020** GHG consumption inventory – using CoolCalifornia inputs (citywide or by zip code), updated with actual **2020** inventory values where applicable, and entered into an Excel file.

Questions and Answers

**Question 1:** Could you speak to the existing capacity and experience among City staff regarding the current Greenhouse Gas Inventory (GHG) inventory and current tools that are used? We are seeking additional context with regard to how many trainings will be required and the nature of those trainings identified as “1-2+ at the City’s discretion.”

**Answer:** Due to staff transitions, the current staff have not viewed or attended a training session for the current GHG inventory tool but have access to a process memo and files. The department anticipates recording training sessions for continuity and to help limit the number of training sessions for staff.

**Question 2:** Does the city have any working relationship with the coolCalifornia calculator developers or anticipate working with them to update the data points?

**Answer:** Not at this time but it is something the department would be willing to explore depending on the consultant’s recommendations.
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**Question 3**: Does the 5 years’ experience requirement apply strictly to both GHG inventory and Community Based Emissions Inventory (CBEI)? In other words, can a firm with more than 5 years’ experience in GHG inventories (including Scope 3) qualify to do the CBEI if they do not have 5 years direct experience in CBEI?

**Answer**: Under “Quality Requirements” Item #3: a candidate with five years of experience conducting GHG inventory with emissions would be eligible to apply.

**Question 4**: Can the City provide projected/planned development & growth data from SomerVision at the census tract level as well as the city level, or will the Consultant need to interpret and adjust data as necessary?

**Answer**: Staff can likely give a baseline of recent historical/current development at both the census track and city-wide level. Depending on the projections needed, the consultant will likely have to make some assumptions. Generally, per Somerville Climate Forward (at page 17), "(n)ew development...is anticipated to occur at an annual growth rate of over 1% in both the residential and commercial sectors." ("Somerville’s population and employment forecasts were collected from the Boston Region Metropolitan Planning Organization’s Central Transportation Planning Staff travel model, which was used to develop the transportation sector on-road emissions forecasts.") As noted in the RFP, City staff will review and share data from former inventories and make connections with colleagues to facilitate access to City-owned data as well as work to identify and collect all relevant city-owned data.

**Question 5**: Should the 3 inventories be developed for a calendar year or City fiscal year?

**Answer**: Calendar year 2020, according to page 9 of the RFP.

**Question 6**: In scope item B. Data Collection (b) CBEI on page 10 of the RFP, the last sentence talks about community engagement materials that must be translated into multiple languages. Can you either confirm that this statement does not apply, or indicate which languages are to be included and which deliverables must be translated?

**Answer**: Surveys and public engagement materials should be translated from English into at least the following four languages: Spanish, Portuguese, Haitian-creole, and Nepali. The City can provide support to review and distribute the materials, but through this RFP, the goal is that the translation would be budgeted for by the consultant(s). Per page 9, “the City is seeking a consultant or team of consultants.”

**Question 7**: The Place of Performance section on page 16 of the RFP states that meetings between the vendor and City personnel shall be held in the City of Somerville. Can you confirm that virtual/remote meetings will be acceptable for the 3 meetings described in Task G Project Management?

**Answer**: In the context of the COVID-19 pandemic, the City of Somerville currently follows the CDC guidance and has instituted policies and practices to enhance safety. Please visit
www.somervillema.gov/covid19 for more information. Per page 12 of the RFP, “During the project, the Consultant will be available for approximately three meetings” to various bodies within City government. Virtual and hybrid meetings are acceptable and may even be required depending on a given situation and City and department policies and practices. For work the consultant(s) is/are responsible for that must be conducted on-site, if it is safe to do so, is expected that the consultant(s) would conduct this work in-person.

**Question 8:** Can you please provide the City’s insurance requirements?

**Answer:** Please see the insurance requirements attached at the end of this document.
INSURANCE SPECIFICATIONS

INSURANCE REQUIREMENTS FOR AWARDED VENDOR ONLY:
Prior to commencing performance of any work or supplying materials or equipment covered by these specifications, the contractor shall furnish to the Office of the Purchasing Director a Certificate of Insurance evidencing the following:

A. GENERAL LIABILITY - Comprehensive Form
   Bodily Injury Liability..............$ One Million
   Property Damage Liability........$ One Million

B. PROFESSIONAL LIABILITY........$ 1,000,000.00

C. COVERAGE FOR PAYMENT OF WORKER'S COMPENSATION BENEFIT
   PURSUANT TO CHAPTER 152 OF THE MASSACHUSETTS GENERAL LAWS IN
   THE AMOUNT AS LISTED BELOW:
   WORKER'S COMPENSATION............$Statutory
   EMPLOYERS' LIABILITY...............$ Statutory

D. AUTOMOBILE LIABILITY INSURANCE AS LISTED BELOW:
   BODILY INJURY LIABILITY.........$ STATUTORY
   1. A contract will not be executed unless a certificate (s) of insurance evidencing above-described coverage is attached.
   2. Failure to have the above-described coverage in effect during the entire period of the contract shall be deemed to be a breach of the contract.
   3. All applicable insurance policies shall read:
      "CITY OF SOMERVILLE" as a certificate holder and as an additional insured for general liability only along with a description of operation in the space provided on the certificate.

   Certificate Should Be Made Out To:
   City Of Somerville
   c/o Purchasing Department
   93 Highland Avenue
   Somerville, Ma. 02143

   Note: If your insurance expires during the life of this contract, you shall be responsible to submit a new certificate(s) covering the period of the contract. No payment will be made on a contract with an expired insurance certificate.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFRS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

CONTACT
NAME: 
PHONE [
[AIC, No. Ext]: 
FAX [
[AIC, No.]
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE 
NAIC #

INSURED

INSURER A: 
INSURER B: 
INSURER C: 
INSURER D: 
INSURER E: 
INSURER F: 

COVERAGES  
CERTIFICATE NUMBER:  
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY Pertain, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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ADD "X" HERETO CERTIFY THAT THE CITY OF SOMERVILLE IS AN ADDITIONAL INSURED

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

CERTIFICATES SHOULD BE MADE OUT TO:

CITY OF SOMERVILLE  
c/o PURCHASING DEPARTMENT  
93 HIGHLAND AVE  
SOMERVILLE, MA 02143

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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