

RFP 13-23 Climate Action Plan

Addendum 1

October 24th, 2022

1) What amount of in person engagement vs. virtual engagement is expected, including both community engagement and engagement with staff?

We would like to have a robust in-person engagement process, but we also understand that virtual settings may reach a wider audience. We are looking for proposals that include a combination of virtual and in-person outreach. Ideas for combining climate action outreach with other outreach events are encouraged.

2) (Our company) is committed to sustainability, including reducing paper waste and GHG emissions associated with postal service and travel. In light of this, is it possible to submit our proposal solely by email or another digital method?

It is currently City policy to have both digital and paper copies of a proposal. Thank you for raising this concern we will discuss this internally for RFP's going forward.

3) Is the City open to a re-ordering of RFP Goals (1-8) within and between each phase? Do the goals have to be addressed in the order described in the RFP?

Somewhat. We ask that Goal #1, our community engagement and organizing goal, remain at the beginning (and throughout) the Consultant's work period. As for goals within Phase II, we are interested in having these goals addressed within the final written plan. Specifically, for Goals #7 & #8, we expect those to be addressed towards the end of our timeline after the plan has been finalized and is about to be (or is) published. If you have a proposal with a different goal structure or ordering we would appreciate seeing those different ideas and suggestions.

4) Who performed the previous GHG inventories? Were they done by a consultant or performed internally by the city?

Our three previous inventories were performed through interns and summer fellows. These were completed using ICLEI guidelines and software. The upcoming 2021 inventory is being calculated by City staff and a group of volunteers in a program developed by the University of New Hampshire called SIMAP. Past inventories can be found here: <https://www.cityofportsmouth.com/sustainability/eco-municipality#greenhouse>.

5) Are there a specific number of workshops, neighborhood meetings, or planning sessions the city would like the consultant to hold?

We have not defined a specific number of workshops or meetings to be held. We are looking for guidance on these from the Consultant with the understanding that community outreach and public participation is a primary goal of this plan.

6) In goal 5, the RFP mentions forecasting for community-wide emissions that includes Pease Airport and Tradeport, Port Authority, and the Interstate Highways. Have these emissions been calculated in previous GHG inventories and if so, what software used to estimate these emissions?

Previous inventories have estimated the impacts from local highways such as I-95 using 'vehicle-miles traveled (VMT)' data estimates from the Rockingham Planning Commission. This was previously added into ICLEI software. There have been no previous inventories that have included Pease or the port. We would be interested in seeing suggestions on how to mitigate impacts from these areas in the future.

7) Can the city give an example of what they have in mind for a "dynamic forecasting tool" to forecast internal and community-wide GHG emissions?

This came from an interest in having more frequent greenhouse gas inventories. We would like a method of predicting how different sectors of the City and community might be impacting emissions levels in the future. For example, making predictions of increased emissions based on population growth, or perhaps decreases in emissions due to increased electric vehicle usage.

8) Are there any initial thoughts on how the budget will be allocated? Will it be based on certain deliverables or split between the different goals and / or phases mentioned in the RFP?

Funding will be allocated by tasks completed within each phase of work. Please include a list of tasks that you plan to complete within each phase and a breakdown of the budget by task.

9) Phase 1, Goal 1 is to occur during the drafting phase of the CAP. It is our understanding that each goal is required to have its own plan containing the following elements - priority actions on government and community level with timeline, cost, co-benefit analysis, partners and staffing analysis, funding sources, methods for community engagement, plan for measuring progress towards goal. Does the City of Portsmouth expect individual plans for each identified goal? If so, does the City of Portsmouth expect these individual goal-oriented plans to be the central elements of the final CAP report?

We are not looking for a specific plan for each goal. Instead we are envisioning each goal reading like a chapter within the final plan that identifies priority actions and their associated impacts, budget needs, co-benefits etc. The plan is a crucial part of this project and we are very interested in how the recommended goals and actions will catalyze public participation and engagement.

10) How many "community meetings at the neighborhood level" is the consultant expected to organize? Neighborhood level indicates there will be separate meetings for each neighborhood. Is this correct? If so, how many neighborhoods is the consultant expected to meet with?

We have not defined a specific number of workshops or meetings to be held. We are looking for guidance on these from the Consultant with the understanding that community outreach and public participation is a primary goal of this plan.

11) Are the “workshops” and “planning sessions” separate events from the “community meetings?” If so, how many of these events is the consultant expected to participate in? Is the consultant expected to organize these events as well? Or just participate in leading them?

We envision that all of these events will be cohesive if not all one type of meeting with all of that rolled into one. This is another area where we would really like to see what the Consultant has in mind for best practices when it comes to community involvement in plan creation. In terms of leading these meetings, we expect that it will be a joint effort of organizing and leading by City staff, the Consultant, and climate-action volunteers.

12) Regarding the following language, “Together, the Consultant, City staff and volunteers will lead meetings/workshops/trainings that will: The consultant should also develop and present a number of innovative outreach concepts which will most effectively engage a complete cross-section of the community.” Are these innovative outreach concepts to be presented during the meetings/workshops/trainings? Or are they to be implemented during the meetings/workshops/trainings?

We are expecting the Consultant to implement innovative methods during these meetings. Please make sure to include your proposed methods for effective community outreach and engagement within your proposal.

13) Each goal is required to have a plan with priority actions on government and community level with timeline, cost, co-benefit analysis, partners and staffing analysis, funding sources, methods for community engagement, plan for measuring progress towards goal. Is the final CAP report expected to summarize these individual goal specific plans?

These goals could be looked at as chapters within the plan but we are open to interpretations of addressing these goals in the overall plan.

14) Regarding the costing component of the prioritization analysis. Is the consultant expected to determine costs to the City of Portsmouth municipality? Or is the consultant expected to estimate costs beyond the City of Portsmouth municipality?

We are expecting generalized estimates that could be incurred by the municipality. Specifically, costs that can be used to back up future budget assumptions for climate mitigation work.

15) Regarding the following language, “We are requesting help in coming up with supportive regulations for switching to renewables and the sequestration of GHGs...” – To what extent is the Consultant expected to provide “help in coming up with supportive regulations?” Is the consultant expected to attend regulatory drafting meetings? Review proposed regulations and comment?

We are hoping that the Consultant can bring previous experience and expertise to the table in helping us to draft potential regulations. We are looking for ideas and concepts that could be turned into regulations by City staff.

16) Regarding the following language, “We are also requesting help in understanding the best-fit sites for renewable infrastructure across the City” Depending upon the scope and nature of the renewable infrastructure being considered, the site selection can be a very multi-faceted and in-depth evaluation. To what extent is the City of Portsmouth requesting help with this task?

Rather than an in-depth analysis, we are looking for a broad approach that utilizes what other communities, near and far, have done to incorporate renewable systems more easily into their community and municipality.

17) What is the form of the current emissions forecast? Is it a quantitative and manipulative tool like a Microsoft Excel workbook?

There is no current tool available. This tool would be decided upon by the Consultant.

18) Does the current emissions forecast include community-wide emissions?

There is no current tool available. This tool would be decided upon by the Consultant.

19) Is the consultant expected to provide a new “dynamic forecasting tool?” Or update and improve the existing emissions forecast?

The Consultant is expected to provide a new forecasting tool that will be a dynamic method for our planning staff to utilize in the future for anticipating future emissions impacts.

20) What is the expected radius of impacts for the community wide emissions to be included in the forecasting tool? For example, the GHG impacts from Interstate 95? What portion of Interstate 95 is expected to be included?

The radius of impacts will include anything within the City boundaries. We do understand the challenges of forecasting areas like the I-95 corridor. While it may be possible to address the impacts to the City, coming up with a means to reduce impacts from this corridor is likely beyond the scope of this work. We are asking that the Consultant prioritize the boundaries of the City with CAP goals and associated projects.

21) Regarding the following language, “The Consultant will produce two major funding plans to align with CAP projects.” Are these “major funding plans” independent documents from the final CAP report?

Please incorporate short or long-term funding plans for each project idea within the associated plan goal sections/chapters. These will help inform future work needed and the City budget.

22) What city-owned software and toolsets are available for this task?

Software that is available includes a suite of ESRI tools, Microsoft Office, Microsoft 365, and City website access. Acquiring additional software for the creation of the plan and the implementation of its goals could be considered.

23) Does the City of Portsmouth have an example of an existing community engagement dashboard that exemplifies the attainment of Goal 7?

Concord, Massachusetts has a community engagement platform that is along the lines of something that our community could also benefit from <https://sustainableconcord.org/home> . We are particularly interested in a platform that is informative, engaging, and meant to be updated often. We are open to different interpretations of these platforms and dashboards in order to find one that is right for Portsmouth.

24) Regarding the following language, “This engagement will occur once again through widespread and inclusive community meetings and through the newly developed CAP engagement platform.” – How many community meetings is the consultant expected to attend? Is the consultant expected to plan and organize these meetings? What is the scope of the consultant’s engagement via the CAP engagement platform? Is the consultant expected to provide ongoing support and response to the community via the platform? If so, for how long is this service expected to continue? Is the consultant expected to manage the functionality of the engagement platform as well? If so, for how long?

We are looking for the Consultant to organize a number of community meetings but also work with City staff and volunteers to help organize and run some of these meetings. It is up to the consultant to provide a number of meetings that is appropriate for the development of the CAP. In anticipation of completion of the plan the Consultant is expected to help staff develop the CAP engagement platform and then hand it off to City staff once the Consultant has finished. It is our hope that this will include any post-plan engagement duties. It will then be the Planning Department’s responsibility to continue the platform by updating it frequently with new information, goals, or accomplishments that are geared towards the CAP and climate mitigation projects.