

## **ADDENDUM NO. 02**

**MAY 24, 2023**

### **REQUEST FOR PROPOSALS (RFP): CLIMATE ADAPTATION PLAN**

#### **ADDENDUM SUMMARY**

The purpose of this addendum is to provide clarification and answers to RFP questions addressed during the preproposal conference and/or sent in by respondents. A recording of the pre-proposal conference is available on the [City's Bid Center website](#). Please review the responses below and incorporate the information into your proposal consideration and execution. Proposals for the Climate Adaptation Plan project are due by electronic submission **Wednesday May 31, 2023 by 10:00 AM PDT**.

This Addendum shall be considered a part of the proposal documents for the Climate Adaptation project. Where provisions of the following supplementary data differ from those of the original documents, this Addendum shall govern and take precedence. This Addendum is four (4) pages. Respondents are hereby notified that they shall make any necessary adjustments in their proposals on account of this Addendum. For convenience, the questions and answers included in Addendum No. 1 have been included at the end of this document. This is the last addenda that will be posted.

#### **ANSWERS/CLARIFICATIONS**

**Question 1.** How much of the requested grant funding has been set aside for consultant tasks?

**Response.** \$80,000 of requested funding would be used for consultant support to develop an equity framework, conduct additional vulnerability/risk assessments that account for multiple climate risks centering the needs of vulnerable communities, and to ensure the implementation strategy prioritizes the most vulnerable communities. The remaining funding request was requested for community-based organization (CBO) partner-related activities which included funding allocations for materials, translation, and other services which could be used for consultant assistance.

**Question 2.** How much detail should the optional tasks in the proposal?

**Response.** If the proposer would like to include a built-out work scope for the optional tasks, this should focus on details related to equity framework and CBO-engagement.

**Question 3.** If the City receives the Governor's Office of Planning and Research Integrated Climate Adaptation and Resiliency Program (ICARP) grant award, will the additional tasks include engagement with indigenous tribal groups?



**Response.** The City’s ICARP application focused on expanded engagement with four CBO partners (Abundant Grace, Ayudando Latinos a Soñar, Sea Hugger, and Senior Coastsiders), however to the extent that the proposer could include outreach with indigenous tribal groups as part of the Task 2 (Outreach and Engagement) or Task 7 (Additional Equity and Outreach) they are encouraged to do so.

**Question 4.** What is the timing of the City’s Safety Element update and will the Adaptation Plan be used to form the Safety Element?

**Response.** The City is working on the Safety Element as part of the Multi-Jurisdictional Safety Element Project from May 1, 2023 – May 1, 2026. The work completed as part of the Adaptation Plan may be used to inform the Safety Element, but the selected consultant will not be expected to provide materials purposed specifically for the update to the City’s Safety Element.

**Question 5.** Please clarify what is meant by “conforming with the data from the Local Coastal Land Use Plan (LCLUP).

**Response.** Strategies included in the Adaptation Plan should be consistent with the policies outlined in the LCLUP. The consultant is expected to review the LCLUP and may provide comments on potential gaps or improvements to the plan. Minor edits to the LCLUP may be suggested as a strategy within the Adaptation Plan but major edits may not be able to be accommodated.

**Question 6.** Please provide clarity on how the Climate Action Plan and Climate Adaptation Plan relate to each other. Will the selected consultant be expected to incorporate the Climate Action Plan into a greater, “Climate Action and Adaptation Plan” or will these documents remain separate?

**Response.** The Climate Action Plan and Climate Adaptation Plans should be complementary documents but will be unique, separate plans.

**Question 7.** Which City staff will the consultant be working with? Is there an internal steering committee or citizens advisory committee?

**Response.** The selected consultant will be working with Sustainability division staff within Public Works. Due to staff capacity, there are no plans for an internal steering committee that includes representatives from other departments. However, to the extent needed, staff from other departments could be included in meetings and document review. If the City receives the requested ICARP funding, representatives from the CBO partners should be regularly included in the development of the plan.

There are no plans for a citizens advisory committee to be formed as part of the Adaptation Plan development process.



**Question 8.** What level of adaptation strategies are expected to be developed as part of the Adaptation Plan?

**Response.** The City is looking to the proposers to include their recommendations on the level of proposed adaptation strategies that are possible based on the City's size, staffing levels, and budget. Strategies should include actions the City can take on alone along with strategies to engage other agencies where necessary.

**Question 9.** The description of Task 1 on page 4 states, "Following the kick-off meeting, the consultant will develop measurable . . . including setting performance targets for 5 and 10 years" Can the City clarify if this language (performance targets for 5 and 10 years in the future) is specific to align with Capital Improvement Project planning, or rather expresses a general desire for the CAP to prioritize/rank adaptation strategies over the near-, intermediate-, and long-term (e.g., "near-term implementation plans" called out in the description of Task 5 on page 6)?

**Response.** The City expresses a general desire for the Adaptation Plan to include adaptation strategies over the near-, immediate-, and long-term, not necessarily related to Capital Improvement Plan planning timelines.

**Question 10.** Can the City clarify if it has the utility infrastructure geographic information system (GIS) shapefiles or similar data necessary to conduct the vulnerability assessment?

**Response.** The City has GIS shapefiles available for the sewer system and should have GIS shapefiles available for stormwater infrastructure within the next 2-3 months.

**Question 11.** Can the City confirm it will work with the selected consultant to request/obtain relevant GIS data from other agencies?

**Response.** Yes, City staff will work with the selected consultant to request/obtain relevant GIS data from other agencies as necessary to complete vulnerability assessments.

**Question 12.** Does the City have a desired timeline for the completion of the draft and final Adaptation Plan?

**Response.** If possible, the City would like to have the final Adaptation Plan adopted within 12-18 months but welcomes recommendations from proposers to indicate what timeline they feel is most appropriate in relation to the scope of work and available budget.

### **ANSWERS/CLARIFICATIONS (FROM ADDENDUM NO.1)**

**Question 1.** Since References do not count towards the page count, can we infer all of Section 7 "Qualifications and References" do not count towards the 20 pages?

**Response.** Correct, "Qualifications and References" will not count towards the 20-page limit.



**Question 2.** Do Cover Letters, Title Pages, Divider Pages, and blank pages count towards the page count?

**Response.** No. Cover Letters, Title Pages, Divider Pages, and Blank Pages will not count towards the 20 page limit.

**Question 3.** Are any of the Exhibits in Attachment A required for the proposal?

**Response.** While submission of Exhibit A (Scope of Work) and Exhibit B (Fee Schedule) of the Professional Services Agreement (PSA) are not required to be submitted as part of the Acceptance of the PSA; these elements should be demonstrated clearly within the proposal.

Submission of Exhibit C (Evidence of Insurance) is not required to be submitted as part of the proposal. However, it will be required to execute the agreement and doing so may speed up the contracting process if the proposer is selected.

Exhibit D (Prevailing Wage) and Exhibit E (Funding Agency Requirements) will not apply to this agreement.

**End of Addendum No. 02**

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