
ADDENDA ISSUED JUNE 23, 2023

**CENTRAL INDIANA REGIONAL DEVELOPMENT AUTHORITY (CIRDA)
REQUEST FOR PROPOSALS AND QUALIFICATIONS TO MANAGE AN EPA
GRANT FOR DEVELOPING A CLIMATE ACTION PLAN TO REDUCE
GREENHOUSE GASES**

Pursuant to Section VIII(D) of the RFPQ, below are the written addenda and each addendum constitutes part of the RFPQ. Capitalized terms used but not defined herein are used with the meaning ascribed to such terms in the RFPQ.

QUESTION 1: Is there a DBE requirement, and do you have a percentage goal of DBE participation?

ADDENDUM: In compliance with 40 CFR 33.301, CIRDA will make good faith efforts to contract with a DBE. There is no percentage goal of DBE participation.

QUESTION 2: What is the scoring method CIRDA is using for the 20% DBE evaluation, and is the 20% an “all or nothing: score determined by whether the prime Consultant is a DBE?”

ADDENDUM: CIRDA will consider both the composition of the responding entity and the professionals within that entity that provide services in response to the RFPQ. Respondents will receive up to 20% of the available points based on DBE participation, and the 20% is not an “all or nothing” score.

QUESTION 3: Can CIRDA specify any requirements for the fee structure to apply for this project?

ADDENDUM: The chart of fees attached to the RFPQ and this Addendum should be completed, and CIRDA will perform a price analysis, including, without limitation, the comparison of price quotations submitted, market prices, prices offered and similar information. Profit will be separately negotiated as an element of cost pursuant to 2 CFR 200.324(b).

QUESTION 4: Is the \$650,000.00 maximum budget for the contractor’s portion of this project equal to the “Maximum Budget”?

ADDENDUM: Yes.

QUESTION 5: Is there a cap or guidance on allowable rates?

ADDENDUM: CIRDA will award a time and materials contract to the winning offeror. Federal individual consultant limitations will not apply unless CIRDA awards to an individual consultant; however, CIRDA will be mindful of paying hourly fees that have the effect of

exceeding the amount paid to Federal employees at Level IV of the Executive Schedule (\$87.93, per hour).

QUESTION 6: Are there any page limits for the project approach & organization?

ADDENDUM: No.

QUESTION 7: We were unable to locate Exhibit's C and G (listed as separately included). Could you please direct us to where those are located?

ADDENDUM: Exhibits C and G are available at the following:
<https://centralindianarda.org/contract-opportunities>

QUESTION 8: The proposed schedule stretches over 4 years (2023 – 2027). What is the basis for that schedule, and will an accelerated project plan be accepted?

ADDENDUM: The schedule included in Section III(E) is an estimated timeline to complete the action times. An accelerated plan will be considered if CIRDA believes that each action item can be completed to CIRDA's satisfaction.

QUESTION 9: The Consultant Responsibilities & Experience, Section III(D), states that the Consultant may either perform or manage the sub-awardees for the various tasks identified. Can you identify which tasks will be performed and which will be managed? Can you clarify how the segmented performance approach outlines reconciles with the statement "The Consultant shall be responsible for fully performing the Project" under General Contract Terms.

ADDENDUM: If CIRDA makes a subaward, the Consultant will be responsible for overseeing and managing such sub-awardee work. In limited circumstances, the Consultant may subcontract a portion of the work, and in such circumstance, the Consultant will be fully responsible for all work performed by such sub-contractor.

QUESTION 10: The response schedule requires submission by 5:00 PM on July 9th, which is a Sunday.

ADDENDUM: ALL REFERENCES TO THE RFPQ RESPONSE DEADLINE, INCLUDING THE DATE LISTED IN THE ANTICIPATED PROCUREMENT SCHEDULE SHALL BE AMENDED TO STATE THAT **RESPONSES ARE DUE JULY 10, 2023 at 5:00 P.M.**

QUESTIONS 11: What types of software, if any, is being used to track greenhouse gas ("GhG") emissions across the different municipalities?

ADDENDUM: Comprehensive tracking of GhG emissions across the ICA MSA is not complete or consistent and should be developed by the Consultant. Some communities within the MSA may not be tracking GhG. The Indiana Department of Environmental Management (IDEM) should have state-level data, and Indiana University's Environmental Resilience Institute (IU ERI) has been helping municipalities establish GhG emissions inventories.

The GhG inventory developed by the Consultant should follow guidelines of the EPA Climate Pollution Reduction Grant. Tools and Technical Resources can be found [here](#). The Consultant should recommend an approach to GhG reporting that (a) follows international best practice by using the guidelines of the World Business Council for Sustainable Development (WBCSD) and World Resources Institute's (WRI) Greenhouse Gas Protocol and (b) is uniform across all municipalities. Ideally, the inventory will include the following: (1) type of GhGs, and a detailed list of activities included in the inventory with associated data source, calculation method, and source of emission factor, (2) carbon sinks and an overview of both gross and net GhG emissions, (3) total gross emissions for ICA MSA for an identified base year and any other relevant benchmarks to allow comparison over the years and against peer municipalities and regions, (4) a breakdown of emissions by gas, scope and activity; and (5) identification of large emission sources.

QUESTION 12: Does CIRDA want measurement and monitoring of GhG emissions across municipalities and/or will there be a person in-charge of this regionally?

ADDENDUM: CIRDA desires to develop a regional measurement and monitoring system for GhG emissions. A requirement of the EPA Climate Pollution Reduction Grant is to establish a 'Review of Authority to Implement'. Through this process, a list of GhG reduction measures should be identified, including an organization strategy to fund and implement actions of the plan, working in all sectors and across jurisdictional boundaries of the ICA MSA.

QUESTION 13: Have GhG baselines been set by the municipalities, and if so, what percentage of that data has been estimated?

ADDENDUM. This information is unknown, and the Consultant should work with IDEM, local municipalities, Indiana University, Indianapolis MPO, and Purdue University to better understand any GhG baselines established, to date.

QUESTION 14: Will CIRDA identify the 15 communities that plan to participate, and will additional communities be added or evaluated as a part of the plan?

ADDENDUM: The GPRG funds are for work performed within the entire ICA MSA, and the type and scope of the program proposed by the Consultant will determine how many communities within the ICA MSA are included.

QUESTION 15: The Plan discusses a regional open space strategy as a component, particularly around the White River. Will the plan encompass identifying the natural assets to preserve and expand, or is there a component that will require analysis and prioritization of these assets?

ADDENUM: Although CIRDA desires a plan that include regional open space, CIRDA will rely on the Consultant to strategize and prioritize what is ultimately included in the plan.

QUESTION 16: Will the Project include an analysis of the electric utility infrastructure to support distributed energy and EV charging stations? If so, does CIRDA envision this

information being provided by the utilities serving the municipalities and ICA MSA, and will the utilities participating on the steering committee be asked to help with compiling this information?

ADDENDUM: CIRDA desires a plan that include an analysis of ICA MSI utilities, and the Consultant should work with the utilities and committee to obtain, compile and analyze the information.