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MEMORANDUM

DATE: August 28, 2020
TO: File
FROM: Emiko Ancheta, Sustainability Coordinator
SUBJECT: CAP UPDATE RPF PRE PROPOSAL QUESTIONS

1. The RFP requires a number of meetings including a kick-off meeting, periodic project meetings, and public outreach meetings. Given the situation with COVID-19, are all of these meeting expected to be virtual or is there a possibility they will occur in-person?

A: Currently due to the County Health Order in response to COVID-19, all meetings will be virtual/teleconference until it is deemed safe to meet in person. We will provide updates to the meeting format as directed by the County Health Department and the City Manager.

2. What criteria will the city use to evaluate proposals?

A: Evaluation based on overall criteria:

- Consulting firm demonstrates they have done similar work with similar type of agencies either based on demographics or the size of the agency
- Firms experience and demonstrated ability to deliver high quality, innovative work for relevant projects of similar complexity
- Completeness and clarity of proposal
- References

3. What are you looking for in this Climate Action Plan update to include, is it just mitigation or adaptation measures as well?

A: Both mitigation and adaptation measures.

4. Will the consultant have access to the monitoring tool mentioned in the existing CAP?

A: The City will provide the consultant with available data; there have been limited resources to track information and data for the past few years. Consultants are encouraged to include an update to the monitoring tool as part of the proposal.

5. In the RFP, we are to incorporate SB 379 state requirements that include review and update safety element to address climate adaptation and resiliency strategies; vulnerability assessment; adaptation and resilience goals, policies and objectives; and feasible implementation measures.

-Can you identify which specific tasks are associated with this language, as well as timeframe and deliverables?

A: SB379 requires updating the safety element or the safety element has to reference the CAP in terms of climate resiliency. It is up to the consultant to show how they will address the State law.

6. If this adaptation/resilience work would require a vulnerability assessment and/or implementation strategy, will this be covered under the existing budget or will additional funds be made available?

A: Yes, this should be covered in the existing budget.

7. Could we have access to the data prior to the submittal of proposals for review in order to plan accordingly?

A: The links below provide the CAP plan data update information provided to Council.

2015:

http://los-altos.granicus.com/MetaViewer.php?view_id=4&clip_id=918&meta_id=41547

2016:

https://www.losaltosca.gov/sites/default/files/fileattachments/environmental_commission/page/36221/2016_annual_report_item_8_report.pdf

8. What is the consultant's role for community and stakeholder engagement expectations for the public meetings, support or presenting?

A: The expectation will depend on the format and meeting; we anticipate the consultant to participate both in presenting and support for the various meetings.

9. What CEQA document was prepared to evaluate the 2013 plan for environmental coverage?

A: The 2013 CAP was CEQA compliant via Initial Study/Negative Declaration.

10. Do we need hardcopies or can we submit proposals digitally?

A: In the proposal we requested hardcopies but due to circumstances surrounding COVID-19, we are allowing and requesting digital submittals of the proposals emailed to eancheta@losaltosca.gov (OneDrive or Dropbox link from consultants are accepted) proposals to be received by 4:00 PM, Tuesday, September 15, 2020.

11. Is there a specified proposal format?

A: No, consultants can choose the format.

12. Will consultants work with SVCEA and/or other organizations?

A: SVCEA along with other organizations will provide the necessary data for the CAP Update.

13. Is there a page number cap on proposals?

A: No specified max number of pages for proposals.

14. What is the timeframe for the CAP Update to be completed by?

A: We estimate approximately 1 year for completion.

15. Process: who approves this and what boards or commissions might this have to be considered by?

A: The Environmental Commission will provide input throughout the process and the City Council would need to approve it.