

ADDENDUM NO. 1

Request for Proposals for Consultant Services to Provide a Community-Scale Greenhouse Gas and Consumption-Based Emissions Inventory Town of Sudbury

Date: August 1, 2023

Addendum No. 1 – The following clarifications are provided based on questions received and should be considered when completing your submittal.

1. **QUESTION:** *Page 10, Place of Performance says "The Consultant should be able to travel to the Town of Sudbury as needed per the scope of work." Page 11, Deliverables says "The proposer shall consider the items in the Scope of Work as the deliverables for this project: ...Three presentations during Town committee meetings, Two Town staff trainings". Can these presentations and trainings be completed remotely, or will travel to the Town of Sudbury be required as part of this project?*

ANSWER: We expect the selected Consultant to travel to the Town of Sudbury at certain appropriate times during the course of the project. That said, we understand that the nature of this work can be completed remotely and do not anticipate that the Consultant will be in-person for all of the listed tasks. The selected Consultant and the Town can negotiate which meetings, presentations, and trainings can be held remotely as needed, but the Town does expect to have some in-person events.

2. **QUESTION:** *Appendix A and Appendix B appear to be contradictory on how the respondents will be scored. If a respondent cannot meet requirements on Appendix A but meet requirements on Appendix B, should the proposer still submit.*

ANSWER: Yes, if a respondent cannot meet all of the requirements on Appendix A but can meet the criteria on Appendix B, then the respondent should still submit a proposal.

3. **QUESTION:** *On page 4 - second bullet, it identifies a 1990 GHG baseline. However, in the scope of work, it appears the Town of Sudbury is looking for the consultant to identify a baseline year. Can you please clarify?*

ANSWER: The 1990 GHG baseline mentioned on page 4 refers to guidance that came from the Town's Climate Emergency Declaration voted on at our 2022 Annual Town Meeting. In this declaration, it mandated that the Town's Climate Mobilization Action Plan include an estimate of a community-wide 1990 baseline GHG emissions for the Town. This was in response to the state benchmarks enacted by the Massachusetts General Court, committing the state to 50% reduction by 2030, 75% reduction by 2040, and net zero by 2050 relative to 1990 baseline levels. For the purposes of this bid, we would like to have an understanding of what our current GHG emissions are, so we are hoping that the selected consultant can identify a baseline year with the most up-to-date emissions data across all sectors.

4. **QUESTION:** *How is this project being funded?*

ANSWER: This project received funding via Town allocation from the Climate Emergency Declaration that passed at Sudbury's 2022 Annual Town Meeting.

5. **QUESTION:** *What is the budget range?*

ANSWER: The Town of Sudbury does not have a set budget for this project. We anticipate paying what the market will bear for this type of service, and selection of the winning bid will be driven by proposal design rather than price. We do not want to constrict the budget for this project to ensure that our scope of work can be met. Final costs can be negotiated by the selected consultant as needed to ensure there is appropriate funding to complete the agreed upon tasks.