



**ADDENDUM NUMBER 1: QUESTIONS AND ANSWERS
FOR
BUILDING DECARBONIZATION JOINT ACTION PLAN**

Issued: January 30, 2020

Question #1: *Regarding graphic design support, what are SVCE's design specifications?*

Answer #1: SVCE has produced several reports that can be reviewed to better understand SVCE's graphic design specifications (see the [Decarbonization Strategy and Programs Roadmap](#), [Electric Vehicle Infrastructure Joint Action Plan](#), and [Virtual Power Plant Options Analysis](#)). Note that SVCE has in-house graphic design capabilities, so Bidders should indicate if they propose leveraging SVCE's graphic designers instead of using their own.

Question #2: *Are there other SVCE resources or bodies of work that the consultant would need to integrate or could rely on?*

Answer #2: The Building Decarbonization Joint Action Plan will be a standalone document. However, it should be crafted to build upon SVCE's [previous programmatic efforts](#) and [planning work](#). It is intended to leverage the findings and insight from SVCE's territory-wide baseline study (in progress – see [Mountain View's report](#) for a city-level example) and electrification potential analysis (also in progress). SVCE will be relying on the selected consultant to appropriately integrate existing SVCE resources, along with other relevant industry resources (such as the Building Decarbonization Coalition's ["A Roadmap to Decarbonize California's Buildings"](#)).

Question #3: *Could the plan incorporate policies or activities that go beyond the 3-year timeframe specified in the RFP?*

Answer #3: The Building Decarb Plan is intended to identify policies and activities that SVCE should pursue in the 3-year timeframe. However, some of these policies and activities may require SVCE efforts, or result in impacts, that continue outside the 3-year timeframe.

Question #4: *Regarding Task 1: Please confirm that the Services include two meetings – a meeting with SVCE staff and member agencies to discuss the outline and agenda for the workshop, and the stakeholder workshop itself.*

Answer #4: Task 1 includes several different meeting elements, all of which pursue the same goal of soliciting initial input for the Building Decarb Plan. One meeting will be with SVCE staff, member agency staff, building decarbonization experts and other key, relevant stakeholders. One meeting will be a public webinar open to all interested stakeholders. There will also be a number of targeted one-on-one interviews with stakeholders unable to participate in either of those meetings. Bidders should expect all meetings and interviews to include some advance discussions with SVCE staff to discuss outlines and agendas.

Question #5: *Is it acceptable for the Task 1 meeting with SVCE staff and member agencies to be conducted via video/web conference?*

Answer #5: Bidders may propose any strategy for conducting the meetings and workshops, including remote attendance. However, SVCE intends to rely on the selected consultant to smoothly and effectively facilitate these meetings, and will be evaluating responses based upon that.

Question #6: *Does SVCE have expectations for the duration of the stakeholder workshop, perhaps in terms of hours or days?*

Answer #6: SVCE will be relying on the selected contractor for input and advice, but anticipates that the stakeholder workshop will be half a day in duration.

Question #7: *To what extent is SVCE interested, for this scope of work, in analysis and potential inclusion of options for building decarbonization that are also coupled with clean electric grid services, such as on-site generation and energy storage?*

Answer #7: SVCE is open to all strategies. The purpose of the initial stakeholder engagement and ongoing discussions with SVCE staff will be to appropriately scope the work. Please also see the response to Question #2 above that covers existing analysis and work that Bidders will be expected to integrate.

Question #8: *Could you provide a list of the entities that are SVCE's "member agencies"? Which component(s) of the municipal governments of the participating communities should our scope of work include for potential actions?*

Answer #8: Please see Section 2 of the RFP document for a full list of thirteen communities that comprise SVCE ("member agencies"). The purpose of the initial stakeholder engagement and ongoing discussions with SVCE staff will be to appropriately scope and restrict recommendations to those components that are especially promising, which is anticipated to be based on core strengths/authorities of municipal government agencies.

Question #9: *Regarding Section 14 of the Standard Contract, it may be beneficial for the Consultant to use pre-existing intellectual property, analysis, and content ("prior materials"). Will SVCE be willing to negotiate additional language that allows Consultant to maintain ownership over those prior materials, but allows for SVCE to have a license to use the prior materials for SVCE's purposes?*

Answer #9: Contract exceptions should be noted in the Bidder's proposal, and will be included as a part of the evaluation process.