

CPA Building And EV Reach Code Technical Consulting Services Request for Proposals (RFP)

Questions & Responses

#	Question	Response
1	Please clarify the level of detail and any customization you are expecting in the “Cost-Benefit Analysis” subtask for the existing buildings program (Task 2).	Please see Attachment A (Scope of Services) <u>Task 2 Anticipated Deliverables</u> of the RFP for requirements regarding the level of detail expected in the cost-benefit analysis. Please see Section II.2 (Project Background) of the RFP for existing building reach code pilot program details.
2	Task 2 is targeted for two CPA member agencies. Is identifying those agencies and the staff from each agency to include part of the consultant’s role?	Please see Attachment A (Scope of Services) Section 2.1 of the RFP for further details.
3	The RFP states that “CPA plans to use lessons learned in this pilot (Task 2) to simplify and streamline the adoption process and inform a potential future program expansion to all 32 member agencies.” What type of deliverable to you expect from the consultant about lessons learned?	Please see Attachment A (Scope of Services) <u>Task 2 Anticipated Deliverables</u> of the RFP for a list of anticipated Deliverables.
4	Do you anticipate opportunities for stakeholder and public meetings to address multiple topics or do you see that each topic is handled in separate meetings.	Please see Attachment A (Scope of Services) Sections 1.5 and 2.4.1 of the RFP for details regarding the content of the workshops.
5	For Attachment B, References, would it be acceptable to include email addresses instead of fax numbers?	Please provide contact information available to Proposers when completing Attachment B.
6	Section IV Scope of Services states that, “services under this RFP are expected to commence on February 6, 2023”. However, Attachment A Scope of Services, under Anticipated Program Timeline states that “Each program task is expected to kick off in January 2023”. Is January 2023 a typo here?	Please see Section IV.B (Term of Work) of the RFP for the expected term of Services. Please note that Attachment A (Scope of Services) <u>Anticipated Program Timeline</u> of the RFP indicates that “A final timeline will be negotiated with the successful Proposer.”
7	Under Section III Qualifications and Experience, it states that a “... qualified Proposer should have the following minimum qualifications and experience”. Should the qualified team show examples to meet all three requirements?	Please see Section VII (Proposal Requirements) of the RFP for requirements regarding documentation of Proposer qualifications and experience.

8	Under Section IIV Proposal Requirements: could you please clarify if the RFP requires three references form the bidder's proposed subcontractors in the attachment B format as well? (i.e. not collectively from the team, or just the main bidder)	Please see Attachment B (Prospective Contractor References) of the RFP for instructions on completing the Prospective Contractor References form.
9	Under Section VI D: Proposal Evaluation Criteria: Are the three criteria listed in the order of priority? Do the three criteria have equal weights in your scoring?	Please see Section VI.D (Proposal Evaluation Criteria) and Section VI.E (Evaluation Process) of the RFP for details regarding the evaluation process and criteria.
10	Given the number of jurisdictions in CPA territory and the varied level of support that they need for reach code development under Task 1, bidders would have to make assumptions to propose a price. It seems very difficult to compare various pricing proposals from different bidders based on different assumptions, especially given that Proposer's Pricing is an evaluation criteria in Section VI D. We are worried that some bidders would make minimal effort assumptions so as to be cost-competitive. Could the CPA provide standard assumptions that would lead to consistency amongst the pricing proposals?	CPA expects that Proposers will identify the approach necessary to complete the Services in their Proposals. The Proposal should inform the level of effort necessary to complete each Deliverable. CPA expects that the price to perform the work to be commensurate with the level of effort necessary to complete each Deliverable.
11	Under Section V Pricing: "The compensation structure can include (i) fixed price or (ii) hourly rates": Does the CPA anticipate that some tasks can be proposed as fixed price and others based on hourly rates? Does the CPA have a preference on which tasks should be proposed as fixed price vs hourly? Could the CPA provide guidelines that would lead to consistency in compensation structures amongst bidders?	CPA expects that Proposers will identify the compensation structure necessary to meet the Scope of Services specified in Attachment A.