



Finance Services Department – Purchasing Division

Addendum No 1: Answers to Questions

June 17, 2022

ORANGE COUNTY RFQ No 367-OC5355

Request for Qualifications (RFQ) To Provide Services Necessary to Develop a Climate Action Plan for Orange County, NC.

To All Interested Firms:

1) Under Scope of Services, item 12 indicates that use of ICLIE ClearPath tool is desired in order to align with reporting for CDP and Global Covenant of Mayors. However, CDP reporting is readily possible and available directly to CDP without use of ClearPath. Our team would prefer to propose use of another tool which we have found to better support our climate planning efforts and emissions reduction option modeling. Would use of alternative tools which still result in reporting meeting both GHG Protocol and CDP requirements be acceptable?

Answer: Yes.

2) Does the County have a desired community engagement approach or number of meetings?

Answer: We do not know how many meetings will be necessary. We are looking for guidance and options for outreach and input in the proposals. Several of the Towns within Orange County have recently done public engagement/outreach for climate action planning. This information may be able to be utilized/incorporated into Orange County's overall community engagement. A creative approach that utilizes different engagement strategies (in person, on-line, at events, etc.) is desired.

3) On submittal response requirements under "Qualifications of the firm" it indicates a maximum of 10 pages. Can you please clarify if that is intended just for that item (Qualifications of the firm) or if that page limit is to cover other items in the submission requirement?

Answer: the 10 page maximum is covering just the "qualifications of the firm" item.

4) The submittal requirements indicate submissions must “Acknowledgment of receipt of any addendum” – can we be placed on a list of plan holders to receive addenda or must we check somewhere for addenda issued? If so, clarification on where best to find addenda would be appreciated.

Answer: We don't have a plan holders list. It is important that all Firms proposing on this RFQ periodically check the Orange County's website for any addendums that may be issued prior to the RFQ deadline. We will post Addendum No 1 with the answers to all the questions to the Orange County website on June 17, 2022. This is the link <https://www.co.orange.nc.us/Bids.aspx>

5) Is there a desired project schedule or completion date for this project?

Answer: It is desired that the project start as soon as possible. We anticipate the project taking at least 6 months and no more than 12 months to complete.

6) Can you clarify what “risk category” is desired for insurance coverage for this project according to the County's insurance requirement chart (<http://www.orangecountync.gov/DocumentCenter/View/1866/Minimum-Insurance-Coverage-Requirements-PDF>)

Answer: Generally speaking, general liability, professional or E&O (errors and emissions) and worker's compensation (if 3 or more people in firm) will be necessary. Insurance requirements can be reviewed on a case by case basis.

7) Section 3. Submittal Response Requirements - Can you please clarify the page limit under sections 3,4,5,6? Page limits are specified for sections 1, 2 and 7. Are responses to 3-6 intended to be included within the 10 page limit referenced in section 2 or is there no page limit for these sections?

Answer: There is no page limit for sections 3, 4, 5, and 6.

8) Can you confirm whether or not the attached Affidavit regarding E-verify needs to be notarized and submitted with the RFQ response, or is this attachment included as a reference to a document that will need to be notarized and submitted prior to contracting for the selected bidder? Is this document required if the responding firm has less than 25 employees?

Answer: Yes, the E-verify affidavit needs to be notarized and included in your proposal. Yes, it is required if the responding firm has less than 25 employees.

End of Addendum No 1