1. Is there an approximate budget for this project? And an approximate timeline that would be considered "reasonable"?
   The original Climate Action Plan was created as part of a General Plan update, which included updating the Land Use and Circulation Element, preparing a Climate Action Plan, and an associated environmental impact report for the project. The total cost for the three project elements was $283,494. For the 2021 Update, there is currently $60,000 in funding available in the Sustainable Foster City Account; however, Staff is prepared to request additional funding from City Council for the Climate Action Plan Update.

   The RFP seeks proposals to update an existing Plan, thus Staff is projecting a project completion date of no later than December 2021, but proposals should include pricing based upon timelines as outlined in the proposal.

2. Does this proposal disqualify non-US or non-California based companies?
   No.

3. The description of “Related Documents” on page 4 includes the City’s Bicycle, Pedestrian, and Intersection Evaluation Study (CIP 301-664). Could the City please clarify if this study is complete, underway, or not yet started. If the study is complete, could the City provide a copy of the study to respondents?
   CIP 301-664 is considered completed and closed out. The completed study can be found at: https://fostercityca.civicclerk.com/Web/GenFile.aspx?ad=10581

4. The description of “Related Documents” on page 4 indicates the City’s Sustainable Foster City Plan is anticipated to impact development of the CMAP. To identify options for reducing costs and streamlining the preparation of the CMAP, could the City please clarify:
   a. Is the Sustainable Foster City Plan still on track to be complete in August 2020? Could the City clarify if this plan is standalone document, the City’s sustainability website (http://sustainable.fostercity.org/), or a combination of both?
      The completion date for the Sustainable Foster Plan, which is a standalone plan with goals and metrics, has been extended. The Plan should be completed by the end of calendar year 2020.
b. **Is/was the plan prepared by City staff, a 3rd party consultant, or both?**
   Staff, with considerable input from the Foster City Citizens Sustainability Advisory Committee (CSAC), prepared the Sustainable Foster City Plan.

c. **How does the City anticipate the plan will impact development of the CMAP?**
   Initiatives from the Sustainable Foster City Plan may need to be built on in the CMAP, and/or referenced in expanded programming. Significant public engagement that was conducted in preparation of the Sustainable Foster City Plan may be useful for identifying initiatives that can/should be included in the CMAP.

d. **Was any community outreach conducted for the plan? If yes, could a brief summary of this outreach be provided?**
   Significant public input was captured for the Sustainable Foster City Plan. The City advertised for a citizens committee with the specific focus directed at providing input into the creation of the Sustainable Foster City Plan.

e. **Is the City preparing a CEQA document for the plan?**
   As the Sustainable Foster City Plan is primarily community-accessible plan, no CEQA document is being prepared for the plan.

5. **Task 1 on pages 4-5 states, “Consultants will need to reconcile all previous and current Community and Municipal GHG inventories developed by various consultants.” We have reviewed the existing Climate Action Plan (CAP) and are aware the County’s Regional Climate Action Planning Suite (RICAPS) program provides annual inventory information. Does the City have other non-CAP or non-RICAPS inventory data? Can the City confirm whether all inventories to be reconciled are available in electronic format (preferably in an editable format such as Microsoft Excel)?**
   Municipal GHG Inventories for energy and gas data are provided by PG&E and are available in electronic format.

6. **Task 6 on page 6 identifies CEQA compliance as part of the requested scope of services.**
   a. **Could the City confirm the requested services are intended to prepare a CMAP Update that would be considered a qualified GHG reduction strategy pursuant to CEQA Guidelines Section 15183.5?**
      Yes, as with the original 2015 Climate Action Plan, the 2021 update should also be CEQA-qualified.
   
   b. **Could the City clarify if it anticipates the CMAP Update will require an EIR (as was done for the General Plan Update and existing Climate Action Plan) or a lower level of CEQA review?**
Unless there are potential significant environmental impacts, a lower level of CEQA review would be appropriate, such as an Addendum to the General Plan EIR, a Negative Declaration, or a Mitigated Negative Declaration.

c. Has the City considered the preparation of a non-qualified CMAP Update? Are respondents permitted to present this as an option in their proposal? The City would prefer the 2021 Update to maintain CEQA-qualified status.

7. The description of “Additional Services, As Requested” on page 6 denotes development of policy templates and technical assistance with implementation as potential additional services.
   a. Could the City please clarify what is mean by development of policy templates. Per RFP Tasks 3 – 5, we assume the CMAP will include detailed policies and strategies to address GHG emissions and climate change preparedness for both near-term execution and long-term implementation. How would this potential service be in addition to the base services requested? It is anticipated that the Climate Action Plan will identify implementation of “best practice” policies (e.g., Environmentally Preferred Purchasing Policy) and/or programs. To the extent that these policies or programs are “best practices” the consultant is required under the scope of work to provide samples from other agencies or templates from regulatory agencies that meet the definitions of “best practices” as utilized by the consultant.

   b. Could the City clarify what is meant by technical assistance with implementation (e.g., monitoring, tracking, and/or maintaining sustainability metrics and reporting on CMAP progress)? Does the City anticipate this work would be conducted by technical staff, contract planning staff, or a combination of both? Data maintenance could be undertaken by either internal staff or contract staff. The City is looking for a proposal that outlines how the City can collaborate with the Consultant to use collected data to report out the metrics indicating progress toward or accomplishment of CMAP initiatives. Proposals could include a “retainer” type arrangement and/or hourly fees for these services but should ensure that a knowledgeable consultant staff person be identified as a potential long-term resource.

8. The “Consultant Selection Criteria and Procedure” on page 7 indicates the ability to perform the requested services within a “reasonable budget” is one part of the proposal evaluation process. Can the City clarify its budget expectations for the CMAP update (including outreach, CMAP Update, and CEQA review)? The original Climate Action Plan was created as part of a General Plan update, which included updating the Land Use and Circulation Element, preparing a Climate Action Plan, and an associated environmental impact report for the project. The total cost for the three project elements was $283,494. For the 2021 Update, there is currently
$60,000 in funding(193,136),(900,880) available in the Sustainable Foster City Account; however, Staff is prepared to request additional funding from City Council for the Climate Action Plan Update.

9. The RFP indicates proposal are due by 5 PM on Wednesday, August 26th. Is the City accepting email proposals, or are hardcopy submittals required? If a hardcopy submittal is required, how many copies is the City requesting?
Due to the continued effects of COVID-19, the City will accept electronic submittal of proposals by August 26th at 5pm here: [https://form.jotform.com/202237259240146](https://form.jotform.com/202237259240146)

If firms choose to submit hard copies, two (2) copies of the proposal are requested.

10. What is the budget for this project?
The original Climate Action Plan was created as part of a General Plan update, which included updating the Land Use and Circulation Element, preparing a Climate Action Plan, and an associated environmental impact report for the project. The total cost for the three project elements was $283,494. For the 2021 Update, there is currently $60,000 in funding available in the Sustainable Foster City Account; however, Staff is prepared to request additional funding from City Council for the Climate Action Plan Update.

11. Will the City permit electronic submittals (and forego hard copy requirements) due to statewide shelter in place orders?
Due to the continued effects of COVID-19, the City will accept electronic submittal of proposals by August 26th at 5pm here: [https://form.jotform.com/202237259240146](https://form.jotform.com/202237259240146)

If firms choose to submit hard copies, two (2) copies of the proposal are requested.

12. Should we assume all virtual/online engagement or an approach that assumes a transition to in-person engagement in 2021 (if allowed by the state, county, or city)?
Due to the timeframe in which public engagement would be conducted, a reasonable assumption can be made that all engagement will be virtual or online, with the flexibility to adjust. The proposal should be clear about what is included in the proposed budget.

13. Does the City have any preferences regarding online engagement tools/approaches?
The City does not have a preference.

14. Is there an estimated budget allocated for this scope of work?
The original Climate Action Plan was created as part of a General Plan update, which included updating the Land Use and Circulation Element, preparing a Climate Action Plan, and an associated environmental impact report for the project. The total cost for the three project elements was $283,494. For the 2021 Update, there is currently $60,000 in funding available in the Sustainable Foster City Account; however, Staff is
preparing to request additional funding from City Council for the Climate Action Plan Update.

15. **Upon contract award, when do you expect the work to commence and what is the projected project timeline?**
The Climate Action Plan Update (rebranded CMAP) is a priority project for the City of Foster City. The RFP seeks proposals to update an existing Plan, thus Staff is projecting a project completion date of no later than December 2021, but proposals should include pricing based upon timelines as outlined in the proposal.

16. **Is there a weighting of the scoring criteria?**
No.

17. **Is the City requesting two separate GHG inventories (one for the community and one for municipal)?**
Yes. The City has traditionally completed separate inventories.

18. **Does the City compile annual trash and recycling collection data that will be made available for this project?**
The City has community trash, recycling, and organics collection data. Municipal trash, recycling, and organics collection data is not separately tracked and must be extrapolated.

19. **Could you provide some further insight as to how the City wishes to tie existing resiliency policies related to the levee into other aspects of mitigation/adaptation in the CMAP? Is an example that levee improvements will help reduce VMT, for instance?**
The consultant should expect to familiarize itself with the EIRs from recent and currently on-going City projects and include relevant data and/or measures into the CMAP as appropriate. The Levee Protection Planning and Improvements Project is a cornerstone of the City’s adaptation to sea level rise.

20. **What source data and information are available for transportation emissions?**
Transportation emissions are provided to the City by the County who gather data on behalf of all San Mateo County Cities.

21. **Does the City want to make this a “Qualified Plan” in accordance with California Environmental Quality Act (CEQA) Guidelines §15183.5?**
Yes, as with the original Climate Action Plan, the 2021 update should also be CEQA-qualified.

22. **Can the City elaborate on what types of “technical assistance with implementation” is desired under “Additional Services” (page 6)?**
Data maintenance could be undertaken by either internal staff or contract staff. The City is looking for a proposal that outlines how the City can collaborate with the Consultant to use collected data to report out the metrics indicating progress toward or accomplishment of CMAP initiatives. Proposals could include a “retainer” type arrangement and/or hourly fees for these services but should ensure that a knowledgeable consultant staff person be identified as a potential long-term resource.

23. **Is the Climate Mitigation and Adaptation Plan intended to be used in part as an update to the 2016 Safety Element per SB 379?**
   Yes, the Safety Element/Local Hazard Mitigation Plan will be updated in 2021-2022 and will utilize the information in the CMAP to address the requirements of SB 379, including climate adaptation and resiliency strategies.

24. **Is the City expecting that the CEQA analysis and clearance will be sufficient for the Climate Mitigation and Adaptation Plan to serve as a “qualified plan” for future CEQA streamlining through the tiering provision?**
   The City would prefer the 2021 Update to maintain CEQA-qualified status.

25. **Is the intent to use the 2017 inventory, or will a 2018 or 2019 inventory be available?**
   The County of San Mateo Office of Sustainability, which provides Cities their GHG data, expects to begin work on 2018 Community GHG Inventories in September of 2020 and will begin working on 2019 data by the end of 2020.

26. **Does the 2017 inventory (or an anticipated more recent inventory) address both municipal and community emissions?**
   The 2017 Inventory provided by the County addresses community emissions. PG&E provides municipal energy and gas data.

27. **To what degree does the Sustainable Foster City Plan address climate-related issues? Is it possible to receive a draft version of the Plan to review in prepared a proposal for the CMAP?**
   The Sustainable Foster City Plan is an accessible community plan with an emphasizing engagement and education on environmental, economic, and social equity issues affecting the larger Foster City community. There are some environmental measures in the plan, but they are primarily geared towards education and engagement and not GHG reduction. A draft version of the Sustainable Foster City Plan will be provided when it is ready for wider review.

28. **Is the City expecting to continue to use the 25 GHG emission reduction measures from the 2016 CAP, or will the 2021 CMAP establish an entirely new set of measures and actions?**
   This update should include a review of the 2016 measures to identify which have been completed, which are in progress and which have not been started. Measures that remain in progress should be included in the CMAP and measures that have not been
started should be evaluated to determine their current relevance. Additional measures should be identified that have been implemented but are not currently in the CAP, as well as proposed new measures.

Can any additional guidance be provided regarding Task 4 – number of stakeholder meeting, number of community workshops, are there Planning Commission or City Council study sessions anticipated? How much time is the City able to contribute to the coordination of the stakeholder process?

City staff will be accessible to the consultant to assist in identifying stakeholder groups and reaching out to those that are known to staff. The consultant is responsible to provide sufficient detail in the proposal and timeline to complete an outreach process that will accomplish the goals of the CMAP. One Planning Commission study session and one City Council study session can be scheduled if recommended in the consultant implementation plan.

29. Is the City currently in compliance with SB 1383 regarding organic waste diversion and to what degree will additional rates of diversion be addressed in either the Sustainability Plan or the CMAP?

SB 1383 regulations do not go into effect until January 1, 2022; however, Foster City currently offers organics recycling to both residential and commercial properties and is in compliance with AB 1826 - Mandatory Commercial Organics Recycling. The City is a member of the South Bayside Waste Management Authority and will be working collaboratively to implement SB 1383 both individually and regionally. SB 1383 strategies should be included in the CMAP as implementation will be a factor in long-term emissions reductions and overall climate adaptation priorities.

30. Can you provide information on the available budget (or a range of acceptable project costs) for the project?

The original Climate Action Plan was created as part of a General Plan update, which included updating the Land Use and Circulation Element, preparing a Climate Action Plan, and an associated environmental impact report for the project. The total cost for the three project elements was $283,494. For the 2021 Update, there is currently $60,000 in funding available in the Sustainable Foster City Account; however, Staff is prepared to request additional funding from City Council for the Climate Action Plan Update.