

RFP: Consultant Services, Carbon Transition Planning Guide for Buildings

Addendum 1

Issued: September 6, 2024

Reference: 24-032

Format: PDF

Overview

This addendum forms part of the Request for Proposal for Consultant Services, Carbon Transition Planning Guide for Buildings (the "RFP") and amends the RFP, as noted below:

1. Questions and Responses

#	Question/Response
1	Could you provide some guidance on approximate project delivery timeliness/duration?
	The anticipated project start date is October 2024, with a required completion date of December 2025. The timelines in between will be determined during negotiations.
2	Is there a budget allocated to this scope of work? Could you provide a range (or a maximum) of expected project cost?
	The budget range allocated for the scope of work specified in the RFP, is between \$60,000 - \$70,000 Canadian Dollars.
3	Can CAGBC please clarify what is meant by "Provide 3 appropriate references"? Are these client reference letters?
	Three appropriate references refer to client references. These may include letters, quotes, or emails from clients.
4	What document length is expected for the Transition Planning Guide?
	No specific length has been determined, as CAGBC does not want to limit the scope of the Transition Planning Guide. If new or relevant information emerges, it should be included in the guide.
5	Does the guide need to follow AODA requirements as part of the contract?
	The guide should meet AODA requirements where possible, including following best practices for documents and websites. Any digital/website assets should meet the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA standards and cater best practices for print documents.

6	Does the guide need to be translated into French as part of the contract? No, the guide will be developed in English only.
7	Does CAGBC expect the proponent to use InDesign to ensure graphic consistency to build the publication as part of the contract? Or can publications be built out of Word, for example? CAGBC allows the proponent to use any software they find suitable to deliver on the requirements for the project referenced in the RFP. CAGBC will provide access to its Brand Guidelines, and design and content requires CAGBC's approval. It's our expectation that the document will be designed in line with our standards and accessibility requirements.
8	Can CAGBC provide more information on REALPAC's Carbon Transition Planning playbooks for Buildings? Is the RFP out and are the timelines aligned? REALPAC's RFP is managed independently from CAGBC's RFP. Both RFPs are aligned and follow the same timelines. For more information regarding REALPAC's RFP, please contact them directly.
9	Is there an expected scope to the industry consultations and engagement stage, i.e. engage at least 5 members of each defined interested parties? The scope for the industry consultations and engagement stage will be defined by the proponent and CAGBC during Stage One: Define the Need, as stated in the RFP.
10	We note that the REALPAC also has a request for proposal for very similar work due at the same time (as discussed on pg. 1 of your RFP). We understand that these proposals are very interrelated, and we would like to propose a combined solution which offers a common delivery approach for both projects. Please clarify how you will evaluate the proposals for both projects where a combined proposal is provided. For example, will combined proposals be evaluated first before separate proposals, or be given preference in any other way? Combined proposals are welcomed, however the requirements from each RFP must be met. All CAGBC and REALPAC proposals will be evaluated and managed separately, consistent with the evaluation criteria and procedures outlined in each independent RFP.
11	Does the CAGBC have any format preferences or guidelines for the industry consultation and engagement, e.g., in-person vs. online, groups vs. 1:1 calls, a mix of approaches, etc.? There is no format preference for industry consultation. The final approach will be decided during the negotiation stage.
12	Will the selected consultant be responsible for creating new visual assets for the document? Yes, the consultant will be responsible for creating new visual assets, subject to CAGBC's guidance and final approval.
13	Will the selected consultant be responsible for the graphic design of the final deliverable? Yes, the consultant will be responsible for the graphic design, following CAGBC's Brand Guidelines, and the final design will require CAGBC's approval.
14	Can the CAGBC share a copy of the intended Master Service Agreement to be used for contracting? The Master Service Agreement will only be shared with the selected proponent during the negotiation phase, as it is considered confidential information.
15	Should the price proposal be sent in a separate email from the technical submission? The price proposal can be sent in the same email as the technical proposal, as long as it is in a separate file.
16	Due to the complexity of the scope, and compressed timeline due to the holiday, would CAGBC consider an extension in the proposal deadline by one week?

	The submission deadline remains Monday, September 16, 2024. No extension has been considered at this time.
17	<p>Does CAGBC have existing or successfully utilized stakeholder engagement methods they or their stakeholders prefer?</p> <p>Are stakeholders aware of CAGBC’s plans to undertake this engagement?</p> <p>Yes, stakeholder meetings and interviews have taken place for other CAGBC projects. However, stakeholders have not yet been informed about this specific engagement. They will be notified once the relevant stakeholders have been identified.</p>
18	<p>Can you share any further details on the scoring methodology for Section D: Project Cost (worth 40% of the overall score)? For example, does the lowest price proponent automatically get full marks?</p> <p>The lowest price does not automatically receive full marks. The 40% is divided among several factors, including but not limited to:</p> <ul style="list-style-type: none"> • Providing a summary of costs per stage as requested in the RFP. • Providing details about the roles, responsibilities, and rates of the team members as requested in the RFP. • Providing a detailed budget and clearly explaining how cost estimates align with the scope of work.

All other terms and conditions remain unchanged. If you have any questions, please do not hesitate to contact the undersigned.

Proponents are required to acknowledge all Addenda in its Proposal response to the RFP.

Project Development & Research Team
 Canada Green Building Council
projects@cagbc.org