

Sustainability Pre-Bid Meeting Questions and Answers from January 5, 2018

- Can you further define the requirement to engage one percent of Detroit's population?
 - Anticipating touching 7,000 individuals across all of the various touchpoints available. Engagement means soliciting some sort of input and quantifying it beyond giving presentations to large groups of people, i.e.

- How will the Department of Neighborhoods (DONs) be involved in community engagement? How will Sustainability Office interact with the community as well?
 - Any consultant will need to work closely with the DON District Managers and Sustainability Office Staff to schedule meetings with community groups, develop and roll out the ambassador program, ensure that this engagement is coordinated with other engagements happening, and in all areas of engagement for this planning process. In addition, DON staff will be involved in proposal review. **(Response updated 1-11-18)**

- What's the role of transportation and integration with other transportation efforts underway?
 - Sustainability Office intends to provide an over-arching set of outcomes, goals, and action steps that will drive more detailed strategies in sub-areas like transportation. Will work with other departments and agencies, including City of Detroit Office of Mobility Innovation. Will use existing plans and identify gaps. Eventually, may dive deeper into identified sub-areas and would like to have flexibility in the contract to request some deeper dives on the part of the consultant.

- Will this process address every area of the city or just targeted areas of the city?
 - Intent is to be in every area of the city while recognizing resource constraints may determine depth of reach. There are no designated geographic focus areas. The sustainability strategy will address the city overall.

- What happens with the Sustainability Ambassador program after the consultancy ends?
 - It will be managed through the Sustainability Office, and once the consultant's tenure ends, the Office will continue to manage the ambassadors.

- How do you envision the Sustainability Ambassadors working?
 - An ideal ambassador is someone who is working in her/his own community. The vision is less to dispatch ambassadors to specific areas so much as it is to plug in to people already living in a particular geographic area so they can leverage their community knowledge and connections.
 - Budget should include a stipend for Ambassadors.

- Will Sustainability Ambassador be coordinated with other Ambassador programs in Detroit?
 - Yes, ideally, but the prevailing goal will be geographic coverage.

Questions and Answers on City of Detroit Sustainability Action Agenda (SAA) Request for Proposals

Last Updated 1/11/18

- How will the Sustainability Office engage other City departments?
 - Sustainability Office staff will form a commission of departmental representatives from the departments and leverage working groups already in place to review and provide input to the action plan throughout the process.

- How will the consultant be expected to work with City departments?
 - Sustainability staff will be primary in working with City departments on City strategy. The consultants will need to be looped into that, although Sustainability Office will be the lead. The vision is to gain buy-in for the action plan within the City structure as development of the action plan progresses. Consultants will be asked to provide presentation and visual materials for engagements with internal departments.

- Can you elaborate on the green infrastructure and sustainable technologies plan on page 47?
 - This is part of the 2012 charter that called for the development of this plan. This was originally intended to be developed by BSEED, but that is no longer the direction. The Sustainability Action Plan will fulfill the Charter requirement.

- Can you expound on the expectation that program documents should be available in multiple languages?
 - Based on the number of multiple language groups in Detroit, the Sustainability Office expects to have a need to develop and use multi-lingual outreach materials.

- On page 46, item 3, can you expound on what materials are required?
 - Once the Sustainability Plan is complete, the Sustainability Office will require materials to market the plan via multiple formats and media – including documents that can easily be shared digitally.
 - All materials should be provided also in web ready formats.

- Can you define what success looks like in eight years?
 - All Detroiters have the opportunity to participate in multiple opportunities to improve their lives through sustainability opportunities. This could mean access to green jobs, improved housing stock, reduced flooding, etc.
 - Overall, The City has integrated sustainability defined as the triple bottom line into all of our operations. The action plan has contributed to an improved quality of life for all of our citizens.

- What do you think is going to be the highest quality existing condition information? Where does existing condition information need to be supplemented?
 - Energy and housing quality data will likely be a challenge. The transportation realm is a lot more robust, as is the food sector data. Air quality data is fairly robust, but not at the needed granularity. Data on land use type is fairly good but needs significant updating. The City can provide aggregate data on waste, but would be helpful to be able to disaggregate this more.

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- Are there other sustainability plans that serve as good models?
 - New York and Chicago are excellent examples in terms of comprehensiveness, although they had a great deal of resources. Washington, DC has an impressive plan, particularly impressive communications materials. Baltimore has an excellent equity plan. Philadelphia also is a good example – their web materials are quite good. Boston’s recent master planning process had a lot of innovative engagement techniques.
- Are there other resources that will be utilized for the implementation of the plan? Future grants, etc?
 - There likely will be more resources available for implementation. There is high interest within the local philanthropic community in the sustainability plan. There is also the possibility of reaching out to national funders who haven’t been tapped yet. The office might also look at public-private partnerships.
- What do you see as the role of non-City actors in plan implementation? Non-profits, businesses, etc.?
 - See them playing a pivotal role in moving the plan forward. There are opportunities for commitments from multiple actors. Non-profit actors likely will play a large role in the formation of the plan and plan implementation.
- What about working with state agencies?
 - They are important enablers of this work. The State has been very supportive of energy work underway already. It will be critical to engage them in the process.
- What is the process for marrying this to Detroit’s Master Plan?
 - To bring many of these ideas into fruition, it is important to integrate many of the sustainability strategies into the Master Plan among with many other policy vehicles.

Additional SAA RFP Questions and Answers received via email through January 11, 2018

- Is each subconsultant required to submit a separate proposal form (submitted at the same time as the prime consultant’s proposal form) with a price identified for each component/task as listed on page 14 of the RFP?
 - No, the subconsultant is not required to submit a separate proposal form. Mark up of sub-consultant cost by the Prime is a non-disclosure item.
- The proposal form indicates that the prime consultant’s complete fees by task is inclusive of subconsultant’s fees. Do you require that the prime consultant include pricing as one single item in their proposal form, or should the prime’s pricing be broken out as separate line items for the prime and subconsultants?
 - Pricing is reflected as one single item.

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- Should the prime submit one Attachment C for the prime and subconsultant's hourly rates, or should each subconsultant submit their own attachment C?
 - No, Attachment C should only be submitted by the Prime consultant.

- On page 44 when it says, "Participation in more than one Consultant team will result in rejection of all responses by that prime Consultant or joint venture", does that mean that a Prime on one proposal can still be a Subconsultant on other proposals? (the following sentence makes it sound like this is the correct interpretation, but standing alone the quoted sentence negates that).
 - A prime Consultant and/or joint venture partner(s) may only submit one response to the Request for Proposal. Participation in more than one Consultant team will result in rejection of all responses by that prime Consultant or joint venture. A SubConsultant may be a member of several teams responding to this Request for Proposals. A Consultant can only be prime or joint on one response but subconsultants can be members of several teams. A prime on one proposal cannot serve as a sub on another team.