

RFP Questions

- Can you please provide the grant application that was initially submitted, and the Community Engagement Plan referenced in the RFP?

Yes, please see attached. The Community Engagement Plan is referenced on pages 6 & 7.

- Do you anticipate this being phase one to a larger update to the Climate Action Plan?

The Community Engagement Plan is part of the update per the grant application, there are no additional phases planned at this time.

- Will work products produced under this contract be subsequently incorporated into a larger summary report that is produced outside of this scope of work?

Yes, MCOG will be responsible for pulling all the collected data into a larger summary report per the grant application.

- Will there be a single point of contact on the client side for the project management, approval of work products, and administrative aspects for this particular contract?

The update process involves several entities working as a team with MCOG's coordination. Topsham's Planner, Skye Siladi, is the single point of contact through which all communication should be directed.

- What is the administrative structure across the Energy Committee, Town Planning Office and Select Board?

The Energy Committee, which is at the center of this project, is a seven-member Ad Hoc Committee that serves at the will of the Select Board. The Energy Committee is staffed by the Planner, who will oversee the Climate Action Update in conjunction with the Planning Director. The CAP Update will be presented to the Select Board for their endorsement to send the plan to May Town Meeting.

- Who has ultimate oversight of this work?

The Planning Office will have ultimate oversight of the Climate Action Plan Update and MCOG is coordinating the process.

- Is the consultant expected to present at the May Select Board meeting?

The consultant will likely present to the Select Board prior to the Board's authorization to forward the plan to Town Meeting. There is no plan for the consultant to present at Town Meeting.

- Will MCOG be developing emissions reduction strategies along with completion of the GHG Inventory or will the consultant be responsible for developing these strategies?

MCOG will be responsible for all of Task 4 (as listed in the grant proposal) - GHG inventory and emissions reduction target setting.

- Is the intent to review all infrastructure in Town and look at the vulnerabilities in a broad sense or is the intent to home in on infrastructure that the Town is concerned with?

The Town aims to review infrastructure broadly so that we may identify vulnerabilities that exist, we do not have a predetermined list.

- In the 2012 CAP plan there is brief discussion on sewer and water infrastructure. Since both utilities are their own districts, should they be included in this plan, or should they stay separate from infrastructure assessed as part of this update?

We do wish to look at the Town as a whole, including sewer and water infrastructure.