

DATE: September 23, 2025

PROJECT: Climate Action Plan RFP

ADDENDUM NO: 04

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## 1. PURPOSE

This addendum is in response to questions received with respect to Climate Action Plan RFP.

## 2. QUESTIONS

- a. The City indicates it will lead engagement with First Nations and Indigenous partners. Should proponents budget for any supporting role (e.g., logistics, facilitation, technical material preparation), or is this strictly handled by the City?**

The Successful Proponent will develop a project-specific Communication and Engagement Strategy to plan communication and engagement methods for specific audiences (including First Nations and Indigenous partners) identified through audience mapping done in collaboration with City staff. It is anticipated that the Successful Proponent will support the City staff in the delivery and facilitation of engagement activities, including development of technical material and answering technical questions in engagement, but will be confirmed after the Communication and Engagement Strategy is developed.

- b. Can you clarify if the City expects the Pricing (fees) to be included in the technical proposal, or can it be in a separate document (Pricing Proposal)?**

Yes, the City expects pricing to be included in the proposal (refer to Section 9.1. 'Pricing'), but not as a separate document. The proposal must be a single document, with a limit of 10 pages to respond to proposal questions. Refer to Section 10.0 'Proposal Format' for more details.

- c. Should the assessment focus equally on corporate assets/services and the broader community, or does the City have a priority?**

The City does not have a priority. The assessment should focus equally on corporate and community climate action.

- d. Will the City provide all corporate and community emissions data, or should proponents assume responsibility for filling significant data gaps?**

The City has been reporting corporate and community GHG emissions for Local Government Climate Action Program (LGCAP) and does not anticipate significant data gaps. For community emissions, the City uses the Capital Regional District's community energy and emissions inventory. For corporate emissions, the City uses utility data and fleet fuel consumption data, both of which the Successful Proponent will be given access to.

- e. The RFP asks for integration of "financing and budgeting" and a "Cost of Doing Nothing Report". What level of financial analysis is expected—broad estimates or detailed lifecycle costing?**

The City expects a high-level analysis of financing and budgeting with sufficient detail to inform where the City should best expend its resources for climate action initiatives. This is meant to inform the implementation strategy and to propose a Funding and Investment Roadmap. Regarding Cost of Doing Nothing Report, please refer to ICLEI's primer document in Section 5.2 'Proponent Resources' to understand the level of detail the City is looking for.

End of Addendum No. 04