

June 12, 2025

RFQ 082026 – CLIMATE ACTION PLAN

Response to Questions

- 1. Does the Town already have a climate action plan mission and vision or is the consultant expected to work with the Town to create one?**

The consultant will work with the Town to create a mission and vision.

- 2. Are there expectations for how project management should be broken down in the budget?**

No. Project management should be represented as its own task, but the consultant can choose how funds are allocated to project management.

- 3. Does the Town want separate community and governmental GHG inventories? Or simply a call-out to the government sector in the community inventory?**

The government sector can be called out in the overall community inventory.

- 4. Is there an expectation of any in-person meetings or engagements? Are hybrid meetings acceptable?**

Yes, the consultant should plan to attend the public, community meetings and the Town Council workshop in person. The consultant will be able to participate in committee meetings remotely.

- 5. Does the Town currently use any Dashboard platforms such as PowerBI, Tableau, etc.?**

No.

- 6. Is there an existing Green House Gas inventory for the Town of Scarborough?**

No.

- 7. Are you willing to reduce the insurance requirements for this project these are higher than typical for a project like this. Specifically, will you accept \$1 million each for Commercial General Liability, Automobile Liability, and Errors and Omissions?**

No.

- 8. Are you aware of the current availability or state of data required for the GHG Inventory? Does the City have easy access to it?**

Data related to the Town's emissions are easily accessible. Assumptions will need to be made for emissions from other sectors.

- 9. Is there a timeline that the City would like to stick to for this project?**

The climate action plan needs to be complete by spring 2027.

- 10. What level of staff support is anticipated for this project in general and for community engagement?**

Town staff will be heavily engaged in this project. The Sustainability Manager will be the primary point of contact and will assist with coordinating all aspects of the project. The Town's Communications Manager will also support community engagement and project promotion.

Town of Scarborough

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