



QUESTIONS & RESPONSES #01

RFP / TITLE 070716| Northwest Seaport Alliance Greenhouse Gas Inventory

CONTACT Heather Shadko, PROCUREMENT

EMAIL procurement@portoftacoma.com

PHONE NUMBER 253-428-8697

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PROPOSER QUESTIONS	PORT RESPONSES	RFP/ RFQ Section
Has there already been an inventory of the PoS that includes all three scopes that can be used for this project? How will we get the scope 3 emission data from PoS?	This RFP only concerns NWSA and POT home port maritime GHG emissions. Any data potentially required from the home port of Seattle would be coordinated by the NWSA Project Manager. The request in Section B is to identify which properties are included in the NWSA inventory, not to calculate emissions for POS. Data from the Puget Sound Maritime Emissions Inventory will also be available to reference for POS maritime.	Pg. 4, Sec.B
Are we to assume the same scope, boundary and emissions sources for the 2005 baseline and 2016 inventory?	The scope, boundary and emission sources should be the same for the 2005 baseline and 2016 GHG inventory, in order to allow for meaningful comparison and benchmarking. As the NWSA did not exist in 2005, some assumptions will have to be made for the 2005 back-calculated inventory, which will be determined with NWSA staff and in alignment with the 2016 Puget Sound Maritime Emissions Inventory. The boundary for this inventory aligns with the Puget Sound airshed in the Puget Sound Maritime Emissions Inventory.	Appendix A

For air emissions associated with scope 3, what mileage number are you using for the airshed boundary (100miles)?	Scope 3 emissions will use the Puget Sound airshed boundary used in the PSEI. The Puget Sound airshed serves as the operational boundary for measurement as it is a realistic target to collect data. The current PSEI uses the Puget Sound airshed and excludes emissions from the Georgia Basin as well as any emission sources outside of the Puget Sound airshed. Data from the 2016 PSEI will be available for this study for scope 3 emissions.	Appendix A
Does NWSA and PoT already have financial, capital expenditure, customer and employee projections for these years, as we will need these to factor into our GHG projections	The NWSA 2025 strategic business plan calls for cargo growth to 6 million TEUs and job creation of 14,600 incremental jobs. Any additional projected data will be shared with the consultant by the NWSA Project Manager.	
In addition to the scope 3 emissions in the current inventory, what other emission sources would the NWSA and the PoT want tracked?	Under the 2017 POT and NWSA GHG Reduction Resolutions included with the RFP, NWSA staff recommended the inclusion of Scope 3 emissions resulting from: management of waste; Port staff business travel; Port staff commuting; tenant electricity and natural gas use; tenant commuting; industrial emissions; and refrigerations from refrigerated container units. These emission sources have not previously been tracked in the PSEI.	Appendix A
3rd party verification—timeline crunch, is the verification on data, on the calculation? When does the verification need to take place in the timeline?	NWSA staff will use the GHG Inventory in developing an Implementation Plan for presentation to the POT Commissioners and NWSA Managing Members in April 2018. The April date was memorialized in the adopted NWSA resolution. Although NWSA staff require the data to be reported to the CDP, they may be able to develop the Implementation Plan prior to this. If this is seen as a major risk by the consultant, they should address how they would deal with it in their response to the RFP and can suggest changes in the schedule.	Pg. 5
Have you already gathered the appropriate data for each of these scopes? If not when will the data be available to the consultant?	Scope 1 data - the home ports already collect the supporting data annually. Scope 2 data - the home ports have the supporting data available for the consultant. Scope 3 data - some of the Scope 3 emissions are included in the 2005 and 2016 PSEI and will be available for the consultant. The consultant will be responsible for collecting data for the rest of the Scope 3 emissions not included in the Puget Sound Maritime Emissions Inventory.	Pg. 5, Sec. C

1. How will the data be separated? Will there be a single point of contact for this contract, or will there be several contacts for the PoT, PoS and the NWSA?	The NWSA Project Manager will be the primary point of contact, and will provide any further points of contact as and when needed.	
What current KPI's/metrics does the PoT and NWSA use to make decisions?	The NWSA is guided by our 10 year Strategic Plan (https://www.nwseaportalliance.com/about/strategic-plan). The NWSA Air Quality and Sustainable Practices team uses the performance targets and goals in the Northwest Ports Clean Air Strategy (NWPCAS) to guide their work. The results of this GHG Inventory will contribute to any future decision-making framework.	
Does the timeframe extend to completing the CDP response? Is there an expectation from the consultant to answer via a document or enter the responses on the NWSA's behalf?	The NWSA and POT expect the consultant to report the data to the CDP. NWSA staff will use the GHG Inventory in developing an Implementation Plan for presentation to the POT Commissioners and NWSA Managing Members in April 2018. The April date was memorialized in the adopted NWSA resolution. Although NWSA staff require the data to be reported to the CDP, they may be able to develop the Implementation Plan prior to this. If this is seen as a major risk by the consultant, they should address how they would deal with it in their response to the RFP, and can suggest changes in the schedule.	Pg 5
This timeframe is over several holidays and it's likely that key individuals will be taking vacations at this time, how will the NWSA work to facilitate to help ensure that the schedule will be met?	The NWSA understands the tight schedule of the project. However, this schedule allows NWSA time to incorporate the findings into an Implementation Plan to be presented to POT Commissioners and NWSA Managing Members in April 2018. The April date was memorialized in the adopted NWSA resolution. Regular check-ins with the NWSA Project Manager and assistance from NWSA staff where possible should ensure the schedule is met. If this is seen as a major risk by the consultant, they should address how they would deal with it in their response to the RFP.	Pg 5
Is the reporting period the same as your fiscal year?	The NWSA expects the consultant to report GHG emissions for calendar year (January 1 - December 31) for 2005 and 2016, and for calendar years for the projections.	

<p>Its assumed that for every day that data is late beyond the Jan 10 deadline, that that would push other due dates back. Is this correct?</p>	<p>The NWSA understands the tight schedule of the project. However, this schedule allows NWSA time to incorporate the findings into an Implementation Plan to be presented to POT Commissioners and NWSA Managing Members in April 2018. The April date was memorialized in the adopted NWSA resolution. Regular check-ins with the NWSA Project Manager and assistance from NWSA staff where possible should ensure the schedule is met. If this is seen as a major risk by the consultant, they should address how they would deal with it in their response to the RFP.</p>	<p>Pg 5</p>
<p>Will the consultants be expected/expected to be available to speak on behalf of this body of work and part of this engagement? If so, what period will the consultants be expected to support?</p>	<p>Consultant will be expected to provide data, report and recommendations. NWSA staff will use the report and recommendations in the development of a broader portwide Implementation Plan to be presented to POT Commissioners and NWSA Managing Members in April 2018. The consultant should be available at this time to discuss this work at public meetings and with Commissioners. However, NWSA staff are expected to conduct engagement on behalf of this work.</p>	
<p>For attachment A is your maximum hourly dollar amount set at a specific dollar figure? a. \$185 b. \$250+</p>	<p>No, there is no set dollar amount. The Terms and Conditions and Attachment "A" is included as part of Attachment B from the RFP as an example. If compensation is broken down rather than a full lump sum, hourly rates must be fully burdened. Compensation information MUST be provided separately from the proposal, in an individual PDF document. All rates and costs/fees quoted shall be:</p> <ul style="list-style-type: none"> • Fixed, fully burdened, including, but not limited to, administrative overhead and all direct/indirect expenses. • Quoted in US Dollars, • Full cost inclusive of sales tax and other government fees, taxes and charges, and • Valid throughout the contract period unless otherwise amended and agreed to by both parties in writing. 	<p>Pg. 7, #4</p>
<p>The scope of services of the proposal requires a third party verification of the developed GHG inventory. Is the proposer to retain the third party reviewer as a subcontractor to the proposal or is the Port responsible for determining and retaining the third party review team?</p>	<p>Task 3E requires the consultant to report data to the Carbon Disclosure Project. This will be the responsibility of the consultant - if required, any subcontractor will be hired by the consultant.</p>	<p>Pg 5, Task 3E</p>

<p>The schedule put forth in the RF(Q)seems to leave insufficient time after data collection to calculate emissions and prepare the report. How firm is the proposal timeline? Would the Port consider proposals with a more extended timeline?</p>	<p>The majority of scope 3 emissions are already being calculated as part of the 2016 Puget Sound Maritime Emissions Inventory and will be available to the consultant. The NWSA understands the tight schedule of the project. However, this schedule allows NWSA time to incorporate the findings into an Implementation Plan to be presented to POT Commissioners and NWSA Managing Members in April 2018. The April date was memorialized in the adopted NWSA resolution. Regular check-ins with the NWSA Project Manager and assistance from NWSA staff where possible should ensure the schedule is met. If this is seen as a major risk by the consultant, they should address how they would deal with it in their response to the RFP.</p>	<p>Pg5</p>
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