



METRO

600 NE Grand Ave.
Portland, OR 97232-2736
(503) 797-1700

Addendum One / RFP 13-2334

RFP 13-2334

Internal Greenhouse Gas Emissions (GHG) Inventory for Metro Operations RFP

Note: The following clarifications, changes, additions and deletions to Request for Proposal 13-2334, hereby become part of the Request for Proposals. It is essential that all prospective Proposers note the content of the Addendum.

Clarifications:

As described on page 3 of the RFP, Task 2, the contractor will coach Metro through data collection for the GHG emissions inventory. The contractor will not be responsible for collecting this data from Metro staff, but will be required to identify data sets needed for the inventory (see Task 1) and coach Metro through collection of data by reviewing draft data sources to ensure they are adequate for the analysis and be available by phone and email for questions from Metro staff during data collection (see Task 2).

Questions and Answers:

Q1: We assume that Metro prefers use of a Microsoft Excel file or files to store inventory data and o perform the inventory calculations. Is this a correct assumption?

A1: Yes.

Q2: Does Metro wish to include an estimate of emissions from visitors that travel to Metro facilities, such as the Zoo, as recommended in the Metro GHG Inventory Baseline Report?

A2: No.

Q3: Both the Sustainability Plan for Internal Operations and the Metro GHG Inventory Baseline Report include numerous recommendations for improving data collection processes. Have any of the following recommendations been implemented?

a. Is there new centralized fleet tracking software in place?

• A: Yes.

b. Is there now a comprehensive list of on-road vehicles and off-road vehicles and equipment?

• A: Yes.

c. Is data available on fuel usage by vehicle type? Is data available on mileage traveled by vehicle type?

• A: Yes.



Addendum One / RFP 13-2334

d. Are more comprehensive energy use data available for the rental properties, such as total natural gas consumption and electricity consumption at each property?

- A: No, Metro has similar data to what was available for the 2010 report.

e. Is comprehensive data available for refrigerant use and leakage?

- A: The same data sources are available for refrigerant use as was available in the 2010 inventory. Information will be from Metro's facility operations managers and HVAC system technicians.

f. Is there a new system in place to track data on business travel, or will Metro likely need to gather data from expense reimbursement requests?

- A: Yes.

g. Is Metro now administering an employee commute survey?

- A: Yes.

Q4: Does Metro wish to include any additional emission sources, such as Scope 3 emissions from wastewater treatment, if estimation methods are available?

A4: No. Also, Metro does not treat wastewater.

Q5: On the waste side is there an effort to reclaim the emissions saved from recycled material since this is a consumption-based accounting?

A5: No. Metro's baseline GHG inventory includes solid waste disposal, not materials recovered for recycling. Recycled materials were not included as a GHG emissions source or credit. Consumption emissions were calculated using supply chain emissions (see page 42 of [Metro Agency GHG Inventory Report](#), August 2010.)

Q7: How much of the 3 months the contractor will have for data analysis? Is most of the collection of material done, or will it be done by start of the contract vs. the contractor (or Metro) getting the source data?

A7: Data collection will not begin until the contractor is selected and the project starts. Task 1 of the RFP Scope of Work describes the contractor's task to submit a data sources list to Metro for data collection purposes. Metro does have some data collected already, including electricity and natural gas usage for Metro facilities. Metro will complete data collection for this project and submit data to the contractor for analysis. Please see page 3 of the RFP for more detail on these tasks.



METRO

600 NE Grand Ave.
Portland, OR 97232-2736
(503) 797-1700

Addendum One / RFP 13-2334

Proposers should include a timeline for completion of all tasks in Section III, Scope of Work in the Approach/Project Work Plan section of proposals. See page 5 of the RFP for more detail on the Proposal Contents. This timeline should address

- Q8: Can we get access to the winning bid from the initial baseline report? Can we also have access to all other RFP submissions from that time?
- A8: Metro completed the 2008 baseline GHG emissions inventory in-house using a proprietary calculator. There was no RFP for that project.
- Q9: Can we obtain the final cost accounting report from the initial report?
- A9: No. Since most of the work on the report was done in-house with limited consultant assistance, there wasn't a final cost accounting report from this project that includes staff time on the project.

Issued February 26, 2013

A handwritten signature in blue ink that reads "Sharon Stiffler".

Sharon Stiffler,
Procurement Analyst

