



**Addendum #1
October 4, 2019**

**Town + Gown Request for Proposals:
NYC Carbon Trading Study**

Section I of the New York City Department of Environmental Protection (“DEP”) Request for Proposals (“DEP T+G RFP”), entitled NYC Carbon Trading Study, in Paragraph C, Consultants to make an inquiry or request for a clarification or explanation with respect to such DEP T+G RFP in writing no later than 5 P.M., September 27, 2019. In the event DEP, in consultation with the Mayor’s Office of Sustainability, determined that it is necessary to respond to such inquiry or request in writing, such response will be furnished as an addendum to such DEP T+G RFP to all Consultants as described in Paragraph D. This Addendum #1 is such an addendum.

Paragraph D requires that this Addendum #1 become part of the requirements for such DEP T+G RFP, and sent to all Consultants to which such DEP T+G RFP was issued. **In addition, Paragraph D requires each Consultant submitting a Proposal in Response to acknowledge receipt of this Addendum #1 to such DEP T+G RFP, by attaching an original signed copy of this Addendum #1 to its Proposal in Response.**

Due Date for Receipt of Proposals in Response - ONE WEEK EXTENSION.

Consultants shall submit their Proposals in Response or No Bid Response form ONLY via email, no later than 4 P.M., **October 18, 2019**, to Joseph Vaicels, Deputy Agency Chief Contracting Officer at DEP, at JVaicels@dep.nyc.gov.

Questions and Responses

1. What date does the DEP and MOS anticipate making an award to the Consultant?

We anticipate awarding a contract during the month of December with a project start date sometime in January.

2. Regarding the chart titled “Proposed Project Budget and Not to Exceed Amount” on page 36 of the RFP, please clarify what information is required in the “columns for calculations.”

Please refer to Section 3.3 of the master consortium agreement. This space is provided to capture additional cost detail of each of the proposed project staff.

3. Please clarify the extent to which the Consultant may engage external stakeholders—such as the real estate sector, environmental justice groups—as part of the methodology for this work.

The Mayor’s Office of Sustainability (MOS) plans to convene a Technical Advisory Committee (TAC) to advise on the project on a quarterly basis. The TAC will be comprised of various stakeholders, including the real estate sector and environmental justice groups. MOS will also manage additional stakeholder engagement processes as deemed necessary. The Consultant is encouraged to attend TAC and other stakeholder meetings and should incorporate consolidated feedback from these processes into project analysis, but the Consultant will not be responsible for planning meetings or developing summary outputs.

4. Is DEP/MOS willing to entertain an extension of the proposal deadline of October 11?

See above. A one week extension of the proposal due date was provided.

All other terms and conditions in the DEP T+G RFP remain unchanged.

Institution Name: _____

Acknowledged by: _____

Title: _____

Date: _____

[NOTE: to be attached to Proposal in Response]