



CITY OF PROVIDENCE, RHODE ISLAND

Department: Sustainability

RFP Title: CLIMATE JUSTICE PLAN UPDATE ENERGY AND RESILIENCE CONSULTANT(S)

Opening Date: 01/26/2026

Addendum #: 1

Issue Date: 01/14/2026

The purpose of this addendum is:

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MAYOR BRETT P. SMILEY
CITY OF PROVIDENCE

Addendum 1: Response to Bidder Questions

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Questions:

- 1. On the bottom of page 13, number 1 under the Scope of Work cuts off at “Assume 5”. Can you please clarify the remainder of that sentence?**

Bidders should assume 5 meetings with the equity consultant. These include initial meetings to incorporate an equity lens into the project approach and follow up meetings to address questions/issues as they arise during the project period.

Both the Energy Consultant and the Resilience Consultant should plan on this number of meetings with the Equity Consultant.

- 2. Could you provide more context about frontline communities in Providence? Who are the community leaders and community organizations?**

There are several areas in Providence that have been historically disinvested in and continue to experience the long-term effects. These areas tend to be home to people with lower incomes and/or people of color. In many cases our frontline communities are experiencing the impacts of climate change more acutely than the population at large. Among others, these communities include South Providence, Washington Park, Olneyville, and Wanskuck.

As co-authors of the [2019 Climate Justice Plan](#) and co-authors of this update, the Racial Environmental Justice Committee (REJC) is the most integral community organization for this project. The City and REJC co-developed the [Equity in Sustainability Report and Just Providence Framework](#) in 2019 to guide the development of the Climate Justice Plan. This document still provides useful and important context.

The Department and REJC also intend to work with additional community organizations to reach key demographic groups or geographic areas of Providence.

3. Can you discuss the scope of work for the equity consultant?

The scope of work for the Community Engagement and Equity Consultant can be found here: <https://www.providenceri.gov/wp-content/uploads/2025/12/PVD25-169-Sustainability-RFP-Community-Engagement-and-Equity-Consultant-MT-51644.pdf>.

4. Is the proposal narrative limited to 7 pages for each scope? For example, if a consultant has subconsultants and would like to provide references for all parties involved, can you go over the stated limit?

Bidders who are bidding on both scopes may provide up to a seven-page narrative related to each scope. Bidders who are bidding on both scopes may also provide up to three pages of reference materials per scope. In situations where additional reference materials are needed to fully demonstrate your team's capacity, additional pages may be included, but are not encouraged. The intention of the page limits is to avoid excessively lengthy proposals, but we do not intend to automatically disqualify a vendor for exceeding the page limit.

5. What is the timeline for the Climate Justice Plan update?

There is a Gantt chart at the end of the RFP. Bidders can assume the timeline is pushed back approximately one month later than the Gantt chart outlines. The goal is to publish the draft plan in September 2026. The draft plan will be reviewed with community and then revised in October or November 2026. The final update will be published in December 2026.

6. Is translating the final update into Spanish the consultant's responsibility?

No.

7. The Hazard Mitigation plan link on the RFP was broken.

The correct link is here: https://www.providenceri.gov/wp-content/uploads/2025/07/City-of-Providence-Hazard-Mitigation-Plan-2024_FINAL.pdf.

8. Is federal certification as a WBE/MBE acceptable for the purposes of the City's MBE/WBE goals?

No. Only vendors on the State's MBE/WBE directory are counted when calculating whether a vendor has met the 20% goal. Bidders are not disqualified if they do not meet the goal, but must obtain an approved waiver and submit it with their bid for their proposal to be considered.

9. Why is the equity consultant RFP separate from the Resilience and Energy scopes?

The Department determined that the scope and timeline for the engagement and equity consultant was distinct from the Resilience and Energy scopes so developed two distinct RFPs.

10. If a bidder applies for energy *and* resilience scopes, how many community engagement sessions would they be required to attend?

The City and REJC will plan the community engagement sessions. If one firm is awarded for both scopes, the firm would only have to attend two meetings, but representatives of the firm with expertise in both scopes would need to be at each meeting.

11. How does the Department envision the division of responsibilities between the vendor and the Community Engagement and Equity consultant, particularly in identifying strategies from existing plans and translating community input into prioritized resilience strategies?

The energy and resilience consultants are responsible for the technical elements of the CJP update. Based on the feedback and community priorities identified during public engagement conducted by the City and REJC, the energy and resilience consultants should help identify new or existing strategies that are responsive to the community's needs.

12. Can the Department clarify expectations regarding the nature of proposed resilience strategies, specifically whether the consultant is expected to identify and assess physical infrastructure interventions, non-structural approaches such as policies, programs, governance, or community-based actions, or both? Additionally, at what level of specificity should these strategies be developed, for example high level concepts versus more implementation oriented recommendations?

The resilience consultant is primarily synthesizing existing plans and efforts, identifying areas where further planning are needed, and emphasizing strategies from existing plans that should be included as strategies in the Climate Justice Plan because they align with community identified concerns. We are interested in both infrastructure and non-structural interventions.

13. How does the Department expect the resilience technical work to be integrated with the energy policy work and the Community Engagement and Equity consultant's deliverables? Are there anticipated joint or cross-cutting outputs, or are resilience and energy deliverables expected to remain distinct until final plan compilation?

The existing Climate Justice Plan is organized by topic area and it is not the Department's intention to go in a different direction for the update. Therefore, most of the energy and resilience work will happen separately. With that said, where there are areas of overlap, collaboration between consultants in those areas would be expected.

The Community Engagement and Equity Consultants role is to help infuse both the City's/REJC's and the energy and resilience consultants' project approaches with an equity lens.

14. What level of quantitative analysis is expected for assessing progress toward decarbonization and science-based targets, for example high level scenario analysis versus detailed emissions modeling? Will the City provide updated datasets, assumptions, and tools for the GHG inventory, or is the vendor expected to update and maintain datasets to track progress?

The vendor is not expected to update and maintain datasets. The City will be responsible for providing updated information to the vendor.

The vendor is expected to provide the Department with an assessment of where the City has made progress in terms of achieving targets outlined in the 2019 Climate Justice Plan. The vendor will be expected to investigate case studies in other locations to gauge potential emissions reductions opportunities in Providence. The Department's goal is to match emissions reductions strategies with community priorities. The vendor should be responsive to community discussion around highest priority issues, identifying most impactful solutions.

The energy consultant is expected to provide expertise and data related to community priorities, explaining potential emissions reductions.

The vendor may be expected to assist the Department in creating a matrix to assist in the collaborative decision-making process. For example, a diagram that places strategies on axes of high to low community priority and high to low climate/emissions reductions impact may be a useful tool.

15. If the development of plans such as the Rhode Island Statewide Coastal Resilience Plan, Municipal Decarbonization Ordinance, Decarbonization Roadmap, or Providence Public Private Partnership Strategy is delayed, does the Department prefer the vendor to proceed without them or adjust the timeline to incorporate them once finalized?

The consultant will be asked to proceed without them or based on drafts of the plans rather than delay the project timeline.

16. For the two community engagement sessions, does the Department have a preference for vendor participation to be virtual or in person?

The awarded vendor should join at least two community engagement sessions in-person. In-person or virtual attendance at additional community meetings is encouraged but not required.

17. Is there any advantage or disadvantage to proposing for one scope of work as opposed to both? For example, it seems that proposing for both scopes may allow for additional flexibility in terms of budgeting.

The City's intention is not to favor bids from a firm that bids on one scope compared to a firm that bids on both scopes. With that said, certain efficiencies, especially in budgeting may be realized by bidding on both scopes that could impact bid scoring.

18. For the Community Resilience Scope of Work (pp.13–14), can the City elaborate on specific outputs or deliverables?

The City's main goals are to (1) gain an understanding of what resilience planning work we have completed and how it interrelates, (2) better understand where we need to focus future planning efforts relating to resilience based on the body of work we have to date, and (3) identify strategies from existing plans that should be reiterated in the Climate Justice Plan due to their alignment with the priorities of frontline communities as identified through the community engagement process.

19. For Community Resilience Scope Item 1, can the City elaborate on engagement with the Equity Consultant?

a. Is the intention to have the Equity and Resilience Consultants mutually inform each other's work, or for one consultant to perform in an advisory/TA capacity for the other?

The City's goal is to ensure that the Resilience and Energy Consultants, which may not be expert in the area of equity, approach their scope in a manner consistent with the goals of the plan. It is useful to think of the Equity Consultant performing in a TA role to the Energy and Resilience Consultants.

b. Are the meetings intended to correspond with specific project milestones (and if so, which ones)?

Loosely, the City expects that there would be an introductory meeting between the equity consultant and the technical consultant for introduction and to learn about what the others expertise is, a second and third meeting where the two consultants dig into the project approach together, and a fourth and fifth meeting as the project progresses to see how the planned approach is going and to adjust the approach as needed.

20. Can the City clarify/elaborate on Community Resilience Scope Item 3, Community Engagement.

The Community Resilience Scope Item 3 is “Participate in two community engagement sessions during the project period, likely at the mid-point and endpoint of the project.”

These meetings will be planned and facilitated by the City and REJC. Consultants will be expected to present on findings, if applicable, to indicate where community feedback has been incorporated in work to date, respond to subject-matter questions from the community, and listen and take notes on community discussion.

Timing of these meetings will be determined as planning continues with REJC and community.

21. Does participation include facilitation, presenting, and/or preparing materials in advance, or is intended to be listening, soliciting, and gathering input?

Consultants will not be expected to facilitate the community engagement sessions. The City and REJC will plan the community engagement sessions. Assume a presentation on the progress you have made on your specific scope at each meeting would be expected, but this presentation would be one of multiple agenda items at the meeting.

22. Should consultants interpret “mid-point” and “endpoint” of the project to align with the anticipated Public Engagement periods from April–June and September in the Gantt chart (with respect to the schedule being pushed back by a month, as noted during the Pre-Bid Conference)?

Yes.

23. Regarding Section V. Proposal Requirements (pp.15–16), the City expressed a preference for concise proposals; however, three pages is a very condensed space to convey experience and past performance. May proposers include an appendix with additional information, at minimum resumes and/or project cutsheets?

In situations where additional reference materials are needed to fully demonstrate your team's capacity, additional pages may be included, but are not encouraged. The intention of the page limits are to avoid excessively lengthy proposals, but we do not intend to automatically disqualify a vendor for exceeding the page limit. Resumes for individuals directly involved in the project may be included as an appendix and will not be counted towards the page limit.