



DEPARTMENT OF ADMINISTRATIVE SERVICES
Milwaukee County

TO: All Interested Consultants

SUBJECT: Addendum #2 to Request for Proposals

PROJECT NAME: CA50 Funding and Implementation Consultant

DATE: December 5, 2025

The CA50 Funding and Implementation Consultant RFP noted any related questions were to be answered via addendum. The answers to all questions received by the deadline in the RFP schedule are listed below.

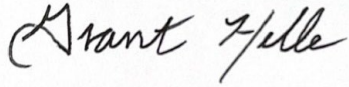
	QUESTION	ANSWER
1	Will the slides from the pre-proposal meeting be available?	Yes, slides are published as part of Addendum 1, available on the RFP posting page.
Task 1 Questions		
2	Task 1: Does the County plan to engage stakeholders largely within County operations, staff, and leadership, or does it plan to engage community members as well?	Stakeholder engagement for this project is intended to be majority internal with County staff and leadership. Community engagement is outside of the scope of this project. Any materials developed as part of this project will be publicly accessible, however.
3	Task 1: In the RFP as written, tasks 1-3 are sequential. Is stakeholder engagement in this project expected to take place at one specific point, or continuously throughout the project?	A level of continuous stakeholder engagement will be necessary throughout the duration of the project.
4	Task 1: Will identified stakeholders guide the work laid out in this RFP, or will stakeholders also guide implementation tasks outside of the consultants scope of work for tasks 2-4?	Both.
5	Task 1: are stakeholders expected to be identified before the first kickoff meeting with the Sustainability Task Force? If so, can the timeline for the project be updated to start work before the first kickoff meeting?	A comprehensive stakeholder list does not to be fully developed prior to the Kickoff Meeting.
6	Task 1: Will the consultant confirm vision, outcomes, and principles for the entire plan, or only so far as they relate to the consultants scope of work for tasks 2-4?	The entire Climate Action 2050 Plan.
7	Task 1: is the purpose of this exercise (Confirming CA50 plan Implementation Vision, desired outcomes, guiding principles) to clarify consultants understanding of the plan, the STF's understanding of the plan, or both?	Both.
8	Task 1: is the expectation that this (confirming vision, outcomes, principles) is a brief overview within the consultant's presentation on the scope and intent of the project, or that this is a comprehensive presentation on the CA50 plan?	Brief overview. The selected consultant should gain a comprehensive understanding of the plan, but a comprehensive presentation about the plan is not necessary.
9	Task 1: Should the recommendations and potential difficulties collected in the developed project manual pertain to strategies outside of the consultants scope of work for tasks 2-4?	This is welcomed but not mandatory.
10	Task 1: Could you please provide more detail regarding the "implementation kickoff meeting"? What are you hoping the selected consultant would contribute to that meeting? Who would be the meeting participants? Would the meeting be remote or in person?	This is an introductory meeting, led by the selected consultant. The purpose of this meeting is to introduce the project scope, team, approach, deliverables, and schedule. At this meeting, further logistics can be discussed and questions answered. Participants will likely include Office of Sustainability staff. Remote attendance is acceptable.
11	Task 1: Please confirm that you are expecting that STF and other stakeholder meetings to continue for the duration of the project, is that correct? Is there any preferred cadence?	Correct, STF and stakeholder meetings should continue for the duration of the project. Stakeholder meetings should happen on an as needed basis to ensure the success of the project. STF meeting cadence is once monthly.
12	Task 1: Do you have a list of contacts stakeholders for this work, or will these contacts be developed with the consultant and the County?	The Sustainability Task Force (STF) is comprised of one stakeholder from each major Milwaukee County operating department. The STF members are already identified and contact information will be shared with the selected consultant.
13	Task 1 involves working with the Sustainability Task Force; is the consultant expected to organize agendas for and facilitate STF meetings?	The selected consultant will work in collaboration with the Sustainability Task Force Chair (Director of the Office of Sustainability) to organize agendas and facilitate these monthly meetings through the life of the project.
14	Task 1: Is the intent of the outcome of Task 1 to establish short-, medium- and longer-term implementation targets to move forward progress milestones by County department? Have these milestones already been set? Is there a prioritization for implementation of each action within each Department-specific GHG Reduction Plan, or is that a part of Task 1? Are there goals and objectives already set up for tracking progress or is this part of the task?	Yes, this is an intent of tasks 1 and 4. Milestones have been set as can be seen in the CA50 Plan document, however prioritization has not been determined. In collaboration with the STF, the selected consultant shall help County departments prioritize their strategies for implementation. Part of strategy creation and prioritization would be setting up interim goals and objectives for reaching milestones and tracking progress.
Task 2 Questions		
15	Task 2: Please provide detail on the sub tasks related to Task 2 "Assisting Milwaukee County with the current funding landscape"	Please see other questions and responses in this category.
16	Task 2: Is Milwaukee County seeking recommendations and research on additional funding mechanism for the initiatives in the Climate Action 2050 plan? Would recommendations on using and staffing this type of funding then be within the remit of Task 2?	Yes, this can be included.
17	Task 2: Does Milwaukee County have an existing process for identifying funding opportunities, or would the consultant invent processes?	Yes, Milwaukee County has historically had an internal partner to assist with grant identification, evaluation and writing. This process has recently been changed/updated, meaning the consultant will need to meet with internal stakeholders to gain a better understanding. Proposed new processes as part of this task are welcomed.
18	For Task 2, Conducting an updated Greenhouse Gas Inventory, will utility and meter data be available?	Yes, the Office of Sustainability has access to all utility and meter data. Access to utility bill management and energy benchmarking systems can be provided to the selected consultant.
19	Task 2: Do you want separate spreadsheets or tracker tools for the "Focus on Energy" Incentives / Rebates and the federal + state + local funding opportunities?	As specified in the Task 2 Deliverables, an Analysis Brief should be developed for Focus on Energy incentives/rebates and a tracking spreadsheet should be developed for other outside funding opportunities.
20	Task 2: Is there a reason an analysis brief is requested for Focus on Energy incentives / rebates and not for other funding opportunities?	Analysis briefs are requested for the two funding mechanisms that Milwaukee County has established processes for. Other funding opportunities are to be evaluated and reported on through Deliverable 3, tracking spreadsheet or tool.
21	Task 2: What do you envision as the purpose of the tracking spreadsheets or tools? Are they meant to document available funding opportunities or incentives? Are there other functionalities you are looking for? Are the "key consideration categories" descriptive or otherwise for the purpose of cataloging or labelling specific funding sources or incentives?	The tracking spreadsheet or tool is meant to be a living resource for documenting available funding opportunities/mechanisms. Additional functionalities of this should be proposed by the consultant as is necessary or helpful.

22	Task 2: Under Task 2 Deliverables, Progress Memos – please indicate how many progress memos the County is expecting and at what time intervals.	The proposer is expected to specify what format and cadence is necessary for progress memos based on their project approach for the task.
Task 3 Questions		
23	Task 3: What is the availability of data and process for gathering this for the emissions inventory?	Some level of stakeholder outreach will be necessary in order to gather data. Office of Sustainability staff has existing access to large portions of the data, which will be shared with the selected consultant.
24	Task 3: Should the emissions inventory look similar to the most recent one performed for Milwaukee County?	Yes, the 2024 emissions inventory should follow the same procedure as has been done for 2005, 2016-2022 inventories.
25	Task 3: Who performed the most recent emissions inventory for Milwaukee County?	The June 2023 Emissions Assessment, available as part of the Climate Action 2050 planning process, was performed by consulting firm Energetics.
26	Task 3: The specified deliverable is a “2024 Operational Emissions Inventory.” Does that deliverable need to include any information about the methodology employed?	Yes, Milwaukee County would like a methodology to be included for this inventory.
27	Task 3: Does the county have access to all ClearPath 2.0 modules or just the core module? ICLEI is still developing the local government operations emissions modules in ClearPath 2.0. In the event that the modules are not finalized by the start of the project, would the County want the emissions calculated in ClearPath 1.0	Milwaukee County has access to the ClearPath 2.0 core module, but has been in communication with ICLEI who has confirmed that their staff will be able to assist with performing a LGO emissions inventory at this time. Access to perform an additional inventory in ClearPath 1.0 is no longer available. ICLEI USA offers the Trained Professional Program (TPP), which trains and certifies consultants to work in ClearPath 2.0. Link: https://icleiusa.org/clearpath-2/trained-professionals/
28	Task 3: Is the deliverable expected to be an Excel file, or also an "Emissions Assessment" report? (task 3 emissions inventory)	ICLEI ClearPath 2.0 provides a reporting platform and ability to export data in CSV format, which is what's expected for this inventory. And Emissions Assessment Report is not necessary.
29	For Task 3, "creation of [...] communications plan for internal and external communications about CA50 strategies implementation and success-.", how involved will the County's communications team be in preparing public facing tools and materials?	Milwaukee County's communications team will be hands-off on this task and not involved in the development. The deliverable developed by the selected consultant, with input from the Office of Sustainability, will likely be presented to the communications team.
30	For Task 3, if web tools or processes are developed, how does the selected consultant ensure a smooth transition if Milwaukee County hosts these tools?	Task 3 deliverable is an emissions inventory that is hosted in the ICLEI ClearPath 2.0 tool. No additional transition of this would be necessary, besides a CSV export of the emissions data.
31	Tasks 3 & 4: If tasks 3 & 4 are to be completed after the County Board report presentation in May, what is expected to be in the May presentation? Will it be a presentation on completed Tasks 1 and 2 and a progress update on Tasks 3 and 4?	The County Board presentation is an all-inclusive yearly update provided by the Office of Sustainability. This deliverable will be led by the Office of Sustainability with assistance from the selected consultant. Their contribution will likely focus on providing an update on progress to-date for any tasks as well as what is planned through the remainder of the project's life. Additional details outside of the scope of this project will be provided in the report by the Office of Sustainability.
32	Tasks 3 & 4: Can you provide additional clarity on what is expected for the website or webpage development subtask within Task 4? Will Milwaukee County staff build out a webpage or website where implementation progress will be reported? Is the consultant expected to do any website development or provide guidance on website development as part of this task?	Website development is not necessary for this deliverable. See question 35 for additional clarity on this question.
Task 4 Questions		
33	Task 4: says: "The Office of Sustainability is responsible for developing and presenting a yearly informational update report to the Milwaukee County Board of Supervisors. This will likely be done in May, 2026, with an April 2026 submission deadline." Are the dates correct? If the submission deadline is April 2026, it seems like the work would need to happen prior to that.	The Office of Sustainability will submit an informational board report in April 2026 for presentation in May 2026. See question 30 for additional clarity on this question.
34	Task 4: Can you explain what you envision for the "identification" of KPIs versus their "development"?	The County Office of Sustainability envisions working with the selected consultant and relevant stakeholders on the STF to determine what indicators align with the CA50 Plan milestones, as well as gather data to measure progress on them.
35	Task 4: Will Milwaukee County host the "Webpage or website where Plan implementation progress will be reported"? We assume, but want to confirm, that the selected consultant would provide material for inclusion in a County-hosted webpage, as opposed to developing a webpage ourselves.	Yes, Milwaukee County will host the webpage. Material for inclusion on the County-hosted webpage would satisfy a portion of the deliverable.
36	Task 4: Can you provide a bit more explanation of what you are hoping for regarding "Estimates for Milwaukee County staff time associated with Plan implementation"?	See question 41 for additional clarity on this question.
37	In Task 4, will the webpage or website be public facing or internal?	Any webpage materials created as part of this project should be intended for public facing engagement.
38	Task 4: Are the communications strategies in Task 4 intended to be internal (i.e., communicating with County staff) or for the public?	Strategies are likely necessary for both communication to Milwaukee County departments and elected officials as well as for the public (community members).
39	Task 4: Please confirm that all webpage or website hosting costs will be undertaken by the County for the Implementation, Monitoring and Communication Program? Are there preferred formats or platforms for the progress tracking tool and implementation dashboard, or is the consultant free to propose best-fit solutions? Are there any examples of public agencies' IMP formats you would use as a model?	Milwaukee County will consider undertaking costs that would be associated with hosting media for this deliverable. Best-fit solutions should be proposed by the selected consultant. Consultation with Milwaukee County's IT and website development staff is likely possible. An example for context of a potential model is available at this link (Cuyahoga County): https://cuyahogacounty.gov/sustainability/plans-data
40	Task 4: We noted that the CA50 has 7 key carbon reduction strategies and 3 strategic focus areas. Would it be safe to say that the KPIs should ideally be developed in alignment with these strategies and focus areas?	Yes, for continuity KPIs would align with the strategies and focus areas in CA50. Additional KPIs are welcome if they would be useful above and beyond what is in CA50, but that may be decided during the project.

41	Task 4: Will the estimates for County staff time under Task 4 (Implementation and Monitoring Program) be provided by the County, or is this a deliverable to be completed by the consultant?	As a part of the Implementation and Monitoring Program deliverable, the selected consultant should provide details on what type and level of County staff effort may be necessary to deliver successful implementation strategies.
Other Question Topics		
42	How should interested parties write their fee proposals: as not-to-exceed, or as a lump sum?	Not-to-exceed fee.
43	Can Milwaukee County provide clarification on what is meant by the requirement of a Quality Control Plan on page 9 of the RFP, item K? What should be included?	Proposers should provide a work plan that details their quality control efforts throughout the life of the project.
44	Is there any situation where a successful respondent to this RFP would be excluded from submitting on follow-on work from this project?	No. The selected consultant for this project will not be excluded from future work with the Milwaukee County Office of Sustainability.
45	Has the County planned the procurement vehicle for follow-on work from this RFP (design-build, design-bid-build, or something else), or is that yet-to-be-determined?	No future funding or procurement opportunities have been identified for this work at this time.
46	In instances where a consultant's out-of-state staff are best suited to present on a given topic, is it possible to present virtually at STF meetings?	Remote work is sufficient for this project. Regarding task 4: presentation of the informational report to County Board Committee, in-person attendance is preferred but not mandatory.
47	Are there expectations and preferences for in-person versus virtual engagement?	Remote work is sufficient for this project. Regarding task 4: presentation of the informational report to County Board Committee, in-person attendance is preferred but not mandatory.
48	Are there expectations for how project management should be broken down in the budget?	Project management services should be defined in the proposer's constant effort matrix. See VIII. Submission Requirements, section K of the RFP.
49	How is this project funded? If it is grant funded, can you provide the name or details of the grant?	This project is funded through Milwaukee County operating dollars. This is not a grant funded project.
50	We are assuming all work can be done remotely (can you please confirm), and is any in-person attendance expected or required?	Remote work is sufficient for this project. Regarding task 4: presentation of the informational report to County Board Committee, in-person attendance is preferred but not mandatory.
51	Are each of the tasks in the RFP weighted the same in terms of priority or importance? If not, can you please rank them?	There is no priority of importance. All four tasks are weighted equally. 35% of the evaluation criteria will assess the project approach.
52	Costs – is the County seeking a lump sum bid or a not to exceed \$100,000? Is there flexibility in the allocation of budget across tasks, or does the County have preferred priorities for resource allocation?	Not-to-exceed fee. Allocation of budget across tasks should be defined in the proposer's constant effort spreadsheet/matrix. See VIII. Submission Requirements, section K of the RFP.
53	What is the anticipated level of County staff involvement in each task (e.g., data collection, tool development, communications)? Will there be dedicated County liaisons for each department?	The Director of the Office of Sustainability will be the County project manager, acting as the main liaison. The County Energy Program Manager will also be available to engage with as needed for this project. All tasks will be lead by the selected consultant. County involvement will be most prominent for Sustainability Task Force meetings (task 1) and County Board Report development and presentation (task 4). The County PM will also be available to assist with coordinating stakeholder communication and providing sources for data gathering.
54	Do they need audit/verification services? The Emissions Assessment indicated that there was auditing of emissions.	Additional audit and verification of the 2024 emissions inventory that will be performed is not necessary.
55	Is the County looking for a contract associated with the Quality Control Plan or is a work plan detailing quality control efforts sufficient?	A work plan that details quality control efforts is sufficient.
56	Are you able to grant an extension for the submission deadline?	No, an extension to the submission deadline of December 11 at 3 p.m. will not be granted.

Please direct questions regarding the CA50 Funding and Implementation Consultant RFP to the following:
Grant Helle at grant.helle@milwaukeecountywi.gov.

Sincerely,

A handwritten signature in black ink that reads "Grant Helle". The signature is written in a cursive style with a large initial "G".

Grant Helle
Director, Office of Sustainability

cc: A. Mose, DAS-FMD
L. Robinson, DAS-OEI
M. Borges, DAS-OEI