

Building to Net-Zero Request for Proposal: Voluntary Green Development Standards (GDS) training, design, and development

Addendum

RFP Reference Name: ICLEI-BNZ-09-2025

- 1. Could you confirm whether participation as the consultant under this RFP would preclude our organization from being eligible for future related work on the Building to Net-Zero initiative or subsequent Green Development Standards (GDS) projects?**

Participation as a consultant under this RFP will not preclude your organization from being eligible for future related work with the BNZ project.

- 2. When referencing “co-developing practical and locally relevant GDS,” does ICLEI Canada anticipate that municipalities will enter the process with existing draft targets or frameworks that the consultant will refine, or should the consultant expect to develop GDS content from the ground up for each participating municipality?**

The consultant should expect to develop GDS content from the ground up for each participating municipality. However, preliminary work has been completed with cohort members, including:

- *Roadmaps that detail local goals, challenges, context, and a plan for BNZ involvement;*
- *Building Energy and Emissions Inventory reports; and,*
- *Business cases addressing upfront costs for builders, operational savings for residents, and local market realities.*

In addition, many municipalities have existing climate action plans and/or emissions targets. ICLEI Canada has these on file and will work with the consultant and municipalities to provide further background context as needed.

- 3. Will the GDS developed through this project be focused exclusively on green building performance standards, or should they also incorporate broader sustainability frameworks (e.g., nature-based, resilience, or equity considerations)?**

The GDS developed through this project will focus exclusively on green building performance standards. Broader sustainability frameworks (e.g., nature-based, resilience, or equity considerations) may be pursued by municipalities later but are beyond the scope of this project.

- 4. Could you confirm that the participating municipalities will be the final authority for adopting and releasing the GDS, and that the consultant's role is to provide technical expertise, facilitation, and draft materials rather than to act as the publishing authority?**

Participating municipalities will be the final authority for adopting and releasing the GDS, pending approval by their municipal council. The consultant's role is to provide technical expertise, facilitation, and draft materials for municipal staff.

- 5. How will the consultant be expected to coordinate with the parallel training provider for builders and municipal staff, and will there be opportunities for joint sessions or alignment of deliverables?**

The GDS development and training streams are distinct, and the consultant will not be expected to coordinate directly with the training provider. ICLEI Canada staff will facilitate alignment where overlap exists to ensure complementarity, and will update the consultant if relevant feedback is received (e.g., from developers or other key stakeholders). If opportunities for joint sessions arise, ICLEI staff will play a coordinating role to avoid duplication and maximize impact.

- 6. Will ICLEI Canada facilitate access to municipal data (e.g., development approvals processes, existing planning policies) necessary to tailor the GDS, or is the consultant expected to source this information independently from each municipality?**

ICLEI Canada has already collected some municipal data through one-on-one work with cohort members. We will continue to play a facilitating role in securing any additional information needed to tailor the GDS.

- 7. For the in-person/hybrid design workshop, will ICLEI Canada cover venue, travel, and logistics, and should the consultant budget only for its own travel and facilitation costs?**

For the in-person/hybrid workshop, ICLEI Canada will cover venue, travel, and logistics for cohort members. The consultant should budget only for their own travel and facilitation costs.

8. Since the RFP specifies that CAD \$123,000 must be spent by December 2026, is ICLEI Canada open to flexibility in the phased spending schedule if project milestones or municipal engagement timelines require adjustment?

Yes. ICLEI Canada is open to flexibility in the phased spending schedule if project milestones or municipal engagement timelines require adjustment.

9. Could ICLEI Canada provide more details on how proposals will be evaluated, specifically, the weighting of criteria such as methodology, experience, budget, and team composition?

Methodology and team expertise will carry the most weight, as the success of this initiative depends on the quality of the approach and the ability to work effectively with municipalities. Proposals will be evaluated on the following categories:

- *Methodology and Workplan – 35–40%*
- *Team Composition and Staff Experience – 20–25%*
- *Firm / Organizational Experience – 15–20%*
- *Budget – 10–15%*
- *Understanding of the Assignment – 10–15%*

10. Could ICLEI Canada clarify expectations around the two rounds of feedback per municipality, particularly whether one round must be written and how feedback will be coordinated across cohort members?

One round of feedback must be written to ensure there is a clear record, while the other may be delivered verbally (e.g., during an advisory session). Feedback will be coordinated municipality-by-municipality rather than consolidated across the cohort, and ICLEI staff will be available to support this process. The consultant is expected to incorporate municipality-specific feedback into the drafts.