



# Ventura County Community College District

PURCHASING DEPARTMENT

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DATE: April 3, 2026  
TO: All Proposers  
FROM: Ilene Mehrez, Director of Procurement and Contract Services  
SUBJECT: Addendum 2 – RFP #725, Sustainability Planning Consultant

*This addendum is hereby made part of the Contract Documents to the same extent as though it was originally included therein and takes precedence over the original documents. The outdated pages must be replaced with any updated and/or changed pages when submitting your proposal. **Acknowledge receipt of all addenda.***

Questions Received via email:

1. Is a full greenhouse gas inventory in scope? This is mentioned in relevant experience and expertise but not in the scope of work. We note that this is included in the California Community Colleges 2025 Climate Action and Sustainability goals as a 2026 Benchmark activity.

**Response:**

This item is not included in the defined scope; however, please indicate whether your firm possesses any relevant experience or expertise.

2. What scope is desired for Climate Communications as an add-on?

**Response:**

Refer to link: [Climate Action and Sustainability | California Community Colleges Chancellor's Office](#)

3. Can you please provide the district's specific insurance requirements for consultants?

**Response:**

**PROFESSIONAL OR GENERAL LIABILITY INSURANCE**

Consultant shall maintain Professional or General Liability Insurance in an amount not less than \$1,000,000 .

**WORKERS' COMPENSATION INSURANCE**



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In accordance with the provision of section 3700 of the Labor Code of the State of California, each Audit firm that submits a proposal shall sign a file with Ventura County Community College District the following certificate before performing the work under the contract:

“I am aware of the provisions of Sections 3700 of the labor code which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code before commencing the performance of the work of the contract.”

4. Is there an anticipated start date for the project?

**Response:**

We anticipate commencing work upon contract award and approval by the District’s Board of Trustees meeting, which is expected to occur following board meetings scheduled for May 12 or June 9, 2026.

5. Is there a budget for the project?

**Response:**

The District has not established a fixed budget for this project. Respondents are encouraged to propose solutions that are cost-effective and aligned with the scope and objectives outlined in the RFP. Pricing information will be used for planning purposes only and does not constitute a commitment by the District.

6. Is the request to create separate sustainability plans for each campus including the off-campus sites?

**Response:**

Yes, we would like that off-campus sites be incorporated as sub-sections within the primary campus reports. We recognize that each site is unique and, given these differences, requires specifically tailored plans. While approaches may vary, the focus should remain on achieving equivalent outcomes aligned with District-wide goals. Each site will be addressed individually as a sub-section, as applicable (e.g., VC East Campus, OC Fire Academy, etc).



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7. Do actions and goals have to be justified from a cost perspective, i.e., is high-level cost estimating required?

**Response:**

Yes, cost is an important consideration that should be carefully evaluated.

8. How many stakeholder groups will be engaged during *Task E. Stakeholder Engagement*?

**Response:**

Faculty, Classified Staff, Students, Community Members (all locations)

9. Linked to stakeholder engagement, we would recommend including a scope task for the development of a stakeholder engagement plan to make sure the right stakeholders are being engagement with and to agree communication strategies. If there is agreement, we will provide this as an additional service.

**Response:**

Agreed; this is a key reason for pursuing an RFP to bring on experienced expertise.

10. Is the request to have separate implementation guides for each campus including the off-campus sites?

**Response:**

See Question 6 response.

11. Will VCCCD handle stakeholder outreach to schedule stakeholder engagement sessions?

**Response:**

Yes, based on input from our sustainability expert (sustainability consultant).

12. To whom are the training sessions as part of *Task G. Training & Capacity Building* being delivered?



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**Response:**

Campus Community (staff, faculty, depts, etc)  
And it would depend on the specific training involved.

13. How many training sessions are expected as part of *Task G*?

**Response:**

We anticipate a minimum of 2 training sessions per campus.

14. Will the training materials focus only on data tracking, sustainability procurement, and green operations, or are additional training resources expected to be delivered as part of *Task G*?

**Response:**

Yes, refer to 3G of RFP.

15. Can you please describe what the Climate Communication Strategy as part of *Task J. Optional Add-On Services* entails?

**Response:**

See Question 2 response.

16. Does VCCCD intend to interview shortlisted firms?

**Response:**

Yes

17. Can the District clarify whether there is an established overall budget or budget range anticipated for this scope of work?

**Response:**

The District has not established a fixed budget for this project. Respondents are encouraged to propose solutions that are cost-effective and aligned with the scope and objectives outlined in the RFP. Pricing information will be used for planning purposes only and does not constitute a commitment by the District.



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18. Does the District anticipate that an evaluation of existing facilities and building systems (e.g., existing conditions, performance, or utilization) will be included as part of this scope, or should proposers assume reliance on available District data and prior studies unless otherwise directed?

**Response:**

Yes, we do not have a formal evaluation.

19. The RFP asks for "Draft and Final Sustainability Plans for individual college campuses and districtwide." Does the District envision four distinct, standalone plan documents (one for Moorpark, Oxnard, Ventura, and the District) or one integrated District-wide plan with specific, detailed implementation chapters for each campus?

**Response:**

See response to Question 6.

One integrated district-wide plan with specific, detailed implementation chapters for each campus (campus level detail).

20. Regarding Section 3.E (Stakeholder Engagement), to ensure our cost proposal is as accurate as possible, can the District provide the following:
- i. What is the total number of sub-committees or working groups within each stakeholder category on each campus to ensure full representation from leadership, operations, and the community?
  - ii. The total number of focus groups or workshops envisioned for each of the three campuses and the District Administrative Center?
  - iii. The anticipated number of one-on-one interviews with leadership and trustees?

**Response:**

The process will include engagement with the College Planning Committee and the facilitation of three to four workshops targeting key stakeholder groups. A dedicated working group will be established to support this effort. Individual interviews are not anticipated; however, a presentation to the Board of Trustees may be required.



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21. Does the District have a predetermined minimum number of engagement sessions required to satisfy its internal governance and constituency group representation requirements, or should the consultant propose a recommended number of sessions based on best practices for a three-college district?

**Response:**

We are open to what is proposed and recommended to us as a multi-college district.

22. Section 3.G lists several training topics. Who is the intended audience for the training sessions—is it limited to the core Facilities/Operations teams, or does the District intend for these to be broader sessions for faculty and students to integrate sustainability into the curriculum and campus life

**Response:**

Core operations teams, sustainability task force and refer to our response to Question 20.

23. To what extent have each of the three campuses already benchmarked and tracked the utilities, waste, procurement, and transit metrics listed in section 3C and what gap analysis will the sustainability consultant be expected to fill through an independent data-discovery and collection effort phase?

**Response:**

Our data collection and tracking efforts have been inconsistent and, in some cases, nonexistent. As a result the project will begin with the limited data currently available. This includes information reported to the State through FUSION, as well as water usage available from one campus.

24. Does the District currently have an active AASHE STARS subscription or a centralized data management platform (e.g., EnergyCAP, Arc Skoru) in place, or should the consultant include the cost of these tools/platforms within the proposed budget?

**Response:**

No, the District currently does not have an active AASHE STARS subscription or a centralized data management platform in place. Yes, the consultant should include the cost of these tools/platforms within the proposed budget.



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25. Will the energy and water benchmarking data be available at the individual building level, or even sub-metered by use, or is some data aggregated across shared common or master meters?

**Response:**

This is not currently in place; however, efforts are underway to achieve this goal.

26. How should the sustainability roadmap reconcile the 100% total gas emissions reduction goal with the 75% reduction in building gas use reduction target for 2035 in the California Community Colleges Climate Action and Sustainability Goals?

**Response:**

Refer to link: [Climate Action and Sustainability | California Community Colleges Chancellor's Office](#)

**Please provide acknowledgment of all Addendums SEE ITEM 8. ACKNOWLEDGEMENT OF BID ADDENDA FORM in RFP packet/document.**

*End of Section*