



# Agenda

## Sustainability Task Force

A Committee of the Chico City Council

Meeting of Thursday, July 11, 2019 – 5:30 p.m.

Municipal Center - 421 Main Street, Conference Room No. 1 in the Council Chambers

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVE MAY 30, 2019 MEETING MINUTES** - Draft 05/30/19 minutes attached.
3. **FOLLOW-UP: CLIMATE ACTION PLAN “TRIAL” PUBLIC OUTREACH LISTENING SESSION (STF Chair Chastain)** - At its May 30, 2019 meeting, the STF held a “trial” public outreach/listening session to support development of an updated Climate Action Plan. The format allows community groups to receive a simple training, host listening sessions, and report back results for use by the consultant that will update the City’s CAP. The STF will receive a summary of the results of the May 11<sup>th</sup> listening session and discuss next steps. *Attached are the Listening Session Outline, updated CAP Listening Session Presentation, and notes from the “trial” Listening Session.*
4. **2018/19 CIVICSPARK INITIATIVE: UPDATE (CivicSpark Fellow Charter)** – The STF will receive an update regarding CivicSpark Fellow Charter’s efforts to identify Cool Zones in the community, the status of the Extreme Heat Preparedness Plan, and other CivicSpark initiatives.
5. **SAMPLE CLIMATE ACTION PLAN (CAP) REQUEST FOR PROPOSALS (Director Vieg)** – The City Council directed preparation of an update to the City’s Climate Action Plan (CAP) to be consistent with new State GHG reduction goals. *Attached are sample Request for Proposals from two California jurisdictions that recently initiated CAP updates.*
6. **REPORTS & COMMUNICATIONS** - These items are provided for the STF’s information. Although the STF may discuss the items, no action can be taken at the meeting. Should the STF determine that action is required, an item may be included on a subsequent agenda.
7. **BUSINESS FROM THE FLOOR** - Members of the public may address the STF at this time on any matter not already listed on the agenda, with comments being limited to three minutes. The STF cannot take any action at this meeting on requests made under this section of the agenda.
8. **ADJOURNMENT** - Next meeting scheduled for August 22, 2019

**ATTACHMENT(S):** 05/30/19 STF Meeting Minutes (Draft)  
Listening Session Outline  
Updated Listening Session Presentation  
Notes from “Trial” Listening Session  
Sample Climate Action Plan RFPs

Agenda available from the City’s website at [www.ci.chico.ca.us](http://www.ci.chico.ca.us) under “**Minutes & Agendas**”

Prepared: 07/03/19  
Posted: 07/03/19  
Prior to: 5:30 pm

Community Development Department  
421 Main Street, 2<sup>nd</sup> Floor, Chico, CA 95928  
(530) 879-6800



Please contact the City Clerk at 896-7250 should you require an agenda in an alternative format or if you need to request a disability-related modification or accommodation in order to participate in a meeting. This request should be received at least three working days prior to the meeting in order to accommodate your request.

### **Sustainability Task Force Members:**

Cheri Chastain, Chair  
Molly Marcussen

Danielle Baxter, Vice Chair  
Mandi McKay

Dave Donnan  
Mark Stemen

William Loker

**CITY OF CHICO SUSTAINABILITY TASK FORCE  
MINUTES OF THE MEETING OF  
MAY 30, 2019**

Municipal Center  
421 Main Street  
Council Chambers, Conference Rm. 1

STF Members Present: Cheri Chastain, Chair  
Daniel Baxter, Vice Chair  
William Loker  
Molly Marcussen  
Mandi McKay  
Mark Stemen

STF Members Absent: Dave Donnan

Staff Members Present: Brendan Vieg, Deputy Director, CDD

Guests Present: Ann Ponzjo, Pamm Larry, Maggie Scarpa, Jared Geiser, Lauren Kohler, Eric Nilssen, Steven Marquardt, Sierra Baker, Bryce Goldstein, Chris Nelson, Casey Parks

**1. CALL TO ORDER AND ROLL CALL**

Chair Chastain called the meeting to order at 5:30pm. STF members, City staff, and guests were present as noted.

STF member Stemen who served as the STF Chair for 5+ years was recognized by the STF for his extraordinary leadership and for the many STF achievements he led.

**2. APPROVE APRIL 11, 2019 MEETING MINUTES**

*The 04/11/19 STF Meeting Minutes were approved 6-0-1 (Donnan absent).*

**3. CLIMATE ACTION PLAN “TRIAL” PUBLIC OUTREACH LISTENING SESSION**

STF Chair Chastain presented a draft format for public outreach/listening sessions to support development of an updated Climate Action Plan. The format is intended to allow community groups to receive a simple training, host listening sessions, and report back results for use by the consultant that will update the City’s CAP. Chair Chastain gave the presentation (*see attached presentation*), and then invited attendees to break into four groups and share with facilitators (STF members) their ideas on the following topics: 1) suggestions for GHG emission reductions (Transportation, Energy, and Solid Waste), 2) potential sequestration and mitigation projects, 3)

suggestions for incentives to encourage and promote community action, and 4) potential funding sources.

Following the hour long breakout session, the STF reconvened and discussed lessons learned and next steps. The following topics were discussed:

- Keep the request for SMART input, but don't require it. Facilitators can help.
- Recognize the need to be adaptive regarding soliciting input (e.g., rotation timeframes, presentation of material, etc.) based on the different audiences.
- Changes to the PowerPoint presentation, including highlighting Council's Declaration of a Climate Emergency

Attendees also provided comments on the listening session, inquired about how the information would be utilized, and highlighted their desire to sponsor their own listening sessions using the newly developed format. Attendees provided their e-mail addresses and requested that the STF let them know when the format has been finalized and is ready for use.

**4. REPORTS & COMMUNICATIONS**

None.

**5. BUSINESS FROM THE FLOOR**

None.

**9. ADJOURNMENT**

There being no further business from the STF, the meeting adjourned at 7:05pm to the meeting of Thursday, July 11, 2019 (or an alternate date).

\_\_\_\_\_  
Date Approved

Brendan Vieg, Deputy Director, CDD



# Climate Action Plan Listening Session Trial Run

MAY 30, 2019

## Listening Session Structure

Introductions

Climate Change & Chico

Climate Action Plan (CAP) 2020

Emission Trends & Progress to Date

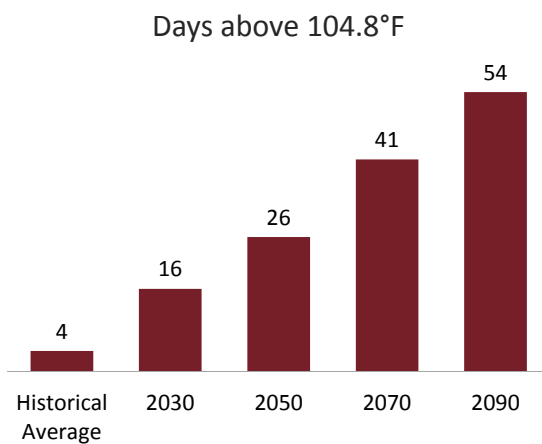
Desired Outcomes of Listening Session

## Climate Change

How will it  
effect Chico?



## Rising Temperatures



- Increase in average day and nighttime temps
- Increase in the number of extreme heat days

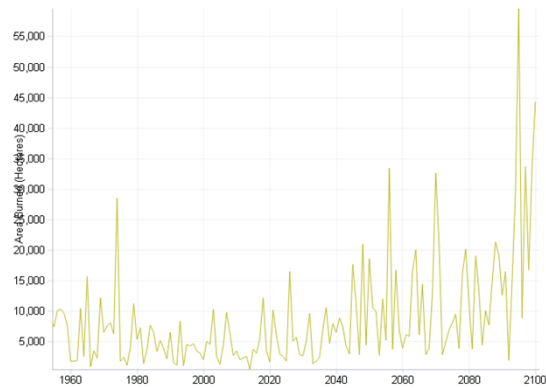
## Annual Average of Area Burned

### Butte County, California

Emissions continue to rise strongly through 2050 and plateau around 2100 (RCP 8.5), Central Population Growth Projections.

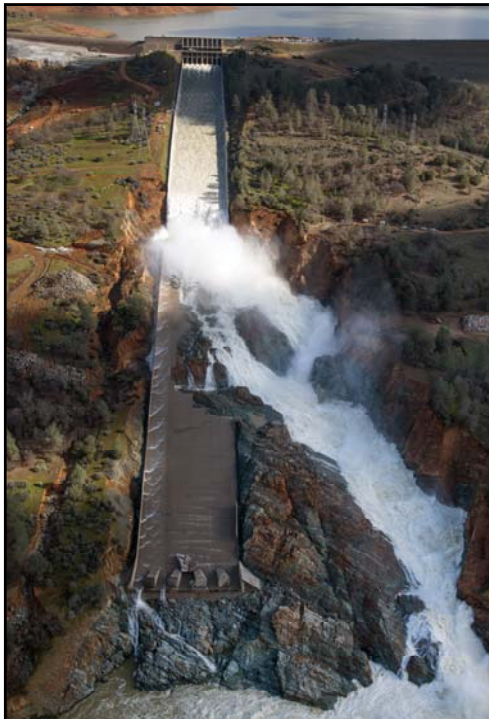
Modelled Data (2006–2099)

■ CanESM2



## Increased Risk of Wildfire

- Prediction of future fire risk are uncertain
- However – rising temperatures, changes in rainfall patterns and reduced vegetation moisture content can cause an increase in the frequency and intensity of wildfires



## Changes in Precipitation & Increased Risk of Flooding

- Oscillating between prolonged periods of drought and risks of flooding
  - Increase in the frequency and intensity of storms
  - Decrease in snowpack and water supplies

# Climate Action Plan (CAP) 2020

**Goal:** Reduce greenhouse gas (GHG) emissions  
**25% below 2005 levels by 2020**

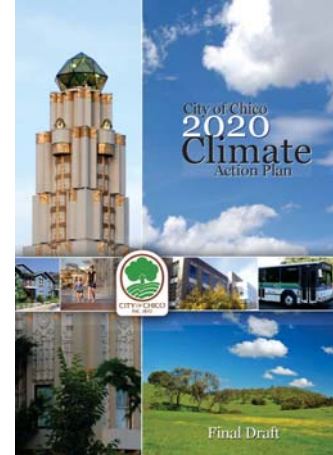
- Phase I: 10% reduction
- Phase II: Remaining 15% reduction

Emissions calculated under three sectors

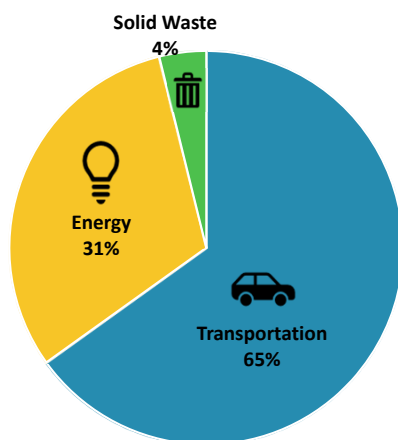
- Transportation
- Energy (electrical and natural gas)
- Solid Waste

Emissions calculated as MTCO<sub>2</sub>e

- MTCO<sub>2</sub>e = metric tons of carbon dioxide (CO<sub>2</sub>) equivalent
- Allows multiple GHGs to be expressed and compared using a common unit



## 2005 Baseline Breakdown



652,258 MTCO<sub>2</sub>e

### Transportation

- Calculated from gasoline and diesel sales

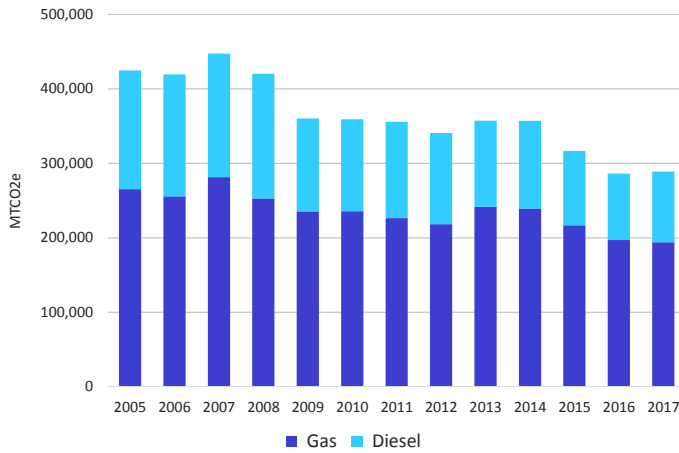
### Energy

- Includes electricity and natural gas
- Calculated from data provided by PG&E

### Solid Waste

- Calculated using tonnage of solid waste sent to landfill

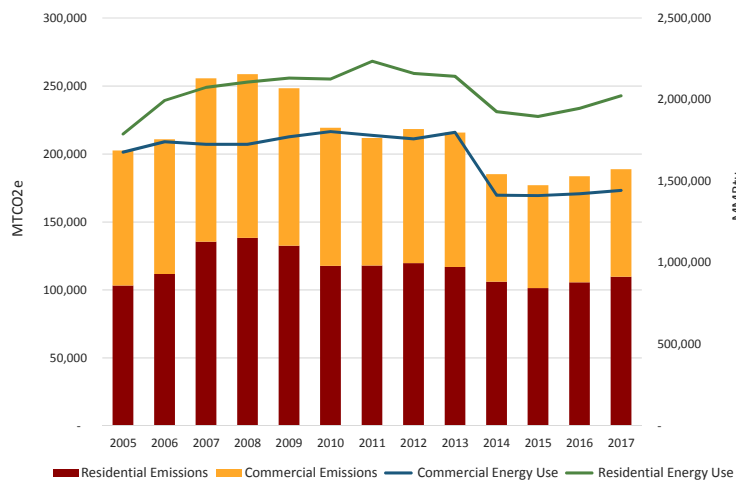
## Emissions Trends – Transportation



32% Reduction in GHG emissions

- Sector with most significant decline in GHG emissions, but remains the largest source of GHG emissions

## Emissions Trends – Energy

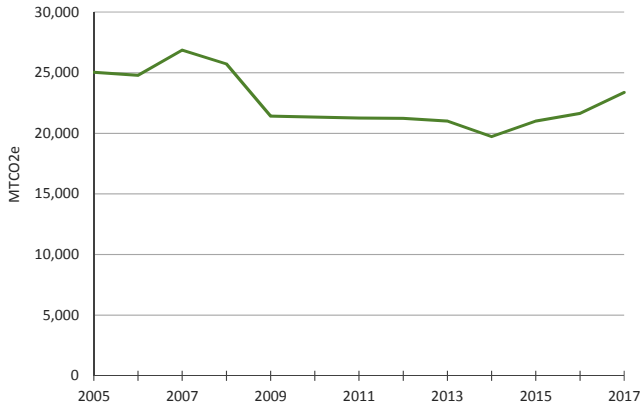


7% Reduction in GHG emissions

- Emission reductions are due to changes in sources of electricity distributed by PG&E and increases in Chico rooftop solar
- Electricity and natural gas consumption declined in the commercial sector but increased in the residential sector



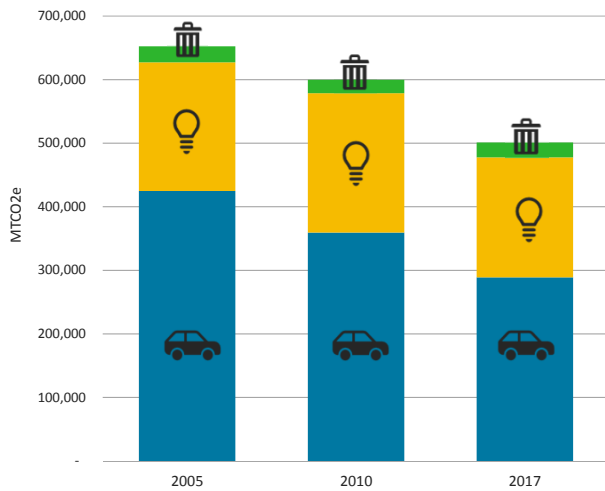
## Emissions Trends – Solid Waste



7% Reduction in GHG emissions

- Declined from 2007 to 2014
- Since 2014, tonnage has been steadily increasing
- Most of the solid waste fluctuations are believed to result from the ebb and flow of construction in Chico

## Emissions Trends – Total Emissions



Transportation

↓ 32%

Energy

↓ 7%

Solid Waste

↓ 7%

## Where are we now?

- As of 2017, 23% below baseline year (2005) levels
- On track to meet 25% reduction goal, but analysis shows a number of concerning trends
  - Particularly an overall increase in overall electricity use – while the grid may be improving, we are still using more

## Where are we going?

- Senate Bill 32 requires a reduction in GHG emissions to 40% below 1990 levels by 2030
  - *NOTE: Changes baseline year from 2005 -> 1990*
- Chico City Council has voted to adopt the state's new goals and to create a new Climate Action Plan
- Sustainability Task Force to transition to a standing commission

## Desired Feedback

- 1) Suggestions for GHG emission reductions from:
  - Transportation
  - Energy – electrical and natural gas
  - Solid Waste
- 2) Potential sequestration & mitigation projects
- 3) Suggestions for incentives and pathways to encourage and promote community action
- 4) Potential funding sources

## SMART Input

- Specific
- Measurable
- Attainable
- Relevant
- Time-bound

### Examples

#### Encourage bicycling

- SMART: Conduct a bicycle education campaign in the spring of each year to include at least one workshop, one event, and three school safety visits

#### Carpool

- SMART: Work with large employers to develop and launch at least one incentivized carpool program in 2020

All ideas are welcome... the **SMARTer** you can make them the better!

# Questions?

# City of Chico Sustainability Task Force

## Climate Action Plan | Solutions Oriented Listening

### Session Process

A Climate Action Plan (CAP) was adopted by the Chico City Council in 2012. Subsequently, a Sustainability Task Force (STF) was appointed to assist with implementation of the plan. The existing CAP includes greenhouse gas (GHG) reduction goals and projects through 2020. On Feb 19, 2019, the Chico City Council voted to adopt new GHG reduction goals in accordance with the State of California and to update the existing CAP.

#### **New greenhouse gas reduction targets**

40% reduction below 1990 levels by 2030

80% reduction below 1990 levels by 2050

#### **Purpose of Listening Sessions**

The City will be hiring a consultant to update the CAP. In an effort to keep the momentum our City has in addressing climate change and get a head-start on the update process, we are inviting the community to host listening sessions. Listening sessions should seek to engage a broad and representative cross-section of the community in gathering priorities for inclusion in an update to the CAP. The STF seeks to hear a range of voices from within the community on what actions are the most important and/or impactful. It is important that as many voices as possible are heard and that the community fully supports and is ready to assist with implementation of the updated CAP.

#### **Desired Feedback:**

There are four points of desired feedback we are seeking as part of the listening session process:

1. Recommendations for GHG reductions from three main sources:
  - a. Transportation
  - b. Energy (thermal and electrical)
  - c. Solid waste
2. Recommendations for sequestration and mitigation projects
3. Suggestions for how to engage the entire community
4. Ideas for funding and incentives

It is important for session hosts to do their best to stay within these four areas in order to create consistency from the various groups who will be hosting sessions around the community.

#### **Suggested Session Structure**

Listening sessions can take whatever structure is most appropriate for the group hosting. If there is a structure already in use by the hosting group to gather feedback, please feel free to use it. If not, below are some suggestions.

Each session should include at least one dedicated moderator and at least one note taker. If you anticipate a larger group (15+), you may want to consider having four notetakers - one for each of the topic areas - to help capture input.

It is not required but moderators should help guide their participants to SMART suggestions:

- Specific
- Measurable
- Attainable
- Relevant
- Time-bound

**STF Commits to:**

- Provide powerpoint slides with background info
- Provide at least a 30 min support and background training prior to hosted listening session
- Keeping a calendar of scheduled listening sessions and will assist with promotion of sessions
- Compile all collected feedback to be given to hired CAP consultant

**Listening Session Hosts Commit to:**

- Contacting STF prior to hosting a session to understand purpose and deliverables
- Secure a space for hosting the session and schedule appropriately
- Promote listening session to target audience
- Utilize the provided background presentation/document to introduce and guide the conversation
- Providing a written compilation of suggestions shared at their listening sessions to STF

Thank you for helping our City meet its climate change commitments!



# Climate Action Plan Listening Session

2019

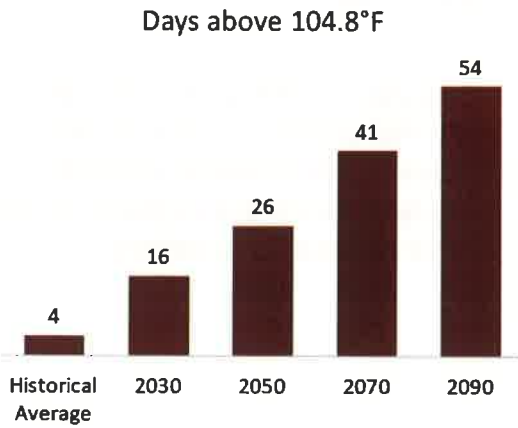
## Listening Session Purpose & Process

- Gather feedback from community members on topics, ideas, and suggestions for inclusion in update to City of Chico's Climate Action Plan
- Information will be gathered on four subject areas
  - Recommendations for greenhouse gas (GHG) reductions
  - Recommendations for sequestration and mitigation
  - Suggestions for how to engage the entire community
  - Ideas for funding and incentives*(All will be explained in this presentation)*
- Collected feedback will be given to a hired consultant for consideration for inclusion in an update to the City's Climate Action Plan

A consultant will be hired by the City to update the Climate Action Plan. These listening sessions are an effort to save the consultant time and to keep momentum around addressing climate change moving.

As part of an update to the CAP, the hired consultant would typically host these kinds of sessions to gather community feedback. By us hosting these sessions, we are essentially giving the consultant a head-start on the work and helping to streamline the CAP update process.

## Rising Temperatures



- Increase in average day and nighttime temps
- Increase in the number of extreme heat days

Temperatures are expected to rise as a result of climate change and we will see an increase in the intensity and duration of extreme heat days and waves





## Changes in Precipitation & Increased Risk of Flooding

- Oscillating between prolonged periods of drought and risks of flooding
- Increase in the frequency and intensity of storms
- Decrease in snowpack and water supplies

Precipitation is also going to change as the climate changes resulting in oscillating periods of extreme drought and risks of flooding. Changes in snowpack will impact our access to water supplies in dry, summer months.

# Climate Action Plan (CAP) 2020

**Goal:** Reduce greenhouse gas (GHG) emissions  
**25% below 2005 levels by 2020**

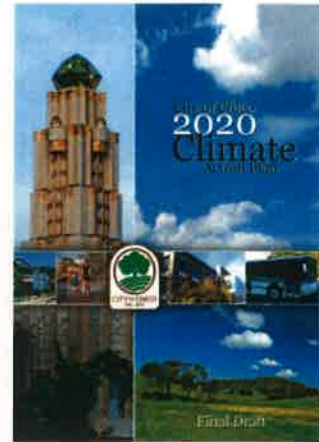
- Phase I: 10% reduction
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Emissions calculated from three sources

- Transportation
- Energy (electrical and natural gas)
- Solid Waste

GHG Emissions calculated as MTCO<sub>2</sub>e

- MTCO<sub>2</sub>e = metric tons of carbon dioxide (CO<sub>2</sub>) equivalent
- Allows multiple GHGs to be expressed and compared using a common unit

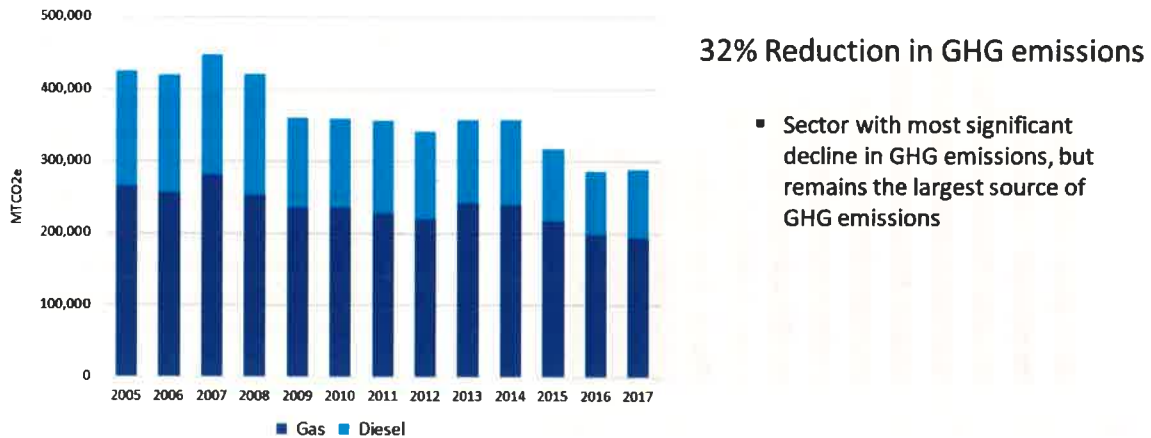


The City of Chico adopted a Climate Action Plan that outlined actions to be taken by 2020 in order to reduce our contribution to climate change. The goal was to reduce emissions 25% below 2005 levels by 2020.

Emissions within the City were measured from three sources: transportation, energy, and solid waste.

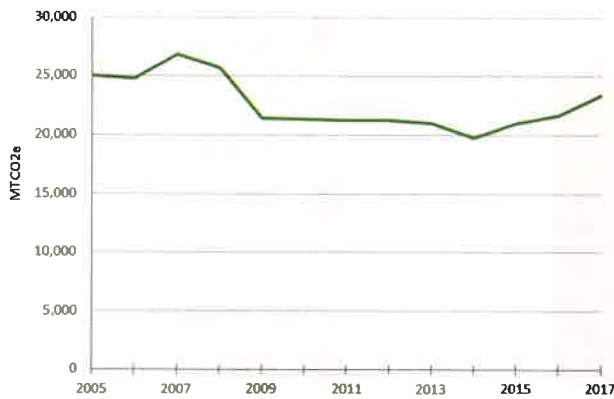
There are many greenhouse gases (GHGs) that are contributing to climate change. Carbon Dioxide is the most commonly referred to GHG. MTCO<sub>2</sub>e accounts for all gases contributing to climate change in a common unit of expression.

## Emissions Trends – Transportation



The factors responsible for the decline are unknown, however, likely causes include an increase in the overall fuel efficiency of cars and trucks on the road as well as the growing number of electric and hybrid vehicles that are registered in the city. The prices of fuel and accessibility to alternative forms of transportation also play a role in emissions reductions.

## Emissions Trends – Solid Waste



### 7% Reduction in GHG emissions

- Declined from 2007 to 2014
- Since 2014, tonnage has been steadily increasing
- Most of the solid waste fluctuations are believed to result from the ebb and flow of construction in Chico

In the absence of robust regional zero waste infrastructure, we struggle to keep materials, especially construction and demolition debris out of our landfill. As we experience more natural disasters like floods and fires, we are going to see an increase in the amount of debris headed to the landfill.

Where are  
we now?

- As of 2017, 23% below baseline year (2005) levels
- On track to meet 25% reduction goal, but there are concerning trends
  - While the utility grid is improving, we are still using more

Where are  
we going?

- 
- Senate Bill 32 requires 40% reduction in GHG emissions below 1990 levels by 2030
    - *NOTE: Changes baseline year from 2005 -> 1990*
  - Chico City Council voted to adopt the state's new goals and to create a new CAP
  - Sustainability Task Force to transition to a standing commission
  - Spring 2019, Council declared Climate Emergency

Concerning trends are increase in actual energy usage (even though emissions are reduced) and solid waste tonnage to landfill (and associated emissions) have increased since the low point in 2014.

Important to note that the baseline year transitions from 2005 to 1990. We do not yet know what our 1990 baseline was so we will need to quantify it as part of our CAP update. The City will hire a consultant to complete the CAP update, hopefully by the end of 2019.

While the City did vote to transition the STF to a standing commission, the City still needs to identify how the commission will be staffed and agree upon a process to populate the commission. We are hopefully that these two things will happen by the end of 2019.

## Try For SMART Input

**S**  
Specific

- State what you'll do
- Use action words

**M**  
Measurable

- Provide a way to evaluate
- Use metrics or data targets

**A**  
Achievable

- Within your scope
- Possible to accomplish, attainable

**R**  
Relevant

- Makes sense within your job function
- Improves the business in some way

**T**  
Time-bound

- State when you'll get it done
- Be specific on date or timeframe

All ideas are welcome... the SMARTer you can make them the better!

Leave this slide up during the discussion for people to refer back to. Comments do not need to be “smart” in order to be included but participants should attempt to make their comments as “smart” as possible.

## City of Chico | Sustainability Task Force

Trial Climate Action Plan Listening Session Comments | May 30, 2019

Comments typed as they were written

### GREENHOUSE GAS REDUCTION SUGGESTIONS

#### Transportation

- Size appropriate buses based on average number of riders / bus / routes
- Increase walkable downtown / neighborhoods
- Free bike tune-ups
- Communal maintenance stations
- Central corridor – more frequent drop-offs (15 min max wait times)
- Trolleys – people movers downtown
- City supported ride-share for out of town trips
- EV chargers
  - Ease of use, location, accessibility
  - Redwoodenergy.org
- Better bus system – more frequent routes / stops
  - Service between Chico State and shopping hubs
  - Reliability
  - Better promo
- EV shuttle buses – on app (Lyft/Uber style)
  - SF Muni
- Transit style bus system – rapid transit
- Smaller buses
- More bike lanes – protected on major corridors
- Safety workshops – bikes and vehicles
- Gas tax
- Bike & scooter sharing
- Car sharing incentives
- Mobile friendly development – multimodal & alternative transportation friendly
- No parking cars downtown
- Periodically shut streets to vehicles
- Cooking oil grease recycling for biodiesel production

Post-it Note:

Best EV chargers in west (NV, AZ, CA, OR, WA) were c/o Redwood Coast Energy Authority which uses Charge Point and Greenlots.

- Grant info – redwoodenergy.org
  - Locations
  - Ease of use
  - Cost (approx. \$3 full charge)
  - Assistance
- More info – Chris Nelson (2017 Volt)  
P: 520-5973  
E: chris4pax@gmail.com (unsure if email address is correct)

## Energy

- Rooftop solar
- Industrial roof solar
- Open space (e.g. Bidwell Ranch) windmills
- Community Aggregate Energy Company
- Publicly owned utility for city/county
  - CCA – Community Choice Aggregation
- Million-Watt Challenge – again!
- DIY energy toolkits
- Increase public education on energy use
- Increase community solar panels – beyond ind. (independent?) rooftops
- 100% electric for new construction (natural gas free)
- Retrofits to electrification
- Energy efficiency retrofits in residential homes
- Water use = energy use
  - Water conservation projects
  - Drought resistant landscaping
- Smaller housing
- Co-opted housing / house sharing
  - Communal living

## Solid Waste

- Ban single use Styrofoam & other single use (PET 4-7)
  - City council – take action
- Curbside composting pick-up
  - Invest in industrial composting (consult with Recology)
- Waste diversion for students on and off campus
- Increase public education on reducing and recycling
  - Waste hotline for info
  - Printed info
  - Landlords, renters
- Refillable containers action?
- Beyond bags...?
- Revise food regulations to allow refills for carry out
- Integrate biochar
- Use organic waste to enhance soil and Paradise recovery
- Labeling for carbon footprint of products
  - Support farm-to-fork
  - Extend this to manufactured goods, encourage shorter commodity chains, local production, municipal enterprises
- Repair cafes (alternative to throw away)
  - Fix it community events



## SEQUESTRATION AND MITIGATION

### Urban Agriculture

- Victory garden campaign – 42% produce
  - Community / Personal – Food Not Lawns
  - Need assessment – how to measure?
  - Round-up □ 1pm
  - Dual-zoning
- Victory gardens – 2,000 new gardens by 2024 (between community gardens, blitz, food not lawns)
  - Conduct existing garden inventory
- Local focus on economy (mitigation)
- Planting trees, food forests
  - Parking lots & alleys – tax incentives?
- Native, perennial landscaping, permaculture
  - Permaculture – building or development requirement for new construction
- Regenerative agriculture program
- Conservation of grasslands / Urban sprawl
- Prescribed burning / biochar

## FUNDING

\*Only supporting Green/B Corp (?)

- Grants
  - Bloomberg Trust
  - Clean energy contest (5 million)
  - Transportation grants
- Have staff research grants / volunteer grant writers
- Climate Fund: getting donations from businesses, climate trust
- Price to pollute / Price to participate (incentivizing low emission projects)
- Small tax to put into climate fund
  - Tax on natural gas, food waste, one cent sales tax
- Public bank for funding GHG reduction
  - Model: state of North Dakota
- Municipal bonds
- Support of local economy (buying local)

## INCENTIVES FOR COMMUNITY ENGAGEMENT

- Farmers market – organizations or (un)established groups tabling at farmers market once a week to spread awareness on CAP and ways for folks to get involved in GHG emission reduction
- Participatory budgeting meetings by neighborhood

- Gathering funding for individual neighborhoods to make collective change without red tape
  - Including individualized visions and incentives
- Hosting clothing swaps in efforts to reduce clothing and material waste including education about resource usage, find local businesses to host once a month
- Climate emergency community meetings – giving people options for community engagement to mobilize folks connection to existing efforts in neighborhoods (soon)
- Branding an active group or program that people can connect to with an inclusive mission statement or goal (avoiding polarity), identifying local groups or businesses that will support, offering buy-in using our dollars as a vote for their support
- Community victory garden parties
  - With intention to mobilize community members around the issue of local food
  - Connecting to actions focusing on sequestration
- Public forums held by sustainability affairs council CSU with the goal of educating on climate change and CAP, creating a sense of community action
- Green New Deal town hall (cognizant of groups that are skeptical and reach out)
- Developing public service program focusing on ages 16 – 35 reaching for zero waste, food security, water issues
  - Volunteer based, offering youth transferrable skills, semester based
- Climate education and action presentations K-12
  - 20 classrooms 1x per year, raising next generation to be involved



## **REQUEST FOR PROPOSALS**

### **CLIMATE ACTION PLAN UPDATE**

#### **City of Dublin**

**Posted: Wednesday, March 28, 2018**

**Proposals must be received by: Friday, April 27, 2018 at 4:00 p.m. (Pacific Time)**

**City of Dublin Public Works Department, Environmental Services Division  
Attn: Rebecca Parnes, Environmental Technician  
100 Civic Plaza  
City of Dublin, CA 94568**

**AVAILABLE ELECTRONICALLY ON CITY WEBSITE:  
<http://www.dublin.ca.gov/bids.aspx>**

**ANY CHANGES OR AMENDMENTS WILL BE POSTED TO ABOVE WEBSITE**



## **Request for Proposal Climate Action Plan Update**

### **Overview**

The City of Dublin seeks professional services to assist with developing Climate Action Plans for 2030 and 2050, to align with SB 32 and Executive Order B-30-15. The new CAP (CAP 2.0) will provide the basis for prioritizing, budgeting, implementing, and monitoring greenhouse gas (GHG) reduction strategies. The selected consultant will also complete the California Environmental Quality Act (CEQA) review, following the guidelines established by the California Governor's Office of Planning and Research (OPR), generally, and specifically §15183.5(b), "Plans for the reduction of Greenhouse Gas Emissions" requirements. For more information visit the OPR CEQA and Climate Change webpage at <http://www.opr.ca.gov/ceqa/climate-change.html>.

### **Background**

The City of Dublin is a growing community of both residential and nonresidential land uses located in the Tri-Valley region of eastern Alameda County (Climate Zone 12). The carefully planned City of 60,000 residents expects to increase in size from its current population to 76,000 people at final build out. The City has consistently been one of the fastest growing cities in the state over the last 10 years, which directly impacts Dublin's past and future CAP planning and implementation.

The City of Dublin adopted its first CAP in 2010 with the goal of reducing GHG emissions by 25% below business as usual projections by 2020. In 2013, the City adopted an [updated CAP](#) with a new goal of reducing the City's GHG emissions by 15% below 2010 levels by 2020. The current CAP identifies 45 measures to achieve the City's GHG reduction target. Based on the City's preliminary review of the 2015 GHG inventory it appears the City is on track to meet the 2020 GHG reduction goal. The City has yet to establish a GHG reduction target post-2020.

### **Project Description**

The City of Dublin is seeking consultant services to recommend new GHG reduction targets through 2030 that align with SB 32 and through 2050 to align with Executive Order B-30-15. The consultant will produce the CAP 2.0, which will be the City's roadmap for achieving the newly established 2030 and 2050 GHG reduction goals. The CAP 2.0 should be reader friendly, with clear strategies to enable the City to achieve or exceed GHG reduction goals. The CAP 2.0 must go through CEQA review, following the Governor's Office of Planning and Research guidelines, so that it can be used for future tiering and project streamlining.

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## SCOPE OF WORK

The anticipated Scope of Work is described below. The consultant proposal narrative should adequately describe consultant's approach and methodology for achieving the tasks described below. Consultants are strongly encouraged to suggest refinements and innovative methodologies that ultimately achieve the work products described in this document. City staff will be working closely with selected consultant(s) and are prepared to contribute in-house task assistance. The proposal should indicate which tasks would be appropriate and/or desirable for City staff to complete.

### **TASK 1. REVIEW OF RELEVANT CITY DOCUMENTS**

- 1.1 Review the City of Dublin General Plan, Specific Plans, 2013 Climate Action Plan, Bike/Ped Master Plan, Hazard Mitigation Plan, GHG inventories from 2005, 2010, and 2015, and other documents, as relevant.

### **TASK 2. COMPLETE GHG FORECASTING ANALYSIS**

- 2.1 Review City of Oakland CURB report to assist with quantification of predicted GHG reductions in Dublin by 2030 and 2050 based on State and Federal mandates alone.
- 2.2 Review State and regional programs and policies to identify best practices and prevent redundancy.
- 2.3 Project what City of Dublin GHG emissions would be under a business as usual model.

### **TASK 3: FACILITATE STAFF AND COMMUNITY ENGAGEMENT**

The City anticipates forming a Community Advisory Committee (Community Committee) and a Staff Advisory Committee (Staff Committee), collectively known as Advisory Committees, that will support development of CAP 2.0. Consultant will coordinate the CAP 2.0 Advisory Committees.

- 3.1 Review Advisory Committees' structure and identify any missing stakeholders or interests that should be included.
- 3.2 Manage Advisory Committees' efforts during contract including:
  - a. Developing a plan for how to effectively engage the Advisory Committees throughout the project, including providing technical resources that will guide and inform the committees.
  - b. Convening a kick-off meeting for the Advisory Committees that may include providing context and training for Advisory Committees' members.
  - c. Planning, preparing, and facilitating approximately ten meetings (total) and additional meetings as needed; and incorporating feedback provided by the Advisory Committees into interim and final work products as appropriate. Please provide a per meeting cost in your budget submission.
- 3.2 Provide a summary report with recommendations based on collected feedback.

### **TASK 4: RECOMMENDATION OF 2030 AND 2050 GHG REDUCTION TARGETS**

Based on the findings of Tasks 1 through 3, recommend the following:

- 4.1 Appropriate 2030 GHG reduction target that aligns with SB 32 goals.
- 4.2 Appropriate 2050 GHG reduction target that aligns with Executive Order (EO) B-30-15 goals.

### **TASK 5: DETERMINE SCENARIOS TO ACHIEVE OR EXCEED NEW GHG REDUCTION TARGETS**

- 5.1 Based on City Council, City Staff and community input, propose strategies to achieve proposed GHG reduction goals.
- 5.2 Develop user-friendly prioritization methodology and a prioritization matrix for ranking focus areas, considering the following:
  - a. GHG reduction potential & cost effectiveness
  - b. Co-benefits
  - c. Funding availability

#### **TASK 6: DEVELOP A DRAFT CAP 2.0 AND IDENTIFY IMPLEMENTATION FUNDING OPPORTUNITIES**

The specific strategies and priority actions selected for the proposed 2030 and 2050 GHG reduction scenarios will be summarized into a Strategic Framework with specific near-term implementation plans (as appropriate) and schedule for longer-term implementation plan development.

- 6.1 Develop Strategic Framework and long-term schedule for developing Implementation Plans.
  - a. Near-term action steps
  - b. Long-term action steps
  - c. Identification of agencies and departments responsible for implementation of action steps
  - d. Indicators for success
  - e. Appropriate methods to assess progress

In addition, the plan will include:

- f. Summary of the CAP Update Framework process
- g. Greenhouse gas projections/forecast
- h. Climate action goals and milestones
- i. Strategic Framework
- j. Implementation plans (as appropriate)
- k. Adaptive management approach
- l. Funding and financing opportunities

#### **TASK 7. CEQA REVIEW**

The City anticipates that the selected consultant will complete required CEQA review for the CAP 2.0, including:

- 7.1 Complete all necessary environmental review for the purposes of future tiering and project streamlining.
- 7.2 Attendance at any related public meetings.
- 7.3 Coordination between City and regional agencies.

#### **TASK 8: FINALIZE CAP 2.0.**

The selected consultant will incorporate comments and findings, as directed by City staff, into the final CAP 2.0.

- 8.1 Revise the CAP 2.0 based on input from City Council, City staff, and the community, as appropriate; incorporate findings from the CEQA review process.
- 8.2 Prepare the final CAP 2.0.

#### **TASK 9: PRESENTATIONS TO CITY COUNCIL**

Support staff in preparing a report and presentation to City Council:

- 9.1 Provide staff reports and resolutions on CAP 2.0 development and the final CAP 2.0.

9.2 Provide presentations to City Council on CAP 2.0 development and the final CAP 2.0.

**TASK 10: PRODUCE UPDATES FOR THE GENERAL PLAN**

10.1 Based on the adopted CAP, develop language to include in a General Plan update.

**ADDITIONAL SERVICES, AS REQUESTED**

Potential additional consulting services may include, but are not limited to the list below. Please provide approach strategies and pricing for each of these potential tasks.

- a. Community Brainstorm Workshop. Engage the broader Dublin community in co-creating solutions for local climate action by scouting leading edge practices and ideas to address climate change. Input and identification of high impact actions would form the foundation for additional research and development and may be included in the CAP update.
- b. Development of policy templates.
- c. Analysis of case studies.
- d. Technical assistance with implementation.

**Timeline**

The City desires that a contract be awarded by June 5, 2018. Staff and the consultant will meet shortly thereafter to finalize the ultimate scope of work and timeline. The project must be completed by June of 2019.

**RFP Proposal Requirements**

Please prepare and organize your Proposal based on the requirements provided below. Any other information you would like to include should be placed in a separated section at the back of your Proposal. Please note however that the RFP Proposal is limited to **20 pages maximum** (excluding resumes). Printing must be done double-sided and submitted on 8 ½" x 11" paper, in 12-point font. Page limit excludes a table of contents, tabbed dividers, and resumes for Consultant's team.

Proposers shall submit four (4) original, unbound hardcopy proposals and one electronic copy to:

**City of Dublin Public Works Department**  
Attn: Rebecca Parnes, Environmental Technician  
100 Civic Plaza  
City of Dublin, CA 94568  
[es@dublin.ca.gov](mailto:es@dublin.ca.gov)  
Main: (925) 833-6630

Electronic copies shall be submitted by emailed PDF.

**Schedule for RFP Process**



<b><u>March 28, 2018</u></b>	Request for Proposals posted to City website.
<b><u>April 4, 2018</u></b>	Deadline to submit questions to City of Dublin
<b><u>April 11, 2018</u></b>	Addendum posted, if required
<b><u>April 27, 2018</u></b>	Proposals are due no later than 4:00 PM on April 27, 2018 at the offices of the City of Dublin, Public Works Department, 100 Civic Plaza, Dublin, CA 94568. Late submittals will not be accepted.
<b><u>May 7, week of</u></b>	Interview firms (optional)
<b><u>June 5, 2018</u></b>	Consulting Services Agreement tentatively scheduled for approval by the Dublin City Council.

All dates listed above are tentative, and subject to change

Post-marked packages dated on the specified proposal due date will NOT be accepted. Any Proposal submitted after the stated deadline will not be accepted for consideration.

All changes and addendums will be posted to the City website: <http://www.dublin.ca.gov/bids.aspx>

**(Dates listed above are tentative and subject to change)  
Please remember to check the website for updates to this posting**

## **RFP Submittal Checklist**

1. Enclose a cover letter, before the table of contents and included as the first page of this submittal. This cover letter shall not exceed one page, describing the firm's interest and commitment to perform work necessary to produce a new Climate Action Plan. The person authorized by the firm to negotiate a contract with the City of Dublin shall sign the cover letter, as well as the name and all contact information for the designated project manager. The letter signature shall be from the person who would be signatory to any potential contract with the City of Dublin.
2. Please use tabs to separate each required section, as listed below.
3. Please include a Table of Contents, listing the following sections.
4. Please include the following required sections:
  - Qualifications and Related Experience of Personnel Who Will Perform Work. Résumés of all personnel who are proposed to provide professional services to the City of Dublin within the Scope of Services outlined and described in this request should be included.
  - Prior Relevant Experience. A description of prior work experience and projects relevant to the Scope of Services outlined and described in this request should be included. Preference will be given to firms who have developed CAPs for jurisdictions in the San Francisco Bay Area or within the last 5 years with 2030 and 2050 GHG reduction targets.
  - References of Local Government Clients. Please include a list of at least three local government clients located in California for which the consultant has rendered professional services relevant to the Scope of Services outlined and described in this request.
  - Approach, Scope, and Timelines  
Provide a proposed approach and projected timeline to conduct and complete the steps in the Scope of Services. Briefly describe the methodology and organizational approach the Respondent would use to assist the City, including critical elements and special methodologies that would be used to ensure that City objectives are satisfied.
  - Cost  
Respondents must provide:
    - Task specific cost estimate with justification
    - Justification of hours and costs may be required prior to final selection, and will be required prior to execution of a contract
    - Hourly rates for all personnel assigned to the project
    - Options for reducing or adding services, including options for staff to supplement consultant tasks

### **Standard Consulting Agreement:**

It is anticipated that the services covered by the Agreement resulting from this solicitation will be performed on a fixed fee with progress payments based upon a schedule of deliverables and percentage of tasks completed for a specified scope of work. The term of the agreement is anticipated to begin in June, 2018 and expire on June, 2019.

A sample of the City's Standard Consulting Agreement (Agreement), including insurance requirements, is provided as **Attachment A**.

If the interested firm desires to take exception to the Agreement and/or insurance requirements, the interested firm shall clearly identify proposed changes to the Agreement and furnish the reason for these changes, which shall be included in the qualification. Exceptions will be taken into consideration in evaluating Proposals. Otherwise, the interested firm is to state in the proposal that the Agreement and insurance requirements are acceptable.

Consideration for exceptions will not be considered if not included in the submitted proposal.

### **Conflict of Interest**

Proposer agrees that, for the term of this contract, no member, officer or employee of the City of Dublin, or of a public body within Alameda County or member or delegate to the Congress of the United States, during his/her tenure or for one year thereafter, shall have any direct interest in the contracts or any direct or material benefit arising therefrom.

Proposers must provide a list of any potential conflicts of interest in working for the City of Dublin. This must include, but is not limited to, a list of your firm's clients who are the following: Private clients located or operating within the City of Dublin limits, Dublin San Ramon Service District, US Army Camp Parks and/or the County of Alameda, and a brief description of work for these clients. Proposers must also identify any other clients (including public entities), that may pose a potential conflict of interest, as well as a brief description of work you provide to these clients.

This list must include all potential conflicts of interest within the year prior to the release of this RFP as well as current and future commitments to other projects.

Principals and those performing work for City of Dublin may be required to submit a California Fair Political Practices Commission (FPPC) Form 700: Statement of Economic Interests documenting potential financial conflicts of interest. For additional information, proposers should refer to the FPPC website at <http://www.fppc.ca.gov/Form700.html>.

### **Review and Selection Process**

The City reserves the right to make its selection based on its sole discretion. A subcommittee selected by City Staff will evaluate proposals provided in response to this RFP. Informal interviews may be conducted by City staff.

Based on input from this review process, a recommendation will be made to the City Manager. The City Manager will make a recommendation to the City Council for award of contract services.

The City reserves the right to award a contract to the firm(s) that the City feels best meets the requirements of the RFP. The City reserves the right to reject any and all Proposals prior to execution of the Agreement, with no penalty to the City. The City reserves the right to award some, but not all, tasks to one or more consultants. Please be certain to provide budget detail on a per task basis.

The successful applicant must have experience with the preparation of similar plans.

Other criteria include:

- Completeness of response to the RFP
- Experience with similar projects and reference feedback
- Creativity
- Cost
- Oral communication skills
- Writing and formatting skills
- Evidence of the Respondent's ability to provide deliverables in a cost effective and timely manner
- Other extraordinary elements or creative approaches to completing the project. This selection criterion is intended to allow the City to expressly consider creative aspects of proposals that do not necessarily fall into other selection criteria.

As a part of its evaluation, the City may request additional information or data from Respondents, and may request Respondents to make in-person presentations of their qualifications to a panel of City and/or outside representatives.



# Request for Proposals Climate Action Plan Update

**Issued: Wednesday, July 11, 2018**

**Proposals Due: Friday, August 10, 2018 at 5:00PM**

**PREPARED BY:**

City of San Mateo  
330 West 20<sup>th</sup> Avenue  
San Mateo, CA 94403

**CONTACT:**

Andrea Chow, Sustainability Analyst  
(650) 522-7007

[achow@cityofsanmateo.org](mailto:achow@cityofsanmateo.org)

## **INTRODUCTION**

The City of San Mateo is seeking a qualified consultant to assist staff with an update of the City of San Mateo Climate Action Plan. The City is also seeking assistance with preparation of related environmental review in conformance with the California Environmental Quality Act (CEQA).

### **I. BACKGROUND**

#### About San Mateo

The City of San Mateo, located about 20 miles south of San Francisco, encompasses approximately 13.5 square miles. The City shares borders with Belmont, Burlingame, Foster City, and Hillsborough, in addition to the unincorporated Highlands-Baywood Park area of San Mateo County. With a population of over 103,000, San Mateo is the second largest city in San Mateo County.

San Mateo is a mixed residential and commercial community, with a multimodal transportation network. The largest land use in the City is residential, comprised of single-family and multi-family housing options. Commercial and industrial uses constitute the second largest land use category. As an urbanized city, redevelopment and small-scale infill are the predominate forms of new development within established zoning. The City is a charter city operating under a Council/Manager form of government. The five-member City Council serves as the legislative body, represents the entire community and is empowered by the City Charter to formulate citywide policy. The City Manager, appointed by the Council, serves as the chief executive officer and is responsible for the day-to-day administration of City affairs. The Sustainability and Infrastructure Commission and Planning Commission will provide guidance in the update of the Climate Action Plan.

#### San Mateo Sustainability Efforts

The City of San Mateo is committed to environmental stewardship and sustainability. In 2007, the City adopted the Sustainability Initiatives Plan, which was prepared by the ad hoc Sustainability Advisory Committee, since disbanded, to provide the City with an overall framework for reducing greenhouse gas (GHG) emissions and addressing a variety of sustainability initiatives in order to exceed the State's 2020 GHG emissions reduction target. As part of the City's General Plan update in 2010, the City prepared the 2010 GHG Emissions Reduction Program, which was adopted as an appendix to the General Plan. The 2010 Program was designed to meet the requirements of the Bay Area Air Quality Management District's Draft CEQA Guidelines and included quantified strategies to reduce GHG emissions.

The City's current Climate Action Plan (CAP), adopted in 2015, was prepared with guidance from the Sustainability Commission. The Sustainability Commission served as an advisory body for the development of the CAP and has provided input on the implementation of CAP measures. The CAP provides two main pieces of technical information: 1) a GHG emissions inventory, and 2) calculation of the credit for measures and actions. This approach allows the City to measure progress toward the General Plan target of a 15% reduction in GHG emissions by 2020.

#### Project Description

The City of San Mateo is seeking consultant services to recommend new GHG emission reduction targets through 2030 that align with SB 32 and through 2050 to align with Executive Order B-30-15. The consultant will produce an updated Climate Action Plan, which will be the City's roadmap for achieving the newly established reduction goals. The updated CAP should be reader friendly with clear strategies

to enable the City to achieve or exceed GHG reduction goals. The CAP must go through CEQA review so that it can be used for future tiering and project streamlining.

### Related Documents and City Efforts

The following documents are related to the update of the Climate Action Plan:

- [Climate Action Plan](https://www.cityofsanmateo.org/DocumentCenter/View/45410/San-Mateo-CAP---Adopted?bidId=) (adopted in 2015): The City of San Mateo adopted its first Climate Action Plan (CAP) in 2015 with the guidance of the Sustainability Commission. The City's CAP serves as a comprehensive strategy to reduce GHG emissions. The adoption of the CAP required amendments to the General Plan to update text references in the Land Use, Circulation, Housing, and Urban Design Elements to refer to the CAP instead of the City's prior sustainability plans. Additionally, the CAP required an addendum to the General Plan Environmental Impact Report.  
(<https://www.cityofsanmateo.org/DocumentCenter/View/45410/San-Mateo-CAP---Adopted?bidId=>)
- [General Plan](https://www.cityofsanmateo.org/2021/2030-General-Plan) (adopted in 2010): In 2010, the of San Mateo updated its General Plan "Vision 2030." This update provides a long-term plan for the City's physical development and an update to goals and policies. The General Plan is currently being updated.  
(<https://www.cityofsanmateo.org/2021/2030-General-Plan>)
- [Sustainable Initiatives Plan](https://www.cityofsanmateo.org/DocumentCenter/View/293/Sustainable-Initiatives-Plan?bidId=) (adopted in 2007): The Sustainable Initiatives Plan provides the City with an overall framework for reducing greenhouse gas emissions and set targets to meet the State's 2020 Greenhouse emission reduction target.  
(<https://www.cityofsanmateo.org/DocumentCenter/View/293/Sustainable-Initiatives-Plan?bidId=>)
- [Pedestrian Master Plan](https://www.cityofsanmateo.org/2218/Pedestrian-Master-Plan) (adopted in 2016): The Citywide Pedestrian Master Plan provides a broad vision, strategies, and action for improving the pedestrian environment in San Mateo.  
(<https://www.cityofsanmateo.org/2218/Pedestrian-Master-Plan>)
- [Sustainable Streets Plan](https://www.cityofsanmateo.org/DocumentCenter/View/63263/Sustainable-Streets-Plan?bidId=) (approved in 2015): The Sustainable Streets Plan lays out the future vision for San Mateo's streets and transportation network. It is anticipated the Sustainable Streets Plan would be adopted with the General Plan update.  
(<https://www.cityofsanmateo.org/DocumentCenter/View/63263/Sustainable-Streets-Plan?bidId=>)
- [Bicycle Master Plan](https://www.cityofsanmateo.org/2474/Bicycling-Master-Plan) (adopted in 2011): The Bicycle Master Plan provides a broad vision, strategies, and actions for the improvement of the bicycling environment in San Mateo. The Bicycle Master Plan is currently being updated.  
(<https://www.cityofsanmateo.org/2474/Bicycling-Master-Plan>)

The following City efforts are anticipated to impact the update of the City's Climate Action Plan:

- [General Plan Update](#): The City has awarded the General Plan update project and expects to complete the General Plan update in 2020. This update provides an extension of the General Plan to the year 2040. The City anticipates that the update of the Climate Action Plan project would occur before the completion of the City's General Plan update and would be adopted as

an amendment to the existing General Plan 2030. The City anticipates that the consultant would have to coordinate with the General Plan consultant team to integrate and reference the updated Climate Action Plan.

- Citywide Bicycle Master Plan Update: The City is in the process of awarding the Citywide Bicycle Master Plan update project and expects to complete the project in 2019. The City anticipates that the consultant would have to coordinate with the Citywide Bicycle Master Plan consultant to integrate and reference the updated Climate Action Plan.

## **II. SCOPE OF WORK**

The City is seeking proposals that generally reflect the following scope. Consultants are strongly encouraged to suggest refinements and innovative methodologies that ultimately achieve the work products described below. City staff will work closely with the selected consultant and are prepared to contribute to in-house task assistance. The proposal should indicate which tasks would be appropriate and/or desirable for City staff to complete.

### **Task 1. Analyze GHG Emissions**

Based on a review of the City's existing CAP, most recent GHG inventories, and local conditions, the consultant should provide GHG emissions inventory analysis.

#### ***Community GHG Emissions Inventory***

The City of San Mateo has had GHG emission inventories developed by varying consultants through the development of the Sustainable Initiatives Plan and Climate Action Plan, and through the Regionally Integrated Climate Action Planning Suite (RICAPS) program. The RICAPS program is an effort led by the City/County Association of Governments of San Mateo County (C/CAG) to support all San Mateo County jurisdictions, including the City of San Mateo, in developing and implementing CAPs. Because GHG emission inventories were developed with different consultants, the City's GHG emission inventories vary. The consultant would need to reconcile the community-wide GHG emission inventory data developed by various consultants.

#### ***Municipal Operations GHG Emissions Inventory***

In 2013, ICLEI-USA prepared the City's 2010 Government Operations GHG emission inventory according to the Local Government Operations Protocol, the national standard adopted developed and adopted by the California Air Resources Board (ARB). In 2017, the RICAPS program developed the City's 2015 municipal GHG emission inventory. The consultant would need to reconcile the municipal GHG emission inventory data developed by various consultants.

### **Task 2. Recommend GHG Emission Reduction Targets**

Based on the findings of Task 1, the consultant needs to identify GHG emission reduction targets in order for the City to meet 2030 GHG emission reduction target that aligns with SB 32 goals and 2050 reduction target that aligns with Executive Order B-30-15 goals.

### **Task 3. Forecast GHG Emission Reductions**

As detailed in Task 1, the consultant must reconcile past GHG emission data for the community and municipal operations. The consultant must evaluate the City's 2005 Community-wide Baseline GHG Inventory used in the CAP and determine whether updating is needed to be consistent with State guidance. The consultant should review existing inventory data and develop current inventory data to



measure the City's progress in reducing GHGs against the recommended Baseline. The consultant must also update GHG emission reduction forecasts and determine scenarios to achieve new reduction targets developed in Task 2. The consultant must evaluate and summarize the impact of anticipated state and federal policies and programs on GHG emission reductions and incorporate those into this task as appropriate.

#### Task 4. Engage City Commissions/City Council and Community

##### *City Commissions and City Council Engagement*

The Sustainability and Infrastructure Commission, Planning Commission, and City Council should be engaged in the update of the CAP. In June 2018, the City Council approved the merge of the Sustainability and Public Works Commissions into the Sustainability and Infrastructure Commission due to the significant overlap in key topic areas. The newly formed Sustainability and Infrastructure Commission will serve as an advisory body to the City Council and will advise on policies and programs related to sustainability, transportation, and infrastructure. This commission will be the primary advising body to review and analyze recommended climate action strategies. The Planning Commission will be tasked with review of any necessary General Plan Amendments. The City Council will be the final body adopting the updated CAP and General Plan Amendments.

The consultant is expected to prepare reports, presentations, and updates and attend and engage the commissions and City Council throughout the CAP update process. The consultant should plan to attend and report out at a minimum of the following: five Sustainability and Infrastructure Commission meetings, one Planning Commission meeting, and one City Council meeting.

##### *Community Engagement*

The consultant should propose a robust community outreach strategy based on successful outcomes and experience with similar projects in other communities. At a minimum, the consultant should plan on two public workshops to engage the community.

#### Task 5. Coordinate with Related City Efforts

The City is undergoing a General Plan update, among other efforts. The City aims to develop and adopt the updated CAP as an amendment to the existing 2030 General Plan, however, the consultant team would need to stay coordinated and aligned with the City's current General Plan update process.

#### Task 6. Draft Updated Climate Action Plan

The consultant should develop a draft updated CAP using the GHG emission analysis that is described in Tasks 1-3 and through a collaborative process as described in Task 4 and 5. The specific strategies and priority actions selected to meet the recommended target reductions should be summarized into a strategic framework with specific near-term implementation plans and a schedule for longer-term implementation plan development. Measures should identify agencies and departments responsible, indicators for success, potential partnerships, recommended funding sources, and appropriate methods to assess progress.

#### Task 7. Prepare Appropriate Environmental Documents

The consultant should prepare appropriate environmental documents for the updated CAP under the California Environmental Quality Act. The consultant will be responsible for developing a draft

environmental report, assisting the circulation of the report for public review, and finalizing the report per public comments and City staff feedback.

#### **Task 8. Support City in Adoption of the Climate Action Plan and General Plan Amendments**

The consultant should support City staff preparing reports, presenting, and obtaining approval of the finalized CAP from the Sustainability and Infrastructure Commission and obtaining approval of the General Plan Amendments from the Planning Commission. Additionally, the consultant should support City staff in preparing an Administrative Report to City Council and presenting the finalized CAP and General Plan Amendments for adoption by City Council.

### **III. PROPOSAL REQUIREMENTS**

The following materials should be submitted with the proposal:

1. *Title Page*: Include the RFP subject, firm name, address, telephone number, email address, contact name(s) and date.
2. *Overview*: Include a summary of the proposer's understanding of the project, including a brief summary of the proposed approach.
3. *Scope and Timelines*: Provide a detailed proposed scope and projected timeline to conduct and complete the tasks as outlined in the Scope of Work.
4. *Community Engagement*: Community engagement is critical to the CAP update process. The proposer should highlight how the proposer plans to engage the community and gather public input.
5. *Qualifications*: Provide an overview of the proposer's experience and history in performing this type of work in California. Provide at least three references of local government clients for which the consultant has rendered similar services. Proposers with project experience within San Mateo County and the Bay Area with similar demographics and population size as San Mateo are preferred.
6. *Cost Proposal*: Please provide a full description of the expected expenditure of funds for the proposed work. The cost breakdown should include a breakdown of expenses by task and key personnel. The cost proposal should also include options for reducing or adding services.

### **IV. CONSULTANT SELECTION CRITERIA AND PROCEDURE**

Responding firms and/or teams will be evaluated based on the following criteria:

1. Demonstrated understanding of the requested work and responsiveness to the scope of services;
2. Quality and completeness of proposal;
3. Related and recent Climate Action Plan update experience of similar scope and complexity in San Mateo County, the Bay Area, and California;
4. Expertise and experience of the proposed project team members, and the in-house expertise, or inclusion of sub-consultants, to fully address all items noted in scope of work;
5. Ability to perform the work within a reasonable time frame and budget;
6. Creativity in approach to the scope of work and requested deliverables;
7. Acceptance of the City's Standard Contract for Services and insurance requirements, including any proposed changes to the agreement or insurance coverages (See Attachment);
8. Public meeting facilitation and community engagement expertise and techniques; and
9. References.