

AGREEMENT BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND  
DNV GL

This Agreement entered this \_\_\_\_ day of February, 2016, by and between the City/County Association of Governments of San Mateo County, a joint powers agency, hereinafter called “C/CAG” and DNV GL, hereinafter called “Contractor.”

W I T N E S S E T H

WHEREAS, C/CAG is a joint powers agency formed for the purpose of preparation, adoption and monitoring of a variety of county-wide state-mandated plans; and,

WHEREAS, C/CAG is prepared to award funding for climate action planning technical assistance to cities in San Mateo County, the County, and to C/CAG in support of the Countywide Transportation CAP; and

WHEREAS, C/CAG has determined that Contractor has the requisite qualifications to perform this work, consistent with the C/CAG procurement policy.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. Services to be provided by Contractor. In consideration of the payments hereinafter set forth, Contractor agrees to perform the services described in Exhibit A, attached hereto (the “Services”). All Services are to be performed and completed by January 31, 2017.
2. Payments. In consideration of Contractor providing the Services, C/CAG shall reimburse Contractor on a time and materials basis based on the cost rates set forth in Exhibit A up to a maximum amount of one hundred forty five thousand dollars (\$145,000) for Services provided during the Contract Term as set forth below. Payments shall be made to Contractor monthly based on an invoice submitted by Contractor that identifies expenditures and describes services performed in accordance with the agreement. C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG.
3. Relationship of the Parties. It is understood that Contractor is an Independent Contractor and this Agreement is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractor.

4. Non-Assignability. Contractor shall not assign this Agreement or any portion thereof to a third party without advance consultation and approval from C/CAG.
5. Contract Term. This Agreement shall be in effect as of February 1, 2016 and shall terminate on January 31, 2017; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' notice to Contractor. Termination to be effective on the date specified in the notice. In the event of termination under this paragraph, Contractor shall be paid for all Services provided to the date of termination. Either party shall have the right to terminate this Agreement and/or any Task Order should the other party default in its obligations under this Agreement and either fail to correct such default within ten (10) days after receipt of written notice specifying same, or, if the default is not curable within such time, fail to take the reasonable and necessary steps to begin to cure the default.
6. Hold Harmless/ Indemnity: Contractor shall indemnify and save harmless C/CAG from all third party claims, suits or actions for death, bodily injury and direct property damage to the extent caused by the negligence of the Consultant, its agents, officers or employees related to or resulting from performance, or non-performance under this Agreement.

The duty of the parties to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

7. Insurance: Contractor or any subcontractors performing the services on behalf of Contractor shall not commence work under this Agreement until all Insurance required under this section has been obtained and such insurance has been approved by the C/CAG Staff. Contractor shall furnish the C/CAG Staff with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to C/CAG of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy. Such Insurance shall include at a minimum the following:

Workers' Compensation and Employer Liability Insurance: Contractor shall have in effect, during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage.

Liability Insurance: Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect C/CAG, its employees, officers and agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all operations under this Agreement, whether such operations be

by the Contractor or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than \$1,000,000 unless another amount is specified below and shows approval by C/CAG Staff.

Required insurance shall include:

	Required Amount	Approval by C/CAG Staff if under \$ 1,000,000
a. Comprehensive General Liability	\$ 1,000,000	_____
b. Workers' Compensation	\$ Statutory	_____

C/CAG shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to C/CAG, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if C/CAG, or its officers and employees have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the C/CAG Chairperson, at his/her option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

8. Compliance with PG&E Contracts. The Contractor HAS BEEN PROVIDED A COPY OF THE C/CAG Local Government Partnership Agreement between C/CAG and PG&E, AND AGREES TO comply with all contract requirements contained THEREIN WITH REGARD TO THE requirements for CONTRACTORS AND subcontractors, specifically including Data Security, Background Checks, Confidentiality and Data Security, Customer Satisfaction, and Escalation of Complaints and Safety.
9. Non-discrimination. The Contractor and any subcontractors performing the services on behalf of the Contractor shall not discriminate or permit discrimination against any person or group of persons on the basis or race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.
10. Compliance with All Laws. Contractor shall at all times comply with all applicable laws and regulations, including without limitation those regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973.
11. Substitutions: If particular people are identified in this Agreement are providing services

under this Agreement, the Contractor will not assign others to work in their place without written permission from C/CAG. Any substitution shall be with a person of commensurate experience and knowledge.

12. Sole Property of C/CAG. Work products of Contractor which are delivered under this Agreement or which are developed, produced and paid for under this Agreement, shall be and become the property of C/CAG. Contractor shall not be liable for C/CAG's use, modification or re-use of products without Contractor's participation or for purpose other than those specifically intended pursuant to this Agreement. Contractor shall retain and may use the general knowledge acquired as a result of its creation of the work product or the performance of services hereunder, for its general reference, enhancement of its technical capabilities, and for other purposes. All information and material which was owned by Contractor prior to this Agreement and used by Contractor in the performance of the Agreement shall remain the property of Contractor whether or not such information or material was incorporated in or used to produce any of the work products delivered under this Agreement.

13. Access to Records. C/CAG, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions.

The Contractor shall maintain all required records for three years after C/CAG makes final payments and all other pending matters are closed.

14. Merger Clause. This Agreement, including Exhibit A attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto with regard to the matters covered in this Agreement, and correctly states the rights, duties and obligations of each party as of the document's date. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this document are not binding. Any subsequent modifications must be in writing and signed by the parties. In the event of a conflict between the terms, conditions or specifications set forth herein and those in Exhibit A attached hereto, the terms, conditions or specifications set forth herein shall prevail.

15. Governing Law. This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either party shall be brought in the County of San Mateo, California.

16. Notices. All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid and addressed as follows:

City/County Association of Governments of San Mateo County  
555 County Center, 5<sup>th</sup> Floor – DPW155

Redwood City, CA 94063  
Attention: Kim Springer

Notices required to be given to contractor shall be addressed as follows:

DNV GL  
155 Grand Avenue, Suite 500  
Oakland, CA 94612  
Attention: Karin Corfee, Director

IN WITNESS WHEREOF, the parties hereto have affixed their hands to this Agreement on the day and year first above written.

DNV GL (Contractor)

By \_\_\_\_\_

\_\_\_\_\_

Date

City/County Association of Governments (C/CAG)

By \_\_\_\_\_

Mary Ann Nihart, C/CAG Chair

\_\_\_\_\_

Date

C/CAG Legal Counsel  
Approved as to Form:

By \_\_\_\_\_

**Exhibit A - Scope of Work**

# **RICAPS Climate Action Planning and Implementation Technical Support**

**City/County Association of Governments of San Mateo  
County**

**January 14, 2016**



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## **Project Approach**

DNV GL presents a comprehensive vision and actionable approach for the City/County Association of Governments (C/CAG) to support the San Mateo County jurisdictions to continue its leadership in sustainability and climate action planning. Our approach is for the Regionally Integrated Climate Action Planning Suite (RICAPS) Climate Action Planning and Implementation Technical Support project to provide the catalyst for countywide innovation around sustainability and leverage the collective wisdom of the C/CAG member agencies. DNV GL will provide technical and strategic support to shape a program and syllabus for 2016 that elevates existing climate sustainability initiatives through targeted technical assistance, industry best practices, open data, and peer-to-peer knowledge sharing and support.


This scope of work is designed to build upon the services, tools and templates developed to date by DNV GL and assist the RICAPS program to deliver superior sustainability and climate planning services for local jurisdictions county-wide. Key initiatives for 2016 include climate action progress tracking (open data portal), greenhouse gas inventories, zero net energy strategic planning and updates to climate action plans for 2030 and beyond.

## **Task 1: Climate Action Plan Technical Support**

As of December 2015, 18 jurisdictions (17 cities and the County) have draft climate action plans, with 11 formally adopted. To support RICAPS program goals for all jurisdictions to complete climate action plans, DNV GL has been providing technical assistance to all three remaining cities who are actively working on the draft climate action plans now: towns of Atherton, and cities of San Bruno and Half Moon Bay. Furthermore, DNV GL has assisted many of the jurisdictions with draft CAPs, including the cities of Millbrae, Belmont, and Portola Valley. DNV GL will use our relationship and history working with each of these cities to follow up and address the barriers to finalizing the CAPs for Council adoption.

Additionally, several jurisdictions are interested in CAP updates and assistance with new or updated CAP measures in order to set new GHG reduction goals for 2030. These jurisdictions include Menlo Park, San Carlos, and unincorporated County, and potentially others. DNV GL will provide support to these jurisdictions to develop updated CAPs using the RICAPS tools, including reviewing the GHG inventory update results and how to incorporate into the CAP updates for future years such as 2030 and 2050.

Based on our 10 years experience developing climate action plans in California, cities need the most help in communicating the purpose of the climate action plan to stakeholders, and technical assistance related to the GHG emissions baseline, emissions forecast and reduction target, and selecting and analyzing the emission reduction measures appropriate for their jurisdiction. Sometimes, cities also need assistance understanding how to customize the CAP Template with their GHG savings results. Because we have worked with all San Mateo County jurisdictions since the beginning of the RICAPS program, DNV GL understands the unique needs of each C/CAG member agency. This understanding enables DNV GL to efficiently and effectively facilitate



climate planning with member jurisdictions, identify synergies between cities and build staff capacity countywide.

As part of this task, DNV GL will also work with C/CAG and the member agencies to develop new measures or updated measure worksheets for the RICAPS Menu of Measures. The Menu of Measures was originally developed in 2010 and 2011 by DNV GL, and independently reviewed and vetted by the Bay Area Air Quality Management District (BAAQMD) and Pacific Gas & Electric (PG&E). In the past several years, DNV GL has created additional measure worksheets to support cities in developing their CAPs. These additional measure worksheets include community choice energy (CCE), residential energy conservation ordinance (RECO), greywater readiness ordinances, Safe Routes to Schools (SR2S) and local foods/farmers markets, to name a few. DNV GL will work with C/CAG to review emissions factors, assumptions and assess the availability of updated data sources. RICAPS measures which probably need to be updated include the green building/CALGreen measures and energy efficiency incentive programs to incorporate the availability of new incentive programs and zero net energy goals.

#### **Technical Assistance Deliverables**

The following deliverables will be completed and customized for jurisdictions developing their climate action plans:

- GHG Forecast and Reduction Target tool
- Menu of Measures: select and analyze emission reduction measures
- Review of CAP documents prepared by each city
- Facilitate meetings with city staff and stakeholder, including one City Council meeting

For cities with draft climate action plans, this task includes:

- Conference calls and technical assistance (e.g., those with questions about updating the climate action plan, or assistance with revisions/initial study/negative declarations or bringing the CAP to City Council for adoption).
- Updated GHG analysis and revisions to CAP measures as needed

Updates and revisions to Menu of Measures:


- Formally incorporate additional CAP measure worksheets into updated Menu of Measures
- Review and update emissions factors, assumptions and methodologies for specific measures.

## **Task 2: Community-Scale and Government Operations**

### **GHG Emission Inventories**

Community-Scale GHG Emission Inventories

On behalf of the RICAPS program, DNV GL will provide community-wide greenhouse gas



(GHG) inventory updates to each of the 21 jurisdictions in San Mateo County for the year 2014. DNV GL has already customized the 2010-2013 inventories to be consistent with each city's baseline GHG inventories for 2005. While the County had previously facilitated 2005 community GHG baseline inventories for all jurisdictions, some cities have since updated their baseline inventories as part of their CAP planning activities utilizing updated methodologies.

Due to the time lag in data availability for completing community GHG inventories, DNV GL only completed the 2011-2013 community GHG inventories for all 21 jurisdictions in San Mateo County in the last program year. Furthermore, during review of the 2011-2013 PG&E data, DNV GL noticed that Unincorporated County and Woodside energy data showed questionable and dramatic fluctuations. For example, PG&E's data for Woodside showed a 1,300% increase in "District" (PG&E category) gas consumption from 2010 to 2011 and a 90% decrease in "District" electricity consumption from 2012 to 2013. PG&E's data for Unincorporated County showed a 50% decrease in "Non-Government" (PG&E category) gas consumption from 2011 to 2012. PG&E has acknowledged these data issues and DNV GL has been working with PG&E to resolve the problem.

Since much of the community GHG inventory data has already been collected for all 21 jurisdictions for 2014, DNV GL's proposed scope of work focuses on integrating the energy data from PG&E and water consumption data from various water districts for 2014, as well as quality control and assurance activities. DNV GL has been in close communication with PG&E regarding the 2014 electricity and natural gas community data, which should be released in early 2016. Furthermore, BAWSCA's FY 2014-2015 Annual Survey is scheduled to be released in May of 2016 and contains the data necessary to complete calculations for the 2014 calendar year water consumption for the water districts that serve San Mateo County.

Previous GHG inventory updates for 2010-2013 were completed in compliance with the U.S. Protocol for Community-scale Greenhouse Gas Emissions, the LGOP, and the BAAQMD CEQA Guidance and GHG Plan Level Guidance.<sup>1</sup> However, some customization was provided to individual jurisdictions based on their individual 2005 baseline methodologies. For instance, some changes were made to standard assumptions (e.g., use of Caltrain ridership rather than Caltrain miles of track) to better match each jurisdiction's 2005 baseline GHG emissions inventory. Furthermore, a few jurisdictions chose to use origin-destination for transportation emissions based on their 2005 inventory, while other jurisdictions used in-boundary method.

Because we have worked closely with each jurisdiction in San Mateo County for the past five years, DNV GL is uniquely positioned to efficiently provide updated annual community-wide GHG emissions inventories in a manner consistent with each city's preferred methodology for emissions accounting. Furthermore, in some cases, staff turnover in individual cities has resulted in some loss in institutional knowledge making it especially critical and important for DNV GL to assist cities with understanding the data sources and approach used for consistent GHG data

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<sup>1</sup> Prepared by the Bay Area Air Quality Management District (BAAQMD); available at: <http://www.baaqmd.gov/Divisions/Planning-and-Research/CEQA-GUIDELINES/Tools-and-Methodology.aspx>



tracking.

Each jurisdiction will receive the data in an Excel workbook, which will include an overview of the city's emissions trend since their baseline year 2005.

### **Community GHG Inventory Deliverables**

- Draft and final Excel workbook of community-wide GHG inventory data for 2014 for 21 jurisdictions in San Mateo County, including summary of emissions trend from 2005, 2010-2014.

### **Additional optional task that may add value**

- The base cost proposal only includes an Excel workbook including the calculations, assumptions and data sources. Some cities may find it valuable to have an updated GHG inventory report for 2014 in Word document format providing narrative on the 2014 inventory results.

### **Government Operations GHG Emission Inventories**

On behalf of the RICAPS program, DNV GL will also provide technical assistance to jurisdictions to complete a government operations GHG inventory related to government operations (e.g., city-owned facilities, city-paid utility bills, fleet vehicles, etc). DNV GL will develop customized Excel data collection templates for each city to use in its data collection efforts.

The customized templates will be based on each city's previous government operations GHG inventory (e.g., 2005 or 2010) and include the necessary data fields (e.g., related to wastewater treatment plant (if any), type of fleet data previously obtained, list of buildings, etc).

Our overall approach to assisting the jurisdictions is to develop customized tools and templates, and be available for questions and technical assistance, support and training; with city staff completing the bulk of the work needed to collect the data and follow up with the necessary contacts to obtain and compile the actual data. DNV GL will coordinate with C/CAG and individual City staff to work with PG&E to collect the necessary data for the cities. DNV GL will assist with parsing out the data for each city.

DNV GL will provide general training to the participating jurisdictions on how to write an inventory update report, utilizing previous inventory reports as a template. Each jurisdiction will customize the template and add their jurisdiction-specific results to produce final government operations GHG update report.

Finally, DNV GL will provide individualized technical assistance to answer questions from jurisdictions and provide recommended assumptions/calculation methodologies and data sources, where needed. These "working" or "study" sessions may also be provided as part of the monthly RICAPS meetings as part of Task 4, or separately.

### **Government Operations GHG Inventory Deliverables**

- Customized government operations GHG inventory data collection Excel templates
- Assistance with employee commute surveys
- Answer questions related to the template and provide additional support as needed.



## **Task 3: Progress Tracking and Open Data Portal**

The overall objective of the progress tracking and open data portal task is to raise awareness and urgency in climate mitigation programs and policies with elected officials, city staff and the public. This task will also celebrate successes achieved by individual jurisdictions and facilitate the identification of best practices for other agencies to emulate. The RICAPS program seeks to help cities to communicate their achievements in a consistent and cost-effective manner, including developing standard graphics, infographics, charts and information that can be easily embedded on individual city websites.

To support cities and the public in tracking progress on GHG emissions reductions across the County, DNV GL previously helped to identify a set of inventory metrics and CAP progress indicators to be posted on the county's Open Data Portal. DNV GL has worked with key staff from the County's Information Services Department (ISD) and offers a seamless transition to immediately ramp up activities to support ISD and C/CAG to meet its deadlines for launching the Open Data Portal.

DNV GL will support the RICAPS program by providing the inventory metrics data to the county's data team to be posted on the new dashboard. Furthermore, DNV GL will also assist with the CAP progress indicators, as identified previously in 2015, with a focus on the highest priority (Priority 1) CAP progress indicators. DNV GL has already worked with C/CAG to identify data typology available from PG&E, the County and will also work with Sustainable San Mateo County (SSMC) to identify the data tracked as part of their annual indicators project to achieve cost efficiencies. Where possible, DNV GL will help identify data sources and organize the results, based on input from the cities.


DNV GL will also help advise on how the information should be displayed and some suggested narrative language around any embedded graphics for city websites. Based on our experience with ICLEI's ClearPath tool, and other GHG accounting tools like Hara and thinkstep's SoFi, DNV GL is uniquely positioned to help avoid the pitfalls of previous efforts and leverage the expertise and resources of ISD to meet the goals of the RICAPS program.

### **Progress Tracking and Open Data Portal Deliverables**

- Participate in up to four planning meetings with county staff
- Assist with data compilation and formatting of data.

## **Task 4: Monthly RICAPS Collaboration Meetings**

On behalf of RICAPS, DNV GL will continue to provide strategic support and assistance with facilitating monthly meetings to support peer-to-peer knowledge sharing and technical best practices for climate action planning and implementation. While DNV GL assumes these meetings will be primarily held as webinars, with four in-person meetings planned in 2016, our team can accommodate alternate formats. The purpose of these meetings is three-fold:

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1. To provide training and technical assistance related to climate planning, tracking and implementation.
  2. To enable information sharing and peer-to-peer learning amongst the San Mateo County jurisdictions.
  3. To encourage regional collaboration in regards to energy and emission reduction activities.

A key benefit of the monthly meetings is providing a forum for city staff to come together in a format similar to the Urban Sustainability Director's Network (USDN) to share information, best practices, and lessons learned in relation to developing and implementing their climate action plans. DNV GL will use its industry relationships with leading local government climate programs to help convene speakers around timely topic areas and to facilitate discussions amongst San Mateo County jurisdictions to coordinate and advance local sustainability initiatives.

DNV GL will work with C/CAG staff to identify speakers, facilitate coordination calls amongst speakers, and put together the agendas and presentation templates for the meetings. DNV GL will participate in planning calls, develop a syllabus or curriculum for the year, and provide input on specific meeting topics. Based on our extensive and long history working in San Mateo County, we are intimately familiar with past RICAPS monthly meeting topics and how to develop meeting agenda that introduces new climate planning ideas and concepts while building upon the foundation of past meetings.

#### **Monthly RICAPS Collaboration Meeting Deliverables**

- Develop draft 2016 syllabus of RICAPS meeting topics and objectives, including setting goals and a time line
- Attendance and assistance in leading monthly RICAPS working group meetings (assume 11 meetings in 2016; with four in-person and seven by webinar)
- Attend and participate in RICAPS monthly strategic planning sessions, provide to C/CAG monthly progress reports, tracking sheets, and other reports as needed.

## **Task 5: High Performance and Zero Energy Building Technical Support**

On behalf of the RICAPS program, DNV GL will support C/CAG and County staff to support high performance buildings and zero net energy goals for the county. DNV GL will provide technical assistance with zero net energy (ZNE) action plans for cities focused on workforce development, training, and advancing high performance public buildings and privately developed buildings. DNV GL can provide a range of services, including working with design teams for public buildings to explore different high performance design strategies, developing fact sheets, assisting with trainings and workshops with building officials.

For the past decade, DNV GL has worked with over a dozen cities to develop green building

ordinances and reach codes. Our team will leverage this experience to assist C/CAG member agencies to identify their own commitments and priority initiatives to advance high performance buildings countywide. While DNV GL could provide building specific simulation modeling and design charrettes, this is not included in this scope of work.

### High Performance and Zero Energy Building Support Deliverables

- Targeted technical assistance related to building specific ZNE strategies, including example ZNE action plans templates, models, ordinances, etc.
- Technical and workshop support related to ZNE action planning for cities and the County

### Schedule

Below, we provide a project schedule (timeline) of key project milestones in Table 1. One of the immediate tasks is to develop a draft RICAPS syllabus of topics for 2016. We also propose a “deadline” for cities to sign up for 2015 government operations GHG inventories assistance.

**Table 1. Proposed Project Schedule (Timeline) for 2016 Calendar Year**

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Task 1: Climate Action Plan Technical Support</b>											
Ongoing technical support related to climate action plans	<i>Including meetings with city staff, stakeholders</i>										
Target date to complete all draft CAPs							X				
Target dates for formal CAP adoption											
<b>Task 2: Community-Scale and Government Operations GHG Emission Inventories</b>											
Draft community GHG inventory results for 21 jurisdictions				X							
<i>review and comment period by individual jurisdictions</i>											
Final community GHG inventory results for 21 jurisdictions									X		
Identify commitments for 2015 government ops inventories		X									
Customized municipal GHG inventory data collection Excel templates			X								
<i>data collection by individual jurisdictions (DNV GL to assist)</i>											
Assistance with employee commute surveys											
Draft government operations GHG inventories									X		
Review and finalize government operations GHG inventories										X	
<b>Task 3: Progress Tracking and Open Data Portal</b>											
Participate in up to four planning meetings with county staff											
Assist with data compilation, format data, infographics											
Outreach to cities to update results on city websites											
<b>Task 4: Monthly RICAPS Collaboration Meetings</b>											
Draft syllabus of topics for 2016	X										
Webinar RICAPS collaboration meetings	X		X	X			X	X		X	X

In-person RICAPS collaboration meetings	X	X	X	X
Assistance RICAPS monthly strategic planning sessions				
Task 5: High Performance and Zero Energy Building Technical Support				
Ongoing technical support				

### Cost Estimate

In this section, we outline the proposed costs associated with the above scope of work, on a task-by-task basis, inclusive of reimbursable expenses. The DNV GL team proposes to perform the work on a time and material (T&M) basis with a proposed not-to-exceed of \$145,000. Table 3 provides the proposed hourly rates for the DNV GL staff identified for this project that will be applicable for all project tasks.

**Table 2. Staff Hourly Rates**

Classifications	DNV GL Staff	Hourly Rate
<b>Principal Consultant</b>	Sonia Punjabi	\$190
<b>Senior Consultant</b>	Betty Seto Douglas Kot	\$180
<b>Senior Engineer</b>	Celia King-Scott	\$165
<b>Senior Analyst</b>	Ben Butterworth	\$125

Having worked with C/CAG for the past five years, we understand that limited funds are available for the RICAPS project. We seek to meet the needs of C/CAG and the RICAPS program, and are committed to finding mutually agreeable budget and rates.

Furthermore, if we are the successful vendor, DNV GL is willing to extend the pricing, terms and conditions to other government agencies per Public Contract Code Sections 20118, 20652.

### Task by Task Cost Estimates

The cost estimates provided in this section are based on our past experience working with individual cities and the County. For Task 1, the cities of Atherton, Half Moon Bay and San Bruno are the primary cities developing draft climate action plans. The estimated hours are focused on finalizing CAP measure selection, update GHG emission forecasts for 2020 and beyond, estimate GHG emissions savings, facilitate stakeholder meetings (including Council Study Sessions and public hearings) and provide review of the climate action plan itself.

**Table 3. Detailed Breakdown for Tasks 1 and 2**

Task Activities	Estimated hours	Total cost
<b>Task 1: Climate Action Plan Technical Support</b>		
(a) Completion of 1 new CAP using RICAPS tools (per City)	50	\$8,000



(b)	Updating of 1 existing CAP (per City)	40	\$6,400
(c)	Creation of 1 new measure in RICAPS workbook	6	\$960
(d)	Update of 1 existing measure in RICAPS workbook	4	\$640
<b>Task 2: Community-Scale and Government Operations GHG Emissions Inventories</b>			
(a)	Community-scale inventory (1 City)	8	\$1,280
(b)	Community-scale inventory (all 21) and countywide roll-up	168	\$26,880
(c)	Government operations (1 City)	17	\$2,720

The above estimated hours and total cost is based on an estimated blended hourly staff rate of \$160. The RFP request, the specific hourly rates for Tasks 3, 4 and 5 are shown previously in Table 3.

## Total Cost Estimate

Below we provide our total cost estimate for the 2016 calendar year. Note that DNV GL is able to target funds to provide technical assistance with no time wasted on transition or review of past work products to come up to speed on the status of climate planning. Our established relationships with all key stakeholders enables DNV GL to immediately re-launch and continue work from previous years with an understanding of each city's needs, culture and past efforts.

**Table 4. Proposed Project Budget**

Project Tasks	Number (Units)	Cost per Unit	Hours per Unit	Total cost
<b>Task 1: Climate Action Plan Technical Support</b>				
Complete new climate action plans (CAPs)	3 cities	\$ 8,000	50	\$ 24,000
Update existing climate action plans (CAPs)	2 cities	\$ 6,400	40	\$ 12,800
Create new measures for RICAPS Menu of Measures	2 measures	\$ 960	6	\$ 1,920
Update existing measures in RICAPS Menu of Measures	4 measures	\$ 640	4	\$ 2,560
<b>Total Task 1</b>				<b>\$ 41,280</b>
<b>Task 2: Community-scale and Government Operations GHG inventories</b>				
Complete community-scale GHG inventory	21 jurisdictions	\$ 1,280	8	\$ 26,880
County-wide roll-up of emissions for 2014	1 county	\$ 960	6	\$ 960

Project Tasks	Number (Units)	Cost per Unit	Hours per Unit	Total cost
Data template and assistance for government operations inventory	10 jurisdictions	\$ 2,720	17	\$ 27,200
<b>Total Task 2</b>				<b>\$ 55,040</b>
<b>Task 3: Progress Tracking and Open Data Portal</b>				
Participate in additional planning meetings	4 meetings	\$ 320	2	\$ 1,280
Assist with data compilation and formatting	1	\$ 3,360	21	\$ 3,360
<b>Total Task 3</b>				<b>\$ 4,640</b>
<b>Task 4: Monthly RICAPS Collaboration Meetings</b>				
Planning and preparation of materials, program support (e.g., surveys, outreach, planning calls, etc)	11 months	\$ 2,560	16	\$ 28,160
Monthly RICAPS meeting (assume 1-2 staff, 4 in-person)	11 months	\$ 960	6	\$ 10,560
<b>Total Task 4</b>				<b>\$ 38,720</b>
<b>Task 5: High Performance and Zero Energy Building Technical Support</b>				
Provide technical assistance	1	\$ 1,920	12	\$ 1,920
Participate in meetings/workshops	3 meetings	\$ 960	6	\$ 2,880
<b>Total Task 5</b>				<b>\$ 4,800</b>
<b>Direct Costs:</b>				<b>\$ 520</b>
<b>Project Total:</b>				<b>\$145,000</b>