

# 2018 RICAPS Program Planning Scope of Work

Prepared for C/CAG for February 2018 – June 2019



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## 1. Introduction

This scope of work is designed to build upon the services, tools and templates developed to date by DNV GL for C/CAG San Mateo and the Office of Sustainability to deliver superior energy and climate planning services for local jurisdictions county-wide. Key initiatives for 2018 include support for monthly county-wide peer-to-peer knowledge sharing, technical assistance with climate action planning for 2030 and beyond, municipal operations greenhouse gas inventories and support for monitoring and tracking of countywide progress of climate goals through the Open Data Portal. Additional scopes of work can be negotiated for funds not currently scoped in this document.

### 1.1 Task 1. Monthly RICAPS meetings

DNV GL will continue to facilitate monthly RICAPS meetings related to the technical aspects of climate action planning and implementation. These meetings will be held as webinars and in-person meetings. The purpose of these meetings is three-fold:

- 1) To provide training and technical assistance related to climate planning, energy efficiency and demand response strategies, and progress tracking;
- 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 implementation activities.

A key benefit of the monthly meetings is providing a forum for city staff to share information, best practices, and lessons learned in relation to developing and implementing their climate action plans and energy reduction strategies. Through RICAPS, C/CAG, with support from DNV GL, will continue to bring together speakers around timely energy and climate topic areas and to facilitate discussions amongst the jurisdictions around effective methodologies for tracking and monitoring climate action plan progress.

DNV GL will facilitate planning calls, develop a tentative 2018 syllabus / curriculum for the year, and work with C/CAG staff to develop meeting topics. DNV GL will lead the outreach to speakers, including any coordination calls amongst speakers, and put together the agendas. C/CAG staff will continue to set up the GoToWebinar meetings for each webinar.

Where necessary and appropriate, DNV GL will also develop meeting content such as presentations on timely energy and climate action topics, as well as facilitated break-out sessions/interactive activities. DNV GL will also report back the results of interactive activities.

Monthly RICAPS Meeting Deliverables:

- Develop 2018 syllabus/ curriculum identifying topics and potential speakers for monthly RICAPS meetings
- Attendance and assistance in leading monthly RICAPS working group meetings, including in-person assistance with webinars
- Attend and participate in 2 RICAPS planning sessions per month

	Number (Units)		Cost per Unit	Hours per Unit	Total cost
<b>Monthly RICAPS working group meetings</b>					
Planning and preparation of materials, program support (e.g., planning calls, develop agendas, surveys, outreach to speakers, develop presentations, etc.)	12	months	\$2,700	15	\$32,400
Monthly RICAPS meeting (assume 1-2 staff, for in-person meetings)	12	months	\$1,530	9	\$18,360
<b>Total Task 1</b>					<b>\$50,760</b>

## 1.2 Task 2. CAP Technical support for cities

As of January 2018, 18 jurisdictions (17 cities and the County) have draft climate action plans, with 17 formally adopted. Of the remaining 3 cities without a completed draft CAP, the **City of San Bruno and the City of Millbrae** are actively working on updating their drafts with new measures and analysis. **City of Half Moon Bay** is in the process of updating its General Plan and is likely to need assistance with incorporating a climate action plan in 2018.

Additionally, several jurisdictions are interested in CAP updates and assistance with new or updated CAP measures to set new GHG reduction goals for 2030. These jurisdictions include:

**Menlo Park, San Carlos, Burlingame, Daly City, Redwood City, Pacifica, Brisbane, the County**, and possibly a CAP for C/CAG, and others. RICAPS will continue to provide support for jurisdictions to develop CAPs and to update CAPs using the RICAPS tools.

The program will also continue to provide assistance to other cities in the County to formalize and adopt their draft climate action plans. The assistance for these cities includes answering questions and providing technical assistance with revising draft CAPs to address stakeholder comments and bring to Council.

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
- Attend kick-off meetings with new cities starting CAPs, one additional meeting to support progress, and one City Council meeting for adoption.

For cities with draft (or final) climate action plans, this task includes:

- Conference calls and additional assistance for jurisdictions (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)

	Number (Units)		Cost per Unit	Hours per Unit	Total cost
<b>Technical Support for cities</b>					
Assist with drafting climate action plan/update	10	cities	\$7,700	46	\$77,000
Assist cities to finalize CAPs and bring to Council	10	cities	\$1,680	9	\$16,800
<b>Total Task 2</b>					<b>\$93,800</b>

### 1.3 Task 3. 2015 Municipal GHG inventories

In 2017, DNV GL provided technical assistance to 14 jurisdictions who expressed interest in completing a municipal GHG inventory related to government operations (e.g., city-owned facilities, city-paid utility bills, fleet vehicles, etc.). DNV GL developed customized Excel data collection templates for each city to use in its data collection efforts.

As of January 2018, eight jurisdictions have completed their municipal operations, with the remaining six jurisdictions in varying stages of completeness. Some jurisdictions expressed initial interest but have not had enough staff time to follow through on data collection efforts. The below table summarizes the status of each jurisdiction’s 2015 Municipal Operations GHG Inventory. Additionally, the table summarizes the results of a survey distributed to cities in December of 2017. The survey was distributed to gauge each city’s level of interest in receiving support from the RICAPS program in 2018 to assist the city in completing a municipal operations inventory. To date, 11 of 17 cities have responded to the survey.

City	2015 Municipal Operations GHG Inventory Status	Survey: Interest in Government Operations Inventory Assistance in 2018?
<b>Brisbane</b>	Complete	Yes
<b>Colma</b>	Complete	No
<b>Daly City</b>	Complete	Yes
<b>Foster City</b>	Complete	Yes
<b>Millbrae</b>	Complete	No response to date
<b>San Carlos</b>	Complete	Yes
<b>San Mateo (City)</b>	Complete	No response to date
<b>San Mateo (Uninc. County)</b>	Complete	No response to date
<b>Burlingame</b>	75% Complete	Yes
<b>Menlo Park</b>	75% Complete	Yes
<b>Half Moon Bay</b>	75% Complete	No response to date
<b>Portola Valley</b>	50% Complete	Yes
<b>Redwood City</b>	25% Complete	Yes
<b>South San Francisco</b>	25% Complete	No response to date
<b>Atherton</b>	N/A	Yes
<b>Belmont</b>	N/A	No response to date
<b>East Palo Alto</b>	N/A	No response to date
<b>Hillsborough</b>	N/A	No response to date
<b>Pacifica</b>	N/A	Yes
<b>San Bruno</b>	N/A	No response to date
<b>Woodside</b>	N/A	No response to date

In 2016, the focus was on supporting jurisdictions by providing customized tools and templates, with the bulk of data collection and input/synthesis completed by cities. Each jurisdiction was supposed to use the template and add their jurisdiction-specific results to produce final municipal operations GHG update report. However, in practice, the jurisdictions also needed help with this step, to enter the data into the template spreadsheet.

In the interest of time and efficiency, DNV GL provided additional services in 2016 and 2017 to enter data, clean data, assist with customized calculations and assumptions, and develop the final results on behalf of cities. For 2018, DNV GL proposes to work with the remaining 13 jurisdictions that have not completed 2015 municipal inventories to ensure timely completion of their inventories and continue to help complete the inventories, if the cities provide the data (in whatever form they have). Additionally, four cities that completed 2015 municipal operations



inventories (Brisbane, Daly City, Foster City and San Carlos) expressed interest in municipal operations inventory support in 2018 via the survey. This could indicate that these cities are looking for support in completing 2016 or 2017 municipal operations inventories.

Municipal GHG Inventory Deliverables:

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

		<b>Number (Units)</b>	<b>Cost per Unit</b>	<b>Hours per Unit</b>	<b>Total cost</b>
<b>Municipal GHG inventories</b>					
Assistance with entering data and data cleaning	9	jurisdictions	\$1,240	8	\$11,160
Quality control and completion of draft municipal results	9	jurisdictions	\$2,160	12	\$19,440
Finalize inventory results	9	jurisdictions	\$540	3	\$4,860
<b>Total Task 3</b>					<b>\$35,460</b>

## 1.4 Task 4. Open Data Portal

In 2017, to support cities and the public in tracking progress on GHG emissions reductions across the County, the RICAPS program began to develop a set of inventory metrics and CAP progress indicators to be posted on the county’s Open Data Portal. While much progress was made on the Open Data Portal in 2017 – primarily the organization of sustainability indicator datasets and upload of these datasets to the platform – additional work will be required to ensure the quality and accuracy of the data and make the data fully transferable to individual city websites.

DNV GL would support the RICAPS program by working with PG&E and other entities to resolve data issues.

	<b>Total Hours</b>	<b>Total Cost</b>
<b>Open Data Portal</b>		
Resolve data issues with outside entities	30	\$ 4,260
	<b>Total Task 4</b>	<b>\$ 4,260</b>

### **1.5 Task 5. Additional Task – Future Scope of Work**

\$75,220 in funding is being set aside in the agreement and this Scope of Work for possible update to the countywide San Mateo County Energy Strategy or other work consistent with the services provided by DNV GL. Any use of the fund under Task 5 shall require written approval by C/CAG Executive Director prior to any work commencing.

## **2. Budget Proposal Summary**

In this section, we summarize 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 \$184,780 (not including Task 5: Future Scope of Work) or \$260,000 (including Task 5: Future Scope of Work).

**Table 1. Summary of Budget Proposal for 2018 RICAPS**

	Number (Units)	Cost per Unit	Hours per Unit	Total cost
<b>Task 1: Monthly RICAPS working group meetings</b>				
Planning and preparation of materials, program support (e.g., surveys, outreach, planning calls, etc)	12 months	\$ 2,700	15	\$ 32,400
Monthly RICAPS meeting	12 months	\$ 1,530	9	\$ 18,360
<b>Total Task 1:</b>				<b>\$ 50,760</b>
<b>Task 2: Technical Support for cities</b>				
Assist with drafting climate action plan/update	10 cities	\$ 7,700	46	\$ 77,000
Assist cities to finalize CAPs and bring to Council	10 cities	\$ 1,680	9	\$ 16,800
<b>Total Task 2:</b>				<b>\$ 93,800</b>
<b>Task 3: Municipal GHG inventories</b>				
Customized data template and PG&E data	9 jurisdictions	\$ 1,240	8	\$ 11,160
Training and technical assistance	9 jurisdictions	\$ 2,160	12	\$ 19,440
Review inventory results	9 jurisdictions	\$ 540	3	\$ 4,860
<b>Total Task 3:</b>				<b>\$ 35,460</b>
<b>Task 4: Open Data Portal</b>				
Resolve data issues with outside entities	N/A	N/A	N/A	\$ 4,260
<b>Total Task 4:</b>				<b>\$ 4,260</b>
<b>Direct costs (i.e., mileage + parking):</b>				<b>\$ 500</b>
<b>Total Without Optional Subtasks:</b>				<b>\$184,780</b>
<b>Task 5: Additional Task - Future Scope of Work</b>				
Future scope of work	N/A	N/A	N/A	\$ 75,220
<b>Total Task 5:</b>				<b>\$ 75,220</b>
<b>Total With Optional Subtasks + Future Scope of Work:</b>				<b>\$260,000</b>

**Table 2. Staff Hourly Rates**

Classifications	DNV GL Staff	2018 Hourly Rate
<b>Principal Consultant</b>	Betty Seto	\$200
<b>Senior Consultant</b>	Sarah Isabel Moe	\$170
<b>Senior Analyst</b>	Ben Butterworth	\$140
<b>Analyst</b>	Lauren Taymor	\$130
<b>Administrative Support</b>		\$100

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