

Exhibit C

2020 RICAPS Climate Action Planning Technical Services Scope of Work

Prepared for C/CAG for January 2020 – June 2020



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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 the first half of calendar year 2020 include support for monthly county-wide peer-to-peer knowledge sharing, technical assistance with climate action planning for 2030 and beyond, and training of OoS staff to complete community-wide greenhouse gas (GHG) inventories for 2018. Additional scopes of work can be negotiated for funds not currently scoped in this document.

1.1 Task 1. Monthly RICAPS meetings

The coordination and facilitation of monthly RICAPS meetings will continue to rely primarily on County Office of Sustainability (OoS) staff. DNV GL will continue to support the selection of speakers, and provide input to support C/CAG - OoS staff in meeting planning.

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 regard to energy and emission reduction implementation activities.

	Number (Units)		Cost per Unit	Hours per Unit	Total cost
Task 1: Monthly RICAPS working group meetings					
Support in selection of speakers and providing input to support meeting planning	6	months	\$810	4.5	\$4,860
Total Task 1					\$4,860

1.2 Task 2. CAP Technical support for cities

A number of jurisdictions across San Mateo County are updating their climate action plans out to 2030 and beyond. The following cities have expressed strong interest in beginning to develop or continuing to develop 2030 CAPs in the first half of 2020 with RICAPS support: Brisbane, Colma, Daly City, Foster City, Half Moon Bay, Pacifica, Redwood City, and South San Francisco. San Carlos has hired a consulting firm to assist them in developing a 2030 CAP. Other cities, including Colma, Half Moon Bay and South San Francisco have indicated they will rely on a combination of consultants and RICAPS to develop a 2030 CAP.

Below, in Figure 1, we identify priority jurisdictions for CAP technical support in the first half of 2020, based on potential to complete the CAP document by end of June 2020.

Figure 1. Priority CAP Assistance Proposed for First Half of 2020

Jurisdiction	Anticipated Work Needed	Preliminary Budget Estimate
Brisbane	<ul style="list-style-type: none"> Provide support in selecting mitigation measures, evaluating mitigation measures, developing and adopting 2030 CAP. 	\$5,400
Colma	<ul style="list-style-type: none"> Provide support in reviewing and adopting 2030 draft CAP. 	\$5,400
Daly City	<ul style="list-style-type: none"> Provide support in selecting mitigation measures, evaluating mitigation measures, developing and adopting 2030 CAP. 	\$10,620
Foster City	<ul style="list-style-type: none"> Provide support in selecting mitigation measures, evaluating mitigation measures, developing and adopting 2030 CAP. 	\$10,620
Half Moon Bay	<ul style="list-style-type: none"> Provide support in selecting mitigation measures, evaluating mitigation measures, developing and adopting 2030 CAP. 	\$5,400
Millbrae	<ul style="list-style-type: none"> Provide support in adopting 2030 CAP. 	\$1,620
Pacifica	<ul style="list-style-type: none"> Provide support in selecting mitigation measures, evaluating mitigation measures, developing and adopting 2030 CAP. 	\$10,620
Redwood City	<ul style="list-style-type: none"> Provide support in reviewing and adopting 2030 draft CAP. 	\$5,400
San Carlos	<ul style="list-style-type: none"> Provide support in reviewing 2030 CAP draft that city consultants are developing 	\$1,620
South San Francisco	<ul style="list-style-type: none"> Provide support in selecting mitigation measures, evaluating mitigation measures, developing and adopting 2030 CAP. 	\$5,400
TOTAL Task 2		\$62,100

The remaining cities are not believed to need assistance with CAP planning at this time, due to limited staff time or other priorities, including having recently adopted a 2030 CAP: Atherton, Belmont, Burlingame, East Palo Alto, Hillsborough, Menlo park, Portola Valley, San Bruno, San Mateo City, San Mateo County, and Woodside.

This scope of work assumes that the majority of CAP template updates will occur in calendar year 2019.

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)		Total Hours	Total cost
Task 2: Technical Support for cities				
Assist with drafting climate action plan/update	10	Cities	261	\$46,980
Assist cities to finalize CAPs and bring to Council	6	Cities	84	\$15,120
Total Task 2				\$62,100

1.3 Task 3. Training of OoS staff to complete community-wide inventories for calendar year 2018

DNV GL will continue to provide technical support to Office of Sustainability staff in completing community-wide GHG inventories. 2016 and 2017 inventories should be completed by the end of 2019. As a result, this task includes scope to support OoS staff in completing 2018 inventories in the first half of 2020. It is not expected that the data required to complete 2019 inventories will be available in the first half of 2020. As of November 2019, DNV GL has provided OoS staff with a master Excel template to be used to complete 2016 and 2017 inventories and has provided OoS staff with detailed instructions on data collection necessary for completing the 2016 and 2017 inventories. In the first half of 2020, DNV GL will continue to support staff in the completion of the 2018 inventories by answering technical questions, providing one-on-one assistance via email, phone and screen sharing to walk OoS staff through questions and challenges they are encountering.

	Number (Units)		Total Hours	Total cost
Task 3: Training OoS Staff to Complete Community-wide Inventories				
Technical assistance to OoS staff	21	Cities	15	\$2,700
Total Task 2				\$2,700

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 \$70,000.

Table 1. Summary of Budget Proposal for First Half of 2020 RICAPS

	Total Hours	Total Cost
Task 1: Monthly RICAPS working group meetings		
Support in selection of speakers and providing input to support meeting planning	27	\$4,860
Total Task 1:		\$4,860
Task 2: Technical Support for cities		
Assist with drafting climate action plan/update	261	\$46,980
Assist cities to finalize CAPs and bring to Council	84	\$15,120
Total Task 2:		\$62,100
Task 3: Training OoS Staff to Complete Community-wide Inventories		
Technical assistance to OoS staff	15	\$2,700
Total Task 3:		\$2,700
Direct costs (i.e., mileage + parking):		\$340
Total Scope of Work:		\$70,000

Table 2. Staff Hourly Rates

Classifications	DNV GL Staff	2020 Hourly Rate
Principal Consultant	Doug Kot	\$210
Project Manager	Ben Butterworth	\$180
Senior Consultant	Sarah Moe	\$180
Engineer	Umay Akkoseoglu	\$150
Administrative Support		\$120

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