

Exhibit A: Scope of Work and Billing Rates

2019 RICAPS Climate Action Planning Technical Services Scope of Work

Prepared for C/CAG for July 2019 – December 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 the second half of calendar year 2019 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 2016 and 2017. 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	\$360	2	\$2,160
Total Task 1					\$2,160

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. By end of June 2019, Colma, Millbrae and Redwood City are anticipated to have developed draft 2030 CAPs. The following cities have expressed strong interest in developing 2030 CAPs in the second half of 2019: Daly City, East Palo Alto, Pacifica, Portola Valley, and San Bruno. Some cities have hired consulting firms to assist them in developing 2030 CAPs. These jurisdictions include: Burlingame, San Carlos, San Mateo County (unincorporated county) and San Mateo County (government operations).

Below, in **Error! Reference source not found.**, we identify priority jurisdictions for CAP technical support in the second half of 2019, based on potential to complete the CAP document by end of December 2019.

Figure 1. Priority CAP Assistance Proposed for Second Half of 2019

Jurisdiction	Anticipated Work Needed	Preliminary Budget Estimate
Brisbane	<ul style="list-style-type: none"> ▪ Provide technical assistance to help city understand the relationship between Baylands Specific Plan Environmental Impact Review and anticipated 2030 CAP 	\$2,160
Burlingame	<ul style="list-style-type: none"> ▪ Provide support in reviewing 2030 CAP draft that city consultants are developing 	\$2,160
Colma	<ul style="list-style-type: none"> ▪ Provide support in reviewing and adopting 2030 draft CAP. 	\$2,160
Daly City	<ul style="list-style-type: none"> ▪ Provide support in selecting mitigation measures, evaluating mitigation measures, developing CAP and adopting CAP. 	\$8,550
East Palo Alto	<ul style="list-style-type: none"> ▪ Depending on city staffing availability, provide support in completing emissions forecast, selecting mitigation measures, evaluating mitigation measures, developing and adopting 2030 CAP. 	\$4,500
Millbrae	<ul style="list-style-type: none"> ▪ Provide support in adopting 2030 CAP. 	\$2,160
Pacifica	<ul style="list-style-type: none"> ▪ Provide support in completing emissions forecast, selecting mitigation measures, evaluating mitigation measures, developing and adopting 2030 CAP. 	\$8,550
Portola Valley	<ul style="list-style-type: none"> ▪ Provide support in completing emissions forecast, selecting mitigation measures, evaluating mitigation measures, developing and adopting 2030 CAP. 	\$8,550
Redwood City	<ul style="list-style-type: none"> ▪ Provide support in reviewing and adopting 2030 draft CAP. 	\$4,500
San Bruno	<ul style="list-style-type: none"> ▪ Provide support in completing emissions forecast, selecting mitigation measures, evaluating mitigation measures, developing and adopting 2030 CAP. 	\$8,550
San Carlos	<ul style="list-style-type: none"> ▪ Provide support in reviewing 2030 CAP draft that city consultants are developing 	\$2,160
San Mateo County – Uninc.	<ul style="list-style-type: none"> ▪ Provide support in reviewing 2030 CAP draft that County consultants are developing 	\$4,500
San Mateo County – Gov. Operations	<ul style="list-style-type: none"> ▪ Provide support in reviewing 2030 CAP draft that County consultants are developing 	\$4,500
TOTAL Task 2		\$63,000

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, Foster City, Half Moon Bay, Hillsborough, Menlo Park, San Mateo, South San Francisco and Woodside.

This scope of work assumes that OoS staff will update the CAP Template, including:

- Regulatory context (e.g., state policy)
- Update language related to background and adaptation, as well as implementation and next steps

The updated CAP Template will undergo internal review by OoS staff and Energy-Water Group Programs Manager prior to review by DNV GL.

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	13	Cities	265	\$47,700
Assist cities to finalize CAPs and bring to Council	6	Cities	85	\$15,300
Total Task 2				\$63,000

1.3 Task 3. Training of OoS staff to complete community-wide inventories for calendar years 2016 and 2017

DNV GL will continue to facilitate the hand-off of completing the 2016 and 2017 community-wide GHG inventories to Office of Sustainability staff. As of end of June 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 second half of 2019, DNV GL will continue to support staff in the completion of the 2016 and 2017 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	35	\$6,300
Total Task 2				\$6,300

1.4 Task 4. Energy and Water Strategy

The draft version of the Energy and Water Strategy will be distributed broadly for comments in early May 2019. OoS staff will incorporate the comments into the document. DNV GL staff will support OoS staff in the development of the final version of the document by providing copy editing assistance.

	Number (Units)		Total Hours	Total cost
Task 4: Energy and Water Strategy				
Assist with copy editing	1	Report	14	\$2,520
Total Task 4				\$2,520

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 \$75,000.

Table 1. Summary of Budget Proposal for Second Half of 2019 RICAPS

	Total Hours	Total Cost
Task 1: Monthly RICAPS working group meetings		
Support in selection of speakers and providing input to support meeting planning	12	\$2,160
Total Task 1:		\$2,160
Task 2: Technical Support for cities		
Assist with drafting climate action plan/update	265	\$47,700
Assist cities to finalize CAPs and bring to Council	85	\$15,300
Total Task 2:		\$63,000
Task 3: Training OoS Staff to Complete Community-wide Inventories		
Technical assistance to OoS staff	38	\$6,840
Total Task 3:		\$6,840
Task 4: Energy and Water Strategy		
Assist with copy editing	14	\$2,520
Total Task 4:		\$2,520
Direct costs (i.e., mileage + parking):		\$480
Total Scope of Work:		\$75,000

Table 2. Staff Hourly Rates

Classifications	DNV GL Staff	2019 Hourly Rate
Principal Consultant	Doug Kot	\$210
Project Manager	Ben Butterworth	\$180
Senior Consultant	Sarah Moe	\$180
Consultant	Matt Fitzgerald	\$150
Administrative Support		\$120

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