

**AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
ECOLOGY AND ENVIRONMENT, INC.**

THIS AMENDMENT TO THE AGREEMENT, entered into this 4th day of June 2019, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Ecology and Environment, Inc., hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, the parties entered into an Agreement for the purpose of providing consulting services to establish and facilitate a Countywide Climate Collaborative, provide community engagement on climate adaptation, conduct a climate vulnerability assessment, prepare sea level rise and climate change preparedness and adaptation guidance resources, and assist with resiliency planning on the 2nd day of October 2018; and

WHEREAS, the parties wish to amend the Agreement to provide additional resources and logistical and facilitation support for the Climate Ready SMC Collaborative, deeper stakeholder and community engagement on climate adaptation, expand the climate vulnerability assessment to include an additional analysis for debris flow risk in San Mateo County and adequately resource the Community Adaptation Planning Pilots to build community capacity and develop neighborhood or community specific adaptation plans, increasing the amount by \$350,743 for a new not to exceed amount of \$1,255,065.

GEI Consultants (GEI) and Urban Permaculture Institute (UPI) will support the lead Contractor (Ecology and Environment, Inc.) in the execution of the expanded scope.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Task 1 in Exhibit A on page 11 is amended to add Task 1.1:

TASK 1.1: ADDITIONAL LEADERSHIP SUPPORT THROUGH JUNE 2020

Contractor will provide expanded support to establish, facilitate, and coordinate a Countywide Climate Collaborative that brings together non-profit and community-based organizations, local government and public agencies, businesses, research and other key partners to support:

- Working and coordinating across sectors and jurisdictions
- Encouraging information sharing, learning and capacity building
- Breaking silos, nurturing dialogue and developing networks

- Building political support and empowering community leadership

Task 1.1a: Additional Support through May 2019

Urban Permaculture Institute (UPI) will play an enhanced role in ongoing Collaborative activities and continue to serve in an advisory capacity to County staff around issues of equity, inclusion, and community-driven resilience planning. UPI will:

1. Participate in weekly project management meetings
2. Participate in weekly Collaborative Planning Team meetings
3. Coordinate and facilitate three monthly Community Leadership Group (CLG) meetings in March, April and May 2019.
4. Administer resources for member participation in CLG meetings and Collaborative Convening's.

Task 1.1b: Ongoing Collaborative Support (June 2019 – June 2020)

The Contractor will provide support for five additional Collaborative Convening's between June 2019 and June 2020. The schedule of these meetings will be defined in the Collaborative First Year Plan. For each of the five meetings, the Contractor will:

1. Participate in weekly Collaborative Planning Team meetings (assumes four meetings per Collaborative convening).
2. Assist in the preparation of Collaborative materials including:
 - a. Print Agenda
 - b. Annotated Agenda
 - c. Evaluation Form
 - d. Facilitator Guide
 - e. PowerPoint Presentation
 - f. Handouts specific to SB-1 grant deliverables
 - g. Handouts or materials specific to any planned working session or facilitated discussions for completion of SB-1 grant or contract deliverables.
3. Attend and assist in the facilitation of five Collaborative Convening's.
4. Assist in synthesizing feedback from the meeting into a Convening summary document that provides partners with a summary of the event and key themes and discussion points.
5. Update Collaborative First Year Plan, as needed, based on feedback from convening participants.
6. Assist in developing content both pre and post Convening for the Bang the Table engagement platform and uploading Collaborative convening materials to the platform.
7. Administer resources to compensate community partners for Collaborative participation.
8. Provide strategic advice to aid the County in centering initiative and Collaborative activities in principles of equity, inclusion, and community driven resilience.

Task 1.1c: Support for Task Force Meetings

A series of Task Forces have been established to drive action on specific topics through technical expertise, policy and adaptation strategies, advance key outcomes or offer feedback on SB-1 deliverables, and report back to the Collaborative as appropriate. The following scope includes resources to support three Joint Task Force meetings between June 2019 and June 2020. These meetings will be conducted in alignment with the Collaborative First Year Plan. The Contractor will:

1. In coordination with Task Force leadership, maintain a Task Force schedule/work plan.
2. Develop materials for and facilitate three in person Joint Task Force meetings to review and refine SB-1 products.
3. Summarize Joint Task Force meeting feedback and facilitate information sharing through online engagement platform.

Task 1 Assumptions:

1. Facilitation support includes assistance from the project team in supporting general meeting logistics of the day of the event (e.g., registration), providing pre-planned presentations on SB-1 related content, and supporting table facilitation and convening documentation.
2. Staff support for Collaborative convening’s will be determined based on the convening’s unique agenda and available resources. At a minimum one E & E staff will support all Collaborative convening’s.
3. Summaries of Collaborative feedback will be based on organized notes provided by identified convening facilitators. In coordination with County staff, contractor will compile feedback into a summary documents that can be shared on the engagement platform.
4. Resources to support UPI participation in Collaborative convening’s may be reallocated to support additional advisory support.
5. Support for Task Force meetings outside of the three joint meetings included in this scope are not covered by this contract amendment.

Task Force leadership will be primarily responsible for communications with Task Force members and securing meeting times and locations.

Action/Activity	Deliverables	Timeline
1. UPI participation in weekly project management meetings through May 2019 including providing input on meeting agenda, advising on equity and inclusion issues, and reporting on action items.	None	Weekly through May 2019
2. Team participation in weekly Collaborative Planning Meetings including providing input on meeting agenda and reporting on action items.	None	Per Collaborative Work Plan (Assume 5 Collaborative Convening’s)

3. Coordinate, convene, and facilitate monthly CLG meetings	CLG Meeting Invitations CLG Meeting Agendas CLG Meeting Summaries	Monthly through May 2019
4. Administer resources for member participation in CLG meetings.	Update Community Participation Tracker (monthly) Monthly Compensation Status Report	Monthly through May 2019
5. Assist with material development for five Collaborative convening's and three Joint Task Force meetings	Print Agenda Annotated Agenda Evaluation Form Facilitator Guide SB-1 Deliverable-Specific Slides or Handouts	Per First Year Plan (assume materials for 5 convening's and 3 task force meetings between June 2019 and June 2020)
6. Participate and assist in five Collaborative convening's and three Joint Task Force meetings.	None	Per First Year Plan (assume 5 convening's and 3 task force meetings between June 2019 and June 2020)
7. Develop summary materials for Collaborative convening's and three Joint Task Force Meetings.	Draft and Final Convening Summary	Per First Year Plan (assume summaries for 5 meetings and 3 task force meetings between June 2019 and June 2020)
8. Upload content to Bang the Table engagement platform.	None	Monthly updates

2. Task 2 in Exhibit A on page 16 is amended to add Task 2.1:

TASK 2.1. COMMUNITY LEADERSHIP AND SUPPORT

The Contractor will provide expanded guidance to the County on deploying community engagement strategies by empowering community leadership in the Collaborative and on the issue of climate adaptation.

Task 2.1a: Community Leadership Group Support

The Community Leadership Group (CLG) is being formalized to provide an ongoing venue for community-based organizations serving socially vulnerable communities to provide insight and guidance to the County and the Collaborative Planning Team, and to support inclusion and elevation of community priorities in the community-wide climate

conversation. The Contractor will:

1. Serve as a liaison between the project team and CLG members to communicate project activities and mechanisms for leadership, participation, and feedback.
2. Convene and facilitate monthly CLG meetings between June and December 2019 (six meetings) and lead in the preparation of meeting agenda, meeting invitations and summary notes for each meeting.
3. Administer resources to provide compensation to eligible CLG members for their participation in CLG meetings, including updating meeting attendance tracker.

Task 2.1b: Community Capacity Resources for Collaborative and Community Leadership Group Participation

Additional resources have been set aside to provide community partners with capacity to participate in Collaborative convening’s and the Community Leadership Group. The Contractor will administer resources to compensate community partners for Collaborative participation in the Collaborative Convening and Community Leadership group.

Task 2 Assumptions:

1. Scope assumes that consultant support for the CLG will be provided in both virtual (conference call/webinar) and in person mechanism based on available project resources.
2. Only community partners who have signed a community partnership agreement will be eligible to receive participation resources.
3. Community resources assume participation of up to 10 community organizations during each convening and in accordance with the signed community partnership agreement.
4. Community resources assume participation of approximately 7-10 CLG members participating in monthly 1-hour meetings through December 2019 and in accordance with the signed community partnership agreement.

Action/Activity	Deliverables	Timeline
1. Coordinate, convene, and facilitate monthly CLG meetings	CLG Meeting Invitations CLG Meeting Agendas CLG Meeting Summaries	Monthly through December 2019 (Six meetings in all.)
2. Administer resources for community partner’s participation in CLG meetings.	Update Community Participation Tracker (monthly) Monthly Resource Status Report	Through December 2019
3. Administer resources for community partner’s participation in Collaborative Convening’s.	Update Community Participation Tracker (monthly) Monthly Resource Status Report	Through June 2020

4. Administer resources to disburse funds to selected Community Adaptation Pilot Project participants.	Monthly Compensation Status Report	Monthly through February 2020
--------------------------------------------------------------------------------------------------------	------------------------------------	-------------------------------

3. Exhibit A on page 22 is amended to add Task 4A.9:

Contractor will expand on the current climate vulnerability analysis to help the County understand severity of debris flow risk from climate hazard such as fire risk, excess precipitation and inundation previously computed for the Countywide climate risk assessment. Before commencing work on this portion of the scope, the Contractor will re-confirm methodology and approach with Office of Sustainability staff, including other County staff from Public Works and Planning Departments and other city partners.

Task 4A.9: Debris Flow Analysis

The Contractor will:

1. Compile and process existing spatially distributed data on debris flow source areas and areas of past rainfall-induced debris flows in San Mateo County using data from the USGS.
2. Process USGS 30-meter DEM to compute topographic indices such as surface slope and curvature and integrate the results with debris flow source area data to reestablish threshold metrics for identifying existing source areas.
3. Process high-resolution (1-meter DEM) LiDAR elevation data to compute topographic indices such as surface slope and curvature characteristics and apply threshold metrics to map new LiDAR-derived debris flow source areas.
4. Compute severity of debris flow risk with climate change by integrating LiDAR-derived characteristics with climate hazard layers such as fire risk, excess precipitation and inundation maps previously computed for Countywide climate assessment results.
5. Develop a menu of up to 5 options for monitoring and/or managing the risk associated with debris flows in vulnerable areas by synthesizing information from the debris flow databases, relevant literature on best practices and existing guidance documents.
6. Conduct a workshop for County staff and stakeholders with new LiDAR-derived source areas, changing hazards characterizations, and infrastructure data to prioritize highly vulnerable areas and management actions.
7. Perform field reconnaissance of up to 5 potential high-risk areas to visually assess site conditions. Field observations will be used to adjust model results as needed.
8. Incorporate a summary of debris flow findings into the existing executive summary prepared for the climate change vulnerability analysis including brief textual overview of findings supported by graphics and summary tables. Summary will include a brief narrative discussing the intersection of debris flow hazard zones with other climate hazards, community health, and the transportation network.
9. Develop additional recommendations for local jurisdictions to identify and integrate future risk and recommendations for managing risks into local hazard mitigation plans.

10. Incorporate debris flow data layers into the web visualization tool.

Task 4A.9 Assumptions:

1. Debris flow analysis does not include any transportation scenario modeling.
2. Scope does not include the development of static figures beyond those incorporated in the debris flow fact sheet. The primary mechanism to visualize debris flow impacts will be the web-based visualization tool.
3. Review of debris flow data and findings will be incorporated into the existing Collaborative and Taskforce work plan. No additional convening’s beyond the current scope are anticipated.

Action/Activity	Deliverables	Timeline
1. Incorporate debris flow content into executive summary.	Draft and Final Hazards Summary	By June 2020
2. Analyze and map debris flow hazard zones.	Draft and Final Debris Flow Hazards Summary and Data Layers	June 2019 – February 2020
3. Conduct a debris flow workshop with key County stakeholders	Meeting materials including agenda, presentation, summary, facilitation agenda, and facilitation support	By February 2020
4. Incorporate debris flow data layers into the web visualization tool	Online Visualization Tool	Beta by February 2020 Final by June 2020

4. Task 4C in Exhibit A on page 29 is amended to add Task 4C.3:

Contractor will provide support and manage additional resources that are being made available to the two selected Community Adaptation Planning Pilot Projects for activities such as community engagement, workshop facilitation and assistance with writing a community specific adaptation plan or concept.

Task 4C.3: Community Capacity Resources for Community Adaptation Pilot Projects

Additional funding will be provided to resource the two selected Community Adaptation Pilot Projects for activities such as:

1. Community engagement
2. Community-led workshop facilitation
3. Resources for traditionally underrepresented community members to participate in the planning pilot,
4. Staff time to aid in plan development.

The Contractor will administer resources to compensate grant recipients for Community

Adaptation Pilot Projects as outlined in the grant guidelines established between the County and selected Community Adaptation Planning pilot project funding grant recipients.

Task 4C.3b. Consultant Resources for Community Adaptation Pilot Projects

Additional resources have been set aside to resource the two selected Community Adaptation Pilot Projects. The Contractor will in coordination with selected pilot communities, provide support for adaptation plan development that may include:

1. Support additional planning workshops for each selected pilot project.
2. Plan writing support to align community content and feedback with SB-1 deliverables and products.
3. Publication support including graphics, technical editing, and word processing.

Task 4C Assumptions:

1. The County will be responsible for reviewing and approving pilot project invoices from the pilot communities.
2. Contractor support for selected pilots will be agreed upon in advance in alignment with the work plan for the pilot project and available resources.
3. Pilot Projects, due to Caltrans grant constraints must be completed by February 2020.
4. Community Adaptation Pilot Projects grant awards will be limited to two projects with a maximum of \$60,000 per pilot.

Action/Activity	Deliverables	Timeline
1. Administer resources to compensate selected Community Adaptation Pilot Project participants.	Monthly Compensation Status Report	Monthly through February 2020
2. Provide pilot project facilitation and planning support in alignment with pilot project work plans.	TBD	June 2019 – February 2020
3. Provide pilot project facilitation and planning support in alignment with pilot project work plans.	TBD	June 2019 – February 2020

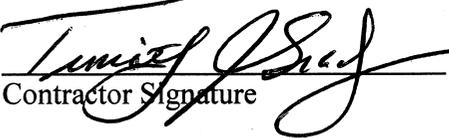
5. Exhibit B of the agreement is amended to include the following:

In consideration of the services provided by Contractor described above and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms outlined on the budget spreadsheet on page 10:

6. All other terms and conditions of the agreement dated the 2nd day of October 2018 and 11th day of February 2019, between the County and Contractor shall remain in full force and effect.

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: ECOLOGY AND ENVIRONMENT, INC.

	<u>May 16, 2019</u>	<u>Timothy J. Grady, Senior Vice President</u>
Contractor Signature	Date	Contractor Name (please print)

COUNTY OF SAN MATEO

By:
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:
Clerk of Said Board

ECOLOGY AND ENVIRONMENT, INC.
ESTIMATED DIRECT HOURS AND COSTS

Client: County of San Mateo

Task 1.1a Additional UPI Support through May 2019
Task 1.1b Consultant Collaborative Support (June 2019 - June 2020)
Task 1.1c Task Forces Support

Task 2.1a CLG Support
Task 2.1b Community Collaborative Participation
Task 4C.3 Pilot Project Support
Task 4A.9 Debris Flow Analysis (\$150K Max)

Re: Climate Ready San Mateo County Initiative
Proposal No. 10BP19B.0142.01
Add-On to 1009882.0001

		Additional Collaborative Support through June 2020				Community Leadership and Support				Debris Flow Analysis			
		2019	100%	100%	100%		50%	50%	50%	50%			
		2020	0%	0%	0%		50%	50%	50%	50%			
		Total	100%	100%	100%		100%	100%	100%	100%			
2019 Rate/Hr	2020 Rate/Hr	Labor Category	Total	Total (Task 1.1)	Task 1.1a	Task 1.1b	Task 1.1c	Total (Task 2.1)	Task 2.1a	Task 2.1b	Task 4C.3	Task 4A.9	
\$ 185	\$ 191	Scientist/Planner/Engineer 3	257	141	0	89	52	90	0	0	90	26	
\$ 175	\$ 180	Scientist/Planner/Engineer 4	0	0	0	0	0	0	0	0	0	0	
\$ 165	\$ 170	Scientist/Planner/Engineer 5	267	150	0	100	50	87	7	10	70	30	
\$ 124	\$ 128	Scientist/Planner/Engineer 8	250	75	0	55	20	75	0	0	75	100	
\$ 108	\$ 111	Scientist/Planner/Engineer 9	0	0	0	0	0	0	0	0	0	0	
\$ 93	\$ 96	Scientist/Planner/Engineer 10	56	0	0	0	0	32	0	0	32	24	
\$ 180	\$ 185	Data Intelligence Specialist 1	24	0	0	0	0	0	0	0	0	24	
\$ 88	\$ 91	Administrative Support	20	0	0	0	0	20	0	0	20	0	
TOTAL HOURS			874	244	0	244	122	304	7	10	287	204	
			2019	\$97,012	\$60,135	\$0	\$39,785	\$20,350	\$22,521	\$578	\$825	\$21,118	\$14,356
			2020	\$38,041	\$0	\$0	\$0	\$0	\$23,236	\$595	\$850	\$21,791	\$14,805
1) Total Labor Cost			\$135,053	\$60,135	\$0	\$39,785	\$20,350	\$45,757	\$1,173	\$1,675	\$42,909	\$29,161	
2) Travel			6,724	3,677	0	2,206	1,471	2,266	0	0	2,266	782	
3) Other Direct Costs			0	0	0	0	0	0	0	0	0	0	
4) Subtotal (Line 2+3)			6,724	3,677	0	2,206	1,471	2,266	0	0	2,266	782	
5a) Subcontractors - UPI			19,900	14,500	5,500	9,000	0	5,400	4,400	1,000	0	0	
5b) Subcontractors - Community Resources			62,000	0	0	0	0	62,000	0	12,000	50,000	0	
5c) Subcontractors - GEI			111,089	0	0	0	0	0	0	0	0	111,089	
5) Total Subcontractors			192,989	14,500	5,500	9,000	0	67,400	4,400	13,000	50,000	111,089	
6) Subtotal (Line 4+5)			199,713	18,177	5,500	11,206	1,471	69,666	4,400	13,000	52,266	111,871	
7) Total Labor & Expenses (Line 1+6)			\$334,766	\$78,312	\$5,500	\$50,991	\$21,821	\$115,422	\$5,573	\$14,675	\$95,175	\$141,032	
8) Fee (on Line 6)			8% 15,977	1,454	440	896	118	5,573	352	1,040	4,181	8,950	
9) TOTAL PRICE (Excluding Optional Task)			\$350,743	\$79,766	\$5,940	\$51,887	\$21,938	\$120,996	\$5,925	\$15,715	\$99,356	\$149,981	