



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY MANAGER: OFFICE OF SUSTAINABILITY

File #: 20-413

Board Meeting Date: 6/23/2020

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Carolyn Bloede, Director, Office of Sustainability
Subject: Amendment to the Agreement with Cascadia Consulting, Inc.

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Cascadia Consulting, Inc. for additional technical support and project management for the Community Climate Action Plan, increasing the amount by \$88,900 to an amount not to exceed \$187,900.

BACKGROUND:

Since May 2018, Cascadia Consulting Inc. has provided County staff with high quality technical, community outreach, and project management services in support of the Community Climate Action Plan. This original agreement and scope of work has resulted in tangible outcomes such as the completion of the draft Government Operations Climate Action Plan, mitigation measure technical analysis and multi-criteria review, technical stakeholder feedback, and community stakeholder engagement on the Bayside in unincorporated areas such as North Fair Oaks. In order to bring the Community Climate Action Plan into completion, thereby completing the County's plan for meeting aggressive climate goals, additional technical support and project management is required.

DISCUSSION:

The successful completion of the Community Climate Action Plan will enable the County to confront the unincorporated community's contributions to climate change and reduce its emissions strategically and with equity as a guiding principle in its policies and investments. In order to do complete stakeholder outreach, process and integrate feedback, perform critical technical analysis, and draft the plan, County staff proposes an expanded scope of work with Cascadia Consulting, Inc. This contractor is especially well suited to provide these services because it has extensive experience thus far with the project, and has been providing professional and timely deliverables for the past year. This expanded scope would enable the completion of a high-quality policy document that reflects County-wide unincorporated priorities and charts the most effective course towards reducing emissions and meeting State climate goals.

County staff has adapted to the changing circumstances around the COVID-19 crisis, and will

continue to modify outreach and engagement plans according to best practices to keep staff and community members safe.

The resolution contains the County's standard provisions allowing amendment(s) of the County's fiscal obligations up to a maximum of \$25,000 (in aggregate) without Board approval.

County Counsel has reviewed and approved the amended agreement and resolution as to form.

FISCAL IMPACT:

This amendment will increase the amount of the Agreement by \$88,900 to a new not-to-exceed amount of \$187,900. Funding for this amendment is from the General Fund. Appropriations for the services related to the Amended Agreement have been included in the Office of Sustainability's FY 2020-21 Recommended Budget and will be included in future fiscal years as needed.

ATTACHMENTS:

- A. Amendment to Agreement with Cascadia Consulting, Inc.
- B. Revised Exhibit A (rev. 5/11/20)
- C. Revised Exhibit B (rev. 5/11/20)