



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY MANAGER: OFFICE OF SUSTAINABILITY

File #: 23-18

Board Meeting Date: 1/3/2023

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 Rincon Consultants, Inc. for Climate Action Planning Technical Assistance for the Regionally Integrated Climate Action Planning Suite Program

RECOMMENDATION:

Adopt a resolution authorizing:

- A) An amendment to the agreement with Rincon Consultants, Inc. for climate action planning technical assistance for County staff to implement the Regionally Integrated Climate Action Suite (RICAPS) program and support San Mateo County jurisdictions to develop, implement, and track climate action plans; increasing the agreement amount by \$190,000 to an amount not to exceed \$390,000; and extending the contract end date from September 30, 2023 to December 31, 2023; and
- B) The Director of the Office of Sustainability, or the Director's designee, to execute contract amendments to modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract term and/or services if the modified term of services is/are within the current or revised fiscal provision.

BACKGROUND:

The County of San Mateo Office of Sustainability (County) has administered the Regionally Integrated Climate Action Planning Suite (RICAPS) program since 2011 to reduce greenhouse gas (GHG) emissions in San Mateo County. The RICAPS program provides technical support to San Mateo County jurisdictions and the County through monthly and quarterly working group meetings, climate action plan development, and emission inventory updates. RICAPS includes tools developed specifically for supporting these efforts. The County contracts with a technical assistance consultant to assist with the RICAPS program, and this consultant supports the County's local government technical assistance for climate action planning, supports the development of template policies and technical guides, and supports collaboration on implementation of climate action plans through the RICAPS program.

Funding for the RICAPS program is currently provided by Peninsula Clean Energy and Pacific Gas and Electric Company, via the San Mateo County Energy Watch program, a local government partnership with the City/County Association of Governments of San Mateo County, administered by the Office of Sustainability. Funding will also come from \$70,000 of designated program funding for Government Operations Climate Action Plan implementation.

On June 11, 2021, the County released a Request for Proposals (RFP) for climate Action Planning and Implementation Technical Support for the RICAPS program. The RFP was posted on Public Purchase for four weeks. Four bids were received on July 9, 2021.

A selection committee comprised of staff from the County, City/County Association of Governments of San Mateo County and a San Mateo County jurisdiction was convened to review the technical proposals followed by interviews with the top three scoring firms. The evaluation criteria for the technical proposals included the project approach, firm qualifications, team experience, and cost for two sample projects. The evaluation criteria for the interview included the firm's experience, approach to implementation, communication skills, breadth of technical expertise, and evidence that previous work was well managed. Following the interview, the selection committee determined that Rincon Consultants, Inc. was best qualified for this project. The Request for Proposal Process Matrix is attached as Attachment A.

On October 22, 2021, the Director of the Office of Sustainability executed Contract No. 40000-22-D012 with Rincon Consultants, Inc. for \$200,000 for the contract term October 22, 2021 through September 30, 2023 for climate action technical support services. On February 7, 2022, the Director of the Office of Sustainability executed a no-cost Amendment 1 to Contract No. 40000-22-D012 to add billing rates for Rincon's subcontractor, DKS, that were inadvertently omitted from the original agreement.

DISCUSSION:

This agreement is being amended to fund additional related projects and extend the agreement term to December 31, 2023. The scope of work will expand upon existing projects and will include:

- Continued delivery of professional services as described in the scope for the extended agreement term.
- Data collection to enable 2021 Community GHG Inventory development for up to 21 jurisdictions.
- Expanded technical assistance services to include support for municipal facility decarbonization and the County's Government Operations Climate Action Plan implementation.

The County Attorney's Office has reviewed and approved the resolution and agreement as to form.

FISCAL IMPACT:

The Amendment will increase funding to Rincon Consultants by \$190,000. This has been included in the Office of Sustainability's Adopted Budget for FY 2022-2023 and will be included in future budgets. There is no new Net County Cost for this agreement.

ATTACHMENTS:

A. Request for Proposal Process Matrix