



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY MANAGER: OFFICE OF SUSTAINABILITY

File #: 23-651

Board Meeting Date: 7/25/2023

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 Support Program

RECOMMENDATION:

Adopt a resolution authorizing:

- A) An amendment to the agreement with Rincon Consultants, Inc. for climate action planning technical assistance to implement the Regionally Integrated Climate Action Planning Support program and to support San Mateo County jurisdictions in developing, implementing, and tracking climate action plans; increasing the agreement amount by \$717,000 to an amount not to exceed \$1,107,000; and extending the contract end date from December 31, 2023, to December 31, 2025; 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 (OOS) has administered the Regionally Integrated Climate Action Planning Support (RICAPS) program since 2011 to reduce greenhouse gas (GHG) emissions in the County. The RICAPS program provides technical support to the County and county jurisdictions through monthly and quarterly working group meetings, climate action plan development, and emission inventory updates. The County has successfully contracted with Rincon Consultants, Inc. since 2021 to provide project management assistance with the RICAPS program, including providing technical assistance for climate action planning to all cities and towns, developing template policies and technical guides, and supporting collaboration to implement climate action plans across the county.

Funding for the RICAPS program is currently provided to OOS to administer the program from two funding sources including Peninsula Clean Energy (PCE) and Pacific Gas and Electric Company (PG&E), via the San Mateo County Energy Watch program, a local government partnership with the City/County Association of Governments of San Mateo County (C/CAG).

Rincon Consultants was selected as part of a competitive Request for Proposal process and was awarded a contract on October 22, 2021 for \$200,000 for climate action technical support services. On February 7, 2022, the Director of the Office of Sustainability executed Amendment 1, a no-cost amendment, to Contract No. 40000-22-D012 to add billing rates for Rincon's subcontractor, DKS Associates, for clarity.

On January 3, 2023, this Board authorized Amendment 2 to the contract, 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 (Resolution No. 079401).

On April 11, 2023, this Board authorized a contract with PCE to accept \$285,000 to fund the RICAPS program for an additional three years, ending on December 31, 2025 (Resolution No. 079557).

On June 13, 2023, this Board authorized a contract amendment with C/CAG to accept \$1,763,000 in additional funding for the San Mateo County Energy Watch Program and extend the end date to December 31, 2025 (Resolution No. 079759). From this contract, \$412,000 was allocated to the County's contract with Rincon Consultants, Inc. to implement the RICAPS program.

DISCUSSION:

The agreement between the County and Rincon Consultants, Inc. is being amended to add the \$285,000 from PCE and the \$412,000 from the San Mateo County Energy Watch Program, which is funded by PG&E and extend the agreement term to December 31, 2025.

The additional funds are necessary to expand the existing scope of work, including:

- Continued delivery of professional services as described in the scope for the extended agreement term.
- Additional data collection to develop the 2021 Community GHG Inventory 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.

This contract amendment will allow the County to continue to leverage external funding to successfully provide support to the jurisdictions to complete their GHG emissions reduction projects, specifically, municipal building retrofitting and GHG reduction projects.

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 \$717,000 for a not to exceed contract of \$1,107,000 and extend the contract term to December 31, 2025. Funding for this amendment comes from multiple funding sources:

1. \$285,000 is provided by PCE
2. \$412,000 is provided by the San Mateo County Energy Watch program
3. \$10,000 of approved programmatic Net County Cost is included in the OOS FY 2023-24 Adopted Budget
4. \$10,000 of approved programmatic Net County Cost is included in the OOS FY 2024-25 Projected Budget

This funding is allocated as follows: 1) \$197,000 in FY 2023-24 Adopted Budget, 2) \$260,000 in FY 2024-25 Projected Budget, and \$260,000 in FY 2025-26 Projected Budget.

There is no new Net County Cost for this agreement.

ATTACHMENTS:

1. Amendment to Agreement Between the County of San Mateo and Rincon Consultants, Inc.
2. Resolution Authorizing an Amendment to the Agreement with Rincon Consultants, Inc. for Climate Action Planning Technical Assistance to Implement the Regionally Integrated Climate Action Planning Support Program and to Support San Mateo County Jurisdictions to Develop, Implement, and Track Climate Action Plans.