

# Napa County

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559



## Agenda

### SPECIAL MEETING

**Monday, November 27, 2023**

**12:30 PM**

**Board of Supervisors Chambers  
1195 Third Street, Third Floor**

### **Climate Action Committee**

*AMERICAN CANYON Leon Garcia, Mark Joseph*

*CALISTOGA Kevin Eisenberg, Lisa Gift*

*NAPA Bernie Narvaez, Liz Alessio (Chair)*

*NAPA COUNTY Alfredo Pedroza, Joelle Gallagher (Vice-Chair)*

*ST. HELENA Anna Chouteau, Billy Summers*

*YOUNTVILLE Hillery Bolt Trippe, Pamela Reeves*

*David Morrison, Special Projects Director*

*Ryan Melendez, Natural Resources, Planner II*

*Chris Apallas, County Counsel*

*Alexandria Quackenbush, Committee Clerk*

*Aime Ramos, Committee Clerk*

*Jason Hall, Committee Clerk*

**How to Watch or Listen to the Napa County Climate Action Committee Meetings**

The Climate Action Committee will continue to meet at 9:30 AM on the 4th Friday of each month January - October and on the 3rd Friday of November and December.

The Climate Action Committee realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Remote Zoom participation for members of the public is provided for convenience only. In the event that the Zoom connection malfunctions for any reason, the Climate Action Committee reserves the right to conduct the meeting without remote access.

Please watch or listen to the Climate Action Committee meeting in one of the following ways:

1. Attend in-person at the Board of Supervisors Chambers, 1195 Third Street, Napa Suite 305.
2. Watch on Zoom using the attendee link: <https://countyofnapa.zoom.us/j/82901122471>. Make sure the browser is up-to-date.
3. Listen on Zoom by calling 1-669-900-6833 (Meeting ID: 829-0112-2471).

**If you are unable to attend the meeting in person and wish to submit a general public comment or a comment on a specific agenda item, please do the following:**

1. Email your comment to [meetingclerk@countyofnapa.org](mailto:meetingclerk@countyofnapa.org). Emails received will not be read aloud but will still become part of the public record and shared with the Committee Members.
2. Use the Zoom attendee link: <https://countyofnapa.zoom.us/j/82901122471>. Make sure the browser is up-to-date. When the Chair calls for the item on which you wish to speak, click "raise hand." Please limit your remarks to three minutes.

3. Call the Zoom phone number 1-669-900-6833 Enter Meeting ID 829-0112-2471 When the Chair calls for the item on which you wish to speak, press \*9 to raise hand. Please limit your remarks to three minutes.

**\*\*Please note that phone numbers in their entirety will be visible online while speakers are speaking\*\***

For more information, please contact us via telephone at (707) 253-4417 or send an email to [meetingclerk@countyofnapa.org](mailto:meetingclerk@countyofnapa.org).

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE COMMITTEE:

ON A MATTER ON THE AGENDA

Please proceed to the podium when the matter is called and, after receiving recognition from the Chair, give your name and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chair or Committee, but is generally limited to three minutes.

ON A MATTER NOT ON THE AGENDA

Public comment is an opportunity for members of the public to speak on items that are not on the agenda but are within the subject matter jurisdiction of the Committee. Public comment is limited to three minutes per speaker, subject to the discretion of the Chair. Comments should be brief and focused, and speakers should be respectful of one another who may have different opinions. Please remember this meeting is being recorded and broadcasted live via ZOOM. The County will not tolerate profanity, hate speech, abusive language, or threats. Also, while public input is appreciated, the Brown Act prohibits the Committee from taking any action on matters raised during public comment that are not on the agenda.

1. **CALL TO ORDER; ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENT**

In this time period, anyone may address the Climate Action Committee regarding any subject over which the Committee has jurisdiction but which is not on today's posted agenda. In order to provide all interested parties an opportunity to speak, time limitations shall be at the discretion of the Chair. As required by Government Code, no action or discussion will be undertaken on any item raised during this Public Comment period.

4. **CONSENT ITEMS**

- A. The Clerk requests approval of minutes from the regular meeting on October 27, 2023. [23-1960](#)

**Attachments:** [DRAFT 10-27-23 Minutes.pdf](#)

- B. Discussion and action regarding the 2024 Climate Action Committee regular meeting calendar. [23-1953](#)

**Attachments:** [2024 Draft CAC REGULAR MEETING SCHEDULE.pdf](#)

**5. ADMINISTRATIVE ITEMS**

- A. DISCUSSION AND ACTION ITEM: The Director of Special Projects requests that the Climate Action Committee (CAC) affirm the recommendation by staff to the Napa County Board of Supervisors regarding the selection of Ascent Environmental to prepare the Regional Climate Action and Adaptation Plan (RCAAP). [23-1945](#)

**Attachments:** [RFP RCAP Consultant\\_PBES092301 \(1\).pdf](#)  
[RFP RCAAP Consultant\\_PBES092301\\_Addendum No 1.pdf](#)  
[RFP RCAAP Consultant\\_PBES092301\\_Addendum No 2\\_Q-A.pdf](#)  
[Ascent Environmental Proposal.pdf](#)  
[Blue Strike Environmental Proposal.pdf](#)

- B. ACTION ITEM: [23-1961](#)  
Special Projects Director requests the Climate Action Committee (CAC) take the following actions:  
1. Adopt a Resolution expressing support for the “Greenhouse Gas Emissions Monitoring in Napa County” Project; and  
2. Establish an ad-hoc subcommittee to support the development of the project and procure funding sources for the project.

**Attachments:** [DRAFT\\_CAC\\_Resolution\\_2023-01.pdf](#)

**6. REPORTS AND ANNOUNCEMENTS**

**7. FUTURE AGENDA ITEMS**

**8. ADJOURNMENT**

I HEREBY CERTIFY THAT THE AGENDA FOR THE ABOVE STATED MEETING WAS POSTED AT A LOCATION FREELY ACCESSIBLE TO MEMBERS OF THE PUBLIC AT THE NAPA COUNTY ADMINISTRATIVE BUILDING, 1195 THIRD STREET, NAPA, CALIFORNIA ON 11/22/2023 BY 12:30PM. A HARDCOPY SIGNED VERSION OF THE CERTIFICATE IS ON FILE WITH THE COMMITTEE CLERK AND AVAILABLE FOR PUBLIC INSPECTION  
ALEXANDRIA QUACKENBUSH(by e-signature)  
Alexandria Quackenbush, Clerk of the Commission



# Napa County

## Board Agenda Letter

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
www.countyofnapa.org  
Main: (707) 253-4580

---

Climate Action Committee

**Agenda Date:** 11/27/2023

**File ID #:** 23-1960

---

**TO:** Napa County Climate Action Committee  
**FROM:** David Morrison, Special Projects Director  
**REPORT BY:** Ryan Melendez, Planner II - Sustainability  
**SUBJECT:** Approval of Minutes

---

### **RECOMMENDATION**

The Clerk requests approval of minutes from the regular meeting on October 27, 2023.

### **EXECUTIVE SUMMARY**

The Clerk requests approval of minutes from the regular meeting on October 27, 2023.

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Only committee members who attended the October 27, 2023 meeting of the Climate Action Committee (CAC) may vote on the minutes. All other CAC members should abstain from the vote.



## Meeting Minutes

### Climate Action Committee

American Canyon	Leon Garcia	Mark Joseph	Brian Bordona, Secretary-Director
Calistoga	Kevin Eisenberg	Lisa Gift	Chris Apallas, Committee Counsel
Napa	Bernie Narvaez	Liz Alessio ( <i>Chair</i> )	Ryan Melendez, Planner II
Napa County	Alfredo Pedroza	Joelle Gallagher ( <i>Vice-Chair</i> )	Alexandria Quackenbush, Committee Clerk
St. Helena	Anna Chouteau	Billy Summers	Aime Ramos, Committee Clerk
Yountville	Hillery Bolt Trippe	Pamela Reeves	Jason Hall, Committee Clerk

Friday, October 27, 2023

9:30 AM

Board of Supervisors Chambers  
1195 Third Street, Third Floor

**1. CALL TO ORDER; ROLL CALL**

Committee Members Present: Leon Garcia, Kevin Eisenberg, Liz Alessio, Anna Chouteau, Pamela Reeves, Mark Joseph, Joelle Gallagher, Bernie Narvaez (left during Item B), Hillery Bolt Trippe

Committee Members Excused: Lisa Gift, Alfredo Pedroza, Billy Summers

Staff Present: Ryan Melendez, David Morrison, Jason Hall, Aime Ramos

**2. PLEDGE OF ALLEGIANCE**

Member Eisenberg led the salute to the flag.

**3. PUBLIC COMMENT**

(3) Public comments were heard.

**4. CONSENT ITEMS**

**A. The Clerk of the Committee requests approval of minutes from the following special meeting held on: September 29, 2023.**

Members voted to approve minutes for the September 29, 2023, special meeting as presented.

Leon G	MJ	KE	Lisa G	BN	LA	JG	AP	BS	AC	HT	PR
<u>2nd</u>	<u>1st</u>	Y	X	Y	Y	Y	X	X	Y	Y	Y

**5. ADMINISTRATIVE ITEMS**

**A. PRESENTATION (VIDEO):** Staff requests that the Climate Action Committee (CAC) begin the regular meeting on October 27, 2023, with a brief video on climate change and climate science. The goal of this video and future videos is to help educate CAC members on a variety of climate and environmental topics.

Ryan Melendez shared the video. No action was taken.

**B. DISCUSSION AND ACTION ITEM: The Special Projects Director requests that the Climate Action Committee (CAC) discuss, provide direction, and consider the recommendation of a draft reach building code for future consideration by the member jurisdictions.**

David Morrison presented. The CAC discussed and members voted to approve and submit the Energy Reach Requirement Template back to the jurisdictions, with a mandatory option included and request a follow-up in 90 days.

Leon G	MJ	KE	Lisa G	BN	LA	JG	AP	BS	AC	HT	PR
<u>2nd</u>	<u>1st</u>	Y	X	Y	Y	Y	X	X	Y	Y	Y

**C. PRESENTATION: Staff requests that the Climate Action Committee receive a presentation from Emmanuelle (Em) Truax from the California Public Utilities Commission on their Transportation Electrification programs within their Energy Division.**

Emmanuelle Truax presented. The CAC discussed. No action was taken.

**D. PRESENTATION AND DISCUSSION: Staff requests that the Climate Action Committee receive a presentation from Lucas Patzek, the Executive Director of Napa Resource Conservation District (RCD) and Sébastien Biraud, the Climate Sciences Department Head of the Lawrence Berkeley National Laboratory (LBNL) regarding a possible joint Greenhouse Gas Emissions Monitoring project in Napa County.**

Lucas Patzek and Sébastien Biraud presented. The CAC discussed and direction was given. No action was taken.

**6. REPORTS AND ANNOUNCEMENTS**

- David Morrison noted that the deadline for Regional Climate Action Plan (RCAP) proposals is today, October 27, 2023, at 4:00 P.M., two proposals have been received so far, and that Staff will then be evaluating them and work to bring a contract to the board in the next month or two.
- Ryan Melendez noted the Golden State Project (EV Fast Charger Funding Availability) and reported the County staff GIS team worked to establish nine priority sites – two in Lake Berryessa and seven in the City of Napa and he will be reaching out to the site owners.
- Ryan Melendez has met with other jurisdictions to discuss the time of listing ordinances and EV charging ordinances they have adopted and implemented. He will meet with more representatives from other jurisdictions and report back to the CAC.

**7. FUTURE AGENDA ITEMS**

- Members agreed a Special Meeting could be beneficial and Staff agrees to send a poll for meeting availability. A notice will be sent if there will be a Special Meeting.

**8. ADJOURNMENT**

Meeting adjourned to November 17, 2023, regular meeting.

Key

Vote: MJ = Mark Joseph; Leon G = Leon Garcia; KE = Kevin Eisenberg; Lisa G = Lisa Gift; BN = Bernie Narvaez; LA = Liz Alessio; AP = Alfredo Pedroza; JG = Joelle Gallagher; BS = Billy Summers; AC = Anna Chouteau; HT = Hillery Bolt Trippe; PR = Pamela Reeves.

Notations under vote: Y = Yes; N = No; A = Abstain; X = Excused; 1<sup>st</sup> = 1<sup>st</sup> motion; 2<sup>nd</sup> = 2<sup>nd</sup> motion

Example

Leon G	MJ	KE	Lisa G	BN	LA	JG	AP	BS	AC	HT	PR
Y	<u>1st</u>	Y	X	Y	Y	Y	Y	Y	<u>2nd</u>	Y	Y



# Napa County

## Board Agenda Letter

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
www.countyofnapa.org  
Main: (707) 253-4580

---

Climate Action Committee

**Agenda Date:** 11/27/2023

**File ID #:** 23-1953

---

**TO:** Napa County Climate Action Committee  
**FROM:** David Morrison, Interim County Executive Officer  
**REPORT BY:** Ryan Melendez, Planner II - Sustainability  
**SUBJECT:** Adoption of the 2024 Climate Action Committee Meeting Calendar

---

### **RECOMMENDATION**

Discussion and action regarding the 2024 Climate Action Committee regular meeting calendar.

### **EXECUTIVE SUMMARY**

Staff is requesting Committee direction regarding the calendar for 2024. Proposed dates are the 4th Friday of each month, other than November and December which would proceed as a special meeting on the first Friday of December.

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Staff is requesting Committee direction regarding the calendar for 2024. Proposed dates are the 4th Friday of each month, other than November and December which would proceed as a special meeting on the first Friday of December.

# 2024 Meeting Schedule

## Climate Action Committee

### January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### November



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	*6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Regular Climate Action Committee** meetings are held at 9:30 AM on the 4th Friday of each month.

\* December 6, 2023 CAC meeting adopted in place of the Regular November and December meetings.

 Regular CAC Meeting  
 Holiday

# 2024 Meeting Schedule

## Climate Action Committee

---

January 26, 2023
February 23, 2023
March 22, 2023
April 26, 2023
May 24, 2023
June 28, 2023
July 26, 2023
August 23, 2023
September 27, 2023
October 25, 2023
* December 6, 2023

---

**Regular Climate Action Committee** Meetings are held at 9:30 AM on the 4th Friday of each month.

\* December 6, 2023 CAC meeting adopted in place of the Regular November and December meetings.

Zoom attendee link: <https://countyofnapa.zoom.us/j/87995961405>



# Napa County

## Board Agenda Letter

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
www.countyofnapa.org  
Main: (707) 253-4580

---

Climate Action Committee

**Agenda Date:** 11/27/2023

**File ID #:** 23-1945

---

**TO:** Napa County Climate Action Committee  
**FROM:** David Morrison, Director of Special Projects  
**REPORT BY:** David Morrison, Director of Special Projects  
**SUBJECT:** Review of Staff Recommendation of Consultant to Prepare the Regional Climate Action and Adaptation Plan

---

### **RECOMMENDATION**

DISCUSSION AND ACTION ITEM: The Director of Special Projects requests that the Climate Action Committee (CAC) affirm the recommendation by staff to the Napa County Board of Supervisors regarding the selection of Ascent Environmental to prepare the Regional Climate Action and Adaptation Plan (RCAAP).

### **EXECUTIVE SUMMARY**

The Climate Action Committee (CAC) has been awarded a \$500,000 grant, prepared a regional greenhouse gas (GHG) inventory, and participated in a discussion of climate change at the Napa County League of Governments (NCLOG). With the inventory, the CAC has a basis for understanding the current levels of emissions, as well as estimates for future emissions through 2030. Many of the strategies and measures that will need to be implemented to reduce GHG emissions will require effective inter-governmental coordination. The implementation of actions will be more effective and more efficient if carried out consistently among the CAC members. The next step is to contract with a consultant to develop a Regional Climate Action and Adaptation Plan (RCAAP) to set goals, timelines, and measurable actions to be taken by the six member jurisdictions to reduce future GHG emissions and to develop resilience strategies to effectively respond to climate change events.

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

At the October 6, 2022, meeting of the Napa County League of Governments (NCLOG), which includes representatives from all six jurisdictions, there was general support for proceeding with a Regional Climate Action and Adaptation Plan to provide a policy and implementation framework for reducing GHG emissions. There was also general agreement that each jurisdiction should consider the proposal for a Regional Climate Action and Adaptation Plan at a future Council/Board meeting, to guide Climate Action Committee (CAC) representatives as they move forward. The subject of a Regional Climate Action and Adaptation Plan was considered at the following jurisdictions:

- American Canyon Open Space, Active Transportation, and Sustainability Committee - December 7, 2022
- Calistoga City Council - January 17, 2023
- St. Helena City Council - January 24, 2023
- Napa County Board of Supervisors - February 7, 2023
- Yountville Town Council - February 9, 2023
- Napa City Council on March 7, 2023.

As a result of these meetings, all six jurisdictions supported the preparation of a Regional Climate Action Plan. At their May 16, 2023, meeting, the County Board of Supervisors directed staff to begin work on preparing a Request for Proposals (RFP). At their May 26, 2023, meeting, the CAC made the preparation of the RCAAP its top priority for the 2023-2024 Fiscal Year.

Over the next three months, County staff worked with staff from the cities/town, the Napa Valley Transportation Authority, and the Napa County Resource Conservation District to prepare a RFP. The draft RFP was approved by the Board of Supervisors on September 12, 2023. The RFP for the RCAAP includes the following requirements:

- a. Introduction to climate change science, the relationship between local activities and greenhouse gas emissions, the purpose of climate action and adaptation plans and a summary of the applicable regulatory frameworks.
- b. Overview of the emissions and carbon sequestration potential within each sector and jurisdiction identified in the updated 2019 regional GHG Inventory.
- c. Estimates of future GHG emissions by sector and jurisdiction for each of the following years: 2030, 2035, and 2045. Separate estimates shall be provided for a Business as Usual (BAU) forecast; GHG emissions assuming state mandates; and GHG emissions assuming implementation of the RCAAP.
- d. Prioritized GHG reduction action measures, including an analysis to aid the stakeholders and jurisdictions in evaluating the feasibility and prioritizing each measure, based on effectiveness, cost, equity, feasibility, and secondary benefits.
- e. Assessment of risk(s) that each jurisdiction faces due to the impact of climate change and prioritized climate adaptation strategies to achieve resilience within each jurisdiction. The assessment shall include an analysis to aid the stakeholders and jurisdictions in evaluating the feasibility and prioritizing each measure,

based on effectiveness, cost, equity, feasibility, and secondary benefits.

- f. Implementation plan and monitoring program that meets the BAAQMD and CEQA guidelines requirements for a Qualified Climate Action and Adaptation Plan.
- g. Create a web-based dashboard tracking tool that allows the public to monitor jurisdictions' progress towards GHG reduction goals over time.
- h. Public outreach including at a minimum: four community outreach meetings for the public; social media and community engagement strategy; online platform to inform, update, and receive feedback from the public; two presentations to the Climate Action Committee; and six presentations for decision making bodies for final adoption.
- i. Coordination with the five cities and town, the Napa County Resource Conservation District, and the Napa Valley Transportation Authority.
- j. A document to ensure that both the RCAAP and future projects implemented as a result of the RCAAP are compliant with the requirements of the California Environmental Quality Act (CEQA), the Napa County's Local Procedures for Implementing the CEQA (2020), and BAAQMD's CEQA Guidelines.

Following approval by the Board of Supervisors, a RFP for a consultant to prepare the RCAAP was released on September 15, 2023. The submittal period ended on October 27, 2023. Two firms submitted proposals to the County prior to the deadline: Ascent Environmental and Blue Strike Environmental. Proposals were reviewed and both firms were interviewed by a panel consisting of County and City of Napa staff on November 16, 2023. Submittals must be evaluated based on the criteria as defined in the RFP as follows:

- **Project Approach: 25 points.** Provide a detailed description of the offered services and approach to the Scope of Work. Attention to each of the sections and details provided in Attachment A - Scope of Work shall be considered within your response.
- **Understanding of Project and Local Issues: 20 points.** Describe your firm's knowledge of what the RCAAP is intended to accomplish for the Napa County region and member jurisdictions. Discuss the relationship of the RCAAP to implementation by individual member jurisdictions, as well as coordination by the member jurisdictions as a whole. In addition, Napa County has unique constraints and opportunities compared to many other jurisdictions and regions. Demonstrate your firm's insights into local social, environmental, and economic dynamics, and how they may create challenges and/or complement the climate action planning process.
- **Experience and Success on Similar Projects: 20 points.** Any current or past contracts with government agencies and/or other organizations in preparing Climate Action Plans and CEQA documents shall be listed and described in this section. Descriptions of working on regional and/or multi-organizational climate action planning is strongly preferred. Include updates on the current status of the climate action plans you've prepared; are they being implemented, are they effective? Discuss strategies, policies, actions, and approaches that have been successful in your firm's past experience(s) and how they would be incorporated into the process for Napa County.
- **Qualifications of Personnel: 20 points.** Describe the background, experience, qualifications, technical capabilities, and expertise of personnel who will be providing climate action plan and CEQA document

services. Experience and qualifications of key field personnel should be included. Licensing and certification shall also be described in this section. Designate a project manager who will be the primary point of contract throughout the term of the contract, as well as an organization chart of the personnel involved in the Proposal.

- Project Schedule: 10 points. Provide a workplan showing milestones and dates/weeks in which they would be completed, in terms of accomplishing the goal of having the RCAAP adopted and the CEQA document certified by the end of 2024.
- Cost: 5 points. Provide a detailed budget showing the milestones provided in the Project Schedule in (5) above, with the amount of time and cost for each personnel member involved in that milestone. Overall totals of hours and cost per each person working on the Proposal shall be provided, as well as total project costs. Provide and detail any administrative, incidental, or other costs.

While both firms are well qualified, staff unanimously recommends Ascent Environmental as the preferred consultant. All panelists scored Ascent as equal to or exceeding Blue Strike in each category, particularly in the areas of Understanding Local Issues and Experience on Similar Projects.

Ascent Environmental submitted a total bid of \$643,500. The earmark received through Senator Dodd was for \$500,000, with the six jurisdictions picking up any costs over that amount. Staff is currently working with Ascent Environmental to reduce their proposal by approximately \$50,000. In addition, as a part of their proposal, Ascent Environmental will be evaluating the options that the jurisdictions have under the California Environmental Quality Act (CEQA) for adoption of the RCAAP. If an Environmental Impact Report (EIR) is required, Ascent and staff estimate that there would be an additional \$250,000 to \$400,000 in costs.

Staff anticipates that the recommendation will be forwarded to the Board of Supervisors for approval of a contract with the preferred consultant on December 19, 2023. Work would begin on the RCAAP in January of 2024.



A Tradition of Stewardship  
A Commitment to Service

## **Request for Proposal**

### **Regional Climate Action and Adaptation Plan Consultant**

RFP No. PBES092301

Release Date: September 15, 2023

Due Date: October 27, 2023

For information: David Morrison  
Special Projects Director  
Napa County Planning, Building, and Environmental Services  
1195 Third Street  
Napa, CA. 94559  
[David.morrison@countyofnapa.org](mailto:David.morrison@countyofnapa.org)

# Request for Proposals for a Regional Climate Action and Adaptation Plan

## A. **PURPOSE**

Napa County (County) is seeking a qualified consultant to develop a Regional Climate Action and Adaptation Plan (RCAAP) and associated California Environmental Quality Act (CEQA) document that identifies specific actions and strategies to reduce greenhouse gas emissions (GHG) and adapt to climate change within the following jurisdictions: City of American Canyon, City of Calistoga, City of Napa, County of Napa, City of St. Helena, and Town of Yountville. The RCAAP will be consistent with methodologies and goals of the California Air Resources Board (CARB) Climate Change Scoping Plan, the Bay Area Air Quality Management District (BAAQMD) Climate Protection Planning Program, Assembly Bill 32 (AB 32), Senate Bills 32 and 375 (SB 32 and SB 375), Governor's Executive Orders S-03-05, B-30-15, and B-55-18, as well as other policies and requirements mandated by the State of California. It is anticipated that the contract will commence in December 2023 and will be for a term not to exceed two (2) years.

The RCAAP will be consistent with and will build upon the existing efforts of the cities, town, and county, regarding climate change and sustainability, including but not limited to the following:

- The City of American Canyon: Energy Efficiency Climate Action Plan adopted in 2012, and the General Plan update adopted in 2022.
- The City of Calistoga: Climate Action Plan adopted in 2014, and the current General Plan.
- The City of Napa: Sustainability Plan adopted in 2012, and the General Plan update adopted in 2022.
- The County of Napa: the draft Climate Action Plan prepared in 2019, and the General Plan update adopted in 2008.
- The City of St. Helena: Greenhouse Gas Emission Reduction Action Plan adopted in 2009, and the General Plan update adopted in 2022.
- The Town of Yountville: Climate Action Plan adopted in 2016, and the General Plan update adopted in 2019.
- The 2020 Napa County Multi-Jurisdictional Hazard Mitigation Plan update; and the 2020 City of Napa Hazard Mitigation Plan update.

In addition, the RCAAP shall incorporate the results of the Napa County Regional 2019 Community Greenhouse Gas Inventory, which updated the inventory included in the 2009 Napa Countywide Community Climate Action Framework published by the Napa County Transportation and Planning Agency.

The firm(s) or individuals submitting proposals should have significant experience developing Climate Action and Adaptation Plans for local and/or regional governments and preparing environmental review documents required by CEQA.

## 1.. **Introduction**

Napa County is located approximately 50 miles north of San Francisco, California and encompasses an area of approximately 788 square miles. The vast majority of the County's land area is devoted to vineyards, wineries, farms, ranches and forestland, with approximately

75% of the County's population of 140,326 living in the cities of American Canyon, Calistoga, Napa, St. Helena, and the Town of Yountville.

Napa County is the Administering Agency for the Napa Countywide Climate Action Program, under a Joint Powers Agreement (JPA) approved by the County, the Cities of American Canyon, Calistoga, Napa, and St. Helena, and the Town of Yountville. The purpose of the JPA is to establish a collaborative framework to allow member agencies to work on coordinated actions to reduce greenhouse gas emissions and limit the effects of future climate change. In administering this JPA, the County is advised by the Climate Action Committee (CAC), a standing body with 12 appointees, consisting of two elected representatives from each jurisdiction. The CAC acts to share information, provide public education, promote events and grants, develop a regional greenhouse gas inventory, and identify mutually agreed upon climate goals and actions items for consideration by member agencies.

## **2. Regional Climate Action and Adaptation Plan Background**

In June of 2019, the Cities of American Canyon, Calistoga, Napa, and St. Helena; the Town of Yountville; and the County of Napa all adopted Resolutions regarding the "Countywide Commitment to Address Climate Change." The Resolutions proposed to: (1) address climate change in their respective General Plans, consistent with State guidelines; (2) form a committee to identify countywide goals and strategies for addressing climate change, including an updated greenhouse gas (GHG) inventory, countywide GHG goals and timelines, and common GHG reduction standards for each jurisdiction to adopt independently; and (3) identify potential threats and funding to improve community resiliency.

The Regional Working Group on Climate Change began meeting in September of 2019, which became the Climate Action Committee (CAC) in October of 2019. On October 16, 2020, the CAC moved forward with a Joint Powers Agreement (JPA) which established a collaborative framework among the six jurisdictions to work with each other and with community organizations, businesses, schools, and regional partners and jurisdictions on coordinated actions to reduce greenhouse gas emissions and limit the adverse effects of future climate change. The JPA was approved by all 6 jurisdictions in April and May of 2021.

Beginning in the summer of 2021, the cities, town, and county all adopted Resolutions declaring a Climate Emergency, as follows:

- Calistoga: August 3, 2021
- American Canyon: February 1, 2022
- Yountville: March 15, 2022
- City of Napa: April 5, 2022
- St. Helena: April 12, 2022
- County of Napa: June 7, 2022

The Resolutions varied but all generally stated the following:

- a. That a climate emergency exists, and that it threatens our city, state, country, and world.
- b. That each jurisdiction is committed to a goal of net zero climate pollution, measured in terms of net contribution to excess trapped heat, by or before 2030, and further commits to evaluate all planning and policy decisions through the lens of this pledge, and to implement both immediate and sustained actions in support of its achievement.
- c. That each jurisdiction recognizes the need for full community participation and support, commits to providing leadership and services in working with community organizations,

businesses, schools, and regional partners and jurisdictions to educate, mobilize, expand, and accelerate local, regional and statewide support for comprehensive, immediate, and sustained action to achieve its goal of net zero climate pollution by or before 2030. Several jurisdictions also pledged to review and/or revise their General Plans to accomplish these goals.

In June 2021, the County received a grant agreement from the Bay Area Air Quality Management District (BAAQMD) in the amount of \$50,000 to prepare a GHG inventory. As directed by the Committee, staff prepared a Request for Proposals (RFP) for consultants to develop an updated regional GHG emissions inventory for the six agencies. The Committee requested that the RFP include optional tasks for consideration of short-lived climate pollutants (SLCP) and an evaluation of the potential for carbon sequestration within Napa County.

The County awarded the contract on November 16, 2021 for a maximum of \$97,485 to prepare a comprehensive update to the Regional Greenhouse Gas (GHG) Emission Inventory, an optional technical memorandum on short-lived climate pollutants, and an optional technical memorandum on the potential for carbon sequestration in Napa County. The GHG Inventory was accepted as complete on November 30, 2022.

A summary of the inventory showing GHG emissions in 2019 by jurisdiction and industrial sector is provided as follows:

Estimated GHG Emissions in 2019 by Jurisdiction and Industrial Sector (Metric tons of carbon dioxide equivalent or MTCO2e)								
	On-Road	Building Energy	Solid Waste	Off-Road	Agriculture	Waste Water	Import Water	Total
American Can.	91,830	53,431	25,938	8,998	154	7,822	983	189,156
Calistoga	17,184	14,450	4,981	2,880	274	1,992	229	41,990
Napa	280,553	125,346	34,236	47,238	1,086	29,542	4,383	522,363
St. Helena	30,661	16,766	5,676	4,502	4,415	2,270	285	64,575
Unincorporated	40,063	61,068	125,429	50,602	97,378	3,191	0	377,731
Yountville	12,404	8,532	2,601	1,328	75	1,040	65	26,047
Total	472,695	279,593	198,861	115,548	103,382	45,857	5,945	1,221,862

Forecast GHG Emissions in 2030 by Jurisdiction and Industrial Sector (Metric tons of carbon dioxide equivalent or MTCO2e)								
	On-Road	Building Energy	Solid Waste	Off-Road	Agriculture	Waste Water	Import Water	Total
American Can.	72,392	65,648	33,145	11,278	132	10,202	871	193,667
Calistoga	13,408	14,761	5,130	2,825	235	2,159	169	38,687
Napa	217,054	125,086	38,283	46,949	1,014	32,945	3,321	464,653
St. Helena	24,958	15,850	6,199	4,079	4,273	2,389	203	57,950
Unincorporated	29,988	61,827	138,611	63,989	85,826	4,140	0	384,380
Yountville	9,526	8,449	3,153	1,501	65	1,261	53	24,007
Total	367,326	291,621	224,521	130,621	91,545	53,096	4,617	1,163,344

At the October 6, 2022, meeting of the Napa County League of Governments (NCLOG), which includes representatives from all six jurisdictions, there was general support for proceeding with a Regional Climate Action and Adaptation Plan to provide a policy and implementation framework for reducing GHG emissions. There was also general agreement that each jurisdiction should consider the proposal for a Regional Climate Action and Adaptation

Plan at a future Council/Board meeting, to guide Climate Action Committee (CAC) representatives as they move forward. The subject of a Regional Climate Action and Adaptation Plan was considered at the following jurisdictions:

- American Canyon Open Space, Active Transportation, and Sustainability Committee - December 7, 2022
- Calistoga City Council - January 17, 2023
- St. Helena City Council - January 24, 2023
- Napa County Board of Supervisors - February 7, 2023
- Yountville Town Council - February 9, 2023
- Napa City Council on March 7, 2023.

As a result of these meetings, all six jurisdictions supported the preparation of a Regional Climate Action Plan. At their May 16, 2023, meeting, the County Board of Supervisors directed staff to begin work on preparing a Request for Proposals (RFP). At their May 26, 2023, meeting, the CAC made the preparation of the RCAAP its top priority for the 2023-2024 Fiscal Year.

Individual jurisdictions have considered and/or adopted various plans over the past 15 years, but this would be the first RCAAP prepared for the Napa County region. The RCAAP would follow similar regional climate planning efforts in California, including the Humboldt Regional Climate Action Plan, the Lake Tahoe Sustainability Action Plan, the Sonoma Climate Mobilization Strategy, and the Western Riverside County Sub-Regional Climate Action Plan. Regional climate plans have also been adopted for the six states in the New England area; the four-county Miami, Florida region; fifty municipalities within the Chicago metropolitan region; the ten counties and two states in the Kansas City metropolitan region; the six-county mid-Hudson Valley region; and the two counties around Telluride, Colorado.

### **3. Policy Considerations**

The successful proposal will ensure compliance and consistency with all applicable legislative, executive, regulatory, and policy requirements, including but not limited to the following:

#### **a. State Legislation**

The following provides a brief summary of the principal actions approved by the California Legislature and signed by the Governor relating to local climate action and adaptation planning.

##### **Assembly Bill 1757 (2022)**

Requires by January 1, 2024, that the California Natural Resources Agency (CNRA), in collaboration with the California Air Resources Board (CARB), determine a range of targets for natural carbon sequestration, and for nature-based climate solutions, that reduce GHG emissions in 2030, 2038, and 2045. These targets must support state goals to achieve carbon neutrality and foster climate adaptation and resilience. This bill also requires CARB to develop standard methods for state agencies to consistently track GHG emissions and reductions, carbon sequestration, and additional benefits from natural and working lands over time.

#### Assembly Bill 1279 (2022)

Establishes that the policy of the state is to achieve carbon neutrality as soon as possible, but no later than 2045; to maintain net negative GHG emissions thereafter; and to ensure that by 2045 statewide anthropogenic GHG emissions are reduced at least 85 percent below 1990 levels. It also requires the California Air Resources Board (CARB) to ensure that Scoping Plan updates identify and recommend measures to achieve carbon neutrality.

#### Assembly Bill 197 (2016)

Creates the Joint Legislative Committee on Climate Change Policies (JLCCCP), requires the CARB to prioritize direct emission reductions and consider social costs when adopting regulations to reduce GHG emissions beyond the 2020 statewide limit, requires the CARB to prepare reports on sources of GHGs and other pollutants, establishes six-year terms for voting members of ARB, and adds two legislators as non-voting members of the CARB.

#### Senate Bill 32 (2016)

Requires the CARB to ensure that statewide GHG emissions are reduced to at least 40% below the 1990 statewide GHG emissions level no later than December 31, 2030, when adopting rules and regulations to achieve the maximum technologically feasible and cost-effective GHG emissions reductions authorized by AB 32. The bill became operative contingent upon the enactment of Assembly Bill 197.

#### Senate Bill 379 (2016)

Requires cities and counties to review and update their general plans' safety elements to address risks posed by climate change. Where feasible, updates must identify natural infrastructure that may be used in adaptation projects, and use existing or restored natural features and ecosystem processes, when developing alternatives for consideration.

#### Senate Bill 1383 (2016)

Requires CARB to approve and begin implementing a comprehensive strategy to reduce short-lived climate pollutants (SLCPs) from 2013 levels by 2030 in the following amounts: 40% reduction in methane; 40% reduction in hydrofluorocarbon gases; and 50% reduction in anthropogenic black carbon. Establishes a target of 50% reduction by 2020 in the statewide disposal of organic waste from the 2014 level, with a 75% reduction by 2025, and requires CalRecycle and the CARB to adopt regulations to achieve the organic waste reduction targets. Includes requirements to recover at least 20% of edible food currently disposed of, by 2025. Requires CARB to adopt regulations to reduce methane emissions from livestock and dairy manure management operations by up to 40% below 2013 levels by 2030.

#### Assembly Bill 1504 (2010)

Requires the California Department of Forestry and Fire Protection, in consultation with the CARB, by March 1, 2011, to assess the capacity of its forest and rangeland regulations to meet or exceed the state's greenhouse gas (GHG) reduction goals, pursuant to the California Global Warming Solutions Act of 2006 (AB 32).

#### Senate Bill 375 (2008)

Requires the CARB to provide each region with greenhouse gas emission reduction targets for the automobile and light truck sector; 2) requires a Regional Transportation

Plan (RTP) to include a Sustainable Communities Strategy designed to achieve the targets for greenhouse gas emission reduction; 3) requires the California Transportation Commission to maintain guidelines for travel demand models; 4) requires cities and counties, in general, to revise their housing elements every eight years in conjunction with the RTP and complete any necessary rezonings within a specific time period; and 5) relaxes CEQA requirements for housing developments that are consistent with a Sustainable Communities Strategy.

Assembly Bill 32 (2006)

Requires the CARB to prepare and approve a scoping plan for achieving the maximum technologically feasible and cost-effective reductions in greenhouse gas sources or categories of sources of greenhouse gases by 2020. Requires the CARB to adopt regulations requiring the mandatory reporting of greenhouse gas emissions, and to adopt regulations for discrete early actions that could be enforceable on or before January 1, 2010.

b. Governor's Executive Orders

The following provides a brief summary of the principal Executive Orders signed by the California Governor relating to local climate action and adaptation planning.

N-82-20

Sets a statewide goal to conserve at least 30 percent of California's land and coastal waters by 2030. The California Natural Resources Agency (CNRA) was directed to develop a Natural and Working Lands Climate Smart Strategy to advance the state's carbon neutrality goal and build climate resilience. It also directed the California Air Resources Board (CARB) to update the target for natural and working lands in support of carbon neutrality as part of this Scoping Plan, and to take into consideration the Natural and Working Lands Climate Smart Strategy.

N-79-20

Establishes targets for the transportation sector as follows: (1) 100 percent of in-state sales of new passenger cars and trucks will be zero-emission by 2035; (2) 100 percent of medium- and heavy-duty vehicles will be zero-emission by 2045 for all operations where feasible, and by 2035 for drayage trucks; (3) 100 percent of off-road vehicles and equipment will be zero-emission by 2035 where feasible. The Executive Order also tasked CARB to develop and propose regulations to require increasing volumes of zero-electric passenger vehicles, medium- and heavy- vehicles, drayage trucks, and off-road vehicles to meet the 2035 and 2045.

B-55-18

Establishes a statewide goal to achieve carbon neutrality as soon as possible, and no later than 2045, and to achieve and maintain net negative emissions thereafter. Policies and programs undertaken to achieve this goal shall: (1) Seek to improve air quality and support the health and economic resiliency of urban and rural communities, particularly low-income and disadvantaged communities; and (2) Support climate adaptation and biodiversity, including protection of the state's water supply, water quality, and native plants and animals. It also calls for CARB to: (1) Develop a framework for implementation and accounting that tracks progress toward this goal. (2) Ensure future Scoping Plans identify and recommend measures to achieve the carbon neutrality goal.

#### B-30-15

Establishes a new interim statewide greenhouse gas emission reduction target to reduce greenhouse gas emissions to 40 percent below 1990 levels by 2030 to ensure the reduction of greenhouse gas emissions to 80 percent below 1990 levels by 2050. All state agencies with jurisdiction over sources of greenhouse gas emissions were directed to implement measures to meet the 2030 and 2050 targets. Specifically, the CARB was directed to update the Climate Change Scoping Plan to express the 2030 target in terms of million metric tons of carbon dioxide equivalent. The CNRA was directed to update the state's climate adaptation strategy every three years, and ensure that its provisions are fully implemented.

#### S-03-05

Establishes GHG reduction targets for California as follows: (1) by 2010, reduce GHG emissions to 2000 levels; (2) by 2020, reduce GHG emissions to 1990 levels; and (3) by 2050, reduce GHG emissions to 80 percent below 1990 levels. The Secretary of the California Environmental Protection Agency (CEPA) shall report to the Governor and the State Legislature by January 2006 and biannually thereafter on progress made toward meeting the targets, as well as the impacts of global warming on water supply, public health, agriculture, the coastline, and forestry, including the mitigation and adaptation plans to combat these impacts.

#### c. California Environmental Quality Act (CEQA)

Lead agencies may use adopted plans to reduce greenhouse gas (GHG) emissions consistent with State CEQA Guidelines Section 15183.5 to analyze and mitigate the significant effects of GHGs under CEQA at a programmatic level. Later, as individual projects are proposed, project-specific environmental documents may tier from and/or incorporate by reference the existing programmatic review in their cumulative impact analysis. A project-specific environmental document that relies on the plan for its cumulative impacts analysis must identify specific GHG reduction strategies applicable to the project and demonstrate the project's incorporation of the strategies.

In order to qualify under this section of the CEQA Guidelines, plans to reduce GHG emissions should:

- i. Quantify greenhouse gas emissions, both existing and projected over a specified time period, resulting from activities within a defined geographic area;
- ii. Establish a level, based on substantial evidence, below which the contribution to greenhouse gas emissions from activities covered by the plan would not be cumulatively considerable;
- iii. Identify and analyze the greenhouse gas emissions resulting from specific actions or categories of actions anticipated within the geographic area;
- iv. Specify measures or a group of measures, including performance standards, that substantial evidence demonstrates, if implemented on a project-by-project basis, would collectively achieve the specified emissions level;
- v. Establish a mechanism to monitor the plan's progress toward achieving the level and to require amendment if the plan is not achieving specified levels;
- vi. Be adopted in a public process following environmental review.

d. California Air Resources Board (CARB)

The 2022 Scoping Plan for Achieving Carbon Neutrality adopted by CARB lays out the sector-by-sector strategy for California to achieve carbon neutrality, outlining a technologically feasible, cost-effective, and equity-focused path to achieve the state's climate target. Consistent with recent legislation and direction from the Governor, the Scoping Plan establishes a target of reducing anthropogenic emissions to 85 percent below 1990 levels by 2045, in addition to carbon neutrality by 2045 or earlier. To achieve these goals, the Scoping Plan outlines the actions needed within each industrial sector, highlights of which are provided below, as an example:

- Vehicle Miles Travelled (VMT) per capita reduced 25% below 2019 levels by 2030, and 30% below 2019 levels by 2045;
- 100% of light duty vehicle sales are zero emission vehicles by 2035;
- 100% of medium duty truck sales are zero emission vehicles by 2040;
- 20% of aviation fuel demand is met by electricity (batteries) or hydrogen (fuel cells) in 2045;
- 100% of passenger and other locomotive sales are zero emission vehicles by 2030;
- 20 gigawatts (GW) of offshore wind power by 2045;
- All electric appliances required in new construction beginning 2026 for residential buildings and 2029 for commercial buildings.
- 25% of energy demand for construction is electrified by 2030 and 75% electrified by 2045;
- 25% of energy demand for agriculture is electrified by 2030 and 75% by 2045.

In Appendix D of the Scoping Plan, the documents note that the CEQA Guidelines (referenced above) provide that a plan should include the measures or a group of measures that would collectively achieve the plan's emissions reduction targets. However, the Scoping Plan also states that as the CEQA Guidelines are silent on what measures or groups of measures a CEQA-qualified Climate Action Plan (CAP) should contain, Appendix D identifies three priority areas that address the State's largest sources of emissions that local governments have authority or influence over. The Scoping Plan urges local jurisdictions to focus on these three priority areas when preparing a CEQA-qualified CAP:

- i. Transportation electrification;
- ii. VMT (Vehicle Miles Travelled) reduction; and
- iii. Building decarbonization.

Appendix D recognizes the differences between jurisdictions and the complexities involved in setting local GHG emission targets. As such, the Appendix does not recommend a specific GHG target or target-setting method for local governments. However, it does present some considerations for various target-setting approaches.

- Estimate GHG reduction targets for specific years aligned with the State's long-term climate targets established through existing laws or policy guidance (i.e., 2030, 2035, and 2045).
- Ensure that local targets align with the jurisdiction's respective share of the statewide reductions needed to achieve long-term targets, and that the local inventory profile aligns with the sectors included in the state's targets, while recognizing each region's distinctive sources and profile.
- Examine the long-term GHG reduction trajectory, and include several interim reduction targets rather than a single target, to ensure that GHG emission levels in the CAP are sustainable.

- Account for projected GHG emission reductions from State policies, programs, and strategies implemented over time, but avoid double-counting State efforts to ensure that the local target focuses only on GHG emission reductions within the scope of the CAP.
- Jurisdictions considering a net-zero target should consider the effects it may have on neighboring communities (e.g., by inadvertently exporting emissions from a jurisdiction with a net-zero target to another jurisdiction with less stringent requirements or no target). Jurisdictions should also avoid creating targets that are impossible to meet as a basis to determine significance under CEQA. Ultimately, a net-zero target that makes it more difficult to achieve statewide goals by prohibiting or complicating projects that are needed to support the State's climate goals, like infill development or solar arrays, is not consistent with the State's goals.
- Design targets in ways that support overall state goals, recognizing that each region has distinctive GHG sources and reduction opportunities. Jurisdictions that work together on a regional framework to rapidly decarbonize together may have better success in maximizing both emission reductions and other co-benefits. Some jurisdictions have more land capacity to remove and store carbon, while others host GHG-emitting facilities that serve necessary functions and will take time to transition to new technology (e.g., municipal wastewater treatment plants, landfills, energy generation facilities). The scale of GHG reductions needed across all communities will be substantial, and local governments have the discretion to adopt targets appropriate to their jurisdictions so long as those targets are supported by substantial evidence.

e. Bay Area Air Quality Management District (BAAQMD)

The Bay Area Quality Management District (BAAQMD) is responsible for planning air quality management within the Bay Area. In 2017, the BAAQMD adopted its latest update to the Clean Air Plan, which provides a vision for 2050 that includes: the elimination of fossil fuel use in buildings; transportation that relies on the use of electric vehicles, transit, walking, and bicycling; an energy grid consisting of 100% renewable energy; and adopting a low-carbon lifestyle by greatly reducing the waste stream, recycling or composting all remaining waste, eating low-carbon food, and buying low-carbon goods and services. The Clean Air Plan will achieve this vision through a regional strategy to protect public health and protect the climate, while setting the region on a pathway to achieve the 2050 vision. The Clean Air Plan will work with the BAAQMD's 2018 Climate Protection Planning Program to reduce the district's GHG emissions to 40 percent below 1990 levels by 2030 and to 80 percent below 1990 levels by 2050.

Under CEQA Guidelines adopted by the BAAQMD in 2022, for a project to have a less-than-significant impact related to operational GHG emissions, it must either:

- a. Include, at a minimum, the following project design elements; or
  - i. Not include natural gas appliances or natural gas plumbing (in both residential and nonresidential development).
  - ii. Not result in any wasteful, inefficient, or unnecessary energy use as determined by the analysis required under CEQA Section 21100(b)(3) and Section 15126.2(b) of the State CEQA Guidelines
  - iii. Achieve a reduction in project-generated vehicle miles traveled (VMT) below the regional average consistent with the current version of the California Climate Change Scoping Plan Project-Level Impacts: Greenhouse Gas Emissions 6-4 Bay Area Air Quality Management District 2022 CEQA Guidelines (currently 15 percent) or meet a locally adopted Senate Bill 743 VMT target that reflects the recommendations

provided in the Governor's Office of Planning and Research's Technical Advisory on Evaluating Transportation Impacts in CEQA:

- Residential projects: 15 percent below the existing VMT per capita;
  - Office projects: 15 percent below the existing VMT per employee; or
  - Retail projects: no net increase in existing VMT; and
- iv. Achieve compliance with off-street electric vehicle requirements in the most recently adopted version of CALGreen Tier 2.
- b. Be consistent with a local GHG reduction strategy that meets CEQA Guidelines Section 15183.5(b) requirements (see above).

f. Local Climate Plans

A brief summary of the current climate action and adaptation planning efforts within each jurisdiction in Napa County is as follows:

City of American Canyon

Adopted an Energy Efficiency Climate Action Plan in 2012. The Plan covers both municipal operations and the community, requires additional programs to be developed in a future Climate Action Plan, and projected out until 2020. The City adopted a target to reduce energy-related greenhouse gas emissions by 15 percent below 2005 levels by 2020. A General Plan update is currently underway.

City of Calistoga

Adopted a Climate Action Plan in 2014. The Plan covers both municipal operations and the community, is voluntary, and projected out until 2020. It sets a goal to reduce greenhouse gas emissions by 15% below 2005 levels by 2020.

City of Napa

Adopted a Sustainability Plan in 2012. The Plan covers both municipal operations and the community, is voluntary, and projected out until 2020. The 2040 General Plan incorporates a Climate Change and Sustainability Element, including Policy CCS 1-1 which seeks to achieve net zero climate pollutants from public and private operations within the City by 2030 and carbon neutrality by 2040. The Climate Element builds upon the voluntary measures in the 2012 Sustainability Plan.

County of Napa

Prepared draft Climate Action Plans in 2012 and 2019. The 2019 draft plan covered both municipal operations and the community, projected out until 2050 and has required action items, but has not yet been adopted. The draft plan includes measures to reduce greenhouse gas emissions to 77% below 2014 levels by 2050. A General Plan update is currently underway.

City of St. Helena

Adopted a Greenhouse Gas Emission Reduction Action Plan in 2009. It set a target of reducing municipal operations by 20% below 2005 levels by 2020. The City adopted a General Plan update in 2019, which established broad goals to reduce greenhouse gas emissions. The Environmental Impact Report for the General Plan indicated that greenhouse gas emissions would be reduced to 60 percent below 1990 emission levels by 2040.

### Town of Yountville

Adopted a Climate Action Plan in 2016. The Plan covers both municipal operations and the community, projected out until 2030, and includes voluntary measures. The City adopted a target to reduce greenhouse gas emissions by 50 percent below 2010 levels by 2030.

### Hazard Mitigation Plans (HMPs)

The Napa County Multi-Jurisdictional HMP update was adopted in 2022. It included the County of Napa; Cities of American Canyon, Calistoga, and St. Helena; Town of Yountville; Napa County Flood Control and Water Conservation District; Napa County Department of Education; Napa Valley College; and Howell Mountain Mutual Water Company. The document addresses the potential effects and recommends mitigation measures for a range of climate related impacts including sea level rise, drought, increased temperatures, wildfire risk, flooding, invasive pest species, and pandemic disease.

The City of Napa HMP update was adopted in 2022. The document addresses the potential effects and recommends mitigation measures for a range of climate related impacts including invasive agricultural pests and diseases, drought, flooding, extreme weather, wildfire, and extreme heat.

In addition, all six jurisdictions have adopted resolutions declaring a climate emergency, as follows:

- City of Calistoga adopted Resolution No. 2021-63 on August 3, 2021, which set a goal of net zero climate pollution by or before 2030.
- City of American Canyon adopted Resolution No. 2022-07 on February 1, 2022, which set a goal of net zero climate pollution by or before 2030.
- Town of Yountville adopted a Resolution on March 15, 2022.
- City of Napa adopted Resolution No. 2022-030 on April 5, 2022, which set a goal of net zero climate pollutants by 2030.
- City of St. Helena adopted Resolution No. 2022-26 on April 12, 2022, which set a goal of net zero climate pollution by 2030.
- County of Napa adopted Resolution No. 2022-79 on June 7, 2022, which set a goal of net zero greenhouse gas emissions with a reach target of 2030.

## **B. TERM OF CONTRACT AND SCOPE OF WORK**

The County is seeking the services of a qualified consultant or consultant team to develop a Regional Climate Action and Adaptation Plan (RCAAP) and associated California Environmental Quality Act (CEQA) document to reduce greenhouse gas emissions (GHG) and adapt to climate change within Napa County, including the six cities and town, consistent with methodologies and goals of the California Air Resources Board (CARB) Climate Change Scoping Plan, the Bay Area Air Quality Management District (BAAQMD) Climate Protection Planning Program, State Legislation, Governor's Executive Orders, local General Plan policies, as well as other policies and requirements as mandated.

The firm(s) or individuals submitting proposals should have significant experience developing Climate Action and Adaptation Plans for local and regional governments, and preparing environmental review documents required by CEQA.

1. **Term**

The term of this contract is anticipated to be two years.

2. **Scope of Work**

Please see Attachment 2

**C. SCHEDULE OF EVENTS**

The tentative schedule of events for this RFP and the contract work is shown below. These dates may be changed at the discretion of Napa County. Changes to the due date for questions or due date for proposal submittal will be made by written addendum.

September 15, 2023	Request for Proposal released
Monday, October 2, 2023	Questions due by 5:00 PM PDT
Monday, October 16, 2023	Responses to questions will be published
Friday, October 20, 2023	Proposals due by 4:00 PM PDT
October-November, 2023	County review
November 2023	Interviews at discretion of County
November-December 2023	Negotiations and Contract Development
December 11, 2023	Intent to Award Notifications sent out
December 19, 2023	Contract approval and contract start date

These dates may be changed at the discretion of Napa County. Changes to the due date for questions or due date for proposal submittal will be made by written addendum.

Note that if an Environmental Impact Report is required, this timeline will be modified and extended.

The consultant shall ensure that any reports, and any deliverable provided to the County be delivered in a manner to ensure non-discrimination and equal access to County services and digital properties such as websites, documents, and applications by persons with a disability under the Americans with Disabilities Act (ADA) and under Section 508 of the Rehabilitation Act of 1973. Successful respondent shall ensure that any deliverable, including but not limited to, reports, documents, videos, multimedia productions, live broadcasts, and any and all other web content and information communications technology are fully accessible and in compliance with federal accessibility standards and laws and with the County's Web Content Accessibility Standards. Examples of accessibility standards include, but are not limited to, providing closed captions, video descriptions, and 508 compliant players.

All deliverables will be submitted to County staff in electronic format in Microsoft Word and Excel compatible software, in addition to a web ready, PDF format. Any graphic or video products will be submitted to County staff in electronic format in industry standards file formats (e.g., TIFF, PNG, MPEG, AVI).

As required by Government Code section 7550, each document or report prepared by Contractor for or under the direction of County pursuant to this Agreement shall contain the numbers and dollar amounts of the Agreement and all subcontracts under the Agreement relating to the preparation of the document or written report. The Agreement and subcontract

dollar amounts shall be contained in a separate section of the document or written report. If multiple documents or written reports are the subject of the Agreement or subcontracts, the disclosure section may also contain a statement indicating that the total contract amount represents compensation for multiple documents or written reports.

#### **D. SUBMISSION PROCESS**

In order to be considered, you must also provide seven unbound hard copies of the proposal in a sealed envelope identified by proposal title "Response to Request for Proposal for a Regional Climate Action and Adaptation Plan Consultant, RFP Number PBES092301" no later than **Friday, October 20, 2023, at 4:00 p.m. Pacific Daylight Time**. The hard copies of the proposal must be received by David Morrison, at 1195 Third Street, Room 210, Napa, CA 94559. For any inquiries, please contact via email [david.morrison@countyofnapa.org](mailto:david.morrison@countyofnapa.org) or phone at 916-719-6797.

Each RFP submitted shall include a cover letter plus a maximum of ten (10) pages to address the RFP criteria, excluding resumes. Resumes for key team members shall be limited to two pages each, and should be attached as an appendix to the RFP. Total submittal should not exceed thirty (30) pages.

Submittals which do not contain the required numbers of copies and all the information requested in the RFP may be considered as non-responsive and rejected without evaluation. Submittals received after the deadline or addressed to the wrong location will be considered as non-responsive. Faxed or emailed copies will not be accepted.

All written proposals received by the submission deadline will be evaluated by a team comprised of staff from the County; Cities of American Canyon, Calistoga, Napa, and St. Helena, and the Town of Yountville. At the discretion of the evaluation team, the County may invite up to three firms to make an oral presentation of their proposals and qualifications in November 2023. Only individuals proposed as key personnel on this project would participate in the oral presentation. Work is expected to commence in December 2023.

The evaluation team will make a recommendation to the County Executive Officer and the County Executive Officer will make the final recommendation to the Board. The Board shall have the final authority as to the selection of a consultant to complete the project represented by this RFP.

#### **E. GENERAL CONDITIONS**

By submitting a response, the proposer represents and warrants that:

1. The information provided is genuine and not a sham, collusive, or made in the interest or in behalf of any party not therein named, and that the respondent has not directly or indirectly induced or solicited any other respondent to put in a sham statement, or any other respondent to refrain from presenting information and that the prospective provider has not in any manner sought by collusion to secure an advantage.
2. The proposer has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of an exclusive operating area, to any employee, official, or existing contracting consultant of Napa County.

3. This solicitation and related information can be found at [www.countyofnapa.org/procurement](http://www.countyofnapa.org/procurement). Napa County does not guarantee the accuracy of information posted on or obtained from third party organizations.
4. All Proposals become the property of the County. The County reserves the right to reject any and all submittals; to request clarification of information submitted; to request additional information from competitors; and to waive any irregularity in the submission and review process. None of the materials submitted will be returned to the respondent unless they are not submitted in a timely manner.
5. Proposals will become a public record and available for release to the public upon selection of a successful Respondent and an Intent to Award Notification is distributed. Respondents shall specify in their cover letter if they desire that any portion of their Proposal be treated as proprietary and not releasable as public information. If Respondent chooses to claim any information as proprietary, it must specify those sections in the cover letter and provide any legal justification for treatment as such. However, respondents should be aware that all such requests may be subject to legal review and challenge. In such event, each Respondent shall be responsible for the legal defense against the release of their Proposal as public information.
6. The County reserves the right to award an agreement without further competition based on the responses received to this RFP.
7. The County reserves the right to request additional information not included in this RFP from any or all respondents after proposal due date.
8. The County reserves the right to contact references not provided in the submittals.
9. The County reserves the right to incorporate its standard language into any contract resulting from this solicitation. The County's contract template is attached for reference. Templates are attached for reference only and do not need to be signed or returned with proposal.
10. The County reserves the right to reject any and all Proposals or any part of a Proposal if it is determined it is not in the best interest of the County.
11. The County reserves the right to reject the proposal of any submitter who previously failed to perform properly, or complete on time, contracts of a similar nature, or to reject the Proposal of a respondent who is not in a position to perform such a contract satisfactorily. The County may reject the Proposal of any respondent who is in default of the payment of taxes, or other monies due to Napa County.
12. An individual who is authorized to bind the proposing firm contractually shall sign the Proposal. The signature must indicate the title or position that the individual holds in the firm. An unsigned Proposal shall be rejected.
13. All costs of preparation of responses including travel for any interviews scheduled shall be borne by the proposer.

14. No prior, current, or post award verbal conversations or agreements with any officer, agent, or employee of the County or any other person or entity shall affect or modify any terms or obligations of this RFP or any agreement resulting from this process.
15. The County reserves the right to terminate this RFP and reserves the right to reject all responses to this RFP.

**F. SECURITY AND PRIVACY**

Any persons entering a Napa County building may be required to complete a privacy declaration form.

**G. MODIFICATION OR WITHDRAWAL**

Any modification, amendment, addition or alteration to any submission must be presented, in writing, executed by an authorized person or persons, and submitted prior to the final date for submissions. An individual who is authorized to bind the submitting agency contractually shall sign the modification, amendment, addition, or alteration. The signature must indicate the title or position that the individual holds in the firm. An unsigned modification amendment, addition, or alteration shall be rejected.

**NO AMENDMENTS, ADDITIONS OR ALTERATIONS WILL BE ACCEPTED  
AFTER THE TIME AND DATE SPECIFIED AS THE SUBMISSION DEADLINE  
UNLESS REQUESTED BY THE COUNTY.**

At any time prior to the specified time and date set for the Proposal due date, a designated representative of the responding agency may withdraw the submission provided that such person provides acceptable proof of his or her identity and such person signs a receipt. No submissions may be withdrawn or returned after the date and time set for final submission.

**H. INFORMATION RESOURCE**

Questions about this RFP shall be submitted via email and be referred to:

David Morrison, Special Projects Director

[david.morrison@countyofnapa.org](mailto:david.morrison@countyofnapa.org)

Email Subject Line: Regional Climate Action and Adaptation Plan

Questions will not be answered that would tend to constitute an evaluation of a response being prepared or that might give an unfair advantage to a potential respondent. Except for the above named, potential respondents should not contact Napa County officials or staff regarding any aspect of this RFP. If such contact is made, the County reserves the right to reject the Proposal. No prior, current, or post award verbal conversations or agreements with any officer, agent, or employee of the County or any other person or entity shall affect or modify any terms or obligations of this RFP or any agreement resulting from this process.

**I. ORGANIZATION OF PROPOSAL**

The Proposal shall contain the following information and shall be organized in the same order as provided herein. Each of these section headers shall be listed in the submitted Proposal with pertinent information provided under the specific header.

1. Cover Page. Cover page shall state the Title and RFP number (Regional Climate Action and Adaptation Plan Consultant; RFP No. PBE092301); date of submission; and name and signature of the person who is authorized to make decisions and represent the submitting firm with respect to the RFP.
2. Company Information: This section shall state:
  - a. The legal name of the company which can enter into a contract with the County and any alternate names for which the company is known (D.B.A.);
  - b. Mailing and physical address(es);
  - c. Remit to billing address;
  - d. Phone, fax, and website (if applicable);
  - e. Organization type;
  - f. Federal I.D. number;
  - g. Federal Unique Entity I.D.(if applicable);
  - h. List of owners;
  - i. List of corporate officers with titles (if applicable); and
  - j. Name (first and last), title, mailing address, phone number, fax, and email of the person to receive notices and who is authorized to make decisions or represent the company with respect to this RFP.
3. Company Experience, Qualifications, and Approach to Scope of Work: This section shall address all of the following:

Experience. Include the name, background, resumes, and experience of the proposed project manager and project team members. Please identify specific staff who will work on each portion and phase of the project and the estimated hours for each person; identification of any subcontractors and the specific responsibilities for each. Please highlight personnel with knowledge/experience in development of Qualified GHG Reduction Plans and preparation/use of Climate Action Plans to streamline the project-specific CEQA review process.

Qualifications. Include a summary of qualifications pertaining to expertise and specific experience in conducting studies similar to those desired by Napa County:

- a. Client contact names
- b. Agency name, address, telephone number, and
- c. Project completion dates
- d. Name of Project Manager and Team Members

Approach. Proposer shall demonstrate a full understanding of the Scope-of-Work and the effort needed to complete the Project on time and within budget through the submittal of a proposed work plan including project deliverables (identify specifically and thoroughly for each portion and phase). Proposer shall include a proposed work schedule to indicate duration and completion dates. Include an estimated amount of time to be spent with County staff during each phase of the project (individuals and groups).

Other Information. Other information may be included as appropriate to highlight experience and ability to perform the work of the contract.

4. Pricing Information/Structure: This section shall communicate your proposed price for the services required under this RFP. The budget should be presented in a table which specifies the following for each task and subtask: assigned personnel, number of hours per person, applicable hourly rates, any other direct costs and total cost.
5. References. Provide 3 references (company or agency, contact, phone number, date(s), and description of service(s) provided). References should be for entities for which similar work has been completed.
6. Disclosures. A complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Proposer or a verification of no responsive incidents. Failure to comply with the terms of this provision may disqualify any Proposal. The County of Napa reserves the right to reject any Proposal based upon the Proposer's prior history with the County of Napa or with any other party, which documents, without limitation, unsatisfactory performance, significant failures to meet contract milestones or other contractual failure.

**If there are no disclosures to report, this section must still be included in the Proposal with an indication that there are no reportable disclosures.**

7. Insurance Requirement. This section shall contain a written statement indicating Proposer's willingness and ability to meet all of the County's insurance requirements as indicated in Attachment C.

Proposer's who are unable to meet all of the County's insurance requirements may submit with their Proposal an alternative plan for obtaining insurance that will adequately mitigate the risks associated with providing the services detailed above. Any alternative insurance coverage request is subject to review and approval by County Counsel and the County's Risk Management Officer.

Failure to meet the County's insurance requirements (as determined by County Counsel and County Risk Management) may be sufficient reason for disqualification from the selection process.

8. Contract Acceptance: The successful Proposer will be expected to enter into a Professional Services Agreement (PSA) with the County. The County's standard PSA has been provided in draft for review by prospective Proposers and is attached as Exhibit A. Proposers are not required to submit a signed copy of the County's PSA with their proposal but are merely directed to review the PSA to ensure a complete understanding of the County's PSA requirements.

Proposers should clearly note in their proposal whether they take exception to any of the PSA requirements and should include a detailed explanation of the reason for the exception and a counter-proposal or alternative suggestion(s) for the County's review. However, after review of any exceptions, the County reserves the right to reject any and all exceptions taken to the County's PSA.

9. RFP Addenda, if any. Any and all addenda shall include an acknowledgement of receipt that must be returned. The acknowledgement form must be signed and attached to the final response. Failure to attach any acknowledgement form may result in the rejection of the final response (See Section K).

10. Additional Relevant Information/Scope Revisions. The Proposer is encouraged to contribute creative ideas to this scope of services as distinctly separate alternatives and/or enhancements. If the Proposer identifies areas of concern or alternative methodologies not mentioned in this request, they should be described in the Proposal as distinct tasks/subtasks and included separately in the cost estimate.

**J. EVALUATION PROCESS**

An evaluation team will rank the proposals received in accordance with the terms of this RFP in the following manner. Following initial review and scoring of the Proposals, follow-up interviews may be conducted. No more than three firms will be selected for subsequent interviews. Selection will be based upon the County's evaluation of the firm's response to the RFP with the evaluation criteria listed below:

CRITERIA	MAXIMUM POSSIBLE SCORE
Project Approach	25
Understanding of Project and Local Issues	20
Experience and Success on Similar Projects	20
Qualifications of Personnel	20
Project Schedule	10
Cost	5
<b>TOTAL POSSIBLE SCORE</b>	<b>100</b>

For additional information, please see Attachment B.

**K. AWARD**

The County intends to award a contract to the Proposer which distinguishes itself as capable of the type and breadth of services provided for in Attachment A as evident in submitted Proposal. Selection and determination of qualifications is at the sole discretion of the County.

The County will attempt to negotiate a contract with the Proposer submitting the top ranked Proposal. If no contract can be successfully negotiated with the top ranked Proposer, then the County may, at its election enter into negotiations with the next highest ranked Proposer; and move down the list of Proposers in order of scoring until a contract can be negotiated.

Upon selection of qualified Proposer, completion of successful negotiations, and distribution of the "Intent to Award Notification" has taken place, the contract will be presented to the appropriate authority level for authorization.

The County reserves the right to decline awarding a contract to any of the Proposers.

**L. PROTESTS OR OBJECTIONS**

**1. Filing of Protest**

Any directly affected party who is aggrieved in connection with the solicitation or award of a purchase order or contract issued through a formal sealed bid procedure may protest the procurement action taken. Such protests must be filed in writing with:

Napa County  
Purchasing Agent  
1195 Third Street, Suite 310  
Napa, CA 94559

Protests must be filed in writing within five (5) working days from the time of the occurrence generating the protest. Protests received after this time will not be considered. Any protest shall include the following information:

- a. The date and action taken resulting in a protest, and
2. Identification of the material issue, including a detailed explanation of the basis for the protest, and the remedy sought. Specification related protests must be fully supported by technical data test results, or other pertinent information, that the substitute offered is equal to or better than the specification requirement.

2. **Resolution Process**

- a. Informal Resolution. Upon receipt of the protest, the Purchasing Agent will convene, at the earliest possible convenience, discussions between the protesting party and appropriate County staff to seek informal resolution and/or to clarify the issues.
- b. Response to Protest/Appeal. If the protest is not resolved by mutual agreement, the Purchasing Agent shall provide a written response to the protesting party within fifteen (15) working days following the informal meeting. County Counsel shall be consulted before the written response is issued.
- c. The response shall state the Purchasing Agent's decision, the facts supporting the decision, and shall inform the protesting party of its right to appeal the decision to the Board of Supervisors.

3. **Appeal to the Board of Supervisors**

- a. In the event the informal resolution procedure is unsuccessful, the protesting party may request an appeal hearing before the Board of Supervisors by filing a written request with the Clerk of the Board no later than five (5) working days after notification of the Purchasing Agent's decision. Any appeal hearing shall be scheduled within thirty (30) working days from the date request is received by the Clerk of the Board. The Clerk of the Board shall notify the appellant by personal service of the scheduled hearing date not less than ten (10) working days from the date of hearing.
- b. The appellant shall have the right to testify at the hearing, to be represented by counsel, to present witnesses on his behalf, and to present oral and written documents and evidence on the issue.
- c. After the conclusion of the hearing, the Board of Supervisors shall make findings of fact and a decision concerning the issue(s).

In the event of a timely protest under this section, the County shall not proceed further with the solicitation or the award of the contract or purchase order until the protest is resolved,

unless the Purchasing Agent, in consultation with the head of the using department and County Counsel, makes a written determination that the award of the purchase order or contract without further delay is necessary to protect a substantial interest of the County.

**M. RFP ADDENDA**

Any changes to the RFP requirements and answers to questions submitted pursuant to the provisions of this RFP will be made by addendum. All addenda shall include an acknowledgment of receipt that must be returned. The acknowledgement form must be signed and attached to the final response. Failure to attach any acknowledgement form may result in the rejection of the final response. Addenda will be provided to all known interested firms and posted on the County website.

**O. LOCAL VENDOR PREFERENCE**

Napa County has a local vendor preference which covers the acquisition of requested services. Proposers will be awarded contracts for services where qualifications are determined by the reviewing panel to be otherwise equal, unless such preference is not allowable by law. For this matter, a local vendor is a vendor who has a billing address located within Napa County. Where appropriate, out of county Proposers are encouraged to subcontract with qualified local vendors.

**N. ATTACHMENTS**

- A. Project Description and Scope of Services
- B. Scoring Criteria
- C. Professional Services Agreement (PSA) Example - Final Contract language will be dependent on details developed during negotiations and contract development

## ATTACHMENT A

### PROJECT DESCRIPTION and SCOPE OF SERVICES

#### 1. Regional Climate Action and Adaptation Plan (RCAAP)

The purpose of the RCAAP is to prepare a comprehensive plan for the Cities of American Canyon, Calistoga, Napa, and St. Helena, the Town of Yountville, and the County of Napa to reach carbon neutrality (net zero greenhouse gas (GHG) emissions) by the year 2030 or as soon as can be reasonably achieved. The RCAAP should recognize the different opportunities and constraints within each jurisdiction in developing the path and actions necessary to achieve carbon neutrality and climate adaptation, while working as an integrated plan for the entire Napa County region. Each of the following sectors shall be evaluated for potential action measures that contribute to individual jurisdiction and overall carbon neutrality: on-road transportation, building energy, solid waste, off-road vehicles, agriculture, waste water treatment, and imported water. Analysis shall be consistent with the most current methodology and analysis used by the CARB. Each action shall be accompanied by quantifiable and measurable projected reductions in GHG emissions and/or increases in carbon sequestration, as well as reduction in risk due to climate adaptation strategies, within a timeline and framework to show how and when each individual jurisdiction and the region as a whole will achieve carbon neutrality and climate resilience. Where feasible, each action will also be provided with an estimate of the cost to families, businesses, and/or municipalities, as well as an estimate of the amount of staff hours needed to implement the measure, and how any technology gaps are anticipated to be overcome.

During preparation of the RCAAP, the selected consultant will review the 2019 regional GHG inventory, the existing climate action plans for each jurisdiction, and applicable state and district requirements. The consultant will also meet with staff from each jurisdiction and local agencies to discuss current and anticipated GHG reduction programs, as well as review options for potential action measures to achieve carbon neutrality. The consultant will sub-contract with the Napa County Resource Conservation District (NCRCD) to reach stakeholders and to develop resources to inform and engage the public, actively solicit comments. The consultant will be available for presentations to City and Town Councils, Board of Supervisors, the Climate Action Committee, and/or related groups as needed. Following their review, consultation, analysis, and outreach, the consultant will provide recommendations to the Climate Action Committee regarding quantifiable actions for each jurisdiction and the region to achieve carbon neutrality by 2030 or as soon as can be reasonably achieved, as well as climate resiliency. Concurrent with the preparation of the draft recommendations, the consultant will also prepare a draft document to ensure compliance of the RCAAP with the CEQA. The final draft RCAAP and accompanying CEQA document will be presented to the Climate Action Committee for recommendation, as well as the respective jurisdictional legislative bodies for decision.

The RCAAP shall, at a minimum, include the following sections. Consultants are highly encouraged to recommend additional sections for inclusion in the RCAAP based on their experience, industry standards, and recent innovations:

- a. Introduction to climate change science, the relationship between local activities and greenhouse gas emissions, the purpose of climate action and adaptation plans and a summary of the applicable regulatory frameworks (federal, state and regional).

- b. Overview of the emissions and carbon sequestration potential within each sector and jurisdiction identified in the updated 2019 regional GHG Inventory.
- c. Estimates of future GHG emissions by sector and jurisdiction for each of the following years: 2030, 2035, and 2045. Separate estimates shall be provided for a Business as Usual (BAU) forecast; GHG emissions assuming state mandates; and GHG emissions assuming implementation of the RCAAP.
- d. Prioritized GHG reduction action measures, including an analysis to aid the stakeholders and jurisdictions in evaluating the feasibility and prioritizing each measure. The analysis tool will include, at minimum, the following criteria:
  - i. Effectiveness – quantified estimated GHG reductions resulting from each measure;
  - ii. Cost – implementation costs to government, private sector, and non-profit organizations, as well as potential funding sources;
  - iii. Equity – Measures should be affordable and accessible, uplift disadvantaged communities, and address the disproportionate environmental burdens faced by low-income communities and communities of color;
  - iv. Feasibility/Implementation Framework – identification of implementing agency, required changes to existing policies/codes, funding and financing sources, and level of effort needed to implement in terms of staff hours; and
  - v. Secondary benefits - estimated cost-savings, health benefits, etc.
- e. Assessment of risk(s) that each jurisdiction faces due to the impact of climate change and prioritized climate adaptation strategies to achieve resilience within each jurisdiction. Areas addressed should include but not be limited to energy grid resiliency, water availability, sea level rise, wildfire, and flooding. The assessment shall include an analysis to aid the stakeholders and jurisdictions in evaluating the feasibility and prioritizing each measure. The analysis tool will include, at minimum, the following criteria:
  - i. Effectiveness – quantified reduction in risk resulting from each measure;
  - ii. Cost – implementation costs to government, private sector, and non-profit organizations, as well as potential funding sources;
  - iii. Equity – Measures should be affordable and accessible, uplift disadvantaged communities, and address the disproportionate environmental burdens faced by low-income communities and communities of color;
  - iv. Feasibility/Implementation Framework – identification of implementing agency, required changes to existing policies/codes, permitting and CEQA requirements, funding and financing sources, and level of effort needed to implement in terms of staff hours; and
  - v. Secondary benefits - estimated cost-savings, health benefits, etc.
- f. Implementation plan and monitoring program that meets the BAAQMD and CEQA guidelines requirements for a Qualified Climate Action and Adaptation Plan. Consultant responsibilities related to this will generally involve the following subtasks:
  - i. Prepare a spreadsheet that identifies and prioritizes measures and actions as identified in the RCAAP and allows local jurisdictions to assign staff/agency, track costs/benefits and progress towards goals and milestones; and
  - ii. Create a web-based dashboard tracking tool (Excel or other non-proprietary software-based system) that allows the public to monitor jurisdictions' progress towards GHG reduction goals annually.

The contract will be considered fulfilled when the RCAAP has been adopted and the CEQA document has been certified by the County Board of Supervisors.

## **2. Public Outreach**

The public outreach effort shall include, at a minimum: four community outreach meetings for the public; social media and community engagement strategy; online platform to inform, update, and receive feedback from the public; two presentations to the Climate Action Committee; and six presentations for decision making bodies for final adoption. Community outreach meetings include two meetings prior to preparing the Administrative Draft RCAAP and two meetings following release of the Administrative Draft RCAAP. Proposals should assume that the consultant will attend all public outreach meetings and public hearings in person, not by Zoom or other remote means. Consultant responsibilities related to this will generally involve the following subtasks:

- a. Prepare presentation materials for the community meetings and submit in advance of meetings for review and approval by County staff.
- b. Make presentation and/or answer questions at each community meeting, including gathering information/ideas potentially relevant to content of the RCAAP.
- c. Create a summary document within a week of each community meeting. The summary shall include any Action Items that result from the meeting, along with responses to public questions and/or comments, and shall be provided in a format ready to be posted on the Internet.
- d. Work with staff to identify ideas/concerns and proposed language to incorporate into the RCAAP.
- e. A one-page summary of the RCAAP and a video summary not to exceed three minutes that are graphically rich, visually enticing, and explains the document to a non-technical audience. Both the document and video shall be provided in both English and Spanish.
- f. Include an optional task and cost for an additional six public meetings to those listed above. The purpose of these additional meetings would be to provide supplemental opportunities for presentation and discussion for the six decision-making bodies, on an as needed basis.

## **3. Coordination**

The Proposer is expected to meet at least bi-weekly (electronically) with County staff and other key personnel to provide status updates, scheduling, actions and policies, CEQA, data availability, and other matters related to implementation of this contract.

The Cities of American Canyon, Calistoga, Napa, and St. Helena; County of Napa, and Town of Yountville are local municipalities that provide a wide range of city and county services. The six jurisdictions operate under a Joint Powers Agreement as the Climate Action Committee (CAC), to coordinate GHG reduction and climate adaptation policies, grants, and programs. The consultant will coordinate with staff from each of the six jurisdictions within the CAC to review existing local plans, policies, and programs related to climate change, and to review and receive feedback on proposed GHG reduction and adaptation recommendations, as part of the development of the draft RCAAP.

The Napa Valley Transportation Authority (NVTa) is the local public transportation provider and congestion management agency. The consultant will coordinate with NVTa staff to clarify data developed by NVTa or its consultants, and to review and clarify programs, plans,

planned projects and services provided by NVTa that would relate to the RCAAP. The consultant will review proposed measures and receive feedback from NVTa staff on areas or recommendations that involve NVTa as part of the final RCAAP.

The Napa Resource Conservation District (NCRCD) is a non-regulatory agency that operates voluntary programs across the county for conserving, protecting, and restoring natural resources in a landscape that supports agriculture, urban areas, and wild lands. They provide technical assistance, educational programs, monitoring programs, and funding sources to help ensure thriving watersheds. The consultant will subcontract with NCRCD to develop an information and engagement strategy to ensure broad participation and feedback from community regarding the RCAAP.

#### **4. California Environmental Quality Act (CEQA)**

Prepare a memo recommending to the County the appropriate approach to environmental review pursuant to CEQA, the Napa County's Local Procedures for Implementing the CEQA (2020), and BAAQMD's CEQA Guidelines necessary to adopt and implement the RCAAP. The approach will include documentation sufficient to ensure that consistency of future projects within the RCAAP will satisfy CEQA requirements. For purposes of budgeting, the memo should briefly describe an estimated scope, cost and timeline for preparation of the CEQA document, which will be a task initiated at a later date. In addition, the memo shall include strategies for efficiently complying with CEQA, consultant's qualifications, resumes of lead personnel to be employed in the project, and a list of other pertinent environmental documents prepared by the consultant's firm. All CEQA work will be carried out in close coordination with Napa County.

#### **5. Timeline**

The term of this contract is expected to be no more than two years. The expected sequence of events is anticipated to be as follows;

<b>TIMING</b>	<b>ACTION</b>
December 2023	Contract approval
January 2023	Project Kick-off
February – March 2023	Consultations with staff and data gathering
April 2024	Community outreach meetings
May 2024	Draft RCAAP released
June – September	Preparation of CEQA document
June - July 2024	Community outreach meetings
September 2024	Recommendation by Climate Action Committee
October 2024	Recommendation by member jurisdictions
November 2024	Approval of RCAAP/certification of CEQA document by County

These dates may be changed at the discretion of Napa County. Note that if an Environmental Impact Report is required, this timeline will be modified and extended.

#### **6. Report Formatting**

Whenever possible, and as coordinated with the County, all reports shall be provided electronically.

The Final Report should be clear, comprehensive, well-organized and data-rich and include a separate Executive Summary that is attractive, succinct, graphically-rich, and written in an accessible manner. The County will be provided with six (6) bound and one (1) unbound copy of the Final Report and Executive Summary, as well as electronic copies of the final versions (both Word and pdf formats), including any tables in Excel format and maps in GIS file format (as applicable).

Ensure that any reports, and any deliverable to the County be delivered in a manner to ensure non-discrimination and equal access to County services and digital properties such as websites, documents, and applications by persons with a disability under the Americans with Disabilities Act (ADA) and under Section 508 of the Rehabilitation Act of 1973. Successful respondent shall ensure that any deliverable, including but not limited to, reports, documents, videos, multimedia productions, live broadcasts and any and all other web content and information communications technology are fully accessible and in compliance with federal accessibility standards and laws and with the COUNTY's Web Content Accessibility Standards. Examples of accessibility measures include, but are not limited to, providing closed captions, video descriptions, and 508 compliant players.

## **7. Compliance with Government Code Section 7550**

As required by Government Code section 7550, each document or report prepared by CONTRACTOR for or under the direction of COUNTY pursuant to this Agreement shall contain the numbers and dollar amounts of the Agreement and all subcontracts under the Agreement relating to the preparation of the document or written report. The Agreement and subcontract dollar amounts shall be contained in a separate section of the document or written report. If multiple documents or written reports are the subject of the Agreement or subcontracts, the disclosure section may also contain a statement indicating that the total contract amount represents compensation for multiple documents or written reports

## **ATTACHMENT B**

### **SCORING CRITERIA**

Selection of the Proposer will be based upon the County's evaluation of the firm's response to the RFP with the evaluation criteria listed below:

1. **Project Approach**

Provide a detailed description of the offered services and approach to the Scope of Work. Attention to each of the sections and details provided in Attachment A – Scope of Work shall be considered within your response. (25 Points)

2. **Understanding of Project and Local Issues**

Describe your firm's knowledge of what the RCAAP is intended to accomplish for the Napa County region and member jurisdictions. Discuss the relationship of the RCAAP to implementation by individual member jurisdictions, as well as coordination by the member jurisdictions as a whole. In addition, Napa County has unique constraints and opportunities compared to many other jurisdictions and regions. Demonstrate your firm's insights into local social, environmental, and economic dynamics, and how they may create challenges and/or complement the climate action planning process. (20 Points)

3. **Experience and Success on Similar Projects**

Any current or past contracts with government agencies and/or other organizations in preparing Climate Action Plans and CEQA documents shall be listed and described in this section. Descriptions of working on regional and/or multi-organizational climate action planning is strongly preferred. Include updates on the current status of the climate action plans you've prepared; are they being implemented, are they effective? Discuss strategies, policies, actions, and approaches that have been successful in your firm's past experience(s) and how they would be incorporated into the process for Napa County. (20 Points)

4. **Qualifications of Personnel**

Describe the background, experience, qualifications, technical capabilities, and expertise of personnel who will be providing climate action plan and CEQA document services. Experience and qualifications of key field personnel should be included. Licensing and certification shall also be described in this section. Designate a project manager who will be the primary point of contact throughout the term of the contract, as well as an organization chart of the personnel involved in the Proposal. (20 Points)

5. **Project Schedule**

Provide a workplan showing milestones and dates/weeks in which they would be completed, in terms of accomplishing the goal of having the RCAAP adopted and the CEQA document certified by the end of 2024. (10 Points)

6. **Cost**

Provide a detailed budget showing the milestones provided in the Project Schedule in (5) above, with the amount of time and cost for each personnel member involved in that milestone. Overall totals of hours and cost per each person working on the Proposal shall be provided, as well as total project costs. Provide and detail any administrative, incidental, or other costs. (5 Points)

## ATTACHMENT C

### PROFESSIONAL SERVICES AGREEMENT - EXAMPLE

#### NAPA COUNTY AGREEMENT NO.

**THIS AGREEMENT** is made and entered into as of this 19th day of December, 2023, by and between NAPA COUNTY, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and \_\_\_\_\_ corporation", whose mailing [or business] address is \_\_\_\_\_, hereinafter referred to as "CONTRACTOR";

#### RECITALS

**WHEREAS**, COUNTY wishes to obtain specialized services, as authorized by Government Code section 31000, in order to develop a Regional Climate Action and Adaptation Plan (RCAAP) and associated California Environmental Quality Act (CEQA) document that identifies specific actions and strategies to reduce greenhouse gas emissions (GHG) and adapt to climate change within the following jurisdictions: City of American Canyon, City of Calistoga, City of Napa, County of Napa, City of St. Helena, and Town of Yountville; and

**WHEREAS**, CONTRACTOR is willing to provide such specialized services to COUNTY under the terms and conditions set forth herein; and

#### TERMS

**NOW, THEREFORE**, COUNTY hereby engages the services of CONTRACTOR, and CONTRACTOR agrees to serve COUNTY in accordance with the terms and conditions set forth herein:

1. **Term of the Agreement.** The term of this Agreement shall commence on the date first above written and shall expire on December 31, 2025, unless terminated earlier in accordance with Paragraphs 9 (Termination for Cause), 10 (Other Termination) or 23(a) (Covenant of No Undisclosed Conflict); except that the obligations of the parties under Paragraphs 7 (Insurance) and 8 (Indemnification) shall continue in full force and effect after said expiration date or early termination in relation to acts or omissions occurring prior to such dates during the term of the Agreement, and the obligations of CONTRACTOR to COUNTY shall also continue after said expiration date or early termination in relation to the obligations prescribed by Paragraphs 15 (Confidentiality), 20 (Taxes) and 21 (Access to Records/Retention).

2.

2. **Scope of Services.** CONTRACTOR shall provide COUNTY those services set forth in Exhibit "A", attached hereto, in addition to the RFP and CONTRACTOR's proposal, incorporated by reference herein.

3. **Compensation.**

(a) Rates. In consideration of CONTRACTOR's fulfillment of the promised work, COUNTY shall pay CONTRACTOR at the rates set forth in Exhibit "B", attached hereto and incorporated by reference herein.

(b) Expenses. No travel or other expenses will be reimbursed by COUNTY.

(c) Maximum Amount. Notwithstanding subparagraphs (a) and (b), the maximum payments under this Agreement shall be a total of \_\_\_\_\_ (\$\_\_\_\_\_) for professional services and \_\_\_\_\_ (\$\_\_\_\_\_) for expenses; provided, however, that such amounts shall not be construed as guaranteed sums, and compensation shall be based upon services actually rendered and reimbursable expenses actually incurred.

**4. Method of Payment.**

(a) Professional Services. All payments for compensation and reimbursement for expenses shall be made only upon presentation by CONTRACTOR to COUNTY of an itemized billing invoice in a form acceptable to the Napa County Auditor which indicates, at a minimum, CONTRACTOR's name, address, Social Security or Taxpayer Identification Number, itemization of the hours worked, a detailed description of the tasks completed during the billing period, the names of person(s) performing the services and the position(s) held by such person(s), and the approved hourly or task rate.

(b) Expenses. If the Agreement provides for expense reimbursement, requests for reimbursement shall describe the nature and cost of the expense, the date incurred. With the exception of per diem reimbursements, receipts must be attached.

(c) Fixed Price. If the Agreement provides for a fixed price, if CONTRACTOR presents interim invoices, CONTRACTOR must state the percentage of work completed, which must be verified by COUNTY, i.e., 35% design, 95% design, draft report, et cetera, at which time CONTRACTOR shall be paid the equivalent percentage of the fixed price.

(d) CONTRACTOR shall submit invoices not more often than monthly to the Director of Planning, Building, and Environmental Services who, after review and approval as to form and content, shall submit the invoice to the Napa County Auditor no later than fifteen (15) calendar days following receipt. A sample invoice showing the level of detail required is attached as Exhibit "C".

(e) Legal status. So that COUNTY may properly comply with its reporting obligations under federal and state laws pertaining to taxation, if CONTRACTOR is or becomes a corporation during the term of this Agreement, proof that such status is currently recognized by and complies with the laws of both the state of incorporation or organization and the State of California, if different, shall be provided to the Director of Planning, Building, and Environmental Services upon request in a form satisfactory to the Napa County Auditor. Such proof shall include, but need not be limited to, a copy of any annual or other periodic filings or registrations required by the state of origin or California, the current address for service of process on the corporation or limited liability partnership, and the name of any agent designated for service of process by CONTRACTOR within the State of California.

**5. Independent Contractor.** CONTRACTOR shall perform this Agreement as an independent contractor. CONTRACTOR and the officers, agents and employees of CONTRACTOR are not, and shall not be deemed, COUNTY employees for any purpose, including workers' compensation and employee benefits. CONTRACTOR shall, at CONTRACTOR's own risk and expense, determine the method and manner by which duties imposed on CONTRACTOR by this Agreement shall be performed; provided, however, that COUNTY may monitor the work performed by CONTRACTOR. COUNTY shall not deduct or withhold any amounts whatsoever from the compensation paid to CONTRACTOR, including, but not limited to amounts required to be withheld for state and federal taxes, unless required to do so by court order. As between the parties to this Agreement, CONTRACTOR shall be solely responsible for all such payments.

6. **Specific Performance.** It is agreed that CONTRACTOR, including the agents or employees of CONTRACTOR, shall be the sole providers of the services required by this Agreement. Because the services to be performed by CONTRACTOR under the terms of this Agreement are of a special, unique, unusual, extraordinary, and intellectual or time-sensitive character which gives them a peculiar value, the loss of which cannot be reasonably or adequately compensated in damages in an action of law, COUNTY, in addition to any other rights or remedies which COUNTY may possess, shall be entitled to injunctive and other equitable relief to prevent a breach of this Agreement by CONTRACTOR.

7. **Insurance.** CONTRACTOR shall obtain and maintain in full force and effect throughout the term of this Agreement, and thereafter as to matters occurring during the term of this Agreement, the following insurance coverage:

(a) Workers' Compensation Insurance. To the extent required by law during the term of this Agreement, CONTRACTOR shall provide workers' compensation insurance for the performance of any of CONTRACTOR's duties under this Agreement, including but not limited to, coverage for workers' compensation and employer's liability and a waiver of subrogation, and shall provide COUNTY with certification of all such coverages upon request by COUNTY's Risk Manager.

(b) Liability Insurance. CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement the following liability insurance coverages, **issued by a company admitted to do business in California and having an A.M. Best rating of A:VII or better, or equivalent self-insurance:**

(1) General Liability. Commercial general liability [CGL] insurance coverage (personal injury and property damage) of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit per occurrence, covering liability or claims for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of CONTRACTOR or any officer, agent, or employee of CONTRACTOR under this Agreement. If the coverage includes an aggregate limit, the aggregate limit shall be no less than twice the per occurrence limit.

(2) Professional Liability/Errors and Omissions. Professional liability [or errors and omissions] insurance for all activities of CONTRACTOR arising out of or in connection with this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) per claim. If the coverage includes an aggregate limit, the aggregate limit shall be no less than twice the per occurrence limit.

(3) Comprehensive Automobile Liability Insurance. Comprehensive automobile liability insurance (Bodily Injury and Property Damage) on owned, hired, leased and non-owned vehicles used in conjunction with CONTRACTOR's business of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit per occurrence. Coverage shall be business auto insurance coverage using Insurance Services Office (ISO) form number CA 0001 06 92 including symbol 1 (any Auto) or the exact equivalent. If CONTRACTOR owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the General Liability Insurance described in subparagraph (b)(1) above. If CONTRACTOR or CONTRACTOR's employees, officers, or agents will use personal automobiles in any way in the performance of this Agreement, CONTRACTOR shall provide evidence of personal auto liability coverage for each such person upon request.

(c) Certificates of Coverage. All insurance coverages referenced in 7(b), above, shall be evidenced by one or more certificates of coverage or, with the consent of COUNTY's Risk Manager, demonstrated by other evidence of coverage acceptable to COUNTY's Risk Manager, which shall be filed by CONTRACTOR with the Napa County Department of Planning, Building, and Environmental Services prior to commencement of performance of any of CONTRACTOR's duties.

(1) The certificate(s) or other evidence of coverage shall reference this Agreement by its COUNTY number or title and department; shall be kept current during the term of this Agreement; shall provide that COUNTY shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, other termination, or material change, except that only ten (10) days prior written notice shall be required where the cause of non-renewal or cancellation is non-payment of premium; and shall provide that the inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, the coverage afforded applying as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(2) **Waiver of Subrogation and Additional Insured Endorsements.** For the commercial general liability insurance coverage referenced in 7(b)(1) and, for the comprehensive automobile liability insurance coverage referenced in 7(b)(3) where the vehicles are covered by a commercial policy rather than a personal policy, CONTRACTOR shall also file with the evidence of coverage an endorsement from the insurance provider naming COUNTY, its officers, employees, agents and volunteers as additional insureds and waiving subrogation. For the Workers Compensation insurance coverage, CONTRACTOR shall file an endorsement waiving subrogation with the evidence of coverage.

(3) The certificate or other evidence of coverage shall provide that if the same policy applies to activities of CONTRACTOR not covered by this Agreement, then the limits in the applicable certificate relating to the additional insured coverage of COUNTY shall pertain only to liability for activities of CONTRACTOR under this Agreement, and that the insurance provided is primary coverage to COUNTY with respect to any insurance or self-insurance programs maintained by COUNTY. The additional insured endorsements for the general liability coverage shall use Insurance Services Office (ISO) Form No. CG 20 09 11 85 or CG 20 10 11 85, or equivalent, including (if used together) CG 2010 10 01 and CG 2037 10 01; but shall not use the following forms: CG 20 10 10 93 or 03 94.

(4) Upon request by COUNTY's Risk Manager, CONTRACTOR shall provide or arrange for the insurer to provide within thirty (30) days of the request, certified copies of the actual insurance policies or relevant portions thereof.

(d) **Deductibles/Retentions.** Any deductibles or self-insured retentions shall be declared to, and be subject to approval by, COUNTY's Risk Manager, which approval shall not be denied unless the COUNTY's Risk Manager determines that the deductibles or self-insured retentions are unreasonably large in relation to compensation payable under this Agreement and the risks of liability associated with the activities required of CONTRACTOR by this Agreement. At the option of and upon request by COUNTY's Risk Manager if the Risk Manager determines that such deductibles or retentions are unreasonably high, either the insurer shall reduce or eliminate such deductibles or self-insurance retentions as respects COUNTY, its officers, employees, agents and volunteers or CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

(e) **Inclusion in Subcontracts.** CONTRACTOR agrees to require all subcontractors and any other entity or person who is involved in providing services under this Agreement to comply with the Workers Compensation and General Liability insurance requirements set forth in this Paragraph 7.

## **8. Hold Harmless/Defense/Indemnification.**

(a) **In General.** To the full extent permitted by law, CONTRACTOR shall defend at its own expense, indemnify, and hold harmless COUNTY and its officers, agents, employees, volunteers, or representatives from and against any and all liability, claims, actions, proceedings, losses, injuries, damages or expenses of every name, kind, and description,

including litigation costs and reasonable attorney's fees incurred in connection therewith, brought for or on account of personal injury (including death) or damage to property, arising from all acts or omissions of CONTRACTOR or its officers, agents, employees, volunteers, contractors and subcontractors in rendering services under this Agreement, excluding, however, such liability, claims, actions, losses, injuries, damages or expenses arising from the sole negligence or willful acts of COUNTY or its officers, agents, employees, volunteers, representatives, or other contractors or their subcontractors. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement, providing that nothing shall require either party to disclose any documents, records or communications that are protected under peer review privilege, attorney-client privilege, or attorney work product privilege.

(b) Employee Character and Fitness. CONTRACTOR accepts responsibility for determining and approving the character and fitness of its employees (including volunteers, agents or representatives) to provide the services required of CONTRACTOR under this Agreement, including completion of a satisfactory criminal/background check and period rechecks to the extent permitted by law. Notwithstanding anything to the contrary in this Paragraph, CONTRACTOR shall hold COUNTY and its officers, agents and employees harmless from any liability for injuries or damages resulting from a breach of this provision or CONTRACTOR's actions in this regard.

9. **Termination for Cause.** If either party shall fail to fulfill in a timely and proper manner that party's obligations under this Agreement or otherwise breach this Agreement and fail to cure such failure or breach within thirty (30) days of receipt of written notice from the other party describing the nature of the breach, the non-defaulting party may, in addition to any other remedies it may have, terminate this Agreement by giving ten (10) days prior written notice to the defaulting party in the manner set forth in Paragraph 13 (Notices). The Napa County Purchasing Agent or designee pursuant to Napa County Code section 2.36.050 is hereby authorized to make all decisions and take all actions required under this Paragraph to terminate this Agreement on behalf of COUNTY for cause.

10. **Other Termination.** This Agreement may be terminated by either party for any reason and at any time by giving prior written notice of such termination to the other party specifying the effective date thereof at least sixty (60) days prior to the effective date, as long as the date the notice is given and the effective date of the termination are in the same fiscal year; provided, however, that no such termination may be effected by COUNTY unless an opportunity for consultation is provided prior to the effective date of the termination. COUNTY hereby authorizes the Napa County Executive Officer to make all decisions and take all actions required under this Paragraph to terminate this Agreement on behalf of COUNTY for the convenience of COUNTY.

11. **Disposition of, Title to and Payment for Work Upon Expiration or Termination.**

(a) Upon expiration of this Agreement or termination for cause under Paragraph 9 or termination for convenience of a party under Paragraph 10:

(1) To the extent CONTRACTOR has provided services through Software and Applications materials licensed to COUNTY, COUNTY shall promptly return the Software and Application materials to CONTRACTOR. In addition, to the extent CONTRACTOR maintains COUNTY data on those portions of digital software hosted by CONTRACTOR and not controlled by COUNTY ("County data"), CONTRACTOR shall promptly return County data to COUNTY Information Technology Department (ITS) in a format designated by ITS and shall subsequently purge County data from CONTRACTOR's systems upon confirmation from

COUNTY that the copy of the data provided to COUNTY is comprehensive of the data previously hosted by CONTRACTOR.

(2) All finished or unfinished documents and other materials, if any, and all rights therein shall become, at the option of COUNTY, the property of and shall be promptly returned to COUNTY, although CONTRACTOR may retain a copy of such work for its personal records only, except as otherwise provided under Paragraph 15 (Confidentiality) of this Agreement. Unless otherwise expressly provided in this Agreement, any copyrightable or patentable work created by CONTRACTOR under this Agreement shall be deemed a "work made for hire" for purposes of copyright or patent law and only COUNTY shall be entitled to claim or apply for the copyright or patent thereof. Notwithstanding the foregoing and to the extent services under this Agreement involve the development of previously patented inventions or copyrighted software, then upon expiration or termination of this Agreement, title to, ownership of, and all applicable patents, copyrights and trade secrets in the products developed or improved under this Agreement, shall remain with CONTRACTOR or any other person or entity if such person previously owned or held such patents, copyrights, and trade secrets, and such persons shall retain complete rights to market such product; provided, however, that COUNTY shall receive, at no additional cost, a perpetual license to use such products for its own use or the use of any consortium or joint powers agency to which COUNTY is a party. If the product involves a source code, CONTRACTOR shall either provide a copy of the source code to COUNTY or shall place the source code in an escrow account, at CONTRACTOR's expense, from which the source code may be withdrawn and used by COUNTY for the sole purpose of maintaining and updating the system dependent upon such code when such use is necessary to prevent loss of service to COUNTY.

(b) CONTRACTOR shall be entitled to receive compensation for any satisfactory work completed prior to expiration or receipt of the notice of termination or commenced prior to receipt of the notice of termination and completed satisfactorily prior to the effective date of the termination; except that CONTRACTOR shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of any breach of the Agreement by CONTRACTOR whether or not the Agreement expired or otherwise terminated, and COUNTY may withhold any payments not yet made to CONTRACTOR for purpose of setoff until such time as the exact amount of damages due to COUNTY from CONTRACTOR is determined.

12. **No Waiver.** The waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

13. **Notices.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

COUNTY  
Brian Bordona  
Director of Planning, Building and  
Environmental Services  
1195 Third Street, Suite 210  
Napa, CA. 94559

CONTRACTOR  
[Name]  
[Address]

14. **Compliance with COUNTY Policies on Waste, Harassment, Drug/Alcohol-Free Workplace, and Computer Use.** CONTRACTOR hereby agrees to comply, and require its employees and subcontractors to comply, with the following policies, copies of which are on file with the Clerk of the Board of Supervisors and incorporated by reference herein. CONTRACTOR also agrees that it shall not engage in any activities, or permit its officers, agents and employees to do so, during the performance of any of the services required under this Agreement, which would interfere with compliance or induce violation of these policies by COUNTY employees or contractors.

(a) Waste Source Reduction and Recycled Product Content Procurement Policy adopted by resolution of the Board of Supervisors on March 26, 1991.

(b) County of Napa "Policy for Maintaining a Harassment and Discrimination Free Work Environment" revised effective June 20, 2017.

(c) County of Napa Drug and Alcohol Policy adopted by resolution of the Board of Supervisors on June 25, 1991.

(d) Napa County Information Technology Use and Security Policy adopted by resolution of the Board of Supervisors on April 17, 2001. To this end, all employees and subcontractors of CONTRACTOR whose performance of services under this Agreement requires access to any portion of the COUNTY computer network shall sign and have on file with COUNTY's ITS Department prior to receiving such access the certification attached to said Policy.

(e) Napa County Workplace Violence Policy, adopted by the BOS effective May 23, 1995 and subsequently revised effective November 2, 2004, which is located in the County of Napa Policy Manual Part I, Section 37U.

15. **Confidentiality.**

(a) Maintenance of Confidential Information. Confidential information is defined as all information disclosed to CONTRACTOR which relates to COUNTY's past, present, and future activities, as well as activities under this Agreement. CONTRACTOR shall hold all such information as CONTRACTOR may receive, if any, in trust and confidence, except with the prior written approval of COUNTY, expressed through its Director of Planning, Building, and Environmental Services. Upon cancellation or expiration of this Agreement, CONTRACTOR shall return to COUNTY all written and descriptive matter which contains any such confidential information, except that CONTRACTOR may retain for its files a copy of CONTRACTOR's work product if such product has been made available to the public by COUNTY.

(b) Protection of Personally Identifiable Information and Protected Health Information.

(1) To the extent CONTRACTOR is provided, creates, or has access to, Protected Health Information (PHI), Personally Identifiable Information (PII), or any other legally protected confidential information or data in any form or matter (collectively referred to as "Protected Information"), CONTRACTOR shall adhere to all federal, state and local laws, rules and regulations protecting the privacy of such information. CONTRACTOR shall adhere to all existing and future federal, state and local laws, rules and regulations regarding the privacy and security of Protected Information, including, but not limited to, laws and regulations requiring data encryption or policy and awareness programs for the protection of COUNTY Protected Information provided to, or accessed or created by, CONTRACTOR. Additionally, CONTRACTOR shall only access, use or disclose County Protected Information if such access, use, or disclosure is expressly permitted by the terms of its agreement with County. Any other access, use or disclosure of County Protected Information is prohibited. Examples of prohibited accesses, uses and disclosures include, but are not limited to: the removal of confidential files, documents or devices containing County Protected Information from a County facility; the

unauthorized transmission of County Protected Information via email, fax or other means; and the discussion of such information with other individuals (including other CONTRACTOR or County employees) who do not have a County approved business reason to obtain the information.

(2) CONTRACTOR shall ensure that its staff and any third party organizations or individuals that it engages to perform services in conjunction with the terms of this agreement are trained to its privacy and security policies, as well as Paragraph 15 of this agreement; and procedures and that appropriate physical, technological and administrative safeguards are in place to protect the confidentiality of COUNTY's Protected Information. Upon request, CONTRACTOR shall make available to COUNTY its policies and procedures, staff training records and other documentation of compliance with this Paragraph 15.

(3) CONTRACTOR agrees to notify COUNTY immediately of any unauthorized access to or disclosure of Protected Information that it becomes aware of. This includes instances wherein CONTRACTOR encounters unsecured Protected Information in areas where CONTRACTOR employees are performing services.

(4) CONTRACTOR will be responsible for all costs associated with CONTRACTOR's breach of the security and privacy of COUNTY's Protected Information, or its unauthorized access to or disclosure of COUNTY's Protected Information, including, but not limited to, mitigation of the breach, cost to the County of any monetary sanctions resulting from breach, notification of individuals affected by the breach, and any other action required by federal, state, or local laws, rules or regulations applicable at the time of the breach.

All desktop and laptop computers, as well other similar type computer systems, used by CONTRACTOR shall be encrypted using the same encryption algorithm described above. All data in transit shall require the same encryption. Storage of COUNTY data on removable portable storage is prohibited.

Upon termination of this agreement, CONTRACTOR shall purge all COUNTY data from all CONTRACTOR systems using a forensic grade deletion that conforms to US Department of Defense DoD 5220.22-M (E) standards.

CONTRACTOR shall reimburse the COUNTY for all associated costs of a breach, including but not limited to reporting costs and associated penalties the COUNTY must bear.

#### **16. No Assignments or Subcontracts.**

(a) In General. A consideration of this Agreement is the personal reputation of CONTRACTOR; therefore, CONTRACTOR shall not assign any interest in this Agreement or subcontract any of the services CONTRACTOR is to perform hereunder without the prior written consent of COUNTY, which shall not be unreasonably withheld. The inability of the assignee to provide personnel equivalent in experience, expertise, and numbers to those provided by CONTRACTOR, or to perform any of the remaining services required under this Agreement within the same time frame required of CONTRACTOR shall be deemed to be reasonable grounds for COUNTY to withhold its consent to assignment. For purposes of this subparagraph, the consent of COUNTY may be given by the Director of Planning, Building, and Environmental Services.

(b) Effect of Change in Status. If CONTRACTOR changes its status during the term of this Agreement from or to that of a corporation, limited liability partnership, limited liability company, general partnership, or sole proprietorship, such change in organizational status shall be viewed as an attempted assignment of this Agreement by CONTRACTOR. Failure of CONTRACTOR to obtain approval of such assignment under this Paragraph shall be viewed as a material breach of this Agreement.

17. **Amendment/Modification.** Except as specifically provided herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties. Failure of CONTRACTOR to secure such authorization in writing in advance of performing any extra or changed work shall constitute a waiver of any and all rights to adjustment in the contract price or contract time and no compensation shall be paid for such extra work.

18. **Interpretation; Venue.**

(a) Interpretation. The headings used herein are for reference only. The terms of the Agreement are set out in the text under the headings. This Agreement shall be governed by the laws of the State of California without regard to the choice of law or conflicts.

(b) Venue. This Agreement is made in Napa County, California. The venue for any legal action in state court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement shall be in the Superior Court of California, County of Napa, a unified court. The venue for any legal action in federal court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement lying within the jurisdiction of the federal courts shall be the Northern District of California. The appropriate venue for arbitration, mediation or similar legal proceedings under this Agreement shall be Napa County, California; however, nothing in this sentence shall obligate either party to submit to mediation or arbitration any dispute arising under this Agreement.

19. **Compliance with Laws.** CONTRACTOR shall observe and comply with all applicable Federal, State and local laws, ordinances, and codes. Such laws shall include, but not be limited to, the following, except where prohibited by law:

(a) Non-Discrimination. During the performance of this Agreement, CONTRACTOR and its subcontractors shall not deny the benefits thereof to any person on the basis of race, color, ancestry, national origin or ethnic group identification, religion or religious creed, gender or self-identified gender, sexual orientation, marital status, age, mental disability, physical disability, genetic information, or medical condition (including cancer, HIV and AIDS), or political affiliation or belief, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, color, ancestry, national origin or ethnic group identification, religion or religious creed, gender or self-identified gender, sexual orientation, marital status, age (over 40), mental disability, physical disability, genetic information, or medical condition (including cancer, HIV and AIDS), use of family care leave, or political affiliation or belief. CONTRACTOR shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination or harassment. In addition to the foregoing general obligations, CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), the regulations promulgated thereunder (Title 2, California Code of Regulations, section 7285.0, et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (sections 11135-11139.5) and any state or local regulations adopted to implement any of the foregoing, as such statutes and regulations may be amended from time to time. To the extent this Agreement subcontracts to CONTRACTOR services or works required of COUNTY by the State of California pursuant to agreement between COUNTY and the State, the applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a) through (f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are expressly incorporated into this Agreement by reference and made a part hereof as if set forth in full, and CONTRACTOR and any of its subcontractors shall give written notice of their obligations thereunder to labor organizations with which they have collective bargaining or other agreements.

(b) Documentation of Right to Work. CONTRACTOR agrees to abide by the requirements of the Immigration and Control Reform Act pertaining to assuring that all newly-

hired employees of CONTRACTOR performing any services under this Agreement have a legal right to work in the United States of America, that all required documentation of such right to work is inspected, and that INS Form 1-9 (as it may be amended from time to time) is completed and on file for each employee. CONTRACTOR shall make the required documentation available upon request to COUNTY for inspection.

(c) Inclusion in Subcontracts. To the extent any of the services required of CONTRACTOR under this Agreement are subcontracted to a third party, CONTRACTOR shall include all of the provisions of this Paragraph 19 in all such subcontracts as obligations of the subcontractor.

(d) Prevailing Wages. [RESERVED]

20. **Taxes.** CONTRACTOR agrees to file federal and state tax returns or applicable withholding documents and to pay all applicable taxes or make all required withholdings on amounts paid pursuant to this Agreement and shall be solely liable and responsible to make such withholdings and/or pay such taxes and other obligations including, without limitation, state and federal income and FICA taxes. CONTRACTOR agrees to indemnify and hold COUNTY harmless from any liability it may incur to the United States or the State of California as a consequence of CONTRACTOR's failure to pay or withhold, when due, all such taxes and obligations. In the event that COUNTY is audited for compliance regarding any withholding or other applicable taxes or amounts, CONTRACTOR agrees to furnish COUNTY with proof of payment of taxes or withholdings on those earnings.

21. **Access to Records/Retention.** COUNTY, any federal or state grantor agency funding all or part of the compensation payable hereunder, the State Controller, the Comptroller General of the United States, or the duly authorized representatives of any of the above, shall have access to any books, documents, papers and records of CONTRACTOR which are directly pertinent to the subject matter of this Agreement for the purpose of making audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, CONTRACTOR shall maintain all required records for at least seven (7) years after COUNTY makes final payment for any of the work authorized hereunder and all pending matters are closed, whichever is later.

22. **Authority to Contract.** CONTRACTOR and COUNTY each warrant hereby that they are legally permitted and otherwise have the authority to enter into and perform this Agreement.

23. **Conflict of Interest.**

(a) Covenant of No Undisclosed Conflict. The parties to the Agreement acknowledge that they are aware of the provisions of Government Code section 1090, et seq., and section 87100, et seq., relating to conflict of interest of public officers and employees. CONTRACTOR hereby covenants that it presently has no interest not disclosed to COUNTY and shall not acquire any interest, direct or indirect, which would conflict in any material manner or degree with the performance of its services or confidentiality obligation hereunder, except as such as COUNTY may consent to in writing prior to the acquisition by CONTRACTOR of such conflict. CONTRACTOR further warrants that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. CONTRACTOR agrees that if such financial interest does exist at the inception of this Agreement, COUNTY may terminate this Agreement immediately upon giving written notice without further obligation by COUNTY to CONTRACTOR under this Agreement.

(b) Statements of Economic Interest. CONTRACTOR acknowledges and understands that COUNTY has developed and approved a Conflict of Interest Code as required by state law which requires CONTRACTOR to file with the Elections Division of the Napa

County Assessor-Clerk Recorder “assuming office”, “annual”, and “leaving office” Statements of Economic Interest as a “consultant”, as defined in section 18701(a)(2) of Title 2 of the California Code of Regulations, unless it has been determined in writing that CONTRACTOR, although holding a “designated” position as a consultant, has been hired to perform a range of duties so limited in scope as to not be required to fully comply with such disclosure obligation.

24. **Third Party Beneficiaries.** Nothing contained in this Agreement shall be construed to create any rights in third parties and the parties do not intend to create such rights.

25. **Attorney's Fees.** In the event that either party commences legal action of any kind or character to either enforce the provisions of this Agreement or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney's fees incurred in connection with such action.

26. **Severability.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

27. **Entirety of Contract.** This Agreement, including any documents expressly incorporated by reference whether or not attached hereto, constitutes the entire agreement between the parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

28. **Special Terms and Conditions. [RESERVED]**

**IN WITNESS WHEREOF**, this Agreement was executed by the parties hereto as of the date first above written.

doing business as \_\_\_\_\_

By \_\_\_\_\_  
[NAME], [Title]

By \_\_\_\_\_  
[NAME], [Title]

"CONTRACTOR"

NAPA COUNTY, a political subdivision of  
the State of California

By \_\_\_\_\_  
BELIA RAMOS, Chair  
Board of Supervisors

"COUNTY"

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: ____ ____ County Counsel</p> <p>Date: ____ _____</p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____ _____</p> <p>Processed By: _____ _____ Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors</p> <p>By: ____ _____</p>
---	---	---

## **EXHIBIT "A"**

### **SCOPE OF WORK**

CONTRACTOR shall provide COUNTY with the following services:

#### **I. DESCRIPTION OF SERVICES**

**II. COMPLIANCE WITH GOVERNMENT CODE SECTION 7550.** As required by Government Code section 7550, each document or report prepared by CONTRACTOR for or under the direction of COUNTY pursuant to this Agreement shall contain the numbers and dollar amounts of the Agreement and all subcontracts under the Agreement relating to the preparation of the document or written report. The Agreement and subcontract dollar amounts shall be contained in a separate section of the document or written report. If multiple documents or written reports are the subject of the Agreement or subcontracts, the disclosure section may also contain a statement indicating that the total contract amount represents compensation for multiple documents or written reports.

**EXHIBIT “B”**

**COMPENSATION AND EXPENSE REIMBURSEMENT**

**EXHIBIT “C”**  
**SAMPLE INVOICE**

**Addendum No. 1 – General Corrections**  
**September 27, 2023**

**Napa County RFP - Regional Climate Action and Adaptation Plan Consultant**  
**RFP No. PBES092301**

1. As a universal amendment, all references in the Request for Proposals to “greenhouse gas emissions” and/or “GHG emissions” are assumed to include all climate pollutants such as black carbon and other non-gas contaminants.

2. The third paragraph of Section A is hereby replaced in its entirety:

In addition, the RCAAP shall incorporate the results of the Napa County Regional 2019 Community Greenhouse Gas Inventory, which updated the inventory included in the 2009 Napa Countywide Community Climate Action Framework published by the Napa County Transportation and Planning Agency. Note that in all references in this RFP to the inventory, that it includes two supplemental memos: (1) Napa County Regional 2019 Greenhouse Gas Short-Lived Climate Pollutant Inventory Summary; and (2) Regional Carbon Stock Inventory Report for Napa County.

3. The third paragraph of Section A, Sub-section 2 is hereby replaced in its entirety:

Beginning in the summer of 2021, the cities, town, and county all adopted Resolutions or Proclamations declaring a Climate Emergency, as follows:

- Calistoga: August 3, 2021
- American Canyon: February 1, 2022
- Yountville: March 15, 2022
- City of Napa: April 5, 2022
- St. Helena: April 12, 2022
- County of Napa: June 7, 2022

4. The fourth paragraph of Section A, Sub-section 3, Sub-subsection (f) is hereby replaced in its entirety:

**City of Napa**

Adopted a Sustainability Plan in 2012. The Plan covers both municipal operations and the community, is voluntary, and projected out until 2020. The 2040 General Plan incorporates a Climate Change and Sustainability Element, including Policy CCS 1-1 which seeks to achieve net zero climate pollutants from public and private operations within the City by 2030. The Climate Element builds upon the voluntary measures in the 2012 Sustainability Plan.

5. The tenth paragraph of Section A, Sub-section 3, Sub-subsection (f) is hereby replaced in its entirety:

In addition, all six jurisdictions have adopted resolutions declaring a climate emergency, as follows:

- City of Calistoga adopted Resolution No. 2021-63 on August 3, 2021, which set a goal of net zero climate pollution by or before 2030.

- City of American Canyon adopted Resolution No. 2022-07 on February 1, 2022, which set a goal of net zero climate pollution by or before 2030.
- Town of Yountville adopted a Proclamation on March 15, 2022, which committed to a goal of net zero climate pollution by or before 2030.
- City of Napa adopted Resolution No. 2022-030 on April 5, 2022, which set a goal of net zero climate pollutants by 2030.
- City of St. Helena adopted Resolution No. 2022-26 on April 12, 2022, which set a goal of net zero climate pollution by 2030.
- County of Napa adopted Resolution No. 2022-79 on June 7, 2022, which set a goal of net zero greenhouse gas emissions with a reach target of 2030.

6. The first paragraph of Attachment A, Section 1 is hereby replaced in its entirety:

The purpose of the RCAAP is to prepare a comprehensive plan for the Cities of American Canyon, Calistoga, Napa, and St. Helena, the Town of Yountville, and the County of Napa to achieve the goal of carbon neutrality (net zero greenhouse gas (GHG) emissions) by the year 2030. In addition, given the potential barriers and challenges to achieving this goal, proposals will also include a comprehensive plan that achieves net zero GHG emissions as soon as possible after 2030, or by 2045 at the latest. The RCAAP should recognize the different opportunities and constraints within each jurisdiction in developing the path and actions necessary to achieve carbon neutrality and climate adaptation, while working as an integrated plan for the entire Napa County region. Each of the following sectors shall be evaluated for potential action measures that contribute to individual jurisdiction and overall carbon neutrality: on-road transportation, building energy, solid waste, off-road vehicles, agriculture, waste water treatment, and imported water. Analysis shall be consistent with the most current methodology and analysis used by the CARB. Each action shall be accompanied by quantifiable and measurable projected reductions in GHG emissions and/or increases in carbon sequestration, as well as reduction in risk due to climate adaptation strategies, within a timeline and framework to show how and when each individual jurisdiction and the region as a whole will achieve carbon neutrality and climate resilience. Where feasible, each action will also be provided with an estimate of the cost to families, businesses, and/or municipalities, as well as an estimate of the amount of staff hours needed to implement the measure, and how any technology gaps are anticipated to be overcome.

7. The first paragraph and table of Section C are hereby replaced in its entirety:

The tentative schedule of events for this RFP and the contract work is shown below. These dates may be changed at the discretion of Napa County. Changes to the due date for questions or due date for proposal submittal will be made by written addendum.

September 15, 2023	Request for Proposal released
Monday, October 2, 2023	Questions due by 5:00 PM PDT
Monday, October 16, 2023	Responses to questions will be published
Friday, October 27, 2023	Proposals due by 4:00 PM PDT
October-November, 2023	County review
November 2023	Interviews at discretion of County
November-December 2023	Negotiations and Contract Development
December 11, 2023	Intent to Award Notifications sent out
December 19, 2023	Contract approval and contract start date

8. The second paragraph of Attachment A, Section 1 is hereby replaced in its entirety:

During preparation of the RCAAP, the selected consultant will review the 2019 regional GHG inventory, the existing climate action plans for each jurisdiction, and applicable state and district requirements. The consultant will also meet with staff from each jurisdiction and local agencies to discuss current and anticipated GHG reduction programs, as well as review options for potential action measures to achieve carbon neutrality. The consultant will sub-contract with the Napa County Resource Conservation District (NCRCD) to reach stakeholders and to develop resources to inform and engage the public, actively solicit comments. The consultant will be available for presentations to City and Town Councils, Board of Supervisors, the Climate Action Committee, and/or related groups as needed. Following their review, consultation, analysis, and outreach, the consultant will provide recommendations to the Climate Action Committee regarding quantifiable actions for each jurisdiction and the region to achieve the goal of carbon neutrality (net zero greenhouse gas (GHG) emissions) by 2030, including a comprehensive plan that achieves net zero GHG emissions as soon as possible after 2030 or by 2045 at the latest, as well as climate resiliency. Concurrent with the preparation of the draft recommendations, the consultant will also prepare a draft document to ensure compliance of the RCAAP with the CEQA. The final draft RCAAP and accompanying CEQA document will be presented to the Climate Action Committee for recommendation, as well as the respective jurisdictional legislative bodies for decision.

**THIS ADDENDUM MUST BE SIGNED AS ACKNOWLEDGED AND SUBMITTED WITH RESPONSE.**

Acknowledged \_\_\_\_\_ Date \_\_\_\_\_

**Addendum No. 2 – Questions and Answers  
October 16, 2023**

**Napa County RFP – Regional Climate Action and Adaptation Plan Consultant  
RFP No. PBES092301**

- Q1.** Can you share the available project budget? This will help us in appropriately scoping the workplan.
- A.** No, a budget has not been developed for this project. The County has an appropriation of \$500,000 dedicated to this effort, but the member jurisdictions are interested in the highest level of quality that can reasonably be achieved in preparing the RCAAP and accompanying CEQA document.
- Q2.** Is the County open to receiving electronic proposals? We are attempting to reduce our environmental impact as much as possible, including by reducing printing and paper use.
- A.** No, we are not able to receive electronic submissions of proposals. State law requires that the County have a mechanism for an automatic reply with time stamp as to when the electronic proposal is received and Napa County does not currently have that ability. In addition, our network does not allow the electronic transmission of files over 15-20 MB. Proposals must be submitted to our offices in hard copy format by the deadline.
- Q3.** Can you clarify the proposal deadline? The RFP cover states October 27th, while other mentions state October 20<sup>th</sup>.
- A.** Yes, please refer to Addendum No. 1, dated September 27, 2023, which states that proposals are due by 4:00 PM, PDT, on Friday, October 27, 2023.
- Q4.** Client references are requested in both the Qualifications and References Sections (p 17-18 of the RFP), can these be the same references?
- A.** Yes, they may be the same references or they may be different references, at the proposing firm's option.
- Q5.** Page 13 notes the project start-up date as December 2023, while page 25 notes the start date as January, 2023. Could you clarify the anticipated start date for the work?
- A.** Yes, we anticipate taking the contract for this project to the Board of Supervisors for approval no later than December 19, 2023. Although it is possible that work may begin immediately, given the holidays, we expect that substantive work will begin starting January 2, 2024.
- Q6.** RFP No. PBES092301 lists the due date for submittals as October 27<sup>th</sup>, 2023, on the cover but October 20<sup>th</sup>, 2023 within the body and on the Napa County website. Can the County please clarify and confirm which is the correct due date for submittal of qualifications.
- A.** Yes, please refer to Addendum No. 1, dated September 27, 2023, which states that proposals are due by 4:00 PM, PDT, on Friday, October 27, 2023.

- Q7.** Can you please tell us about the funding source for this project? Is it funded through a grant, or by the County, or from another source?
- A.** Yes, the primary source of funding for the RCAAP will come from a state budget appropriation obtained for the member jurisdictions from Senator Bill Dodd. Additional funds, as needed, will be provided by the member jurisdictions through the Napa Countywide Climate Action Program Joint Powers Agreement.
- Q8.** Can you consider eliminating the requirement of receipt of proposals in hard copy format? It is our opinion that this requirement conflicts with the project goal of reducing carbon emissions, both through the production of paper, and the emissions associated with shipping or delivering the proposals to Napa, for those who are not local.
- A.** No, we are not able to receive electronic submissions of proposals. State law requires that the County have a mechanism for an automatic reply with time stamp as to when the electronic proposal is received and Napa County does not currently have that ability. In addition, our network does not allow the electronic transmission of files over 15-20 MB. Proposals must be submitted to our offices in hard copy format by the deadline.
- Q9.** RFP Section I, subsection 9, refers to an addendum acknowledgment form and states “(See Section K).” However, Section K pertains to the award. Is a County-specific form required for acknowledgment of addenda? If so, how/where can we obtain the form? Does the form count toward the page limit? Can it be attached as an appendix?
- A.** There is a place to acknowledge these Questions and Answers at the bottom of this document. There is a similar place to acknowledge Supplement No. 1, published on September 27, 2023. Both documents need to be signed and included in the appendix to the submittal. The two acknowledgements will not count towards the total page limit.
- Q10.** RFP Attachment A, Item 1, 2nd paragraph, on page 22, states “The consultant will sub-contract with the Napa County Resource Conservation District (NCRCD) to reach stakeholders and to develop resources to inform and engage the public, actively solicit comments.” Will you provide the Scope and Cost for NCRCD so we know what to exclude in our submittal?
- A.** No, each proposer needs to contact NCRCD directly to discuss the scope and cost of their work as a part of their submittal.
- Q11.** Do the RFP criteria (10-page limit) only include the Cover Page, Company Information, Experience, Qualifications, References, Disclosures, Insurance Requirements, and Contract Acceptance, with the remaining 20 pages to include the Approach and Pricing Information?
- A.** The 10-page limit does not include the Cover Page. Responses to all other RFP criteria are required to be addressed within the 10-page limit. As indicated on Page 14 of the RFP, each response submitted shall include a cover letter plus a maximum of ten (10) pages to address the RFP criteria, excluding resumes.
- Q12.** Please clarify whether resumes, included in an appendix, do not count toward the 30-page limit.
- A.** The entire submittal, including resumes and appendix shall not exceed 30 pages. As indicated on Page 14 of the RFP, each response submitted shall include a cover letter plus a maximum of ten (10) pages to address the RFP criteria, excluding resumes. Resumes for key team members shall be limited to two pages each, and should be attached as an appendix to the RFP. Total submittal should not exceed thirty (30) pages.

- Q13.** Do you want the list of our current and past CAPs and CEQA documents to be limited to projects in the last 2 years?
- A. The references included in each submittal are at the sole discretion of the proposing consultant.
- Q14.** Since the schedule of events (RFP Section C) indicates questions will be answered on October 16 (4 days before the due date) and physical copies will need to be shipped, will the County extend the due date by 2 weeks to ensure proposers can adequately address the responses to the questions?
- A. No, please refer to Addendum No. 1, dated September 27, 2023, which states that proposals are due by 4:00 PM, PDT, on Friday, October 27, 2023.
- Q15.** If an extension is not available per the question above, can the County respond to questions as they are received?
- A. No, as indicated in the RFP, responses to questions will be posted on Monday, October 16, 2023.

**This Addendum must be signed as acknowledged and submitted with proposal.**

Acknowledged\_\_\_\_\_Date\_\_\_\_\_

**ASCENT**

RESPONSE TO REQUEST FOR PROPOSAL FOR A

## Regional Climate Action and Adaptation Plan Consultant

RFP NUMBER PBES092301

PREPARED FOR:

Napa County Planning, Building, and Environmental Services  
1195 Third Street, Room 210  
Napa, CA 94559

ATTENTION:

David Morrison  
Special Projects Director

10.27.2023



## 01 / COVER PAGE

October 27, 2023

David Morrison, Special Projects Director  
 Napa County Planning, Building, and Environmental Services  
 1195 Third Street, Room 210  
 Napa, CA 94559


**Subject: Response to Request for Proposal  
 Regional Climate Action and Adaptation Plan Consultant  
 RFP Number PBES092301**

Dear David,

Napa County's commitment to addressing climate change is exemplified through more than a decade of work convening and partnering with jurisdictions and stakeholders in the region. Since 2015, Ascent has assisted the County with its climate planning, from developing the previous plan and environmental compliance to the recent work in preparing regional studies. We are excited about the opportunity to advance climate action and sustainability in the region and continue supporting the jurisdictions in developing a comprehensive Regional Climate Action and Adaptation Plan (RCAAP). The County is seeking a consultant team to develop a plan that identifies specific actions and strategies to reduce greenhouse gas (GHG) emissions and adapt to climate change in the county and the communities of American Canyon, Calistoga, Napa, St. Helena, and Yountville. The team should also be familiar with public outreach methods that reach a wide variety of stakeholders and community members. Overall, this work will be challenging because of the many agencies and stakeholders involved, high levels of public interest, unique considerations of rural and agricultural communities, limitations on jurisdictional control to reach carbon neutrality, and recent case law on building electrification.

Ascent is the firm to support this effort. The firm is a California S corporation headquartered in Sacramento with offices in Berkeley, Irvine, Lake Tahoe, and San Diego. Climate change planning and GHG analyses are core elements of Ascent's services, as is California Environmental Quality Act (CEQA) compliance, and we pride ourselves on producing exceptional quality work products that meet our clients' goals while strengthening community involvement. Our team is uniquely suited to help the County and the region achieve its goals for three reasons:

- ▲ **We understand the challenges and know how to address them.** We are deeply familiar with Napa County, the stakeholders involved, and the issues that residents care about. Through our work with Napa, Alameda, Yolo, Tuolumne, Monterey, and Mendocino Counties, our team has grappled with the competing priorities of increasing tourism, sustaining a strong economy, and protecting natural resources and farmland, all while reducing GHG emissions. With our recent work in supporting the Napa region with climate-related support and other agencies, we have developed a robust understanding of methods to assess the carbon sequestration potential of agricultural and natural lands, the impact of highly potent, short-term GHGs, how to approach achieving carbon neutrality, the role of state guidance and their effects on local governments, and how to successfully put into place a path for CEQA streamlining.
- ▲ **We are recognized statewide as experts in GHG analyses and climate action plans.** Our staff are trusted by regional and statewide agencies such as the Bay Area Air Quality Management District (BAAQMD) and the California Air Resources Board (CARB) to provide technical expertise and guidance. We recently worked with BAAQMD to develop CAP guidance and are supporting CARB in evaluating relevant statewide regulatory programs (e.g., 2022 Scoping Plan, Cap-and-Trade, Advanced Clean Cars Regulatory Program, Short-Lived Climate Pollutant Reduction Strategy) and, consequently, have an intimate understanding of how these reductions translate to the local level.

-  **We have the depth and breadth of experience required.** Climate action planning and CEQA compliance have been core practices at Ascent since the firm's inception 14 years ago. We have worked with numerous communities and agencies to engage stakeholders, collect data and analyze GHG emissions, develop new GHG reduction measures, convey technical information in compelling ways, find and communicate solutions, and listen openly to challenges. We understand that climate change affects everyone to some degree, but not everyone is affected equally. Frontline and vulnerable communities generally have greater exposure to climate impacts and less capacity to adapt because of long-standing structural and institutional inequities. Ascent understands that true climate resilience will only be achieved through the holistic integration of equity into all stages of planning and implementation. Our staff have experience in integrating equity into all types of climate-related plans, programs, and projects. Our knowledge of the unique issues facing vulnerable and frontline communities means that the County can expect authentic and inclusive outreach as part of the climate planning process.

Honey Walters will serve as the principal-in-charge. With over 25 years of experience, she is recognized statewide as an expert in climate action and GHG reduction planning, regulatory compliance, CEQA-related GHG analyses, and threshold development. She led the development of the County's CAP and the regional studies and has also served as the principal-in-charge for over 50 climate action planning efforts across the state. Honey will be supported by Erik de Kok, AICP, the project director/manager and day-to-day contact for County staff. Erik served as the project manager for the County's CAP and is an AICP-certified planner with 28 years of professional planning, project management, and team leadership experience. He brings to each project an intimate knowledge of the planning process and deep familiarity with local and regional planning issues and legal requirements in California. He served as the Governor's Office of Planning and Research (OPR) Deputy Director for Planning and Community Development where he led policy development, technical assistance, and planning guidance that addresses wildfire, evacuation, climate adaptation, and environmental justice requirements for general plans. After more than 8 years of working with the County on this important endeavor, we are personally invested and dedicated to working shoulder to shoulder with the team to get the project across the finish line.

Ascent has supplemented our team with Economic & Planning Systems to provide services to support the development of a funding roadmap of proposed RCAAP measures and strategies (e.g., identifying currently available funding sources and mechanisms, summarizing the merits and drawbacks of various funding options, and determining the feasibility of actions required to implement funding options); Remy Moose Manley to provide expert legal environmental and land use services; Jacobs Engineering Group to prepare implementation cost estimates for near-term RCAAP measures and strategies; and the Napa County Resource Conservation District, a trusted partner with a broad constituency including local governments, state and federal resource agencies, nonprofit community-based organizations, the agricultural sector, and the community at large to assist with public outreach and agency coordination.

As an Ascent principal, Honey is authorized to make decisions and represent the firm. Erik will be your primary point of contact for this proposal. We look forward to the opportunity to work with the County and appreciate your consideration of our submittal.

Sincerely,



Honey Walters  
 Principal  
 e: honey.walters@ascent.inc  
 p: 530.574.0772



Erik de Kok, AICP  
 Project Director/Manager  
 e: erik.dekok@ascent.inc  
 p: 916.306.2637

## 02 / COMPANY INFORMATION

Legal name of company:	Ascent Environmental, Inc.		
Mailing and physical address(es):	455 Capitol Mall, Suite 300, Sacramento, CA 95814		
Remit to billing address:	455 Capitol Mall, Suite 300, Sacramento, CA 95814		
Phone, fax, and website (if applicable):	phone: 916.444.7301; fax: N/A; website: www.ascent.inc		
Organization type:	California S corporation		
Federal ID number:	27-1537109	Federal Unique Entity ID:	WGNLJ2Z88N19
List of owners/corporate officers (as designated):	Curtis Alling, Senior Vice President	Gary Jakobs, President/CEO, Board Chairman	
	Pat Angell	Linda Leeman	
	Christine Babla	Chris Mundhenk	
	Heather Blair	Amanda Olekszulyn, COO/CFO/Treasurer	
	Poonam Boparai	Mike Parker	
	Sydney Coatsworth, Senior Vice President	Eric Ruby	
	Nanette Hansel	Honey Walters, CPO/Secretary	
Information on authorized person:	Honey Walters, Principal		
	455 Capitol Mall, Suite 300, Sacramento, CA 95814		
	phone: 530.574.0772; fax: N/A; email: honey.walters@ascent.inc		

## 03 / COMPANY EXPERIENCE, QUALIFICATIONS, AND APPROACH TO SCOPE OF WORK

### EXPERIENCE



Ascent, a California S corporation, is a full-service climate change, environmental, planning, urban design, and natural resources consulting firm headquartered in Sacramento with staff resources and offices in Berkeley, Irvine, Lake Tahoe, and San Diego. Climate change and adaptation planning/community engagement and California Environmental Quality Act (CEQA) compliance for climate action plans (CAPs) and adaptation plans (CAAPs) are two of Ascent's core services. Ascent is renowned for its expertise in developing comprehensive plans aimed at addressing climate change mitigation and resilience. We have specialized experience helping counties and cities prepare and update their climate action and adaptation plans to achieve carbon neutrality and align with equity goals. We also have a deep understanding of atmospheric and climate change science, contemporary practices in climate action planning, defensible CEQA approaches for qualified reduction plans, and case law decisions, along with the current and evolving requirements and methods coming from state agencies. We have thorough knowledge of the California Air Resources Board (CARB), other state agency activities, and the regulatory and political environment in California, with expert staff located throughout the state. We have worked intimately with CARB, the Bay Area Air Quality Management District (BAAQMD), the Governor's Office of Planning and Research, and other agencies since Ascent opened its doors almost 14 years ago. We have a longstanding history with Napa County and other Bay Area counties and cities for providing CEQA compliance and climate action planning support.

### Subconsultants



Economic & Planning Systems, Inc., (EPS) is a land economics consulting firm experienced in the full spectrum of services related to real estate development, the financing of public infrastructure and government services, land use and conservation planning, and government organization. EPS was founded on the principle that real estate development and land use-related public policy should be built on a realistic assessment of market forces and economic trends, feasible implementation measures, and recognition of public policy objectives, including provisions for required public facilities and services.

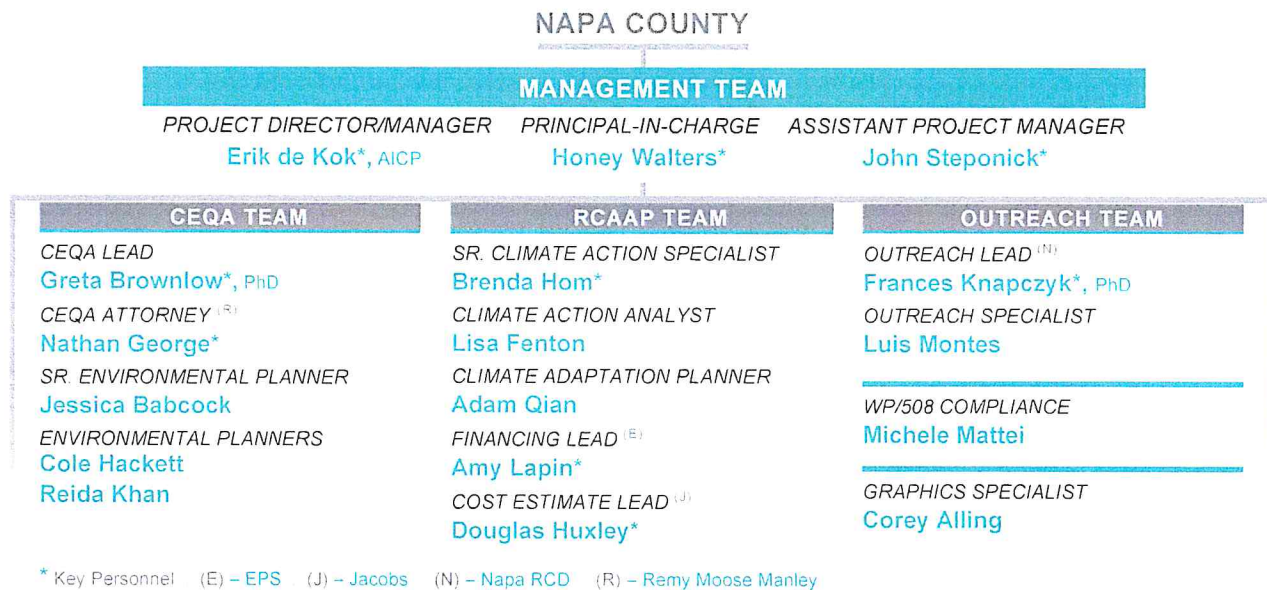


Founded in 1982, Remy Moose Manley, LLP, (RMM) is a law partnership focused on providing expert legal environmental and land use services to a wide variety of public and private clients, including cities and counties, state agencies, environmental consultants, project applicants, and environmental organizations throughout California. While the firm's practice specializes in compliance with CEQA, RMM attorneys are also experts in the State Planning and Zoning Law, the Integrated Waste Management Act, the California Coastal Act, the federal Endangered Species Act, the California Endangered Species Act, the federal Clean Water Act, and other related land use and environmental statutes. Throughout its history, the firm has been involved in major environmental cases, including published California Supreme Court and Court of Appeal decisions.

**Jacobs** Jacobs Engineering Group (Jacobs) provides a full spectrum of professional services including consulting, technical, scientific, and project delivery for the government and private sectors. From the way they operate the business to the sustainable solutions they co-create with clients and partners, Jacobs continues to look at ways to make a positive environmental, societal, and economic difference for businesses, governments, and communities around the world.

**NAPA RCD** The Napa County Resource Conservation District (Napa RCD) is a special district founded in 1945 that facilitates natural resource stewardship through community involvement, education, technical expertise, and scientific monitoring in Napa County. As a nonregulatory agency that operates voluntary programs, Napa RCD holds a trusted position with a broad constituency including local governments, state and federal resource agencies, nonprofit community-based organizations, the agricultural sector, and the community at large.

We have carefully selected a principal-in-charge and key project staff whose experience and expertise match well with the County's requirements. As principal-in-charge, **Honey Walters** will oversee the contract and provide quality assurance by being actively involved in all assignments to ensure Ascent has a deep understanding of the County's needs and the quality of all work products is top-notch. Honey will be supported by **Erik de Kok**, AICP, who will serve as the project director/manager and be the designated point of contact for County staff throughout the contract term. Honey and Erik have a long and successful history of working together on climate planning efforts, including Napa County's original CAP and the associated environmental impact report (EIR). An organizational chart depicting the structure of the team is presented below. Resumes detailing the relevant experience of each team member are included in Appendix A. The phase of the project and estimated hours for each person are included in section 4, Pricing Information/Structure.



## QUALIFICATIONS

Ascent has invested in climate action and adaptation planning as a practice since the firm's inception, as it aligns with our core values and depth of expertise. Our key team members have been involved in climate action planning efforts throughout California for several decades (e.g., we led many of the first in California and helped prepare relevant guidance with BAAQMD, CARB, and OPR), which is demonstrated through our project experience. We have prepared CAPs and CAAPs for many agencies in the Bay Area and throughout the state and are actively working on a number of plans with carbon neutrality and equity goals. Ascent specializes in preparing "CEQA-qualified" CAPs with accompanying environmental documentation and streamlining tools for new development.

The table below provides a snapshot of our expertise and specific experience in preparing work similar to that desired by Napa County. Refer to section 5, References, and team members' resumes in Appendix A for additional projects and details.

Project	Client Contact/Agency	Status/ Completion Date	Project Team	Brief Description
Napa County CAP/EIR, Regional GHG Inventory Update, and Climate Support (including Short-Lived Climate	David Morrison (Special Projects Director) 1195 Third Street Napa, CA 94559 707.253.4805	Napa County CAP/EIR: June 2019 Regional Assistance: June 2023	Honey Walters Erik de Kok Brenda Hom	<ul style="list-style-type: none"> <li>Climate mitigation and adaptation planning</li> <li>CEQA compliance</li> <li>Focus on agriculture and natural working lands, and wildfire risk</li> <li>Regional planning and inventory development</li> </ul>

Project	Client Contact/Agency	Status/ Completion Date	Project Team	Brief Description
Pollutant and Carbon Storage Studies)				<ul style="list-style-type: none"> <li>Carbon storage and short-lived climate pollutants studies</li> </ul>
City of Milpitas CAP Update and Addendum	Elaine Marshall (Deputy Public Works Director) 455 E. Calaveras Blvd. Milpitas, CA 95035 408.586.2603	August 2022	Honey Walters Brenda Hom John Steponick Jessica Babcock	<ul style="list-style-type: none"> <li>Climate mitigation and adaptation plan</li> <li>Adopted qualified plan</li> <li>New development consistency checklist and streamlining</li> <li>Prioritization matrix</li> <li>Near- and long-term goals</li> <li>Award-winning</li> </ul>
Alameda County Community CAP and Safety Element Update	Alison Abbors (Planner III) 224 W. Winton Ave., Rm. 111 Hayward, CA 94544 510.670.5428	Ongoing; expected completion in early 2024	Honey Walters Erik de Kok Brenda Hom John Steponick Lisa Fenton Luis Montes	<ul style="list-style-type: none"> <li>Climate mitigation and adaptation plan</li> <li>Lifecycle GHG accounting</li> <li>Equity and environmental justice focus</li> <li>Addresses resilience, flooding, wildfires, and evacuation routes</li> <li>Implementation prioritization and funding support</li> <li>Extensive outreach</li> </ul>
Sacramento County CAP and SEIR	Todd Smith (Planning Director) 827 7th Street, Room 225 Sacramento, CA 95814 916.874.6918	Ongoing	Honey Walters Erik de Kok Brenda Hom Adam Qian Jessica Babcock	<ul style="list-style-type: none"> <li>Climate mitigation and adaptation plan</li> <li>CEQA compliance</li> <li>New development consistency checklist and streamlining</li> <li>Focus on carbon neutrality and equity</li> </ul>
CARB Environmental Compliance Support	Rebecca Fancher (Air Pollution Specialist) 1001 I Street Sacramento, CA 95814 916.327.1550	Completed approximately 20 EIR-equivalent documents; ongoing	Honey Walters Erik de Kok	<ul style="list-style-type: none"> <li>Environmental compliance for GHG reduction and climate regulations</li> <li>Includes rules, regulations, and plans that are relevant to regional and local climate planning (e.g., Scoping Plan, Advanced Clean Cars Program)</li> </ul>

## APPROACH

### Scope of Work

#### Phase 1: Regional Climate Action and Adaptation Plan

##### TASK 1. Project Orientation

A kickoff meeting is key to setting a strong foundation for project success. Ascent's project management team (principal-in-charge, project manager, assistant project manager, and CEQA lead), Napa RCD, and EPS will hold a virtual kickoff meeting with staff from each jurisdiction and local agencies (determined by the County) to refine project goals and objectives, develop a project timeline and milestone schedule, and identify existing documents, data, policies, and initiatives relevant to the RCAAP.

Because Ascent prepared the 2019 regional GHG inventory and other relevant studies (i.e., short-lived climate pollutants [SLCP], carbon storage); the County's previous CAP/EIR; BAAQMD's updated CEQA Guidelines; and environmental documentation for CARB's rules, regulations, plans, and programs that serve as the cornerstone for achieving climate goals, our team will be able to efficiently get up to speed, reviewing the existing climate action plans for the other jurisdictions included in this effort.

##### TASK 2. Emissions Forecasts

As part of Ascent's work with the County under Agreement No. 220201B, we have prepared both business-as-usual (BAU) and legislative-adjusted BAU forecasts by sector and jurisdiction for the year 2030. We also prepared the SLCP and carbon storage inventories that will inform this task and Task 3 below. Ascent will build upon the existing spreadsheet to extend the BAU and legislative-adjusted BAU forecasts for 2035 and 2045. In addition to these two scenarios, we will show the results of the GHG emissions by jurisdiction with the implementation of RCAAP measures (conducted under Task 3). Ascent will prepare a technical memo detailing the assumptions applied and the results of the forecast modeling.

##### TASK 3. GHG Reduction Measures

Building on our existing work with the County under Agreement No. 220201B, which identified possible reduction measures for each jurisdiction, Ascent will further develop the specific actions needed to implement the measures. This task will include developing an analysis tool in Excel that evaluates GHG emissions reduction potential from the measures that will be integrated into the Implementation and Monitoring Tool under Task 5. We will prepare a draft gap analysis memo

demonstrating the effectiveness of the GHG reduction measures in relation to the legislative-adjusted forecast. After receipt of comments from County staff, we will prepare a final gap analysis memo.

In addition, Ascent will develop actions that align with County priorities indicated in the Request for Proposal (RFP) (e.g., uplift disadvantaged communities, address affordability and accessibility, and identify required changes to policies and codes). We will provide a list of actions specific to each jurisdiction for consideration and feedback and will engage members of the public after a preliminary review of the actions has been conducted by agency staff.

#### **TASK 4. Adaptation Measures**

Ascent will assess the risks that all jurisdictions in Napa County may face due to the impacts of climate change and will develop detailed strategies the County and the jurisdictions can adopt to increase regional climate resilience. These strategies will support and build upon existing resources and efforts undertaken by the County and the jurisdictions. Where appropriate, the strategies will also support the GHG reduction measures to improve energy resilience and water conservation as well as other potential co-benefits.

Ascent will prepare a climate vulnerability assessment (VA) that evaluates the county's vulnerability to climate change over multiple time periods. The VA will evaluate climate exposure during the near term (2023–2050), mid-century (2040–2070), and late-century (2070–2100). We will use the best available data, guidance, and tools to address any gaps that have not been identified through previous efforts in the region, including climate stressors and hazards such as energy grid resiliency and sea level rise, which were not addressed in the 2020 Napa County Multi-Jurisdictional Hazard Mitigation Plan (HMP) but are specifically noted in the RFP. For energy grid resiliency, Ascent recommends addressing both intentional (e.g., Public Safety Power Shutoffs) and unintentional (e.g., energy disruption caused by wildfire and flooding events) power disruptions as well as utility providers' guidance documents. The VA will also identify disproportionate climate impacts on disadvantaged and historically marginalized communities.

Based on the conclusions of the VA, Ascent will support the County and the jurisdictions to develop a matrix of potential adaptation and resilience strategies that include and build upon those identified in the County and City of Napa's HMP update, as well as the jurisdictions' Safety Elements. We will prepare a draft VA for County review and will provide a final version of the VA based on feedback and comments from County staff.

#### **TASK 5. Implementation and Monitoring Plan**

The Ascent team will develop two prioritization matrices—one for GHG reduction actions and one for climate adaptation actions. Before developing the matrices, we will prepare a draft framework for all criteria considered in the prioritization matrix for County review. The matrices' purpose will be to determine near-term actions for inclusion in the implementation and monitoring plan. The full list of GHG reduction and adaptation actions will be qualitatively scored, considering the GHG reduction potential (quantified under Task 3), climate resilience benefits, equity benefits, the agencies and departments responsible for implementation, consistency with adopted plans, and co-benefits, which may include improved energy security, improved public health, improved air quality, and local green jobs, among others.

EPS will prepare a funding options memorandum and technical appendix that summarizes available public funding sources and mechanisms that may apply to the RCAAP measures and actions. EPS will summarize the merits and drawbacks of and assess the viability of using various public financing mechanisms, which may include new special taxes, fees, and assessments (levied by public agencies); tax increment financing; federal, state, and local grant funding; private financing arrangements; or other identified sources.

Jacobs will estimate costs for up to 10 GHG mitigation strategies and up to 10 adaptation strategies, over a 5-year time horizon. The focus of costing will be on short-term project implementation, rather than making cost assumptions on future technologies over lengthier timelines. The Rough Order of Magnitude estimate will be Class 4 as defined by the Association for the Advancement of Cost Engineering (AACE).

Once prioritization scoring is complete, Ascent will develop Excel spreadsheets for both GHG reduction actions and climate adaptation actions that include the results of the scoring exercise, the criteria used for scoring, identification of agency staff responsible for implementation, staff resources needed, monitoring metrics, and cost considerations conducted. The implementation and monitoring plan will detail the specific steps required to implement the high-priority actions and will serve as a guidance and reference document for each jurisdiction's staff.

We will work with County staff to develop an implementation tracking tool that can be used by jurisdiction staff to generate charts and graphs for use in presentations, reports, and other documents. It can also be linked to the County's website, facilitating transparency of progress with the public. We will work closely with County staff to clearly understand the needs for the tool and how it can best support the County's and other jurisdictions' work, recognizing that the tool must impart useful and relevant information without substantially adding to staff workloads. The Ascent team proposes using Microsoft Power BI for the development of the tracking tool because it can be integrated with the County's GHG inventory and forecast tools, which were prepared by Ascent, providing seamless interoperability. The tool can also be integrated with Microsoft Excel through macros to allow for easy updating that automatically refreshes the progress made on RCAAP implementation.

After preparing the implementation monitoring tool, we will conduct training for County staff on how to use the tool. The training will be conducted as an online webinar that is recorded so it can be used as a training tool for new County staff.

## **TASK 6. RCAAP Document Preparation**

### **Task 6.1. RCAAP Outline**

Before initiating the preparation of the draft documents, we will prepare a template for County review, identifying the organizational framework and locations where key topics will be addressed. An example outline is as follows:

Executive Summary. Overview of the RCAAP and measures via a plan-at-a-glance table for quick access.

Chapter 1. Introduction to the RCAAP, including an overview of climate change issues and the purpose/goals of the plan and a summary of the RCAAP process, including community engagement.

Chapter 2. Background information section, describing the science underlying climate change and the impacts anticipated for all jurisdictions in Napa County. This chapter will also describe existing federal, state, and regional regulations related to GHG emissions and climate change, regional coordination including transportation planning, and other regional planning efforts related to the RCAAP.

Chapter 3. GHG inventory, forecasts, and targets section, reporting the 2019 regional GHG emissions inventory and carbon stock inventory by jurisdiction. This chapter will include forecasted GHG emissions by jurisdiction for 2030, 2035, and 2050. The inventory, forecasts, and targets will be graphically depicted to allow visualization of the local context.

Chapter 4. Adaptation chapter, which identifies the climate change vulnerabilities in the region, as well as an approach to address the region's adaptive capacity.

Chapter 5. Climate action and adaptation measures, which will be presented by strategy for all the jurisdictions and will include the level of GHG reduction anticipated, demonstrating how the region will meet its GHG reduction targets, as well as all adaptation measures.

Annexes. Stand-alone annexes specific to each jurisdiction that will be considered for adoption and will meet the requirements of State CEQA Guidelines Section 15183.5.

Appendices. A detailed methodology and assumptions section to document and provide transparency in how the inventory, forecasts, and GHG reduction measures were calculated, as well as climate vulnerability assessment data.

Because the County intends the RCAAP to be CEQA-qualified, it will need to include all relevant information consistent with State CEQA Guidelines Section 15183.5. Ascent will make recommendations on critical content to be included in the body of the RCAAP to achieve that consistency while making the document concise, accessible, and engaging.

### **Task 6.2. Administrative Draft RCAAP**

The Ascent team will prepare a comprehensive administrative draft of the RCAAP for review by County staff, Climate Action Committee (CAC) members, and Napa RCD. This effort will include assembly and integration of the work and products of prior tasks into the RCAAP document. The organization and format of the administrative draft is anticipated to include the aforementioned chapters and will provide details such as specific sources and subheadings. This version will not include the final graphic design; the goal will be to receive feedback and approval of content.

### **Task 6.3. Screencheck Draft RCAAP**

Following receipt of County staff's, CAC members', and Napa RCD's comments on the administrative draft RCAAP, the Ascent team will prepare a screencheck draft version. The screencheck draft RCAAP will be tailored to the preferred format and emphasize on providing information visually using maps, graphics, tables, and matrices. Explanatory text will read clearly and concisely. The screencheck draft version will include the final graphic design. After receipt of County comments, Ascent will prepare the public draft RCAAP for publication.

### **Task 6.4. Administrative Final RCAAP**

Following public review and community outreach meetings, the Ascent team (including Napa RCD) will work with County staff to review comments received and identify any potential changes needed to the public draft RCAAP. We assume County staff will be responsible for tracking and organizing public comments received on the plan and written responses to public comments. Ascent will provide up to 60 hours of technical support in preparation of responses to comments on the RCAAP. The County will direct Ascent as to the appropriate revisions to the RCAAP in response to public comments. We will provide an administrative final RCAAP to the County for review and comment.

### **Task 6.5. Final RCAAP**

Based on comments on the administrative final RCAAP and upon final direction from County staff, Ascent will prepare the final RCAAP for a CAC meeting and decision-making body adoption hearings. The final RCAAP documents will be provided in Microsoft Word so the County can easily update the documents and all jurisdictions can post the documents to their respective websites.

### **Task 6.6. Consistency Review Checklists (optional)**

If desired by the County and the jurisdictions, Ascent will prepare consistency review checklists for each jurisdiction. This task will streamline each jurisdiction's efforts to determine whether GHG analysis and mitigation are needed for a development project. Ascent will prepare RCAAP consistency review checklists specific to each jurisdiction to assist project applicants in determining whether a project is consistent with the RCAAP. The purpose of the checklist will be to provide a streamlined GHG analysis process for proposed development projects that are subject to discretionary review and trigger environmental review pursuant to CEQA. Projects that demonstrate consistency with the RCAAP and the jurisdiction's General Plan may be able to conclude no additional significant environmental effects related to GHG emissions in their CEQA review. The checklist will include instructions on its application to individual projects. Ascent can train jurisdiction staff on using the checklist and assist in initiating the implementation process.

## **Phase 2: Public Outreach**

### **TASK 1. Public Outreach**

#### **Task 1.1. Social Media and Community Engagement Strategy**

In partnership with Napa RCD, we will work closely with County staff to understand the project context and develop the community engagement approach. We will apply an equity lens by prioritizing frontline communities early in the process, tailoring our engagement approach to be accessible and culturally sensitive, and incorporating community members' lived experiences into the RCAAP process.

We will create a comprehensive and innovative social media and community engagement strategy that leverages both Napa RCD's and Ascent's experience and is customized to the unique needs of residents and businesses in Napa County. The strategy will include objectives for each project phase, a detailed stakeholder list that builds on past and current outreach efforts and communication methods (in coordination with the County), engagement strategies and tools, and a timeline. We will revise the social media and community engagement strategy based on feedback from County staff.

#### **Task 1.2. Online Platform**

To collect, organize, and track feedback received throughout the engagement process, Ascent will use Konveio, a web-based application. Konveio will serve as a project website and dashboard that will evolve with the project, offering a solution to share information and collect input in a variety of ways. As part of the community workshops conducted under Task 1.3, materials provided to members of the community will include QR codes and website links to access the Konveio platform, where surveys, polls, discussion boards, and project information will be easily accessible and available in multiple languages using Google Translate services. We will direct community members to use the Konveio site because of its analytical capabilities, tracking individual input and providing synthesized reports to be used to inform the development of the RCAAP. Materials developed for the Konveio site will be prepared in coordination with Napa RCD.

Once public draft documents have been prepared, they will be uploaded to Konveio to collect feedback. Participants can easily scroll through the various documents and sections and simply click on the part of the text they want to comment on. Other users can view comments and reply to them or use thumbs-up voting to support comments. After the public review period is complete, the data collected via comments and voting can be downloaded to Microsoft Excel or annotated PDF reports to share with decision-makers. Log-in credentials will be available for County staff and the Ascent team to upload documents, build out pages of the website, and collect and analyze feedback.

#### **Task 1.3. Community Outreach Meetings**

Ascent and Napa RCD will prepare for and facilitate up to four in-person community outreach meetings to educate the community on the project and to actively engage residents in the identification of climate action measures, as well as other community priorities to consider as part of the RCAAP. A variety of process design options can be implemented for gathering input, including discussing in plenary (i.e., one large group), organizing into breakout groups, and creating information/input stations on specific topics. Two community outreach meetings will occur before the preparation of the administrative draft RCAAP, and two additional meetings will be held after that document's release. Ascent will coordinate with County staff based on feedback received during the meetings to determine what revisions or additions should be made to the draft RCAAP.

Ascent will prepare presentation materials and activities for the community outreach meetings and submit materials for review and approval by County staff. We will facilitate each meeting and be available for questions. After each community outreach meeting, we will prepare a summary of the meeting, including any action items identified and questions posed during the meeting (along with answers). Ascent will provide the summaries in a format that can be posted to the County's website. All community outreach meetings will provide Spanish interpretation, and all meeting materials will be translated into Spanish. If the County requests additional languages for interpretation and/or translation, a budget augmentation would be warranted.

#### **Task 1.4. Committee & Elected Officials Presentations**

Ascent will attend up to two CAC meetings and up to six adoption hearings for each of the jurisdictions (one hearing per jurisdiction). We will attend all meetings in person and will develop presentation materials. Up to three members of the

Ascent team will attend each meeting/hearing. We will also take notes at a summary level of comments received, outcomes of the meeting, and input from decision-makers.

#### **Task 1.5. RCAAP Summary and Video**

Ascent, with input from Napa RCD, will prepare a visually cohesive and accessible graphic summary document and accompanying video (not to exceed 3 minutes). The summary document and video will be provided in both English and Spanish.

#### **Task 1.6. Additional Meeting Support (optional)**

Ascent and Napa RCD are available to support additional meetings if needed. Ascent will prepare presentation materials, send up to three members of the Ascent team to each meeting, and take notes at a summary level for up to six additional meetings.

### **Phase 3: Coordination**

#### **TASK 1. Coordination**

##### **Task 1.1. Project Management and Coordination**

We understand that communication is fundamental to accomplishing this work effort. We envision our working relationship with the County as highly collaborative. The Ascent project management team will set up biweekly virtual meetings to discuss project status and ensure coordination with County staff. The purpose of these meetings will be to discuss items such as deliverables, upcoming tasks or milestones, project schedule, and next steps and to identify and discuss any critical path items such as outstanding data needs or schedule constraints. If desired by the County, Ascent will set up a SharePoint folder for sharing documents and deliverables between the Ascent team and County staff.

##### **Task 1.2. Climate Action Committee Coordination**

Ascent and Napa RCD will collaborate with staff from each of the six jurisdictions on the CAC to review existing local plans, policies, and programs related to climate change, and to review and receive feedback on proposed GHG reduction and adaptation recommendations, as part of the development of the draft RCAAP. Ascent, Napa RCD, and other subconsultants (as needed) will meet with members of the CAC up to six times, which will coincide with important milestones of the RCAAP development process so that CAC members can see progress in the planning process and how their input is being incorporated into the RCAAP.

##### **Task 1.3. Napa Valley Transportation Authority Coordination**

Ascent and Napa RCD will coordinate with Napa Valley Transportation Authority (NVTa) staff to review and clarify data developed by NVTa and to align NVTa's programs, plans, planned projects, and services that would relate to measures in and implementation of the RCAAP. Ascent will review proposed measures and receive feedback from NVTa staff on measures and implementation actions that involve NVTa as part of the final RCAAP.

### **Phase 4: California Environmental Quality Act**

#### **TASK 1. CEQA Approach Memo**

Ascent will prepare a memo recommending the CEQA approach for the RCAAP, understanding that all jurisdictions in Napa County are seeking a CEQA-qualified GHG reduction plan. Because a regional climate plan has not yet been developed to align with Section 15183.5 of the State CEQA Guidelines, the memo will outline several approaches for consideration by the County and its partner agencies. The memo will include scopes, costs, and timelines for the approaches proposed for the forthcoming environmental review process of the RCAAP.

RMM will provide support by reviewing, commenting on, and proposing edits to the memo, with a focus on compliance with the law, including CEQA, the State CEQA Guidelines, and relevant developments in California courts' interpretation and application of CEQA, as well as the County's local procedures and the BAAQMD CEQA Guidelines.

Ascent will submit a draft memo to County staff for review and will submit a final memo based on comments received from the County.

### **Schedule**

<b>Task</b>	<b>Duration</b>	<b>Due Date</b>	<b>Time Spent with County Staff (groups and individuals)</b>
<b>Phase 1: RCAAP</b>			
Task 1: Project Orientation	N/A	January 2024	2 hours (attending kickoff meeting)
Task 2: Emissions Forecasts	2 months	February 2024	None
Task 3: GHG Reduction Measures	6 months	July 2024	None
Task 4: Adaptation Measures	6 months	July 2024	None
Task 5: Implementation and Monitoring Plan	4 months	December 2024	2 hours (train staff on use of tool)
Task 6.1: RCAAP Outline	1 month	March 2024	None
Task 6.2: Administrative Draft RCAAP	4 months	July 2024	None
Task 6.3: Screencheck Draft and Public Draft RCAAP	2 months	September 2024	None

Task	Duration	Due Date	Time Spent with County Staff (groups and individuals)
Task 6.4: Administrative Final RCAAP	1 month	November 2024	None
Task 6.5: Final RCAAP	1 month	December 2024	None
Task 6.6: Consistency Review Checklists (optional)	2 months	December 2024	2 hours (train staff on use of checklists)
<b>Phase 2: Public Outreach</b>			
Task 1.1: Social Media and Community Engagement Strategy	2 months	March 2024	None
Task 1.2: Online Platform	12 months	Ongoing	None
Task 1.3: Community Outreach Meetings	6 months	September 2024	12 hours (for each community meeting: 3 hours of prep meetings, 3 hours for community meetings)
Task 1.4: Committee & Elected Officials Presentations		Ongoing	24 hours (2 CAC meetings, 6 hearings, 2 hours each)
Task 1.5: RCAAP Summary and Video	2 months	December 2024	None
<b>Phase 3: Coordination</b>			
Task 1.1: Project Management and Coordination	12 months	December 2024	15 hours (biweekly 30-minute meetings)
Task 1.2: Climate Action Committee Coordination	12 months	December 2024	12 hours (6 meetings, 2 hours each)
Task 1.3: NVTa Coordination	8 months	September 2024	3 hours (3 meetings, 1 hour each)
<b>Phase 4: California Environmental Quality Act</b>			
Task 1: CEQA Approach Memo	3 months	November 2024	2 hours (2 meetings, 1 hour each)

## 04/ PRICING INFORMATION/STRUCTURE

The proposed price for the Napa County Regional Climate Action and Adaptation Plan is presented in the spreadsheet inserted following the proposal text. To promote clarity, assumptions explaining the basis of the proposed price are listed on the spreadsheet. The price is estimated based on a good-faith, current understanding of the project's needs. If selected, Ascent is interested in discussing the County's needs and revising the scope of work and price, as warranted, to meet expectations.

## 05/ REFERENCES

Clients for whom we have worked in the past provide the best testimony of the Ascent team's dedication to their projects. We encourage you to contact the following client references, whose projects reflect services similar to those required by Napa County.

**Bay Area Air Quality Management District**  
 375 Beale Street, Suite 600  
 San Francisco, CA 94105  
**Contact:** Abby Young  
 Climate Protection Manager  
 415.749.4754  
**Dates:** 2020–2022  
**Team Members:** Honey Walters (PIC/PM),  
 Brenda Hom

**CEQA Air Quality Guidelines Update:** Ascent provided CEQA expertise to assist BAAQMD staff in updating their existing CEQA Air Quality Guidelines. These guidelines serve as a tool by which local jurisdictions will evaluate impact analysis methodologies, significance thresholds, and mitigation strategies. Specific guidance was included for climate action planning. Ascent staff provided technical support in the revision of the guidelines based on current scientific knowledge, local and regional air quality standards, and federal and state law since the last release of the guidelines which was also led by Ascent staff.

**County of Tuolumne**  
 2 S. Green Street, 4th Floor  
 Sonoma, CA 95370  
**Contact:** Quincy Yaley  
 Community Development  
 Department Director  
 209.533.5961  
**Dates:** 2020–2022  
**Team Members:** Honey Walters (PIC),  
 Brenda Hom, John Steponick

**Tuolumne County Climate Action Plan:** Ascent assisted Tuolumne County in developing its first Climate Action Plan to align with state GHG reduction targets for the year 2030. The CAP includes strategies for reducing GHG emissions from all sectors, as well as addresses the effects of climate change and develops strategies to promote adaptation and resilience due to increased wildfire risk, flooding, extreme heat, and other effects. Ascent also updated the county's baseline GHG inventory and prepared an assessment of climate change effects and primary exposure areas, identified and quantified GHG reduction and adaptation strategies, and conducted public outreach and stakeholder engagement. The CAP aims to build resilience to climate-related hazards, reduce local GHG emissions, and preserve and improve the county's natural resources and quality of life through climate action strategies that are organized into five comprehensive focus areas: health and safety, conservation and recreation, buildings, infrastructure, and agriculture and forestry.

**City of Elk Grove**

8401 Laguna Palms Way  
Elk Grove, CA 95758

**Contact:** Christopher Jordan

Director of Strategic Planning and  
Innovation  
916.478.2222

**Dates:** 2023–Ongoing

**Team Members:** Honey Walters (PIC), Erik de  
Kok (PD), Brenda Hom, John Steponick, Lisa  
Fenton, Luis Montes

**Elk Grove Climate Action Plan Update:** Ascent is assisting the City of Elk Grove with an update to its 2019 CAP, which will be known as Climate Compass. The updated plan will serve as a CEQA-qualified roadmap for reducing local GHG emissions across various sectors while building resilience to future impacts posed by climate change. New recommended measures will prioritize GHG reduction in transportation, integrating electric vehicle infrastructure, energy efficiency improvements, renewable energy generation, and energy storage system implementation. GHG reduction measures will also cover major sectors contributing to GHG emissions (i.e., building energy, on-road transportation, off-road transportation, waste, water, wastewater, agriculture, and City operations). The project features an inclusive and collaborative process that actively engages all Elk Grove residents, particularly those in hard-to-reach communities, by addressing common engagement barriers, tailoring communication tools, and working to rebuild trust to engage diverse perspectives.

## 06 / DISCLOSURES

Ascent has not had an agreement terminated for cause or convenience or a settlement to avoid litigation or termination for convenience or default (or cause) in the last 5 years (or ever), nor does the firm have an agreement termination pending.

## 07 / INSURANCE REQUIREMENT

Ascent has reviewed and confirms the firm's willingness and ability to fulfill the insurance requirements in section 7, Insurance, of the example Napa County Professional Services Agreement attached to the RFP.

## 08 / CONTRACT ACCEPTANCE

Ascent has reviewed the example Napa County Professional Services Agreement and respectfully requests the opportunity to discuss the following revisions to section 8, Hold Harmless/Defense/Indemnification.

(a) In General. To the full extent permitted by law, CONTRACTOR shall defend at its own expense, indemnify, and hold harmless COUNTY and its officers, agents, employees, volunteers, or representatives from and against any and all liability, claims, actions, proceedings, losses, injuries, damages or expenses of every name, kind, and description, including litigation costs and reasonable attorney's fees incurred in connection therewith, brought for or on account of personal injury (including death) or damage to property, ~~arising from all acts or omissions but only to the extent actually caused by the negligence or willful misconduct~~ of CONTRACTOR or its officers, agents, employees, volunteers, contractors and subcontractors in rendering services under this Agreement, excluding, however, such liability, claims, actions, losses, injuries, damages or expenses arising from the sole negligence or willful acts of COUNTY or its officers, agents, employees, volunteers, representatives, or other contractors or their subcontractors.

**Explanation:** Our insurance company will not provide coverage in the unlikely event of a claim unless our liability is limited to only our negligence and willful misconduct. The changes we are requesting to this section would allow our Professional Liability to provide coverage and implement balanced risk between the parties. In addition, we would like to highlight that because Ascent is a smaller company, the amount of money available, in the unlikely event that a claim is made, would be greater from our insurance company (under a scenario in which we can maintain insurance coverage) than directly from Ascent.

(b) Employee Character and Fitness. CONTRACTOR accepts responsibility for determining and approving the character and fitness of its employees (including volunteers, agents or representatives) to provide the services required of CONTRACTOR under this Agreement, ~~including completion of a satisfactory criminal/background check and period rechecks to the extent permitted by law.~~

**Explanation:** Ascent does not perform criminal or background checks as part of our hiring process. Therefore, we would like to request that this clause be stricken.

In addition, the first unnumbered paragraph following paragraph 15(b)(4) on page 35 requires the contractor to use "the same encryption algorithm described above," but there is no previously described encryption algorithm.

## 09 / RFP ADDENDA

Ascent confirms receipt of Addendum No. 1, dated September 27, 2023, and Addendum No. 2, dated October 16, 2023. The signed addenda are contained in Appendix B.



## NAPA COUNTY REGIONAL CLIMATE ACTION AND ADAPTATION PLAN

REIMBURSABLE EXPENSES		\$	243,399
Mileage/Parking/Travel	\$	2,000	
Kanveto 2-Year Subscription	\$	6,000	
Translation/Interpretation Services	\$	6,000	
Subconsultants	\$	248,399	
Renn Allose Marlow	\$	7,500	
Hapa County Resource Conservation District	\$	90,000	
Economic & Planning Systems	\$	54,775	
Jacobs	\$	74,193	
Administrative Cost (5%)	\$	11,629	
<b>TOTAL PRICE</b>		<b>\$</b>	<b>643,514</b>

**ASSUMPTIONS**

Assumptions that explain the basis of the proposed price are listed below and are an integral part of this proposal scope of work for services.

Travel for four (4) community outreach meetings, two (2) presentations to the Climate Action Committee, six (6) presentations to decision-making bodies.

**Proposed Price Validity:** The price proposed to carry out the scope of work is valid for 120 days from the date of submittal, after which it may be subject to revision.

**Schedule:** The price is based on the proposed schedule. If the schedule is protracted significantly (more than 60 days) for reasons beyond Ascent's control, a budget amendment may apply to the remaining work. Ascent will consult with Hapa County about a course of action.

**Price and Staff Allocation to Tasks:** The proposed price has been allocated to tasks. Work has been assigned to the identified staff or labor category. Ascent may reallocate budget or staff among tasks, as needed, as long as the total contract price is not exceeded.

The following tasks are presented as optional services and are contingent upon authorization of the client.

Project No: 20220110.00



## **Appendix A**

### **Resumes**





## Honey Walters

PRINCIPAL-IN-CHARGE

YEARS OF EXPERIENCE 25

### EDUCATION

MS, Atmospheric Science, University of California, Davis

BS, Environmental Science, Indiana State University

Honey Walters is a principal with Ascent's climate action and adaptation practice. She is an expert in the development of GHG emissions inventories, targets, and forecasts. She has 25 years of professional experience in the private and public sectors identifying climate action, adaptation, resilience, and CEQA compliance strategies. Honey has worked directly with state, regional, and local agencies, including CARB, CAPCOA, BAAQMD, Sacramento Metropolitan Air Quality Management District, and the Attorney General's Office on the development of GHG thresholds of significance, analytical methods, and reduction strategies for California.

CEQA-qualified climate action plans are marked with an asterisk (\*).

## SELECTED PROJECT EXPERIENCE

### \*Napa County Climate Action Plan and EIR

County of Napa

Principal-in-Charge

Ascent prepared a comprehensive Climate Action Plan for the unincorporated area of Napa County. Honey served as principal-in-charge, overseeing the technical approach and senior reviewing all work to ensure quality.

### Napa County Regional Greenhouse Gas Emissions Inventory Update

County of Napa

Principal-in-Charge

Ascent conducted a regional GHG emissions inventory for Napa County, updating the inventory originally conducted and adding inventories covering St. Helena, Yountville, the City of Napa, American Canyon, and Calistoga. Honey served as principal-in-charge on the project.

### Alameda County Community Climate Action Plan and Safety Element Update

County of Alameda

Principal-in-Charge

Ascent is assisting the County of Alameda to prepare an updated Community Climate Action Plan and Safety Element. Honey is serving as principal-in-charge, overseeing Ascent's work on the project.

### Update to CEQA Guidelines for Air Quality, Community Risk, and GHG Thresholds

Bay Area Air Quality Management District

Principal-in-Charge

Ascent provided CEQA expertise to assist BAAQMD staff in updating the District's CEQA Air Quality Guidelines. These guidelines serve as a tool by which local jurisdictions will evaluate impact analysis methodologies, significance thresholds, and mitigation strategies. Honey served as principal-in-charge, overseeing Ascent's work on the project, updating the thresholds of significance, developing strategies consistent with CARB standards, and providing quality assurance and technical oversight of all products.

### \*Fremont Climate Action Plan Update, Alameda County

City of Fremont

Principal-in-Charge

Ascent worked with the City of Fremont in the development of the City's CAP 2.0, providing overall project management, GHG emissions forecasting, CAP 2.0 measure identification and prioritization, community engagement support, climate adaptation and resilience assessment, plan development, and CEQA streamlining. Honey served as principal-in-charge, overseeing Ascent's work on the project.

### \*Milpitas Climate Action Plan Update, Santa Clara County

City of Milpitas

Principal-in-Charge

Ascent supported the City of Milpitas in updating its Climate Action Plan to provide the City with a roadmap to achieve deep GHG reductions by 2030 and beyond, identifying measures that will enable the City to reduce emissions in line with the State of California's reduction goals and legislation. Honey served as principal-in-charge, overseeing Ascent's work developing the CAP update.



## Erik de Kok, AICP

### PROJECT DIRECTOR/MANAGER

#### YEARS OF EXPERIENCE

28

#### EDUCATION

MS, Urban Planning, Hunter College,  
City University of New York

BA, Geography, Calvin College, Grand  
Rapids, MI

Erik de Kok, AICP, is Ascent's Director of Interdisciplinary Planning. He works across Ascent's practice areas and market sectors to offer holistic, innovative, and integrated approaches to address evolving and complex community and environmental challenges. He has prepared and implemented a variety of long-range planning projects and related programs, including climate action plans and sustainability plans; community and neighborhood plans; and comprehensive plans, general plans, and regional plans. He is also an experienced facilitator, having worked on several public outreach and collaborative policy campaigns. Erik is also experienced in the performance of technical analysis, environmental document preparation, and public outreach and involvement for project compliance under CEQA and NEPA.

CEQA-qualified climate action plans are marked with an asterisk (\*).

## SELECTED PROJECT EXPERIENCE

### \*Napa County Climate Action Plan and EIR

County of Napa

Project Manager

Ascent prepared a comprehensive Climate Action Plan for the unincorporated area of Napa County. Erik led Ascent's work as project manager and lead planner for the CAP from 2015 to 2019.

### \*Sacramento County Climate Action Plan

County of Sacramento

Project Director

Ascent is supporting the County of Sacramento with preparation of a multiphase Climate Action Plan aligned with the County's adopted General Plan and Climate Emergency Resolution. The CAP includes communitywide and government operations GHG reduction strategies and measures. It also includes a vulnerability assessment and adaptation strategies that will help the County develop the necessary elements to comply with the requirements of SB 379 in updating the County's Safety Element to address the anticipated impacts of climate change. Erik serves as the project director, overseeing all aspects of the project.

### \*Elk Grove Climate Action Plan Update

City of Elk Grove

Project Director

Ascent is assisting the City of Elk Grove with an update to its 2019 CAP, which will be known as Climate Compass. The updated plan will serve as a CEQA-qualified roadmap for reducing local GHG emissions across various sectors while building resilience to future impacts posed by climate change. Erik serves as the project director, overseeing all aspects of the project.

### Fire-Adapted Communities Roadmap and Dashboard Project

Governor's Wildfire and Forest Resilience Task Force

Project Director

Ascent is leading the preparation of a statewide Fire-Adapted Communities Roadmap and Dashboard, in partnership with Resources Legacy Fund. The project will provide a strategic framework for fire-adapted and resilient communities that expands upon Goal 2 (Strengthen the Protection of Communities) in the 2021 Wildfire and Forest Resilience Action Plan. Erik serves as the project director, overseeing all aspects of the project.

### California Adaptation Planning Guide Update

Governor's Office of Planning and Research

Senior Advisor

As Deputy Director of Planning and Community Development in the Governor's Office of Planning and Research, Erik collaborated with OPR's Climate Resilience team on a joint initiative with the Governor's Office of Emergency Services (CalOES) to update the state's Adaptation Planning Guide (APG). The APG is a primary resource for local governments engaged in adaptation and resiliency planning in California.



## John Steponick

ASSISTANT PROJECT MANAGER

### YEARS OF EXPERIENCE

5

### EDUCATION

MS, Disaster Science and Management, University of Delaware, Newark

BS, Atmospheric Sciences, Minor in Environmental Science, The Ohio State University, Columbus

John Steponick is a climate adaptation analyst and project manager whose education, interests, expertise, and prior experiences lie at the intersection of climate change, disasters, environment, and society. He has a strong foundational understanding and direct working experience in the fields of disaster recovery, climate change communication, and climate change action and adaptation planning, and has worked at or with all three levels of government (e.g., local, state, federal), academic institutions, nonprofit organizations, and the private sector. John is experienced in public outreach and community engagement, policy research and interpretation, synthesizing and translating complex information, and writing in an array of styles for different target audiences.

CEQA-qualified climate action plans are marked with an asterisk (\*).

## SELECTED PROJECT EXPERIENCE

### Alameda County Community Climate Action Plan and Safety Element Update

County of Alameda

Climate Adaptation Analyst

Ascent is assisting the County of Alameda to prepare an updated Community Climate Action Plan (CCAP) and Safety Element. John is serving as a climate adaptation analyst and is responsible for developing the CCAP's climate change vulnerability assessment and adaptation strategies.

### \*Monterey County Community Climate Action and Adaptation Plan

County of Monterey

Climate Adaptation Analyst

Ascent is assisting the County of Monterey with its effort to develop a CEQA-qualified Community Climate Action and Adaptation Plan (CCAAP) for 2030 and update its Municipal Climate Action Plan. John serves as a climate adaptation analyst and is responsible for development of the CCAAP's climate change vulnerability assessment, adaptation strategies, and various CCAAP chapters, along with some public engagement/community outreach tasks.

### \*Elk Grove Climate Action Plan Update, Sacramento County

City of Elk Grove

Climate Adaptation Analyst

Ascent is assisting the City of Elk Grove with an update to its 2019 CAP, which will be known as Climate Compass. The updated plan will serve as a CEQA-qualified roadmap for reducing local GHG emissions across various sectors while building resilience to future impacts posed by climate change. John is the climate adaptation analyst on the project, supporting the development of adaptation and resilience strategies and community engagement activities.

### \*Rancho Cordova Climate Action and Adaptation Plan, Sacramento County

City of Rancho Cordova

Climate Adaptation Analyst

Ascent is helping the City of Rancho Cordova develop its first CAP, which seeks to reduce the city's contributions to climate change and help people and property adapt to the effects of climate change. John is serving as a climate adaptation analyst and is responsible for the development of various CAP chapters. He is also assisting with public workshops in the community.

### Tuolumne County Climate Action Plan

County of Tuolumne

Climate Action Analyst

Ascent assisted Tuolumne County in developing its first Climate Action Plan to align with state GHG reduction targets for the year 2030. The CAP includes strategies for reducing GHG emissions from all sectors, and strategies to promote adaptation and resilience due to increased wildfire risk, flooding, extreme heat, and other effects. John served as a climate action analyst and worked on revisions to the final CAP.



## Brenda Hom

### SENIOR CLIMATE ACTION SPECIALIST

#### YEARS OF EXPERIENCE

13

#### EDUCATION

MS, Transportation Technology and Policy, University of California, Davis

BS, Mechanical Engineering, University of California, Los Angeles

Brenda Hom is a senior climate action specialist with experience in climate action planning, sustainability planning, and air quality analyses. Her expertise includes point-, area-, and mobile-source air quality impact studies; GHG and criteria pollutant emissions inventories, forecasts, and reduction measures; energy, water, and waste analyses; GHG reduction plan development; lifecycle and transportation emissions modeling; air quality conformity analyses; air quality dispersion and health risk modeling; and sustainability planning for cities, counties, and transit agencies.

CEQA-qualified climate action plans are marked with an asterisk (\*).

### SELECTED PROJECT EXPERIENCE

#### \*Napa County Climate Action Plan and EIR

County of Napa

Air Quality and Climate Change Specialist

Ascent prepared a comprehensive Climate Action Plan for the unincorporated area of Napa County. The CAP addresses the effects of climate change and strategies to promote adaptation to sea-level rise, increased wildfire risk, effects of heat on local populations and agriculture, and other effects. Brenda was the technical lead on the development of the County's GHG inventory, forecasts, and targets and CAP reduction measures.

#### Napa County Regional Greenhouse Gas Emissions Inventory Update

County of Napa

Project Manager/Senior Climate Change Analyst

Ascent conducted a regional GHG emissions inventory for Napa County, updating the inventory originally conducted and adding inventories covering St. Helena, Yountville, the City of Napa, American Canyon, and Calistoga. Brenda served as project manager and senior climate change analyst on this project.

#### BAAQMD CEQA Guide Update

Bay Area Air Quality Management District

Senior Climate Change Analyst

Ascent provided CEQA expertise to assist BAAQMD staff in updating the District's CEQA Air Quality Guidelines. These guidelines serve as a tool by which local jurisdictions will evaluate impact analysis methodologies, significance thresholds, and mitigation strategies. Brenda served as technical lead for the update of the guidelines and the substantial evidence for the development of new thresholds.

#### \*Fremont Climate Action Plan Update, Alameda County

City of Fremont

Senior Climate Change Analyst

Ascent is working with the City of Fremont in the development of the City's CAP 2.0, providing overall project management, GHG emissions forecasting, CAP 2.0 measure identification and prioritization, community engagement support, climate adaptation and resilience assessment, draft CAP 2.0 plan development, and CEQA streamlining. Brenda is serving as the senior climate change analyst and is providing senior technical reviews of the GHG inventory and reduction measure quantification.

#### \*Milpitas Climate Action Plan Update, Santa Clara County

City of Milpitas

Senior Climate Change Analyst

Ascent supported the City of Milpitas in updating its Climate Action Plan to provide the City with a roadmap to achieve deep GHG reductions by 2030 and beyond, identifying measures that will enable the City to reduce emissions in line with the State of California's reduction goals and legislation. Brenda served as the senior climate change analyst and conducted senior technical reviews of the GHG inventory and reduction measure quantification.

#### \*San Diego County Climate Action Plan

County of San Diego

Senior Climate Change Analyst

Brenda is the senior climate change analyst for San Diego County's Climate Action Plan update, which is an ambitious, visionary CAP that strives to meet a 2030 target to mitigate for the County's General Plan and a net zero emissions goal for 2035–2045. Brenda is providing the guiding technical framework and senior review for the community-wide and municipal GHG inventory and forecasts, carbon storage and sequestration evaluations, and GHG reduction measures.



## Greta Brownlow, PhD

CEQA LEAD

### YEARS OF EXPERIENCE

27

### EDUCATION

PhD, Education, University of California, Berkeley, Graduate School of Education

MA, Education, University of California, Berkeley, Graduate School of Education

Master of Urban and Regional Planning, University of California, Los Angeles

BA, Social Sciences, University of California, Berkeley

Greta Brownlow, PhD, brings 27 years of environmental planning experience, specializing in planning and environmental analysis, policy research and analysis, and community outreach. She is experienced in business development and project/staff management. Greta has prepared a wide variety of documents including environmental impact reports, environmental assessments, community involvement plans, mitigation plans, and general plans. She has assisted agencies, developers, and local communities in implementing development projects as a project manager, project director, and principal-in-charge. Greta also serves as adjunct faculty at San Jose State University, where she has taught Environmental Planning and Private Development & Urban Planning in the Department of Urban and Regional Planning. She also has taught Environmental Impact Assessment in the Geography and Environmental Studies Department at California State University, East Bay.

CEQA-qualified climate action plans are marked with an asterisk (\*).

## SELECTED PROJECT EXPERIENCE

### \*San Diego County Climate Action Plan SEIR

County of San Diego

Project Manager

The County adopted mitigation measures identified in the 2011 General Plan Update Program EIR that called for the preparation of a Climate Action Plan designed to reach specified GHG reduction targets from community and local government operations, modifications to the County's guidance on the evaluation of GHG impacts and determining a project's consistency with the CAP, and adoption of a GHG threshold to reduce GHG emissions. Greta serves as project manager for the SEIR, coordinating with the CAP team and the County team and providing strategic guidance to Ascent's internal team.

### Maritime Academy Waterfront Master Plan EIR, Solano County

California State University

Project Manager

Cal Maritime is preparing a Waterfront Master Plan that will identify and incorporate projects into a comprehensive document to help guide investment. The Master Plan prioritizes improvements into phases spanning 10 years. Greta is managing preparation of the CEQA and NEPA documentation for the project, which involves facilitating coordination between Cal Maritime staff, the CSU Chancellor's Office, the US Department of Transportation Maritime Administration, and multiple technical consultants.

### Village at Palisades Tahoe Specific Plan Revised EIR, Placer County

County of Placer

Senior Technical Support

The Village at Palisades Tahoe (formerly, Squaw Valley) Specific Plan project is located on approximately 94 acres within the 4,500-acre-plus Olympic Valley. The project is a mixed-use development that includes residential, commercial, and recreation uses as well as parking and other visitor amenities. Ascent is assisting the County in preparing a revised EIR. Greta prepared master responses to complex public and agency comments on the Draft EIR.

### Academy of Art University EIR, San Francisco County

City and County of San Francisco

Project Manager

Greta was part of a collaborative team working to complete a Draft EIR for the City and County of San Francisco analyzing the impacts of the AAU's growth through 2017. The challenge for the EIR preparation was evaluating potential growth scenarios so that they are reflective of AAU's goal of using existing structures in the city rather than relying on new construction. Greta also managed preparation of the Response to Comments document for the EIR and managed preparation of the Final EIR.



# Amy R. Lapin

Principal



## Education

Master of Community and Regional Planning, University of Oregon

Bachelor of Arts in Economics Management and Psychology, Ohio Wesleyan University

## Previous Employment

Research Assistant, Downtown Eugene, Inc., 2002

Senior Consultant, PriceWaterhouseCoopers LLC, 2000–2001

Consultant, Hewitt Associates, LLC, 1997–1999

## Affiliations

American Planning Association (APA)

APA PLAN SacValley  
2012–13 Mentor  
2014–15 Mentor

Urban Land Institute (ULI)

California Forward, Infrastructure Action Team

Sacramento County Recreation and Parks Commissioner, 2013–2018

Sacramento Tree Foundation Board Member, 2019–present

## Awards

Dean's Graduate Fellowship, School of Architecture & Allied Arts, University of Oregon, 2003

Graduate Teaching Fellowship, Community Planning Workshop, Department of Planning, Public Policy and Management, University of Oregon, 2002–2003

## ABOUT

Amy R. Lapin is an urban economics consultant with expertise in creating viable land use and financial strategies for public- and private-sector clients. Since joining EPS in 2003, she has provided project management, technical analysis, and advisory services for numerous infill and master-planned community projects throughout California and the Pacific Northwest. Amy's experience includes projects related to public finance, fiscal and economic impact analysis, real estate market analysis and financial feasibility, economic development, and land use policy.

## SELECTED PROJECTS

### Reclamation District 17/Mossdale Tract Area Urban Level of Flood Protection Financial Analyses

Based on the requirements of California SB 5, the Cities of Lathrop, Manteca, and Stockton, San Joaquin County, and RD 17 have been working toward providing 200-year flood protection for the portions of their jurisdictions in the RD 17 basin. As a subconsultant to Larson Wurzel & Associates, EPS prepared technical analyses supporting a multifaceted financing strategy to fund flood control improvements, encompassing a mix of public and private funding sources, including a new development impact fee, new annual flood control assessment, and tax increment financing through the formation of an Enhanced Infrastructure Financing District.

### Camp Fire Regional Economic Impact Analysis

EPS, in conjunction with Industrial Economics, Inc., was retained by 3CORE to provide the tri-county region of Butte, Glenn, and Tehama Counties with information regarding economic impacts and recovery in the wake of the 2018 Camp Fire. The EPS team conducted extensive stakeholder outreach to understand the regional economy immediately before and after the disaster. The EPS team estimated the fire's impacts on the region's population, economy, real estate markets, and municipal governments.

### Sunset Area Plan Market Analysis, Fiscal Impact Analysis, and Financing Plan

In support of Placer County's planning efforts to re-envision and rebrand the Sunset Area, EPS prepared a market analysis to establish the economic context and market demand for future development. The analysis provided an overview of the dynamics in the South Placer market, explored the development potential in the Sunset Area from an economic perspective, and described strategies for maximizing successful development in the Sunset Area. EPS worked in close collaboration with Placer County to evaluate the net fiscal impacts of proposed new development to ensure sustainable fiscal outcomes for the County and other service providers. EPS also developed a programmatic public facilities financing plan to identify a range of financing sources available to fund backbone infrastructure needed to facilitate buildout of the plan area.

### West Broadway Specific Plan Public Facilities Financing Plan

The West Broadway Specific Plan establishes a long-term vision and strategy for redeveloping and transforming the plan area, located in the Upper Land Park neighborhood. As a subconsultant to Ascent, EPS assisted the City of Sacramento in preparing a Public Facilities Financing Plan, establishing a strategy that will govern the financing of backbone infrastructure and public facilities to achieve specific plan objectives.

**EDUCATION/  
QUALIFICATIONS**

BSc, Chemical and  
Petroleum Refining  
Engineering, Colorado  
School of Mines

**REGISTRATIONS/  
CERTIFICATIONS**

- Licensed Professional  
Engineer: CO, KS, NM,  
ND, WY

**YEARS OF  
EXPERIENCE**

35

## Douglas Huxley

### *Greenhouse Gas Management*

Doug has more than 35 years of professional experience as a consulting environmental engineer and as an employee of three industrial chemical manufacturers. He is currently the technical leader of Jacob's services for greenhouse gas management and mitigation, with internationally recognized expertise in climate change consulting. Doug has extensive experience in quantification and reduction of carbon emissions in numerous types of industrial sectors, government and government agencies, major infrastructure projects, carbon capture utilization and storage options, and terrestrial carbon sequestration. Doug has specialized in climate change related services for more than 20 years. He has led numerous evaluations of carbon footprints and mitigation plans, conducted carbon and environmental life-cycle analyses for infrastructure and industrial products, and authored and contributed to new carbon accounting guidance and carbon offset methodologies. He has also worked on the development/sale and purchase/use of carbon offsets and renewable energy credits and conducted climate vulnerability

assessments and resiliency plans. Doug was a technical working group member for two GHG Protocol standards and for The Climate Registry's Water-Energy-GHG guidance, and he has authored multiple sector-specific GHG accounting guidance documents for the US Environmental Protection Agency's former Climate Leaders program.

### Relevant Project Experience

- **Blue Carbon Project Assessment | *United Kingdom***

Client: UK Environment Agency | Title: Senior Technical Consultant

Description: Doug is the senior technical consultant on the Jacobs project for the UK Environment Agency (EA) to explore and develop the potential for blue carbon projects in the UK. This involves screening of existing coastal wetland carbon offset methodologies from the voluntary Verified Carbon Standard and American Carbon Registry programs, and existing UK Woodland and Peatland codes, and advising EA regarding the additional work needed to create and claim coastal wetland offsets from UK projects.

- **Net Zero Emissions Project Funding Program | *Australia***

Client: New South Wales Department of Planning, Industry & Environment (NSW DPIE) | Title: Technical Representative

Description: Doug served as the technical representative on an independent panel of expert advisors for a time-critical Net Zero Emissions Project funding program. The program provides co-funding of capital costs of projects that abate high-GWP GHG emissions from industrial sources in New South Wales. Doug led the technical review of the first corporate application, providing fast advice regarding the feasibility and cost-benefit of the proposed project while helping establish guidelines and processes for reviews of future applications.

- **GHG reduction cost-benefit analysis | *Brazil***

Client: Usina Presidente Vargas integrated steel mill | Title: Expert Advisor

Description: For the Usina Presidente Vargas integrated steel mill in Brazil, Doug led a project to validate existing GHG emission inventories and rank GHG reduction opportunities according to technical feasibility and cost-benefit analysis. Reduction options include possible modifications to the iron, steel, and ancillary manufacturing processes, as well as energy efficiency improvements and material reuse options. On-site work included workshops with engineering, management, and operations staff from the mill. The potential eligibility of certain reduction options as Clean Development Mechanism carbon offset projects was reviewed as a potential means of funding. Doug also led an air emissions compliance review including assessment of efficiency of existing control devices for criteria and toxic air pollutants.

## Frances Knapczyk, PhD

Program Director, Napa County Resource Conservation District  
[Frances@NapaRCD.org](mailto:Frances@NapaRCD.org), (707) 690-3124

### Education:

- PhD, Plant Biology and Ecology, Evolutionary Biology, and Behavior, Michigan State University, East Lansing, MI
- BA, Biology, BS, Geology, Indiana University, Bloomington, IN

### Work Experience:

#### Program Director, Napa County Resource Conservation District, 2018–Present

Lead development and integration of Community Engagement Program elements, manage fund development, staffing, budgets, and timelines related to 10+ grants and contracts related to program. Project management for the Sulphur Creek Fish Passage Design project. Lead outreach, marketing, and public relations. Facilitate and collaborate in regional and local partner working groups related to shared initiatives and goals. Assist executive director in developing annual and long-range plans and reports, annual budgets, workload allocations, board meeting agendas, contract negotiation and development. Assist in recruitment, hiring, and mentoring of new staff. Manage three staff, including workload and performance reviews. Report to Board of Directors about program and project progress. Support fund development.

#### Conservation Project Manager, Napa County Resource Conservation District, 2015–2018

Lead development and integration of LandSmart program elements, manage fund development, staffing, budgets, and timelines related to 10+ grants and contracts related to LandSmart. Manage outreach, marketing, and public relations; develop and grow social media campaigns; present work to partners and at conferences. Facilitate and attend regional and local partner working groups related to shared initiatives and goals. Assist executive director in developing annual and long-range plans and reports, annual budgets, workload allocations, board meeting agendas, contract negotiation and development. Assist in recruitment, hiring, and mentoring of new staff. Manage two staff, including workload and performance reviews. Report to Board of Directors about program and project progress. Support fund development.

#### Education Program Manager and Stewardship Facilitator, Napa County Resource Conservation District, 2007–2015

Developed, created, and distributed outreach materials, including brochures, presentations, and websites. Developed, promoted, and facilitated public events and youth programs, including Watershed Symposia, film events, and field trips. Managed implementation of \$450,000 road improvement project. Facilitated meetings and events for Napa Sustainable Winegrowing Group. Developed and managed volunteers and interns. Managed grants and contracts, including deliverables, budgets, timelines, contractors, and reporting. Collaborated with staff to develop grant proposals.



**REMY | MOOSE | MANLEY**

LLP

**NATHAN O. GEORGE**

**State Bar No. 303707**

555 Capitol Mall, Suite 800 • Sacramento, CA 95814

Telephone: (916) 443-2745 • Facsimile: (916) 443-9017

E-mail: [ngeorge@rmmenvirolaw.com](mailto:ngeorge@rmmenvirolaw.com)

[www.rmmenvirolaw.com](http://www.rmmenvirolaw.com)

Nathan O. George is a partner at the Sacramento-based law firm of Remy Moose Manley, LLP, which focuses in the practice areas of environmental law, including the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), the Endangered Species Act, land use and planning, water law, initiatives and referenda, and administrative law. He joined the firm in 2016 as an associate. Mr. George teaches CEQA courses and seminars or lectures for such organizations as the Association of Environmental Professionals, CLE International, and the California Continuing Education of the Bar program. Mr. George has been selected for inclusion in the Rising Stars section of the 2020–2023 Northern California Super Lawyers® magazine.

## **EDUCATION/WORK EXPERIENCE**

Mr. George obtained his law degree in 2014 from the University of California, Davis, School of Law (King Hall). During law school, he served as a board member for the Journal of International Law and Policy, and as a board member for the Environmental Council of Sacramento. Mr. George graduated with both the Environmental Law and Public Service Certificates.

Prior to joining Remy Moose Manley, LLP, Mr. George worked as an associate at David Allen & Associates, with a focus on civil litigation. He also clerked for the California Environmental Protection Agency, the Air Resources Board, the California Attorney General's Office in the Land Law, Environment, and Natural Resources sections, and the Placer County District Attorney's Office, in the Public Integrity Unit.

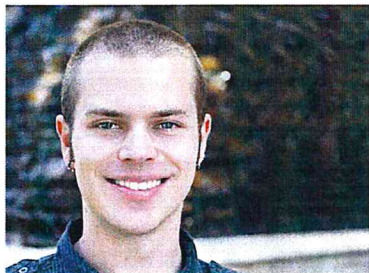
## **REPRESENTATIVE PAST AND PRESENT CLIENTS**

*Public Agencies:* City of Los Angeles, Los Angeles World Airports, Imperial County Air Pollution Control District, City of Weed, County of Colusa, County of San Joaquin, South San Joaquin Irrigation District, Western Riverside Council of Governments, California Department of Water Resources, Town of Loomis

*Private Entities:* Inteplast Group, Ltd.; Californians Against Waste; Sandridge Partners, LP; G.I. Industries dba Waste Management; Sierra Pacific Industries; Rancho Cañada Venture, LLC; Arelac, Inc. dba Fortera; Palisades Tahoe; Yorba Linda Estates, LLC

## **SELECTED REPORTED CASES**

- *Westsidiers Opposed to Overdevelopment v. City of Los Angeles et al.* (2018) 27 Cal.App.5th 1079
- *Martis Camp Community Association v. County of Placer* (2020) 53 Cal.App.5th 569
- *League to Save Lake Tahoe Mountain etc. v. County of Placer* (2022) 75 Cal.App.5th 63



YEARS OF EXPERIENCE

13

**EDUCATION**

BA, Communication, Saint Mary's  
College of California

## Corey Alling

### GRAPHICS SPECIALIST

Corey Alling is a graphic designer and communications specialist with extensive experience in the environmental and urban design fields. He conducts data and information investigations related to climate action plans, renewable energy and transmission projects, environmental impact assessment, habitat conservation planning, outdoor recreation, and related topics. He also assists with internet applications for public outreach, such as creating and designing email newsletters and preparing public meeting materials.

CEQA-qualified climate action plans are marked with an asterisk (\*)

#### WORK SAMPLES

- ▶ \*Napa County Climate Action Plan and EIR (Graphic Designer)
- ▶ Alameda County Climate Action Plan (Graphic Designer)
- ▶ \*Sacramento County Climate Action Plan (Graphic Designer)
- ▶ \*San Diego County Climate Action Plan and EIR (Graphic Designer)
- ▶ \*San Marcos Climate Action Plan Update (Graphic Designer)
- ▶ Carmel Area State Park General Plan and EIR (Graphic Designer)



YEARS OF EXPERIENCE

17

**EDUCATION**

BA, Environmental Studies (with  
concentration in economics),  
California State University,  
Sacramento

## Jessica Babcock

### SENIOR ENVIRONMENTAL PLANNER

Jessica Babcock is a senior environmental planner and project manager specializing in CEQA and NEPA compliance for a wide variety of projects in jurisdictions throughout California. Her recent experience includes guiding the CEQA compliance of several land use and planning projects, including general plan updates and large community plan projects, sphere of influence updates, and annexations. Her broad experience also includes projects focused on transportation facilities, renewable energy and transmission, water supply, wastewater, flood control, and other public works efforts.

CEQA-qualified climate action plans are marked with an asterisk (\*).

#### WORK SAMPLES

- ▶ \*San Diego County Climate Action Plan SEIR (Assistant Project Manager)
- ▶ \*Sacramento County Climate Action Plan Addendum (Project Manager/Environmental Planner)
- ▶ \*Milpitas Climate Action Plan Addendum (CEQA Project Manager)
- ▶ Tuolumne County General Plan Update EIR (Assistant Project Manager)
- ▶ Ventura County General Plan Update and EIR (Assistant Project Manager)
- ▶ \*Truckee General Plan EIR (CEQA Project Manager)



## Lisa Fenton

### CLIMATE ACTION ANALYST

Lisa Fenton holds a master's degree in climate science and policy from the Scripps Institution of Oceanography at UC San Diego. Her graduate research addressed important contemporary issues in climate planning, including equity considerations for building decarbonization policy. Her work served to provide awareness of the interconnectedness of issues in climate, housing, and health and promote collaboration in creating holistic, equity-centered policies and programs—ones that not only reduce greenhouse gas emissions but address the critical issues and opportunities at these intersections. In addition, she is versed in sustainable development, environmental economics, and foundations of the energy system. Lisa is also an experienced educator and is passionate about effectively communicating with the public regarding climate change and its impacts.

CEQA-qualified climate action plans are marked with an asterisk (\*).

YEARS OF EXPERIENCE

2

#### EDUCATION

MAS, Climate Science and Policy,  
University of California, San Diego  
Teaching Credential, Multiple  
Subject, San Diego State University  
BA, Human Development,  
University of California, San Diego

#### WORK SAMPLES

- ▶ \*Elk Grove Climate Action Plan Update (Climate Action Analyst)
- ▶ Alameda County Community Climate Action Plan (Climate Action Analyst)
- ▶ \*Bakersfield Climate Action Plan (Climate Action Analyst)
- ▶ San Diego Climate Action Implementation Plan (Climate Action Analyst)
- ▶ Santa Clara Valley Transportation Authority Climate Action and Adaptation Plan (Climate Action Analyst)



## Cole Hackett

### ENVIRONMENTAL PLANNER

Cole Hackett specializes in CEQA planning and environmental review for university development, general plan updates, and climate action plans, and working with governments at the city, county, and state levels. He has also gained experience across Ascent's practices through contributions in analyzing public feedback with the Climate Action and Adaptation Planning Practice.

CEQA-qualified climate action plans are marked with an asterisk (\*).

YEARS OF EXPERIENCE

2

#### EDUCATION

BS, Environmental Management  
and Protection (minor: City and  
Regional Planning), California  
Polytechnic University, San Luis  
Obispo

#### WORK SAMPLES

- ▶ \*Monterey County Community Climate Action and Adaptation Plan (Environmental Planner)
- ▶ \*Rancho Cordova Climate Action and Adaptation Plan (Environmental Planner)
- ▶ \*Bakersfield Climate Action Plan (Environmental Planner)



YEARS OF EXPERIENCE

8

**EDUCATION**

BA, Environmental Studies,  
University of California, Santa  
Barbara

## Reida Khan

### ENVIRONMENTAL PLANNER

Reida Khan is an environmental planner with over 8 years of industry experience. She is well versed in preparing a variety of environmental documents, including various IS/MNDs, EIRs, and categorical exemptions in compliance with CEQA. Reida has experience in providing project management assistance and conducting thorough QA/QC reviews. She has successfully guided clients through the CEQA process for large and small projects throughout the state, with a concentration in Northern California and the Bay Area. Her diverse project experience includes vegetation treatment projects, industrial development, restoration, recreation, and open space projects. Some of these projects involved intense public controversy.

CEQA-qualified climate action plans are marked with an asterisk (\*).

#### WORK SAMPLES

- ▶ \*Bakersfield Climate Action Plan IS/ND (Assistant Project Manager/Environmental Planner)
- ▶ North Coast Land Holdings Community Plan Amendment EIR (Environmental Planner)
- ▶ Riverbank Regional Recycled Water Project IS/MND (Environmental Planner)



YEARS OF EXPERIENCE

18

**EDUCATION**

Heald Business College, Rancho  
Cordova

## Michele Mattei

### WORD PROCESSING/508 COMPLIANCE

Michele Mattei is a highly skilled document production and publishing specialist with 18 years of experience. She is proficient in coordinating simultaneous projects and meeting deadlines, conformance with quality assurance practices, and the use or creation of custom and standardized style guides. Michele's publishing expertise on large federal, state, and local agency regulatory compliance documents includes CEQA/NEPA technical documents such as EIRs, EISs, and IS/MNDs, master plans, specific plans, and resource management plans. She is also proficient in document standards and requirements for BAs/BREs, NOPs, NOAs, and Caltrans-specific documents, including ensuring 508 compliance.

CEQA-qualified climate action plans are marked with an asterisk (\*).

#### WORK SAMPLES

- ▶ Napa County Regional GHG Emissions and Inventory Update (Document Production Specialist)
- ▶ \*Bakersfield Climate Action Plan (Document Production Specialist)
- ▶ Alameda County Community Climate Action Plan and Safety Element Update (Document Production Specialist)
- ▶ \*Rancho Cordova Climate Action and Adaptation Plan (Document Production Specialist)



YEARS OF EXPERIENCE

6

**EDUCATION**

MS, Environmental Management,  
University of San Francisco

BS, Environmental Policy Analysis  
and Planning (minor in Spanish),  
University of California, Davis

## Luis Montes

### OUTREACH SPECIALIST

Luis Montes is a dedicated and enthusiastic professional specializing in public engagement. With his master's degree from the University of San Francisco and background in local government, he brings a strong academic foundation in environmental studies and a deep passion for community outreach and education. Luis is skilled in public speaking and delivering oral presentations and effective at drafting blog posts, talking points, presentations, letters of recommendation, briefings, and white papers. Driven by a commitment to environmental stewardship and public safety, he is eager to apply his knowledge and skills to develop effective wildfire vegetation management plans that prioritize public engagement. He recognizes the crucial role that community involvement plays in creating sustainable and resilient landscapes, and he strives to empower individuals to take an active role in mitigating wildfire risks.

CEQA-qualified climate action plans are marked with an asterisk (\*).

**WORK SAMPLES**

- ▶ Association of Monterey Bay Area Governments, Natural and Working Lands Climate Mitigation and Resiliency Study (Climate Action Planner)
- ▶ \*Elk Grove Climate Action Plan Update (Assistant Project Manager)
- ▶ Fire-Adapted Communities Roadmap and Dashboard Project (Climate Action Planner)
- ▶ NV Energy Supplemental Community Outreach Plan (Community Outreach Specialist)



YEARS OF EXPERIENCE

10

**EDUCATION**

MS, Environmental Science and  
Management, University of  
California, Santa Barbara

BA, Management of Public  
Administration, Renmin University  
of China

## Adam Qian

### CLIMATE ADAPTATION PLANNER

Adam Qian is an environmental professional with more than 10 years of combined experience in various environmental sciences, climate adaptation and hazard mitigation planning, environmental planning management, GIS and spatial analysis, and related fields, including 5 years of project management experience. He has technical proficiency in data organization and analysis, GIS management, and spatial mapping and analysis.

CEQA-qualified climate action plans are marked with an asterisk (\*).

**WORK SAMPLES**

- ▶ Alameda County Community Climate Action Plan and Safety Element Update (Climate Adaptation Planner)
- ▶ \*Sacramento County Climate Action Plan (Climate Adaptation Planner)
- ▶ Santa Clara Valley Transportation Authority Climate Action and Adaptation Plan (Climate Adaptation Planner)



## **Appendix B**

### **Acknowledgement of Addenda**



**Addendum No. 1 – General Corrections**  
**September 27, 2023**

**Napa County RFP - Regional Climate Action and Adaptation Plan Consultant**  
**RFP No. PBES092301**

1. As a universal amendment, all references in the Request for Proposals to “greenhouse gas emissions” and/or “GHG emissions” are assumed to include all climate pollutants such as black carbon and other non-gas contaminants.
2. The third paragraph of Section A is hereby replaced in its entirety:

In addition, the RCAAP shall incorporate the results of the Napa County Regional 2019 Community Greenhouse Gas Inventory, which updated the inventory included in the 2009 Napa Countywide Community Climate Action Framework published by the Napa County Transportation and Planning Agency. Note that in all references in this RFP to the inventory, that it includes two supplemental memos: (1) Napa County Regional 2019 Greenhouse Gas Short-Lived Climate Pollutant Inventory Summary; and (2) Regional Carbon Stock Inventory Report for Napa County.

3. The third paragraph of Section A, Sub-section 2 is hereby replaced in its entirety:

Beginning in the summer of 2021, the cities, town, and county all adopted Resolutions or Proclamations declaring a Climate Emergency, as follows:

- Calistoga: August 3, 2021
- American Canyon: February 1, 2022
- Yountville: March 15, 2022
- City of Napa: April 5, 2022
- St. Helena: April 12, 2022
- County of Napa: June 7, 2022

4. The fourth paragraph of Section A, Sub-section 3, Sub-subsection (f) is hereby replaced in its entirety:

**City of Napa**

Adopted a Sustainability Plan in 2012. The Plan covers both municipal operations and the community, is voluntary, and projected out until 2020. The 2040 General Plan incorporates a Climate Change and Sustainability Element, including Policy CCS 1-1 which seeks to achieve net zero climate pollutants from public and private operations within the City by 2030. The Climate Element builds upon the voluntary measures in the 2012 Sustainability Plan.

5. The tenth paragraph of Section A, Sub-section 3, Sub-subsection (f) is hereby replaced in its entirety:

In addition, all six jurisdictions have adopted resolutions declaring a climate emergency, as follows:

- City of Calistoga adopted Resolution No. 2021-63 on August 3, 2021, which set a goal of net zero climate pollution by or before 2030.

- City of American Canyon adopted Resolution No. 2022-07 on February 1, 2022, which set a goal of net zero climate pollution by or before 2030.
- Town of Yountville adopted a Proclamation on March 15, 2022, which committed to a goal of net zero climate pollution by or before 2030.
- City of Napa adopted Resolution No. 2022-030 on April 5, 2022, which set a goal of net zero climate pollutants by 2030.
- City of St. Helena adopted Resolution No. 2022-26 on April 12, 2022, which set a goal of net zero climate pollution by 2030.
- County of Napa adopted Resolution No. 2022-79 on June 7, 2022, which set a goal of net zero greenhouse gas emissions with a reach target of 2030.

6. The first paragraph of Attachment A, Section 1 is hereby replaced in its entirety:

The purpose of the RCAAP is to prepare a comprehensive plan for the Cities of American Canyon, Calistoga, Napa, and St. Helena, the Town of Yountville, and the County of Napa to achieve the goal of carbon neutrality (net zero greenhouse gas (GHG) emissions) by the year 2030. In addition, given the potential barriers and challenges to achieving this goal, proposals will also include a comprehensive plan that achieves net zero GHG emissions as soon as possible after 2030, or by 2045 at the latest. The RCAAP should recognize the different opportunities and constraints within each jurisdiction in developing the path and actions necessary to achieve carbon neutrality and climate adaptation, while working as an integrated plan for the entire Napa County region. Each of the following sectors shall be evaluated for potential action measures that contribute to individual jurisdiction and overall carbon neutrality: on-road transportation, building energy, solid waste, off-road vehicles, agriculture, waste water treatment, and imported water. Analysis shall be consistent with the most current methodology and analysis used by the CARB. Each action shall be accompanied by quantifiable and measurable projected reductions in GHG emissions and/or increases in carbon sequestration, as well as reduction in risk due to climate adaptation strategies, within a timeline and framework to show how and when each individual jurisdiction and the region as a whole will achieve carbon neutrality and climate resilience. Where feasible, each action will also be provided with an estimate of the cost to families, businesses, and/or municipalities, as well as an estimate of the amount of staff hours needed to implement the measure, and how any technology gaps are anticipated to be overcome.

7. The first paragraph and table of Section C are hereby replaced in its entirety:

The tentative schedule of events for this RFP and the contract work is shown below. These dates may be changed at the discretion of Napa County. Changes to the due date for questions or due date for proposal submittal will be made by written addendum.

September 15, 2023	Request for Proposal released
Monday, October 2, 2023	Questions due by 5:00 PM PDT
Monday, October 16, 2023	Responses to questions will be published
Friday, October 27, 2023	Proposals due by 4:00 PM PDT
October-November, 2023	County review
November 2023	Interviews at discretion of County
November-December 2023	Negotiations and Contract Development
December 11, 2023	Intent to Award Notifications sent out
December 19, 2023	Contract approval and contract start date

8. The second paragraph of Attachment A, Section 1 is hereby replaced in its entirety:

During preparation of the RCAAP, the selected consultant will review the 2019 regional GHG inventory, the existing climate action plans for each jurisdiction, and applicable state and district requirements. The consultant will also meet with staff from each jurisdiction and local agencies to discuss current and anticipated GHG reduction programs, as well as review options for potential action measures to achieve carbon neutrality. The consultant will sub-contract with the Napa County Resource Conservation District (NCRCD) to reach stakeholders and to develop resources to inform and engage the public, actively solicit comments. The consultant will be available for presentations to City and Town Councils, Board of Supervisors, the Climate Action Committee, and/or related groups as needed. Following their review, consultation, analysis, and outreach, the consultant will provide recommendations to the Climate Action Committee regarding quantifiable actions for each jurisdiction and the region to achieve the goal of carbon neutrality (net zero greenhouse gas (GHG) emissions) by 2030, including a comprehensive plan that achieves net zero GHG emissions as soon as possible after 2030 or by 2045 at the latest, as well as climate resiliency. Concurrent with the preparation of the draft recommendations, the consultant will also prepare a draft document to ensure compliance of the RCAAP with the CEQA. The final draft RCAAP and accompanying CEQA document will be presented to the Climate Action Committee for recommendation, as well as the respective jurisdictional legislative bodies for decision.

**THIS ADDENDUM MUST BE SIGNED AS ACKNOWLEDGED AND SUBMITTED WITH RESPONSE.**

Acknowledged



Date October 27, 2023

**Addendum No. 2 – Questions and Answers**  
**October 16, 2023**


**Napa County RFP – Regional Climate Action and Adaptation Plan Consultant**  
**RFP No. PBES092301**

- Q1.** Can you share the available project budget? This will help us in appropriately scoping the workplan.
- A. No, a budget has not been developed for this project. The County has an appropriation of \$500,000 dedicated to this effort, but the member jurisdictions are interested in the highest level of quality that can reasonably be achieved in preparing the RCAAP and accompanying CEQA document.
- Q2.** Is the County open to receiving electronic proposals? We are attempting to reduce our environmental impact as much as possible, including by reducing printing and paper use.
- A. No, we are not able to receive electronic submissions of proposals. State law requires that the County have a mechanism for an automatic reply with time stamp as to when the electronic proposal is received and Napa County does not currently have that ability. In addition, our network does not allow the electronic transmission of files over 15-20 MB. Proposals must be submitted to our offices in hard copy format by the deadline.
- Q3.** Can you clarify the proposal deadline? The RFP cover states October 27th, while other mentions state October 20<sup>th</sup>.
- A. Yes, please refer to Addendum No. 1, dated September 27, 2023, which states that proposals are due by 4:00 PM, PDT, on Friday, October 27, 2023.
- Q4.** Client references are requested in both the Qualifications and References Sections (p 17-18 of the RFP), can these be the same references?
- A. Yes, they may be the same references or they may be different references, at the proposing firm's option.
- Q5.** Page 13 notes the project start-up date as December 2023, while page 25 notes the start date as January, 2023. Could you clarify the anticipated start date for the work?
- A. Yes, we anticipate taking the contract for this project to the Board of Supervisors for approval no later than December 19, 2023. Although it is possible that work may begin immediately, given the holidays, we expect that substantive work will begin starting January 2, 2024.
- Q6.** RFP No. PBES092301 lists the due date for submittals as October 27<sup>th</sup>, 2023, on the cover but October 20<sup>th</sup>, 2023 within the body and on the Napa County website. Can the County please clarify and confirm which is the correct due date for submittal of qualifications.
- A. Yes, please refer to Addendum No. 1, dated September 27, 2023, which states that proposals are due by 4:00 PM, PDT, on Friday, October 27, 2023.

- Q7.** Can you please tell us about the funding source for this project? Is it funded through a grant, or by the County, or from another source?
- A.** Yes, the primary source of funding for the RCAAP will come from a state budget appropriation obtained for the member jurisdictions from Senator Bill Dodd. Additional funds, as needed, will be provided by the member jurisdictions through the Napa Countywide Climate Action Program Joint Powers Agreement.
- Q8.** Can you consider eliminating the requirement of receipt of proposals in hard copy format? It is our opinion that this requirement conflicts with the project goal of reducing carbon emissions, both through the production of paper, and the emissions associated with shipping or delivering the proposals to Napa, for those who are not local.
- A.** No, we are not able to receive electronic submissions of proposals. State law requires that the County have a mechanism for an automatic reply with time stamp as to when the electronic proposal is received and Napa County does not currently have that ability. In addition, our network does not allow the electronic transmission of files over 15-20 MB. Proposals must be submitted to our offices in hard copy format by the deadline.
- Q9.** RFP Section I, subsection 9, refers to an addendum acknowledgment form and states “(See Section K).” However, Section K pertains to the award. Is a County-specific form required for acknowledgment of addenda? If so, how/where can we obtain the form? Does the form count toward the page limit? Can it be attached as an appendix?
- A.** There is a place to acknowledge these Questions and Answers at the bottom of this document. There is a similar place to acknowledge Supplement No. 1, published on September 27, 2023. Both documents need to be signed and included in the appendix to the submittal. The two acknowledgements will not count towards the total page limit.
- Q10.** RFP Attachment A, Item 1, 2nd paragraph, on page 22, states “The consultant will sub-contract with the Napa County Resource Conservation District (NCRCD) to reach stakeholders and to develop resources to inform and engage the public, actively solicit comments.” Will you provide the Scope and Cost for NCRCD so we know what to exclude in our submittal?
- A.** No, each proposer needs to contact NCRCD directly to discuss the scope and cost of their work as a part of their submittal.
- Q11.** Do the RFP criteria (10-page limit) only include the Cover Page, Company Information, Experience, Qualifications, References, Disclosures, Insurance Requirements, and Contract Acceptance, with the remaining 20 pages to include the Approach and Pricing Information?
- A.** The 10-page limit does not include the Cover Page. Responses to all other RFP criteria are required to be addressed within the 10-page limit. As indicated on Page 14 of the RFP, each response submitted shall include a cover letter plus a maximum of ten (10) pages to address the RFP criteria, excluding resumes.
- Q12.** Please clarify whether resumes, included in an appendix, do not count toward the 30-page limit.
- A.** The entire submittal, including resumes and appendix shall not exceed 30 pages. As indicated on Page 14 of the RFP, each response submitted shall include a cover letter plus a maximum of ten (10) pages to address the RFP criteria, excluding resumes. Resumes for key team members shall be limited to two pages each, and should be attached as an appendix to the RFP. Total submittal should not exceed thirty (30) pages.

- Q13.** Do you want the list of our current and past CAPs and CEQA documents to be limited to projects in the last 2 years?
- A. The references included in each submittal are at the sole discretion of the proposing consultant.
- Q14.** Since the schedule of events (RFP Section C) indicates questions will be answered on October 16 (4 days before the due date) and physical copies will need to be shipped, will the County extend the due date by 2 weeks to ensure proposers can adequately address the responses to the questions?
- A. No, please refer to Addendum No. 1, dated September 27, 2023, which states that proposals are due by 4:00 PM, PDT, on Friday, October 27, 2023.
- Q15.** If an extension is not available per the question above, can the County respond to questions as they are received?
- A. No, as indicated in the RFP, responses to questions will be posted on Monday, October 16, 2023.

**This Addendum must be signed as acknowledged and submitted with proposal.**

Acknowledged  Date October 27, 2023





Ascent  
2054 University Avenue, Suite 400  
Berkeley, CA 94704

[ascent.inc](http://ascent.inc)



**DELIVERY IN HARD COPY  
4:00 PM PDT, OCTOBER 27, 2023 TO:**

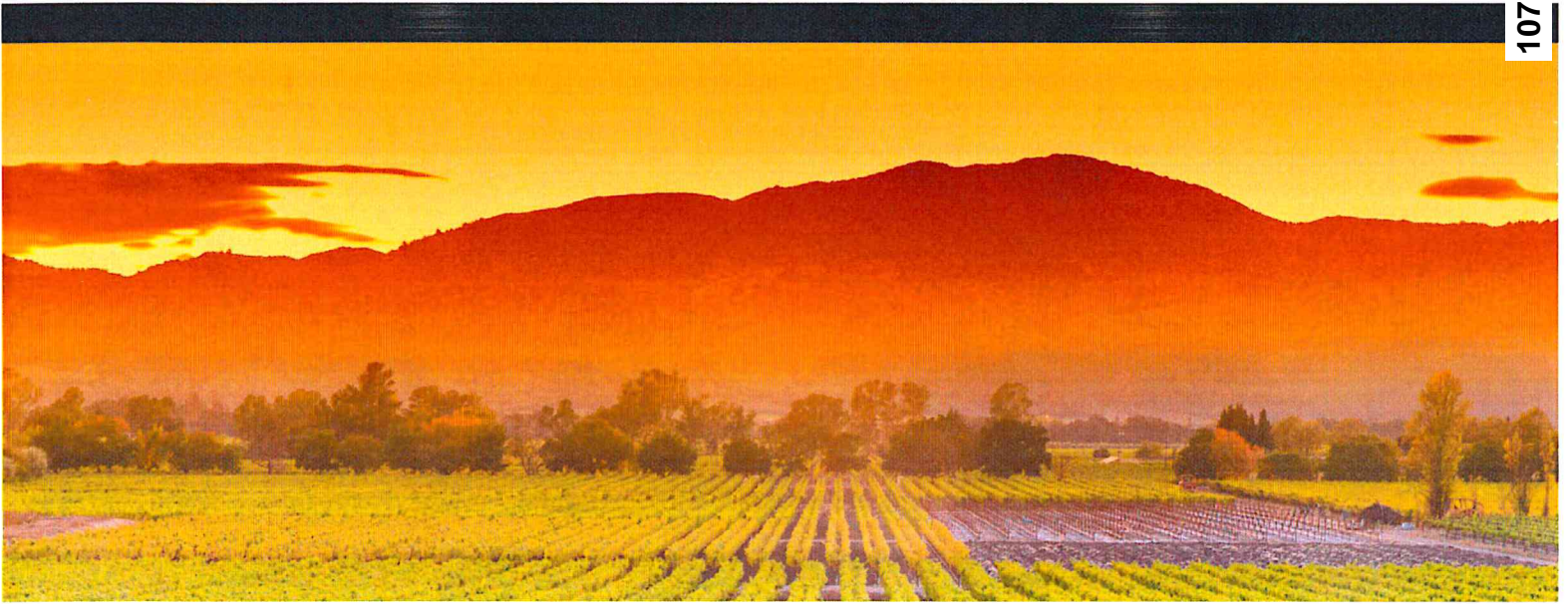
Napa County Planning, Building, and Environmental Services  
ATTN: David Morrison, Special Projects Director  
1195 Third Street, Room 210  
Napa, CA 94559



**RESPONSE TO RFP No. PBES092301 FOR**

# **REGIONAL CLIMATE ACTION AND ADAPTATION PLAN CONSULTANT**

PRESENTED BY:  **blue strike**



# TABLE OF CONTENTS

<b>Cover Letter</b>	<b>3</b>
<b>Company Information</b>	<b>4</b>
<b>Company Experience</b>	<b>4</b>
Blue Strike's Team	4
Impact Sciences' Team	5
<b>Qualifications</b>	<b>6</b>
<b>Approach</b>	<b>6</b>
Regional Climate Action & Adaptation Plan (RCAAP)	7
Public Outreach	10
Coordination	10
CEQA	11
<b>Pricing Information</b>	<b>11</b>
<b>References</b>	<b>12</b>
<b>Disclosures</b>	<b>13</b>
<b>Insurance Requirement</b>	<b>13</b>
<b>Contract Acceptance</b>	<b>13</b>
<b>RFP Addenda</b>	<b>14</b>
<b>Appendix A: Team Resumes</b>	<b>22</b>

**October 27, 2023**

*David Morrison, Special Projects Director  
1195 Third Street, Room 210,  
Napa, CA 94559*

**Subject: Proposal for the Napa County Regional Climate Action and Adaptation Plan**

Dear Mr. Morrison,

We are excited to submit our proposal in response to the Regional Climate Action and Adaptation Plan Consultant (RFP No. PBE092301) to assist Napa County (the County) with the preparation of a Regional Climate Action and Adaptation Plan (RCAAP). We are impressed with the County and its efforts in climate-related activity thus far, and would be honored to partner with you to help reduce your environmental impact and prepare for the future effects of climate change. We are very enthusiastic about the opportunity to work with the County on a project that is of such significant importance. We understand this project's success is highly dependent on the understanding of the County's unique diversity: demographically, economically, and environmentally. For that reason, we have developed a unique vision and assembled a curated team of experts to create an exceptional program for the RCAAP.

Blue Strike Environmental is partnering with Impact Sciences for this engagement (collectively, the *Project Team*). Together, we bring a unique and comprehensive set of skills and experiences needed to create an actionable roadmap for the County. **Brett Pomeroy**, from Impact Sciences will lead the CEQA compliance component. Blue Strike has partnered with Impact Sciences on several occasions and we are confident in their ability to deliver high-quality services.

Leading the team will be **Rich Swanson**, PhD, Director of the Climate and Energy Division for Blue Strike. Mr. Swanson has managed and guided the completion of CAPS and CAP updates across the country and has over 15 years of experience in climate-related endeavors including policy formulation, cost-benefit assessments (CBA), scenario optimization, and GHG inventories and analyses. Mr. Swanson will serve as Project manager in charge of day-to-day oversight and will serve as the County's primary contact.

By submitting this proposal, our team seeks to build on the progressive work the County has already set in motion, and work closely with the County to take those efforts to the next level. We appreciate the opportunity to submit this proposal. Please reach out at any time with follow-up questions to [rich@bluestrikeenvironmental.com](mailto:rich@bluestrikeenvironmental.com).

Sincerely,



**Rich Swanson, Director of Climate & Energy Division, Blue Strike Environmental**

126 Bonifacio Pl., Ste. G, Monterey, CA 93940

(781) 439-9366 • [rich@bluestrikeenvironmental.com](mailto:rich@bluestrikeenvironmental.com)

*Woman-Owned Small Business Enterprise & Certified Green Business, California Green Business Network*

# COMPANY INFORMATION

109

**A. The legal name of the company which can enter into a contract with the County and any alternate names for which the company is known (D.B.A.)**

Blue Strike Environmental; Blue Strike Environmental has previously done business as EcoShift (DBA).

**B. Mailing and physical address**

Blue Strike Environmental  
126 Bonifacio Pl., Suite G  
Monterey, CA 93940

**C. Remit to billing address**

Blue Strike Environmental  
126 Bonifacio Pl., Suite G  
Monterey, CA 93940

**D. Phone, fax, and website**

Phone: (831) 277-0167;

Website: <https://www.bluestrikeenvironmental.com>

**E. Organization type**

S Corporation

**F. Federal I.D. number**

EIN 82-2686814

**G. Federal Unique Entity I.D.**

PA7YFV15U2C5

**H. List of owners**

Kristin Cushman, CEO

**I. List of corporate officers with titles**

Geoff Lorenz, President

Steve Lorenz, Secretary

Susan Cushman, Board Member

**J. Name (first and last), title, mailing address, phone number, fax, and email of the person to receive notices and who is authorized to make decisions or represent the company with respect to this RFP**

Rich Swanson, Director of Climate & Energy Division

126 Bonifacio Pl., Suite G

Monterey, CA 93940

(781) 439-9366 / [rich@bluestrikeenvironmental.com](mailto:rich@bluestrikeenvironmental.com)

## COMPANY EXPERIENCE

### BLUE STRIKE'S TEAM

**Rich Swanson**, PhD, is Blue Strike's leader of its Climate and Energy Practice, and a senior economic and GHG analyst for energy and climate-related projects and policy. His economic experience includes extensive work in climate-related endeavors including policy formulation, cost-benefit assessments (CBA), scenario optimization, and GHG inventories and analyses. His financial experience includes project finance for renewable energy feasibility, financial modeling, and return on investment analysis. Rich has a strong technical, statistical and analytical background with a Ph.D. in Civil Systems Engineering, an M.A. in International Affairs, and a B.A. in Economics. Rich will serve as **Project Manager** and primary day-to-day point of contact. He has extensive project management experience, including managing the development of Climate Action Plans and carbon reduction strategies for California Polytechnic University, the Research Triangle Institute, the University of Colorado, and City of Fairfield, Ohio.

**Brennen Jensen**, MS, is Blue Strike's Engagement & Resilience Director and has over 20 years of experience in fields of zero waste, renewable energy and environmental behavior change to guide government agencies, businesses and nonprofit organizations in the design, adoption and implementation of localized and scalable climate solutions. Ms. Jensen holds a M.S. in Biomimicry from Arizona State University, a B.S. in Environmental Science Technology/B.A. in Spanish from Humboldt State University. Her work in zero waste recycling, waste reduction, and climate solutions have earned awards from the Department of Conservation, California Air Resources Board, CalRecycle, Romero Institute, and Monterey Bay Area Air Resources District. She led complex industry and stakeholder coordination to assist businesses in complying with and managing regulatory requirements, set policy goals and design program implementation for two statewide conservation programs including California Carpet Stewardship Program and Energy Upgrade California. Ms. Jensen leads Blue Strike's engagement and innovation programs with a focus on resilience, zero waste, circular economies, carbon farming and extended producer responsibility. She will serve as **Senior Stakeholder Advisor**.

**Sandrine Mallet**, MS is a Climate & Energy Analyst with Blue Strike, specializing in carbon management, climate and renewable energy economics, and stakeholder engagement. She holds a Master's degree in Economic Development from Northeastern University and has obtained a Circular Economy and the 2030 Agenda certification from the United Nations System Staff College. In her role, she serves as a Climate Analyst on various projects, including supporting strategy development for the City of La Canada Flintridge, CA's CAAP and Orange County, NC's CAP. Additionally, Sandrine is actively involved in stakeholder engagement efforts for the Town of Davidson, NC's CAP and Fairfield, OH's Sustainability Plan. For this project, she will act as a **Project Assistant**.

**Daianne Starr**, MS, is a skilled Technical Analyst specializing in climate analytics and sustainable economic development. Daianne has M.S. degrees from Texas A&M and Harvard, and is adept at using statistical models to analyze climate impacts and forecast clean energy solutions. An expert in Python, R, and MATLAB, her data-driven insights at Blue Strike have significantly aided clients in achieving carbon neutrality and implementing sustainable energy strategies, by integrating cutting-edge technologies such as machine learning and advanced optimization algorithms. For this project, she will serve as **Data and GHG Inventory Lead**.

**Andrea Green**, MENV, is a Climate and Energy Analyst with Blue Strike, specializing in resilience and climate mitigation. She holds a masters degree from the University of Colorado Boulder in Urban Resilience and Sustainability and a Bachelor of Science in Environmental Studies and Sustainability from Michigan State University. Andrea has previously completed projects focusing on stakeholder engagement, outdoor equity, and climate resiliency. During her time with Blue Strike, she has had the opportunity to work on projects for the City of Glenwood Springs, CO; Fairfield, OH; Orange County, NC; and the Las Vegas Convention and Visitors Authority. For this project, she will serve as **Climate & Resilience Lead**.

## IMPACT SCIENCES' TEAM

**Brett Pomeroy** has more than 17 years of professional experience in the environmental planning field with an emphasis in environmental compliance pursuant to CEQA and the National Environmental Policy Act (NEPA). Brett possesses a strong technical background and has provided quantitative analytical modeling support for air quality, GHG, health risk assessments, noise and vibration, and shade/shadow impact analyses for several complex and multi-faceted projects using industry accepted modeling software. Brett is currently providing technical support and management for the IS/MND for the La Cañada Flintridge CAAP.

**Amber Williams** has 5 years of professional experience in both the private and public sector as an environmental planner and technical specialist. She specializes in air quality, greenhouse gas, and energy assessments and analyses. Furthermore, she is proficient in the use of California Emissions Estimator Model (CalEEMod), Emission Factor (EMFAC), and other emissions modeling tools. In addition to environmental planning, she has experience in city planning as well as CEQA and NEPA document preparation. Her extensive knowledge on local, county, state, and federal ordinances and regulations, in addition to her technical expertise, allow her to meet both the technical and planning needs of public and private projects.

**Eleni Getachew**, ENV SP, is a generalist environmental planner. She brings three years of local environmental planning experience. Currently focused on projects in Southern California, Eleni has prepared CEQA documentation for infill development projects and serves as key staff for the La Cañada Flintridge CAAP IS/MND. Through strong research she has assisted in delivering technical studies, such as Community Impact Assessments, Revalidations, and Phase I Initial Site Assessments. Eleni has assisted in the digitizing and mapping of residential properties using ArcGIS. She is a member of the Association of Environmental Planners and a certified Envision Sustainability Professional (ENV SP) with the Institute for Sustainable Infrastructure.

*Please see Appendix A for team resumes.*

Since 2007, Blue Strike Environmental has offered award-winning services in sustainability, climate change, and clean energy. We specialize in climate action and sustainability planning, carbon accounting, clean energy, strategic electrification, climate resiliency, monitoring & verification, and green technology solutions. We have delivered climate action plans in many California communities. We are a Woman-Owned Small Business Enterprise and California Green Business Network Certified Green Business with primary offices in Monterey California and three offices across the U.S. in Akron, Ohio; Dallas, Texas; and Boston, Massachusetts.

Our Team's unmatched technical qualifications allow us to effectively and efficiently execute the County's goals for this work effort. We have worked on similar projects with public organizations, including cities, counties, universities, and community choice energy programs, to develop climate and energy strategic plans. This experience will allow us to understand the County's current sustainability framework, set emissions and resource conservation goals, and define climate, sustainability, and resiliency planning processes.

Our staff has worked for over a decade supporting state mandated programs for climate-related activities with a focus on waste, energy, stakeholder engagement, and climate adaptation. We have been on the forefront of designing program activities, creating best practices and innovating policy and reporting frameworks. We have solid industry knowledge that allows us to translate goals and objectives into actionable work plans. Our staff has an impeccable record for calculating, tracking, and reporting a wide range of sustainability metrics in electricity consumption, fuel consumption, waste diversion, and greenhouse gas emissions.

Our vision is to bridge the gap between sustainability and climate action planning efforts with the local communities where those plans are implemented, effectively aligning planning goals with community priorities. Our strength is to articulate the technical elements of climate action through a robust and inclusive stakeholder engagement process.

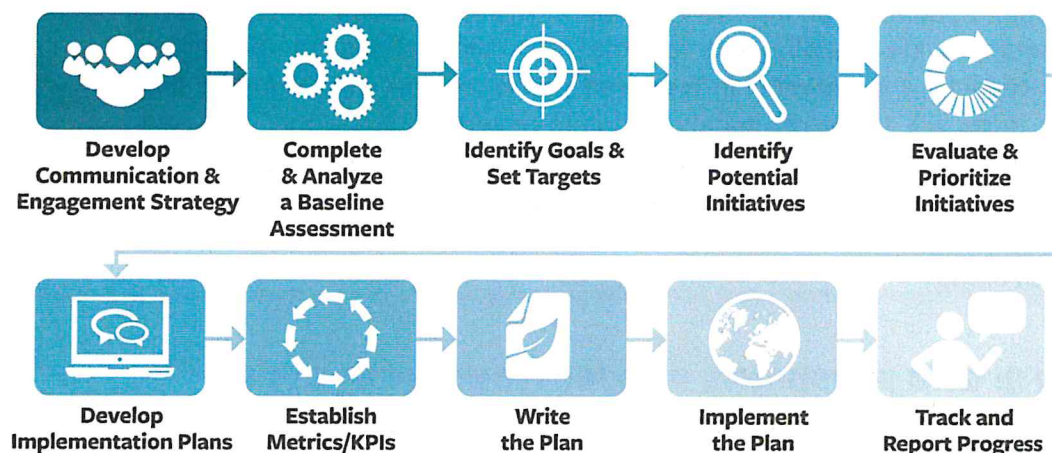
*Refer to references for client contact names, agency name, address, telephone number, project completion dates, and names of Project Manager and Team Members.*

## APPROACH

Napa County has a vibrant community with diverse needs and aspirations. Its unique demographic and commitment to environmental responsibility requires an equally tailored approach to Climate Action & Adaptation Planning. Blue Strike has extensive experience in developing such plans for public organizations, including cities, counties, and universities. Compliance with California's Environmental Quality Act (CEQA), the California Air Resources Board (CARB) Climate Change Scoping Plan, the Bay Area Air Quality Management District (BAAQMD) Climate Protection Planning Program and engaging the public will remain priorities throughout the project. These will be addressed thoroughly through our multi-disciplinary team.

For this project, our team will develop a Regional Climate Action & Adaptation Plan (RCAAP) which will include a detailed GHG emissions reduction plan by sector, a risk assessment, and a comprehensive implementation plan. Our team is well versed in developing plans that comply with various California mandated requirements and we will work to meet compliance with AB 1757, AB 1279, AB 197, SB 32, SB 379, SB 1383, AB 1504, SB 375, and AB 32. Additionally, we will consider Governor's Executive Orders N-82-20, N-79-20, B-55-18, B-30-15, and S-03-05 as well as any other relevant policies and requirements mandated by the State.

The following figure highlight's our Project Team's approach to Climate Action & Adaptation Planning:



## REGIONAL CLIMATE ACTION AND ADAPTATION PLAN (RCAAP)

Our team is committed to delivering an all-encompassing and robust RCAAP that incorporates extensive research, detailed analyses, and the valuable outcomes obtained through stakeholder engagement throughout the process. The RCAAP will holistically address the County's operations implementation plans, aiming to achieve significant reductions in greenhouse gas (GHG) emissions by 2050. The final plan will be presented in a reader-friendly format that effectively communicates the narrative of climate mitigation and adaptation strategies, placing a strong emphasis on the use of data visualizations and graphic design. The RCAAP will be delivered accessible in both PDF and Word formats as well as in hard copy and digitally. All tables and maps will be shared in Excel and GIS file formats if applicable. Blue Strike will provide the County with six (6) bound and one (1) unbound copy of the Final Report and Executive Summary.

In order to foster transparency and gather valuable feedback, all RCAAP documents will be presented in draft format to County Staff and relevant advisory bodies, followed by a designated comment period. We are committed to diligently incorporating all recommended changes while maintaining a comprehensive record of all received comments. Additionally, our team will facilitate a meeting to present the finalized RCAAP to the County and other stakeholders. This presentation will provide an opportunity to highlight key elements of the plan, address any questions or concerns, and seek endorsement from County staff.

### Deliverables:

- Draft RCAAP
- Final RCAAP

## SECTION 1: INTRODUCTION TO CLIMATE CHANGE

It's critically important that Napa County's final RCAAP is both accessible and digestible for the residents of the County. Blue Strike will ensure that the RCAAP contains all necessary background information pertaining to climate change science, the relationship between local activities and GHG emissions, the purpose of the Plan, and a summary of the applicable regulatory frameworks (such as federal, state, and regional). Assembling comprehensible information is important throughout the duration of the project and will be highly prioritized when completing the final RCAAP.

## SECTION 2: CARBON SEQUESTRATION POTENTIAL BY SECTOR

Using our team of experts and previous work on carbon sequestration in Napa County, Blue Strike will create a Carbon Sequestration Report. This Report will break down the potential for carbon sequestration by sector and provide specific and feasible recommendations for increasing carbon sink capacity and potential in the Napa County region. In developing this Report, our team will focus on impactful nature-based solutions that are cost effective and mitigate the lifespan of short-lived climate pollutants in the atmosphere. Additionally, our team will calculate the carbon sequestration potential of existing carbon sinks such as bodies of water, forests, farms, and other soil-rich areas.

### Deliverables:

- Carbon Sequestration Report

## SECTION 3: GHG EMISSIONS PROJECTIONS BY SECTOR

Blue Strike will meticulously forecast projected levels of GHG emissions for community-wide activities and municipal operations through 2045. This process will yield a comprehensive Business-as-Usual (BAU) scenario and an Adjusted Business-as-Usual (ABAU) scenario focusing on Carbon Neutrality by 2045, as per California Executive Order B-55-18. This scenario will encompass the impacts of relevant legislative and executive actions at local, regional, and state levels, allowing for in-depth analysis and strategic planning. Additionally, the team will provide emissions scenario forecasts by sector and jurisdiction for the following years: 2030, 2035 and 2045. Throughout this process the Team will evaluate various emissions reduction scenarios for the RCAAP implementation and model reductions mandated by the State.

Blue Strike will identify the most impactful emissions by sector and create a visualization to illustrate the emissions reductions the County will take in achieving its goals. This will be pivotal in revealing strategic opportunities as project teams advance with the development of Napa County's RCAAP.

### Deliverables:

- GHG Emissions Projections by Sector

## SECTION 4: PRIORITIZED GHG REDUCTION ACTION MEASURES

Our team will collaborate closely with the County with staff from each jurisdiction and local agencies to discuss current and anticipated GHG reduction programs, as well as review options for potential action measures to meet city-specific goals such as the Cities of American Canyon, Calistoga, Napa, and St. Helena, the Town of Yountville, and the County of Napa to reach carbon neutrality by 2030. Blue Strike devise and refine an array of strategies and measures tailored towards reducing GHG emissions through 2045, considering factors such as feasibility, metrics, milestones, co-programming opportunities, and regulatory and technical considerations. We will meticulously align these strategies with the County's existing initiatives, plans, and future visions, incorporating successful models observed in other cities and adapting them to the unique context of Napa County. Once the goals and strategies are defined, our team will help the County refine them into a definitive set for the plan, considering factors such as effectiveness, cost, equity, feasibility, GHG reduction potential and secondary benefits like enhancing air and water quality, promoting public health, stimulating job creation, and bolstering the county's resilience to unforeseen events. We will establish timelines based on feasibility, technology availability, stakeholder input, and the overall target and trajectory of the Plan, and estimate costs and benefits to present to internal stakeholders.

### Deliverables:

- Prioritized GHG Reduction Action Measures

## SECTION 5: RISK ASSESSMENT

Blue Strike will provide a comprehensive Risk Assessment that addresses the climate-related risks faced by each jurisdiction within Napa County. This Assessment will detail specific risks and provide prioritized climate adaptation strategies for the County and each jurisdiction. Our team will meticulously consider the following non-exhaustive list of concerns: energy grid resiliency, water availability, sea level rise, wildfire, and flooding. The Risk Assessment will be intended to aid stakeholders and jurisdictions in evaluating the feasibility of each climate adaptation measure and prioritize them accordingly based on criteria such as effectiveness, cost, equity, feasibility, and secondary benefits.

### Deliverables:

- Risk Assessment

## SECTION 6: IMPLEMENTATION PLAN

Our team aims to deliver a cost-effective, living plan that includes iterative steps for evaluating implementation and investment costs at key points. We will gather information, case studies, and costs of each reduction measure to determine budgetary impacts and goal achievement. By mapping goals into phases, the RCAAP will be an interconnected document with strategies building upon each other. Our team will ensure compliance with BAAQMD and CEQA guidelines and requirements. Our Implementation Plan is envisioned to be a living and adaptive roadmap, characterized by evaluative steps and refined processes that scrutinize both implementation and investment costs at crucial junctures. This plan will serve as a strategic blueprint, detailing lead agencies, partners, implementation costs, timeframe, and funding mechanisms, ensuring a coordinated approach in executing each measure.

The Implementation Plan for Napa County will include a detailed timeline for progressing and meeting goals, clear roles and responsibilities for implementing each measure, detailed implementation costs, and funding mechanism recommendations.

**Figure E: Sample of Implementation Plan**

STRATEGY	LEAD AGENCIES	PARTNER ORGANIZATION(S)	TIMEFRAME	CO-BENEFITS	COSTS	FUNDING SOURCE(S)	FUNDING PROGRAM(S)
1.1 A - Actively promote EV adoption and require EV-only parking	Economic Development /Sustainability	Silicon Valley Clean Energy (SVCE)	2023-2035		\$160,000	Silicon Valley Clean Energy (technical assistance) / CARB / U.S. DOT	FutureFit Assist / Clean Vehicle Rebate Project / RAISE grants
2.1 B - Create a citywide network of DC Fast Charging (DCFC) stations Downtown and in other commercial areas, as well as along major vehicle corridors. Set a 1-mile target for DCFC stations	Economic Development /Executive	Silicon Valley Clean Energy (SVCE)	2025-2030		\$1,350,000	CA Energy Commission / U.S. DOE	California Electric Vehicle Infrastructure Project (CALeVIP) / Electric Vehicle Supply Equipment Loan and Rebate Program (small businesses)
3.1 A - Increase residential and commercial energy efficiency through a comprehensive program that focuses on infrastructure improvements such as insulation, roofing, and window replacements	Engineering	Pacific Gas and Electric Company / Silicon Valley Clean Energy	2023-2035		\$63,000	PG&E / BayREN / Santa Clara County / BRACE Grants / U.S. Dept. of Energy / CA Public Utilities Commission	Residential Rebates (thermostats, water heaters, etc.) / Business Rebates Home Energy Advisor program / Property Assessed Clean Energy (PACE) Financing Energy Upgrade California

**RCAAP Dashboard.** Our Project Team has demonstrated expertise and capacity to support data visualization, graphic design, infographic development and presentation of results into an accessible and easy to understand format. We offer customizable dashboard development using software such as Microsoft Power BI as an ongoing tool to display project status and assist with ongoing monitoring. The Napa County RCAAP dashboard will allow the public to monitor jurisdictions' progress towards GHG reduction goals annually. We can develop internal planning tools and public facing dashboards to engage larger stakeholder & community groups.

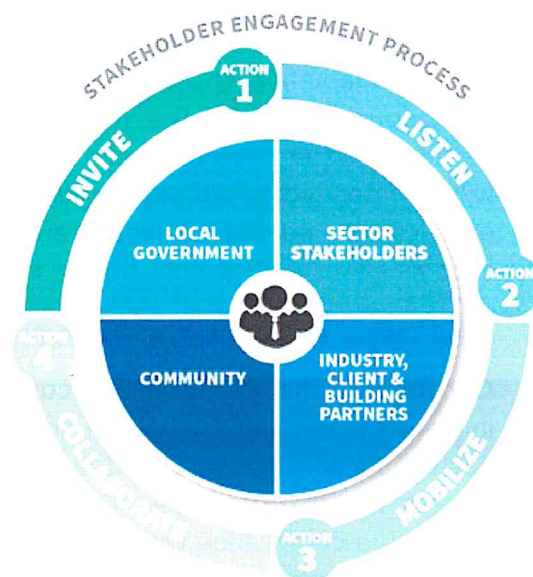
### Deliverables:

- Implementation Plan
- RCAAP Dashboard

## PUBLIC OUTREACH

The team will work together with the Napa County Resource Conservation District (NCRCD) to reach all necessary stakeholders and to develop resources to inform and engage the community. Blue Strike will utilize NCRCD's expertise and local knowledge to achieve community-wide support and involvement. Our team has a great deal of experience relating to and working with government agencies, businesses and community stakeholders.

The process of engagement is interlaced through every step of the planning process, facilitating an RCAAP that is a true reflection of the community's values and priorities. We generally follow a 4-step approach: invite, listen, mobilize, and collaborate. This approach is designed to be outcome-centric, assuring that the resultant RCAAP is not only locally relevant and responsive but is also a manifestation of the diverse and collective aspirations and visions of the Napa County community.



In collaboration with NCRCD, a detailed and inclusive Public Outreach Strategy will be developed, leveraging the County's past initiatives to ensure meaningful interactions with both internal and external stakeholder groups. The strategy will be carefully designed to surface the community's viewpoints, evaluate effective strategies, and uncover opportunities for refinement. The robust engagement strategy will assure that the RCAAP mirrors the collective visions and priorities of Napa County, amalgamating professional insights with communal aspirations, ensuring inclusivity, local relevance, and equity in climate action planning.

### Deliverables:

- Public Outreach Strategy
- Four in-person public/community outreach meetings
- Social media and public outreach materials
  - Includes 1-page RCAAP summary, RCAAP video, and social media posts
- Two online surveys
- Two presentations to the Climate Action Committee
- Six presentations to decision-making bodies for final adoption
- Four Administrative Draft RCAAP preparation meetings
- Coordination of Spanish translation services
- OPTIONAL: Six additional meetings for decision-making bodies

## COORDINATION

Starting with a well-structured Project Kickoff meeting, our team will work collaboratively with the County to define and agree upon the essential goals, milestones, deliverables, and timelines crucial for the effective development of the RCAAP. In this initial meeting, we will present our planned approach, gather valuable input and guidance from the County, and address any initial concerns or issues, thereby establishing a shared strategic direction. This meeting is crucial for setting the stage, including defining data collection responsibilities and establishing firm deadlines. The team will organize bi-weekly meetings with County staff including but not limited to the Napa Valley Transportation Authority (NVTa), the Napa Resource Conservation District (NCRCD), the Climate Action Committee (CAC) and other key personnel. These meetings will allow us to provide progress updates, timelines, data availability, actions required and other information related to the contract implementation.

### Deliverables:

- Project Kickoff meeting
- Schedule of Deliverables
- Project Management Plan

## CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

**Comprehensive Review of RCAAP.** Impact Sciences will conduct a thorough review of the Draft RCAAP, associated technical studies, and additional items to identify all environmental impacts associated with the RCAAP and determine the level of analysis necessary to environmentally clear the RCAAP and its measures.

**Technical Memorandum Identifying CEQA Approach.** Following a thorough review of the Draft RCAAP, Impact Sciences will prepare a Technical Memorandum recommending to the County an appropriate approach to environmental review pursuant to CEQA, the Napa County Local Procedures for Implementing

CEQA (2020), and BAAQMD's CEQA Guidelines necessary to adopt and implement the RCAAP. Impact Sciences' Technical Memorandum will include a brief Scope of Work; estimated cost and timeline for the preparation and completion of the CEQA process; strategies for efficiently complying with CEQA; and a description of Impact Sciences' qualifications (including a firm profile, resumes for proposed personnel, and a list of relevant environmental documents prepared by Impact Sciences).

### Deliverables:

- Comprehensive RCAAP Review
- Technical Memorandum Identifying CEQA Approach

## PRICING INFORMATION

DELIVERABLES	BLUE STRIKE ENVIRONMENTAL					IMPACT SCIENCES			HOURS	FEE
	Rich Swanson Project Lead	Brennen Jensen Senior Advisor	Sandrine Mallet Climate Analyst	Daianne Starr Climate Analyst	Andrea Green Climate Analyst	Brett Pomeroy Technical Director	Amber Williams Technical Specialist	Eleni Getachew Planner		
	\$225	\$215	\$185	\$185	\$185	\$260	\$160	\$150		
<b>Regional Climate Action and Adaptation Plan (RCAAP)</b>										<b>\$22,020</b>
Draft RCAAP	10	10	15	12	15	0	0	0	62	\$12,170
Final RCAAP	15	0	20	0	15	0	0	0	50	\$9,850
<b>Section 2: Carbon Sequestration Potential by Sector</b>										<b>\$13,150</b>
Carbon Sequestration Report	5	0	0	50	15	0	0	0	70	\$13,150
<b>Section 3: GHG Emissions Projects by Sector</b>										<b>\$7,800</b>
GHG Emissions Projections by Sector	10	0	0	30	0	0	0	0	40	\$7,800
<b>Section 4: Prioritized GHG Reduction Action Measures</b>										<b>\$43,350</b>
Analysed & Prioritized GHG Reduction Action Measures	20	0	50	110	50	0	0	0	230	\$43,350
<b>Section 5: Risk Assessment</b>										<b>\$51,050</b>
Risk Assessment	20	10	50	40	150	0	0	0	270	\$51,050
<b>Section 6: Implementation Plan</b>										<b>\$37,675</b>
Implementation Plan	15	0	20	0	40	0	0	0	75	\$14,475
RCAAP Dashboard	25	0	0	80	15	0	0	0	120	\$23,200
<b>Public Outreach</b>										<b>\$81,250</b>
Public Outreach Strategy	2	2	10	0	0	0	0	0	14	\$2,730
Four (4) in-person public/community outreach meetings	5	20	40	0	10	0	0	0	75	\$14,675
Two (2) presentations to the Climate Action Committee	20	5	20	0	5	0	0	0	50	\$10,200
Six (6) presentations to decision-making bodies for final adoption	25	10	49	0	10	0	0	0	94	\$18,690
Two (2) online surveys	2	5	2	10	30	0	0	0	49	\$9,295
Social Media and public outreach materials/web contents	1	5	5	0	16	0	0	0	27	\$5,185
Two (2) one-page summary of the RCAAP (English & Spanish)	1	2	10	0	10	0	0	0	23	\$4,355
Two (2) video summary of the RCAAP (English & Spanish)										\$7,000
OPTIONAL: Six (6) additional meetings for decision-making bodies	0	8	40	0	0	0	0	0	48	\$9,120
<b>Coordination</b>										<b>\$7,840</b>
Project Kickoff meeting	5	2	5	2	2	2	0	0	18	\$3,740
Schedule of Deliverables	5	0	5	0	0	0	0	0	10	\$2,050
Project Management Plan	5	0	5	0	0	0	0	0	10	\$2,050
<b>CEQA</b>										<b>\$16,780</b>
Comprehensive Review of RCAAP	0	0	0	0	0	10	14	14	38	\$6,940
Technical Memorandum Identifying CEQA Approach	0	0	0	0	0	14	20	20	54	\$9,840
<b>FIXED FEES</b>										
Graphic Designer										\$5,000
Travel (include 6 in-person meetings)										\$19,500
<b>TOTAL</b>	<b>191</b>	<b>79</b>	<b>346</b>	<b>334</b>	<b>383</b>	<b>26</b>	<b>34</b>	<b>34</b>	<b>1,427</b>	<b>\$305,415</b>

## **CITY OF LA CAÑADA FLINTRIDGE, CA >>> CLIMATE ACTION & ADAPTATION PLAN**

Contact: Emily Stadnicki, Principal Planner  
 Email: estadnicki.lcf.ca.gov / Phone: (818) 790-8881  
 Address: 1 Civic Center Dr, La Cañada Flintridge, CA 91011

**Date of completion: 2023**

Blue Strike is developing a Climate Action & Adaptation Plan for the City of La Cañada Flintridge in partnership with Fehr & Peers and Impact Sciences. The goal of this project is to simultaneously plan the City's climate action and adaptation strategies, improve quality of life at the local scale, and influence the broader networks and efforts for social and environmental change. For this project, our team is developing a plan which includes a vulnerability assessment, set of adaptation goals, policies and objectives, and a set of feasible implementation measures required to meet compliance with California's SB 379.

**Key Personnel:** Rich Swanson (Project Manager), Sandrine Mallet, Brennen Jensen, Brett Pomeroy, Amber Williams, Eleni Getachew

## **ORANGE COUNTY, NC >>> CLIMATE ACTION PLAN**

Contact: Amy Eckberg, Sustainability Program Manager  
 Email: aeckberg@orangecountync.gov / Phone: (919) 245-2626  
 Address: 300 W Tryon St, Hillsborough, NC 27278

**Date of completion: 2023**

Blue Strike is developing an equity-focused, community driven planning process that will help set climate adaptation and greenhouse gas-reduction goals, develop strategic pathways including goals and specific actions for the County to take, and a detailed implementation plan to ensure the CAP stays up-to-date and relevant. Through this process, the County will move closer to becoming carbon neutral in alignment with IPCC targets, as well as preparing for the future impacts of climate change.

**Key Personnel:** Daianne Starr, Sandrine Mallet, Brennen Jensen

## **CITY OF LOS ALTOS, CA >>> CLIMATE ACTION & ADAPTATION PLAN**

Contact: Laura Simpson, Interim Sustainability Director  
 Email: lsimpson@losaltosca.gov / Phone: (650) 947-2700  
 Address: 1 N San Antonio Rd, Los Altos, CA 94022

**Date of completion: 2022**

Blue Strike (dba EcoShift) led the development of the Climate Action & Adaptation Plan for the City of Los Altos, CA. The goal of this project was to develop a new forward-thinking, accelerated plan with achievable and actionable steps that the City can take to reduce greenhouse gas emissions related to climate change and set clear metrics to achieve these goals. Blue Strike incorporated state requirements that include review and updated safety elements to address climate resilience and adaptation strategies; vulnerability assessment; resilience and adaptation goals, policies and objectives; and feasible implementation measures. Our work involved evaluating the existing Los Altos 2013 Climate Action Plan, collecting and securing cost and emission data, and analyzing that data to suggest refinements and innovative measures to achieve a comprehensive update.

**Key Personnel:** Rich Swanson (Project Manager), Sandrine Mallet, Brennen Jensen

# DISCLOSURES

118

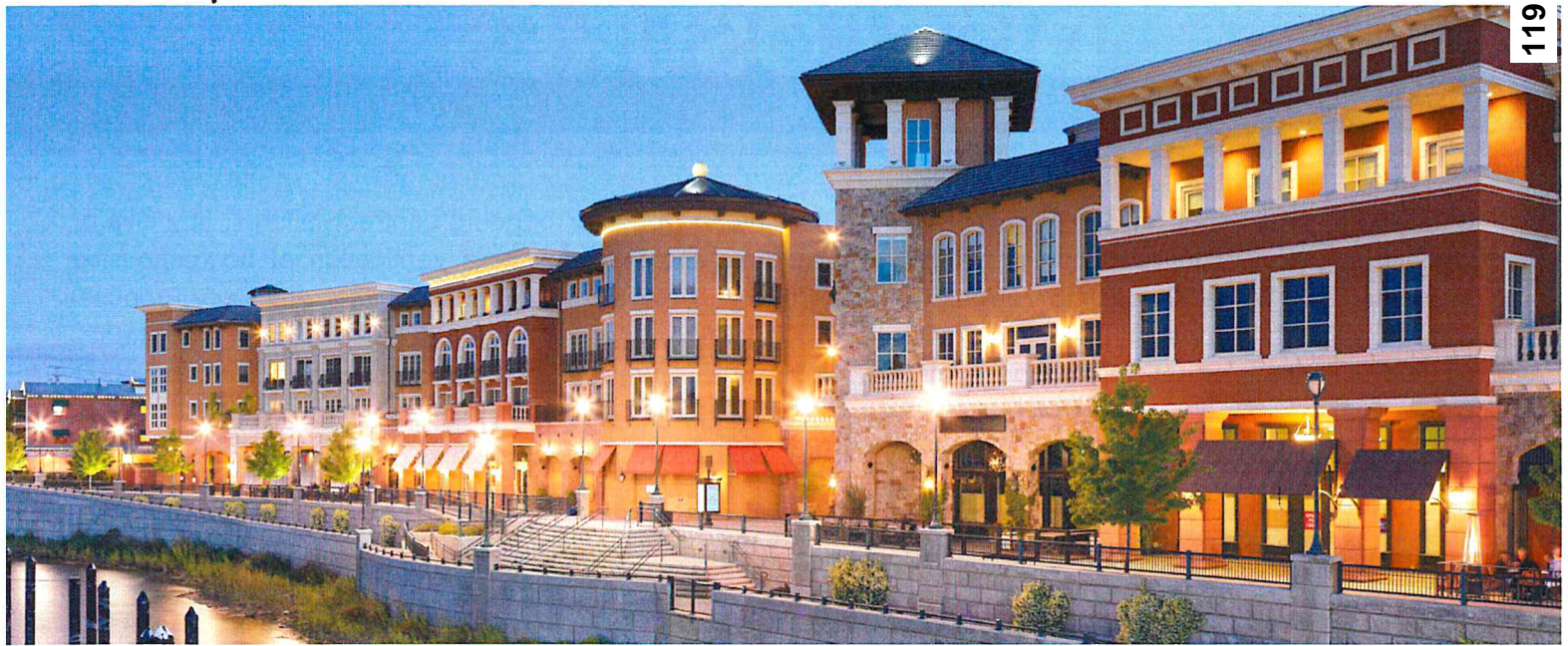
Blue Strike, to the best of our knowledge and belief, has no prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Proposer or a verification of no responsive incidents. Blue Strike also acknowledges that the County of Napa reserves the right to reject any Proposal based upon the Proposer's prior history with the County of Napa or with any other party, which documents, without limitation, unsatisfactory performance, significant failures to meet contract milestones or other contractual failure.

## INSURANCE REQUIREMENT

Blue Strike is willing and able to meet all of the county's insurance requirements as indicated in Attachment C of the RFP. Should Blue Strike be awarded this contract, we will provide all necessary insurance documentation and forms.

## CONTRACT ACCEPTANCE

Blue Strike acknowledges that the team has reviewed the Professional Services Agreement (PSA) with the County and is willing to comply with the agreement if Blue Strike is awarded the contract.



# RFP Addenda

**Addendum No. 1 – General Corrections**  
**September 27, 2023**

**Napa County RFP - Regional Climate Action and Adaptation Plan Consultant**  
**RFP No. PBES092301**

1. As a universal amendment, all references in the Request for Proposals to “greenhouse gas emissions” and/or “GHG emissions” are assumed to include all climate pollutants such as black carbon and other non-gas contaminants.

2. The third paragraph of Section A is hereby replaced in its entirety:

In addition, the RCAAP shall incorporate the results of the Napa County Regional 2019 Community Greenhouse Gas Inventory, which updated the inventory included in the 2009 Napa Countywide Community Climate Action Framework published by the Napa County Transportation and Planning Agency. Note that in all references in this RFP to the inventory, that it includes two supplemental memos: (1) Napa County Regional 2019 Greenhouse Gas Short-Lived Climate Pollutant Inventory Summary; and (2) Regional Carbon Stock Inventory Report for Napa County.

3. The third paragraph of Section A, Sub-section 2 is hereby replaced in its entirety:

Beginning in the summer of 2021, the cities, town, and county all adopted Resolutions or Proclamations declaring a Climate Emergency, as follows:

- Calistoga: August 3, 2021
- American Canyon: February 1, 2022
- Yountville: March 15, 2022
- City of Napa: April 5, 2022
- St. Helena: April 12, 2022
- County of Napa: June 7, 2022

4. The fourth paragraph of Section A, Sub-section 3, Sub-subsection (f) is hereby replaced in its entirety:

**City of Napa**

Adopted a Sustainability Plan in 2012. The Plan covers both municipal operations and the community, is voluntary, and projected out until 2020. The 2040 General Plan incorporates a Climate Change and Sustainability Element, including Policy CCS 1-1 which seeks to achieve net zero climate pollutants from public and private operations within the City by 2030. The Climate Element builds upon the voluntary measures in the 2012 Sustainability Plan.

5. The tenth paragraph of Section A, Sub-section 3, Sub-subsection (f) is hereby replaced in its entirety:

In addition, all six jurisdictions have adopted resolutions declaring a climate emergency, as follows:

- City of Calistoga adopted Resolution No. 2021-63 on August 3, 2021, which set a goal of net zero climate pollution by or before 2030.

- City of American Canyon adopted Resolution No. 2022-07 on February 1, 2022, which set a goal of net zero climate pollution by or before 2030.
- Town of Yountville adopted a Proclamation on March 15, 2022, which committed to a goal of net zero climate pollution by or before 2030.
- City of Napa adopted Resolution No. 2022-030 on April 5, 2022, which set a goal of net zero climate pollutants by 2030.
- City of St. Helena adopted Resolution No. 2022-26 on April 12, 2022, which set a goal of net zero climate pollution by 2030.
- County of Napa adopted Resolution No. 2022-79 on June 7, 2022, which set a goal of net zero greenhouse gas emissions with a reach target of 2030.

6. The first paragraph of Attachment A, Section 1 is hereby replaced in its entirety:

The purpose of the RCAAP is to prepare a comprehensive plan for the Cities of American Canyon, Calistoga, Napa, and St. Helena, the Town of Yountville, and the County of Napa to achieve the goal of carbon neutrality (net zero greenhouse gas (GHG) emissions) by the year 2030. In addition, given the potential barriers and challenges to achieving this goal, proposals will also include a comprehensive plan that achieves net zero GHG emissions as soon as possible after 2030, or by 2045 at the latest. The RCAAP should recognize the different opportunities and constraints within each jurisdiction in developing the path and actions necessary to achieve carbon neutrality and climate adaptation, while working as an integrated plan for the entire Napa County region. Each of the following sectors shall be evaluated for potential action measures that contribute to individual jurisdiction and overall carbon neutrality: on-road transportation, building energy, solid waste, off-road vehicles, agriculture, waste water treatment, and imported water. Analysis shall be consistent with the most current methodology and analysis used by the CARB. Each action shall be accompanied by quantifiable and measurable projected reductions in GHG emissions and/or increases in carbon sequestration, as well as reduction in risk due to climate adaptation strategies, within a timeline and framework to show how and when each individual jurisdiction and the region as a whole will achieve carbon neutrality and climate resilience. Where feasible, each action will also be provided with an estimate of the cost to families, businesses, and/or municipalities, as well as an estimate of the amount of staff hours needed to implement the measure, and how any technology gaps are anticipated to be overcome.

7. The first paragraph and table of Section C are hereby replaced in its entirety:

The tentative schedule of events for this RFP and the contract work is shown below. These dates may be changed at the discretion of Napa County. Changes to the due date for questions or due date for proposal submittal will be made by written addendum.

September 15, 2023	Request for Proposal released
Monday, October 2, 2023	Questions due by 5:00 PM PDT
Monday, October 16, 2023	Responses to questions will be published
Friday, October 27, 2023	Proposals due by 4:00 PM PDT
October-November, 2023	County review
November 2023	Interviews at discretion of County
November-December 2023	Negotiations and Contract Development
December 11, 2023	Intent to Award Notifications sent out
December 19, 2023	Contract approval and contract start date

8. The second paragraph of Attachment A, Section 1 is hereby replaced in its entirety:

During preparation of the RCAAP, the selected consultant will review the 2019 regional GHG inventory, the existing climate action plans for each jurisdiction, and applicable state and district requirements. The consultant will also meet with staff from each jurisdiction and local agencies to discuss current and anticipated GHG reduction programs, as well as review options for potential action measures to achieve carbon neutrality. The consultant will sub-contract with the Napa County Resource Conservation District (NCRCD) to reach stakeholders and to develop resources to inform and engage the public, actively solicit comments. The consultant will be available for presentations to City and Town Councils, Board of Supervisors, the Climate Action Committee, and/or related groups as needed. Following their review, consultation, analysis, and outreach, the consultant will provide recommendations to the Climate Action Committee regarding quantifiable actions for each jurisdiction and the region to achieve the goal of carbon neutrality (net zero greenhouse gas (GHG) emissions) by 2030, including a comprehensive plan that achieves net zero GHG emissions as soon as possible after 2030 or by 2045 at the latest, as well as climate resiliency. Concurrent with the preparation of the draft recommendations, the consultant will also prepare a draft document to ensure compliance of the RCAAP with the CEQA. The final draft RCAAP and accompanying CEQA document will be presented to the Climate Action Committee for recommendation, as well as the respective jurisdictional legislative bodies for decision.

**THIS ADDENDUM MUST BE SIGNED AS ACKNOWLEDGED AND SUBMITTED WITH RESPONSE.**

Acknowledged *Rich Swanson* Date Oct 17, 2023  
Rich Swanson (Oct 17, 2023 12:05 EDT)

**Addendum No. 2 – Questions and Answers  
October 16, 2023**

**Napa County RFP – Regional Climate Action and Adaptation Plan Consultant  
RFP No. PBES092301**

- Q1.** Can you share the available project budget? This will help us in appropriately scoping the workplan.
- A.** No, a budget has not been developed for this project. The County has an appropriation of \$500,000 dedicated to this effort, but the member jurisdictions are interested in the highest level of quality that can reasonably be achieved in preparing the RCAAP and accompanying CEQA document.
- Q2.** Is the County open to receiving electronic proposals? We are attempting to reduce our environmental impact as much as possible, including by reducing printing and paper use.
- A.** No, we are not able to receive electronic submissions of proposals. State law requires that the County have a mechanism for an automatic reply with time stamp as to when the electronic proposal is received and Napa County does not currently have that ability. In addition, our network does not allow the electronic transmission of files over 15-20 MB. Proposals must be submitted to our offices in hard copy format by the deadline.
- Q3.** Can you clarify the proposal deadline? The RFP cover states October 27th, while other mentions state October 20<sup>th</sup>.
- A.** Yes, please refer to Addendum No. 1, dated September 27, 2023, which states that proposals are due by 4:00 PM, PDT, on Friday, October 27, 2023.
- Q4.** Client references are requested in both the Qualifications and References Sections (p 17-18 of the RFP), can these be the same references?
- A.** Yes, they may be the same references or they may be different references, at the proposing firm's option.
- Q5.** Page 13 notes the project start-up date as December 2023, while page 25 notes the start date as January, 2023. Could you clarify the anticipated start date for the work?
- A.** Yes, we anticipate taking the contract for this project to the Board of Supervisors for approval no later than December 19, 2023. Although it is possible that work may begin immediately, given the holidays, we expect that substantive work will begin starting January 2, 2024.
- Q6.** RFP No. PBES092301 lists the due date for submittals as October 27<sup>th</sup>, 2023, on the cover but October 20<sup>th</sup>, 2023 within the body and on the Napa County website. Can the County please clarify and confirm which is the correct due date for submittal of qualifications.
- A.** Yes, please refer to Addendum No. 1, dated September 27, 2023, which states that proposals are due by 4:00 PM, PDT, on Friday, October 27, 2023.

- Q7.** Can you please tell us about the funding source for this project? Is it funded through a grant, or by the County, or from another source?
- A.** Yes, the primary source of funding for the RCAAP will come from a state budget appropriation obtained for the member jurisdictions from Senator Bill Dodd. Additional funds, as needed, will be provided by the member jurisdictions through the Napa Countywide Climate Action Program Joint Powers Agreement.
- Q8.** Can you consider eliminating the requirement of receipt of proposals in hard copy format? It is our opinion that this requirement conflicts with the project goal of reducing carbon emissions, both through the production of paper, and the emissions associated with shipping or delivering the proposals to Napa, for those who are not local.
- A.** No, we are not able to receive electronic submissions of proposals. State law requires that the County have a mechanism for an automatic reply with time stamp as to when the electronic proposal is received and Napa County does not currently have that ability. In addition, our network does not allow the electronic transmission of files over 15-20 MB. Proposals must be submitted to our offices in hard copy format by the deadline.
- Q9.** RFP Section I, subsection 9, refers to an addendum acknowledgment form and states “(See Section K).” However, Section K pertains to the award. Is a County-specific form required for acknowledgment of addenda? If so, how/where can we obtain the form? Does the form count toward the page limit? Can it be attached as an appendix?
- A.** There is a place to acknowledge these Questions and Answers at the bottom of this document. There is a similar place to acknowledge Supplement No. 1, published on September 27, 2023. Both documents need to be signed and included in the appendix to the submittal. The two acknowledgements will not count towards the total page limit.
- Q10.** RFP Attachment A, Item 1, 2nd paragraph, on page 22, states “The consultant will sub-contract with the Napa County Resource Conservation District (NCRCD) to reach stakeholders and to develop resources to inform and engage the public, actively solicit comments.” Will you provide the Scope and Cost for NCRCD so we know what to exclude in our submittal?
- A.** No, each proposer needs to contact NCRCD directly to discuss the scope and cost of their work as a part of their submittal.
- Q11.** Do the RFP criteria (10-page limit) only include the Cover Page, Company Information, Experience, Qualifications, References, Disclosures, Insurance Requirements, and Contract Acceptance, with the remaining 20 pages to include the Approach and Pricing Information?
- A.** The 10-page limit does not include the Cover Page. Responses to all other RFP criteria are required to be addressed within the 10-page limit. As indicated on Page 14 of the RFP, each response submitted shall include a cover letter plus a maximum of ten (10) pages to address the RFP criteria, excluding resumes.
- Q12.** Please clarify whether resumes, included in an appendix, do not count toward the 30-page limit.
- A.** The entire submittal, including resumes and appendix shall not exceed 30 pages. As indicated on Page 14 of the RFP, each response submitted shall include a cover letter plus a maximum of ten (10) pages to address the RFP criteria, excluding resumes. Resumes for key team members shall be limited to two pages each, and should be attached as an appendix to the RFP. Total submittal should not exceed thirty (30) pages.

- Q13.** Do you want the list of our current and past CAPs and CEQA documents to be limited to projects in the last 2 years?
- A.** The references included in each submittal are at the sole discretion of the proposing consultant.
- Q14.** Since the schedule of events (RFP Section C) indicates questions will be answered on October 16 (4 days before the due date) and physical copies will need to be shipped, will the County extend the due date by 2 weeks to ensure proposers can adequately address the responses to the questions?
- A.** No, please refer to Addendum No. 1, dated September 27, 2023, which states that proposals are due by 4:00 PM, PDT, on Friday, October 27, 2023.
- Q15.** If an extension is not available per the question above, can the County respond to questions as they are received?
- A.** No, as indicated in the RFP, responses to questions will be posted on Monday, October 16, 2023.

**This Addendum must be signed as acknowledged and submitted with proposal.**

Acknowledged Rich Swanson Date Oct 17, 2023  
Rich Swanson (Oct 17, 2023 12:05 EDT)







# Napa\_Addendum

Final Audit Report

2023-10-17

Created:	2023-10-17
By:	Sandrine Mallet (sandrine_mallet@hotmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7tkf0GyhBkM41WTIQVfbWqpQan-taiK_

## "Napa\_Addendum" History

-  Document created by Sandrine Mallet (sandrine\_mallet@hotmail.com)  
2023-10-17 - 3:29:54 PM GMT- IP address: 108.20.19.137
-  Document emailed to rich@bluestrikeenvironmental.com for signature  
2023-10-17 - 3:30:21 PM GMT
-  Email viewed by rich@bluestrikeenvironmental.com  
2023-10-17 - 4:05:10 PM GMT- IP address: 66.249.83.42
-  Signer rich@bluestrikeenvironmental.com entered name at signing as Rich Swanson  
2023-10-17 - 4:05:46 PM GMT- IP address: 173.48.236.63
-  Document e-signed by Rich Swanson (rich@bluestrikeenvironmental.com)  
Signature Date: 2023-10-17 - 4:05:48 PM GMT - Time Source: server- IP address: 173.48.236.63
-  Agreement completed.  
2023-10-17 - 4:05:48 PM GMT





# APPENDIX A:

## Team Resumes

# RICHARD SWANSON, Ph.D.

## Director of Climate & Energy Division

### OVERVIEW

Rich Swanson, Ph.D., is a senior economist and GHG analyst specializing in energy and climate-related projects and policy. His significant expertise encompasses GHG inventories, policy design, cost-benefit assessments, scenario optimization, financial modeling, ROI analysis and climate finance for renewable energy. With a strong educational background that includes a Ph.D. in Civil Systems Engineering, an M.A. in International Affairs, and a B.A. in Economics, Rich combines technical, statistical, and analytical competency. Rich has extensive international experience with the World Bank, Asian and African Development Banks, Green Climate Fund, and National Association of Regulated Utility Commissioners (NARUC). Rich directs our Boston-based office and Blue Strike's Climate & Energy Division.

### SELECTED WORK EXPERIENCE

Glenwood Springs, CO

Energy & Climate Action Plan Update (2023-Present)

- Project Manager for city's Energy & Climate Action Plan update
- Coordinated timelines, city and community stakeholders, and led climate mitigation analysis
- Led energy analysis for City-owned utility, evaluating solar and other renewable energy potential

Fairfield, OH

Sustainability Plan (2023-Present)

- GHG inventory and forecasting
- Economic and financial analysis of sustainability strategies, including cost savings and efficiency gains
- Scenario creation and evaluation of sustainability pathways

Colorado University of Boulder, CO

Climate Action Plan (2022 - Present)

- Managed all aspects of technical analysis
- GHG inventory and forecasting of Scopes 1, 2, and 3
- Economic and financial analysis of climate action strategies
- Scenario creation and evaluation of strategic pathways leading to carbon neutrality

City of San Luis Obispo, CA

Climate Action and Adaptation Plan (2022-2023)

- Performed City / Community GHG Inventories and forecasts, including economic and financial analysis

Mono County, CA

Resource Efficiency Plan (2021-2022)

- Lead community and municipal operations GHG Inventories and forecasts
- Supported vehicle miles traveled (VMT) analysis per CA SB 743
- Performed waste and landfill emissions assessments



### EDUCATION

Ph.D. in Civil Systems Engineering,  
University of Colorado, Boulder

M.A. in International Affairs,  
Tufts University, Fletcher School

B.A. in Economics,  
University of Colorado, Boulder

### ADDITIONAL SKILLS & TRAINING

**Financial / Economic Modeling:**  
Pro forma creation, NPV, project optimization, DCF, Real options, B/C analysis, Regression, Monte Carlo simulations, knowledge of Excel and R

**PPIAF:**

Certified Public-Private Partnership  
Professional (CP3P)

**Published in:**

*Sustainability, Journal of Managerial Engineering, Renewable Energy Focus*

### OFFICE LOCATION

Boston, MA

### NUMBER OF YEARS WITH THE FIRM:

3 years

### CITY OF RESIDENCE:

Boston, MA

### PROFILE



# BRENNEN JENSEN, M.S.

## Director of Engagement & Resilience Division

### OVERVIEW

Over two decades of experience conceiving and implementing strategic environmental and community-based programs and initiatives that inspire action, change behavior, foster an appreciation for nature, and offer tangible climate solutions to the communities, local governments and business partners we serve. A background in government, private and non-profit organizations, Brennen has a cooperative facilitative approach that seeks to find creative solutions to complex problems, while expanding localized solutions for zero waste, energy and emissions reductions throughout California and beyond. Her work seeks to give rise to more sustainable, engaged and resilient communities, inspired by nature.

### SELECTED WORK EXPERIENCE

#### Fairefield, OH

##### Sustainability Plan (2023-Present)

- Project Manager for city's first Sustainability Plan
- Lead Stakeholder outreach including workshops and focus groups among City council members and community

#### Town of Davidson, NC

##### Climate Action Plan (2023-Present)

- Project Manager for town's Climate Action Plan
- Lead Stakeholder outreach including workshops and surveys

#### Sonoma State University, CA

##### Climate Action & Carbon Neutrality Plan (2020-Present)

- Led Stakeholder outreach including workshops and focus groups among President's Advisory Council, Provosts,
- Academic Senate and Cabinet.
- Performed baseline and gap analysis to inform 118 climate action goals, including scope 3 commuting/mass transit incentives and bike share programs.
- Developed internal Sustainability Tracker to align progress and reporting
- Wrote Communications & Engagement Strategy for campus climate action implementation

#### Research Triangle Institute, NC

##### Climate Action Plan & ESG Reporting (2020-Present)

- Led Stakeholder outreach including workshops and focus groups among Executive Leadership Team, Technical Advisory Group and department managers and Senior VPs
- Performed baseline and gap analysis to inform 62 climate action goals

#### San Diego State University, CA

##### Carbon Neutrality Plan (2022-Present)

- Support stakeholder outreach and presentation to the President's Advisory Council



### EDUCATION

M.S. in Biomimicry,  
Arizona State University

B.S. in Environmental  
Science Technology,  
Humboldt State University

### ADDITIONAL SKILLS & TRAINING

Biomimicry Specialist  
Zero Waste Professional

# SANDRINE MALLET, M.S.

## Climate & Energy Analyst

### OVERVIEW

Originally from New Brunswick, Canada, Sandrine Mallet is a trilingual Climate & Energy Analyst with a Master's of Science in Commerce and Economic Development from Northeastern University. Specializing in climate action planning, Sandrine possesses a blend of expertise in stakeholder engagement, vulnerability assessment, and financial strategy within the climate and energy sectors. Her multidisciplinary background enables her to work effectively across public, private, and non-profit domains to facilitate meaningful changes in climate policy and action.

### SELECTED WORK EXPERIENCE

#### Town of Davidson, NC

##### Climate Action Plan (2023-Present)

- Co-Lead stakeholder engagement initiatives, including the facilitation of focus groups, workshops, and surveys
- Contribute to the formulation of climate mitigation and adaptation approaches
- Perform a detailed review and analysis of local City plans, policies, and programs, benchmarking them against best practices from similar cities.

#### University of Colorado Boulder, CO

##### Climate Action Plan (2022-Present)

- Collaborate in crafting climate mitigation and adaptation plans
- Participate in the design of a Climate Action Tracker to monitor progress
- Conduct comprehensive research and formulate funding guidelines to support strategies and actions

#### Orange County, NC

##### Climate Action Plan (2022-Present)

- Facilitate outreach programs targeting businesses, non-profits, and student communities
- Author the Stakeholder Engagement Report, encapsulating key insights and recommendations
- Develop a Climate Action Tracker to centralize, document, and assess both current and future emissions-reduction efforts across multiple sectors
- Investigate and compile a summary of funding opportunities from public and private sectors
- Assist in shaping climate mitigation and adaptation frameworks

#### La Cañada Flintridge, CA

##### Climate Action & Adaptation Plan (2022-Present)

- Co-lead in the development and formulation of strategies for the Climate Action & Adaptation Plan
  - Support comprehensive vulnerability assessment to determine climate-related threats and the city's response readiness
  - Investigate and summarize summaries of funding opportunities from both public and private sectors
- Collaborate in crafting climate mitigation and adaptation frameworks



### EDUCATION

M.S. in Economic Development,  
Northeastern University

B.A. in International Studies,  
Université Laval, Canada

A.A. in Communication & Marketing,  
La Cité Collegial, Canada

### ADDITIONAL SKILLS & TRAINING

Circular Economy  
and the 2030 Agenda  
United Nations System Staff College  
(UNSSC)

Social & Behavioral Research  
CITI Program

# DAIANNE STARR, M.S.

## Climate & Energy Analyst



### OVERVIEW

Daianne Starr is a skilled Technical Analyst specializing in climate analytics and sustainable economic development. Daianne has M.S. degrees from Texas A&M and Harvard, and is adept at using statistical models to analyze climate impacts and forecast clean energy solutions. An expert in Python, R, and MATLAB, her data-driven insights at Blue Strike have significantly aided clients in achieving carbon neutrality and implementing sustainable energy strategies, by integrating cutting-edge technologies such as machine learning and advanced optimization algorithms.

### SELECTED WORK EXPERIENCE

#### Las Vegas Convention and Visitors Authority (LVCVA) Climate Action Plan (2023 - Present)

- Developed statistical models to predict energy consumption and demand.
- Evaluated solar energy interventions to decarbonize and optimize the costs of the energy source
- Employed econometric models to evaluate the cost of adopting complementary renewable energy strategies to support phases of heightened energy demand.

#### Orange County, NC Climate Action Plan (2022-2023)

- Created dashboards to showcase the decrease of greenhouse emissions based on implementing climate action interventions.
- Sectorizes the greenhouse emissions utilizing the Blue Strike's Climate and Energy Scenario Analysis (CESA) tool.
- Implemented Public Comment Period Portal for the Climate Action Plan developed by the Blue Strike.
- Revised the scientific content and language of graphs developed for the Climate Action Plan.

#### Fairfield, OH Sustainability Plan (2023 - Present)

- Formulated and analyzed greenhouse gas emissions utilizing electric and gas consumption data.
- Contextualized these greenhouse emissions within the modeling tool ClearPath from ICLEI.

### EDUCATION

M.S. Earth and Planetary Science,  
Harvard University

M.S.. Oceanography,  
Texas A&M University

M.S. Geochemistry, Universidade Federal do Rio  
Grande do Sul, Brazil

Bachelor's Degree  
Exchange Program, Geology,  
The University of Western Australia, Australia

Bachelor's Degree  
Geology, Universidade Federal do Paraná, Brazil

### ADDITIONAL SKILLS & TRAINING

Certified by Google Data Analytics

Proficient in  
Python, R, MATLAB, SQL, Power BI, and git for  
advanced data analysis and visualization.

**Multilingual:**  
Fluent in Portuguese, basic proficiency in  
German and Spanish.

**Presented at**  
+10 international and national  
scientific conferences,  
earning an outstanding presentation award,  
a distinction conferred to the  
top 5% of participants.

**Published**  
5 peer reviewed-papers in journals of high  
impact within the scientific community.

**Hands-on experience in**  
creating and implementing  
clean laboratory protocols, especially in the  
realm of microbiology and geochemistry.

# ANDREA GREEN, MENV

## Climate & Energy Analyst



### OVERVIEW

Andrea Green is a Climate & Energy Analyst for Blue Strike specializing in technical writing and development of Climate Action, Sustainability, and ESG Reports. She holds a masters degree in Urban Resilience and Sustainability from the University of Colorado, Boulder and a B.S. in Environmental Studies and Sustainability from Michigan State University. Andrea has prior experience working with clients on a variety of sustainability topics including eco-friendly packaging, waste diversion, and equity in the outdoors.

### SELECTED WORK EXPERIENCE

#### City of Glenwood Springs, CO

##### Energy & Climate Action Plan (September 2023-Present)

- Contribute to the formulation of climate mitigation and adaptation approaches
- Perform a detailed review and analysis of local City plans, policies & programs, benchmarking them against best practices from similar cities

#### Leave No Trace

##### Leave No Trace in Daily Life (February 2022-December 2022)

- Created Sustainability Engagement Toolkit for "Leave No Trace in Daily Life" – a facet of Leave No Trace, designed to communicate universal sustainability values
- Performed gap analysis, conducted extensive research, wrote several blog posts, and launched a social media campaign covering sustainability topics such as outdoor equity, waste diversion, alternative transportation, and energy reduction

#### Women's Wilderness

##### Outdoor Equity for LGBTQIA+ Youth (January 2023-May 2023)

- Utilized various stakeholder engagement techniques in order to measure community interest and need for additional outdoor programming for LGBTQIA+ youth in Colorado's Front Range region
- Techniques included focus groups, electronic and hard-copy surveys, and informational interviews

#### PlanetCare

##### U.S. Market Expansion (January 2022-May 2022)

- Conducted a feasibility assessment for an expansion into the U.S. market and provided recommendations for sustainable supply chain partnerships
- Assessed current marketing strategies and offered recommendations to improve outreach based on competitors and other sustainable e-commerce marketplaces

#### Near & Dear Vertical Farm

##### Packaging Assessment (September 2021 - December 2021)

- Conducted a packaging assessment comparing compostable and post-consumer recycled plastic options
- Presented recommendations to the client considering factors such as cost, environmental impact, durability, and aesthetic

### EDUCATION

#### MENV in

Urban Resilience & Sustainability,  
University of Colorado, Boulder

#### B.S. in

Environmental Studies  
& Sustainability,  
Michigan State University

#### A.A. in

Liberal Arts & Sciences,  
Northwestern Michigan College

### ADDITIONAL SKILLS & TRAINING

#### ESG Reporting

Greenhouse Gas Accounting

Technical writing

## BRETT POMEROY

### Associate Principal

#### PROJECT ROLE

Technical Director

#### EDUCATION

Bachelor of Science,  
Natural Science, Loyola  
Marymount University

#### AFFILIATIONS

Association of  
Environmental Planners  
(AEP)

CEQA and NEPA  
workshops and  
conferences

Completed AERMOD  
Dispersion Modeling  
Training Seminar held by  
Lakes Environmental

Brett Pomeroy has more than 18 years of professional experience in the environmental planning field with an emphasis in environmental compliance pursuant to CEQA and the National Environmental Policy Act (NEPA). Brett possesses a strong technical background and has provided quantitative analytical modeling support for air quality, GHG, health risk assessments, noise and vibration, and shade/shadow impact analyses for several complex and multi-faceted projects using industry accepted modeling software. Specifically, Brett has experience with AERMOD and ISC air dispersion modeling systems, CalEEMod, URBEMIS, CALINE4-based model, noise modeling based on the Federal Highway Administration's Traffic Noise Model (TNM), and the Amethyst Shadow Calculator. In addition to providing technical support, Brett conducts environmental analyses for a wide array of environmental issues, conducting land use surveys, ambient noise monitoring, site photography, general environmental research and document management. Brett's experience includes preparing and managing environmental documentation for both private- and public-sector clients. He has provided environmental analyses to support several types of environmental documents including Categorical Exemptions, ISS, Negative Declarations (NDs), MNDs, Mitigation Monitoring & Reporting Programs (MMRPs), EIRs, and addendums.

### Representative Project Experience

Technical Director for the **La Cañada Flintridge Climate Action and Adaptation Plan (CAAP) Update IS/MND** (La Cañada Flintridge, CA). The CAAP is an update to the City of La Canada Flintridge's 2016 Climate Action Plan, which will also assess vulnerability to climate-related impacts and provide adaptation measures that build resilience to current and future climate threats. Impact Sciences is preparing an IS/MND and a Mitigation Monitoring and Reporting Program (MMRP) for any mitigation measures identified in the IS/MND. Brett's role includes supporting the preparation of the IS/MND as well as technical analysis for air quality, greenhouse gases, and noise/vibration impacts.

Project Manager for the **City Los Angeles Oil & Gas Drilling Ordinance Air Quality, Greenhouse Gas, and Noise Technical Report and MND** (Los Angeles, CA). The proposed Citywide Oil and Gas Drilling Ordinance (Ordinance) provides for the termination of all nonconforming oil and gas extraction and production uses within the City over a 20-year period and prohibition of new or expanded oil and gas extraction activities, except as allowed to continue via a discretionary process established by the Ordinance and in compliance with State, regional, and local regulations. Brett's duties include project management, document preparation, and oversight of technical services.

Technical Lead for the **Los Angeles County Metropolitan Transportation Authority (LA Metro) Air Quality and Sustainability Technical and Policy Analysis** (Los Angeles, CA). For LA Metro, Impact

**BRETT POMEROY**

Associate Principal

Sciences is providing air quality and greenhouse gas emissions technical analysis. Additionally, Impact Sciences is supporting Metro by developing policy recommendations on proposed changes to air quality laws, plans, and regulations; and providing technical support to Metro staff regarding air quality planning, conformity and regulatory processes including performing Congestion Management Air Quality (CMAQ) analyses to support grant applications.

Project Manager and Technical Lead for the **Southern California Edison Climate Change and Sustainability Program Support** (Los Angeles, CA). Impact Sciences provided support for greenhouse gas (GHG) inventory reporting and on-call requests as defined by ICF and Southern California Edison. Services include developing a GHG inventory; preparing sustainability reporting frameworks; and calculating GHG emissions, reductions, and any other energy benefits achieved from Southern California Edison's programs. Brett's duties included managing the CRIS database uploads as well as team coordination.

Technical Lead for the **3401 S. La Cienega Blvd. Project Sustainable Communities Environmental Assessment (SCEA)** (Los Angeles, CA). The project proposes a new mixed-use residential and commercial development, including one Residential Building and one Commercial Building. The Residential Building contains units for rent; with units reserved for "very low income" households and units reserved for workforce housing. The Commercial Building includes ground floor retail. The project site is centrally located in the West Adams neighborhood, adjacent to the Metro E (Expo) Line tracks and the La Cienega / Jefferson Metro Station. Brett's duties include document preparation, and oversight of technical services.

Lead Technical Director for the **Caltrans / City of Fremont Sabercat Pedestrian and Bicycle Trail Air Quality, Noise/Vibration and Greenhouse Gas Technical Studies**. Impact Sciences prepared Air Quality, Noise/Vibration, and Greenhouse Gas technical reports for the I-680 Sabercat Bridge & Trail Project. The City of Fremont, California, in cooperation with the California Department of Transportation (Caltrans), proposed to extend the existing Sabercat Creek Trail in Sabercat Historical Park east of Interstate-680 (I-680) into the City's Irvington District neighborhoods west of the Union Pacific Railroad and Bay Area Rapid Transit rail corridor (UPRR/BART rail corridor) for a distance of approximately 0.8-mile, including grade-separated crossings of the rail corridor and I-680. This Class I, bicycle and pedestrian trail would also include a 0.4-mile northerly trail extension to the planned Irvington BART station taking advantage of undeveloped property east of Osgood Road. The Project will improve pedestrian and bicycle access to both the planned Irvington BART station (southwest corner of Washington Boulevard and Osgood Road) and Ohlone College east of Sabercat Historical Park. Brett led the preparation of the noise and vibration memo for pile driving.

Technical Lead for the **City of South Pasadena North-South Corridor Intelligent Transportation System (ITS) Deployment Project CEQA/NEPA Documentation and Air Quality Technical Report**, South Pasadena CA, 2023-Ongoing. The City of South Pasadena proposes to implement the North-South Corridor ITS Deployment Project, which would update the traffic signals to deploy an advanced adaptive traffic management system along north south Fair Oaks Avenue from the north City limits to Huntington Drive. As a subconsultant to KOA Corporation, Impact Sciences is preparing a Preliminary Environmental Study (PES) Form for submittal to Caltrans District 7; a detailed Project Description to fully define the project and its location; an Air Quality Technical Study; and a Finding of No Adverse Effect (FNAE) document to analyze Project effects related to air quality and cultural resources. Brett is providing general oversight for the modeling and preparation of the Air Quality Technical Study.

## AMBER WILLIAMS

### Technical Specialist

#### PROJECT ROLE

Technical Specialist

#### EDUCATION

Bachelor of Arts,  
Geography, California  
State University, Fresno

Amber Williams has 5 years of professional experience in both the private and public sector as an environmental planner and technical specialist. She specializes in air quality, greenhouse gas, noise, and energy assessments and analyses. Furthermore, she is proficient in the use of California Emissions Estimator Model (CalEEMod), Emission Factor (EMFAC), the Roadway Construction Noise Model (RCNM), and other industry standard emissions and noise modeling tools. In addition to environmental planning, she has experience in city planning as well as CEQA and NEPA document preparation. Her extensive knowledge on local, county, state, and federal ordinances and regulations, in addition to her technical expertise in collecting field measurements and managing complex data, allow her to meet both the technical and planning needs of public and private projects.

### Representative Project Experience

Technical Specialist for the **City of Chino Hills 4027 Pamela Drive Project Air Quality and Noise/Vibration Technical Studies** (Chino, Hills, CA). Impact Sciences is preparing air quality and noise technical studies for the residential project located at 4027 Pamela Drive in the County of San Bernardino in support of the Project's tentative tract map application and environmental clearance pursuant to CEQA. The Project would include the demolition of the existing residential structures on site, and the Project proposes to subdivide the Project Site into five lots for residential use. Amber's role includes generation and interpretation of model run results in order to create comprehensive air quality and noise technical reports.

Technical Specialist for the **City of Pomona 980 Corporate Center Environmental Impact Report, Air Quality, Noise, and Greenhouse Gas Technical Studies, and Health Risk Assessment** (Pomona, CA). Impact Sciences is preparing an EIR for a proposed redevelopment of an existing parking lot located directly east of 980 Corporate Center Drive. The proposed redevelopment includes a single 6-story mixed-use structure with ground floor retail, 2 stories of podium parking, and 4 stories of residential units. Amber's role includes providing support in the preparation of technical studies for air quality, greenhouse gas emissions, and noise/vibration as well as the preparation of a Health Risk Assessment.

Technical Specialist for the **City of San Gabriel Cemetery Expansion Project Initial Study / Mitigated Negative Declaration** (San Gabriel, CA). Impact Sciences is preparing an IS/MND for the proposed demolition of a single-family residences and expansion of the San Gabriel Cemetery in the City of San Gabriel. Further, the Project, located at 607 West Roses Road, proposes to close access to the site from Roses Road, conduct a General Plan Amendment, lot line adjustment, and Zoning change to accommodate the cemetery expansion. Amber's role includes providing support in the preparation of technical studies for air quality, greenhouse gas emissions, and noise/vibration.

Amber Williams

Technical Specialist

Associate Planner for the **City of San Mateo 222 E. 4<sup>th</sup> Avenue Project Greenhouse Gas Analysis** (San Mateo County, CA). Amber served as a technical specialist for the greenhouse gas emission-related impacts associated with the proposal to demolish an approximate 60,965 square foot supermarket to accommodate the construction of 104,722 square-feet of office space, 17,658 square-feet of retail space (supermarket), and 8,971 square-feet of residential space in the form of single bedroom apartments and studios. Amber's role includes generation and interpretation of model run results in order to create a comprehensive technical report for the client.

Associate Planner for the **City of El Centro Town Center II Project** (Imperial County, CA). Amber served as a technical specialist for air quality and greenhouse gas emissions, energy consumption, and noise impacts associated with the proposal of constructing approximately 142 residential units as well as warehouse uses in El Centro. Amber generated and interpreted the results of model runs in order to create a comprehensive technical report for the client.

Associate Planner for the **City of Jurupa Valley KY Spices Project** (Riverside County, CA). Amber assessed air quality and greenhouse gas emission-related impacts associated with the proposal to construct a food spices manufacturing facility comprising two buildings of 91,852 square feet.

Associate Planner for the **City of Lake Elsinore Collier Commercial Properties Project** (Riverside County, CA) Amber prepared an air quality, greenhouse gas emissions, energy consumption and noise impact assessment for the proposal to construction 11,886 square feet of industrial building space on 2.8 acres.

Associate Planner for the **City of Riverside John W North High School Improvement Project** (Riverside County, CA). Amber assessed air quality, greenhouse gas emissions, and noise for the proposal to renovate several buildings on campus.

Associate Planner for the **ZGlobal Northstar #1 Project** (Imperial County, CA). Amber served as the air quality, greenhouse gas emissions, energy consumption, and noise analyst to evaluate the effects of constructing a nominal 50-megawatt (MW) alternating current solar photovoltaic energy generation system with an integrated 75 MW battery storage system spanning approximately 287 acres of land in the County of Imperial, California.

Associate Planner for the **ZGlobal Northstar #2 Project** (Imperial County, CA). Amber served as the air quality, greenhouse gas emissions, energy consumption, and noise analyst to evaluate the effects of constructing a 130-megawatt (MW) alternating current solar field, consisting of 289,800 tracker modules in 9,660 strings and associated collector and inverter facilities, and a 175 MW BESS, on approximately 614 acres of vacant land on two parcels in Imperial County, California.

Associate Planner for the **ZGlobal Northstar #3 Project** (Imperial County, CA). Amber analyzed the environmental topics of air quality, greenhouse gas emissions, energy consumption, and noise for the proposed development of a 100-megawatt (MW) alternating current (AC) solar field on approximately 585 acres of vacant land on three parcels in Imperial County, California.

Associate Planner for the **ZGlobal Fuji Battery Energy Storage Project** (El Dorado County). Amber prepared an analysis of air quality, greenhouse gas emissions, and noise-related impacts associated with the proposal to construct a solar photovoltaic charged battery energy storage system (BESS) on 3.5 acres.

## ELENI GETACHEW, ENV SP

### Planner

#### PROJECT ROLE

Planner

#### EDUCATION

Bachelor of Science,  
Environmental Policy  
Analysis and Planning  
(Minor in Community  
Development), University  
of California, Davis, 2017

#### AFFILIATIONS

American Planning  
Association, Member;  
Young and Emerging  
Planner's Group

Envision Sustainability  
Professional (ENV SP),  
Institute for Sustainable  
Infrastructure

Eleni Getachew is a generalist environmental planner. She brings three years of local environmental planning and remediation project experience. Currently focused on projects in Southern California, Eleni has prepared CEQA/NEPA documentation for locally and federally funded roadway projects, and is familiar with Caltrans requirements, including the Standard Environmental Reference (SER). Eleni has also prepared CEQA documentation for infill development projects. Through strong research she has assisted in delivering technical studies, such as Community Impact Assessments, Revalidations, and Phase I Initial Site Assessments. Eleni has assisted in the digitizing and mapping of residential properties using ArcGIS.

### Representative Project Experience

Planner for the **La Cañada Flintridge Climate Action and Adaptation Plan (CAAP) Update IS/MND** (La Cañada Flintridge, CA). The CAAP is an update to the City of La Cañada Flintridge's 2016 Climate Action Plan, which will also assess vulnerability to climate-related impacts and provide adaptation measures that build resilience to current and future climate threats. Impact Sciences is preparing an IS/MND and a Mitigation Monitoring and Reporting Program (MMRP) for any mitigation measures identified in the IS/MND. Eleni's role includes conducting general CEQA analysis supporting the preparation of the IS/MND as well as assisting with outreach.

Planner for the **1355 California Circle Project** (Milpitas, CA). In an effort to meet the local Regional Housing Needs Assessment (RHNA) requirements, the City of Milpitas is proposing to demolish a vacant industrial office building and construct new multi-family housing units. These housing units include seven-plex and twelve-plex townhome buildings, and a six-story apartment complex that offers residential units offered at an either "below market rate" or "low-income rate." Eleni's duties include assisting with the preparation of the Project EIR.

Environmental Analyst for the **City of Laguna Niguel Paseo De Colinas Townhomes Project** (Laguna Niguel, CA). The City is proposing to develop a 38-unit townhome community on an existing vacant parking lot. The proposed townhome development would consist of nine three-story townhome buildings with attached two-car garages. The townhome buildings would utilize four different floor plans that consist of two-, three-, and four-bedroom units. Two of the 38 for-sale townhome units would be moderate for-sale affordable units. Eleni's duties include assisting with the preparation of the IS/MND.

Permitting/GIS Technician for the **California Department of Toxic Substance Control, Exide Residential Properties Lead-Impacted Soil Cleanup** (Los Angeles, CA). The project includes cleanup of lead-impacted soil at 1,610 properties in and around Los Angeles, California. The work involves excavation and disposal of lead-impacted soil and backfilling and restoration in the area near the former Exide lead-acid battery recycling facility in Vernon. Eleni's duties include applying for grading and encroachment permits and GIS support.

Environmental Analyst for the **City of Pico Rivera Beverly Boulevard Warehouse Project** (Pico Rivera, CA). The City proposes to construct an industrial warehouse distribution and office facility totaling and a print shop facility on an undeveloped parcel bounded by the San Gabriel River and Interstate 605. Both facilities include surface parking, landscaping, and other ancillary improvements. Eleni's duties include assisting with the preparation of the IS/MND.

Environmental Analyst for the **City of Monrovia Chick-fil-A and Starbucks Huntington Drive & 210 Project** (Monrovia, CA). The project would demolish an existing restaurant building and surface parking lot to construct two new drive-thru facilities, a Chick-fil-A restaurant and Starbucks café. The project would also dedicate approximately 8,600 square feet of land at the southeast corner of the project site to the City for future development into a pocket park. Eleni's duties include assisting with the preparation of the IS/MND.

Planner for the **Los Angeles County Metropolitan Transportation Authority (LA Metro) Air Quality and Sustainability Technical and Policy Analysis** (Los Angeles, CA). For LA Metro, Impact Sciences is providing technical expertise to assist the agency by providing air quality and greenhouse gas emissions technical analysis. Additionally, Impact Sciences is supporting Metro by developing policy recommendations on proposed changes to air quality laws, plans, and regulations; and providing technical support to Metro staff regarding air quality planning, conformity and regulatory processes including performing Congestion Management Air Quality (CMAQ) analyses to support grant applications. Eleni's role includes preparation of the monthly policy update reports.

Planner for the **City of South Pasadena, North-South Corridor Intelligent Transportation System (ITS) Deployment Project CEQA/NEPA Documentation and Air Quality Technical Report, South Pasadena CA**. The City of South Pasadena proposes to implement the North-South Corridor ITS Deployment Project, which would update the traffic signals to deploy an advanced adaptive traffic management system along north south Fair Oaks Avenue from the north City limits to Huntington Drive. As a subconsultant to KOA Corporation, Impact Sciences is preparing a Preliminary Environmental Study (PES) Form for submittal to Caltrans District 7; a detailed Project Description to fully define the project and its location; an Air Quality Technical Study; and a Finding of No Adverse Effect (FNAE) document to analyze Project effects related to air quality and cultural resources. Eleni's role includes preparation of the PES form and the Categorical Exemption (Class 1 and 31).

Environmental Analyst for the **City of Lancaster Vehicle Miles Traveled Mitigation Program** (Lancaster, CA). The City proposes to establish a VMT Mitigation Program aims to establish mitigation for projects that exceed the City's VMT thresholds in the form of a mitigation impact fee. The program identifies relevant transportation demand management (TDM) strategies and VMT reducing projects within the City to be funded by the impact fee. The impact fee was calculated based on the cost to implement identified VMT-reducing improvements and programs divided by the projected growth in Citywide VMT. Eleni's duties include assisting with the preparation of the Programmatic EIR.





# Napa County

## Board Agenda Letter

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
www.countyofnapa.org  
Main: (707) 253-4580

---

Climate Action Committee

**Agenda Date:** 11/27/2023

**File ID #:** 23-1961

---

**TO:** Napa County Climate Action Committee  
**FROM:** David Morrison, Special Projects Director  
**REPORT BY:** Ryan Melendez, Planner II - Sustainability  
**SUBJECT:** Adoption of a resolution and formation of ad-hoc subcommittee for a Greenhouse Gas Emissions monitoring project

---

### **RECOMMENDATION**

#### ACTION ITEM:

Special Projects Director requests the Climate Action Committee (CAC) take the following actions:

1. Adopt a Resolution expressing support for the “Greenhouse Gas Emissions Monitoring in Napa County” Project; and
2. Establish an ad-hoc subcommittee to support the development of the project and procure funding sources for the project.

### **EXECUTIVE SUMMARY**

The Napa County Climate Action Committee and its member jurisdictions have the opportunity to develop a groundbreaking greenhouse gas emissions monitoring project. This project, when paired with the development of a Regional Climate Action and Adaptation Plan, would allow Napa County to generate data-driven emissions estimates and fine tune our climate actions to maximize the efficacy of reducing emission sources and increasing greenhouse gas sequestration.

By adopting this resolution and forming an ad-hoc subcommittee to support this project’s development, the Napa County CAC can be a leading example in taking action to prepare for and combat climate change.

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

At the October Climate Action Committee meeting, members heard from Lucas Patzek with Napa Resource Conservation District (RCD) and Sebastien Biraud with the Lawrence Berkeley National Laboratory (LBNL) on a prospective project to measure and monitor the Greenhouse Gas (GHG) Emissions over time within Napa County. This project would allow scientists at the LBNL, Napa RCD staff, the CAC members and staff, and other stakeholders to see baseline GHG data and the direct impacts of our actions against climate change, in real time. The World Meteorological Organization (WMO) is limited in its capacity to monitor atmospheric conditions on a regional scale, as they mainly observe at much larger scales. The results of this pilot project are important to achieving long-term climate goals in our region and acting as a pilot project for other regions across the globe.

Napa RCD and LBNL is seeking an estimated \$6M to see this project come fully to fruition. This would include five-to-ten monitoring towers estimated at \$500K per tower installed, and five years of staff time estimated at \$200K per year. There is currently no government funding in place for this effort, but it would be built on a platform of millions of dollars invested in LBNL by the US Department of Energy over decades to better understand the impact of a changing climate on natural ecosystems. It will also build on recent investments in LBNL by the CEC to estimate and mitigate CH<sub>4</sub> emissions associated with the oil and gas industry in California's Southern San Joaquin Valley.

Staff recommends that the Climate Action Committee adopt the resolution to express support of the project and form an ad-hoc subcommittee to aid in the development of the project. The subcommittee would assist with outreach, fundraising, and fund procurement efforts to make the project feasible.

## **RESOLUTION NO. 2023-01-CAC**

### **A RESOLUTION OF THE NAPA COUNTY CLIMATE ACTION COMMITTEE EXPRESSING SUPPORT FOR THE “GREENHOUSE GAS EMISSIONS MONITORING IN NAPA COUNTY” PROJECT AND ESTABLISHING AN AD HOC SUBCOMMITTEE TO IDENTIFY ADDITIONAL WAYS TO SUPPORT THE PROJECT**

**WHEREAS**, the Napa County Climate Action Committee (CAC) was established through a Joint Powers Agreement on April 20, 2021, to establish a collaborative framework to take coordinated action regarding the countywide commitment to address climate change; and

**WHEREAS**, the membership of the CAC includes representatives from each of the Member Agencies, including the County of Napa, City of American Canyon, City of Calistoga, City of Napa, City of St. Helena, and Town of Yountville; and

**WHEREAS**, the Member Agencies recognize that climate change is a global problem, that decisive near-term action is needed to prevent further global warming, and that we must work together with other jurisdictions, because the most practical and cost-effective solutions to climate change which can directly benefit local residents require broad participation and coordination; and

**WHEREAS**, despite global efforts to reduce greenhouse (GHG) emissions, atmospheric concentrations of the major GHGs, including carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>) and nitrous oxide (N<sub>2</sub>O), continue to rise; and

**WHEREAS**, achieving the goal of net-zero emissions and meeting the Paris Agreement’s target of limiting global warming to well below 2°C, with a specific focus on keeping it within 1.5°C above the pre-industrial level, involves navigating numerous uncertainties stemming from scientific, technological, economic, social, and political complexities associated with global climate change; and

**WHEREAS**, the provision of accurate, timely, and actionable data on GHG fluctuations is vital to developing and improving climate mitigation strategies in the face of these numerous uncertainties; and

**WHEREAS**, the Napa County Resource Conservation District (NCRCD) requested technical assistance from the World Meteorological Organization (WMO) to advise on the development of the first public-private-international collaboration that promotes real time observations-based approaches to support climate policy; and

**WHEREAS**, the WMO encouraged its longtime partner Lawrence Berkeley National Laboratory (LBNL) to partner with NCRCD and others to establish a project in Napa County to serve as a model for how state-of-the-art GHG monitoring technologies and advanced modeling can inform actions to meaningfully reduce GHGs; and

**WHEREAS**, LBNL scientists have identified ten prospective sites for establishing an effective GHG monitoring network at a countywide scale to develop and validate a robust, standardizable approach to the evaluation of GHG sources (where GHGs are being produced)

and sinks (where GHGs are naturally stored), and use this information to inform local policy development and climate action, which is described as the “Greenhouse Gas Emissions Monitoring in Napa County” project (Project).

**NOW, THEREFORE, BE IT RESOLVED** by the Napa County Climate Action Committee as follows:

1. The CAC supports the Project and desires to use the Project’s outputs to inform policy development and climate action within the CAC’s jurisdictional boundaries as appropriate; and
2. The CAC will establish an ad-hoc subcommittee of its members, consisting of less than a quorum of the CAC, to engage in further discussions and to identify potential action items for Member Agencies to support the development and funding of the Project.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Napa County Climate Action Committee, at a regular meeting of the Committee held on the \_\_\_\_ day of \_\_\_\_\_ 2023, by the following vote:

AYES: MEMBERS \_\_\_\_\_

NOES: MEMBERS \_\_\_\_\_

ABSTAIN: MEMBERS \_\_\_\_\_

ABSENT: MEMBERS \_\_\_\_\_

\_\_\_\_\_  
LIZ ALESSIO, Chair of the  
Napa County Climate Action Committee

APPROVED AS TO FORM Office of County Counsel  By: <u>Jason M. Dooley</u> Deputy County Counsel  Date: November 22, 2023	ATTEST:  By: _____
---	--------------------------