



A Tradition of Stewardship
A Commitment to Service

Request for Proposal

Regional Climate Action and Adaptation Plan Consultant

RFP No. PBES-TBD

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

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 MTCO ₂ e)								
	On-Road	Building Energy	Solid Waste	Off-Road	Agri-culture	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 MTCO ₂ e)								
	On-Road	Building Energy	Solid Waste	Off-Road	Agri-culture	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 PBES-TBD” 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 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. 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

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. PBE-TBD); 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

TOTAL POSSIBLE SCORE	100
-----------------------------	------------

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.

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;

TIMING	ACTION
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 contract 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)