

Recommend By: 
Taro Echiburu
Director-Department of Community Services

Date: October 4, 2021

Approved By: _____
Kevin Yarris
Director of General Services

Date: _____

Scope of Work

Yolo County Sustainability Plan – Climate Action Planning Proposal

September 21, 2021

This scope of work proposes to amend the work order expiring October 31, 2021 for Consero Solutions and Farallon Strategies (“Consultant Team”) to assist Yolo County (“County”) with development and implementation of the updated Climate Action and Adaptation Plan, as well as implementation of the Sustainability Plan. This work is consistent with Yolo County’s October 13, 2020 resolution declaring a climate crisis and the need to identify and integrate current and future actions to achieve a just economic recovery and transition to a countywide carbon negative footprint by 2030. The Consultant Team expects to provide significant staff support until Yolo County hires a Sustainability Coordinator in January 2022, but also expects to rely on the support of the CivicSpark fellow starting with Yolo County to assist with this work in October 2021. The work order amendment will cover work from September 1, 2021 to April 30, 2022, but the contract will not expire until June 30, 2022. This work order amendment covers September and October costs (which were part of the original work order) because the cost of starting the Yolo County Climate Action Commission (“Commission”) and appointing Commission members was more time-intensive than expected due to the large number of applicants, and the Consultant Team did not anticipate supporting the County in developing their American Rescue Plan proposal.

Assumptions

- The Consultant Team will discontinue participation in Commission and Subcommittee meetings in February 2022 after the County’s Sustainability Coordinator starts, no later than January 15, 2022
- Yolo County’s CivicSpark fellow will draft all agendas and meeting summaries; the Consultant Team and County staff will review
- The Commission will meet monthly
- The Climate Action Subcommittee will meet monthly
- County staff and the Consultant Team will meet monthly
- The Consultant Team will not assist with any grant applications for early actions

Tasks

Task 1: Support Yolo County staff in advancing the work of the Commission (\$22,225)

This task assumes the CivicSpark fellow will schedule meetings, draft agendas, draft presentations, and draft meeting summaries. The Consultant Team will review the agenda, materials, presentations, and summaries for up to five monthly Commission meetings, from September 2021 through January 2022. The Consultant Team will assist the County in establishing up to 5 working groups by providing recruitment support, but will only attend working group meetings as requested by County staff.

Deliverables:

- Five Commission agenda packets and meeting summaries

Task 2: Develop the scope of work for the updated Climate Action and Adaptation Plan consultants and assist staff with the consultant selection process (\$14,630)

The Consultant Team will work with County staff and the procurement division to develop a scope of work to include with a Request for Proposal for the Updated Climate Action and Adaptation Plan consultant. This task assumes Farallon Strategies will develop the first draft of the scope of work. The County expects to release the RFP in early 2022, interview firms in spring 2022, and execute a contract by July 1, 2022. This task assumes Michael McCormick from Farallon Strategies will review up to five proposals and participate in up to three interviews of consultants with County staff.

Deliverables:

- Draft scope of work
- Final scope of work
- Staff report recommending consultant to the Board of Supervisors

Task 3: Assist with development and implementation of early actions (\$26,050)

The Consultant Team will help the County move forward with development and implementation of early actions. The Consultant Team will ensure actions are clear and realistic, develop timelines for implementation of actions, draft policies for consideration by the Board of Supervisors or other appropriate governing body, conduct public outreach, and support other work as requested by County staff.

Deliverables

- Draft early action memo with implementable projects
- Final early action memo with implementable projects
- Three-year grant strategy to match early actions with grant opportunities

Task 4: Coordinate meetings, calls, and administrative responsibilities (\$14,450)

The team will help support monthly Climate Action Subcommittee meetings and coordinate monthly meetings with County staff to support the effective development of the Climate Action Plan and implementation of early actions from September 2021 through January 2022. This task assumes the CivicSpark fellow will draft agendas and meetings summaries for all these meetings, but the Consultant Team will review.

Deliverables:

- Five Climate Action Subcommittee agenda packets and meeting summaries
- Eight staff/Consultant Team meeting agenda packets and meeting summaries

Task 5: Other duties as assigned (\$9,393)

The Consultant Team will assist the County with other duties as assigned.

Timeline

The work order amendment will cover work from September 1, 2021 to June 30, 2022.

Budget

The Consultant Team will bill on a time and materials basis. The budget is \$86,748.