

COUNTY OF YOLO
General Services Department

WORK AUTHORIZATION
PROJECT MANAGEMENT SERVICES
AMENDMENT #2

Agreement Number: 20-104

BOS Agreement Number: 20-104

General Services Number: 3703

Project: Yolo County Sustainability Plan/Climate Action

Plan Contractor: Consero Solutions

Contact Person: Petrea Marchand

Phone: (530) 746-2083

Project Description: Consero Solutions will assist Yolo County in managing the early implementation of the County's sustainability Plan and associated Climate Action Plan per the attached Estimated Work Proposal and Cost of Work by Consero, as further modified by the County and Consero.

Task Definition and Deliverables:

- See attached

Project Cost for This Project:

Original Work Authorization:	\$50,000
1 st Amendment:	\$86,748
2 nd Amendment:	\$101,490

Maximum Cost for Work Authorization: **\$236,238**

Consero will bill on a time-and-materials basis consistent with the 2020-2023 Fee Schedule included in Agreement No. 20-104 (Agreement for On-Call Consulting Services).

All expense associated with this Work Authorization will be paid by the Department of Community Services.

Start Date: June 9, 2021

Completion Date: September 30, 2022

Recommend By: _____ Date: _____

Taro Echiburu
Director-Department of Community Services

Approval: _____ Date: _____

Kevin Yarris, Director General Services

Account: Acct Unit: Activity: Activity Code:

FINAL

Proposed Second Amendment to Agreement #20-104
Yolo County Sustainability Plan – Climate Action Plan
January 27, 2022

This scope of work proposes a second amendment to Yolo County's agreement #20-104, first executed with Consero Solutions on June 9, 2021 and amended on October 4, 2021. The current work authorization expires on June 30, 2022. Consero Solutions and Farallon Strategies ("Consultant Team") will continue to assist Yolo County ("County") with development and implementation of early actions, the updated Climate Action and Adaptation Plan, and implementation of the Sustainability Plan consistent with Yolo County's October 13, 2020 resolution declaring a climate crisis. The resolution states 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 October 4, 2021 amendment assumed no assistance with grant applications to help fund early actions and little to no consultant assistance with Commission support or other climate action coordination after the hiring of a Sustainability Coordinator in January 2022. Yolo County staff also asked the Consultant Team to complete work outside of the scope of Amendment #1 between October and December 2021 to assist with Climate Commission meeting support with the understanding the Consultant Team would either reduce work in 2022 or Yolo County staff would request an increase in funding. Given the early success of Commission and County activities to identify early actions to help achieve the 2020 resolution's goals, Yolo County staff requested Consero Solutions submit a second amendment to increase the level of consultant support to secure grants and further Yolo County's staff's efforts to identify priorities related to climate action. This amendment increases the amount of the contract from \$136,748 (\$50,000 for original contact + \$86,748 for Amendment #1) by \$101,490 to \$238,238 and extends the expiration date to September 30, 2022. The Consultant Team expects the grant strategy will result in significant funding for Yolo County climate action, more than offsetting this increase in cost.

The second amendment assumes the following:

- The Consultant Team will continue participation in Commission and Subcommittee meetings from March 2022 to June 2022 (Amendment #1 assumed consultants would cease participation in January 2022)

- Yolo County's CivicSpark fellow will draft all agendas and meeting summaries (including working groups); the Consultant Team and County staff will review (same as Amendment #1)
- The Commission will meet monthly (same as Amendment #1)
- The Climate Action Subcommittee will meet monthly (same as Amendment #1)
- County staff and the Consultant Team will meet biweekly (Amendment #1 assumed once per month)
- The Consultant Team will meet weekly (Amendment #1 did not include these meetings, which are essential to prepare substantive items for review by Yolo County staff)
- Consultant team is responsible for Teams tasks management, including entering tasks and following up on deadlines (Amendment #1 did not include this task)
- The Consultant Team will assist with one grant application for a priority early action (Amendment #1 did not include this task)
- The Consultant Team will draft up to five project descriptions for early actions and facilitate up to 10 meetings with community partners (Amendment #1 did not include this task)

Tasks

Task 1: Support Yolo County staff in advancing the work of the Commission (\$37,150)

This task assumes the CivicSpark fellow will schedule meetings, draft agendas, and draft meeting summaries. Amendment #2 funds the Consultant Team participation in Commission meetings from February 2022 through June 2022 (five meetings), which was not included in Amendment #1. Amendment #2 also adds new support to review the agenda and materials, as well as participate in, up to 10 working group meetings. The Consultant team will review agendas and materials, as well as participate in, three RFP working group meetings to inform Task 2, Developing the Scope of Work. The Consultant Team will coordinate the project management and assign follow up tasks for the Consultant Team and County Staff on Microsoft Teams.

Amendment #2 Deliverables:

- Review of five Commission agenda packets (February through June 2022), including draft staff reports for items consistent with this scope and review of 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 (\$14,740)

Amendment #1 includes funding for the Consultant Team to 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. Amendment #2 includes funding for the consultant team to review interview up to eight jurisdictions for best practices to include in RFPs to help with development of the Yolo County RFP.

Amendment #2 Deliverables:

- Interviews of up to eight jurisdictions for best practice RFPs, including review of meeting summaries
- Review of agenda packets and participation in up to three RFP working group meetings

Task 3: Assist with development and implementation of early actions (\$30,950)

Amendment #1 included funding for the Consultant Team to help the County move forward with development and implementation of early actions. Amendment #1 did not include funding for the Consultant Team to assist with development of prioritization criteria to help the Commission select the top early actions, drafting project descriptions and budgets for priority early actions, or to write grant applications. Amendment #2 includes funding for this work.

Amendment #2 Deliverables

- Develop draft prioritization criteria
- Develop a second draft of prioritization criteria
- Secure approval from Commission for final prioritization criteria
- Support Commission efforts to prioritize early actions using criteria
- Draft project descriptions for up to six early actions

Task 4: Coordinate meetings, calls, and administrative responsibilities (\$18,650)

Amendment #1 did not include funding for Consultant Team support for coordinating Climate Action Subcommittee meetings or internal team meetings after February 2022. Amendment #1 also assumed internal team meetings would take place monthly instead of twice a month, but Yolo County staff determined internal meetings are needed twice per month. Amendment #2 assumes support for these additional meetings. This task continues to assume the CivicSpark fellow will draft agendas and meetings summaries for all these meetings, but the Consultant Team will review. The Consultant Team will

coordinate project management and assign follow up tasks for the Consultant Team and County Staff on Microsoft Teams.

Deliverables:

- Review of five Climate Action Subcommittee agenda packets and meeting summaries
- Review of 12 staff/Consultant Team meeting agenda packets and meeting summaries (Amendment #1 included 8 meetings (once a month through April 2022), when actually 16 will take place plus four additional meetings for May/June. This means this amendment will cover 12 meetings (8 meetings to increase meetings to twice per month + 4 new meetings).
- Coordination of all team tasks in Microsoft Teams and follow up on deadlines

Task 5: Other duties as assigned (\$0)

Amendment #1 includes \$9,393 for other duties as assigned. The Consultant Team did not add any additional funds to this category in the second amendment.

Timeline

The work order amendment expires September 30, 2022

Budget

The Consultant Team will bill on a time and materials basis. This second amendment adds \$101,490 to the contract for a total contract amount of \$238,238.