



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Community Services
Department No.: 057
For Agenda Of: June 18, 2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Jesús Armas, Community Services Director (805) 568-2467
Director(s)

Contact Info: Garrett Wong, Climate Program Manager, (80) 390-2983

SUBJECT: Fourth Amendment to the Agreement with Rincon Consultants, Inc. for Climate Action Planning Services

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute the Fourth Amendment to the Agreement with Rincon Consultants, Inc., for climate action planning services to modify the scope of work and extend the term through December 31, 2024;
- b) Determine that the above recommended actions are government fiscal activities, which do not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA Guidelines.

Summary Text:

This item is before the Board to amend the Agreement with Rincon Consultants, Inc. to modify the scope of work and extend the contract term to December 31, 2024. The scope, budget and contract term are being modified to prepare a community greenhouse gas inventory report for the calendar year 2023. The inventory report will support evaluation of progress toward achieving the County's GHG emission reduction target of 50% (below 2018 levels) by 2030. There remains unspent funds within the original contract budget.

Background

On July 7, 2020, the Board of Supervisors approved an Agreement with Rincon Consultants, Inc. for consulting services to develop the 2030 Climate Action Plan for a total amount not to exceed \$516,235. The Board also approved an additional 5 percent contingency amount not to exceed \$25,812.

On June 22, 2022, the Board of Supervisors approved the First Amendment to the Agreement to increase the contract amount by \$16,396 for a total contract amount not to exceed \$532,631, and to extend the term through March 30, 2023.

On March 14, 2023, the Board of Supervisors approved the Second Amendment to the Agreement to extend the term through December 31, 2023.

On November 7, 2023, the Board of Supervisors approved the Third Amendment to the Agreement to extend the term through June 30, 2024.

Discussion

The completion of the 2030 Climate Action Plan (CAP) has been delayed due to changes in outreach and engagement activities, particularly during COVID, unanticipated technical analysis for the greenhouse gas emissions inventory, extensive engagement with stakeholders such as the Agricultural Advisory Committee, additional vetting of measures and actions with staff and stakeholders, additional analysis for cost impacts, and multiple presentations to the Planning Commission. The CAP is scheduled to be presented for adoption by the Board on July 16, 2024.

A greenhouse gas (GHG) inventory is a one-year snapshot of community activity that is responsible for greenhouse gas emissions in the unincorporated County area. The last GHG inventory was completed in 2018. The Board directed staff to complete inventories every five years to evaluate the County's progress toward achieving its GHG emission reduction target of 50% below 2018 levels by 2030.

Rincon has been involved in the preparation of the CAP since 2020, and before that was involved in the preparation of the greenhouse gas emissions inventory completed in 2018. Given Rincon's intimate experience with the County's GHG inventory and CAP, and given that 2023 is the County's next GHG inventory reporting year, staff recommend amending the scope and term to direct Rincon to prepare the County's 2023 GHG inventory. Staff considered releasing a request for proposals to prepare the GHG inventory, but determined it would be more cost-effective and allow for a more timely completion of the inventory to modify Rincon's existing contract. Staff anticipate presenting the results of the 2023 GHG inventory to the Board near the end of 2024.

Fiscal and Facilities Impacts:

Budgeted: Yes. The change of scope of work will be paid for with unspent funds already allocated for the Rincon contract. Presently, Rincon's CAP contract has a balance of approximately \$55,000. Rincon has a couple of remaining tasks to perform that will reduce this balance to \$45,000. The contract revision proposed through this Board Letter involves an expenditure of \$25,000, leaving a balance of \$20,000 which can be utilized to address any issues that may emerge following the Board's review and consideration of the CAP in July.

Key Contract Risks:

The level of contract risk is low, as Rincon has provided environmental consulting services in Santa Barbara County for 30 years. Rincon has previous and existing contracts for work on a variety of projects for the County. The consultant has provided Climate Action Planning services for the County for the past three years.

Special Instructions:

Please send one copy of the signed agreement and one copy of the minute order to Garrett Wong.

Attachments:

- Attachment A – Fourth Amendment to Agreement with Rincon Consultants, Inc. for Climate Action Planning Services
- Attachment B – Original Executed Agreement with Rincon Consultants, Inc.

Authored by:

Garrett Wong, Climate Program Manager