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September 23, 2024
Rincon Project No. 21-11575

David Jones, Sustainability Officer
City of Glendale
613 East Broadway, Suite 200
Glendale, California 91206
Via email: Djones@GlendaleCA.gov

Subject: Request to Amend City of Glendale Climate Action and Adaptation Plan Scope of Work and Cost Estimate to Provide Additional Outreach, Revisions to the Measures and Actions Based on City Staff Feedback, and Additional Project Management Time

Dear Mr. Jones:

Rincon Consultants, Inc. (Rincon) is pleased to provide this amendment request to provide more support for community engagement, to address additional comments and revisions from City staff on the measures and actions; to attend City Council meetings in-person; and to provide additional project management due to the extended project schedule. Please do not hesitate to reach out if you have any questions on the scope of work, anticipated costs, schedule, or assumptions.

Scope of Work

The following scope of work was developed specifically to meet the City's needs and is fully negotiable. The original scope of work is included with ~~striketrough~~ text showing information that was deleted and underlined text showing information that was added. Three new tasks, Task 1.1.1, Task 2.1.1, and Task 5.2.1 are outlined below.

Task 1.1.1 Additional Project Management Time

The original scope of work anticipated an 18-month project schedule, with the project kick-off occurring in January 2023. Given the current project timeline, it is anticipated that the project will extend for an additional 10 months beyond the 18-month project timeline, which will necessitate additional Rincon staff time to host and attend regular bi-weekly meetings with the City of Glendale Team as well as manage project partners throughout the length of the updated project schedule. Additionally, Rincon spends time each month summarizing a list of action items completed month-to-date and provides that to the City as part of our monthly invoice package. This task also includes six additional hours of CEQA staff time to discuss and refine the preferred CEQA clearance document and process with the CAAP project team and City Attorney.

Assumptions:

- The project schedule will extend for a total of 10 additional months.
- The project will be completed by March 2025.

Deliverables:

- Attendance and participation by Rincon staff in bi-weekly CAAP check-in calls.



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- Monthly invoices and summaries of work completed to date.

Task 2 Stakeholder and Community Engagement

As originally scoped, the CAAP included time for Rincon staff to attend the outreach and engagement events virtually. Recognizing the importance of meeting people where they are, we propose refining the existing scope of work as well as adding new subtasks and budget to attend in-person events to accommodate the needs of the community.

Task 2.3 City Staff Sustainability Working Groups – Completed

Rincon has found the best CAAP's are developed in close collaboration with City staff from all departments. Because many of the actions identified in the CAAP will impact and augment the various City departments operations, a critical part of the work scope will be engagement with staff, in addition to external stakeholders that would be involved in the implementation process (See Task 2.4 for more information on external stakeholder engagement). For example, the City of Burbank's Greenhouse Gas Reduction Plan was designed through an incredibly collaborative process that cultivated trust and accountability across the City departments. The Rincon Team worked closely with the City to share information throughout the process transparently with staff from each department and truly foster a space that welcomed people with different opinions to speak up and build a path forward that worked for the entire City. The plan was adopted unanimously, with City representation and support in attendance at the final City Council meeting from all departments – team members who stepped up and identified themselves as advocates and “Chief Reminding Officers,” who are excited, engaged, and empowered by the process and the final plan. Collectively, the City has a shared vision and working together through this process helped elevate the importance of coming together for a collective purpose that is bigger than the sum of its parts. We understand how crucial it is to have City staff involved directly in the process from the beginning and therefore, Rincon proposes to hold ~~three~~ two workshops with the Sustainability Working Group:

- Workshop 1: Review the inventory, forecast, and climate vulnerability analysis.
- ~~Workshop 2: Review draft GHG reduction and adaptation measures~~
- Workshop 2 ~~3~~: Refine the draft GHG reduction and adaptation measures

In addition to these ~~three~~ two core workshops, Rincon has also set aside time for 3 department specific virtual calls/meetings to discuss more in depth measure and action specifics during the measure and action development phase. Rincon will also coordinate with the City's Active Transportation team to refine the CAAP draft measures and actions. ~~Rincon also understands that additional meetings with specific departments may be needed and has included Optional Task A, which outlines the cost for each additional meeting, should the City elect to complete more than three workshops with the City Staff Sustainability Working Group.~~

Further, because the City departments are diverse and staff has varying interests, as part of this scope of work, Rincon will also host a one-day, in-person meeting at City Hall where each of the CAAP systems (e.g., building systems, mobility and land use systems, urban eco-systems, social and governance systems) will be discussed in a group setting with multiple departments present to allow for collaboration and discussion. City department representatives will be invited by City staff to attend one or more systems meetings.



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Assumptions:

- The City will schedule the meetings and send invites.
- Workshops 1 will be up to two hours in length and occur virtually.
- Departmental calls will be 2 hours and occur virtually.
- Three Rincon staff members will attend each meeting and each workshop.
- Workshop 2 is assumed to be up to 6 hours in length and would occur in-person.
- Rincon will respond to two rounds of comments from the City on workshop one materials

Deliverables:

- Materials and presentations for up to ~~three~~ two City Staff Sustainability Working Group meetings, including PowerPoint presentations and exhibits/handouts.
- Summaries/notes from each workshop
- Facilitation of an in-person, multi-departmental meeting
- Attendance at up to 3 departmental call meetings

This task has been completed as of August 29, 2024.

Task 2.10 City Council Hearings In-Person (3)

As part of this scope of work, two staff members from the Rincon Team will participate in up to ~~two~~ three public hearings with the City Council to review the Draft CAP measures and adopt the Final CAP. This scope of work assumes that City staff will be responsible for preparing the agenda and staff report. Rincon will provide a draft and final PowerPoint presentation. Meetings will be attended in-person by two Rincon staff members

Assumptions:

- The City will print materials for all in-person events.
- Two Rincon staff members will attend and present at up to three ~~virtual~~ in-person public hearings.
- Hearings are assumed to be up to ~~two~~ five hours in length.

Deliverables:

- Attendance and participation at three City Council public hearings.
- Draft and Final PowerPoint presentation for July/August public hearing
- Draft and Final PowerPoint presentation for adoption hearing

As of September 12, 2024, Rincon has completed two of the three in-person City Council meetings. One additional meeting will be hosted at the end of the project for adoption and CEQA approval.



Task 2.11 Supplemental Outreach - Additional Focus Group Meetings, Mini-Grant Management, and Outreach Support – Complete

Rincon will review, revise, and update multiple presentations for the various Focus Group meetings. Rincon has budgeted time to complete three rounds of reviews on the draft presentation materials for the focus groups. Rincon will prepare a mural board for each focus group meetings to share information and collect meaningful feedback in real time during the focus group meetings as well as to provide interested parties an opportunity to provide additional feedback after the meetings. Additionally, Rincon will provide support on the oversight process of the Mini-grant program by preparing a request for qualifications (RFQ) and work with the City to review all mini-grant applications. Rincon will prepare two RFQs for the City’s mini-grant program and Throughout the mini-grant process, Rincon will work closely with the entities receiving funding and tracked progress made after the mini-grants are dispersed. This will include coordinating directly with the mini-grant awardees upon consideration of the award, followed by orchestration with them throughout

Further, Rincon has attended the three Sustainability Commission meetings that were scoped as part of the original CAAP proposal (Task 2.9). The City of Glendale requested that Rincon attend an additional Sustainability Commission meeting on June 17 virtually to address any questions that arose on the draft measures and actions that were presented to the Commission at that time. The meeting occurred virtually and Rincon’s Project Manager, Hannah Mize, and Climate Action Technical Lead, Ryan Gardner participated in the meeting. Rincon also included time to prepare a draft presentation with up to 10 slides and provided a summary after the call of next steps and any requested revisions or updates to the measures and actions.

Assumptions:

- Rincon will complete up to three updates on the presentation and mural boards for the focus group meetings.
- Rincon will prepare two RFQs for the mini-grant process and support the City with final reviews and orchestration.
- Up to two consultant staff will attend the Sustainability Commission meeting

Deliverables:

- Prepare two RFQs
- Review mini-grant applications
- Orchestrate implementation of each mini-grant program
- One additional meeting with City staff and the Sustainability Commission

This task has been completed as of August 29, 2024.

Task 5.2.1 Additional Measure and Action Refinement – Complete

Rincon will prepare provisional measures and actions as part of Task 5.2 for the City of Glendale’s CAAP. Additional revisions received in June and July 2024 required Rincon staff time to review City comments; make requested revisions, as appropriate; respond to the comments; confirm the revisions requested still support substantial progress towards climate goals; and re-read the document for consistency as a final step. Additionally, Rincon met with the City CAAP Team to discuss the measures and actions and any final updates requested.



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Assumptions:

- We anticipate that all comments and requested revisions have been received as of July 29, 2024.
- If additional comments or edits are received or required to be made, Rincon would make revisions on a time and materials basis, in accordance with our standard fee schedule (attached).

Deliverables:

- Finalized list of measures and actions based on comments received as of July 29, 2024.

Cost

The proposed cost estimate to support both described revised/additional tasks is **\$86,448**, as shown in Table 1.

Table 1 Cost Summary

Task	Estimated Cost
Task 1.1.1 Additional Project Management	\$39,178
Task 2.3 City Staff Sustainability Working Groups	\$7,274
Task 2.9.1 Additional Sustainability Commission Meeting Attendance	\$3,836
Task 2.10 City Council Hearings	\$14,505
Task 2.11 Supplemental Community Outreach	\$10,539
Task 5.2.1 Additional Measure and Action Refinement	\$11,116
Total	\$86,448

Note: Totals may not add up due to rounding.

The proposed scope of services and cost estimate is in effect for a period of 30 days during which time all the elements of this proposal are fully negotiable to meet the needs of the proposed project.

Thank you for your consideration and for this opportunity to support your project. If you have any questions regarding this proposal, please contact Hannah Mize at 805-947-4854 or hmize@rinconconsultants.com, or Reema Shakra at 213-293-5975 or rshakra@rinconconsultants.com.

Sincerely,

Rincon Consultants, Inc.

Hannah Mize
CAAP Project Manager

Reema Shakra, AICP
Principal-in-Charge

Attachments

Attachment 1 Fee Schedule