



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Professional Services Agreements with Rincon Consultants, Inc. (Rincon) for the development of a Climate Action and Adaptation Plan (CAAP) for the City of Glendale.

1. Motion authorizing the City Manager, or his designee, to execute an 18-month Professional Services Agreement (PSA) with Rincon, to develop a "Qualified" CAAP for the City of Glendale for a total not to exceed amount of \$320,000.

COUNCIL ACTION

Item Type: Action Item

Approved for September 27, 2022 **Calendar**

EXECUTIVE SUMMARY

The Request for Proposal (RFP) process for developing a CAAP has concluded. City of Glendale Office of Sustainability staff now seek Council's authorization to award an 18-month Professional Services Agreement (PSA) to Rincon, to develop a "Qualified" CAAP for the City of Glendale for a total not to exceed contract amount of \$320,000.

COUNCIL PRIORITIES

Environmental Stewardship: Rincon will develop a CAAP plan for the City of Glendale. The CAAP will serve as the roadmap for the City to equitably achieve carbon neutrality by the year 2050, or sooner.

Infrastructure: The CAAP will outline climate adaptation measures to reduce the physical impacts of climate variability and change and build resilience to those impacts.

RECOMMENDATION

Authorize the City Manager, or his designee, to execute an 18-month PSA with Rincon, to develop a “Qualified” CAAP for the City of Glendale for a total not to exceed contract amount of \$320,000.

BACKGROUND

The Sustainability Officer facilitates sustainability planning and action for the City of Glendale, striving to foster a more livable, sustainable, and equitable community. In 2020, City of Glendale launched its first Office of Sustainability and established a Sustainability Commission. The Office looks to adopt relevant sustainability policies and programs, as well as outreach and education on climate change for Glendale residents. Paramount to this effort is the development of a new CAAP to assess the impact of climate change and create climate change adaptation solutions.

In 2012, the City adopted the “Greener Glendale Plan,” (GGP) a sustainability and climate action plan addressing municipal operations and community activities. The GGP outlined a catalog of potential municipal and community sustainability programs. The plan included sustainability and climate action targets through 2020 and 2035 and requires updating.

The City of Glendale has sought a consultant to develop an original CAAP that envisions an equitable and sustainable future through a bold, innovative, and inclusive vision enabling the achievement of carbon emission reductions. The objective of the CAAP is to set desired Greenhouse Gas (GHG) reduction goals for 2030 and a net zero emissions target by 2050 and provide a framework to track and monitor the progress of strategic measures.

The consultants will perform work on a per-task basis and shall include the following deliverables:

- Develop a current GHG Inventory based on the latest available data to measure the City’s progress in reducing GHG emissions;
- Incorporate innovative strategies and solutions for both climate action and adaptation and develop a pathway to deliver an emissions-neutral city by 2050 or sooner and set out methodologies for prioritizing transformational actions;
- Outline the current climate challenges in Glendale’s communities and the opportunities for climate and greenhouse gas reduction goals;
- Serve as a mechanism to tie together the City’s existing and developing sustainability initiatives, strategies, and plans with the community’s goals;
- Establish a set of cohesive sustainability strategies, implementation plans, and metrics for measuring progress and for improving Glendale’s sustainability and its

- contribution to regional and state initiatives;
- Prepare a qualified CAAP that may be used for future tiering and project streamlining;
- Demonstrate how Glendale will adapt and improve its resilience to climate change that impacts the City now and respond to future climate change scenarios; and
- Engage with the community to communicate the climate challenges, and identify opportunities for change in response to these challenges.

On May 9, 2022, Staff issued an RFP containing detailed instructions on the requested services, the desired qualifications and experience, and a section specifying how the proposals should be submitted and what information to provide. The RFP also indicated that the submissions would be reviewed and ranked before award, and proposers were given a time window to prepare questions for a Q&A conference call with staff. The solicitation was made to thirteen qualified consulting firms.

The criteria and basis of selection for the consultants were as follows:

Criteria	Maximum Points
Experience in sustainability-related projects or plans, general plan development, climate action plan development, carbon neutrality, community engagement	30
Understanding of the project's scope through the proposed work plans, and adherence to the schedule	20
Qualifications of the project team	20
Value & cost efficiency of the plan	15
Flexibility, creativity, innovation	10
Inclination to conform to City's contractual template	5
Total Points	100

On June 30, 2022, nine proposals were received by the Office of Sustainability from Buro Happold, Eco Motion, Eco Shift, ICF, Kimley Horn, Lotus Engineering & Sustainability, Map Collective, Rincon Consultants, Inc. and Sustainability Solutions Group.

ANALYSIS

A review committee consisting of representatives from Community Development, Office of the City Attorney, Innovation and Performance, GWP, Public Works and the Office of

Sustainability reviewed each proposal and individually ranked them based on the evaluation criteria cited in the RFP.

The review process included interviewing the top three scoring submissions. The interviews focused on three aspects of the RFP:

1. The ability of the consultant to adhere to the City of Glendale's contractual obligations
2. Performing CEQA analysis
3. Outreach and engagement strategies proposed in the RFPs

Based on this thorough review and selection process, the Office of Sustainability staff recommends the selection of Rincon because they are evaluated as the highest qualified for the services stated in the RFP. The consultant presented unique project approaches and significantly understood the City's needs.

For these reasons, it is recommended that the City Council authorize the City Manager or his designee to execute an 18-month PSA with Rincon, to develop a "Qualified" CAAP for the City of Glendale for a total not to exceed contract amount of \$320,000.

CONTRACT DASHBOARDS

Project Description:	Develop a Climate Action and Adaptation Plan for the City of Glendale
Advertisement Method	E-mail & City Website
RFP Issued	May 9, 2022
RFP Due Date	June 30,2022
Company Name(s)	Buro Happold; Eco Motion; Eco Shift; ICF; Kimley Horn, Lotus Engineering & Sustainability, Map Collective, Rincon Consultants and Sustainability Solutions Group.
Selection Criteria	Experience in sustainability-related projects or plans, general plan development, climate action plan development, carbon neutrality, and community engagement - 30% Understanding of the project's scope through the proposed work plans, and adherence to schedule – 20% Qualifications of project team – 20% Value & cost efficiency of the plan – 15% Flexibility, creativity, innovation -10% Inclination to conform to City's contractual template – 5%

Recommended Consultant(s):	Rincon
New / Existing Consultant(s):	New
Procurement Method (RFP / SS):	RFP
Contract Term	18 months
Project Begins	Upon signing of contract
Project Ends	Upon the expiration date of the contract

STAKEHOLDERS/OUTREACH

N/A

FISCAL IMPACT

The Climate Action and Adaptation Plan cost is \$320,000 and was approved as a part of the FY 2022-23 budget. No new funding is being requested at this time. The City Council approved funding is outlined in the table below:

Existing Appropriation		
Amount	Account String	Funding Source
\$320,000	43110-1070-MSD-8509-P8020-	General Fund (Measure S)

ENVIRONMENTAL REVIEW (CEQA/NEPA)

This item is considered a ministerial activity and therefore, not subject to CEQA review.

CAMPAIGN DISCLOSURE

In accordance with the City Campaign Finance Ordinance No. 5744, the following are the names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO, Subcontractors and any person or entity with more than ten percent interest in the company proposed for contract in this agenda item report:

Officers of Rincon Consultants, Inc.

Full Name	Title	Business Address	City	State	Zip	Ownership
John Dreher	Chief Executive Office/President	180 North Ashwood Avenue	Ventura	CA	93003	More than 10%
Lacrisa David	Chief Financial Officer/Vice President	180 North Ashwood Avenue	Ventura	CA	93003	More than 10%

Rich Daulton	Secretary	180 North Ashwood Ave	Ventura	CA	93003	More than 10%
Jennifer Haddow	Vice President	180 North Ashwood	Ventura	CA	93003	More than 10%

ALTERNATIVES

Alternative 1: Authorize the City Manager, or his designee, to execute an 18-month PSA with Rincon, for the development of a CAAP as recommended herein.

Alternative 2: Not authorize the execution of the contract requested herein.

Alternative 3: Consider any other alternative not proposed by staff.

ADMINISTRATIVE ACTION

Prepared by:

David Jones, Sustainability Officer

Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS/ATTACHMENTS

1. Rincon – City of Glendale Climate Action & Adaptation Plan Proposal
2. Campaign Disclosure Form