

C O N T R A C T

This "Contract" is entered into this 23rd day of July 2024, by and between the County of Ventura, a political subdivision of the State of California, hereinafter called "County," and Rincon Consultants, Inc, hereinafter called "Contractor."

W I T N E S S E T H

WHEREAS, it is necessary and desirable that Contractor be engaged by County for the purpose of performing the professional services hereinafter described:

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. **SERVICES TO BE PERFORMED BY CONTRACTOR**

In consideration of the payments hereinafter set forth, Contractor will perform services for County in accordance with the terms, conditions and specifications set forth herein and Exhibit A, attached hereto and incorporated herein.

2. **PAYMENTS**

In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit A, County will make payment to Contractor in the manner otherwise specified in Exhibit A. Notwithstanding anything herein to the contrary, the total sum of all payments made by County to Contractor for services rendered under this Agreement shall not exceed \$384,397 (the "Not To Exceed Limit"). County expressly reserves the right to deny any payment or reimbursement requested by Contractor for services rendered that is in excess of the Not To Exceed Limit.

3. **INDEPENDENT CONTRACTOR**

No relationship of employer and employee is created by this Contract, it being understood that Contractor is an independent contractor, and neither Contractor nor any of the persons performing services for Contractor pursuant to this Contract, whether said person be member, partner, employee, subcontractor, or otherwise, will have any claim under this Contract or otherwise against County for sick leave, vacation pay, retirement benefits, social security, workers' compensation, disability, unemployment insurance benefits, or employee benefits of any kind.

It is further understood and agreed by the parties hereto that, except as provided in this Contract, Contractor in the performance of its obligation hereunder is subject to the control or direction of County only as to the result to be accomplished by the services hereunder agreed to be rendered and performed and not as to the means and methods for accomplishing the results.

If, in the performance of this Contract, any third persons are employed by Contractor, such persons will be entirely and exclusively under direction, supervision and control of Contractor. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other terms of employment or requirements of law, will be determined by Contractor, and County will have no right or authority over such persons or the terms of such employment, except as provided in this Contract.

The Contractor will comply with all of the provisions of the Worker's Compensation Insurance and Safety Acts of the State of California, the applicable provisions of Division 4 and 5 of the California Labor Code and all amendments, thereto; and all similar State and Federal acts or laws applicable; and will indemnify and hold harmless the County from and against all claims, demands, payments, suits, actions, proceedings and judgments of every nature and description, including attorney's fees and costs, presented, brought or recovered against the County, for or on account of any liability under any of said Acts which may be incurred by reasons of any work to be performed under this Contract.

4. **NON-ASSIGNABILITY**

Contractor will not assign this Contract or any portion thereof, to a third party without the prior written consent of County, and any attempted assignment without such prior written consent will be null and void and will be cause, at County's sole and absolute discretion, for immediate termination of this Contract.

5. **TERM**

This Contract will be in effect from July 23, 2024, through September 30, 2025, subject to all the terms and conditions set forth herein.

This Contract may, upon mutual written agreement of both parties, be extended.

Time is of the essence in the performance of this Contract.

Continuation of the Contract is subject to the appropriation of funds for such purpose by the County's Board of Supervisors. If funds to affect such continued payment are not appropriated, County may terminate this Contract, or any part hereof, as thereby affected and Contractor will relieve County of any further obligation therefore.

6. **TERMINATION**

Notwithstanding anything herein to the contrary, the County may terminate this Contract at any time for any reason by providing 10 days' written notice to Contractor. In the event of termination under this paragraph, Contractor will be paid for all work performed prior to the date of termination, as long as such work meets the terms and conditions of this Contract. On completion or termination of this Contract, County will be entitled to immediate possession of and Contractor will furnish on request, all computations, plans, correspondence and other pertinent data gathered or computed by Contractor for this particular Contract prior to any termination. Contractor may retain copies of said original documents for Contractor's files. Contractor hereby expressly waives any and all claims for damages or compensation arising under this Contract except as set forth in this paragraph in the event of such termination.

This right of termination belonging to the County of Ventura may be exercised without prejudice to any other remedy which it may be entitled at law or under this Contract.

7. **DEFAULT**

If Contractor defaults in the performance of any term or condition of this Contract, Contractor must cure that default by a satisfactory performance within 10 days after service upon Contractor of written notice of the default. If Contractor fails to cure the default within that time, then County may terminate this Contract immediately without further notice.

8. **INDEMNIFICATION, HOLD HARMLESS AND WAIVER OF SUBROGATION**

All activities and/or work covered by this Contract will be at the risk of Contractor alone. Contractor agrees to defend (with counsel acceptable to County), indemnify, and save harmless the County, including all of its boards, agencies, departments, officers, employees, agents and volunteers, against any and all claims, lawsuits, whether against Contractor, County or others, judgments, debts, demands and liability, including without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of the obligations herein described or undertaken or out of operations conducted or subsidized in whole or in part by Contractor, save and except claims or litigation arising through the sole gross negligence or intentional misconduct of County. Contractor agrees to waive all rights of subrogation against County for losses arising directly or indirectly from the activities and/or work covered by this Contract.

9. **INSURANCE PROVISIONS**

- A) Contractor, at its sole cost and expense, will obtain and maintain in full force during the term of this Contract the following types of insurance:
- 1) General Liability "occurrence" coverage in the minimum amount of \$500,000 combined single limit (CSL) bodily injury & property damage each occurrence and \$500,000 aggregate, including personal injury, broad form property damage, products/completed operations, and broad form blanket contractual.
  - 2) Workers' Compensation coverage, in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of \$1,000,000.
- B) All insurance required will be primary coverage as respects County and any insurance or self-insurance maintained by County will be excess of Contractor's insurance coverage and will not contribute to it.
- C) County is to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet requirements.
- D) The County is to be named as Additional Insured as respects to work done by Contractor under the terms of this Contract for General Liability Insurance.
- E) Contractor agrees to waive all rights of subrogation against the County, its Boards, agencies, departments, officers, employees, agents, and volunteers for losses arising from work performed by Contractor under the terms of this Contract.
- F) Policies will not be canceled, non-renewed or reduced in scope of coverage until after sixty (60) days written notice has been given to the County's Risk Management Division.
- G) Contractor agrees to provide County with the following insurance documents on or before the effective date of this Contract:
1. Certificates of Insurance for all required coverage.

2. Additional Insured endorsement for General Liability Insurance.
3. Waiver of Subrogation endorsement (a.k.a.: Waiver of Transfer Rights of Recovery Against Others, Waiver of Our Right to Recover from Others) for Workers' Compensation.

Failure to provide these documents will be grounds for immediate termination or suspension of this contract.

10. **NON-DISCRIMINATION**

A) General.

No person will on the grounds of race, color, national origin, religious affiliation or non-affiliation, sex, age, handicap, disability, or political affiliation, be excluded from participation in, be denied the benefits, or be subjected to discrimination under this Contract.

B) Employment.

Contractor will ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Contract. Contractor's personnel policies will be made available to County upon request.

11. **SUBSTITUTION**

If particular people are identified in Exhibit A as working under this Contract, the Contractor will not assign others to work in their place without written permission from the County. Any substitution will be with a person of commensurate experience and knowledge.

12. **INVESTIGATION AND RESEARCH**

Contractor by investigation and research has acquired reasonable knowledge of all conditions affecting the work to be done and labor and material needed, and the execution of this Contract is to be based upon such investigation and research, and not upon any representation made by the County or any of its officers, agents, or employees, except as provided herein.

13. **CONTRACT MONITORING**

The County will have the right to review the work being performed by the Contractor under this Contract at any time during Contractor's usual working hours, with at least a 24 hours advance notice. Review, checking, approval or other action by the County will not relieve Contractor of Contractor's responsibility for the thoroughness of the services to be provided hereunder. This Contract will be administered by the County Executive Officer or his/her designated representative.

14. **AMENDMENTS**

The County may from time to time require changes in the scope of the services required hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation which are mutually agreed upon by and between County and Contractor, will only be effective when incorporated in written amendments to this Contract. This Contract may not be altered, amended, or modified except by written instrument signed by the duly authorized representative of both parties.

15. **CONFLICT OF INTEREST**

Contractor covenants that Contractor presently has no interest, including, but not limited to, other projects or independent contracts, and will not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. Contractor further covenants that in the performance of this Contract no person having such interest will be employed or retained by Contractor under this Contract.

16. **CONFIDENTIALITY**

Any reports, information, data, statistics, forms, procedures, systems, studies and any other communication or form of knowledge given to or prepared or assembled by Contractor under this Contract which County requests in writing to be kept confidential, will not be made available to any individual or organization by Contractor without the prior written approval of the County except as authorized by law. Notwithstanding the foregoing or anything else herein, Recurve shall retain all rights, title and interest in all of Recurve's existing Intellectual Property, even if such Intellectual Property is incorporated into the deliverables provided by Recurve pursuant to this contract.

17. **NOTICES**

All notices required under this Contract will be made in writing and addressed or delivered as follows:

TO COUNTY: County of Ventura  
County Executive Office  
800 South Victoria Avenue, L#1950  
Ventura, CA 93009

TO CONTRACTOR: Rincon Consultants Inc.  
180 N Ashwood Ave  
Ventura, CA 93003

Either party may, by giving written notice in accordance with this paragraph, change the names or addresses of the persons or departments designated for receipt of future notices. When addressed in accordance with this paragraph and deposited in the United States mail, postage prepaid, notices will be deemed given on the third day following such deposit in the United States mail. In all other instances, notices will be deemed given at the time of actual delivery.

18. **MERGER CLAUSE**

This Contract supersedes any and all other contracts, either oral or written, between Contractor and the County, with respect to the subject of this Contract. This Contract contains all of the covenants and contracts between the parties with respect to the services required hereunder. Contractor acknowledges that no representations, inducements, promises or contracts have been made by or on behalf of County except those covenants and contracts embodied in this Contract. No contract, statement, or promise not contained in this Contract will be valid or binding.

19. **GOVERNING LAW, VENUE**

The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties under this Contract, will be construed pursuant to and in accordance with the laws of the State of California. Venue for any claim under or dispute involving this Contract shall be the California Superior Court for Ventura County.

20. **SEVERABILITY OF CONTRACT**

If any provision or term of this Contract is held by a court of competent jurisdiction to be void or unenforceable, then the remainder of the Contract terms will remain in full force and effect and will not be affected.

21. **CUMULATIVE REMEDIES**

The exercise or failure to exercise of legal rights and remedies by the County in the event of any default or breach hereunder will not constitute a waiver or forfeiture of any other rights and remedies, and will be without prejudice to the enforcement of any other right or remedy available by law or authorized by this Contract.

22. **COMPLIANCE WITH LAWS**

Each party to this Contract will comply with all applicable laws.

23. **CONSTRUCTION OF COVENANTS AND CONDITIONS**

Each term and each provision of this Contract will be construed to be both a covenant and a condition.

24. **NON-EXCLUSIVITY**

The County reserves the right to contract with providers of similar services and/or equipment other than the Contractor when it is reasonably determined to be in the best interest of the County.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF the parties hereto have executed this Contract as of the date first set forth above.

**COUNTY OF VENTURA**

**CONTRACTOR\***

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tax Identification Number

\_\_\_\_\_  
Secretary of State Entity Number

**CONTRACTOR\***

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\* If a corporation, this Contract must be signed by two specific corporate officers.

The first signature must be from either (1) the Chief Executive Officer, (2) the Chairman of the Board, (3) the President, or (4) a Vice President.

The second signature must be from either (a) the Secretary, (b) an Assistant Secretary, (c) the Chief Financial Officer (or Treasurer), or (d) and Assistant Treasurer.

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signatory to bind the company for this Contract

## Exhibit A

### **CONTRACTOR RESPONSIBILITIES**

The contractor shall perform and provide the services, tasks, and work, as well as prepare the deliverables, set forth in Exhibit A-1, attached hereto and incorporated herein by this reference.

### **COMPENSATION SCHEDULE**

The not to exceed budget can be found in Table 2 of Exhibit A-1.

Attachment 1 of Exhibit A-1 contains the 2024 Fee Schedule to be billed on a time and materials basis per task identified in Table 2.

Payment terms are typically Net 30 Days of verified invoiced amounts, in arrears for services rendered or deliverables. Upfront Payments are allowed in limited situations. Reimbursement for travel and expenses are to be in accordance with the County's expense reimbursement policy (Administrative Manual).

**Rincon Consultants, Inc.**

180 North Ashwood Avenue  
Ventura, California 93003  
805-644-4455

Updated June 3, 2024

Rincon Project No. 23-14970

Victor Briones, Program Administrator  
County of Ventura | County Executive Office | Sustainability Division  
800 South Victoria Avenue, L#1940  
Ventura, California 93009  
Via email: [Victor.Briones@ventura.org](mailto:Victor.Briones@ventura.org)

**Subject: Proposal to Prepare a Climate Pollution Reduction Grant Comprehensive Climate Action Plan  
County of Ventura**

Dear Mr. Briones:

Rincon Consultants, Inc. (Rincon) is pleased to submit this proposal to prepare a Comprehensive Climate Action Plan (CCAP) for the Thousand Oaks-Oxnard-Ventura Metropolitan Statistical Area (MSA/County of Ventura). The CCAP is the second phase of planning process funded by the Environmental Protection Agency's (EPA) Climate Pollution Reduction Grant (CPRG) Program, which consists of three phases: 1) development of a Priority Climate Action Plan (PCAP), 2) development of a CCAP, and 3) development of a Status Report. The CCAP will build off the work done for the PCAP which was prepared by Rincon and developed through a collaborative process with input from local jurisdiction, community-based organizations, resource agencies, and community members within the region. As part of the CCAP development process the MSA will complete a refined greenhouse gas (GHG) emissions and carbon stock inventory and establish emissions reduction and sequestration targets that align with the State of California's goals of reaching carbon neutrality no later than 2045 and reducing anthropogenic emissions 85 percent below 1990 levels by 2045, as well as meeting the interim 2030 goal of reducing emissions by at least 40 percent below 1990 levels.

Additionally, inclusive low-income and disadvantaged community (LIDAC) analysis will be completed during the CCAP development process. The expanded analysis will be completed by Raimi + Associates (Raimi), who completed the LIDAC analysis for the PCAP and will include other locally identified disadvantaged communities, such as those included within adopted General Plans to meet the intent of Senate Bill (SB) 1000.

The scope of work outlined below has been developed to provide the County with a robust CCAP in alignment with the EPA's requirements. All items are negotiable to meet the needs of the County. Please don't hesitate to reach out with any questions as you review this proposal. Upon completion of the CCAP, if desired, Rincon can provide a scope of work to support the County prepare the Status Report which would be refined based on the final measures and actions included in the CCAP.

## **EPA CPRG Planning Grant Program**

The EPA CPRG Planning Grant Program includes specific documents and deliverables that are required at each of the three phases of the project. The components required for the CCAP are outlined in Table 1 and Rincon's approach to completing each plan element is detailed below by task within the proposed Scope of Work.

**Table 1 EPA CPRG CCAP Deliverable Requirements**

Plan Element	CCAP	Task
GHG Inventory <sup>1</sup>	Required	Task 2
GHG Sink Inventory	Required	Task 2
GHG Emissions Projections	Required	Task 2
GHG Reduction Targets	Required	Task 2
Quantified GHG Reduction Measures	Required ( <i>Comprehensive</i> )	Task 4
Benefit Analysis	Required	Task 5
Low Income/ Disadvantaged Communities Benefits Analysis	Required	Task 5
Review of Authority to Implement	Required	Task 4
Intersection with Other Funding Availability	Required	Task 7
Workforce Planning Analysis <sup>2</sup>	Required	Task 7
Next Steps/Future Budget and Staffing Needs	Not Required	N/A

1. The EPA CPRG guidelines require that a comprehensive inventory include GHG emissions and sinks by source and sink category.

2. The Southern Central Coast Center of Excellence for Labor and Market Research (COE) prepared a Clean/Green Jobs: Energy, Construction, and Utilities Report for the County of Ventura in January 2024. This analysis will be integrated into the CCAP and appended to the final document, if appropriate, to build off of the work done. No additional analysis will be completed for this specific plan element.

Source: U.S. EPA. March 1, 2023. Climate Pollution Reduction Grants Program: Formula Grants for Planning. Available at: <https://www.epa.gov/system/files/documents/2023-02/EPA%20CPRG%20Planning%20Grants%20Program%20Guidance%20for%20States-Municipalities-Air%20Agencies%2003-01-2023.pdf>

N/A = Not Applicable

## Scope of Work

The following section describes the scope of work for the CCAP.

### Task 1 Project Management

The following subtasks provide an outline of proposed project management tasks.

#### Task 1.1 CCAP Kick-off Meetings

Rincon will organize a virtual kick-off meeting with the County of Ventura Project Team to discuss project goals and objectives. The kick-off meeting will provide an opportunity to refine the scope of work and proposed schedule, as well as identify additional documents, policies, and key interested parties. Upon completion of the internal County of Ventura project kick-off, Rincon would work with the County to host an in-person CCAP kick-off meeting to invite all project partners to meet and officially initiate the project together. Hosting an in-person project kick-off meeting would provide an opportunity for the team members to bolster a sense of camaraderie and trust, which would provide a solid foundation for open communication and collaboration throughout the project. It is anticipated that this meeting would occur at the County offices or similar location and would last approximately one hour in length. Following the in-person kick-off meeting, Rincon would provide a summary of meeting minutes and action items.

## Assumptions

- The kick-off meeting with the County of Ventura Project Team would occur virtually and would last up to one hour in length.



- The kick-off meeting with the CCAP Project Team would occur in-person and would last up to one hour in length.
- The County will secure the meeting location, provide refreshments, and send out invitations to the CCAP partners.

## **Deliverables**

- Kick-off meeting agenda and minutes for each kick-off meeting
- Virtual and in-person meeting attendance by up to two Rincon staff members at two kick-off meetings

### **Task 1.2 Project Management and Bi-weekly Check-in Meetings**

Rincon takes pride in producing quality work and achieving an exceptional level of client satisfaction. To achieve this, Rincon employs standard project management and quality control methods that include: written project assignments, monthly project progress meetings, project control using Microsoft® Excel and Microsoft® Project software, peer review of all technical sections, technical editing of all documents, and principal review of all major deliverables. The Project Manager is responsible for the overall quality of the work effort and maintaining the schedule. Once the work product has been completed by a team member it undergoes peer review by the Project Manager. After corrections, the Principal-in-Charge reviews the final product for quality control before it is provided to our technical editing team for editorial review, and then our administrative staff for publication. As part of the review, documents are checked against the prior established expectations and requirements of the work scope. Documents are also checked for specific formatting and other requirements using a formal Quality Assurance/Quality Control (QA/QC) checklist by the Publishing staff used so that the final delivered product meets expectations.

Throughout the length of the project, Rincon's Project Manager, Hannah Mize, will be responsible for coordinating communication with the County's Project Manager, which would include hosting virtual bi-weekly project check-in meetings. We assume that the bi-weekly meetings would be used to discuss the status of the project with the project management team as well as provide an opportunity for Rincon to meet with staff from different jurisdictions to discuss the status of existing initiatives, review and refine the sustainability goals, and home in on the specific programs and initiatives that will be implemented in the future to reach the County's goals. Additionally, as part of this task, Rincon will provide monthly status updates with invoices summarizing the work completed over the previous month. This summary will include a brief explanation of the tasks that were executed as well as a summary of the hours spent on the project.

## **Assumptions**

- The project schedule is anticipated to last approximately 15 months (June 2024 – August 2025).
- Bi-weekly meetings would occur virtually and would last up to thirty minutes in length.
- Rincon's Project Manager would host and attend the bi-weekly meetings, with additional attendance from other Rincon team members where appropriate.

## **Deliverables**

- Kick-off meeting agenda and minutes
- Monthly invoice with summary of work completed



### **Task 1.3 CPRG Advisory Group and Interested Party Focus Group Interviews**

Rincon will conduct up to two small group interviews lasting up to one hour each to discuss the CCAP with the CPRG Advisory Group members individually and/or local organizations, groups, and stakeholders. Representatives and advocates of hard-to-reach and disadvantaged populations will be invited to participate to facilitate a broader representation of the community. These interviews will be conducted virtually, and groups will be organized to discuss topics pertinent to their experience and expertise. It is assumed the County will prepare and send invitations, coordinate scheduling, and secure virtual meeting rooms. Rincon will lead the interview process and provide a brief summary memorandum to the County upon completion of the interviews summarizing the feedback. The interview task is a critical step in gaining a candid understanding of conditions and issues from a variety of perspectives. These meetings will also create or strengthen the relationship between the County and the community, which will prove to be a valuable asset as the update progresses and after the projects are completed for implementation.

### **Assumptions**

- The County will send invitations and coordinate scheduling.
- One hour per staff person has been budgeted for each focus group interview. Additional time required to attend meetings will be billed on a time and materials basis in accordance with our standard fee schedule, attached.
- Up to two Rincon staff members will host up to two CPRG Advisory Group interviews.

### **Deliverables**

- Meeting summary outlining comments received for each meeting

### **Task 1.4 CPRG Advisory Group Meetings**

Rincon understands that the CPRG Advisory Group meets monthly to connect on the project status, discuss deliverables, and collaborate on project deliverables. As part of this scope of work, Rincon's Project Manager would regularly attend the CPRG Advisory Group meetings to relay any specific project information and connect with the broader team on schedule and next steps. It is anticipated that all meetings would occur virtually and would last up to two hours in length. Rincon's Project Manager will attend up to five meetings (i.e., quarterly) upon request.

### **Assumptions**

- Materials prepared for the CCAP project would be reviewed during these meetings, and Rincon can provide additional documents including presentations, meeting agendas, and minutes, upon request and in accordance with our standard fee schedule (attached).
- Rincon's Project Manager will attend the meetings, unless unavailable for some reason and an additional team member will be identified and briefed prior to the meeting.
- All meetings would occur virtually and would last up to two hours in length.

### **Deliverables**

- Meeting attendance at up to 16 CPRG Advisory Group Meetings



## Task 2 GHG Emissions Inventory, Forecast, and Targets

As part of the CCAP process, the EPA requires that the MSA prepare a GHG emissions inventory, emissions projections (i.e., forecasts), and GHG emissions reduction targets. The scope of work for these tasks is summarized below. Each of these subtasks build on each other and will be summarized in one status report. The *Program Guidance for States, Municipalities, and Air Pollution Control Agencies* states that the CCAP must include a comprehensive inventory by emissions source and sector, including emissions from agriculture and working lands. The GHG emissions inventory is discussed below under Task 2.1 and the working lands analysis is discussed under Task 3.

### Task 2.1 GHG Inventory

As required for the PCAP, a preliminary GHG emissions inventory was completed to estimate the largest emissions sources within the boundary of the County (i.e., County limits) of which Ventura County has some degree of control and influence. To expand on this analysis, a disaggregated emissions inventory will be completed to analyze the emissions generated from each of the participating jurisdictions within the County and the unincorporated county. This will expand beyond the scope of the PCAP which included an aggregated GHG emissions inventory generated in the County including the incorporated portions of the County. The inventory sectors for all jurisdictions will include: residential and commercial electricity and natural gas, passenger and commercial VMT, off-road VMT, waste, water, and wastewater. GHG emissions associated with agriculture and natural and working lands as a carbon sink will be completed for the entire county and not disaggregated for each jurisdiction and the unincorporated County.

Completing a GHG emissions inventory includes a variety of subtasks, such as: preparing data requests, evaluating data, developing a specific quantification tool, and preparing a draft and final report summarizing the emissions from all participating jurisdictions, as well as brief memorandums for each of the participating jurisdictions summarizing their specific emissions for the calendar year. In our experience, the data collection process can take the greatest amount of time because data comes from multiple sources such as the various utility providers and City/County departments. Therefore, to streamline the data collection process and reduce any delays, Rincon has developed tailored data request documents and tracking mechanisms. The data request documents will be prepared and submitted to each of the local jurisdictions and the County. Once all requested data has been received, Rincon will complete a preliminary review on the quality of the data and confirm that it meets the data requirements.

Upon confirmation that all data is reasonable and consistent with the required information needed to estimate emissions, Rincon will prepare an updated inventory calculation tool consistent with the Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (U.S. Community Protocol). The community-wide GHG emissions inventories will account for Countywide and participating jurisdiction's GHG emissions resulting from residential and non-residential energy usage; vehicle miles traveled (VMT);<sup>1</sup> off-road equipment; water usage; community-generated wastewater; and community-generated solid waste. Rincon has developed a comprehensive GHG calculation tool to calculate GHG emissions accurately and transparently and is prepared to provide this tool to the County free of cost with tabs for each jurisdiction. The calculation tool was preliminarily setup during the PCAP development process; however, because more refined and specific data will be used and the emissions will be estimated at the jurisdictional level, updates to the calculation tool will be required. Once all emissions are calculated, Rincon will prepare a draft document summarizing the results in text, tables, and graphic form to clearly demonstrate the MSA's current emissions. In addition to a

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<sup>1</sup> VMT data has been provided by VCTC at the County level for 2022 derived from the Ventura County Transportation Model (VCTM). Additional data would be a from VCTC to estimate the transportation emissions from the various jurisdictions.



comprehensive summary report, we will also prepare brief (two-page) memorandums summarizing the emissions by jurisdiction so that the various project partners can individually track and monitor progress overtime.

## **Assumptions**

- Rincon has budgeted for receipt of one set of consolidated comments on each deliverable. Any additional revisions will be completed on a time and materials basis in accordance with our standard fee schedule (attached).
- Rincon will complete a full GHG emissions inventory for the full County of Ventura as well as the unincorporated County of Ventura and up to nine additional jurisdictions (e.g., Fillmore, Moorpark, Port Hueneme, Ojai, Santa Paula, Ventura, Simi Valley, Thousand Oaks, Oxnard, and/or Camarillo).
- VCTC will provide VMT data for each jurisdiction and the unincorporated County, similar to what they provided for the PCAP inventory. We have included an optional task to access VMT for each inventory via Replica if VCTC cannot provide the data.
- It is anticipated that the analysis for the Countywide GHG emissions inventory, forecast, and targets would be summarized in one memorandum, and supplemental two-page emissions inventory memos will be provided for each participating jurisdiction (up to ten total).
- Rincon anticipates that the County Project Manager will be responsible for working with internal departments and the CPRG Group to retrieve the data requested to complete the inventory.

## **Deliverables**

- Data request (PDF)
- Inventory Calculation Spreadsheet (Excel)

### **Task 2.2 Forecast**

During the development of the PCAP, preliminary, high-level emissions forecasts were developed to estimate emissions reductions attributable to future projects that requested grant funding to demonstrate the anticipated benefit of the initiatives. As part of the CCAP, a more robust emissions forecast will be developed once the GHG emissions inventory (Task 2.1) has been complete. Per the requirements, a forecast would be developed for both near-term (e.g., 2030 – 2035) and long-term (e.g., 2040, 2045, or 2050, per the federal requirements). For this task, the Rincon Team will utilize our forecasting tool to draft both a business-as-usual (BAU) forecast and an adjusted forecast (which includes reductions from state legislation) of expected emissions broken down by emissions sector for 2030 and 2045, specifically. These years are suggestions based on the major milestone years of Senate Bill 32 which includes a 40% reduction below 1990 GHG emissions levels by 2030 and Assembly Bill (AB) 1279, which establishes a goal of reducing statewide anthropogenic GHG emissions to at least 85 percent below 1990 levels by 2045. BAU forecast will include only population growth and projected land use changes. Rincon will work with the County to identify the best source for population, jobs, and land use change data and could include County data, Department of Finance data, and Regional Housing Needs Allocation (RHNA) housing considerations. Following calculation of the BAU forecasts, we will also calculate an “adjusted” forecast, which will account for expected changes in regulations affecting the federal, state, and local level which include emission factor changes due to increased carbon free electricity in the grid mix, Low Carbon Fuel Standard, Pavley Clean Car Standards, Advanced Clean Cars Program, Renewables Portfolio Standard, Senate Bill 100, and Title 24. The Rincon Team will calculate how these regulations will affect the selected future year GHG emissions levels and produce a GHG emission forecast that portrays future emissions growth



and the quantity of GHG emissions that the region will be responsible for reducing to meet GHG reduction targets, which will be established as part of Task 2.3.

## **Assumptions**

- Rincon will work with the County to identify the best source for population, jobs, and land use change data and could include Ventura County data, Department of Finance and RHNA housing considerations.
- It is anticipated that the Rincon Team will complete the forecast for aggregated emissions from the jurisdictions and unincorporated County upon completion of the emissions inventories.
- Rincon has budgeted for receipt of one set of consolidated comments. Any additional revisions will be completed on a time and materials basis in accordance with our standard fee schedule (attached).
- One forecast will be completed for the aggregated countywide emissions.

## **Deliverables**

- Forecast Calculation Spreadsheet (Excel).

### **Task 2.3 Targets**

Rincon views target setting as iterative and recognizes that the County must set targets that are at least as ambitious as the United States' formal commitments to reduce GHG emissions 50 – 52 percent relative to 2005 levels by 2030 and to reach net-zero emissions by 2050. The State of California has established even more ambitious goals, that go above and beyond what the federal government has identified. Additionally, multiple cities within the County have already adopted or are in the process of adopting a jurisdictional Climate Action Plan that sets specific goals for each jurisdiction. Therefore, we anticipate that the target setting portion of this scope of work will necessitate additional meetings with the County of Ventura and participating jurisdictions to confirm consistency and comfortability prior to moving to the next steps, which would be measure development and quantification (Task 4).

Rincon will leverage the GHG emissions inventories to generate SB 32 and AB 1279 related GHG reduction targets. Rincon will produce both per capita and mass emission-based targets for the County to review. Per capita emissions targets are well established by the state through the 2017 and 2022 Scoping Plans and may provide a more accurate portrayal of Ventura County's emission changes over time due to the ability to normalize population fluxes. These per person estimates can also be translated into per service person (employees + population). A complete analysis of both options will be conducted and presented to the County project team for approval. Rincon will generate minimum reduction targets for a qualified GHG reduction plan which includes a 40 percent reduction below 1990 levels by 2030 (SB-32) and carbon neutrality by 2045 (AB 1279). These goals also align with the Paris Climate Change Agreement and the latest Intergovernmental Panel on Climate Change (IPCC) projections for remaining under 1.5 degrees C (carbon neutrality by midcentury). These science-based targets are currently considered best practice, as well as the minimum GHG reduction targets for consistency with the state. Rincon sees the goal setting process as iterative and to be informed by the strategy development phase. The inventory, forecast, and targets will be summarized in one concise memo and be provided to the County for review and feedback. Once a consolidated set of comments is received, Rincon will incorporate the requested edits and provide a final PDF, which will be used to populate the CCAP inventory, forecast, and targets chapter.



## Assumptions

- Rincon anticipates that the targets will be consistent with current state recommendations, including SB 32 and AB 1279.
- One set of targets will be completed for the aggregated countywide emissions.
- 
- Rincon has budgeted for receipt of one set of consolidated comments on each deliverable. Any additional revisions will be completed on a time and materials basis in accordance with our standard fee schedule (attached).

## Deliverables

- Draft and Final Target Technical Memo (Word and PDF)
- Final Inventory, Forecast, and Target Tool and Technical Memo (Word and PDF)

### Task 3 Additional GHG Reduction Measure Development and Quantification

Rincon will use the GHG reduction measures from the PCAP as a starting point and expand the list of measures and actions in the CCAP to include a full suite of implementation measures that address GHG emissions from the primary emissions sources. Additionally, Rincon will quantify the reductions associated with the measures to prioritize implementation and provide a cost estimate for the measures per the requirements of the EPA.

#### Task 3.1 Measure Development and Quantification

During the PCAP development process, Rincon, Ventura County, and Ventura County CPRG Advisory Group worked together to identify priority measures for the purpose of pursuing funding through the CPRG implementation grant program. During this next phase of project development, additional measures and actions will be developed to further support the emissions reduction goals. The measures and actions that will be included in the CCAP will support implementation of the longer-term goals. Once the GHG emission reduction targets have been established (Task 2), the team will shift to developing specific actions that will allow the MSA to reach the established targets and build communitywide resilience to climate change. To support this process, Rincon has developed a suite of tools and assessment strategies to support what we have found to be the most critical portion of the work scope. These tools have been specifically designed to increase efficiency and transparency in the climate action planning process while reducing costs to the client. These tools are highly customizable, allowing for communities to develop and implement GHG reduction measures that best fit their needs. We propose to provide these tools to the MSA at no additional cost to inform and streamline the CAP measure development process.

The Rincon Team recognizes the importance of understanding the work that has already been done and proposes to use existing plans and programs as a foundation for future actions. Therefore, as a first step of this task, Rincon will leverage our proprietary Measure Analysis and Success Tracking (MAST) Tool to complete an analysis of GHG reduction measures/actions which are already included in plans, policies, and programs. MAST allows Rincon to evaluate the quality and progress of measures or actions included in sustainability-related planning documents in an intuitive interface. From this refined foundation of action items, we will assess any policy or program gaps and identify additional opportunities for emission reductions. Rincon will then provide a newly established core suite of draft measures that are tied to the County's GHG emissions inventory and forecast and past progress.

After reviewing and editing the measures based on coordination with internal project partners and County departments, interested parties, and community feedback, we will refine the draft emission



reduction measures list to include the new suite of measures as well as previous strategies that are currently in progress. It is anticipated that, similar to the priority measures included in the PCAP, that Ventura County has the statutory and regulatory authority to implement each measure and it is anticipated that no additional legislation or policies would be required to be adopted and implemented in order to authorize implementation of the measures in the CCAP. However, if it is determined during the development of the CCAP measures and actions that additional statutory and/or regulatory authorities are required, that information will be clearly detailed by measure.

Rincon typically quantifies only those actions that result in direct GHG reduction (such as ordinances, requirements, or other commitments associated with quantifiable structural changes based on substantial evidence, such as peer reviewed case studies) – referred to as quantitative actions. This ensures that the GHG reductions are conservative estimates and thoroughly defensible. Other actions that are not associated with specific structural changes are referred to as supportive. While not quantified, supportive actions are often key to effectively achieving GHG reductions, and Rincon will gather supportive evidence, case studies, and documentation to demonstrate this.

Assuming the measures are quantifiable, Rincon will complete the GHG reduction analysis using our in-house SPARQ Tool. The SPARQ Tool provides both a tabular and visual summary of all GHG emissions quantification results, for comparison to the BAU, and adjusted forecasts, as well as the target reduction pathway. The SPARQ Tool additionally includes a simple interface for adjusting key inputs for the actions to see changes to the associated GHG reductions in real-time. This allows the user to make actions more or less aggressive until the forecast aligns with the target reduction pathway. Using this tool has allowed Rincon and our current clients to iteratively model various measures and reduction scenarios to confirm that reduction scenarios meet GHG targets in the most effective manner. If the measures and actions do not align with the target reduction pathway, Rincon will provide further recommendations for adding or removing initiatives for alignment. Per the requirements of the EPA, and in alignment with best practices, the CCAP will also include an assessment of co-benefits associated with GHG emissions reduction measures, such as quantification of reductions in air pollution, improved public health outcomes, economic benefits, increased climate resilience, or other environmental benefits. Specifically, the EPA requires quantification of reductions to PM<sub>2.5</sub>, NO<sub>x</sub>, SO<sub>2</sub>, VOCs, and air toxins.

## Assumptions

- Rincon has budgeted for receipt of one set of consolidated comments on each deliverable. Any additional revisions, including updates to the measures throughout the draft and final CAP development process, will be completed on a time and materials basis in accordance with our standard fee schedule.
- After the emissions reduction measures are finalized, Rincon will estimate the emissions reductions associated with implementation as well as quantify the associated co-benefits.

## Deliverables

- Draft and Final Recommended Emission Reduction Measures Memorandum (Word and PDF)
- Technical Appendix to the CCAP (Word and PDF)
- SPARQ Tool (Excel)

### Task 3.2 Measure Costing

The EPA requires that a cost estimate with detailed information be provided for each measure. Therefore, Rincon has budgeted 85 hours to prepare a cost estimate for the various initiatives based on the language included in the final measures and actions (Task 4.1). Estimating costs can be highly



variable, as it relies on projected advancements in technology, market trends, and policy changes over future years. The landscape of climate action is rapidly evolving, with ongoing innovations in renewable energy, carbon capture technologies, and regulatory frameworks. Therefore, estimating costs for climate initiatives is complex and must work to account for these dynamic factors to provide accurate and adaptable financial forecasts. By considering potential shifts in technology costs, market competitiveness, and policy landscapes, we can develop high-level cost estimates that leverage emerging opportunities in the pursuit of sustainable climate action. We anticipate that this task will be initiated during one of the CPRG Advisory Group meetings where we can discuss current methodologies for costing used by the various parties to determine a pathway that would make the most sense for this project. We will build on previous work done and utilize existing resources to reasonably estimate costs associated with the projects. The estimated costs would be provided in a matrix for the County and CPGP Advisory Group to review and provide feedback during a follow-up meeting where the matrix can be refined, and a final summary would be provided, and will be included in the Draft and Final CCAP.

## **Assumptions**

- Rincon assumes one round of review and consolidated comments on all deliverables. Additional revisions can be made on a time and materials basis, in accordance with our standard fee schedule, attached.

## **Deliverables**

- Draft and Final Measure Costing Matix

### **Task 4 Expand LIDAC Benefits Analysis**

The Rincon Team, with support from Raimi, will expand the low-income and disadvantaged communities' benefits analysis that was conducted as part of the PCAP. Where possible, we will utilize existing analyses, tools, and data. If there are gaps in the existing analyses, community-based organizations may be engaged to help ground-truth this analysis.

#### **Task 4.1 LIDAC Refinement**

All LIDACs identified in the PCAP, defined as "Priority LIDACs," were identified through the White House's Climate and Economic Justice Screening Tool (CEJST) and California Senate Bill (SB) 535 disadvantaged communities mapping tools. For this scope of work, we will conduct thorough research into the locally identified disadvantaged communities of the Ventura County jurisdictions to integrate their DACs into the identification of LIDACs as part of the CCAP.

To expand the County's efforts of identifying disadvantaged communities, we will add to the identification of the Priority LIDACs to form "Inclusive LIDACs." The Inclusive LIDACs will include geographies of locally identified disadvantaged communities, such as those included within adopted General Plans to meet the intent of Senate Bill 1000 and the Air Pollution Control District's Assembly Bill 617 communities. This task will aid in aligning the CCAP LIDACs with disadvantaged communities identified by other agencies and integrating those geographies to maintain consistency across plans. The level of identification is dependent on the analysis conducted by jurisdictions within Ventura County, e.g., Census tract or block group.

## **Assumptions**

- The Inclusive LIDACs will include geographies of locally identified disadvantaged communities, such as those included within adopted General Plans to meet the intent of Senate Bill 1000



and the Air Pollution Control District's Assembly Bill 617 communities. All printing and mailing costs associated with the project, unless specifically identified in the scope of work.

## **Deliverables**

- Draft and Final list of inclusive LIDACs

### **Task 4.2: Co-pollutant Emissions Reduction and Co-benefits Identification**

Once we have identified additional LIDACs, we will expand their low-income and disadvantaged communities' benefits analysis from the Ventura County PCAP to include the co-pollutant emissions reduction analysis and co-benefits identification. Raimi will evaluate the extent to which the proposed measures crafted in the CCAP will generate any greenhouse gas reduction and/or co-benefits in the LIDACs. The framework for the analysis will be refined during the kick-off meeting and may include: co-pollutant emission reductions (e.g., criteria air pollutants and air toxics), increased climate resilience, improved access to services and amenities, jobs created and workforce development, and decreased energy costs from energy efficiency improvements. At a minimum, Raimi will provide qualitative descriptions of LIDAC benefits and quantify benefits where possible.

## **Assumptions**

- The County will provide accurate data and information in a timely manner to the team. Providing relevant data for quantitative benefits analysis to maintain consistency and expand analysis.
- All printing and mailing costs associated with the project, unless specifically identified in the scope of work.

## **Deliverables**

- Draft LIDACs Benefits Analysis
- Final LIDACs Benefits Analysis

### **Task 4.3: LIDAC Advisory Committee**

We believe in being intentional about preparing analysis truly reflects the inequities of the region. Our team believes the formation of a LIDAC Advisory Committee can bring together engaged and interested parties to gather input related to mitigation measure development and ground truth our analysis findings. This separate advisory committee will focus on environmental justice and equity concerns, as well as the potential distribution of benefits and burdens. By forming a panel of individuals who come from various backgrounds and demographic groups impacted by systemic climate inequities, the LIDAC analysis and CCAP will be better informed by receiving their direct input through frequent meetings and consultations.

As part of this task, Raimi will facilitate up to five (5) Zoom meetings bringing together a diverse group of individuals from organizations/ community groups. These groups may include: advocacy organizations, farmworkers, youth, low-income residents, service providers, and organizations part of the development of the Ventura County Green New Deal Framework. LIDAC Advisory Committee members will serve as a sounding board for critical phases of the project.



Raimi will maintain thorough meeting notes to ensure discussions in the Advisory Committee are integrated into the LIDACs Benefits Analysis. The general flow of the meetings and estimated number of meetings are as follows:

- Project Initiation: project overview, roles and responsibilities, initially identified LIDACs (Priority and Inclusive) start-up tasks
- LIDAC identification: methodology, spatial geography
- GHG reduction measures: review of measures, initial discussion of benefits
- Draft LIDACs Benefits Analysis: review draft analysis and discuss equity concerns, co-benefits analysis, and gaps in proposed measures
- Final LIDACs Benefits Analysis

## **Assumptions**

- All LIDAC Advisory Committee Meetings would occur virtually and last up to one hour in length.
- Up to three team members would attend the meetings, up to two from Raimi and one from Rincon.

## **Deliverables**

- LIDAC Advisory Committee Meetings with up to five agendas, brief presentations, and summary notes

### **Task 5 Comprehensive Climate Action Plan**

Rincon will develop a CCAP document which will feature a design and branding consistent with the PCAP and other deliverables and will provide a roadmap for implementation for the County.

#### **Task 5.1 Draft CCAP**

The Draft CCAP will be completed through an iterative process that is informed by the GHG emissions inventory, forecast, and targets completed as part of Task 3. The CCAP will provide a creative and innovative roadmap for the County to achieve emission reductions and will include both near-term and long-term measures. The CCAP will set key performance indicators (KPI) that will help define a successful implementation of the CCAP strategy as well as measure progress over time. Additionally, the Draft CCAPP will include a summary of what funding programs are available to the County, including those that have been secured from federal, state, and local or private resources that could help the County implement the CCAP. Upon completion of the first draft, the document will be provided to County staff for review. The County will provide feedback and edits in one consolidated set and the Rincon team will provide an updated draft for the Ventura County CPRG Advisory Group to review and provide one consolidated set of comments back to Rincon. At that time, Rincon will prepare a Public Review Draft that reflects edits in response to County and CPRG Advisory Group comments. The Public Review Draft will be released to the community for a proposed thirty-day comment period. The CCAP will be prepared using Microsoft Word, following the same format used in PCAP. If members of the CPRG Advisory Group would like to present similar information to their City Councils or applicable Boards, Rincon would provide the presentations for use and could attend any additional meetings on a time and materials basis, in accordance with our standard fee schedule, attached.



## **Assumptions**

- All comments on the Draft CCAP will be provided to Rincon in one consolidated set during each review phase.
- Rincon will utilize the Clean/Green Jobs: Energy, Construction, and Utilities Report for the County of Ventura prepared by the COE to address the requirements related to workforce planning. No additional workforce analysis will be completed by Rincon.
- No hard copies will be provided.

## **Deliverables**

- Draft CCAP in Word and PDF

### **Task 5.2 Final CCAP**

Following the public review and comment period, the Rincon team will coordinate with County staff to incorporate relevant input into the Final Draft CCAP that will be available on the County's website. We anticipate and have budgeted for receipt of up to ten substantive public comment letters and emails. Any additional comments above and beyond will be addressed on a time and materials basis in accordance with our standard fee schedule (attached). We will provide a summary of all outreach efforts and reports conducted as part of this scope of work and provide a clear overview of the existing conditions, baseline report, proposed GHG reduction measures, and implementation plan with the monitoring tool. Rincon will provide an electronic copy of the document, printing or providing hardcopy documents has not been included as part of this workscope.

## **Assumptions**

- Response to comments of up to ten substantive public comment letters and emails.
- All comments will be provided to Rincon in one consolidated set.
- No hard copies will be provided.
- Website accessibility of the CCAP required by the Americans with Disabilities Act (ADA) will be completed by the County, if required.

## **Deliverables**

- Draft and Final CCAP in Word and PDF

### **Contingency**

Rincon recommends including a contingency in an amount not to exceed \$20,000 for additional, unforeseen, and unanticipated work outside the Scope of Work. We believe in the importance of adaptive management and recognize how pivotal it is in fostering resilience, driving continuous improvement, and effective management of challenges and opportunities. In most instances where we have seen contingency tasks utilized, the completion of the project requires additional staff or community meetings, revisions beyond those anticipated in the original scope of work, and extensions in schedules that result in increased project management time. If this task is selected, it would not be undertaken without express directions by the County in writing.



## Replica VMT Analysis

As an optional task, if the County prefers to utilize more up-to-date data and/or VCTC is unable to compile the VMT data, we propose utilizing the Replica big data model to provide next generation VMT data. Rincon understands that that Ventura County, like most jurisdictions, has historically used a regional transportation demand model. These regional models were developed to model long-term growth impacts on roads and highways. While they can provide total VMT numbers, they are not updated often (~5-10 years), and they are not sensitive to local VMT changes. They also don't provide much benefit for understanding transit or active transportation mode share. Therefore, Rincon proposes to utilize the Replica software system. Replica uses big data sources such as GPS, cell phone, credit card transactions, real estate data, and ground truthing along with powerful machine learning techniques to generate a statewide land use and VMT model that is then scaled with census data and updated on a quarterly basis. This model provides several key benefits for climate action planning that greatly exceed the capabilities of standard regional transportation models, which include:

- Quarterly VMT updates show progress over time
- VMT data at the street level which allows for more specific policy development
- Transit and active transportation mode share
- Ability to model trips starting or ending anywhere in the state
- Ability to quantify impacts of specific VMT reduction projects more accurately
- Descriptions of "why" each trip was made will allow the project team to craft more impactful actions
- Demographic data of who is traveling

## Cost

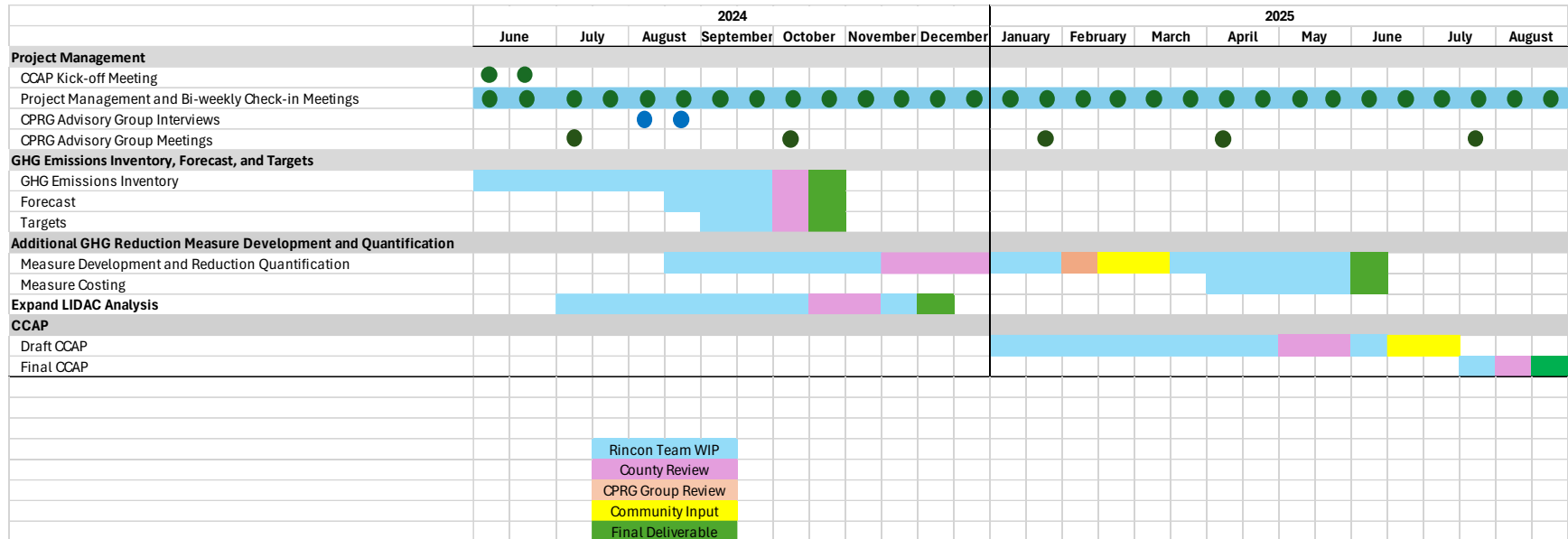
The Rincon Team will complete the work program described herein for a cost not to exceed \$384,397, as shown in the table below, with inclusion of a Contingency Task. The cost estimate includes all items requested and is fully negotiable to meet the needs of the County. Rincon's Standard Fee Schedule is included in Attachment 1.

**Proposal to Prepare a Comprehensive Climate Action Plan****Table 2 Cost Summary**

Task		Estimated Cost
<b>Task 1</b>	<b>Project Management</b>	<b>\$52,517</b>
Task 1.1	CCAP Kick-off Meetings	\$4,656
Task 1.2	Project Management and Bi-weekly Check-in Meetings	\$38,760
Task 1.3	CPRG Advisory Group Interviews	\$3,426
Task 1.4	CPRG Advisory Group Meetings	\$5,675
<b>Task 2</b>	<b>GHG Emissions Inventory, Forecast, and Targets</b>	<b>\$116,013</b>
Task 2.1	GHG Emissions Inventory	\$101,253
Task 2.2	Forecast	\$8,691
Task 2.3	Targets	\$6,069
<b>Task 3</b>	<b>Additional GHG Reduction Measure Development and Quantification</b>	<b>\$82,055</b>
Task 3.1	Measure Development and Quantification	\$62,484
Task 3.2	Measure Costing	\$19,571
<b>Task 4</b>	<b>Expand LIDAC Analysis</b>	<b>\$64,694</b>
<b>Task 5</b>	<b>CCAP</b>	<b>\$41,618</b>
Task 5.1	Draft CCAP	\$31,560
Task 5.2	Final CCAP	\$10,058
<b>Contingency</b>		<b>\$27,500</b>
<b>Total</b>		<b>\$384,397</b>

## Schedule

The Rincon Team is prepared to begin the work program described in this proposal immediately upon authorization to proceed. As depicted in the following graphic, Rincon proposes to adhere to an approximately 15-month project schedule to meet the requirements of the EPA CPRG, which states that the CCAP must be complete within two years of contract execution, which will be August 2025.





**Proposal to Prepare a Comprehensive Climate Action Plan**

If additional time is required to review deliverables, the schedule timeframe will be extended, and additional project management time may be required. 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 805-644-4455 or [hmize@rinconconsultants.com](mailto:hmize@rinconconsultants.com).

Sincerely,

**Rincon Consultants, Inc.**

A handwritten signature in blue ink that reads "Hannah Mize".

Hannah Mize, Sustainability Project Manager

Phone: 805-644-4455

Email: [hmize@rinconconsultants.com](mailto:hmize@rinconconsultants.com)

A handwritten signature in blue ink that reads "Erik Feldman".

Erik Feldman, LEED AP, Principal

Phone: 805-644-4455

Email: [efeldman@rinconconsultants.com](mailto:efeldman@rinconconsultants.com)

**Attachments**

Attachment 1 2024 Fee Schedule



## Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical and Support Personnel*	January 1, 2024 – December 31, 2024
Senior Principal	\$319
Principal	\$307
Director	\$307
Senior Supervisor II	\$292
Supervisor I	\$272
Senior Professional II	\$255
Senior Professional I	\$238
Professional IV	\$211
Professional III	\$196
Professional II	\$174
Professional I	\$155
Associate III	\$130
Associate II	\$117
Associate I	\$109
Field Technician	\$94
Data Solutions Architect	\$196
Senior GIS Specialist	\$187
GIS/CADD Specialist II	\$167
GIS/CADD Specialist I	\$150
Technical Editor	\$147
Project Accountant	\$125
Billing Specialist	\$107
Publishing Specialist	\$120
Clerical	\$107

\* Professional classifications include environmental scientists, urban planners, biologists, geologists, marine scientists, GHG verifiers, sustainability experts, cultural resources experts, and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$400.

## Reimbursable Expenses

Direct Cost	Rates
Photocopies – B/W	\$0.25 (single-sided), \$0.45 (double-sided)
Photocopies – Color	\$1.55 (single-sided), \$3.10 (double-sided)
Photocopies – 11" by 17"	\$0.55 (B/W), \$3.40 (color)
Oversized Maps	\$8.50/square foot
Digital Production	\$15/CD, \$20/flash drive
Light-Duty and Passenger Vehicles*	\$90/day
4WD and Off-Road Vehicles*	\$150/day

\* Current IRS mileage rate for mileage over 50 and for all miles incurred in employee-owned vehicles.

**Direct Costs.** Other direct costs associated with the execution of a project, that are not included in the hourly rates above, are billed at cost plus 16%. These may include, but are not limited to, laboratory and drilling services, subcontractor services, authorized travel expenses, permit charges and filing fees, mailings and postage, performance bonds, sample handling and shipment, rental equipment, and vehicles other than covered by the above charges.

**Annual Escalation.** Standard rates subject to 3.5% annual escalation, on January 1.

**Payment Terms.** All fees will be billed to Client monthly and shall be due and payable upon receipt or as indicated in the contract provisions for the assignment. Invoices are delinquent if not paid within 10 days from receipt or per the contractually required payment terms.



Equipment	Rate
<b>Environmental Site Assessment</b>	
Soil Vapor Extraction Monitoring Equipment	\$160
Four Gas Monitor	\$137
Flame Ionization Detector	\$110
Photo Ionization Detector	\$82
Hand Auger Sampler	\$62
Water Level Indicator, DC Purge Pump	\$46
CAPDash	\$7,500
<b>Natural Resources Field Equipment</b>	
UAS Drone	\$300
Spotting or Fiberoptic Scope	\$170
Pettersson Bat Ultrasound Detector/Recording Equipment	\$170
Sound Level Metering Field Package (Anemometer, Tripod and Digital Camera)	\$113
GPS (Submeter Accuracy)	\$67
Infrared Sensor Digital Camera or Computer Field Equipment	\$57
Scent Station	\$23
Laser Rangefinder/Altitude	\$11
Pitfall Traps, Spotlights, Anemometer, GPS Units, Sterilized Sample Jar	\$9
Mammal Trap, Large/Small	\$1.55/\$0.55
<b>Water and Marine Resources Equipment</b>	
Boat (20-foot Boston Whaler or Similar)	\$800
Multiparameter Sonde (Temperature, Conductivity, Turbidity, DO, pH) with GPS	\$170
Water Quality Equipment (DO, pH, Turbidity, Refractometer, Temperature)	\$62
Refractometer (Salinity) or Turbidity Meter	\$38
Large Block Nets	\$114
Minnow Trap	\$98
Net, Hand/Large Seine	\$57
<b>Field Equipment Packages</b>	
Standard Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet, Safety Equipment, and Botanic Collecting Equipment)	\$114
Remote Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet and Mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	\$144
Amphibian/Vernal Pool Field Package (Digital Camera, GPS, Thermometer, Decon Chlorine, Waders, Float Tube, Hand Net, Field Microscope)	\$170
Fisheries Equipment Package (Waders, Wetsuits, Dip Nets, Seine Nets, Bubbles, Buckets)	\$57
Underwater and Marine Sampling Gear (Photo/Video Camera, Scuba Equipment [Tanks, BCD, Regulators, Wetsuits, etc.])	\$57/diver
Marine Field Package (Personal Flotation Devices, 100-foot Reel Tapes with Stainless Carabiners, Pelican Floats, Underwater Slates, Thermometer, Refractometer, Anemometer, Various Field Guides)	\$100
<b>Insurance, Hazard, and Fees</b>	
Historic Research Fees	\$55
L&H Dive Insurance	\$57/diver
Level C Health and Safety	\$70/person