

RESOLUTION NO. 2013-XXX

Authorizing Agreement No. \_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH ICF INTERNATIONAL FOR TECHNICAL ASSISTANCE WITH PREPARING THE CLIMATE CHANGE MITIGATION PLAN AND APPROVING A BUDGET ADJUSTMENT**

**WHEREAS**, the City adopted a goal of reducing local greenhouse gas (GHG) emissions 15 percent below 2005 levels by 2020; and

**WHEREAS**, to this end, the City Council has identified the adoption of a local climate protection plan as a priority project for FY 2013-14; and

**WHEREAS**, working with the Green Committee, staff has drafted the background portion of the Climate Change Mitigation Plan (CCMP), along with numerous measures intended to reduce GHG emissions; and

**WHEREAS**, staff does not have the technical expertise or resources to quantify these emissions, and needs technical assistance from professionals who are knowledgeable about the latest methodology and GHG emissions reductions programs; and

**WHEREAS**, ICF International provided similar technical services to Napa County during the recent preparation of its Climate Action Plan, is already familiar with Napa County transportation and emissions data, and has a wide range of in-depth experience with GHG inventories and climate action plans and policies.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby authorizes the City Manager to enter into a professional services agreement with ICF International in an amount not to exceed \$9,464 to perform Tasks 1 and 2 as identified in their proposal dated August 29, 2013 attached hereto as Exhibit A.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the City Council hereby authorizes an adjustment to the FY 2013-2014 budget to transfer \$9,464 from the Community Development Fund (Fund 39) to the Planning Department's Contract Services account (Account No. 1-4607-4402) to cover this work.

**PASSED AND ADOPTED** by the City Council at a regular meeting held the 1st day of October, 2013 by the following vote:

**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

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**CHRIS CANNING, Mayor**

**ATTEST:**

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**KATHY FLAMSON, Deputy City Clerk**



August 29, 2013

City of Calistoga, Building and Planning Department  
1232 Washington Street  
Calistoga, California 94515  
Attention: Lynn Goldberg, AICP

Dear Ms. Goldberg:

The City of Calistoga (City) is a pioneer in regional climate action planning in California and undertaking the important task in preparing a Climate Change Mitigation Plan (CCMP). ICF Jones & Stokes, Inc. (an ICF International company hereafter referred to as ICF) is an industry leader in climate change advisory services and has a comprehensive set of qualifications that can enable the City's success in its next step in climate action planning. ICF is the most qualified firm to support the City in development of the CCMP due to the following advantages:

- **Regional Familiarity.** ICF has worked on numerous projects within the Napa County, including the development of Napa County Climate Action Plan (CAP) and supporting the Napa County General Plan EIR.
- **Unmatched Climate Expertise.** ICF is a California and global leader in GHG inventories, climate action plans and policies, and climate adaptation. ICF has completed hundreds of GHG inventories and worked on over 30 CAPs across California for rural-oriented counties such as Napa County and Monterey County and urban jurisdictions such as Los Angeles County, San Francisco, and Chicago.
- **Leader in Developing Model Policies for Greenhouse Gas Reductions.** ICF was the primary consulting author of the California Air Pollution Control Officer's Association's *Model Policies for Greenhouse Gases for General Plans* and a lead consultant for the development of the San Francisco Bay Area Air Quality Management District's guidance on CEQA and GHG emissions.

ICF's broad range of experience and our local expertise will allow us to take the knowledge we already have and easily tailor it to fit the particular goals and needs of the City. With our climate change experts in-house, and local team members who are actively engaged in writing environmental policy as it relates to climate change, ICF's guidance and support will help the City to build its existing CCMP and associated policies. I can be reached via phone 510-290-1860 or via email at [Rich.Walter@icfi.com](mailto:Rich.Walter@icfi.com) to discuss our proposal, costs and schedule.

We would welcome the opportunity to work with the City and look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Rich Walter". The signature is written in a cursive style and is followed by a long horizontal line.

Rich Walter, Principal  
ICF International

## Scope of Work

For each major task, we summarize ICF’s approach to the key technical issues and expected deliverables. An overview of the project timeline is provided in the Project Schedule section. Detailed hours by individual by task, billing rates, and total costs are shown in the subsequent Budget section and Appendix A.

### Task 1: Inventory and Forecast Updates

#### Task 1.1—Update 2005 and 2010 Transportation Inventories

ICF will update the City’s existing 2005 and 2010<sup>1</sup> transportation inventories based on vehicle miles traveled (VMT) estimates summarized in the Napa County Climate Action Plan (CAP) (Table A-4). The VMT estimates presented in the Napa County CAP were developed using a transportation origin/destination modeling approach, which is consistent with the Regional Targets Advisory Committee (RTAC) and Senate Bill 375. The RTAC method is the current state-of-the-practice and allocates VMT to a specific jurisdiction based on the origin and designation of trips. The RTAC method reports all VMT for trips traveling between origins and destinations within a jurisdiction and 50% of the VMT generated by trips traveling between a jurisdiction and other destinations. Trips where the origin and destination are both outside of a jurisdiction, otherwise known as “through” trips, are excluded from the VMT calculation.

VMT data reported for the City in the Napa County CAP assumes a base year of 2008. ICF will scale the 2008 VMT data linearly to 2005 and 2010, consistent with the City’s existing inventories. Greenhouse gas (GHG) emissions will be quantified using the California Air Resources Board’s EMFAC2011 model. The results of the transportation analysis will be combined with emissions from the residential, commercial/industrial, solid waste, and water/wastewater sectors to update the City’s 2005 and 2010 inventories.

#### Task 1.1 Deliverables

- Update of community 2005 and 2010 GHG inventories with the revised transportation sector (in Excel format only)
- Methods memorandum for the transportation inventory update (in word format)

#### Task 1.2—Update 2020 Business-as-Usual Forecast

After City approval of the revised 2005 and 2010 GHG inventories, ICF will perform the necessary calculations and analyses to update the existing 2020 business-as-usual (BAU) forecast. The Association of Bay Area Government’s (ABAG) *Projections 2005* was used as the basis for the existing 2020 BAU forecast. However, the City anticipates growth in population, housing, and jobs will be slightly greater than what was assumed by ABAG. ICF will coordinate with the City to identify appropriate socioeconomic parameters to build the updated 2020 forecast. Anticipated forecast methods for the five inventory sectors are summarized in the table below.

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<sup>1</sup> The City’s GHG reduction target is based on 2005 emissions levels. However, the CCMP presents an updated 2010 inventory. In order to facilitate comparison among the 2005 base year and the 2010 analysis, ICF recommends that both inventories be updated using consistent methods.

**Proposed Methods for the 2020 BAU GHG Forecasts**

Sector	2020 Forecast Method
Residential	Growth in population (2005-2020)
Transportation	2020 VMT from the Napa County CAP
Commercial/Industrial	Growth in employment (2005-2020)
Solid Waste	Growth in population (2005-2020)
Water/Wastewater	Growth in population (2005-2020); UWMP projections

**Task 1.2 Deliverables**

- Community 2020 BAU forecast (in Excel format only)
- Methods memorandum (in word format)

**Task 2: Adjusted 2020 Emissions Forecast**

ICF will develop an adjusted 2020 GHG forecast that incorporates the local GHG reduction impact of state regulations. Consistent with the City’s Draft Climate Change Mitigation Plan (CCMP), this future scenario will be identified as an “adjusted” scenario (rather than a “BAU” scenario).<sup>2</sup> ICF will quantify, to the extent feasible, the local GHG reduction impact of the following state strategies. The analysis results will be formatted for easy input into Table 7 of the City’s Draft CCMP.

- S1 - Emissions Standards for Passenger Vehicles (AB1493)
- S2- Low-Carbon Fuel Standard (EO S-01-07)
- S3 - Other Vehicle Efficiency Measures (tire pressure program, low rolling resistance tires, aerodynamic efficiency for heavy-duty vehicles)
- S4 - Renewables Portfolio Standard (RPS)
- S5 – Title 24 Energy Efficiency And Green Building Standards (CALGREEN)
- S6 - Landfill Methane Regulation (depending on existing methane control strategies, this measure may or may not result in additional GHG reductions for the City. ICF will review the characteristics of area landfills to determine if GHG reductions can be quantified and included in the CCMP.)
- S7 - Commercial Recycling (depending on existing recycling strategies in the City, this measure may not result in additional GHG reductions for the City. ICF will coordinate with the City to determinate if GHG reductions can be quantified and included in the CCMP.)

**Task 2 Deliverables**

- 2020 GHG reductions achieved by the state strategies (in Excel format only)

<sup>2</sup> The AB 32 Scoping Plan defines BAU as a future scenario that does not include the impacts of any legislation or regulations designed to reduce GHG emissions. Accordingly, future emissions inventories that account for local emissions reductions achieved by state and federal actions would not be considered a BAU condition, but rather an adjusted or mitigated scenario.

- Methods memorandum (in word format)

## Task 3: GHG Reduction Analysis

### Task 3.1—Identify and Develop Quantifiable Measures

The City's Draft CCMP includes 34 objectives and 74 GHG reduction measures.<sup>3</sup> As part of this effort, ICF will review, categorize and combine the measures based on their potential to support reduction quantification.

Measures will be identified as either “quantifiable”, “likely quantifiable,” or “qualitative”. “Quantifiable” measures can be evaluated based on the existing measure description in the Draft CCMP. Measures that are “likely quantifiable” may be evaluated based on additional detail and/or information from the City. For example, Objective BE-2 will seek state and federal funding for conservation and energy efficiency efforts. Quantification of this measure would require the City establish a concrete funding goal. Alternatively, the City could identify a penetration rate for community energy efficiency retrofits that could be achieved by anticipated state and federal funding. “Qualitative” measures are not likely to support reduction quantification due to lack of sufficient technical data or potential overlap with reductions achieved by state strategies.

We assume that we will consolidate the measures into a much smaller set of reduction measures per sector (similar to that in the Napa CAP). As a rough estimate, we assume for this scope that in the end ICF will quantify approximately the following amount of measures: building energy including energy efficiency and renewable energy (6-10 measures); transportation (6 to 10 measures); waste (2-3 measures); water (2-3 measures); carbon sequestration (2-3 measures).

Following measure categorization, ICF will work with the City to develop tangible goals and metrics for measures identified as “likely quantifiable”.

#### Task 3.1 Deliverables

- Measure categorization, consolidation and data needs for quantification (in word format)
- Up to two conference calls with City Staff to refine the draft measures

### Task 3.2—Quantify 2020 GHG Reductions

Upon receipt of all necessary data from the City, “quantifiable” measures will be analyzed for their impact on GHG emissions in 2020. Reductions will be quantified consistent with established protocols (such as ICLEI and CAPCOA) and the updated GHG inventories and forecasts created under Tasks 1 and 2.<sup>4</sup> ICF will summarize total GHG reductions achieved by state and local measures to evaluate whether the City will reach a target level of GHG emissions in 2020 that are 15 percent below its 2005 levels. ICF will work with the City if additional reductions are needed to meet the 2020 target.

#### Task 3 Deliverables

- Draft GHG reduction measure summary matrix (in excel format)

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<sup>3</sup> ICF will work with the City on how to account for prior actions after 2005 in the reduction measure estimate. New measures will only truly take effect in 2014 and thus need to be calculated on a basis of action taken between 2014 and 2020. Existing efforts that have helped to reduce emissions after 2005 up to 2013 and continuing on to 2020 can also be included provided data is readily available.

<sup>4</sup> Depending on timing, the Napa County Transportation and Planning Agency (NCTPA) Travel Behavior Study will also be reviewed for regional applicability to the reduction measure analysis.

- Final GHG reduction measure summary matrix (in excel format)

### Task 4: Attend City Council Meeting

ICF staff will attend one City Council meeting during the presentation of the draft CCMP.

#### Task 4 Deliverables

- Attendance at one City Council meeting (in person)

## Project Schedule

A preliminary summary schedule is shown in the table below.

Task	2013				2014				
	S	O	N	D	J	F	M	A	M
Task 1. Inventory and Forecast Updates									
Task 2. Adjusted 2020 Emissions Forecast									
Task 3. GHG Reduction Analysis									
Task 4. Attend City Council Meeting	TBD								

## Project Budget

A summary of ICF’s proposed budget is shown in the table below. A detailed budget, with hours and billing rates by person by task and subtask is presented in Appendix A.

Task	Cost
Task 1. Inventory and Forecast Updates	\$3,914
Task 2. Adjusted 2020 Emissions Forecast	\$5,550
Task 3. GHG Reduction Analysis	\$19,511
Task 4. Attend City Council Meeting	\$919
<b>Total</b>	<b>\$29,894</b>

## Key Personnel

ICF offers the City a team of dedicated professionals with experience in leading and conducting multi-jurisdictional GHG inventories and GHG reduction strategy development. Brief biographical information for the key staff follows. Key staff will not be removed or reassigned without prior approval of the City.

**Rich Walter, Project Director.** Rich will serve as the overall Project Director, provide Quality-Assurance/Quality Control (QA/QC) for all deliverables, and will assure contract compliance and meeting client expectations. Mr. Walter is the leader of ICF’s California municipal climate action planning practice, which supports local and regional agencies on GHG emissions and adaptation. He has 21 years of experience in environmental planning, compliance, permitting, mitigation, and implementation. He has led ICF teams to develop municipal and community CAPs across California, GHG inventories for hundreds of communities, worked with clients to adopt general plan policies

addressing climate change, completed cost-benefit analyses of emission reduction strategies, developed guidance for adaptation to sea level rise, as well as numerous CEQA and NEPA documents addressing GHG emissions and climate adaptation. Rich is currently leading ICF's team preparing GHG inventories for 88 cities in Los Angeles County and a regional GHG reduction plan for 21 cities in San Bernardino County. He was the principal in charge for ICF's preparation of the GHG reduction plan for San Bernardino County and the Napa County CAP, and a regional inventory for the seven-county Chicago region. Rich was a key author of the California Air Pollution Control Officer's Association (CAPCOA) white papers on CEQA and Climate Change and on Climate Change and General Plans, and helped to develop the significance threshold concepts in use across California. Rich led ICF's team that supported Bay Area Air Quality Management District's development of CEQA guidance and significance thresholds for GHG emissions.

**Laura Yoon, Project Manager.** Laura will serve as project manager and be responsible for day to day management of the ICF team. Laura is an air quality and climate change specialist with experience in preparing GHG inventories, GHG reduction measure analyses, and CAP documents for both public and private sector projects. She is the technical lead for projects in LA County, City of Stockton, and Sacramento County. Laura has also helped prepare CAP documents and GHG inventories for the City of Livermore, City of Ontario, San Bernardino County, City of San Francisco, and many other jurisdictions in California. Laura is currently serving as the project manager for the City of Oroville Climate Action Plan.

**Cory Matsui, Technical Analyst.** Cory is an air quality and climate change specialist with experience in environmental impact analysis and report preparation. He has served as technical support for data collection, methodology development, and quantification of community and municipal GHG emissions for Los Angeles County, City of Ontario, San Bernardino County, City of San Francisco, and County of Sonoma.

**Brenda Chang, Technical Analyst.** Brenda is an air quality and climate change specialist with experience in preparing GHG inventories, GHG reduction measure analyses, and CAP documents for both public and private sector projects. She has served as technical support for data collection, methodology development, and quantification of community and municipal GHG emissions for Los Angeles County, City of Ontario, San Bernardino County, City of San Francisco, and County of Sonoma. In addition to having experience in quantifying emissions in building energy sectors, she specializes in the quantification of transportation emissions and carbon sequestration from forest and agricultural lands.

## Appendix A. Detailed Budget

**Table 1. Cost Estimate for Calistoga CCMP Support (08/29/13)**

Task	Employee Name Project Role Labor Classification	Consulting Staff						Labor Total	Direct Expenses	Total Price
		Walter Ric	Yoon Lau	Matsui Cor	Chang Bre					
		Project Director Proj Dir	Lead Technical Analyst Assoc Consult III	Analyst Assoc Consult II	Analyst Assoc Consult II					
<b>Task 1: Inventory and Forecast Updates</b>									<b>\$3,914</b>	
Task 1.1—Update 2005 and 2010 Transportation Inventories	2	4	4	4	4	4	\$1,523		\$1,523	
Task 1.2—Update 2020 Business-as-Usual Forecast	2	8	8	8	6	6	\$2,391		\$2,391	
<b>Task 2: Adjusted 2020 Emissions Forecast</b>	5	20	20	20	10	10	\$5,550		<b>\$5,550</b>	
<b>Task 3: GHG Reduction Analysis</b>									<b>\$19,511</b>	
Task 3.1—Identify and Develop Quantifiable Measures	12	40	40	40			\$9,870		\$9,870	
Task 3.2—Quantify 2020 GHG Reductions	12	20	50	50	10	10	\$9,642		\$9,642	
<b>Task 4—Attend City Council Meeting</b>		8					\$754	\$165	<b>\$919</b>	
Total hours	33	100	122	122	30	30				
ICF E&P 2013 Billing Rates	\$241.47	\$94.24	\$80.06	\$80.06	\$85.63	\$85.63				
Subtotals	\$7,969	\$9,424	\$9,767	\$9,767	\$2,569	\$2,569	\$29,729			
<b>Direct Expenses</b>										
521.00 Meals, and Lodging								\$30		
523.05 Travel, Auto, incld. Mileage at current IRS rate (.555/mile)								\$120		
Mark up on all non-labor costs and subcontractors: 10%								\$15		
<b>Direct expense subtotal</b>								<b>\$165</b>		
<b>Total price</b>									<b>\$29,894</b>	