

# COUNTY OF MONTEREY STANDARD AGREEMENT

This **Agreement** is made by and between the County of Monterey, a political subdivision of the State of California (hereinafter “County”) and:

Ascent Environmental  
\_\_\_\_\_,  
(hereinafter “CONTRACTOR”).

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

## 1.0 GENERAL DESCRIPTION:

The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of this Agreement. The goods and/or services are generally described as follows:

**Provide:**

Assist in the development of a new Qualified Climate Action and Adaptation Plan that meets CEQA requirements as outlined in Exhibit A.

## 2.0 PAYMENT PROVISIONS:

County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit A**, subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of:\$ 166,885.00

## 3.0 TERM OF AGREEMENT:

3.01 The term of this Agreement is from 05/18/2021 to 5/30/2023, unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and County and with County signing last, and **CONTRACTOR may not commence work before County signs this Agreement.**

3.02 The County reserves the right to cancel this Agreement, or any extension of this Agreement, without cause, with a thirty day (30) written notice, or with cause immediately.

## 4.0 SCOPE OF SERVICES AND ADDITIONAL PROVISIONS:

The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

**Exhibit A Scope of Services/Payment Provisions**

**Exhibit B Other:** Incorporation of Request for Proposals (RFP) #10780 and Statement of Proposal Documents, attached to and made part of this Agreement

THE COUNTY OF MONTEREY, COUNTY ADMINISTRATOR, STATE OFFICE OF CONTRACT ADMINISTRATION

AgmtAscent Environmental 051521  
to 053023 RFP 10780 CEQA  
Agreement ID: Qualified Climate Action and  
Adaptation Plan

## 5.0 PERFORMANCE STANDARDS:

- 5.01 CONTRACTOR warrants that CONTRACTOR and CONTRACTOR's agents, employees, and subcontractors performing services under this Agreement are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this Agreement and are not employees of the County, or immediate family of an employee of the County.
- 5.02 CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
- 5.03 CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. CONTRACTOR shall not use County premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

## 6.0 PAYMENT CONDITIONS:

- 6.01 Prices shall remain firm for the initial term of the Agreement and, thereafter, may be adjusted annually as provided in this paragraph. The County does not guarantee any minimum or maximum amount of dollars to be spent under this Agreement.
- 6.02 Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety days (90) prior to the expiration of the Agreement. Rate changes are not binding unless mutually agreed upon in writing by the County and the CONTRACTOR.
- 6.03 Invoice amounts shall be billed directly to the ordering department.
- 6.04 CONTRACTOR shall submit such invoice periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. The County shall certify the invoice, either in the requested amount or in such other amount as the County approves in conformity with this Agreement and shall promptly submit such invoice to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.

## 7.0 TERMINATION:

- 7.01 During the term of this Agreement, the County may terminate the Agreement for any reason by giving written notice of termination to the CONTRACTOR at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be reduced in proportion to the services provided prior to the date of termination.

7.02 The County may cancel and terminate this Agreement for good cause effective immediately upon written notice to CONTRACTOR. “Good cause” includes the failure of CONTRACTOR to perform the required services at the time and in the manner provided under this Agreement. If County terminates this Agreement for good cause, the County may be relieved of the payment of any consideration to CONTRACTOR, and the County may proceed with the work in any manner, which County deems proper. The cost to the County shall be deducted from any sum due the CONTRACTOR under this Agreement.

7.03 The County’s payments to CONTRACTOR under this Agreement are funded by local, state and federal governments. If funds from local, state and federal sources are not obtained and continued at a level sufficient to allow for the County’s purchase of the indicated quantity of services, then the County may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as the County may specify in its notice, unless in the meanwhile the parties enter into a written amendment modifying this Agreement.

## 8.0 INDEMNIFICATION:

CONTRACTOR shall indemnify, defend, and hold harmless the County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys’ fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the CONTRACTOR’s performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the County. “CONTRACTOR’s performance” includes CONTRACTOR’s action or inaction and the action or inaction of CONTRACTOR’s officers, employees, agents and subcontractors.

## 9.0 INSURANCE REQUIREMENTS:

9.01 **Evidence of Coverage:** Prior to commencement of this Agreement, the Contractor shall provide a “Certificate of Insurance” certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the Contractor upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to the County’s Contracts/Purchasing Department, unless otherwise directed. The Contractor shall not receive a “Notice to Proceed” with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

9.02 **Qualifying Insurers:** All coverage’s, except surety, shall be issued by companies which hold a current policy holder’s alphabetic and financial size category rating of not less than A- VII, according to

the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Manager.

9.03 **Insurance Coverage Requirements:** Without limiting CONTRACTOR's duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

**Commercial General Liability Insurance:** including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

*(Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

**Requestor must check the appropriate Automobile Insurance Threshold:**

Requestor must check the appropriate box.

**Agreement Under \$100,000 Business Automobile Liability Insurance:** covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$500,000 per occurrence.

**Agreement Over \$100,000 Business Automobile Liability Insurance:** covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

*(Note: any proposed modifications to these auto insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

**Workers' Compensation Insurance:** if CONTRACTOR employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

*(Note: any proposed modifications to these workers' compensation insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

**Professional Liability Insurance:** if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or

errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a “claims-made” basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting coverage (“tail coverage”) with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this Agreement.

*(Note: any proposed modifications to these insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

#### 9.04 **Other Requirements:**

All insurance required by this Agreement shall be with a company acceptable to the County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this Agreement.

Each liability policy shall provide that the County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for Contractor and additional insureds with respect to claims arising from each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.

**Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insureds** with respect to liability arising out of the CONTRACTOR’S work, including ongoing and completed operations, **and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR’S insurance.** The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99.

Prior to the execution of this Agreement by the County, CONTRACTOR shall file certificates of insurance with the County’s contract administrator and County’s Contracts/Purchasing Division, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect.

CONTRACTOR shall always during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this Agreement, which entitles County, at its sole discretion, to terminate this Agreement immediately.

## 10.0 **RECORDS AND CONFIDENTIALITY:**

- 10.1 **Confidentiality:** CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the County or prepared in connection with the performance of this Agreement, unless County specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to County any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this Agreement except for the sole purpose of carrying out CONTRACTOR's obligations under this Agreement.
- 10.2 **County Records:** When this Agreement expires or terminates, CONTRACTOR shall return to County any County records which CONTRACTOR used or received from County to perform services under this Agreement.
- 10.3 **Maintenance of Records:** CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal, state, and County rules and regulations related to services performed under this Agreement. CONTRACTOR shall maintain such records for a period of at least three years after receipt of final payment under this Agreement. If any litigation, claim, negotiation, audit exception, or other action relating to this Agreement is pending at the end of the three-year period, then CONTRACTOR shall retain said records until such action is resolved.
- 10.4 **Access to and Audit of Records:** The County shall have the right to examine, monitor and audit all records, documents, conditions, and activities of the CONTRACTOR and its subcontractors related to services provided under this Agreement. Pursuant to Government Code section 8546.7, if this Agreement involves the expenditure of public funds in excess of \$10,000, the parties to this Agreement may be subject, at the request of the County or as part of any audit of the County, to the examination and audit of the State Auditor pertaining to matters connected with the performance of this Agreement for a period of three years after final payment under the Agreement.
- 10.5 **Royalties and Inventions:** County shall have a royalty-free, exclusive and irrevocable license to reproduce, publish, and use, and authorize others to do so, all original computer programs, writings, sound recordings, pictorial reproductions, drawings, and other works of similar nature produced in the course of or under this Agreement. CONTRACTOR shall not publish any such material without the prior written approval of County.

## 11.0 NON-DISCRIMINATION:

11.01 During the performance of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), or sexual orientation, either in CONTRACTOR's employment practices or in the furnishing of services to recipients. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. CONTRACTOR and any subcontractor shall, in the performance of this Agreement, fully comply with all federal, state, and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be prohibited discrimination.

## 12.0 COMPLIANCE WITH TERMS OF STATE OR FEDERAL GRANTS:

If this Agreement has been or will be funded with monies received by the County pursuant to a contract with the state or federal government in which the County is the grantee, CONTRACTOR will comply with all the provisions of said contract, to the extent applicable to CONTRACTOR as a subgrantee under said contract, and said provisions shall be deemed a part of this Agreement, as though fully set forth herein. Upon request, County will deliver a copy of said contract to CONTRACTOR, at no cost to CONTRACTOR.

## 13.0 INDEPENDENT CONTRACTOR:

In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is always acting and performing as an independent contractor and not as an employee of the County. No offer or obligation of permanent employment with the County or County department or agency is intended in any manner, and CONTRACTOR shall not become entitled by virtue of this Agreement to receive from County any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. CONTRACTOR shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of CONTRACTOR's performance of this Agreement. In connection therewith, CONTRACTOR shall defend, indemnify, and hold County harmless from any and all liability which County may incur because of CONTRACTOR's failure to pay such taxes.

14.0 NOTICES:

Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail to the County and CONTRACTOR’S contract administrators at the addresses listed below:

<b>FOR COUNTY:</b>	<b>FOR CONTRACTOR:</b>
Ashley Paulsworth Sustainability Program Manager	Poonam Boparai Principal
Name and Title 168 W. Alisal St. Salinas CA 93901	Name and Title 1230 Columbia Street, suite 440 San Diego, CA 92101
Address 484-794-0355	Address 619-795-0113
Phone:	Phone:

15.0 MISCELLANEOUS PROVISIONS.

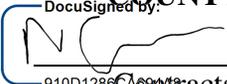
- 15.01 **Conflict of Interest:** CONTRACTOR represents that it presently has no interest and agrees not to acquire any interest during the term of this Agreement, which would directly, or indirectly conflict in any manner or to any degree with the full and complete performance of the services required to be rendered under this Agreement.
- 15.02 **Amendment:** This Agreement may be amended or modified only by an instrument in writing signed by the County and the CONTRACTOR.
- 15.03 **Waiver:** Any waiver of any terms and conditions of this Agreement must be in writing and signed by the County and the CONTRACTOR. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.
- 15.04 **Contractor:** The term “CONTRACTOR” as used in this Agreement includes CONTRACTOR’s officers, agents, and employees acting on CONTRACTOR’s behalf in the performance of this Agreement.
- 15.05 **Disputes:** CONTRACTOR shall continue to perform under this Agreement during any dispute.
- 15.06 **Assignment and Subcontracting:** The CONTRACTOR shall not assign, sell, or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the County. None of the services covered by this Agreement shall be subcontracted without the prior written approval of the County. Notwithstanding any such subcontract, CONTRACTOR shall continue to be liable for the performance of all requirements of this Agreement.

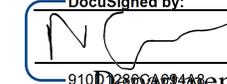
- 15.07 **Successors and Assigns:** This Agreement and the rights, privileges, duties, and obligations of the County and CONTRACTOR under this Agreement, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
- 15.08 **Compliance with Applicable Law:** The parties shall comply with all applicable federal, state, and local laws and regulations in performing this Agreement.
- 15.09 **Headings:** The headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- 15.10 **Time is of the Essence:** Time is of the essence in each and all of the provisions of this Agreement.
- 15.11 **Governing Law:** This Agreement shall be governed by and interpreted under the laws of the State of California; venue shall be Monterey County.
- 15.12 **Non-exclusive Agreement:** This Agreement is non-exclusive and both County and CONTRACTOR expressly reserve the right to contract with other entities for the same or similar services.
- 15.13 **Construction of Agreement:** The County and CONTRACTOR agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.
- 15.14 **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
- 15.15 **Authority:** Any individual executing this Agreement on behalf of the County or the CONTRACTOR represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.
- 15.16 **Integration:** This Agreement, including the exhibits, represent the entire Agreement between the County and the CONTRACTOR with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements, either written or oral, between the County and the CONTRACTOR as of the effective date of this Agreement, which is the date that the County signs the Agreement.
- 15.17 **Interpretation of Conflicting Provisions:** In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

### 16.0 SIGNATURE PAGE.

IN WITNESS WHEREOF, County and CONTRACTOR have executed this Agreement as of the day and year written below.

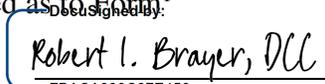
**COUNTY OF MONTEREY**

By:   
DocuSigned by: 910D1286CA69448  
 Contracts/Purchasing Officer  
 Date: 5/20/2021 | 6:43 PM PDT

By:   
DocuSigned by: 910D1286CA69448  
 Department Head (if applicable)  
 Date: 5/20/2021 | 6:43 PM PDT

By: \_\_\_\_\_  
 Board of Supervisors (if applicable)  
 Date: \_\_\_\_\_

Approved as to Form<sup>1</sup>

By:   
DocuSigned by: FBACA339C87E456  
 County Counsel  
 Date: 5/19/2021 | 9:25 AM PDT

Approved as to Fiscal Provisions<sup>2</sup>

By: \_\_\_\_\_  
 Auditor/Controller  
 Date: \_\_\_\_\_

Approved as to Liability Provisions<sup>3</sup>

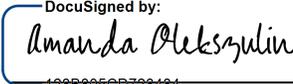
By: \_\_\_\_\_  
 Risk Management  
 Date: \_\_\_\_\_

**CONTRACTOR**

Ascent Environmental

Contractor's Business Name\*

By:   
DocuSigned by: 32A6C8C7E1D9493  
 (Signature of Chair, President, or Vice-President) \*  
 Gary Jakobs CEO/President/Chairman  
 Date: 5/20/2021 | 5:29 PM PDT

By:   
DocuSigned by: 128B895CD728484  
 (Signature of Secretary, Asst. Secretary, CFO, Treasurer or Asst. Treasure) \*  
 Amanda Alekszulin CFO  
 Name and Title  
 Date: 5/19/2021 | 9:22 AM PDT

County Board of Supervisors' Agreement Number: \_\_\_\_\_, approved on (date): \_\_\_\_\_

\*INSTRUCTIONS: If CONTRACTOR is a corporation, including non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two (2) specified officers per California Corporations Code Section 313. If CONTRACTOR is a Limited Liability Corporation (LLC), the full legal name of the LLC shall be set forth above together with the signatures of two (2) managers. If CONTRACTOR is a partnership, the full legal name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement or Amendment to said Agreement.

<sup>1</sup>Approval by County Counsel is required  
<sup>2</sup>Approval by Auditor-Controller is required  
<sup>3</sup>Approval by Risk Management is necessary only if changes are made in paragraphs 8 or 9

## **EXHIBIT A SCOPE OF SERVICES/Payment Provisions**

### **SCOPE OF SERVICES**

#### **Activity #1 Emissions Forecasting- FROM RFP**

- Develop a Business as Usual (BAU) forecast of emissions for the community and County Operations if left unmitigated and based on growth rates expected for the area for 2030 and 2050. Develop an adjusted BAU that is consistent with policies, measures and actions taken at the Federal and State level.
- Clearly determine whether the County has met 2020 goals in both its internal operations and community wide emissions and provide graphics and data to support this effort.

### **Activity 1: Emissions Forecasting -CONSULTANT APPROACH**

#### **Task 1.1: Review Relevant County Documents**

Prior to the kickoff meeting, the Ascent team will conduct a review of the County's 2020 MCAP and the unincorporated area (i.e., communitywide) GHG emissions inventories provided by the AMBAG, as well as other relevant County documents, including the General Plan and EIR, MJHMP, and AMBAG's Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS).

#### **County Responsibility**

- ▶ Provide the Ascent team with electronic copies of all relevant County documents

#### **Task 1.2: Kickoff Meeting and Ongoing Project Management**



We recommend holding a kickoff meeting with the County to set a strong foundation for project success. Ascent's project management team (i.e., principal-in-charge, project manager, and engagement lead) will hold a kickoff meeting with County staff to refine project objectives, prepare a milestone schedule, and identify key internal and external stakeholder groups. This meeting will also serve to establish the project management procedures, including invoicing terms and communication protocols that are intended to

keep all parties appropriately involved and informed. In addition, we propose to use this meeting as a time to identify data the Ascent team will collect to establish the setting, County operations GHG inventory update (included as Task 1.3), and existing conditions analysis for the 2030 MCAP and CCAAP. The Ascent team will prepare a meeting agenda and summary meeting notes to document the main take-aways and action items.

We understand that communication is fundamental to successfully accomplishing this work effort. We envision our working relationship with the County as highly collaborative. The Ascent project management team will set up monthly conference calls to discuss project status. The purpose of these meetings will be to discuss items such as deliverables, upcoming tasks or milestones, the project schedule, next steps, and to identify and discuss any critical path items such as outstanding data needs or schedule constraints. In addition to the meetings, the Ascent team will provide monthly written status reports summarizing the activities and percent of budget spent, along with our invoices to the County project manager.

#### **Deliverables**

- ▶ Kickoff meeting agenda and summary meeting notes (electronic)
- ▶ Draft and final milestone schedule (electronic)
- ▶ Monthly progress reports (electronic)

### County Responsibilities

- ▶ Participate in kickoff meeting (County project manager and any County staff working on this effort)
- ▶ Provide one set of consolidated, nonconflicting comments on draft milestone schedule in strikethrough/underline (electronic)

### Task 1.3: Update County Operations GHG Inventory

The Ascent team will collect the data necessary to conduct an updated baseline inventory for County operations. As part of laying the groundwork for identifying appropriate GHG reduction goals, we will develop an updated GHG emissions inventory for the 2030 MCAP that follows consistent accounting tools recommended by the State, including the Local Government Operations Protocol.

The Ascent team will evaluate the various GHGs that are emitted due to County operations and will aggregate and report GHG emissions as carbon dioxide equivalents (CO<sub>2</sub>e). The County's 2020 MCAP used global warming potential values from the Intergovernmental Panel on Climate Change (IPCC) 2nd Assessment. We recommend updating these values to the IPCC 5th Assessment to align with the current science and climate action planning best practices. Emissions for each sector will be quantified using locally specific emission factors such as:

- ▶ Mobile source emission factors for Monterey County from CARB's EMFAC2021 web database
- ▶ Electricity-related emission factors specific to Pacific Gas and Electric Company and 3CE
- ▶ Energy intensity of the Monterey County Water Resources Agency for water-related emissions
- ▶ Off-road emissions from CARB's OFFROAD model
- ▶ Solid waste emissions from CARB's Landfill Emissions Tool

We recommend that the County use the most recent calendar year for which data are available to prepare the updated GHG emissions inventory; however, because of the change in activity and consumption associated with the COVID-19 pandemic in 2020, we recommend the County operations inventory use data from 2019 to better represent current conditions. We will develop a list of needs to collect the most relevant and accurate data for the baseline inventory update. The Ascent team will work with the County to gather necessary permissions and access activity data from the utilities and agencies, including waste, water, and electricity.

The GHG emissions inventory update will account for GHG emissions resulting from building and facility energy usage, streetlight and traffic signal energy usage, employee commute, County fleet (both on-and off-road), water usage, wastewater, and solid waste. Forecasts of County operations emissions (Task 1.4) will be based on the updated inventory. The Ascent team will compare the County operations inventory with the 2020 target, as developed under the 2020 MCAP, and will determine whether the County has met and/or exceeded its 2020 target. We will present these findings in Technical Memorandum #1.

### Deliverables

- ▶ Draft and final Technical Memorandum #1 (electronic)

### County Responsibilities

- ▶ One consolidated, nonconflicting set of comments on Technical Memorandum #1 in strikethrough/underline (electronic)

### Task 1.4: Evaluate Unincorporated Area Emissions Inventories



The Ascent team will evaluate the GHG inventories prepared by AMBAG for the most recent year (assumed to be 2018) for its completeness and use in subsequent tasks. We will ensure that the GHG inventory that will serve as the baseline for the CCAAP includes the following emissions sectors: residential and nonresidential building energy, vehicle miles traveled (VMT), off-road vehicles, water, wastewater, agriculture and natural lands, and solid waste. We will work with AMBAG and County Public Works staff to ensure that mobile-source GHG emissions rely on VMT that is consistent with the origin-destination

The Ascent team will evaluate the GHG inventories prepared by AMBAG for the most recent year (assumed to be 2018) for its completeness and use in subsequent tasks. We will ensure that the GHG inventory that will serve as the baseline for the CCAAP includes the following emissions sectors: residential and nonresidential building energy, vehicle miles traveled (VMT), off-road vehicles, water, wastewater, agriculture and natural lands, and solid waste. We will work with AMBAG and County Public Works staff to ensure that mobile-source GHG

method under the U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions, developed by ICLEI, and SB 375 methodologies. This allows for better allocation of VMT across jurisdictional boundaries and discounts pass-through traffic with no trip endpoint in the unincorporated County.

Based on previous GHG inventories conducted by AMBAG, we assume that a comprehensive agriculture inventory is required to complete the unincorporated area inventory. The agricultural and natural lands inventory will address both GHG emissions and carbon sequestration. The inventory will include agricultural activities, including fertilizer and soil amendment use, agricultural residue burning, and methane management and enteric fermentation from livestock. The agricultural and natural lands inventory will also include potential changes in carbon sequestration associated with the loss of open spaces as a result of land use development, including quantification of the sequestration capacity of working lands, and loss of carbon stock. The Ascent team will work with the County Agricultural Commissioner's office, Monterey Bay Air Resources District (MBARD), local experts, and others (e.g., Monterey County Farm Bureau) to determine the best approach to address this sector. We assume that a general and non-geographic-specific analysis will be adequate to complete the agricultural and natural lands inventory. Ascent will work with the County's GIS staff to classify working lands into broad land use classifications (e.g., vineyards, row crops). We will estimate sequestration potential based on publicly available information from tools such as TerraCount, COMET-Farm, or published resources such as those from the Nature Conservancy. If a more granular GIS-based analysis is needed, the Ascent team will work with County staff to determine the appropriate scope and cost. To better characterize unique uses such as cannabis operations and wineries, we will work with the County team to capture existing operations during the inventory baseline year. Ascent has extensive experience evaluating GHG impacts associated with cannabis operations and wineries through our work on the Napa County CAP, Yolo County Cannabis Ordinance EIR, Humboldt County Cannabis Ordinance EIR, and Calaveras County Cannabis Ordinance EIR, among project-level CEQA analyses for these land uses. It is assumed that underlying data such as energy and water consumption will be captured through the communitywide data collected by AMBAG. Where gaps are found (e.g., synthetic fertilizer use), the Ascent team will recommend appropriate methods to capture emissions from these uses. We will compare the unincorporated area inventory with the anticipated 2020 target, aligning with Assembly Bill (AB) 32 statewide GHG reduction goals and will determine whether the county has met and/or exceeded its 2020 target. The Ascent team will present the findings of the unincorporated County GHG inventory in Technical Memorandum #1.

### **Deliverables**

- ▶ Included in Technical Memorandum #1 (electronic)

### **Task 1.5: Prepare Business-as-Usual Forecast**

The Ascent team will prepare business-as-usual (BAU) forecasts of emissions by sector for 2030 and 2045 to tie in with SB 32 and Executive Order (EO) B-55-18, respectively, for the 2030 MCAP and CCAAP. The forecasts will be conservative, as it will not account for regulatory changes enacted in the future but will account for anticipated population and employment growth countywide and for County operations. We will work with County staff to determine appropriate growth factors for agricultural uses. Information gathered during this process will be used to develop GHG intensity factors based on forecasted energy and water consumption, and potential synthetic fertilizer application for cannabis cultivation and other uses.

Following the calculation of the BAU forecasts, we will calculate adjusted forecasts, which will consider foreseeable regulatory changes at the federal, State, and local levels, including SB X7-7, SB 1425, SB 100, Low Carbon Fuel Standard, Advanced Clean Cars Program, Renewables Portfolio Standard, and California Code of Regulations Title 24, Part 6. The Ascent team will calculate the impact that these regulations will have on 2030 and 2045 emissions levels for both the unincorporated area and County operations and produce forecasts that will provide an accurate picture of future emissions growth. We will present these findings in Technical Memorandum #2.

### **Deliverables**

- ▶ Draft and final Technical Memorandum #2 (electronic)

## County Responsibilities

- ▶ One consolidated, nonconflicting set of comments on Technical Memorandum #2 in strikethrough/underline (electronic)

## Task 1.6: Identify GHG Reduction Targets

Under SB 32 and EO B-55-18, the State aims to reduce statewide emissions 40 percent below 1990 levels by 2030 and achieve carbon neutrality no later than 2045. The Ascent team will identify and recommend 2030 and 2045 GHG emissions reduction targets for both the unincorporated area and County operations, consistent with the County's General Plan, State statutes, and EOs.

The targets will be prepared consistent with guidance issued by CARB for local plan-level analysis in California's 2017 Climate Change Scoping Plan (2017 Scoping Plan) (e.g., 6 metric tons of carbon dioxide equivalent [MTCO<sub>2e</sub>] per capita for 2030). As specified above, we work closely with CARB on environmental documentation for its regulations. In this capacity, our team is intimately familiar with the data underlying CARB's inventory and targets. The Ascent team can work with the County and CARB to determine and confirm the most robust, applicable approach to a GHG reduction target that complies with the intent of the State's goals. We are particularly familiar with the California Supreme Court's decision regarding GHG target setting pursuant to the Newhall Ranch case (the revised GHG analysis of the Newhall Ranch Specific Plan EIR was authored by Ascent and published after the landmark Newhall Ranch Supreme Court decision) and will develop reduction targets that are compliant with the Court's guidance, ensuring that targets will be set using substantial evidence, providing the County with legal defensibility for its CEQA-Qualified CCAAP.

Long-term goals for 2045 will also be developed for the 2030 MCAP and CCAAP, acknowledging that the State's carbon neutrality goal is based on an EO and the 2017 Scoping Plan is focused on achieving the 2030 target. Over the coming decades, new innovations and technologies are anticipated to become available that will enable further GHG reductions and make progress toward the carbon neutrality goals. New methods may also become available to quantify measures that may be currently unquantifiable. In addition, future federal and State regulations could further reduce emissions in sectors under local jurisdictions. Programs established in the 2030 MCAP and CCAAP will continue to operate beyond 2030 and will contribute reductions toward the 2045 goals. The Ascent team will present these findings in Technical Memorandum #2.

## Deliverables

- ▶ Included in Technical Memorandum #2 (electronic)

## Activity # 2 Technical Analyses of Mitigation Efforts and Monitoring of Efforts for both the 2030 MCAP and a Qualified CCAAP- FROM RFP

- The results of this work should result in the data that is needed to create a Qualified Climate Action Plan:
  - Quantify each proposed measure's potential emission reduction in mid and long term (2030/50).
  - Quantify each proposed measure's cost and benefit (in dollars and using a social cost of carbon calculation)
  - Identify associated co-benefits of each measure (i.e. social benefits, health benefits etc.)
  - Identify potential inequitable impacts of each strategy (i.e. tradeoffs) using input from the Equity Panel meetings
  - Identify responsible County divisions, community institutions, etc. using input from the Community Toolkit described below
  - Integrate the County's existing plans i.e. Land Use and Circulation Element, Sustainable Communities Strategy, long range transportation plans etc.
  - Assist in providing key performance indicators for each strategy
  - Develop a system for monitoring and evaluating progress and provide methodology to the County so that the County can use that methodology for mid-term updates.
  - Develop a template for bi-annual reporting that can easily be translated into a variety of media.
  - Estimate the cost to implement each measure and identify potential funding sources.
  - Assess the feasibility of each measure in terms of social, economic and political feasibility.

- Staffing Analysis
  - Provide an analysis of the staffing required to develop, implement, monitor and evaluate Plan programs and projects.
- The consultant should also plan to provide:
  - Assistance in developing a long-range vision that is bold and transformative for the County in each of the sectors for the year 2050 as well as in identifying near-term actions that can be achieved or in place by 2025 with measurable indicators.
  - Assistance in developing a descriptive roadmap for achieving the objectives 2030 each of the sectors in conjunction with County staff and stakeholders. County staff will have final say over what is included in the roadmap. The roadmap should include the following, many of which have already been developed for the plan by County staff and which will come through in stakeholder engagement meetings: high-level goals, strategies, policies, programs, measures, projects, infrastructure, and community actions. The roadmap should seek to synergize mitigating emissions as well as adapting to current and future climate change impacts.

## **Activity 2: Technical Analyses of Mitigation Efforts and Monitoring of Efforts for both the 2030 MCAP and a CEQA-Qualified CCAAP-CONSULTANT APPROACH**

### **Task 2.1: Identify and Evaluate GHG Reduction Measures**

We will work with County staff, the Technical Advisory Committee, Sector Working Groups, Equity Panel, and members of the public to develop a list GHG of emissions reduction measures for the unincorporated area. GHG emissions reduction measures will be based on existing local and regional efforts (e.g., County's General Plan, MTP/SCS), current and future technology, regulatory frameworks, and other actions necessary to meet the County's targets. The GHG measures will address all sources of emissions in the unincorporated area inventory and will include efforts to advance energy efficiency, fuel switching and increased use of renewable electricity in the building and transportation sectors, transportation alternatives, a robust move toward zero waste, climate-smart agricultural practices, and other efforts towards decarbonization. It will be important for the development of the CEQA-Qualified CCAAP to craft measures that demonstrate, based on substantial evidence, how their collective implementation will achieve the GHG emission reduction targets specified under Task 1.6, in particular for 2030, which will be aligned with the State's GHG reduction target pursuant to SB 32.

The list will reflect feedback received from community members and other stakeholders during engagement and outreach activities. We will ensure the GHG reduction measures are tailored and appropriate for Monterey County, reflecting the diversity of land uses and building types, economic characteristics, community values, and other factors. The purpose of the preliminary draft will be to review and discuss needed modifications to proposed measures, as well as obtain input and confirm the nature and scope of measures to be included in the CCAAP. We will also work with the County during review of the preliminary draft measures to gather necessary activity data and develop participation rates or performance targets and other parameters that will be required for further analysis.

Following County review of the preliminary draft GHG measures list, the Ascent team will revise the list into a set of draft GHG reduction measures that will be more fully developed and analyzed and will be submitted to the County for review and confirmation. This will include the preliminary list of County operations GHG reduction measures that has been prepared by the County (separate from this scope). The full list of GHG reduction measures will be analyzed for their potential co-benefits, cost and equity as detailed in Task 2.3. The full list of GHG reduction measures will be presented as a roadmap for the County to plan its GHG emissions reduction activities. The Ascent team has experience developing roadmap frameworks, as is shown in the figure demonstrating our work with the San Diego Association of Governments (SANDAG). We typically organize GHG reduction measures first by high-level goal, then by strategy, followed by measures (which include policies), actions (which include programs and infrastructure), as well as supportive measures (which include community actions).

After all measures have been confirmed, the Ascent team will quantify GHG reductions that will be achieved by the measures, along with a GHG reduction gap analysis for the draft GHG reduction measures to determine whether the draft measures will achieve the GHG reduction targets. We will use case

studies, peer-reviewed scientific applications, State guidance documents, and other verified sources to inform these calculations, ensuring a high level of accuracy. We will document all information, assumptions, and key performance indicators used to quantify potential emissions reductions in a single, master dataset for the GHG gap analysis. The Ascent team will present these findings in Technical Memorandum #3.

### **Deliverables**

- ▶ One draft list and one final list of GHG reduction measures in Microsoft Excel workbook (electronic)
- ▶ Gap analysis of GHG reduction measures and key performance indicators included in Technical Memorandum #3 (electronic)

### **County Responsibilities**

- ▶ One consolidated, nonconflicting set of comments on the GHG reduction measure draft list (electronic)

## **Task 2.2: Identify and Evaluate Adaptation Strategies**

The Ascent team will prepare a resilience assessment, to be presented in Technical Memorandum #4 that evaluates the county's vulnerability to climate change over multiple time periods. This scope of work proposes an assessment of climate exposure during the following time periods: near-term (2020-2050), mid-century (2040-2070) and late-century (2070-2100), per guidance in the California Natural Resource Agency's *California Adaptation Planning Guide*. The Ascent team can work with County staff to identify whether other time scales are preferred.

The resilience assessment will be based on existing climate vulnerability and adaptation work in Monterey County; regional efforts such as the MJHMP Update, Central Coast Highway 1 Climate Resiliency Study, and Caltrans District 5 Climate Change Vulnerability Assessments; and input from stakeholder engagement efforts described in Activity 5. We will use the best available data, guidance, and tools (i.e., Cal-Adapt) to address any gaps that have not yet been identified through previous efforts in the region. Examples of guidance and tools include California's Fourth Climate Change Assessment Central Coast Region, the California Natural Resource Agency's *California Adaptation Planning Guide*, the California Environmental Protection Agency's *Preparing California for Extreme Heat: Guidelines and Recommendations*, and the California Department of Public Health's *Integrating Public Health in Climate Action Planning*.

The Ascent team will work with County staff, the Technical Advisory Committee, Equity Panel, and other stakeholders to develop a matrix of potential adaptation and resilience strategies that include and build upon those identified in the MJHMP Update. To prioritize the potential recommended strategies, we will use the criteria defined in Task 2.3, as well as the following proposed additional criteria: overall vulnerability for associated strategy, relative cost of implementation, existing County efforts, and established co-benefits.

A draft Technical Memorandum #4 will be submitted to the County for review, and the Ascent team will prepare a final version that incorporates County comments. After it is finalized, the resilience assessment can be incorporated into a chapter of the CCAAP. This chapter will be dedicated to addressing the topic of resilience and will include an introduction that explains the concept of resiliency and its relationship to adaptation and vulnerability.

### **Deliverables**

- ▶ Draft and final Technical Memorandum #4 (electronic)

### **County Responsibilities**

- ▶ One consolidated, nonconflicting set of comments on draft Technical Memorandum #4 (electronic)

## **Task 2.3: Develop Prioritization Matrix**

The Ascent team will develop the full list of the GHG reduction measures to include agency implementation costs based on a scale of low to medium to high (i.e., \$, \$\$, \$\$\$), the social cost of carbon (note that President Biden signed an executive order directing publishing of an interim social cost of carbon within 30 days; this is anticipated to be available for the CCAAP), the GHG reduction potential, equity impacts, which agencies and departments are responsible for implementation, consistency with adopted plans (e.g., General Plan, MTP/SCS), and potential funding opportunities. The full list of GHG reduction measures will also identify co-benefits associated with each measure, which may include improved adaptive capacity, improved energy security, improved public

health, improved air quality, local green jobs, among others. These metrics will be used to prioritize implementation of the 2030 MCAP and CCAAP. Based on input received from the Equity Panel, County staff, stakeholder groups, and the community, we will identify potential inequitable impacts of reduction measures and offer recommendations to rework the measures for more equitable outcomes. We will also coordinate the implementation considerations such as cost and responsible implementing agency with the Climate Action Community Toolkit development (Task 6.3).

Work under this task will be done through a **distributional equity** lens which is about the fair distribution of resources, benefits, and burdens that result from climate planning decisions. Distributional equity means prioritizing the allocation of finite resources and designing planning strategies to benefit communities that experience the greatest climate and environmental inequities and have the most unmet environmental health needs, while also ensuring that these communities do not disproportionately experience economic, social, or environmental burdens as a result of such planning decisions. The Ascent team will develop the matrix to provide the County with key decision points on how distributional equity can be incorporated into the GHG reduction measures prioritization process. For example, if the CCAAP includes a measure related to weatherization of existing homes, a way to ensure distributional equity would be to provide grants, matching funds, or reduced requirements for homes in low-income neighborhoods.

This analysis will be presented in two user-friendly matrices (unincorporated area and County operations) for the County to provide to departments that would be responsible for implementing or overseeing reduction measures for their input and buy-in before incorporating the finalized GHG reduction measures into the 2030 MCAP and CCAAP.

### **Deliverables**

- ▶ Draft and final prioritization matrices for 2030 MCAP and CCAAP in Microsoft Excel (electronic)

### **County Responsibilities**

- ▶ One consolidated, nonconflicting set of comments on draft prioritization matrices in Microsoft Excel (electronic)

## **Task 2.4: Monitoring and Evaluation System**

From the beginning of the 2030 MCAP and CCAAP development, we will focus on a data-driven process with a product that facilitates implementation tracking. Using the key performance indicators for each GHG reduction measure (identified in Task 2.1), we will work with County staff to develop an implementation tracking tool that can be used by County staff. The tool will show the effectiveness of different GHG reduction measures using the prioritization matrix developed under Task 2.3. The tool will automatically generate charts and graphs for County staff to use in presentations, reports, and other documents. It will report data that can be entered into other systems, such as Climate Action for Urban Sustainability (CURB) and ICLEI's ClearPath tool, if the County chooses to maintain such a database. We are also able to build additional options into the implementation tracking tool depending on the needs of County staff. We will work closely with County staff to clearly understand their needs for the tool and how it can best support their work, recognizing that the tool must provide useful and relevant information without substantially adding to staff workloads.

The Ascent team proposes to use Microsoft Excel for developing the tool as it can be easily learned and replicated across multiple staff and agencies. Use of Excel also allows free application and availability and avoids the use of proprietary tools that have associated licensing fees and are more difficult to maintain and keep current. The Ascent team will build the desired functionality into the tool, while providing a user-friendly interface.

After preparing a draft of the implementation tracking tool, we will conduct a training for County staff on how to use the tool. The training can be conducted as an online webinar that is recorded so it can be used as a training tool for new County staff. The training will allow County staff to test the tracking tool and provide feedback on potential improvements. We anticipate providing a dedicated period for staff to try out the tool and one or two virtual office hour opportunities for the Ascent team to answer ongoing questions. Based on feedback from County staff, we will

revise the tracking tool and deliver a final version. We will prepare a manual for the tool detailing its functions, the methods it uses, any assumptions the tool includes, and sources for all data.

### **Deliverables**

- ▶ Draft and final implementation tracking tool, including a tool manual (electronic)
- ▶ Training for County staff

## **Task 2.5: Bi-annual Reporting Template**

Monitoring and reporting are critical components of the climate action planning process. Performing monitoring on a regular basis and reporting the results in a clear manner will allow the County to evaluate progress toward achieving its reduction targets, revise and update reduction measures based on past performance, and regularly reassess emissions projections. The Ascent team will prepare CCAAP and 2030 MCAP reporting templates that will be designed to present information in a concise, graphically interesting format that is easily digested by elected officials and members of the public (see an example of our reporting templates in the Appendix). The templates will include a summary of the monitoring tools/metrics and key considerations in the monitoring of CCAAP and 2030 MCAP data.

### **Deliverables**

- ▶ Bi-annual reporting templates for unincorporated County and County operations (electronic)

## **Task 2.6: Staffing Analysis**

The Ascent team will conduct an analysis of the staffing needed for each of the GHG reduction measures for both the CCAAP and 2030 MCAP. Staffing will be measured in full-time equivalents and will identify which County departments would be providing the staff capacity for each GHG reduction measure, as determined under Task 2.3. This analysis will be presented in Technical Memorandum #3.

### **Deliverables**

- ▶ Included in Technical Memorandum #3 (electronic)

### **Deliverables**

- ▶ Administrative Draft EIR and associated technical documentation (electronic)
- ▶ An electronic copy of all cited literature, studies, personal communications, and reference materials used in the preparation of the EIR (electronic)

Following receipt of County comments on the administrative draft 2030 MCAP and CCAAP, the Ascent team will prepare public draft versions which will incorporate modest graphic design. Both the 2030 MCAP and CCAAP will be tailored to the County's preferred format and place an emphasis on providing information visually using maps, graphics, tables, and matrices. Explanatory text will read clearly and concisely.

### **Deliverables**

- ▶ Public draft 2030 MCAP and CCAAP in Microsoft Word (electronic)
- ▶ Public draft graphic summary document in English and Spanish (electronic)

## **Activity #5 Facilitation FROM RFP**

- Facilitate stakeholder engagement sessions including the following planned meetings. Stakeholder engagement will be co-managed by the County staff and the facilitator. Facilitator is expected to manage technology, invitations, reminders and outreach for all community meetings including townhalls, business roundtables, community workshops, equity panels and working group meetings. Technical Advisory Committee meetings, Advisory Body Meetings and multi-jurisdiction summit will not require facilitation, but consultant should attend these meetings and may be asked to present at these meetings.

<b>Action</b>	<b>Phase</b>
Working Group (WG) Vision	Phase 1
Climate Summit- Education/Plan	Phase 1
Townhall- Vision/Kick off	Phase 1
Technical Advisory Committee (TAC) Kickoff	Phase 1
TAC - High Level Strategy	Phase 2
Equity Panel- Vision	Phase 1
Multi-jurisdiction summit	Phase 1
Internal Team -High Level Strategy	Phase 2
AEE - High Level Strategy	Phase 2
Equity Panel - High Level Strategy	Phase 2
Community Workshop- High Level Strategy	Phase 2
Multi-jurisdiction -high level strategies	Phase 2
Business Roundtable- Vision and High-Level Strategy Review	Phase 2
WG - High Level Strategy and Response	Phase 2
TAC- Review of WG comments	Phase 2
Vendor analysis of strategies	Phase 2
TAC In-Depth Strategy	Phase 2
Plan Draft	Phase 3
Internal Team- Review Plan	Phase 3
TAC- Review of Plan	Phase 3
Equity Panel - Plan Review	Phase 3
Multi-jurisdiction - Plan review	Phase 3
WG- Review of Plan	Phase 3
AEE - Review of Plan	Phase 3
BOS present Plan	Phase 3
BOS adopt plan	Phase 3
AEE - In Depth Strategy	Phase 2
Student Involvement	TBD
Youth Council	TBD

- Facilitator is expected to develop an innovative public engagement strategy under COVID-19 scenarios and host public engagement workshops to gather feedback from the community to generate ideas for Climate Action Plan strategies and implementation.
- Incorporate the best practices, informed by lessons learned from the workshops, into a Climate Action Community Toolkit that can be used by Monterey residents, businesses and neighborhood associations. The toolkit should have an outline of the strategies organized into a strategic and high-level roadmap that guides local nonprofits and advocates in key issues that should be engaged on and provides a link for the more technical aspects of the Climate Action Plan to the implementation activities needed. This toolkit could be web-based.

- Incorporate social equity and empowerment considerations into the Plan (may be subcontracted). Facilitator is expected to work closely with local community-based organizations as part of an equity panel and generate a list of equity panel suggestions for the plan.
- The County has selected members for the Technical Advisory Committee and has formed sector working groups. Facilitator should expect to be involved in guiding the discussion on key strategies to reduce and sequester emissions locally as well as strategies for adaptation and mitigation of local climate change issues.

## Activity 5: Facilitation and Climate Action Community Toolkit- Consultant Approach

The Ascent team's approach to community outreach and engagement is aimed to integrate **procedural equity** into the process. Procedural equity is about creating outreach, engagement, and involvement processes that are transparent, fair, and inclusive. It focuses on increasing opportunities for engagement and ownership in decision-making, in all aspects of climate resilience planning, by the communities that are disproportionately impacted by and most vulnerable to climate change. For example, outreach for the CCAAP should occur in recognition of the number of agricultural communities in the unincorporated County and the potential digital divide that may hinder their participation. The following tasks outline our proposed methods to advance procedural equity and increase participation.

### Task 5.1: Facilitate Public Stakeholder Meetings

**Stakeholder Meetings.** CivicMakers, as part of the Ascent team, will facilitate stakeholder engagement and public workshops. We will focus on forging lasting relationships with the County, building capacity and excitement about championing the Climate Action Community Toolkit, understanding the community's future vision as it relates to climate resiliency, and clarifying the biggest needs and assets relevant to the CCAAP.

CivicMakers will host intimate focus groups with target stakeholder groups, conduct a virtual community workshop, and offer a parallel online vision board for those who cannot attend the workshop. These focus group meetings will occur during Phase 1 of the Stakeholder Engagement Strategy, which will aim to develop a vision for the CCAAP and provide education to the community on climate change and County's role in mitigation and adaptation.

We will convene up to **three community groups** (virtually via Zoom with a call-in option) of targeted stakeholders early in the process, one of which will be conducted with Spanish interpretation. We will work with the County to define the participants for these focus groups based in part on input from the Equity Panel to ensure we are engaging vulnerable groups early in the process. Based on the Stakeholder Engagement Plan, we recommend engaging with the following groups:

- ▶ **Agriculture Focus Group.** We will hold a focus group with community-based organizations that represent and work closely with the agriculture community. Possible community partners include the Ag Land Trust, Monterey County Farm Bureau, and Agriculture and Land-Based Training Organization. We will seek feedback on challenges the agriculture community is facing in light of climate impacts and opportunities for the County to provide support to this integral part of the county's identity, economy, and culture.
- ▶ **Student Engagement.** In addition to coordinating with the County's Office of Education about their curriculum efforts (which will be integrated into the Climate Action Community Toolkit), we will bring together a group of students from a range of educational and youth organizations such as the Boys and Girls Clubs of Monterey County, Epicenter Youth Council, and Digital Nest to provide input on the CCAAP development and help refine project objectives and goals.
- ▶ **Business Roundtable.** We will convene the business community to understand their challenges and opportunities with regard to climate change, and as a way to identify business leaders who will be instrumental in championing the Climate Action Community Toolkit. This meeting will also serve to showcase successes in employing climate action as an economic driver.

In coordination with the County, we will create an online vision board that allows a broader set of community members to share the elements of a sustainable future that are most important to them. We are familiar with a wide range of online engagement tools and will work with the County to develop an accessible solution that can

either be linked from or embedded in the County's sustainability website.

After working with the focus groups and collecting input from the vision board, we will synthesize key themes and provide a written summary of stakeholder input to the County for review and incorporation into the CCAAP and the Climate Action Community Toolkit.

**Community Events/Public Workshops (2).** The second phase of community engagement will focus on the development, prioritization, and vetting of GHG reduction measures and adaptation strategies. Throughout this phase we will continue to build interest and capacity among stakeholders in leading and championing the Climate Action Community Toolkit. The Ascent team will host up to two virtual community events (with at least one offering Spanish interpretation) to share potential measures to be included in the CCAAP and engage the community in various prioritization exercises. We will also invite community members to contribute to the event to help create a sense of shared ownership. For example, we could have a student recite a climate-related poem or invite a local social enterprise to give a demonstration of their newest green technology. These exercises would be interspersed with informational updates and community feedback activities.

After conducting the community events, we will synthesize key themes and provide a written summary of community input to the County for review and incorporation into the CCAAP and Climate Action Community Toolkit.

**Sector Working Groups.** The Ascent team will lead the facilitation of the sector working groups. Each of the six working groups will convene four times over the course of CCAAP development. We will work with County staff to develop facilitation plans and agendas to ensure that feedback received during these meetings is aligned with the scope of the project, project milestones, and overall project objectives. Sector working groups will be instrumental in vetting GHG reduction measures and adaptation strategies (Tasks 2.1 and 2.2) and providing input on the prioritization matrices (Task 2.3).

After working with the sector working groups, we will synthesize key themes and provide a written summary of stakeholder input to the County for review and incorporation into the CCAAP and the Climate Action Community Toolkit.

The Ascent team will manage technology, invitations, reminders, and create materials for all focus group meetings, sector working group meetings, and the virtual community events.

### **Deliverables**

- ▶ Focus group meeting agendas, facilitation plans, materials, and summaries (electronic)
- ▶ Virtual community event agendas, facilitation plans, materials, and summaries (electronic)
- ▶ Spanish translation and interpretation for one focus group and one community event/public workshop
- ▶ Sector working group agendas, facilitation plans, materials, and summaries (electronic)
- ▶ Scheduling, invitations, event reminders for all focus group meetings, sectors working group meetings, and community events

### **County Responsibilities**

- ▶ One consolidated, nonconflicting set of comments on the focus group meeting summaries in strikethrough/underline (electronic)
- ▶ One consolidated, nonconflicting set of comments on the virtual community events summaries in strikethrough/underline (electronic)
- ▶ One consolidated, nonconflicting set of comments on the sector working group meeting summaries in strikethrough/underline (electronic)

### **Task 5.2: Develop Public Engagement Strategy**

We will work closely with County staff to understand the context of the project and plan the community engagement approach. We will apply an equity lens by prioritizing frontline communities early in the process, tailoring our engagement approach to be accessible and culturally sensitive, and incorporating their lived experience into the Climate Action Community Toolkit. Because we understand that we will collaborate closely with County staff, who will lead promotion efforts, we will create a comprehensive and innovative Public Engagement Strategy that leverages our experience and is customized to the unique

needs of Monterey County. This may include a kick-off meeting, review of background documents, and staff interviews. The Public Engagement Strategy will include objectives for each project phase, a detailed stakeholder list that builds on past and current outreach efforts, outreach and communications methods (which will be coordinated with the County), engagement strategies and tools, and a detailed timeline. We will revise the Public Engagement Strategy based on feedback from staff and with input from staff interviews.

### **Deliverables**

- ▶ Draft and final Public Engagement Strategy (electronic)

### **County Responsibilities**

- ▶ One consolidated, nonconflicting set of comments on the Public Engagement Strategy in strikethrough/underline (electronic)

## **Task 5.3: Develop Climate Action Community Toolkit**

Through our stakeholder-led process of co-creating the Climate Action Community Toolkit with community members, we will give residents ownership over plan implementation and build momentum, excitement, and the capacity of our ‘community ambassadors.’ We envision the Climate Action Community Toolkit as an actionable roadmap to guide local community leaders, community-based organizations, and activists in GHG reduction measure implementation activities and further community engagement around climate action. We will incorporate input received throughout the engagement process using the summary reports of the focus groups, community event, Equity Panel, Technical Advisory Committee, sector working groups, multi-jurisdiction summit, agriculture showcase, AEEC, Planning Commission, and Board of Supervisors. We will organize the Climate Action Community Toolkit into chapters that speak directly to specific groups, such as youth, Latinx, agricultural, business, and neighborhoods. The roadmap will be presented in clear, non-technical language to be broadly accessible and create a direct line of sight between the community’s daily actions and the long-term objectives of the CCAAP.

We will finalize the toolkit based on input from the online community feedback and other relevant sources such as the Equity Panel, Agriculture Focus Group, Student Engagement, and Business Roundtable. The final toolkit can be made available for download through the County’s sustainability website.

### **Deliverables**

- ▶ Draft and final Climate Action Community Toolkit (electronic)

### **County Responsibilities**

- ▶ One consolidated, nonconflicting set of comments on the draft Climate Action Community Toolkit in strikethrough/underline (electronic)

## **Task 5.4: Participation in Stakeholder Meetings**

The Ascent team will attend all Technical Advisory Committee meetings and the multi-jurisdiction summit to ensure feedback received during these meetings is incorporated into the 2030 MCAP and CCAAP, as well as the Climate Action Community Toolkit. Where warranted, we can present technical findings during the development of the 2030 MCAP and CCAAP to these stakeholder groups.

### **Deliverables**

- ▶ Attendance by up to two Ascent staff members will attend each meeting
- ▶ PowerPoint presentations for Technical Advisory Committee, when appropriate (electronic)

## **Task 5.5: Advisory Body Presentations and Public Hearings**

The Ascent team will meet with the AEEC, Planning Commission, and Board of Supervisors during each phase of the engagement strategy. This scope of work assumes we will attend and present at three AEEC meetings, two Planning Commission meetings, and three Board of Supervisors hearings over the course of the project. The final Planning Commission meeting and Board of Supervisors hearing will be to recommend and adopt the CCAAP.

The Ascent team will prepare and present PowerPoint presentations to each of the advisory bodies over the course of the project. We will present and update the advisory bodies on technical analyses, GHG reduction and adaptation strategies, and overall project process.

The Ascent team will also prepare and lead a presentation for the Planning Commission and the Board of Supervisors and present the final 2030 MCAP and CCAAP for adoption by the Board of Supervisors. Up to three members of the Ascent team will attend each advisory body meeting/hearing, as well as provide support to County staff. We will also take notes at a summary level of comments received, outcomes of the meeting, and input from each advisory body.

### Deliverables

- ▶ Three meetings with Alternative Energy and Environment Committee (up to three Ascent team members will attend each meeting)
- ▶ Two meetings with Planning Commission (up to three Ascent team members will attend each meeting)
- ▶ Three hearings with the Board of Supervisors (up to three Ascent team members will attend each hearing)
- ▶ PowerPoint presentations for each advisory body meeting (electronic)
- ▶ Meeting summaries for each advisory body meeting (electronic)

## PRICING SHEET AND PAYMENT PROVISIONS

Contractor shall invoice monthly for work completed.

Activity 1:	INVENTORY AND FORECASTING FOR 2030 MCAP	Price
Task 1.1	Review Relevant County Documents	\$ 1,260
Task 1.2	Kickoff Meeting and Ongoing Project Management	\$ 2,060
Task 1.3	Update County Operations GHG Inventory	\$ 8,110
Task 1.5	Prepare Business-as-Usual Forecast	\$ 2,285
Task 1.6	Identify GHG Reduction Targets	\$ 610
<b>Subtotal, Task 1</b>		<b>\$ 14,325</b>

Activity 2:	TECHNICAL ANALYSES EVALUATION OF MEASURES	Price
Task 2.1	Identify and Evaluate GHG Reduction Measures	\$ 4,090
Task 2.3	Develop Prioritization Matrix	\$ 740
Task 2.6	Staffing Analysis Report	\$ 2,950
<b>Subtotal, Task 2</b>		<b>\$ 7,780</b>

Activity 1:	INVENTORY AND FORECASTING FOR CCAAP	Price
Task 1.1	Review Relevant County Documents	\$ 1,260

Task 1.2	Kickoff Meeting and Ongoing Project Management	\$	12,040
Task 1.4	Evaluate Unincorporated Area Emissions Inventories	\$	8,110
Task 1.5	Prepare Business-as-Usual Forecast	\$	3,825
Task 1.6	Identify GHG Reduction Targets	\$	1,640
<b>Subtotal, Task 1</b>		<b>\$</b>	<b>26,875</b>

<b>Activity 2:</b>	<b>TECHNICAL ANALYSES EVALUATION OF MEASURES</b>	<b>Price</b>	
Task 2.1	Identify and Evaluate GHG Reduction Measures	\$	11,110
Task 2.2	Identify and Evaluate Adaptation Strategies	\$	8,900
Task 2.3	Develop Prioritization Matrix	\$	2,290
Task 2.4	Monitoring and Evaluation System	\$	2,980
Task 2.5	Bi-annual Reporting Template	\$	2,570
Task 2.6	Staffing Analysis Report	\$	4,430
<b>Subtotal, Task 2</b>		<b>\$</b>	<b>32,280</b>

<b>Activity 5:</b>	<b>FACILITATION AND COMMUNITY ACTION TOOLKIT</b>	<b>Price</b>	
Task 5.1	Facilitate Public Stakeholder Meetings	\$	27,720
Task 5.4	Participation in Stakeholder Meetings	\$	9,040
Task 5.5	Advisory Body Presentations and Public Hearings	\$	10,360
<b>Subtotal, Task 5</b>		<b>\$</b>	<b>47,120</b>

**Sub Consultant Tasks:**

<b>Tasks</b>	
<b>Discovery</b>	<b>\$3,280</b>
Community Engagement Strategy*	\$3,280
<b>Phase 1: Project Initiation &amp; Visioning</b>	<b>\$15,905</b>
Focus Groups (3)*	\$4,820
Spanish translation & interpretation of one Focus Group*	\$1,800
Online Vision Board *	\$1,430
Summary of Phase 1 Input*	\$1,875
Draft Climate Action Toolkit	\$5,980
<b>Phase 2</b>	<b>\$10,810</b>
Community Event/Workshop (2)	\$6,640
Spanish translation & interpretation of Event	\$2,200
Summary of Phase 2 Input	\$1,970
<b>Phase 3</b>	<b>\$4,190</b>
Final Climate Action Toolkit	\$4,190

<b>Project Management</b>	<b>\$4,320</b>
Client calls, email updates, etc.	\$4,320
<b>TOTAL</b>	<b>\$38,505</b>
<b>*Funding for these tasks is secured. Other tasks subject to funding availability (all tasks subject to funding availability per contract).</b>	

**EXHIBIT B**

**INCORPORATION OF REQUEST FOR PROPOSALS (RFP) #10780 AND STATEMENT OF PROPOSAL DOCUMENTS**

The County invited submittals for Requests for Proposals (RFP) through RFP #10780 CEQA Qualified Climate Action and Adaptation Plan. Ascent Environmental submitted a responsive and responsible proposal to perform the services listed in RFP #10780.

RFP #10780 and the Proposal submitted by ASCENT ENVIRONMENTAL dated February 18, 2021 are on file with the County of Monterey, County Administrative Office, Office of Contracts/Purchasing, and are hereby incorporated into this agreement by reference.