

## **AMENDMENT NUMBER 4 TO “AGREEMENT FOR CONSULTING SERVICES”**

THIS AMENDMENT NUMBER 4 TO AGREEMENT FOR CONSULTING SERVICES (the “Fourth Amendment”) is made and entered into as of January 06, 2025 by and between the CITY OF IRVINE, a municipal corporation (“City”) and ASCENT ENVIRONMENTAL, INC, a California corporation (the “Consultant”), for the purpose of amending the written “Agreement for Consulting Services” entered into between City and Consultant as of July 01, 2021, City of Irvine contract number 20077 (the “Agreement”).

1. The expiration date of the Agreement is changed from January 31, 2025 to January 31, 2026.
2. PART IV, SCOPE OF SERVICES and PART V, BUDGET, are modified in accordance with EXHIBIT I, attached hereto. The not-to-exceed contract value of \$878,460.00 remains unchanged for the current renewal term.
3. Except as set forth in this Fourth Amendment, all terms, conditions and provisions of the Agreement are unchanged and remain in full force and effect.

*(Signatures follow on next page)*

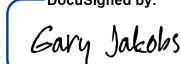
IN WITNESS WHEREOF, the parties hereto have caused this Fourth Amendment to the Agreement to be executed by their respective duly authorized agents as of the date first set forth above.

**CITY OF IRVINE**

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By:   
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Sean Crumby  
Its: Director of Public Works & Sustainability


Signed by:  
By:   
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Oliver C. Chi  
Its: City Manager

**ASCENT ENVIRONMENTAL, INC**

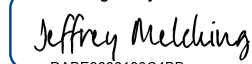
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By:   
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Gary Jakobs  
Its: Chief Executive Officer

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By:   
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Amanda Olekszul  
Its: Chief Financial Officer

Attest:

DocuSigned by:  
By:   
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Carl Petersen  
Its: City Clerk

APPROVED AS TO FORM:  
RUTAN & TUCKER, LLP

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By:   
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Jeffrey Melching

## EXHIBIT I

# IRVINE CLIMATE ACTION AND ADAPTATION PLAN AMENDMENT SCOPE OF WORK

ASCENT ENVIRONMENTAL, INC.

This document outlines updates to the scope of work for the Irvine Climate Action and Adaptation Plan. Tasks that are being removed are shown in ~~strikeout text~~ while new tasks are shown in underline text. This document does not cover original tasks that remain unchanged.

## Proposed Scope of Work

### TASK 18: ENVIRONMENTAL IMPACT REPORT AND CAAP CONSISTENCY CHECKLIST

The City is preparing a CAAP that will include a wide variety of measures and implementing actions for reducing GHG emissions and adapting to the impacts of climate change. The measures and actions will apply to both City operations and communitywide activities. As described in Task 6, Ascent has developed GHG emission reduction measures and associated implementing actions that show achievement of 2030 and 2045 reduction targets (aligned with State goals). And as described in Task 7, the Ascent team has also developed adaptation measures that prepare the community and City government operations from the anticipated impacts of climate change.

The implementation of GHG reduction and climate adaptation measures ultimately selected for inclusion in the CAAP could result in varying levels of direct and indirect physical environmental impacts. As such, the CAAP will require environmental review pursuant to CEQA, the State CEQA Guidelines, and the Irvine CEQA Manual. A comprehensive update to the Irvine CEQA Manual was adopted by the City in April 2020.

In addition, Ascent understands that the City intends to prepare the CAAP consistent with CEQA Guidelines Section 15183.5 (Tiering and Streamlining the Analysis of Greenhouse Gas Emissions), which outlines the requirements for qualified plans for the reduction of GHG emissions. By preparing a "qualified CAP," the City intends to unlock CEQA tiering benefits that will streamline environmental review of future development projects that are consistent with the CAAP. Consistent with Section 15183.5 requirements, environmental review of the CAAP is required. This scope of work and cost estimate reflects the work effort required to prepare an Environmental Impact Report (EIR), the process for which is set forth in Volume 1, Section 8, of the Irvine CEQA Manual.

This scope of work also includes preparation of a CAAP Consistency Checklist to assist project applicants in determining whether a project is consistent with the CAAP. The purpose of the checklist will be to establish a streamlined review process for proposed new development projects subject to discretionary review and that trigger environmental review pursuant to CEQA. This approach would allow projects that demonstrate consistency with the CAAP to be eligible for this streamlining procedure. Projects that demonstrate consistency with the CAAP and General Plan and zoning may be able to conclude no additional significant GHG emissions impacts in their CEQA review.

We have prepared the enclosed scope of work to address the preparation of a Program EIR for the City's CAAP consistent with State CEQA Guidelines Section 15183.5 and 15168 (regarding Program EIRs). A Program EIR would present the opportunity to provide a broader platform of environmental coverage for a menu of GHG reduction strategies that would offer the City greater flexibility in how it meets its ambitious reduction targets.

By analyzing the City's future communitywide GHG emissions under the CAAP in a Program EIR, the City will create the opportunity for later development project-specific environmental documents to tier from and/or

incorporate by reference the GHG emissions analysis of the Program EIR for the CAAP. Moreover, designing the Program EIR with a detailed description of the GHG reduction measures and climate adaptation measures that would be implemented under the CAAP, and analyzing the environmental effects of the “program” of GHG reduction measures and climate adaptation measures specifically and comprehensively, CAAP measures themselves could be found to be within the scope of the Program EIR and no further environmental documents would be required for their implementation. For example, a transportation demand management ordinance may not require a standalone CEQA analysis if the CAAP contemplates its adoption and the Program EIR evaluates its environmental impacts at a programmatic level. The Ascent team will coordinate with City staff to discuss how the overall design of a Program EIR could meet the City’s needs for future CEQA tiering, streamlining, and defensibility.

The following describes the proposed work to be conducted by the Ascent team to prepare a Program EIR for the City’s CAAP.

## Subtask 18.2. Administrative Draft EIR

The Ascent team will prepare an Administrative Draft EIR for submittal to the City. The EIR will include all contents necessitated by City requirements, the CEQA statute, the State CEQA Guidelines, and applicable court decisions. We will prepare the Administrative Draft EIR in accordance with the State CEQA Guidelines, as adopted by the City in the Irvine CEQA Manual. The Ascent team will assess impact significance using the City’s environmental thresholds.

### *Environmental Analysis*

For each environmental issue area, the EIR will characterize the existing physical conditions and regulatory setting relevant to analysis under the thresholds of significance, then analyze future physical conditions under implementation of the CAAP. The environmental analysis of the CAAP will evaluate the implementation of the CAAP’s GHG reduction and climate adaptation measures and implementing actions.

Program-level analysis requires a reasonable assessment of future changes to the physical environment due to implementation of the CAAP’s measures and actions. The analysis will be as detailed and comprehensive as it feasibly can be based on the level of detail known about implementation of the CAAP’s measures and actions. A more detailed and comprehensive analysis can facilitate tiering and streamlining benefits for future projects and later activities consistent with the CAAP and within the scope of its environmental analysis. This scope of work assumes that the Program EIR will not include separate analysis of each individual measure and action included in the CAAP. Instead, the CAAP will be evaluated as a program of measures and actions. Nevertheless, we anticipate working closely with City staff to ensure that the Program EIR provides a sufficient level of detail to cover implementation of the CAAP. The scope of work also assumes that implementation of the CAAP will not, in and of itself, result in or induce unplanned new growth in the city.

Based on our past experience preparing EIRs and other CEQA compliance documents for CAPs, we anticipate that, at a minimum, the program of measures and actions included in the CAAP will have the following main characteristics that will be analyzed in the Program EIR. These may be modified or expanded on following completion of the NOP scoping period based on public and agency NOP comments, based on the nature of City-specific CAAP measures and actions that have not yet been developed, and/or based on input from City staff.

- ▶ Beneficial long-term impacts related to GHG emissions, the rate of VMT, attainment of GHG reduction targets, consistency with state and local plans for energy efficiency and renewable energy, reduced energy consumption, lower wildfire risk, and improved air and water quality;

- ▶ Adverse physical environmental effects from CAAP measures and action implementation that may involve ground-disturbing equipment use or facility or infrastructure construction, including potential impacts related to biological resources, cultural and tribal cultural resources, agriculture and forestry resources, aesthetics, hydrology/stormwater/water quality, hazards and hazardous materials, and wildfires; and
- ▶ Short-term, construction-period effects that may be localized or occur near sensitive receptors including potential temporary impacts to air quality, energy, GHG emissions, VMT, and noise.

We anticipate that the impact analysis included in this scope of work will be primarily qualitative and presented at a level of detail consistent with a program level of analysis. Quantitative technical analysis and data created during preparation of the CAAP, including future GHG projections and GHG reduction measure calculations, will be used to provide substantial evidence to support the environmental impact analysis and conclusions where appropriate and necessary (e.g., analysis of GHG emissions impacts, VMT impacts, energy impacts).

The environmental impact analysis will also briefly address the beneficial effects of the proposed CAAP's measures and actions that are designed to have the effect of avoiding or reducing environmental impacts (e.g., GHG emissions, VMT, energy consumption, air pollutant emissions, wildfire risk). Where existing plans, policies, and programs (PPPs), including the City's Standard Conditions of Approval, are relevant to the environmental impacts of the measures, the analysis will evaluate how compliance with PPPs effects the degree of the environmental impact prior to determining impact significance. Ascent will refer in part to Volume 3, Appendices C and E, of the Irvine CEQA Manual for relevant PPPs and Standard Conditions of Approval. Volume 3, Appendix F, regarding regulatory setting will also inform the impact analysis.

For each threshold of significance, the EIR will present a significance conclusion identifying whether the impact would be less than significant or potentially significant before mitigation. For potentially significant impacts, we will identify potentially feasible mitigation measures that would avoid the significant impact or reduce it to less than significant. Ascent will craft program-level mitigation measures to facilitate project-level implementation by later activities, in addition to meeting CEQA requirements for adequate mitigation measures, including enforceability, timing, adopting specific performance standards to be achieved, and identifying the types of potential actions that can feasibly achieve adopted performance standards. Ascent will utilize the mitigation measure guidance and example mitigation measures provided in Volume 3, Appendix D, to the Irvine CEQA Manual where relevant when formulating mitigation measures in the EIR.

#### *Other CEQA Sections*

CEQA has specific requirements for the contents of an EIR. Other sections required by CEQA, and that will be incorporated into the Program EIR, include the following:

Alternatives. Up to four alternatives, including three action alternatives and the CEQA-required No-Project Alternative, will be evaluated in the EIR. The up to three action alternatives will be determined through consultation with the City and will be based on reducing the potentially significant environmental impacts of the CAAP while meeting most of the CAAP's basic project objectives. The alternatives will be analyzed at a level of detail less than that of the project (in this case, the CAAP) and will include sufficient detail to allow a comparison of the impacts, consistent with CEQA requirements. We assume that development of the up to three action alternatives will be informed, at least in part, by public comments submitted on the NOP, public comments on the scope of the CAAP that were not incorporated into the CAAP, and coordination with City staff. Our in-depth CEQA expertise will be beneficial here in addressing stakeholder/community input for additional reduction ideas that can inform EIR alternatives development. Based on the results of the alternatives analysis, the Program EIR will identify the environmentally superior alternative.

Significant Environmental Effects Which Cannot Be Avoided. This section will summarize significant and unavoidable environmental effects of the CAAP and alternatives as evaluated in the EIR.

~~Significant Irreversible Environmental Changes.~~ This section will summarize significant irreversible environmental changes that would be involved in the project should it be implemented, consistent with State CEQA Guidelines Section 15126(c).

~~Growth-Inducing Impacts of the Project.~~ This section will qualitatively evaluate the project's potential to induce growth and any subsequent environmental impacts that would occur (pursuant to State CEQA Guidelines Section 15126[d]).

~~Cumulative Impacts.~~ The Ascent team will evaluate the impacts of cumulative development on all environmental topics evaluated in the EIR. We will work closely with City staff to establish the appropriate cumulative analysis area for each environmental resource topic and to determine whether to base the cumulative impact analysis on either a list of past, present, and probable future projects producing related or cumulative impacts, or a summary of projections contained in an adopted plan that evaluated conditions contributing to cumulative impacts. The Ascent team will coordinate with City staff to determine the approach to the cumulative impact analysis.

Sections also required by CEQA not mentioned above include a table of contents, an introduction, an executive summary, and a list of individuals and agencies consulted. The EIR will include maps and other graphics to clearly present the environmental analysis to the decisionmakers, responsible agencies, and the public.

Regarding the executive summary, this section will include a summary table of all impacts and mitigation measures identified in the EIR, along with an impact comparison table of the alternatives.

We will compile an electronic copy of all cited literature, studies, personal communications, and reference materials used in the preparation of the EIR. These electronic files will be available during the Draft EIR public review period, if requested by the public, and for inclusion in the EIR's administrative record.

#### **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)~~

#### **City Team Responsibilities and Assumptions:**

- ✓—~~One consolidated, nonconflicting set of comments on each draft deliverable in strikethrough/underline (electronic)~~

### **Subtask 18.3. Draft EIR**

We will prepare a Screencheck Draft EIR for City staff's review, based on one consolidated set of City staff comments on the Administrative Draft EIR. The Ascent team will prepare a Draft EIR for publication based on City staff's comments on the Screencheck Draft EIR. This scope of work assumes that Ascent will perform the submittal of CEQA documents to the State Clearinghouse via their CEQA Submit database. This includes preparing and uploading the Notice of Completion (NOC), Notice of Availability (NOA), and OPR Summary Form, and uploading the Draft EIR and any appendices or attachments.

City staff will be responsible for other noticing and posting activities, such as providing the NOA to the county clerk and project stakeholders, performing online posting of the Draft EIR on the City's website, publishing newspaper ads, and payment of any filing or publication fees.

#### **Deliverables:**

- ✓—~~Screencheck Draft EIR and any associated technical documentation for City staff review (electronic)~~
- ✓—~~Draft EIR and associated technical documentation for publication (Word and PDF files for submittal to the City)~~

- ✓—Upload required documents and forms to CEQA Submit Database

#### **City Team Responsibilities and Assumptions:**

- ✓—One consolidated, nonconflicting set of comments on each draft deliverable in strikethrough/underline (electronic)
- ✓—Filing the NOA with the county clerk, public distribution of NOA and Draft EIR, performing online posting of the Draft EIR on the City's website, publishing newspaper ads, and payment of any filing or publication fees.

### **Subtask 18.4. Administrative Final EIR**

The level of effort required to prepare a Final EIR is directly related to the number and complexity of agency and public comments received on the Draft EIR. The Ascent team will review and respond to comments received during the Draft EIR comment period addressing the environmental analysis of the Draft EIR and provide the administrative draft responses to comments to the City for review. Following receipt of City staff comments on the responses to comments, Ascent will incorporate the revised responses into the Administrative Final EIR. The Administrative Final EIR will be submitted to City staff for review. This scope does not include preparation of written responses to comments addressing the contents of the Draft CAAP or other topics unrelated to the environmental analysis of the Draft EIR.

Our scope of work assumes up to 80 hours of staff time allocated to preparation of responses to comments on in the Administrative Final EIR. Our scope of work also assumes that preparing responses to comments will involve referencing commenters to existing analysis in the Draft EIR, or clarification and explanation on the existing analysis and conclusions. We will respond to individual comments and prepare master responses for groups of comments raising similar issues. Analysis of new issues, alternatives, or data is assumed to not be needed in response to comments.

The Ascent team will prepare the MMRP for use by the City. The MMRP will describe the implementation and monitoring approach for mitigation measures included in the Program EIR to address significant impacts. We will prepare an administrative draft of the MMRP and will submit (electronically) to the City for review and comment. Once comments are received, the Ascent team will incorporate comments and produce an electronic copy of the final MMRP.

#### **Deliverables:**

- ✓—Administrative Final EIR (electronic)
- ✓—Mitigation Monitoring and Reporting Program (electronic)

#### **City Team Responsibilities and Assumptions:**

- ✓—One consolidated, nonconflicting set of comments on each draft deliverable in strikethrough/underline (electronic)

### **Subtask 18.5. Final EIR**

The Ascent team will prepare a public release Final EIR based on one set of consolidated City staff comments on the Administrative Final EIR. We will provide the public release Final EIR to the City for publication and distribution prior to the public hearing on the final CAAP and Final EIR. Our scope of work assumes that City staff will be responsible for the preparation of written findings (if necessary), a Statement of Overriding Considerations (if necessary), and any resolutions.

#### **Deliverables:**

- ✓—Final EIR along with associated technical documentation (electronic)

### **City Team Responsibilities and Assumptions:**

- ✓—Preparation of written findings (if necessary), a Statement of Overriding Considerations (if necessary), and any resolutions

### **Subtask 18.6. Notice of Determination**

Ascent will prepare a Notice of Determination (NOD) and provide it to City staff within 3 days of Final EIR certification. City staff will be responsible for submitting the NOD to the County Clerk and paying all applicable filing fees at the time of posting. Ascent will upload the NOD to the CEQA Submit database.

### **Deliverables:**

- ✓—Notice of Determination (electronic)

### **City Team Responsibilities and Assumptions:**

- ✓—Submitting the NOD to the County Clerk and paying all applicable filing fees at the time of posting

### **Subtask 18.7. CAAP Consistency Checklist**

Ascent will prepare a CAAP Consistency Checklist to assist project applicants in determining whether a project is consistent with the CAAP. The purpose of the checklist will be to establish a streamlined review process for proposed new development projects that are subject to discretionary review and trigger environmental review pursuant to CEQA. The CAAP will be prepared to qualify under CEQA Guidelines Section 15183.5 as a plan for the reduction of GHG emissions for use in cumulative impact analysis pertaining to development projects. This approach allows projects that demonstrate consistency with the CAAP and its GHG mitigation measures to be eligible for this streamlining procedure. Projects that demonstrate consistency with the CAAP GHG mitigation measures and General Plan and zoning may be able to conclude no additional significant environmental effects in their CEQA review. Projects that do not demonstrate consistency may, at the City's discretion, prepare a more comprehensive project-specific analysis of GHG emissions consistent with CEQA requirements. Ascent will work with the City to identify the appropriate metrics to allow projects to demonstrate consistency with the CAAP. The goal of this task is to allow projects that are consistent with the CAAP GHG reduction measures to proceed without requiring a separate project-level analysis. The checklist will include instructions on its application to individual projects.

### **Deliverable:**

- ✓—Draft and final CAAP Consistency Checklist (electronic)

### **City Team Responsibilities and Assumptions:**

- ✓—One consolidated, nonconflicting set of comments on each draft deliverable in strikethrough/underline (electronic)

## **TASK 20: COST ANALYSIS, IMPLEMENTATION PLAN, MONITORING AND REPORTING**

### **Subtask 20.1 Participant Perspective Cost-Benefit Analysis for Near-Term Actions (optional)**

If desired by the City, we will use a variety of tools to evaluate the costs and benefits of up to 20 near-term (i.e., 3 to 5 years from CAAP adoption) actions as they relate to participants (i.e., the financial benefits and costs to residents, businesses, and the City to comply with actions). This will take the form of a participant perspective cost-benefit analysis (CBA).



The participant perspective CBA will evaluate the anticipated costs of each action, which may include installation, maintenance, and equipment replacement; the opportunities to reduce costs through rebates, tax credits, and other funding mechanisms; and the benefits realized from each action, which may include energy cost savings, fuel consumption savings, and water savings. We will provide results in terms of dollars per metric tons of CO<sub>2</sub>e (\$/MTCO<sub>2</sub>e) reduced, which represents the total cost or benefit associated with reducing 1 MTCO<sub>2</sub>e. This approach will allow for the standardization of all actions to compare relative costs of implementation. The participant perspective CBA will also include the cost of inaction, which will be based on the social cost of carbon, consistent with CARB's 2022 Scoping Plan for Achieving Carbon Neutrality.

## **Subtask 20.2: Implementation Cost Analysis of Near-Term Actions (optional)**

The Ascent team will prepare an analysis of estimated implementation costs of near-term actions. The analysis will inform City staff and decision-makers regarding estimated City costs associated with staffing, other program operational costs, and general order-of-magnitude capital costs where applicable, for the near-term actions. This scope of work assumes completion of the cost analysis for up to 20 actions based on the results of the prioritization matrix.

- ▶ The analysis will build on the outcomes of technical analyses and implementation assumptions established under Subtask 16.1 (Update Measures and Actions) and near-term priorities identified through the prioritization matrix developed under Subtask 6.2. If the prioritization criteria and/or priority order change from the version accepted by the City Council as of June 2024, the City team will provide Ascent with the prioritized list of 20 actions to inform the implementation cost analysis, participant cost analysis, and funding and financing strategy.
- ▶ The cost analysis will be prepared based on available data, as well as cost estimation parameters and other assumptions that will be discussed and verified with City staff.
  - Data collection: The Ascent team will review the 20 identified near-term actions and associated data used to quantify or characterize implementation outcomes, and identify any additional data needed to support calculation of estimated costs. The Ascent team will submit a data request to the City.
  - Confirm cost estimation parameters: The Ascent team will develop a list of cost estimation parameters (e.g., staffing costs per full-time equivalent [FTE] staff position, unit infrastructure costs, or other parameters based on existing research or cost studies) that should be used to guide cost estimation and submit it to the City for review and confirmation prior to calculating cost estimates.
- ▶ The cost analysis will also include an assessment of the cost effectiveness for GHG reduction measures, expressed as dollars per metric ton of CO<sub>2</sub>e equivalent (\$/MTCO<sub>2</sub>e) reduced. Additional cost effectiveness metrics may be considered (subject to discussion with City staff) that address direct benefits or co-benefits of near-term actions based on available data, such as potential jobs or revenue generated.

## **Subtask 20.3: Funding and Financing Strategy for Near-Term Actions (optional)**

If desired by the City, the Ascent team will develop a funding and financing strategy for implementation of up to 20 near-term actions. The strategy will include potential external funding sources and financing mechanisms that could be available in addition to local funding to support full implementation of near-term actions. The analysis will include the following:

- ▶ Identify options for structuring local City funding to prioritize and sustain ongoing internal staff capacity to deliver on the CAAP's overall commitments (particularly staffing to support ongoing implementation, monitoring, reporting, updates, etc.), as well as program-level costs to deliver the implementation of specific near-term programs or projects.
- ▶ Identify potential external funding sources, such as grants, loans, or other types of funding programs from regional, state, or federal agencies, or philanthropic sources. Appropriate external sources will be

matched to the near-term actions identified and based on the latest information available, with the understanding that external funding sources are dynamic and would likely need to be reviewed and updated regularly as part of monitoring and implementation and future CAAP updates.

- ▶ To the extent that some potential funding or financing options could benefit both near- and longer-term implementation (e.g., establishing a [Climate Resilience District pursuant to SB 852](#)), the analysis will identify potential near-term costs and benefits for such options, while understanding that the full scope of likely costs and benefits from setting up such a mechanism will not be known prior to CAAP adoption and would require a more detailed and separate feasibility study.

## **Subtask 20.4: CAAP Implementation Plan**

The CAAP Implementation Plan will build upon the CAAP and detail the specific steps required to implement each CAP strategy; it will also serve as a guidance and reference document for City staff. The Ascent team will develop an implementation plan with the full list of the GHG reduction measures to include the results of the prioritization matrix. This information will include but is not limited to the following:

- ▶ The cost results from Subtasks 3.3 and/or 3.4 (for near-term measures)
- ▶ Estimated timeline for full implementation of the measure
- ▶ Identified City department(s) responsible for implementation, as well as potential partners to increase capacity for ongoing implementation
- ▶ Implementation mechanism(s) (e.g., ordinance, new program) including parts of existing City practices (e.g., development standard, emergency operations plan), to most effectively and efficiently implement the measure
- ▶ Specific implementation metrics (e.g., number of EV chargers installed) for each measure to allow for monitoring and progress reporting

In addition, we will organize GHG reduction strategies, measures, and actions to reflect the appropriate chronological order for implementation. This includes identifying actions that are fundamental or foundational to implementing a measure, actions that need to occur as a first step to make the foundational action possible, and actions that follow next in order. We will identify key partnerships that are necessary to implement an action. We will also work with the City team to identify the appropriate governance structure to foster collaboration and shared ownership of the CAAP among City departments.

Ascent will submit an outline of the implementation plan for City approval. Following review of the outline, we will prepare a draft and a revised draft implementation plan. Following receipt of City feedback of both versions of the draft plans, we will prepare a final version of the implementation plan.

### ***Deliverables:***

- ✓ Data request of cost estimation parameters (electronic)
- ✓ List of cost estimation parameters and assumptions (electronic)
- ~~✓ Draft and Final Technical Memorandum on Near-Term Participant Benefit-Cost Analysis~~
- ~~✓ Draft and Final Technical Memorandum on Near-Term Implementation Cost Estimates~~
- ~~✓ Note that if Optional Subtask 6.4 is selected, the Technical Memorandum on Near-Term Implementation Cost Estimates would incorporate the results of the funding and financing strategy analysis.~~
- ✓ Draft and Final Technical Report on Near-Term Implementation Cost Estimates and Funding and Financing Strategy (electronic)
- ✓ Implementation Plan outline (electronic)

- ✓ Two administrative Drafts and one final CAAP Implementation Plan (electronic)

***City Team Responsibilities and Assumptions:***

- ✓ Responses to data requests
- ✓ One consolidated, nonconflicting set of comments on each Draft Technical Report in strikethrough/underline (electronic)
- ✓ One consolidated, nonconflicting set of comments on draft outline and each draft of implementation plan in strikethrough/underline (electronic)
- ✓ One draft outline and two drafts of the implementation plan will be submitted for City review before preparation of a final implementation plan

## **Subtask 20.5: Progress Monitoring and Reporting**

From the beginning of the CAAP development, Ascent will focus on a data-driven process with a product that facilitates implementation tracking. Ascent will work with City staff to develop an Implementation and Monitoring Tool that can be used by City staff to generate charts and graphs for use in presentations, reports, and other documents. We are also able to build additional options into the Implementation and Monitoring Tool depending on the needs of City staff. We will work closely with City 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 PowerBI for developing the tool because it can be integrated with the City's GHG inventory and forecast tools, providing seamless interoperability. The tool can also be integrated with Microsoft Excel through macros to allow for easy updating that automatically refreshes the progress made on CAAP implementation. Use of Microsoft products 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 develop the functionality of the tool to deliver reports that allow the City to evaluate progress toward achieving its reduction targets and performance of its GHG reduction measures.

After preparing a draft of the Implementation and Monitoring Tool, we will conduct a training for City 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 City staff. The training will allow City staff to test the Implementation and Monitoring 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 City staff, we will revise the tracking tool and deliver a final version. We will prepare a manual for the Implementation and Monitoring Tool detailing its functions, the methods it uses, any assumptions the tool includes, and sources for all data.

***Deliverables:***

- ✓ Draft and final Implementation and Monitoring tool, including a tool manual (electronic)
- ✓ Training for City staff (live and recorded)

***City Team Responsibilities and Assumptions:***

- ✓ One consolidated, nonconflicting set of comments on each draft deliverable in strikethrough/underline (electronic)
- ✓ Participate in the training

## **TASK 21: OTHER DUTIES AS REQUESTED BY CITY**

This task will cover additional as-needed activities for the CAAP, as requested by the City of Irvine. In addition, task will cover updates to the GHG inventory, forecasts, and GHG reduction measures as warranted by changes in City goals. In addition, this task will allow for updates to the CAAP document based on changes to the technical analysis as described.

CITY OF IRVINE CLIMATE ACTION AND ADAPTATION PLAN

revised 12.03.24

Task 14 Project Management and Project Support		Proposed Price												
14.1	Internal Coordination Meetings	\$ 15,480	16	24	8	8	8							
14.2	Interdepartmental Meetings	\$ 6,820	8	8	4	4	4							
14.3	Project Management	\$ 3,960	4	12										
14.4	Additional Staff Support	\$ 7,980	4	16	8	0	0	12						
14.5	Sustainability Commission, City Council updates, adoption hearings	\$ 25,000	40	40			20							
Subtotal		\$ 59,240	72	100	20	12	32	12	0	0	0	0	0	0

Task 18	EIR and CAAP Consistency Checklist	Proposed Price													
18.2	Administrative Draft EIR	\$ 119,240	12	36					12	54	668		8	24	4
Budget Expended		\$ 3,823.75													
18.2	Administrative Draft EIR Remaining Budget	<del>\$ 115,416.25</del>													
18.3	Draft EIR	<del>\$ 21,760</del>	2	10					2	18	92		4	16	2
18.4	Administrative Final EIR	<del>\$ 29,160</del>	4	20					4	28	98		2	24	4
18.5	Final EIR	<del>\$ 12,680</del>	1	8					4	24	80		2	8	2
18.6	Notice of Determination	<del>\$ 1,780</del>	0	1						2	2		0	0	1
18.7	CAAP Consistency Checklist	<del>\$ 10,635</del>	8	12	24	0		64						8	1
Subtotal		<del>\$ 207,641.25</del>	27	87	24	0	0	64	22	126	945	0	16	80	14

Task 19	Climate Action and Adaptation Plan	Proposed Price													
19.2	Administrative and Screencheck Draft CAAP	\$ 45,480	24	40	40	12	8	80				24		24	
19.3	Public Draft CAAP	\$ 10,040	6	8	4	2	2	24				8		4	
19.4	Administrative Final and Final CAAP	\$ 11,360	2	8	8	4		32				8		8	
19.5	Revised Interpretation (Optional)	<del>\$ 23,920</del>	<del>2</del>	<del>8</del>	<del>12</del>	<del>8</del>		<del>120</del>							
Subtotal		\$ 89,900	34	64	64	26	10	256	0	0	0	40	0	36	0

Task 20	Cost Analysis, Implementation, Monitoring and Reporting	Proposed Price													
20.1	Participant Perspective Cost-Benefit Analysis for Near-Term Actions (Optional)	<del>\$ 23,870</del>	6	16	22	20		130						2	
20.2	Implementation Cost Analysis of Near-Term Actions (Optional)	\$ 44,950	8	12	24	20	40	160				4		2	
20.3	Funding and financing strategy for Near-Term Actions (Optional)	<del>\$ 23,290</del>	2	6	12	8		120						2	
20.4	CAAP Implementation Plan (original)	\$ 19,120	4	8	12			88				12		4	
	CAAP Implementation Plan (additional)	\$ 60,075	24		40	80	52	88				12		5	
	CAAP Implementation Plan (Total)	\$ 79,195													
20.5	Progress Monitoring and Reporting	\$ 19,920	2	6	24			100							
Subtotal		\$ 124,145	48	50	144	128	92	676	0	0	0	28	0	15	0

Labor Hours Total			181	301	252	166	134	1008	22	126	945	68	16	131	14
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Task 21 As Needed Request By City/Technical Analysis		Proposed Price
21.1	Technical analysis, Other duties requested by City	\$ 136,486.25

TOTAL PRICE WITH REVISED TASK SCOPE AND Task 21		\$ 878,460
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PO Total:	\$878,460.00
Invoiced so far against P03139	\$499,803.75
Remaining balance	\$378,656.25
Scope will not exceed PO total and contract cap.	