



City of Palo Alto

City Council Staff Report

(ID # 8995)

Report Type: Consent Calendar

Meeting Date: 3/19/2018

Summary Title: Approval of Contract Amendment No. 2 S17166237

Title: Approval of Amendment Number 2 to Contract Number S17166237 With Hillary Rupert for Sustainability Implementation Services to Extend the Term through December 31, 2019 and Increase the Contract Limit by \$187,200 to an Amount Not-to-Exceed \$272,200

From: City Manager

Lead Department: Utilities

Recommendation

Staff recommends that Council authorize the City Manager or his designee to approve Amendment No. 2 to contract S17166237 (Attachment A) with Hillary Rupert to extend the term through December 31, 2019 and increase the contract limit by \$187,200 to an amount not to exceed \$272,200.

Executive Summary

This action is necessary to advance key actions identified in the City's 2018-2020 Sustainability Implementation Plan (SIP). Two of the key focus areas is Electric Vehicles and Mobility. Road transportation represents about two-thirds of Palo Alto's existing carbon footprint. Accelerating electric vehicle (EV) penetration as opposed to fossil fueled vehicles will significantly reduce greenhouse gas (GHG) emissions and reduce climate pollution. Reducing single occupancy vehicle and piloting mobility strategies will reduce congestion and emissions and ensure transportation services are more utilized.

The consultant has been working with the City for the past 16 months developing policies and pilot programs to advance mobility services, promote EV adoption, and advance "net zero" energy and water development. The amendment will extend the contract term and expand the scope of the existing contract to include lead the EV task force, brand "Going EV" and mobility for Palo Alto, and oversee the Fair Value Commuting / Mobility on Demand grant project.

Background

On April 18, 2016, Council first received and discussed the draft Sustainability/Climate Action Plan (S/CAP), and unanimously (8-0) approved the following motions:

- A. Adopt a goal of 80% greenhouse gas (GHG) reduction by 2030, calculated utilizing the 1990 baseline;

- B. Direct staff to return within two months with a process for integration of the Sustainability and Climate Action Plan (S/CAP) with the Comprehensive Plan Update;
- C. Support the general framework of the S/CAP;
- D. Support the S/CAP Guiding Principles, which are to be reviewed and formally adopted within six months.

On November 28, 2016, Council adopted Palo Alto's S/CAP Framework, including Guiding Principles, and directed staff to return with a Sustainability Implementation Plan that would include the more detailed action items.

On June 5, 2017, Staff presented these detailed action items, identified as "Key Actions" for Council consideration. Council directed staff to prepare a shorter, more tightly focused 2018 - 2020 Sustainability Implementation Plan (SIP) for Council review.

On December 11, 2017, Council accepted the "Key Actions" identified in the 2018-2020 Sustainability Implementation Plan:

<https://www.cityofpaloalto.org/civicax/filebank/documents/62406>

Within each of the four focus areas (Energy, Mobility, Electric Vehicles, and Water), staff identified specific near-term key actions to advance the City's S/CAP goals, and broader "strategic moves" to support those actions. These key actions identify what can be accomplished within the three-year period between 2018 and 2020 to continue progress toward the Council-adopted S/CAP goal of reducing Greenhouse Gas (GHG) emissions by 80 percent from 1990 levels by 2030.

Discussion

Staff estimates that these Key Actions and other actions underway could enable Palo Alto to reduce GHG emissions to about 40 percent below the 1990 base year by 2020 as the SIP is implemented (depending of course on the pace of implementation), and by about 54 percent if we include the "bridging" contribution of natural gas offsets. That will be a major step forward towards the S/CAP's 2030 Goal of 80 percent GHG reduction, which far exceeds the state of California's world-leading reduction goals of 40 percent by 2030 and 80 percent by 2050. As the rest of the country looks to California for leadership in sustainability, the City of Palo Alto will continue to lead by example.

Some of the Key Actions can be readily implemented at a staff level while others will require contract services and partnerships with other agencies. The proposed contract amendment will advance the 2018-2020 Sustainability Implementation Plan by addressing alternative transportation which represents about two-thirds of Palo Alto's existing carbon footprint.

A more detailed scope of the consultant responsibilities is outline as follows:

Electric Vehicle

- Goal: Make “Going EV” more convenient and economical than using fossil fueled vehicles for both Palo Alto (PA) based and inbound vehicles by building the most comprehensive EV program in the nation.
 - Identify and establish common brand for PA’s EV Strategy and Program.
 - Collaborate with City and external stakeholders to prioritize key actions and timeline to advance PA’s EV goal (including but not limited to Multi-Unit Dwelling charging infrastructure, Fleet, Rebates, Public/Private Partnerships, Fast Charging stations.)
 - Re-establish and lead EV Task Force to accomplish tasks and meet overall EV goal.
 - Create public awareness initiatives and ensure PA EV strategy is visible to the community.
 - Prepare quarterly status reports for CMO, City Council, Executive Leadership Team (ELT) and Sustainability Board illustrating specific achievement milestones that advance PA’s EV Goal.

Mobility

- Goal: Reduce Single Occupancy Vehicle (SOV) travel and ensure transportation services are more utilized. Advance the key learnings and strategic objectives of assessing and piloting mobility strategies to reduce congestion, reduce emissions and improve access to effective mobility options through the successful implementation of the technology and policy research grant Fair Value Commuting (FVC).
 - Project manage the Bay Area Fair Value Commuting / Mobility on Demand Grant of \$1,085,000 to reduce single occupancy vehicle commute share from 75% to 50%.
 - Manage action work plans and staffing, project pilots, advance technology demonstrations, policy analysis, etc. to ensure project is consistent with timeline, scope and budget.
 - Ensure grant is compliant with federal, City of Palo Alto and external auditor guidelines.
 - Prepare quarterly status and financial reports for Federal Transit Administration (FTA) City Manager’s Office, City Council and Sustainability Board illustrating specific achievement milestones and/or project pitfalls.
 - Partner with City’s Transportation division to identify and promote common brand and message for Mobility.

Resource Impact

Funding of \$82,400 is available in the FY 2018 budget within the Office of Sustainability (\$20,000) and Utilities (\$62,400). The remaining funding to cover the additional consultant costs in FY 2019 and FY 2020 are subject to Council approval in subsequent years.

Attachments:

- Attachment A: S17166237 Hillary Rupert Amendment No 2

**AMENDMENT NO. 2 TO CONTRACT NO. S17166237
BETWEEN THE CITY OF PALO ALTO AND
HILLARY M. RUPERT**

This Amendment No. 2 to Contract No. S17166237 ("Contract") is entered into March 20, 2018 by and between the CITY OF PALO ALTO, a California chartered municipal corporation ("CITY"), and HILLARY M. RUPERT, a sole proprietor, located at 185 Estancia Drive, Unit 461, San Jose, California, 95134 ("CONSULTANT").

RECITALS

A. The Contract was entered into between the parties for the provision of sustainability project management support. The Contract was amended once before on or about September 13, 2017.

B. City intends to extend the term and increase the compensation by \$187,200 (from \$85,000 to \$272,200) for the continuation of services as specified in Contract's Exhibit "A" (Scope of Services).

C. The parties wish to amend the Contract to reflect these changes.

NOW, THEREFORE, in consideration of the covenants, terms, conditions, and provisions of this Amendment, the parties agree:

SECTION 1. Section 2 TERM is hereby amended to read as follows:

"SECTION 2. TERM.

The term of this Agreement shall be from the date of its full execution through December 31, 2019 unless terminated earlier pursuant to Section 19 of this Agreement."

SECTION 2. Section 4 COMPENSATION is hereby amended to read as follows:

"SECTION 4. NOT TO EXCEED COMPENSATION. The compensation to be paid to CONSULTANT for performance of the Services described in Exhibit "A" ("Basic Services"), and reimbursable expenses, shall not exceed Two Hundred Seventy Two Thousand Two Hundred Dollars (\$272,200). CONSULTANT agrees to complete all Basic Services, including reimbursable expenses, within this amount. The applicable rates and schedule of payment are set out at Exhibit "C-1", entitled "HOURLY RATE SCHEDULE," which is attached to and made a part of this Agreement. Any work performed or expenses incurred for which payment would result in a total exceeding the maximum amount of compensation set forth herein shall be at no cost to the CITY.

Additional Services, if any, shall be authorized in accordance with and subject to the provisions of Exhibit "C". CONSULTANT shall not receive any compensation for Additional Services performed without the prior written authorization of CITY. Additional Services shall mean any work that is

determined by CITY to be necessary for the proper completion of the Project, but which is not included within the Scope of Services described at Exhibit "A".

SECTION 3. The following exhibit to the Contract is hereby amended to read as set forth in the attachment(s) to this Amendment, which are incorporated in full by this reference:

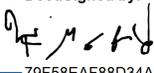
- a. Exhibit "C-1" entitled "SCHEDULE OF RATES".

SECTION 4. Except as herein modified, all other provisions of the Contract, including any exhibits and subsequent amendments thereto, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have by their duly authorized representatives executed this Agreement on the date first above written.

CITY OF PALO ALTO

HILLARY M. RUPERT

DocuSigned by:

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Hillary M Rupert

x

APPROVED AS TO FORM:

Attachments:
EXHIBIT "C-1": SCHEDULE OF RATES

EXHIBIT "C-1"
SCHEDULE OF RATES

Hillary M. Rupert

\$80.00 per hour for work done on or after March 20, 2018