



July 26th, 2022

Honorable Mayor and Council Members:

Sara Sherburne, Sustainability Program Analyst

Amendment to Integrated Design 360 Reach Code Services Scope of Work

Approved By: _____ Jen Callaway, Town Manager

Recommended Action:

- (1) Authorize the Town Manager to execute a contract amendment with Integrated Design 360 (ID360) in the amount of \$4,900, for a total amended contract amount of \$53,466, for the purpose of holding two additional Stakeholder Advisory Committee meetings to support reach code development.
- (2) Approve a budget amendment to adjust allocation of funds for project C1510 between FY21/22 and FY22/23 to account for the timing of expenses related to this project.

Discussion:

On January 25th, 2022, Town Council directed staff to issue a request for proposals for a reach code consultant to facilitate the reach code consideration process. Staff issued a request for proposals, selected Integrated Design 360, LLC (ID360), and executed a contract with ID360 on April 18, 2022 in the amount of \$48,566.00. The initial contract scope of work included convening two stakeholder committee meetings and two community engagement meetings, in addition to development and drafting of potential reach codes.

Staff began working with ID360 in April 2022, and jointly developed a Reach Code Stakeholder Advisory Committee to provide input and ultimately generate a suite of committee recommendations for policy direction. Staff and ID360 have since hosted one stakeholder committee meeting, which took place on June 20th, 2022. Upon completion of this meeting, Staff and the consultant team determined that to accomplish the goals of the committee, three additional stakeholder meetings, instead of the one additional meeting initially included in the contract, would be appropriate and necessary. Each of these meetings will focus on a facet of reach code consideration in Truckee to make content more focused and digestible. ID360 has developed a revised scope of work to add two additional meetings, in addition to meeting preparation. Staff and ID360 plan to proceed with the two community engagement meetings included in the initial contract.

ID360's scope of work and cost proposal for the additional services described above are provided as Attachment 1. The original contract scope of work is provided as Attachment 2.

Priority:

<input checked="" type="checkbox"/> Enhanced Communication	<input checked="" type="checkbox"/> Climate and Greenhouse Gas Reduction	<input type="checkbox"/> Housing
<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Emergency and Wildfire Preparedness	<input type="checkbox"/> Core Service

Fiscal Impact:

The approved budget for C1510 includes \$55,000 to support the reach code consideration process, which will provide sufficient funding for the recommended contact amendment. Staff recommend adjusting the allocation of this funding between FY 21/22 and FY22/23, as shown below, because fewer funds were spent in FY21/22 than anticipated:

Table 1: C1510: Greenhouse Gas Emissions Reductions*

Funding Source	FY21/22 Estimated Actuals	FY22/23
Sustainability Designation	<i>Approved amount: \$45,000 Amended amount: \$27,197</i>	<i>Approved amount: \$280,000 Amended amount: \$297,803</i>

**Note: C1510 includes funding for several greenhouse gas emissions-related initiatives. The amount shown in Table 1 are for the entire CIP budget. A total of \$55,000 is budgeted to the reach code initiative.*

Public Communication: The Stakeholder Committee has been informed of the additional meetings and received calendar invitations.

Attachments:

Attachment 1: ID360 Amendment 1 Scope of Work

Attachment 2: ID360 Original Scope of Work, March 16th, 2022