



D. Scope of Work and Implementation

Background

The Town of Truckee staff and community members are committed to environmental sustainability and the proposed local reach code must be a reflection of this commitment for facilities built within the town. The Town of Truckee has committed to reducing its greenhouse gas (GHG) emissions to 80% below 2008 levels by 2040 and is planning to adopt its first Climate Action Plan (CAP) in 2022.

Goal

The goal of this scope of work is to provide policy development and adoption consulting services to support the Town of Truckee to adopt a local energy reach code ordinance in accordance with the requirements of the California Energy Commission (CEC) and reflective of the local building department permit data. In addition, the goal is to explore possible incentive programs to compliment the reach code.

Activities

The workplan is organized into the following tasks and is based on the RFP and our experience in developing similar policies:

- Task 1 - Program Initiation and Project Management
- Task 2 - Perform and Report Initial Research
- Task 3 - Community Outreach & Develop Draft Policy Criteria
- Task 4 - Local Policy Adoption, State Agency and Rollout
- Task 5 - Supplemental Cost-benefit and Economic Impact Analysis

SCHEDULE					
	2022				2023
Task	Q1	Q2	Q3	Q4	Q1
Task 1					
Task 2					
Task 3					
Task 4					
Task 5					

ID360 WORKPLAN: POLICY DEVELOPMENT & ADOPTION			
#	Task Name	Duration	Total Hours
	Task 1 - Program Initiation & Project Management		23.0
a	o Project Definition Meeting & Develop Schedule: Organize and attend a project definition conference call with the town staff project lead to discuss strategy and overall project. Assumes meeting prep with Agenda, attend meeting, and deliver meeting minutes and project schedule.	1 week	8.0
b	o Project Kick-off: Organize and attend a project Kick off with the town staff to discuss the project scope, goals, timeline and deliverables. Assumes meeting prep with Agenda and PowerPoint, attend meeting, and deliver meeting minutes.	1 Day	8.0
c	o Progress Meetings: Attend a monthly project meeting with the town staff to discuss progress to date on the Workplan and address any coordination items and technical requirements.	Monthly	7.0
	Task 2 - Perform and Report Initial Research		23.0
d	o Preliminary Policy Analysis Report: Collaborate with the town staff to obtain relevant permit data of the past two calendar years. Perform an analysis of the permit data and suggest permit type(s) that would be most relevant for application of an energy reach code in the town. The report will cover relevant state and local building codes and best practices related to building electrification and energy efficiency of new and existing buildings. The report will contain a range of energy saving building policies feasible for implementation in climate zone 16.	1 week	23.0
	Task 3 - Community Outreach and Develop Draft Policy Criteria		104.0
e	o Stakeholder Meetings Agenda Development, Marketing, and Technical Support: Attend and facilitate one (2) 90-minute industry stakeholder engagement meetings with local contractors, architects, and building owners for gathering feedback on the energy reach code regulation. For the meeting the following will be prepared: a) community meeting agendas, b) powerpoints, c) "Event Brite" webpage for signup, d) email blast to stakeholders e) correspondance with community members via email as directed by City staff, f) meeting minutes. Assemble results into a summary table and narrative paragraphs to use in the staff report. For in-person meetings, travel expense are outlined in Chapter E.	3 weeks	23.0
f	o Community Meetings Agenda Development, Marketing, and Technical Support: Attend and facilitate one (2) 90-minute community meetings with local residents for gathering feedback on the energy reach code regulation. For the meeting the following will be prepared: a) community meeting agendas, b) powerpoints, c) "Event Brite" webpage for signup, d) email blast to stakeholders e) correspondance with community members via email as directed by City staff, f) meeting minutes. Assemble results into a summary table and narrative paragraphs to use in the staff report. For in-person meetings, travel expense are outlined in Chapter E.	3 weeks	23.0
g	o Create and Administer Online Survey, Send Email Blast: Develop a survey using "Survey Monkey" to engage the community, work with the town staff to send the survey to the town's contact list using the typical communication method provided by the town. Assemble results into a summary table and narrative paragraphs to use in the staff report.	2 weeks	3.0

h	<p><u>o Develop Policy Direction Matrix with 'strawman' model code regulation in Excel and Update:</u> Using the list of ideal policy requirements from the town staff, create the outline of the policy language to be used as a baseline. The matrix is a tool to house and think through the details of the possible model code language, the interested community organizations, educational aspects, compliance process, related municipal code sections, etc. The matrix will house the cost-effectiveness results (developed by others). The intent will be to update and revise the document as the project evolves. Assumes initially one iteration and one (1) round of comments and updates.</p>	6 weeks	22.0
i	<p><u>o Policy Development. Cost-Effectiveness & Research Support:</u> Coordinate project content to align with the results of the cost-effectiveness study. Cost-effectiveness study to be performed by others. Perform policy research to support the changes to the policy criteria in the local municipal code. Perform State and Federal policy research for amendment to the State code within the municipal code. Communicate with State and Federal agency staff, as needed, regarding the evolving policy development direction.</p>	4 weeks	33.0
Task 4 - Local Policy Adoption, State Agency Approval, Rollout			41.0
j	<p><u>o Codification Support:</u> Deliver the Final Policy Matrix to the project team. Attend one meeting with the town staff to finalize the regulation requirements in coordination with the cost-effectiveness consultant. The final version in the Policy Direction Matrix will house the final model code language. It is assumed that the final code will be written and approved by the Town Attorney.</p>	3 weeks	19.0
k	<p><u>o Staff Report Writing & Town Council Meeting Technical Support for Code Adoption/Public Hearing:</u> Provide technical writing support to assemble staff report for model code language. Provide PowerPoint Presentation for Council meeting. Attend one Town Council meeting and provide presentation support to the town staff for code adoption. Assumes Town Council packet is due six weeks prior to Town Council meeting. Assumes PowerPoint Presentation is due two weeks prior to Town Council meeting.</p>	8 weeks	22.0
Task 5 - Supplemental Cost-benefit and Economic Impact Analysis			49.0
p	<p><u>o Supplemental Cost-benefit and Economic Impact Analysis:</u> This task will be executed at the discretion of city staff based on 1) the reach code criteria and items not addressed in the statewide study, and/or 2) feedback requests from community engagement meetings and City Council. The team will develop a custom cost-benefit and economic impact analysis representative of the City's current building development and estimates from local contractors. The study will be performed by TRC as a subcontractor on the project.</p>	4 Weeks	49



E.

Project Budget

ID360 is proposing to contract on a time and materials basis for labor and travel per diem expenses.

FEE BY TASK SUMMARY		
Task	Description	Proposed Fee
Task 1	Program Initiation & Project Management	\$4,417
Task 2	Perform and Report Initial Research	\$4,162
Task 3	Community Outreach and Develop Draft Policy Criteria	\$19,187
Task 4	Local Policy Adoption, State Agency Approval, Rollout	\$8,100
Task 5	Supplemental Cost-benefit and Economic Impact Analysis	\$9,000
	Task 5 Contract Administration 20%	\$1,800

FEE SUMMARY		
Task	Description	Proposed Fee
	Subtotal Base Services Fee	\$46,666
	Travel per diem (4 round trips to Town of Truckee)	\$1,900
	Base Services Total	\$48,566

ID360 HOURLY RATES			
Design Phase			
	Labor Category	Rate (2022)	Rate (2023)
	Principal	\$263.00	\$271.00
	Project Manager	\$167.00	\$172.00
	Associate	\$116.00	\$120.00