



Date: March 10, 2026

Honorable Mayor and Council Members:

Author and title: Erin Brewster, Sustainability Program Manager

Title: **Contract Award for Development of an Energy Resilience Plan**

Jen Callaway, Town Manager

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**Recommended Action:** Authorize the Town Manager to execute a contract with ICF Incorporated, LLC with a total not-to-exceed amount of \$193,063 to develop an Energy Resilience Plan for the Town of Truckee.

**Project Goal:** *Identify programs and policies that the Town of Truckee can implement to improve community resilience to grid outages, support building decarbonization measures, catalyze broader electrification of local buildings, and reduce reliance on greenhouse gas-intensive backup power sources. The intent is to identify actionable measures that can be implemented as well as metrics for evaluating success in improving resilience.*

**Discussion:** On April 22, 2025, the Town Council adopted the Existing Building Decarbonization Roadmap which provides an overview of policies, programs, and funding initiatives to decarbonize Truckee's existing residential and commercial building stock. One of the action items in the Roadmap is to develop an energy resilience plan to identify programs and policies that the Town can implement to improve community resilience to grid outages, support building decarbonization measures, catalyze broader electrification of local buildings, and reduce reliance on greenhouse gas-intensive backup power sources like diesel generators. This plan would be focused on measures that can be implemented by a local jurisdiction, rather than utilities, to improve community-wide and household-level resilience to loss of electrical power. This is a joint project of the Keep Truckee Green and Emergency Services Divisions and would support both of the following Town Council Strategic Priorities: (1) Enhance partnerships and investment for emergency preparedness including wildfire readiness, mitigation, and recovery, and (2) Reduce greenhouse gas emissions and become a leader in environmental sustainability.

On November 25, 2025, the Town issued a Request for Proposals (RFP) for consultant services to develop the energy resilience plan. The Town received 16 proposals in response to the RFP, which underwent an initial review by Keep Truckee Green and Emergency Services staff to identify the proposals that were most responsive to the Town's request for both the expertise and experience of the proposer and their proposed approach to the scope of work. The seven proposals deemed most responsive were then evaluated in more detail by a broader panel of staff from the Neighborhood Services and Sustainability Department and the Emergency Services Manager. Criteria used to evaluate the proposals include:

- The proposer's relevant experience and technical expertise, including demonstrated experience in community-wide planning, knowledge of utility infrastructure and building-level resilience measures, and program or policy development in a relevant field
- The proposed technical approach to the scope of work, demonstrating added value or detail beyond the scope of work included in the RFP, minimizing duplication of effort with previous planning processes and community engagement efforts, identifying specific and actionable

policies and programs rather than just high-level actions or goals, and consideration of the equity impacts of recommended measures

- The proposed approach to community engagement, including engagement with residents, visitors, and businesses and alignment with the Town’s inclusion, diversity, equity, and accessibility goals
- Cost-effectiveness

The four top-scoring proposers were invited to an interview to discuss their proposals further with the Town’s Sustainability Program Manager and Emergency Services Manager as well as a representative from the Truckee Donner Public Utility District. Upon conclusion of the evaluation process, the interview panel identified ICF as the proposer with the proposal that best aligned with the project goals and most relevant qualifications for all aspects of the project. ICF’s project team has significant expertise and experience in climate adaptation and energy resilience planning. Additionally, ICF plans to partner with Sierra Business Council to support community engagement for this project, leveraging their local connections and expertise in climate vulnerability assessment for the Sierra Nevada region.

Staff recommends that Council authorize the Town Manager to execute a contract with ICF for a total not-to-exceed amount of \$193,063 for the development of an energy resilience plan. The proposed scope of work and cost proposal are provided in Attachment 1. This contract would be partially funded by a grant from the California Energy Commission (CEC), with \$100,457 of the cost covered by funding from the Town’s Sustainability Designation and utilizing \$92,606 in CEC grant funds. Both the grant funds and Sustainability Designation allocation were included in the approved FY 25/26 budget for CIP 2422: CEC Building Decarbonization Grant.

The energy resilience plan is one of six projects that are included in the scope of work for a \$700,000 grant from the CEC to fund local building decarbonization planning. The other projects are (1) development of an equitable funding strategy to support building decarbonization measures, (2) designing a heat pump air conditioning incentive program, (3) development of a municipal electric vehicle charging infrastructure plan, (4) conducting a decarbonization assessment of municipal facilities, and (5) extending the Climate Transformation Alliance’s contractor training program on cold-climate building decarbonization.

The Town’s grant agreement with the CEC was executed in December 2024 and is funded by the U.S. Department of Energy’s Energy Efficiency and Conservation Block Grant (EECBG) program. The Town has received an advance payment of \$350,000 (half the total grant funds awarded), but remaining funding is contingent upon the availability of funds appropriated by Congress for the purpose of the EECBG program and the availability of future-year budget authority. With the execution of this contract, the Town will have encumbered a total of \$435,744 in grant funds and therefore anticipates submitting another payment request to the CEC before the end of this project. At this time staff do not anticipate any disruption to federal funding for this program, but if that changes, staff will return to Council to receive direction on whether to stop work on the project or utilize an alternative funding source.

**Priority:**

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

**Fiscal Impact:** If approved, this contract would use \$100,457 in Sustainability Designation funds and \$92,606 in CEC grant funds from the budget for CIP 2422: CEC Building Decarbonization Grant. CIP 2422 includes a total approved budget of \$550,075 in CEC grant funds and \$110,000 in Sustainability Designation funds. Per the terms of the grant, the Town must spend its pledged match funding for this project first before utilizing any CEC grant funds. The anticipated budget by fiscal year for this project is in Table 1.

**Table 1: Anticipated Energy Resilience Plan Budget by Fiscal Year**

<b>Funding Source</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>TOTAL</b>
Sustainability Designation	\$17,505	\$82,952	\$100,457
CEC Grant Funds	\$0	\$92,606	\$92,606
<b>TOTAL</b>	<b>\$17,505</b>	<b>\$175,558</b>	<b>\$193,063</b>

**Public Communication:** Agenda posting. The Request for Proposals was posted on November 25, 2025, with an Addendum posted on December 26, 2025.

As part of developing the energy resilience plan, Town staff and consultants will conduct additional outreach to residents, businesses, and visitors as outlined in the attached scope of work. Development of a more detailed community engagement plan is a task in the contract for this project.

**Attachments:**

1. Consultant Scope of Work