



Memorandum Date: August 6, 2019

Order Date: August 20, 2019

TO: Board of County Commissioners

DEPARTMENT: Public Works

PRESENTED BY: Dan Hurley, Public Works Director
Michael Johns, General Services Division Manager
Angie Marzano, Waste Reduction Specialist

AGENDA ITEM TITLE: DISCUSSION/ APPROACH FOR DEVELOPING A CLIMATE ACTION PLAN

I. MOTION

None. Discussion only.

II. AGENDA ITEM SUMMARY

This is an update to the Board on the development of a Climate Action Plan. Public Works staff has prepared a Request for Quotes (RFQ) to solicit consulting services to conduct an internal Greenhouse Gas (GHG) emissions inventory for Lane County operations and begin the development of a Climate Action Plan. Staff is recommending a two-phased approach to the development of the Climate Action Plan and is seeking approval of this approach before moving forward.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

On May 21, 2019, staff provided an update on and discussion on implemented practices and projects of Lane County service delivery operations. The projects implemented thus far have been sound business decisions in keeping with the prudent use of limited public resources, balanced against expected environmental outcomes. Best management practices have related to the operation of County fleet and facilities, solid waste management, and capital projects. At the conclusion of the May update, the Board directed staff to begin development of a Climate Action Plan. The scope of the Climate Action Plan was not discussed at that time.

B. Policy Issues

Issues related to environmental impacts and best practices have, for the most part, been internal to Lane County as an organization and have been addressed as administrative functions. Individual divisions have pursued projects independent of overarching guidance or a specific strategy. The County does respond to legislative changes and State and Federal administrative rule changes. Additionally, Waste Management operates under Department of Environmental Quality (DEQ) administrative rules and State statutes related to recycling and the management of materials through their full lifecycle. Lane Manual and Lane Code are relatively quiet in terms of addressing environmental impacts or mitigating greenhouse gas emissions from operations.

C. Board Goals

It has long been consistent with Board goals that the organization operate using sustainable best management practices.

The County's 2018-2021 includes the following Key Strategic Initiative under the *Vibrant Communities* Strategic Priority:

2b. Pursue programs and practices that reduce impacts on and leverage the natural environment to enhance livability and economic development

D. Financial and/or Resource Considerations

Lane County does not currently have funding nor staffing dedicated to addressing climate impact issues. Public Works is recommending that future work on the Climate Action Plan be funded through the Solid Waste Fund since that fund has flexibility as an enterprise fund and because the emissions from the Short Mountain Landfill are the largest source of direct emissions from Lane County operations. The Waste Management Division currently has a vacant position that would be reclassified and recruited for a project manager who would have the capacity to lead this project as well as other Waste Management projects. Staff is proposing to allocate \$60,000 for consulting services associated with the first phase of the Climate Action Plan. This expense would be charged to Professional Services budgeted in the Waste Management Division. Staff is recommending that an internal steering committee be formed to guide the Climate Action Plan with representatives from Capital Projects and Purchasing (County-wide), General Services (Fleet and Facilities), and Waste Management.

E. Health Implications

One of the principal benefits of reducing environmental impacts by reducing greenhouse gas emissions is the impact on community health. Use of clean fuels, greater use of public transit, cycling, alternative energy such as solar and wind, technology enhancements to reduce emissions, and higher efficiency vehicles and facilities reducing the consumption of fuel all have positive impacts on community health by virtue of their impact on greenhouse gas emissions.

F. Analysis

Since the May 21 work session, several County residents have approached the Board by email and public comment to recommend climate policies including: improving transportation efficiency, allowing tele-commuting by staff, promoting carbon sequestering through agriculture, and changing forest management practices. Interest by the community covers a wide range of potential policies, many of which may be out of the direct purview and control of Lane County Government.

Due to the urgency of the impacts of climate change, staff is recommending to move swiftly on actions that are under direct control of the County, specifically, Lane County's internal operations, and to take more time to explore policies with broader community implications that may be more difficult to implement. For these reasons, staff recommends a two-phased approach for developing the Climate Action Plan.

The first phase of the Climate Action Plan would entail use of consulting services to:

- Conduct a consumption-based greenhouse gas (GHG) emissions inventory for Lane County internal operations reported in metric tons carbon dioxide equivalent (MT CO_{2e}) for FY18-19 and establish a baseline year based on best management practices.
- Identify and prioritize emission reduction strategies specific to County operations.
- Identify opportunities to partner with the City of Eugene and other community organizations and begin engagement on community-wide emission reduction goals and priorities.
- Develop a scope of work and proposed framework for the second phase of the Lane County Climate Action Plan to achieve the following: Incorporate the planning work of partner agencies and community-wide strategies, and establish county-wide emission reduction goals and implementation measures to achieve those goals.

Deliverables for the first phase of the Climate Action Plan would include:

1. GHG inventory report
2. Emissions targets for County Operations
3. Emission projections to provide insight regarding the scale of reductions necessary to achieve an emissions target
4. 10-15 critical measures identified to help achieve GHG reductions to achieve emissions target
5. Recommendations report
6. Opportunities identified to partner with the City of Eugene and other community organizations to establish strategies to achieve community-wide emission reduction goals
7. Summary of climate action work being taken by other agencies in Lane County
8. Request for Information issued to solicit interest in participating in public

- outreach sessions
- 9. Facilitation of a minimum of three public outreach sessions with community groups to assess priorities for community-wide emission reduction goals and strategies
- 10. Summary of input from public outreach sessions
- 11. Scope of work and framework for Phase 2 of the Climate Action Plan
- 12. Presentation of completed work to the Board of County Commissioners

G. Alternatives/Options

The Board can give direction to staff to continue on the proposed two-phased approach to developing a Climate Action Plan or give direction to pursue other approaches.

IV. RECOMMENDATION

Staff recommends moving forward on a two-phased approach in developing a Climate Action Plan. Phase 1 would entail an internal assessment of County operations and the development of targeted emissions reductions strategies that can be implemented in a shorter timeframe by County staff. Subsequent work that would involve broader long-range community-wide policies would be part of a second phase that would be initially scoped as part of Phase 1.

V. TIMING/IMPLEMENTATION

If the Board is supportive of the proposed approach, Public Works will solicit the attached RFQ for consulting services to assist in this work.

VI. FOLLOW-UP

Staff will report with updates to the Board as report and presentation deliverables are completed.

VII. ATTACHMENTS

Draft RFQ for consulting services

1.0 REQUEST FOR QUOTES (RFQ)

Lane County is seeking proposals from qualified vendors for Consulting Services to conduct an Internal Greenhouse Gas (GHG) Emissions Inventory for Lane County Operations and the first phase of a Climate Action Plan.

Responses to this RFQ will be accepted **electronically via email** by the County until **5:00 p.m., local time, Friday, _____, 2019** and must be submitted to:

Dan Hurley, Public Works Director
Dan.Hurley@co.lane.or.us

Briefly, the work of this RFQ includes the following: 1.) Conduct a consumption-based greenhouse gas (GHG) emissions inventory for Lane County internal operations reported in metric tons carbon dioxide equivalent (MT CO₂e) for Scope 1, Scope 2 and Scope 3 emissions for FY18-19 and establish a baseline year based on best management practices; 2.) Develop the first phase of a Lane County Climate Action Plan to identify and prioritize emission reduction strategies specific to County operations; 3.) Identify opportunities to partner with the City of Eugene and other community organizations and begin engagement on community-wide emission reduction goals and priorities; 4.) Develop a scope of work and proposed framework for the second phase of the Lane County Climate Action Plan that will integrate with partner agency and community-wide strategies and establish county-wide emission reduction goals and implementation measures to achieve those goals. The contract will be for a period of one year from September 1, 2019 through June 30, 2020, with the option to extend two additional years but may not exceed June 30, 2022.

Questions regarding this RFP may be directed to Dan Hurley, Public Works Director at 541-541-682-6910 or Dan.Hurley@co.lane.or.us.

2.0 INSTRUCTIONS FOR SUBMITTING PROPOSAL QUOTES

To be considered, responses must be submitted in accordance with these instructions:

1. Include **both** the response information requested in Attachment A **and** a completed and signed Respondent's Statements and Certifications form Attachment B.
2. Responses must be submitted as an attachment to an email, submitted to the email address stated above.
3. Unless otherwise stated in this RFQ, responses may be submitted in PDF format only.
4. Responses cannot include .zip files, or be more than 30MB in size.

3.0 GENERAL QUOTE REQUIREMENTS

- 3.1 Preparation. Respondents are responsible to read and understand all portions of the RFQ documents, including attachments and addenda, if any, and to include all requirements in their responses.
- 3.2 Equal Employment Opportunity. Respondent must comply with all applicable provisions of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972 (see 42 USCA 2000), all regulations thereunder (see 41 CFR Parts 60 and 60-1), Executive Orders 11246 and 11375, and all applicable Oregon statutes and regulations regarding employment.
- 3.3 Quotes Subject to Oregon Public Records Law. Responses submitted in response to this RFQ become public records under Oregon law and, following contract award, and are subject to disclosure to any person or organization that submits a public records request.

- 3.4** Response Review and Award. In evaluating the quotes and selecting a contractor, the County reserves the right to waive any informalities, reject any and all quotes, request additional information, negotiate with any respondent providing a quote, or issue subsequent requests for quotes. The County will review proposals based on responsiveness to the requirements of the RFP, considering price, qualifications, experience, resources, proposed services, proposers' past record of performance, and other factors identified in the RFP, as well as responses received from references, interviews, and follow-up questions, if any. Award will be made based on the proposal that the County determines offers the best value to the County, considering all factors.
- 3.5** Form of Contract. The selected contractor must execute a standard Lane County contract, a copy of which will be provided to any prospective respondent upon request to the person named above for questions regarding this RFQ.

DRAFT

ATTACHMENT A – SCOPE OF SERVICES AND RESPONSE REQUIRED

A.1 DESCRIPTION AND SCOPE OF SERVICES REQUIRED

Background:

Lane County operates an extensive array of programs and services – from assessment and taxation, land use policy, health and human services, to solid waste management facilities serving a geographical area approximately 4,722 square miles and a population of over 370,000, making it the fourth-most populous county in Oregon. The county's lands are geographically a microcosm of the state – ranging from rugged mountains in the east, through the valleys across the Willamette river mid-county, to the rugged coastline along the western edge. It is one of two Oregon counties that extend from the Pacific Ocean to the Cascades.

Lane County has 12 incorporated cities which include Coburg, Cottage Grove, Creswell, Dunes City, Eugene, Florence, Junction City, Lowell, Oakridge, Springfield, Veneta and Westfir. Eugene, which is the county seat, is the largest city with a population of 167,780 and Westfir is the smallest with a population of 255.

Lane County government operates under a home rule charter that grants authority to a full-time compensated, five-person Board of County Commissioners. There are three categories of the County Departments, including Public Services, Public Safety, and Support Services. Three departments are directed by elected officials, the County Assessor, District Attorney, and Sheriff. The remaining department directors report directly to the County Administrator. **Public Services** includes the following: Assessment and Taxation, Health and Human Services, and Public Works. **Public Safety** includes the following: District Attorney, Department of Public Safety, Health & Human Services – Youth Services, County Administration – Parole and Probation, and the Office of Emergency Management. **Support Services** includes the following: Board of Commissioners, County Administration, County Counsel, Human Resources, and Technology Services. Other non-department assigned programs and services include: Homes for Good Housing Agency.

Although Lane County has been working on sustainability-related projects for over a decade, there has been no attempt to calculate internal GHG emissions countywide. In 2016, the City of Eugene updated their Climate Recovery Ordinance (CRO) to include targets and benchmarks for reaching the 2014 CRO adopted goals. However, subsequent analysis determined that working with organizations and other community groups (i.e., “large-leverage shareholders”) was critical to achieving targets. In 2016, the Eugene Climate Collaborative was established to include Lane County and 12 other partners to understand what high-impact activities have the largest ability to reduce Eugene's GHG and fossil fuel use in the coming years.

Lane County is seeking proposals from qualified firms to perform the following:

Conduct a GHG emissions inventory for internal operations reported in metric tons carbon dioxide equivalent (MT CO₂e). The inventory will include Scopes 1, 2 and 3 emission sources for FY 19-20. A consumption-based inventory will be necessary to capture Scope 3 or indirect emissions from supply chain purchases. In addition, the work will involve the development of the first phase of a Climate Action Plan - a roadmap of actions Lane County can take over the next 5-10 years to help Lane County achieve emissions reductions specific to County operations. The document will outline high-impact actions based on inventory data that will have larger, carbon reduction impacts. The Climate Action Plan will also identify opportunities to partner with the City of Eugene and other organizations and begin outreach to establish strategies to achieve community-wide emission reduction goals. It is anticipated that a second phase of the Climate Action Plan will be developed subsequently using this feedback to address broader community goals and policy-related emissions reduction strategies. Consulting services for the development of the

Phase 2 Plan will be solicited separately after the development of the Phase 1 Plan.

The scope of this GHG inventory will include the operation of Lane County’s facilities; provision of Lane County services (including the use of vehicles and equipment); and the purchase, use, and discards management of materials.

Lane County Department	Facilities Included in the Inventory
Public Services Assessment & Taxation	Public Services Building & Courthouse
Public Services – Health & Human Services	Brookside Clinic Charnelton Community Clinic Mental Health Building RiverStone Clinic Trillium Behavioral Health
Public Services Public Works –	Public Works (Delta Campus) Lane Events Center
Public Services Public Works - Roads	Cottage Grove Dexter Shop Veneta Shop
Public Services Public Works – Waste Management	Short Mountain Landfill Transfer Stations: Creswell Florence Glenwood London Low Pass Marcola McKenzie Bridge Oakridge Rattlesnake Sharps Creek Swisshome Veneta Vida Walton
Public Safety – District Attorney	Public Services Building & Courthouse Family Law Division
Public Safety Department of Public Safety	Adult Corrections Community Corrections Center Creswell Sheriff’s Office Veneta Sheriff’s Office
Public Safety Health & Human Services – Youth Services	Youth Services
Public Safety County Administration – Parole & Probation	Public Services Building & Courthouse

Public Safety – Office of Emergency Management	Public Works (Delta Campus)
Support Services Board of Commissioners, County Counsel, Human Resources, Technology Services	Public Services Building & Courthouse Elections Office
Non-Department Homes for Good Housing Agency	Eugene Office Springfield Office
Lane Workforce Partnership	Lane Workforce Partnership

Task 1: Identify data sets needed to conduct consumption-based greenhouse gas (GHG) emissions inventory of Lane County internal operations reported in metric tons carbon dioxide equivalent (MT CO₂e) for Scope 1, Scope 2 and Scope 3 emissions for FY18-19 and establish a baseline year based on best management practices.

- 1.1 Work with Lane County to establish what facilities and services are excluded/included in the inventory.
- 1.2 Review emission sources for scopes 1, 2, and 3 and data sets to establish baseline GHG emissions inventory.
- 1.3 Present draft data sets for Lane County to review.
- 1.4 Finalize data set needs.

Deliverable:

- **List of GHG emission data needed for each emission source and facility.**

Task 2: Coach Lane County through data collection for GHG emissions inventory

- 2.1 Review draft data sources to ensure that they are adequate for analysis.
- 2.2 Be available by phone and email for questions from Lane County staff during data collection period.

Deliverable:

- **None.**

Task 3: Data Analysis

- 3.1 Complete GHG inventory analysis using data collected during Task 2.
- 3.2 Present draft findings to Lane County for review.
- 3.3 Complete final report of findings to Lane County. Final report to include the following elements:
 - MT CO₂e for Lane County entity total;
 - MT CO₂e for Lane County operational greenhouse gas emissions categories listed in Appendix A and;
 - MT CO₂e for each of the following functional areas of Lane County operations:
 - Public Services
 - Public Safety
 - Support Services

- Non-Department Services
 - Detailed appendix
 - Summary of methodology
 - List of data sets used in analysis
 - Original spreadsheets and inventory database showing calculations and analysis done to arrive at GHG emissions totals for Lane County operations.

Deliverables:

- Draft Emissions Inventory Report
- Final Report

Timeline: The targeted date for completion for Tasks 1-3 is no later than January 30, 2020.

For a full list of GHG emissions categories, see Attachment B.

Task 4: Climate Action Plan (Phase 1)

Develop “Phase 1” of a County Climate Action Plan to reduce GHG emissions specific to County Operations.

- 4.1 Identify GHG contributions by facility and service (from Task 3)
- 4.2 Develop emissions targets for County Operations.
- 4.3 Establish emission projections to provide insight regarding the scale of reductions necessary to achieve an emissions target.
- 4.4 Identify 10-15 primary measures that will help Lane County achieve GHG reductions to meet targets.

Deliverables:

- Draft Recommendations Report
- Final Report

Task 5: Community Engagement

- 5.1 Identify opportunities to partner with the City of Eugene and other community organizations to establish strategies to achieve community-wide emission reduction goals.
- 5.2 Facilitate a minimum of three public outreach sessions with community groups to assess priorities for emission reduction goals and strategies.

Deliverables:

- Prepare a summary of climate action work being taken by other agencies in Lane County.
- Prepare a Request for Information to solicit interest in participating in public outreach sessions.
- Prepare a summary of input from public outreach sessions.

Task 6: Climate Action Plan (Preliminary Phase 2)

- 6.1 Develop a scope of work and proposed framework for developing the second phase of the Lane County Climate Action Plan that will integrate with partner agency and community-wide strategies and establish

countywide emission reduction goals and implementation measures to achieve those goals.

6.2 Present Climate Action Plan (Phase 1) report to the Board of County Commissioners along with input from public outreach sessions and scope of work for Phase 2 Plan.

Deliverables:

- Scope of work and framework for Phase 2 Plan
- PowerPoint presentation of completed work.

A.2 RESPONSE REQUIRED

Respondents must include a response to each of the following items, organized in the order given here, and contained in a document not more than 10 of PDF pages (nominal 8.5" x 11"), not including the Proposer Statements and Certifications form:

1. Approach/Project Work Plan: Provide a work plan, with a detailed timeline and task-based budget, that describes how the work will be completed, including a:
 - Description of your firm's experience with, and approach to, conducting consumption-based GHG emissions inventories;
 - Description of the specific methodology proposed for this inventory; and a timeline for completion of Tasks 1-6;
 - Staffing/Project Manager Designation: Identify specific personnel assigned to major project tasks, their roles in relation to the work required, percent of their time on the project, and special qualifications they may bring to the project. Include resumes of individuals proposed for this contract.
 - Cost/Budget: Present the proposed cost of the project and the proposed method of compensation. List hourly rates for personnel assigned to the project, total personnel expenditures, support services, and sub-consultant fees (if any). Requested expenses should also be listed.
2. References. Not fewer than 2 current references for recent clients for similar services, including name of firm or agency, and name of a contact person familiar with the work, including telephone number and email address.
3. Insurance. Review the County's Insurance Coverages Required schedule included with this RFQ and state whether respondent will furnish insurance meeting these requirements. List any exceptions to the minimum types and coverages.

ATTACHMENT B – RESPONDENT'S STATEMENTS AND CERTIFICATIONS

Respondent's Name: _____

RFQ Title: _____

PROPOSER'S STATEMENTS

Respondent's Offer. Proposer offers to provide the required services in accordance with the requirements of the Request for Quotes (RFQ) stated above and the enclosed response. The undersigned Proposer declares that the Proposer has carefully examined the above-named RFQ, and that, if this offer is accepted, Respondent will execute a contract with the County to furnish the services of the response submitted with this form. Respondent attests that the information provided is true and accurate to the best of the personal knowledge of the person signing this proposal, and that the person signing has the authority to represent the individual or organization in whose name this response is submitted.

Proposer's Acceptance of Terms and Conditions. By execution of this Form, the undersigned accepts all terms and conditions of this RFQ except as modified in writing in its response, and that the offer made in here will remain irrevocable for a period of 60 days from the date responses are due.

Proposer's Acknowledgement of Public Records Law. By execution of this Form, the undersigned acknowledges that its entire response is subject to Oregon Public Records Law (ORS 192.410–192.505), and may be disclosed in its entirety to any person or organization making a records request, except for such information as maybe exempt from disclosure under the law. Respondent agrees that all information included in this response that is claimed to be exempt from disclosure has been clearly identified either in the response, or in an itemization attached hereto. Respondent further acknowledges its responsibility to defend and indemnify the County for any costs associated with establishing a claimed exemption.

ADDENDA

Respondent has received and considered, in the accompanying response, the terms of the following addenda, if any: _____

CERTIFICATIONS

By signing this Respondent's Statements and Certifications form, the undersigned certifies that:

- 4 Certification of Resident Bidder Status. Respondent is is not (check one) a resident bidder, as defined in ORS 279A.120.
- 5 Certification of Non-Discrimination. Respondent has not discriminated and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, minority-owned business, woman- owned business, a business that a service-disabled veteran owns, or an emerging small business that is certified under ORS 200.055.
- 6 Certification of Non-Collusion. This offer is made without connection or agreement with any individual, firm, partnership, corporation, or other entity making an offer for the same services, and is in all respects fair and free from collusion or collaboration with any other proposer.

- 7 Certification of Compliance with Tax Laws. Respondent has, to the best of its knowledge, complied with Oregon tax laws in the period prior to the submission of this response, including:
- 7.0 All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318,
 - 7.1 Any tax provisions imposed by a political subdivision of this state that applied to Proposer or its property, goods, services, operations, receipts, income, performance of or compensation for any work performed, and
 - 7.2 Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

The undersigned, by signature here, acknowledges, accepts, and certifies to the Respondent's Statements and Certifications as stated above.

RESPONDENT

Authorized signature

Respondent's legal name

Name of authorized signer

Address

Title

Date

Federal Tax ID number

OPTIONAL CONTACT INFORMATION REGARDING THIS SUBMISSION

Contact name

Telephone number

Email address

ATTACHMENT C – SAMPLE CONTRACT AND INSURANCE REQUIRED

The contract and minimum insurance requirements for the work of this RFQ are:

1. **CONTRACT FORM.** The contract resulting from this RFQ will be written using the Lane County Goods/Services Contract form, including its terms and conditions. This form is available on the link labeled "Contract for Goods & Services – Sample" at the County's Procurement and Purchasing webpage: www.lanecounty.org/bids.
2. **INSURANCE REQUIREMENTS.** The insurance requirements for the contract resulting from this RFQ will be as stated on the following page, "INSURANCE COVERAGES REQUIRED."

DRAFT