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Rincon Project No. 22-13470

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**Subject: Add Service Proposal to Assist County with Regional CAP Updates**

Rincon Consultants, Inc. (Rincon) has been contracted by Humboldt County to prepare the Environmental Impact Report (EIR) for the Humboldt County Regional Climate Action Plan (CAP) as well as the development of a California Environmental Quality Act (CEQA) Greenhouse Gas (GHG) Emissions Thresholds and Guidance Document. Prior to beginning this work, Rincon conducted a review of the draft CAP and has identified some limitations to existing strategies and areas for improvements. After reviewing the recommendations, the County has requested that Rincon provide an add service proposal to assist the County with updating their GHG analysis, CAP strategies, and substantial evidence documentation such that the CAP meets the requirements as a CEQA-qualified GHG Reduction Plan.

Rincon understands that the County has limited funds to update the CAP document and analysis. Based on our call with the County on September 13<sup>th</sup>, the following section details the specific tasks and subtasks that make up this add service proposal scope of work.

## **Scope of Work**

### **Task 1 Updating GHG Analysis**

The County prepared a 2015 inventory to represent current day conditions and for forecasting future emissions. The County also developed a 1990 inventory from available historical data for target setting. During Rincon's preliminary review, we noted that the 2015 and 1990 inventory includes several GHG sources that the County does not have substantial influence or jurisdictional control over and the forecasts do not appear to include the appropriate state policies. Additionally, it appears that methodologies for activity data between 1990 and 2015 may be inconsistent in certain sectors. Further it is unclear what sources were used for activity data and emission factors in 1990, making it challenging for consistent methodology replication over time.

To be able to accurately track progress over time, it is essential that previous and current GHG inventories are consistent in terms of the methodology utilized, sectors included, activity data utilized, and application of emissions factors. Inconsistencies between previous and current inventories pose the risk of changes in GHG emissions being a byproduct of methodological change rather than actual change in emissions. This limits defensibility of the CAP document as a CEQA qualified GHG Reduction Plan and hinders a jurisdiction's ability to accurately track progress with CAP implementation. Additionally, State guidance recommends focusing the inventory, forecasting and target setting on emission sources that a jurisdiction can have influence over through developed strategies. As such, Rincon recommends updating the inventory, forecast and targets of the CAP to improve consistency across inventories, utilize current best practices, and better



encompass the GHG emission sources that the County has influence over and can impact through strategy development and implementation. The following section provides different routes for updating the inventories as well as follow-on subtasks to revise the forecasts, and targets.

### **Task 1.1 Prepare Updated GHG Inventory**

Under this option for Task 1.1, Rincon will prepare an updated GHG inventory using communitywide 2022 activity gathered from utilities, publicly accessible models (i.e., Google EIE, EMFAC, OFFROAD), and data provided by the County. The 2022 community inventory will comply with the Global Protocol for Community-scale GHG Emissions (GPC) and the U.S. Community Protocol. As part of the analysis, Rincon will assess the activity data for the 2022 inventory for completeness and accuracy through an internally vetted quality assurance/quality control (QA/QC) process and present it in a concise manner to provide transparency and a replicable pathway for future emissions reporting. Rincon will complete the inventory calculations in Rincon's Excel calculation tool and will provide both the unlocked inventory tool and a technical memorandum with relevant tables and charts of the 2022 community GHG inventory findings.

- **Benefits:** Since 2015 there have been several updates to modeling tools for on-road and off-road emissions, as well as methodological updates. Preparing a 2022 inventory would utilize the current best practices and be a better representation of current day emissions compared with 2015. Additionally, preparing an updated current inventory provides the opportunity to obtain disaggregated county and municipal data allowing for more specified measure development. This task would include our in-house inventory tool that is integrated with our forecast, target setting and SPARQ tool described in the following sections. This tool transparently details the methodologies utilized and houses all raw data together improving replicability in future years.
- **Considerations:** Preparing an updated inventory and technical memorandum would require more time and cost to collect all necessary data.

### **Task 1.2 Update Forecast**

As previously noted, the current forecast does not contain the state policies that are considered best practice to include or exclude. For example, it is not typical to include local goals if they are not mandated policies, such as the RCEA RePower Plan goals. Inclusion of such goals are better placed in the strategy development section of the CAP. Therefore, as part of this subtask the Rincon team will utilize our forecasting tool to update both a business-as-usual (BAU) forecast and an adjusted forecast (which includes reductions from state legislation) of expected emissions broken down by emissions sector for specific future years, such as 2030 and 2045. The forecast will be based on either an updated 2022 inventory or 2015 inventory depending on the Subtask 1.1 option selected. Rincon will work with the County to identify the best source for population, jobs, and land use change data and could include Humboldt County data, Department of Finance, and Regional Housing Need Allocation (RHNA) housing considerations. Rincon will provide a draft of the forecast tool and a detailed technical memorandum for review to the County before incorporating feedback and developing a final deliverable.

### **Task 1.3 Update Target Analysis**

As mentioned above, Rincon understands that the County developed a 1990 inventory using available historical data and has based the CAP targets on the 1990 baseline. To ensure consistency with the updated inventory and forecast that will occur under subtask 1.1 and 1.2, this subtask would involve updating the targets to be back-cast from either the updated 2015 inventory or updated 2022 inventory depending on whether the County choose to authorize subtask 1.1 – A or subtask 1.1 – B. Because 1990 historical data is often found to be incomplete and methodologies have been updated, it is generally preferable to back cast to 1990 levels utilizing a current GHG inventory as a means to set targets. Setting targets from a 1990 level



that was back-casted from a current inventory is advantageous in ensuring consistency between the targets, the inventory, and forecast and improves comparability for tracking progress.

As part of this subtask Rincon will work with the County to identify targets that are practical, defensible, and consistent with current state legislation, including SB 32 and the newly signed AB 1279. Rincon will produce both per capita and mass emission-based targets for the County to review. Per capita emissions targets are well established by the state through the 2017 and 2022 Scoping Plans and will provide a portrayal of the County's emission changes over time due to the ability to normalize population fluxes. A complete analysis of both options will be conducted and presented to the County for approval.

#### *Assumptions*

- County will provide all the data necessary to calculate or revise the inventory, which may include previous inventory/ forecast workbooks in MS Excel.
- Updates to the existing inventory would be based on the identified inconsistencies as part of the consistency analysis prepared under subtask 1.1 – B and would not include updates to data.
- Rincon will work with the County to identify the best source for population, jobs, and land use change data and could include Humboldt County data, Dept of Finance, and RHNA housing considerations.
- One round of consolidated comments will be provided by the County on the draft deliverables. Any additional revisions will be completed on a time and materials basis in accordance with our standard fee schedule (attached).

#### *Deliverables*

- Data Request
- Task 1.1 – A: 2022 Community GHG inventory, forecast, and target tool (MS Excel)
- Task 1.1 – B: Data Evaluation and Consistency Memorandum
- Task 1.1 – B: Updated GHG Inventory Calculations
- Inventory, Forecast, and Targets Technical Report

## **Task 2 Measure Development**

Rincon has previously conducted a review of the developed strategies and measures for the draft CAP and provided a list of identified limitations and recommendations to the County. The most notable limitations were the inclusion of goals that were not adequately supported by the actions meant to achieve the measures and unsubstantiated GHG emission reduction quantification, both of which are key components to a CEQA-qualified CAP. As part of this task, Rincon will work with the County to 1) revise existing measures such that the goals are well supported with the developed actions; 2) assess any policy or program gaps and identify additional opportunities for emission reductions and new measure development; 3) develop targeted approaches that are differentiated specifically for municipal and rural areas of the county; 4) quantify the GHG reduction potential of the revised and new measures and provide documentation of the substantial evidence supporting the strategy.

To support the measure development process, Rincon has developed a suite of tools and assessment strategies to support what we have found to be the most critical portion of a CAP.

### **Task 2.1 Scenario-Planning for GHG Reduction Strategies**

Rincon will begin by inputting the County's current strategy goals into our in-house Scenario Planning and Reduction Quantification (SPARQ) tool. The SPARQ tool calculates GHG reduction potential based on the



established goals and using standard substantial evidence. The GHG emission reduction potential is then compared to the adjusted forecast and established target to demonstrate the emissions that would need to be reduced by additional action or increased implementation of established actions to reach the target. The SPARQ tool will allow Rincon and the County to quickly iterate on potential levels of implementation for each of the currently identified strategies to find a level of implementation that will allow the County to meet its long term GHG reduction targets.

Once the key strategies and level of reduction required in each sector is identified, Rincon will begin developing a suite of measures and actions that can be implemented to achieve the required reductions. The development of actions is the most complex portion of the work scope, requiring a careful balance between feedback from interested parties, cost-effectiveness, progression, feasibility, and substantial evidence. To aid in this process, Rincon has developed the following frameworks which we use to guide our measure and action development.

- **Climate Action Pillars:** Rincon has also identified several key attributes (i.e., education and outreach, structural change, GHG reduction, equity, connectivity, economic viability) for which each strategy must address in order to have the highest chance of being implemented. Every measure identified for the County should strive to have an action that aligns with each of the key pillars to maximize the implementation of the CAP and demonstrate how the measure and associated goal are achievable.

## **Task 2.2 Revised Measures and Action List**

Based on the above criteria and the existing measures and actions of the draft CAP, Rincon will develop a draft list of revised/new GHG reduction measures and actions that will act as a roadmap and align with the County's GHG reduction targets for the established target years. The measure and action list will include the recommended County and/or incorporated City involvement (e.g., role, department lead), linkages to existing plans, codes, or activities, and the identification of interested parties, community-based organizations, and partners essential to the successful implementation. We will use SPARQ tool to help fine-tune the measures and actions into a final set that can be feasibly implemented by both the municipal and rural portions of the county and also achieve the desired results of overall GHG reduction and support of regional initiatives. Rincon assumes this list of actions will go through one round of County staff review before being shared with the community and other interested parties.

## **Task 2.3 Measure Quantification and Substantial Evidence Documentation**

Once the County has identified which GHG reductions strategies, policies, and actions they want to proceed with, Rincon will conduct an analysis of GHG emissions reduction quantification of such strategies and policies. Given that the County's goal is to prepare a qualified CAP that can be used for future CEQA GHG emissions analysis streamlining, Rincon will also provide the necessary substantial evidence to support the quantification of each strategy, measure, and action. Substantial evidence would entail emissions factors, scientific references, and case studies to support justification of the GHG emissions reduction amounts indicated for the various measures and actions. The emissions reduction quantification analysis will be included as part of a technical Measures GHG Reduction and Substantial Evidence report that can later be included as an appendix to the CAP document.

### *Assumptions*

- Rincon has budgeted for 6 hours of project manager and principal time to meet via video conferencing with County staff and interested parties (e.g., incorporated City staff) to discuss and collaborate on measure development.



- One round of consolidated comments will be provided by the County on the draft deliverables. Any additional revisions will be completed on a time and materials basis in accordance with our standard fee schedule (attached).

#### *Deliverables*

- SPARQ Tool<sup>1</sup> (MS Excel)
- Draft, Public Draft, and Final List of measures and actions
- Measures GHG Reduction and Substantial Evidence technical report

### **Task 2.4 Interagency Engagement**

Rincon has found the best CAPs are developed in close collaboration with City and County staff from all departments. Because many of the actions identified in this regional CAP will impact and augment the various City and County departments operations, engagement with the staff and across agencies improves buy-in early on, feasibility of measures and actions, and ultimately implementation of the CAP. As part of this optional task, Rincon proposes to hold two workshops with relevant County and City staff to 1) review the inventory, forecast and targets update and review draft GHG reduction measures, and 2) refine the draft GHG reduction measures. In addition to these overall workshops, as part of this task Rincon would also host up to 8 virtual conference calls with each incorporated City and the County to discuss more in depth measure and action specifics during the measure and action development phase.

### **Optional Task 2.5 Community Engagement**

Gaining community and stakeholder buy-in is found to improve the success of CAP implementation. We know that an engaged and excited community enhances the planning process and provides opportunities for CAP initiatives to be championed by community leaders. Therefore, Rincon presents this optional task to work with the County to raise awareness and solicit input on the CAP through a variety of stakeholder and community outreach and engagement efforts. We prioritize engagement that is action-oriented, builds off a common community vision, and encourages sustained involvement after adoption of the CAP into implementation. Rincon has found that providing two widely advertised community workshops creates a strong foundation on which to build additional community outreach and engagement from. Rincon proposes to conduct two community workshops via online platform such as Teams or Zoom in with added tools such as surveys and mural boards to reach a large amount of individuals and both provide information on key findings and solicit feedback on potential mitigation strategies. This optional task proposes two workshops: 1) Results of Inventory, Forecast, and Targets of the CAP and the overall process and Brainstorming on Measures and Actions; and 2) Draft measures and actions feedback. The Rincon Team will lead both workshops, develop presentations, and create interactive activities to engage participants. Rincon will also document the process and provide a summary memorandum to the County upon completion of the workshops. We will also include links for 2 online surveys intended to gather community feedback during key project milestones, such as the initial measure brainstorming, measure refinement and prioritization, and the Draft CAP.

#### *Assumptions*

- Workshops (4) will be up to two hours in length, and occur virtually
- Calls/meetings (8) will be an hour or less and occur virtually

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<sup>1</sup> This tool is integrated with our inventory, forecast and targets tool.



- Three Rincon staff members will attend each workshop
- Two Rincon staff members will attend each meeting.

*Deliverables*

- Materials and presentations for two interagency workshops and two community workshops
- Summaries/notes from each workshop
- Two surveys to be hosted on the County and incorporated Cities websites and provided during public workshops

**Task 3 Draft CAP Revisions**

If desired by the County, Rincon can revise the draft CAP based on updates made to the inventory, forecast, targets, and measures.

- **Benefits:** Rincon has prepared CAP documents across the state for Cities, Counties, and special districts. We have a team that works specifically on CAPs, allowing us to dedicate resources to quickly revise the draft CAP relieving strain on County staff. It is estimated that we could revise the CAP after Tasks 1-2 are completed within 3 weeks.
- **Considerations:** This task would cost an estimated \$20,000.

*Assumptions*

- Rincon will complete the revisions in the draft CAP provided by the County in word format after Task 1-2 are completed.
- One round of consolidated comments will be provided by the County on the draft deliverable. Any additional revisions will be completed on a time and materials basis in accordance with our standard fee schedule (attached).

*Deliverables*

- Draft and Final Revisions prepared within County Draft CAP (Word)

**Task 4 Project Management**

**Task 4.1 Project Scope Kick-off**

Within one week of authorization to proceed, Rincon will organize a kick-off meeting with the primary project team members which consists of Rincon's Project Manager and GHG Technical Advisor with the relevant County Staff. This meeting will serve as a forum to review and confirm the new work scope, objectives, scope of services, contract approach, and schedule. This meeting will also serve to establish the project management procedures, including invoicing terms, and communication protocols. Following the kickoff meeting, Rincon will provide a refined schedule, meeting minutes, as well as a final list of requested applicable documents and data for the County to provide.

**Task 4.2 Project Management**

Rincon employs robust project management protocols that are tailored to meet the needs of our clients. The Project Manager will be responsible for project management activities over the course of the project and will serve as the primary point of contact. The Principal-in-Charge will provide oversight and technical guidance throughout the project. Our project management systems encompass internal oversight of staff as well as



management of the tasks included within the work program. We will provide regular reporting to the County on the status of technical and policy issues, schedule, and budget. The project management team will also be involved in the quality assurance and review of all tasks and work products within this work program. Rincon’s Principal-in-Charge will review all deliverables before they are submitted to the County.

*Assumptions*

- It is assumed that Tasks 1-2 will take approximately 4 - 6 months depending on whether Task 1.1 – A or Task 1.1 – B are selected. This is based on our experience related to data collection for inventories and the iterative nature of measure development.
- If the project schedule is delayed or further assistance with data collection beyond 10 hours of Rincon staff time is requested, additional project management and data collection assistance will be completed on a time and materials basis in accordance with our standard fee schedule (attached).

*Deliverables*

- 0.5-hour virtual kickoff meeting
- Meeting agenda and notes (electronic)
- Project Schedule
- Regular Communication including up to 10 30-minute check in calls

## Schedule and Cost

Rincon anticipates the work scope presented to take approximately 4 to 6 months to complete depending on the subtasks selected by the County. The data collection process for developing a new inventory (Task 1.1) can take up to 90 days due to the data request process with utilities. Additionally, in our experience the iterative nature of measure development can take weeks to months to work through depending on the number of interested parties involved in measure development. To expediate the schedule to the highest degree feasible, Rincon proposes to host bi-weekly check-in meetings with the County to improve workflow. If delays in data collection, reviews or revisions occur the schedule may need to be expanded. Expansion of the schedule may require additional scope and cost adjustments to account for additional project management.

The estimated cost for each subtask described in this work scope is presented in the table below and corresponds to the objectives and specific objectives within each subtask.

**Table 1 Cost Summary**

Task	Estimated Cost
<b>Task 1: GHG Analysis Update</b>	
Task 1.1A – Prepare Updated GHG Emissions Inventory	\$19,574
Task 1.2 – Update Forecast	\$7,085
Task 1.3 – Update Targets	\$5,513
<b>Task 2: Measure Development</b>	
Task 2.1 – Scenario-Planning for GHG Reduction Strategies	\$27,077
Task 2.2 – Revised Measure and Action List	\$9,665
Task 2.3 – Measure Quantification and Substantial Evidence Documentation	\$19,247
Task 2.4 – Interagency Engagement	\$6,849



Optional Task 2.5 – Community Engagement	\$13,173
<b>Task 3: Draft CAP Revisions</b>	
Task 3.1 – Draft CAP Revisions	\$18,741
<b>Task 4: Project Management</b>	
Task 4.1 – Project Kick-off	\$1,055
Task 4.2 – Project Management	\$7,020
<b>Total</b>	<b>\$113,126</b>
<b>Total + Optional</b>	<b>\$126,839</b>

All work would be performed in accordance with the work scope outlined above and with the terms and conditions in the existing contract executed on February 14, 2023. Additional services beyond those identified herein would be provided, at your request, on a time and materials expense reimbursement basis in accordance with our standard fee schedule. No other services would be provided without your express written authorization. This add service proposal cost estimate is in effect for a period of 30 days during which time all of the elements of this proposal are fully negotiable to meet the needs of the proposed work scope. To authorize, please provide written notice to proceed.

Thank you for your consideration and for this opportunity to support your regional climate planning efforts with this new work scope. If you have questions regarding this proposal, please contact Erica Linard at [elinard@rinconconsultants.com](mailto:elinard@rinconconsultants.com) and Kelsey Bennett at [kbennett@rinconconsultants.com](mailto:kbennett@rinconconsultants.com).

Sincerely,  
**Rincon Consultants, Inc.**

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**Attachments**

Attachment 1 Rincon Fee Schedule





### Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical, and Support Personnel*	July 1 – December 31, 2023
Senior Principal	\$308
Principal	\$297
Director	\$297
Senior Supervisor II	\$282
Supervisor I	\$263
Senior Professional II	\$246
Senior Professional I	\$230
Professional IV	\$204
Professional III	\$189
Professional II	\$168
Professional I	\$150
Associate III	\$126
Associate II	\$113
Associate I	\$105
Field Technician	\$91
Data Solutions Architect	\$189
Senior GIS Specialist	\$181
GIS/CADD Specialist II	\$161
GIS/CADD Specialist I	\$145
Technical Editor	\$142
Project Accountant	\$121
Billing Specialist	\$103
Publishing Specialist	\$116
Clerical	\$103

\* Professional classifications include environmental scientists, urban planners, biologists, geologists, marine scientists, GHG verifiers, sustainability experts, cultural resources experts, and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$400.

### Reimbursable Expenses

Direct Cost	Rates
Photocopies – B/W	\$0.25 (single-sided), \$0.45 (double-sided)
Photocopies – Color	\$1.55 (single-sided), \$3.10 (double-sided)
Photocopies – 11” by 17”	\$0.55 (B/W), \$3.40 (color)
Oversized Maps	\$8.50/square foot
Digital Production	\$15/CD, \$20/flash drive
Light-Duty and Passenger Vehicles*	\$90/day
4WD and Off-Road Vehicles*	\$150/day

\*Current IRS mileage rate for mileage over 50 and for all miles incurred in employee-owned vehicles.

**Other direct costs** associated with the execution of a project, that are not included in the hourly rates above, are billed at cost plus 16%. These may include, but are not limited to, laboratory and drilling services, subcontractor services, authorized travel expenses, permit charges and filing fees, mailings and postage, performance bonds, sample handling and shipment, rental equipment, and vehicles other than covered by the above charges.

**Annual Escalation.** Standard rates subject to 3.5% annual escalation, on January 1.

**Payment Terms.** All fees will be billed to Client monthly and shall be due and payable upon receipt or as indicated in the contract provisions for the assignment. Invoices are delinquent if not paid within 10 days from receipt or per the contractually required payment terms.



Equipment	Rate
<b>Environmental Site Assessment</b>	
Soil Vapor Extraction Monitoring Equipment	\$160
Four Gas Monitor	\$137
Flame Ionization Detector	\$110
Photo Ionization Detector	\$82
Hand Auger Sampler	\$62
Water Level Indicator, DC Purge Pump	\$46
CAPDash	\$7,500
<b>Natural Resources Field Equipment</b>	
UAS Drone	\$276
Spotting or Fiberoptic Scope	\$170
Pettersson Bat Ultrasound Detector/Recording Equipment	\$170
Sound Level Metering Field Package (Anemometer, Tripod and Digital Camera)	\$113
GPS (Submeter Accuracy)	\$67
Infrared Sensor Digital Camera or Computer Field Equipment	\$57
Scent Station	\$23
Laser Rangefinder/Altitude	\$11
Pitfall Traps, Spotlights, Anemometer, GPS Units, Sterilized Sample Jar	\$9
Mammal Trap, Large/Small	\$1.55/\$0.55
<b>Water and Marine Resources Equipment</b>	
Boat (20-foot Boston Whaler or Similar)	\$800
Multiparameter Sonde (Temperature, Conductivity, Turbidity, DO, pH) with GPS	\$170
Water Quality Equipment (DO, pH, Turbidity, Refractometer, Temperature)	\$62
Refractometer (Salinity) or Turbidity Meter	\$38
Large Block Nets	\$114
Minnow Trap	\$98
Net, Hand/Large Seine	\$57
<b>Field Equipment Packages</b>	
Standard Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet, Safety Equipment, and Botanic Collecting Equipment)	\$114
Remote Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet and Mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	\$144
Amphibian/Vernal Pool Field Package (Digital Camera, GPS, Thermometer, Decon Chlorine, Waders, Float Tube, Hand Net, Field Microscope)	\$170
Fisheries Equipment Package (Waders, Wetsuits, Dip Nets, Seine Nets, Bubblers, Buckets)	\$57
Underwater and Marine Sampling Gear (Photo/Video Camera, Scuba Equipment [Tanks, BCD, Regulators, Wetsuits, etc.])	\$57/diver
Marine Field Package (Personal Flotation Devices, 100-foot Reel Tapes with Stainless Carabiners, Pelican Floats, Underwater Slates, Thermometer, Refractometer, Anemometer, Various Field Guides)	\$100
<b>Insurance, Hazard, and Fees</b>	
Historic Research Fees	\$55
L&H Dive Insurance	\$57/diver
Level C Health and Safety	\$70/person