



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Kip Harkness

**SUBJECT:** SEE BELOW

**DATE:** April 22, 2024

Approved

Date

4/29/24

**SUBJECT: CONSULTANT AGREEMENT WITH RAIMI AND ASSOCIATES FOR THE CLIMATE ADAPTATION AND RESILIENCE PLAN**

## **RECOMMENDATION**

Adopt a resolution authorizing the City Manager or her designee to negotiate and execute a consulting agreement with Raimi and Associates to develop the City's Climate Adaptation and Resilience Plan for an initial two-year term beginning on or about May 1, 2024 through April 30, 2026, with a total maximum compensation not to exceed \$438,464.

## **SUMMARY AND OUTCOME**

Approval of this recommendation will allow staff to work with Raimi and Associates to develop a City Climate Adaptation and Resilience Plan (Adaptation Plan) that prepares the City to adapt to climate change, with a focus on critical infrastructure and the needs of vulnerable communities. The Adaptation Plan aims to identify priority projects and strategies to mitigate the impacts of climate change.

## **BACKGROUND**

In early 2023, the Governor's Office of Planning and Research began accepting grant applications for its Adaptation Planning Grant Program. The Adaptation Planning Grant aims to enhance local communities' resilience in the face of climate change impacts. The Adaptation Planning Grant Program, a vital component of the Integrated Climate Adaptation and Resilience Program, supports California's integrated climate adaptation planning efforts.

The City Manager's Office applied for the state's Adaptation Planning grant, with the Santa Clara Valley Water District as the City's co-applicant. Our proposal, the San José Interdependent Water, Energy, Security, and Electrified Transportation Climate Adaptation Plan, aims to develop a comprehensive climate adaptation plan that focuses on critical infrastructure as laid

out in the City’s Infrastructure Strategy and incorporates the needs of vulnerable communities. As a grant partner, the Santa Clara Valley Water District will provide guidance and advisory support, but will not receive any funding for its role in this project.

On June 1, 2023, the Governor’s Office of Planning and Research announced the award of \$649,970 in grant funding from the Adaptation Planning Grant Program. The grant, funded through Governor Newsom’s 2021-2022 Climate Budget, supports communities in developing adaptation projects that address climate risks and strengthen resilience. Per the grant award letter, all funds must be expended by January 31, 2026.

An estimated project timeline and budget are detailed in the **table** below.

**Table: City of San José Adaptation Plan Estimated Timeline and Budget**

	<b>Fiscal Year (Estimated)</b>	<b>City of San José Staffing and Overhead Costs (Estimated)</b>	<b>Community-Based Organization Partner Costs (Estimated)</b>	<b>Consultant Costs (Estimated)</b>
Task 1: Project Initiation and Program Management	2023-2024	\$ 26,250	\$ -	\$ -
Task 2: Develop the Integrated Resource Adaptation Conceptual Model	2023-2024	\$ 25,000	\$ 10,000	\$ 181,000
Task 3: Develop an Integrated Resource Adaptation Implementation Plan	2024-2025	\$ 46,000	\$ 8,000	\$ 140,000
Task 4: Community Education and Involvement Campaign	2024-2025	\$ 66,400	\$ 55,000	\$ 50,720
Task 5: Project Report and Closeout	2024-2025	\$ 22,600	\$ 2,000	\$ 17,000
<b>Total (Estimated)</b>		<b>\$ 186,250</b>	<b>\$ 75,000</b>	<b>\$ 388,720</b>

## **ANALYSIS**

On November 30, 2023, the City advertised for bids for developing an Adaptation Plan through a request for proposals. The City had an open question and answer period through December 14, 2023, during which vendors submitted and staff responded to 14 questions. Vendor bids were accepted through January 11, 2024. Overall, the City received bids from five vendors, all deemed by the evaluation panel to be responsive to the request for proposals. The evaluation panel scored the first-round evaluation and elected to conduct oral interviews with the top two vendors. Oral interviews were conducted on February 7, 2024. A notice of intended award was issued on February 20, 2024, with a staff recommendation to enter into a consulting agreement with Raimi and Associates. The City received no protests.

The request for proposals requested qualified consultants to assist with developing an Adaptation Plan to guide the City's strategic investments in infrastructure to reduce vulnerabilities and increase adaptive capacities to climate change. The Adaptation Plan will build upon any prior, relevant work, including the items listed below.

- City's Climate Smart Climate Action Plan;
- General Plan (including new provisions developed in parallel to this work);
- Move San José Transportation Plan;
- Community Forest Management Plan;
- County of Santa Clara's Silicon Valley 2.0, Multi-Jurisdictional Hazard Mitigation Plan;
- Santa Clara Valley Water District Climate Adaptation Plan; and,
- Other related published documents.

The Adaptation Plan will also be synchronized with other policies, existing plans, and policy updates. It will be modeled after the adaptation plans of other large cities and/or counties in the United States.

Raimi and Associates will leverage the 2023 City Infrastructure Strategy to develop and implement the Adaptation Plan. The strategy outlines three guiding principles for centering the work: 1) addressing inequity; 2) identifying ongoing/new local, state, and federal funding sources; and 3) building the team needed to deliver. Raimi and Associates will engage our community stakeholders and partner agencies to develop a framework and implementation plan to address historical inequities in infrastructure investment and opportunities for workforce development. Raimi and Associates will use innovative and inclusive approaches to engaging the community, creative ways of collecting and accessing data, and practical frameworks that track leading and lagging indicators to achieve short-term and long-term program goals. The Adaptation Plan will include associated funding and resource strategies to ensure effective implementation.

Raimi and Associates' responsibilities will include completing the Adaptation Plan and associated community engagement efforts. Raimi and Associates is expected to gather data;

identify federal, state, or local regulatory requirements; provide analysis; engage stakeholders; and craft a strategy to deliver program goals.

### **EVALUATION AND FOLLOW-UP**

Staff will return to the Transportation and Environment Committee with periodic updates during the development of the Adaptation Plan. Once the Adaptation Plan has been finalized, staff will bring the report to City Council.

### **COST SUMMARY/IMPLICATIONS**

The recommended actions in this memorandum will enable the City to spend up to \$438,464 (\$388,464 for primary services plus \$50,000 contingency for additional services) on developing a Climate Adaptation and Resilience Grant. Once the Adaptation Plan is developed and approved by the City Council, there is potential for future budget impact to implement the Adaptation Plan, and any funding recommendations will be brought forward in a future budget cycle. The remaining portion of the grant will go toward reimbursing staff costs for the City and our community-based organization partner SPUR. SPUR's role will be to help facilitate community engagement during the development of the Adaption Plan.

This project is being funded by the California Governor's Office of Planning and Research and the State of California is the sole funding source.

### **COORDINATION**

This memorandum has been coordinated with the City Attorney's Office and the City Manager's Budget Office.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's Council Agenda website for the May 14, 2024 City Council meeting.

### **COMMISSION RECOMMENDATION AND INPUT**

No commission recommendation or input is associated with this action.

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**Subject: Consultant Agreement with Raimi and Associates for the Climate Adaptation and Resilience Plan**

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**BUDGET REFERENCE**

The table below identifies the fund and appropriation available to enter into a consulting agreement to help the City develop a Adaptation Plan. The funding for this agreement comes from the state’s Adaptation Planning Grant.

Fund #	Appn #	Appn Name	Current Total Appn	Amt. for Contract	2023-2024 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No.)
001	227T	2023-2026 Adaptation Planning Grant	\$ 514,970	\$438,464	NA	10/17/2023, 30966

**CEQA**

Not a Project, File No. PP17-004, Government Funding Mechanism or Fiscal Activity with no commitment to a specific project which may result in a potentially significant physical impact on the environment.

**PUBLIC SUBSIDY REPORTING**

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City’s Open Government Resolution.

/s/  
KIP HARKNESS  
Deputy City Manager

For questions, please contact Erica Garaffo, Assistant to the City Manager, at [erica.garaffo@sanjoseca.gov](mailto:erica.garaffo@sanjoseca.gov).