

MARIN GENERAL SERVICES AUTHORITY

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MEMORANDUM

DATE: June 10, 2010

TO: MGSA Board of Directors

FROM: Paul Berlant, Executive Officer

SUBJECT: AGENDA ITEM: G: Marin Climate and Energy Partnership Program (MCEP) Professional Services Agreement and MCF Grant

Recommendation: Authorize the Executive Officer to enter into a new professional services agreement with Christine O'Rourke for the work to be funded by MCEP funds on hand, and if and when approved by the Marin Community Foundation, accept a grant on behalf of the MCEP.

Summary: As we informed the Board at the March meeting, the Marin Community Foundation is interested in providing added funds to the MCEP to assist cities/towns complete their Climate Action Plans. A grant proposal, which is still pending before the MCF board of directors would 1) fund development of a Climate Action Plan template for use by Marin cities, 2) provide planning and technical support to Marin cities/towns to individualize and complete their Climate Action Plans, and 3) develop policies and implementation materials to reduce greenhouse gas emissions. The requested grant is for \$80,000 and would be paid to MGSA on behalf of MCEP upon acceptance by the MGSA. The anticipated grant amount is shown in the 2010-11 budget.

In order to accomplish the work reflected in the new grant, the MCEP Steering Committee has decided to continue using the services of Christine O'Rourke, with whom the MGSA has a professional services contract running through June 2010. The committee would like to extend the contract, using the scope of work from the MCF grant as the scope for Ms. O'Rourke's contract for the not-to-exceed amount of \$80,000. The committee also agreed to increase Ms. O'Rourke's hourly rate from \$60 to \$65. If, for some reason MCF does not make the grant to MCEP, there is \$70,725 in the contingency line item to cover the cost of most of the work contemplated in the new professional services contract. Staff will consult with the MCEP Steering Committee and amend the scope of work to ensure we do not spend more than is available.

Attachments:

Professional Services Agreement – Christine O'Rourke