

MARIN GENERAL SERVICES AUTHORITY

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MEMORANDUM

DATE: November 13, 2008

TO: MGSA Board of Directors

FROM: Paul Berlant, Executive Officer

SUBJECT: SUPPLEMENT REPORT - AGENDA ITEM E-2: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH RICHARD SCHORSKE TO SERVE AS MCEP CLIMATE ACTION DIRECTOR REVISED EXHIBIT A.

Attached is the final work plan, to be used as Exhibit A to the Professional Services Agreement with Richard Schorske to serve as MCEP Climate Action Director. This work plan was approved by the MCEP Steering Committee on November 6, 2008. The work plan tracks the scope of work, Exhibit B, which the MCEP is responsible to accomplish under the BAAQMD grant. Staff recommends approval of the agreement with the revised Exhibit A.

**EXHIBIT A
SCOPE OF WORK**

	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Task 2.1: Reduce Energy Use in Municipal Buildings													
2.1.A. Support MEMT data collection on RE & EE projects (complete update by 12/31, maintain as needed.)													
2.1.B. Prepare reports on project energy usage & cost savings before and after implementation of measures; payback information and summary of any co-benefits including emission reductions. (To be submitted 3x/year)													
Task 2.2: Establish Green Purchasing Collaborative													
2.2.A. Provide purchasing specs for climate-friendly, energy-efficient products, office supplies, equipment.													
2.2.B. Facilitate purchase & installation of energy-efficient green office equip & supplies via Purch. Collab.,													
2.2.C. Create a reporting system to document GHG and cost savings of targeted products													
2.2.D. Provide summary report on Green Purchasing Collaborative activities – including members, and purchases made with associated energy/cost savings and emission reductions													
Task 2.3: Reduce Energy Use in Residential and Commercial Buildings													
2.3.A. Research model building policies and practices for residential & commercial buildings													
2.3.B. With local planners, encourage adoption of commercial and residential "green" bldg ordinances													
2.3.C. Provide report on progress toward adoption of green bldg. ordinances (staff reports, resolutions, etc.)													
Task 2.4: Reduce Emissions from Municipal and Private Vehicles													
2.4.A. Develop a plan for a City CarShare program serving Marin cities.													
2.4.B. Develop green fleet standards and purchase specs for low-carbon fleets for use by partner agencies													
2.4.C. Develop a model plan for infrastructure and incentives to encourage use and purchase of EVs													
2.4.D. Report on vehicle projects, including: CarShare, green fleet and EV programs													
2.4.E. Create a reporting system to document GHG benefits and cost savings													
Task 2.5: Reduce Energy Use and Emissions from Waste													
2.5.A. Develop a plan and model ordinances for the expansion of existing municipal waste reduction, recycling and re-use programs, including construction materials.													
2.5.B. Provide a summary report on waste reduction plan, incl: status of implementation of waste reduction & recycling programs; list of measures w/reductions (tons by type) summary of co-benefits & GHG reduction													
2.5.C. Create model ordinance(s) re: plastic bags, styrofoam, non-recyclable waste, re-use of const. materials													
Task 2.6: Integrate GHG Mitigation in General Plans													
2.6.A. Provide model language to Belvedere and San Rafael re. GHG-related elements of the General Plans													
2.6.B. Provide compilation of Calif. climate change & sustainability elements for local general plans													
2.6.C. Provide report on progress toward climate change & sustainability principles in gen.plans													
3.1 MCEP Resource Development													
3.1.A. Develop & execute fundraising to meet MCEP goal of \$35-\$70K+ in FY 08-09, \$100K+ in FY 09-10													
3.1.B. Complete two progress reports and one final report for BAAQMD													
3.2. GHG Action Plan Integration													
3.2.A. Articulate proposed structure for MCEP coordination of climate action planning & funding for MCF (ongoing)													
3.2.B. Assist cities, counties, public agencies, & other relevant stakeholders to integrate GHG planning													

Workplan Modifications:

By mutual agreement of all relevant parties, additions or modifications to the workplan may be adopted. It is the intention of MCEP and the Contractor that additional resources be secured as appropriate to the advancement of the mission of MCEP, and that a contract amendment (s) may be developed to address the potential development of new resources related to the work of the Partnership and the Contractor.