

Climate Transformation Alliance Phase II

PROPOSAL & SCOPE OF WORK

Town of Truckee, Truckee Donner Public Utility District & Truckee Tahoe Airport District

Project Overview

The second phase of the Climate Transformation Alliance (CTA) will consist of Sierra Business Council (SBC) convening the Governing Partners (Town of Truckee, Truckee Donner Public Utility District, and Truckee Tahoe Airport District) to utilize the mission, goals, and objectives developed in the strategic plan to identify a set of start-up implementation strategies, responsible parties, timelines, budgets, performance metrics, and communications plan. Meetings will be convened on a monthly basis, virtually, for the Governing Partners, as well as on a quarterly basis, in person, for the Governing Partners and the full CTA membership. Deliverables from this phase of the project, aside from meeting facilitation, will include tracking funding opportunities, developing grant proposals to move collaborative projects forward, facilitating the project accelerator process, assisting in the management of collaborative projects as needed, establishing and managing a communications plan, and support the recruitment of new members.

Accountabilities

SBC Will Provide:

SBC will continue to serve as the backbone organization and staff of the CTA. We will provide updated memorandums of understanding (MOU), in addition to the services listed below in the “Scope of Work, Timeline & Deliverables” section, including research, stakeholder engagement, meeting facilitation, recording, and project management functions. SBC will also track funding opportunities, develop grant proposals for collaborative projects, facilitate the project accelerator process, assist in the management of collaborative projects, establish and manage a communications plan, and recruit new members. In addition, the project will have access to SBC’s experience in climate and greenhouse gas emissions reduction planning and implementation, our government affairs and advocacy capacity regarding climate issues, and our statewide network of climate adaptation and mitigation organizations and best practices.

Governing Partners Will Provide:

The Governing Partners will continue to act as CTA’s primary decision-making body. The Governing Partners will participate in the development of CTA programs alongside SBC and will be responsible for funding CTA.

CTA Members Will Provide:

Our expectations are that the CTA membership will collectively participate and be fully engaged in the process. Each member organization will assign a single staff lead as a point of contact, will communicate promptly and with candor, and will participate in opportunities to join CTA subcommittees to move projects forward.

Scope of Work, Timeline & Deliverables

Below is a scope of work broken down by project task. This proposal is for Phase II, which started in July 2022 and will be completed in December 2023. This scope of work and budget are based on a one-and-a-half-year timeline and allows for extension or expansion. Extension or expansion of the contract would trigger a budget amendment.

Task	Deliverable
Project Management & Coordination	Develop meeting agendas, prepare presentation materials, coordinate internally with governing partners and externally with founding members and potential members, and complete monthly invoicing and quarterly reporting.
Meeting Convening & Facilitation	Plan and facilitate quarterly meetings for CTA members, monthly meetings for the governing partners, and subcommittee meetings when necessary.
Establish & Manage Communications Plan	Establish a CTA Communications Plan and manage communications, including the website, social media, and other methods of outreach.
Facilitate Project Accelerator Process	Facilitate and oversee “Climate Transformation Accelerator” process for members.
Track Fundraising Opportunities & Grant Writing	Track local, state, and federal funding opportunities. Develop grant proposals for applicable projects or programs.
Program Development & Management	Aid in the development of collaborative CTA programs and provide program management.
Member Recruitment	Support the ongoing recruitment for new members in the Truckee and North Tahoe regions.

Our Team

Project Manager: Meredith Anderson

Meeting Facilitator: Steve Frisch

SBC Accounting: Michelle Bassard & Angela Gleason

Other SBC staff who may assist, including but not limited to the following: Erica Backhus, Jill Sanford, Sam Ruderman, and Sherry Hao

Project Cost Structure

The following pricing estimates are based on previous work done for the CTA and accounts for SBC’s current hourly rates. This proposal is based on a Not-to-Exceed price and will be split evenly between the three governing partners.

If another funding source becomes available, the governing partners' invoices will be adjusted accordingly to reflect the alternative funding amount.

SBC Staff	2022-2023 Rate
President	\$230
Vice President	\$180
Program Director	\$160
Project Manager	\$125
Communications Director	\$120
Planning Technician	\$115
Analyst	\$100

CTA Phase II Budget	Hours	Cost
President Labor	~50	\$11,495
Vice President / Program Director Labor	~148	\$25,200
Project Manager / Planning Technician Labor	~909	\$109,125*
Analyst Labor	~38	\$3,780
Meeting Supplies & Refreshments (\$100 / quarterly meeting)	N/A	\$400
Total NTE		\$150,000
Total per Governing Partner NTE		\$50,000**

*Staff time devoted to the development of funding proposals under this agreement will be provided by multiple SBC staff members at varying rates but will be generally capped at 210 hours.

**If Phase I has not yet been paid, its budget may be added to the Phase II invoice.

Billing Preference

SBC requests the following billing schedule upon execution of the contract:

- As the project is currently 8 months into the contract period, the time and materials from July 2022 through February 2023 will be due upon contract execution
- Monthly billing of time and material, net 30 days
- 10% withheld and payable at the end of the contract pending successful completion of contract tasks

Thank you for allowing SBC to collaborate on this project, and we look forward to moving ahead with Phase II of CTA!

Signed,

 Steve Frisch, President

 Date