

## GREENHOUSE GAS INVENTORY – SCOPE OF SERVICES

RS&H will provide a base year 2016 Local Government Operations (LGOP) and Community-wide Greenhouse Gas Emissions (GHGE) inventory, performed according to ICLEI's Local Government Operations protocol version 1.1 and U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions V 1.1 (or most current at project commencement). The details of the project schedule shall be agreed on with the City prior to project commencement.

Note that RS&H has already completed the majority of the data collection effort needed to complete the Inventory during development of the City's Sustainability Action Plan. This Scope of Work and Fee estimate has been revised to remove the tasks that have already been completed, and their associated costs. It assumes that the City will chose 2016 as the baseline year for the Inventory, since data was collected for this year.

### Task 1: Data Gathering

#### 1.1 Kickoff Meeting

Within 10 days of receiving Notice to Proceed, RS&H will coordinate a Kick-off Meeting by teleconference to familiarize the City's Green Initiatives Coordinator (GIC) with the scope of work and schedule of deliverables. RS&H proposes to review sources and data previously collected to complete the Local Government Operations (LGOP) and Community inventories for calendar year 2016, and any outstanding questions or data needs.

RS&H assumes organizational boundaries and emissions sources for the LGOP Inventory will include: water/wastewater treatment, fuel and electricity use of buildings and facilities, and vehicle fleet operations. For the Community Inventory, they will include, but not be limited to: community industrial, commercial and residential electricity, natural gas and fuel oil consumption, transportation, and solid-waste disposal.

RS&H will calculate community-wide transportation emissions as a function of vehicle miles travelled (VMT) within the study area by modeling roadway networks, congested speeds and associated VMT, using the South Florida Regional Planning Model. This approach simplifies data collections and improves accuracy of the community-wide transportation sector GHGE estimate. It can also be used to identify which roadway segments generate the greatest amount of GHGE.

#### 1.2 Data Gathering

Since data gathering for the GHGE Inventory was completed as part of the City's Sustainability Action Plan, RS&H assumes no significant additional data collection effort will be needed.

### Task 2 Preliminary 2016 Greenhouse Gas Inventory and Memorandum

After clarifying any questions on data, and collecting any additional information needed, RS&H will develop the LGOP and Community GHGE inventories. Within 90 business days of the Kick-Off Meeting, RS&H shall provide the City with a Preliminary GHGE Inventory and Forecast for review. Deliverables will include:

- A GHGE Inventory Excel-based template populated with inventory data and calculations; and
- Preliminary (Draft) GHGE Inventory Update Memorandum.

A web-based inventory using ICLEI's ClearPath software platform will also be provided.

The preliminary GHGE Inventory Memorandum will document methods, calculations, and data sources / contacts used to conduct the inventory. In addition the Memo will include the following:

- Executive summary of Inventory results by source and sector and discussion of results relative to the City's GHGE reduction goals;
- Summary graphics showing contribution of various emissions sources;
- Methodology section.

### Task 3 Final 2016 Greenhouse Gas Inventory and Memorandum

Following a 2-week review period and after incorporating review comments from the City, RS&H will finalize the 2016 LGOP and Community-wide Inventory. RS&H will deliver final versions of the GHGE Inventory Excel Template and Update Memorandum discussed in Task 2 above. RS&H can also assist the City in submitting the Final inventory to ICLEI's online database.

### Fee

**The greenhouse gas scope of services will be provided for a lump sum fee of \$15,000.** If the City wishes RS&H to provide a web-based version of the GHGE Inventory in ClearPath, RS&H assumes the City will pay the fees necessary to maintain ICLEI membership during the duration of the project. ClearPath is available to ICLEI members at no additional cost. If the City elects not to maintain ICLEI membership, RS&H will develop and provide the GHGE Inventory in Excel format.