

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

AGENDA DATE: May 21st, 2024

CONTACT PERSON(S) NAME AND PHONE NUMBER: Nicole Ferrini (915) 212-1659

DISTRICT(S) AFFECTED: All Districts

STRATEGIC GOAL: Goal 8 – Nurture and Promote a Healthy, Sustainable Community

SUBGOAL: Develop and implement a comprehensive climate action plan

SUBJECT:

Climate action plan agreement amendment.

BACKGROUND / DISCUSSION:

That the City Manager, or designee, be authorized to sign the second amendment to the Consulting Services Agreement between the City of El Paso and AECOM Technical Services Inc. for the provision of for the provision of consulting services for the development of the Climate Action Plan (CAP) for an amount of \$137,024 to cover activities related to the Climate Fellowship program and outreach.

PRIOR COUNCIL ACTION:

On January 3rd, 2024, the agreement with AECOM Technical Services Inc was approved by City Council to develop the Climate Action Plan (CAP) for El Paso.

AMOUNT AND SOURCE OF FUNDING:

\$137,024.00. Source of funding is General Fund FY24 funding allocated to the Office of Climate and Sustainability.

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? X YES NO

PRIMARY DEPARTMENT: Office of Climate and Sustainability – Nicole Ferrini

SECONDARY DEPARTMENT:

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD:  _____

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

WHEREAS, on January 3, 2024 the City Council of the City of El Paso ("City") approved Contract 2023-0670R Climate Action Plan ("Contract") by and between the City and AECOM Technical Services ("Consultant"); and

WHEREAS, on April 28th, 2024 the parties amended the Contract to receive professional support for the development of the proposal submitted under the Environmental Protection Agency (EPA) CPRG II grant program; and

WHEREAS, City staff has identified additional changes to the scope of work to allow consultant to assist the City in instituting a Climate Fellowship program; including associated outreach;

WHEREAS, Consultant has the expertise and competency to take on the additional work as contemplated; and

WHEREAS, the parties wish to enter into an Amendment to incorporate the additional work contemplated above.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

THAT the City Manager, or designee, be authorized to sign the Amendment to the Consultant Services Agreement between the City of El Paso and AECOM Technical Services Inc. for the provision of consulting services for the development of the Climate Action Plan (CAP) for an amount of \$137,024 to cover activities related to the Climate Fellowship program and outreach as described in Attachment A to the Amendment.

THAT In addition, the City Manager is authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this scope.

[SIGNATURE PAGE BEGINS ON THE FOLLOWING PAGE]

APPROVED this ____ day of _____, 2024.

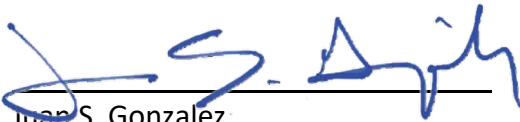
CITY OF EL PASO:

Oscar Leeser
Mayor

ATTEST:


Laura D. Prine
City Clerk

APPROVED AS TO FORM:



Juan S. Gonzalez
Sr. Assistant City Attorney

APPROVED AS TO CONTENT:



Nicole M. Ferrini, Chief Sustainability Officer
Community & Human Development

Exhibit A

Additional Scope of Work

Paso Del Norte Climate Fellowship

AECOM Proposed Scope of Work and Budget for El Paso Climate Action Plan

(Project Modification #2)

May 6th, 2024

Project Understanding

One key initiative made possible by the Environmental Protection Agency's Climate Pollution Reduction Grants (CPRG) program is the Paso Del Norte Climate Fellowship. This fellowship was created by the City of El Paso's Office of Climate and Sustainability and was launched in March 2024. It comprises 27 volunteers from across the region, organized into nine teams of three fellows each.

The need for this Scope of work modification for the AECOM led consultant team, was an organic outcome of the desired goal of utilizing this Fellowship program (paid through the CPRG Grant), but augmenting the program into an educational program with a hands on apprenticeship focus. With the additional funds, the fellowship program could go well beyond traditional outreach methods, focusing on empowering local - residents within their own neighborhoods, and ultimately better prepare each fellow to gain career experience and enable them to be in a better position to obtain a professional full-time job.

The fellows will continue to work with partner organizations such as Frontera Land Alliance, the El Paso Community Foundation, Eco El Paso, the Community First Coalition, and various promotora groups to help the engagement and education process of the Climate Action Plan. With this additional MOD and outlined SOW, the fellows will be exposed to an educational component, where they will learn firsthand about the different climate aspects and analysis that is part of the original SOW and will be assigned exercises to help empower them on the topic of climate justice, equity, diversity and inclusion.

Having the opportunity to education the fellows in understanding the technical process and elements of the project, could enable the fellows to better understand the need in collecting their community's insight on climate topics and be able to speak to the community about how their input will play a role in informing the development of El Paso's Climate Action Plan.

Overall, the fellowship program represents a strategic investment in building a more sustainable and inclusive community, with benefits for both the participants and the broader city.

Benefits for the Climate Fellows

- **Skill Development:** Fellows receive specialized training in areas like community engagement, justice, equity, diversity, and inclusion. These skills are valuable not only within the context of climate action but also in a wide range of careers.
- **Networking Opportunities:** The fellowship provides a platform to connect with partner organizations. These connections can open doors to future collaborations and career opportunities.

- **Experience in Climate and Sustainability Projects:** Fellows gain hands-on experience working on climate and sustainability projects, which is increasingly important in today's job market and in addressing climate change.
- **Community Impact:** Fellows have the chance to make a tangible difference in their communities, helping to empower local residents and contributing to a larger climate action plan.
- **Recognition and Visibility:** Participation in a high-profile fellowship program gives fellows a platform to share their work and gain recognition, potentially leading to further opportunities in their career paths.

Reasons for the City's Investment

- **Promoting Local Climate Action:** The fellowship serves as a catalyst for local climate action, supporting the city's broader environmental and sustainability goals.
- **Engaging the Community:** By empowering fellows to work within their neighborhoods, the program fosters greater community engagement and helps ensure that climate action plans are developed with input from those most affected.
- **Building Partnerships:** The fellowship helps strengthen relationships with key partner organizations, creating a collaborative network that can support the city's sustainability initiatives.
- **Data Collection and Analysis:** The insights and information gathered by the fellows can be used to shape and improve the city's Climate Action Plan, making it more effective and responsive to local needs.
- **Promoting Equity and Inclusion:** By focusing on justice, equity, diversity, and inclusion, the fellowship demonstrates the city's commitment to addressing social and environmental disparities in its climate policies.
- **Developing Future Leaders:** Investing in the fellowship program helps develop a pool of skilled and motivated individuals who can take on leadership roles in climate and sustainability efforts, both within the city and beyond.

Proposed Scope of Work

The following outlines the two main elements of this this proposed scope modification. Each element contains a specific milestone and/or deliverables.

Element 1: Paso Del Norte Climate Fellowship Educational Program

The consultant team comprising of AECOM and Barracuda Public Relations will augment the existing Fellowship program through the following outlined milestones:

Discovery Call with the City of El Paso (COEP) and Fellows: A preliminary meeting is necessary to align on objectives and determine what success means for this fellowship program. This call enables all stakeholders to discuss expectations, outline desired outcomes, and establish a foundation for effective collaboration. AECOM will create a survey prior to the call to identify key areas of interest and guide the development of facilitation materials. AECOM will also prepare the agenda, organize the facilitation materials, and distribute meeting minutes afterward.

Creation of the Fellowship Program Syllabus: A detailed syllabus for the entire fellowship program will be drafted and finalized. This document will outline the topics to be covered, the structure of each training session, the learning objectives, and the timeline for the fellowship. The final version of the

syllabus should be presented in a clear, easy-to-follow Word document. Because the Climate Action Plan is expected to be finalized Fall of 2025, the syllabus will contain 15 educational/working sessions that will be led by the AECOM. Two of the educational/working sessions will be lead by Barracuda and these sessions will revolve around public speaking/professional tips/etc.

Development of a Fellowship Welcome Kit: A welcome kit will be assembled for each fellow, containing essential resources to help them get started. The welcome kit aims to ensure that fellows begin their journey with clarity and feel valued as part of the program. The kit will also involve the development of onboarding materials, shirt designs, and binder designs. However, it does not cover costs for food, purchasing of shirts, water bottles, or other similar items. This onboarding material could include an overview of the program, a detailed schedule, information about partner organizations, a list of key contacts, and any materials needed for the training sessions.

Development of Facilitation Material for Training Sessions: Each of the 15 training sessions requires tailored facilitation material. This can include presentations, handouts, interactive exercises, discussion prompts, and other resources designed to engage fellows and promote effective learning. The material will align with the syllabus and support the overall goals of the program.

Facilitators of Training Sessions: Up to two facilitators from AECOM will lead each training session. These experts are responsible for delivering content, guiding discussions, and ensuring the sessions run smoothly.

Coordination Calls with COEP: Up to two coordination calls are planned with COEP. These calls serve to discuss progress, address any issues, and coordinate logistics for the training sessions. They ensure that the fellowship program stays on track and meets the city's expectations.

Meeting in a box kits: AECOM will create four "meeting-in-a-box" kits. These kits are designed to facilitate community meetings and outreach sessions that can gather input, share information, and encourage community participation. By providing a ready-made solution, it will enable Fellows to conduct meetings easily and collect feedback consistently.

Deliverables:

- Conduct a discovery call with COEP and the fellows to clarify goals and define metrics for program success (survey, agenda, facilitation material and meeting minutes).
- Create a syllabus for the fellowship program (draft and final versions in Word format).
- Develop a welcome kit for the fellows.
- Develop facilitation materials for up to 15 training sessions.
- Provide up to two AECOM facilitators to lead each training session.
- Hold up to two coordination calls with the City of El Paso.
- Create up to four meeting in a box kits (draft and final).

Assumptions:

- COEP and/or Fellowship Coordinator will coordinate with the Fellows to schedule virtual training sessions. And track attendance of Fellows.
- COEP and/or Fellowship Coordinator will address any questions from Fellows and review assignment submissions.

- COEP and/or Fellowship Coordinator print the welcome kit and distribute it to the Fellows. Barracus Public Relations will share the t-shirt, bottle, binder designs in an editable format.
- COEP and/or Fellowship Coordinator will schedule site visits for the Fellows. (Site visit can include visits to green buildings, urban farms, cooling centers etc. that give fellows the opportunity to tour relevant projects in person).
- COEP and/or Fellowship Coordinator will coordinate with other organizations to get Fellows further involved in the community and in other organizations.

Timeline:

- Entire duration of the fellowship program.

Element 2: Additional Public Surveys

Based on the success of the project first public survey (640+ surveys were received) and learning that community members feel empowered when requested to share the survey link to those friends/family/community members who didn't attend the public meetings, it would be to the detriment of the project if a public survey was not made available at each of the remaining 5 public meetings.

In addition, knowing that the fellows will be enrolled in an apprenticeship and exposed to the technical workflow of the project, the goal would be to utilize the fellows to identify events where they would feel confident in approaching community members and informing them of the project and getting residents to take the survey.

To ensure inclusivity and reach non-English speaking community members, Fellows will offer bilingual surveys. This effort reflects a commitment to equity and can increase participation among diverse groups. The ability to engage people in their preferred language is critical for building trust and obtaining accurate responses. The following are ideas to where the Fellows would be suggested to spread the word of the public surveys:

Meet People Where They Are: The goal of intercept surveys is to engage people in their everyday environments, reducing barriers to participation. Fellows can set up tables at busy intersections, markets, or community events to connect with residents as they go about their day. This strategy helps to ensure a diverse sample of respondents and increases the likelihood of reaching a wide cross-section of the community.

Pop-Up Events: Fellows can organize pop-up events in strategic locations to attract attention and encourage participation in the surveys. These events can include interactive elements such as games, prizes, or informational displays to engage people and create a positive atmosphere. By meeting people in their own neighborhoods, the fellows can foster a sense of inclusion and build relationships with the community.

Other Planning Meetings: Fellows can attend existing community meetings or other local gatherings to conduct surveys. This approach leverages already-planned events, allowing fellows to reach an audience that is already interested in community-related issues. It also provides an opportunity to inform participants about the fellowship program and its goals.

Deliverables:

- Up to four draft and final surveys in English (Word document)

- Spanish translation for up to four surveys
- Up to four social media posts and advertisements
- Integration of up to four bilingual surveys into the project website
- Analysis of results for up to four surveys
- Raw data in Excel format for up to four surveys after they close.

Assumptions:

- COEP and/or Fellowship Coordinator will work with Fellows to identify locations to conduct incept surveys.
- COEP and/or Fellowship Coordinator will print copies of the surveys, if needed. Fellows will handle digitizing any surveys completed on paper.

Timeline:

- The additional public surveys are intended to be aligned with the public meetings that are already in the original SOW

Fee Estimate

	Fee
Paso Del Norte Climate Fellowship Education Program	\$105,128.00
Additional Public Surveys	\$31,896.00
Total	\$137,024.00

Project Assumptions:

- The budget and scope of work outlined in this document pertain exclusively to AECOM and Barracuda Public Relations.
- AECOM will receive a notice to proceed (NTP) no later than June 1, 2024.

THE STATE OF TEXAS)
)
)
COUNTY OF EL PASO) **AMENDMENT TO AGREEMENT FOR
PROFESSIONAL SERVICES
WITH AECOM TECHNICAL SERVICES, INC.**

This Amendment to the Agreement for Professional Services (“**Amendment**”) is made on _____, 2024 (“**Effective Date**”) and is between the **CITY OF EL PASO**, a municipal corporation under the laws of the State of Texas (hereinafter referred to as the “**City**”) and **AECOM Technical Services, Inc.** (hereinafter referred to as the “**Consultant**”)

WHEREAS, on January 3, 2024, the City and the Consultant entered into an Agreement for Professional Services (the “**Agreement**”); and

WHEREAS, on April 28th, 2024, parties amended the Agreement to receive professional support for the development of the proposal submitted under the Environmental Protection Agency (EPA) CPRG II grant program and increase the funding by \$49,842; and

WHEREAS, the parties wish to amend the Agreement to increase the funding amount by \$137,024 and to revise “Attachment A – Scope of Services” to include tasks needed for the administration of the Paso Del Norte Fellowship Program as required under the Climate Action Plan.

NOW THEREFORE, in consideration of the mutual promises set forth in this Amendment and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The 1st sentence of Article II, Section 3.1 PAYMENT TO CONSULTANT. is revised to read as follows:

The Owner shall pay to the Consultant an amount not to exceed \$1,426,101 for all services and reimbursables performed pursuant to this Agreement.

2. Program Scope attached to the Agreement as Attachment “A” is revised to include the Paso Del Norte Climate Fellowship AECOM Proposed Scope of Work and Budget for El Paso Climate Action Plan (Project Modification #2), dated May 6th, 2024 and attached to this Amendment as Exhibit A.

3. Except as expressly amended by this Amendment, the Agreement remains in full force and effect as written therein.


IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, 2024.

CITY:
CITY OF EL PASO:

Cary Westin
City Manager


Date signed: ____ / ____ / ____

APPROVED AS TO FORM:



Juan S. Gonzalez
Assistant City Attorney

APPROVED AS TO CONTENT:



Nicole Ferrini, Climate & Sustainability
Community and Human
Development Dept.

[Subrecipient signature begins on the following page]

[Consultant Signature Page]

AECOM Technical Services, Inc.

Name: Victor De la Garza

Title: Vice President Traffic/ITS Texas

Date signed: 05 /13 2024

Exhibit A

*Paso Del Norte Climate Fellowship AECOM Proposed Scope of Work and Budget for El Paso
Climate Action Plan (Project Modification #2)*
dated May 6th, 2024

Paso Del Norte Climate Fellowship

AECOM Proposed Scope of Work and Budget for El Paso Climate Action Plan

(Project Modification #2)

May 6th, 2024

Project Understanding

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