



**INCORPORATED COUNTY OF LOS ALAMOS
SERVICES AGREEMENT**

This **SERVICES AGREEMENT** ("Agreement") is entered into by and between the **Incorporated County of Los Alamos**, an incorporated county of the State of New Mexico ("County"), and **Cascadia Consulting Group, Inc.**, a Washington corporation ("Contractor"), to be effective for all purposes May 24, 2023 ("Effective Date").

WHEREAS, the County Purchasing Officer determined in writing that the use of competitive sealed bidding was either not practical or not advantageous to County for procurement of the Services and County issued Request for Proposals No. 23-11 ("RFP") on July 7, 2022, requesting proposals for Community Greenhouse Gas Emissions ("GHG") Study and Climate Action Plan ("CAP"), as described in the RFP; and

WHEREAS, Contractor timely responded to the RFP by submitting a response dated August 4, 2022 ("Contractor's Response"); and

WHEREAS, based on the evaluation factors set out in the RFP, Contractor was the successful Offeror for the services listed in the RFP; and

WHEREAS, the County Council approved this Agreement at a public meeting held on May 23, 2023; and

WHEREAS, Contractor shall provide the Services, as described below, to County.

NOW, THEREFORE, for and in consideration of the premises and the covenants contained herein, County and Contractor agree as follows:

SECTION A. SERVICES AND DELIVERABLES: Contractor shall provide the following:

1. **Generally:** Contractor shall prepare and provide a community GHG emissions study and climate action plan that shall include, but not be limited to, those items detailed in the Tasks below, and shall be provided using, at a minimum, the approaches and methodologies described herein ("Services"), within the schedule described in Exhibit "B," "Schedule."
 - A. Prepare and provide a work plan.
 - B. Prepare, provide, and implement an outreach plan which is effectively utilized throughout all phases of the performance of Services.
 - C. Prepare and provide a comprehensive study to identify GHG sources and create a baseline against which to measure progress toward reducing greenhouse gas emissions.
 - D. Prepare and provide a County-specific climate action plan.
 - E. Prepare and provide recommendations for tools to display collected data and track future progress.

- F. Perform and provide GHG inventory of public transit system and provide GHG Forecasting and high-level wedge analysis, which provides a method of comparing various actions and their impact on reducing greenhouse gas emissions.
- G. Perform and provide Consumption Based Emissions Inventory (“CBEI”) Business-As-Usual (“BAU”) Projections.
- H. Prepare and provide CBEI Tier 2 Recommendations.
- I. Prepare and provide CBEI Dashboard.
- J. Perform and provide Quantitative GHG Impact Assessment.
- K. Perform and provide High-level Quantitative Cost Analysis, for up to 10 actions identified to reduce carbon emissions which may include the implementation of telework, rideshare, and community solar, or other such actions.

2. Task 1.1 Prepare and provide a work plan.

A. Kickoff Meeting and Project Management: Contractor shall facilitate a virtual project kick-off meeting with County Project Manager at a date and time acceptable to the County and Contractor. Contractor shall conduct a kickoff meeting with County within fifteen (15) business days following execution of the Agreement. During the kickoff meeting, Contractor shall confirm, roles process, milestones, goals and outcomes, including, at a minimum:

- 1) Unique considerations, challenges, and opportunities of County-operated utilities and how to leverage these opportunities in the plan.
- 2) Opportunities to align the GHG and CAP with other County initiatives.
- 3) Key State and Federal policies to address with the plan.
- 4) Community and internal stakeholder engagement goals, activities, and lessons learned.
- 5) Outline for an outreach plan including key audiences.
- 6) Opportunities to incorporate socioeconomic equity into both the development and implementation of the plan.
- 7) Contractor and County team roles, responsibilities, and expectations, including logistics and timeline.
- 8) Capture key elements of the kickoff meeting in a workplan and create a detailed timeline of the Services with tasks assigned.

B. Deliverables

- 1) Contractor shall prepare and provide a workplan in Microsoft Word and timeline using Smartsheet, to County Project Manager for review and approval no later than five (5) business days following kickoff meeting. The written workplan shall describe schedule, roles and responsibilities, and deliverables, and any other key details as mutually agreed by County and Contractor.
- 2) Contractor shall conduct thirty (30) minute weekly status meetings by phone or web conference with County Project manager to discuss and summarize Contractor’s Services provided.
- 3) Contractor shall provide monthly invoices and activity progress reports to County Project Manager via email. Activity progress reports shall include progress on key deliverables, spend-to-date, and remaining project budget.

3. Task 1.2 Prepare and provide an outreach plan to enable community engagement and gather community feedback throughout the performance of Services.

A. Develop outreach plan. Contractor shall establish goals for public engagement as defined by County Project Manager which, at a minimum, shall include the following:

- 1) Identify stakeholders, representatives, and partners who will participate or provide input in the GHG and CAP process.
- 2) Determine how to incorporate community input into the planning process to engage stakeholders and representatives from all sectors of the public, educate and gather feedback on key elements of the GHG and CAP plan to inspire action.
- 3) Identify target audiences and specific approaches that will be implemented to gather feedback and incorporate findings into the GHG and CAP.
- 4) In collaboration with County Project Manager, develop an effective Outreach Plan that will:
 - a) Establish goals and metrics which encourage equitable and inclusive engagement. Contractor shall utilize its diversity, equity and inclusivity staff member(s) who are dedicated to making recommendations for this task.
 - b) Create a framework and metrics which encourages early and meaningful engagement with key partners and stakeholders.
 - c) Identify key indicators to evaluate inclusiveness.
 - d) Develop outreach strategies and messages for County.
 - e) Include means, methods and frequency of electronic and written communications and engagements.

B. Deliverables

- 1) Contractor shall provide County with a draft a final outreach plan in Word or other format acceptable to County Project Manager.
- 2) Contractor shall implement the outreach plan using communication channels that will include both print, digital and in-person opportunities to ensure that the information shared is visible and accessible to the community members. . Tools may include social and electronic media such as Zoom, Konveio, Consider It, Facebook, NextDoor, County webpages, regular virtual gatherings, and in person events such as staffing tables at popular public places such as farmers markets, parks, and grocery stores in Los Alamos County.
- 3) Contractor shall provide monthly to key stakeholders, representatives, community organizations and community members of ongoing CAP progress and provide opportunities for informal feedback. Updates shall be provided using social, electronic and written media.
- 4) Contractor shall provide monthly to key stakeholders, representatives, community organizations and community members of ongoing CAP progress and provide opportunities for informal feedback. Updates shall be provided using social, electronic and written media.

4. Task 2.1 Prepare and provide a comprehensive GHG Emissions Study in a manner which provides standardized calculation methods that support the complete, transparent, and accurate reporting of emissions that will be used to develop emissions-reduction targets as part of the CAP.

- 1) Contractor shall prepare a GHG Inventory for County government operations geographic (“territorial”) and the Community of Los Alamos,

using 2019 as the inventory year. The GHG shall be provided in a format which includes a data set, graphs and associated summary of findings.

- a) Contractor shall estimate emissions released due to community and/or government activities (e.g., energy consumption, waste disposal) within Los Alamos County geographic boundaries.
- 2) Contractor shall quantify communitywide GHG emissions from the following community and County government sectors and sources:
 - a) Built Environment Base Sources shall include residential, commercial, and industrial electricity and natural gas consumption, transportation, and distribution losses of electricity and natural gas.
 - b) Transportation Base Sources shall include on-road personal and freight vehicle transportation, and public transit.
 - c) Water/Wastewater Base Sources shall include energy consumed to convey potable water and treat wastewater.
 - d) Solid Waste Base Sources shall include landfill waste generation, collection, and disposal.
- 3) Contractor shall quantify County government operations GHG emissions from the following sources:
 - a) Electricity and natural gas consumption
 - b) Refrigerants (if data is available from County)
 - c) Fleet vehicle and equipment emissions
 - d) Emissions from commuters.
 - e) Emissions from business travel (e.g. personal vehicles, air travel)
 - f) Emissions from utilities owned and/or operated by County
 - g) Emissions from waste generated by County government operations
- 4) **Inventory Methodology**
 - a) Contractor shall prepare the communitywide GHG inventory in accordance with the U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions ("USCP") and the Global Protocol for Community-Scale Greenhouse Gas Emissions ("GPC").
 - b) Contractor shall prepare the County government operations greenhouse gas inventory in accordance with the Local Government Operations Protocol for the Quantification and Reporting of Greenhouse Gas Emissions Inventories ("LGOP").
- 5) **Sector-based GHG Inventory Data Collection and Analysis.** Contractor shall develop a comprehensive data collection checklist (in Excel) tailored to the requirements and organization of the USCP and LGOP to ensure the inventories align with these standards and to ensure County can easily report its emissions in a format that is comparable to other jurisdictions.
 - a) Contractor shall develop a checklist to outline specific data needs along with a brief description of the item, source for the information, and define as Scope 1, 2 or 3, as defined by Environmental Protection Agency and provide reference/point of contact for data collection.
 - b) Contractor shall ensure checklist is easily replicable by County in the future, including Excel format with a hyperlinked table of contents to facilitate navigation and understanding of individual inventory components and datasets, file naming and organization

to ensure calculations and data sources are easy to find and clearly labeled.

Inventory Platform. Contractor shall conduct and provide an inventory in Excel format, in compliance with the International Council for Local Environmental Initiatives (ICLEI) standards.

6) **Data Analysis.** Upon completion of the inventory, Contractor shall perform data analysis as follows:

a) Contractor shall provide a comparison of emissions by sector and scope, and any additional cross-tabulations or comparisons included as requested by County. This analysis shall include but not be limited to: identifying activities that lead to residents driving to other communities, as well as major greenhouse gas contributors.

b) **GHG Forecasting and High-Level Wedge Analysis:** Using the communitywide GHG inventory results, Contractor shall develop and perform a high-level “wedge analysis,” a forecasting method which provides information reflecting changes to GHG emissions depending on various strategies and actions. The analysis shall provide forecasts of future GHG emissions and reductions against emissions reduction & carbon neutrality targets. Based in Microsoft Excel, the wedge analysis shall illustrate the impacts that various policies and climate strategies could have on reducing the County’s future emissions and can serve as a foundation to identify policies, strategies, and measures by zeroing in on priority areas of focus to reach emissions reduction targets.

i. The wedge analysis shall include a “business-as-usual” (BAU; no action future) scenario and “adjusted business-as-usual” (ABAU; reductions from state and federal policies) scenario alongside proposed emissions reduction targets to show the remaining scale of emissions to be reduced through local action. Examples of relevant state policies could include HB 521, PRC Application for Vehicle Electricity, Senate Bill 8, Local Government Air Quality Regulations, and SB 489, Energy Transition Act, among others.

ii. As part of this analysis, Contractor shall model the estimated emission reduction impacts of high-level climate/sustainability strategies (e.g., reducing building energy use by X% or transitioning X% of passenger vehicles to electric). Contractor shall identify a scenario for meeting County targets through these high-level strategies.

7) **GHG Inventory Report and Communications.** Contractor shall compile, draft, and edit GHG Inventory Report in Word format and shall create visuals that includes the following sections:

a) **Executive Summary** shall include narratives, visual data, and infographics to convey the most important inventory findings and project outcomes. The Executive Summary shall be designed to function as a standalone factsheet, which will allow County to use it independently of the full report—for example, by posting it online or using it at public events to provide an “at-a-glance” window into the County’s emissions profile.

- b) **Introduction** shall outline the purpose of this plan as well as relevant context, history, and current events as applicable to the inventory. The introduction shall connect the inventory to the County's broader climate planning efforts, goals, and commitments.
 - c) **Scope and Methodology** shall include a summary of key aspects of the plan's scope to lay the foundation for the report sections that follow. Key scoping details shall include inventory year(s), boundaries, and sectors. In the methodology section of the report, Contractor shall provide a detailed look at the following sources used to prepare the inventory: protocols, inventory platforms, software/apps/other tools, data sources, inventory calculation methods, assumptions, and data limitations.
 - d) **Inventory Results** shall comprehensively present GHG inventory results through clear, easy to understand narratives, tables, charts, and other visuals to highlight key findings.
 - e) **Analysis** shall present inventory results and summarize the findings to contextualize emissions and describe opportunities for climate action.
- 8) **Sector Based GHG Inventory Deliverables.** Contractor shall provide:
- a) Sector-based GHG government operations and communitywide inventories, including data collection checklists/templates and all supporting data/documentation, including additional inventory sources (for public transit).
 - b) GHG Forecasting and high-level wedge analysis.
 - c) Sector based inventory report with one-page factsheet.
 - d) Two (2) community meetings (covering both the sector-based and consumption-based GHG inventories). Contractor shall facilitate two (2) on-site community meetings, at a time and location mutually agreeable to both Parties.

5. **Task 2.2 Prepare Consumption-based GHG Inventory.** Contractor in collaboration with EcoDataLab shall prepare a standard countywide consumption-based emissions inventory for Los Alamos County from 2007 through 2020 (or other most recent year for which data is available), using the EcoDataLab / CoolClimate consumption-based emissions inventory approach. At County's sole option, Contractor shall supplement the EcoDataLab / CoolClimate consumption-based emissions inventory approach with local data collected for the community inventory to the maximum extent practicable.

A. Consumption based GHG analysis shall include five (5) overall categories and 29 sub-categories based upon available data in the Consumer Expenditures Survey (CES) and locally available data, which is used to create the consumption model:

- 1) Transportation
 - a) Gasoline
 - b) Air travel
 - c) Vehicle maintenance
 - d) Other vehicle expenses
- 2) Housing (including household energy and water use)
 - a) Shelter
 - b) Natural gas
 - c) Electricity
 - d) Other fuels
 - e) Other lodging

- f) Water and wastewater
- 3) Food
 - a) Eating out
 - b) Dairy
 - c) Meat, poultry, fish, eggs
 - d) Alcoholic beverages
 - e) Fruits and vegetables
 - f) Cereals and bakery products
 - g) Other foods
- 4) Goods
 - a) Apparel
 - b) Furniture
 - c) Furnishings and equipment
 - d) Housekeeping supplies
 - e) Personal care products
 - f) Entertainment goods
 - g) Miscellaneous goods
- 5) Services
 - a) Healthcare
 - b) Education
 - c) Entertainment Services
 - d) Insurance and Pensions
 - e) Miscellaneous services

B. CBEI Policy Recommendations. In collaboration with EcoDataLab, Contractor shall prepare recommendations for consumption based on GHG reduction strategies and a pathway towards the County goal of being carbon negative by 2050, and achievable emissions targets for 2030. Three tiers of policy analysis and recommendations shall be provided by Contractor as follows:

- 1) Tier 0 analysis shall be included in the CBEI. The analysis of Tier 0 will include the review of major categories of consumption emissions and demographic data, and suggest general approaches and strategies for reducing consumption-based emissions, based on the data contained in the standard CBEI.
- 2) Tier 1 analysis shall provide a qualitative analysis, build off the Tier 0 analysis, and shall incorporate the BAU projections, existing or planned policies and programs, and other local factors such as cultural, political, geographic, or other factors to develop a tailored, location-specific policy strategies and recommendations.
- 3) Tier 2 analysis shall identify the top five (5) variables included in the model (such as vehicle ownership or home size), evaluate the potential impacts of up to three (3) policies targeting each of those variables (up to fifteen (15) policies), and develop a range of potential future values for those variables. Additionally, at County's determination, up to five (5) external policy assumptions shall be incorporated that may affect model results independently from inputs.

C. Consumption Based Emissions Inventory ("CBEI") Report. Contractor shall provide a CBEI Inventory Report developed by EcoDataLab in Word and/or PDF format, as specified by County's Project Manager, which shall include, at a minimum:

- 1) An overview of community and County government j consumption-based emissions.
- 2) An analysis of which categories of emissions are major contributors.
- 3) A review of historical data, going back to 2007 identifying the key driving factors of major changes in emissions over time.
- 4) Breakdown of consumption-based emissions across five (5) categories and twenty-nine (29) sub-categories, in text and charts.
- 5) Analysis of major driving factors of consumption-based emissions.
- 6) A supply chain analysis reviewing where emissions occur in the lifecycle of consumption (production, transport, sale, use, disposal) for each major category of consumption, with a detailed breakdown of food sub-categories.
- 7) Neighborhood (tract)-level analysis across community and County government, in text, maps, and charts.
- 8) A detailed description of the methodology used to develop the inventory.
- 9) Forward-looking BAU projections through 2050 and analysis of key driving factors & demographic changes.
- 10) Review of policy strategies evaluated and range of potential impacts.
- 11) Recommendations of policies and strategies to address consumption-based emissions.

D. Deliverables. Contractor shall provide County with the following:

- 1) County- and tract-level CBEI datasets for 2007 through 2050 (or most recent available year), as CSV files.
- 2) Data key, as Excel file.
- 3) County- and tract-level CBEIs with modeled policy effects for 2021 through 2050, as CSV files.
- 4) Draft report, incorporating review, analysis, and data outlined above.
- 5) Final report, incorporating County feedback.

6. Task 3. Prepare and provide a County-specific Climate Action Plan (“CAP”) with recommendations for realistic and measurable emission reduction goals.

A. Baseline Policy Assessment. Contractor shall provide the following Services:

- 1) Conduct a Baseline Policy Assessment which shall include, at a minimum, a comparison to peer jurisdictions as agreed upon by County and Contractor CAPs, and reflection of current standards and best practices.
- 2) Develop a checklist of potential CAPs most relevant to Los Alamos (such as similar demographics and/or geographic locations) which shall include CAPs previously developed by Contractor that meet the established criteria.
- 3) Develop a document review template to standardize Contractor’s review and document best practices and resources for consideration in the CAP development process.
- 4) Develop Policy Assessment memorandum based on Contractor’s findings which shall include key challenges, opportunities, innovations, and best practices to incorporate into the Los Alamos CAP. Contractor shall provide contact information for peer plan development leads for future County use.

- B. Deliverables.** Contractor shall provide a written Policy Assessment memorandum based on Contractor's findings, in Word format or other format as specified by County Project Manager.

7. Task 3.1 Target Setting and Metrics. Using the GHG inventory, high level wedge analysis, and policy audit, Contractor shall identify sector specific targets and metrics for achieving the County's goal of becoming carbon neutral.

- A. Target Setting and Metrics.** Contractor shall review preliminary goals/metrics from County's relevant planning documents, including existing County goals and targets, and Regional/State level CAPs and commitments in order to draft the following:

- 1) Contractor shall develop specific, measurable, achievable, relevant and time-based goal statement for each focus area in the CAP.
- 2) Contractor shall develop strategy-level quantitative metrics/Key Performance Indicators ("KPIs") (including timelines) to track progress towards emission reduction targets throughout CAP implementation.
- 3) Contractor shall develop High level Wedge Analysis which shall provide a quantitative measure of what's required to meet broader CAP objectives.
- 4) Contractor shall draft goals and metrics with stakeholders including County staff, focus groups, boards and commissions, the community at large, and Council as identified in the Outreach Plan.

B. Target Setting and Metrics Deliverables

- 1) Contractor shall summarize climate goals and metrics and provide a maximum of three (3) page memorandum in Word format or as specified by County Project Manager.
- 2) Contractor shall provide a Climate Goals and Metrics Summary Matrix in Excel or as specified by Project Manager.

8. Task 3.2 Strategy and Action Development. Contractor shall identify policy options to meet energy system and building code compliance targets, climate mitigation strategies that meet or exceed state and federal policy, and climate resiliency and hazard mitigation measures to provide information to the community about for current and future climate impacts.

- A. Strategy and Action Development.** Contractor shall develop an initial set of approximately fifty (50) policy options, strategies, and measures that:

- 1) Meet or exceed current Federal, state and local legislative requirements and compliance targets.
- 2) Align with and support County's existing policies, programs, and parallel planning efforts (e.g., Los Alamos Resiliency, Energy and Sustainability Task Force ("LARES") research and recommendations).
- 3) Inform community members of unavoidable climate impacts.
- 4) Can adapt to future changing conditions and legislation.
- 5) Reflect community priorities as determined by stakeholder, community and County Council input
- 6) Feasible, cost effective and fit within Los Alamos' existing operations.
- 7) Organize strategies, policy options, and measure by the following focus areas: buildings, transportation, waste, natural systems, community resilience.

B. Perform Multi-Criteria Analysis. Using goals as identified in Section 3.1, Contractor shall develop a list of potential actions, assess and rank the action through a multi criteria analysis that shall include the following:

- 1) Impact, including the extent to which action will move Los Alamos towards its climate and sustainability goals by reducing emissions or improving resilience.
- 2) Cost, including metrics such as affordability, net cost savings, cost of inaction, funding availability, and expenditure time frame to prioritize actions with a positive return on investment.
- 3) Realization of co-benefits, or the extent to which an action achieves multiple County objectives beyond its climate goals, such as improving quality of life/public health or benefitting local businesses.
- 4) Social and racial equity in the distribution of benefits and effects to the Los Alamos community.
- 5) Feasibility, including existing capacity, degree of County control, regulatory constraints, and technological considerations.
- 6) Buy-in from the relevant County department(s) and degree of support within the community.
- 7) Speed at which impact can be achieved.
- 8) Urgency, given windows of opportunity in planning and policy making and the need for change.

C. Finalize and Present Multi-Criteria Analysis. Contractor shall present initial rankings to County Project Manager for the County's review and adjust the rankings as requested by County, resulting in one (1) round of ranking revisions to be completed by Contractor. Contractor shall utilize the final rankings to generate a revised list of twenty to thirty (20-30) high priority actions for consideration for the CAP with documentation of methodology, citations, and referenced materials.

D. Cost Analysis. Contractor shall perform high-level cost estimate of costs associated with action implementation to ensure prioritization of efforts with a positive Return on Investment (ROI). Cost estimates shall be determined for both County and the community and shall include at minimum:

- 1) Community costs for an average resident, business or developer to implement the measures as compared to a business-as-usual scenario.
- 2) County cost estimates related to staff time, consultant services, and procurement.
- 3) Cost estimates for all high priority measures under consideration for inclusion in the CAP which shall include at minimum:
 - a) Initial start-up costs, including, at a minimum, labor costs for County staff, , consultant expenses, and capital expenses necessary to implement the CAP.
 - b) Ongoing costs over a twenty-five (25) year timeframe, including continued labor expenses, maintenance, and monitoring/evaluation resource needs.
 - c) The cost of inaction which estimates costs incurred by climate impacts in the case that GHG emission reductions are not achieved.
- 4) Include in the CAP report recommendations for grant opportunities, and recommendations for direction for pursuing grants or other funding, to achieve the goals in the CAP .

E. Quantitative GHG Impact Assessment and Wedge Analysis. Contractor shall provide County with the prioritized shortlist of actions that provides a high-level estimate of the emission reductions associated with each action to provide a defensible plan for meeting the County's emission reduction goals.

- 1) Contractor shall provide model specific emissions reductions associated with approximately twenty-five (25) top actions.
- 2) Contractor shall clearly present all assumptions to County Project Manager for review.
- 3) Contractor shall provide visualized outcomes in both table and graphical formats.

F. Zero Waste Pathway. Contractor shall conduct a high-level examination of Los Alamos' existing waste stream, discuss goals and existing solid waste services with County representatives and produce a brief memo summarizing opportunities for the County to reduce waste and increase reuse by exploring zero waste strategies and policies.

G. Strategy and Action Deliverables. Contractor shall provide, in Word format or as specified by County Project Manager:

- 1) Database of approximately fifty (~50) initial actions for consideration
- 2) Multicriteria analysis of identified actions to prioritize in final plan
- 3) Quantitative GHG Impact assessment of approximately twenty-five (25) high priority actions
- 4) Cost analysis of high priority actions
- 5) Zero Waste Pathway memorandum not to exceed 5 pages.

9. Task 3.3 Implement Outreach Plan. Throughout the project, the Contractor shall implement the Outreach Plan using a list of tools and methods of communications, both in person and digitally, to ensure that the information is digestible and accessible to all sectors of the Los Alamos Community.

A. Implement Outreach Plan. Contractor shall provide Outreach Plan that includes the following, at minimum:

- 1) Develop and provide key communication materials to be used throughout the planning process, such as a project summary sheet, social media content, email announcements, and invitation letters.
- 2) One (1) online Communitywide survey, at a time specified by County Project Manager and identify ways to advertise the survey.
- 3) Ten (10) Community meetings, at times specified by County Project Manager, including:
 - a) Two (2) on-site meetings focusing on the GHG Study;
 - b) Four (4) on-site meetings focusing on the CAP;
 - c) Four (4) virtual/hybrid meetings focusing on CAP strategy and action development process.
- 4) Provide recommendations for an Online Sharing platform that can be used to solicit public feedback on the draft CAP. Facilitate and manage use of County selected Online Sharing platform.
- 5) In collaboration with EcoDataLab, set up digital forum for members of the public to submit additional written comments throughout the process.

B. Deliverables. Contractor shall provide County the following:

- 1) Ten (10) facilitated engagement events/meetings including materials, as determined by the final Outreach Plan
- 2) Facilitation and management of one (1) online sharing platform
- 3) Creation and management of one (1) online survey

10. Task 3.4 Draft and Final Climate Action Plan. Using format, objectives and audience determined by County and Contractor at kick-off meeting, Contractor shall create a clear, concise and visually engaging CAP including the following key elements:

- A. Introduction and background** shall describe the vision of a resilient, low emissions Los Alamos, explain the importance of the CAP, and highlight overlaps with other local plans and initiatives.
- B. Inventory results and implications**, to include a summary of major emissions sources over which Los Alamos may have influence, inventory trends, climate vulnerabilities, impacts to vulnerable communities, and other key conclusions.
- C. Vision, goals, and KPIs** shall frame the CAP by introducing Los Alamos' vision for the future, emission reduction, and climate resiliency goals over the short and long term.
- D. Strategies and actions** shall describe climate action strategies and supporting actions, as determined by County, including a discussion of major emissions sources over which Los Alamos may have influence, inventory trends, climate vulnerabilities, impacts to vulnerable communities, and other key conclusions.
- E. Deliverables.** Written draft and written Final Los Alamos Climate Action Plan, in Word format or other format as specified by County Project Manager.

11. Task 3.5 Develop Implementation Plan. As a part of the final CAP, Contractor shall prepare and provide an Implementation Plan which includes, at a minimum:

- A. Brief description of the measure**, (e.g., regulation, financial incentive program, partnership, etc.)
- B. A timeline for implementation**, including immediate next steps and/or key dependencies within and across sectors, which clarify when measures need to occur in time, and in what order relative to one another.
- C. Lead agency**, organization, or department responsible for implementation and potential partners in implementation.
- D. Estimated staffing requirements**
- E. Potential funding sources and grant opportunities.**
- F. Long-term action plan for continued engagement with key groups after CAP adoption**, with proposed mechanisms for continuing communications and engagement.
- G. Deliverables.** Contractor shall provide County with the following:
 - 1) Draft a final Implementation Plan as part of final CAP (included as an appendix)
 - 2) Database of organizations and contact information developed through the engagement process.

12. Task 4. Provide data tools recommendations. Contractor shall provide written recommendations for data tools and/or data platforms for County's use with overall CAP process, including:

Identification of specific constraints, goals, and functionality for the platform, and preparation of a memo that captures these parameters, lays out the pros and cons of common tools, and provides a recommendation to County regarding which tool(s) to use. Contractor shall recommend key platform features that provide the following functionalities:

- 1) Data visualizations have filtering, cross-tabulation, and interactive functionalities. Data can be “sliced and diced” to analyze by department/agency, scope, sector, building, year, etc.
- 2) Data tables are scalable into the future, County staff can append inventory data each year to the existing database to allow for year over year tracking and analysis.
- 3) Facilitates a streamlined quality control process by visualizing data to identify outliers or anomalies.
- 4) Level of detail allows “drill down” analysis into detailed data inputs (activity data, emission factors, etc.).
- 5) User-friendly interface that encourages exploration and comprehension of the data by community members, not just experts.
- 6) Visualizes areas for greatest emission reduction opportunities to strategically prioritize action planning and implementation.
- 7) Dashboarding capabilities to visualize complex datasets into appealing charts and graphics that can be embedded into reports or the County’s website. Dashboards can also visualize and track progress on KPIs and metrics over time.

SECTION B. TERM: The term of this Agreement shall commence May 24, 2023 and shall continue through May 23, 2025, unless sooner terminated, as provided herein. At County’s sole option, the County Manager may renew this Agreement for up to five additional years.

SECTION C. COMPENSATION:

1. **Amount of Compensation.** County shall pay compensation for performance of the Services in an amount not to exceed TWO HUNDRED EIGHTY THOUSAND ONE HUNDRED NINETY-FIVE DOLLARS (\$280,195.00), which amount does not include applicable New Mexico Gross Receipts Taxes (“NMGRT”). Compensation shall be paid in accordance with the rate schedule set out in Exhibit “A,” attached hereto and made a part hereof for all purposes.
2. **Monthly Invoices.** Contractor shall submit itemized monthly invoices to County’s Project Manager showing amount of compensation due, amount of any NMGRT, and total amount payable. Payment of undisputed amounts shall be due and payable thirty (30) days after County’s receipt of the invoice.

SECTION D. TAXES: Contractor shall be solely responsible for timely and correctly billing, collecting and remitting all NMGRT levied on the amounts payable under this Agreement.

SECTION E. STATUS OF CONTRACTOR, STAFF, AND PERSONNEL: This Agreement calls for the performance of services by Contractor as an independent contractor. Contractor is not an agent or employee of County and shall not be considered an employee of County for any purpose. Contractor, its agents, or employees shall make no representation that they are County employees, nor shall they create the appearance of being employees by using a job or position title on a name plate, business cards, or in any other manner, bearing County’s name or logo. Neither Contractor nor any employee of Contractor shall be entitled to any benefits or compensation other than the compensation specified herein. Contractor shall have no authority to bind County to any agreement, contract, duty, or obligation. Contractor shall make no representations that are intended to, or create the appearance of, binding County to any agreement, contract, duty, or obligation. Contractor shall have full power to continue any outside employment or business, to employ and discharge its employees or associates as it deems

appropriate without interference from County; provided, however, that Contractor shall at all times during the term of this Agreement maintain the ability to perform the obligations in a professional, timely, and reliable manner.

SECTION F. STANDARD OF PERFORMANCE: Contractor agrees and represents that it has and shall maintain the personnel, experience, and knowledge necessary to qualify it for the particular duties to be performed under this Agreement. Contractor shall perform the Services described herein in accordance with a standard that meets the industry standard of care for performance of the Services.

SECTION G. DELIVERABLES AND USE OF DOCUMENTS: All deliverables required under this Agreement, including material, products, reports, policies, procedures, software improvements, databases, and any other products and processes, whether in written or electronic form, shall remain the exclusive property of and shall inure to the benefit of County as works for hire; Contractor shall not use, sell, disclose, or obtain any other compensation for such works for hire. In addition, Contractor may not, with regard to all work, work product, deliverables, or works for hire required by this Agreement, apply for, in its name or otherwise, any copyright, patent, or other property right, and acknowledges that any such property right created or developed remains the exclusive right of County. Contractor shall not use deliverables in any manner for any other purpose without the express written consent of County. Subject to County's rights in the deliverables, any pre-existing work product, trade secrets, know-how, methodologies, and processes related to Contractor's Services shall remain the sole and exclusive property of Contractor, and Contractor shall own all proprietary and intellectual property rights inherent therein and appurtenant thereto ("Contractor Materials"). If, in the course of Contractor's engagement with County, Contractor uses, provides, or incorporates into any deliverables or work any Contractor Materials, Contractor will grant County a worldwide, non-exclusive, perpetual, irrevocable, royalty-free, fully-paid up right: (a) to make, use, copy, modify, and create derivative works of such intellectual property, (b) to publicly perform or display, import, broadcast, transmit, distribute, license, offer to sell, and sell, rent, lease, or lend copies of such intellectual property (and derivative works thereof) and (c) to sublicense to third parties the foregoing rights, including the right to sublicense to further third parties.

SECTION H. EMPLOYEES AND SUB-CONTRACTORS: Contractor shall be solely responsible for payment of wages, salary, or benefits to any and all employees or contractors retained by Contractor in the performance of the Services. Contractor agrees to indemnify, defend, and hold harmless County for any and all claims that may arise from Contractor's relationship to its employees and subcontractors.

SECTION I. INSURANCE: Contractor shall obtain and maintain insurance of the types and in the amounts set out below throughout the term of this Agreement with an insurer acceptable to County. Contractor shall assure that all subcontractors maintain like insurance. Compliance with the terms and conditions of this Section is a condition precedent to County's obligation to pay compensation for the Services, and Contractor shall not provide any Services under this Agreement unless and until Contractor has met the requirements of this Section. County requires Certificates of Insurance, or other evidence acceptable to County, stating that Contractor has met its obligation to obtain and maintain insurance and to assure that subcontractors maintain like insurance. Should any of the policies described below be cancelled before the expiration date thereof, notice shall be delivered in accordance with the policy provisions. General Liability Insurance and Automobile Liability Insurance shall name County as an additional insured.

1. **General Liability Insurance:** ONE MILLION DOLLARS (\$1,000,000.00) per occurrence; ONE MILLION DOLLARS (\$1,000,000.00) aggregate.
2. **Workers' Compensation:** In an amount as may be required by law. County may immediately terminate this Agreement if Contractor fails to comply with the Worker's Compensation Act and applicable rules when required to do so.
3. **Automobile Liability Insurance for Contractor and its Employees:** ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence; ONE MILLION DOLLARS (\$1,000,000.00) aggregate on any owned, and/or non-owned motor vehicles used in performing Services under this Agreement.
4. **Professional Liability Insurance:** ONE MILLION DOLLARS (\$1,000,000.00). Professional Liability Insurance shall provide coverage for Services provided hereunder during the term of this Agreement and for a period of at least three (3) years thereafter.

SECTION J. RECORDS: Contractor shall maintain, throughout the term of this Agreement and for a period of six (6) years thereafter, records that indicate the date, time, and nature of the services rendered. Contractor shall make available, for inspection by County, all records, books of account, memoranda, and other documents pertaining to County at any reasonable time upon request.

SECTION K. DUTY TO ABIDE: Contractor shall abide by all applicable federal, state, and local laws, regulations, and policies and shall perform the Services in accordance with all applicable laws, regulations, and policies during the term of this Agreement.

SECTION L. NON-DISCRIMINATION: During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of the obligations of Contractor under this Agreement, with regard to race, color, religion, sex, age, ethnicity, national origin, sexual orientation or gender identity, disability, or veteran status.

SECTION M. CHOICE OF LAW: The interpretation and enforcement of this Agreement shall be governed by and construed in accordance with the laws of the State of New Mexico.

SECTION N. VENUE, FORUM NON-CONVENIENS, EXCLUSIVE STATE JURISDICTION: County and Contractor knowingly, voluntarily, intentionally, and irrevocably agree that any and all legal proceedings related to this Agreement, or to any rights or any relationship between the parties arising therefrom, shall be solely and exclusively initiated, filed, tried, and maintained in the First Judicial District Court of the State of New Mexico. County and Contractor each expressly and irrevocably waive any right otherwise provided by any applicable law to remove the matter to any other state or federal venue, consents to the jurisdiction of the First Judicial District Court of the State of New Mexico in any such legal proceeding, waives any objection it may have to the laying of the jurisdiction of any such legal proceeding. County and Contractor also agree that this term is a material inducement for each to enter this Agreement, and that both County and Contractor warrant and represent that each have had the opportunity to review this term with legal counsel.

SECTION O. WAIVER OF JURY TRIAL: In the event of any action or proceeding, (including without limitation, any claim, counterclaim, cross-claim or third party claim) arising out of or, relating to this Agreement, or the transaction contemplated by this Agreement, County and Contractor KNOWINGLY, VOLUNTARILY, INTENTIONALLY, AND IRREVOCABLY WAIVE ANY

RIGHT TO A JURY TRIAL, and agree that a court shall determine and adjudicate all issues of law and fact with a jury trial being expressly waived. County and Contractor also agree that this waiver of a jury trial was a material inducement for each to enter this Agreement, and that both County and Contractor warrant and represent that each have had the opportunity to review this jury waiver with legal counsel.

SECTION P. INDEMNITY: Contractor shall indemnify, defend, and hold harmless County, its Council members, employees, agents, and representatives, from and against all liability, claims, demands, actions (legal or equitable), damages, losses, costs, or expenses, including attorney fees, of any kind or nature, to the extent that the liability, claims, demands, actions, damages, losses, costs, and expenses are caused by, or arise out of, the negligent acts, willful misconduct, or omissions of the Contractor or Contractor's officers, employees, agents representatives, and subcontractors in the performance or breach of the Services under this Agreement.

SECTION Q. FORCE MAJEURE: Neither County nor Contractor shall be liable for any delay in the performance of this Agreement, nor for any other breach, nor for any loss or damage arising from uncontrollable forces such as fire, theft, storm, war, or any other force majeure that could not have been reasonably avoided by exercise of due diligence. Each Party shall use its best efforts to mitigate the effects of such Force Majeure event, remedy its inability to perform, and resume full performance of its obligations hereunder as soon as possible. A Party suffering a Force Majeure event ("Affected Party") shall notify the other Party ("Non-Affected Party") in writing ("Notice of Force Majeure Event") as soon as reasonably practicable specifying the cause of the event, the scope of commitments under the Agreement affected by the event, and a good faith estimate of the time required to restore full performance.

SECTION R. NON-ASSIGNMENT: Contractor shall not assign this Agreement or any privileges or obligations herein, and shall not novate this Agreement to another without the prior written consent of the [County Manager/County Utilities Manager].

SECTION S. LICENSES: Contractor shall maintain all required licenses including, without limitation, all necessary professional and business licenses, throughout the term of this Agreement. Contractor shall require and shall assure that all of Contractor's employees and subcontractors maintain all required licenses including, without limitation, all necessary professional and business licenses.

SECTION T. PROHIBITED INTERESTS: Contractor agrees that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further agrees that it shall not employ any person having such an interest to perform services under this Agreement. No County Council member or other elected official of County, or manager or employee of County shall solicit, demand, accept, or agree to accept, a gratuity or offer of employment contrary to Section 31-282 of the Los Alamos County Code.

SECTION U. TERMINATION:

- 1. Generally.** The County Manager may terminate this Agreement with or without cause upon ten (10) days prior written notice to Contractor. Contractor may terminate this agreement with cause, upon County's material breach, upon sixty (60) days prior written notice to County. Upon such termination, Contractor shall be paid for Services actually completed. Contractor shall render a final report of the Services performed to the date of

termination and shall turn over to County, originals of all materials prepared pursuant to this Agreement.

- 2. Funding.** This Agreement shall terminate without further action by County on the first day of any County fiscal year for which funds to pay compensation hereunder are not appropriated by County Council. County shall make reasonable efforts to give Contractor at least ninety (90) days advance notice that funds have not been and are not expected to be appropriated for that purpose.

SECTION V. NOTICE: Any notices required under this Agreement shall be made in writing, postage prepaid to the following addresses, and shall be deemed given upon hand delivery, verified delivery by telecopy (followed by copy sent by United States Mail), or three (3) days after deposit in the United States Mail:

County:

Sustainability Manager
Incorporated County of Los Alamos
1000 Central Avenue, Suite 350
Los Alamos, New Mexico 87544

Contractor:

Amity Lumper
Cascadia Consulting Group, Inc.
1109 1st Avenue, Suite 400
Seattle, Washington 98101

With a copy to:

County Attorney's Office
1000 Central Avenue, Suite 340
Los Alamos, New Mexico 87544

SECTION W. INVALIDITY OF PRIOR AGREEMENTS: This Agreement supersedes all prior contracts or agreements, either oral or written, that may exist between the parties with reference to the services described herein, and expresses the entire agreement and understanding between the parties with reference to said services. It cannot be modified or changed by any oral promise made by any person, officer, or employee, nor shall any written modification of it be binding until approved in writing by both authorized representatives of County and Contractor. In the event of any conflict between the terms, conditions, and provisions of this Agreement, and the terms, conditions and provisions of any exhibits or attachments, the terms, conditions and provisions of this Agreement shall control and take precedence.

SECTION X. NO IMPLIED WAIVERS: The failure of either party to enforce any provision of this Agreement is not a waiver by either party of the provisions, or of the right thereafter, to enforce any provision(s).

SECTION Y. SEVERABILITY: If any provision of this Agreement is held to be unenforceable for any reason: (i) such provision shall be reformed only to the extent necessary to make the intent of the language and purpose of the Agreement enforceable; and (ii) all other provisions of this Agreement shall remain in effect so long as the substantive purpose of the Agreement is possible.

SECTION Z. CAMPAIGN CONTRIBUTION DISCLOSURE FORM: A Campaign Contribution Disclosure Form was submitted as part of the Contractor's Response and is incorporated herein by reference for all purposes.

SECTION AA. LEGAL RECOGNITION OF ELECTRONIC SIGNATURES: Pursuant to NMSA 1978 § 14-16-7, this Agreement may be signed by electronic signature.

SECTION AB. DUPLICATE ORIGINAL DOCUMENTS: This document may be executed in two (2) counterparts, each of which shall be deemed an original.

SECTION AC. NEGOTIATED TERMS: This Agreement reflects negotiated terms between the parties, and each party has participated in the preparation of this Agreement with the opportunity to be represented by counsel, such that neither party shall be considered to be the drafter of this Agreement or any of its provisions for the purpose of any statute, case law, or rule of interpretation or construction that would or might cause any provision to be construed against the drafter of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date(s) set forth opposite the signatures of their authorized representatives to be effective for all purposes on the date first written above.

ATTEST

INCORPORATED COUNTY OF LOS ALAMOS

NAOMI D. MAESTAS
COUNTY CLERK

BY: _____
STEVEN LYNNE **DATE**
COUNTY MANAGER

Approved as to form:

J. ALVIN LEAPHART
COUNTY ATTORNEY

CASCADIA CONSULTING GROUP, INC., A
WASHINGTON CORPORATION

BY: _____
NAME: AMITY LUMPER **DATE**
TITLE: PRESIDENT

Exhibit "A"
 Compensation Rate Schedule
 AGR23-11
 Community Greenhouse Gas Emissions Study and Climate Action Plan

Task	Cost
1. Prepare and Provide a Work Plan	\$36,240.00 Total
<i>Kickoff meeting</i>	\$4,445.00
<i>Workplan & timeline</i>	\$4,345.00
<i>Outreach plan development</i>	\$8,360.00
<i>Ongoing client check-ins & management</i>	\$19,090.00
2. Conduct GHG Emissions Inventory and Wedge Analysis	\$43,195.00 Total
<i>Sector-based GHG Inventory</i>	\$26,330.00
<i>Consumption-based GHG Inventory</i>	\$16,865.00
3. Prepare Climate Action Plan	\$112,035.00 Total
<i>Baseline policy assessment</i>	\$7,260.00
<i>Target setting and Metrics</i>	\$3,590.00
<i>Strategy and Action Development</i>	\$21,580.00
<i>Outreach Plan Implementation</i>	\$50,500.00
<i>Draft CAP & Final CAP</i>	\$22,185.00
<i>Implementation Plan</i>	\$6,920.00
4. Data Tools Recommendations	\$5,460.00 Total
5. Expenses	\$10,500.00 Total
6. Chosen Optional Tasks	\$72,765.00 Total
<i>Additional inventory year (sector-based)</i>	\$10,780.00
<i>Additional Inventory sources (sector-based)</i>	\$7,520.00
<i>Contribution Analysis</i>	\$3,710.00
<i>GHG Forecasting & high-level wedge analysis</i>	\$14,040.00
<i>CBEI BAU Projections</i>	\$8,250.00
<i>CBEI Tier 2 Recommendations</i>	\$4,125.00
<i>Quantitative GHG Impact assessment</i>	\$12,760.00
<i>Quantitative cost analysis</i>	\$11,580.00
GRAND TOTAL	\$280,195.00

POSITION	HOURLY RATE
Director	\$275
Senior Associate	\$240
Associate	\$160
Analyst	\$275
Engagement Lead	\$160

EXHIBIT “B” SCHEDULE

Contractor shall complete Services and deliverables within the timeframe indicated below, starting upon the Agreement Effective Date.

Services and Deliverables	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
<i>Months after contract execution</i>	<i>0</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>	<i>16</i>
<i>Days after contract execution</i>	<i>30</i>	<i>60</i>	<i>90</i>	<i>120</i>	<i>150</i>	<i>180</i>	<i>210</i>	<i>240</i>	<i>270</i>	<i>300</i>	<i>330</i>	<i>360</i>	<i>390</i>	<i>420</i>	<i>450</i>	<i>480</i>	<i>510</i>
1. Prepare and Provide a Work Plan																	
Kickoff Meeting, Project Workplan	◆																
Develop Outreach Plan	●	◆															
Biweekly Check-in Calls, Invoicing																	
2. Prepare and Provide a Comprehensive GHG Emissions Study																	
Prepare Sector-Based GHG Inventory						●	◆										
Prepare Consumption-Based GHG Inventory						●	◆										
Data Collection and Analysis								●	◆								
3. Prepare and Provide a County-Specific Climate Action Plan																	
Target Setting and Metrics										●							
Strategy and Action Development													●				
Develop Zero Waste Plan													●				
Implement Outreach Plan																	
Public Draft CAP														●			
Final CAP																	◆
Develop Implementation Plan																	◆
Final plan review/adoption																	
4. Provide Data Tools Recommendations																	
Recommend Data Tools																	◆
KEY																	
● Draft Deliverable																	
◆ Final Deliverable																	

Exhibit "C"
CAMPAIGN CONTRIBUTION DISCLOSURE FORM
AGR23-11
Community Greenhouse Gas Emissions Study and Climate Action Plan

Any prospective contractor seeking to enter into a contract with the Incorporated County of Los Alamos must file this form disclosing whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official during the two (2) years prior to the date on which prospective contractor submits a proposal or, in the case of a sole source or small purchase contract, the two (2) years prior to the date prospective contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds TWO HUNDRED FIFTY DOLLARS (\$250.00) over the two (2) year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other things of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

"Family member" means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of:
(a) a prospective contractor, if the prospective contractor is a natural person; or
(b) an owner of a prospective contractor.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a ☐ member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS: (Report any applicable contributions made to the following - COUNTY COUNCILORS: Theresa Cull; Denise Derkacs; Melanee Hand; Susie Havemann; Keith Lepsch; David Reagor; and Randal Ryti.)

Contribution Made By:			
Relation to Prospective Contractor:			
Name of Applicable Public Official:			
Contribution(s) Date(s)	Contribution Amount(s):	Nature of Contribution(s):	Purpose of Contribution(s):
	\$		
	\$		
	\$		
	\$		
	\$		

(Attach extra pages if necessary)

Please check the box next to the applicable statement.

<input type="checkbox"/>	CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250.00) WERE MADE to an applicable public official by me, a family member or representative, and I have disclosed those contributions.
<input type="checkbox"/>	NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250.00) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (position)