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MEMORANDUM

P.O. Box 4100 ♦ FRISCO, COLORADO 80443

**TO: MAYOR AND TOWN COUNCIL**

**FROM: KATIE KENT, COMMUNITY DEVELOPMENT DIRECTOR**

**RE: CONTRACT EXTENSION ICONERGY CLIMATE ACTION PLAN**

**DATE: JANUARY 14, 2025**

**Summary and Background:**

On October 22, 2024, the Town approved a contract extension through January 31, 2025 for the Climate Action Plan currently being prepared by Iconergy. Since the October Town Council meeting, Staff were provided an 80% draft of the Climate Action Plan which they had extensive mark-ups and questions on for Iconergy to address. Due to the amount of comments, clarifications, and modifications, Staff and Iconergy are seeking another extension. The anticipated end date is April 2025 but to avoid another extension, Staff is requesting the contract extension through June 30, 2025.

The Town is currently under an agreement with Iconergy, LLC for the development of a Climate Action and Resilience Plan. Per the original contract, the scope of work was stated to be completed in collaboration with the Institute for the Built Environment (IBE) prior to November 30, 2024. The 1<sup>st</sup> Amendment to the Contract approved October 22, 2024, extended the contract through January 31, 2025. Both Iconergy and IBE staff have been moving forward on the project. IBE has completed public outreach and is summarizing results, and Iconergy is working to finish a greenhouse gas inventory for the Town.

No additional funds are requested of the Town for this modification. An extension of the agreement timeline would allow Iconergy to complete their responsibilities, under the current Agreement's scope of work, with an extended timeline.

**Analysis:** Iconergy and IBE have been an integral part of the ongoing development of the work performed so far. Their included services under the existing scope of work include:

- a Greenhouse Gas (GHG) inventory that establishes a baseline of which sectors, including residential, commercial, transportation, and waste and water management, are producing GHG emissions and how much they are contributing;
- sector-based mitigation priorities, goals, and strategies for cutting emissions;
- a vulnerability assessment that establishes a baseline of current and future social, economic, environmental, and infrastructure risks and vulnerabilities;
- adaptation priorities, goals, and strategies for increasing adaptive capacity and climate resilience.

**Financial Impact:**

No additional funds are requested of the Town for this modification. An extension of agreement timeline would allow Iconergy and IBE to complete their responsibilities, under the current Agreement's scope of work, with an extended timeline to June 30, 2025.

Iconergy's original contract was for a cost not to exceed \$110,000, which was included in the 2024 budget. A DOLA Energy Impact Fund grant was awarded to this project for \$55,000. The updated timeline will not affect this grant award. No additional funds are requested with this modified Agreement. Staff will request unused funds for the project in 2024 be rolled over to 2025 to account for this extended timeline.

**Staff Recommendation:**

Staff recommends a modification of the Contract for Goods and/or Services entered into on March 21, 2024, a contract with Iconergy, LLC, and the First Amendment approved October 22, 2024, for the extended timeline as stated in the attachment Second Amendment to Agreement for Goods and/or Scope of Services - Iconergy.

Iconergy has been proactively following their scope of work and submitting monthly invoices to the Town for their services. Each of these invoices is accompanied by a document stating work completed within that billing period to demonstrate that tasks have been reasonable and within the scope of work.

**Alignment with Strategic Plan:** Completion of a Climate Action and Resilience Plan supports the Council's strategic objective of providing progress-driven quality core services, including the pillar of Environmental Stewardship.

**Environmental Sustainability:** The overarching focus of this project is to create new science-based GHG reduction targets for Frisco, and associated strategies to achieve these goals and increase Frisco's climate resilience. This plan will create a roadmap to achieve our existing renewable energy goals and serve as a central location to document our existing GHG reduction efforts in addition to what we will need to implement in the future to meet our climate goals. This plan will guide town staff and leadership's climate decisions in the coming years to ensure the Town and community are prepared to make informed decisions on climate mitigation, adaptation, and climate resilience efforts.

**Reviews and Approvals:**

Diane McBride, Assistant Town Manager  
Tom Fisher, Town Manager

**Attachments:**

Attachment A – Second Amendment to Agreement for Goods and/or Services - Iconergy