

**EXHIBIT A**  
**SCOPE OF WORK**

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## EXHIBIT A

### SCOPE OF WORK

#### **Task 1 — Attend Kick-Off Meeting**

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement. The Recipient shall attend a “kick-off” meeting with the Commission Project Manager and the Grants Officer. The Recipient shall bring their Project Manager and other relevant staff. The administrative and technical aspects of this Agreement will be discussed at the meeting. Prior to the kick-off meeting, the Commission Project Manager will provide an agenda to all potential meeting participants.

Topics to be discussed at this meeting will include, but are not limited to:

- Terms and Conditions of the Agreement
- Permit Documentation
- Scope of Work
- Project Schedule (including Products and Due Dates)
- Progress Reports
- Final Report
- Use of State Identity Branding Mark Logo
- Prohibition on KEMA Inc. or its subsidiary known as KEMA Services Inc. from performing services as a subcontractor or other lower-tier contractor to achieve the objectives of this Agreement
- Historic Preservation and Consultation Package Requirements

The Commission Project Manager shall designate the date and location of this meeting. This meeting may occur in person, via teleconference call, or other method at the discretion of the Commission Project Manager.

**Products:** List of Permits, if applicable (no draft)

**Due Date:** July 31, 2010

#### **Task 2 — Identify and Obtain Required Permits**

The goal of this task is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track.

Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement. Permits must be identified in writing and obtained before the Recipient can incur any costs related to the use of the permits for which the Recipient will request reimbursement.

The Recipient shall prepare a letter documenting the permits required to conduct this Agreement and submit it to the Commission Project Manager at least 2 working days prior to the kick-off meeting:

1. If there are no permits required at the start of this Agreement, then state such in the letter.
2. If it is known at the beginning of the Agreement that permits will be required during the course of the Agreement, provide in the letter:
  - Type(s) of permit(s)
  - Name, address and telephone number of the permitting jurisdictions or lead agencies
  - Schedule the Recipient will follow in applying for and obtaining these permits

The list of permits and the schedule for obtaining them will be discussed at the kick-off meeting and a timetable for submitting the updated list, schedule and the copies of the permits will be developed. The implications to the Agreement if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in the progress reports.

If during the course of the Agreement additional permits become necessary, then provide the appropriate information on each permit and an updated schedule to the Commission Project Manager.

As permits are obtained, send a copy of each approved permit to the Commission Project Manager.

If during the course of the Agreement permits are not obtained on time or are denied, notify the Commission Project Manager within 5 working days.

**Product:** Letter documenting the Permits or stating that no Permits are required (no draft)

**Due Date:** July 31, 2010

**Product:** Updated list of permits as they change during the approved term of the Agreement (no draft)

**Due Date:** As necessary, within 10 days of change

**Product:** A copy of each approved Permit (no draft)

**Due Date:** As necessary, within 10 days of receipt of each permit

### **Task 2a — Submission of Waste Management Plan**

The goal of this task is to submit a Waste Management Plan to the Commission Project Manager prior to the proposed project activities generating any waste. This Waste

Management Plan will describe the Recipient's plan to dispose of any sanitary or hazardous waste generated by the proposed project activities. Sanitary and hazardous waste includes, but is not limited to, construction and demolition debris, old light bulbs, fluorescent ballasts and lamps, piping, roofing material, discarded equipment, debris, and asbestos.

The Recipient's Waste Management Plan must comply with all federal, state, and local laws and regulations governing waste disposal.

**Products:** Waste Management Plan (no draft)

**Due Date:** July 31, 2010

### **Task 3 — Submit Prevailing Wage Rates and Weekly Certified Payrolls**

Within 30 days or less after execution of any subcontract for services under this Agreement the Recipient must submit to the Commission Project Manager a copy of applicable wage determinations for any and all labor and mechanic work to be performed under the subcontract.

The Recipient must also submit to the Energy Commission on a weekly basis a copy of all certified payrolls prepared for all subcontractors and lower tier contractors. The terms and conditions of this Agreement provide the required specifications.

These requirements apply to all subcontracts for services to achieve the objectives of this Agreement, including subcontracts paid for entirely with cost share funds.

**Products:** Copies of Applicable Wage Determinations (no draft)

**Due Date:** Within 30 days or less after execution of any subcontract for services under this Agreement

**Products:** Weekly Certified Payrolls of All Lower Tier Contractors (no draft)

**Due Date:** Weekly for each week in which any Contract work is performed during the term of the Agreement

### **Task 4 — Historic Preservation**

Prior to the expenditure of EECBG Program funds to alter any structure or site, the Recipient is required to comply with the requirements of Section 106 of the National Historic Preservation Act (NHPA). In order to fulfill the requirements of Section 106, the Energy Commission and the Recipient must consult with the California State Historic Preservation Officer (SHPO), and, if applicable, the Tribal Historic Preservation Officer (THPO), to ensure that proposed projects will have no adverse effects on any historic resources. The Energy Commission has executed a Programmatic Agreement with the SHPO to streamline the Section 106 consultation process. Under the Programmatic Agreement, the Energy Commission will evaluate projects to determine whether such projects are categorically excluded from the SHPO's direct review and consultation.

In order for the Energy Commission to determine whether a given project is categorically excluded from the SHPO's direct review and consultation, the applicant must prepare a Consultation Package for each project proposed under this grant, unless the project obtained SHPO clearance prior to grant approval. The Energy Commission will provide the required specifications for the Consultation Package.

**Products:** Consultation Package

**Due Date:** No later than 30 days after the **execution** of the grant or the identification of the project structure(s) or site(s) to be retrofitted under the grant, whichever is later

### **Task 5 — Purchase Equipment**

The goal of this task is to purchase the approved sensors, ballasts, vending machine controllers, and interior, exterior, and street lighting materials/equipment for Tasks ~~4-6~~ through ~~811~~, as identified in Attachment C-8 of this Agreement. All equipment must adhere to the requirements and specifications set forth in Exhibit 2 of the EECBG funding solicitation (PON-09-001).

The Recipient shall purchase the approved materials/equipment. A listing of the materials/equipment purchased shall be documented in the next monthly progress report submitted under this agreement.

NOTE: The list of materials and equipment identified in Attachment C-8 includes the total possible universe of materials and equipment that the Recipient may purchase with EECBG funds. The Recipient may not purchase any material or equipment that is not on this list. The Recipient may purchase more or less of a certain type of material or equipment than the exact number listed in Attachment C-8, provided that such modifications are made in accordance with the rules governing changes to the Agreement in the terms and conditions of this Agreement. These restrictions do not apply to materials and equipment which are entirely paid for with cost share funds.

**Products:** None

**Due Date:** ~~August 1, 2010~~ April 1, 2012

### **Task 6 — Award Subcontract for Installation of Sensors**

The goal of this task is to approve a subcontract for the installation of approved lighting sensor materials/equipment for Task 7 as identified in Attachment C-8 of this Agreement. All equipment and installation must adhere to the requirements and specifications set forth in Exhibit 2 of the EECBG funding solicitation (PON-09-001). A listing of the specific materials/equipment purchased shall be documented in the next monthly progress report submitted under this agreement.

NOTE: The requirement to submit copies of all executed subcontracts applies to all subcontracts for services to achieve the objectives of this Agreement, including subcontracts paid for entirely with cost share funds.

**Products:** Copy of Executed Subcontract (no draft)

**Due Date:** April 1, 2012 ~~August 10, 2010~~

### **Task 7 — Install Sensors**

The goal of this task is to install the sensors purchased in Task 5 above.

The Recipient shall ensure that the subcontractor will install the approved materials/equipment. A listing of the equipment installed shall be documented in the next monthly progress report submitted under this agreement. As appropriate, photographs should be submitted to the Energy Commission Project Manager to verify that installation has been completed. For very large projects, a sampling of photos may be used to document installation. Recipients shall work with the assigned Energy Commission Project Manager to ensure sufficient verification is provided.

**Products:** Photographs of Installed Equipment (no draft)

#### **Locations:**

- Public Services Bldg., 101 B Avenue, Coronado, CA 92118
- Library, 640 Orange Ave., Coronado, CA 92118
- Police Station, 700 Ocean Boulevard, Coronado, CA 92118
- City Hall, 1825 Strand Way, Coronado, CA 92118
- Recreation Center, 1845 Strand Way, Coronado, CA 92118
- Fire Station (Village), 1001 Sixth St., Coronado, CA 92118
- Fire Station (Cays), 101 Grand Caribe Causeway, Coronado, CA 92118
- Lifeguard Tower Storage, 900 Ocean Blvd., Coronado, CA 92118
- North Beach Restrooms, 320 Ocean Boulevard, Coronado, CA 92118
- Lifeguard Tower, 920 Ocean Boulevard, Coronado, CA 92118
- Coronado Cays Park Storage Bldg., Coronado, CA 92118
- Tennis Center, 1501 Glorietta Boulevard, Coronado, CA 92118

**Due Date:** April 1, 2012 ~~April 1, 2011~~

### **Task 8 — Install Vending Machine Controllers**

The goal of this task is to install the vending machine controllers purchased in Task 5 above.

The Recipient shall install the approved Vending Machine Controller materials/equipment. A listing of the materials/equipment installed shall be documented in the next monthly progress report submitted under this agreement. As appropriate,

photographs should be submitted to the Energy Commission Project Manager to verify that installation has been completed. For very large projects, a sampling of photos may be used to document installation. Recipients shall work with the assigned Energy Commission Project Manager to ensure sufficient verification is provided.

**Products:** Photographs of Installed Equipment (no draft)

**Locations:**

- Public Services Bldg., 101 B Avenue, Coronado, CA 92118
- Library, 640 Orange Ave., Coronado, CA 92118
- Police Station, 700 Ocean Boulevard, Coronado, CA 92118
- City Hall, 1825 Strand Way, Coronado, CA 92118
- Recreation Center, 1845 Strand Way, Coronado, CA 92118
- Fire Station (Village), 1001 Sixth St., Coronado, CA 92118
- Fire Station (Cays), 101 Grand Caribe Causeway, Coronado, CA 92118
- Lifeguard Tower Storage, 900 Ocean Blvd., Coronado, CA 92118
- Lifeguard Tower, 920 Ocean Boulevard, Coronado, CA 92118
- Coronado Cays Park Storage Bldg., Coronado, CA 92118
- Tennis Center, 1501 Glorietta Boulevard, Coronado, CA 92118

**Due Date:** ~~October 1, 2010~~ April 1, 2012

**Task 9 — Install Interior Lighting Equipment & Ballasts**

The goal of this task is to upgrade old fluorescent interior lights to the latest generation T-8s and install new ballasts where needed, as purchased in Task 5 above.

The Recipient shall install the approved materials/equipment. A listing of the materials/equipment installed shall be documented in the next monthly progress report submitted under this agreement. As appropriate, photographs should be submitted to the Energy Commission Project Manager to verify that installation has been completed. For very large projects, a sampling of photos may be used to document installation. Recipients shall work with the assigned Energy Commission Project Manager to ensure sufficient verification is provided.

**Products:** Photographs of Installed Equipment (no draft)

**Locations:**

- Public Services Bldg., 101 B Avenue, Coronado, CA 92118
- Senior Center, 1019 Seventh, St., Coronado, CA 92118
- Library, 640 Orange Ave., Coronado, CA 92118
- Police Station, 700 Ocean Boulevard, Coronado, CA 92118
- City Hall, 1825 Strand Way, Coronado, CA 92118
- Recreation Center, 1845 Strand Way, Coronado, CA 92118
- Fire Station (Village), 1001 Sixth St., Coronado, CA 92118

- Fire Station (Cays), 101 Grand Caribe Causeway, Coronado, CA 92118
- Center Beach Restrooms, 900 Ocean Boulevard, Coronado, CA 92118
- Lifeguard Tower Storage, 900 Ocean Blvd., Coronado, CA 92118
- North Beach Restrooms, 320 Ocean Boulevard, Coronado, CA 92118
- Lifeguard Tower, 920 Ocean Boulevard, Coronado, CA 92118
- Coronado Cays Park Storage Bldg., Coronado, CA 92118
- Tennis Center, 1501 Glorietta Boulevard, Coronado, CA 92118
- Bus Shelters, Strand State Highway 75, Coronado, CA 92118
- Spreckels Restrooms, 603 Orange Ave., Coronado, CA 92118
- Coronado Cays Parks Restrooms, 102 Cays Boulevard, Coronado, CA 92118

**Due Date:** ~~March 1, 2011~~ April 1, 2012

### **Task 10 — Install Exterior Lighting Equipment**

The goal of this task is to install the exterior lighting materials/equipment purchased in Task 5 above.

The Recipient shall install the approved materials/equipment. A listing of the materials/equipment installed shall be documented in the next monthly progress report submitted under this agreement. As appropriate, photographs should be submitted to the Energy Commission Project Manager to verify that installation has been completed. For very large projects, a sampling of photos may be used to document installation. Recipients shall work with the assigned Energy Commission Project Manager to ensure sufficient verification is provided.

**Products:** Photographs of Installed Equipment (no draft)

#### **Locations:**

- Public Services Bldg., 101 B Avenue, Coronado, CA 92118
- Senior Center, 1019 Seventh, St., Coronado, CA
- Center Beach Restrooms, 900 Ocean Boulevard, Coronado, CA
- North Beach Restrooms, 320 Ocean Boulevard, Coronado, C

**Due Date:** ~~April 1, 2011~~ April 1, 2012

### **Task 11 — Install Streetlights**

The goal of this task is to install the streetlight materials/equipment purchased in Task 5 above, to complete energy-efficiency street lighting retrofits at the following locations:

- 1101-1200 Adella Avenue
- 100-1200 Ocean Boulevard
- 1700-1999 Strand Way

- 901-1399 Orange Avenue in Coronado, CA.

The Recipient shall install the approved equipment. A listing of the equipment installed shall be documented in the next monthly progress report submitted under this agreement. As appropriate, photographs should be submitted to the Energy Commission Project Manager to verify that installation has been completed. For very large projects, a sampling of photos may be used to document installation. Recipients shall work with the assigned Energy Commission Project Manager to ensure sufficient verification is provided.

**Products:** Photographs of Installed Equipment (no draft)

**Due Date:** ~~April 1, 2012~~ April 1, 2011

**Task 12 — ~~Canceled Award Subcontract for Purchase of HVAC Split System and Condensing Furnace~~**

~~The goal of this task is to approve a subcontract for the purchase of approved high efficiency HVAC split system and the condensing furnace materials/equipment as identified in Attachment C-8 of this Agreement. All equipment must adhere to the requirements and specifications set forth in Exhibit 2 of the EECBG funding solicitation (PON-09-001). A listing of the specific materials/equipment purchased shall be documented in the next monthly progress report submitted under this agreement.~~

~~**Products:** Copy of Executed Subcontract~~

~~**Due Date:** August 1, 2010~~

**Task 13 — ~~Canceled Install HVAC Unit with Condensing Furnace~~**

~~The goal of this task is to install the equipment purchased in Task 13 above.~~

~~The Recipient will install the approved HVAC Unit with Condensing Furnace. A listing of the equipment installed shall be documented in the next monthly progress report submitted under this agreement. As appropriate, photographs should be submitted to the Energy Commission Project Manager to verify that installation has been completed. For very large projects, a sampling of photos may be used to document installation. Recipients shall work with the assigned Energy Commission Project Manager to ensure sufficient verification is provided.~~

~~**Products:** Photographs of Installed Equipment (no draft)~~

~~**Location:** Senior Center, 1019 Seventh, St., Coronado, CA 92118~~

~~**Due Date:** October 1, 2010~~

**Task 14 — Monthly Progress Reports**

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement.

The Recipient shall prepare progress reports which summarize all Agreement activities conducted by the Recipient for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. The terms and conditions of this Agreement provide the required specifications.

**Products:** Monthly Progress Reports (no draft)

**Due Date:** By the 3<sup>rd</sup> day of each month until submission of the final report.

### **Task 15 — Final Report**

The goal of this task is to prepare a comprehensive written Final Report that describes the original purpose, approach, results and conclusions of the work done under this Agreement. The Commission Project Manager will review and approve the Final Report.

A Draft Final Report shall be submitted to the Commission Project Manager no later than the Draft Final Report Due Date. The terms and conditions of this Agreement provide the required specifications.

The Commission Project Manager will review the Draft Final Report. The Recipient will incorporate applicable comments and submit the Final Report (the original and two copies) to the Commission Project Manager for review and approval. Upon receipt of the Final Report, the Commission Project Manager shall ensure that all work has been satisfactorily completed.

The Final Report must be completed on or before the Final Report Due Date.

The Final Report shall be a public document.

**Product:** Draft Final Report

**Due Date:** ~~May 2, 2011~~ April 14, 2012

**Product:** Final Report

**Due Date:** ~~July 5, 2011~~ June 14, 2012