

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION


 New Contract - - Amendment to Existing Contract: 400-10-002 Amendment Number: 1

Division	Contract Manager:	MS-	Phone	CM Training Date
400 Efficiency Renewable Energy Division	Devi Eden	37	916-651-0962	7/26/10

Contractor's Legal Name	Federal ID Number
Portland Energy Conservation, Inc. (PECI, Inc.)	15-4022149

Title of Project
Technical Support: Comprehensive Efficiency Program for Existing Buildings

Term	Start Date	End Date	Amount
New/Original Contract	Dec / 28 / 10	Mar / 31 / 13	\$ 1,500,000

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount
1	Mar 31, 2013	\$ -0-

Business Meeting Information			
Proposed Business Meeting Date	9/7/11	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Devi Eden	Time Needed:	5 minutes

Agenda Item Subject and Description
Proposed approval of Amendment #1 to Contract 400-10-002 with Portland Energy Conservation, Inc. (PECI) to remove "Reimbursable Task Costs" and "Total Task Costs" columns from Exhibit B - Attachment B-1 Summary; add subcontractor Heschong Mahone Group to the contract; add new classifications, adjust rates, and add staff to PECI and subcontractors New Buildings Institute (NBI), Architectural Energy Corporation (AEC), and CalCERTS.

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

- Contracts less than \$10k (*Policy Committee's signature is also required*)
- Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
- Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable
Proposed approval of Amendment #1 to Contract 400-10-002 would accomplish several clean up items, to allow this contract to be more flexible and better serve development of AB 758 program. Proposed removal of the "Reimbursable Task Costs" and "Total Task Costs" columns from the budget will allow for appropriate funding of each task as the Scopes of Work are developed under work authorizations, which is standard practice for technical support contracts. Proposed addition of subcontractor HMG would be a great asset to AB 758 program development. HMG would bring technical expertise regarding the expansion of the HERS II software and protocols for multi-family applications, and multi-family efficiency improvement program experience, particularly the affordable housing market. Proposed rate, classification and staff changes of contractor PECI and subcontractors NBI, AEC and CalCERTS will enable affected staff and contractors to participate in this program more fully, at rates comparable with other experts in the industry, and would contribute to successful and timely program delivery.



California Environmental Quality Act (CEQA) Compliance

1. Is Contract considered a "Project" under CEQA?
 Yes: skip to question 2 No: complete the following (PRC 21065 and 14 CCR 15378):
 Explain why contract is not considered a "Project":
 Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because the contract mostly involves research, analysis, report and planning document writing and presenting, and other necessary steps in AB 758 program design and delivery.

2. If contract is considered a "Project" under CEQA:
 a) Contract **IS** exempt. (Draft NOE required)
 Statutory Exemption. List PRC and/or CCR section number: _____
 Categorical Exemption. List CCR section number: _____
 Common Sense Exemption. 14 CCR 15061 (b) (3)
 Explain reason why contract is exempt under the above section: _____

b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

Budgets Information								
Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	Funding Source			\$
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$500,000	12-13	\$500,000	Yes	Funding Source			\$
Federal	\$1,000,000	11-12	\$1,000,000	Yes	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other:	\$		\$	No	Other:			\$
TOTAL: \$1,500,000		TOTAL: \$1,500,000			TOTAL: \$ 0			
Reimbursement					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Phil Welker, Executive Director	Name:	Eliot Crowe, Sr. Program Manager
Address:	100 SW Main St, Suite 1600	Address:	1400 SW 5TH Ave., Suite 700
City, State, Zip:	Portland, OR, 97204	City, State, Zip:	Portland , OR 97201
Phone/ Fax:	503-595-4475	Phone/ Fax:	503-961-6123
E-Mail:	pwelker@peci.org	E-Mail:	ecrowe@peci.org

Contractor Is

Private Company (including non-profits)
 CA State Agency (including UC and CSU)
 Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used

Solicitation Select Type Solicitation #: 400-10-401 # of Bids: 3 Low Bid? No Yes
 Non Competitive Bid (Attach CEC 96)
 Exempt Select Exemption (see instructions)

**Civil Service Considerations**

- Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
- Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
- The Services Contracted:
- are not available within civil service
 - cannot be performed satisfactorily by civil service employees
 - are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
- The Services are of such an:
- urgent
 - temporary, or
 - occasional nature
- that the delay to implement under civil service would frustrate their very purpose.

Justification:**Payment Method**

- A. Reimbursement in arrears based on:
- Itemized Monthly Itemized Quarterly Flat Rate One-time
- B. Advanced Payment
- C. Other, explain:

Retention

1. Is contract subject to retention? No Yes
- If Yes, Do you plan to release retention prior to contract termination? No Yes

Justification of Rates

Comparisons with other approved contractors that have comparable levels of expertise have been completed. Proposed costs and rates are comparable.

Disabled Veteran Business Enterprise Program (DVBE)

1. Not Applicable
2. Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____
- Contractor is Certified DVBE
 - Contractor is Subcontracting with a DVBE: Robert Thomas Brown Company; Bedrosian & Assoc.
3. Contractor selected through CMAS or MSA with no DVBE participation.
4. Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

- No Yes
- If yes, check appropriate box: SB MB DVBE

Is Contractor subcontracting any services?

- No Yes
- If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:
- | | | | | |
|---|--|--|-----------------------------|--|
| Robert Thomas Brown Co.; Bedrosian & Assoc. | <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input checked="" type="checkbox"/> DVBE |
| B. Wilcox, Doug Beaman Assoc, | <input type="checkbox"/> No | <input checked="" type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |
| Benningfield Gp, AEC, NBI, IMT, EAI, AEA, CalCERTS, | <input checked="" type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |

Miscellaneous Contract Information

1. Will there be Work Authorizations? No Yes
2. Is the Contractor providing confidential information? No Yes
3. Is the contractor going to purchase equipment? No Yes
4. Check frequency of progress reports
- Monthly Quarterly Other...
5. Will a final report be required? No Yes
6. Is the contract, with amendments, longer than a year? If yes, why? No Yes
- The contact amendment will remain in effect for the duration of the contract, until March 31, 2013

CONTRACT REQUEST FORM (CRF)



The following items should be attached to this CRF		
1. Scope of Work, Attach as Exhibit A.	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
2. Budget Detail, Attach as Exhibit B.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
4. CEC 30, Survey of Prior Work	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
5. CEC 95, DVBE Exemption Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
6. Draft CEQA Notice of Exemption (NOE)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
7. Resumes	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
8. CEC 105, Questionnaire for Identifying Conflicts		<input checked="" type="checkbox"/> Attached
9. CEC 106, IT Component Reporting Form		<input checked="" type="checkbox"/> Attached

 Contract Manager Date Office Manager Date Deputy Director Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting. See Business Meeting Information Section.

 Presiding Policy Committee Date Associate Policy Committee Date Executive Director Date