

GRANTS/CONTINGENT AWARD REQUEST



To: Grants and Loans Office

Date: August / 31 / 2011

Project Manager: Chris Scott

Phone Number: (916) 654-4719 ext.

Office: Fuels and Transportation

Division: Special Projects

MS- 23

Project Title: ECECBG-City of South Pasadena CBG-09-183

Type of Request: (check one)

Form for New Agreement with fields for Program, Solicitation Name, Recipient Name, Address, Project Officer, and Dates.

Form for Amendment with checkboxes for Term Extension, Work Statement Revision, Budget Revision, Change of Scope, and Other.

ITEMS TO ATTACH WITH REQUEST:

- List of items to attach: A. Work Statement, B. Budget, C. Recipient Resolution, D. Special Conditions, E. CEQA Compliance Form, F. Other Documents.

California Environmental Quality Act (CEQA)

Form for CEQA compliance with checkboxes for CEC finds, Project exempt, Environmental Document prepared, and CEC finding.

Funding Information:

Form for funding information with fields for Source #1, #2, #3, Amount, Statute, FY, and Budget List #.

If federally funded, specify federal agreement number:

\* Source Examples include ERPA, PIER-E, PIER-NG, FED, GRDA, ARFVT, OTHER.

Business Meeting Approval: (refer to Business Meeting Schedule)

Form for Business Meeting Approval with fields for Date, Participant, and Consent/Time Needed.

Agenda Notice Statement: (state purpose in layperson terms)

Possible approval of a Grant / Contingent Award to...

SEE ATTACHED

# Memorandum

To: Robert P. Oglesby  
Executive Director

Date: August 31, 2011

Telephone: 916-654-4719

From: California Energy Commission  
1516 Ninth Street MS-23  
Sacramento CA 95814-5512

Subject: STAFF RECOMMENDATION TO APPROVE AMENDMENT 1 TO CHANGE THE PROJECT SCOPE OF WORK AND REVISE THE BUDGET FOR THE CITY OF SOUTH PASADENA ARRA EECBG GRANT CBG-09-183 TO BE CONSIDERED AT THE SEPTEMBER 21, 2011 BUSINESS MEETING.

## Summary of Item

The City of South Pasadena (City) has requested Amendment 1 to reallocate project funds of \$136,878 from LED traffic signal lights to a City Hall HVAC Project including replacing electric strip heaters with in-line duct furnaces, Therma-Fusers, duct work modifications and controls. Also included is exterior wall insulation, conversion of 87 incandescent pedestrian signals to LED signals (new signals will be 9-watt, replacing 12 150-watt signals and 75 80-watt signals) and 55 HPS street lights being replaced with energy efficient LEDs.

## Energy Performance Impact:

The revised project scope is estimated to result in energy savings of 12.5 mmBtu/\$1000 of ARRA/EECBG funding.

## Justification for Action Requested:

The City is committed to reducing energy consumption and reduction of greenhouse gas emissions. This central system HVAC retrofit, wall insulation retrofit, and LED lamp replacements will produce additional energy savings at City Hall.

Energy Commission staff has determined that the amended project is technically justified and meets all requirements for the use of ARRA Funds. The program requirement to produce a minimum annual energy savings of 10 mmBtu/\$1000 of grant funding has been met. Staff recommends approval of the grant amendment.

## Project Manager

Chris Scott, Associate Energy Specialist  
Special Projects Office, Fuels and Transportation Division

Robert Oglesby  
August 31, 2011  
Page 2

Oral Presentation

Staff will be prepared to discuss this recommendation and to respond to questions regarding the grant amendment.

Business Meeting Participant

Barry McLeod, Energy Commission Specialist I, Special Projects Office

Commission Action Requested

Approve the grant amendment and authorize the Executive Director to execute the grant amendment documents.

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PAT PEREZ, Deputy Director  
Fuels and Transportation Division

**City of South Pasadena  
HVAC Project  
Grant Amount: \$136,878**

**Pros and Cons**

The following are the Pros and Cons to the Energy Commission of providing a grant to City of South Pasadena:

**Pros:**

- To reduce energy use, electrical demand, and greenhouse gas emissions through energy efficiency is consistent with the Energy Commission's *2010 Integrated Energy Policy Report*.
- Provides a grant to help the City install energy efficiency projects that it may otherwise not be able to fund.

**Cons:**

- None

**GRANT/LOAN AMENDMENT**

CEC-140 (Revised 6/11)

CALIFORNIA ENERGY COMMISSION


 Check here if additional pages are attached. 12 Pages

AGREEMENT NUMBER:

CBG-09-183

AMENDMENT NUMBER:

1

1. This Agreement is entered into between the State Agency and the Recipient named below:

STATE AGENCY'S NAME

California Energy Commission

RECIPIENT'S NAME

City of South Pasadena

2. The term of this Agreement: From: 6/30/10 To: 6/14/123. The maximum amount of this Agreement after this amendment is: \$ 136,878.00

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

1. Amend Scope of Work to add LED pedestrian signals, wall insulation, HVAC materials, and street lights. Deleting street light signals and variable air volume system.

2. Amend the budget to show actual expected project costs.

All other terms and conditions shall remain the same.

## 5. Amendment Amount

Fund Title	Item	Fiscal Year	Chapter	Statute	Amendment Amount
					\$
					\$
					\$
OBJECT CODE	<b>Total</b>				\$ 0.00

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose stated above.

SIGNATURE OF ACCOUNTING OFFICER

DATE

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

**RECIPIENT**

RECIPIENT'S NAME (If other than an individual, state whether a corporation, partnership, etc)

City of South Pasadena

BY (Authorized Signature)

DATE SIGNED (Do not type)

NAME AND TITLE OF PERSON SIGNING

ADDRESS

1414 Mission Street  
South Pasadena, CA 91030**STATE OF CALIFORNIA**

AGENCY NAME

BY (Authorized Signature)

DATE SIGNED (Do not type)

NAME AND TITLE OF PERSON SIGNING

Mark Hutchison, Deputy Director of Administration

ADDRESS

1516 9th Street, MS-1  
Sacramento, CA 95814

**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.

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

**Due Date:** August 27, 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:** August 25, 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.

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

**Due Date:** August 27, 2010

### **Task 2b — Award Subcontract~~s~~**

The goal of this task is to approve a subcontract for the purchase and installation ~~of a variable air volume system~~HVAC materials, i.e. Therma-Fusers, temperature sensors, duct gas furnaces, wiring and controls for the City Hall of the City of South Pasadena, CA. Also award additional subcontracts for wall insulation installation. A listing of the specific materials/equipment purchased AND project activities undertaken pursuant to this subcontract 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.

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

**Due Date:** ~~October 29, 2010~~ October 29, 2011

### **Task 2c — 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 2d — 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.

**Product:** 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 3 — ~~Purchase Equipment~~Award Subcontract**

The goal of this task is to award subcontract for the purchase and installation of LED pedestrian signal crossing lights and LED street lights for installation for citywide traffic signal replacement and installation in Task 5 of this Agreement at various locations around the city

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.

**Products:** None

**Due Date:** ~~October 29, 2010~~ October 29, 2011

### **Task 4 — Install Equipment / Variable Air Volume System**

The goal of this task is to install the purchased ~~variable air volume system~~HVAC equipment in Task 2b above, for the City Hall of the City of South Pasadena, CA.

The Recipient shall ensure that the subcontractor will 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:** ~~August 31, 2011~~ January 15, 2012

### **Task 5 — Install Equipment / LED Traffic Signals**

The goal of this task is to install the ~~purchased~~LED pedestrian crossing signal lights and LED street lights equipment purchased in Task 3 ~~citywide~~ in various locations for throughout the City of South Pasadena, 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:** ~~August 31, 2014~~ January 15, 2012

### **Task 6 — 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 during the approved term of this Agreement or until submission of the final report, whichever comes first.

### **Task 7 — 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. The Final Report must be completed on or before the termination date of the Agreement. The terms and conditions of this Agreement provide the recommended specifications.

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:** ~~September 30, 2011~~ February 15, 2012

**Product:** Final Report

| **Due Date:** ~~November 30, 2011~~ April 15, 2012

Possible approval of Amendment 1 to EECBG Agreement CBG-09-183 with the City of South Pasadena to revise the Scope of Work and Budget. The original project included traffic signal upgrades and HVAC replacements. The revised scope of work now includes the retrofit of incandescent pedestrian signals to LED pedestrian signals, and upgrades to City Hall including, wall insulation, HVAC equipment, ducting modifications, temperature sensors and controls. In addition, 55 HPS street lights will be replaced with LED units. The revised project meets all program requirements. While the grant award remains unchanged (\$136,878), the budget has been revised to reflect the new Scope of Work.

## Exhibit B Category Budget

Budget Category Item	EECBG Share (\$)	Cost Share (\$)	Total Cost (\$)
<b>Personnel:</b>			
Unloaded Direct Labor			\$ -
Fringe Benefits			\$ -
<b>Total Personal Services</b>	\$ -	\$ -	\$ -
<b>Operating Expenses:</b>			
Travel			\$ -
Equipment	\$ -		\$ -
Materials/Supplies			\$ -
Non-Labor Contract Expenses	\$ 86,708		\$ 86,708
Contract Labor	\$ 50,170		\$ 50,170
Miscellaneous	\$ -		\$ -
<b>Total Operating Expenses</b>	\$ 136,878	\$ -	\$ 136,878
<b>Overhead:</b>			
Overhead			\$ -
<b>Total Overhead</b>	\$ -	\$ -	\$ -
<b>Total</b>	\$ 136,878	\$ -	\$ 136,878

**Exhibit B  
BUDGET DETAILS**

**Unloaded Direct Labor**

Title / Job Classification	Maximum Rate to be Billed* (\$ / Hr)	Number of Hours	EECBG Share	Cost Share	Total Cost
	\$ -		\$ -	\$ -	\$ -
<b>Total Unloaded Direct Labor</b>			\$ -	\$ -	\$ -

\* Maximum salary rates are caps: The Energy Commission will not reimburse at a higher rate over the term of the project.

**Fringe Benefits**

Title / Job Classification	Maximum % Rate to be Billed*	Base (typically Total Unloaded Hourly Rates)	EECBG Share	Cost Share	Total Cost
	0%		\$ -	\$ -	\$ -
<b>Total Fringe Benefits</b>			\$ -	\$ -	\$ -

\* Maximum fringe benefit rates are caps: The Energy Commission will not reimburse at a higher rate over the term of the project.

**Travel\*\***

Location	Purpose	Number of Trips	People per Trip	EECBG Share*	Cost Share	Total Cost
				\$ -	\$ -	\$ -
<b>Total Travel</b>				\$ -	\$ -	\$ -

\* EECBG Share: Travel is reimbursed at State rates. Higher travel costs can count as Match Share.

\*\* Trips not identified in the approved budget or listed as "to be determined (TBD)" require advanced written approval from Commission Project Manager.

**Equipment**

Item	Quantity	Unit Cost	EECBG Share	Cost Share	Total Cost
<b>Total Equipment</b>			\$ -	\$ -	\$ -

**Materials, Supplies**

Subcontractor Name	Purpose	EECBG Share	Cost Share	Total Cost
			\$ -	\$ -
<b>Total Materials, Supplies</b>		\$ -	\$ -	\$ -

**Exhibit B  
BUDGET DETAILS**

**Non-Labor Contract  
Expense**

Item	Quantity	Unit Cost	EECBG Share	Cost Share	Total Cost
LED Pedestrian Signals - 9 Watts	87	\$ 185.00	\$ 16,095	\$ -	\$ 16,095
Insulation, Gypsum Pad, Mud & Tape	3,000	\$ 6.33	\$ 18,990		\$ 18,990
Therma-Fusers & Duct Modifications	40	\$ 345.00	\$ 13,800	\$ -	\$ 13,800
Duct	1	\$ 1,750.00	\$ 1,750	\$ -	\$ 1,750
Gas Line Connection & Piping	1	\$ 2,028.00	\$ 2,028	\$ -	\$ 2,028
Controls, Wiring & Temperature Sensors	1	\$ 1,725.00	\$ 1,725		\$ 1,725
Duct Gas Furnace 100 MBH	1	\$ 920.00	\$ 920		\$ 920
Duct Gas Furnace 100 MBH	1	\$ 1,150.00	\$ 1,150	\$ -	\$ 1,150
LED Street Lights 85 Watts	55	\$ 550.00	\$ 30,250		\$ 30,250
<b>Total Non-Labor Contract Expense</b>			\$ 86,708	\$ -	\$ 86,708

**Miscellaneous**

Item	Purpose	EECBG Share	Cost Share	Total Cost
<b>Total Miscellaneous</b>		\$ -	\$ -	\$ -

**Overhead**

Name of Overhead	Overhead Base*	Maximum % Rate to be Billed**	Base Cost	EECBG Share	Match Share	Total Cost
		0%	\$ -	\$ -	\$ -	\$ -
<b>Total Overhead</b>				\$ -	\$ -	\$ -

\* Base: Define cost categories used to charge Overhead rate, e.g., Total Labor, Total Direct Cost, Materials, Subcontracts, etc.

\*\* Maximum Indirect Overhead rates are caps: Energy Commission will not reimburse at higher rates over the term of the project.

# ATTACHMENT E-3 CONTRACT LABOR

## Contract Labor

Subcontractor	Title / Job Classification	Number of Individuals Employed in Classification	Prevailing Wage Rate* as Determined by DOL or DIR	Maximum Rate to be Billed† (\$ / Hr)	Number of Hours	EECBG Share	Cost Share	Total Cost
To be determined under competitive bidding				\$ -		\$ -	\$ -	\$ -
All titles/Classifications will be determined once contract is awarded				\$ -		\$ -	\$ -	\$ -
Labor for Insulation, Gypsum Pad, Mud & Tape				\$ 63.25		\$ 16,074	\$ -	\$ 16,074
Labor for Thema-Fusers & Duct Modifications				\$ 63.25		\$ 15,193	\$ -	\$ 15,193
Installation of Pedestrian Signals				\$ -		\$ 7,395	\$ -	\$ 7,395
Labor for new gas duct furnances & removing electric strips				\$ 63.25	125	\$ 7,906	\$ -	\$ 7,906
Installation of street lights				\$ -		\$ 3,602	\$ -	\$ -
<b>Total Contract Labor</b>						<b>\$ 50,170</b>	<b>\$ -</b>	<b>\$ 50,170</b>

\* Prevailing wage rates are comprised of unloaded hourly rates and qualifying fringe benefits. For more information on prevailing wage rates under Federal and California law see EECBG Application Exhibits 7 and 8 and Attachment K.

† Maximum salary rates are caps: The Energy Commission will not reimburse at a higher rate over the term of the project.