

GRANTS/CONTINGENT AWARD REQUEST



To: Grants and Loans Office

Date: 12 / 21 / 2011

Project Manager: Cheng Moua Phone Number: (916) 651-3004 ext.  
Office: Special Projects Division: Fuels and Transportation MS- 23  
Project Title: City of Norco- Energy Efficiency and Conservation Block Grant

Type of Request: (check one)

**New Agreement:** (include items A-F from below) Agreement Number: Assigned by the G&L Office  
Program: \_\_\_\_\_  
Solicitation Name and/or Number: \_\_\_\_\_  
Legal Name of Recipient: \_\_\_\_\_  
Recipient's Full Mailing Address: \_\_\_\_\_  
Recipient's Project Officer: \_\_\_\_\_ Phone Number: ( ) - ext. \_\_\_\_\_  
Agreement Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Agreement End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Amendment:** (Check all that apply) Agreement Number: CBG-09-046  
 Term Extension – New End Date: 6 / 14 / 2012  
 Work Statement Revision (include Item A from below)  
 Budget Revision (include Item B from below)  
 Change of Scope (include Items A – F as applicable from below)  
 Other: (Specify) \_\_\_\_\_

ITEMS TO ATTACH WITH REQUEST:

- A. Work Statement
- B. Budget
- C. Recipient Resolution, if applicable. (Resolution may be requested in Special Conditions if not currently available.)
- D. Special Conditions, if applicable.
- E. CEQA Compliance Form
- F. Other Documents as applicable
  - Copy of Score Sheets
  - Copy of Pre-Award Correspondence
  - Copy of All Other Relevant Documents

California Environmental Quality Act (CEQA)

CEC finds, based on recipient's documentation in compliance with CEQA:  
 Project exempt: Section \_\_\_\_\_ NOE filed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Environmental Document prepared: Type \_\_\_\_\_ NOD filed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Other: Explain \_\_\_\_\_  
 CEC has made CEQA finding described in CEC-280, attached

Funding Information:

\*Source #1: ARRA Amount: \$ 0.00 Statute: 2009 FY: 09/10 Budget List #: 901.003H  
\*Source #2: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Statute: \_\_\_\_\_ FY: \_\_\_\_\_ Budget List #: \_\_\_\_\_  
\*Source #3: \_\_\_\_\_ Amount: \$ 0.00 Statute: \_\_\_\_\_ FY: \_\_\_\_\_ 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)

Proposed Business Meeting Date: 2 / 8 / 2012  Consent  Discussion  
Business Meeting Participant: Cheng Moua Time Needed: (0 minutes)

Agenda Notice Statement: (state purpose in layperson terms)

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

**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:** November 30, 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:** ~~November 30, 2010~~ **February 8, 2012**

**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:** ~~November 30, 2010~~ **February 8, 2012**

### **Task 2b — Award Subcontract**

The goal of this task is to solicit bids and select a subcontractor for **the purchase and installation of energy efficient lighting at locations identified in Task 3 of this agreement.** ~~replacing thirty inefficient lighting and two irrigation booster pumps at the Wayne Makin Sports Complex for the City of Norco as detailed in Tasks 3 and 4.~~ The Recipient shall:

1. Issue notice to invite bids to select licensed contractor(s) to replace old lighting with energy efficient lighting ~~and executing irrigation project at Wayne Makin Sports Complex;~~
2. Select licensed and qualified contractor through competitive bidding process;
3. Present bid results to the City Council for Award of Contract; and
4. Prepare Subcontracting documents.

Note: the subcontract will be funded with cost share.

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

**Due Date:** ~~November 30, 2010~~ **March 2, 2012**

### **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.

**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 3 — Retrofit Two Energy Efficient Irrigation Booster Pumps at Wayne Makin Shearer Sports Complex~~**

~~The goal of this task is to procure two new and energy efficient irrigation booster pumps to replace old and inefficient irrigation booster pumps for reclaimed water at the Wayne Makin Shearer Sports Complex. The new booster pumps will be of following specifications~~

- ~~1. Pump # 1  
400 gallons per minute (GPM) VFD Booster Pump  
Design Flow Rate: 400 GPM  
Rated Discharge Pressure: 105 PSI  
Boost Pressure: 55 PSI  
Suction Pressure: 50 PSI~~

Voltage: 460 V  
Phase: 3  
Hertz: 60 HZ  
Estimated Full Load Amps: 52 Amps  
Apparent Power: 42 KVA  
Main Disconnect Size: 60 Amp

2. ~~Pump # 2~~  
200 GPM VFD Booster Pump  
Design Flow Rate: 200 GPM  
Rated Discharge Pressure: 105 PSI  
Boost Pressure: 55 PSI  
Suction Pressure: 50 PSI  
Voltage: 460 V  
Phase: 3  
Hertz: 60 HZ  
Estimated Full Load Amps: 37 Amps  
Apparent Power: 30 KVA  
Main Disconnect Size: 60 Amp

Note: the Recipient will install the equipment with a subcontractor paid for entirely with cost share funds.

**The Recipient shall:**

1. ~~Follow the purchasing policy of the City for entering into purchase agreement for these Booster Pumps;~~
2. ~~Purchase two booster pumps of above specifications;~~
3. ~~Allow 120 days for the subcontractor to complete the work and 150 days to submit final charges and to submit required paper works relating to the grant;~~
4. ~~Monitor the work, track all costs, inspect the final products, and shall complete the necessary paper work relating to the grant;~~
5. ~~Photograph installed equipment.~~

**Products:** ~~Photographs of installed equipment.~~

**Due Date:** ~~April 30, 2011~~

**Task 3 4 -- Retrofit Energy Efficient Lighting at the City Hall, Senior Center, Community Center, and Pike's Peak Park Wayne Makin Shearer Sports Complex**  
The goals of this task is **are** to procure **and install** thirty energy efficient **lighting** "green" sports filed MUSCO lighting to replace old and inefficient existing lighting at **the following locations:** ~~Wayne Makin Shearer Sports Complex:~~

- **City Hall – 2870 Clark Avenue, Norco, CA 92860**
- **Senior Center – 2690 Clark Avenue, Norco, CA 92860**
- **Community Center – 3900 Acacia Avenue, Norco, CA 92860**

- **Pikes Peak Park – 97 Sixth Street, Norco, CA 92860**

Note: the Recipient will install the equipment with a subcontractor paid for entirely with cost share funds.

**The Recipient shall:**

1. Follow the purchasing policy of the City **of Norco** for entering into purchase agreement for ~~thirty~~ new energy efficient MUSCO lighting.
2. **Install energy efficient lighting.**
3. ~~Allow 120 days for the subcontractor to complete the work and 150 days to submit final charges and to submit required paper works relating to the grant;~~
3. Monitor the work, track all costs, **and** inspect the final products, ~~and shall complete the necessary paper work relating to the grant;~~
4. Photograph installed equipment.

**Products:** Photographs of installed equipment.

**Due Date:** ~~April 30, 2011~~ **May 18, 2012**

**Task 4 5 — 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 5 6 — 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 30, 2011~~ **May 25, 2012**

**Product:** Final Report  
**Due Date:** ~~July 30, 2011~~ **May 31, 2012**