

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION



600-12-003

New Contract - - Amendment to Existing Contract: - - Amendment Number: _____

Division	Contract Manager:	MS-	Phone	CM Training Date
600 Fuels and Transportation Division	Larry Rillera	23	916-651-6178	12/4/08

Contractor's Legal Name	Federal ID Number
California Department of Housing and Community Development	68-0303547

Title of Project
Electric Vehicle Ready Homes

Term	Start Date	End Date	Amount
New/Original Contract	11 / 14 / 12	11 / 14 / 13	\$ 200,000

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

Amendment #	End Date (mm/dd/yy)	Amount

Business Meeting Information

Proposed Business Meeting Date	11/14/12	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Larry Rillera	Time Needed: 10 minutes	

Agenda Item Subject and Description
The California Department of Housing and Community Development (HCD) will conduct an assessment of the requirements and costs for electric vehicle charging infrastructure in single family dwellings, condominiums, and apartments. Using expertise of a specially-established, multi-agency and knowledgeable steering committee, HCD will review current reports and committee experience to address future code requirements for residential use.

- 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.

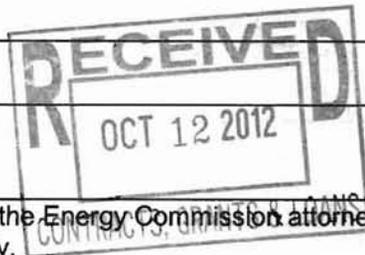
Purpose of Contract or Purpose of Amendment, if applicable
The Electric Vehicle Steering Committee comprised of members with knowledge of and responsibility for electric vehicle supply equipment will conduct an assessment of the code requirements, installation costs and other issues for electric vehicle charging infrastructure in various residential property types. The purpose of this contract is to address these issues that will lead to increased ZEV adoption.

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 project is a paper study for building codes that HCD is responsible for.

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	\$200,000	11-12	\$200,000	Yes	Funding Source			\$
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$		\$	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other:	\$		\$	No	Other:			\$
TOTAL: \$200,000		TOTAL: \$200,000			TOTAL: \$ 0			
Reimbursement					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Doug Hensel, Assistant Deputy Director	Name:	Doug Hensel
Address:	DHCD, Div of Codes and Standards 1800 Third Street, MS 260	Address:	HCD, Codes and Standards 1800 Third Street, MS 260
City, State, Zip:	Sacramento, CA, 95811-6942	City, State, Zip:	Sacramento, Ca 95811-6942
Phone/ Fax:	916-322-0129	Phone/ Fax:	916-322-0129
E-Mail:	dhensel@hcd.ca.gov	E-Mail:	dhensel@hcd.ca.gov

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 #: _____ - _____ # of Bids: _____ 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

Not Applicable

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: _____
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:

Company is to be determined. No SB MB DVBE
 No SB MB DVBE
 No SB MB 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 _____
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 following items should be attached to this CRF

1. Scope of Work, Attach as Exhibit A. N/A Attached
2. Budget Detail, Attach as Exhibit B. N/A Attached
3. CEC 96, NCB Request N/A Attached
4. CEC 30, Survey of Prior Work N/A Attached
5. CEC 95, DVBE Exemption Request N/A Attached
6. Draft CEQA Notice of Exemption (NOE) N/A Attached
7. Resumes N/A Attached
8. CEC 105, Questionnaire for Identifying Conflicts N/A Attached
9. CEC 106, IT Component Reporting Form N/A Attached

Jan Tully 10-9-12 Marcia Smith 10/11/12 [Signature] 11/11/12
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



Exhibit A
SCOPE OF WORK

TASK LIST

Task #	Task Name
1	Agreement Management
2	Establish Steering Committee
3	Conduct Electric Vehicle Installation Assessment

ACRONYMS/GLOSSARY

Specific acronyms and terms used throughout this scope of work are defined as follows:

Acronym	Definition
Energy Commission	California Energy Commission
CAM	Commission Contract Agreement Manager
EO	Governor's Executive Order
EV	Electric Vehicle
EVSE	Electric Vehicle Supply Equipment
HCD	California Department of Housing and Community Development

BACKGROUND

The Governor's Executive Order (EO) B-16-2012 for Zero Emission Vehicles (ZEV) was issued on March 23, 2012. The Governor's Office formed an Interagency Working Group (Working Group) on ZEV comprised of state agencies including the California Energy Commission (Energy Commission) and the California Department of Housing and Community Development (HCD). The Governor's Office developed a ZEV Action Plan that identified strategies and actions needed to implement the ZEV EO. One of the strategies identified was to help prepare Californians for increased ZEV usage.

PROBLEM STATEMENT

Increased use of ZEV technologies requires the state to address issues such as electric vehicle supply equipment (EVSE) approval, installation and the requisite building issues that arise. Delays in EVSE approvals and installations result in consumer dissatisfaction and experience which can have a deleterious impact on increasing ZEV usage.

HCD has the technical and policy knowledge and currently adopts electrical codes which provide technical instruction on the physical properties and wiring methods used to supply power to EVSE. However, these codes do not specify size, quantity or address future needs for increased ZEV use. After much discussion it is still unclear if modifications to code requirements may be needed to satisfy consumer needs.

GOALS OF THE AGREEMENT

The goals of the Agreement are to:

- Establish an EV Steering Committee comprised of at least four (4) members including but not limited to the Department of Housing and Community Development (HCD), California Air Resources Board, the California Public Utilities Commission and the Energy Commission with knowledge of or jurisdiction over some aspect of EVSE approval and/or installation.
- Facilitate a review and assessment of the requirements and costs for electric vehicle (EV) charging infrastructure in single family dwellings, condominiums, and apartments.
- Prepare a final report of the findings of the objectives of this agreement which may be used assist all regions of California to increase the usage of EV.

OBJECTIVES OF THE AGREEMENT

The objectives of the Agreement are to:

- Identify and review current reports, information and material related to EV charging for residential buildings.
- Assess identified resources and identify parameters to be considered for possible future code requirements.

FORMAT/REPORTING REQUIREMENTS

Deliverables/Reports

When creating reports, the Contractor shall use and follow, unless otherwise instructed in writing by the Commission Agreement Manager (CAM), the latest version of the Consultant Reports Style Manual published on the Energy Commission's web site:

http://www.energy.ca.gov/contracts/consultant_reports/index.html

Each final deliverable shall be delivered as one original and reproducible 8 ½" by 11" camera-ready master in black ink. Illustrations and graphs shall be sized to fit an 8 ½" by 11" page and readable if printed in black and white.

Electronic File Format

The Contractor shall deliver an electronic copy (CD ROM or memory stick or as otherwise specified by the CAM) of the full text in a compatible version of Microsoft Word (.doc).

The following describes the accepted formats of electronic data and documents provided to the Energy Commission as contract deliverables and establishes the computer platforms, operating systems and software versions that will be required to review and approve all software deliverables:

- Data sets shall be in Microsoft (MS) Access or MS Excel file format.
- PC-based text documents shall be in MS Word file format.
- Documents intended for public distribution shall be in PDF file format, with the native file format provided as well.

Software Application Development

If this scope of work includes any software application development, including but not limited to databases, websites, models, or modeling tools, contractor shall utilize the following standard Application Architecture components in compatible versions:

- Microsoft ASP.NET framework (version 3.5 and up) Recommend 4.0
- Microsoft Internet Information Services (IIS), (version 6 and up) Recommend 7.5
- Visual Studio.NET (version 2008 and up) Recommend 2010
- C# Programming Language with Presentation (UI), Business Object and Data Layers
- SQL (Structured Query Language)
- Microsoft SQL Server 2008, Stored Procedures Recommend 2008 R2
- Microsoft SQL Reporting Services Recommend 2008 R2
- XML (external interfaces)

Any exceptions to the Electronic File Format requirements above must be approved in writing by the Energy Commission Information Technology Services Branch.

TASK 1- AGREEMENT MANAGEMENT

Task 1.1 Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement.

The Contractor shall:

- Attend a “kick-off” meeting with the CAM, the Contracts Officer, and a representative of the Accounting Office. The meeting will be held in Sacramento, CA and the CAM will designate the specific location. The Contractor shall include its Project Manager, Contracts Administrator, Accounting Officer, and others designated by the CAM in this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting.
- If necessary, prepare an updated Schedule of Deliverables based on the decisions made in the kick-off meeting.

The CAM shall:

- Arrange the meeting including scheduling the date and time.
- Provide an agenda to the Contractor and all potential meeting participants prior to the kick-off meeting.

Deliverables:

- An Updated Schedule of Deliverables (if applicable)

TASK 1.2 Invoices

The Contractor shall:

Prepare invoices for all reimbursable expenses incurred performing work under this Agreement in compliance with the Exhibit B of the Terms and Conditions of the Agreement. Invoices shall be submitted with no more frequency than the progress reports (Task 1.4). Invoices must be submitted to the Energy Commission’s Accounting Office.

Deliverables:

- Invoices

TASK 1.3 Manage Subcontractors

The goal of this task is to ensure quality products, to enforce subcontractor Agreement provisions, and in the event of failure of the subcontractor to satisfactorily perform services, recommend solution to resolve the problem.

The Contractor shall:

- Manage and coordinate subcontractor activities. The Contractor is responsible for the quality of all subcontractor work and consistent with the scope of work the Energy Commission will assign all work to the Contractor. If the Contractor decides to add new subcontractors, they shall 1) comply with the Terms and Conditions of the Agreement, and 2) notify the CAM who will follow the Energy Commission's process for adding or replacing subcontractors.

Deliverables:

- Provide copy of the draft subcontract(s)
- Provide proposed scope of work and proposed budget for the subcontract(s)
- Provide copy of the final executed subcontract(s)

Task 1.4 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 Contractor shall:

- Prepare progress reports which summarize all Agreement activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due within 15 calendar days after the end of the reporting period.

Deliverables:

- Monthly Progress Reports

Task 1.5 Final Reports

The goal of this task is to prepare a comprehensive written Draft Final Report and Final Report that describe the original purpose, approach, assessment, results, and conclusions of the work completed under this Agreement. The Draft Final Report and Final Report shall be prepared in language easily understood by the public or layperson with a limited technical background.

The Draft Final Report and Final Report must be completed before the termination date of the Agreement and in accordance with the Schedule of Deliverables.

The Final Report shall be a public document. If the Contractor has obtained confidential status from the Energy Commission and will be preparing both a public and a confidential version of the Final Report, the Contractor shall perform the following subtasks for both the public and confidential versions of the Final Report.

Deliverables:

- Draft Final Report
- Final Report

Task 1.6 Final Meeting

The goal of this task is to discuss closeout of this Agreement and review the project.

The Contractor shall:

- Meet with Energy Commission staff prior to the term end date of this Agreement. The meeting will be held in Sacramento, CA and the CAM will designate the specific location. This meeting will be attended by the Contractor Project Manager and the CAM. The CAM will determine any additional appropriate meeting participants. The administrative and technical aspects of Agreement closeout will be discussed at the meeting.
- Present findings, conclusions, and recommended next steps (if any) for the Agreement, based on the information included in the Final Report.
- Prepare a written document of meeting agreements and unresolved activities.
- Prepare a schedule for completing the closeout activities for this Agreement, based on determinations made within the meeting.

Deliverables:

- Written documentation of meeting agreements
- Schedule for completing closeout activities

TECHNICAL TASKS**Task 2 EV Steering Committee**

The goal of this task is to establish an EV Steering Committee comprised of at least four (4) members including, but not limited to the Department of Housing and Community Development, California Air Resources Board, the California Public Utilities Commission and the Energy Commission with knowledge of or jurisdiction over some aspect of EVSE planning and installation. The EV Steering Committee will have input HCD will consider in determining the exact scope for Task 3.

The Contractor shall:

- Determine the composition of the EV Steering Committee with one representative from the Energy Commission before January 2013.
 - Develop a list of potential members for the EV Steering Committee.
 - Draft a document that establishes the organizational structure, principles, responsibilities, and priorities of the EV Steering Committee.
 - Consider commitments from members of the EV Steering Committee.
- Draft outline of the deliverables and schedule of the deliverables of the subcontractor.
- Appropriately schedule and conduct meetings.

Deliverables:

- List of EV Steering Committee members.
- Document describing the Committee organization, roles and responsibilities, and an outline of subcontractor deliverables and schedule.
- Information will be included in Draft Final Report and Final Report.

Task 3 Conduct EV Installation Assessment

The goal of this task is to develop, conduct, and facilitate an assessment of the items listed in this task which is inclusive, of current related reports, summaries or information, but does not solely rely on prior publications in order to assess questions and issues which may be used in the development of future code requirements that may specify the size and quantity of EVSE, as well as address future needs.

The Contractor shall:

- Consider the direction given by the EV Steering Committee to determine the final parameters to be used by the subcontractor in the assessment. The assessment will include but is not limited too the following items and will be used to support the Governor’s EO and EVSE goals:
 - Determine the voltage and amperage needs for electrical vehicle charging at new single family dwellings, condominiums, and apartments.
 - Evaluate the effect solar photovoltaic systems, installed in conjunction with electric vehicle charging loads, will have on electrical service equipment commonly used in residential construction.
 - Determine the added cost to housing construction and subdivision infrastructure.
 - Determine the effect added loads for electric vehicle (EV) charging will have on the ability of utility providers to supply adequate power to meet demand, including demand during peak power use periods.
 - Determine any hour restrictions and service options which may be available, including feasibility and cost.
 - Consider future infrastructure and consumer needs as battery and charging technologies evolve.
 - Evaluate current ventilation requirements contained in California’s existing codes and ensure they are consistent and necessary or adequate to serve the needs of current battery and charger technology.
 - Determine the appropriate percentage, location, and level of EV ready residential buildings necessary to serve California’s growing number of EV vehicles.
 - Determine if there is a difference in the needs of custom homes, production homes and, multi-family housing.

Deliverables:

- List of parameters considered in the assessment.
- Information will be included in the Draft Final Report and Final Report.

SCHEDULE OF DELIVERABLES AND DUE DATES

Task Number	Deliverable	Due Date
1		
1.1	An Updated Schedule of Deliverables	If applicable
1.2	Invoices	In arrears with progress report
1.4	Monthly Progress Reports	Monthly
1.5	Draft Final Report Final Report	8/2/2013 9/2/2013
1.6	Final Meeting	10/21/2013
2	Establish EV Steering Committee	1/4/2013
3	Conduct EV Installation Assessment	7/12/2013

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Agreement Amount

The total amount of this Agreement is \$200,000.00.

2. INVOICING AND PAYMENT: For services satisfactorily rendered and upon receipt and approval of the invoices, Energy Commission agrees to compensate the HCD for actual expenditures incurred in accordance with the rates specified herein.

Invoices shall include the Agreement Number and be submitted in duplicate not more frequently than monthly in arrears to:

California Energy Commission
Accounting Office
1516 Ninth Street, MS 2
Sacramento, CA 95814

3. BUDGET CONTINGENCY CLAUSE: It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the Energy Commission shall have no liability to pay any funds whatsoever to the HCD or to furnish any other considerations under this Agreement and the HCD shall not be obligated to perform any provisions of this Agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the Energy Commission shall have the option to either: cancel this Agreement with no liability occurring to the Energy Commission, or offer an Agreement Amendment to the HCD to reflect the reduced amount.