

GRANTS/CONTINGENT AWARD REQUEST



To: Grants and Loans Office

Date: 12 / 18 / 2012

Project Manager: Hieu Nguyen Phone Number: (916) 654-4163 ext.  
Office: Emerging Fuels and Technologies Division: Fuels and Transportation MS- 27  
Project Title: Installation of New CNG Fueling Station

Type of Request: (check one)

**New Agreement:** (include items A-F from below) Agreement Number: Assigned by the G&L Office  
Program: Alternative and Renewable Fuel and Vehicle Technology Program  
Solicitation Name and/or Number: Alternative Fuels Infrastructure (PON-11-602)  
Legal Name of Recipient: Paso Robles Waste & Recycle  
Recipient's Full Mailing Address: 2951 Wallace Drive  
Paso Robles, CA 93446  
Recipient's Project Officer: Dale Gomer Phone Number: (805) 238-2381 ext.  
Agreement Start Date: 02 / 13 / 2013 Agreement End Date: 07 / 31 / 2014

**Amendment:** (Check all that apply) Agreement Number: \_\_\_\_\_  
 Term Extension – New End Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 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: Categorical Exemption Section 15332 NOE filed: 05 / 17 / 2012  
 Environmental Document prepared: Type NOD filed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Other: Explain  
 CEC has made CEQA finding described in CEC-280, attached

Funding Information:

\*Source #1: ARFVTP Amount: \$ 300,000.00 Statute: 2011 FY: 11/12 Budget List #: 601.118D  
\*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 / 13 / 2013  Consent  Discussion  
Business Meeting Participant: Hieu Nguyen Time Needed: (5 minutes)

Agenda Notice Statement: (state purpose in layperson terms)

Possible approval of a  Grant /  Contingent Award to...  
Paso Robles Waste & Recycle for \$300,000 to build a new, state-of-the-art CNG refueling station to service a new fleet of CNG refuse haulers as well as provide public fast-fill fueling capabilities. A total of 50,400 DGEs of fuel will be displaced annually by the project's initial five haulers. The implementation of this project will support the creation and retention of an estimated 30 direct and indirect jobs.

Project Manager \_\_\_\_\_ Date \_\_\_\_\_ Office Manager \_\_\_\_\_ Date \_\_\_\_\_ Deputy Director \_\_\_\_\_ Date \_\_\_\_\_

(ENDORSED)  
**FILED**

MAY 17 2012

HILIE L. RUDWALD COUNTY CLERK  
BY A. Gibson  
DEPUTY CLERK



# CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

## Notice of Exemption

To:  Office of Planning and Research  
1400 Tenth Street, Room 121  
Sacramento, CA 95814

From: City of Paso Robles  
1000 Spring Street  
Paso Robles, CA 93446

County Clerk  
County of San Luis Obispo  
County Government Center  
San Luis Obispo, CA 93408

RECEIVED

MAY 21 2012

Engineering Division

**Project Title:** Alternative Fuel – CNG Fueling Station

**Project Location – Specific:** Paso Robles Waste & Recycling, 2951 Wallace Drive, Paso Robles, CA 93446.

**Project Location - City:** Paso Robles **Project Location - County:** San Luis Obispo

**Description of Nature, Purpose, and Beneficiaries of Project:** The project is to install CNG fuel pumps and appurtenances at an existing garbage truck storage and fuel site.

**Name of Public Agency Approving Project:** City of Paso Robles

**Name of Person or Agency Carrying Out Project:** Dale Gomer, Paso Robles Waste and Recycling.

**Exempt Status:** (check one)

- Ministerial (Sec 21080(b)(1); 15268);
- Declared Emergency (Sec 21080(b)(3); 15269(a));
- Emergency Project (Sec 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number:
- Statutory Exemptions. State code number:

**Reasons why project is exempt:** This project is exempt per Class 32, Infill. The site is surrounding by existing urban development, is less than 5 acres in area, there is no sensitive habitat or endangered species on the site, and this infill project could not result in environmental impacts.

**Lead Agency Contact Person:** Susan DeCarli, Planning Manager **Phone:** (805) 237-3970

**Signature:** Susan DeCarli **Date:** 5/11/12

Signed by Lead Agency

Date received for filing at OPR:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Date received for filing at OPR: \_\_\_\_\_

## Exhibit A Scope of Work

### TECHNICAL TASK LIST

Task #	CPR	Task Name
1	N/A	Administration
2		Engineering and Preconstruction
3		Site Work and Civil Improvements
4	X	CNG Equipment Procurement & Installation
5		Station Start-up and Commissioning
6		Data Collection & Analysis

### KEY NAME LIST

Task #	Key Personnel	Key Subcontractor(s)	Key Partner(s)
1	Ian Hoover, Terry Schubert (PRW&R)	None	None
2	Dale Gomer, Ian Hoover, and Terry Schubert (PRW&R)	None	None
3	Dale Gomer and Ian Hoover (PRW&R)	None	None
4	Dale Gomer and Ian Hoover (PRW&R)	None	None
5	Dale Gomer, Ian Hoover and Isiah Gomer (PRW&R)	None	None
6	Ian Hoover and Isiah Gomer (PRW&R)	None	None

### GLOSSARY

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

Term/ Acronym	Definition
3 G CNG	3 G CNG Corporation
ARFVT	Alternative and Renewable Fuel and Vehicle Technology Program
CAM	Commission Agreement Manager
CEQA	California Environmental Quality Act
CNG	Compressed Natural Gas
CO <sub>2</sub>	Carbon Dioxide
CPR	Critical Project Review
EPC	Engineer-Procurement Contractor
FTD	Fuels and Transportation Division
DGE	Diesel Gallon Equivalent
GHG	Greenhouse Gases
NOx	Nitrogen Oxides

PM	Particulate Matter
PRW&R	Paso Robles Waste Disposal, Inc., dba Paso Robles Waste & Recycling
RECIPIENT	Paso Robles Waste Disposal, Inc., dba Paso Robles Waste & Recycling

**Background:**

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007), created the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVT Program). The statute, subsequently amended by AB 109 (Núñez) Chapter 313, Statutes of 2008), authorizes the Energy Commission to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change policies. The Energy Commission has an annual program budget of approximately \$100 million and provides financial support for projects that:

Develop and improve alternative and renewable low-carbon fuels;

- Optimize alternative and renewable fuels for existing and developing engine technologies;
- Produce alternative and renewable low-carbon fuels in California;
- Decrease, on a full fuel cycle basis, the overall impact and carbon footprint of alternative and renewable fuels and increase sustainability;
- Expand fuel infrastructure, fueling stations, and equipment;
- Improve light-, medium-, and heavy-duty vehicle technologies;
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets;
- Expand infrastructure connected with existing fleets, public transit, and transportation corridors; and
- Establish workforce training programs, conduct public education and promotion, and create technology centers.

The California Energy Commission issued solicitation PON-11-602 to provide funding opportunities under the ARFVT Program for projects which develop infrastructure necessary to store, distribute, and dispense electricity, E-85, propane, diesel substitutes, and natural gas. To be eligible for funding under PON-11-602, the projects must also be consistent with the Energy Commission's ARFVT Program Investment Plan updated annually. In response to PON-11-602, the Recipient submitted application *number 38*, which was proposed for funding in the Energy Commission's Notice of Proposed Awards (NOPA) on April 24, 2012. The solicitation PON-11-602 and Recipient's application No. 38 are both herein incorporated by reference to this Agreement in their entirety.

## **Problem Statement:**

Every day, thousands of people are affected by some of the most gross-polluting vehicles on our nation's roadways; diesel refuse and recycling trucks. Cleaner fuels and haulers are available but very few waste management companies have the ability to pay for these more expensive transportation options. Every year, most companies have to make the difficult decision to forgo cleaner trucks in favor of getting by one more year on ever-shrinking profit margins. Consequently, homeowners and their families continue to be exposed to diesel emissions (PM, NOx, and GHG) and are at risk for future health and developmental problems. The answer to both of these problems lies in the increased use of alternative fuel sources. Compressed Natural Gas (CNG) is one of the most viable alternative transportation fuels for refuse haulers because it is an affordable, commercially viable, domestic alternative to diesel fuel.

Currently, the Paso Robles Waste & Recycling (PRW&R) plans to purchase five (5) new CNG refuse haulers but has no way to fuel them. PRW&R and its affiliated companies would like to eventually transform their existing fleet of twenty (20) haulers to cleaner CNG alternatives and offer public refueling capabilities but cannot do either without a new onsite station. With the support of the CEC, Paso Robles Waste & Recycling will be able to overcome the following obstacles:

- Lack of onsite CNG fueling capabilities,
- Scarcity of local, publically accessible CNG fueling facility,
- Financial burden of constructing new refueling site,
- Excessive NOx, PM and CO2 emissions,
- Inability to replace existing diesel fleet of waste haulers and recycling trucks with CNG-fueled trucks.

## **Goals of the Agreement**

The primary goal of this project is to provide cleaner, safer and healthier environment for residents of Paso Robles, California. To do this, PRW&R needs to install a new, state-of-the-art CNG refueling station.

Secondary benefits/goals are as follows:

- Encourage the expansion of CNG use by providing publicly accessible CNG fueling to interested area fleets and residents.
- Reduced emission of NOx, PM and GHGs both within the City of Paso Robles, San Luis Obispo County and the State of California.
- Complement, and not interfere with, efforts to achieve and maintain federal and state ambient air quality standards, reduce toxic air contaminant emissions, and realize air quality benefits in the California Phase 2 Reformulated Gasoline (CaPFG) program.
- Increase the knowledge of CNG among PRW&R staff, Paso Robles citizens, and local public and private company fleets and encourage CNG use.

## **Objectives of the Agreement:**

The proposed project provides a new strategically placed public access CNG fueling station to service both PRW&R's new fleet of CNG refuse haulers via slow-fill "fence line" dispensers, and local public/private fleets with a fast-fill "island", similar to traditional gasoline and diesel fueling stations. The fast-fill "island" will offer cardlock and credit card payment options. This project will result in petroleum displacement, significant emission reductions, cost savings on fuel and vehicle maintenance, and significant noise reductions in the neighborhoods that PRW&R serves.

This project will also support job creation and retention, increase public awareness of the benefits of CNG, contribute to efforts to reduce greenhouse gas emissions and improve long-term health effects by reducing emissions of pollutants that contribute to asthma and lung disease, and reduce dependence on foreign sources of transportation fuels.

## **TASK 1 ADMINISTRATION**

### **Task 1.1 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 Agreement Manager, the Grants Officer, and a representative of the Accounting Office. The Recipient shall bring its Project Manager, Agreement Administrator, Accounting Officer, and others designated by the Commission Agreement Manager to this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting. Prior to the kick-off meeting, the Commission Agreement Manager will provide an agenda to all potential meeting participants.

The administrative portion of the meeting shall include, but not be limited to, discussion of the following:

- Terms and conditions of the Agreement
- Critical Project Review (Task 1.2)
- Match fund documentation (Task 1.6) No reimbursable work may occur until such documentation is in place.
- Permit documentation (Task 1.7)
- Subcontracts needed to carry out project (Task 1.8)

The technical portion of the meeting shall include, but not be limited to, a discussion of the following:

- The Commission Agreement Manager's expectations for accomplishing tasks described in the Scope of Work
- An updated Schedule of Products
- Progress Reports (Task 1.4)
- Technical Products (Product Guidelines located in the Terms and Conditions)

- Final Report (Task 1.5)

The Commission Agreement Manager shall designate the date and location of this meeting.

**Recipient Products:**

- Updated Schedule of Products
- Updated List of Match Funds
- Updated List of Permits
- Updated List of Equipment

**Commission Agreement Manager Product:**

- Kick-Off Meeting Agenda

**Task 1.2 Critical Project Review (CPR) Meetings**

The goal of this task is to determine if the project should continue to receive Energy Commission funding to complete this Agreement and to identify any needed modifications to the tasks, products, schedule or budget.

CPRs provide the opportunity for frank discussions between the Energy Commission and the Recipient. The Commission Agreement Manager may schedule CPRs as necessary, and CPR costs will be borne by the Recipient.

Participants include the Commission Agreement Manager and the Recipient and may include the Commission Grants Officer, the Fuels and Transportation Division (FTD) team lead, other Energy Commission staff and Management as well as other individuals selected by the Commission Agreement Manager to provide support to the Energy Commission.

**The Commission Agreement Manager shall:**

- Determine the location, date, and time of each CPR meeting with the Recipient. These meetings generally take place at the Energy Commission, but they may take place at another location or by Web-Ex.
- Send the Recipient the agenda and a list of expected participants in advance of each CPR. If applicable, the agenda shall include a discussion on both match funding and permits.
- Conduct and make a record of each CPR meeting. Provide the Recipient with a written determination in accordance with the schedule. The written response may include a requirement for the Recipient to revise one or more product(s) that were included in the CPR.

- Determine whether to continue the project, and if continuing, whether or not modifications are needed to the tasks, schedule, products, and/or budget for the remainder of the Agreement. Modifications to the Agreement may require an amendment (please see the Terms and Conditions). If the Commission Agreement Manager concludes that satisfactory progress is not being made, this conclusion will be referred to the Lead Commissioner for Transportation for his or her concurrence.

**The Recipient shall:**

- Prepare a CPR Report for each CPR that discusses the progress of the Agreement toward achieving its goals and objectives. This report shall include recommendations and conclusions regarding continued work of the projects. This report shall be submitted along with any other products identified in this scope of work. The Recipient shall submit these documents to the Commission Agreement Manager and any other designated reviewers at least 15 working days in advance of each CPR meeting.
- Discuss match funds and the implications to the Agreement if they are reduced or not obtained as committed, at the kick-off meeting. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Present the required information at each CPR meeting and participate in a discussion about the Agreement.

**Commission Agreement Manager Products:**

- Agenda and a list of expected participants
- Schedule for written determination
- Written determination

**Recipient Product:**

- CPR Report(s)

### **Task 1.3 Final Meeting**

The goal of this task is to closeout this Agreement.

#### **The Recipient shall:**

- Meet with Energy Commission staff to present the findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement. This meeting will be attended by, at a minimum, the Recipient, the Commission Grants Office Officer, and the Commission Agreement Manager. The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be two separate meetings at the discretion of the Commission Agreement Manager.
- Present at the technical portion of the meeting an assessment of the degree to which project and task goals and objectives were achieved, findings, conclusions, recommended next steps (if any) for the Agreement, and recommendations for improvements.
- Discuss with the Commission Agreement Manager and the Grants Officer the following Agreement closeout items at the administrative portion of the meeting:
  - What to do with any equipment purchased with Energy Commission funds (Options)
  - Energy Commission's request for specific "generated" data (not already provided in Agreement products)
  - Need to document Recipient's disclosure of "subject inventions" developed under the Agreement
  - "Surviving" Agreement provisions
  - Final invoicing and release of retention
- Prepare a schedule for completing the closeout activities for this Agreement.

The Commission Agreement Manager will determine the appropriate meeting participants.

#### **Recipient Products:**

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

### **Task 1.4 Monthly Progress Reports**

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

The objectives of this task are to summarize activities performed during the reporting period (month), to identify activities planned for the next reporting period (month), to identify issues that may affect performance and expenditures, and to form the basis for determining whether invoices are consistent with work performed.

#### **The Recipient shall:**

- Prepare a Monthly Progress Report which summarizes all Agreement activities conducted by the Recipient for the reporting period (month), including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due to the Commission Agreement Manager within 10 days of the end of the reporting period. The recommended specifications for each progress report are contained in the Terms and Conditions of this Agreement.
- In the first Monthly Progress Report and first invoice, document and verify match expenditures and provide a synopsis of project progress, if match funds have been expended or if work funded with match share has occurred after the notice of proposed award (NOPA) but before execution of the grant agreement. If no match funds have been expended or if no work funded with match share has occurred before execution, then state this in the report. All pre-execution match expenditures must conform to the requirements in the Terms and Conditions of this Agreement.

#### **Product:**

- Monthly Progress Reports

### **Task 1.5 Final Report**

The goal of the Final Report is to assess and document the project's success in achieving its goals and objectives, to advance energy & transportation science and technology, and to provide energy & transportation-related and other benefits to California.

The objectives of the Final Report are to clearly and completely describe the project's purpose, approach, activities performed, results, and advancements in science and technology; to present a public assessment of the success of the project as measured by the degree to which goals and objectives were achieved; to make insightful observations based on results obtained; to draw conclusions; and to make recommendations for further projects and improvements to the FTD project management processes. The report shall also address the secondary benefits and goals listed on page 3 of this scope of work and how the project decreases, on a full fuel cycle basis, the overall impact and carbon footprint of CNG.

**The Recipient shall:**

- Prepare an Outline of the Final Report.
- Prepare a Final Report following the approved outline and the latest version of the Final Report guidelines which will be provided by the Commission Agreement Manager. The Commission Agreement Manager shall provide written comments on the Draft Final Report within fifteen (15) working days of receipt. The Final Report must be completed at least 60 days before the end of the Agreement Term.
- Submit one bound copy of the Final Report with the final invoice.

**Products:**

- Draft Outline of the Final Report
- Final Outline of the Final Report
- Draft Final Report
- Final Report

**Task 1.6 Identify and Obtain Matching Funds**

The goal of this task is to ensure that the match funds planned for this Agreement are obtained for and applied to this Agreement during the term of this Agreement. The solicitation requires fifty percent in match funding.

The costs to obtain and document match fund commitments are not reimbursable through this Agreement. Although the Energy Commission budget for this task will be zero dollars, the Recipient may utilize match funds for this task. Match funds shall be spent concurrently or in advance of Energy Commission funds for each task during the term of this Agreement. Match funds must be identified in writing and the associated commitments obtained before the Recipient can incur any costs for which the Recipient will request reimbursement.

**The Recipient shall:**

- Prepare a letter documenting the match funding (\$300,000.00) committed to this Agreement and submit it to the Commission Agreement Manager at least 2 working days prior to the kick-off meeting. If no match funds were part of the proposal that led to the Energy Commission awarding this Agreement and none have been identified at the time this Agreement starts, then state such in the letter. If match funds were a part of the proposal that led to the Energy Commission awarding this Agreement, then provide in the letter a list of the match funds that identifies the:
  - Amount of each cash match fund, its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied.

- Amount of each in-kind contribution, a description, documented market or book value, and its source, including a contact name, address and telephone number and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient shall identify its owner and provide a contact name, address and telephone number, and the address where the property is located.
- Provide a copy of the letter of commitment from an authorized representative of each source of cash match funding or in-kind contributions that these funds or contributions have been secured. For match funds provided by a grant a copy of the executed grant shall be submitted in place of a letter of commitment.
- Discuss match funds and the implications to the Agreement if they are reduced or not obtained as committed, at the kick-off meeting. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide the appropriate information to the Commission Agreement Manager, when during the course of the Agreement additional match funds are received.
- Notify the Commission Agreement Manager within 10 days if during the course of the Agreement existing match funds are reduced. Reduction in match funds must be approved through an amendment to the Agreement and may trigger an additional CPR.

**Products:**

- A letter regarding match funds
- Copy(ies) of each match fund commitment letter(s)
- Letter(s) for new match funds
- Letter that match funds were reduced

**Task 1.7 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. Although the Energy Commission budget for this task will be zero dollars, the Recipient shall budget match funds for any expected expenditures associated with obtaining permits. Permits must be identified in writing and obtained before the Recipient can make any expenditure for which a permit is required.

### **The Recipient shall:**

- Prepare a letter documenting the permits required to conduct this Agreement and submit it to the Commission Agreement Manager at least 2 working days prior to the kick-off meeting. If there are no permits required at the start of this Agreement, then state such in the letter. 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:
  - A list of the permits that identifies the:
    - Type of permit
    - Name, address and telephone number of the permitting jurisdictions or lead agencies
  - The schedule the Recipient will follow in applying for and obtaining these permits.
- Discuss the list of permits and the schedule for obtaining them at the kick-off meeting and develop a timetable for submitting the updated list, schedule and the copies of the permits. 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 and will be a topic at CPR meetings.
- If during the course of the Agreement additional permits become necessary, provide the appropriate information on each permit and an updated schedule to the Commission Agreement Manager.
- As permits are obtained, send a copy of each approved permit to the Commission Agreement Manager.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the Commission Agreement Manager within 5 working days. Either of these events may trigger an additional CPR.

### **Products:**

- Letter documenting the permits or stating that no permits are required
- A copy of each approved permit (if applicable)
- Updated list of permits as they change during the term of the Agreement (if applicable)
- Updated schedule for acquiring permits as changes occur during the term of the Agreement (if applicable)

## **Task 1.8 Manage Subcontracts**

The goal of this task is to ensure quality products and to procure subcontracts required to carry out the tasks under this Agreement consistent with the terms and conditions of this Agreement and the Recipient's own procurement policies and procedures. It will also provide the Energy Commission an opportunity to review the subcontracts to ensure that the tasks are consistent with this Agreement, that the budgeted expenditures are reasonable and consistent with applicable cost principles.

### **The Recipient shall:**

- Manage and coordinate subcontractor activities.
- Submit a draft of each subcontract required to conduct the work under this Agreement to the Commission Agreement Manager for review. If there are no subcontracts required at the start of this Agreement, then state such in a letter.
- Submit a final copy of the executed subcontract.
- If Recipient decides to add new subcontractors, it shall notify the Commission Agreement Manager.
- Notify Commission Agreement Manager as soon as it becomes known that subcontractors are deemed necessary.

### **Products:**

- Letter describing the subcontracts needed or statement of no subcontracts are required
- Draft subcontracts
- Final subcontracts

## **TECHNICAL TASKS**

### **TASK 2 ENGINEERING & PRECONSTRUCTION**

The goal of this task is to perform civil and architectural engineering, including design management services and preconstruction planning.

### **The Recipient shall:**

- Finalize layout of the station.
- Finalize station engineering and design.
- Provide design management services.
- Provide preconstruction planning services.
- Prepare and submit the final station design to the Commission Agreement Manager.

### **Products:**

- Final station design.

### **TASK 3 SITE WORK & CIVIL IMPROVEMENTS**

The goal of this task is to perform construction activities at the site in accordance with the design specifications, in preparation for the arrival of the equipment to the site.

#### **The Recipient shall:**

- Oversee and manage the site construction. Install underground and above-ground piping and conduits to transport gas and to provide necessary utilities and communication lines to the equipment locations. Coordinate with PG&E to install transformer and electrical meters. Coordinate with subcontractors for concrete, paving, fencing, and structures.
- Develop the Final Site Construction Report and submit to the Commission Agreement Manager.

#### **Products:**

- Final Site Construction Report

### **TASK 4 CNG EQUIPMENT PROCURMENT & INSTALLATION**

The goal of this task is to order, take delivery of, and install all necessary equipment and supplies at the site. Installation of equipment, controls, and support infrastructure will be completed in accordance with the system design specifications.

#### **The Recipient shall:**

- Place order for all equipment and parts that require processing and delivery time.
- Track and inventory all equipment and supplies arriving at the site.
- Provide quality assurance checks on key components of the system.
- Coordinate placement and logistics for equipment and component skids.
- Develop List of Equipment and submit to the Commission Agreement Manager.
- Install all required equipment at the fueling facility.
- Perform final checks of design prior to start-up.

**[CPR WILL OCCUR DURING THIS TASK. SEE TASK 1.2 FOR DETAILS]**

#### **Products:**

- List of Equipment

## **TASK 5 STATION START-UP & COMMISSIONING**

The goal of this task is to perform start-up of the system and equipment on-site and commission the system into operation.

### **The Recipient shall:**

- Develop Start-up Test Plan to include a list of Quality Control checks and perform necessary checks of the system prior to start-up.
- Address any findings from prestart check list and take corrective actions.
- Perform start-up and commission system into service.
- Collect operational data and analyze.
- Prepare a startup and initial operator results report and submit to Commission Agreement Manager.

### **Products:**

- Start-up Test Plan and Initial Operation Results Report.

## **TASK 6 DATA COLLECTION & ANALYSIS**

The goal of this task is to collect operational data from the station, to analyze that data for economic and environmental impacts, and to include the data and analysis in the Final Report.

### **The Recipient shall:**

- Develop data collection plan.
- Troubleshoot any issues identified.
- Collect 6 months of throughput, usage, and operations data from the project including, but not limited to:
  - Number of vehicles fueled per day per station
  - Number of days per year vehicles are fueled per station
  - Maximum capacity of the new fueling system
  - Gallons of gasoline and/or diesel fuel displaced by using natural gas (with associated mileage information).
  - Expected air emissions reduction using ARB CA-Greet model (<http://www.arb.ca.gov/fuels/lcfs/lcfs.htm>), expected values for use are below:
    - Non-methane hydrocarbons
    - Oxides of nitrogen
    - Non-methane hydrocarbons plus oxides of nitrogen
    - Particulate Matter
    - Formaldehyde
  - Duty cycle of the current fleet and the expected duty cycle of future vehicle acquisitions
  - Specific jobs (direct/indirect) and economic development resulting from this project

- Identify any current and planned use of renewable energy at the facility.
- Identify the source of the alternative fuel.
- Provide data on potential job creation, economic development, and increased state revenue as a result of expected future expansion.
- Provide a quantified estimate of the project's carbon intensity values for life-cycle greenhouse gas emissions.
- Compare project performance and expectations provided in the proposal to Energy Commission with actual project performance and accomplishments.

**Products:**

- Data collection information and analysis shall be included in the Final Report.