

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION


 New Contract 600-12-005 Amendment to Existing Contract: - - Amendment Number:

Division	Contract Manager:	MS-	Phone	CM Training Date
600 Fuels and Transportation Division	Amir Ehyai	23	916-654-4550	

Contractor's Legal Name	Federal ID Number
Newcomb Anderson McCormick	73-1731074

Title of Project
California Public Facilities Energy Financing Program

Term	Start Date	End Date	Amount
New/Original Contract	3 / 27 / 13	3 / 27 / 15	\$ 638,189

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	2/13/13	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Amir Ehyai	Time Needed:	5 minutes

Agenda Item Subject and Description
Possible approval of contract 600-12-005 for \$638,189 to Newcomb Anderson McCormick to develop the California Public Facilities Energy Financing Partnership program. This project will improve the energy services performance contract model currently in use by the California Department of Corrections and Rehabilitation and expand this model for use at the California Community Colleges and local governments in California. (DOE Federal grant funding.) Contact: Amir Ehyai. (5 minutes)

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
<p>Under Funding Opportunity Announcement Number DE-FOA-0000650, State Energy Program 2012 Competitive Awards, the US Department of Energy (DOE) solicited applications for the development of Fee-Based, Self-Funded Public Facilities Energy Retrofit Program models by states for implementation in retrofitting public buildings and facilities. The California Energy Commission's California Public Facilities Energy Financing Partnership (CPFEFP) program was selected by DOE for award. The grant award is meant to assist the Energy Commission in improving and implementing a comprehensive and well-designed self-funded program which relies on a fee-for-services model that can successfully be used to retrofit public facilities statewide across many sectors. The goal of the funding opportunity is to help states stand up good models of a sustainable mechanism for providing a continuous source of financing for public building retrofits. States must demonstrate the model on a small-to-medium scale in one or more types of buildings to ensure its workability and success, and then to be able to replicate it more widely in the state's portfolio of public buildings.</p> <p>Pursuant to the DOE grant award, the Energy Commission will provide a subaward to Newcomb Anderson McCormick (NAM) and will oversee the development and implementation of CPFEFP program. NAM will design the CPFEFP program, provide implementation and management services and will draw on the resources and synergies available from existing statewide energy efficiency partnerships.</p> <p>The CPFEFP program will build upon the successful but limited Energy Service Performance Contract (ESPC) elements currently in place for the California Department of Corrections and Rehabilitation (CDCR) and Investor Owned Utility (IOU) Statewide Energy Efficiency Partnership. The CDCR-IOU Partnership has developed an ESPC model that, with additional funding and support, can be improved and expanded to deliver deep, comprehensive energy efficiency projects throughout CDCR's facilities. The CPFEFP program will expand the CDCR model, design and implement vitally needed but currently unaddressed program strategies, and use it as the basis for a program that serves CDCR, the California Community Colleges (CCC), and local governments in California, resulting in a robust, statewide framework for self-funded, fee-based public facilities energy retrofit program.</p> <p>The CPFEFP program will provide a range of services, include:</p>



- Standardized processes and contracts for Energy Service Company (ESCO) projects.
- Technical assistance with developing and evaluating projects.
- Data collection, benchmarking and measurement and verification (M&V) services.
- Assistance with obtaining project financing.
- Outreach and education activities.

Typical projects to be supported by the CPFEFP program include lighting retrofits, heating, ventilation and air conditioning and advanced controls, installation and upgrades of energy management systems, central utility plant and thermal energy storage projects, retro and monitoring-based commissioning, demand response, and renewable and advanced energy generation projects. The program will provide independent audits, project development, and work scope identification. Following initial project identification, ESCOs will submit competitive bids to implement the projects following a standardized process provided by the program, and the program will then assist the site owner with evaluating and selecting bid proposals. This process will include the use of a Request for Qualifications process to identify and qualify ESCO's for participation in the program, a Request for Proposal process to solicit and evaluate pricing proposals from qualified ESCO's, and the development and adoption of program guidelines and standards for energy project implementation and evaluation. The CPFEFP will support the site owner and the ESCO throughout the contract development phase by providing standardized contracting templates, and will also present the site owner and selected ESCO with a range of financing options. The CPFEFP will monitor project progress and assist with data collection, benchmarking and M&V services.

Following the successful demonstration of the CPFEFP program at CDCR, a model or "template" will be developed to expand the CPFEFP to include the California Community College system via the CCC-IOU Statewide Energy Efficiency Partnership. The CPFEFP will also be expanded to local governments through the Local Government Commission and to other California public facilities where appropriate.

California Environmental Quality Act (CEQA) Compliance

1. Is Contract considered a "Project" under CEQA?
 Yes: skip to question 2 No: complete the following (PRC 21065 and 14 CCR 15378):
 Explain why contract is not considered a "Project":
 Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because the contractors work involves improving an existing energy service performance contract model and process and does not involve changes to the environment.

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

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

Budgets Information

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	Funding Source			\$
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$		\$	No	Funding Source			\$
Federal	\$638,189	12/13	\$638,189	Yes	Funding Source	12/13	901.003	\$638,189
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other:	\$		\$	No	Other:			\$
TOTAL:	\$638,189	TOTAL:	\$638,189				TOTAL:	\$638,189
Reimbursement					Federal Agreement #: EE0005872			



Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Matt Sullivan	Name:	Matt Sullivan
Address:	201 Mission St., Suite 2000	Address:	201 Mission Street, Suite 2000
City, State, Zip:	San Francisco, CA 94105	City, State, Zip:	San Francisco, CA 94105
Phone/ Fax:	(415) 230-8404	Phone/ Fax:	(415) 230-8404
E-Mail:	matt_sullivan@newcomb.cc	E-Mail:	matt_sullivan@newcomb.cc

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 Federal Grant Funding Agency required CEC to make a subaward to NAM.

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:

This Agreement will fund enhancements to an existing ESPC model, which was developed by NAM and is currently in use by the CDCR. NAM's ongoing work with CDCR and the ESPC model makes them uniquely qualified to perform the tasks required under this Agreement.

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

This project is a competitive bid solicitation with the US Department of Energy (DOE). The bidder was chosen by DOE based on qualifications. Rates are similar to other grantees providing similar work.

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)

CONTRACT REQUEST FORM (CRF)



Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
If yes, check appropriate box:	<input checked="" type="checkbox"/> SB	<input type="checkbox"/> MB <input type="checkbox"/> DVBE

Is Contractor subcontracting any services?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
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Miscellaneous Contract Information		
1. Will there be Work Authorizations?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
2. Is the Contractor providing confidential information?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
3. Is the contractor going to purchase equipment?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
4. Check frequency of progress reports <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> _____		
5. Will a final report be required?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
6. Is the contract, with amendments, longer than a year? If yes, why? First year to design and demonstrate at pilot sites. Year two to expand the model to other public facilities.	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

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

 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	Program Design
3	CDCR Implementation
4	CCC & Local Government Implementation

ACRONYMS/GLOSSARY

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

Acronym	Definition
CCC	California Community Colleges
CAM	Commission Agreement Manager
CDCR	California Department of Corrections and Rehabilitation
CPFEFP	California Public Facilities Energy Financing Partnership
CPUC	California Public Utilities Commission
EM&V	Evaluation Measurement and Verification
ESCO	Energy Service Company
ESPC	Energy Service Performance Contract
IOU	Investor Owned Utility
LGC	Local Government Commission
M&V	Measurement and Verification
RFP	Request for Proposal(s)
RFQ	Request for Qualifications
SOQ	Statement of Qualifications

BACKGROUND/PROBLEM STATEMENT

The era of adequate state funding to maintain and modernize state and local government facilities is over, and many agencies are actively looking at new, creative means to improve the energy performance in their built environment and to redistribute precious resources from energy bills to their general operating budgets. Self-funded Energy Service Performance Contracting (ESPC) programs present an opportunity to direct private capital to address this need, provided existing barriers are addressed and overcome. To date, the ESPC model has not been widely implemented with public agencies, nor has a uniform framework been available that would allow them to take advantage of the funding sources that Energy Service Companies (ESCOs) can provide. Public agencies' issues with the ESPC model have included: an inability to appropriately identify and select qualified ESCOs; lack of firm workscope definition resulting in ESCOs focusing exclusively on shallow retrofit projects with the shortest simple payback period; lack of competition between ESCOs resulting in higher costs; difficulties with contract negotiation and contractor performance management; and lack of standards, common procedures, and communication of best practices from one facility to the next.

To meet this need, the California Public Facilities Energy Financing Partnership (CPFEFP) program funded by this Agreement is designed to improve and expand the limited ESPC model currently in use by the California Department of Corrections and Rehabilitation (CDCR) and Investor Owned Utility (IOU) Statewide Energy Efficiency Partnership to other statewide partnerships and sectors. This Agreement will provide the “seed money” to provide the resources necessary to make this program concept a reality.

GOALS AND OBJECTIVES OF THE AGREEMENT

The goal of this Agreement is to develop a California Public Facilities Energy Financing Partnership (CPFEFP) program that builds upon the successful but limited ESPC elements currently in place for the CDCR and IOU Statewide Energy Efficiency Partnership. The CDCR/IOU Partnership program, authorized by the California Public Utilities Commission, is a state-wide energy efficiency program established to accomplish immediate and long-term peak energy demand savings through sustainable, long-term and comprehensive energy management programs at CDCR institutions served by California’s four IOUs. This project will expand this model and use it as the basis for a program that also serves the California Community Colleges (CCC) and local governments, resulting in a robust, statewide framework for self-funded, fee-based public facilities energy retrofit program (where the ESCO and/or the participant provides the funding.)

The objectives of this project are to:

- Improve the existing CDCR program by implementing a comprehensive, well-designed, self-funded model by employing additional and enhanced elements for program management, technical assistance, administrative, contractual, project financing, educational, and outreach activities.
- Ensure the implementation of more, deeper, and economical retrofit projects at CDCR facilities by independently developing deep, comprehensive project work scopes, and introducing competition among ESCOs to ensure cost competitiveness of projects. The program will focus on lighting retrofits, heating, ventilation and air conditioning and advanced controls, energy management system upgrades, central plants and thermal energy storage, retro and monitoring-based commissioning, demand response, and renewable and advanced energy generation technologies, where appropriate.
- Create a sustainable model for energy efficiency retrofits in the public facilities sector resulting in well-paying “green” jobs.
- Develop a model or “template” to expand the program statewide to CCC and local governments to take advantage of lessons learned, best practices, and address barriers to comprehensive energy efficiency in these public sectors.
- Incorporate the model into the portfolio design and institutionalize it for CDCR, CCC, and selected local governments.

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, 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.
- Project management documents shall be in MS Project file format.

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 Software Application Development 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 via Web-Ex or teleconference. The Contractor shall include their 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 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 the same frequency as 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 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.

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. The CAM will provide the format for the progress reports.

Deliverables:

- Monthly Progress Reports

Task 1.5 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 completed under this Agreement. The Final Report shall be prepared in language easily understood by the public or layperson with a limited technical background.

The Final Report must be completed before the termination date of the Agreement in accordance with the Schedule of Deliverables. The Final Report shall be a public document.

The Contractor shall:

- Prepare the draft Final Report for this Agreement that documents program results and presents recommendations for next steps to fully institutionalize the program at CDCR, CCC, and local governments for the California Public Utilities Commission (CPUC) 2015-2017 program cycle.
- Submit the draft Final Report for review and comment. The CAM will provide written comments to the Contractor. The Contractor shall review the comments and discuss any issues with the recommended changes with the CAM.
- Prepare and submit the Final Report, incorporating CAM comments.

Deliverables:

- Draft Final Report
- Final Report

TECHNICAL TASKS

The Energy Commission's CPFEEFP grant proposal to DOE dated April 16th, 2012 is incorporated by reference. Refer to this proposal for more details on the following tasks.

TASK 2- PROGRAM DESIGN

Task 2.1 Establish Management Processes

The goal of this task is to design the CPFEEFP program.

The Contractor shall:

- Work with the program partners (Energy Commission, CDCR, CCC, Local Government Commission [LGC]) and IOUs) to design the details of the CPFEEFP program, including all processes, procedures, schedules, and roles and responsibilities for the implementation of the program.
- Prepare a Program Management Plan outlining all processes, procedures, schedules, and roles and responsibilities for the implementation of the CPFEEFP program, including:
 - Development of standard processes, contracts, financial instruments, engineering tools, and program guidelines to add transparency, reduce costs, improve operational efficiency, and assist with program implementation.
 - Development of a Request for Qualifications (RFQ) process to identify and qualify ESCOs for participation in the program.
 - Develop a process, through scoping audits or other appropriate means, to independently define project work scopes that meet individual facilities needs to ensure deep, comprehensive retrofits and to eliminate "cream skimming."
 - Develop a Request for Proposal (RFP) process to obtain competitive bids from ESCOs to ensure reasonable pricing for retrofits.
 - Provide technical and engineering oversight of energy audits, contract documentation, and Measurement and Verification (M&V).
 - Contract negotiation assistance of technical, financial and legal issues.

- Provide technical and managerial oversight during design review, construction management, and commissioning of projects.
- Incorporate utility incentive approvals into the project validation process to leverage peer reviews and mitigate costs associated with long term M&V for performance guarantees.

Deliverables:

- Program Management Plan

TASK 3- CDCR IMPLEMENTATION

Task 3.1 Outreach to Selected Sites

The goal of this task is to solicit and enroll participants into the program and execute ESPC projects at CDCR facilities.

The Contractor shall:

- Work with CDCR and the IOUs to perform outreach activities to selected detention facilities to communicate and promote the CPFEFP program.
- Prepare an Outreach Plan to coordinate outreach and communication activities at selected detention centers and CDCR facilities to promote the program and recruit participants (CDCR facilities.)
- Assist CDCR in selecting appropriate facilities.

Deliverables:

- CDCR Outreach Plan

Task 3.2 Perform Scoping Audits/Workscope Identification

The goal of this task is to perform project scoping audits at each participating CDCR facility to identify and develop energy efficiency projects for inclusion in ESCO Request for Proposals (RFP's) in Task 3.4. Each Scoping Audit Report will be approved by the CDCR.

The Contractor shall:

- Conduct energy audits for each participating CDCR facility that define project scope, estimated energy savings, and economics.
- Prepare a Scoping Audit Report issued for each participating CDCR location/facility that describes the results of energy audits (including project development, estimated energy savings, and project economics).

Deliverables:

- Scoping Audit Reports

Task 3.3 Issue RFQ / Select ESCOs

The goal of this task is to develop a Request for Qualifications (RFQ) package for CDCR projects as needed to solicit participants in the CPFEFP program, including evaluation criteria that will be used to solicit Statements of Qualifications (SOQ) from ESCOs, and to evaluate and select qualified ESCOs based on RFQ acceptance criteria. CDCR will release and manage the RFQ that the Contractor helps to develop. This task will result in a pool of eligible ESCOs, that will be permitted to bid on CDCR projects in Task 3.4.

The Contractor shall:

- Develop an RFQ package for CDCR projects, including evaluation criteria, for the qualification of ESCOs to participate in the program.
- Assist CDCR to evaluate submitted SOQs from ESCOs based upon RFQ acceptance criteria and help determine which ESCOs should be permitted to participate in the program.
- Prepare a Qualified ESCO Report documenting the results of the RFQ process and the evaluation and selection of qualified ESCOs.

Deliverables:

- RFQ Package
- Qualified ESCO Report

Task 3.4 Issue RFP / Contract Award(s) to ESCOs

The goal of this task is to develop a Request for Proposals (RFP) package for each CDCR location/facility where an approved Scoping Audit Report has identified projects for implementation. Multiple qualified ESCO's will submit proposals in response to the RFP, and Contractor will assist CDCR in evaluating proposals based on criteria identified in the RFP. CDCR will award contracts to the ESCO that best meets the RFP evaluation criteria. CDCR may award separate contracts with different ESCOs, for each facility. The purpose of each contract is for the selected ESCO to implement the projects identified in Task 3.2 including construction project management, equipment purchase, installation, commissioning etc.

The Contractor shall:

- Develop a RFP package, including evaluation criteria, to be used to solicit proposals from ESCOs to implement projects as identified in the approved Scoping Audit Report for each CDCR facility.
- Assist CDCR to evaluate submitted proposals and recommend award to ESCOs whose proposal best meets evaluation criteria.

Deliverables:

- RFP Package
- Evaluation of Proposals

Task 3.5 Implement Projects

The goal of this task is for the contractor to assist CDCR to ensure that the ESCOs implement approved projects at CDCR facilities in accordance with contract and performance requirements. For each implemented project, the selected ESCO will develop and publish a Project Plan that outlines the project scope, schedule, budget, tests & inspections, and reports as required by the RFP and contract. The ESCO will be responsible to manage project implementation in accordance with the Project Plan.

The Contractor shall:

- Provide technical and project management oversight of the ESCO throughout the project implementation phase to ensure that the ESCO is meeting contract and performance requirements.
- Evaluate and approve each ESCO Project Plan that outlines the project scope, schedule, budget, tests & inspections, and reports as required by the RFP and contract.

Deliverables:

- Approved ESCO Project Plan

Task 3.6 EM&V

The goal of this task is utilize the existing CDCR/IOU Partnership M&V process to the fullest extent possible. As a part of that process, pre-inspection and post-implementation inspections are performed for each project by the IOU representatives to document existing and post-implementation conditions. Reports are issued by the IOU for each inspection and serve to verify the IOU incentives paid for the completed projects. These reports and associated documents will serve as the M&V deliverables for the program.

The Contractor shall:

- Provide technical and program management oversight to the IOUs to ensure that EM&V activities and deliverables are accomplished as required.
- Evaluate and approve M&V deliverables as required.

Deliverables:

- Approved M&V Report

TASK 4- CCC & LOCAL GOVERNMENT IMPLEMENTATION**Task 4.1 - Develop "Template" for Program Transfer**

The goal of this task is to identify the process to modify existing CDCR program elements to address the specific circumstances for the CCCs and local governments.

The Contractor shall:

Develop a Program Transfer Template that will contain the same types of elements as the ESPC program for CDCR, including:

- Establishment of a comprehensive Program Management function to coordinate activities and ensure success.
- Development of common standards, processes, tools, and guidelines.
- Independent workscope definition for each project/facility.
- Implementation of a competitive solicitation process for ESCO identification, qualification, pricing, and contract negotiation.
- Technical and engineering oversight, data collection, and M&V.
- Contracts and management oversight.
- Education and outreach.

Deliverables:

- Program Transfer Template

Task 4.2 - Outreach to Selected Campus/Municipalities

The goal of this task is to develop an outreach strategy for use by program partners to coordinate outreach and communication activities to selected community college campuses and municipalities to promote the program and recruit participants. The Outreach Plan will contain a screening process and criteria to ensure that the best program candidates are selected to ensure success.

The Contractor shall:

- Work with CCC, local governments and the IOUs to perform outreach activities to selected community colleges and municipalities to communicate and promote the CPFEP program.
- Prepare an Outreach Plan to coordinate outreach and communication activities at selected community college campuses and municipalities to promote the program and recruit participants (CCC and local government facilities.)
- Assist CCC and local governments in selecting appropriate facilities.

Deliverables:

- CCC and Local Governments Outreach Plan

Task 4.3 - Perform Scoping Audits/Work scope Identification

The goal of this task is to perform project scoping audits at each participating campus or municipality to identify and develop energy efficiency projects for inclusion in ESCO RFPs in Task 4.5. Each Scoping Audit Report will be approved by the CCC or local government authority with a participating facility.

The Contractor shall:

- Conduct energy audits for each participating CCC and municipality to define project scope, estimate energy savings, and economics.
- Prepare a Scoping Audit Report for each participating CCC and local government location/facility that describes the results of energy audits (including project development, estimated energy savings, and project economics).

Deliverables:

- Scoping Audit Reports

Task 4.4 - Issue RFQ / Select ESCOs

The goal of this task is to develop a RFQ package for CCC and local government projects as needed to solicit participants in the CPFEP program, including evaluation criteria that will be used to solicit SOQs from ESCOs, and to evaluate and select qualified ESCOs based on RFQ acceptance criteria. CCC and local governments will release and manage the RFQ that the Contractor helps to develop. This task will result in a pool of eligible ESCOs that will be permitted to bid on CCC and local government projects in Task 4.5.

The Contractor shall:

- Develop an RFQ package for CCC and local government projects, including evaluation criteria, for the qualification of ESCOs to participate in the program.
- Assist CCC and local governments to evaluate submitted SOQs from ESCOs based upon RFQ acceptance criteria and help determine which ESCOs should be permitted to participate in the program.

- Prepare a Qualified ESCO Report documenting the results of the RFQ process and the evaluation and selection of qualified ESCOs.

Deliverables:

- RFQ Package
- Qualified ESCO Report

Task 4.5 - Issue RFP / Contract Award(s) to ESCOs

The goal of this task is to develop a RFP package for each CCC or local government location/facility where an approved Scoping Audit Report has identified projects for implementation. Multiple qualified ESCO's will submit proposals in response to the RFP. Contractor will assist CCC and local governments in evaluating proposals based on criteria identified in the RFP. CCC and local governments will award contracts to the ESCO that best meets the RFP evaluation criteria. CCC and local governments may award separate contracts with different ESCOs, for each facility. The purpose of each contract is for the selected ESCO to implement the projects identified in Task 4.3 including construction project management, equipment purchase, installation, commissioning, etc.

The Contractor shall:

- Develop a RFP package, including evaluation criteria, to be used to solicit proposals from ESCOs to implement projects as identified in the approved Scoping Audit Report for each CCC and local government facility.
- Assist CCC and local governments to evaluate submitted proposals and recommend award to ESCOs whose proposal best meets the evaluation criteria.

Deliverables:

- RFP Package
- Evaluation of Proposals

Task 4.6 - Implement Projects

The goal of this task is for the Contractor to assist CCC and local governments to ensure that the ESCOs implement approved projects at CCC and local government facilities in accordance with contract and performance requirements. For each implemented project, the selected ESCO will develop and publish a Project Plan that outlines the project scope, schedule, budget, tests & inspections, and reports as required by the RFP and contract. The ESCO will be responsible to manage project implementation in accordance with the Project Plan.

The Contractor shall:

- Provide technical and project management oversight of the ESCO throughout the project implementation phase to ensure that the ESCO is meeting contract and performance requirements.
- Evaluate and approve each ESCO Project Plan that outlines the project scope, schedule, budget, tests & inspections, and reports as required by the RFP and contract.

Deliverables:

- Approved ESCO Project Plan

Task 4.7 - EM&V

The goal of this task is to utilize the existing CCC/IOU Partnership M&V process to the fullest extent possible. As a part of that process, pre-inspection and post-implementation inspections are performed for each project by the IOU representatives to document existing and post-implementation conditions. Reports are issued by the IOU for each inspection and serve to verify the IOU incentives paid for completed projects. These reports and associated documents will serve as the M&V deliverables for the program.

The Contractor shall:

- Provide technical and program management oversight to the IOUs to ensure that EM&V activities and deliverables are accomplished as required.
- Evaluate and approve M&V deliverables as required.

Deliverables:

- Approved M&V 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	With progress report
1.4	Monthly Progress Reports	Monthly
1.5	<ul style="list-style-type: none"> • Draft Final Report • Final Report 	12/15/14 12/29/14
2		
2.1	Program Management Plan	5/1/13
3		
3.1	CDCR Outreach Plan	5/1/13
3.2	Scoping Audit Reports	7/24/13
3.3	RFQ Package	5/29/13
3.3	Qualified ESCO Report	7/24/13
3.4	RFP Package	7/25/13
3.4	Evaluation of Proposals	Estimated due date 4 months after RFP package
3.5	Approved ESCO Project Plan	10/16/13
3.6	Approved M&V Report	5/28/14
4		
4.1	Program Transfer Template	10/15/13
4.2	Outreach Plan	10/15/13
4.3	Scoping Audit Report	1/7/14
4.4	RFQ Package	11/13/13
4.4	Qualified ESCO Report	1/7/14
4.5	RFP Package	1/8/14
4.5	Evaluation of Proposals	Estimated due date 4 months after RFP package
4.6	Approved ESCO Project Plan	4/7/14
4.7	Approved M&V Report	11/11/14