

**J) Budget Information**

Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF	2012/13	600.118 B	\$1,500,000
ARFVTF	2013/14	600.118 C	\$500,000
ARFVTF			\$
ARFVTF			\$
Funding Source			\$
R&D Program Area:	Select Program Area	TOTAL:	\$2,000,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

K) Contractor's Administrator/ Officer

Contractor's Administrator/ Officer				Contractor's Project Manager			
Name:	Barbara Petersen			Name:	Dr. Eddy Huang		
Address:	Tetra Tech, Inc. 3475 E. Foothill Blvd.			Address:	Tetra Tech, Inc. 3475 E. Foothill Blvd.,		
City, State, Zip:	Pasadena, CA 91107			City, State, Zip:	Pasadena, CA 91107		
Phone:	626-470-2407	Fax:	626-470-2607	Phone:	626-470-2417	Fax:	626-470-2617
E-Mail:	Barbara.Petersen@tetrattech.com			E-Mail:	Eddy.Huang@tetrattech.com		

L) Selection Process Used (For amendments, address amendment exemption or NCB, do not identify solicitation type of original agreement.)

Solicitation Select Type Solicitation #: 600-12-604 # of Bids: 4 Low Bid? No Yes
 Non Competitive Bid (Attach CEC 96)
 Exempt Select Exemption (see instructions)

M) Contractor Entity Type

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)

N) Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

No Yes
 If yes, check appropriate box: SB MB DVBE

O) Civil Service Considerations

Not Applicable (Agreement 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:

Technical assistance would be in areas such as development of alternative and renewable low-carbon fuel and vehicle technologies, life cycle and multimedia analyses, sustainability, and environmental impact evaluations all requiring a high level of expertise not available in the civil service.

P) Payment Method

A. Reimbursement in arrears based on:
 Itemized Monthly Itemized Quarterly Flat Rate One-time
 B. Advanced Payment
 C. Other, explain:



Q) Retention		
1. Is Agreement subject to retention?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
If Yes, Will retention be released prior to Agreement termination?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes

R) Justification of Rates
Secondary RFP-Thirty percent (30%) of the evaluation criteria was made up of the cost score which awarded the highest points to the bidder with the lowest average loaded hourly rate (ALHR) and provided a good justification for their rates. The proposed Contractor had the lowest ALHR.

S) Disabled Veteran Business Enterprise Program (DVBE)		
1. <input type="checkbox"/> Exempt (Interagency/Other Government Entity)		
2. <input checked="" type="checkbox"/> Meets DVBE Requirements	DVBE Amount:\$ _____	DVBE %: <u>5%</u>
<input type="checkbox"/> Contractor is Certified DVBE		
<input checked="" type="checkbox"/> Contractor is Subcontracting with a DVBE:	<u>ODIC Environmental and Energy</u>	
3. <input type="checkbox"/> Contractor selected through CMAS or MSA with no DVBE participation.		
4. <input type="checkbox"/> Requesting DVBE Exemption (attach CEC 95)		

T) Miscellaneous Agreement Information		
1. Will there be Work Authorizations?	<input type="checkbox"/> No	<input checked="" 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 type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Other...	
5. Will a final report be required?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
6. Is the Agreement, with amendments, longer than a year? If yes, why?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
The ARFVT Program is a 7.5 year initiative. Technical assistance will be provide until the program ends in 2016.		

U) The following items should be attached to this CRF (as applicable)		
1. Exhibit A, Scope of Work	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
2. Exhibit B, Budget Detail	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
4. CEC 30, Survey of Prior Work	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
5. CEC 95, DVBE Exemption Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
6. CEQA Documentation	<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

_____ Agreement Manager
 _____ Date
 _____ Office Manager
 _____ Date
 _____ Deputy Director
 _____ Date

Exhibit A
SCOPE OF WORK

TASK LIST

Task #	Task Name
1	Agreement Management
2	Evaluate Project Proposals
3	Confirm Project Built to Technical Specifications
4	Project Troubleshooting

ACRONYMS/GLOSSARY

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

Acronym	Definition
CAM	Commission Agreement Manager
Contractor	Tetra Tech, Inc.
WAM	Work Authorization Manager
CAO	Commission Agreement Officer
ARFVT	Alternative and Renewable Fuel and Vehicle Technology
Energy Commission	California Energy Commission
GHG	Greenhouse Gas
CPR	Critical Project Review

BACKGROUND/PROBLEM STATEMENT

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007) created the Alternative and Renewable Fuel and Vehicle Technology Program (Program). The statute, subsequently amended by AB 109 (Núñez, Chapter 313, Statutes of 2008), authorizes the California Energy Commission (Energy Commission) to fund projects for the development and deployment of innovative transportation technologies to transform California's transportation market to one comprised of a diverse portfolio of alternative fuels and advanced vehicles that reduce California's greenhouse gas emissions and dependence on petroleum.

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 RFP# 600-12-604 to hire an experienced full-service contractor team (composed of a Contractor and subcontractors) to provide technical support services and engineering consultancy services for the California Energy Commission's Alternative and Renewable Fuel and Vehicle Technology (ARFVT) Program. In response to this RFP, the Contractor submitted application number 3, which was selected for award in the Energy Commission's Notice of Proposed Awards dated March 28, 2013. Both RFP #600-12-604 and the Contractor's application #3 are incorporated herein by reference to this Agreement in their entirety.

GOALS and GENERAL REQUIREMENTS OF THE AGREEMENT

The Contractor will perform the tasks specified in this Scope of Work under the direction of the Commission Agreement Manager (CAM). The CAM will oversee the management and administration of the contract. This is a Work Authorization (WA) contract, meaning that no work other than that described in Task 1 (Agreement Management) shall be undertaken unless authorized by the Energy Commission through a document called a "Work Authorization" that specifies tasks, deliverables, and costs. The Energy Commission Work Authorization Manager (WAM) will manage specific projects, including tasks as specified in one or more WAs.

A WA for technical tasks will be used on an as-needed basis. The specific task(s) and the degree of effort for each task will vary from project to project. Work assignments will depend on demand for service. As demand is uncertain, there will be no guarantee of work for the Contractor or any subcontractor.

Selection of Contractor and Subcontractor Personnel for WAs

The Energy Commission reserves the right to select Contractor and subcontractor personnel for WAs based upon expertise and/or suitability for a particular task.

- The Energy Commission reserves the right to choose the personnel deemed best qualified to perform the work based on the following criteria:
 - Depth and breadth of the personnel's education, expertise, experience, knowledge, skills, and abilities to perform the work.
 - Availability of personnel.
 - Available budget in the contract.
- Contractor and subcontractor personnel must respond to a work request from the Energy Commission by email to the Contractor to confirm that they have the qualifications and availability to perform the work or that they decline the work request.
- Contractor and subcontractor personnel must submit resumes, a cover letter briefly describing their qualifications, and unloaded labor rates to the Contractor in response to the Energy Commission's work request.
- The Contractor will forward all personnel responses to the Energy Commission.

FORMAT/REPORTING REQUIREMENTS

Deliverables/Reports

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

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 CCM) 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 Commission Agreement Officer (CAO), and a representative of the Accounting Office. The meeting will be held either via teleconference or at the California Energy Commission in Sacramento, CA. The CAM will designate the specific location. 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:

- Quarterly Progress Reports

Task 1.5 CPR Meetings

The goal of this task is to determine if the WA project should continue to receive Energy Commission funding to complete this Agreement and if so whether there any modifications that need to be made to the tasks, deliverables, schedule or budget.

CPRs provide the opportunity for frank discussions between the Energy Commission and the Contractor. CPRs generally take place at key, predetermined points in the Agreement, as determined by the CAM. The CAM may schedule additional CPRs as necessary, and, if necessary, the budget will be reallocated to cover the additional costs borne by the Contractor, but the overall contract amount will not increase.

Participants will include the CAM and the Contractor. Participants may include the CAO, the Program Team Lead, and other individuals from the Energy Commission.

The Commission Agreement Manager shall:

- Determine the location, date and time of each CPR meeting with the Contractor. These meetings generally take place at the Energy Commission, but they may take place at another location.
- Send the Contractor the agenda and a list of expected participants in advance of each CPR. If applicable, the agenda shall include a discussion of both match funding and permits.
- Conduct and make a record of each CPR meeting. One of the outcomes of this meeting will be a schedule for providing the written determination described below.
- Determine whether to continue the project, and if continuing, whether or not to modify the tasks, schedule, deliverables, and budget for the remainder of the Agreement, including not proceeding with one or more tasks.
- Provide the Contractor with a written determination in accordance with the schedule. The written response may include a requirement for the Contractor to revise one or more deliverable(s) that were included in the CPR.

The Contractor 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 deliverables identified in this Scope of Work. Submit these documents to the CAM and any other designated reviewers at least 15 working days in advance of each CPR meeting.
- Present the required information at each CPR meeting and participate in a discussion about the Agreement.

Deliverables:

- CPR Report(s)

Task 1.6 Final Report

The goal of this task is to prepare a comprehensive written Final Report that describes the original purpose, approach, results and conclusions of the work 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. If the Contractor has obtained confidential status from the Energy Commission, both a public and a confidential version of the Final Report shall be prepared.

The Contractor shall:

- Prepare the draft Final Report for this Agreement.
- 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

1.7 Prepare and Manage Work Authorizations

The Contractor shall:

- Help prepare WAs in accordance with the contract requirements.
 - The WA format and content shall be specified by the CAM.
 - The WA term end date should be no later than 30 days prior to the termination of the contract. The only exception to this is that a Task 1 contract management and administration WA term end date may be the same as the term end date of the contract. This allows the Contractor time to complete closeout activities for all WAs and to prepare the Final Report.
- Administer Work Authorizations
 - Establish and maintain contractual agreements with entities performing work.
 - Develop project schedules.
 - Manage subcontractor activities in accordance with the contract terms and conditions.
 - Provide oversight and first-level review of reports and documentation, and comment on the content of deliverables.
 - Review and approve all invoices.
 - Provide audit and accounting services for all WAs.
 - Immediately report any significant variances affecting performance of WAs and recommend mitigation actions for consideration by the WAM and CAM. Examples of significant variances include the inability to deliver products by key WA dates, unavailability of key personnel that will effect timely submittal of deliverables, and key technical issues that would require change in scope, redirection of the effort, or discontinuation of the project.
 - Coordinate with the CAM to close out completed WAs and remaining unallocated balances.
- Monitor and Track each WA and the Overall Contract
 - Determine the fiscal status of each WA and the overall contract.
 - Prevent accumulation of cost overruns.
 - Determine if each WA is on schedule.
 - Determine whether deliverables have been submitted and accepted.

- Track the start, progress, and closure of each WA.

Deliverables:

- Work Authorizations

TECHNICAL TASKS

Task 2 Evaluate Project Proposals

The goal of this task is to assist the Energy Commission in evaluating the technical, economic, financial, and market feasibility of project proposals submitted for possible funding under the Program.

At the direction of the CAM, the Contractor shall:

- 2.1 Review and evaluate Program proposals with consideration to the following:
 - a) Technical feasibility, to ensure that the proposal is viable from an environmental, mechanical, electrical, civil, and chemical engineering standpoint; to assess the proposed project's approach in terms of the likelihood of achieving its stated goals and objectives;
 - b) Economic and financial feasibility;
 - c) Potential volumes of fuel used, petroleum displacement, GHG, air, and water pollutant emission reductions, and the likely timing of these results; and
 - d) Cost effectiveness of GHG reduction, petroleum reduction, increased alternative fuel supply, air quality improvements, or other benefits proposed by each proposal.
- 2.2 Prepare a written report which identifies strengths and weaknesses, and provides an analysis of the proposal's technical merit and feasibility. The evaluation reports will be prepared in draft form for Energy Commission staff to review. The Energy Commission will provide written comments to the Contactor and the Contractor will prepare a final version of the report based on these comments.

Deliverable:

- Draft Technical Assessment Report
- Final Technical Assessment Report

Task 3 Confirm Project Built to Technical Specifications

The goal of this task is to confirm that construction projects such as fuel production plants, fueling stations, and fuel storage terminals have been completed in conformity with the technical specifications.

At the direction of the CAM, the Contractor shall:

- 3.1 Conduct site visits to confirm that construction conforms to the project design and technical specifications as stated in the agreement. Meet and discuss with the project engineer. Determine deviations, if any, from original specifications. Identify the changes, why the changes were made, and if the changes were in the project's best interest. Any difference in cost shall be identified.
- 3.2 Prepare reports detailing findings of work performed under Task 3.1. The reports shall include:
 - An overview of the project and a summary of the findings.
 - Time-stamped photographs of the project.
 - Meeting attendees and their respective roles.
 - Recommendations, if any.

Deliverable:

- Draft Construction Verification Report
- Final Construction Verification Report

Task 4 Project Troubleshooting

The goal of this task is to provide specialized technical assistance in troubleshooting and proposing solutions to technical problems that arise in the development of projects approved for funding under the Program, and assist the Energy Commission in implementing solutions to such problems.

At the direction of the CAM, the Contractor shall:

- 4.1 Assist the Energy Commission in identifying technical problems that may arise for projects. This shall include conducting project site visits; participating in consultation meetings with project developers and vendors; troubleshooting problems; and proposing solutions.
- 4.2 Prepare reports detailing findings of work performed under Task 3.1. The written reports shall include:
 - An overview of the project and a description of the technical problem;
 - A listing of all site visits or meeting attendees, and their role;
 - Proposed solutions to resolve the identified problem(s);
 - A recommendation as to the best solution; and
 - Any other recommendations.
- 4.3 Monitor corrective actions by the project owner to resolve the technical problems which have been identified in the reports. The Contractor shall provide a status of the corrective actions as part of the monthly progress reports required under Task 1 of the Scope of Work.

Deliverable:

- Draft Project Consultant Report
- Final Project Consultant Report

SCHEDULE OF DELIVERABLES AND DUE DATES

Task/Subtask	Deliverable	Due Date
1.1	Updated Schedule of Deliverables	July 2013
1.4	Quarterly Progress Reports with invoices	10 calendar days after month-end
	Backup documentation for invoices	as required
1.5	CPR Reports	as required
1.6	Draft final Report	4/01/2016
1.6	Final Report	5/01/2016
1.7	Work Authorization(s)	to be determined
2	Draft and Final Technical Assessment Reports	to be determined via work authorization
3	Draft and Final Construction Verification Reports	to be determined via work authorization
4	Draft and Final Project Consultant Report	to be determined via work authorization

CEC 94 Subcontractors

Agreement # 600-13-002

Contractor: Tetra Tech, Inc.

Major AND Minor Subcontractors (also include equipment vendors):

1. University of California, Los Angeles (UCLA) Luskin Center
2. Life Cycle Associates, LLC
3. St. Croix Research
4. Gladstein, Neandross & Associates, LLC
5. Infrastructure Technology, Inc.
6. Nagashima Advanced Technology Consulting
7. Odic Environmental & Energy