

**CONTRACT REQUEST FORM (CRF)**



A) New Agreement 600-13-004 (To be completed by CGL Office)

B) Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Jean Baronas	27	916-654-4526

C) Contractor's Legal Name	Federal ID Number
Governor's Office of Planning and Research	-

D) Title of Project
Zero-Emission Vehicle Fueling Infrastructure Ombudsman

E) Term and Amount	Start Date	End Date	Amount
	10 / 30 / 2013	10 / 30 / 2015	\$ 300,000

**F) Business Meeting Information**

Operational agreement (see CAM Manual for list) to be approved by Executive Director

ARFVTP agreements under \$75K delegated to Executive Director.

Proposed Business Meeting Date	10 / 09 / 2013	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	None	Time Needed: 0 minutes	

Please select one list serve. **Altfuels (AB118- ARFVTP)**

**Agenda Item Subject and Description**

ZERO EMISSION VEHICLE FUELING INFRASTRUCTURE OMBUDSMAN. Possible approval of Interagency Agreement 600-13-004 with the Governor's Office of Planning and Research in the amount of \$300,000 to reimburse the cost of a Zero Emission Vehicle Fueling Infrastructure Ombudsman within the Governor's Office of Business and Economic Development for a maximum of two years. The Ombudsman will facilitate the permitting and establishment of both the hydrogen fueling station infrastructure and the electric vehicle charging infrastructure by working with local, state and federal government agencies; hydrogen station developers and hosts; electric vehicle charging planners, installers, and hosts; automobile companies; and other industry stakeholders. (ARFVTP Funding) Contact: Jean Baronas

**G) California Environmental Quality Act (CEQA) Compliance**

1. Is Agreement considered a "Project" under CEQA?  
 Yes (skip to question 2)  No (complete the following (PRC 21065 and 14 CCR 15378)):  
 Explain why Agreement is not considered a "Project":  
 Agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because the position is an advisory position with no direct impact on the environment.

2. If Agreement is considered a "Project" under CEQA:  
 a) Agreement **IS** exempt. (Attach draft NOE)  
 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 Agreement is exempt under the above section: \_\_\_\_\_

b) Agreement **IS NOT** exempt. (Consult with the legal office to determine next steps.)  
 Check all that apply  
 Initial Study  Environmental Impact Report  
 Negative Declaration  Statement of Overriding Considerations  
 Mitigated Negative Declaration

**H) List all subcontractors (major and minor) and equipment vendors:** (attach additional sheets as necessary)

Legal Company Name:	Budget	SB	MB	DVBE
Governor's Office of Planning and Research	\$ 300,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**I) List all key partners:** (attach additional sheets as necessary)

Legal Company Name:
Governor's Office of Planning and Research



J) Budget Information			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF	13/14	600.118C	\$300,000
ARFVTF			\$
Funding Source			\$
Funding Source			\$
Funding Source			\$
R&D Program Area:	N/A	TOTAL:	\$300,000
Explanation for "Other" selection	\$		
Reimbursement Contract #:	Federal Agreement #:		

K) Contractor's Administrator/ Officer				Contractor's Project Manager			
Name:	Frank Ramirez			Name:	Frank Ramirez		
Address:	1400 10 <sup>th</sup> Street			Address:	1400 10 <sup>th</sup> Street		
City, State, Zip:	Sacramento, CA 95814			City, State, Zip:	Sacramento, CA 95184		
Phone:	916-322-0563	Fax:	916-322-0693	Phone:	916-322-0563	Fax:	916-322-0693
E-Mail:	frank.ramirez@gov.ca.gov			E-Mail:	frank.ramirez@gov.ca.gov		

L) Selection Process Used (For amendments, address amendment exemption or NCB, do not identify solicitation type of original agreement.)	
<input type="checkbox"/> Solicitation	Select Type Solicitation #: _____ - _____ # of Bids: _____ Low Bid? <input type="checkbox"/> No <input type="checkbox"/> Yes
<input checked="" type="checkbox"/> Non Competitive Bid	(Attach CEC 96)
<input type="checkbox"/> Exempt	Select Exemption (see instructions)

M) Contractor Entity Type
<input type="checkbox"/> Private Company (including non-profits)
<input checked="" type="checkbox"/> CA State Agency (including UC and CSU)
<input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes, check appropriate box:	<input type="checkbox"/> SB <input type="checkbox"/> MB <input type="checkbox"/> DVBE

O) Civil Service Considerations
<input checked="" type="checkbox"/> Not Applicable (Agreement is with a CA State Entity or a membership/co-sponsorship)
<input type="checkbox"/> Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
<input checked="" type="checkbox"/> The Services Contracted:
<input type="checkbox"/> are not available within civil service
<input type="checkbox"/> cannot be performed satisfactorily by civil service employees
<input checked="" type="checkbox"/> are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
<input checked="" type="checkbox"/> The Services are of such an:
<input checked="" type="checkbox"/> urgent
<input type="checkbox"/> temporary, or
<input type="checkbox"/> occasional nature
that the delay to implement under civil service would frustrate their very purpose.
<b>Justification:</b>
Planned rollout of hydrogen FCVs is 2015-2017 and California's share of the U.S. market for plug-in electric vehicles (PEVs) stands at nearly 40%. Both support California's plan to diversify transportation fuels.

P) Payment Method
<input type="checkbox"/> A. Reimbursement in arrears based on:
<input type="checkbox"/> Itemized Monthly <input type="checkbox"/> Itemized Quarterly <input type="checkbox"/> Flat Rate <input type="checkbox"/> One-time
<input type="checkbox"/> B. Advanced Payment
<input checked="" type="checkbox"/> C. Other, explain: 2 Annual payments of \$150,000.00

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



**R) Justification of Rates**

The rate is justified by the caliper of individual needed for this position.

**S) Disabled Veteran Business Enterprise Program (DVBE)**

- 1.  Exempt (Interagency/Other Government Entity)
- 2.  Meets DVBE Requirements      DVBE Amount:\$ 0      DVBE %: \_\_\_\_\_
  - Contractor is Certified DVBE
  - Contractor is Subcontracting with a DVBE: Name of DVBE Company
- 3.  Contractor selected through CMAS or MSA with no DVBE participation.
- 4.  Requesting DVBE Exemption (attach CEC 95)

**T) Miscellaneous Agreement Information**

- 1. Will there be Work Authorizations?       No       Yes
- 2. Is the Contractor providing confidential information?       No       Yes
- 3. Is the contractor going to purchase equipment?       No       Yes
- 4. Check frequency of progress reports
  - Monthly       Quarterly       Other...
- 5. Will a final report be required?       No       Yes
- 6. Is the Agreement, with amendments, longer than a year? If yes, why?       No       Yes  
 Agreement will be one year with the option to increase to two years.

**U) The following items should be attached to this CRF (as applicable)**

- 1. Exhibit A, Scope of Work       N/A       Attached
- 2. Exhibit B, Budget Detail       N/A       Attached
- 3. CEC 96, NCB Request       N/A       Attached
- 4. CEC 30, Survey of Prior Work       N/A       Attached
- 5. CEC 95, DVBE Exemption Request       N/A       Attached
- 6. CEQA Documentation       N/A       Attached
- 7. Resumes       N/A       Attached
- 8. CEC 105, Questionnaire for Identifying Conflicts       N/A       Attached

\_\_\_\_\_  
Agreement Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director

\_\_\_\_\_  
Date

**EXHIBIT A  
SCOPE OF WORK  
INTERAGENCY AGREEMENT 600-13-004**

**BACKGROUND**

California is committed to commercializing zero-emission vehicles (ZEVs) including those that use hydrogen as a fuel and electric vehicles that use chargers in homes, workplaces, and public spaces. Automobile manufacturers plan to roll out hydrogen fuel cell vehicles (FCVs) in the 2015-2017 timeframe and California's share of the U.S. market for plug-in electric vehicles (PEVs) currently stands at nearly 40%. Both hydrogen and electricity support California's plan to diversify transportation fuels.

The California Energy Commission's (Energy Commission) Alternative and Renewable Fuel and Vehicle Technology Program grants funds to hydrogen station developers to expand California's network of public hydrogen refueling stations to 100. The "2013 Zero-Emission Vehicle (ZEV) Action Plan," promulgated by the Governor's Interagency Working Group on ZEVs identified the need for a hydrogen ombudsman to resolve and expedite permit issues related to the construction of hydrogen fueling stations. The Governor's Office of Business and Economic Development offered to establish a position for the ombudsman.

As noted in the 2013 ZEV Action Plan, statewide installation of PEV charging stations has begun. Electric utilities have planned for the impacts and nuances of integrating PEVs into their electricity grids, piloted charging projects, and introduced PEV fleets. In addition, local governments have facilitated the installation and acceptance of PEV charging in their communities, streamlined permitting processes for new infrastructure, and planned how ZEVs will operate within their local transportation networks.

**ZERO EMISSION VEHICLE FUELING INFRASTRUCTURE OMBUDSMAN**

This Interagency Agreement, with the Governor's Office of Planning and Research, will fund a Zero Emission Vehicle Fueling Infrastructure Ombudsman position reporting to the Governor's Office of Business and Economic Development. The ombudsman will work with local, state and federal government agencies, hydrogen station developers, station hosts, electric vehicle regional planners, installers, and hosts, in addition to the automobile companies and other interested parties, to facilitate and accelerate the permitting and establishment of the hydrogen fueling and electric vehicle charging infrastructure. Although both hydrogen and electric vehicles will be addressed in the ombudsman's activities, the primary goal will be to resolve permitting issues related to constructing 100 hydrogen fueling stations so that the FCV market can successfully launch.

## **INTERAGENCY AGREEMENT 600-13-004**

This Agreement with the Governor's Office of Planning and Research in the amount of \$300,000 will reimburse the cost of a Zero Emission Vehicle Fueling Infrastructure Ombudsman within the Governor's Office of Business and Economic Development for a maximum of two years. The position will report directly to the Deputy Director, Permit Unit, Governor's Office of Business and Economic Development. The Ombudsman will facilitate the permitting and establishment of both the hydrogen fueling station infrastructure and the electric vehicle charging infrastructure by working with local, state and federal government agencies; hydrogen station developers and hosts; electric vehicle charging planners, installers, and hosts; automobile companies; and other industry stakeholders.

### Duties follow:

- Convene a high level working group dedicated to developing hydrogen refueling infrastructure throughout the state.
- Develop and implement strategies to remove barriers and expedite hydrogen refueling station development and installation in addition to planning for and installation of electric vehicle charging stations.
- Encourage the acceptance of the California code for hydrogen gas-measuring devices when adopted and the evaluation of dispensers so hydrogen dispensing is reliable and safe, and so the commercial dispensing of hydrogen is possible.
- Conduct an analysis on a station-by-station basis to determine the status of hydrogen fueling station site design, engineering design, and permitting.
- Oversee the development of a programmatic Environmental Impact Report (EIR) and other forms of assisting with permitting hydrogen fueling stations and electric vehicle charging infrastructure that is acceptable to local permitting authorities.
- Provide needed outreach and education services as determined by the Governor's Office of Business and Economic Development, and leverage and assist existing outreach and education efforts undertaken by the Energy Commission, the California Fuel Cell Partnership's education and outreach committee and the Air Resources Board.

## **EXHIBIT B BUDGET DETAIL**

### **1. Invoicing**

- A. In consideration of the Permit Unit, Governor's Office of Business and Economic Development providing assistance, coordination, and oversight for discussion about the development of California's hydrogen refueling network through the establishment of a Zero Emission Vehicle Fueling Infrastructure Ombudsman (a loaned position), the California Energy Commission (Energy Commission) agrees to reimburse the Governor's Office of Planning and Research in an amount not to exceed \$150,000 per year. See Budget Detail below.
- B. Invoices shall include the Agreement Number and shall be submitted in duplicate:

California Energy Commission  
Accounting Office, MS-2  
1516 9<sup>th</sup> Street, First Floor  
Sacramento, CA 95814

### **2. Budget Contingency Clause**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to the Contractor or to furnish any other considerations under this Agreement and the Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either: cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.
- C. The Contractor reserves the right to request an amendment in the event that there is an increase in costs in the current year and/or any subsequent years covered under this agreement.

3. **Payment**

- A. Costs for this Agreement shall be computed in accordance with State Administrative Manual Sections 8752.1.
- B. Nothing herein contained shall preclude advance payments pursuant to Article 1, Chapter 3, Part 1, Division 3, Title 2 of the Government Code of the State of California.
- C. An annual payment of \$150,000 will be made upon the receipt of an invoice. The initial year will be 2013 and should it be deemed necessary, a second year (2014) will be funded. The budget detail follows.

**BUDGET DETAIL**

<b><u>Fiscal Year</u></b>	<b><u>Amount</u></b>
2013/14	\$300,000
<b>Agreement Total</b>	<b>\$300,000</b>