



A) New Agreement 600-13-005 (To be completed by CGL Office)

B) Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	Thanh Lopez	27	916-654-3929

C) Contractor's Legal Name	Federal ID Number
Department of General Services	68-1042725

D) Title of Project
Electric Vehicle Supply Equipment Installation in DGS Owned Buildings, Parking Garages and Surface Lots

E) Term and Amount	Start Date	End Date	Amount
	12 / 2 / 2013	3 / 31 / 2018	\$ 2,000,000

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	11 / 13 / 2013	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Thanh Lopez	Time Needed: 5 minutes	

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

Agenda Item Subject and Description

Possible approval of Contract 600-13-005 for an interagency agreement with the California Department of General Services in the amount of \$2,000,000 to identify and prioritize state parking facilities and buildings for installation of plug-in electric vehicle charging infrastructure, and conduct the installation of Electric Vehicle Supply Equipment. (ARFVTP funding)

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 .

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 15303, 15304 section number:
 Common Sense Exemption. 14 CCR 15061 (b) (3)
 Explain reason why Agreement is exempt under the above section:
 The project includes installation of charging station equipment conduit, wiring, electrical connections, and mounting equipment inside existing buildings, parking garages, or surface lots to serve electric vehicles. CCR 15303 allows for installation of new, small equipment, including electric utility extensions to serve the installed equipment. CCR 15304 allows minor trenching and backfilling where the surface is restored.

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
TBD	\$ 0	<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:

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 01/13)

CALIFORNIA ENERGY COMMISSION



J) Budget Information			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF	12/13	601.118E	\$750,000
ARFVTF	13/14	601.118F	\$1,250,000
Funding Source			\$
Funding Source			\$
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 Project Manager			
Name:	Susan Schorch			Name:	Thomas Piette		
Address:	707 Third Street, Suite 4-405 MS 504			Address:	707 Third Street, Suite 4-430		
City, State, Zip:	West Sacramento, CA 95605			City, State, Zip:	West Sacramento, CA 95605		
Phone:	916-375-4320	Fax:	916-375-4313	Phone:	916-375-4884	Fax:	916-375-4909
E-Mail:	susan.schorch@dgs.ca.gov			E-Mail:	thomas.piette@dgs.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 type="checkbox"/>	Non Competitive Bid (Attach CEC 96)						
<input checked="" type="checkbox"/>	Exempt Interagency						

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 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 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 type="checkbox"/>	The Services are of such an:
<input 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.
Justification:	

P) Payment Method				
<input checked="" type="checkbox"/>	A. Reimbursement in arrears based on:			
<input checked="" 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 type="checkbox"/>	C. Other, explain:			

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

Rates for other governmental entities do not require justification.

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
 May require more than one year to complete installation of all electric vehicle supply equipments.

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 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 type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 7. Resumes | <input checked="" type="checkbox"/> N/A | <input 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	Preliminary Information Gathering
3	Project Site Selection and Prioritization
4	Develop Site and Install Equipment
5	Data Collection and Analysis

ACRONYMS/GLOSSARY

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

Acronym	Definition
ARFVTP	Alternative and Renewable Fuel and Vehicle Technology Program
CCM	Commission Contract Manager
DGS	Department of General Services
EVSE	Electric Vehicle Supply Equipment
OFAM	Office of Fleet and Asset Management

BACKGROUND

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007), created the Alternative and Renewable Fuel and Vehicle Technology (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.

PROBLEM STATEMENT

The Department of General Services (DGS) has identified a lack of adequate electric vehicle charging infrastructure at state parking facilities and buildings. They have surveyed their parking facilities and buildings to determine potential for installing electric vehicle charging equipment. As the California state business manager, DGS is uniquely positioned to evaluate potential charging sites and effectively install a significant number of EVSE, but has not received budget

funds for adequate coverage within the timeframe identified within the Governor's 2013 Zero Emission Vehicle Action Plan.

GOALS OF THE AGREEMENT

DGS will identify and prioritize state parking facilities and buildings for installation of plug-in electric vehicle charging infrastructure, and conduct the installation of electric vehicle chargers.

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:

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 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 CCM, the Contracts Officer, and a representative of the Accounting Office. The meeting will be held in Sacramento, CA and the CCM will designate the specific location. The Contractor shall include their Project Manager, Contracts Administrator, Accounting Officer, and others designated by the CCM 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 CCM 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 CCM 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 CCM 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. If the Contractor has obtained confidential status from the Energy Commission and will be preparing both a public and a confidential version of the Final Report, the Contractor shall perform the following subtasks for both the public and confidential versions of the Final Report.

Task 1.5.1 Final Report Outline**The Contractor shall:**

- Prepare and submit a draft outline of the Final Report for review and approval. The CCM will provide written comments to the Contractor on the draft outline. The Contractor shall review the comments and discuss any issues with the recommended changes with the CCM.
- Prepare and submit the final outline of the Final Report, incorporating CCM comments.

Deliverables:

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

Task 1.5.2 Final Report**The Contractor shall:**

- Prepare the draft Final Report for this Agreement in accordance with the approved outline.
- Submit the draft Final Report for review and comment. The CCM will provide written comments to the Contractor. The Contractor shall review the comments and discuss any issues with the recommended changes with the CCM.
- Prepare and submit the Final Report, incorporating CCM comments.

Deliverables:

- Draft Final Report
- Final Report

Task 1.6 Final Meeting

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

The Contractor shall:

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

Deliverables:

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

Task 1.7 Identify and Obtain Required Permits

The goal of this task is to verify 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. While the budget for this task will be zero dollars, the Contractor may show match funds for this task. Permits must be identified in writing and obtained before the Contractor can incur any costs related to the use of the permits for which the Contractor will request reimbursement.

The Contractor shall:

- Prepare a letter documenting the permits required to conduct this Agreement and submit it at least 2 working days prior to the kick-off meeting. 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
 - A schedule the Contractor 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. 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.
- If during the course of the Agreement additional permits become necessary, then provide the appropriate information on each permit and an updated schedule to the CCM.
- As permits are obtained, send a copy of each approved permit to the CCM if requested.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the CCM within 5 working days.

Deliverables:

- A letter documenting the permits and schedule
- Updated list of permits and schedule (as necessary)
- A copy of each approved permit (if requested)

TECHNICAL TASKS

Task 2 Preliminary Information Gathering

The goal of this task is to gather site and electrical plans; develop and distribute a questionnaire on electric vehicle charging to the Building and Lot Managers; and confer regarding site issues and make preliminary decisions about location, quantity, infrastructure capacity, etc.

The Contractor shall:

- Gather site and electrical plans from the Department's plan vault and the Office of Fleet and Asset Management (OFAM) records.
- Develop and distribute an EVSE questionnaire to the Building and Lot Managers. Questions will relate to EVSE demand, electrical capacity at the locations' panels and preliminary placement for EVSE.
- Confer with OFAM and Local Managers (as required) regarding site issues and make preliminary decisions about location, quantity, infrastructure capacity, etc.

Deliverables:

- Report on Preliminary Information Gathering

Task 3 Project Site Selection and Prioritization

The goal of this task is to prioritize the sites using the preliminary information gathered in Task 2.

The Contractor shall:

- Use the preliminary information gathered in Task 2 to prioritize the sites using selection criteria including but not limited to:
 - Demand for EVSE, both fleet & employee parking
 - Locations in areas with high concentrations of electric vehicles
 - Existing Infrastructure conditions that support EVSE
 - Site parking space available to devote to EVSE
 - Cost effectiveness
 - Rapid deployment opportunities
 - Opportunities for multi-use of EVSE devices for fleet, employee and public charging

Deliverables:

- Prioritized list of sites

Task 4 Develop Site and Install Equipment

The goal of this task is to determine and verify the electrical infrastructure capacity of the sites selected from the prioritized list developed in Task 3, to divide the site list into three groups (phases 1 to 3), and to install charging stations.

Task 4.1 Site Specific Conditions and Requirements

The Contractor shall:

- Determine the electrical infrastructure capacity of the selected sites using instrumentation and data loggers on the most likely electrical panels to be used.
- Use the data to verify capacity at the building or lot's specific panels.
- Have Project Managers and/or electrical engineers visit sites if necessary to verify the site conditions and coordinate with the building or lot staff.

Deliverables:

- None

Task 4.2 Installation Design Documents**The Contractor shall:**

- Create installation design documents that include, at a minimum; a written description, specifications and a site plan. More complex installations may require electrical engineering plans, site plans and specifications for bidding, approvals and construction.

Deliverables:

- Copies of installation design documents

Task 4.3 Installation Approvals**The Contractor shall:**

- Submit project plans to and receive approval from applicable agencies.
- Confer with the Division of the State Architect's Office for accessibility parameters to minimize changes in anticipation of future regulations.

Deliverables:

- Copies of approval documents

Task 4.4 Procurement and Installation**The Contractor shall:**

- Procure and install the EVSE and any other required equipment and materials using any DGS approved procurement process, purchasing contract, or public works contract. EVSE may be installed through service orders, purchase order, statewide contract or by a DGS electrician. Combining multiple locations under the same contract or purchase order is encouraged for efficiency.

Deliverables:

- Report on completed sites, as they are completed by phase.
 - Phase 1 completed sites
 - Phase 2 completed sites
 - Phase 3 completed sites

Task 5 Data Collection and Analysis**The Contractor shall:**

- Collect information on amount of use associated with the charging sites such as:
 - Problems encountered and solutions used (to serve as a case study for other public agencies or workplaces)
 - Estimates of the number of vehicles per charging station per day
 - Estimates of the amount of electricity used on a per vehicle and per site basis
 - Anecdotal information that would be useful to other agencies or businesses interested in installing electric vehicle charging
 - A comparison of expectations with actual performance
 - Accomplishments

SCHEDULE OF DELIVERABLES AND DUE DATES

Task Number	Deliverable	Due Date
1.1	An Updated Schedule of Deliverables	If applicable
1.2	Invoices	With progress report
1.4	Monthly Progress Reports	Monthly
1.5.1	Draft Outline of the Final Report Final Outline of the Final Report	11/1/2017 12/1/2017
1.5.2	Draft Final Report Final Report	2/5/2018 3/5/2018
1.6	Written documentation of meeting agreements Schedule for completing closeout activities	2/5/2018 2/5/2018
1.7	Letters documenting the permits and schedule Updated list of permits and schedule A copy of each approved permit (if requested)	As obtained As necessary As requested
2	Report on Preliminary Information Gathering	2/28/2014
3	Prioritized List of Sites	4/30/2014
4.2	Installation Design Documents	Within 30 days of document completion
4.3	Project Approval Documents	Within 30 days of document approval
4.4	Phase 1 completed site report Phase 2 completed site report Phase 3 completed site report	1/31/2016 1/31/2017 1/31/2018
5	Information will be included in Final Report	N/A