

CONTRACT REQUEST FORM (CRF)



A) New Agreement 400-15-004 (To be completed by CGL Office)

B) Division	Agreement Manager:	MS-	Phone
400 Efficiency Renewable Energy Division	Erik Jensen	25	916-654-4166

C) Contractor's Legal Name	Federal ID Number
State of Washington Department of Commerce	91-0823820

D) Title of Project
Mandatory Benchmarking and Disclosure Program Policy Development

E) Term and Amount	Start Date	End Date	Amount
	2 / 26 / 2015	4 / 30 / 2018	\$ 81,200

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	8 / 12 / 2015	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Erik Jensen	Time Needed:	5 minutes

Please select one list serve. Efficiency

Agenda Item Subject and Description

STATE OF WASHINGTON DEPARTMENT OF COMMERCE. Proposed resolution approving Agreement RMB400-15-004 with the State of Washington Department of Commerce, a contract to receive \$81,200 in federal reimbursement funding from the State of Washington. In December 2014, the State of Washington received a \$450,200 award from the U.S. Department of Energy to develop a mandatory benchmarking and disclosure policy plan and legislative strategy for the Pacific region. The award is to be shared among the U.S. members of the Pacific Coast Collaborative (Washington, Oregon, and California); California's share of the award is \$81,200. This contract transfers the California funds to the Energy Commission. Energy Commission staff will assist the Collaborative in developing a building energy use benchmarking and disclosure policy, developing documents, and implementing programs. Contact: Erik Jensen. (Staff presentation: 5 minutes)

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 this agreement includes policy and document development.

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
	\$ 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:

J) Budget Information

Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ERPA Reimbursement			\$81,200
Funding Source			\$
R&D Program Area:	Select Program Area	TOTAL:	\$81,200
Explanation for "Other" selection Reimbursement			
Reimbursement Contract #: RMB400-15-004		Federal Agreement #: F15-52117-001	

K) Contractor's Administrator/ Officer Contractor's Project Manager

Name:	Patti Miller-Crowley	Name:	Chuck Murray
Address:	P.O. Box 42525	Address:	P.O. Box 42525
City, State, Zip:	Olympia, WA, 98504-2525	City, State, Zip:	Olympia, WA, 98504-2525
Phone:	360-725-3122	Fax:	- -
E-Mail:	Patti.miller-crowley@commerce.wa.gov	E-Mail:	Chuck.murray@commerce.wa.gov

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

Solicitation Select Type Solicitation #: - - # of Bids: 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:
 N/A CEC receiving funding and providing the services.

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 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

S) Disabled Veteran Business Enterprise Program (DVBE)	
1. <input checked="" type="checkbox"/> Exempt (Interagency/Other Government Entity)	
2. <input type="checkbox"/> Meets DVBE Requirements	DVBE Amount:\$ 0 DVBE %: _____
<input type="checkbox"/> Contractor is Certified DVBE	
<input type="checkbox"/> Contractor is Subcontracting with a DVBE:	_____ Name of DVBE Company
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 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 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
This agreement is funding multi-year policy development and implementation activities.		

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 checked="" type="checkbox"/> N/A	<input 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 checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
8. CEC 105, Questionnaire for Identifying Conflicts	<input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached

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

Exhibit A – Scope of Work & Budget

Task #	Task Title	Milestone Title	Milestone Description (Deliverable is underlined.)	Schedule	Deliverable Fee (estimate)	Match (20% of Grant)
1.1	Benchmarking Preparation	Workshop 1	Develop and conduct a <u>half-day workshop</u> for a future time-certain benchmarking program.	Q2 2015	\$4,000	
		Workshop 1 Analysis	Provide <u>summary and analysis of stakeholder comments</u> received from time-certain benchmarking workshop.	Q3 2015	\$2,000	
		Outreach and Education Plan	Provide document of outreach and education options varying by resource level.	Q4 2015	\$2,000	
		Workshop 2	Develop and conduct a half-day workshop on whole-building data access for benchmarking.	Q3 2015	\$4,000	
		Workshop 2 Analysis	Provide <u>summary and analysis of stakeholder comments</u> received from whole-building data access workshop.	Q3 2015	\$2,000	
1.2	Pacific Coast Collaborative Participation	Required Plans	Contribute to development of MBD Policy Plan (\$10K), Disclosure Policy Plan (\$10K), Implementation Plan (\$10K), and Benefits of Benchmarking Report (\$10K).	Q4 2015 through	\$7,500 per plan (\$40,000 total)	\$2,500 each plan (\$10,000 total)
			Contribute to development of <u>benefits of benchmarking flyer</u> .	Q1 2015	\$1,000	
			Contribute to development of <u>model benchmarking and disclosure regulations</u> .	Q2 2015	\$1,500	
		PCC Calls	Provide input for the development of jurisdictional benchmarking and public disclosure programs. Document in <u>quarterly reports</u> .	Q1 2015 through Q2 2018	\$1,000 per quarterly report (\$7,000 total)	
2.0	Implementation	SEED Assessment	Host and facilitate a benchmarking data alignment working group; provide <u>summary notes</u> .	Q3 2015 through Q1 2016		\$6,000
		SEED Suitability Study	Deliver <u>report on suitability of the U.S. DOE's Standard Energy Efficiency Data (SEED) Platform</u> to gather energy and other data received through disclosure programs and check it against databases of building characteristics.	Q2 2016	\$17,700	\$10,300
TOTAL					\$81,200	\$26,300

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: STATE OF WASHINGTON DEPARTMENT OF COMMERCE

RESOLVED, that the State Energy Resources Conservation and Development Commission (Energy Commission) adopts the staff CEQA findings contained in the Agreement Request Form; and

RESOLVED, that the Energy Commission approves Agreement RMB400-15-004 with the **State of Washington Department of Commerce**, a contract to receive \$81,200 in from the State of Washington. In December 2014, the State of Washington received a \$450,200 award from the U.S. Department of Energy to develop a mandatory benchmarking and disclosure policy plan and legislative strategy for the Pacific region. The award is to be shared among the U.S. members of the Pacific Coast Collaborative (Washington, Oregon, and California); California's share of the award is \$81,200. This contract transfers the California funds to the Energy Commission. Energy Commission staff will assist the Collaborative in developing a building energy use benchmarking and disclosure policy, developing documents, and implementing programs; and

FURTHER BE IT RESOLVED, that the Executive Director or his/her designee shall execute the same on behalf of the Energy Commission.

CERTIFICATION

The undersigned Secretariat to the Commission does hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted at a meeting of the California Energy Commission held on August 12, 2015.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Tiffani Winter,
Secretariat