

CONTRACT REQUEST FORM (CRF)



A) New Agreement 600-16-002 (To be completed by CGL Office)

B) Division	Agreement Manager:	MS-	Phone
600 Fuels and Transportation Division	David Nichols	27	916-654-4604

C) Contractor's Legal Name	Federal ID Number
Ricardo, Inc.	38-2833470

D) Title of Project
Technical Assistance for the Alternative and Renewable Fuel and Vehicle Technology (ARFVT) Program

E) Term and Amount	Start Date	End Date	Amount
	09 / 14 / 2016	06 / 30 / 2019	\$ 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	09 / 14 / 2016	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	David Nichols	Time Needed:	5 minutes

Please select one list serve. Transportation (General Trans / Petroleum Issues)

Agenda Item Subject and Description

Proposed resolution approving Agreement 600-16-002 with Ricardo, Inc. for a contract of up to \$2,000,000 to provide specialized technical support and engineering consultancy services for the Energy Commission's ARFVT Program. The contractor team will provide specialized technical assistance to Energy Commission staff with respect to solicitation development, evaluating the technical merits of proposals submitted for funding, providing technical assistance in troubleshooting projects, and providing specialized technical assistance necessary to enable the Energy Commission to determine that the projects have been built according to the technical specifications in the agreements. (ARFVTF funding) Contact: David Nichols (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 the contract is for paper studies that evaluate the technical merits of project proposals submitted for funding, and for technical assistance in troubleshooting and confirming that projects were built according to technical specifications (see attached).

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
FORCE 77 ENGINEERING AND CONSULTING	\$ 0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REDHORSE CORPORATION	\$ 0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ZMASSOCIATES ENVIRONMENTAL CORP	\$ 0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 01/13)

CALIFORNIA ENERGY COMMISSION



Legal Company Name:

J) Budget Information

Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF	2015/2016	600.118 E	\$960,000
ARFVTF	TBD	TBD	\$1,040,000
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:	Melissa Poe			Name:	James Paul		
Address:	Detroit Technical Center 40000 Ricardo Drive			Address:	Santa Clara Technical Center 3540 Bassett Street		
City, State, Zip:	Van Buren TWP, MI 48111			City, State, Zip:	Santa Clara, CA 95054		
Phone:	734-394-3798	Fax:	734-397-6677	Phone:	831-624-8700	Fax:	408-855-8516
E-Mail:	Melissa.Poe@ricardo.com			E-Mail:	James.Paul@ricardo.com		

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

<input checked="" type="checkbox"/> Solicitation	Select Type	Solicitation #:	RFP-15-602	# of Bids:	2	Low Bid?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Non Competitive Bid	(Attach CEC 96)						
<input type="checkbox"/> Exempt	Select Exemption (see instructions)						

M) Contractor Entity Type

<input checked="" type="checkbox"/> Private Company (including non-profits)
<input 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 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 checked="" type="checkbox"/> are not available within civil service
<input checked="" 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 checked="" type="checkbox"/> occasional nature
that the delay to implement under civil service would frustrate their very purpose.

Justification:

Technical assistance will be in technical areas including development of alternative and renewable low-carbon fuel and vehicle technologies, life cycle analyses, sustainability, environmental impact evaluations and similar technical areas requiring specialized expertise not available in the civil service.

P) Payment Method

<input 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? No Yes
 If Yes, Will retention be released prior to Agreement termination? No 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 justification for their rates. The proposed Contractor had the lowest ALHR.

S) Disabled Veteran Business Enterprise Program (DVBE)

1. Exempt (Interagency/Other Government Entity)
 2. Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: 5%
 Contractor is Certified DVBE
 Contractor is Subcontracting with a DVBE: FORCE77 Engineering & Consulting, Redhorse Corp.,
 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
 See attached

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

CEC94 Contract Request Form

Attachment 1

CEC 94, Section G / California Environmental Quality Act (CEQA) Compliance

This contract is for paper studies of technical information for the Alternatives Renewable Fuels and Vehicle Technology Program and will not change the environment or have reasonable foreseeable indirect physical change to the environment. PRC 21065; 14 CCR 15378.

CEC 94, Section H / List of all subcontractors (major and minor)

- Black and Veatch Holding Company (no SB or DVBE)

CEC 94, Section S, #2/ Disabled Veteran Business Enterprise Program (DVBE)

- ZMassociates Environmental Corporation

CEC 94, Section T, #6/ Miscellaneous Agreement Information

- Technical support contracts must cover the two-year period required to develop, implement and review solicitations, project tasks and outcomes.

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	Ricardo, Inc.
CPR	Critical Project Review
WA	Work Authorization
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 (AB) 118 (Núñez, Chapter 750, Statutes of 2007), created the ARFVTP. The statute authorizes the California Energy Commission (Energy Commission) to develop and deploy alternative and renewable fuels and advanced transportation technologies to help attain the state's climate change policies. AB 8 (Perea, Chapter 401, Statutes of 2013) re-authorized the ARFVTP through January 1, 2024, and specified that the Energy Commission allocate up to \$20 million per year (or up to 20 percent of each fiscal year's funds) in funding for hydrogen station development until at least 100 stations are operational.

The ARFVT Program has an annual budget of approximately \$100 million and provides financial support for projects that:

- Reduce California's use and dependence on petroleum transportation fuels and increase the use of alternative and renewable fuels and advanced vehicle technologies.
- Produce sustainable alternative and renewable low-carbon fuels in California.
- Expand alternative fueling infrastructure and fueling stations.
- Improve the efficiency, performance and market viability of alternative light-, medium-, and heavy-duty vehicle technologies.
- Retrofit medium- and heavy-duty on-road and non-road vehicle fleets to alternative technologies or fuel use.

- Expand the alternative fueling infrastructure available to existing fleets, public transit, and transportation corridors.
- Establish workforce training programs and conduct public outreach on the benefits of alternative transportation fuels and vehicle technologies.

The California Energy Commission issued RFP-15-602 to hire an experienced full-service contractor team (composed of a Contractor and subcontractors) to provide specialized 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 2, which was selected for award in the Energy Commission's Notice of Proposed Awards dated April 21, 2016. Both RFP-15-602 and the Contractor's application number 2 are incorporated herein by reference to this Agreement in their entirety.

In the event of any conflict or inconsistency between the terms of the Solicitation and the terms of the Recipient's Application, the Solicitation shall control. In the event of any conflict or inconsistency between the Recipient's Application and the terms of the Energy Commission's Award, the Commission's Award shall control. Similarly, in the event of any conflict or inconsistency between the terms of this Agreement and the Recipient's Application, the terms of this Agreement shall control.

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 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 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's work on all or part of this project has obtained confidential status from the Energy Commission, then the Contractor must prepare both a public and a confidential version of the Final Report, and the Contractor shall perform the following subtasks for both the public and confidential versions of the Final Report. When creating the Final Report, the Contractor must use a Style Manual provided by the CAM.

Task 1.6.1 Final Report Outline**The Contractor shall:**

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

Deliverables:

- Outline of the Final Report (Draft and Final)

Task 1.6.2 Final Report**The Contractor shall:**

- Prepare the draft Final Report for this Agreement in accordance with the approved final report outline.
- 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 Provide Specialized Technical Assistance in the Preparation and Management of Work Authorizations

The Contractor shall:

- Upon request, provide specialized technical assistance to CAM in the preparation of WAs in accordance with the contract requirements.
 - The WA format and content shall be specified by the CAM.
 - The WA term end date shall 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 in a format to be provided by the CAM, including, but not limited to, the following:
 - WA SOW.
 - WA Team.
 - WA and Deliverables Schedule.
 - WA Budget.

TECHNICAL TASKS

Task 2 Specialized Technical Assistance in Evaluation of Project Proposals

The goal of this task is to provide specialized technical assistance to 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 respect 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; (Some examples, include but are not limited to, verifying applicant claims of reductions in fossil fuel usage and greenhouse gas emissions, and evaluating market viability of the proposed technologies and applicants' estimates of the potential of the proposed new technology to economically compete with standard gasoline and diesel technology equivalents).
 - 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 concerning the proposal's technical merit, feasibility, and strengths and weaknesses. The evaluation reports shall be prepared in draft form for Energy Commission staff to review. The Energy Commission will provide written comments to the Contractor and the Contractor shall prepare a final version of the report based on these comments.

Deliverables:

- Draft Technical Assessment Report
- Final Technical Assessment Report

Task 3 Confirm Project Built to Technical Specifications

The goal of this task is to provide specialized technical assistance necessary to determine whether construction projects (including but not limited to 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 and submit draft and final Construction Verification 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.

Deliverables:

- 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 and submit draft and final Project Consultant 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.

Deliverables:

- 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	August 2016
1.2	Invoices and backup documentation	Monthly or as required
1.4	Quarterly Progress Reports	Quarterly or as required
1.5	CPR Reports	as required
1.6.1	Draft Outline of the Final Report Final Outline of the Final Report	3/01/2019 TBD
1.6.2	Draft Final Report Final Report	TBD 5/01/2019
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

STATE OF CALIFORNIA

**STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION**

RESOLUTION - RE: RICARDO, INC.

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

RESOLVED, that the Energy Commission approves Agreement 600-16-002 with Ricardo, Inc. for a \$2,000,000 contract to provide specialized technical support and engineering consulting services for the Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP). The contractor team will provide specialized technical assistance to Energy Commission staff with respect to solicitation development, evaluating the technical merits of proposals submitted for funding, providing technical assistance troubleshooting projects, and providing specialized technical assistance necessary to enable the Energy Commission to determine that the projects have been built according to the technical specifications in the agreements; 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 September 14, 2016.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Cody Goldthrite,
Secretariat