

CONTRACT REQUEST FORM (CRF)



A) New Agreement 800-16-006 (To be completed by CGL Office)

800 Energy Assessments Division	Linda Schrupp	22	916-653-9355
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Navigant Consulting, Inc.	36-4094854
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Energy Efficiency Target Setting Technical Support

6 / 30 / 2017	3 / 31 / 2019	\$ 1,500,000
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- Operational agreement (see CAM Manual for list) to be approved by Executive Director
- ARFVTP agreements \$75K and under delegated to Executive Director.

Proposed Business Meeting Date	6 / 14 / 2017	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Elena Giyenko	Time Needed:	5 minutes

Please select one list serve. EnergyPolicy (Integrated Energy Policy Report)

Agenda Item Subject and Description

NAVIGANT CONSULTING, INC. Proposed resolution approving Agreement 800-16-006 with Navigant Consulting, Inc. for a three-year \$1.5 million contract to provide technical assistance to the Energy Commission related to establishing and assessing annual targets for statewide energy efficiency savings and demand reduction that will achieve a cumulative doubling of statewide energy efficiency savings in electricity and natural gas end uses of retail customers by January 1, 2030 as prescribed by Senate Bill 350. (Air Pollution Control funding) Contact: Elena Giyenko. (Staff presentation: 5 minutes)

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 project involves data analysis and paper studies.
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

<input type="checkbox"/> Initial Study	<input type="checkbox"/> Environmental Impact Report
<input type="checkbox"/> Negative Declaration	<input type="checkbox"/> Statement of Overriding Considerations
<input type="checkbox"/> Mitigated Negative Declaration	

Legal Company Name:	Budget	SB	MB	DVBE
Anchor Blue	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NORESCO	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Redhorse Corporation	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Legal Company Name:
TBD

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 10/2015)

CALIFORNIA ENERGY COMMISSION

**J) Budget Information**

Funding Source	Funding Year of Appropriation	Budget List No.	Amount
Other	16/17	350.800	\$500,000
Funding Source	17/18		\$500,000
Funding Source	18/19		\$500,000
Funding Source			\$
Funding Source			\$
R&D Program Area: <input type="text"/> Select Program Area			\$1,500,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Name:	Greg Wikler	Name:	Amul Sathe
Address:	One Market St. Spear Tower, Suite 1200	Address:	One Market St. Spear Tower, Suite 1200
City, State, Zip:	San Francisco, CA 94105	City, State, Zip:	San Francisco, CA 94105
Phone:	415-399-2109	Fax:	- -
Phone:	415-399-2180	Fax:	- -
E-Mail:	greg.wikler@navigant.com	E-Mail:	amul.sathe@navigant.com

<input checked="" type="checkbox"/> Solicitation	Select Type	Solicitation #:	RFP-16-803	# of Bids:	5	Low Bid?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<input type="checkbox"/> Non Competitive Bid	(Attach CEC 96)							
<input type="checkbox"/> Exempt	Select Exemption (see instructions)							

<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)							

	<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

<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 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 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:
This RFP is needed to develop utility targets to meet the state's SB 350 mandate, and other work has not been performed before (e.g. assessment of fuel substitution, assessing hourly/seasonal efficiency impacts, and evaluating cost effectiveness). Staff do not have the experience or skills to fulfill the SB 350 mandate, and require technical assistance to perform these tasks.

<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

The rates are industry standard.

1. Exempt (Interagency/Other Government Entity)
 2. Meets DVBE Requirements DVBE Amount:\$ 103,507 DVBE %: 7.2
 Contractor is Certified DVBE
 Contractor is Subcontracting with a DVBE: Redhorse Corporation
 3. Contractor selected through CMAS or MSA with no DVBE participation.
 4. Requesting DVBE Exemption (attach CEC 95)

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
 The work specified under SB350 will require longer than a year to complete.

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 95, DVBE Exemption Request N/A Attached
 5. CEQA Documentation N/A Attached
 6. Resumes N/A Attached
 7. CEC 105, Questionnaire for Identifying Conflicts N/A Attached

 Agreement Manager Date Office Manager Date Deputy Director Date

H. List all Subcontractors (major and minor) and equipment vendors

Tierra Resource Consultants, LLC – certified small business

TRC Energy Services

EXHIBIT A

SCOPE OF WORK

BACKGROUND/PROBLEM STATEMENT

The Energy Commission is responsible for establishing annual targets for statewide energy efficiency savings and demand reduction for investor and publicly owned utilities. These targets are intended to help the state achieve a cumulative doubling of statewide energy efficiency savings in electricity and natural gas end uses of retail customers by January 1, 2030. Publicly owned electric utilities are also required to establish annual targets for energy efficiency savings and demand reduction, consistent with this goal. The Energy Commission will need to assess the effects of savings on electricity demand statewide in local service areas and on an hourly and seasonal basis. The Energy Commission contributes to these requirements by performing the following activities:

- Establishing statewide energy efficiency and demand reduction targets for investor and publicly owned utilities, and assessing their progress toward meeting those targets,
- Assessing the strengths and weaknesses of energy efficiency potential study models and recommending modifications,
- Reviewing and analyzing utility evaluation, measurement, and verification studies in support of energy efficiency targets,
- Assessing hourly and seasonal impacts of energy efficiency strategies,
- Analyzing fuel substitution options, and
- Defining and evaluating cost effectiveness.

The results of this work will be used to measure the state's progress in achieving a cumulative doubling of cost effective and feasible energy efficiency savings and demand reduction by 2030. Beginning in 2019 and every two years thereafter, the Energy Commission will also provide to the legislature recommendations and an update on the progress toward achieving this goal in the Integrated Energy Policy Report (IEPR).

The Contractor shall provide technical assistance for the following tasks, as directed by the CAM.

TASK LIST

Tasks	Activity
Task 1	Agreement Management
Task 2	Developing Energy Efficiency Targets
Task 3	Developing and Reviewing Efficiency Potential Studies
Task 4	Assessing Evaluation, Measurement, and Verification Practices
Task 5	Assessing Utility Progress Toward Meeting Energy Efficiency Goals
Task 6	Assessing Hourly and Seasonal Efficiency Impacts
Task 7	Defining and Evaluating Cost Effectiveness
Task 8	Fuel Substitution

EXHIBIT A

SCOPE OF WORK

ACRONYMS/GLOSSARY

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

Acronym	Definition
CARB	California Air Resources Board
CAO	Commission Agreement Officer
CAM	Commission Agreement Manager
CPUC	California Public Utilities Commission
EM&V	Evaluation, Measurement, and Verification
IEPR	Integrated Energy Policy Report
IOU	Investor-Owned Utility
POU	Publicly Owned Utility
RFP	Request for Proposals
WA	Work Authorization

WORK AUTHORIZATIONS

The Agreement that results from this solicitation shall be conducted as a “work authorization” Agreement. No work for tasks 2-8 shall be undertaken unless authorized by the CAM through a specific written document called a “work authorization.”

The CAM will prepare and issue the written work authorizations and shall set a maximum price, budget, and schedule for the work to be performed. The CAM will work, in consultation with the Contractor, to assign work to either the Contractor or a subcontractor.

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.

Expected Total Hours: 50

Expected General Classifications: Analyst, Scientist, Engineer, Project Manager, Director

The Contractor shall:

- Attend a “kick-off” meeting with the Commission Agreement Manager (CAM), the Contracts Agreement Officer (CAO), and a representative of the Accounting Office. The meeting will be held in Sacramento, CA and 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.

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Deliverables:

- An Updated Schedule of Deliverables (if applicable)

TASK 1.2 INVOICES

Expected Total Hours: 200

Expected General Classifications: Accountant, Analyst, Scientist, Engineer, Project Manager, Director

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.

Expected Total Hours: 200

Expected General Classifications: Project Manager, Director

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.

Expected Total Hours: 200

Expected General Classifications: Project Manager, Director

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

EXHIBIT A

SCOPE OF WORK

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:

- Monthly Progress Reports

TASK 1.5 WORK AUTHORIZATIONS

The goal of this task is to develop and manage all technical and budgetary aspects of Work Authorizations in accordance with the requirements of this Agreement for work to be performed under Technical Tasks 2 through 8.

Expected Total Hours: 150

Expected General Classifications: Analyst, Scientist, Engineer, Project Manager, Director

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 end date should be no later than **60 days** prior to the term end date of the Agreement. This allows the Contractor time to complete closeout activities for all WAs and to prepare the Final Report.
 - Submit all required *WA Documents* to the CAM.
- Administer WAs
 - Establish and maintain contractual agreements with entities performing work.
 - Develop project schedules.
 - Manage subcontractor activities in accordance with the Agreement terms and conditions.
 - Provide oversight and first-level review of reports and documentation, and comment on the content of deliverables.
 - Review and approve all WA 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 Project Manager and CAM. Examples of significant variances include the inability to submit deliverables by key WA due 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 Agreement.
 - Provide updated *WA Project Schedules*, as needed, and determine if each WA is on schedule and deliverables are satisfactory.

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- Determine the fiscal status of each WA and the overall Agreement.
- Prevent cost overruns.
- Track the start, progress, and closure of each WA.

Deliverables:

- WA Documents

TASK 1.6 FINAL REPORT

Expected Total Hours: 150

Expected General Classifications: Project Manager, Director

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.

Deliverables:

- Final Reports

TECHNICAL TASKS

The Contractor shall be responsible for completing the tasks stated below, and shall provide extensive technical guidance and assistance to the Energy Commission CAM throughout the duration of these tasks. The hours shown under each task would cover the term of the contract. With approval from the CAM through a work authorization (WA), the Contractor will undertake the following tasks:

TASK 2: DEVELOPING ENERGY EFFICIENCY SAVINGS TARGETS

The goal of this task is to assist the Energy Commission in establishing annual targets for statewide efficiency savings and energy demand reduction.

Expected Total Hours: 900

Expected General Classifications: Analyst, Scientist, Engineer, Project Manager, Director

The contractor shall provide technical assistance to Energy Commission staff in developing strategies, in collaboration with the California Public Utilities Commission, publicly owned utilities (POUs), and local authorities, to establish annual targets for energy efficiency savings for electricity and natural gas end uses of retail customers that will achieve a cumulative doubling at the statewide level of currently-projected efficiency savings by January 1, 2030. This

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includes assessing the effectiveness and feasibility of efficiency savings strategies beyond traditional utility incentive programs and state building and appliance standards.

TASK 3: ASSESSING ENERGY EFFICIENCY SAVINGS POTENTIAL STUDIES AND DEVELOPING ESTIMATES OF ADDITIONAL ACHIEVABLE ENERGY EFFICIENCY

The goal of this task is to evaluate energy savings projections from California-specific potential studies/models, provide recommendations on improvements, and develop estimates of additional achievable energy efficiency.

Expected Total Hours: 1000

Expected General Classifications: Analyst, Scientist, Engineer, Project Manager, Director

The contractor shall provide technical assistance to Energy Commission staff in evaluating utility service territory efficiency potential studies. This involves reviewing models, assumptions, and input data used for these studies and recommending methodological improvements and additional data collection efforts that may benefit these studies. The contractor shall also work with Energy Commission staff, potential study authors and model developers, and individual utilities to estimate additional achievable energy efficiency savings as defined by the Energy Commission from these studies for incorporation in the Energy Commission's electricity and natural gas demand forecasts.

TASK 4: ASSESSING ENERGY EFFICIENCY SAVINGS EM&V PRACTICES

The goal of this task is to review California-specific EM&V studies and practices and provide recommendations for improvement.

Expected Total Hours: 900

Expected General Classifications: Analyst, Scientist, Engineer, Project Manager, Director

The contractor shall provide technical assistance to Energy Commission staff in reviewing and assessing evaluation, measurement, and verification (EM&V) studies in support of both establishing energy efficiency savings targets and evaluating progress toward meeting these targets, as well as recommending improvements in EM&V methods. This task also involves review and analysis of annual utility energy savings progress reports. In addition, the contractor shall recommend strategies for collaboration and consistency in these studies among utilities and/or other entities required to report their savings.

TASK 5: ASSESSING PROGRESS TOWARD MEETING ENERGY EFFICIENCY TARGETS

The goal of this task is to recommend and help implement methods to measure progress towards meeting energy efficiency savings targets.

Expected Total Hours: 1500

Expected General Classifications: Analyst, Scientist, Engineer, Project Manager, Director

The contractor shall provide technical assistance to Energy Commission staff in developing methods to measure progress toward meeting SB 350 energy efficiency savings targets,

EXHIBIT A

SCOPE OF WORK

methods that supplement reported savings and EM&V results with individual customer billing and metered data. These methods should allow aggregation in BTUs of energy efficiency savings from both electricity and natural gas final end uses. The contractor shall assist Energy Commission staff in implementing a recommended method or methods.

TASK 6: ASSESSING HOURLY AND SEASONAL EFFICIENCY IMPACTS

The goal of this task is to measure hourly and seasonal efficiency impacts of strategies designed to meet SB 350 targets.

Expected Total Hours: 1300

Expected General Classifications: Analyst, Scientist, Engineer, Project Manager, Director

The contractor shall provide technical assistance to Energy Commission staff in reviewing and developing methods to assess the hourly and seasonal load impacts of energy savings strategies designed to meet SB 350 targets. Such methods should incorporate efficiency load shapes to the extent available as well as customer billing and metered data. The contractor shall assist Energy Commission staff in implementing a recommended method or methods.

TASK 7: DEFINING AND EVALUATING COST-EFFECTIVENESS

The goal of this task is to evaluate methods of estimating the cost-effectiveness of energy efficiency measures, programs, and portfolios.

Expected Total Hours: 700

Expected General Classifications: Analyst, Scientist, Engineer, Project Manager, Director

The contractor shall provide technical assistance and recommendations to Energy Commission staff in evaluating alternative methods of estimating cost-effectiveness of energy efficiency measures, programs, and portfolios designed to meet SB 350 targets. This involves collaborating with the California Public Utilities Commission and stakeholders. The contractor shall assist staff in modifying recommended tests to the circumstances of specific utilities and other entities required to meet targets.

TASK 8: ASSESSING IMPACTS FROM STRATEGIES THAT INVOLVE SUBSTITUTION OF ELECTRICITY FOR NATURAL GAS

The goal of this task is to develop methods to account for lifecycle energy savings and other impacts from natural gas to electricity substitution.

Expected Total Hours: 750

Expected General Classifications: Analyst, Scientist, Engineer, Project Manager, Director

The contractor shall provide technical assistance in developing methods to accurately account for lifecycle energy savings, reductions in GHG emissions, and reductions in criteria air pollutants from strategies designed to meet SB 350 targets that involve substitution of electricity for end use natural gas. The contractor shall assist Energy Commission staff in implementing a recommended method or methods.

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SCHEDULE OF DELIVERABLES AND DUE DATES

Note: Actual deliverables will be specified in each Work Authorization.

Task Number	Deliverable	Due Date
1	Agreement Management	
1.1	Kickoff Meeting, including meeting notes and next steps summary	Summer 2017
1.2	Prepare Invoices	Monthly
1.3	Manage Subcontractors	Ongoing
1.4	Monthly Progress Reports	Monthly
2	Developing Energy Efficiency Savings Targets	October 2017
3	Assessing Energy Efficiency Savings Potential Studies and Developing Estimates of Additional Achievable Energy Efficiency	September 2017
4	Assessing Energy Efficiency Savings EM&V Practices	Spring-Winter 2018
5	Assessing Progress Toward Meeting Energy Efficiency Targets	Spring-Winter 2018
6	Assessing Hourly and Seasonal Efficiency Impacts	September 2018
7	Defining and Evaluating Cost-Effectiveness	Winter 2017-Summer 2018
	Assessing Impacts from Strategies that involve Substitution of Electricity for Natural Gas	September 2017

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: NAVIGANT CONSULTING, 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 800-16-006 with Navigant Consulting, Inc. for a three-year \$1.5 million contract to provide technical assistance to the Energy Commission related to establishing and assessing annual targets for statewide energy efficiency savings and demand reduction that will achieve a cumulative doubling of statewide energy efficiency savings in electricity and natural gas end uses of retail customers by January 1, 2030 as prescribed by Senate Bill 350; 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 June 14, 2017.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Cody Goldthrite,
Secretariat