

CONTRACT REQUEST FORM (CRF)



A) New Agreement 600-16-005 (To be completed by CGL Office)

600 Fuels and Transportation Division	David Nichols	27	916-654-4604
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Cerritos Community College District	95-6005521
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Advanced Transportation Technology and Energy (ATTE) Center at Cerritos College

05 / 12 / 2017	03 / 29 / 2019	\$ 1,000,000
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- 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	05 / 10 / 2017	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	David Nichols	Time Needed:	5 minutes

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

Agenda Item Subject and Description

Proposed resolution approving Agreement 600-16-005 for a \$1,000,000 contract with Cerritos Community College District, host for the Advanced Transportation Technology and Energy (ATTE) Center, an initiative of the California Community Colleges Chancellor's Office. Under this contract, ATTE will develop and implement workforce development clean fuel career pilot programs for high schools, focusing on underserved communities, minority groups, and regions impacted by poor air quality. (ARFVTP funding) Contact:David Nichols

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 Cal. Code Regs., tit. 14, §§ 15301, 15303, 15304 section number:
 - Common Sense Exemption. 14 CCR 15061 (b) (3)
 Explain reason why Agreement is exempt under the above section:
See attachment.
 - b) Agreement **IS NOT** exempt. (Consult with the legal office to determine next steps.)
Check all that apply
 - Initial Study
 - Negative Declaration
 - Mitigated Negative Declaration
 - Environmental Impact Report
 - Statement of Overriding Considerations

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"/>

Legal Company Name:

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J) Budget Information			
Funding Source	Funding Year of Appropriation	Budget List No.	Amount
ARFVTF	16/17	601.1181	\$1,000,000
Funding Source			\$
R&D Program Area:	N/A		\$1,000,000
Explanation for "Other" selection			
Reimbursement Contract #:		Federal Agreement #:	

Name:	Steve Richardson, Executive Director	Name:	Jannet Malig, Deputy Sector Navigator
Address:	11110 Alondra Blvd	Address:	11110 Alondra Blvd
City, State, Zip:	Norwalk, CA 90650	City, State, Zip:	Norwalk, CA 90650
Phone:	562-860-2451	Fax:	- -
E-Mail:	srichardson@cerritos.edu	E-Mail:	jmalig@cerritos.edu

Solicitation Select Type Solicitation #: - - # of Bids: Low Bid? No Yes
 Non Competitive Bid (Attach CEC 96)
 Exempt Other Governmental Entity

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)

If yes, check appropriate box: No Yes
 SB MB DVBE

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:
 ATTE specializes in clean fuel career education programs that matriculates high school students into community colleges and increases career opportunities for underserved high school students. No state agency can, with efficiency or practicality, carry out such training.

A. Reimbursement in arrears based on:
 Itemized Monthly Itemized Quarterly Flat Rate One-time
 B. Advanced Payment
 C. Other, explain:

1. Is Agreement subject to retention? No Yes
 If Yes, Will retention be released prior to Agreement termination? No Yes



R) Justification of Rates

The rates are in line with multiple Inter-Agency agreements with Employment Development Department, Employment Training Panel, CA Community Colleges Chancellor's Office, and San Diego Community College District, which are all workforce training and development contracts.

- 1. Exempt (Interagency/Other Government Entity)
- 2. Meets DVBE Requirements DVBE Amount:\$ 0 DVBE %: _____
 Contractor is Certified DVBE
 Contractor is Subcontracting with a DVBE: _____
- 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 _____
- 5. Will a final report be required? No Yes
- 6. Is the Agreement, with amendments, longer than a year? If yes, why? No Yes
Implementation of work, and extensive reporting for data, is related to multiple school year follow up.

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

Agreement Manager Date Office Manager Date Deputy Director Date

Attachment: Explanation of Categorical Exemption

This project consists of providing, at community colleges and high schools, training in alternative fuel and advanced vehicle technologies; curriculum development; and training for trainers. Some of this project's work will consist of traditional classroom-based instruction which will have a negligible impact on the environment. The remaining work will consist of hands-on training in community colleges' and high schools' existing automotive training centers, which are similar to a typical mechanic's garage. Specialized equipment will be purchased by community colleges to assist with advanced technology training.

Cal. Code Regs., tit. 14, section 15301 ("Existing Facilities") provides that projects which consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, and which involve negligible or no expansion of use beyond that existing at the time of the lead agency's determination, are categorically exempt from the provisions of the California Environmental Quality Act.

Training will take place in existing California community college classrooms and high schools, and other community college training, most typically as is traditionally performed in automotive shops. Equipment purchased and used in existing training areas may include small alternatively-fueled vehicles, (e.g. electric model cars, full size 3 wheel electric vehicles, for students to work on; engine "cut-outs" that have sections removed so that students can view engine interiors; and electronic monitors approximately 5' high by 3' wide by 2' deep which sense engine and transmission performance. Such equipment will sit on tables or roller carts, and is typical of equipment used in training already done in community college and high school training areas, such as vehicles to practice repairs on and model engines. In addition, electric vehicle (EV) charging stations may also be installed near the outside walls of the high schools' and community colleges' training areas. If installed, EV charging stations would be approximately 4' tall, by 1' deep, 3' wide. This equipment, too, is similar to that already existing in many community colleges' and high schools' training areas (for example, gasoline tanks and fueling stations may exist at training locations). Therefore, the proposed project consists of minor alterations to existing facilities which involve negligible or no expansion of use beyond that existing at the time of the lead agency's determination, is categorically exempt under section 15301, and will not have a significant effect on the environment.

Cal. Code Regs., tit. 14, sect. 15303 ("New Construction or Conversion of Small Structures") provides that projects which consist of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure, are categorically exempt from the provisions of the California Environmental Quality Act.

This project involves the installation of small new equipment in small structures. The majority of the small equipment described above will be installed at automotive training areas are the size of a typical mechanic's garage, similar to the examples of small structures given in section 15303(c) (e.g., a store, motel, office, or restaurant). Therefore, the proposed project falls within the ambit of section 15303 and will not have a significant effect on the environment.

Cal. Code Regs., tit. 14, sect. 15304 (“Minor Alterations to Land”) provides that projects which consist of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry or agricultural purposes, are categorically exempt from the provisions of the California Environmental Quality Act.

If EV chargers are installed, minor trenching may be required in existing blacktop areas in order to connect the charger to existing electrical panels. It is estimated that the trenching would be no more than approximately 50’. No trees will be removed and the surface will be restored. This reflects exactly the example given in section 15304(f). Therefore, the proposed project falls within section 15304 and will not have a significant effect on the environment.

Exhibit A
SCOPE OF WORK

TASK LIST

Task #	Task Name
1	Agreement Management
2	Develop and Submit A Clean Fuels Transportation Pilot Career Opportunity Training Plan
3	Implementation of Approved Funding Plan
4	Plan Reporting

ACRONYMS/GLOSSARY

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

Acronym	Definition
AB 8	Assembly Bill 8
AB 109	Assembly Bill 109
AB 118	Assembly Bill 118
ARFVTP	Alternative Renewable Fuel and Vehicle Technology Program
ATTE	Advanced Transportation Technology and Energy Center
CAM	Commission Agreement Manager
Contractor	Cerritos College Foundation
Energy Commission	The California Energy Commission

BACKGROUND/PROBLEM STATEMENT

Assembly Bill 118 (Núñez, Chapter 750, Statutes of 2007) created the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP). This statute, amended by Assembly Bill 109 (Núñez, Chapter 313, Statutes of 2008) and later by Assembly Bill 8 (Perea, Chapter 401, Statutes of 2013), authorizes the California Energy Commission (Energy Commission) to enter into “Workforce training related to advanced energy technology designed to reduce air pollution, including state-of-the-art equipment and goods, and new processes and system. Workforce training initiatives funded shall be broad-based partnerships that leverage other public and private job training programs and resources. These partnerships may include, though are not limited to, employers, labor unions, labor management partnerships, community organizations, workforce investment boards, postsecondary education providers, including community colleges, and economic development agencies.” Assembly Bill 8 extends funding for ARFVTP until January 1, 2024.

The market for clean fuel and advance vehicle transportation is creating new workforce career opportunities for Californians. To increase interest in this new field, it is essential that high school students see this new high-tech field as a viable career pathway. The clean fuel and advanced vehicle transportation market offers strong economic opportunities and benefits through high-tech advancements in the transportation field. Many high school students have not considered clean transportation as a career pathway because it traditionally relied on older technologies limited by aging mechanical practices.

THE ADVANCED TRANSPORTATION TECHNOLOGY AND ENERGY CENTER

The Advanced Transportation and Energy (ATTE) Center, hosted by Cerritos Community College District, is a program that was created through initiative funding from the California Community Colleges Chancellor's Office and is responsible for implementing the California Community Colleges Advanced Transportation and Technology Energy initiative, also known as Advanced Transportation and Renewable Energy (ATRE).

GOAL OF THE AGREEMENT

The goal of this contract is to increase the awareness for high school students of the viability in advanced clean transportation career fields. ATTE will develop and implement pilot training projects, in conjunction with the California Department of Education's (CDE) Career Technical Education (CTE) Division. Whenever possible, these high school pilot programs will be directed toward underserved and disadvantaged communities. ATTE, through its established training pathways with high schools will offer advanced vehicle technology training to increase student's awareness and viability of this growing market, to introduce opportunities to students who may not have considered the clean transportation industry for a career, and the potential to matriculate into the community college degree programs.

OBJECTIVE OF THE AGREEMENT

The objective of this agreement is to develop and implement a pilot training program to increase awareness of careers for high school students in the field of clean transportation.

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 CAM) 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.

ADMINISTRATIVE TASKS

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 Contracts Officer, 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 ATTE Project Manager and necessary staff, 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 as the Contractor deems necessary. 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 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**The Contractor shall:**

- Prepare the Final Report for this Agreement
- Submit the 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:

- 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 CAM will designate the specific location. This meeting will be attended by the Contractor Project Manager and the CAM. The CAM 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

TECHNICAL TASKS

Task 2 Develop and Submit A Clean Fuels Transportation Pilot Career Opportunity Training Plan

The goal of this task is to develop and submit a pilot career project plan for creating career interest in clean fuel transportation careers for high school students. The plan is subject to the review and approval of the Commission Agreement Manager.

The Contractor shall:

Prepare and submit a plan that will be used as a pilot project for increasing career awareness for high school students in the clean fuels transportation field.

- The plan shall include, but not be limited to (as applicable):
 - How funding opportunities will be made available throughout the California high schools
 - The requirements and qualifications to receive potential funding
 - How trainers for the High School will be prepared to train students
 - How underserved communities will be engaged for participation
 - The estimated time frame for implementing the pilot project
 - Estimated funding costs for:
 - Curriculum Development
 - Equipment Purchases
 - Train the Trainer Training

- The steps to ensure that the pilot project is implemented
 - Steps to include participation for underserved communities
 - How equipment purchases will be tracked and used in accordance with the goals of this agreement, and how such purchases will comply with the provisions set out for each high school's procedures for equipment purchases and use
 - Questionnaire about career choice opportunities in clean fuels transportation and what students hope to learn from the course
- Submit a *Draft Clean Fuels Transportation Pilot Career Opportunity Training Plan* to CAM for review and input
 - Submit the I for written approval by CAM

Deliverables:

- Draft Clean Fuels Transportation Pilot Career Opportunity Training Plan
- Final Clean Fuels Transportation Pilot Career Opportunity Training Plan

[NOTE: THE CLEAN FUELS TRANSPORTATION PILOT CAREER OPPORTUNITY TRAINING PLAN CANNOT PROCEED WITHOUT WRITTEN APPROVAL OF THE CAM]

Task 3 Implementation of Approved Funding Plan

The goal of this task is to implement the approved Clean Fuels Transportation Pilot Career Opportunity Training Plan (the "Plan").

The Contractor shall:

- Implement the CAM approved Plan
- Submit contracts between Contractor and participating high schools to CAM
- Fund necessary equipment and curriculum for training as approved in the Plan
- Provide training to underserved communities where applicable
- Provide information in the quarterly reports on the operation and oversight of the approved Plan, including:
 - Activities related to monitoring the program
 - Challenges in implementing the program
 - Proposed solutions to challenges faced in implementing the program
 - Information the Contractor deems essential to the success of the program

Deliverables:

- None. Progress shall be reported in Quarterly Progress Reports

Task 4 Plan Reporting

The goal of this task is to provide data specific to participants on an annual basis. If any of the data is personal information as defined by the Information Practices Act (Cal. Civ. Code § 1798.3(a)), Contractor shall comply with the Information Practices Act (Cal. Civ. Code §§ 1798 *et seq.*). Compliance includes, but is not limited to, working with the Energy Commission to develop appropriate notice pursuant to Cal. Civ. Code § 1798.17. Reporting data and dates may be adjusted by approval of the CAM.

The Contractor shall work with the CAM to develop acceptable criteria for reporting specific data to further inform the public on the progress and benefits for participants from pilot project activities that complies with regulatory restrictions and California community college and participating high schools' policies. The Contractor shall prepare and submit to the CAM an *End of Class Pilot Project Report and an Annual Report of Participation*. Both reports shall include, but may not be limited to:

- Which high schools and programs receive(d) funding
- Type of training
- Number of trainees enrolled
- Number of trainees that complete training courses where funding was provided from this contract (as applicable)
- Certificates and/or credits earned by participant trainees
- Types of equipment purchased
- Estimate of potential placement into community college programs, or an equivalent educational path upon completion (as applicable)
- Feedback from students on the course and if a career in clean fuel transportation is now a consideration

The *Class Pilot Project Report* shall include the above information as it pertains to each individual high school or community college class in which training was performed.

The *Annual Report of Participation* shall include the above information as it pertains to all high school and community college classes in which training was performed during the course of this agreement.

Deliverables:

- End of Class Pilot Project Report
- Annual Report of Participation

STATE OF CALIFORNIA

STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION

RESOLUTION - RE: CERRITOS COMMUNITY COLLEGE DISTRICT

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 600-16-005 for a \$1,000,000 contract with Cerritos Community College District, host for the Advanced Transportation Technology and Energy (ATTE) Center, an initiative of the California Community Colleges Chancellor's Office. Under this contract, ATTE will develop and implement workforce development clean fuel career pilot programs for high schools, focusing on underserved communities, minority groups, and regions impacted by poor air quality; 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 May 10, 2017.

AYE: [List of Commissioners]

NAY: [List of Commissioners]

ABSENT: [List of Commissioners]

ABSTAIN: [List of Commissioners]

Cody Goldthrite,
Secretariat