



**CALIFORNIA
ENERGY COMMISSION**



**California Energy Commission
August 14, 2024 Business Meeting
Backup Materials for California Department of Transportation (Caltrans)**

The following backup materials for the above-referenced agenda item are available in this PDF packet as listed below:

1. Proposed Resolution
2. Contract Request Form
3. Scope of Work

[PROPOSED]

RESOLUTION NO: 24-0814-XX

STATE OF CALIFORNIA

**STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION**

RESOLUTION: California Department of Transportation (Caltrans)

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

RESOLVED, that the CEC approves interagency agreement RMB800-23-011 with Caltrans to provide \$200,000 to the CEC to support the California Vehicle Survey of residential and commercial vehicle owners; and

FURTHER BE IT RESOLVED, that the Executive Director or their designee shall execute the same on behalf of the CEC.

CERTIFICATION

The undersigned Secretariat to the CEC 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 CEC held on August 14, 2024.

AYE:

NAY:

ABSENT:

ABSTAIN:

Dated:

Kristine Banaag
Secretariat



CONTRACT REQUEST FORM (CRF)

A. New Agreement Number

IMPORTANT: New Agreement # to be completed by Contracts, Grants, and Loans Office.

New Agreement Number: RMB800-23-011

B. Division Information

1. Division Name: Energy Assessments
2. Agreement Manager: Aniss Bahreinian
3. MS-22
4. Phone Number: (916) 931-8367

C. Contractor's Information

1. Contractor's Legal Name: California Department of Transportation
2. Federal ID Number: 68-027494

D. Title of Project

Title of project: Caltrans-CEC Interagency Agreement for California Vehicle Survey

E. Term and Amount

1. Start Date: 07-10-24
2. End Date: 03-31-25
3. Amount: \$200,000

F. Business Meeting Information

1. Operational agreement to be approved by Executive Director? No
2. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
3. The Proposed Business Meeting Date: 08-14-24
4. Consent or Discussion? Consent
5. Business Meeting Presenter Name: Aniss Bahreinian
6. Time Needed for Business Meeting: N/A.
7. The email subscription topic is: Enter the email subscription topic name

Agenda Item Subject and Description:

California Department of Transportation (Caltrans). Proposed resolution approving Interagency Agreement RMB800-23-011 for Caltrans to provide \$200,000 to the CEC to support the California Vehicle Survey of residential and commercial vehicle owners. (State Planning and Research and State Highway Account Funding) Contact: Aniss Bahreinian

G. California Environmental Quality Act (CEQA) Compliance

1. Is Agreement considered a "Project" under CEQA? No
If yes, skip to question 2.

If no, complete the following (PRC 21065 and 14 CCR 15378) and 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 interagency agreement provide funding for an online vehicle survey.



2. If Agreement is considered a "Project" under CEQA answer the following questions.

a) Agreement IS exempt?

No

Statutory Exemption?

No

If yes, list PRC and/or CCR section number(s) and separate each with a comma. If no, enter "None" and go to the next question.

PRC section number: "None"

CCR section number: "None"

Categorical Exemption?

No

If yes, list CCR section number(s) and separate each with a comma. If no, enter "None" and go to the next question.

CCR section number: "None"

Common Sense Exemption? 14 CCR 15061 (b) (3)

No

If yes, explain reason why Agreement is exempt under the above section. If no, enter "Not applicable" and go to the next section.

"Not applicable"

b) Agreement IS NOT exempt.

IMPORTANT: consult with the legal office to determine next steps.

No

If yes, answer yes or no to all that applies. If no, list all as "no" and "None" as "yes".

Additional Documents	Applies
Initial Study	No
Negative Declaration	No
Mitigated Negative Declaration	No
Environmental Impact Report	No
Statement of Overriding Considerations	No
None	Yes

H. Is this project considered "Infrastructure"?

No

I. Subcontractors

List all Subcontractors listed in the Budget (s). Insert additional rows if needed. If no subcontractors to report, enter "No subcontractors to report" and "0" to funds. **Delete** any unused rows from the table.

Subcontractor Legal Company Name	Budget
No subcontractors to report	\$0



Subcontractor Legal Company Name	Budget
	\$

J. Key Partners

List all key partner(s). Insert additional rows if needed. If no key partners to report, enter "No key partners to report." **Delete** any unused rows from the table.

Key Partner Legal Company Name
No key partner to report

K. Budget Information

Include all budget information. Insert additional rows if needed. If no budget information to report, enter "N/A" for "Not Applicable" and "0" to Amount. **Delete** any unused rows from the table.

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
Caltrans	2024/2025	State Planning and Research (SPR) Part II State Highway Account (SHA)	\$160,000 \$40,000

TOTAL Amount: \$200,000

R&D Program Area: Not Applicable

Explanation for "Other" selection Not Applicable

Reimbursement Contract #: Enter Reimbursement Contract Number

Federal Agreement #: Not Applicable

L. Contractor's Contact Information

1. Contractor's Administrator/Officer

Name: Tyler Monson

Address: 1727 30th Street, 3rd Floor, MS-83

City, State, Zip: Sacramento, CA 95864

Phone: (916) 639-6211

E-Mail: tyler.monson@dot.ca.gov

2. Contractor's Project Manager

Name: Tyler Monson

Address: 1727 30th Street, 3rd Floor, MS-83



STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION

Contract Request Form
CEC-94 (Revised 01/2024)

City, State, Zip: Sacramento, CA 95816

Phone: (916) 639-6211

E-Mail: tyler.monson@dot.ca.gov

M. Selection Process Used

There are three types of selection process. List the one used for this CRF.

Selection Process	Additional Information
Competitive Solicitation #	Not Applicable
Non Competitive Bid (<i>Attach DGS-GSPD-09-007</i> https://www.dgs.ca.gov/PD/Forms)	Not Applicable
Exempt	Interagency Agreement

N. Contractor Entity Type

Contractor Entity Type	Yes or No?
Private Company (<i>including non-profits</i>)	No
CA State Agency (<i>including UC and CSU</i>)	Yes
Government Entity (<i>i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state</i>)	State

O. Is Contractor a certified Small Business (SB), Micro Business (MB) or Disabled Veterans Business Enterprise (DVBE)?

The contractor is a certified: NA

P. Civil Service Considerations

- Not Applicable (Agreement is with a CA State Entity or a membership/co-sponsorship)? Yes
- Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER) No
- The Services Contracted: No.

If no, go to the next question. If yes, which of the following applies to the contract? More than one can apply, list each answer choice, and separate them with a comma:

- are not available within civil service



- cannot be performed satisfactorily by civil service employee.
- 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 following applies to the contract: No Applicable.

- d. The Services are of such an urgent, temporary, or occasional nature that the delay to implement under civil service would frustrate their very purpose?

Not Applicable.

Justification:

Civil service requirements are not applicable as this is an interagency agreement for reimbursement.

Q. Payment Method

1. Is the payment method Reimbursement, Advanced Payment, or Other?
Reimbursement.
If Other, explain: Not Applicable .
2. If Reimbursement, is it in arrears based on Itemized Monthly, Itemized Quarterly, Flat Rate, or One-time?

R. Retention

Is Agreement subject to retention? No.

If Yes, Will retention be released prior to Agreement termination?

S. Justification of Rates

Caltrans is providing reimbursement funds to the CEC.

T. Disabled Veteran Business Enterprise Program (DVBE)

Provide requested additional information.

1. Exempt (Interagency/Other Government Entity). Yes
2. Meets DVBE Requirements DVBE: No.
Amount: \$ 0 DVBE %: 0
3. Is the Contractor Certified DVBE or Subcontracting with a DVBE? If subcontracting with a DVBE, provide the name of the DVBE company. If none applies, enter "Not Applicable".
Not Applicable
4. Contractor selected through CMAS or MSA with no DVBE participation No.
5. Requesting DVBE Exemption (attach CEC 95) No.

U. Miscellaneous Agreement Information

1. Will there be Work Authorizations? No.
2. Is the contractor providing confidential information? No
3. Is the contractor going to purchase equipment? No.



4. What is the check frequency of the progress reports? Monthly, Quarterly, or Other? If Other, please provide explanation.

Monthly

5. Will a final report be required? Yes.

6. Is the Agreement, with amendments, longer than three years? If yes, why?

No

V. The following items should be attached to this CRF (as applicable)

List all items that should be attached to this CRF by entering "Yes" or "No".

Item Number	Item Name	Attached
1	Exhibit A, Scope of Work/Schedule	Yes
2	Exhibit B, Budget Detail	Yes
3	DGS-GSPD-09-007, NCB Request	No
4	CEC 95, DVBE Exemption Request	No
5	Awardee CEQA Documentation	No
6	Resumes	No
7	CEC 105, Questionnaire for Identifying Conflicts	Yes

Approved By

Individuals who approve this form must enter their full name and approval date in the MS Word version.

Agreement Manager: Aniss Bahreinian

Approval Date: 5-06-2024

Office Manager: Quentin Gee

Approval Date: 5-06-2024

Deputy Director: Aleecia Gutierrez

Approval Date: 5-06-2024

**Exhibit A
Interagency Agreement**

**EXHIBIT A
Caltrans CEC Interagency Agreement
SCOPE OF WORK**

TASK LIST

Task #	Task Name
1	Final Survey Data and Final Report

ACRONYMS/GLOSSARY

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

Acronym	Definition
Caltrans	California Department of Transportation
CAM	Commission Agreement Manager
CVS	California Vehicle Survey
IEPR	Integrated Energy Policy Report
LDV	Light Duty Vehicle
RP	Revealed Preference
SP	Stated Preference
VMT	Vehicle Miles Traveled
ZEV	Zero Emission Vehicle

SCOPE OF WORK

1. The Energy Resources Conservation and Development Commission, doing business as (dba) California Energy Commission, is herein after referred to as CEC or Contractor. The California Department of Transportation is herein after referred to as Caltrans.
2. Subcontracting is not permitted under this Agreement. All references to subcontracting or subcontractors as found herein are not applicable to this Agreement.
3. This Agreement shall not designate a specific location or time of services.
4. This Agreement will commence on May 1, 2024, or upon approval by California Department of Transportation (Caltrans), whichever is later, and no work shall begin before that time. This Agreement is of no effect unless approved by Caltrans. Contractor shall not receive payment for work performed prior to approval of the Agreement and before receipt of notice to proceed by the Caltrans Contract Manager. This Agreement shall expire on March 31, 2025. The parties may amend this Agreement as permitted by law.
5. All inquiries during the term of this Agreement will be directed to the project representatives listed below:

Exhibit A
Interagency Agreement

California Department of Transportation (Caltrans)	Contractor: Energy Resources Conservation and Development Commission (CEC)
Caltrans Project Manager: Tyler Monson	CEC Project Manager: Aniss Bahrenian
Address: 1727 30th Street, 3rd Floor, MS-83	Address: 715 P Street
Sacramento, CA 95816	Sacramento, CA 95814
Business Phone Number: (916) 639-6211	Business Phone Number: (916) 653-0381
Email: tyler.monson@dot.ca.gov	Email: aniss.bahrenian@energy.ca.gov

The Administrative Contacts during the term of this Agreement are:

California Department of Transportation	Contractor: Energy Resources Conservation and Development Commission
Caltrans Contract Manager: Tyler Monson	CEC Administrative Contact: Phil Dyer
Address: 1727 30 th Street, 3 rd Floor, MS-83	Address: 715 P Street
Sacramento, CA 95816	Sacramento, CA 95814
Business Phone Number: (916) 639-6211	Business Phone Number: (916) 654-4584
Email: tyler.monson@dot.ca.gov	Email: Phil.Dyer@energy.ca.gov

Direct all questions to the Project Managers. The parties may change their project representative(s) upon providing ten (10) days written notice to the other party's project representative(s) without the necessity of an amendment to the Agreement. The notifying party shall provide complete contact information for the replacement Project Representative(s) to include the information provided above.

BACKGROUND AND OBJECTIVES

- A. The CEC and Caltrans have jointly developed a plan for conducting a representative survey of California light-duty owners in the residential and commercial markets. This includes a targeted survey of zero-emission vehicle owners in both markets and an assessment of the shifts in consumer preferences. CEC will use the results from the survey to update their forecast of transportation energy demand for the **2025 Integrated Energy Policy Report**.
- B. On March 2, 2023, CEC released Request for Proposal (RFP) #22-804 to conduct a survey of light-duty conventional and zero-emission vehicle (ZEV) owners in California. The RFP competitively solicited proposals from teams with a background in vehicle choice and experience in stated preferences (SP) and revealed preference (RP) surveys, as well as designing and administering surveys. CEC's Agreement tasks included survey design, material, website, and databases and executing the survey to collect, and clean survey data and deliver residential and commercial light duty vehicle survey data to CEC. CEC shall oversee the coordination of all aspects of this project, including recruitment of California

Exhibit A
Interagency Agreement

representative residential and commercial survey respondents, programming survey questions, managing survey data, ensuring quality control in survey responses, conducting data analysis, and preparing survey reports.

- C. Caltrans conducts the California Household Travel Survey (CHTS) every ten (10) years to obtain detailed information about the socioeconomic characteristics and travel behavior of households statewide. The purpose of the California Household Travel Survey is to update the statewide database of household travel behavior that is used to estimate, model, and forecast travel behavior throughout the state. The CHTS data is essential to the development and calibration of regional travel demand models for transportation planning and to assist in the forecasting of greenhouse gas emissions and criteria air pollutants. The information gained from the study will be paired with the CHTS to provide more accurate inputs into the Statewide Travel Demand Model (STDM) and regional travel demand models used by Caltrans partners.
- D. The CEC has partnered with Caltrans to survey residential, commercial and ZEV owner survey participants to determine the factors that influence vehicle preferences and choice by households and fleets that make up the total market in California.

3. Description of Work

CEC agrees to provide the following service for the project titled “2023 California Vehicle Survey (CVS),” which is listed herein and made a part of this Agreement.

A. Final Data from Survey Results and Report

CEC shall provide Caltrans with final data from survey results via encrypted flash drive and provide a comprehensive Final Report.

1) Deliverables:

- a) CEC shall ensure the final data includes documentation of statistical analyses, detailed summary of results from these analyses, methods to check accuracy and make correction to VMT estimates by fuel type, and descriptive analyses of data with cross tabulations of different data files for household, commercial and ZEV owners. Data shall be in Microsoft Excel format.
- b) Final Report: written final report to include information on survey design, survey recruitment, an analysis of data quality, and survey results and adds an assessment of actions and methods to improve future CVSs.

Exhibit A
Interagency Agreement

2) Requirements:

- a) The Final Report shall include information on survey design, survey recruitment, an analysis of data quality, and survey results and set forth the factors that influence vehicle preferences and choice by households and fleets that make up the total market in California, which will provide data and analysis required for improved forecasting of travel behavior and other uses of the transportation system. The final report shall also add an assessment of actions and methods to improve future CVSs.
- b) The Final Report formatting requirements include illustrations and graphics to be sized to print on letter-sized paper and readable if printed in black and white. The Reports shall be prepared consistent with the CEC Document Production protocols for Consultant Reports located at https://www.energy.ca.gov/contracts/consultant_reports/index.html.
- c) CEC shall submit one print ready electronic copy with the final invoice.
- d) Final data will be made available in Microsoft Excel format, do be delivered to contract manager on an encrypted USB flash drive.

4. Acceptance of Deliverables and Payments

- A. The deliverables are subject to acceptance by Caltrans based on the provisions of this Agreement.
- B. Acceptance of the deliverables shall precede payment.

SCHEDULE OF DELIVERABLES AND DUE DATES

<u>TASK</u>	<u>DELIVERABLE</u>	<u>DUE DATE</u>
1. Final SURVEY Data and Final Report		
	Final Survey data	March 1, 2025
	Draft Final Report	March 15, 2025
	Final Report	March 30, 2025