



**CALIFORNIA  
ENERGY COMMISSION**



**California Energy Commission  
June 11, 2025 Business Meeting  
Backup Materials for West Coast Code Consultants, Inc.**

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: 25-0611-03f**

**STATE OF CALIFORNIA**

**STATE ENERGY RESOURCES  
CONSERVATION AND DEVELOPMENT COMMISSION**

**RESOLUTION: West Coast Code Consultants, Inc.**

**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 agreement 700-24-004 with West Coast Code Consultants, Inc. for a \$0 contract to assist the STEP Division with compliance oversight for construction and modification of future projects throughout the state related to the Opt-In Certification Program for a contract cycle of 5 years. West Coast Code Consultants, Inc. will be reimbursed through a separate agreement with the identified project owner; 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 June 11, 2025.

AYE:

NAY:

ABSENT:

ABSTAIN:

Dated:

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Kim Todd  
Secretariat



## CONTRACT REQUEST FORM (CRF)

### A. New Agreement Number

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

New Agreement Number: 700-24-004

### B. Division Information

1. Division Name: Siting, Transmission, and Environmental Protection Division
2. Agreement Manager: Jack Bastida
3. MS-18
4. Phone Number: 916-827-8012

### C. Contractor's Information

1. Contractor's Legal Name: West Coast Code Consultants, Inc.
2. Federal ID Number: 20-4707579

### D. Title of Project

Title of project: Delegate Chief Building Official Services with West Coast Code Consultants, Inc. for the Siting, Transmission and Environmental Protection (STEP) Division's Opt-In Certification Program.

### E. Term and Amount

1. Start Date: June 20, 2025
2. End Date: June 20, 2030
3. Amount: \$0

### 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: 6/11/2025
4. Consent or Discussion? Consent
5. Business Meeting Presenter Name: n/a
6. Time Needed for Business Meeting: n/a
7. The email subscription topic is: Delegate Chief Building Official Services for the STEP Division's Opt-in Certification Program.

#### Agenda Item Subject and Description:

West Coast Code Consultants, Inc. Proposed resolution approving agreement 700-24-004 with West Coast Code Consultants, Inc. for a \$0 five-year contract to provide delegate chief building official services, with compliance oversight for construction and modification of future projects throughout the state related to the Opt-In Certification Program. West Coast Code Consultants, Inc. will be reimbursed through a separate agreement with the identified project owner. (No Funding) Contact: Jack Bastida

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 work under this agreement involves contract administration, plan reviews, site inspections, compliance monitoring and reporting, and technical support and code interpretation services when necessary.

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

**a) Agreement IS exempt?**

Enter Yes or No

Statutory Exemption?

Enter Yes or 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: PRC section number 1, PRC section number 2. Or, "None"

CCR section number: CCR section number 1, CCR section number 2. Or, "None"

Categorical Exemption?

Enter Yes or 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: CCR section number 1, CCR section number 2. Or, "None"

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

Enter Yes or No

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

Enter "Not applicable" or reason why Agreement is exempt under the above section

**b) Agreement IS NOT exempt.**

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

Enter Yes or 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	Enter Yes or No
Negative Declaration	Enter Yes or No
Mitigated Negative Declaration	Enter Yes or No
Environmental Impact Report	Enter Yes or No
Statement of Overriding Considerations	Enter Yes or No



None

Enter Yes or No

**G. Is this project considered "Infrastructure"?**

No

**H. 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
Sugarpine Engineering Inc.	\$ 0
Definitive Safety Group LLC	\$ 0

**I. 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 Partners to Report

**J. 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
N/A	N/A	N/A	\$0

**TOTAL Amount: \$0**

R&D Program Area: N/A

Explanation for "Other" selection N/A

Reimbursement Contract #: N/A

Federal Agreement #: N/A

**K. Contractor's Contact Information**



**1. Contractor's Administrator/Officer**

Name: Doug Smith, Energy Division Manager  
Address: 12647 Alcosta Boulevard, Suite 445  
City, State, Zip: San Ramon, CA 94583  
Phone: 801.547.8133  
E-Mail: DougS@WC-3.com

**2. Contractor's Project Manager**

Name: David Leckie, Senior Plans Examiner  
Address: 12647 Alcosta Blvd # 445  
City, State, Zip: San Ramon, CA 94583  
Phone: 925-275-1700  
E-Mail: davidl@wc-3.com  
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 https://www.dgs.ca.gov/PD/Forms</i> )	Not Applicable
Exempt	"Opt-In" related agreement per PRC 25545.12 (b) (1)

**L. Contractor Entity Type**

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

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

The subcontractor is a certified: N/A.

**N. Civil Service Considerations**



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

- 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?

Urgent, Temporary, and Occasional Nature.

**Justification:**

This work is exempt from civil service requirements pursuant to PRC 25545.12(b)(1). In addition, this work is cyclical in nature and because the Commission is unable to predict which projects or how many modifications may be needed to support the Opt-In Certification Program under the Commission's jurisdiction. Due to the nature of the DCBO services and the onsite requirements, obtaining services for a third party DCBO's is required.

**O. Payment Method**

1. Is the payment method Reimbursement, Advanced Payment, or Other?  
Reimbursement.  
If Other, explain: N/A.
2. If Reimbursement, is it in arrears based on Itemized Monthly, Itemized Quarterly, Flat Rate, or One-time?  
N/A.

**P. Retention**

Is Agreement subject to retention? No.

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

**Q. Justification of Rates**

Rates were set via market survey.

**R. Disabled Veteran Business Enterprise Program (DVBE)**

Provide requested additional information.

1. Exempt (Interagency/Other Government Entity) No.
2. Meets DVBE Requirements DVBE Yes.  
Amount: \$0 DVBE 19%
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".



Subcontracting with DVBE: Sugarpine Engineering Inc.; Definitive Safety Group LLC.

4. Contractor selected through CMAS or MSA with no DVBE participation No.

5. Requesting DVBE Exemption (attach CEC 95) No.

**S. Miscellaneous Agreement Information**

1. Will there be Work Authorizations? Yes.

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

5. Will a final report be required? No.

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

Yes, to follow the Opt-In program timeframe.

**T. 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: Jack Bastida**

**Approval Date: 4/24/2025**

**Office Manager: Kyle Emigh**

**Approval Date: 4/25/2025**

**Director:** 

**Approval Date: 5/2/25**



## Exhibit A SCOPE OF WORK

### TASK LIST

Task #	Task Name
1	Project Team Management and Quality Control
1.1	Contract Management and Administrative Duties
1.2	Document Submittal and Tracking System
1.3	Project Coordination Meetings
2	Rapid Onsite Mobilization and Response and Pre-Construction Compliance Assistance
3	Reports
4	Construction Plan Review
5	Construction Compliance and Field Inspections
6	Non-Compliance and Incident Reporting and Resolution
7	"As-Built" Document Package and Archiving

### ACRONYMS/GLOSSARY

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

Acronym	Definition
CAM	Commission Agreement Manager
CBC	California Building Code
CBO	Chief Building Official
CBSC	California Building Standards Code
CEC	California Energy Commission
COCs	Conditions of Certification
CPM	Compliance Project Manager
DCBO	Delegate Chief Building Official
DCM	Document Control Manager
DESCP	Drainage, Erosion, and Sediment Control Plan
DTST	Document Submittal and Tracking System
EOR	Engineer of Record
Facility	Energy plant, system, project or transmission line in the Opt-in Certification Program

<b>Acronym</b>	<b>Definition</b>
LORS	Laws, ordinances, regulations and standards
MS	Microsoft
PCR	Periodic Compliance Reports
QA/QC	Quality assurance/quality control
STEP	Siting, Transmission, and Environmental Protection

## **BACKGROUND/PROBLEM STATEMENT**

With the passage of Senate Bill 100 in 2018, all electricity in California is to come from renewable and zero-carbon resources by 2045. To achieve this target, new power supplies in the state must be built at a record-setting rate requiring the rapid development of land and ocean space in many parts of the state. Assembly Bill 205 in 2022 gives the CEC authority to permit certain clean and renewable energy facilities in a timely and efficient manner through the Opt-In Certification Program. The Opt-In Certification Program is an optional permitting process through which developers can submit project applications to the CEC. The project will comply with all applicable laws, ordinances, regulations, and standards (LORS), or CEC must find that despite a nonconformance with state, regional, or local LORS, the project is required for public convenience and necessity, and there are not more prudent and feasible means of achieving public convenience and necessity. In making the determination, the CEC considers the impacts of the facility on the environment, consumer benefits and electric system reliability, among other factors.

Public Resources Code sections 25545 et. seq. grant CEC exclusive power to certify non-fossil-fueled powerplants, energy storage facilities, and related facilities. To begin the construction process, a project owner submits to CEC an application to certify a Facility. CEC's approval process culminates with the issuance of a final decision (Decision). The Decision utilizes new or amended conditions of certification (COCs) to ensure that the Facility will be constructed, operated, modified, or closed in accordance with all Energy Commission requirements and all applicable laws, ordinances, regulations and standards (LORS). To aid with the construction or amendment process, the Energy Commission's Siting, Transmission, and Environmental Protection (STEP) Division assigns a compliance project manager (CPM) to assist Energy Commission staff with monitoring all COC and LORS compliance, including the California Building Standards Code (CBSC).

Many code sections applicable to construction or modification of a Facility, comprise the CBSC, including the California Building Code (CBC). The CBC authorizes and directs a chief building official (CBO) to enforce all CBSC provisions (CBC § 104.1). The Energy Commission functions as the CBO for all jurisdictional power plants, and per the code the CBO can designate a delegate CBO (DCBO) to aid with CBO responsibilities. The DCBOs carry out the design review and construction inspections on behalf of the Energy Commission. The DCBO performs this responsibility through engineering plan and technical specification review, analysis and calculation, on-site inspections for code and LORS compliance, and if applicable, providing a COC-required independent Safety Monitor. The DCBO also works with Energy Commission staff to enforce local building codes, Facility design, geology and transmission system engineering COCs, the storm water pollution prevention plan (SWPPP), and the drainage, erosion, and sediment control plan (DESCP), as well as other applicable project LORS to ensure public health and life/safety.

Historically, the CEC does not employ staff with CBO experience since this work is cyclical in nature and because the CEC is unable to predict which projects or how many modifications may be needed to support the many power plants currently under the CEC's jurisdiction. Due to the nature of DCBO services, obtaining services from third party DCBOs has been required.

## **OBJECTIVES OF THE AGREEMENT**

The objective of this agreement is for Contractor to assist the STEP Division with DCBO compliance oversight on Facilities in CEC's Opt-In Certification Program for a minimum of 5 years. The CEC will be an expressly named third-party beneficiary to the agreement between the DCBO and the Project Owner.

Eligible Facilities are described in Public Resources Code section 25445, and currently include:

1. Solar photovoltaic or terrestrial wind electrical generating powerplant
2. Energy storage system
3. Stationary electrical generating powerplant excluding fossil or nuclear fuels
4. Discretionary project
5. Electrical transmission line carrying electricity from a Facility
6. Hydrogen production facility

Public Resources Code section 25445 includes the complete definition of the types of projects that are included as eligible Facilities.

Contractor will assist CEC with compliance services for the above listed Facilities, including other types of Facilities that may be included if the definition of Facilities in Public Resources Code section 25445 is amended to include other types of projects.

With the DCBO's assistance, the Compliance Office can ensure that Opt-In Certification Program projects are completed on schedule and in accordance with all COCs.

## **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](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 4.6 or above
- Microsoft ASP.NET MVC 5.0 or above
- Microsoft ASP.Net Core 6.0 or above
- Microsoft Entity Framework 6.0 or above
- Microsoft Internet Information Services IIS 10.0 or above
- Microsoft SQL Server 2016 or above
- Microsoft SQL Reporting Services 2016 or above
- Visual Studio.NET 2019 or above
- Python, C# Programming Language with layered architectures (Presentation, Business logic, Data Access).

- MSSQL (Structured Query Language).
- Bootstrap 5.0 or above
- XML and JSON.
- Telerik, Redgate, and Postman
- AWS, Snowflake and Salesforce

Any exceptions to the Software Application Development requirements above must be approved in writing by the Energy Commission Information Technology Services Branch.

### **Task 1 – Project Team Management and Quality Control**

The goal of this task is to perform contract management and administrative duties and to manage the work that CEC will assign via work authorizations. CEC will issue work authorizations for specific projects in the Opt-In Certification Program. Tasks 1.1, 1.2, and 1.3 are authorized to be completed without a separately executed work authorization as these activities involve the development and management of work authorizations and coordination of the team.

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement.

The DCBO shall:

- Understand and become familiar with each Project's COCs applicable to each project outlined in work authorizations.
- Attend and participate in CEC team meetings as requested by the CAM.
- Work with the CAM to ensure all pre-construction submittals, if applicable, are complete before issuance of a Notice to Proceed.
- Prepare, after approval of potential work tasks by the STEP Division management, information for work authorization development for CAM, including proposed task language, schedule of deliverables, and work authorizations.
- Prepare and execute agreements with subcontractors, if applicable, that convey all provisions contained in the Agreement and specific work authorizations between the CEC and the Contractor.
- Enforce subcontract provisions, and in the event of failure of the subcontractor to perform satisfactorily, recommend actions to resolve the problem.

- Require subcontractors to provide invoices which correctly identify personnel, rates, actual hours, and direct expenses charged to each task of each work authorization and which provide adequate documentation to justify expenses, including electronic copies of completed deliverables. Maintain electronic record of invoices and invoice documentation, including completed deliverables. Subcontractor invoices will be reviewed by the Contractor and the CAM for accuracy and completeness.
- Provide monthly progress reports by the tenth of each month to the CAM on the Contractor's and subcontractors' progress for work assignments, including a summary of contract expenditures to date.
- Share contract-related information with CEC staff and track the status of all work authorizations on a secure website. This secure website can also house the DCBO project activity reporting data required in Tasks 1.2 and/or the more complex Document Submittal and Tracking System (DSTS) delineated in Task 2 below.
- The Agreement amount between the CEC and Contractor will be zero dollars. Contractor will need to have in place a separate agreement with the Project Owner for reimbursement. The CEC will be an expressly named third-party beneficiary to the agreement between the DCBO and the Project Owner.

### **Task 1.2 – Document Submittal and Tracking System**

More significant power plant repair and restoration activities can often involve concurrent demolition, design and construction efforts. This “fast-track” approach requires well-organized processes in place to name and track all submittals in their various stages of development and review. Conversely, significant time may pass between subsequent submittals of the same package. To keep all parties on track with larger reconstruction/repair projects, it is important that all DCBO comments are well documented, and that a standardized electronic file-naming protocol is used.

The DCBO shall:

- Track and maintain power plant project submittals on a web-based electronic Document Submittal and Tracking System (DSTS), designed to minimize hard-copy transmittals, that includes but is not limited to the following:
  - Username and password protection to restrict access to submittals.
  - The DSTS must provide submittal associative links to review comments, document approvals, inspection requests, and construction approvals.
  - File names that include:
    - The COC section abbreviation and number (i.e. “STRUC-1”);
    - A short but recognizable description of the submittal type and document contents; and

- The version or revision number, including the date received and the date returned or approved.
- A multi-level file structure that can organize the submittals by various document characteristics and allow the user to easily identify the status of the submittal through the approval process. For example, using a query function, the user should be able to identify and/or review:
  - The COC section requiring the submittal;
  - Chronological order and date of the submittal;
  - Approval status of the submittal, including partial approvals;
  - Time anticipated (due date) for completion of the DCBO's review;
  - Document review comments;
  - Subsequent re-submittal of the corrected documents;
  - Approval signature by the DCBO;
  - A separate file for the latest approved revision and another file for all the previous revisions (i.e., if the latest approved revision is number 5, then that revision should have its own file; revisions 1-4 should be together in another file to be used if needed);
  - Construction inspection requests;
  - Notices of non-conformance;
  - Inspection comments, rejections, and approvals;
  - Special inspections; and
  - Safety Inspections.
- A query function to locate and determine the status of every submittal, drawing, inspection, report, or other document. The query function must have the capability to link with the submittal and to gather data relating to the various sections within the COC. For example, an authorized individual should be able to query a list of all STRUC-1 compliance submittals.
- Maintain a DSTS log that follows the file structure logic to track submittals from original receipt through final inspection. The submittal log should provide a means to identify:
  - Which documents are contained within a submittal;
  - Which documents have been approved;
  - Which documents have been revised; and
  - The current document revision number.
- Maintain an accessible historical DSTS document archive of all documents submitted to the DCBO for authorized individuals. Simply having the most current version of a document in the document tracking system does not provide an adequate record of the submittal history.

- Maintain the minimum types of project documents including: construction drawings; supporting calculations; construction specifications; inspections; special inspections; worker safety records; and when applicable, environmental monitoring records.
  - Documents submitted to the DCBO must be in an Adobe Acrobat® .pdf, secure, electronic file format, and if an Engineer of Record (EOR) is associated with the submittal, it must include a digital signature.

If approved by the CAM, minor variations to the document tracking structure described herein, and alternative methods of saving documents within a traditional, multi-level file structure may be acceptable, provided they function in a similar manner. Database and/or document tracking systems are acceptable, provided they are organized with a search engine that locates submittals and documents in the same logical fashion as would be done within a traditional data file-server structure.

### **Task 1.3 –Project Coordination Meetings**

As directed by the CAM, the DCBO shall attend project-specific coordination meetings and be prepared to provide information regarding the timing, schedule, and critical path issues for COC compliance and monitoring.

### **Work Authorization Tasks**

In addition to the contract management, document tracking, coordination meetings and activity reporting duties of Task 1, the DCBO will be asked to perform other tasks through the drafting and execution of a work authorization. The following tasks identify the CEC's anticipated needs. No work in Tasks 2-7 shall be undertaken unless authorized by the CAM through a work authorization. Contractor will perform Tasks 2-7 for specific Facilities, as the need arises when CEC receives a Facility application and compliance construction activities begin. Contractor will work with CAM for Tasks 2-7.

### **Task 2 –Onsite Mobilization and Response and Pre-Construction Compliance Assistance**

Work Authorizations for this task may include, but are not limited to, the following activities:

- Oversight for unanticipated or temporary project modifications, or for reconstruction activities that include a list of pre-construction submittals that must be approved before the CEC can authorize reconstruction or issue a formal Notice to Proceed.
- Preliminary site assessments, document review and pre-construction COC compliance, although the CEC retains the final authority over all matters relating to interpretation of the COCs. The amount of time required for this type of work will vary from project to project.

### **Task 3 – Reports**

Work Authorizations for this task may include, but are not limited to, the following activities:



- Create a CEC staff accessible and secure web folder for each approved work authorization to track progress and house reporting information.
- Gather and review all applicable pre-existing project specific “as-builts” and compliance plans. The DCBO shall work with the CAM to ensure all pre-construction submittals are complete before issuance of a Notice to Proceed.
- Prepare, as directed by the work authorization, project specific periodic compliance reports (PCR). The documents on the website will be posted in an MS Word- or Excel-compatible format, and applicable submittals may need to be converted to Adobe Acrobat® .pdf files. The PCRs for each applicable work authorization include, but are not limited to, applicable components listed below:
  - List of DCBO staff onsite and their duties;
  - Executive summary of current demolition, repair or reconstruction activities, broken down by facility design engineering elements:
    - General (GEN);
    - Civil (CIVIL);
    - Structural (STRUC);
    - Mechanical (MECH);
    - Electrical (ELEC);
    - Safety; and
    - Environmental (as applicable);
  - Project completion percentage, based on the amount of work completed to date for all systems before plant operation or restart;
  - Compliance issues with applicable LORS and all COCs;
  - List of issued or potential non-conformance reports;
  - List and status of submitted plans;
  - Status of interconnections;
    - Electrical
    - Natural Gas
    - Backfeed
    - Potable Water
    - Waste Water
    - Fire Water
  - A “look ahead” schedule or scheduling forecast for construction progress;
  - A site map (including a scale bar and directional key) and date-stamped project photographs identifying construction activities with a brief description broken down by facility design engineering elements;
  - Estimate of construction staff/contractors onsite;

- List of field inspections performed since previous PCR (inspection reports shall be posted for CAM review no longer than 3 days after inspection was done); and
- List of any job-related accidents whether recordable or not.

Provide initial and periodic refresher training support to the CAM, CPM, CEC staff and project team on the DCBO's project activity reporting website as applicable.

Maintain, via a document control manager (DCM), a log of all email correspondence pertinent to the work authorizations including all submittals, reviews, comments, approval, inspection requests, and inspection activity.

Provide document security and backup protocols to the CAM for review and approval to ensure that the electronic submittal process is secure and data can be re-established if it is lost or damaged.

#### **Task 4 – Construction Plan Review**

The bulk of the work performed by the DCBO involves the review of construction drawings, calculations, and other documents supporting the project's engineering activities. The DCBO should also anticipate document submittals concurrent with demolition activities and on-going construction.

Project owners often submit multiple documents/drawings within a single submittal. The DCBO shall review the submittal and approve individual documents within a submittal if possible to expedite the document review process. The documents/drawings that require re-work will be allowed to be resubmitted alone as a revision to the original submittal.

Work Authorizations for this task may include, but are not limited to, the following activities:

- Review, and when found to be in compliance with all applicable LORS, approve the selection of dynamic analysis and/or alternative methods of analysis for the design of those major structures designated in the project's Facility Design COCs;
- Ensure that the results of all plan checks and construction inspections are available to the CAM via the DCBO website;
- Retain all approved plans, specifications, calculations, and marked-up "as-builts" for 90 days after the project's construction completion date, after which the DCBO shall deliver them to the Project Owner for long-term retention at the project site or other accessible location;
- Provide electronic copies of the approved plans, specifications, calculations, marked-up "as-builts," and other relevant submittals to the CAM in the form of DVDs, compact discs or a USB memory stick within 90 days of the project's construction completion date (see Task 7);
- Code interpretation and enforcement support; and

- Potential plan amendment analyses support.

### **Task 5 –Construction Compliance and Field Inspections**

The DCBO's responsibilities may also include conducting field inspections and providing COC compliance oversight. In this role, the DCBO is responsible for the inspection of constructed facilities to ensure compliance with the approved construction drawings. The CBSC requires that all plans be reviewed and approved before construction. There are tasks not typically performed by building department inspectors that are a part of the CEC's DCBO responsibilities. These include, but are not limited to, compliance items identified below and within each individual project's COCs.

Work Authorizations for this task may include, but are not limited to, the following activities:

- Review and approve any of a project's proposed special inspection programs; approve the qualifications and experience of the proposed special inspectors; monitor the DCBO approved special inspectors work as needed in the field; and review the special inspectors' daily reports to ensure all CBC requirements are met.
- Maintain, as directed by the CAM, a site presence and an on-site field office during demolition and construction activities.
  - Issue as necessary correction notices and non-conformance reports to ensure COC and LORS compliance.
- Select, as directed by the CAM, a Certified Safety Monitor who reports directly to the DCBO and the CAM; the Certified Safety Monitor's role includes, but is not limited to, conducting on-site (including linear facilities) safety inspections to verify that the Construction Safety Supervisor implements all appropriate Cal/OSHA and CEC safety requirements.
  - The Safety Monitor will conduct on-site safety inspections during demolition and construction at intervals necessary to fulfill those responsibilities.
  - The Safety Monitor will have the authority to issue a stop work order for unsafe conditions found on the work site. The stop work order will be in writing and given to the Construction Safety Supervisor with the necessary conditions to remedy the unsafe condition(s) before work can resume.
  - The Safety Monitor will ensure that the corrective actions have been properly taken by the Construction Safety Supervisor before work can resume.
- Provide an inspection notification process that includes independent feedback to the project team and CAM when multiple or repeated inspection failures have occurred.
- Select a DCBO Team Engineer, as directed by the CAM, to oversee engineering demolition and reconstruction compliance, as may be required by the Facility Design, Geology, and Transmission System Engineering COCs, as well as the Storm Water Pollution Prevention Plan and Erosion Control Plan (SWPPP) and the Drainage, Erosion, and Sediment Control Plan (DESCP).

- Engineering and construction monitoring support.

### **Task 6 – Non-Compliance and Incident Reporting and Resolution**

The primary responsibility of the DCBO is to ensure compliance with local building codes; the CBSC; the Facility Design, Geology and Transmission System Engineering COCs; Workers Safety; Fire Protection; the SWPPP, the DESC, and other applicable LORS. As per Task 1 above, if a non-conformance report is issued, it must be reported to the CAM (on a per incident basis or in the next PCR). The non-conformance report should only be issued after all other measures are exhausted (i.e. correction notices, discussion with CAM, etc.) to seek compliance.

Work Authorizations for this task may include, but are not limited to, the following activities:

- Communicate any concerns regarding a Project Owner's design and quality assurance/quality control (QA/QC) process and documentation to the CAM for issue resolution.
- Take any action allowed by the California Code of Regulations, the CBSC and applicable LORS to ensure that the CEC's interests are properly addressed and protected.
- Seek the cooperation and assistance of the CAM prior to initiating a stop-work order. For emergency situations, the DCBO may initiate a stop-work prior to notifying the CAM or the Compliance Office Manager if the CAM is not available. For any action taken under emergency conditions, the CAM must be notified within 4 hours of the action.

### **Task 7 – “As-Built” Document Package and Archiving**

The DCBO is responsible for the oversight/development of the as-built document package within 90 days of project/amendment construction completion. The as-built drawings originate from redlined construction drawings and these drawings are maintained by the project development team at the power plant site. The DCBO construction inspectors will ensure that the project development team captures field changes. The DCBO will receive the revised construction drawings from the project development team's EOR and combine them with the project supporting documents to create the as-built document package. The submittal of the as-built document package to the CEC is for document archival purposes as required by the COC's.

Work Authorizations for this task may include, but are not limited to, the following activities:

- Ensure that the project development team captures field changes for the as-built document package.
- Receive the project development team's revised construction drawings from the EOR and combine them with the project supporting documents to create the as-built document package.
- Develop and submit as-built electronic file package consisting of construction drawings and supporting documents including, but not limited to, the following:
  - Construction drawings;

- Supporting calculations;
- Construction specifications;
- Inspection records;
- Special inspection records; and
- Worker safety records, etc.
- Submit one copy to the CEC and one copy to the Project Owner of all volumes of the as built document package on CD-ROM, DVDs or USB memory stick, saved in Adobe Acrobat® .pdf file format, and organized by COC section:
  - General - GEN;
  - Civil – CIVIL;
  - Structural – STRUC;
  - Mechanical – MECH;
  - Electrical – ELEC; and
  - Transmission Systems Engineering– TSE.

The DCBO is responsible for verifying the completeness of this package, which should include any additional related facilities<sup>1</sup> within the CEC’s jurisdiction that are not included in the facility design elements above.

## **DCBO WORK PERFORMED PRIOR TO ISSUANCE OF FINAL DECISION**

In the event the Energy Commission approves a Project, the Energy Commission must ensure that the Project is designed, constructed, and operated in conformity with the Final Decision; the California Building Standards Code (CBSC); the local building codes adopted by the applicable county, and LORS. If the Project Owner anticipates site mobilization immediately following issuance of the Final Decision, the Project Owner may be permitted to file compliance submittals prior to the issuance of the Final Decision. Compliance verifications may be submitted in advance of the Final Decision, but the Project Owner submits the compliance verifications at its own risk. Additionally, any work undertaken by DCBO prior to the issuance of the Final Decision shall be performed at the sole risk of DCBO. Any compliance approvals by Energy Commission staff prior to the issuance of the Final Decision are subject to change, and staff compliance approvals provided before the issuance of the Final Decision does not imply that the Energy Commission will approve the Project for actual construction and operation.

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<sup>1</sup> Cal. Code Regs. tit. 20, §1201(r)

## SCHEDULE OF DELIVERABLES AND DUE DATES

Task Number	Deliverable	Due Date
<b>1</b>		
1.1	Draft Work Authorizations	As requested
1.1	Monthly Progress Reports	Monthly
1.1	Submit monthly invoices to project owner	Monthly
1.2	DSTS System Setup including provide compliance team access and training	As requested
1.3	Project Coordination Kick-Off Meeting	As requested
1.3	Project Coordination Kick-Off Meeting (project/Work Authorization Specific)	As necessary As requested
2-7	Tasks Through Execution of a Work Authorization by CEC Staff	As necessary