



**CALIFORNIA
ENERGY COMMISSION**



**California Energy Commission
October 08, 2025 Business Meeting
Backup Materials for City of Oakland, a municipal corporation, acting by and
through the Board of Port Commissioners**

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

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

[PROPOSED]

RESOLUTION NO: 25-1008-XX

STATE OF CALIFORNIA

**STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION**

**RESOLUTION: City of Oakland, a municipal corporation, acting by and through
the Board of Port Commissioners**

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 OSW-25-002 with the City of Oakland, a municipal corporation, acting by and through the Board of Port Commissioners, also known as the Port of Oakland, for a \$750,000 grant. This project will conduct a technical feasibility assessment to identify, evaluate, and design the redevelopment of underutilized areas at the Port of Oakland to improve site readiness for offshore wind supply chain and logistics operations; 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 October 08, 2025.

AYE:

NAY:

ABSENT:

ABSTAIN:

Dated:

Kim Todd
Secretariat



GRANT REQUEST FORM (GRF)

A. New Agreement Number

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

New Agreement Number: OSW-25-002

B. Division Information

1. Division Name: Siting, Transmission, and Environmental Division
2. Agreement Manager: Reid Boggiano
3. MS-: Not Applicable
4. Phone Number: 279-226-1139

C. Recipient's Information

1. Recipient's Legal Name: City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners
2. Federal ID Number: 94-1746312

D. Title of Project

Title of project: Strategic Advancements for Offshore Wind: Feasibility and Business Case Study for Offshore Wind Infrastructure at the Port of Oakland

E. Term and Amount

1. Start Date: 10/09/2025
2. End Date: 03/31/2030
3. Amount: \$750,000

F. Business Meeting Information

1. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
2. The Proposed Business Meeting Date: 10-08-2025
3. Consent or Discussion? Discussion
4. Business Meeting Presenter Name: Reid Boggiano
5. Time Needed for Business Meeting: 5 minutes.
6. The email subscription topic is: Offshore Wind Renewable Energy

Agenda Item Subject and Description:

CITY OF OAKLAND, A MUNICIPAL CORPORATION, ACTING BY AND THROUGH ITS BOARD OF PORT COMMISSIONERS. Proposed resolution approving agreement OSW-25-002 with the City of Oakland, a municipal corporation, acting by and through the Board of Port Commissioners, also known as the Port of Oakland, for a \$750,000 grant, and adopting staff's recommendation that this action is exempt from CEQA. This project will conduct a technical feasibility assessment to identify, evaluate, and design the redevelopment of underutilized areas at the Port of Oakland to improve site readiness for offshore wind supply chain and logistics operations. (General Fund) Contact: Reid Boggiano

G. California Environmental Quality Act (CEQA) Compliance

1. Is Agreement considered a "Project" under CEQA?

Yes



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":

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

a) Agreement **IS** exempt?

Yes

Statutory Exemption?

Yes

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: Cal. Code Regs., tit. 14, § 15262

Categorical Exemption?

Yes

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: Cal. Code Regs., tit. 14, § 15306

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.

Cal. Code Regs., tit. 14, section 15306 provides that basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource are categorically exempt from the provisions of the California Environmental Quality Act (CEQA). This project consists of data collection and paper studies to enable the Port of Oakland to diversify California's renewable energy portfolio. The available CEC funding would be used for data collection to confirm industry interest and use, complete field investigations and data collection programs, conduct preliminary engineering to a 30% design level, and develop a construction cost estimate and schedule. For these reasons, the proposed project will have no significant effect on the environment and is categorically exempt under section 15306.

In addition, this agreement involves only feasibility or planning studies for possible future actions that appropriate agencies, boards, or commissions have not approved, adopted, or funded. Environmental factors of this research have been considered. Therefore, the project is exempt from Cal. Code Regs., tit. 14, section 15262.

This project does not involve impacts on any particularly sensitive environment; does not involve any cumulative impacts of successive projects of the same type in the same place that might be considered significant; does not involve unusual circumstances that might have a significant effect on the environment; will not result in damage to scenic resources within a highway officially designated as a state scenic highway; the project site is not included on any list compiled pursuant to Government Code section 65962.5; and the



project will not cause a substantial adverse change in the significance of a historical resource. Therefore, none of the exceptions to categorical exemptions listed in CEQA Guidelines section 15300.2 apply to this project, and this project will not have a significant effect on the environment.

For these reasons, the proposed work will not have any significant effect on the environment and falls under sections 15306 and 15262.

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) (major and minor). 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	CEC Funds	Match Funds
Moffatt & Nichol, Inc.	\$ 650,000	\$ 0
Alkebulan Fiscal Sponsors (DBA West Oakland Cultural Action Network)	\$ 100,000	\$ 0

J. Vendors and Sellers for Equipment and Materials/Miscellaneous

List all Vendors and Sellers listed in Budget(s) for Equipment and Materials/Miscellaneous. Insert additional rows if needed. If no vendors or sellers to report, enter “No vendors or sellers to report” and “0” to funds. **Delete** any unused rows from the table.

Vendor/Seller Legal Company Name	CEC Funds	Match Funds
No vendors or sellers to report	N/A	N/A



K. 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

L. 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
6093 (Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Fund)	2025	701.693	\$750,000

TOTAL Amount: \$750,000

R&D Program Area: Enter R&D Program Area. Example: EDMFO: EDMF

Explanation for "Other" selection Enter explanation for "Other"

Reimbursement Contract #: Enter Reimbursement Contract Number

Federal Agreement #: Enter Federal Agreement Number

M. Recipient's Contact Information

1. Recipient's Administrator/Officer

Name: Colleen Liang

Address: 530 Water Street

City, State, Zip: Oakland, CA 94607

Phone: 510-627-1198

E-Mail: cliang@portoakland.com

2. Recipient's Project Manager

Name: Colleen Liang

Address: 530 Water Street

City, State, Zip: Oakland, CA 94607

Phone: 510-627-1198

E-Mail: cliang@portoakland.com



N. Selection Process Used

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

Selection Process	Additional Information
Competitive Solicitation #	GFO-24-701
First Come First Served Solicitation #	N/A
Other	N/A

O. Attached Items

- List all items that should be attached to this GRF 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	CEC 105, Questionnaire for Identifying Conflicts	Yes
4	Recipient Resolution	No
5	Awardee CEQA Documentation	Yes

Approved By

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

Agreement Manager: Reid Boggiano

Approval Date: 3/26/2025

Office Manager: Sean Simon

Approval Date: 3/27/2025

Deputy Director: Elizabeth Huber

Approval Date: 3/27/2025

EXHIBIT A
Scope of Work
City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners

I. TASK ACRONYM/TERM LISTS

A. Task List

Task #	CPR¹	Task Name
1		General Project Tasks
2		Data Review
3		Stakeholder and Agency Engagement Strategy
4		Community Engagement and Outreach
5		Tribal Government Consultation and Engagement
6	X	Site Identification and Use Study
7		Basis of Design
8		Field Investigations
9		Project Graphics
10	X	Conceptual Engineering
11		Preliminary Engineering
12	X	Final Project Cost and Schedule Estimate
13		Emissions Reduction Strategy
14		Work Force Development Strategy
15		Evaluation of Project Benefits

B. Acronym/Term List

Acronym/Term	Meaning
AB	Assembly Bill
BOD	Basis of Design
CAM	Commission Agreement Manager
CBO	Community Based Organization
CEC	California Energy Commission
CEQA	California Environmental Quality Act
CPR	Critical Project Review
ESA	Environmental Site Assessment
GW	Gigawatts
OEM	Original Equipment Manufacturer
OSW	Offshore Wind
Port	Port of Oakland
TAC	Technical Advisory Committee
3D	Three Dimensional
WOCAN	West Oakland Cultural Action Network

¹ Please see subtask 1.3 in Part III of the Scope of Work (General Project Tasks) for a description of Critical Project Review (CPR) Meetings.

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II. PURPOSE OF AGREEMENT, PROBLEM/SOLUTION STATEMENT, AND GOALS AND OBJECTIVES

A. Purpose of Agreement

The purpose of this Agreement is to fund the identification, planning, and design of potential sites at the Port of Oakland (Port) to support offshore wind (OSW) supply chain and logistics operations. This project - *Strategic Advancements for Offshore Wind: Feasibility and Business Case Study for Offshore Wind Infrastructure at the Port of Oakland* - will prepare the Port to serve as a potential hub for OSW for one or more of the following purposes: sub-component manufacturing, assembly of floating platforms, component storage and flexible laydown, and operational maintenance and emergency response capabilities. It will advance the Port to a 30% conceptual design stage and position it to make informed investment decisions for future infrastructure upgrades and environmental approvals.

B. Problem/ Solution Statement

Problem

The federal government aims to deploy 15 gigawatts (GW) of floating offshore wind in the U.S. by 2035, with California targeting 25 GW by 2045. To support these goals, the Bureau of Ocean Energy Management has leased sites off Morro Bay and Humboldt Bay, with additional lease sales planned along the Pacific Coast by 2028. However, California's ability to achieve these OSW targets, as outlined in Assembly Bill (AB) 525, is significantly hindered by critical infrastructure gaps. Currently, there are no port facilities equipped to handle the manufacturing, staging, assembly, and operational maintenance of large-scale floating OSW components.

Key Challenges:

- **Lack of Available Port Space:** California lacks available waterfront sites that meet OSW requirements, such as large-acreage availability, high-capacity wharf, heavy-lift equipment, and deep-water navigation channel access. Limited options or greenfield sites add to costs and delays.
- **No OSW Component Manufacturing Facilities:** California has no purpose-built facilities for manufacturing floating OSW Tier 1 and 2 components with access to waterborne transportation for efficient logistics.
- **No Flexible Laydown and Operational Support Infrastructure:** No readily available terminals or flexible laydown areas currently exist or are sufficiently planned to handle the scale of OSW staging, storage, and supply chain operations needed.
- **No Purpose-built Work Force Training Centers:** The state lacks OSW-focused workforce training and safety centers to prepare skilled labor for the OSW industry.
- **Knowledge and Engagement Gaps:** There are gaps in optimized OSW port design, development planning, and community and stakeholder engagement.

Immediate planning and investment in California's port infrastructure are essential to avoid delays, support the State's and nation's clean energy goals, and position West Coast ports as critical foundations for the growth of the OSW industry.

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Solution

The proposed project would enable the Port to support California's build-out of OSW port facilities to diversify the state's renewable energy portfolio. The project would be used as a hub for OSW supply chain and logistics operations. Potential site uses include, but are not limited to manufacturing, flexible laydown, operations and maintenance, and OSW industry work force training.

As a GFO-24-701 Category I site, the available California Energy Commission (CEC) funding would be used to confirm industry interest and use, finalize project boundaries, complete field investigations, and data collection programs, conduct preliminary engineering to a 30% design level, and develop a construction cost estimate and schedule. The Port will engage stakeholders during this project—OSW developers, original equipment manufacturers, and community and tribal government representatives—to refine the project design, fostering a collaborative approach that aligns with OSW industry standards and expectations. The outcome of this phase of work is a project that can readily obtain environmental approvals, progress to preliminary engineering, and is investment-ready.

C. Goals and Objectives of the Agreement

Agreement Goals

The goals of this Agreement are to:

- **Advance OSW Port Infrastructure Development:** Establish the Port as a primary offshore wind logistics hub for California, aligning with the state's multi-port strategy to improve OSW readiness on the west coast.
- **Support OSW Supply Chain and Logistics Capabilities:** Position the Port's underutilized sites to provide critical manufacturing infrastructure for OSW, including manufacturing of Tier 1, Tier 2, and secondary steel, station-keeping equipment, high-voltage cables, and component assembly. Create flexible laydown and staging areas that meet OSW industry needs for large-scale component storage, transport, and assembly.
- **Develop Strategies for Emissions Reduction and Workforce Development:** Implement measures to minimize emissions, aligning with the Port's sustainability and zero emissions initiatives, while building a strong local workforce for OSW-related operations through targeted workforce development and training strategies.
- **Engage Communities and Tribal Governments in the OSW Port Project:** Develop and implement a robust community engagement strategy that involves under-resourced communities, ensuring that the Port's OSW infrastructure project is inclusive and benefits surrounding communities and facilitates tribal government consultation.

Agreement Objectives

The objectives of this Agreement are to:

- **Engage OSW Stakeholders:** Engage with up to 10–15 OSW stakeholders, including 4 - 5 west coast leaseholders, 2–4 floating platform original equipment manufacturers (OEMs),

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up to 2 wind turbine OEMs, and 2–4 federal and state agencies. Engage with community and tribal government members to align infrastructure and logistical planning with industry needs and gather guidance on community impact.

- **Conduct Site Identification and Use Study and Develop Conceptual Plans:** Perform a Site Identification and Use Study to assess site-specific requirements and identify up to 3–5 potential site uses. Develop conceptual master plans for purposes such as manufacturing and fabrication, flexible laydown, operations and maintenance support, and OSW training centers.
- **Complete a 30% Engineering Design:** Advance selected site(s) to a 30% engineering design level, establishing detailed infrastructure needs, cost estimates, and preliminary schedules. This design will support project readiness for further investment and permitting.
- **Develop Phased Development Plans:** Define phased development options with Class 5 cost estimates, providing flexibility and clarity for site utilization planning and financial forecasting.
- **Develop Community Engagement and Tribal Government Consultation Strategies:** Develop and implement robust community engagement and tribal government consultation strategies to ensure the project considers and implements local input, particularly with disadvantaged, low-income, and under-resourced communities.
- **Create a Workforce Development Plan:** Outline a targeted workforce development plan to support OSW job creation and training pathways for developing a strong local workforce.
- **Evaluate Preliminary Permitting and Regulatory Approval Requirements:** Assess and document preliminary permitting and regulatory approval requirements to facilitate efficient environmental documentation and approvals.

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III. TASK 1 GENERAL PROJECT TASKS

PRODUCTS

Subtask 1.1 Products

The goal of this subtask is to establish the requirements for submitting project products (e.g., reports, summaries, plans, and presentation materials). Unless otherwise specified by the Commission Agreement Manager (CAM), the Recipient must deliver products as required below by the dates listed in the **Project Schedule (Part V)**. All products submitted which will be viewed by the public, must comply with the accessibility requirements of Section 508 of the federal Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 794d), and regulations implementing that act as set forth in Part 1194 of Title 36 of the Federal Code of Regulations. All technical tasks should include product(s). Products that require a draft version are indicated by marking “**(draft and final)**” after the product name in the “Products” section of the task/subtask. If “(draft and final)” does not appear after the product name, only a final version of the product is required. With respect to due dates within this Scope of Work, “**days**” means working days.

The Recipient shall:

For products that require a draft version, including the Final Report Outline and Final Report

- Submit all draft products to the CAM for review and comment in accordance with the Project Schedule (Part V). The CAM will provide written comments to the Recipient on the draft product within 15 days of receipt, unless otherwise specified in the task/subtask for which the product is required.
- Consider incorporating all CAM comments into the final product. If the Recipient disagrees with any comment, provide a written response explaining why the comment was not incorporated into the final product.
- Submit the revised product and responses to comments within 10 days of notice by the CAM, unless the CAM specifies a longer time period, or approves a request for additional time.

For products that require a final version only

- Submit the product to the CAM for acceptance. The CAM may request minor revisions or explanations prior to acceptance.

For all products

- Submit all data and documents required as products in accordance with the following:

Instructions for Submitting Electronic Files and Developing Software:

○ **Electronic File Format**

- Submit all data and documents required as products under this Agreement in an electronic file format that is fully editable and compatible with the CEC’s software and Microsoft (MS)-operating computing platforms, or with any other format approved by the CAM. Deliver an electronic copy of the full text of any Agreement data and documents in a format specified by the CAM, such as memory stick.

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The following describes the accepted formats for electronic data and documents provided to the CEC as products under this Agreement, and establishes the software versions that will be required to review and approve all software products:

- Data sets will be in MS Access or MS Excel file format (version 2007 or later), or any other format approved by the CAM.
- Text documents will be in MS Word file format, version 2007 or later.
- Project management documents will be in Microsoft Project file format, version 2007 or later.

○ **Software Application Development**

Use the following standard Application Architecture components in compatible versions for any software application development required by this Agreement (e.g., databases, models, modeling tools), unless the CAM approves other software applications such as open source programs:

- 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 Electronic File Format requirements above must be approved in writing by the CAM. The CAM will consult with the CEC's Information Technology Services Branch to determine whether the exceptions are allowable.

MEETINGS

Subtask 1.2 Kick-off Meeting

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

The Recipient shall:

- Attend a "Kick-off" meeting with the CAM, and other CEC staff relevant to the Agreement. The Recipient's Project Manager and any other individuals deemed necessary by the CAM or the Project Manager shall participate in this meeting. The administrative and technical aspects of the Agreement will be discussed at the meeting. Prior to the meeting, the CAM will provide an agenda to all potential meeting participants. The meeting may take place in person or by electronic conferencing (e.g., Teams, Zoom), with approval of the CAM.

The Kick-off meeting will include discussion of the following:

- The CAM's expectations for accomplishing tasks described in the Scope of Work;
- An updated Project Schedule;

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- Terms and conditions of the Agreement;
 - Invoicing and auditing procedures;
 - Travel;
 - Equipment purchases;
 - Administrative and Technical products (subtask 1.1);
 - CPR meetings (subtask 1.3);
 - Monthly Calls (subtask 1.5)
 - Quarterly Progress reports (subtask 1.6)
 - Final Report (subtask 1.7)
 - Match funds (subtask 1.8);
 - Permit documentation (subtask 1.9);
 - Subawards (subtask 1.10);
 - Technical Advisory Committee meetings (subtasks 1.11 and 1.12);
 - Agreement changes;
 - Performance Evaluations; and
 - Any other relevant topics.
- Provide *Kick-off Meeting Presentation* to include but not limited to:
 - Project overview (i.e. project description, goals and objectives, technical tasks, expected benefits, etc.)
 - Project schedule that identifies milestones
 - List of potential risk factors and hurdles, and mitigation strategy
 - Provide an *Updated Project Schedule*, *Match Funds Status Letter*, and *Permit Status Letter*, as needed to reflect any changes in the documents.

The CAM shall:

- Designate the date and location of the meeting.
- Send the Recipient a *Kick-off Meeting Agenda*.

Recipient Products:

- Kick-off Meeting Presentation
- Updated Project Schedule (*if applicable*)
- Match Funds Status Letter (subtask 1.7) (*if applicable*)
- Permit Status Letter (subtask 1.8) (*if applicable*)

CAM Product:

- Kick-off Meeting Agenda

Subtask 1.3 Critical Project Review (CPR) Meetings

The goal of this subtask is to determine if the project should continue to receive CEC funding, and if so whether any modifications must be made to the tasks, products, schedule, or budget. CPR meetings provide the opportunity for frank discussions between the CEC and the Recipient. As determined by the CAM, discussions may include project status, challenges, successes, advisory group findings and recommendations, final report preparation, and progress on technical transfer and production readiness activities (if applicable). Participants

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will include the CAM and the Recipient and may include the CAO and any other individuals selected by the CAM to provide support to the CEC.

CPR meetings generally take place at key, predetermined points in the Agreement, as determined by the CAM and as shown in the Task List on page 1 of this Exhibit. However, the CAM may schedule additional CPR meetings as necessary. The budget may be reallocated to cover the additional costs borne by the Recipient, but the overall Agreement amount will not increase. CPR meetings generally take place at the CEC, but they may take place at another location, or may be conducted via electronic conferencing (e.g., Microsoft Teams, Zoom, and WebEx) as determined by the CAM.

The Recipient shall:

- Prepare and submit a *CPR Report* for each CPR meeting that: (1) discusses the progress of the Agreement toward achieving its goals and objectives; and (2) includes recommendations and conclusions regarding continued work on the project.
- Attend the CPR meeting.
- Present the CPR Report and any other required information at each CPR meeting.

The CAM shall:

- Determine the location, date, and time of each CPR meeting with the Recipient's input.
- Send the Recipient a *CPR Agenda* with a list of expected CPR participants in advance of the CPR meeting. If applicable, the agenda may include a discussion of match funding and permits.
- Conduct and make a record of each CPR meeting. Provide the Recipient with a schedule for providing a Progress Determination on continuation of the project.
- Determine whether to continue the project, and if so whether modifications are needed to the tasks, schedule, products, or budget for the remainder of the Agreement. A determination of unsatisfactory progress This may result in project delays, including a potential Stop Work Order, while the CEC determines whether the project should continue.
- Provide the Recipient with a *Progress Determination* on continuation of the project, in accordance with the schedule. The Progress Determination may include a requirement that the Recipient revise one or more products.

Recipient Products:

- CPR Report(s)

CAM Products:

- CPR Agenda(s)
- Progress Determination

Subtask 1.4 Final Meeting

The goal of this subtask is to complete the closeout of this Agreement.

The Recipient shall:

- Meet with CEC staff to present project findings, conclusions, and recommendations. The final meeting must be completed during the closeout of this Agreement. This meeting will

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be attended by the Recipient and CAM, at a minimum. The meeting may occur in person or by electronic conferencing (e.g., WebEx), with approval of the CAM.

The technical and administrative aspects of Agreement closeout will be discussed at the meeting, which may be divided into two separate meetings at the CAM's discretion.

- The technical portion of the meeting will involve the presentation of findings, conclusions, and recommended next steps (if any) for the Agreement. The CAM will determine the appropriate meeting participants.
- The administrative portion of the meeting will involve a discussion with the CAM of the following Agreement closeout items:
 - Disposition of any procured equipment.
 - The CEC's request for specific "generated" data (not already provided in Agreement products).
 - Need to document the Recipient's disclosure of "subject inventions" developed under the Agreement.
 - "Surviving" Agreement provisions such as repayment provisions and confidential products.
 - Final invoicing and release of retention.
- Prepare a *Final Meeting Agreement Summary* that documents any agreement made between the Recipient and Commission staff during the meeting.
- Prepare a *Schedule for Completing Agreement Closeout Activities*.
- Provide copies of *All Final Products* organized by the tasks in the Agreement.

Products:

- Final Meeting Agreement Summary (*if applicable*)
- Schedule for Completing Agreement Closeout Activities
- All Final Products

MONTHLY CALLS, REPORTS AND INVOICES

Subtask 1.5 Monthly Calls

The goal of this task is to have calls at least monthly between the CAM and Recipient to verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement on time and within budget.

The objectives of this task are to verbally summarize activities performed during the reporting period, to identify activities planned for the next reporting period, to identify issues that may affect performance and expenditures, to verify match funds are being proportionally spent concurrently or in advance of CEC funds or are being spent in accordance with an approved Match Funding Spending Plan, to form the basis for determining whether invoices are consistent with work performed, and to answer any other questions from the CAM. Monthly calls might not be held on those months when a quarterly progress report is submitted or the CAM determines that a monthly call is unnecessary.

The CAM shall:

- Schedule monthly calls.
- Provide questions to the Recipient prior to the monthly call.
- Provide call summary notes to Recipient of items discussed during call.

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The Recipient shall:

- Review the questions provided by CAM prior to the monthly call.
- Provide verbal answers to the CAM during the call.

Product:

- Email to CAM concurring with call summary notes.

Subtask 1.6 Quarterly Progress Reports and Invoices

The goals of this subtask are to: (1) periodically verify that satisfactory and continued progress is made towards achieving the project objectives of this Agreement; and (2) ensure that invoices contain all required information and are submitted in the appropriate format.

The Recipient shall:

- Submit a *Quarterly Progress Report* to the CAM. Each progress report must:
 - Summarize progress made on all Agreement activities as specified in the scope of work for the reporting period, including accomplishments, problems, milestones, products, schedule, fiscal status, and an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Progress reports are due to the CAM the 10th day of each January, April, July, and October. The Quarterly Progress Report template can be found on the ECAMS Resources webpage available at: <https://www.energy.ca.gov/media/4691>
- Submit a monthly or quarterly *Invoice* on the invoice template(s) provided by the CAM.

Recipient Products:

- Quarterly Progress Reports
- Invoices

CAM Product:

- Invoice template

Subtask 1.7 Final Report

The goal of this subtask is to prepare a comprehensive Final Report that describes the original purpose, approach, results, and conclusions of the work performed under this Agreement. When creating the Final Report Outline and the Final Report, the Recipient must use the CEC Style Manual provided by the CAM.

Subtask 1.7.1 Final Report Outline

The Recipient shall:

- Prepare a *Final Report Outline* in accordance with the *CEC Style Manual* provided by the CAM.

Recipient Products:

- Final Report Outline (draft and final)

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CAM Products:

- CEC Style Manual
- Comments on Draft Final Report Outline
- Acceptance of Final Report Outline

Subtask 1.7.2 Final Report

The Recipient shall:

- Prepare a *Final Report* for this Agreement in accordance with the approved Final Report Outline, CEC Style Manual, and Final Report Template provided by the CAM with the following considerations:
 - Ensure that the report includes the following items, in the following order:
 - Cover page (**required**)
 - Credits page on the reverse side of cover with legal disclaimer (**required**)
 - Acknowledgements page (optional)
 - Preface (**required**)
 - Abstract, keywords, and citation page (**required**)
 - Table of Contents (**required**, followed by List of Figures and List of Tables, if needed)
 - Executive summary (**required**)
 - Body of the report (**required**)
 - References (if applicable)
 - Glossary/Acronyms (If more than 10 acronyms or abbreviations are used, it is required.)
 - Bibliography (if applicable)
 - Appendices (if applicable) (Create a separate volume if very large.)
 - Attachments (if applicable)
- Submit a draft of the Executive Summary to the TAC for review and comment.
- Develop and submit a *Summary of TAC Comments on Draft Final Report* received on the Executive Summary. For each comment received, the Recipient will identify in the summary the following:
 - Comments the Recipient proposes to incorporate.
 - Comments the Recipient does propose to incorporate and an explanation for why.
- Submit a draft of the report to the CAM for review and comment. The CAM will provide written comments to the Recipient on the draft product within 15 days of receipt.
- Incorporate all CAM comments into the *Final Report*. If the Recipient disagrees with any comment, provide a *Written Responses to Comments* explaining why the comments were not incorporated into the final product.
- Submit the revised *Final Report* electronically with any Written Responses to Comments within 10 days of receipt of CAM's Written Comments on the Draft Final Report, unless the CAM specifies a longer time period or approves a request for additional time.

Products:

- Summary of TAC Comments on Draft Final Report
- Draft Final Report
- Written Responses to Comments (*if applicable*)

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- Final Report

CAM Product:

- Written Comments on the Draft Final Report

MATCH FUNDS, PERMITS, AND SUBAWARDS

Subtask 1.8 Match Funds

The goal of this subtask is to ensure that the Recipient obtains any match funds planned for this Agreement and applies them to the Agreement during the Agreement term.

While the costs to obtain and document match funds are not reimbursable under this Agreement, the Recipient may spend match funds for this task. The Recipient may only spend match funds during this Agreement term, either concurrently or prior to the use of CEC funds for each task during the term of this Agreement. Match funds must be identified in writing, and the Recipient must obtain any associated commitments before incurring any costs for which the Recipient will request reimbursement.

The Recipient shall:

- Prepare a *Match Funds Status Letter* that documents the match funds committed to this Agreement. If no match funds were part of the application that led to the CEC awarding this Agreement and none have been identified at the time this Agreement starts, then state this in the letter.

If match funds were a part of the application that led to the CEC awarding this Agreement, then provide in the letter:

- A list of the match funds that identifies:
 - The amount of cash match funds, their source(s) (including a contact name, address, and telephone number), and the task(s) to which the match funds will be applied.
 - The amount of each in-kind contribution, a description of the contribution type (e.g., property, services), the documented market or book value, the source (including a contact name, address, and telephone number), and the task(s) to which the match funds will be applied. If the in-kind contribution is equipment or other tangible or real property, the Recipient must identify its owner and provide a contact name, address, telephone number, and the address where the property is located.
 - If different from the solicitation application, provide a letter of commitment from an authorized representative of each source of match funding that the funds or contributions have been secured.
- At the Kick-off meeting, discuss match funds and the impact on the project if they are significantly reduced or not obtained as committed. If applicable, match funds will be included as a line item in the progress reports and will be a topic at CPR meetings.
- Provide a *Supplemental Match Funds Notification Letter* to the CAM of receipt of additional match funds.
- Provide a *Match Funds Reduction Notification Letter* to the CAM if existing match funds are reduced during the course of the Agreement. Reduction of match funds may trigger a CPR meeting.

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Products:

- Match Funds Status Letter
- Supplemental Match Funds Notification Letter *(if applicable)*
- Match Funds Reduction Notification Letter *(if applicable)*

Subtask 1.9 Permits

The goal of this subtask is to obtain all permits required for work completed under this Agreement in advance of the date they are needed to keep the Agreement schedule on track. Permit costs and the expenses associated with obtaining permits are not reimbursable under this Agreement, with the exception of costs incurred by University of California recipients. Permits must be identified and obtained before the Recipient may incur any costs related to the use of the permit(s) for which the Recipient will request reimbursement.

The Recipient shall:

- Prepare a *Permit Status Letter* that documents the permits required to conduct this Agreement. If no permits are required at the start of this Agreement, then state this in the letter. If permits will be required during the course of the Agreement, provide in the letter:
 - A list of the permits that identifies: (1) the type of permit; and (2) the name, address, and telephone number of the permitting jurisdictions or lead agencies.
 - The schedule the Recipient will follow in applying for and obtaining the permits.

The list of permits and the schedule for obtaining them will be discussed at the Kick-off meeting (subtask 1.2), and a timetable for submitting the updated list, schedule, and copies of the permits will be developed. The impact on the project if the permits are not obtained in a timely fashion or are denied will also be discussed. If applicable, permits will be included as a line item in progress reports and will be a topic at CPR meetings.

- If during the course of the Agreement additional permits become necessary, then provide the CAM with an *Updated List of Permits* (including the appropriate information on each permit) and an *Updated Schedule for Acquiring Permits*.
- Send the CAM a *Copy of Each Approved Permit*.
- If during the course of the Agreement permits are not obtained on time or are denied, notify the CAM within 5 days. Either of these events may trigger a CPR meeting.

Products:

- Permit Status Letter
- Updated List of Permits *(if applicable)*
- Updated Schedule for Acquiring Permits *(if applicable)*
- Copy of Each Approved Permit *(if applicable)*

Subtask 1.10 Obtain and Execute Subawards and Agreements with Site Hosts

The goal of this task is to ensure quality products and to execute subrecipients and site host agreements, as applicable, required to carry out the tasks under this Agreement consistent with the Agreement Terms and Conditions and the Recipient's own procurement and contracting policies and procedures.

The Recipient shall:

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- Execute and manage subawards and coordinate subrecipient activities.
- Execute and manage site host agreements, and ensure the right to use the project site throughout the term of the Agreement, as applicable. A site host agreement is not required if the Recipient is the site host.
- Notify the CEC in writing immediately, but no later than five calendar days, if there is a reasonable likelihood the project site cannot be acquired or can no longer be used for the project.
- Submit a letter to the CAM describing the subawards and any site host agreement needed or stating that no subawards or site host agreements are required.
- If requested by the CAM, submit a draft of each subaward and any site host agreement required to conduct the work under this Agreement to the CAM for review.
- If requested by the CAM, submit a final copy of each executed subaward and any site host agreement.
- If Recipient intends to add new subrecipients or change subrecipients, then the Recipient shall notify the CAM.

Products:

- Letter describing the subawards needed, or stating that no subawards are required
- Draft subaward (if requested)
- Final subaward (if requested)
- Draft site host agreement (if requested)
- Final site host agreement (if requested)

TECHNICAL ADVISORY COMMITTEE

Subtask 1.11 Technical Advisory Committee (TAC)

The goal of this subtask is to create an advisory committee for this Agreement. The TAC should be composed of diverse professionals. The composition will vary depending on interest, availability, and need. TAC members will serve at the CAM's discretion. The purpose of the TAC is to:

- Provide guidance in project direction. The guidance may include scope and methodologies, timing, and coordination with other projects. The guidance may be based on:
 - Technical area expertise;
 - Knowledge of market applications; or
 - Linkages between the Agreement work and other past, present, or future projects (both public and private sectors) that TAC members are aware of in a particular area.
- Review products and provide recommendations for needed product adjustments, refinements, or enhancements.
- Evaluate the tangible benefits of the project to the state of California, and provide recommendations as needed to enhance the benefits.
- Provide recommendations regarding information dissemination, market pathways, or commercialization strategies relevant to the project products.
- Help set the project team's goals and contribute to the development and evaluation of its statement of proposed objectives as the project evolves.
- Provide a credible and objective sounding board on the wide range of technical and financial barriers and opportunities.

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- Help identify key areas where the project has a competitive advantage, value proposition, or strength upon which to build.
- Advocate, to the extent the TAC members feel is appropriate, on behalf of the project in its effort to build partnerships, governmental support, and relationships with a national spectrum of influential leaders.
- Ask probing questions that insure a long-term perspective on decision-making and progress toward the project's strategic goals.

The TAC may be composed of qualified professionals spanning the following types of disciplines:

- Researchers knowledgeable about the project subject matter;
- Members of trades that will apply the results of the project (e.g., designers, engineers, architects, contractors, and trade representatives);
- Public interest market transformation implementers;
- Product and project developers relevant to the project;
- U.S. Department of Energy, U.S. Department of Transportation, U.S. Army Corps. of Engineers, California Coastal Commission, California State Lands Commission, California Department of Fish and Wildlife, research managers, or experts from other federal or state agencies relevant to the project;
- Public interest environmental groups;
- Public interest environmental justice organizations;
- Tribal governments an/or their representatives;
- Utility representatives;
- Air district staff; and
- Members of relevant technical society committees.

The Recipient shall:

- Prepare a *List of Potential TAC Members* that includes the names, companies or organizations, physical and electronic addresses, and phone numbers of potential members. The list will be discussed at the Kick-off meeting at which time the CAM will provide input on the TAC member list, and a schedule for recruiting members and holding the first TAC meeting will be developed.
- Recruit TAC members. Ensure that each individual understands member obligations and the TAC meeting schedule developed in subtask 1.12.
- Prepare a *List of TAC Members* once all TAC members have committed to serving on the TAC.
- Submit *Documentation of TAC Member Commitment* (such as Letters of Acceptance) from each TAC member.

Products:

- List of Potential TAC Members
- List of TAC Members
- Documentation of TAC Member Commitment

Subtask 1.12 TAC Meetings

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The goal of this subtask is for the TAC to provide strategic guidance for the project by participating in regular meetings, which may be held via teleconference.

The Recipient shall:

- Discuss the TAC meeting schedule with the CAM at the Kick-off meeting. Determine the number and location of meetings (in-person and via teleconference) in consultation with the CAM.
- Prepare a *TAC Meeting Schedule* that will be presented to the TAC members during recruiting. Revise the schedule after the first TAC meeting to incorporate meeting comments.
- Prepare a *TAC Meeting Agenda* and *TAC Meeting Back-up Materials* for each TAC meeting.
- Organize and lead TAC meetings in accordance with the TAC Meeting Schedule. Changes to the schedule must be pre-approved in writing by the CAM.
- Prepare *TAC Meeting Summaries* that include any recommended resolutions of major TAC issues.

The TAC shall:

- Help set the project team's goals and contribute to the development and evaluation of its statement of proposed objectives as the project evolves.
- Provide a credible and objective sounding board on the wide range of technical and financial barriers and opportunities.
- Help identify key areas where the project has a competitive advantage, value proposition, or strength upon which to build.
- Advocate on behalf of the project in its effort to build partnerships, governmental support and relationships with a national spectrum of influential leaders.
- Ask probing questions that insure a long-term perspective on decision-making and progress toward the project's strategic goals.
- Review and provide comments to proposed project performance metrics.

Products:

- TAC Meeting Schedule (draft and final)
- TAC Meeting Agendas (draft and final)
- TAC Meeting Back-up Materials
- TAC Meeting Summaries

Subtask 1.13 Project Performance Metrics

The goal of this subtask is to finalize key performance targets for the project based on feedback from the TAC and report on final results in achieving those targets. The performance targets should be a combination of scientific, engineering, techno-economic, and/or programmatic metrics that provide the most significant indicator of the research or technology's potential success.

The Recipient shall:

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- Complete and submit the project performance metrics section of the *Initial Project Benefits Questionnaire*, developed in the Evaluation of Project Benefits task, to the CAM.
- Present the draft project performance metrics at the first TAC meeting to solicit input and comments from the TAC members.
- Develop and submit a *TAC Performance Metrics Summary* that summarizes comments received from the TAC members on the proposed project performance metrics. The *TAC Performance Metrics Summary* will identify:
 - TAC comments the Recipient proposes to incorporate into the *Initial Project Benefits Questionnaire*, developed in the Evaluation of Project Benefits task.
 - TAC comments the Recipient does not propose to incorporate with and explanation why.
- Develop and submit a *Project Performance Metrics Results* document describing the extent to which the Recipient met each of the performance metrics in the *Final Project Benefits Questionnaire*, developed in the Evaluation of Project Benefits task.
- Discuss the *Project Performance Metrics Results* at the Final Meeting.

Products:

- TAC Performance Metrics Summary
- Project Performance Metrics Results

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IV. TECHNICAL TASKS

*Products that require a draft version are indicated by marking “(draft and final)” after the product name in the “Products” section of the task/subtask. If “(draft and final)” does not appear after the product name, only a final version of the product is required. **Subtask 1.1 (Products)** describes the procedure for submitting products to the CAM.*

TASK 2 DATA REVIEW

The goal of this task is to collect and review all relevant existing data to support the study, ensuring comprehensive baseline information is available for effective site evaluation and planning. This includes gathering, reviewing, and documenting as-built drawings, geotechnical data, port master plan, environmental reports, permits, and other foundational documents to assist the identification and evaluation of potential sites.

The Recipient shall:

- Collect and Review Pertinent Existing Data: Gather all available data and documents related to the identified potential sites, including as-built drawings, tenant lease agreements, geotechnical reports, hazardous materials assessments, surveys, permits, port master plan, and environmental studies. Examples of documents that may be gathered and reviewed include, but are not limited to:
 - As-built/record drawings of potential sites
 - Recent bathymetric and topographic surveys
 - Tenant lease agreements
 - Previous geotechnical studies, testing, and recommendation reports
 - Previous environmental studies and analytical data (e.g., habitat, wetland, eelgrass, Phase I/II ESAs, hazardous materials)
 - Planning documents pertaining to OSW activities occurring at other nearby ports (i.e., Port of San Francisco)
 - Existing and previous permitting documents and supporting studies
 - Environmental liens and property restrictions
 - Utility maps and subsurface pipeline drawings
 - Relevant port master plan documentation
 - Drone photos/videos of sites
- Identify and Confirm Data Requirements: Work further to identify essential data requirements needed to progress through the study. Confirm the availability of required documents, noting any gaps.
- Request and Review Additional Documentation: For any necessary documents not currently available, coordinate with relevant stakeholders to request additional records, such as environmental studies, permitting documents, or utility maps.
- Prepare a draft and final *Data Review and Gap Memorandum* and submit to CAM.

Products:

- Data Review and Gap Memorandum (draft and final)

TASK 3 STAKEHOLDER AND AGENCY ENGAGEMENT STRATEGY

The goal of this task is to engage with key OSW stakeholders to confirm Port infrastructure needs for OSW supply chain and logistical operations and align the Port’s potential role in OSW

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development with California's multi-port strategy. This outreach will help identify the specific needs and opportunities that best align with the State and Port's long-term objectives and OSW industry requirements.

The Recipient shall:

- Identify OSW Industry Stakeholders: Develop a list of 15-20 key OSW industry stakeholders, including up to 5 west coast OSW leaseholders, 2-4 floating platform OEMs, up to 2 wind turbine OEMs, and 2-4 federal, state, and local agencies, as well as labor and workforce organizations, environmental organizations, port and harbor users and tenants, and recreational and commercial fishing organizations.
- Conduct Stakeholder Outreach Meetings: Schedule and hold meetings with the identified stakeholders.
- Prepare *pre-planning, post-planning, and end-of-project stakeholder engagement reports* that will summarize stakeholder and agency feedback, infrastructure and logistical needs, and outcomes of engagement activities and submit to CAM.

Products:

- Stakeholder and Agency Engagement Strategy Memorandum
- Pre-planning Stakeholder Engagement Report
- Post-planning Stakeholder Engagement Report
- End-of-Project Stakeholder Engagement Report

TASK 4 COMMUNITY ENGAGEMENT AND OUTREACH

The Port will oversee the West Oakland Cultural Action Network (WOCAN), for the duration of the project, to ensure compliance with AB 525 Strategic Plan's recommendation to include early, regular, and meaningful community outreach and engagement with underserved communities. At the Port's direction, WOCAN will engage its Oakland-wide network of community based organizations (CBOs), grassroots leaders, and engaged individuals to catalyze communities to participate, learn, and provide meaningful feedback on offshore wind energy and the Project.

The Recipient shall:

- Develop a communications plan that presents a process for disseminating information to the community.
- Establish a baseline of knowledge to equip community stakeholders with the ability to provide feedback that is informed by both lived experiences from Port operations and the potential project.
- Establish forums to engage near-port communities, to understand how the community sees potential benefits of the project, and how they can engage (e.g., health impacts, new employment opportunities, etc.).
- Conduct six (6) tabling events, briefings, workshops, forums, and other outreach to present the planned project for early input, obtain community needs and priorities, and share results.
- Maintain a clear point of contact for the public, communicated via regular newsletters, social media posts, and other outreach conveying project updates.
- Hire community members as staff or consultants, to contribute their expertise throughout the project period.

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- Incorporate community feedback into other applicable tasks and deliverables (e.g., work force development, design, project benefits, quarterly and final report).
- Evaluate the community engagement and process. Questions that should guide evaluation include:
 - How was outreach conducted to reach groups or individuals whose views have not traditionally been recognized?
 - Was the information provided relevant, produced in plain language, and easy to understand?
 - Were the outreach activities accessible and welcoming?
 - Did all participants have the opportunity to add their value to the outreach activity?
 - What kind of follow-up was provided after the outreach activity?
 - Was the feedback included in the Project deliverables?
- Prepare *pre-planning, post-planning, and end-of-project community engagement and outreach reports* that summarize the results of community outreach and engagement activities, and discuss the concerns, feedback, and suggestions from community members.

Products:

- Draft Communications and Outreach Plan
- Final Communications and Outreach Plan
- Community Outreach Events
- Pre-planning Community Engagement and Outreach Report
- Post-planning Community Engagement and Outreach Report
- End-of-Project Community Engagement and Outreach Report
- Community Engagement and Outreach Memorandum

**TASK 5 TRIBAL GOVERNMENT CONSULTATION AND ENGAGEMENT PLAN
MEMORANDUM**

The goal of this task is to develop a tribal government consultation and engagement approach for the Project, engage the tribal communities, and obtain information that the Port can use to make decisions regarding targeting of tribal entities for future project implementation.

The Recipient shall:

- Identify Tribes to consult with and maintain up to date contact information.
- Identify the appropriate representatives to attend consultation and engagement. To the extent possible, these agency officials should have decision-making authority and be able to participate in consultation and engagement during this Project as well as any future recommended project implementation activities.
- Tailor communication strategies to ensure that the appropriate methods are used for the intended audience (for example, send printed notices via postal mail to tribal leaders to indicate a higher degree of formality).
- Establish a minimum set of requirements and expectations with respect to consultation.
- Establish measurable outcomes for meaningful consultation.
- Ensure everyone involved understands the objectives of each meeting and the purpose of consultation.

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- Establish dates for upcoming meetings, including tribal consultation meetings and information or input meetings that are open to the public as part of the community engagement under Task 4.
- Communicate deadlines for deliverable reviews, as applicable, and submission of feedback/comments.
- Distribute information and presentations on proposed project prior to the meeting.
- Gather stakeholder information on Bay Area Native American and Tribal Governments including but not limited to:
 - What are the Tribal Governments in the Bay Area;
 - What are the best methods and activities to engage with tribes;
 - What areas of the Port of Oakland currently engage with Tribal Governments and Bay Area Native American communities;
 - How are Tribal Governments impacted by the proposed Project; and
 - How can Tribal Governments and Native American communities benefit from the proposed Project.
- Create submission process for tribal input.
- Establish a notification system to make sure all parties are continually updated.
- Establish a plan to distribute and post a final copy of deliverables.
- Establish a plan for meetings to review progress, make changes, and incorporate feedback.
- Prepare a *Tribal Government Consultation and Engagement Plan Memorandum* containing for how the tribal consultation and engagement will be performed.
- Evaluate the tribal consultation process. Questions that should guide evaluation include:
 - How was outreach conducted to reach groups or individuals whose views have not traditionally been recognized?
 - Was the information provided relevant, produced in plain language, and easy to understand?
 - Are all consultations accessible and welcoming?
 - Did all participants have the opportunity to add their value to the meeting?
 - What kind of follow-up was provided after the meeting?
 - Did the consultation meeting change the relationship among participants?
 - Was tribal feedback incorporated into the Project deliverables?
- Prepare *pre-planning, post-planning, and end-of-project consultation and engagement reports* that summarize the results of consultation and engagement activities, and discuss the concerns, feedback, and suggestions from California Native American Tribes.

Products:

- Pre-planning Tribal Consultation and Engagement Report
- Post-planning Tribal Consultation and Engagement Report
- End-of-Project Tribal Consultation and Engagement Report
- Tribal Government Consultation and Engagement Plan Memorandum

TASK 6 SITE IDENTIFICATION AND USE STUDY

The goal of this task is to identify and evaluate potential sites and uses at the Port to finalize the project scope. This process includes finalizing potential sites based on industry needs—

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considering location, size, and key characteristics. Notably, up to 200 acres at the Port could potentially be prepared for OSW industry use. This task involves assessing various OSW industry purposes and improvement concepts, ultimately selecting preferred site development concept(s) to serve as the foundation for design development and conceptual engineering.

The Recipient shall:

- Identify and Define Potential Site Uses: Based on OSW industry requirements and potential tenant needs, outline specific use cases for identified sites, including manufacturing, assembly, flexible laydown, operations and maintenance support, and OSW workforce training center purposes.
- Develop Site Improvement Concepts: Create up to 3 - 5 site improvement concepts ranging from minimal upgrades to major redevelopment, tailored to support the identified OSW uses.
- Estimate High-Level Costs and Schedules: Provide high-level budget estimates and development schedules for each concept.
- Select Preferred Concept: Collaborate with Port stakeholders to review options and select a preferred site development concept for Task 7 (Basis of Design) and Task 10 (Conceptual Engineering).
- Prepare draft and final Site Identification and Use Study Memorandum applying the site assessment criteria to evaluate the Port's potential for OSW infrastructure and submit to CAM.

Products:

- Site Identification and Use Study Memorandum (draft and final)

TASK 7 BASIS OF DESIGN

The goal of this task is to develop a Basis of Design Memorandum outlining the design criteria for the selected sites' development options at the Port. This includes a 4-hour workshop with project stakeholders to finalize the design criteria to further inform Task 10 (Conceptual Engineering).

The Recipient shall:

- Conduct Stakeholder Workshop: Facilitate a workshop to align design criteria for the selected sites and purposes of use with key stakeholders.
- Develop Project Background Section: Summarize project purpose, site description, governing codes, standards, and existing surveys.
- Specify Site Conditions: Detail metocean and geotechnical conditions relevant to the site's operational demands.
- Design Criteria: Establish parameters for OSW component dimensions and weights that will be supported by the sites, vessel requirements, channel depth, berth pocket depth, air draft, seismic criteria, and operational loads.
- Civil Design Requirements: Define criteria for stormwater, grading, fire water, potable water, sewer systems, and site surfacing.
- Electrical Design Requirements: Specify electric facility needs, including shore power, vehicle charging, lighting, and equipment power.
- Prepare *Basis of Design Memorandum*.

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Products:

- Basis of Design Memorandum (draft and final)

TASK 8 FIELD INVESTIGATION

The purpose of this task is to collect necessary site data to advance the project. Based on the outcomes of Task 7, the Port will review existing data for the preferred site and identify any gaps that may impact project progress. It is anticipated that targeted geotechnical investigations and site surveys—including topographic, bathymetric, and subsurface utility assessments—will be required. A budget allowance is provided to cover potential field investigation costs.

The Recipient shall:

- Evaluate existing data at the preferred site and identify any gaps that must be addressed to progress the project.
- Develop a comprehensive site investigation plan.
- Mobilize resources and conduct geotechnical investigations and required site surveys.
- Prepare *Geotechnical Data Report and Surveys*.

Products:

- Geotechnical Data Report and Surveys (draft and final)

TASK 9 PROJECT GRAPHICS

The goal of this task is to create visual materials that illustrate proposed site developments for stakeholder outreach, funding applications, regulatory agency meetings, and community/tribal engagement and outreach. This includes developing 3D models and renderings to showcase potential build-out and operational uses.

The Recipient shall:

- Develop *3D Site Models*: Create detailed 3D models representing proposed site configurations and operational layouts.
- Produce *Visual Master Plan Illustrations*: Generate master plan maps and site purpose visualizations for clear communication of site improvements.
- Create *Renderings from Multiple Perspectives*: Develop high-quality renderings of the proposed sites from various viewpoints to enhance stakeholder understanding.

Products:

- Project Graphics and 3D Renderings (draft and final)

TASK 10 CONCEPTUAL ENGINEERING

The goal of this task is to develop initial engineering concepts and designs for selected use and site-specific requirements to support offshore wind supply chain and logistics operations, detailing necessary infrastructure upgrades, geotechnical improvements, and more. This task will help the preliminary cost estimate and schedule per site and purpose.

The Recipient shall:

- OSW Component Storage and Transportation Feasibility Assessment

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- Wharf and Backlands Evaluation: Assess current wharf structures and backlands for suitability in OSW staging, assembly, and logistics; determine foundation and pile requirements; set criteria for elevation based on metocean conditions and operational needs.
- Geotechnical Engineering: Conduct geotechnical evaluations to support conceptual and preliminary engineering.
- Civil Engineering: Define elevation requirements considering sea level rise; outline infrastructure needs for stormwater, grading, firewater, potable water, and sewer systems.
- Prepare *Conceptual Engineering Drawings*
- Prepare *Conceptual Engineering Report*

Products:

- Conceptual Engineering Deliverable (draft and final)
 - Conceptual Engineering Drawings
 - Conceptual Engineering Report

TASK 11 PRELIMINARY ENGINEERING

The goal of this task is to perform preliminary engineering for OSW waterfront supply chain and logistics yard infrastructure upgrades. This will also put the project in a position to support the requirements of Assembly Bill (AB) 3 by establishing offshore wind manufacturing within California and will prepare the Project to begin the California Environmental Quality Act (CEQA) environmental document process.

The Recipient shall:

- Prepare a *Preliminary Engineering Design Summary Report*:
 - Complete preliminary engineering to a 30% design level for waterfront supply chain and logistics yard infrastructure upgrades to the extent that the CEQA environmental document process can begin.
 - High-level summary report discussing:
 - Process and results of the preliminary engineering design
 - Preliminary cost estimate
 - Level of preparedness for environmental review
 - List of environmental permits and regulatory approvals that will be required
 - Recommended path forward for the next steps of the project
- Prepare *Preliminary Engineering Design Drawings* documenting waterfront and operational yard infrastructure upgrades.
- Submit the *Draft Preliminary Engineering Design Summary Report* and *Preliminary Engineering Design Drawings* to the CAM for feedback and incorporate comments into *Final Preliminary Engineering Design Summary Report* and *Final Preliminary Engineering Design Drawings*.
- Submit the *Final Preliminary Engineering Design Summary Report* and *Final Preliminary Engineering Design Drawings* to the CAM noting how feedback was incorporated.

Products:

- Preliminary Engineering Design Summary Report (draft and final)

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- Preliminary Engineering Design Drawings (draft and final)

TASK 12 FINAL PROJECT COST AND SCHEDULE ESTIMATE

The goal of this task is to develop a comprehensive Class 5 cost estimate for the final project, which will serve as a foundation for determining the necessary revenue to cover project costs, including financing. This estimate will incorporate detailed assumptions, methodologies, and projected expenses based on the conceptual engineering designs and site-specific requirements.

The Recipient shall:

- Prepare a *Class 5 cost estimate*, with an accuracy range of -30% to +50%, to cover anticipated costs associated with construction, equipment, operations, and financing. The estimate will serve as a foundational basis for determining the revenue required to recover project costs, including financial planning and investment forecasting.
- Document all assumptions, methods, and data sources in a Basis of Estimate report to support the cost estimation process.
- Develop a *Level 1 Final Project Schedule*, detailing estimated timelines for permitting, approvals, and critical milestones.

Products:

- Project Cost and Schedule Estimate Report (draft and final)

TASK 13 EMISSIONS REDUCTION STRATEGY

The goal of this task is to develop a comprehensive strategy to minimize emissions associated with the construction and operational phases of the selected purpose OSW terminal(s). This strategy will address equipment options and operational practices that lower emissions across construction machinery, terminal equipment, and vessel operations.

The Recipient shall:

- Develop an *Emissions Reduction Strategy*
 - Outline emissions reduction approaches for construction equipment and on-site operations.
 - Identify low-emission or zero emission options for terminal and vessel operations.
 - Analyze projected emissions based on equipment usage and identify strategies for mitigation.
 - Explore opportunities to integrate electric or alternative fuel-powered equipment where feasible.
- Coordinate with Equipment Manufacturers and Contractors
 - Engage with vendors and contractors to determine the availability of low-emission machinery.
 - Document findings on equipment costs, operational impact, and emissions reduction potential.

Products:

- Emissions Reduction Strategy (draft and final)

TASK 14 WORKFORCE DEVELOPMENT STRATEGY

EXHIBIT A
Scope of Work
City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners

The goal of this task is to assess and identify the workforce needs required for the project both during the construction and operation phases; and compare these needs with the existing labor pool in Oakland, the East Bay, and the greater San Francisco Bay Area. This task will outline a strategy for workforce development, addressing gaps in skills and training that may exist and recommending steps to close these gaps.

The Recipient shall:

- Conduct a *Workforce Needs Assessment*
 - Identify specific job roles required for the construction and operation of the OSW terminal.
 - Determine existing workforce gaps in OSW and port operations-specific skills and qualifications in the local labor pool.
- Develop a *Workforce Development Strategy*
 - Recommend pathways for workforce advancement, focusing on disadvantaged, low-income, under-resourced, and underserved communities in the area.
 - Provide strategies for long-term workforce sustainability and talent retention.

Products:

- Workforce Development Strategy (draft and final)

TASK 15 EVALUATION OF PROJECT BENEFITS

The goal of this task is to report the benefits resulting from this project.

The Recipient shall:

- Complete the *Initial Project Benefits Questionnaire*. The Initial Project Benefits Questionnaire shall be initially completed by the Recipient with 'Kick-off' selected for the 'Relevant data collection period' and submitted to the CAM for review and approval.
- Complete the *Annual Survey* by January 31st of each year. The Annual Survey includes but is not limited to the following information:
 - Project progress
 - New media and publications
 - Follow-on funding and awards received
- Complete the *Final Project Benefits Questionnaire*. The Final Project Benefits Questionnaire shall be completed by the Recipient with 'Final' selected for the 'Relevant data collection period' and submitted to the CAM for review and approval.
- Respond to CAM questions regarding the questionnaire drafts.

Products:

- Initial Project Benefits Questionnaire
- Annual Survey(s)
- Final Project Benefits Questionnaire

V. PROJECT SCHEDULE

Please see the attached Excel spreadsheet.