

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 11/10)

CALIFORNIA ENERGY COMMISSION



☒ New Contract 400-10-008 ☐ Amendment to Existing Contract: - Amendment Number:

Division	Contract Manager:	MS-	Phone	CM Training Date
400 Efficiency Renewable Energy Division	Tav Commins	26	916-653-1598	November 6, 1997

Contractor's Legal Name	Federal ID Number
California Commissioning Collaborative	20-0546558

Title of Project
Membership with the California Commissioning Collaborative

Term	Start Date	End Date	Amount
New/Original Contract	05 / 16 / 11	05 / 16 / 12	\$ 22,000

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount

Business Meeting Information

Proposed Business Meeting Date	5/4/11	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Tav Commins	Time Needed:	minutes

Agenda Item Subject and Description

Membership with the California Commissioning Collaborative (Collaborative). The Collaborative is a non-profit 501(c) 3 organization that promotes education, training, stronger building codes, and commissioning standards to encourage expansion of the practice of building commissioning in the California new construction and retrofit markets.

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

- ☐ Contracts less than \$10k (*Policy Committee's signature is also required*)
- ☐ Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
- ☐ Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable

The Purpose of the contract is to pay for a membership with the California Commissioning Collaborative (Collaborative)

The benefit to the Energy Commission from membership with the Collaborative is that we are able to continue to influence the entire portfolio of efforts of the Collaborative with other sponsors. Some of the work the Collaborative is working on includes:

- Information-sharing and networking among industry participants to support the ongoing development and strengthening of the commissioning industry. This is accomplished through dissemination of commissioning resources through the CCC website and email communications and through in-person meetings and teleconferences.
- Support for utility EE program planning processes by gathering industry information to inform program managers on market and programmatic issues related to commissioning.
- Research and development projects that fill critical gaps in industry knowledge and continue to build necessary infrastructure that will allow the commissioning practice to flourish in California.
- Collaboration with the California Public Utilities Commission staff to encourage policy makers to effectively use commissioning to deliver energy efficiency in commercial buildings.

In addition, the Collaborative plans to work with the Efficiency and Renewable Energy Division on the following projects:

- Update sections of the 2013 Title 24 compliance manual and forms that deal with a part of the commissioning process that utilizes acceptance testing procedures to ensure a building's systems are capable of operating efficiently. The Collaborative will also train building departments on the importance of the acceptance testing procedures to help support compliance with code requirements.
- Assist Energy Commission staff to support development of a Building Energy Asset Rating System (BEARS) pursuant to AB758. Activities may include reviewing draft field data collection protocols developed for BEARS to identify commonalities between a BEARS field assessment and EBCx investigations; recruitment of CCC members

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to pilot BEARS field assessments during EBCx project implementation; hosting discussions at CCC meetings to review BEARS development progress and solicit EBCx provider feedback.

The Collaborative promotes education, training, stronger building codes, and commissioning standards to encourage expansion of the practice of conducting building commissioning in California newly constructed and existing buildings markets. Building commissioning is the systematic process of evaluating buildings to make sure that the building systems are designed, built, and operated as intended. Expanded building commissioning has the potential to improve public and private commercial buildings in California in terms of their energy efficiency, comfort and indoor air quality. Collaborative members are working to address the barriers to commissioning, including lack of awareness, owner perception that they already receive commissioned buildings, and the lack of a commissioning provider infrastructure in California.

Mr. Tav Commins who is the contract manager of this membership is a Commission employee and a nonsalaried member of the CCC serving on its Advisory Council.

California Environmental Quality Act (CEQA) Compliance

- Is Contract considered a "Project" under CEQA?
☐ Yes: skip to question 2 ☒ No: complete the following (PRC 21065 and 14 CCR 15378):
 Explain why contract is not considered a "Project":
 Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because contract involves a single payment of annual membership dues to the California Commissioning Collaborative..
- If contract is considered a "Project" under CEQA:
☐ a) Contract **IS** exempt. (Draft NOE required)
☐ Statutory Exemption. List PRC and/or CCR section number: _____
☐ Categorical Exemption. List CCR section number: _____
☐ Common Sense Exemption. 14 CCR 15061 (b) (3)
 Explain reason why contract is exempt under the above section: _____
☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

Budgets Information

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	State - ERPA	10/11	ERD-	\$22,000
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$22,000	10/11	\$	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL:	\$22,000	TOTAL:	\$ 0		TOTAL: \$22,000			
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Kalin Valev	Name:	Kierstin Pinit
Address:	1400 SW 5th Ave Suite 700	Address:	1400 SW 5th Ave Suite 700
City, State, Zip:	Portland, OR 97201	City, State, Zip:	Portland, OR 97201
Phone/ Fax:	503-595-4481	Phone/ Fax:	503-902-9471/530-295-0820
E-Mail:	mremior@peci.org	E-Mail:	kpinit@peci.org

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**Contractor Is**

- ☒ Private Company (including non-profits)
☐ CA State Agency (including UC and CSU)
☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used

- ☐ Solicitation Select Solicitation Type _____ Solicitation #: _____ - -
☐ Non Competitive Bid (Attach CEC 96)
☒ Exempt Membership

Civil Service Considerations

- ☒ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)
☐ The Services Contracted:
☐ are not available within civil service
☐ cannot be performed satisfactorily by civil service employees
☐ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
☐ The Services are of such an:
☐ urgent
☐ temporary, or
☐ occasional nature
that the delay to implement under civil service would frustrate their very purpose.

Justification:**Payment Method**

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

Retention

1. Is contract subject to retention? ☒ No ☐ Yes
If Yes, Do you plan to release retention prior to contract termination? ☐ No ☐ Yes

Justification of Rates**Disabled Veteran Business Enterprise Program (DVBE)**

1. ☐ Not Applicable
2. ☐ Meets DVBE Requirements DVBE Amount:\$ _____ DVBE %: _____
☐ Contractor is Certified DVBE
☐ Contractor is Subcontracting with a DVBE: _____
3. ☒ Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

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

Is Contractor subcontracting any services?

- ☒ No ☐ Yes
If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:

	<input checked="" type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB	<input type="checkbox"/> DVBE
	<input checked="" type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB	<input type="checkbox"/> DVBE
	<input checked="" type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB	<input type="checkbox"/> DVBE

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**Miscellaneous Contract Information**

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|--|--|------------------------------|
| 1. Will there be Work Authorizations? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2. Will there be IT expenditures? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3. Is the Contractor providing confidential information? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4. Is the contractor going to purchase equipment? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| 5. Check frequency of progress reports
<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> NA | | |
| 6. Will a final report be required? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| 7. Is the contract, with amendments, longer than a year? If yes, why? | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |

The following items should be attached to this CRF

- | | | |
|---|---|--|
| 1. Scope of Work, Attach as Exhibit A. | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 2. Budget Detail, Attach as Exhibit B. | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 3. CEC 96, NCB Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 4. CEC 30, Survey of Prior Work | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 5. CEC 95, DVBE Exemption Request | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |
| 6. Draft CEQA Notice of Exemption (NOE) | <input type="checkbox"/> N/A | <input checked="" type="checkbox"/> Attached |
| 7. Resumes | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Attached |

_____ Contract Manager	_____ Date	_____ Office Manager	_____ Date	_____ Deputy Director	_____ Date
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The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.
See Business Meeting Information Section.

_____ Presiding Policy Committee	_____ Date	_____ Associate Policy Committee	_____ Date	_____ Executive Director	_____ Date
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