

MEETING DATE: 1/24/11

AGENDA ITEM: Award of a Professional Services Agreement to
EFM Solutions for Management of the City's Energy
Efficiency and Conservation Block Grant
Administered by the Department of Energy and
Approval of a Related Budget Amendment.

ATTACHMENTS

	<u>Pages</u>
1 EFM Proposal (Cost Sheet only)	1-3

Scope of Services

EFM Solutions will acknowledge and discuss the scope of work as 3 points relative to the work summary provided in the RFP document.

SOW #1

This portion of the scope of work requires EFM Solutions to prepare specifications for the replacement of existing lighting fixtures with the new fixtures. Currently, Culver City desires to replace the fixtures with LED and Induction lamps. EFM Solutions would then take these specifications and assist the City to insert them into an RFP solicitation. EFM Solutions would be available to assist with pre-proposal meetings and evaluation of the proposals.

EFM Solutions requires an energy assessment of the existing 2 parking garages in question for this RFP. Before anything else can happen, EFM must identify/verify the exact number of lamps and the energy usage for the garages. This energy assessment will also include an evaluation of what products should be used as the upgrade (replacement) fixtures. EFM Solutions definitely wants to speak with the City about the choice to use LED and Induction and confirm these are the right technologies for their locations. An economic analysis will be provided for LEDs, Induction, and new generation T8 fixtures for comparison of energy savings and cost estimations.

EFM Solutions has worked with other cities like the City of San Diego to develop similar EECBG funded RFP projects. EFM Solutions has the experience and knowledge base required to quickly and thoroughly design the required language and will work with the City to customize this document as needed. The City will have to provide its own language in addition to scope of work language provided by EFM Solutions.

EFM Solutions will gladly take part in the evaluation of the contractor proposals. It is not expected that interviews will be required. This project can be designed as a Request for Bid based on lighting specifications and the requirements put forward by DOE. The evaluation committee will only need to verify that the proposal meets the requirements of the RFB and the lowest, qualified bidder will be selected as the winner. Of course, if the City wishes to make changes to this concept, EFM Solutions will work with the needs of the City.

SOW #2

Project management services are required of EFM Solutions for the oversight of the project. EFM Solutions knows these projects very well as we oversee parking garage lighting projects in the PG&E territory. While project management remains very important, these projects usually only require 1-3 days for installation at each site, so most of the project management is the logistic planning pre-installation. The following are examples of pre-installation checklist items:

- it must be confirmed that the installation window is approved by the onsite facilities manager
- it must be established when and how the garage will be vacated/blocked off

- it must be established where the product can be physically placed upon delivery
- it must be established if any trash or recycling containers are needed or if they are supplied by the contractor
- it must be established with the contractor (in RFB/RFP) whether lifts are needed and when they arrive the electrical panels must be unlocked for the installation contractor
- etc.

EFM will provide a checklist and/or require a checklist from the installation contractor to ensure all these measures and more are planned for. EFM Solutions will follow up regularly with the contractor up to the installation date to ensure all measures are accomplished.

Upon project completion, EFM Solutions will walk the job with the contractor and a City representative to verify all fixtures are working properly. In our experience, it is prudent to give the project a few days to allow for defective lamps/ballasts to show themselves. These can be identified by the onsite facilities manager prior to the final walk through. There are ALWAYS some defects! The contractor will replace these under warranty and schedule the final walk through.

SOW #3

Reporting to DOE under the ARRA/EECBG guidelines is rather extensive, but not impossible. There are guidance documents available online from the DOE outlining these requirements, and most of them can be passed on to the installation contractor as a part of the RFB/RFP for the project. The energy savings guidelines will be satisfied by EFM Solutions, the installation requirements satisfied by the contractor, and some general and financial requirements must be satisfied by Culver City. EFM Solutions will assist with this process and help collect this information. The City will be required to submit the documentation directly themselves.

The following link(s) is a good reference for the guidelines surrounding the funding for this project:

<http://www1.eere.energy.gov/wip/guidance.html>

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Schedule of Fees

EFM Solutions proposes a fixed fee cost schedule. The schedule is broken up into sub-components within the 3 Scope of Work items defined in the RFP. As each task is completed, an invoice will be sent for the corresponding amount. This serves as a fixed fee proposal all travel and expenses included.

EFM SOLUTIONS BUDGET PROPOSAL		
SOW #1	Energy Assessment	\$ 5,000.00
	Specification Development	\$ 2,500.00
	RFP Development	\$ 5,500.00
	RFP Evaluation	\$ 2,500.00
SOW #2	Project Management	\$ 3,500.00
SOW #3	Reporting Requirements	\$ 6,000.00
Grand Total		\$25,000.00

If any additional work is requested outside of this scope of work, services can be acquired on a Time and Materials basis. The hourly rate will be \$135/hr.

Proof of Insurance

EFM Solutions fully complies with the level of insurance required by Culver City. Though, EFM Solutions will generate a certificate of insurance specifically for Culver City upon contract award, please review a sample certificate generated for a different customer earlier this year.

This document can be viewed as Attachment 2.

Attachments

Summary of Attachments:

Attachment 1: Letters of Recommendation

Attachment 2: Insurance

Attachment 3: PE License