



REPORT TO THE CITY COUNCIL

AGENDA ITEM NO.	IF
COUNCIL MEETING:	12/1/2011
APPROVED BY	_____
DEPARTMENT DIRECTOR	_____
CITY MANAGER	<i>Mark Scott</i>

December 1, 2011

**FROM:** MARK SCOTT, Interim Director  
Development and Resource Management Department

**THROUGH:** KEITH BERGTHOLD, Assistant Director  
Development and Resource Management Department

**BY:** JOSEPH W. OLDHAM, Sustainability Manager *JWA*  
Sustainable Fresno Division, Development and Resource Management Department

**SUBJECT:** AUTHORIZE THE INTERIM DIRECTOR OF THE DEVELOPMENT AND RESOURCE MANAGEMENT DEPARTMENT TO NEGOTIATE AND ENTER INTO A CONSULTING SERVICES CONTRACT IN AN AMOUNT NOT TO EXCEED \$233,600 FOR GREENHOUSE GAS INVENTORY WORKSHOP IMPLEMENTATION SERVICES USING FUNDING FROM PG&E UNDER EXISTING MASTER SERVICE AGREEMENT NO. 4400004295 BETWEEN THE CITY OF FRESNO AND PG&E FOR THE LOCAL GOVERNMENT PARTNERSHIP PROGRAM WITH THE ECONOMIC DEVELOPMENT CORPORATION (EDC) OF FRESNO, CA

**RECOMMENDATIONS**

Staff recommends that the City Council authorize the Interim Director of the Development and Resource Management Department to negotiate and enter into a consulting services contract in an amount not to exceed \$233,600 for Greenhouse Gas Inventory Workshop Implementation Services using funding from PG&E under existing Master Service Agreement No. 4400004295 between the City of Fresno and PG&E for the Local Government Partnership Program with the Economic Development Corporation (EDC) of Fresno, CA.

**EXECUTIVE SUMMARY**

On August 25, 2011 the City Council adopted the 16<sup>th</sup> Amendment to the Annual Appropriations Resolution No. 2011-133 appropriating \$259,500 of funding from PG&E for implementation of a greenhouse gas emission inventory workshop project for local jurisdictions in the Fresno area and authorized the Interim Director of the Development and Resource Management Department to sign Contract Work Authorization No. 2500521873 for a greenhouse gas inventory project pursuant to existing Master Service Agreement No. 4400004295 between the City of Fresno and PG&E for the Local Government Partnership Program.

The project involves contracting with a qualified non-profit organization, through a competitive RFP process, that will partner with local universities or other entities to identify interns to work one-on-one with a local government staff-person to complete a greenhouse gas emission inventory of the local government operations. Budget for the greenhouse gas emission inventory workshop implementation services contract is an amount not to exceed \$233,600. The Sustainable Fresno Division of the Development and Resource Management Department prepared specifications for the project that were posted on the City of Fresno Bids On-line website. The project was advertised in the Fresno Business Journal and three (3) proposals were received on October 28, 2011 for review by an evaluation committee made up of City of Fresno staff and a representative of PG&E. The review committee determined the proposal from the Economic Development Corporation (EDC) of Fresno,

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Award GHG Inventory Workshop Contract to EDC of Fresno, CA

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CA offered the best value to the City of Fresno for greenhouse gas emission inventory workshop implementation services.

Staff recommends that the City Council authorize the Interim Director of the Development and Resource Management Department to negotiate and enter into a consulting services contract in an amount not to exceed \$233,600 for Greenhouse Gas Inventory Workshop Implementation Services using funding from PG&E under existing master service agreement No. 4400004295 between the City of Fresno and PG&E for the Local Government Partnership Program with the Economic Development Corporation (EDC) of Fresno, CA.

### **BACKGROUND**

On August 25, 2011 the City Council adopted the 16<sup>th</sup> Amendment to the Annual Appropriations Resolution No. 2011-133 appropriating \$259,500 of funding from PG&E for implementation of a greenhouse gas emission inventory workshop project for local jurisdictions in the Fresno area and authorized the Interim Director of the Development and Resource Management Department to sign Contract Work Authorization No. 2500521873 for a greenhouse gas inventory project pursuant to existing Master Service Agreement No. 4400004295 between the City of Fresno and PG&E for the Local Government Partnership Program.

The project involves contracting with a qualified non-profit organization, through a competitive RFP process, that will partner with local universities or other entities to identify interns to work one-on-one with a local government staff-person from up to twenty-five (25) local governments to complete greenhouse gas emission inventories of their operations. Budget for the greenhouse gas emission inventory workshop implementation services contract is an amount not to exceed \$233,600 with rigid cost limitations per task within the contract. Due to the strict cost limitations, the RFP specifications were designed to determine which non-profit organization had the best capacity to perform the assignments and complete the project within the fixed budget. Specifications for the project were posted on the City of Fresno Bids On-line website with twenty-five (25) sets of specifications downloaded. The project was advertised in the Fresno Business Journal on November 11, 2011 and three (3) proposals were received on October 28, 2011 for review by an evaluation committee made up of City of Fresno staff and a representative of PG&E.

The proposal received from the Economic Development Corporation (EDC) of Fresno, CA was determined by the review committee to offer the best value to the City of Fresno for greenhouse gas emission inventory workshop implementation services based on their extensive experience and relationships working with local governments likely to participate in the project.

### **FISCAL IMPACT**

All costs associated with the project will be paid for with funding from PG&E under Contract Work Authorization No. 2500521873 for a greenhouse gas inventory project pursuant to existing Master Service Agreement No. 4400004295 between the City of Fresno and PG&E for the Local Government Partnership Program. There is no impact to the General Fund from this project.

### **ATTACHMENTS**

Report from Evaluation Committee on Bid File 9182, RFP for Greenhouse Gas Inventory Workshop Implementation Services

**REPORT FROM EVALUATION COMMITTEE  
REQUEST FOR PROPOSAL FOR  
GREENHOUSE GAS INVENTORY WORKSHOP IMPLEMENTATION SERVICES**

**COMMITTEE MEMBERS:**

Joseph Oldham, City of Fresno Sustainability Manager  
Bob Riding, Community Energy Manager for PG&E  
John Downs, Senior Transit Planner for Fresno Area Express

**BACKGROUND:**

The goal of this Request for Proposal (RFP) was to solicit proposals from qualified non-profit organizations to implement Greenhouse Gas Inventory Workshops for local government jurisdictions in Fresno County and surrounding county areas within PG&E service territory.

The City of Fresno Sustainable Fresno Division and Pacific Gas and Electric Company (PG&E) are collaborating with ICLEI – Local Governments for Sustainability to develop a Workshop Program to train local governments on how to complete Greenhouse Gas (GHG) Emissions Inventories of municipal operations. The Municipal Operations GHG Emissions Inventories will analyze the GHG impact of government facilities and operations such as buildings, fleet vehicles, and waste in accordance with the Local Government Operations Protocol (LGOP) adopted by the California Air Resources Board (CARB). The Inventories will equip local governments to make better informed decisions about reducing GHG emissions as they reduce energy consumption.

The qualified non-profit organization selected will bring together interns and local government personnel to complete the GHG Inventories. The qualified non-profit organization will partner with local universities or other entities to hire interns to work one-on-one with a local government staff-person to complete a GHG Inventory. Contractor will also coordinate a series of workshops led by ICLEI on how to complete the GHG Inventory. The Interns, overseen by the qualified non-profit organization, will be responsible for producing the GHG Inventories, with the assistance of the local government staff-person, and the qualified non-profit organization. Major duties of the qualified non-profit organization selected will include:

- Conducting a pre-Workshop Program survey on the current status of local government GHG activity in the Fresno Area region
- Coordinating with local universities or other entities in surrounding communities to recruit and place Interns
- Organizing the logistics of each Workshop Program in the Fresno Area region
- Supervising and implementing each Workshop Program
- Reviewing, editing, and submitting each GHG Inventory
- Conducting post-Workshop Program evaluation surveys
- Writing monthly performance reports

Proposals must demonstrate the non-profit organization's ability to organize events and large groups of people as well as a high level of attention to detail. Expertise in GHG emissions analysis or inventories was not required. The qualified non-profit organization selected will participate in the Workshop Program, thus learning the same skills as Interns and local government staff.

Twenty-five (25) sets of specifications for the project were downloaded from Bids On-line with three (3) proposals submitted for review and evaluation on October 28, 2011.

### **EVALUATION BY COMMITTEE:**

#### Economic Development Corporation (EDC) serving Fresno County:

This proposer conformed to all the RFP requirements and offered a proposal that was considered to be ideally suited to the goals and objectives of the Greenhouse Gas Inventory Workshop project by the committee. The proposer has extensive experience working with local governments in Fresno County and surrounding areas within the PG&E service territory. In addition, the EDC is working closely with PG&E and local government jurisdiction representatives on numerous energy related projects that will provide outstanding leverage to accomplish the tasks required under the RFP.

### **RECOMMENDATION**

1. The Committee recommends entering into a contract for Greenhouse Gas Inventory Workshop Implementation Services with the Economic Development Corporation (EDC) of Fresno, CA. The committee considers the proposal from the EDC to provide the best value to the City of Fresno for this project.

#### Strategic Energy Innovations (SEI) of San Rafael, CA:

This proposer conformed to all the RFP requirements, but offered a proposal that was considered unacceptable by the committee primarily due to the fact that they are located in San Rafael and have limited engagement and recognition with local government jurisdictions in Fresno County. This lack of local recognition and engagement was determined by the committee to be a significant weakness in the proposal. **A contract award is not recommended.**

#### San Joaquin Valley Clean Energy Organization of Fresno, CA:

This proposer did not conform with all the RFP requirements and took exception to the City of Fresno insurance and indemnification requirements. In addition, the committee was concerned about the capacity of the proposer to perform the tasks required under the RFP. **A contract award is not recommended.**