

AGENDA ITEM NO.	1E
COUNCIL MEETING:	04/14/2011
APPROVED BY _____	
DEPARTMENT DIRECTOR _____	
CITY MANAGER	

April 14, 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 
Sustainable Fresno Division, Development and Resource Management Department

SUBJECT: AUTHORIZE THE DIRECTOR OF THE DEVELOPMENT AND RESOURCE MANAGEMENT DEPARTMENT TO NEGOTIATE AND ENTER INTO A CONSULTING SERVICES CONTRACT IN AN AMOUNT NOT TO EXCEED \$174,000 FOR PROGRAM IMPLEMENTATION SERVICES FOR THE FRESNO REGIONAL COMPREHENSIVE RESIDENTIAL RETROFIT PROGRAM WITH STRATEGIC ENERGY INNOVATIONS OF SAN RAFAEL, CA-DEVELOPMENT AND RESOURCE MANAGEMENT DEPARTMENT

RECOMMENDATIONS

Staff recommends that the City Council authorize the Director of the Development and Resource Management Department to negotiate and enter into a consulting services contract in an amount not to exceed \$174,000 for program implementation services for the Fresno Regional Comprehensive Residential Retrofit (FRCRR) Program with Strategic Energy Innovations of San Rafael, CA.

EXECUTIVE SUMMARY

On June 17, 2010, the City Council authorized the Director of the Development and Resource Management Department to enter into an intergovernmental contract with the California Energy Commission (CEC) for the City of Fresno to receive up to \$1.9 million in funding to implement a two-county pilot residential energy efficiency retrofit project called the Fresno Regional Comprehensive Residential Retrofit (FRCRR) Program. Contracts were signed and returned to the CEC on October 1, 2010. On October 21, 2010, the City Council adopted the 39th Amendment to the Annual Appropriation Resolution (AAR) No. 2010-138 appropriating \$1,545,000 of ARRA, U.S. Department of Energy, California Energy Commission, Energy Efficiency and Conservation Block Grant funding for implementation of a comprehensive residential energy efficiency retrofit program in Fresno and Kern Counties. Successful program implementation requires that the City of Fresno contract with a non-profit firm for program administration services in Kern County and some of the more distant communities in Fresno County.

The Sustainable Fresno Division of the Development and Resource Management Department developed specifications for program implementation services and issued an advertised, competitive Request for

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Proposal (RFP) for Program Implementation Services for the Fresno Regional Comprehensive Residential Retrofit (FRCRR) Program. Eleven (11) sets of specifications for the project were downloaded from Bids On-line with one (1) proposal submitted for review and evaluation on February 9, 2011. An evaluation committee made up of key staff heavily involved with implementation of the City of Fresno residential Energy Survey Program funded by the U.S Department of Energy was established to review the proposal. The committee determined the proposal from Strategic Energy Innovations and the San Joaquin Valley Clean Energy Organization offers the best value for the City of Fresno and that it would not be in the City of Fresno's best interest to re-bid the project due to the tight timeline for completion of the project under the contract with the California Energy Commission.

Staff recommends that the City Council authorize the Director of the Development and Resource Management Department to negotiate and enter into a consulting services contract in an amount not to exceed \$174,000 for program implementation services for the Fresno Regional Comprehensive Residential Retrofit Program with Strategic Energy Innovations of San Rafael, CA. Strategic Energy Innovation proposes to subcontract with San Joaquin Valley Clean Energy Organization of Fresno, CA, for a portion of the services.

BACKGROUND

On June 17, 2010, the City Council authorized the Director of the Development and Resource Management Department to enter into an intergovernmental contract with the California Energy Commission (CEC) for the City of Fresno to receive up to \$1.9 million in funding to implement a two-county pilot residential energy efficiency retrofit project called the Fresno Regional Comprehensive Residential Retrofit (FRCRR) Program. Contracts were signed and returned to the CEC on October 1, 2010. On October 21, 2010, the City Council adopted the 39th Amendment to the Annual Appropriation Resolution (AAR) No. 2010-138 appropriating \$1,545,000 of ARRA, U.S. Department of Energy, California Energy Commission, Energy Efficiency and Conservation Block Grant funding for implementation of a comprehensive residential energy efficiency retrofit program in Fresno and Kern Counties.

As the scope of work for the two-county program was being established in collaboration with the CEC, the City of Fresno asked Kern County staff if they would be interested in receiving funding from the project for implementation work. Kern County staff declined to receive any of the funding from the CEC and, it was determined that for successful program completion, the City of Fresno would contract with a non-profit organization for program administration and implementation services in Kern County due to distance from Fresno.

The Sustainable Fresno Division of the Development and Resource Management Department developed specifications for program implementation services and issued an advertised, competitive Request for Proposal (RFP) for Program Implementation Services for the Fresno Regional Comprehensive Residential Retrofit (FRCRR) Program. The RFP was advertised in the Bakersfield Californian on January 26, 2011. Eleven (11) sets of specifications for the project were downloaded from Bids On-line with one (1) proposal submitted for review and evaluation on February 9, 2011. An evaluation committee made up of key staff heavily involved with implementation of the City of Fresno residential Energy Survey Program funded by the U.S Department of Energy was established to review the proposal. The committee determined the proposal from Strategic Energy Innovations offers the best value for the City of Fresno. The committee does not recommend re-bidding the project since the proposal from Strategic Energy Innovations and its proposed subcontract with San Joaquin Valley Clean Energy Organization meets all of the RFP

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requirements and there is a very tight time-line for completion of the project under the terms of the City of Fresno contract with the California Energy Commission.

FISCAL IMPACT

All costs for preparation of this RFP including research, data collection, bid processing, and all costs associated with the proposed consulting services contract for Program Implementation Services are paid for through funding from the California Energy Commission, U.S. Department of Energy, Energy Efficiency and Conservation Block Grant program. There is no impact to the General Fund from this project.

ATTACHMENTS

Report from Evaluation Committee for Program Implementation Services for the Fresno Regional Comprehensive Residential Retrofit Program

**REPORT FROM EVALUATION COMMITTEE
REQUEST FOR PROPOSAL FOR
PROGRAM IMPLEMENTATION SERVICES: FRESNO REGIONAL COMPREHENSIVE
RESIDENTIAL RETROFIT PROGRAM**

COMMITTEE MEMBERS:

James Waughtal, Sustainable Fresno Energy Survey Team Supervisor
Bruce Barnes, Sustainable Fresno Outreach and Marketing Project Manager
Marty Jauss, Sustainable Fresno Senior Secretary
Frances Macias, Sustainable Fresno Energy Survey Team Scheduler
Trai Her, DARM Director Executive Assistant
Joseph Oldham, Sustainability Manager

BACKGROUND:

The goal of this Request for Proposal (RFP) was to solicit proposals from non-profit organizations to provide expertise, advice and services pertaining to the **Fresno Regional Comprehensive Residential Retrofit (FRCRR) Program**. As such, the City will expect the Non-profit Organization to provide the following:

Scope of Work for the Selected Non-profit Organization providing program implementation services for the Fresno Regional Comprehensive Residential Retrofit Program

1. The selected non-profit organization will conduct outreach to retrofit and building contractors in Kern and portions of Fresno County to inform them of the FRCRR program and free or reduced cost BPI training opportunities.
2. The selected non-profit organization will coordinate with the City of Fresno, Fresno County, Kern County, local cities, and training provider to set up BPI training events in locations across Fresno and Kern County. The selected non-profit organization will set up the training venues, arrange for rooms, and assist the training provider with equipment set-up.
3. The selected non-profit organization will monitor and record attendance at the training sessions and follow-up with contractors to determine how many have successfully completed BPI certification and accreditation.
4. The selected non-profit organization will assist the City of Fresno in data collection and preparation of the monthly reporting for the project to the CEC.
5. The selected non-profit organization will help develop and conduct customer satisfaction surveys for homeowners that have received service from the FRCRR program and report the results of these surveys to the City of Fresno.
6. The selected non-profit organization will help develop and conduct contractor satisfaction surveys with contractors that have received training through the FRCRR program and report the results of these surveys to the City of Fresno.
7. The selected non-profit organization will assist in data collection from the HERS II home audits and help provide the data from Kern County to the City of Fresno.
8. The selected non-profit organization will assist in the final report preparation for the CEC for the project.

Eleven (11) sets of specifications for the project were downloaded from Bids On-line with one (1) proposal submitted for review and evaluation on February 9, 2011.

Report from Evaluation Committee
RFP for **Program Implementation Services: Fresno Regional Comprehensive Residential Retrofit Program**

EVALUATION BY COMMITTEE:

Strategic Energy Innovations/San Joaquin Valley Clean Energy Organization:

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 Fresno Regional Comprehensive Residential Retrofit Program by the committee. These proposers have extensive experience with administration and implementation of energy efficiency programs both in the San Joaquin Valley and the Bay Area, making them well qualified for this contract. The references were checked and the responses ranged from satisfactory to excellent.

RECOMMENDATION

1. The Committee recommends entering into a contract for Program Implementation Services for the Fresno Regional Comprehensive Residential Retrofit Program with Strategic Energy Innovations and the San Joaquin Valley Clean Energy Organization. The committee does not recommend rejecting all proposals and re-issuing the RFP due to the limited number of qualified non-profit organizations within California familiar with residential energy efficiency project implementation and administration.