



# Commission Staff Report

**DRAFT**

**COMMISSION MEETING DATE:** May 27, 2021

**SUBJECT:** ADM Associates, Inc. – First Amendment to Three Year Multi-Task Consulting Services Agreement for Evaluation, Measurement, and Verification Services, and Technical Advisory Services; Applicable to Northern California Power Agency (NCPA), NCPA Members, Southern California Public Power Authority (SCPPA), and SCPPA Members

**AGENDA CATEGORY:** Consent

<b>FROM:</b>	Jane Cirrincione	<b>METHOD OF SELECTION:</b>
	Assistant General Manager	<i>Other</i>
<b>Division:</b>	Legislative & Regulatory Affairs	<i>If other, please describe:</i>
<b>Department:</b>	Legislative & Regulatory	Contract extension

**IMPACTED MEMBERS:**

<b>All Members</b>	<input checked="" type="checkbox"/>	<b>City of Lodi</b>	<input type="checkbox"/>	<b>City of Shasta Lake</b>	<input type="checkbox"/>
<b>Alameda Municipal Power</b>	<input type="checkbox"/>	<b>City of Lompoc</b>	<input type="checkbox"/>	<b>City of Ukiah</b>	<input type="checkbox"/>
<b>San Francisco Bay Area Rapid Transit</b>	<input type="checkbox"/>	<b>City of Palo Alto</b>	<input type="checkbox"/>	<b>Plumas-Sierra REC</b>	<input type="checkbox"/>
<b>City of Biggs</b>	<input type="checkbox"/>	<b>City of Redding</b>	<input type="checkbox"/>	<b>Port of Oakland</b>	<input type="checkbox"/>
<b>City of Gridley</b>	<input type="checkbox"/>	<b>City of Roseville</b>	<input type="checkbox"/>	<b>Truckee Donner PUD</b>	<input type="checkbox"/>
<b>City of Healdsburg</b>	<input type="checkbox"/>	<b>City of Santa Clara</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/>

*If other, please specify*

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## **RECOMMENDATION:**

Approve Resolution 21-46 authorizing the General Manager or his designee to enter into a First Amendment to the Multi-Task Consulting Services Agreement with ADM Associates, Inc. for evaluation, measurement, and verification services, and technical advisory services, with any non-substantial changes recommended and approved by the NCPA General Counsel, to extend the term of the Agreement for an additional two year period, for continued use at any facilities owned and/or operated by NCPA, NCPA Members, by SCPPA, and SCPPA Members.

## **BACKGROUND:**

NCPA Members and other California publicly-owned utilities are required by Section 9505 (d) of the California Public Utilities Code to “make available to its customer and to the Energy Commission the results of an independent evaluation that measures and verifies the energy efficiency savings and the reduction in energy demand achieved by its energy efficiency savings and the reduction in energy demand achieved by its energy efficiency and demand reduction programs.” The California Municipal Utility Association’s website serves as the central repository for all public power EM&V reports in the state.

In support of this requirement, on August 30, 2018, NCPA issued a Request for Proposal seeking proposals from qualified firms to provide the following categories of demand-side management (DSM) services:

- Evaluation, Measurement & Verification (EM&V) – provided on an as-needed basis to evaluate the actual amount of energy saved by a particular energy efficiency project, and;
- Technical Advisory Services – provided on an as-needed basis related to utility DSM programs. Such services include but are not limited to: measurement and verification of measures, program impact and process evaluation, site inspections to verify installed energy efficiency measures, rebate application review, energy saving estimate review, research and development of measures and energy savings, and free-ridership analysis.

NCPA entered into a three-year Multi-Task Consulting Services Agreement with ADM Associates, Inc. effective December 14, 2018, for an amount not to exceed \$800,000. This agreement has been used by multiple NCPA Members through NCPA’s Support Services program, and the several NCPA Members have requested that the agreement be extended. This amendment will extend the term of the Agreement for an additional two-year period from the original expiration date of December 13, 2021, to a new date of December 13, 2023.

NCPA has agreements in place for similar services with Cadmus Group LLC and Energy & Resource Solutions n/k/a DNV Energy Services USA Inc.

## **FISCAL IMPACT:**

Upon execution, the total not to exceed amount of the agreement will remain unchanged at not to exceed \$800,000.00. Purchase orders referencing the terms and conditions of the agreement will be issued following NCPA procurement policies and procedures.

## **SELECTION PROCESS:**

Three vendors were selected as a result of formal bidding done in accordance with NCPA's procurement policies and procedures. An RFP was posted on the NCPA website from August 30, 2018, to September 20, 2018. A total of six responses were received and evaluated based on: 1) The quality and completeness of the proposal; 2) Knowledge, experience and skills to provide the requested services; 3) Experience of staff to be assigned to the project, based on prior engagements of similar scope and complexity; 4) Competitive rates for the requested services; 5) Demonstrated strong project management, and 6) Customer references. The selection process was completed by NCPA along with the active oversight and guidance from the NCPA Customer Programs' Demand Management Working Group.

This enabling agreement does not commit NCPA or NCPA Members to any expenditure of funds. At the time services are needed, NCPA will bid the specific scope of work consistent with NCPA procurement policies and procedures. NCPA seeks bids from qualified providers as required. Bids are awarded to the vendor providing the best overall value to NCPA. NCPA will issue purchase orders based on cost and availability of the services needed at the time the service is required.

#### **ENVIRONMENTAL ANALYSIS:**

This activity would not result in a direct or reasonably foreseeable indirect change in the physical environment and is therefore not a "project" for purposes of Section 21065 the California Environmental Quality Act. No environmental review is necessary.

#### **COMMITTEE REVIEW:**

Pending the Legislative & Regulatory Affairs Committee review and approval.

Respectfully submitted,

RANDY S. HOWARD  
General Manager

#### Attachments (3):

- Resolution 21-46
- Multi-Task Consulting Services Agreement with ADM Associates, Inc.
- First Amendment to Multi-Task Consulting Services Agreement with ADM Associates, Inc.



DRAFT

**FIRST AMENDMENT TO MULTI-TASK CONSULTING SERVICES AGREEMENT BETWEEN THE NORTHERN CALIFORNIA POWER AGENCY AND ADM ASSOCIATES, INC.**

This First Amendment (“Amendment”) to the Multi-Task Consulting Services Agreement is entered into by and between the Northern California Power Agency (“Agency”) and ADM Associates, Inc. (“Consultant”) (collectively referred to as “the Parties”) as of \_\_\_\_\_, 2021.

WHEREAS, the Parties entered into a Multi-Task Consulting Services Agreement dated effective December 14, 2018, (the “Agreement”) for Consultant to provide evaluation, measurement, and verification and technical advisory services for the Agency, Agency Members, the Southern California Public Power Authority (SCPPA), or SCPPA Members, as requested; and

WHEREAS, the Agency now desires to amend the Agreement to extend the term of the Agreement for an additional two-year period from the original expiration date of December 13, 2021, to a new date of December 13, 2023; and

WHEREAS, the Parties have agreed to modify the Agreement as set forth above; and

WHEREAS, in accordance with Section 8.2 all changes to the Agreement must be in writing and signed by all the Parties; and

NOW, THEREFORE, the Parties agree as follows:

- 1. **Section 1.1—Term of Services** of the Agreement is amended and restated to read in full as follows:

This Agreement shall begin on the Effective Date and shall end when Consultant completes the Services, or no later than five (5) years from the date this Agreement was signed by Agency, whichever is shorter, unless the term of the Agreement is otherwise terminated or modified, as provided for herein.

- 2. This Amendment in no way alters the terms and conditions of the Agreement except as specifically set forth herein.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

NORTHERN CALIFORNIA POWER AGENCY

ADM ASSOCIATES, INC.

\_\_\_\_\_  
**RANDY S. HOWARD, General Manager**

\_\_\_\_\_  
**[SIGNATORY]**

Attest:

\_\_\_\_\_  
Assistant Secretary of the Commission

Approved as to Form:

\_\_\_\_\_  
Jane E. Luckhardt, General Counsel