



Commission Staff Report

COMMISSION MEETING DATE: February 22, 2024

SUBJECT: Authorize Northern California Power Agency's General Manager to Execute Amended Confirmation Number 0236 for CLEAResult Consulting Inc. Services to the City of Santa Clara/Silicon Valley Power and Issue a Corresponding Change Order to the Existing Purchase Order Under the Support Services Program for Services through December 17, 2025

AGENDA CATEGORY: Consent

FROM:	Monty Hanks Chief Financial Officer/Assistant General Manager	METHOD OF SELECTION:	<i>Other</i>
Division:	Administrative Services	<i>Santa Clara Acknowledged Satisfaction of its Purchasing Policies</i>	
Department:	Accounting & Finance		

IMPACTED MEMBERS:

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

If other, please specify

RECOMMENDATION:

Approval of Amended Resolution 21-120 authorizing the NCPA General Manager or his designee to execute Amended Confirmation Number 0236, with any non-substantive changes as approved by the NCPA General Counsel, and issue a Change Order to the existing Purchase Order to CLEAResult Consulting Inc. (CLEAResult) for electric vehicle charging infrastructure assistance, electrification education, and electrification assessment services, extending the services through December 17, 2025.

BACKGROUND:

The City of Santa Clara/Silicon Valley Power (SVP) became a signatory to the NCPA Support Services Program Agreement (SSPA) on May 24, 2016, which agreement authorizes among other things, the purchase or acquisition of goods and services by NCPA Members through use of NCPA's agreements with its vendors.

NCPA entered into a Multi-Task Consulting Services Agreement with CLEAResult Consulting Inc. (CLEAResult MTCSA) effective December 18, 2020, for electric vehicle (EV) education, electrification education, and additional energy efficiency related services through December 17, 2023. Subsequently, effective April 27, 2023, the CLEAResult MTCSA was amended to extend its term for an additional two years through December 17, 2025.

In August 2021, SVP submitted a Member Task Request under the SSPA for CLEAResult services to provide EV charging infrastructure technical assistance, electrification education, and electrification assessment services through December 2023 to coincide with the original term of the CLEAResult MTCSA. Per the CLEAResult proposal and SVP Task Request, the cost for the services is not-to-exceed \$417,723.00. The Santa Clara City Council authorized Confirmation Number 0236 on January 25, 2022, and included in its authorization this Amended Confirmation under its Report to Council 22-1310, specifically that the City Manager may increase the maximum compensation and extend the term of the Confirmation, subject to NCPA's extension of the term of the CLEAResult MTCSA.

If approved by the Commission, Amended Confirmation Number 0236 states that NCPA agrees to provide the requested services through the CLEAResult MTCSA, as amended, through December 17, 2025, in the amount of not-to-exceed \$417,723.00, which is unchanged. With the addition of NCPA's administrative fees increased as a result of the additional two year term, the total amount expended under the Confirmation will not exceed \$426,328.00.

FISCAL IMPACT:

There is no fiscal impact to NCPA. The services provided by CLEAResult to SVP will be billed to and paid by SVP pursuant to the terms of the Support Services Program Agreement. NCPA's administrative costs will be reimbursed by SVP.

SELECTION PROCESS:

SVP will utilize CLEAResult's services through NCPA's Support Services Program. SVP has confirmed through submission of its Task Request that it is responsible for satisfying SVP's Purchasing Policies.

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 of the California Environmental Quality Act. No environmental review is necessary.

COMMITTEE REVIEW:

On February 21, 2024, the Legislative and Regulatory Committee will review the recommendation above for Commission approval.

Respectfully submitted,

RANDY S. HOWARD
General Manager

Attachments:

- Amended Resolution 21-120
- Proposed Amended Confirmation Number 0236

AMENDED RESOLUTION 21-120

**AMENDED RESOLUTION OF THE NORTHERN CALIFORNIA POWER AGENCY
AUTHORIZING THE GENERAL MANAGER TO EXECUTE AMENDED CONFIRMATION
NUMBER 0236 FOR CLEAResult CONSULTING INC. SERVICES TO CITY OF SANTA
CLARA/SILICON VALLEY POWER AND ISSUE A CHANGE ORDER TO THE EXISTING
PURCHASE ORDER UNDER THE SUPPORT SERVICES PROGRAM EXTENDING THE
SERVICES THROUGH DECEMBER 17, 2025**

(reference Staff Report #140:24)

WHEREAS, the City of Santa Clara/Silicon Valley Power (SVP) became a signatory to the NCPA Support Services Program Agreement (SSPA) on May 24, 2016, which agreement authorizes among other things, the purchase or acquisition of goods and services by NCPA Members through use of NCPA's agreements with its vendors; and

WHEREAS, NCPA entered into a Multi-Task Consulting Services Agreement with CLEAResult Consulting Inc. (CLEAResult MTCSA) effective December 18, 2020, for electric vehicle (EV) education, electrification education, and additional energy efficiency related services through December 17, 2023. Subsequently, effective April 27, 2023, the CLEAResult MTCSA was amended to extend its term for an additional two years through December 17, 2025; and

WHEREAS, in August 2021, SVP submitted a Member Task Request under the SSPA for CLEAResult services to provide EV charging infrastructure technical assistance, electrification education, and electrification assessment services through December 2023 to coincide with the original term of the CLEAResult MTCSA. Per the CLEAResult proposal and SVP Task Request, the cost for the services is not-to-exceed \$417,723.00; and

WHEREAS, the Santa Clara City Council authorized Confirmation Number 0236 on January 25, 2022, and included in its authorization this Amended Confirmation under its Report to Council 22-1310, specifically that the City Manager may increase the maximum compensation and extend the term of the Confirmation, subject to NCPA's extension of the term of the CLEAResult MTCSA; and

WHEREAS, Amended Confirmation Number 0236 states that NCPA agrees to provide the requested services through the CLEAResult MTCSA, as amended, in the amount of not-to-exceed \$417,723.00. With the addition of NCPA's administrative fees increased as a result of the additional two-year term, the total amount expended under the Amended Confirmation will not exceed \$426,328.00; and

WHEREAS, 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; and

NOW, THEREFORE BE IT RESOLVED, under the terms of the NCPA Support Services Program Agreement, the Commission of the Northern California Power Agency authorizes the NCPA General Manager or his designee to execute Amended Confirmation Number 0236, with any non-substantive changes as approved by the NCPA General Counsel, and issue a Change Order to the existing Purchase Order to CLEAResult Consulting Inc. for electric vehicle charging

infrastructure assistance, electrification education, and electrification assessment services through December 17, 2025.

PASSED, ADOPTED and APPROVED this ____ day of _____, 2024, by the following vote on roll call:

	<u>Vote</u>	<u>Abstained</u>	<u>Absent</u>
Alameda	_____	_____	_____
San Francisco BART	_____	_____	_____
Biggs	_____	_____	_____
Gridley	_____	_____	_____
Healdsburg	_____	_____	_____
Lodi	_____	_____	_____
Lompoc	_____	_____	_____
Palo Alto	_____	_____	_____
Port of Oakland	_____	_____	_____
Redding	_____	_____	_____
Roseville	_____	_____	_____
Santa Clara	_____	_____	_____
Shasta Lake	_____	_____	_____
Truckee Donner	_____	_____	_____
Ukiah	_____	_____	_____
Plumas-Sierra	_____	_____	_____

 JERRY SERVENTI
 CHAIR

ATTEST: _____
 CARRIE POLLO
 ASSISTANT SECRETARY

AMENDED CONFIRMATION NO. 0236 UNDER THE NCPA SUPPORT SERVICES PROGRAM AGREEMENT

1. As of March 1, 2022, the Northern California Power Agency (NCPA) and the City of Santa Clara (Santa Clara or Participating Member) executed Confirmation No. 0236 (Confirmation No. 236) pursuant to the Support Services Program Agreement dated as of February 25, 2016, and subject to the terms and conditions of that agreement. The City of Santa Clara became a signatory to the Support Services Program Agreement on May 24, 2016.

2. This confirmation is an amendment of Confirmation No. 236 (Amended Confirmation No. 236 or Amended Confirmation) which NCPA and Participating Member made pursuant to the Support Services Program Agreement and subject to the terms and conditions of that agreement, except as expressly provided in this Amended Confirmation. All capitalized terms have the meaning given to them in the Support Services Program Agreement.

3. The Participating Member for this Amended Confirmation is the CITY OF SANTA CLARA that requests services from CLEAResult Consulting Inc. ("Consultant" or "CLEAResult") as described in paragraph 4.

4. The Participating Member requests Support Services described in the attached Statement of Work (Attachment A). NCPA agrees to provide these Support Services to the Participating Member through its Multi-Task Consulting Services Agreement with CLEAResult Consulting Inc. dated December 18, 2020, as amended, which amendment among other things extended the term of the agreement through December 17, 2025.

4. The Participating Member executing this Amended Confirmation agrees to pay for the Support Services in the not-to-exceed amount of \$417,723.00; plus, the Administrative Cost of not-to-exceed \$8,605.00 (calculated at \$685.00 to develop the Confirmation and first month of administration plus \$165.00 per month for each additional month administrative costs are actually incurred through December 2025), in accordance with the provisions of the Support Services Program Agreement. The total amount expended under Confirmation No. 236, as hereby amended, will not exceed \$426,328.00.

5. A Security Account deposit is not required for this Amended Confirmation.

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6. The Santa Clara City Council authorized Confirmation No. 0236 on January 25, 2022, and this amendment under Report to Council 22-1310.

Date: _____

Date: _____

Participating Member:

CITY OF SANTA CLARA
By its Designated Representatives:

NORTHERN CALIFORNIA POWER AGENCY

Office of the City Manager

Randy S. Howard, General Manager

And

Office of the City Attorney

Assistant Secretary to Commission

Approved as to form:

Jane E. Luckhardt, NCPA General Counsel

REVISED AS OF 1/24/2024

STATEMENT OF WORK FOR EV CHARGING OUTREACH AND TECHNICAL ASSISTANCE FOR SILICON VALLEY POWER

1. **Statement of Work.** THIS STATEMENT OF WORK FOR ELECTRIC VEHICLE ("EV") CHARGING OUTREACH AND TECHNICAL ASSISTANCE SERVICES TO SILICON VALLEY POWER (this "SOW") is pursuant to the terms and conditions of that certain Multi-Task Consulting Services Agreement between the Northern California Power Agency ("NCPA") and CLEAResult Consulting Inc. ("CLEAResult"), dated December 18, 2020 (the "Agreement"), as amended. Capitalized terms not defined in this SOW are as defined in the Agreement.
2. **General Scope.** As required in the Agreement, this SOW defines the Services. The Parties intend for CLEAResult to perform electrification education and technical assistance services for Silicon Valley Power, a member of NCPA ("SVP"). The Parties acknowledge and agree that there are no installation services included under this SOW and that no work is allowed under this SOW that would qualify as a public works project under the California Public Contracts Code.
3. **Term.** The term of this SOW is from the date of signature by CLEAResult on a purchase order issued by NCPA ("Purchase Order") ("the Effective Date") through December 17, 2025.
4. **Budget.** The budget for this SOW is not-to-exceed ("NTE") \$417,723.00. The tables below provide the estimated budget per task. As requested or approved by SVP in writing (email is sufficient), CLEAResult may shift budget between tasks to meet the needs of SVP and SVP's customers.

Table 1. EV Charging Infrastructure Technical Assistance (Extension)

Task No.	Task Name	Budget
1.1	Strategy & Program Management	\$50,000
1.2	Marketing, Outreach & Education	\$80,000
1.3	EV Site Assessments	\$170,378
1.4	Vendor & Trade Ally Management	\$17,438
1.5	Installation Support	\$57,857
Total		\$375,473

Table 2. Electrification Education – Electrification Assessments (Extension)

Task No.	Task Name	Budget
2.1	Program Management	\$14,850
2.2	Up to 100 Home Electrification Assessments	\$27,400
Total		\$42,250

- A. **Billing Rates.** This SOW is based upon a combination of fixed-price and time and materials charges and CLEAResult will bill for completed fixed-price activities, authorized hourly services and expenses monthly. Hourly billing increments will be by the quarter hour. For example, only Services of 15 minutes of time or fewer will be billed as 15 minutes, 16 to 30 minutes will be billed as 30 minutes, etc. Annually on each anniversary of the Purchase Order date, the rates will increase by 3%. The following customer definitions are applicable to Table 3 below only
 - i. Small multifamily customer – A multifamily property where 1 electrical meter (e.g. the "house" meter) is evaluated for EV charging installation.
 - ii. Medium multifamily customer – A multifamily property where 2-3 electrical meters are evaluated for EV charging installation
 - iii. Large multifamily customer:
 - a. A multifamily property where 4 or more electrical meters are evaluated for EV charging,

- or
- b. Any multifamily property with more than 50 dwelling units
- iv. Small business customer – Any non-multifamily, business service address with maximum annual electric demand ≤ 200 kW
- v. Large business customer – Any non-multifamily, business service address with maximum annual electric demand > 200 kW

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Table 3. EV Charging Infrastructure Technical Assistance (Extension) – Client Fee

Activity	12/18/20 – 12/17/21	12/18/21 – 12/17/22	12/18/22 – 12/17/23	12/18/23 – 12/17/24	12/18/24 – 12/17/25
1.3 EV Site Assessment - Small multifamily customer	\$2,100	\$2,163	\$2,228	\$2,295	\$2,364
1.3 EV Site Assessment - Medium multifamily customer	\$2,750	\$2,833	\$2,917	\$3,005	\$3,095
1.3 EV Site Assessment - Large multifamily customer (a)	\$4,000	\$4,120	\$4,244	\$4,371	\$4,502
1.3 EV Site Assessment - Large multifamily customer (b)	\$3,750	\$3,863	\$3,978	\$4,098	\$4,221
1.3 EV Site Assessment - Small business customer	\$2,300	\$2,369	\$2,440	\$2,513	\$2,589
1.3 EV Site Assessment - Large business customer	\$3,750	\$3,863	\$3,978	\$4,098	\$4,221

Table 4. EV Charging Infrastructure Technical Assistance (Extension) – Customer Copay

Activity	12/18/20 – 12/17/21	12/18/21 – 12/17/22	12/18/22 – 12/17/23	12/18/23 – 12/17/24	12/18/24 – 12/17/25
1.3 EV Site Assessment - Small multifamily customer	\$0	\$0	\$0	\$0	\$0
1.3 EV Site Assessment - Medium multifamily customer	\$0	\$0	\$0	\$0	\$0
1.3 EV Site Assessment - Large multifamily customer (a)	\$0	\$0	\$0	\$0	\$0
1.3 EV Site Assessment - Large multifamily customer (b)	\$250	\$250	\$250	\$250	\$250
1.3 EV Site Assessment - Small business customer	\$0	\$0	\$0	\$0	\$0
1.3 EV Site Assessment - Large business customer	\$250	\$250	\$250	\$250	\$250

Table 5. Electrification Education – Electrification Assessments (Extension) – Client Fee

Activity	12/18/20 – 12/17/21	12/18/21 – 12/17/22	12/18/22 – 12/17/23	12/18/23 – 12/17/24	12/18/24 – 12/17/25
2.2. Home Electrification Survey - In-Person*	\$350	\$361	\$371	\$382	\$394
2.2. Home Electrification Survey - Virtual	\$250	\$258	\$265	\$273	\$281

* CLEAResult will follow all applicable federal, state, and local health guidelines regarding in-person events.

Table 6. Electrification Education – Electrification Assessments (Extension) – Customer Copay

Activity	12/18/20 – 12/17/21	12/18/21 – 12/17/22	12/18/22 – 12/17/23	12/18/23 – 12/17/24	12/18/24 – 12/17/25
2.2. Home Electrification Survey - In-Person*	\$50	\$50	\$50	\$50	\$50
2.2. Home Electrification Survey - Virtual	\$50	\$50	\$50	\$50	\$50

* CLEAResult will follow all applicable federal, state, and local health guidelines regarding in-person events.

Table 7. Time & Materials Hourly Rates

Activity	12/18/20 – 12/17/21	12/18/21 – 12/17/22	12/18/22 – 12/17/23	12/18/23 – 12/17/24	12/18/24 – 12/17/25
Director	\$201	\$207	\$213	\$220	\$226
Sr. Manager	\$165	\$170	\$175	\$180	\$186
Manager	\$131	\$135	\$139	\$143	\$147
Program Analyst	\$100	\$103	\$106	\$109	\$113
Account Manager	\$118	\$122	\$125	\$129	\$133
Sr. Energy Advisor	\$96	\$99	\$102	\$105	\$108
Energy Advisor	\$76	\$78	\$81	\$83	\$86
Sr. Engineer	\$177	\$182	\$188	\$193	\$199
Engineer	\$136	\$140	\$144	\$149	\$153
Sr. Designer	\$116	\$119	\$123	\$127	\$131
Incentive Processor	\$57	\$59	\$60	\$62	\$64
Contact Center Representative	\$45	\$46	\$48	\$49	\$51
Estimated Direct Expenses					
Marketing, Email, Digital, Printing (billed at cost)			\$5,000.00		

CLEAResult will provide NCPA with itemized invoices for services each period by Task No., and in accordance with the terms of the Agreement.

B. Payment. NCPA will make payment in accordance with the terms of the Agreement.

5. SVP Obligations.

- a. Review and approval of program documents and marketing collateral
- b. Customer account information for program marketing and outreach
- c. Electricity consumption data for customers participating in the program
- d. Upon request, consultation with principal estimator on EV projects with likely distribution upgrade needs

6. Tasks. CLEAResult shall perform the following:

a. Task 1: EV charging Infrastructure Technical Assistance

Task	Description	Due Date
1.1 Strategy & Program Management	<ul style="list-style-type: none"> a. Host kickoff meeting with SVP to review workplan b. Prepare program strategy document detailing target audience, goals, and marketing and delivery approach ("Strategy Plan") c. Prepare program documents, including as necessary application, participation and data sharing agreement, and report template d. Prepare initial marketing collateral in accordance with SVP's brand guidelines ("Marketing Collateral"). All collateral developed for the program belongs to Silicon Valley Power. e. Provide content calendar, approved outreach language, graphics and all design files to SVP f. Launch program, deploying customer-facing application and marketing g. Provide monthly progress reports to SVP h. Meet monthly, or less frequently if SVP prefers, to review progress and resolve any issues 	Ongoing
1.2 Marketing, Outreach & Education	<ul style="list-style-type: none"> a. Execute program strategy according to Strategy Plan b. Maintain and enhance Marketing Collateral c. Host customer webinars for prospective participants in the program to educate customers about the benefits of installing EV charging and the customer services provided by the program. d. Conduct direct phone, email, and in-person outreach to educate and enroll eligible SVP customers 	Ongoing
1.3 EV Site Assessments	<p>For each site assessment:</p> <ul style="list-style-type: none"> a. Conduct pre-assessment meeting with eligible SVP customer to learn about their property, any objectives they have for an EV charging project, and schedule the site assessment b. Prepare for assessment by gathering and reviewing remotely accessible data, which may include aerial photos, customer electricity consumption data, utility distribution infrastructure capacity, and digitized single line drawings c. Conduct an onsite or virtual site assessment, as determined by customer preference, and collect information about the location, dimensions, and capacity of parking and electrical infrastructure d. Analyze data collected and prepare one or more EV charging solutions 	Ongoing, with customer solutions delivered within 30 days of site assessment

	<p>for the customer that describe the scope for EV charging and supporting infrastructure, including available incentives</p> <ul style="list-style-type: none"> e. Consult with SVP engineering team for input on projects that appear to require a transformer upgrade f. Provide report to SVP and make required revisions as requested by SVP before delivering to the customer. g. Provide report to customer and host an online meeting with the customer to review the report and determine next steps for them to select a solution and move forward with installation 	
1.4 Vendor & Trade Ally Management	<ul style="list-style-type: none"> a. Solicit applications from local electrical contractors, screen the applications and develop a qualified installer ("Trade Ally") list b. Monitor customer satisfaction with Trade Allies and address any performance issues by Trade Ally training or disciplinary action, which may include removal from the Trade Ally list c. Either utilize an existing electric vehicle supply equipment (EVSE) qualified product list (QPL) or develop a new qualified list through a request for qualifications that is specific to SVP's needs d. Monitor the EVSE and update annually 	Ongoing
1.5 Installation Support	<ul style="list-style-type: none"> a. Provide customer list of Trade Allies (defined below) to perform installation b. Assist customers with the process of requesting and reviewing bids from Trade Allies or customers own identified contractors c. Review design documents when requested by customer to confirm alignment with scope and identify potential issues and make cost-saving recommendations d. Engage with the customer and selected installation contractor as needed throughout installation to address questions and troubleshoot installation or permitting issues e. Upon completion, verify proper charger installation and commissioning of the chargers and evaluate customer satisfaction with the project 	Ongoing

b. Task 2: Electrification Education – Electrification Assessments

Task	Description	Due Date
2.1 Program Management	<ul style="list-style-type: none"> a. Prepare program documents, including as necessary application, participation and data sharing agreement, and report template b. Provide monthly progress reports c. Meet with SVP as needed to review progress and resolve any issues d. Respond to customer pre- or post-assessment questions (up to 30 minutes per customer, then SVP email approval required to continue) 	Ongoing
2.2 Home Electrification Assessments	<p>For each site assessment:</p> <ul style="list-style-type: none"> a. Collect and review customer utility usage data b. Discuss and document the customer objectives, such as emission reductions, cost savings, indoor air quality or others c. Conduct an onsite* or virtual electrification assessment, as determined by customer preference, to collect information about 	Ongoing, with customer reports delivered within 14 days of site assessment

	<p>the customer heating, cooling, hot water, and cooking appliances</p> <ul style="list-style-type: none">d. Evaluate customer data to identify electrification measures, estimate costs, and identify any available incentivese. Deliver home electrification assessment report to customer that identifies electrification opportunities	
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* CLEAResult will follow all applicable federal, state, and local health guidelines regarding in-person events.