



**SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY**  
**Request for Proposals for Services Related to CARB and AB32**  
**Response Deadline: December 30, 2009**

The Southern California Public Power Authority (SCPPA) is hereby soliciting competitive proposals for various activities related to the California Air Resources Board and its implementation of AB 32 on behalf of its member municipal utilities.

**Introduction**

SCPPA, a joint powers authority and a public entity organized under the laws of the State of California, was created pursuant to the Government Code of California and a Joint Powers Agreement for the purpose of planning, financing, developing, acquiring, constructing, operating and maintaining projects for the generation or transmission of electric energy.

Membership consists of eleven cities and one irrigation district that supply electric energy within Southern California, including the municipal utilities of the cities of Anaheim, Azusa, Banning, Burbank, Cerritos, Colton, Glendale, Los Angeles, Pasadena, Riverside, and Vernon, and the Imperial Irrigation District (Member Agencies).

SCPPA is governed by its Board of Directors, which consists of representatives from each of its members. The management of SCPPA is under the direction of an Executive Director who is appointed by the Board.

**Areas of Interest**

Contractor will participate in an initial strategy session for the development of a specific action plan for representing SCPPA's interests before the California Air Resources Board (CARB) and its staff on issues relating to implementation of AB 32 policies and programs.

Based on the overall strategic approach, the Contractor will take specific actions to schedule substantive meetings with the board members of CARB, the staff of CARB and key administrative and legislative officials as appropriate.

Contractor will determine the current viewpoints of CARB (both board and staff) and key administration and legislative officials as they relate to AB 32 policies and programs.

Contractor will communicate with SCPPA on a regular basis to provide updates on CARB proceedings and status of major policy discussions with CARB board members and staff regarding AB 32 policies and programs.

Contractor will advise SCPPA regarding communications with CARB board members and staff.

Contractor will assist SCPPA in developing advocates who might be of assistance in achieving SCPPA's AB 32 policy and program goals at CARB.

If necessary, Contractor will assist in the development and introduction of legislation relating to the CARB's implementation of AB 32 policies and programs.

Contractor will monitor legislation introduced by other parties affected by CARB implementation of AB 32 policies and programs for consistency with SCPPA's interests.

Contractor will provide SCPPA with monthly reports of its activities.

SCPPA believes that certain members of Contractor's staff assigned to this activity will need to be registered lobbyists in the State of California and should be identified as such in the response to the RFP. (If Contractor disagrees with the need for registration to conduct these activities, it should be specifically noted in the response.)

### **Proposal Submission Required Elements**

1. **Transmittal Letter:** A brief statement of the Contractor's understanding of the work to be done and commitment to perform the work as scheduled including a summary of exceptions taken to the RFP requirements, statement of work, specifications, and reference to any proposed contractual terms and conditions required by the Contractor. An officer authorized to bind must sign the proposal on behalf of the Proposer and must include the following declarations on the Transmittal Letter:

"This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham bid, or any other person, firm or corporation to refrain from submitting a proposal; and the proposer has not in any manner sought by collusion to secure for themselves an advantage over any other proposer."

2. **Applicant Information:** Provide legal name of company, address, e-mail address, telephone number, names and titles of individuals authorized to represent the Contractor.
3. **Proposal:** Provide a detailed description of addressing all of the Areas of Interest.
4. **Fees:** SCPPA is interested in discovering the Contractor's capabilities and pricing to make an informed decision and proceed to more specific negotiations. Pricing should be made based on good faith estimates of the requirements defined in this RFP. Detail specific examples or estimates of the fees. Describe how the fees will be determined. Prior to contract award, the successful bidder shall supply a detailed breakdown of the applicable overheads and fringe benefit costs that are part of the labor rates and other direct costs associated with the services to be performed.

5. **Timeline:** Provide a timeline for transaction development and implementation, member participation, and any other natural sub-divisions of work. It is expected that this will be a 12 month contract with provisions to renew for an additional 12 months. Identify expectations of staffing or document support from SCPPA or its members, including requirements definition, strategy refinement, and staffing requirements to support the proposed implementation methodology.
6. **Experience:** Respondent will clearly identify project participants and management team.
  - a. Describe your firm's organizational structure, management qualifications, and other contract related qualifications, including number of years firm has been in business.
  - b. Specify key employees and describe their qualifications, experience and duties related to this RFP, including the office location(s) where work will be performed.
  - c. Provide a commitment statement for the retention and use of key employees as proposed, their availability to initiate and sustain the proposal, as well as planned supplement if not available to assure project delivery.
  - d. State whether Consultant will use subcontractors to perform services pursuant to the contract. Should the use of subcontractors be offered, the Consultant shall provide the same assurances of competence for the subcontractor, plus the demonstrated ability to manage and supervise the subcontracted work. Subcontractors shall not be allowed to further subcontract with others for work on this program. The provisions of this contract shall apply to all subcontractors in the same manner as to the Consultant.
  - e. Respondent shall indicate any and all pending litigation that could affect the viability of respondent's proposal or respondent's financial stability.
  - f. Describe relevant program development and implementation experience and project approach. Provide a list of references for similar projects completed, including a contact person, phone number and address.
  - g. Describe whether the Contractor has, within the last three years, rendered any service to SCPPA or to any of SCPPA's members, either as a contractor or subcontractor, either under the current proposer's name or any other name or organization. If so, please provide details (status as prime or subcontractor, brief description of the contract, contract start and end dates, the contract administrator name, and total actual contract expenditures).
  - h. Demonstrate relationships, experience and effectiveness in advancing issues with the State Governor's Office, Assembly and Senate leadership, applicable Congressional Delegations, various caucuses and State agency officials.
  - i. Identify your involvement in any previously enacted legislation, or legislation introduced in previous legislative sessions within the last two years, that have impacted or could have impacted SCPPA or its members, with respect to the electric power industries.
  - j. Provide any information that may be used to evaluate potential conflicts of interest with SCPPA's goals under the potential engagement.

### **Proposal Submission Delivery Requirements**

There will be no initial proposer's conference associated with this Request for Proposals. Clarification questions may be addressed to Bill Carnahan at [bcarnahan@scppa.org](mailto:bcarnahan@scppa.org).

One (1) hard copy of your response, including a Transmittal Letter of authentic offer with wet-ink authority signature, and any supporting documentation should be delivered prior to the end of business day on December 30, 2009, to:

Southern California Public Power Authority  
225 S. Lake Ave., Suite 1250  
Pasadena, CA 91101

One electronic copy of your proposal should also be delivered to the address above, preferably on a CD or USB flash drive, or alternately e-mailed to [bcarnahan@scppa.org](mailto:bcarnahan@scppa.org).

No contact should be made with the Board of Directors, Committee Members, or SCPPA Participating Members concerning this request for proposals.

All information received by SCPPA in response to this Request for Proposals is subject to the California Public Records Act and all submissions may be subject to review in the event of an Audit.

### **Proposal Terms and Conditions**

1. SCPPA desires to enter exclusive negotiations with the proposer once selected as may be defined through a signed letter of intent and defined term.
2. SCPPA shall determine at its sole discretion the value of any and/or all proposals including price and non-price attributes.
3. Proposals may be sub-divided or combined with other proposals, at SCPPA's sole discretion.
4. SCPPA shall perform an initial screening evaluation to identify and eliminate any proposals that are not responsive to the RFP, do not meet the minimum requirements set forth in the RFP, are clearly not economically competitive with other proposals, or are submitted by respondents that lack appropriate creditworthiness, sufficient financial resources, or qualifications to provide dependable and reliable services.
5. SCPPA may entertain or eliminate proposals immediately upon receipt or at any future time if not clearly defined in the proposal as the end of the period of offer.
6. SCPPA reserves the right, without qualification and in its sole discretion, to accept or reject any or all proposals for any reason without explanation to the respondent, or to make the award to that respondent, who, in the opinion of SCPPA, will provide the most value to SCPPA and its customers.
7. SCPPA may decline to enter into any potential engagement agreement or contract with any respondent, terminate negotiations with any respondent, or to abandon the RFP process in its entirety.
8. SCPPA reserves the right to make an award to the other than the lowest price offer or the proposal evidencing the greatest technical ability or other measure if SCPPA determines that to do so would result in the greatest value to SCPPA and its members.

9. Those respondents who submit proposals agree to do so without legal recourse against SCPPA, its members, and their directors, officers, employees and agents for rejection of their proposal(s) or for failure to execute or act on their proposal for any reason.
10. SCPPA shall not be liable to any respondent or party in law or equity for any reason whatsoever for any acts or omissions arising out of or in connection with this RFP.
11. Respondent shall be liable for all its costs and SCPPA shall not be responsible for any respondent's costs incurred to prepare, submit, or negotiate its proposal, a contract or for any other activity related thereto.
12. SCPPA may require certain performance assurances from proposers prior to entering into detailed negotiations for a proposed project. Such assurances may potentially include a requirement that proposers provide some form of performance security.
13. Either SCPPA collectively or Member Agencies individually may respond to, or enter into negotiations for a proposal. SCPPA is not responsible or liable for individual Member Agency interactions with the respondent which are not entirely contained within SCPPA's option or election to engage the respondent as defined within the Terms and Conditions herein.

#### **Additional Requirements for Proposal**

1. **Consideration of Responses:** Submitted proposals should be prepared simply and economically, without the inclusion of unnecessary promotional materials. Proposals should be submitted on recycled paper that has a minimum of thirty percent (30%) post-consumer recycled content and duplex copied (double-sided pages) where applicable.
2. **Insurance:** If selected, the proposer will be required to maintain sufficient insurance for the type of work being performed. SCPPA or its members may require specific insurance coverage to be established and maintained during the course of work and as a condition of award or continuation of contract.
3. **Non-Discrimination/Equal Employment Practices/Affirmative Action Plan (AAP):** If selected, the proposer and each of its known subcontractors may be required to complete and file an acceptable Affirmative Action Plan. The Affirmative Action Plan may be set forth in the form required as a business practice by the Department of Water and Power of the City of Los Angeles which is SCPPA's largest member.
4. **Living Wage Ordinance:** If selected, the proposer may be required to comply with the applicable provisions of the City of Los Angeles Living Wage Ordinance and the City of Los Angeles Service Contract Workers Retention Ordinance. The Living Wage Ordinance provisions are found in Section 10.36 of the Los Angeles City Administrative Code, and the Service Contract Workers Retention Ordinance are found in Section 10.37 of the Los Angeles Administrative Code (SCWRO/LW0).

5. **Child Support Policy:** If selected, proposer may be required to comply with City of Los Angeles Ordinance No. 172401, which requires all contractors and subcontractors performing work to comply with all reporting requirements and wage earning assignments and wage earning assignments relative to court ordered child support.
  
6. **Supplier Diversity:** Proposers shall take reasonable steps to ensure that all available business enterprises, including Women Business Enterprises (WBEs) and Minority Business Enterprises (MBEs) have an equal opportunity to compete for and participate in the work being requested by this RFP. Efforts to obtain participation of MBEs, WBEs, and other business enterprises could reasonably be expected to produce a level of participation by interested subcontractors including 15 percent MBE and 7 percent WBE. SCPPA's Supplier Diversity program is modeled after that of the Los Angeles Department of Water and Power. Further information concerning the Supplier Diversity program may be obtained from the Purchasing Division of the Los Angeles Department of Water and Power.