



SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY

Request for Qualifications for Greenhouse Gas Consulting Services

RFQ Posting Date: August 24, 2012

Response Deadline: September 7, 2012 by 4:00 p.m. PST

The Southern California Public Power Authority (“SCPPA”) is hereby soliciting qualifications from potential service providers to provide a variety of greenhouse gas (GHG) related services to assist SCPPA members in compliance with the regulations promulgated by California Air Resources Board (CARB) under the Global Warming Solutions Act passed by California legislature in 2006 (AB 32). SCPPA would like to establish a list of qualified service providers from which individual SCPPA member may choose from to advise SCPPA members and to help SCPPA members in their compliance activities under AB 32.

SCPPA at its sole discretion reserves the right to make a determination based upon the qualifications of any service provider, to select any, some or several firms as desired, to postpone the decision to select any firm for services, and to change the list of qualified service providers at any time. For avoidance of doubt, SCPPA shall not be held liable for any costs or other liabilities incurred by any respondent to this RFQ whatsoever.

Background

SCPPA, a joint powers authority and a public entity organized under the laws of the State of California, was created pursuant to the California Joint Exercise of Power Act found in Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California, and through the SCPPA Joint Powers Agreement for the purpose of planning, financing, developing, acquiring, constructing, operating and maintaining projects for the generation or transmission of electric energy.

In addition, SCPPA has the ability to enter into professional, technical, financial and other services agreements, at the request of and for the benefit of its Members, to coordinate and facilitate collective project efforts among its Members to render a more efficiency process through which the Members can acquire desired services. Any such potential services agreement entered into by SCPPA, pursuant to this RFQ, may be directly utilized by any interested SCPPA Member to serve its respective utility. The services pursuant to such an arrangement would be directly requested and approved by the individual member utility and the invoice for the services would be managed by SCPPA.

Membership of SCPPA consists of eleven cities and one irrigation district, which 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, Vernon, and the Imperial Irrigation District (“Members”).

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.

As part of its mandate, and in the spirit of joint action, SCPPA has focused on AB 32 legislation which is intended to cause the achievement of 1990 greenhouse gas emission levels by 2020. SCPPA is taking a leading role in developing an implementation process, and SCPPA is committed to the establishment of a fair and equitable process for reducing emissions.

SCPPA has, for the benefit of its Members and for the expressed purpose of assisting Members in complying with the carbon reduction and green resource mandates (such as AB 32) on a national, state, and individual utility basis, been pursuing strategies and services on behalf of its Members in fulfilling and complying with the CARB GHG implementation regulations.

Scope of Services

Under the direction of each SCPPA member subscribing for the consulting services (SCPPA Subscribing Member) contemplated herein, the firm(s) selected as the service provider(s), will be expected to fulfill the following duties:

- Attend and participate in scoping meetings with SCPPA Subscribing Member to define the desired GHG related services.
- Provide defined GHG related services to SCPPA Subscribing Member.
- Provide ongoing information to Subscribing Member regarding the activity and status of subscribed services.
- Under the direction of SCPPA Subscribing Member, attend meetings, conference calls, and provide pertinent information to CARB in fulfillment of services provided.
- Assist in preparation for presentations to the SCPPA Subscribing Member's Board, SCPPA Board of Directors, and SCPPA committees, as appropriate.

Questions

In addressing the questions below, please use the major outline categories as the structure of your response and as part of your response to each of the major topic requests please address each of the sub-bullet items.

A. Describe the level of staffing and experience of the individuals who would be available to SCPPA as part of your firm's team.

1. *Identify the name, address, telephone number, email address and title of the person in your organization authorized to negotiate terms and make decisions on this RFQ.*
2. *Indicate the names and titles of the individuals whom SCPPA would contact on a day-to-day basis and the name and title of the individual who would be responsible for project oversight on SCPPA projects if other than mentioned above.*
3. *For principal contacts, provide brief resumes, emphasizing any relevant GHG services for which your firm was retained and emphasizing past experience working with SCPPA members.*

B. Firm Qualifications

The services sought through this RFQ include, but are not limited to the following: (a) GHG reporting services under the protocols of CARB Mandatory Reporting Requirements (MRR), (b) formulation and implementation of auction strategies, the use of offsets, and secondary market strategies, (c) formulation and implementation of compliance programs and strategies, (d) emission tracking, management of GHG regulatory accounts, administrative and settlement activities. For each of the listed services, please provide:

1. *Very briefly, state for each GHG related services listed above how and what your firm is uniquely qualified to provide such services.*
2. *For each of the GHG related services above, briefly summarize your firm's current commitment to provide GHG related services.*
 - a. Number of dedicated staff to the practice and number staff which will be dedicated to providing the above services to SCPA if your firm is selected.
 - b. Relevant experience and years of practice in providing such services. Please list any client(s) your firm has provided such services up to date.
 - c. The amount of annual GHG emissions (in tons) under your firm's management for each of the listed services.
 - d. The hourly billing rates (\$/hour) of staff who most likely will be providing each listed services.
3. *State which of the following categories best describes your firm: National, Regional, Certified Minority Owned or Minority-Owned / Women-Owned Business Enterprise.*
 - a. If your firm is headquartered in California and has a practice in California, specify the locations of each.
 - b. If your firm is a Certified Minority Owned or Minority-Owned / Women-Owned Business Enterprise or otherwise in large Minority-Owned / Women-Owned, specify your firm's certification or lack of certification.
4. *Address your firm's position on GHG related policies*
 - a. Describe your firm's involvement in the CARB AB 32 implementation activities.
 - b. Explain your firm's position on the adoption of CARB's Cap and Trade Program.
 - c. Detail your firm's stated policy positions (if any) with regard to Federal Carbon related policy (for example Cap and Trade System implementation, EPA emission reduction policies, etc.).

Proposal Submission Required Elements

1. **Transmittal Letter:** A brief statement of the Respondent's understanding of the work to be done and commitment to perform the work as scheduled including a summary of exceptions taken to the request for qualification requirements, statement of work, specifications, and reference to any proposed contractual terms and conditions required by the proposer. 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 submission for qualification 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 for qualifications; 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 the company, physical street address, e-mail address, telephone, name and title of individuals authorized to represent the Respondent.
3. **Proposal:** Provide a description of the proposed project, how it meets each of the objectives of this request for qualifications, a detailed description addressing all of the Scope of Services and Questions, as well as any tasks, task elements and/or functions that are not part of the proposal.
4. **Fees:** SCPPA is interested in discovering the Respondent’s qualifications 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 request for qualifications. 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. **Experience:** Respondent will clearly identify project participants and management team.
 - a. Describe your firm's experience as may be applicable to this request for qualifications, your 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 request for qualifications, 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 supplemental employees if key personnel are not available to assure project delivery.
 - d. State whether proposer will use subcontractors to perform services pursuant to the contract. Should the use of subcontractors be offered, the proposer 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. The provisions of any contract resulting from this RFQ shall apply to all subcontractors in the same manner as to the proposer.
 - e. Respondent shall indicate any and all pending litigation that could affect the viability of respondent’s proposal, continuance of existing contracts, operation or financial stability.
 - f. Describe whether the proposer has, within the last five 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).

- g. If the proposer has not rendered any service within the last five years to SCPPA or to any of SCPPA's Members, then please provide references over that period with the requested details described above including the counterparty for which services were provided.

Proposal Submission Delivery Requirements

There will be no initial proposer's conference associated with this request for qualifications. Clarification questions may be addressed to Julie Felipe at jfelipe@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 4:00 p.m. PST on September 7, 2012 to:

Attention: Manager of Energy Systems
Southern California Public Power Authority
1160 Nicole Court
Glendora, CA 91740

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 jfelipe@scppa.org.

No contact should be made with the Board of Directors, committees or working group representatives, or SCPPA Participating Members concerning this request for qualifications.

All information received by SCPPA in response to this request for qualifications 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 reserves the right to cancel this RFQ at any time, reject any and all proposals and to waive irregularities.
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 request for qualifications, do not meet the minimum requirements set forth in the request for qualifications, 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 reserves the right to submit follow up questions or inquiries to request clarification of information submitted and to request additional information from any one or more of the respondents.

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 request for qualification process in its entirety.
8. SCPPA reserves the right to make an award, irrespective of price or technical ability, 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, 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 request for qualifications.
11. SCPPA shall not be liable for any costs incurred by any respondents in preparing any information for submission in connection with this RFQ process or any and all costs resulting from responding to this RFQ. Any and all such costs whatsoever shall remain the sole responsibility of the respondent
12. SCPPA may require certain performance assurances from proposers prior to entering into 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 Members individually may respond to, or enter into negotiations for a proposal. SCPPA is not responsible or liable for individual Members interactions with the respondent which are not entirely conducted through SCPPA or at SCPPA's option or election to engage the respondent as defined within the Terms and Conditions herein.
14. Submission of a Proposal constitutes acknowledgement that the Proposer has read and agrees to be bound by the terms and specifications of this RFQ and any addenda subsequently issued prior to the due date for a Proposal.
15. Information in this RFQ is accurate to the best of SCPPA's knowledge but is not guaranteed to be correct. Proposers are expected to complete all of their due diligence activities prior to entering into any final contract negotiations with SCPPA.
16. SCPPA reserves the right to reject any Proposal for any reason without cause. SCPPA reserves the right to enter into relationships with more than one vendor, can choose not to proceed with any Proposer with respect to one or more categories of services, and can choose to suspend this RFQ or to issue a new RFQ that would supersede and replace this one.

Additional Requirements for Proposal

1. **Insurance, Licensing, or other Certification:** If selected, the proposer will be required to maintain sufficient insurance, licenses, or other required certifications 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.
2. **Prevailing Wage Rates:** If selected, and if the project is funded in any part by resources with such an obligation, the respondent may be required to conform to prevailing wage rates applicable to the location(s) where any work is being performed.
3. **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 request for proposals. 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.
4. **SCPPA-Furnished Property:** SCPPA or participating utility drawings, specifications, and other media furnished for the Contractor's use shall not be furnished to others without written authorization from the source agency.
5. **Contractor-Furnished Property:** Upon completion of all work under this Agreement, ownership and title to reports, documents, drawings, specifications, estimates, and any other document produces as a result of the Agreement shall automatically be vested to SCPPA and no further Agreement will be necessary for the transfer of ownership to SCPPA. SCPPA has the sole right to distribute, reproduce, publish, license, or grant permission use all or portion of the deliverable documentation or presentations.

Tentative Schedule

SCPPA Request for Qualifications for Greenhouse Gas Consulting Services Selection Process	
Schedule of Requirements	Target Date(s)
Issue RFQ	August 24, 2012
RFQ Due	September 7, 2012 @ 4:00 PM PST
Review of RFQs	September 10 – September 14, 2012
Interviews (if necessary)	The week of September 17 th
RFQ List established	September 24 th