



## SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY

### REQUEST FOR QUALIFICATIONS GREENHOUSE GAS VERIFICATION REPORTING SERVICES

Issuance Date: November 30, 2017

**RESPONSE DEADLINE: DECEMBER 28, 2017 (4:00 PM PST)**

#### **I. INTRODUCTION**

The Southern California Public Power Authority (SCPPA), on behalf of its Member Utilities, is hereby soliciting competitive proposals for qualified and experienced California Air Resources Board (CARB) accredited verification bodies to perform independent third-party verification of SCPPA Member utility annual Greenhouse Gas (GHG) emission reports as required by CARB's Regulation for the Mandatory Reporting of Greenhouse Gas Emissions. The duration of the contract is expected to cover a three-year period beginning with 2018 verification needs.

*Respondents selected from this RFQ process will remain valid for Members' use for three years. Use of GHG verification services are dependent upon individual SCPPA Member needs. Successful respondents therefore may not necessarily be contacted immediately for verification services but will remain on an internal list for Members' reference and use going forward as the need arises.*

SCPPA is interested in discovering Respondent's qualifications, experience, and capabilities related to specified Areas of Interest and associated pricing to enable informed decisions, and potentially proceed to more specific negotiations on contract development with one or more qualified Respondent(s) to this RFQ.

Responses to this RFQ are due on or by December 28, 2017, as described below in Sections III and V.

#### **II. BACKGROUND**

SCPPA is a joint powers authority and a public entity organized under 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 purposes of planning, financing, developing, acquiring, constructing, operating, and maintaining projects for the generation or transmission of electric energy. SCPPA also facilitates joint services contracts, at the request of its Members, to aggregate like procurement program and project efforts among its Members for the purposes of improving operating efficiencies and reducing costs to end-use customers.

SCPPA Members include the cities of Anaheim, Azusa, Banning, Burbank, Cerritos, Colton, Glendale, Los Angeles, Pasadena, Riverside and Vernon, and the Imperial Irrigation District. Each SCPPA Member has a publicly-owned electric utility, is governed and regulated by a board of local officials, and collectively serve nearly five million people in Southern California. SCPPA is governed by its Board of Directors, which

## SCPPA GHG Verification Reporting Services RFQ – Issued November 30, 2017

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 of Directors.

Certain SCPPA Members require GHG emission reports verification services to satisfy regulatory requirements. Any service contract subsequently entered into by SCPPA would be utilized directly by the interested Members to serve their respective utility needs. The service and work products would be ordered and approved directly by SCPPA and/or the applicable Members. Billing would be administered through SCPPA.

### **III. AREAS OF INTEREST**

1. Minimum qualification requirements (pass/fail):
  - a. CARB Accreditation. Respondent must be approved and listed as a CARB accredited verification body, having met all applicable accreditation requirements, with at least two accredited lead verifiers and five full time staff. At least one member of the verification team must be an accredited Electricity Transactions Specialist. Respondent must remain apprised of and be committed to meeting any additional CARB training requirements necessary to maintain their accreditation.
  - b. Conflict of Interest. Respondent must be able to evaluate and provide a Conflict of Interest Form as required by CARB. The potential for a conflict of interest between the Respondent and SCPPA Member must be in the low to medium category, in accordance with Section 95133 of the Mandatory Reporting Regulation. If the potential for a conflict of interest falls in the medium category, the respondent shall state whether it can be mitigated to a level acceptable to CARB.
2. Respondent must be willing and able to provide as needed or requested: a verification services proposal and cost estimate to individual SCPPA Members; prepare and submit a Conflict of Interest Evaluation and Notification of Verification Services to CARB prior to the start of verification services; conduct a project kick-off and coordination meeting(s); on-site verification services; a verification plan; a data sampling plan; an assessment whether the GHG emissions report is free of material misstatement and conforms with CARB's procedures and methods for calculating and reporting GHG emissions; monthly progress updates; a list of findings including description of the issue and reference to the regulatory requirement in a timely manner that provides sufficient time for SCPPA Members' review, evaluation; and corrective action if needed; verification report(s) and opinion(s), and submittal of a Verification Statement to CARB on or before the verification deadline of August 10 each year for each GHG emissions report.
3. Identify any previous verification services or other services provided to SCPPA Members with dates and description of services.
4. Identify any additional requirements for the first year of working with a new verifier or for the first year of a compliance period.
5. Detailed explanation of the Respondent's cost of service calculation methodology.
6. Proposed work plan and schedule for completing verification of the GHG emission reports prior to the verification deadline of August 10, including sufficient time for the SCPPA Member to review and respond to any verification findings and the verification opinion prior to the deadline.
7. Respondent must outline and detail their technical approach to the verification work. This includes verification plans for both facility and entity reports, schedule, data requests, data checks, sampling and review, how issues are addressed including customer response lead time, typical lead time for information requests, responses, process for report correction/update/resubmittal and re-verification, and submittal of verification statement.

Proposals failing to meet the minimum qualification requirements will be deemed non-responsive.

## SCPPA GHG Verification Reporting Services RFQ – Issued November 30, 2017

SCPPA Members will use the following selection/scoring criteria to determine a “master list” of qualified verification bodies:

- 1) 40% - Management and Technical Approach to the work including ability to manage and sustain performance under the contract and complete the verification work on time and within budget, work flow and timing, schedule, communication, presentation of findings, sufficient time for SCPPA Member to review and respond to findings, approach to resolving questions/issues, etc.
- 2) 30% - Qualifications and Experience of firm and key personnel including relevant experience, proposed verification team, use of subcontractors, references, etc.
- 3) 30% - Cost of service calculation methodology including assumptions, review of corrections to GHG emission reports, and example pricing for both full and less intensive verification of reports.

The following review and selection timeline is subject to change as deemed necessary by SCPPA:

SCPPA RFQ for GHG Verification Services Selection Process	
Schedule of Requirements	Target Date(s)
Issue RFQ	November 30, 2017
Responses Due	December 28, 2017
Review of Responses	December 2017 / January 2018
Selection of Respondent(s)	January 2018

### IV. PROPOSAL SUBMISSION REQUIRED ELEMENTS

#### 1. Transmittal Letter Content:

- a. A brief statement of the Respondent’s understanding of the work to be done and commitment to perform the work as scheduled, including:
  - i) statement of work specifications; and
  - ii) reference to any proposed contractual terms and conditions required by the Respondent; and
  - iii) a summary of exceptions taken to the RFQ requirements; and
  - iv) any and all expectations from SCPPA including, but not limited to: requirements definitions, strategy refinement, and staffing requirements to support the proposed project or program implementation.
- b. An officer authorized to bind must sign the proposal on behalf of the Respondent 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 Respondent has not directly or indirectly induced or solicited any other Respondent to put in a sham bid, or any other person, firm or corporation to refrain from submitting a proposal; and the Respondent has not in any manner sought by collusion to secure for themselves an advantage over any other Respondent.”

2. **Respondent Information:** Provide legal name of Company or Individual, physical street address, the name(s) and title(s) of the individual(s) authorized to represent the Respondent, including telephone number(s) and email address(es).

## SCPPA GHG Verification Reporting Services RFQ – Issued November 30, 2017

3. **Proposal:** Proposals must include a description of the proposed project or program, how it meets (or does not meet) the objectives of this RFQ, and address each of the items below and in the Areas of Interest – particularly the technical approach to the work and schedule to ensure SCPPA Members have sufficient time to review and respond to any findings and review the verification opinion prior to the verification deadline of August 10. Respondents may also include additional services, products, tasks, task elements and/or functions that may not be part of or included in the RFQ, but are deemed by the Respondent to be pertinent and potentially valuable to SCPPA or its Members. SCPPA will have full discretionary authority to consider, accept and/or reject without cause such supplemental information that is not directly requested, included in or made part of the RFQ.
4. **Management and Technical Approach to the Work:**
  - a. Describe the management approach to verification, including an organization chart that identifies the proposed verification team members, their roles and responsibilities, and the management of subcontractors (if any). Describe the approach to risk management and process for addressing and resolving questions and issues encountered during the verification process. Provide information to demonstrate that the Respondent has the project management skills to deliver the required project on time and within budget.
  - b. 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.
  - c. 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.
  - d. Provide a detailed description of the technical approach to verifying Electric Power Entity and Electric Generating Facility GHG emission reports. Include a work plan, list of information that will be requested, expected format for and timing to receive supporting documentation, schedule for conducting the verification work, approach to scheduling site visits, communication of progress updates and findings to the reporting entity, approach to resolving verification questions and differences of opinion, and efforts expected from the reporting entity. The description should demonstrate understanding of the verification process, work flow and timing, and depth and breadth of technical and/or industry knowledge.
  - e. Provide a list of deliverables and timing for each deliverable.
5. **Fees:** Pricing in all Proposals should be made based on good faith estimates of the requirements defined in this RFQ. Please include a Fee Schedule (including hourly labor rates by category of staff as well as other charges), along with a description of the cost of service calculation methodology including assumptions about site visits, review and verification of corrections made to GHG emission reports, circumstances that would result in additional charges, and example pricing showing a breakdown of expenses for full and less intensive verification services.
6. **Qualifications and Experience:** Respondent shall clearly identify project participants and management team, including:

## SCPPA GHG Verification Reporting Services RFQ – Issued November 30, 2017

---

- a. Describe your firm's experience as may be applicable to this RFQ, your organizational structure, management qualifications, and other contract related qualifications, including number of years firm has been in business.
- b. Provide a description of GHG emission report verification services performed by your firm in the past five years, including experience with verifying Electric Power Entity and Electric Generating Facility reports under the CARB Regulation for the Mandatory Reporting of Greenhouse Gas Emissions.
- c. Specify key employees and describe their qualifications, experience and duties related to the verification work, including the office location(s) where work will be performed. Provide a description of the proposed verification team, along with the qualifications and experience of the lead verifier and members of the verification team. Include relevant team member experience with verifying GHG emission reports for Electric Power Entities and Electric Generating Facilities. Please include resumes, limited to no longer than two pages each, of personnel that will be assigned to the project along with their role, registrations, permits, certificates and licenses as applicable.
- d. State whether Respondent will use subcontractors to perform services pursuant to the contract. Should the use of subcontractors be offered, the Respondent shall provide resumes of subcontractor personnel and 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 project. The provisions of any contract resulting from this RFQ shall apply to all subcontractors in the same manner as to the Respondent. For verification of facility reports, it is preferable that all work be performed by verifiers employed by the selected verification body. Proposals to subcontract the lead verifier work or independent review may be scored less favorably.

### 7. References:

- a. Describe whether the Respondent has, within the last five (5) years, rendered any service to SCPPA or to any of SCPPA's Members, either as a contractor or subcontractor, either under the current Respondent'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 date, the contract administrator name, and total actual contract expenditures).
- b. Please provide a minimum of three references for GHG emission report verification work performed by your firm. Reference information shall include client name, reference contract number, brief description of scope of services provided and contract start/end date, key contact name, address, email address, and telephone number.
- c. If the Respondent has not rendered any service within the last five years to SCPPA or to any of SCPPA's Members, then please provide five references over that period with the details described above including the counterparty for which services were provided.

## V. Proposal Submission Delivery Requirements

There **will not** be an initial Respondent's conference associated with this RFQ. Clarification questions may be addressed to Tanya DeRivi, Director of Government Affairs, at [tderivi@scppa.org](mailto:tderivi@scppa.org).

One hard copy of your response, including a transmittal letter of authentic offer with wet-ink authority signature, and any supporting documentation should be delivered **no later than 4:00 pm PST on December 28, 2017** to:

Southern California Public Power Authority  
GHG Verification Reporting Services RFQ  
Attention: Tanya DeRivi or Sarah Taheri  
915 L Street Suite 1410  
Sacramento, California 95814

One electronic copy of your proposal must be e-mailed to [tderivi@scppa.org](mailto:tderivi@scppa.org) **AND** [staheri@scppa.org](mailto:staheri@scppa.org) no later than the time and date referenced above, or alternatively transmitted via CD or USB flash drive.

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

All information received by SCPPA in response to this RFQ is subject to the California Public Records Act and may be subject to the California Brown Act and all submissions may be subject to review in the event of an audit.

## VI. 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, for example, not responsive to the RFQ, do not meet the minimum requirements set forth in the RFQ, are 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 for this RFQ.
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 any award to that Respondent, who, in the opinion of SCPPA, will provide the most value to SCPPA and its Members.



## SCPPA GHG Verification Reporting Services RFQ – Issued November 30, 2017

---

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 proposal process in its entirety.
8. SCPPA reserves the right to make an award, at its sole discretion, 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 RFQ.
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 Respondents prior to entering into negotiations for work that may result from this RFQ. Such assurances may potentially include a requirement that Respondents provide some form of performance security.
13. Prior to contract award, the successful Respondent 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.
14. SCPPA Members, either collectively or individually may contact Respondents to discuss or enter into negotiations regarding 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 RFQ.
15. Submission of a Proposal constitutes acknowledgement that the Respondent has read and agrees to be bound by the terms and specifications of this RFQ and any addenda subsequently issued by SCPPA.
16. Information in this RFQ is accurate to the best of SCPPA's and its Members' knowledge but is not guaranteed to be correct. Respondents are expected to complete all of their due diligence activities prior to entering into any final contract negotiations with SCPPA.
17. 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 Respondent, can choose not to proceed with any Respondent 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 RFQ.

## VII. 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 possible.
2. **Insurance, Licensing, or other Certification:** If selected, the Respondent 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.
3. **Prevailing Wage Rates:** If selected, the Respondent will be required to conform to prevailing wage rates applicable to the location(s) where any work is being performed. Workers shall be paid not less than prevailing wages pursuant to determinations of the Director of Industrial Relations as applicable in accordance with the California Labor Code. To access the most current information on effective determination rates, Respondent shall contact:

Department of Industrial Relations  
Division of Labor Statistics and Research  
PO Box 420603, San Francisco, CA 94142-0603  
Division Office Telephone: (415) 703-4780  
Prevailing Wage Unit Telephone: (415) 703-4774  
Web: <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>

4. **SCPPA-Furnished Property:** SCPPA or a Member's utility drawings, specifications, and other media furnished for the Respondent's use shall not be furnished to others without written authorization from SCPPA or the applicable Member(s).
5. **Contractor-Furnished Property:** Upon completion of all work under any agreement developed as a result of this RFQ, ownership and title to reports, documents, drawings, specifications, estimates, and any other document produced 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 to use all or a portion of the deliverable documentation, work product or presentations as it determines in its sole discretion.
6. **Non-Discrimination/Equal Employment Practices/Affirmative Action Plan:** If selected, the Respondent 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.
7. **Living Wage Ordinance:** If selected, the Respondent 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).



## SCPPA GHG Verification Reporting Services RFQ – Issued November 30, 2017

---

8. **Child Support Policy:** If selected, Respondent may be required to comply with the 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 relative to court ordered child support.
  
9. **Supplier Diversity:** Respondents may be required to take reasonable steps to ensure that all available business enterprises, including Small Business Enterprises (SBEs), Disadvantaged Business Enterprises (DBEs), Women-Owned Business Enterprises (WBEs), Minority-Owned Business Enterprises (MBEs), Disabled Veteran Business Enterprises (DVBs), and other Business Enterprises (OBEs), have an equal opportunity to compete for and participate in the work being requested by this RFQ. Efforts to obtain participation of these business enterprises may reasonably be expected to produce a twenty-five percent (25%) participation goal for SBEs. For the purpose of this RFQ, 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 Supply Chain Services Division of the Los Angeles Department of Water and Power.