



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
County Manager



**Date:** May 4, 2015  
**Board Meeting Date:** May 19, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Jim Eggemeyer, Director, Office of Sustainability

**Subject:** Agreement with Pacific Energy Advisors, Inc. to complete a Technical Feasibility Study for a Community Choice Aggregation program in San Mateo County

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A. An agreement with Pacific Energy Advisors, Inc. to complete a technical feasibility study on Community Choice Aggregation in San Mateo County in an amount not to exceed \$150,000; and
- B. The Director of the Office of Sustainability to execute subsequent agreements and minor modifications not to exceed an aggregate of \$25,000 and to make minor changes to the types of services and activities provided under the agreement.

**BACKGROUND:**

On December 9, 2014 your Board authorized the Office of Sustainability (OS) to explore the feasibility of Community Choice Aggregation (CCA) in San Mateo County. Your Board directed staff to conduct a focused outreach effort to educate and engage staff, City Managers and City Councils about CCA. In addition to these efforts, the OS has conducted presentations to community councils, businesses, and other stakeholder groups. During Earth Week in April, the OS also participated in tabling events around the County to educate County residents about CCA and inform them of public opportunities for engagement.

On February 24, 2015 your Board authorized an Appropriations Transfer Request of \$300,000 from ERAF funds to the OS for the purpose of completing Phase I of a three-phased project to form a CCA program in the County. A critical component of Phase I

includes the development of a technical study to analyze the economics, technical feasibility, and risks of starting such a program.

**DISCUSSION:**

The OS distributed a Request for Proposals (RFP) in April 2015 for consulting services to complete a technical feasibility study for a CCA program in San Mateo County. After evaluation of the three received proposals and in-person interviews with the finalist by a review committee, Pacific Energy Advisors, Inc. (PEA) was selected as the preferred consultant. This determination was made on the basis of, among other factors, their extensive experience preparing similar studies for Marin and Sonoma Counties; the completeness, depth, and breadth of their proposal; the general knowledge and expertise they possess in the area of energy regulation and energy procurement; and the cost-effectiveness of their proposal.

The OS has negotiated a contract agreement with PEA to complete the tasks outlined in the Scope of Work of the RFP within 8 months, starting May 14, 2015 through December 31, 2015 at a total cost not to exceed \$150,000. With the study being initiated near the end of this current FY 2014-15, it is projected that a significant portion of the study efforts and costs will occur in FY 2015-16. Therefore, any of the unused \$150,000 appropriated for the current FY 2014-15 will be re-appropriated for use in FY 2015-16.

PEA has assured compliance with the County’s Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination, and equal benefits.

County Counsel has reviewed and approved the agreement and resolution as to form.

Studying the feasibility of a CCA contributes to the Share Vision 2025 outcome of a Collaborative Community by fostering relationships with all cities in the county, facilitating a regional solution to local energy needs, and expanding the available power procurement options for county residents. It also contributes to the outcome of an Environmental Conscious Community by exploring options to reduce countywide GHG emissions.

**Performance Measure(s):**

| <b>Measure</b>   | <b>FY 2014-15<br/>Projected</b> | <b>FY 2015-16<br/>Projected</b> |
|--|---------------------------------|---------------------------------|
| Percent of Completion of the CCA Technical Feasibility Study | 35%                             | 65%                             |

**FISCAL IMPACT:**

The term of this agreement is May 19, 2015 through December 31, 2015. The total obligation is \$150,000, all of which is funded by the General Fund. Appropriations have been included in the FY 2014-15 Budget.

# Request for Proposals – Matrix

|          |   |   |
|----------|---|---|
| <b>1</b> | Where was the RFP advertised?   | A list of 17 potential vendors was supplied by the County's consultant, LEAN Energy U.S. All 17 vendors were sent the RFP directly. |
| <b>2</b> | In addition to any advertisement, list others to whom the RFP announcement was sent:                  | The RFP announcement was sent electronically to 17 consulting firms.  |
| <b>3</b> | State the total number of RFP's sent to prospective proposers:  | 17  |
| <b>4</b> | How many proposals did you receive?   | 3   |
| <b>5</b> | List in alphabetical order the names of the proposers (or finalists, if applicable) and the location: | EnerNex, LLC – Knoxville, TN<br>MRW & Associates, LLC – Oakland, CA<br>Pacific Energy Advisors, Inc. – Folsom, CA                   |