

RESOLUTION 2013-210

RESOLUTION SELECTING AND AUTHORIZING AGREEMENTS WITH CALIFORNIA CENTER FOR SUSTAINABLE ENERGY AND CARDNO TEC, INC. FOR A PERIOD OF ONE YEAR FOR ON-CALL ENERGY EFFICIENCY SERVICES IN AN AMOUNT NOT TO EXCEED \$200,000, REIMBURSABLE THROUGH THE SDG&E LOCAL GOVERNMENT PARTNERSHIP

WHEREAS, the San Diego Unified Port District (District) is a public corporation created by the legislature in 1962 pursuant to Harbors and Navigation Code Appendix 1, (Port Act); and

WHEREAS, the Board of Port Commissioners (BPC) adopted BPC Policy No. 110 establishing a procedure for the administration of contracts and the purchasing of supplies, materials, and equipment and establishing a policy governing the processing and administration of contracts; and

WHEREAS, in January 2013, the San Diego Unified Port District was awarded \$1.38 million in reimbursable funds through San Diego Gas and Electric's (SDG&E) Local Government Partnership (Partnership Program) to be spent by December 31, 2014; and

WHEREAS, the purpose of the Partnership Program is to promote and create energy efficiency, conserve energy, and demand response opportunities that will reduce energy use and save money; and

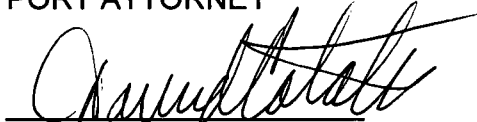
WHEREAS, the District is implementing projects in four primary areas to satisfy the 2013-2014 Partnership Program Scope of Work (Attachment A), which the BPC approved in December 2012; and

WHEREAS, District staff issued a Request for Proposals (RFP) in September 2013 seeking qualified firms for on-call energy efficiency consulting services to provide additional resources and support the implementation of the Partnership Program Scope of Work, pursuant to BPC Policy No. 110; and

WHEREAS, based on interviews, written proposals, and a decision analysis process using the criteria stated in the RFP, staff is recommending the BPC select the California Center for Sustainable Energy (CCSE) and Cardno TEC, Inc. (Cardno TEC) to provide the on-call services for the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the San Diego Unified Port District, hereby approves selection of and authorizes agreements with California Center for Sustainable Energy and Cardno TEC, Inc. for a period of one year for on-call energy efficiency services in an amount not to exceed \$200,000, reimbursable through the SDG&E local government partnership.

APPROVED AS TO FORM AND LEGALITY:
PORT ATTORNEY



By: ~~Assistant~~ Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 10th day of December, 2013, by the following vote:


AYES: Castellanos, Malcolm, Merrifield, Moore, Nelson, Smith and Valderrama

NAYS: None.

EXCUSED: None.

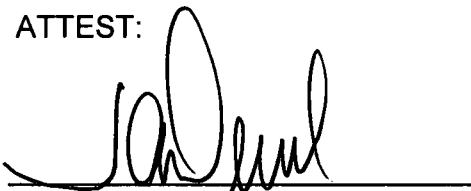
ABSENT: None.

ABSTAIN: None.



Ann Y. Moore, Chair
Board of Port Commissioners

ATTEST:



Timothy A. Deuel
District Clerk

(Seal)

**SAN DIEGO UNIFIED PORT DISTRICT
2013-2014 ENERGY EFFICIENCY PARTNERSHIP**

1. PROGRAM OVERVIEW

1. Program Title:

San Diego Unified Port District

2. Program Term:

January 1, 2013 through December 31, 2014

3. Program Summary:

Working to enhance the San Diego Unified Port District's (Port) Green Port Program, the goal of the 2013-2014 SDG&E/Port of San Diego Energy Efficiency Partnership is to increase the Port's role in the region as an environmental steward and build on the success of the previous funding cycle. This will be done by maximizing energy efficiency on Port tidelands and providing tenants, staff, and the public the tools to make a positive impact on increasing energy efficiency. The Port's Partnership components include energy efficiency education and outreach, implementation of strategies that will contribute to the Climate Mitigation and Adaptation Plan (Climate Plan), once adopted, energy efficiency upgrades to Port operations, and education and technical outreach to businesses within the Port's jurisdiction through the Green Business Network (see Table 1 for summary).

Work done through the Partnership will be concentrated within the Port's five member cities: City of San Diego, Coronado, National City, Chula Vista, and Imperial Beach. These combined efforts will help reduce energy usage and help lower peak demands on Port tidelands.

Table 1: SDG&E/Port Energy Efficiency Partnership Program components

Partnership Component	Port Lead	Description	Target Audience	Budget
Education and Outreach	Environmental & Land Use Management, Marketing & Communications	Training, workshops, certifications, marketing, and outreach	Port staff and tenants, general public	\$173,000
Port Operations Energy Management	Environmental & Land Use Management, General Services & Procurement, Engineering & Construction	Identification and execution of retrofit opportunities (through alternative funding mechanisms outside of the Partnership) and processes to facilitate ongoing energy efficiency activities within Port operations.	Facility Managers, General Services and Procurement, Engineering and Construction, general public	\$385,000

Climate Planning	Environmental & Land Use Management	Development of strategies that will contribute to goals of the Climate Plan, once adopted by BPC.	Port staff and tenants	\$185,000
Green Business Network and Technical Assistance	Environmental & Land Use Management, Real Estate, Marketing & Communications	Implementation of year 3 and 4 of the Green Business Network, an energy efficiency education and technical assistance program to businesses within the Port's jurisdiction.	Port tenants and general public	\$420,000
Administration	Environmental & Land Use Management, Finance	Program implementation, staff time, and administrative activities	Environmental & Land Use Management, SDG&E	\$175,180
San Diego Regional Energy Partnership	Environmental & Land Use Management	Region-wide energy efficiency efforts	Port staff, Port tenants, general public	\$47,500
TOTAL				\$1,385,680

2. PARTNERSHIP COMPONENTS

A. EDUCATION AND OUTREACH

Description

The Education and Outreach component strives to increase Port staff and tenants understanding of energy efficiency and SDG&E Core Programs through continuing education. Education and training opportunities are key capacity building efforts, as individuals incorporate lessons learned and best practices into their daily work.

California Long-Term Energy Efficiency Strategic Plan Support

The Port's Education and Outreach component will support the following CA Long-Term Energy Efficiency Strategic Plan goals:

- Goal 1: Local governments lead adoption and implementation of "reach" codes stronger than Title 24 on both mandatory and voluntary bases.
- Goal 2: Strong support from local governments for energy code compliance enforcement.

Objectives and Deliverables

Objective—SDG&E and other local agencies offer exceptional training and workshop opportunities. The Port will leverage these opportunities by advertising

relevant events to Port staff and tenants through quarterly correspondence. In addition, the Port will track and distribute certification and conference opportunities to further encourage energy efficiency continuing education. The Port will also hold training targeted at Port staff and tenants. This includes potential training opportunities such as Certified Energy Manager, LEED, and targeted energy efficiency training for the unique businesses on Port tidelands. Professionally trained staff and tenants will better support the future needs of the Port and the State of California and help achieve PUC energy goals and targets.

Deliverables

- Quarterly training memos
- Educate at least 50 Port staff and tenants each quarter
- Conduct five energy related trainings/events for Port staff and/or tenants each year

Timeline

- January, April, July, October 2013 and 2014 – Communicate energy efficiency training opportunities to Port staff
- Hold training for Port staff and/or tenants approximately every other month

Objective—The Port will conduct community outreach in collaboration with SDG&E and Port efforts. This may require marketing materials, which will be developed as needed to support these efforts.

Deliverables

- Outreach and/or event summary of at least one event annually
- Images/copy of marketing materials

B. PORT OPERATIONS ENERGY MANAGEMENT

Description

The Port Operations Energy Management component of the Partnership will build on the success of previous Port facility retrofit efforts and continue to focus on maximizing energy efficiency and demand response opportunities within the Port's operations. A reliable and updated infrastructure will support the future needs of the Port and the State of California and help achieve PUC energy goals and targets. This component will include opportunities and strategies to reduce kWh, kW and therms used by Port operations, and reduce greenhouse gas emissions through retrofits, retro-commissioning, the development of policies and standards, and other energy efficiency activities.

California Long-Term Energy Efficiency Strategic Plan Support

The Port Operations Energy Management component will support the following CA Long-Term Energy Efficiency Strategic Plan goals:

- Goal 3: Local governments lead by example with their own facilities and energy usage practices.
- Goal 4: Local governments lead their communities with innovative programs for energy efficiency, sustainability, and climate change.

Objectives and Deliverables

Objective—The Port will make energy efficiency upgrades to its operations. The Port completed an evaluation of all Port operated exterior lighting during the 2010-2012 funding cycle. With this information, the Port will develop specifications and prepare a request for proposals (RFP) to publically bid the project. Pending approval from the Board of Port Commissioners, the Port will select a contractor to complete the installation. The lighting study identified over 1,300 fixtures for replacement, including a combination of energy efficient LED and induction technology. LED installations may also include adaptive controls to further increase energy savings.

Deliverables

- Request for proposals
- Approximately 700,000 kWh, 50 kW & 100 therms reduction in energy use as a result of retrofits

Timeline

- January – June 2013 – Develop project specification and RFP
- July – December 2013 – Publically advertise project for construction and select contractor
- January – Sept 2014 – Begin construction and complete project

Objective—The Port will develop and pursue strategies such as commissioning and/or retro commissioning, greenhouse gas emissions inventory, and the development of internal processes in an effort to facilitate ongoing energy efficiency within Port operations.

Deliverables

- Commissioning/retro commissioning report
- GHG report

Timeline

- January 2013 – Identify facilities for commissioning/retro commissioning
- Spring 2013 – Begin data collection for 2012 Port operations GHG inventory
- Summer 2013 – Submit Port operations GHG inventory to The Climate Registry to publicly disclose and register emissions
- January 2014 – Begin commissioning/retro commissioning of facilities identified in initial assessment
- Spring 2014 – Begin data collection for 2013 Port operations GHG inventory

- Summer 2014 – Submit Port operations GHG inventory to The Climate Registry to publicly disclose and register emissions
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C. CLIMATE PLANNING

Description

The Port's Climate Mitigation and Adaption Plan (Climate Plan) is a comprehensive climate action plan to help the Port identify, assess, and develop strategies that will reduce greenhouse gas emissions and address local vulnerabilities to climate change.

California Long-Term Energy Efficiency Strategic Plan Support

The Port's Climate Planning component will support the following CA Long-Term Energy Efficiency Strategic Plan goals:

- Goal 1: Local governments lead adoption and implementation of "reach" codes stronger than Title 24 on both mandatory and voluntary bases.
- Goal 4: Local governments lead their communities with innovative programs for energy efficiency, sustainability, and climate change.

Objectives and Deliverables

Objective— The Port will begin to develop a number of strategies aimed at integrating energy efficiency, demand response, and distributed generation into core planning processes across the District. Should the Board adopt the Climate Plan, efforts in this category will contribute to the goals of that Plan. Examples may include the development of guidelines and energy efficiency language to integrate into Port projects, energy efficiency performance standards, a green building policy, and a green lease template.

Deliverables

- Identify best practices for measures such as energy efficiency performance standards, green building template, and green lease templates
- Develop framework for measures such as energy efficiency performance standards, green building template, and green lease template*

Timeline

- March 2013 – Begin research on best practices for measures such as energy efficiency performance standards, green building template, and green lease template*
- June 2013 – Form internal workgroups to identify approach and strategy (consultant assistance necessary, stakeholder engagement, etc.) for mitigation measures

- September 2013 – Begin development of framework and/or drafts for measures such as energy efficiency performance standards, green building template, and green lease template*
- January 2014 – Route framework and/or drafts for input

* Deliverables pending approval by Board of Port Commissioners

D. GREEN BUSINESS NETWORK AND TECHNICAL ASSISTANCE

Description

The Green Business Network is a voluntary program designed to provide tools and resources to businesses within the Port's jurisdiction to help them reduce their energy use and environmental impact.

California Long-Term Energy Efficiency Strategic Plan Support

The Port's Green Business Network and Technical Assistance component will support the following CA Long-Term Energy Efficiency Strategic Plan goals:

- Goal 1: Local governments lead adoption and implementation of "reach" codes stronger than Title 24 on both mandatory and voluntary bases.

Objectives and Deliverables

Objective—Building on the success of the previous funding cycle, the Port will continue to engage businesses through the Green Business Network. The program will continue to offer resources to tenants such as training, free marketing, and access to the Network tool to track energy efficiency and sustainability efforts. In addition, the Port will build on the targeted technical assistance that was offered to Network members during 2012. These services include benchmarking, energy audits, long-term energy efficiency planning, and assistance with implementation of energy efficiency retrofits, including support navigating SDG&E Core Programs.

Deliverables

- 250,000 kWh in annual energy savings achieved through tenant participation in SDG&E programs
- Summary of completed energy evaluations and/or technical assistance services with a minimum of 10 business evaluations/technical assistance services completed annually
- Annual results of Green Business Network members activities, including participation in SDG&E Direct Install Program

Timeline

- January 2013 – Assessment of 2012 participation metrics and business outreach planning

- January 2014 – Assessment of 2013 participation metrics and business outreach planning
- February 2014 – Recognition event for Network members and Kick of Year 4
- December 2014 – Assessment of 2014 participation metrics and program planning
- Ongoing – Conduct energy efficiency technical assistance services for Port tenants
- Monthly – Provide training, networking, and marketing opportunities for Green Business Network members

NOTE: Education and training is a significant component of the Network. Deliverables for Network education are captured under the Education and Outreach component of the Partnership.

E. ADMINISTRATION

Description

The Partnership scope of work will be implemented by a cross functional team of Port staff from the Environmental and Land Use Management, Engineering and Construction, and General Services and Procurement departments. This cross functional team will engage in regular Partnership activities including meetings with SDG&E staff. The overall program will be managed by a program manager to streamline communication between SDG&E and the Port. This will provide overall Program efficiency, organization and open communication between all parties.

F. SAN DIEGO REGIONAL ENERGY PARTNERSHIP

Description

Local Governments in San Diego County have been successfully collaborating with each other and with SDG&E on joint energy efficiency initiatives over the last 6 years as part of the Local Government Partnership programs. These agencies are now formalizing this “network” through creation of the San Diego Regional Energy Partnership (SDREP). The SDREP will be led by a “Local Government Steering Committee” with representatives from the City of Chula Vista, City of San Diego, County of San Diego, Port of San Diego, and San Diego Association of Governments (representing smaller jurisdictions), in close collaboration with SDG&E and other regional partners. Specifically, the Port will collaborate in the Regional Climate Action Planning efforts (including the Climate Collaborative and the Green Business Network) and Municipal Facility Audits, Retrofits, & Retro-Commissioning.

California Long-Term Energy Efficiency Strategic Plan Support

The San Diego Regional Energy Partnership component will support the following CA Long-Term Energy Efficiency Strategic Plan goals:

- Goal 1: Local governments lead adoption and implementation of "reach" codes stronger than Title 24 on both mandatory and voluntary bases.
 - Goal 3: Local governments lead by example with their own facilities.
 - Goal 4: Local governments lead their communities with innovative programs for energy efficiency, sustainability, and climate change.
 - Goal 5: Local government energy efficiency expertise becomes widespread and typical.
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3. BUDGET

Administration	Marketing	Direct Implementation	TOTAL
\$79,750	\$98,000	\$1,207,930	\$1,385,680