

South Bay Cities Council of Governments

January 23, 2014

TO: SBCCOG Board of Directors

FROM: Jacki Bacharach, Executive Director

RE: Energy Efficiency Climate Action Plans Consultant Selection

BACKGROUND

In May, 2013, Southern California Edison (SCE) awarded the South Bay Cities Council of Governments (SBCCOG) \$771,630 to draft Energy Efficiency Climate Action Plans (EECAPs). The Scope of Work includes updating the greenhouse gas (GHG) emissions inventories, setting GHG emissions reduction targets, and identifying energy efficiency strategies to reduce GHG emissions for each city in the South Bay and the sub-region. SCE issued the SBCCOG a Notice to Proceed for this work on November 26, 2013.

CONSULTANT SELECTION PROCESS

The SBCCOG released a Request for Proposal on December 4, 2013 for consulting services in the development of the EECAPs for the cities and sub-region. Proposals were submitted on January 3, 2014. The SBCCOG received five proposals ranging in costs from \$362,905 to \$404,991.

A selection committee was formed to review the proposals, participate in interviews for top candidate firms, and make recommendations on selection. The committee members include SBCCOG staff, member city staff, and a Climate Action Planning expert from UCLA.

The selection committee convened on January 10, 2014 to evaluate proposals and decided to interview all five firms on January 16, 2014.

After evaluation of all proposals, interviews and reference checks, the selection committee recommends Atkins. Through the proposal and the interview, Atkins demonstrated a thorough understanding of the Scope of Work, a clear grasp of the technical components, and a strong project management approach and team.

RECOMMENDATION

Authorize the SBCCOG staff to negotiate contract with Atkins for up to \$405,000. This project is fully paid for from the SCE funding to the SBCCOG for this purpose.