

## **TASK ORDER No.: RPU02**

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**Date:** April 4, 2019

**Project Description:** Contractor Administered Business Outdoor Lighting Direct Installation Program

**Participating SCPPA Member(s) (if applicable):** City of Riverside – Utilities

**Contractor:** Richard Heath and Associates (“RHA”).

**SCPPA Resolution No.:** 2017-113

**SCPPA Extension Resolution No.:** not applicable

Contractor, SCPPA and the participating Member(s) (“Participant(s)”) identified above (if any) agree that Contractor shall provide the Services specified herein pursuant to the terms and conditions of the Goods and Services Agreement (“Agreement”) between SCPPA and Contractor dated January 1, 2018, except as specifically modified herein.

### **Scope of Services**

**Effective from July 1, 2019 to June 30, 2020.**

Contractor shall administer the Business Outdoor Lighting Direct Installation Program further described in Exhibit A-1, “Scope of Services” (or “Services”). Detailed procedures and practices to be followed while performing the Scope of Services, including completion acceptance, shall be as set forth in the Scope of Services or a subsequent task order issued thereunder.

The pricing represented on Exhibit A-1, “Scope of Services” reflects the 15% discount that Richard Heath and Associates offers to SCPPA members vs. Non-SCPPA members.

### **Compensation and Schedule**

Business Outdoor Lighting Direct Installation Program expenses shall not exceed \$965,000.00

### **Representative(s) of Participating Member(s)**

Ryan McManus  
Riverside Public Utilities  
3750 University Ave. 3<sup>rd</sup> Floor  
Riverside, CA 92051  
Phone # 951.826.5170  
rmcmanus@riversideca.gov

**Amendment(s) to the Agreement** - none

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have signed this Task Order as of the date first written above.

**SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY**

By: \_\_\_\_\_  
Michael S. Webster

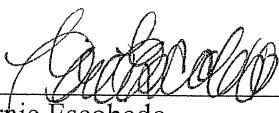
Executive Director

Approved as to Legal Form and Content:

\_\_\_\_\_  
Richard J. Morillo  
General Counsel

and;

Richard Heath and Associates

By: \_\_\_\_\_  
Ernie Escobedo  
Chief Financial Officer

**Participant's Acknowledgement and Agreement**

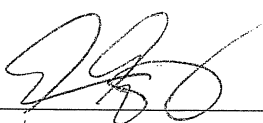
The undersigned hereby attests that he has the requisite authority to bind the Participant to the obligations set forth in the Task Order and Participant agrees to reimburse SCPPA for all fees and expenses invoiced by Contractor and will be responsible for all payment obligations incurred by SCPPA in connection with the work performed at the direction of or on behalf of Participant. Participant agrees to hold SCPPA and all other SCPPA members harmless for payment for work performed at the direction of, and for the exclusive benefit of Participant.

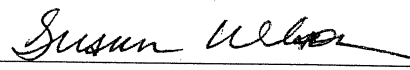
**City of Riverside - Utilities**

By: \_\_\_\_\_  
Al Zelinka, FAICP  
City Manager

Certified as to Availability of Funds:

Approved as to form:

By: \_\_\_\_\_  
Finance Director

By: \_\_\_\_\_  
Assistant City Attorney

## **Exhibit A-1**

### **Scope of Services**

The Business Outdoor Lighting Direct Installation Program began in 2018, as a way for Riverside Public Utilities (RPU) to encourage medium to larger businesses to improve their outdoor lighting energy efficiency. Combined with additional benefits such as job creation/retention, increased awareness of energy efficiency in the commercial market sector, and driving sustainability through equipment upgrades, the program is well positioned to meet the goals of Riverside Public Utilities.

#### **A. Contract Management**

##### **1. Development of Program Scopes and Budgets**

RHA will work directly with RPU staff to develop a Business Outdoor Lighting Direct Installation Program scope and budget that meets the unique goals and objectives of RPU. This process will include, but not be limited to completion of a program questionnaire to establish RPU program goals and objectives, budget analysis to maximize measure portfolio, target penetration rates and incentive levels. RHA will provide program and technical guidance to ensure the Business Outdoor Lighting Direct Installation Program is designed to best meet RPU's goals and objectives. RHA will provide all documentation required by RPU to issue a Task Order under this Agreement.

##### **2. Invoicing**

Monthly invoices will be submitted to SCPPA and RPU for projects completed. Invoices will associate all project costs with a RPU customer electric account number and Task Order issued under this Agreement.

##### **3. Budget Tracking**

Project costs billed to SCPPA for RPU projects will be tracked on a monthly and program-to-date basis. RHA will maintain a budget tracker which compares the program-to-date expenses to the total budget for RPU to ensure the Task Order funds are not exceeded under this Agreement.

##### **4. Subcontractor Management**

RHA will be responsible for the quality of work of all subcontractors utilized under this Agreement. RPU's main point of contact will be RHA under this Agreement.

#### **B. Program Delivery**

##### **1. Program Development**

The purpose of this task is to prepare for program launch. This may include updating program materials and determining other RPU collateral to be left with customers, creating program templates (such as a Participant's letter introducing the program), pre-ordering materials, and recruitment and training of installation subcontractors.

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## **2. Customer Recruitment**

The purpose of this task is to market the program to potential customers in RPU service territory. The goal of this task is to enlist customers and schedule their retrofit installations.

The Business Outdoor Lighting Direct Installation Program customer recruitment strategy is multi-faceted and may include: 1.) site visits from program auditors following leads generated by direct mail or the website; and 2.) systematic cold-calls by program auditors. Making sure that every customer has multiple interactions with the program is the key to avoiding lost opportunities.

## **3. Site Audit Report**

Customers who express interest in the program will receive a site audit by a program auditor. The auditor will inspect existing refrigeration equipment at their facility for energy upgrade opportunities. The location of each piece of equipment will be labeled with a unique program tracking number (typically a door tag, each with a unique number) and any future work done to that equipment will include a reference to that tracking number.

The program auditor will record their findings and prepare a proposal for the customer. The proposal will detail all recommended energy efficient measures, the energy and monetary savings estimates, the incentives available and the customer co-pay, if any. The auditor will submit the signed proposal and documentation to program administrator. Auditors will follow up with customers who require extra time to decide, have additional questions or must meet requirements specific to their business (e.g. corporate approval).

## **4. Project Logistics**

Once a customer signs the required participation paperwork, program administration will take responsibility for coordinating successful project delivery. This includes purchasing required material for the project, as well as reserving funds in the RPU program budget to avoid oversubscription for a given work order issued under this Agreement.

## **5. Retrofit Installations**

An appointment for the project installation work will be scheduled with the customer. Installers will arrive at the scheduled time, greet the customer or their employee, and identify themselves as a representative of the Business Outdoor Lighting Direct Installation Program.

Upon completion of the installations, the installer will provide the customer with an explanation of all work that was performed. When the work meets the customer's approval, they will be asked to sign a Project Completion Form. If the job cannot be completed on that day, the installer will let the customer know when they will return to complete the job. In the event a customer is not satisfied with the installation and chooses not to sign the completion form, the installer will first work to rectify the customer's concerns. If immediate resolution is not possible, the installer will seek guidance from RPU Program administration. If a resolution still cannot be achieved, RHA will determine the best course of action, which may include consultation with RPU.

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## 6. Quality Assurance / Quality Control

All materials installed under this Agreement are new and sourced from the best-known suppliers. RHA will provide data sheets for all products installed in the Business Outdoor Lighting Direct Installation Program upon request.

## 7. Program Metrics

The measures installed, date of installation, and estimated energy savings and demand reduction will be tracked on an ongoing basis during the course of this Agreement. Monthly reports will be prepared for RPU and will detail the activity for the month and for the total program-to-date in their service territory. A separate report will be prepared for RPU fiscal year which will include all the data required to report the retrofit projects and savings in the ESP Portfolio.

### Business Outdoor Lighting Direct Installation Program Compensation

1. The following table shows the measure cost per unit for each item

Current Measures	Price	Code
HVAC Tune-Up Basic Diagnostic < = 5 Ton Unit	\$ 210.00	HVACS203
HVAC Tune-Up Basic Diagnostic > = 5 Ton Unit	\$ 230.00	HVACS205
Scissor Lift per day	\$ 310.00	LABORS07
Boom Lift per day	\$ 425.00	LABORS07a
High Ceiling charge per fixture	\$ 3.50	LABORS06
Exterior Lighting Bird Guards (linear foot)	\$ 6.50	LABORS08
LED Exit Sign-Red Replacement Battery Back-up	\$ 118.00	LGT439
Lighting dimmers	\$ 100.00	LGT448
4ft 4L 32W T8 High Perf w/EB	\$ 80.00	LGT362
4ft 4L 32W T8 High Perf w/2EB	\$ 93.00	LGT367
4ft 3L 32W T8 High Perf w/2EB	\$ 85.00	LGT373
4ft 2L w/EB (New Fixt)	\$ 111.00	LGT377
4ft 2L T8 U6 w/EB	\$ 71.00	LGT381
4ft 1L 32W T8 High Perf w/EB	\$ 56.00	LGT393
8ft 2L T8 w/EB	\$ 100.00	LGT405
8ft 1L T8 w/EB	\$ 80.00	LGT407
3ft 4L 25W 2nd gen T8 w/EB (6-ft conv kit)	\$ 95.00	LGT415

Current Measures		
2ft 2L 32T8 U6 w/EB	\$ 71.00	LGT420
2ft 2L F17 2nd gen T8 w/EB	\$ 60.00	LGT422
8ft tube guard	\$ 10.00	LGT427
CFL 5-13W**	\$ 21.00	LGT428
14 W A-Type Screw-in**	\$ 22.00	LGT429i
14W Screw-in CFL**	\$ 17.00	LGT429a
18W Screw-in CFL**	\$ 22.00	LGT429l
23W Screw-in CFL**	\$ 18.00	LGT429k
CFL 11W R20**	\$ 21.00	LGT432
23W PAR38**	\$ 31.00	LGT567
CFL Indoor Flood, 25 W R30 2700K**	\$ 21.00	LGT435
Wall sensor	\$ 100.00	LGT445
4ft 2L T8 Retro/Delamp	\$ 74.00	LGT462
4ft 2L T8 Retro/Delamp	\$ 74.00	LGT462
4ft 4 Lamp T8 (8ft) tandem retrofit kit	\$ 78.00	LGT457
LED Open signs replaces Neon	\$ 151.00	LGT500d
CFL 15W R30**	\$ 21.00	LGT433
19W PAR38**	\$ 31.00	LGT565
New LED Measures		
4ft 4L Linear LED Retrofit	\$ 149.00	LGT486
4ft 4L LED Retrofit Plug-n-Play	\$ 108.00	LGT486a
4ft 3L Linear LED Retrofit	\$ 116.00	LGT487
4ft 3L LED Retrofit Plug-n-Play	\$ 95.00	LGT487a
4ft 2L Linear LED Retrofit	\$ 96.00	LGT488
4ft 2L LED Retrofit Plug-n-Play	\$ 80.00	LGT488a
4ft 1L LED Retrofit Plug-n-Play	\$ 67.00	LGT489a
4ft 1L (2pc) LED Retrofit	\$ 73.00	LGT489_2b
2ft 2L U6 (3pc) LED Retrofit	\$ 90.00	LGT486_2a_1
4ft 2L (4pc) LED Retrofit	\$ 98.00	LGT486_2a
4ft 3L (6pc) LED Retrofit	\$ 120.00	LGT486_2c
4ft 4L (8pc) LED Retrofit	\$ 153.00	LGT-LED-09
9W LED A-type LED	\$ 34.00	LGT500
9W LED Globe-Type LED	\$ 40.00	LGT506
6W LED PAR16	\$ 42.00	LGT542
8W LED PAR20	\$ 39.00	LGT546
13W LED PAR30	\$ 45.00	LGT550

Current Measures	Price	Code
16W LED PAR38	\$ 50.00	LGT554
35W LED PAR56	\$ 113.75	LGT557
30W LED Flood Light	\$ 209.00	LGT515_1
50W LED Flood Light	\$ 239.00	LGT515_2
30W LED Wall Pack 5000K	\$ 292.50	LGT510
60W LED Wall Pack 5000K	\$ 326.00	LGT511
80W LED Wall Pack 5000K	\$ 356.00	LGT512
100W LED Wall Pack High Power	\$ 423.00	LGT512b_0317
150W LED Wallpack High Power	\$ 543.00	LGT512_b_0921
200W LED Wallpack High Power	\$ 711.00	LGT512_C
300W LED Wallpack High Power	\$ 837.00	LGT512_D
100W LED Highbay 5000K (Warehouse)	\$ 403.00	LGT513
240W LED Highbay 5000K (Warehouse)	\$ 526.00	LGT514
50W LED Area/Street Light 5000K	\$ 366.00	LGT515_4
80W LED Area/Street Light 5000K	\$ 457.00	LGT515_5
100W LED Area/Street Light 5000K	\$ 571.00	LGT515_6
150W LED Area/Street Light 5000K	\$ 610.00	LGT515_7
200W LED Area/Street Light 5000K	\$ 725.00	LGT515_8
300W LED Area/Street Light 5000K	\$ 852.00	LGT515_9
40W LED Canopy Light 5000K	\$ 282.00	LGT515_10
60W LED Canopy Light 5000K	\$ 340.00	LGT515_11
90W LED Canopy Light 5000K	\$ 506.00	LGT515_12
120W LED Canopy Light 5000K	\$ 542.00	LGT515_13
13W LED Downlight 4 Inch 5000K	\$ 119.00	LGT515_17
22W LED Downlight 6 Inch 5000K	\$ 126.00	LGT515_18
35W LED Downlight 8 Inch 5000K	\$ 176.00	LGT515_19