

AN ORDINANCE 2009-02-05-0087

AUTHORIZING TWO AGREEMENTS WITH SOLAR SAN ANTONIO, IN AN AMOUNT UP TO \$125,000.00, TO SUPPORT SOLAR ENERGY PUBLIC OUTREACH EFFORTS AND TECHNICAL ASSISTANCE FOR THE DEPARTMENT OF ENERGY'S "SOLAR CITIES" PROGRAM.

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WHEREAS, Solar San Antonio has successfully and reliably provided information, advocacy, and assistance related to solar energy since 1999, with a mission to decrease energy costs and improve the quality of life for all people in the San Antonio area, and the goal to bring about the widespread use of solar and other renewable and sustainable energy sources; and

WHEREAS, Solar San Antonio will provide the City of San Antonio with public outreach efforts to further the implementation of renewable energy technologies in affordable housing, schools, and other buildings by educating the public and local decision makers, to include: informational seminars and workshops for the public; Solar Fest, an annual showcase of renewable energy technology; and development of a "Renewable Energy Center"; and

WHEREAS, Solar San Antonio will provide programmatic development related to the City of San Antonio's Department of Energy's Solar City designation and will assist in formulating a strategic approach to solar power and build portions of the City of San Antonio's "Solar Plan 2015" to include municipal policy templates for near and mid-term solar energy planning and entries to draft a decision support tool to view the various solar scenarios favorable for San Antonio's solar future; and

WHEREAS, funds in the amount of \$75,000.00 will be provided to Solar San Antonio through the Department's General Fund Budget, and \$50,000.00 from the Department of Energy's "Solar Cities" grant, received in March 2008, to complete tasks related to the grant's scope of services;
NOW THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. A copy of the Solar San Antonio proposals are attached and incorporated herein verbatim for all purposes: "Scope of Services City of San Antonio Support Contract with Solar America, Inc., FY 2009" as **Attachment I**, and "Scope of Services for DOE Solar America Cities Project FY 2009" as **Attachment II**.

SECTION 2. The City Manager, or her designee, is authorized to execute professional services agreements with Solar San Antonio based upon the proposals incorporated herein in an amount up to \$125,000.00.

SECTION 3. The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

SECTION 4. Funding in the sum of \$75,000.00 for the "COSA Support" contract is available per the table below as part of the FY09 Budget:

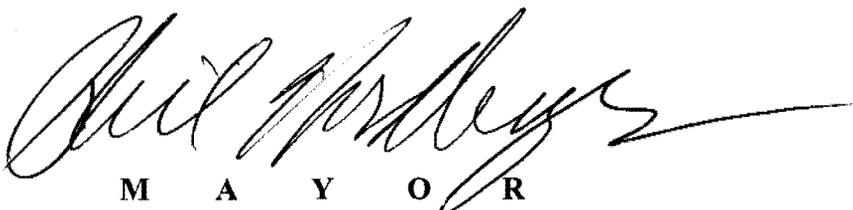
Amount	CC/FC/IO	General Ledger No	Fund No
\$25,000.00	8002430014	5201040	11001000
\$50,000.00	5501010001	5201040	55001000
Total Amount: \$75,000.00			

SECTION 5. Funding in the sum of \$50,000.00 for the "DOE Solar America Cities" contract is available in SAP Fund 55001000, SAP Cost Center 8055010001, SAP GL Account 5201040, Fees to Professional Contractors, as part of the FY09 Budget:

SECTION 6. Payment not to exceed \$125,000.00 is authorized to Solar San Antonio and should be encumbered with a purchase order.

SECTION 7. This ordinance shall take effect ten days from the date of passage.

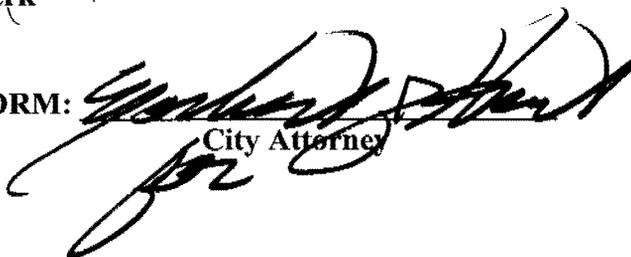
PASSED AND APPROVED this 5th day of February, 2009.


M A Y O R

ATTEST:


City Clerk

APPROVED AS TO FORM:


City Attorney

Scope of Services

City of San Antonio Support Contract with Solar San Antonio, Inc.

The scope of services for FY 2009 contains 7 tasks. These tasks are:

1. Provide Advice and Information to the City Staff and Council
2. Solar Power Informational Seminars
3. Update Solar San Antonio Website
4. Develop Renewable Energy Center Concept
5. Organize and Produce Solar Fest 2009
6. Build Working Relationships and Partnerships
7. Develop and Distribute Information Materials

Task Descriptions

Task 1: Provide Advice and Information to the City Staff and Council. Under this task, Solar San Antonio will provide advice and information related to renewable energy on an as-needed basis. These activities will be documented in the monthly progress report which is the deliverable for this task.

Task 2: Solar Power Information Seminars and a Workshop. Information seminars are typically one-hour events designed to be “power breakfasts” or similar formats to address a specific key topic in solar energy. In FY 2009, one of these information seminars will be a discussion of the state of solar power in San Antonio by local solar vendors. These are open to the public. In addition, Solar San Antonio has collaborated with others, such as the AIA, USGBC, MPE, AACOG, and COSA, to plan and produce technical workshops in the past. An example is the recent, highly successful, High Performance Schools workshop. This task will result in at least one similar technical workshop.

Four (4) “power breakfasts” will be produced as well as one (1) technical workshop. These activities will be documented in the monthly progress report.

Tasks 3: Update Solar San Antonio Website. The popular Solar San Antonio website is an important source of local information on solar power. This task provides for the continual update and refinement of the website.

Updates to the website will be documented in the monthly progress report.

Task 4: Develop Renewable Energy Center Concept. The purpose of this task is to advance the implementation of a renewable energy center in San Antonio. Included in this task is the review of selected existing renewable energy centers, the development of a potential program of activities, an initial drawing indicating physical space needs, and an estimated capital and operating budget. This task also involves the identification of potential partners for the center.

A report will be prepared which documents other model renewable energy centers, potential program activities, design and cost estimate. The report will be delivered in an electronic form. Progress on this task will be provided in the monthly progress report.

Task 5. Organize and Produce Solar Fest 2009. Solar Fest 2009 will be the seventh annual solar energy exhibition in San Antonio. This is a free, family-oriented event that gives the general public a chance to see how solar energy is used and what is available for the home and small business. Local vendors are given an opportunity to display their technology and services related to solar power. In 2008, the one-day event attracted 1,200 people.

The deliverable for this task is the Solar Fest event. Milestones reached in this task will be documented in the monthly progress report.

Task 6. Build Working Relationships and Partnerships. One of the key activities of Solar San Antonio is bringing together leaders from business, industry, government organizations, non-profit groups, academia and the general public to exchange information and create partnerships and other joint enterprises. This effort will continue throughout the year and be documented in monthly progress reports.

Activities in this task will be documented in the monthly progress report. This is the deliverable for this task.

Task 7. Develop and Distribute Information Materials. This task involves the research, preparation and reproduction of handouts, flyers, fact sheets and other informational materials on solar energy. It also includes the purchase of equipment for the display of solar power technology.

Four (4) new informational pieces will be produced. It is anticipated that 2,000 copies of these and other materials will be reproduced during the year. A set of physical display items to outfit a standard "booth" at a public event will also be a product of this task. Activities will be documented in the month progress report.

Budget and Schedule

The tasks will be completed throughout FY 2009 (October 1, 2008 to September 30, 2009) according to the schedule in the table below. The budget for each task is based upon an hourly rate for each employee working on the task and the number of hours involved. Solar San Antonio will provide the City with a monthly progress report documenting progress on the seven tasks along with an invoice for \$6,250.00

Task Schedule and Budget

Tasks	Amount
1. Provide Advice and Information to the City Staff and Council	\$6,000.00
2. Solar Power Information Seminars and a Workshop	\$15,500.00
3. Update Solar San Antonio Website	\$5,000.00
4. Develop Renewable Energy Center Concept	\$20,000.00
5. Organize and Produce Solar Fest 2009	\$12,000.00
6. Build Working Relationships and Partnerships	\$8,000.00
7. Develop and Distribute Information Materials	\$8,500.00
Total Project	\$75,000.00

Personnel and Rates

Hourly rates have been established based upon actual salary costs and expenses. The hourly rates listed below are based on actual salary costs times a factor (2.62) to cover the portion of overhead of Solar San Antonio (office expenses and non-billable time) that is not covered by Solar San Antonio member dues.

Labor Rates (Including Overhead)	
Person	Rate
Board Chairman	\$39.00
Executive Director	\$66.00
Executive Assistant	\$32.00
Communications Director	\$39.00

Scope of Services for DOE Solar America Cities Project
FY 2009 City of San Antonio Contract with Solar San Antonio, Inc.

This scope of services for FY 2009 addresses the continuation of the DOE Solar America Cities project. The following DOE Solar America Cities project tasks are addressed by this scope of services:

1. Review City of San Antonio and CPS Energy Solar Policies and Procedures (DOE Task 3)
2. Draft New and Revised City Solar Policies and Procedures (DOE Task 4)
3. Solicit Public Comment on Proposed Solar Power Policies and Procedures (DOE Task 5)
4. Obtain City Council Resolution on New/Revised Solar Policies/Procedures (DOE Task 6)
5. Implement and Monitor New and Revised City Policies and Procedures (DOE Task 7)
6. Identify Barriers to Greater Solar Implementation (DOE Task 8)
7. Assemble San Antonio Existing Solar Inventory (DOE Task 10)
8. Formulate & Document Forecasting & Evaluation Methodology (DOE Task 11)
9. Produce Technical Memorandum on Technology Options (DOE Task 12)
10. Conduct Survey Research on Potential Alternatives. ((DOE Task 14)
11. Project 2015 Energy Consumption (DOE Task 16)
12. Project Oversight and Reporting (DOE Task 26)

Task Descriptions

1. Review City of San Antonio and CPS Energy Solar Policies and Procedures (DOE Task 3)

This task covers the continuation and completion of the review of City of San Antonio (COSA) and CPS Energy (CPS) solar-energy related policies and procedures begun in FY 2008. The objective of this task is to identify administrative procedures that inhibit the rapid deployment of solar energy projects in San Antonio. Solar San Antonio has attended meetings, provided contact information for solar installers and purchasers, assisted in the identification of current procedures, reviewed draft materials and similar supporting activities, and expects to continue with similar efforts. This task includes regular contact with personnel in the City of San Antonio Development Services and CPS Energy to become familiar with the approval procedures and any related issues regarding the installation of solar power in San Antonio. In addition, Solar San Antonio staff will become familiar with the Build San Antonio Green Level 2 and Level 3 programs and provide feedback as appropriate in order to maximize the potential for solar power. This work is being accomplished in conjunction with COSA, CPS and the DOE Tiger Team.

2. Draft New and Revised City Solar Policies and Procedures (DOE Task 4)

This task is a continuation of work begun in FY 2008 which includes possible changes to:

- Building codes
- Incentive scorecard system
- Fast tracking solar projects in development review
- Criteria for solar power on existing City-owned buildings

- 3. Solicit Public Comment on Proposed Solar Power Policies and Procedures (DOE Task 5)**

Obtain community input on revised policies and procedures before seeking Council approval. As part of this task, Solar San Antonio will provide links to the Build San Antonio Green website maintained by the Metropolitan Partnership for Energy (MPE) and promote public educational events related to the Build San Antonio Green Level 2 and Level 3 programs. Solar San Antonio continually gets inquiries regarding the installation of solar power and these often result in a discussion of green building. Green building referrals and any feedback from the public regarding green building will be passed on to the MPE.
- 4. Obtain City Council Resolution on New/Revised Solar Policies and Procedures (DOE Task 6)**

Solar San Antonio will assist COSA and CPS in the preparation of cost, impact, and other information related to revised policies and procedures which will be taken to the City Council Resolution in the form of a resolution.
- 5. Implement and Monitor New/Revised City Policies and Procedures (DOE Task 7)**

Solar San Antonio will assist COSA and CPS in monitoring the implementation of the new policies and procedures for 6 months and assist in the document the results including any solar demonstration projects.
- 6. Identify Barriers to Greater Solar Implementation (DOE Task 8)**

Solar San Antonio will contact leading cities in solar power in the U.S. and determine differences between the practices of these leading cities and those found in San Antonio. A technical memorandum will be prepared identifying barriers from this research as well as the research done by others. Barriers will be confirmed or adjusted by the survey research to be conducted in Task 10 below.
- 7. Assemble San Antonio Existing Solar Inventory (DOE Task 10)**

The beginning of an on-line inventory of solar (PV and thermal) installations occurred with the development of San Antonio's first Solar Tour on October 4, 2008. Based on City and CPS Energy records, contacts with local military bases, discussions with solar vendors, interaction with neighborhood associations, responses to on-going Solar San Antonio activities, and other efforts, Solar San Antonio will prepare a technical memorandum documenting the quantity of solar power being used in San Antonio today.
- 8. Formulate & Document Forecasting & Evaluation Methodology (DOE Task 11)**

A technical memorandum will be created to describe the methodology to forecast energy consumption, market penetration of various technologies, electric power reliability under various scenarios and the evaluation methods. This data together with solar radiation levels and climate data can be entered into a model for use by other municipalities.
- 9. Produce Technical Memorandum on Technology Options (DOE Task 12)**

Solar San Antonio will prepare a technical memorandum documenting the availability and cost of appropriate solar technology and supporting technology (smart meters, microgrid equipment, electricity/energy storage, concentrated solar power plants, etc.) with the help of CPS, COSA and the DOE Tiger Team.

10. Conduct Survey Research on Potential Alternatives. ((DOE Task 14)

In order to determine the feasibility of various strategies for advancing the implementation of solar power in San Antonio, some surveys of residential and commercial electricity consumers will be necessary. As this task begins, a technical memorandum will be written to identify those information items which are needed. This will be followed by a review of already completed surveys to determine any gaps in information. Finally, before this contract is completed, a draft conceptual survey instrument will be generated for review by the local team and the DOE Tiger Team.

11. Project 2015 Energy Consumption (DOE Task 16)

This task begins the effort to forecast 2015 energy consumption for San Antonio and Bexar County. Only 17% of the effort will be accomplished under this contract, covering some basic research and brainstorming on the effort.

12. Project Oversight and Reporting (DOE Task 26)

This task involves reporting, coordination and peer-to-peer activities throughout the course of the entire project. About 40% of this task will be completed under this scope of work.

Budget and Schedule

The tasks will be completed according to the schedule in the table below. The budget for each task is based upon an hourly rate for each employee working on the task and the number of hours involved plus expected direct expenses. This initial scope accounts for 33% of the total Solar San Antonio effort related to the multi-year DOE Solar America Cities effort.

Task Schedule and Budget

Tasks		
1. Review City of San Antonio and CPS Energy Solar Policies and Procedures	70%	\$ 5,690
2. Draft New and Revised City Solar Policies and Procedures	85%	\$ 6,800
3. Solicit Public Comment on Proposed Solar Power Policies and Procedures	85%	\$ 2,960
4. Obtain City Council Resolution on New/Revised Solar Policies/Procedures	100%	\$ 1,050
5. Implement and Monitor New and Revised City Policies and Procedures	50%	\$ 2,880
6. Identify Barriers to Greater Solar Implementation	75%	\$ 6,550
7. Assemble San Antonio Existing Solar Inventory	75%	\$ 8,260
8. Formulate & Document Forecasting & Evaluation Methodology	60%	\$ 4,800
9. Produce Technical Memorandum on Technology Options	60%	\$ 4,980
10. Conduct Survey Research on Potential Alternatives	25%	\$ 2,000
11. Project 2015 Energy Consumption	17%	\$ 910
12. Project Oversight and Reporting	40%	\$ 3,120
Total Project		\$50,000

Personnel and Rates

Hourly rates have been established based upon actual salary costs and expenses as of September 2007. The hourly rates listed below are based on actual salary costs times a factor (2.62) to cover the portion of overhead of Solar San Antonio (office expenses and non-billable time) that is not covered by Solar San Antonio member dues.

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