

# Monthly Progress Report

## Riverside County Renewable Energy Planning Program



*Pelicans resting on the shore of the Salton Sea at twilight.*

**Commission Agreement #:** REN-13-002

**Monthly Progress Report #:** 05

**Period Covered:** November 1-30 and December 1-31, 2014

**Attached to Invoice #:** 01 (*Note: Invoice #01 covers July 21 through Dec. 31, 2014*)

**Project Manager:** Cindy A. Thielman-Braun

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**Commission Agree. Manager:** Cory Irish, MS - 18

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## Executive Summary

For the last two months of 2014, the eRED Team continued work on project tasks, with the main emphasis on two: Review and analysis of the proposed DRECP relative to Riverside County and selection of a subcontracting firm to perform Salton Sea GIS mapping work via the County's RFQ process. Work on the analysis of the Salton Sea region for renewable energy suitability also remained ongoing as well. While none of these efforts were completed by the end of the year, progress was made on each.

## Work Statement

This section briefly addresses the status of the project's approved tasks in the Work Statement. Discussion is split into three sections focusing on completed activities, ongoing activities and, lastly, activities with no new progress to report. Each subtask item includes a report on its status, including discussion of any products due and whether or not the project is progressing according to schedule. Where applicable the discussion also covers any problems encountered, proposed changes contemplated and anticipated results for the upcoming quarter. Unless noted otherwise, each subtask remains on track in terms of budgeted funds and hours at this time and will continue to be produced monthly as per Work Statement and schedule.

### *Agreement Activities Completed This Month*

No specific tasks or subtasks were completed in November or October 2014. See discussion under "Ongoing Activities," below. All other activities and work products produced in the past two months were part of on-going efforts and are described in subsequent sections.

### *Status of Ongoing Agreement Activities*

The tasks listed below are ongoing and have had activity performed as indicated. Unless noted otherwise, each of these tasks will be reported on further in subsequent progress reports. Ongoing items will remain in this section unless concluded or there has been no activity during the reporting period. In such cases, the item will be discussed in the applicable other section instead.

#### **A. Task 1.4 – Monthly Progress Report**

The fourth progress report was submitted to the CEC electronically on November 16, 2014, and a hard-copy was mailed the same day. An invoice was not attached. Instead, an invoice for the first six months (July 21 through December 31, 2014) is attached to this report.

#### **B. Task 1.7 – Obtain and Execute Subcontracts**

The process for selecting a subconsultant was concluded in November and negotiations for the final contract to be executed between the County and the selected subconsultant have begun. See further details under "Task 2.3," below.

#### **C. Task 2.1 – Kickoff Meeting (Internal County)**

A "formal" internal County kickoff meeting has not yet been held. Although originally planned for August 7, 2014, it was decided not to hold one at that time, since the County had already held a full "kickoff" type of meeting in early July (prior to grant initiation and therefore not billed to the State). Instead, a full County meeting will be held in April of 2015 pursuant to this task once the selected

Subconsultant is on board. In this way, it will allow the County to check-in amongst the team members and also bring the subconsultant up to speed in an efficient manner. By re-focusing this task as a kickoff to the subcontracted work, the grant agreement task will be fulfilled, while making the necessary meeting more efficient and purposeful (since the County had already held its own “kickoff meeting” prior to the grant’s effective start date).

#### **D. Task 2.2 – Team Meetings**

The eRED Project Manager (Cindy Thielman-Braun) met with several eRED team members either individually or in small groups throughout November and December of 2014. There were no formal (agendized) eRED team meetings held in either month.

#### **E. Task 2.3 – RFP for Consultant Services**

The Request for Qualifications (RFQ) period publicized by the County (online and via newspaper) ended October 14, 2014. Three responsive bids (Statements of Qualifications) were received. A County selection committee<sup>1</sup> reviewed each submittal and scored it numerically using the score sheet that was part of the published RFQ. Upon completion, the three firms were ranked and all three were invited to in-person interviews. All three one-hour interviews were held on November 6, 2014, at the County. Each firm was given time to present their services, ask questions and, lastly, answer questions posed by the selection committee. Each committee member filled out a second scoring form for the interviews. After the interviews, the committee members discussed their impressions and the scoring sheets were tallied and ranked.

Letters were sent out to the three firms informing them of the County’s selection results on November 24, 2014. See **Attachment A**. A full budget proposal (bid) was requested from the top ranked firm and the draft contract submitted to the firm for their legal review and comment. Since negotiations are still in progress, the final contract will be submitted to the CEC once the drafting process is completed, as least 10 days prior to action as required by our grant agreement. The budget proposed by the first ranked firm did come in at under the total amount allotted by the County for the necessary work under the grant (i.e., under \$150,000).

#### **F. Task 3.1 – Assemble Existing eRED Data**

This task has been initiated in association with the research and preparation the eRED Project Manager has performed in developing the initial project presentations (for example, for internal use, etc.). The eRED team has also begun researching and studying existing eRED data and related technical information providing background on the issues the County is facing.

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<sup>1</sup> Committee members: Cindy Thielman-Braun (Project Manager), Larry Ross (Principal Planner), both from Planning Dept., and from Transportation Dept., Khalid Nasim (Division Manager) and Richard Fairhurst (Senior Planner [and TGIS expert for Trans.]).

**G. Task 3.2 – Develop eRED Opportunities and Constraints Criteria**

This task was initiated in conjunction with County review of the draft DRECP EIR/EIS released by the State. Various members of the eRED team have attended State conference calls and meetings related to the DRECP. The research is being used to help identify the appropriate opportunities and constraints for eRED siting in Riverside County to inform the proposed General Plan Amendment. Towards this end, County personnel attended several meetings regarding DRECP consistency issues during the last two months of 2014, including: DRECP public meetings on November 6 in Ontario, California, (attended by Tiffany North and Chad Yong) and November 7 in Palm Desert (attended by Cindy Thielman-Braun). See agenda from Palm Desert meeting under **Attachment B**. Cindy Thielman-Braun and Tiffany North also attended a conference call/WebEx meeting with the State on December 15, 2014, to discuss specific DRECP issues, questions and concerns of the affected counties. No agenda was provided for the call. Ms. Thielman-Braun also attended a counties working group conference call with the CEC on November 18, 2014.

**H. Task 3.3 – Identify Areas Suitable for Additional eRED Study**

Similar to Task 3.2, this task was also initiated in conjunction with County review of the draft DRECP EIR/EIS and will be used to help identify the appropriate opportunities and constraints for eRED siting in Riverside County. DRECP maps related to plans affecting Riverside County have been placed on the County's project website.

**I. Task 4.1 – Assemble Information/Data for Salton Sea eRED Study Region**

Work on this subtask is ongoing. Base maps being developed have been posted on the project website. Work is ongoing, particularly in coordination with NREL (National Renewable Energy Laboratory) mapping and analysis efforts. Towards this end, Ms. Thielman-Braun and Phil Rosentrater spoke with NREL via conference call on November 3 and December 2, 2014. There were no agendas for either of these meetings.

**J. Task 4.2 – Analyze Salton Sea eRED Opportunities and Constraints**

Work on this subtask is ongoing on conjunction with the Task 4.1 effort described above.

**K. Task 4.4 – Outreach and Coordination with Salton Sea Authority**

The November 3, 2014, conference call with NREL also included discussion of document sharing and coordination issues with the Salton Sea Authority (SSA) and, in particular, Boykin Witherspoon, III, executive director of the Water Research Institute (WRI) for CSU. No agenda was available for this meeting.

**L. Task 4.5 – Technical Coordination with Utilities and Other Agencies in Salton Sea Region**

No specific meetings or other actions not already mentioned were held during the last two months of 2014. This task remains ongoing.

**M. Task 7.1 – Develop and Publish Project Webpage**

The eRED Project website was formally launched in October 2014. Content is added to the site as it becomes available, e.g., copies of the monthly reports to the CEC and maps ready for public viewing. Information and data will continue to be added to the site as it is developed.

**N. Task 7.2 – Public Agency and Stakeholder Coordination and Other Outreach Meetings**

In addition to the other meetings already addressed above, Cindy Thielman-Braun and Phil Rosentrater attended a “Renewable Energy Summit” meeting of the Coachella Valley Roundtable on November 20, 2014, at the UC Riverside Palm Desert campus. The Roundtable is a group of various agencies, community groups, educational groups, commercial entities and other interested parties from the Coachella Valley region that work together to better their community. The meeting attended focused on the various renewable energy projects and opportunities occurring in the Coachella Valley. Ms. Thielman-Braun gave a brief (5 minute) overview of the County’s DRECP/Renewable Energy Grant efforts and invited all present to become involved and track progress via the project website. No agenda was available for this meeting.

***Tasks Not Yet Begun or With No Notable Changes***

For the report period of this progress report, no new work has been undertaken on the tasks listed below. In every case, unless noted otherwise, these tasks are those for which requisite prior actions are not yet complete. None of these tasks have any specific work product anticipated in the next three months (unless noted otherwise). Agendas and notes will continue to be forwarded for any meetings that do occur.

- A. Task 1.2 – Critical Project Review (CPR) Meetings**
- B. Task 1.3 – Final Meeting**
- C. Task 1.5 – Final Report**
- D. Task 4.3 – Develop Salton Sea eRED Study Region Policies and Plans**
- E. Task 5.1 – Revise General Plan: Eastern Coachella Valley Area Plan**
- F. Task 5.2 – Revise General Plan: Multipurpose Open Space Element**
- G. Task 5.3 – Revise General Plan: Rest of Document**
- H. Task 5.4 – Prepare General Plan Documents for Processing**
- I. Task 6.1 – CEQA Initial Study**
- J. Task 6.2 – Prepare Environmental Review Document**
- K. Task 6.3 – CEQA Consultations**
- L. Task 6.4 – Prepare Final CEQA Documents for Processing**

- M. Task 8.1 – General Plan Amendment Initiation Process (GPIP) Processing**
- N. Task 8.2 – Planning Commission Processing**
- O. Task 8.3 – Board of Supervisors Processing**
- P. Task 8.4 – Final Documents (Post-Adoption Actions, if Applicable)**

### *Completed Tasks -- No Further Changes*

The tasks below have been completed and were addressed under prior progress reports, as indicated. No further actions are planned or anticipated for these tasks.

- A. Task 1.1 – CEC Kickoff Meeting** (Completed July 22, 2014; see Progress Report #01.)
- B. Task 1.6 – Required Permit Information** (Completed July 31, 2014; see Progress Report #01.)

### *Work Product / Deliverables*

Products are “any tangible item specified in the Work Statement.” As per the conditions of REN-13-002 Exhibit C, item 5 (“Products”), “Unless otherwise directed, draft copies of all products identified in the Work Statement shall be submitted to the Commission Agreement Manager for review and comment. The Recipient will submit an original and two copies of the final version of all products to the Commission Agreement Manager.” Thus, in accordance with this directive, the following work products are submitted for this reporting period.

- A. Attachment A:** Response letters sent to the three firms interviewed as part of RFQ selection, November 24, 2014. (Tasks 1.7 and 2.3)
- B. Attachment B:** Agenda for DRECP Public Meeting, Palm Desert, November 7, 2014. (Task 3.2)

## **Financial Status**

This section presents a brief narrative addressing costs incurred to-date in relation to the approved Budget. Also includes a discussion as to whether or not the project is progressing within the approved Budget, as well as identification of any proposed changes or adjustments being that may be considered.

After a number of technical delays, the first County invoice (Invoice #01) has been prepared and is attached to this report. It covers grant inception (July 21, 2014) through the end of 2014 (December 31, 2014). Subsequent invoices will be submitted monthly and coincide with the progress report time frames. In regards to the rest of the project, at present there are no issues outstanding (in either the Work Statement or the Budget) that might necessitate amendment of the Agreement. No budget changes or alterations are requested at this time. However, the County will likely be contacting the CEC to seek clarification on any invoicing issues identified in the first invoice, if necessary.



## Additional Information

These items address any information in the Work Statement or Special Conditions not already covered in one of the above sections. Ministerial types of project information are also addressed, as well as the outlook for any significant future changes (i.e., amendments) and any issues not addressed elsewhere.

### *Amendments*

Item 8 (“Amendments”) of Exhibit C, Terms and Conditions of Non-Federally Funded Grants, of the Agreement notes that, “Changes to the Work Statement, changes to specific line items in the budget, or both, may be made under certain conditions.” At present, there are no issues outstanding (neither in the Work Statement nor Budget) that would necessitate the proposal of an amendment to the Agreement other than, potentially, whatever changes may be necessary to clarify invoicing procedures, as noted above. Should any other issue arise with the potential to lead to an amendment request, the County will contact the CEC immediately.

### *Legal Notice*

No product or report produced as a result of work funded by this program shall be represented to be endorsed by the California Energy Commission and all such products or reports shall include the following statement:

“This document was prepared as a result of work sponsored by the California Energy Commission. It does not necessarily represent the views of the Energy Commission, its employees, or the State of California. The Energy Commission, the State of California, its employees, contractors, and subcontractors make no warranty, express or implied, and assume no legal liability for the information in this document; nor does any party represent that the use of this information will not infringe upon privately owned rights.”

**Attachment A:**

Response letters sent to the three firms interviewed as part of RFQ selection, November 24, 2014. (Tasks 1.7 and 2.3)





*Juan C. Perez*  
*Interim Planning Director*

## RIVERSIDE COUNTY PLANNING DEPARTMENT

November 24, 2014

James A. Sinnema, PE  
RBF Consulting  
74-130 Country Club Drive  
Palm Desert, CA 92260-1687

**RE: Request for Proposals to Provide Utility Mapping and Infrastructure Planning Services for Riverside County Transportation Department – Final Selection**

Dear Mr. Sinnema,

Thank you very much for your oral presentation. The time and effort your company and staff expended to respond to our selection process is sincerely appreciated. The Consultant Selection Committee has completed their evaluation of the interviewed firms and we are happy to inform you that RBF has been selected as the top-ranked firm.

The following is a list of the short-listed firms in order of ranking after interviews:

1. RBF / Michael Baker International
2. Webb Associates
3. MSA Consulting

For the next step in the contracting process, the County Planning Department formally requests the submittal of your firm's full cost proposal and rates for the proposed work effort. Submittal as soon as possible would be appreciated, however, please respond by Monday, December 8, 2014, at latest. After we have reviewed the cost proposal, the County would like to initiate negotiations by meeting to discuss your cost proposal later that same week, if convenient. I will contact you to set the specific date and time. The meeting will be held at the Planning Department (CAC, 12<sup>th</sup> Floor).

If for any reason we are unable to come to a negotiated agreement with the first ranked firm, we will initiate negotiations with the next ranked firm. This process will continue until a negotiated agreement is finalized.

Please contact me at your earliest convenience so that we may schedule the meeting and, of course, if there are any questions. I may be contacted at (951) 955-8632 or [cthielma@rctlma.org](mailto:cthielma@rctlma.org). Congratulations again on your ranking and we look forward to working with you and your firm.

Best regards,

Cindy A. Thielman-Braun  
Renewable Energy (eRED) Project Manager  
Urban / Regional Planner IV

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P.O. Box 1409, Riverside, California 92502-1409  
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*Juan C. Perez*  
*Interim Planning Director*

## RIVERSIDE COUNTY PLANNING DEPARTMENT

November 24, 2014

Bruce Davis, PE  
Albert A. Webb Associates  
3788 McCray Street  
Riverside, CA 92506

**RE: Request for Proposals to Provide Utility Mapping and Infrastructure Planning Services for  
Riverside County Transportation Department – Final Selection**

Dear Mr. Davis,

Thank you very much for your firm's oral presentation. The time and effort your company and staff expended to respond to our selection process is sincerely appreciated. The Consultant Selection Committee has completed their evaluation of the interviewed firms. Although we found all respondents to be capable and qualified, we regret to inform you that the selection committee has determined that another responding firm's qualifications provide a better match for the proposed services.

The following is a list of the short-listed firms in order of ranking after interviews:

1. RBF / Michael Baker International
2. Webb Associates
3. MSA Consulting

It is our intent to keep the names of all responding firms on file for notification of future solicitations on projects needing similar services.

Again, the Selection Committee sincerely appreciates your interest in Riverside County projects and we look forward to future opportunities to work with your firm.

Best regards,

Cindy A. Thielman-Braun  
Renewable Energy (eRED) Project Manager  
Urban / Regional Planner IV

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*Interim Planning Director*

## RIVERSIDE COUNTY PLANNING DEPARTMENT

November 24, 2014

Marco T. Celedon, PE  
MSA Consulting, Inc.  
34200 Bob Hope Drive  
Rancho Mirage, CA 92270

**RE: Request for Proposals to Provide Utility Mapping and Infrastructure Planning Services for  
Riverside County Transportation Department – Final Selection**

Dear Mr. Celedon,

Thank you very much for your firm's oral presentation. The time and effort your company and staff expended to respond to our selection process is sincerely appreciated. The Consultant Selection Committee has completed their evaluation of the interviewed firms. Although we found all respondents to be capable and qualified, we regret to inform you that the selection committee has determined that another responding firm's qualifications provide a better match for the proposed services.

The following is a list of the short-listed firms in order of ranking after interviews:

1. RBF / Michael Baker International
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It is our intent to keep the names of all responding firms on file for notification of future solicitations on projects needing similar services.

Again, the Selection Committee sincerely appreciates your interest in Riverside County projects and we look forward to future opportunities to work with your firm.

Best regards,

Cindy A. Thielman-Braun  
Renewable Energy (eRED) Project Manager  
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**Attachment B:**

Agenda for DRECP Public Meeting, Palm Desert, November 7, 2014. (Task 3.2)



## **Public Meeting**

on the

Draft Desert Renewable Energy Conservation Plan and  
Environmental Impact Report/Environmental Impact Statement

### **U.C. Riverside, Palm Desert Center**

Auditorium

75080 Frank Sinatra Drive | Palm Desert, CA 92211

Friday, November 7, 2014

4:00PM-6:30PM

(If participating in the meeting via the internet, see instructions on the following page.)

### **AGENDA**

- I. Welcome and Introductions – 4:00 pm
- II. Presentation on the Draft DRECP and EIR/EIS – 4:10 pm
- III. Information stations – 4:30 pm
- IV. Public comment – 5:30 pm