



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

BOARD OF DIRECTORS  
MEETING OF AD HOC COMMITTEE ON CLIMATE PROTECTION

AD HOC COMMITTEE MEMBERS

GAYLE B. UILKEMA – CHAIR  
CHRIS DALY  
ERIN GARNER  
YORIKO KISHIMOTO  
TIM SMITH

PAMELA TORLIATT – VICE CHAIR  
DAN DUNNIGAN  
SCOTT HAGGERTY  
MARK ROSS

**THURSDAY  
JUNE 1, 2006  
9:30 A.M.**

**4<sup>th</sup> FLOOR CONFERENCE ROOM  
DISTRICT OFFICES**

**AGENDA**

**1. CALL TO ORDER - ROLL CALL**

**2. PUBLIC COMMENT PERIOD**

*(Public Comment on Non-Agenda Items Pursuant to Government Code § 54954.3) Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at District headquarters, 939 Ellis Street, San Francisco, CA, at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Committee's subject matter jurisdiction. Speakers will be limited to five (5) minutes each.*

**3. APPROVAL OF MINUTES OF FEBRUARY 23, 2006**

**4. SELECTION OF CONTRACTOR FOR GREENHOUSE GAS MITIGATION STUDY**

**H. Hilken/4642**

[hhilken@baaqmd.gov](mailto:hhilken@baaqmd.gov)

*The Committee will consider recommending Board of Directors' approval of a contractor to conduct a Greenhouse Gas Mitigation Study.*

**5. STATUS REPORT ON DISTRICT CLIMATE PROTECTION ACTIVITIES**

**H. Hilken/4642**

[hhilken@baaqmd.gov](mailto:hhilken@baaqmd.gov)

*Staff will provide a report to the Committee on recent District climate protection activities.*

**6. REPORT ON RECENT STATE CLIMATE PROTECTION ACTIVITIES**

**H. Hilken/4642**

[hhilken@baaqmd.gov](mailto:hhilken@baaqmd.gov)

*A representative of the California Climate Action Team will provide a summary to the Committee on recent State climate protection activities.*

**7. COMMITTEE MEMBERS' COMMENTS**

*Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may; ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2)*

**8. TIME AND PLACE OF NEXT MEETING: AT THE CALL OF THE CHAIR**

**9. ADJOURNMENT**

**CONTACT CLERK OF THE BOARDS - 939 ELLIS STREET  
SAN FRANCISCO, CA 94109**

**(415) 749-4965  
FAX: (415) 928-8560  
BAAQMD homepage:  
[www.baaqmd.gov](http://www.baaqmd.gov)**

- To submit written comments on an agenda item in advance of the meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- To request special accommodations for those persons with disabilities (notification to the Clerk's Office should be given at least three working days prior to the date of the meeting so that arrangements can be made accordingly).

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chair Uilkema and Members  
of the Ad Hoc Committee on Climate Protection

From: Jack P. Broadbent  
Executive Officer/APCO

Date: May 23, 2006

Re: Ad Hoc Committee on Climate Protection Draft Minutes

RECOMMENDED ACTION:

Approve attached draft minutes of the February 23, 2006 meeting of the Ad Hoc Committee on Climate Protection.

DISCUSSION

Attached for your review and approval are the draft minutes of the February 23, 2006 meeting of the Ad Hoc Committee on Climate Protection.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

**Bay Area Air Quality Management District  
939 Ellis Street  
San Francisco, California 94109  
(415) 771-6000**

**DRAFT MINUTES**

Summary of Board of Directors  
Meeting of the Ad Hoc Committee on Climate Protection  
9:30 a.m., Thursday, February 23, 2006

1. **Call to Order - Roll Call:** Chair Gayle B. Uilkema called the meeting to order at 9:35 a.m.  
  
**Present:** Gayle B. Uilkema, Chair, Dan Dunnigan, Scott Haggerty, Mark Ross, Tim Smith, Pamela Torliatt.  
  
**Absent:** Chris Daly, Erin Garner.
2. **Public Comment Period:** There were none.
3. **Approval of Minutes of December 14, 2005:** Director Torliatt moved approval of the minutes; seconded by Director Smith; carried unanimously without objection.
4. **Presentation on the Initiatives of the District's Climate Protection Leadership Program:**  
*Staff made a presentation to the Committee describing the upcoming initiatives for the District's Climate Protection Leadership Program.*

Ana Sandoval, Environmental Planner, presented the report and stated that the Ad Hoc Committee first met in December 2005 where recent and future activities were discussed. Ms. Sandoval discussed the following Climate Protection Leadership Program initiatives:

- A Climate Protection Summit.
- Research on greenhouse gas (GHG) emission reduction technologies or processes that could be implemented at stationary sources.
- A Bay Area GHG emission inventory.
- Promotion of energy efficiency.
- In-house GHG emission reductions.
- Green schools.

Ms. Sandoval noted that the Summit would provide an opportunity to link all of the actions. The research and study on GHGs should be completed by March 2007. The emission inventory data is being worked on and should be available in spring 2006. The green schools initiative will promote renewable energy.

Further integration with District activities includes the following:

- Consideration of greenhouse gas emission reduction benefit as a criteria in Transportation Fund for Clean Air grant awards.
- Integration of climate protection in District California Environmental Quality Act (CEQA) guidelines.
- Integration of climate protection in general plan guidelines.
- Greenhouse gas emissions tracking through the permitting process.

In response to a question from Chair Uilkema, Henry Hilken, Director of Planning, Rules & Research, stated that a steering committee has been convened to help with the planning of the Summit. The first meeting will be held on March 1<sup>st</sup>. The Summit will be held in the summer. Jack Broadbent, Executive Officer/APCO, added that the intent of the Summit would be to raise awareness of the issues just presented.

The Committee discussed ideas for the Summit, which included the construction of “green” schools or improved air quality through the HVAC systems and zero CO<sub>2</sub> emissions for schools. It was noted that it may be difficult to work with the schools because of their financial restraints.

There was discussion on “green” fleets for public agencies, blowers on pools being a source of greenhouse gas emissions, and the need to work on transportation options available to get to the Summit. The Safe Rides to School Program was briefly discussed.

**Committee Action:** The Committee provided recommendations to staff on issues for the Summit.

**5. Status Report on Upcoming Climate Protection Summit:** *Staff provided a report to the Committee on preparations for the climate protection summit to be hosted by the District in mid-2006.*

Ms. Sandoval presented a status report on the upcoming Bay Area Climate Protection Summit to be hosted by the Air District in mid-2006. The purpose of the Summit is inspire climate protection programs, improve coordination, and identify stronger State or federal actions.

Ms. Sandoval reviewed the target audience, potential Summit activities, and the Summit preparations. The Committee provided direction to staff on the following: 1) that school district leaders be included in the Steering Committee, as well as regional water districts and community groups; 2) the “message” for the Summit; such as the link between air quality and GHGs, green buildings, and a model ordinance; and 3) a gift bag with “green” gifts in it.

Ms. Sandoval listed the participants of the Steering Committee. The Committee also discussed having a co-sponsor and it was suggested the Lung Association be contacted. Another suggestion was to invite the President and/or the Governor.

**Committee Action:** The Committee provided staff with direction.

**6. Committee Members’ Comments:** There were none.

7. **Time and Place of Next Meeting:** At the Call of the Chair.
8. **Adjournment:** The meeting was adjourned at 10:36 a.m.

Mary Romaidis  
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
Memorandum

To: Chair Gayle B. Uilkema and  
Members of the Ad Hoc Committee on Climate Protection

From: Jack P. Broadbent  
Executive Officer/APCO

Date: May 25, 2006

Re: Selection of Contractor for Greenhouse Gas Mitigation Study

RECOMMENDED ACTION

- 1) Recommend Board of Directors approval of URS Corporation as the contractor to conduct a study on Greenhouse Gas Mitigation.
- 2) Recommend Board of Directors authorization for the Executive Officer to execute a contract with the selected contractor for an amount not to exceed \$100,000 to conduct the study.

BACKGROUND

On June 1, 2005 the District Board of Directors adopted a resolution establishing a Climate Protection Program that acknowledges the link between climate change and existing programs designed to reduce air pollution. Since then District staff has identified a number of initiatives designed to reduce greenhouse gas (GHG) emissions in the Bay Area. As part of its future efforts to address climate change, the District intends to gather information regarding currently available or emerging processes or technologies that could reduce greenhouse gas emissions from stationary sources currently subject to the District's permitting requirements. On April 17, 2006, the Air District issued a Request for Proposal (RFP) seeking a contractor to conduct a study on greenhouse gas mitigation measures specific to the types of stationary sources operating in the Bay Area.

DISCUSSION

The overall goal of the study is to provide the District with a comprehensive inventory and evaluation of technologies and processes available for the reduction of greenhouse gas emissions by stationary sources that the District currently regulates. The study will identify additional or alternative processes and technologies that can be implemented to reduce greenhouse gas emissions from stationary sources, and will further evaluate and compare the identified technologies and processes to one another and to the technologies and processes currently in use at stationary sources. The comparison will include: greenhouse gas emission reduction benefit; capital, installation, implementation, operational and maintenance costs; key uncertainties associated with costs analyzed; challenges to

implementation, operation, and maintenance; additional air quality benefits and disbenefits (e.g., decreases or increases in other pollutants) for criteria pollutants and toxics; and any other benefits and/or disbenefits to using said technologies or processes.

On April 17, 2006, the District issued an RFP seeking a contractor to conduct a study on greenhouse gas mitigation. The RFP was mailed to over 100 firms, posted on the Air District’s website, and e-mailed to the California Climate Action Registry’s technical providers and certifiers. A bidder’s conference was held at the District office on May 8, 2006 to respond to questions on the content of the RFP. Sixteen individuals attended the bidder’s conference.

The District received seven proposals in response to the RFP by the May 17, 2006, 5:00 PM deadline. The proposals were submitted by:

<u>Name</u>	<u>Office Location</u>
ICF Consulting	San Francisco, CA
KEMA	Oakland, CA
Ryerson, Master and Associates, Inc.	Santa Barbara, CA
Science Applications International Corp.	Oakland, CA
TETRA TECH EM Inc.	San Francisco, CA
TIAX LLC	Cupertino, CA
URS Corporation	Oakland, CA

**Evaluation of Proposals**

The RFP set forth technical and cost criteria to be used in evaluating qualifications. A point value was assigned to each criterion or category as indicated below:

- Clarity and comprehensiveness of the proposal 30
- Technical expertise and experience 20
- Project Management Staffing 20
- Previous experience 10
- Cost 20

In addition, companies were encouraged to submit information on their green business practices.

Staff derived a point value for each proposal by considering relevant factors for each category. This involved aspects such as study design and workplan; experience in similar studies; familiarity with local source categories and facilities; program scheduling; project orientation; completeness and timeliness of the submittal; proposal format; project management and staff within the firm and office location; technical expertise and background of the assigned personnel; number of hours assigned to each staff and task; and additional available resources. In addition, staff considered the green business practices of each firm, including participation in the Climate Action Registry, member of EPA’s Green Power Partnership, and registration with the District’s Spare the Air program.

All seven of the firms were well qualified. Based on the scoring system and criteria discussed above, staff ranked the proposals. The table below shows the evaluation criteria



and each firm’s score for each criterion. ICF and URS were closely ranked and consistently scored the highest in all criteria. These two firms were chosen for an interview due to the closeness of their rankings. All firm’s bid came in at under \$100,000. URS received the highest score for cost based on a commitment to attend the additional meetings specified in the RFP and an option to conduct a stakeholder engagement workshop. The costs of the meetings and workshop were included in the bid price. Based on the evaluations of the proposals and the responses to interview questions, URS Corporation was selected as the top candidate.

**Scoring of Proposals**

CRITERIA	COMPANY						
	ICF International	KEMA	Ryerson, Master and Associates, Inc.	Science Applications International Corp (SAIC)	TETRA TECH EM Inc.	TIAX LLC.	URS
Responsiveness of the proposal clearly stating an understanding of the work to be performed and comprehensiveness of the proposal to address the objective. (30 points):	29	20	20	22	15	24	29
Technical expertise; overall experience and innovative solutions and accomplishments of the consulting team. (20 points):	20	14	14	14	17	16	20
Project management staffing (20 points):	17	15	14	15	14	15	17
Previous experience; past performance of the bidder on work previously done for an air pollution control district or similar governmental agencies. (10 points):	9	8	8	9	8	8	9
Cost (20 points):	18	18	18	18	18	18	20
<b>Total Points</b>	<b>93</b>	<b>75</b>	<b>74</b>	<b>78</b>	<b>72</b>	<b>81</b>	<b>95</b>

BUDGET CONSIDERATION/FINANCIAL IMPACT

The RFP is for a fixed price contract not to exceed \$100,000. On April 5, 2006, the Board of Directors approved an amendment to the FY 2005/2006 Budget by increasing the Penalties and Settlements General Fund Revenue by \$100,000, and by correspondingly increasing the Professional Services & Contracts budget for Climate Protection (Program 608) by \$100,000.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer / APCO

Prepared by: Alex Ezersky  
Reviewed by: Henry Hilken

BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
Memorandum

To: Chair Uilkema and Members  
of the Ad Hoc Committee on Climate Protection

From: Jack P. Broadbent  
Executive Officer/APCO

Date: May 25, 2006

Re: Status Report on District Climate Protection Activities

RECOMMENDED ACTION

None. For information only.

BACKGROUND

At the February 23 meeting of the Ad Hoc Committee on Climate Protection, staff presented the six initiatives of the District's Climate Protection Leadership Program, designed to reduce greenhouse gas emissions and support climate protection efforts in the Bay Area. These initiatives include:

- Climate Protection Summit
- GHG Technology RFP
- Bay Area GHG Emission Inventory
- Promotion of Energy Efficiency
- In-house GHG Emission Reductions
- Green Schools
- Integration into Existing District Programs

DISCUSSION

Staff will present to the Committee an update on the implementation of the District's Climate Protection initiatives.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Ana Sandoval  
Reviewed by: Henry Hilken

BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
Memorandum

To: Chair Uilkema and Members  
of the Ad Hoc Committee on Climate Protection

From: Jack P. Broadbent  
Executive Officer/APCO

Date: May 25, 2006

Re: Report on Recent State Climate Protection Activities

RECOMMENDED ACTION

None. For information only.

BACKGROUND

In June 2005 Governor Schwarzenegger signed an Executive Order establishing greenhouse gas emission reduction targets for the state of California. The Governor also directed Cal/EPA and other State agencies to convene the multi-agency Climate Action Team, which prepared a report outlining strategies to reduce California greenhouse gas emissions.

DISCUSSION

A representative from the Climate Action Team will deliver a presentation on the recommendations in the report and recent State activities, including:

- Background on the Governor's emission reduction targets.
- Highlights of the Climate Action Team Final Report to the Governor.
- Key implementation strategies
- Outreach currently in progress and next steps.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Ana Sandoval  
Reviewed by: Henry Hilken