

Task Order Solar PV Feasibility Study

Task Order No. 21-101

This Task Order is pursuant to the Professional Services Agreement (“PSA”) between Sage Energy Consulting, Inc. (“SAGE”) and San Mateo-Foster City School District (“CLIENT”) dated February 18, 2021.

This Task Order must be mutually executed before work is commenced.

Project Name	Solar PV Feasibility Study
Client	San Mateo-Foster City School District
Physical Location	San Mateo and Foster City, California
Estimated Start Date	February, 2021
Estimated End Date	August, 2021
Estimated Fees	Task 1: Feasibility Review Update, T&M NTE \$17,000 Task 2: Investment Grade Feasibility Study, T&M NTE \$43,000 Task 3: (Optional) As-Needed/Additional Scope, T&M NTE \$5,000

Project Contacts

For SAGE	For CLIENT
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Scope of Services

Sage will conduct a solar PV feasibility study in two Tasks, a District-wide solar PV project Feasibility Review and an Investment Grade Feasibility Study, as detailed below and in conformance with Sage’s proposal response dated January 8, 2021 to CLIENT’s Request for Proposal dated November 10, 2020 titled “IN PREPARATION FOR ASSESSING DISTRICT SITES, PROVIDING OPTIONS FOR SOLAR SYSTEMS AND FINANCING, AND RECOMMENDING IMPLEMENTATION AND FINANCING THAT WOULD BEST MEET THE NEEDS OF THE DISTRICT IN MAKING PROGRESS TOWARD BECOMING A NET-ZERO-ENERGY EFFICIENT DISTRICT” and all associated Addendums.

The Feasibility Review is a desktop study of 25 CLIENT Sites to gather data and determine project constraints. Based on the Feasibility Review, a decision of go/no-go for each site will be made. For promising sites, Sage will perform an Investment Grade Feasibility Study (IGFS) to provide a detailed, site

by site assessment of the viability of a solar photovoltaic (PV) energy generation facility, including insights on EV planning and charging infrastructure. Sage will determine solar PV system size and energy production and conduct a detailed 25-year financial analysis based on potential energy generation, multiple potential financing scenarios, and potential EV support, planning and charging infrastructure applications. The IGFS will provide the metrics and project details necessary to make informed decisions about moving forward with projects and form the basis of a future competitive procurement.

Tasks

Task 1 Feasibility Review

The Solar PV Feasibility Review is high-level desktop assessment to establish a conceptual project, provide preliminary siting/footprint of potential solar PV/EV systems, preliminary financing and ownership options, and recommendations concerning which sites to include in the following Investment Grade Feasibility Study.

- Kickoff meeting to establish and review project goals, team, schedule, and deliverables
- Collect historical electrical consumption data and utility service details
- Create desktop conceptual solar PV design options for each site
- Identify solar system constraints and opportunities
- Estimate construction costs and high-level PPA pricing for project options
- Perform avoided cost modeling for each site/alternative
- Conduct system high-level lifecycle financial modeling for various financing scenarios
- Produce Feasibility Review Memorandum with all of the above and review with CLIENT staff

Site Visits: None, all work done remotely.

Task 2 Investment Grade Feasibility Study

SAGE will conduct site visits of CLIENT selected sites to collect detailed site information. If site visits are prevented due to CLIENT and/or County COVID restrictions, SAGE will collect all detailed site information remotely with assistance from CLIENT staff. SAGE will assess current and future energy usage, including high-level analysis of energy usage efficiency/intensity at each site, refine system designs, and update project financial and risk modeling based on CLIENT preferences for financing/ownership options. The IGFS outlines the process to implement a project and key considerations, such as financing options, schedule, utility interconnection and permitting, and system sizing, siting, and cost projections.

- Review detailed project goals and constraints identified in the first task
- Analyze historical electrical consumption data, demographic trends, and facilities planning to estimate future energy usage
- Conduct site visit to review preliminary system siting and electrical infrastructure and to gather site stakeholder input
- Assess operation of existing DER
- Refine conceptual design options and perform production modeling
- Refine system layouts and locations for each site with client/stakeholders

- Financial tariff modeling and optimization for each site/alternative based on consumption projections, production modeling and tariff assumptions
- Financial modeling of overall project with multiple financing scenarios including cash, leases, bonds, and power purchase agreements (PPA), as applicable. Includes sensitivity and probability projections.
- Draft IGFS report, review with client and collect comments
- Final IGFS report including all of the above

Site Visits: Up to two; One kickoff meeting/visit sites, one for presentation of results

Task 3 As-Needed/Additional Scope (Optional)

Optional task for additional as-needed energy consulting services or additional site visits for presentation of findings to project stakeholders. Work to be requested and authorized by CLIENT in writing prior to commencement.

Schedule and Deliverables

Task	Schedule		Deliverables
	From	To	
Task 1 Feasibility Review	February 2021	May 2021	– Feasibility Review Memorandum
Task 2 Investment Grade Feasibility Study	May 2021	July 2021	– Investment Grade Feasibility Study Report
Task 3 As-Needed/Additional Scope (Optional)	February 2021	August 2021	– (Optional) Presentation prep, attend board meeting, etc.

Project Requirements and Assumptions

1. Travel to the proposed project sites and/or CLIENT offices as stated in Tasks. Project travel assumes one SAGE representative per site visit unless otherwise noted. Travel requested in excess of visits listed to be billed T&M from Task 3 budget.
2. Site data will be made available as-needed. SAGE will review available existing data and provide preliminary review of project constraints.
3. On-site review will be limited to visual inspections of potential PV locations, electrical services and existing site conditions.
4. Feasibility will not include new or invasive site investigations (e.g. geotechnical studies, structural investigation, underground services, shutdown/inspection of electrical services, etc.).
5. CLIENT will provide estimates of changes in electricity consumption at proposed sites based on energy efficiency measures, anticipated changes site usage, and new construction.
6. CLIENT will provide access to all sites under consideration for site walks, including access to electrical services at each site, if applicable.

Fees and Payment Schedule

Time and Materials Fee Structure

Sage will bill for work at the time and materials (T&M) rates shown in the Hourly Fee Schedule below, with Not to Exceed (NTE) limits per Task shown in the Task Fee table below.

SAGE will only perform Task 3 work with prior consent from CLIENT and will notify CLIENT when 80% of a task's budget has been completed. SAGE will not exceed NTE limits without consent of CLIENT.

Task	T&M NTE
Task 1 Feasibility Review	\$17,000
Task 2 Investment Grade Feasibility Study	\$43,000
Task 3 (Optional) As-Needed/Additional Scope Services	\$5,000

Hourly Fee Schedule

Title	2021 Hourly Fees
Managing Principal	\$265
Principal	\$250
Associate Principal	\$235
Subject Matter Expert	\$335
Senior Project Manager	\$230
Project Manager	\$205
Senior Engineer	\$205
Engineer	\$175
Senior Data Scientist	\$205
Data Scientist	\$175
Construction Manager	\$190
Senior Analyst/Technician	\$180
Analyst/Technician	\$145
Program Support Specialist	\$105
Project Administrator	\$85
Energy Intern	\$110

Billing/Payment Structure

SAGE invoices on a monthly basis with terms of Net 30. SAGE will only bill for work that has been completed and does not bill for uncompleted tasks if the Project is terminated or suspended.

Reimbursable Expenses

Fees assume all deliverable materials for the project will be provided digitally. Printed copies of documents will be billed at cost plus 5%. For time and materials fee structure projects, all reasonable and ordinary expenses are reimbursable at cost plus 5%.

Travel Costs

Personnel travel time from our offices to project location is billable at the full hourly rate. Meals and lodging will be billed at cost. Vehicle driving mileage will be billed at the current IRS mileage rate.

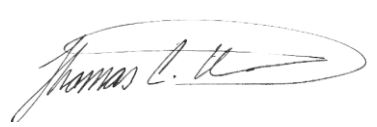
Subconsultant Fees

Subconsultant fees will be passed through at cost plus 15%. We do not anticipate use of subconsultants for this project.

Term of Fee Schedule

The Fee Schedule above is for project work completed through December 31, 2021.

IN WITNESS WHEREOF, authorized representatives of both SAGE and CLIENT have executed this agreement as of the date set forth above.

SAGE	CLIENT
 By:	 By:
Name: Tom Williard	Name:
Title: Principal	Title:
Date: 2/9/2021	Date: