

Task Order No. 11

Dated this _____ day of _____, 2012

Miller, Legg & Associates, Inc.

2011 Greenhouse Gas Inventory (the "Project")

Describing a specific agreement between the City of Fort Lauderdale (CITY) and Miller, Legg & Associates, Inc. (CONSULTANT) in accordance with terms of the agreement for General Environmental Engineering Consultant Services dated August 23, 2011 between CITY and CONSULTANT. ("MASTER AGREEMENT") and amended by City Commission approval at it's meeting on May 15, 2012.

1.0 **PROJECT BACKGROUND**

1.1 The Project is generally described as follows: City is requesting an update to their greenhouse gas inventory (GHGI) for 2011.

2.0 **BASIS OF SCOPE**

2.1 **Environmental:**

- This assessment for emissions during 2011 will be performed per previously established standards with the City and the 2010 GHGI.
- Proprietary calculations shall be restricted as noted below.
- Subconsultant, Carbon Solutions America, LLC will assist in the inventory and training efforts.

3.0 **INFORMATION TO BE PROVIDED BY CITY**

3.1 Energy usage data from available sources.

4.0 **METHOD OF COMPENSATION**

The method of compensation is outlined below in the scope of basic services and fee section. The total hourly rates payable by the City for each of the Consultant's employee categories, reimbursable expenses, subconsultant fees (if applicable) are shown on Exhibit "A" attached.

5.0 SCOPE OF BASIC SERVICES AND FEE

The Scope of Services to be provided by Consultant shall be as follows:

- Task 1 **2011 GHGI Update** – Consultant will build upon the existing Greenhouse Gas Emissions Inventory (GHGI) conducted for the City to provide a 2011 GHGI update. CONSULTANT will do this by completing the following sub tasks.
- a) Re-sourcing raw data (electricity, fuel, natural gas, refrigerants) following the protocols and procedures followed to complete the previous GHGI.
 - b) Update existing GHGI database (completed as part of the 2010 GHGI) with new data points to provide City with a historic record of energy/ emissions
 - c) Aggregate and categorize raw data points into individual departments and GHGI sectors that match the 2010 inventory performed allowing comparison
 - d) Analyze categorized data points (electricity, fuel, natural gas) by applying industry standard emissions factors, pro-rating data as required per protocol, and summarizing energy and emissions across departments/sectors to match 2010 analysis.
 - e) Provide the City with an ICLEI report of aggregated energy units by department/sector for insertion into ICLEI GHG software. ICLEI GHG software will apply conversion factors to energy units to arrive at GHG equivalents. This data can be used by the City to verify accuracy of CONSULTANT's work completed in previous subtask.
 - f) Note: This task does not include performing a life cycle analysis. CONSULTANT will provide guidance for the City if it wishes to define a scope of work and target to complete a life cycle analysis. Should the City wish to perform this task CONSULTANT will provide a proposal under separate cover

FEE: Hourly Not to Exceed \$25,480.00

Task 2

GHGI Training – CONSULTANT will train City staff how to conduct the GHGI inventory as outlined below. CONSULTANT will travel to the City and provide a day long workshop that will cover the following steps needed to calculate a GHGI.

- a) Provide an overview of GHG protocols and main points that must be understood when calculating inventories (Scoping, Operational Boundaries, Data Accuracy)
- b) Train staff how to source data from utility providers
- c) Train staff on how to update existing database with raw data points secured from utilities
- d) Train staff how to apply emissions factors for different energy units including direction on where to find industry standard conversion factors. This will include a summary explaining where to find conversion factors.
- e) Train staff how to use ICLEI GHG software explaining its strengths and limitations
- f) Note: CONSULTANT has developed, and will use in this GHGi, proprietary scripts, algorithms, and software used to analyze large energy and greenhouse gas emissions datasets. CONSULTANT will explain how data should be sorted and analyzed as part of this training, but CONSULTANT will not provide its code, algorithms, and software to the City.

FEE: Hourly Not to Exceed \$5,435.00

6.0 **Overall contract schedule:**

Contract schedule is estimated at 5 months for all tasks.

FEE SUMMARY		
TASK NUMBER	TASK	HOURLY NTE FEE
Task 1	2011 GHG Inventory	\$25,480.00
Task 2	GHGI Training	\$5,435.00
TOTAL FEE (Not to Exceed)		\$30,915.00

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first above written.

WITNESSES:

CITY OF FORT LAUDERDALE, a municipal corporation of the State of Florida:

By _____
JOHN P. "JACK" SEILER, Mayor

Witness Print Name

By _____
LEE R. FELDMAN, City Manager

Witness Print Name

(CORPORATE SEAL)

ATTEST:

JONDA K. JOSEPH, City Clerk

Approved as to form:

Assistant City Attorney

WITNESSESS:

Darlene Luna

Darlene Luna
Print Name

Katherine Brennan

Katherine Brennan
Print Name

MILLER, LEGG & ASSOCIATES, INC.

By: [Signature]

Name: David Lewis John

Title: President & CEO

(CORPORATE SEAL)



ATTEST:

By: [Signature]

Name: MICHAEL D. KROLL

Title: V.P. / SECRETARY

STATE OF FLORIDA:
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me this 2ND day of NOVEMBER, 2012 by DAVID LEWIS JOHN and MICHAEL D KROLL as PRESIDENT & CEO and VICE PRESIDENT / SECRETARY respectively, of Miller, Legg and Associates, Inc, on behalf of the corporation. They are personally known to me and did not take an oath.

(SEAL)

[Signature]

Notary Public, State of Florida
(Signature of Notary taking Acknowledgement)



PATRICIA A. LEGUE
Name of Notary Typed, Printed or Stamped

3/23/2016 _____
My Commission Expires Commission No.

EXHIBIT A Miller Legg & CSA
2011 GHG Inventory



		Totals		12	1	-	61	69	115	Other Direct Costs - detail
		\$ 30,915	258							\$ -
		Total Cost	Total Hours	Principal	Admin	CSA	Tech Dir	PM	Sr Consult	
				\$ 180.00	\$ 55.00	STAFF->	\$150.00	\$ 125.00	\$ 95.00	
Cost Code	Task Description	\$								\$
<u>1</u>	<u>GHGI Update</u>									
1	Coordination	4,810	36	6	1		14	5	10	
1	Data Collection	6,225	55				10	15	30	
1	Analyze	8,485	73				20	15	38	
1	Report	5,960	50	2			8	20	20	
<u>2</u>	<u>GHGI Training</u>									
2	Coordination	1,405	10	4			1	2	3	
2	Preparation	780	7				1	2	4	
2	Training Event	3,250	27				7	10	10	
Total		\$ 30,915	258	12	1	-	61	69	115	\$ -