

## JACK LIN

### *Environmental Sustainability Program Coordination*

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1 November 2008

Hon. Elihu Harris  
Chancellor, Peralta Community College District  
333 East 8<sup>th</sup> Street  
Oakland, CA 94606

Re: Environmental Sustainability Coordination Services for the Peralta Community College District. \$60,000 (Bond Measure A and General Fund).

Dear Chancellor Harris:

I am pleased to submit this proposal for a renewal of my contract for coordination services in environmental sustainability programs at the Peralta Community Colleges. Over the past years, I was able to accomplish a great deal to insure that District bond expenditures and operational processes were consistent with Peralta's sustainability goals. Please see below for an enumeration of the deliverables, including planning services, contract coordination, building construction review, acquisition and deployment of bond-related purchases, and coordination of stakeholder input to insure ground-level buy-in to Peralta's bond-related sustainability efforts.

As you can see from the attached documents, the savings to be generated from this investment through reduction in expenditures for energy and water alone will rapidly outstrip the District's initial financial investments; long-terms savings will run into millions of dollars.

For the remainder of this year, I am pleased to continue to offer my services in the above-mentioned areas while, as you requested, also expanding my work into a variety of non-bond related areas of Peralta's Environmental Sustainability Initiative. Please the attached list of proposed deliverables.

Thank you for considering my proposal as Peralta continues its era of reform and renewal. It will be my privilege to continue being the coordinating point of contact for the Sustainable Peralta Initiative.

Sincerely,

Jack Lin

# SUSTAINABLE PERALTA INITIATIVE

*Environmental Sustainability Program Coordination*

## CONTRACT EXTENSION AND AMENDMENT ACADEMIC YEAR 2008-2009

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# **1. SUMMARY REPORT FOR DELIVERABLES 2007-2008**

FACILITATED THE INVOLVEMENT OF THE PERALTA COMMUNITY IN THE PLANNING, ACQUISITION, CONSTRUCTION, REPAIR, REFURBISHMENT, EQUIPPING, UPGRADING OF ECOLOGICALLY SUSTAINABLE INSTRUCTIONAL MATERIALS AND FACILITIES.

## **Coordinated RFQ process and evaluation of Energy Service Company (ESCO) partner**

Coordinated RFQ process including assisting Purchasing Department with RFQ language, list of candidate companies, identifying proposal evaluators, identifying evaluation criteria, coordinating meetings of evaluations team, scheduling qualified ESCOs for interviews, coordinating interview questions and dates, notifications to winning and non-winning applicants. Coordinated the contracting of expert advisory services from Global Resource Efficiency Services.

## **Comprehensive Sustainability evaluation of College of Alameda Building A plans and specifications**

As requested by Department of General Services managers, assisted with evaluation of pre-bid specifications to make recommendations for sustainable materials, sustainability practices to support District Board Policy 2.40 and also possible LEED-NC certification of building.

## **Instituted Recycling Internship and Mentors program**

As directed by the Chancellor through the Chancellor's Advisory Committee on Sustainability, in support of effective deployment of bond-purchased recycling equipment, advertised announcements for Recycling Mentors and Recycling Interns who would receive a stipend for ensuring effective use of deployed recycling bins. Coordinated efforts of 1 mentor and 3 interns across the District. Recycling clubs with faculty advisors organized on all campuses except College of Alameda.

## **Coordinated purchase of indoor and outdoor Recycling bins for all PCCD sites**

Conducted comprehensive room count, estimated number and type of bins required on all campuses. Researched and solicited quotes from specialized recycling equipment vendors who manufacture institutionally sized recycling equipment for outdoor and indoor areas. Coordinated purchasing and receiving with Purchasing Department, District Warehouse, college storerooms, vendor and freight company. As a component of this recycling bin roll-out, I also coordinated with NorCal Waste Solutions managers to receive free battery recycling bins. Coordinated with college business managers, custodians and District personnel to create protocol. Effected District-wide communication to faculty and staff on location of battery recycling bins.

## **Reported on cost implications of LEED standards**

Research on literature and studies for cost-benefits analyses of implementing LEED standards for DGS and Board Facilities Subcommittee in support of Board Policy 2.40. Found that new construction costs to be only marginally more expensive. Reported findings and collected reference materials for Board Facilities subcommittee and DGS managers.

## **Coordinated and conducted Solar Panel market research, analysis, and feasibility study**

Conducted market analysis of solar photovoltaic systems at the request of Department of General Services, in support of Board Policy 2.40 to lower energy-related greenhouse gas emissions. Found average installation rate for large commercial systems. Solicited and received input from college stakeholders. Advised DGS managers on best way to proceed. Solar panel system feasibility, cost and estimated timeframe now known for all sites.

## **Green Cleaning solutions**

In support of bond-purchased custodial equipment, researched new protocols and supplies for college indoor cleaning, including green chemicals, recycled content toilet paper and paper-towels, custodial cleaning systems. Received, evaluated and answered inquiries from janitorial-sanitation product vendors. Began coordination of District-wide selection of Green Cleaning system.

## **Recommendation of waterless urinals for College bathrooms**

Researched and examined market for waterless urinals, including anticipated cost savings. Forwarded recommendation to Maintenance and Operations Department for implementation of study at Laney College.

## **Assisted with institution of Green Purchasing guidelines**

Researched Green Purchasing policies from similar institutions. Delivered policy and language recommendations to Purchasing Compliance Managers. Developed library for green construction materials. Advised on green office supplies to replace conventional stock. Coordinated deployment of 100% recycled-content bulk white copy paper.

## **Liason work between the Chancellor's Advisory Committee on Sustainability (CACS) and the Department of General Services regarding strategic planning for bond expenditures.**

Planned and attended bi-monthly coordinating meetings on behalf of the Chancellor and the DGS.

## **Led and facilitated production of public events and conferences that highlight and enhance our green building and instruction programs.**

At the request of the Chancellor in coordination with the CACS, coordinated production of public education events and conferences to encourage stakeholder participation and buy-in of students, faculty and staff to planning for green building and equipment acquisition. Events include Sustainable Peralta conference. Numerous stakeholder meetings.

## **Liason work between the DGS and the Office of Development:**

Coordinated with the Director of Development and the DGS regarding acquisition and construction of bond-related expenditures. Numerous meetings.

## **2. BOND-RELATED SAVINGS ANALYSIS**

### **Energy Service Company (ESCO) preliminary energy audit**

EXPENDITURE: \$28,000

SAVINGS: (SEE "ESCO EARLY ACTION PROGRAM")

Upon approval by the Board of Trustees of the Energy Service Company partnership, Chevron Energy Solutions began initial work to conduct a preliminary energy audit and deliver an Energy and Sustainability Scoping Report. The Report identifies energy conservation and efficiency to be further coordinated with District capital or bond-funded construction and renovation activities. The Report also identifies "Early Action" projects deemed to be high priorities due to the possible loss of utility incentives or tax credits. The audit also contains a utility data analysis of Peralta's baseline energy and resource usage, with estimates of consumption by utility type and by campus. Long-term energy savings estimates are not yet available. However, it is anticipated that implementation of recommended infrastructure investments will save tens of millions of dollars.

### **Energy Service Company (ESCO) Early Action Program**

EXPENDITURE: \$1.98M, MEASURE A.

SAVINGS: ESTIMATED \$300,000/YEAR FOR 20 YEARS, BEGINNING JANUARY 2009 (TOTAL: \$6,000,000)

The Early Action Program (EAP), scoped by Chevron Energy Solutions, with constant consultation from the Department of General Services, focuses on the installation of energy meters at individual college buildings, retro-commissioning of HVAC systems. Chevron ES also examined a number of other energy and water conservation measures including hot water boiler replacement at the College of Alameda, variable frequency drives at some of the District's air handling units, etc.

### **EBMUD Water Audit**

NO COST TO PCCD

SAVINGS: PENDING MEASUREMENT EST. \$30,000 PER YEAR

A district-wide water audit was initiated through the efforts of the Department of General Services and carried out by the East Bay Municipal Utility District. This audit encompassed all aspects of District water use and will make recommendations for long-term water savings. One of the early-action items arising from this audit was the discovery of a major water leak at Merritt College. It was estimated that this leak alone was costing the District as much as \$100 per day and was wasting 8 million gallons of water annually. This leak has now been tracked down and repaired. Additional excessive water use has been discovered at the College of Alameda athletic fields and the District is in the process of making corrections.

### **3. PROPOSED DELIVERABLES 2008-2009**

BASED ON THE PRIORITIES AND DIRECTION OF THE CHANCELLOR AND THE VICE CHANCELLOR FOR GENERAL SERVICES, DELIVERABLES WILL INCLUDE ITEMS FROM THE FOLLOWING LIST:

#### **Coordinate Energy Service Company (ESCO) Plan and Projects**

Coordinate installation of solar labs for Merritt and Laney. Ensure deployment of building energy monitoring system and web-based information portal. Ensure deployment of new College of Alameda boilers. Coordinate stakeholder management and communications plan. Adopt year 1 ESCO work scope and 2-5 program goals for bond-related energy conservation and renewable energy generation projects. Coordinate program goals and scope with Facilities Master Planning and other facilities projects.

#### **Coordinate Recycling Bin Deployment and Tune Recycling Program**

Coordinate purchase and ensure timely deployment of bond-related equipment for recycling bins related to environmental infrastructure improvements to walkways and classroom. Continued coordination of district-wide integration of equipment into institutional and cultural norms to ensure maximum program effectiveness including a) coordination among end-users regarding relevant equipment specifications and b) development and deployment of instructional material relating to the proper use of recycling equipment.

#### **Coordinate and Improve Bond-Related Waste Management Infrastructure and Processes**

Coordinate procurement and installation of bond-related equipment to enhance or initiate collection of waste, recycling, compost, hazardous materials, and batteries. Continued coordination of district-wide integration of equipment into institutional and cultural norms to ensure maximum program effectiveness including: a) formalization of toxic waste and hazardous materials handling protocols; b) consultation with Department of General Services on best practices and policies for construction debris waste management and reporting; c) coordination with custodial and grounds staff, academic department chairs and college administration to ensure protocol compliance; and d) design and deployment of relevant instructional materials regarding proper use of equipment.

#### **Coordinate Announcement, Evaluation, and Award of Request for Proposals (RFP) for Solar PV Panels District-Wide**

Coordinate the development of RFP, including size, panel make, and location of Solar PV. Coordinate evaluation RFP evaluation team, including RFP distribution and evaluation meetings. Prepare and produce materials for public and for Board approvals. Coordination of stakeholder meetings.

#### **Complete Peralta Sustainable Maintenance and Operations Plan**

Consult and coordinate with and advise academic departments and managers on green alternatives in purchasing of bond-related equipment. Assist Department of General Services in conducting custodial effectiveness assessment. Coordinate with custodians and grounds crew in developing specifications for green cleaning purchases and green use of bond-funded equipment and facilities infrastructure.

#### **Evaluate and Recommend Building Design Strategies and Goals to Maximize Sustainability**

Consult with and advise Department of General Services on Green Building policies, practices, materials and goals. Ensure inclusion of responsible and cost-sensitive green building goals in Facilities Master Plan. Develop library of standards, manuals and product recommendations for Department of General Services use in bond expenditures.

#### **Coordinate Bond-Related Water Reduction and Landscaping Program**

In preparation for bond-funded expenditures on water-related construction (i.e. restroom refurbishment, landscaping, food services areas, etc) : 1) solicit and evaluate water audit from EBMUD 2) Coordinate development of water use standards and goals; 3) coordinate landscaping standards with Facilities Master Plan; 4) coordinate institution of audit recommendations through bond-funded construction and purchases.

#### **Liason Between Department of General Services and Chancellor's Sustainability Committee**

Ensure timely and responsive communication between DGS and Chancellor's Advisory Committee on Sustainability so that the Committee can propose, give input to and advice on bond-related sustainability projects.

#### **Green Curriculum Support:**

Assist in the development of District-wide green curriculum infusion: a) Develop contacts and networks among key faculty leaders in the development of environmentally themed courses throughout Peralta; b) coordinate meetings and communication among active members; c) create and deploy a dedicated page for green classes subjects and instructors in the District class schedule; e) create noticeable marker for Sustainability-oriented courses to be used in the print and electronic schedule of classes; f) coordinate Green Curriculum Infusion workshop for faculty.

**Communications and Publicity Support:**

a) Produce annual Peralta Sustainability Report detailing District efforts and progress in reaching goals delineated in Board Policy 2.40; b) develop and maintain an updated version of the Sustainable Peralta Website; c) produce regular newsletters, reports, updates regarding the Sustainable Peralta Initiative.

**Sustainable Peralta Public Events Support:**

Coordinate and execute Sustainable Peralta 2008 Conference at Merritt College including print and electronic publicity, outreach, schedule and logistics for a) major District-wide Sustainability Conference; b) Sustainable Peralta Film Festival; c) other public events developed by volunteer instructors and staff.

**Chancellor's Advisory Committee on Sustainability (CACS) Support:**

Provide support services including a) coordinate outreach, communication, meetings, logistics, meeting minutes; b) administration of CACS Mini-grants program c) coordination of CACS-sponsored Green Clubs on each campus and CACS-sponsored club mentors.

**District Development Staff Support:**

Act as liaison between the District Development Director and the CACS, DGS, Green Curriculum group, and various Sustainable Peralta initiatives seeking external funding; b) provide District Development Director with research and logistical support related to fundraising related to environmental sustainability.