

Attachment C: Technical Facility Profile

Technical Facility Profile

The Energy Service Companies (ESCOs) will need a description of the facilities in order to decide whether to respond to the RFP. Use any format you wish. Only include information that is readily available in order to expedite the RFP process. At the minimum, include “Building List” and the minimum recommended portions of the “Energy and Water Consumption and Cost Information” section.

The information in this technical facility profile is provided to inform the ESCO about the facilities and their condition so that the ESCO can make the decision whether to respond to the solicitation. Knowing what information is available also helps the ESCO establish a realistic cost to conduct the audit.

The following information was prepared by Owner with diligence. The ESCO is responsible for verifying the accuracy, as necessary.

Building List

List all Buildings. Include all buildings that could be potential candidates either now or in the future (you can always scale-back the project scope during contract negotiations if desired; and you may want to address these building in a subsequent phase without doing a separate procurement). List only those buildings where you pay the utility bills and have responsibility for upgrades. Include the following (see table):

- Name of building
- Total square footage (note any unconditioned space).
- Primary use of building (school, office, etc.)
- Year constructed
- Year of any major modifications, additions or renovations (briefly describe, e.g.: Addition: 1995, 20,000 sf; Lighting Retrofit: 2002)
- General location of buildings if not all are in one city or one “campus”

Energy and Water Cost & Consumption Information

Only provide information that is readily available.

- Data: Describe any system and process used to collect data, such as Portfolio Manager or your energy management system. Describe what data are available and over how many years.
- Utility Companies: List the present utility companies that provide electricity, gas, water, etc.
- If propane is used, is natural gas available in the area?
- Metering: Does each building have a separate meter? Sub-meters? Smart Meters?

- Utility Bill Information:
 - Provide energy use information as available for each of the major buildings.
 - At a minimum, include annual costs (itemized by electricity, natural gas, water, etc.).
 - If available, include monthly consumption and cost information for electricity (kW, kWh, \$), gas (ccf/therms/gal, \$), water (gal, \$), etc.
 - At minimum provide data for the most recent 12 months. As available, provide data for up to three years.
- Utility Rate Schedules:
 - Attach a sample copy of utility rate schedules that apply to the facilities
 - Include a sample utility bill for electricity, gas, etc. for each facility or meter from a winter month and summer month.
- Third-Party Suppliers of Energy: If under contract for third-party electricity, bulk natural gas, or other, provide the purchase agreement and a monthly price history, as available.

Past Energy Improvement Efforts

Only provide information that is readily available.

- Describe any major energy-related changes made during the past ten years (boiler/chiller replacements, other heating/cooling modifications, cooling additions, energy management control installation/upgrade, T8/electronic ballast lighting upgrades, ventilation improvements, etc.).
- State if any energy audits were conducted in the past 5 years and if the information is available.

Future Plans

- Describe any major change planned to occur (additions or renovations; lighting upgrade, major equipment replacement; decommissioning, demolition or sale; significant change in function or hours of operation in the next 15 years; change in function of building such as from classrooms to offices, change in hours of use such as year-round to seasonal operation).
- Describe funding available, planned or anticipated for these improvements.
- Describe any building improvements that you would like to investigate during this project.

Energy and Water-Using Systems Description

Only provide information that is readily available. If not available, the ESCO can work with you to collect needed information during the audit phases.

- Heating System: Briefly describe the types of heating systems serving your buildings (boiler, furnace, rooftop unit, multizone, variable air volume, etc.). State the fuel source (natural gas, propane, etc.). Describe the distribution system that delivers heated/cooled air to the rooms (forced air, water, etc.) Describe the age and condition.

- Cooling System: Briefly describe the type of cooling system serving your building (chiller, roof-tops, cooling towers, etc.). Describe the age, condition, controls, and/or metering equipment.
- Controls System: If you have a controls system to control space temperatures and heating and cooling equipment, please describe its capability (what is controlled), type (pneumatic compressed air system, direct digital control system), condition, manufacturer name and model, and approximate year installed.
- Lighting System, Interior: Describe extent of replacement of fluorescent systems to T8 lamps and electronic ballasts or other retrofits.
- Water Heating System: Describe your domestic water heating system. Is it part of the space heating system?
- Other Energy-Using Systems (laundry, kitchen, laboratory, solar system, swimming pool, spa, ice rink, etc.)
- Landscape Irrigation: Describe the system including controls and practices.
- Turf Conversion: Describe any opportunity to remove and replace existing high-water-consuming turf-grass or other water-intensive plantings.
- List any added water use such as showers, laundry, irrigation, etc.

Available Facility Information

List and describe the information that will be made available to the ESCO, after selected, to begin the Financial Grade Operational Audit.

- Energy use data
- As-built drawings
- Energy study (include dates and facilities)
- Air balancing report (include dates and facilities)
- Other

Maintenance Practices

Only provide information that is readily available.

- Describe the general maintenance practices (preventive maintenance plan used, skilled or low-skilled maintenance staff, good or poor funding for maintenance, much or little deferred maintenance, etc.)
- Describe any known maintenance problems and/or needs associated with deferred maintenance. Include comfort problems.

BUILDING LIST AND INFORMATION

The following table may be useful to present information for multiple facilities. Amend as you wish.

BUILDING LIST AND INFORMATION							
Building Name	Primary Use	Total sf (conditioned space)	Year Constructed	Years of major additions or renovations	Location (if not near other facilities)	Condition	Future Plans

ENERGY AND WATER USE DATA

The following table may be useful to present utility data for multiple facilities. Include data for two to three years if feasible. Amend as you wish or substitute with another format.

ENERGY AND WATER USE DATA										
Building	Electricity		Electrical Demand		Gas		Water		Other	
	kWh/yr	\$	kW	\$	Therms/yr	\$	Gallons/yr	\$		\$