

Scope of Work Requirements

1. The scope of work should be a stand-alone document titled "Exhibit A-1" and should not be in letter format. The service provider doing the work should also be noted. In general, Scopes of Work range from four to eight pages. After review of the Scope of Work, it should be clear where opportunities exist and why a study is needed.

NOTE: To develop a Scope of Work for the CHP component of the FlexTech program, applicants must meet the applicable requirements within Appendix C.

2. **FACILITY DESCRIPTION:** The first page of the Scope of Work should contain a detailed description of the customer's facility and the service provided or product produced. The Scope of Work should at a minimum include:

- a. Customer Contact information
 - i. Please include the contact information for the entity associated with the Federal ID number provided in Appendix A-1 or A-2 if different from the facility contact. As noted in Appendix A-3, the applicant address will be the address used for study reimbursements unless otherwise noted.
- b. Contractor contact information
- c. CFA number (if submitted)
- d. Customer utility information (utility company, utility account number(s), consumption, and costs)
- e. Indication of contribution to Systems Benefit Charge on electric utility, gas utility or both.
- f. Description of building size, age, and occupancy type

Appendix A-3 may be submitted instead of or in addition to the information requested above.

3. **PROJECT BACKGROUND:** The first page should also include a one- or two-paragraph description of the project making clear the need for the study. This should include:

- a. A description of the current systems and methods of operation
- b. Total amount of space to be evaluated (whole facility or percentage of space i.e. office, process line, common space) and what will be reviewed to replace or change these systems or methods to become more efficient. This paragraph should also include the method of data collection (metering, motor nameplate etc.) and energy savings calculation (i.e. computer modeling, spreadsheets or manually etc.).

For RCx projects, NYSERDA may require that the scope of work include a list of the components contained within the system being commissioned. This may include identifying the size, type, age and location of all air handlers, pumps, chillers, control points etc.

4. **TASKS:** The next pages should divide the project into numbered tasks. Each energy efficiency measure (EEM) reviewed should be a single task. Each task should include a description of:

- a. What will be reviewed in regard to that EEM
- b. The current condition of the equipment or operation to be evaluated (if not included in section above)
- c. What will be evaluated as potential replacement or upgrade options
- d. The method of data collection (data loggers, meters, nameplate information, etc.)
- e. The method to calculate energy savings (spreadsheet, modeling, etc.)

Energy efficiency measures are considered those that will provide measurable and verifiable energy savings for the facility.

Please note, energy savings must be presented as savings at the customer's utility meter(s), and not at the individual building or tenant space. For example, self-generated steam or chilled water savings should be reported back to the source of generation (i.e. natural gas).

5. **ASSUMPTIONS:** Following the Tasks section should be a paragraph describing the project assumptions, if necessary. Examples of this could be that the customer's facility would provide a knowledgeable guide to the consultants as they review the facilities, or note any information the customer has promised to provide the consultant for the completion of the study.

6. **DELIVERABLES:** Following the Assumptions section should be a one-paragraph section describing the Deliverables. This should state that a draft report will be forwarded to NYSERDA addressing all of the tasks described and will follow NYSERDA's format as defined in the Program Opportunity Notice (PON) Appendix B-2. It should also note that comments made by NYSERDA's project manager will be addressed in a final report which will also be forwarded to NYSERDA. Finally, the deliverable should also include a Project Summary Sheet and a Case Study. Examples of these will be provided with the Purchase Order and are available on NYSERDA's website.

7. **SCHEDULE:** Following the Deliverable description should be a schedule to complete each of the tasks. This schedule should be in a "weeks from purchase order" format. The schedule should correspond to the individual tasks and budget. For example: Kick-off meeting within two weeks of purchase order; Task 1.0 completed within four weeks of purchase order, etc.

8. **BUDGET:** Finally, a detailed project budget broken out by task should be attached. For each task, the number of hours and dollars per personnel title to be spent should be clearly indicated. This will provide a clear understanding of how much emphasis is being placed on each task and therefore, the level of detail that can be expected. Please include a separate line item for travel and expenses. The budget should include the total study cost, as well as the NYSERDA cost-share and customer contribution.

In general, the Scope of Work should eliminate any ambiguity about the project. It should be clear what the current status of the facility is, what will be reviewed in the study and in what detail the study will be done. The Scope of Work will be used as the basis for reimbursement by NYSERDA. The final report will be compared to this document to determine if it has met the requirements of the FlexTech program. It should therefore, be as detailed as possible. Overall, the Scope of Work will help all parties involved understand what is expected of them and what they can expect of the other participants.