
Standards for Success for Energy Performance Contracting

Rebuild Colorado's Services to Ensure Success

To ensure successful Performance Contracting programs for Colorado state and local governments, the Governor's Office of Energy Management & Conservation's *Rebuild Colorado* program has developed these "Standards for Success" and associated free services to provide on-going guidance and support throughout the entire Performance Contracting process.

STEP 1 INTRODUCTORY STAGE

Make sure that performance contracting is right for you.

***Rebuild Colorado will:** Conduct a telephone screening to determine if you have a potential project; Meet with you on-site visit to present an overview and discuss performance contracting; Prepare an energy engineering study to demonstrate the feasibility of a performance contract in your facilities (identify opportunities, capital cost and energy saving in several buildings).*

Get the "Go" Decision

***Rebuild Colorado will:** Give a presentation to the Board or decision-making group.*

STEP 2 RFP STAGE

Set the stage for your project

***Rebuild Colorado will:** Meet with your legal, procurement, financial and facilities staff to train your evaluation committee; Help establish a broad scope as well as specific requirements for your project to communicate your needs and wishes through the RFP.*

Competitively select your energy service company (ESCO)

***Rebuild Colorado will:** Provide a Colorado state-approved model RFP; Customize the RFP to meet your project needs; Notify ESCOs to help advertise your RFP; Provide an ESCO distribution list.*

Ensure legislative requirements and industry standards are met

***Rebuild Colorado will:** Provide the state-approved model RFP that includes references to legislation, standards for Measurement & Verification and other recommended requirements.*

Select the ESCO that's right for you.

***Rebuild Colorado will:** Train your team in evaluating proposals and in what to expect; Provide an evaluation system and scoring sheets; Serve as an advisor throughout the selection process. Rebuild Colorado will remain neutral and unbiased on ESCO selection and will not be a scoring member of the evaluation committee, but will answer questions and provide clarifications on ESCO proposals and sit at your side during your ESCO interviews.*

STEP 3 AUDIT STAGE

Before getting started, ensure you and your ESCO are “on the same page”

Rebuild Colorado will: Meet with you and your ESCO to review the selected ESCO’s proposal and begin to develop the project so there is clear agreement on intent, ESCO’s proposed services, etc.

Use the Rebuild Colorado Audit Contract to ensure an investment grade audit

Rebuild Colorado will: Provide a Colorado state-approved Audit Contract; Assist in developing and negotiating contract terms; Ensure that terms and expectations set forth in the ESCO’s proposal are incorporated in the contract.

Get ongoing independent reviews during the audit process

Rebuild Colorado will: Provide an independent review of audit agreement
Ensure that the process set forth in the Audit Contract is followed accurately and that the technical, financial, and legal terms are fulfilled; Review all energy and cost calculations for reasonableness.

Develop a quality monitoring and verification plan to establish how savings will be determined

Rebuild Colorado will: Review and help develop the monitoring and verification plan; Advise on your final acceptance of the Technical Audit.

STEP 4 PERFORMANCE CONTRACTING STAGE

Use the Rebuild Colorado Energy Performance Contract.

Rebuild Colorado will: Provide a Colorado state-approved model Energy Performance Contract.

Get trained on the energy performance contract prior to signing.

Rebuild Colorado will: Meet with your legal and facilities team to review the general conditions of the contract.

Develop a contract that will stand the test of time

Rebuild Colorado will: Ensure the Performance Contract meets all terms set forth in the Audit and meets all technical, financial, and legal requirements of the state or local government; Assist you in negotiating a contract that meets your needs; Ensure thorough documentation to clearly address future “what-if” questions; Include a third-party independent contractor to be supported through savings to review annual monitoring and verification reports to.

Develop a final measurement & verification plan

Rebuild Colorado will: Provide Rebuild Colorado’s Monitoring and Verification Guidelines that were co-developed with Colorado ESCOs; Assist in developing a mutually acceptable final savings Monitoring and Verification plan and ensure it is incorporated into the Performance Contract.

STEP 5 MONITORING & VERIFICATION STAGE

Get independent reviews of annual energy savings reports

Rebuild Colorado will: Advise on how to get your own expertise for annual independent review of energy savings reports (for small projects under \$500,000 total, Rebuild Colorado will provide the service directly for the first year).

Get ongoing trouble-shooting expertise

Rebuild Colorado will: Provide general technical and performance contracting expertise on an on-call basis when questions arise (Rebuild Colorado will not provide dispute resolution but can help assess if you have grounds for a dispute).

Rebuild Colorado offers free services on an as-needed, as-available basis to state and local governments. We share the same goal of seeing successful, comprehensive energy and water efficiency improvements in your facilities. Follow these standards to help ensure success!