

**Appendix D
(Attachment A)**

TECHNICAL FACILITY PROFILE

Instructions for preparation of the technical facility profile(s) by the building owner for inclusion in the Request for Proposals

INSTRUCTIONS FOR PREPARATION OF THE TECHNICAL FACILITY PROFILE(S)
BY THE BUILDING OWNER FOR INCLUSION IN THE
REQUEST FOR PROPOSALS

OVERVIEW

The Energy Service Companies will need a description of your facilities to evaluate the opportunity for a successful energy performance contract. It is impractical to supply every technical detail available in the RFP. It is suggested that you be prepared to respond to requests for additional data from individual ESCOs. The RFP will contain a brief description of your facilities and a list of any energy retrofit projects you wish to be investigated and evaluated through this project. You should also be prepared to provide the data in Section VII upon request by individual ESCOs.

SECTION I: GENERAL FACILITY DATA

Please use additional pages as required.

1. Name of Building _____
2. Address of Building _____
3. Primary Use _____
4. Building Operator _____ Phone: _____
5. Building Engineer _____ Phone: _____
6. Building Manager _____ Phone: _____
7. Year constructed _____
8. Briefly describe any major changes to building operation or structure during the last four years which significantly affected annual building energy use. What was done? What were the effects on energy use?
9. Describe any major change planned to occur during the next five years, which could significantly affect annual energy use. What change? Anticipated effects?

SECTION II: OPERATING DATA

1. Please describe the typical hours of operation for your facility. Include the general summer and winter temperature setpoints for your facility, and if night setback is done, what your target temperature is.
2. Please describe the manufacturer(s), age, type and condition of the HVAC control system(s) used in the building(s).
3. If you have an operating EMS controlling your building, please list the manufacturer, year installed and operating conditions.

SECTION III: PHYSICAL DATA

1. Give the total square footage of conditioned space. If the total areas which are heated and cooled differ in size, please describe their respective sizes.
2. Briefly describe the predominant wall and roof construction. Also describe the type and condition of existing windows.

SECTION IV: ENERGY AND/OR WATER CONSUMPTION DATA

Please summarize utility consumption and costs over the last three years. If you are buying contract gas, give your monthly price history, if available, on a separate sheet for your cost of gas. Please attach copies of utility rate schedules which apply to your building.

SECTION V: ENERGY SYSTEMS DATA

Please provide as much of the following information as is available.

1. Briefly describe the major type(s) of HVAC system(s) serving your building (i.e.; terminal reheat, multizone, variable air volume, etc.). Indicate the main fuels used to operate the heating and cooling systems.
2. Estimate the percentage of total area lighted by fluorescent ballasts and bulbs, and incandescent bulbs. Estimate the approximate annual hours of operation for each type of lighting. If you have a significant amount of HID lighting, please describe it in similar terms.
3. Briefly describe any laundry or food facility which you operate.
4. Briefly describe any major labs or medical equipment you operate.
5. Describe your domestic water heating, distribution, and control system(s).
6. Please describe any other energy consuming equipment or facilities which contribute significantly to your annual energy consumption (e.g., incinerator, pool, etc.).

SECTION VI: IMPROVEMENT OPPORTUNITIES

1. Briefly describe any serious equipment, operating, or comfort problems in your building(s). Identify any major mechanical, control, or electrical systems scheduled for replacement during the next five years.
2. Briefly list any major energy conservation options identified by a previous analysis of your building.
3. Please describe any building improvements that you would like to investigate during this project.

SECTION VII: ADDITIONAL SITE DATA PROVIDED UPON ESCO REQUEST
(IF AVAILABLE)

1. Two sample utility bills (winter and summer) for each fuel type used in the last three years.
2. A more detailed schedule of major mechanical equipment including age, replacement history manufacturer, size, capacity, hours of operation, and areas served.
3. Copies of any previous technical analysis or recommendations of energy conservation opportunities that have been for your building.
4. Detailed documentation related to your energy management system.
5. Current rate schedules for each type of fuel/energy used.

