



Building Tune-up Program Project Application (v1.0)

Instructions

Platte River Power Authority's (Platte River) *Building Tune-up Program* aims to help you identify low-cost opportunities to improve the efficiency of existing major mechanical and electrical systems and reduce energy costs without adversely affecting your facility or system operations.

To participate in this rebate program, please review the following steps:

1. **Read** the Terms and Conditions included in this packet.
2. **Pre-Screening Application Checklist – Required to determine project eligibility**
3. **Project Application** – If project is determined to be eligible, complete the following pages included with this application packet:
 1. **General Information** – Include all required customer and account information.
 2. **Facility Information** – Include all information requested in the application that is applicable to the facility.
 3. **Facility Staff and Control System Management** – Include staff and existing control system information for the facility.
4. **Sign** the Terms and Conditions page.
5. **Retain** a copy of the completed application. Submitted applications will become the property of Platte River.
6. **Submit** the completed application and required documentation to:

Platte River Power Authority
Building Tune-up Program
2000 E Horsetooth Rd
Fort Collins, CO 80525
Fax: (970) 229-5244
Email: tuneup@prpa.org

For More Information. For more information about the *Building Tune-up Program*, measure eligibility, rebates, or other Platte River's programs please contact us:

- Online at www.prpa.org
- By phone at (970) 226-4000
- By email at tuneup@prpa.org

Working Together



Pre-Screening Application Checklist

Please confirm you meet the following minimum eligibility requirements before submitting an application to participate in the program:

Are you a customer of one of Platte River’s four owner municipalities whose facility receives electric service on a non-residential rate schedule (see table below)? You can check a recent electric bill or refer to the service territory map in Appendix K of the *Building Tune-up Program Participant Program Manual*. Yes No

Town of Estes Park Light & Power	Fort Collins Utilities	Longmont Power & Communications	Loveland Water & Power
Large Commercial	E400 series	CCD	Loveland - PS
Small Commercial	E300 series	CD	Loveland - LG
Municipal	E200 series	CE	Loveland - SG
		GFE (municipal energy)	
		GFD (municipal demand)	
		CC (commercial contract)	

Are you willing to commit to spending \$4,000 if your facility is under 50,000 ft², \$4,000 + \$0.04/ft² if your facility is between 50,000-200,000 ft², or \$12,000 if your facility is over 200,000 ft² on the implementation of identified retrocommissioning measures with an estimated simple payback of 24 months or less based upon a combination of both natural gas and electrical savings? Yes No

Can you provide at least 2 years worth of utility data for the facility? Yes No

Is your facility free of major problems that require capital repairs or replacements and have no planned major system renovations or retrofits? Yes No

Does your facility have at least 50,000 ft² of conditioned floor space? If the answer is no, see next question. Yes No

Do you believe your facility is in a unique circumstance? For example, a relatively high Energy Use Index¹ (EUI) compared to the average EUIs of buildings of the same class and/or has a low ENERGY STAR² rating from Portfolio Manager. Yes No

Explain, if necessary:

Does your facility have an existing and functional building or energy management system (EMS)?

¹ EUI is a metric used to compare buildings of similar function to each other. EUI is measured in thousand Btu’s used per square foot per year.
² ENERGY STAR rating is a metric used to compare buildings of a similar function to each other. ENERGY STAR ratings give a building its performance based on a percentile.

If selected for participation in the program, can you accept the following responsibilities?

Provide access to the facility and time for facility personnel to interface with the Retrocommissioning Service Provider (RSP) during all phases of the project? Yes No

Provide and assist with the reporting and collection of information pertaining to the operation of the facility during all phases of the project? Yes No

Implement the mutually accepted retrocommissioning measures according to the scope and procedures outlined by Platte River within a mutually agreed upon timeline? Yes No

Next Steps

If you answered yes to the majority of the above questions, please complete this application and submit it to Platte River for consideration. In reviewing your application, Platte River will look for evidence that cost-effective retrocommissioning opportunities exist at your facility. Platte River's decision regarding selection of program applicants will be final and binding for all parties. The total estimated timeframe for a retrocommissioning project is four to nine months.

Project Application - General Information

Important: This page is to be submitted with the signed Terms and Conditions, the completed Assessment Worksheet and supplemental documentation, as appropriate. Please allow three weeks for application review following complete documentation submittal. Ineligible or incomplete applications will not be approved.

Customer Information

Business name (as it appears on Platte River's Bill) _____

Platte River's Account number(s) if known _____

Facility address _____ City _____ State _____ Zip _____

Contact name _____ Contact phone number _____ Contact fax number _____ Email _____

Mailing address (if different from the installation address) _____ City _____ State _____ Zip _____

How did you hear about Platte River's *Building Tune-up Program*?

- Account Manager
- Newspaper Ad
- Vendor/Contractor
- Bill Insert/Business CONTACT
- PRPA Electronic Newsletter
- Other _____
- Magazine Ad
- PRPA Web Site

Facility Information

Primary building use (indicate percentages if multiple types)

- Automotive Facility
- Hotel
- Police/Fire Station
- Convention Center
- Industrial Facility
- Post Office
- Court House
- Library
- Religious Building
- Dining: Bar Lounge/Leisure
- Motel
- Retail
- Dining: Cafeteria/Fast Food
- Motion Picture Theater
- School/University
- Dining: Family
- Multi-Family Housing
- Sports Arena
- Dormitory
- Museum
- Town Hall
- Excercise Center
- Office
- Transportation
- Gymnasium
- Parking Garage
- Warehouse
- Health Care - Clinic
- Penitentiary
- Workshop
- Hospital
- Performing Arts Theater
- Other _____

Building size (both conditioned/unconditioned space): _____

Number of floors: _____

Percent conditioned: _____

Percent owner occupied: _____

Occupancy schedule

M-F _____

Saturday _____

Sunday _____

Outline the major facility space types, their scheduling, and typical occupant density (e.g. 10,000 ft², 24-hour computer center that is unoccupied).

Briefly describe past energy efficiency projects or studies completed for the facility.

Describe any currently planned energy efficiency, renovation, or equipment replacement/upgrade projects for the facility.

Are there any scheduling issues that could affect the retrocommissioning work (e.g. major renovations or equipment replacements/upgrades)?

Facility Staff and Control System Management

Please identify key individuals responsible for the operation of the facility and state how long they have held their current positions.

Contact Name	Position	Years in this position	Facility Responsibilities

Please indicate the level of access and capability the chief facility engineer, staff, and/or controls contractor have to interact with the facility’s energy management control system (select one):

- None
- Some (e.g. able to adjust set points and schedules)
- Full (e.g. able to modify control logic and trend facility data)

Indicate what training resources are available to the facility staff (check all that apply):

- None
- In-house
- Manufacturer and Vendor Courses
- Utility
- College/Vocational
- Professional Associations
- Other

Describe the facility manager’s and staff’s receptiveness to and interest in improving the energy efficiency of the facility.

If accepted into the program, designate individuals that will act as a part of the owner's project team and the amount of discretionary time to assist in the retrocommissioning process:

Position	Name	Amount of Time to Assist (per week)
Building Chief Engineer:		
Operations Manager:		
Safety Manager:		
Internal Controls Specialist:		
External Controls Contractor:		
Others:		

Does your facility have an energy management control system (EMS)? __

What type of energy management control system does the facility have? _____

What is the manufacturer of the EMS? _____

Is the EMS capable of trending and storing data for numerous points simultaneously? If so, what points?

How old is the EMS? _____

What components of the facility are controlled with direct digital control (DDC) equipment?

What components of the facility are controlled, not just actuated, pneumatically?

Are any peak load shedding strategies currently being used? ____ If yes, please explain.

Is the EMS managed internally or through an external controls contractor? _____

If managed externally, please provide the following:

Company Name: _____

Name (of the company specialist): _____

Phone Number (of the company specialist): _____

Email Address (of the company specialist): _____

Please complete the following table listing the facility's major HVAC and lighting system components. Change example entries and add more rows as necessary.

Equipment	Type	Number	Avg. Size (If >1)	Age or Range of Age
HVAC Equipment				
Chillers	Centrifugal		300 tons	15 years
Rooftop Units	Packaged	3	Avg 15	12-15 years
AHU	VAV w/hot water reheat	1	No cooling	10 years
Lighting systems				
Main office area (example)	32W T8s w/electronic ballasts	40% of occupied ft ²		4 years

What type of window glazing is installed at the facility (e.g. single-pane tinted)?

Describe the age and availability of any as-built drawings and sequences of operation for the facility's HVAC system?

Summarize problems or opportunities for improvement that currently exist related to the HVAC and lighting systems.

Describe any opportunities for improved operation and maintenance procedures at the facility.

What is currently the most prominent issue related to operation of the HVAC and lighting systems, and how is it being managed?

What is the primary source of occupant complaints within the facility?

Terms and Conditions

Important: This form is to be read, signed, and submitted with the Project Application. Platte River is implementing *Building Tune-up Program* to provide customers with technical services to improve energy-efficiency in qualifying Platte River served facilities. The following terms and conditions apply to the program:

1. To qualify for the *Building Tune-up Program*, the proposed facility must:
 - a. Be a Platte River’s non-residential electric customer on one or more of the following rate schedules:

Town of Estes Park Light & Power	Fort Collins Utilities	Longmont Power & Communications	Loveland Water & Power
Large Commercial	E400 series	CCD	Loveland - PS
Small Commercial	E300 series	CD	Loveland - LG
Municipal	E200 series	CE	Loveland - SG
		GFE (municipal energy)	
		GFD (municipal demand)	
		CC (commercial contract)	

- b. Abide by the program rules and eligibility requirements in effect on the date of the submitted Project Application.
2. Failure to provide any of the required information, including signatures, forms, or other requested documentation, will result in the return of the Project Application.
3. Approved Retrocommissioning Service Provider (RSP) is performing retrocommissioning (RCx) work and adheres to the steps and requirements of Platte River’s *Building Tune-up Program*.
4. Projects will be qualified on a case by case basis and are at the discretion of Platte River. Ideal candidates are buildings with one or more of the following characteristics: has multi-zoned (or complex) HVAC system, building size is greater than 50,000 square feet, has existing energy management system, mechanical cooling system, and/or significant electric savings potential. Contact Platte River Energy Services for more information.
5. Platte River rebate for the cost of the retrocommissioning services described in the *Building Tune-up Program Manual* will be paid directly to the Customer, unless an approved alternative payment recipient is identified.
6. If the Customer chooses to not continue the RCx project at the completion of the planning phase, Platte River will reimburse the RSP for their cost of service to complete the planning phase.
7. If the Customer chooses to not continue the RCx project during the implementation phase, upon execution of the *Building Tune-up Program Retrocommissioning Plan Approval Form*, the Customer will reimburse Platte River for the planning phase fee equal to the rebate amount. The Customer will reimburse the RSP for the services provided pro rata during the implementation phase up to the termination date.
8. Customer rebates are subject to a cumulative rebate cap of \$50,000 per calendar year. Reaching this cap will not necessarily limit future rebate received from Platte River in a subsequent calendar year. Any rebates received through Xcel Energy as part of any Platte River program will not count towards the Customer’s annual rebate threshold.
9. For the purposes of Platte River’s energy efficiency programs, a Customer is defined as a company or organization that receives electric service from one of Platte River’s municipal owners under an approved municipal rate schedule. A Customer is a holder of a single account, multiple accounts in aggregate or corporate accounts. Multiple accounts or corporate accounts with a single municipal customer identification number will be considered a single Customer. An organization of this type can participate in multiple efficiency programs, but will be subject to any applicable customer rebate caps. Platte River retains the right to make final determination of customer eligibility.
10. Platte River will submit to Customer the name(s) and address(es) of the RSP that Platte River identifies through a bidding process to provide the technical support services if the Project Application is approved. The final decision to proceed under the program and use of such persons will be subject to the approval of Customer.
11. Customer shall enter into a contractual legal agreement with the selected RSP for retrocommissioning services described in the *Building Tune-up Program Manual* and other services to be performed at the request of the

Customer.

12. Customer agrees to require its employees, design team, and contractors to cooperate with Platte River and the approved RSP to provide Facility operating data and energy use evaluation assistance needed by Platte River for participation in the program, including cooperation in gathering electricity (and natural gas) bills and releasing information to necessary parties in the *Building Tune-up Program*.
13. Platte River reserves the right to inspect the facility for compliance with the program requirements. Inspection may include a telephone survey, site visit, and/or the installation of temporary monitoring equipment at any time up to two years after installation. Customers will allow Platte River and their subcontractors' reasonable access to and egress from site during normal business hours for inspection purposes. If selected for inspection, the rebate will be withheld pending outcome of the inspection. If the equipment is found to be in compliance with the program requirements, the rebate will be paid otherwise the customer will be notified.
14. Platte River and program RSPs shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to hazardous materials of any kind in connection with the Facility including, but not limited to, asbestos, asbestos products, PCBs, or other toxic substances. Customer is required to notify Platte River, RSP, and other sub-contractors if hazardous materials exist prior to work being performed.
15. Customer acknowledges that prior to proceeding to the Implementation Phase, a Retrocommissioning Plan Acceptance form including, but not limited to, the terms of the Customer's financial obligations is required. Customer agrees to the same requirements of the Building Tune-up Program if the customer chooses to perform implementation services with a third party or with their own facility staff.
16. Customer, or third party contractor, must demonstrate to Platte River and to the selected RSP that the RCMs recommended by the RSP were implemented and are operating as intended. For example, demonstrate in person or provide trend data, etc.
17. Program procedures, requirements, and rebate levels are subject to change or cancellation without notice.
18. Platte River makes no representations and provides no warranty or guaranty with respect to the accuracy or completeness of the provided technical support services.
19. Participation as a RSP does not constitute an endorsement by Platte River, nor does it certify or guarantee the quality of work performed. Platte River is not responsible if the RSP or other contractor, retailer, vendor or other party provides the Customer with inaccurate information about the amount or conditions of the program.
20. The terms and conditions set forth herein constitute a complete statement of the Terms and Conditions applicable to this promotion and may be supplemented by the execution of the *Building Tune-up Program Retrocommissioning Plan Approval Form*, and supersede all prior representations or understandings, whether written or oral. Platte River shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind that is not set forth herein. Platte River reserves the right to change or cancel this promotion or its terms and conditions at any time.

Terms and Conditions, continued.

By signing below, applicant acknowledges and agrees that:

- I have read, understand, and agree to all Terms and Conditions of this form and the customer eligibility, measure eligibility, and participation procedures for the *Building Tune-up Program* in the Participant Program Manual.
- I certify as the building owner or the owner's authorized representative that all the information contained within this application is true and factual.
- Customer agrees that participation in this program shall impose no liability on Platte River. In consideration of receiving the incentives stated herein, Customer hereby RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE Platte River, its officers, agents, servants, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death that may be sustained by Customer, or any property belonging to Customer, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, OR OTHERWISE, relating to the project that is the subject of this Agreement, the performance of the Measures, or the provision of assistance and incentive including, but not limited to, anticipated loss of profits or revenues, consequential damages, or costs related to the improper handling, storage, disposal of or exposure to substances currently or hereafter characterized as hazardous or toxic. Customer further agrees to HOLD HARMLESS RELEASEES from any loss, liability, damage or costs, including court costs and attorney fees, that may incur due to Customer's participation in the Electric Efficiency Program, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE. Customer further hereby affirms that it is his or her express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the member of Customer's family, heirs, assigns and personal representatives and shall be deemed their RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the RELEASEES. By signing below Customer acknowledges that Customer agreed to this Waiver of Liability and Hold Harmless Agreement voluntarily as Customer's own free act, that no oral representations, statements or inducements, apart from this Agreement, have been made, and that Customer is at least eighteen (18) years of age and fully competent and intending to be bound by same.
- As the signatory, I have the authority to submit the Project Application.

Business Name _____

Customer Signature _____

Date _____

Name (please print) _____

Title _____

Alternative Incentive Payment Recipient:

Complete this section only if you want the incentive payment to go to someone other than the utility's customer of record at the project site. W9 form is required for payment recipients.

Company	
Contact:	
Address:	
City, State Zip Code:	

Notes:

I authorize Platte River Power Authority to make the incentive payment to the identified party.

Business Name _____

Customer Signature _____ Date _____

Name (please print) _____

Title _____

Application Checklist:

Before submitting this application please verify the following:

- Did you read and understand the eligibility requirements in the Participant Program Manual?
- Are all required fields completed and accurate?
- Did you sign the Terms and Conditions page?

SEND COMPLETED PROJECT APPLICATIONS TO:

Platte River Power Authority
Building Tune-up Program
2000 E Horsetooth Rd
Fort Collins, CO 80525
Fax: (970) 229-5244
Email: tuneup@prpa.org

For Platte River Purposes Only – do not complete

BTU Project Application Approval Form –

To be completed after RSP is selected and scope of work is defined

Input project information in cells and attach project scope of work from RSP.

Please verify the following:

- Customer and facility meet eligibility requirements in the Participant Program Manual?
- Are all required fields completed and accurate?
- Terms and Conditions page signed?

Project Information – preliminary only

Est. Annual Electric Savings (kWh)	
Annual Gas Savings (MMBTU)	
Total Annual Cost Savings (\$)	
Total RCx Cost (\$)	
Project square feet	

Potential Rebate	\$0
Project Cost Cap	\$50,000
Actual Rebate	
Simple Payback w/ Incentive	
Estimated Completion Date	

Estimated Project Incentive Schedule and Amounts

	Rebate amount	Start Date	End Date	Deliverables Complete? Y/N
Planning Phase (15%)	\$			
Implementation Phase (70%) Platte River share	\$			
Implementation Phase Customer share for service	\$			
Verification Phase (15%)	\$			
Completion	\$			
Total	\$			

By signing below, applicant acknowledges and agrees that:

- I have read, understand, and agree to all Terms and Conditions of the Project Application and the customer eligibility, measure eligibility, and participation procedures for the *Building Tune-up Program* in the Participant Program Manual.
- I certify as the building owner or the owner’s authorized representative that all the information contained within this application is true and factual.
- I agree to the timeline and payment amounts committed by myself and Platte River Power Authority listed above for the attached scope of work and project and phase deliverables.
- Customer agrees that participation in this program shall impose no liability on Platte River. In consideration of receiving the incentives stated herein, Customer hereby RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE Platte River, its officers, agents, servants, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death that may be sustained by Customer, or any property belonging to Customer, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, OR OTHERWISE, relating to the project that is the subject of this Agreement, the performance of the Measures, or the provision of assistance and incentive including, but not limited to, anticipated loss of profits or revenues, consequential damages, or costs related to the improper handling, storage, disposal of or exposure to substances currently or hereafter characterized as hazardous or toxic. Customer further agrees to HOLD HARMLESS RELEASEES from any loss, liability, damage or costs, including court costs and attorney fees, that may incur due to Customer’s participation in the Electric Efficiency Program, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE. Customer further hereby affirms that it is his or her express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the member of Customer’s family, heirs, assigns and personal representatives and shall be deemed their RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the RELEASEES. By signing below Customer acknowledges that Customer agreed to this Waiver of Liability and Hold Harmless Agreement voluntarily as Customer’s own free act, that no oral representations, statements or inducements, apart from this Agreement, have been made, and that Customer is at least eighteen (18) years of age and fully competent and intending to be bound by same.
- As the signatory, I have the authority to otherwise the project to begin and have contracted with the selected RSP.

Business Name _____

Customer Signature _____

Date _____

Name (please print) _____

Title

PLATTE RIVER POWER AUTHORITY:

Date: _____

(970) 226-4000 / Fax (970)

Phone: 229-5244 _____

Platte River Power Authority

2000 East Horsetooth

Road

Fort Collins, CO. 80525-5721
