



2012 Local Government Energy Audit Program Guidelines & Application Forms

The **New Jersey Board of Public Utilities (BPU)** has authorized an incentive program to subsidize the cost to New Jersey's local governmental agencies, NJ State Colleges and Universities, and eligible nonprofit agencies for completing an energy audit of their eligible facilities. The energy audit must be provided by a pre-qualified energy Auditing Firm (See Appendix A). Participants in the **Local Government Energy Audit Program (the Program)** are also eligible for incentives toward the cost of implementing specific energy improvements recommended in the energy audit. These incentives are part of the suite of New Jersey's Clean Energy Program offerings to the Commercial & Industrial market sector.

The Program is restricted to public buildings owned by local government agencies, NJ State Colleges and Universities, and a specific sector of nonprofits, as defined in the Glossary. Municipal and county governments, local and regional authorities, boards of educations, county colleges, state colleges and universities, and Section 501(c)(3) nonprofit agencies (see the Glossary for a full description) are all potential applicants.

This document is an all-inclusive package of program guidelines and application forms. Applications are accepted on a first-come, first-serve basis, subject to funding availability. Please send all applications to:

**New Jersey's Clean Energy Program
c/o TRC Energy Services
Attn: LGEA Program Coordinator
900 Route 9 North, Suite 404
Woodbridge, NJ 07095**

You may also fax applications to Attn: LGEA Program Coordinator at 732-855-0422, or email LGEA@trcsolutions.com.

Please refer all questions to 866-657-6278 x4 or LGEA@trcsolutions.com.

For additional general information, please visit www.NJCleanEnergy.com/LGEA.



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I. INTRODUCTION

The New Jersey Board of Public Utilities (BPU) has authorized an incentive program to subsidize the cost to eligible entities for having an energy audit of their facilities performed through one of the pre-qualified Auditing Firms. The **Local Government Energy Audit Program (the Program)** provides an incentive that subsidizes the cost of the energy audit. The Program is managed by the BPU's Commercial/Industrial Program Manager, TRC Energy Services (the Program Manager). All questions regarding the Program or any other Commercial/Industrial market sector programs should be directed to TRC staff at 866-657-6278, ext. 4.

The Board of Public Utilities' Office of Clean Energy (the Administrator) reserves the right to extend, modify, or terminate this Program without notice. Modifications may include, but not be limited to, program incentive level changes, eligibility requirements or overall funding.

A. OBJECTIVES

The following are the objectives of the Program:

- Encourage local government, State College and University, and eligible nonprofit building owners to proceed with the cost effective recommended energy efficiency upgrades provided in the energy audits.
- Eliminate the up-front cost of energy audits for local government, State College and University, and eligible nonprofit buildings in the state of New Jersey.
- Help local governments reduce their energy costs and lower the local tax burden.
- Support the local governments, State Colleges and Universities, and eligible nonprofit agencies in further reducing their carbon footprints.

B. ELIGIBILITY

In order to participate, there are three main criteria:

1. Applicant must be:
 - a. A local government agency in the state of New Jersey, as defined:
 - i. A contracting unit under the Local Public Contracts Law [N.J.S.A. 40A:11-2(1)];
 - ii. A board of education under the Public School Contracts Law [N.J.S.A. 18A:18A-2(a)];
 - iii. A county college under the County College Contracts Law [N.J.S.A. 18A:64A-25.2(1)];
 - b. A New Jersey State College or University, or;
 - c. A nonprofit charitable organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code,
- AND
2. Applicant's proposed site(s) must be located within the service territory of at least one of New Jersey's regulated electric and/or gas utilities and be a contributor to the Societal



Benefits Charge fund¹. These regulated utilities are:

- a. Atlantic City Electric
- b. Jersey Central Power & Light
- c. New Jersey Natural Gas
- d. Elizabethtown Gas
- e. Public Service Electric and Gas
- f. Rockland Electric Company
- g. South Jersey Gas

AND

3. Applicant's proposed building(s) is owned by the applicant, or is leased with ALL of the following conditions satisfied:
 - a. The applicant pays the utility bill for that building.
 - b. The applicant provides documentation that shows the building owner has given applicant the authority to perform the energy audit and perform energy efficiency upgrades to the building.

AND

4. Applicant's proposed building(s) must have a peak electric demand of at least 150kW, or provide information to show that building(s) with a peak electric demand of less than 150kW require attention to their envelope. Building(s) with less than 150 kW demand will be encouraged to participate in Direct Install, rather than the LGEA Program.

The Program is restricted to buildings owned or, in some cases, leased by eligible applicants (as outlined previously). They include but are not be limited to: government offices, fire and police facilities, schools, public works and transportation garages, utility plants, libraries, and recreation, senior and community centers, select nonprofit facilities, etc.

The definition of an eligible Local Government Agency is included in the Glossary, as is the definition of an eligible nonprofit entity. However, if you have any questions regarding eligibility, please contact the Program Manager for further details.

II. PROGRAM DESCRIPTION

A. OVERVIEW

The Program will eliminate the upfront cost of energy audits and encourage energy efficiency upgrades for eligible buildings in the following ways:

- Provide guidance to the eligible entities as they select buildings to be audited, apply for the Program, and develop their Request for Proposals (which will include the Scope of Work)

¹ If an applicant satisfies the first criterion, but one or more buildings in the application do not receive services from at least one of the utility companies listed, it is still possible for the applicant to receive incentives for the audit of that building due to federal funding, when available. The applicant *must* check off the appropriate box on the Facility Data Form and supplemental non-IOU application for buildings in this circumstance. Available funds for such buildings are limited.



- Facilitate Energy Auditing Firm qualification process
- Ensure that Energy Audit Reports meet Program requirements
- Provide an incentive of 100% of the cost for an Energy Audit Report, up to a program cap.

Each building that an applicant submits for an energy audit is considered an individual application. For this reason, all pricing and incentives will be considered on a per building basis.

B. REQUIREMENTS

- Applicants need to formally apply to the Program Manager prior to contracting for the Energy Audit through one of the pre-qualified energy auditing firms.
- Applicants to the Program must be an eligible local government entity, New Jersey State College or University, or Section 501(c)(3) nonprofit, as further defined in the Glossary. Only buildings located within the State of New Jersey, served by a New Jersey regulated electric or gas utility (or other energy company, on a limited basis) are eligible for this program.
- Applicants must use the New Jersey Division of Purchase and Property State Contract (T-2545) under the State Cooperative Purchasing Program. As a result of this contract, Applicants are not required to use their own competitive process to hire an energy auditing firm. This contract has pre-qualified firms to perform the energy audits for this program. Since the firms were competitively selected through a Purchase and Property RFP process, they are already familiar with the rules and regulations of the Program. Furthermore, the pre-qualified energy auditing firms are obligated to provide a minimum scope of services under the contract. For a list of these pre-qualified energy auditing firms, see Appendix A, and for a sample RFP, see Appendix C.
- Applicants must send their Request for Proposals to ALL of the pre-qualified energy auditing firms and select an energy auditor from among responding firms in accordance with the State Contract (Section 1.2.1). Any agency using any reasonable, non-exclusionary, and non-discriminatory selection factors in addition to price must clearly identify them in their request for quotation. Any energy auditing firm declining to respond must do so in writing.
- To be eligible to receive Program incentives, applicants must use one of the pre-qualified energy auditing firms to perform their energy audit (see Appendix A, List of Pre-Qualified Energy Auditing Firms or http://www.state.nj.us/treasury/purchase/noa/contracts/t2545_08-x-39537.shtml for a listing). Applicants will select a firm using an evaluation committee in accordance with the process noted in Section IV on page 8. Applications for energy auditing services conducted prior to the Program implementation date and/or using other energy auditing firms not listed in Appendix A will not be considered.
- To receive 100% incentive, the audit report must be approved by the Program, and applicants must submit an Incentive Request, invoices, and Final Audit Report.

Applicants will select and interact directly with one of the pre-qualified energy auditing firms to determine the scope and cost of the energy audit. The Program will subsidize 100% of the cost for all approved energy audits, up to program cap.



III. PROGRAM INCENTIVES

A. INCENTIVES

Incentives are available to cover 100% of the cost of an audit conducted through the Program. The incentive will be paid to qualified participants upon receipt, review, and approval of the Energy Audit Report by the Program Manager, and after applicant has supplied the Incentive Request, invoices, and Final Audit Report.

B. LIMITATIONS

The Program will provide incentives up to \$100,000 per calendar year, per local government agency to subsidize the cost of the energy audit. Eligible entities can participate each year that the Program is offered in order to receive energy audits on all of their eligible facilities. The Program will not provide incentives to have the same building audited more than once.

Funds are awarded on a first-come, first-serve and case-by-case basis. The Program reserves the right to withhold funds until all Program requirements are met. If the energy audit is not performed within 6 months of the application approval, the Program reserves the right to discontinue the reservation of all incentive funds for the project. Extensions may be granted on a case-by-case basis.

C. PRIORITIZATION

The Program is designed to be a first-come, first-serve program in terms of the budget, which means applications that are reviewed and complete and acceptable will be funded on a rolling basis while designated funds last. However, if there are more applications seeking funds than there are remaining funds, the following criteria will be used to prioritize the applications:

- a. The local government agency (if a municipality) has completed the Registration process with Sustainable Jersey, and the governing body of the local government agency has passed a resolution stating their intent to seek “certification” according to the Sustainable Jersey criteria.
- b. The agency is participating in the NJBPU’s Community Partners Program.
- c. The agency is actively participating in a state, national or other sustainability certification or implementation program that has rigorous and verified criteria for establishing what can be done to be sustainable. This includes actions and strategies addressing issues such as sustainable community creation, energy efficiency, greenhouse gas reduction, sustainable/green design, and/or high performance buildings.



IV. PROJECT IMPLEMENTATION PROCESS

Local Government Energy Audit Program Participation Steps

Forms are available for downloading at NJCleanEnergy.com/LGEA or contact TRC at 866-657-6278, ext. 4

1. Complete and submit the Registration Form along with a Facility Data Form (Appendix E, one for each building!) and one of the following, whichever applies:
 - a. a Resolution passed by your local governing body authorizing the local government to apply to the program (not applicable to nonprofits). Local Governments have the option of waiting and passing a single resolution to enter into the program and contract with the selected auditing firm (See Appendix D for sample resolutions); OR
 - b. a copy of a tax exemption letter from the Internal Revenue Service indicating that the nonprofit applicant is exempt from federal income tax under section 501(c)(3).

Complete and submit a draft version of your Request for Proposals and submit the draft to TRC for approval (see Appendix C for a sample). **After receiving approval from TRC**, send the final version of the RFP to ALL of the pre-qualified energy auditing firms (the RFP must be sent to all of the firms and only those listed in Appendix A.)

2. Evaluate the proposals and select a firm, but **DO NOT EXECUTE A CONTRACT** until you've completed and submitted the Firm Selection Form (Appendix E) and **received formal approval from TRC**. To receive approval, please include a copy of the final RFP, a list of all firms and their respective price submittals and the proposal from the preferred firm. Once you receive formal approval from TRC, you may execute the contract with the approved firm and schedule the actual audit of the building(s).
3. Once TRC has reviewed and approved the audit report, you may apply for the incentive by completing and submitting the Incentive Request Form (submit one for each building!) along with the Energy Audit Report and the Energy Audit Invoice. It is your responsibility to pay the auditing firm for their services.
4. Use Audit Report to guide you in energy-efficient projects, and use the Clean Energy Program to offset the costs of those projects. Enjoy energy savings!



V. SUBMISSION REQUIREMENTS

The following documents (found in Appendix E) must be submitted to the Program in order to receive the full incentive amount.

Step One

- Registration Form
- Facility Data Form (one for each building)
- One of the following, whichever applies:
 - Certified copy of a resolution passed by the governing body enabling submittal of an application under the Local Government Energy Audit Program; OR
 - Copy of a tax exemption letter from the Internal Revenue Service indicating that the applying agency is exempt from Federal income tax under Section 501(c)(3)
- Request for Proposals including Scope of Work (see Appendix C for a sample RFP)

Step Two

- Firm Selection Form, with associated documents

Step Three

- Energy Audit Report (submitted by auditing firm according to Energy Audit Report Requirements, Appendix B)
- Incentive Request Form, with invoices and Final Audit Report

Program staff is available to answer questions regarding any of the forms, reports, or requirements listed above.

VI. TERMS AND GENERAL CONDITIONS

This solicitation does not commit the Administrator to approve an application, pay any costs incurred in preparing an application, or to procure or contract for services or supplies. The Administrator or the Commercial/Industrial Program Manager may request additional data or material to support applications. The Program reserves the right to accept or reject any or all forms received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in the Administrator's best interest.

Endorsement – The Commercial/Industrial Program Manager does not endorse, support or recommend any particular manufacturer, energy auditor, product, or system design in promoting this Program.

Warranties – THE COMMERCIAL/INDUSTRIAL PROGRAM MANAGER AND ADMINISTRATOR DO NOT WARRANT THE PERFORMANCE OF INSTALLED EQUIPMENT, AND/OR SERVICES RENDERED AS PART OF THIS PROGRAM, EITHER EXPRESSLY OR IMPLICITLY. NO WARRANTIES OR REPRESENTATIONS OF ANY KIND, WHETHER STATUTORY, EXPRESSED, OR IMPLIED, INCLUDING, WITHOUT LIMITATIONS, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A



PARTICULAR PURPOSE REGARDING EQUIPMENT OR SERVICES PROVIDED BY A MANUFACTURER OR VENDOR. CONTACT YOUR VENDOR/SERVICES PROVIDER FOR DETAILS REGARDING PERFORMANCE AND WARRANTIES.

Limitation of Liability – By virtue of participating in this Program, applicants agree to waive any and all claims or damages against TRC Energy Services, the Commercial/Industrial Program Manager, and the Administrator, except the receipt of the Program Incentive. Applicants agree that the Program Manager’s and Administrator’s liability, in connection with this Program, is limited to paying the Program Incentive specified. Under no circumstances shall the Program Manager, its representatives, or subcontractors, or the Administrator, be liable for any lost profits, special, punitive, consequential or incidental damages or for any other damages or claims connected with or resulting from participation in this Program. Further, any liability attributed to the Program Manager under this Program shall be individual, and not joint and/or several.

Applicant’s Certification – Applicant certifies that it obtained the energy audits as required and installed any eligible equipment listed in their application at their defined New Jersey location. Participating Customer agrees that all information is true and that it has conformed to all of the Program energy auditing and equipment requirements listed in the application.

Termination – The Program reserves the right to extend, modify (this includes modification of Program Incentive levels) or terminate this Program without prior or further notice.

VII. GLOSSARY

The following definitions are provided for guidance only.

Administrator – New Jersey Board of Public Utilities, Office of Clean Energy.

Applicant – The Local Government entity, New Jersey State College or University, or eligible nonprofit applying to the Program. For eligibility requirements, see Section I.B. or the appropriate definitions below.

Baseline Energy Use – A calculation of energy use for a building or piece of equipment for a specified period that is used to project energy use had the energy efficiency measures not been implemented.

Energy Audit – Survey of the existing energy systems of a facility for the purpose of proposing energy efficiency and renewable energy measures and verifying that the proposed measures have the potential to generate energy savings. The results of an Energy Audit are presented in a written report that includes a methodology for the calculation of the Baseline Energy Use, a description of physical conditions, equipment counts, nameplate data, and control strategies. All Audit Reports are publicly posted on the program website.

Energy Efficiency Measure – A measure to reduce energy use or costs, such as the installation of equipment or systems, modification of equipment or systems, or revised operation and maintenance procedures.



Energy Use History – A detailed summary of the annual energy consumption of a particular facility prior to project implementation. The history shall include energy use, demand, and cost data by fuel type. It is used to prepare the Baseline Energy Use.

Local Government Agency (also applicant) must be: 1) a contracting unit under the Local Public Contracts Law [N.J.S.A. 40A:11-2(1)], or; 2) a board of education under the Public School Contracts Law [N.J.S.A. 18A:18A-2(a)], or; 3) a county college under the County College Contracts Law [N.J.S.A. 18A:64A-25.2(a)].

Kilowatt (kW) - A unit for measuring power, equal to one thousand watts. A kilowatt is roughly equivalent to 1.34 horsepower. It is also referred to as ‘electricity demand.’

Kilowatt-hour (kWh) - A unit of energy, equivalent to 1,000 watt-hours. It is the measure of electricity most commonly used on electricity bills and for electricity consumption analysis.

Nonprofit Entity - Eligible nonprofits include charitable organizations, which refer to organizations that are exempt from Federal taxation under Section 501(c)(3) of the Internal Revenue Code.

Program Manager - the New Jersey Board of Public Utilities Commercial/Industrial Program Manager, TRC Energy Services.

Request for Proposal (RFP) - An invitation for contractors, through a bidding process, to submit a proposal on a specific product or service.

Scope of Work - An agreement of the work that is to be performed at a facility for a particular cost.

Societal Benefits Charge (SBC) – The Societal Benefits Charge Fund was created by the state of New Jersey’s 1999 Electricity Restructuring Law, requiring all electric and gas utility customers to pay a small charge on their monthly bills.

Therm –A unit of heat energy equal to 100,000 British thermal units (BTU). It is approximately the energy equivalent of burning 100 cubic feet (often referred to as 1 ccf) of natural gas at standard temperature and pressure (STP).



APPENDIX A - LIST OF PRE-QUALIFIED ENERGY AUDITING FIRMS

State of New Jersey, Department of the Treasury, Division of Purchase and Property, Award T-2545, MUNICIPAL / LOCAL GOVERNMENT ENERGY AUDIT PROGRAM Awardees:

Camp Dresser and McKee, Inc.

Two Penn Center Plaza

1500 JFK Boulevard, Suite 624

Philadelphia, PA 19102

Contact: Mr. Ted Schlette, 215-239-6526, schlettetc@cdm.com

Clough Harbour and Associates, LLP

6 Campus Drive

Parsippany, NJ 07054-4406

Contact: Mr. Paul Van Gelder, 973-538-2120, ext. 231, pvangelder@chacompanies.com

Concord Engineering Group, Inc.

520 S. Burnt Mill Road

Voorhees, NJ 08043

Contact: Mr. John Marchiafava, 856-427-0200, ext. 150, JMarchiafava@concord-engineering.com

Dome-Tech Group

510 Thornall Street, Suite 170

Edison, NJ 08837

Contact: Mr. Erik Miller, 732-590-0122, ext 125, e_miller@dome-tech.com

Steven Winter Associates, Inc.

2227 US Highway 1, #283

North Brunswick, NJ 08902-4402

Contact: Ms. Lauren Brust, 866-676-1972, ext. 298, lbrust@swinter.com

Contract terms and awardees' contact information is available at:

<http://www.state.nj.us/treasury/purchase/noa/contracts/t2545.shtml>



APPENDIX B – ENERGY AUDIT REPORT REQUIREMENTS

This document states the requirements for the audit report. Therefore, it should be the basis of the Scope of Work for the audit. This is the Scope of Work outlined in the sample RFP, which is in Appendix C, and also is available at www.NJCleanEnergy.com/LGEA.

The Division of Purchase and Property, Department of the Treasury, on behalf of the Board of Public Utilities (BPU), Office of Clean Energy (OCE) issued Request for Proposal (RFP) 08-x-39537. The purpose of this RFP was to solicit bid proposals to pre-qualify contractors (Energy Audit Firms) to perform Local Government Energy Audits. This RFP outlined the Energy Audit Report Requirements under this Program. The following report requirements are taken from Section 3.3.3 of RFP 08-x-39537.

3.3.3 ELEMENTS OF THE AUDIT REPORT

The Auditing Firm shall prepare an Energy Audit Report that incorporates each of the following elements:

- a) **Historic Energy Consumption:** 1) Compile energy usage and costs for each facility/building for the twelve months prior to the audit including kW, kWh, BTUs, therms, etc. and shall include billing meter readings that corroborate usage. 2) Identify the utility rate schedule under which services are provided to each meter. 3) Enter the required building and utility data into the U.S. Environmental Protection Agency's (EPA) *Portfolio Manager* energy benchmarking system. Note the EPA Score for each building, and provide the information necessary to access the *Portfolio Manager* account.
- b) **Facility or Measure Description:** Characterize building usage and occupancy profiles, facility size, construction features including an assessment of the building envelope (windows, doors, insulation, etc.) and equipment description and operations.
- c) **Equipment List:** Provide a detailed inventory of equipment, which contains pertinent information for all energy consuming equipment including estimate of equipment efficiency and remaining useful life. For example, for lighting, for each area of each building, provide existing fixture type, existing lamp type, existing lamp count and existing ballast type, current watts per fixture and current energy cost per room/building. Similar detail should be provided for other equipment.
- d) **Energy Conservation Measures:** Provide a narrative summary for each energy conservation measure recommended. For example, for lighting recommendations, for each area of each building, provide proposed fixture type, proposed lamp type, proposed lamp count, proposed ballast type, total watts per proposed fixture, projected energy savings per room, projected energy cost savings per room and before and after lighting levels. Similar detail should be provided for other measures. Clearly document the key assumptions made in analyzing each measure and describe the method of analysis. Provide the following for each recommended energy conservation measure:



- Description of energy conservation measure
 - Estimated installation cost and source of cost estimate
 - Estimated energy savings (kW, kWh, therms, etc)
 - Estimated annual energy cost savings (including any assumptions regarding future energy costs, life of measure, etc.)
 - Estimate of any rebates/financial incentives available through New Jersey's Clean Energy Program or from other sources
 - Estimated annual operating cost savings
 - Estimated lifetime energy cost savings
 - Simple payback
 - Estimated return on investment
 - Options for funding the installation of recommended measures
- e) Renewable/Distributed Energy Measures: The contractor shall perform a high level assessment of renewable and distributed energy technologies which includes:
- Recommendations on the potential/viability of various renewable/distributed energy technologies
 - Identification of available grants and incentives and sources of funding
 - Analysis of costs and savings comparing current and future costs of electric and thermal energy with and without each technology assessed
- f) Energy Purchasing and Procurement Strategies: For each facility:
- Develop a load profile for each electric and natural gas account
 - Provide an analysis of the utility tariff under which the facility is currently served
 - Assess potential savings from purchasing from third party suppliers
- g) Method of Analysis: Provide a description of, documentation for, and tools used to perform energy use and energy savings estimates.
- Clearly identify all assumptions and estimates used in the analysis



APPENDIX C – SAMPLE RFP

The following sample RFP is available for downloading from www.NJCleanEnergy.com/LGEA in Word format to use as a template.

Note to Applicants:

The effort you put into drafting your RFP will be reflected in the proposals you receive. We provide you with a sample RFP to help guide you through the process, but many areas of the RFP are to be customized by you, the local government. We ask you to put in the time and effort to develop a complete RFP for your own benefit – it will help ensure that you receive high-quality proposals with a relatively small spread in costs. It should be a priority to clearly explain the facilities you wish to have audited, details about the systems within those facilities, and guidance about any uncommon or particularly energy-intensive system within those facilities.

Pay particular attention to the highlighted regions, as they **MUST** be customized by you, the local government, New Jersey State College/University or select nonprofit. The other portions of the RFP may also be customized by you, so please read them carefully.

If you have any particular energy projects that you wish to include within the scope of this audit, include them in an appropriate section of the scope, or create a new section. For instance, if you are particularly interested in having solar panels on the roof of your XYZ building, add to the “Renewable/Distributed Energy Measures” section that you are particularly interested in having solar panels installed on the roof of your XYZ building, and the auditing firm should perform a high level assessment on the practicality of that installation.

Please contact the LGEA administrator at TRC (866-657-6278, ext.4) with any questions about expanding upon the scope of work.

Please delete this page before submitting your draft RFP for review.



ACME MUNICIPALITY

[Utilize Official Letterhead]

[Insert Address]

[Insert Contact Name]

[Insert Title]

Phone: [Insert Phone #]

Fax: [Insert Fax #]

E-mail: [Email Address]

[Insert Date]

[Insert Audit Firm Name][Insert Audit Firm Address]

Dear **[Insert Name of Engineering Firm Recipient]**,

The **[Insert Legal Name of Municipal Entity]** is requesting proposals from DOT pre-qualified audit firms to perform energy audits on our facilities in connection with the NJ Board of Public Utilities' Local Government Energy Audit Program (“Program”). The selected firm will work with us and TRC Energy Services to ensure all requirements of the Program are met.

Your proposal for energy audits shall be in accordance with the attached General Proposal and Scope of Work Requirements and fully comply with Section 3.3.3 of RFP 08-x-39537 dated December 7, 2007 issued by the NJ Department of Treasury.

Please provide proposed fixed price audit costs for each facility listed under List of Facilities in accordance with Section 1.2.1 of RFP 08-x-39537. Also, in the event you feel it may not be cost effective or it would be otherwise imprudent to perform an audit on one or more facilities, please provide an explanation.

Please submit your proposal no later than **[Insert Date and Time]** to the following address:

[Insert Name of Receiving Municipal Official and Address]

Sincerely,

John Doe

[Insert Title]



General Proposal Requirements

Each audit firm shall respond to the Request for Proposals by the stated deadline with a comprehensive proposal and work plan, which shall include, but is not limited to, the following:

- A detailed proposal and Work Plan to perform the scope of work reflecting the requirements for competitive price quotes in accordance with the audit specific requirements of RFP 08-x-39537 dated December 7, 2007 issued by the State of NJ Department of the Treasury.
- A proposed schedule identifying deliverable items to be submitted as evidence of completion of each task and/or sub-task
- The proposed hourly rate in addition to person-hour and/or labor category mix: A comprehensive chart showing the person-hours proposed to meet the requirements of the request for competitive quotes. The chart shall reflect the tasks, sub-tasks, or other work elements required by the request for competitive quote. The chart shall identify, for each task, sub-task, the total number of person-hours, by labor category, proposed to complete the engagement. The hourly rates used for each labor category shall be the all-inclusive hourly rates specified in the proposal.
- A firm, fixed price for the engagement based on the proposed scope of work, hourly rates and schedule, listed per each facility.
- In the event you deem it to be not cost effective or otherwise imprudent to perform energy audits on one or more facilities listed in the RFP, provide an explanation as to why for each such facility.

- **Basis of Award:**

The issuing entity, _____ may select an auditing firm based on the following factors:

-
-
-

If the audit firm is unable to participate in a specific audit due to a conflict of interest or scheduling, it shall decline the request for a competitive quote in writing to the requester.



Scope of Work Requirements

For each facility/building listed below under List of Facilities:

Historic Energy Consumption: 1) Compile historic usage and costs for all energy utilities including electric, natural gas, propane and fuel oil for the twelve months prior to the audit including kW, kWh, BTUs, therms, etc. according to actual billed meter readings that corroborate usage; 2) Identify the utility rate schedules under which services are provided to each meter; 3) Enter the required building and utility data into the U.S. Environmental Protection Agency's (EPA) Portfolio Manager energy benchmarking system. Report the resulting EPA score for each building, and provide the information necessary to access the Portfolio Manager account.

Facility or Measure Description: Provide a written characterization of other energy usage and occupancy profiles, facility size, construction features including an assessment of the building envelope (windows, doors, insulation, etc.) and operations.

Equipment List: Provide a detailed inventory of equipment containing pertinent information for all energy consuming lighting, HVAC, process and other equipment including estimate of equipment efficiency and remaining useful life. For example, for lighting, for each area of each building, provide existing fixture type, existing lamp type, existing lamp count and existing ballast type, current watts per fixture and current energy cost per room/building. Similar detail should be provided for other equipment, including process equipment in the case of process facilities such as sewage treatment plants.

Energy Conservation Measures: Provide a narrative summary for each energy conservation measure recommended. For example, for lighting recommendations, for each area of each building, provide proposed fixture type, proposed lamp type, proposed lamp count, proposed ballast type, total watts per proposed fixture, projected energy savings per room or area, projected energy cost savings per room and before and after lighting levels. Similar detail should be provided for other measures.

Clearly document the key assumptions made in analyzing each measure and describe the method of analysis. Provide the following for each recommended energy conservation measure:

- Description of energy conservation measure
- Estimated installation labor, material and total cost; along with source of cost estimate
- Estimated energy savings (kW, kWh, therms, etc.)
- Estimated annual energy cost savings (including any assumptions regarding future energy costs, life of measure, etc.)
- Estimate of any rebates/financial incentives available through New Jersey's Clean Energy Program or from other sources
- Estimated annual operating cost savings
- Estimated lifetime energy cost savings
- Simple payback
- Estimated return on investment
- Options for funding the installation of recommended measures



Renewable/Distributed Energy Measures: The contractor shall perform a high level assessment of renewable and distributed energy technologies which includes:

- Recommendations on the potential/viability of various renewable/distributed energy technologies
- Identification of available grants and incentives and sources of funding
- Analysis of costs and savings comparing current and future costs of electric and thermal energy with and without each technology assessed

Energy Purchasing and Procurement Strategies:

- Develop a load profile for each electric and natural gas account
- Provide an analysis of the utility tariff under which the facility is currently served
- Assess potential savings from purchasing from third party suppliers

Method of Analysis: Provide a description and documentation of the tools used to perform the energy analysis and calculate energy savings estimates.

- Clearly identify all assumptions and estimates used in the analysis

Audit Firm Requirements:

- The selected audit firm shall perform an energy audit of all agreed upon buildings and facilities within 60 days of the date of the engagement for energy audit services between the engagement entity or cooperative purchasing partner and the energy audit contractor.
- The energy audit shall assess current energy usage and costs, and identify, analyze and recommend energy efficiency measures, renewable energy systems and strategies for the purchase of energy. The energy audit shall include a complete inventory of meters and billing points for all sources of energy. The goal of the energy audit is to identify opportunities for reducing energy costs.
- Upon the award of the engagement, the contractor shall schedule and attend a meeting within five (5) business days with the engagement entity to discuss all pertinent items relative to the subject audit.

Scheduling

Please indicate your scheduling requirements here. Include deadlines in the form of: ___ weeks from notice to proceed.

Submittal Requirements:

- A draft of the final audit report including a summary of the audit process and all recommendations shall be submitted in accordance with the Work Plan (section 1.2.1 of RFP 08-x-39537 dated December 7, 2007 issued by the State of NJ Department of the Treasury). After appropriate review and authorization by TRC, the contractor shall release the draft report to the engagement entity and/or any other party as determined by TRC for its review. The municipality or other local governmental entity's critique of the draft report shall be confined to factual discrepancies and communicated to TRC. Subsequently, TRC shall authorize the preparation of the final audit report. The engagement entity and/or any other party as determined by TRC will be permitted to comment upon the contractor's findings and recommendations after TRC has approved



the final report for release. These comments shall be incorporated into the contractor's final audit report.

- Two (2) copies of final audit report shall be submitted: one copy to TRC and one copy to the engagement entity.

Copies of submittals, as outlined above, should be sent to each of the following addresses:

TRC Energy Services
Attn: LGEA Program Manager
900 Route 9 North
Suite 104
Woodbridge, NJ 07095
and

[Insert municipal entity name and address]

Facility Descriptions

Please write a description of each of your facilities. This description can be in paragraph form or bullet form, or however is easiest for you, but should include the information indicated below.

Facility Name

Address:

Used as: Explain if this facility is used as office space, as a storage facility, as garage space, as a treatment facility, as a school, etc.

Types of energy-using systems present: These might include, but are not limited to: lighting systems, heating, ventilation, and air conditioning systems, data centers, pumping systems

HVAC description: Provide information about the specific HVAC equipment present, along with a description of how it operates – is it controlled at a central location? Are some parts of the facility operated separately?

Additions: Provide dates of any additions that may have been put onto the facility

Utility accounts: Provide what types of utilities are provided to this facility, along with the number of utility accounts associated with this facility. If an account is associated with more than one facility, state so here.

Metering: Provide the number of meters at this facility, including the number of submeters and master meters, if applicable.

Repeat above description for each facility.



List of Facilities

Following is the list of facilities to be included in this study:

<u>Facility Name</u>	<u>Facility Square Footage</u>
1. <i>[List Each Facility On Separate Line]</i>	<i>[List Approx. SF of each Facility]</i>
2.	
3.	

Please attach your Facility Data Forms to your RFP so the auditing firms receive some usage information for your buildings. Please be sure that you submit your RFP to the Program Manager before sending it to the pre-qualified auditing firms, to be sure the Scope of Work is permissible for the program.



APPENDIX D – SAMPLE RESOLUTIONS

(Resolution Required for Local Government Applicants Only)

This first sample resolution is for local governments who are looking to pass a resolution with initial submission of the application. Alternately, local governments may use the sample resolution 2, which was published in the Local Finance Notice LFN 2009-12 for a sample of a single resolution that may be passed when auditing firm is selected.

LOCAL UNIT SAMPLE RESOLUTION 1 FOR LOCAL GOVERNMENT ENERGY AUDIT

WHEREAS, the New Jersey Board of Public Utilities, Office of Clean Energy administers the Local Government Energy Audit Program (Program), an incentive program to assist local government agencies to conduct energy audits and to encourage implementation of energy conservation measures; and,

WHEREAS, the Governing Body of (Name of Local Unit) has decided to apply to participate in the Local Government Energy Audit Program; and,

WHEREAS, the facilities to be audited are in New Jersey, are owned by the (Name of Local Unit), are served by a New Jersey regulated public utility, and that the (Name of Local Unit) has not already reserved \$100,000 in the Program this year as of this application; and,

WHEREAS, it is acknowledged that acceptance into the Program is dependent on the Scope of Work and cost proposal, and that Program rules will have to be met in order to receive incentive funds; and,

WHEREAS, upon acceptance into the Program, the (Name of Local Unit) will prepare Facility Data Forms and Scopes of Work for each facility to be audited, solicit quotations from the authorized contractors, and submit the Firm Selection Form; and,

WHEREAS, the (Name of Local Unit) understands that energy audit work cannot proceed until a Application Approval Notice is received from the Program; and,

{ OPTIONAL } WHEREAS, the (Name of Local Unit) has passed a resolution(s) joining the following state or national organization(s) supporting energy efficiency, greenhouse gas reduction, sustainable/green design or high performance buildings: *(insert names of organizations supported)*.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the (Name of Local Unit), approves the submission of an Application for participation in the Local Government Energy Audit Program of the New Jersey Board of Public Utilities; and,

{ OPTIONAL } BE IT FURTHER RESOLVED that a copy of resolution(s) in joining the state or national organizations listed above be attached to and made a part of this resolution.

CERTIFICATION

I, _____, (Clerk/Secretary of the Local Unit) of the (Name of Local Unit) in the County of _____, and the State of New Jersey do hereby Certify that the foregoing Resolution is a true copy of the Original Resolution duly passed and adopted by a majority of the full membership of the (Name of Governing Body) at its meeting of _____.



LOCAL GOVERNMENT ENERGY AUDIT PROGRAM GRANT RESOLUTION 2 PURSAUANT TO DLGS AUTHORIZATION

(Grant submission, grant acceptance, budget amendment, contract award, and certification of availability of funds)

WHEREAS, the *<name of local unit>* desires to apply for a Local Government Energy Audit Program grant from the New Jersey Board of Public Utilities, Office of Clean Energy in the amount of \$_____ for the purpose of conducting an energy audit; and,

WHEREAS, the *<name of local unit>* has previously submitted the Application to the Office of Clean Energy and has completed the Firm Selection Form, including scope of work; solicitation of quotations from vendors; a recommendation and cost proposal from *<name of selected audit firm>* who has been determined to be the most advantageous, price and other factors considered; and facility data forms for each facility to be audited; and,

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and,

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount; and,

WHEREAS, the *<name of local unit>* may, by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and;

WHEREAS, a Request for Proposals was issued under State Contract #T2545 and *<# of proposals received>* proposals were received and evaluated, with *<name of chosen audit firm>* being recommended *<optional, enter name of official making recommendation>* as the most advantageous, price and other factors considered;

NOW, THEREFORE, BE IT RESOLVED, that upon notice of the Board of Public Utilities' Office of Clean Energy, the *<name of local unit>* herewith accepts the award of a grant to conduct an energy audit in the amount of \$*<amount>*; and,

BE IT FURTHER RESOLVED that the Director of the Division of Local Government Services is requested to approve the insertion of an item of revenue in the budget of the year 20__ in the sum of \$*<amount>* which is anticipated to be available from the Office of Clean Energy from the aforementioned Grant; and,

BE IT FURTHER RESOLVED, that the like sum of \$*<amount>* is hereby appropriated under the caption *<line item name>*; and,

BE IT FURTHER RESOLVED, that the sum of \$*<amount>* representing the amount required for the *<name of local unit>* share of the aforementioned undertaking appears in the *<fiscal year>* budget under the caption of *<budget line item name>* and is hereby appropriated under the caption of *<budget line item name>*; and,

BE IT FURTHER RESOLVED that upon receipt of the Notice of Award from the Office of Clean Energy the *<title of contracting agent >* is authorized to enter into a contract with *<name of vendor>* pursuant to the proposal received for said services; and,



BE IT FURTHER RESOLVED that pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the services are ordered, and a separate certification of availability of funds is made by the Chief Finance Officer; and,

BE IT FURTHER RESOLVED that a copy of Part A and cover sheets of Part B Forms of the Local Government Energy Audit Program grant application be annexed hereto and a copy be submitted to the Director of the Division of Local Government Services with this resolution.

Resolution No.: _____

Offered by: _____

Seconded by: _____

Adopted: _____

Clerk: _____

Vote: Aye:

Nay:

Abstain:

Date: _____

I, _____, Clerk to the <name of local unit> in the State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a resolution adopted by the <name of governing body> in the State of New Jersey.



APPENDIX E - APPLICATION FORMS



2012 Local Government Energy Audit Program Registration Form

The Local Government Energy Audit Program provides funds to subsidize the cost of an energy audit and encourage the implementation of the recommendations in the energy audit report.

The first step to enrolling in the Local Government Energy Audit Program is to submit this form, the Facility Data Form, and one of the following, whichever is applicable:

- A. A copy of a resolution passed by your local governing body.
- B. A copy of a tax exemption letter from the Internal Revenue Service indicating that your company is exempt from Federal income tax under section 501(c)(3).

Next, you should develop your RFP. You should receive confirmation and approval from the Program Manager before contacting any of the pre-qualified energy auditing firms.

Application Eligibility Checklist (the applying entity must check one of the following to be eligible)

- A local government under the Local Public Contracts Laws
 - A local government under the Public School Contracts Law
 - A county college under the County College Contracts Law
 - A New Jersey State College or University
 - A nonprofit charitable organization exempt from taxation under Section 501 (c)(3) of the Internal Revenue Code
- AND, must be able to assert the following:**
- This applying entity has not already met the program cap of \$100,000 this calendar year through the LGEA Program for eligible buildings.

The applying entity has previously applied and been approved for the LGEA Program:

- Yes (if this box is checked, please provide a list of the application numbers for previously approved applications, or a copy of the approval letters.)
- No

Contact Information (please complete the info below for the primary contact for this application)

Applying Entity		Tax ID		
Primary Contact Name		Title		
Address		City	County	State Zip
Phone ()		Fax ()		E-mail

Prioritization Criteria

The program is designed to be a first-come, first-served program in terms of the budget, which means applications that are reviewed and complete will be funded on a rolling basis while designated funds last. However, if there are more applications seeking funds than there are remaining funds, the following criteria will be used to prioritize the applications.

Does this applying entity meet the following prioritization criteria:

- a. The local government agency (if a municipality) has completed the registration process with Sustainable Jersey, and the governing body of the local government agency has passed a resolution stating their intent to seek "certification" according to the Sustainable Jersey criteria.

- b. The agency is actively participating in a state, national or other sustainability certification or implementation program that has rigorous and verified criteria for establishing what can be done to be sustainable. This includes actions and strategies addressing issues such as sustainable community creation, energy efficiency, greenhouse gas reduction, sustainable/green design, and/or high performance buildings.

- Yes, this entity does meet one or more of these criteria.
- No, this entity does NOT meet one or more of these criteria.

Acceptance into the Program is dependent on approval of the Scope of Work and cost proposal. Acceptance into the Program does not guarantee approval of the energy audit report. The Applicant must meet all Program rules to receive incentive funds from the Program. Neither the Commercial/Industrial Program Manager nor the Administrator is responsible for work performed by third parties.

Application Authorization

Authorization section should be signed by the Mayor, Business Administrator, Executive Director, or some comparable decision-maker at the applying entity.

I have read the Program Guidelines and understand the Program rules and procedures. I will not hold the Administrator or Program Manager responsible for work performed by a third party

Applicant Representative Signature

Application Representative Printed Name

Applicant Representative Title

Date Submitted

Please mail, fax, or e-mail your completed application to:
New Jersey's Clean Energy Program c/o TRC Energy Services
900 Route 9 North, Suite 404 • Woodbridge, NJ 07095
Phone: 866-657-6278 • Fax: 732-855-0422 • E-mail: LGEA@trcsolutions.com
For further questions, please call 866-657-6278 x4 or visit our website at NJCleanEnergy.com/LGEA

Staff Use Only: Date Received: _____

Project No. _____

Energy Data

Please complete the energy information below for the most recent 12 month period available. In order to gain a complete picture of the facility's energy use, be sure to include all types of energy used by the facility. Do not include vehicle fuel.

The data below is for the 12 month period: ___ / ___ / ___ to ___ / ___ / ___

Buildings with maximum demand of under 150 kW will not be eligible for the LGEA Program, unless applicant demonstrates need for envelope measures to be evaluated. Direct Install should be considered for the buildings instead of the LGEA Program.

Electricity

Electricity Utility Name & Account Number(s)

Annual kWh Use

Annual Electricity Cost

Max Summer kW ⁽²⁾

Max Winter kW ⁽²⁾

⁽²⁾ These numbers are DEMAND. If the max demand is less than 150 kW, please provide additional documentation to demonstrate that the building needs envelope measures considered. Alternatively, the building may be submitted to the Direct Install Program.

Natural Gas

Natural Gas Utility Name & Account Number(s)

Annual Use in Therms

Annual Natural Gas Cost

Fuel Oil

Fuel Oil Utility Name & Account Number(s)

Annual Use in Gallons

Annual Fuel Oil Cost

Propane

Propane Utility Name & Account Number(s)

Annual Use in Gallons

Annual Propane Cost

Other

In this section please indicate any other fuel type that the facility uses, such as: solar energy, wind energy, bio-fuel, cogeneration, fuel cells.

Other Fuel Type:

Annual Energy Use (indicate units)

Annual Energy Cost

Please mail, fax, or e-mail your completed application to:
New Jersey's Clean Energy Program c/o TRC Energy Services
900 Route 9 North, Suite 404 • Woodbridge, NJ 07095
Phone: 866-657-6278 • Fax: 732-855-0422 • E-mail: LGEA@trcsolutions.com
For further questions, please call 866-657-6278 x4 or visit our website at NJCleanEnergy.com/LGEA

Staff Use Only: Date Received: _____ Project No. _____



2012 Local Government Energy Audit Program Firm Selection Form

After evaluating proposals, complete this form requesting approval to execute a contract with the selected auditing firm.

Contact Information (please complete the info below for the primary contact for this application)

Primary Contact Name		Title	Applying Entity		
Address		City	State	Zip	
Phone ()	Fax ()	E-mail			

Approval Request Form Checklist

Please check the following:

- I am attaching the final RFP that was sent to the auditing firm.
- I am attaching a list of all firms and their respective prices or responses.
- I am attaching the complete Scope of Work Proposal from the selected firm.

The following are certifications. Both must be checked off for the form to be complete.

- I certify price proposals were requested from each pre-qualified energy auditing firm.
- I certify that the lowest priced firm, _____, (insert name of lowest paid firm) was selected, or, if not, I have described below why, _____, (insert name of chosen audit firm) a non-lowest priced firm, was selected.

Reason(s) for not selecting the lowest priced firm:

If you have selected a non-lowest priced firm, your selection is subject to review and approval by the Program Manager and the Board of Public Utilities based on the justification provided.

Application Authorization

Authorization section should be signed by the Mayor, Business Administrator, Executive Director, or some comparable decision-maker at the applying entity.

I certify that all information within this form is true. I understand the Local Government Energy Audit Program rules. I will not hold the Administrator or Program Manager responsible for work performed by a third party.

Applicant Representative Signature	Applicant Representative Printed Name
Applicant Representative Title	Date Submitted

Acceptance into the program is dependent on approval of the Scope of Work and cost proposal. Acceptance into the Program does not guarantee approval of the energy audit report. The Applicant must meet all Program rules to receive incentive funds from the Program. Neither the Commercial / Industrial Program Manager nor the Administrator is responsible for work performed by third parties.

Please mail, fax, or e-mail your completed application to:
 New Jersey's Clean Energy Program c/o TRC Energy Services
 900 Route 9 North, Suite 404 • Woodbridge, NJ 07095
 Phone: 866-657-6278 • Fax: 732-855-0422 • E-mail: LGEA@trcsolutions.com
 For further questions, please call 866-657-6278 x4 or visit our website at NJCleanEnergy.com/LGEA



2012 Local Government Energy Audit Program Incentive Request Form

Complete and submit after receiving your audit report approval.

Contact Information (please complete the info below for the primary contact for this application)

Primary Contact Name		Title	Applying Entity	
Address		City	State	Zip
Phone ()	Fax ()		E-mail	

Application Information (for multiple applications, please enter additional information on page 2)

Building Name	Application Number (can be found on Approval Letter)	Audit Cost
---------------	--	------------

Complete the information below to request your incentive payment.

- I have attached a copy of the Energy Audit Invoice from the Energy Auditing Firm.
- I have attached a copy the Final Energy Audit Report, or electronically submitted it to LGEA@trcsolutions.com

Payment Information (the incentive check for your energy audit cost will be sent to the contact listed below)

Make Incentives Check(s) Payable to
Mailing Address

Application Authorization

Authorization section should be signed by the Mayor, Business Administrator, Executive Director, or some comparable decision-maker at the applying entity. I am requesting my 100% incentive. I will not hold the Administrator or the Program Manager responsible for work performed by a third party.

Applicant Representative Signature	Applicant Representative Printed Name
Applicant Representative Title	Date Submitted

Please mail, fax, or e-mail your completed application to:
 New Jersey's Clean Energy Program c/o TRC Energy Services
 900 Route 9 North, Suite 404 • Woodbridge, NJ 07095
 Phone: 866-657-6278 • Fax: 732-855-0422 • E-mail: LGEA@trcsolutions.com
 For further questions, please call 866-657-6278 x4 or visit our website at NJCleanEnergy.com/LGEA

