**

*IGA/Proposal Kickoff Meeting Agenda*

ESPC Process Doc. P3-01

Rev. 10-10-2020

Responsibility: PF

**IGA/Proposal Kickoff Meeting Agenda\***

**(minimum topics required to be covered are listed)**

**Introductions/Roles**

* Welcome by Agency
* Introductions and roles of each person in the project (PF)
* Objectives of the meeting (PF)

**Setting the Stage**

* IGA/proposal overview (purpose, content requirements, ESCO/customer collaboration, etc.)
* NOITA key points
* Resolution of PA comments
* Discussion by Agency/site of interest, goals, objectives and priorities (Agency)
	+ Meeting required goals, site specific needs, identified opportunities
	+ Meeting Covid-19 requirements (if any)
* Levels of management support (Agency)
* Discussion on scope, buildings, areas and ECMs to be considered (Agency)
* Project development schedule – 12-month target (PF)
* Utilization of eProject Builder

**Setting Expectations**

* Site Data
	+ Building environmental, resilience[[1]](#footnote-1), and performance requirements (Agency)
	+ Long term plans at the site-additional capacity, utilization, demolition, new construction (Agency)
		- Evaluate potential changes due to Covid-19
	+ Facilities to be included/excluded (Agency)
		- Discussion of PA ECMs, additional ECMs, and exceptions (Agency)
	+ O&M services, R&R responsibilities and O&M savings (Agency)
	+ Energy and escalation rates, rebates, financial incentives (Agency/ESCO)
	+ Cybersecurity plan[[2]](#footnote-2) and protocols, including cybersecurity control measures, prior to receiving final Investment Grade Audit (IGA).
	+ Codes, regulations, hazards, other considerations/issues (Agency)
	+ Special access and/or work requirements
	+ Agency and jurisdictional permitting roles and responsibilities (Agency), e.g. permitting, applications, etc.
	+ Categorical Exclusions – environmental documentation(Agency)
	+ Design Intent – Commissioning requirements (Agency)
* Questions/answers on TO RFP document or attachments (PF)
* Discuss available technology screenings (renewables, resiliency, etc.; check with FPE)
* Energy Star/FEMP EE Project requirements (PF)
* Address contract management planning prior to task order award (PF; see Contract Management training and contract management web resource document)
* Compliance with O&M savings guidance (PF)
* Discuss transition from award to post-award and construction planning (review best practices for incorporation into transition plan)

**Investment-Grade Audit Process**

* Contractor discussion of their plans and needs for IGA/proposal phase (ESCO)
	+ Logistics and access
		- Possible COVID-19 impact on travel (e.g., foreign travel requiring 14-day travel quarantine); site access, etc.
	+ Security – restricted areas, escorts, etc.
	+ Testing and metering to be performed
		- Government witnessing and levels of witnessing
	+ Safety requirements – training, hazards
	+ Drawings and studies (including asbestos, PCBs, etc.)
	+ Historical designation
	+ Other ESCO needs during the IGA
* Process discussion – reviews (copies), document transmittals, etc. (ESCO)
* IGA/proposal requirements; what does it look like (components/revised proposal) what needs to be approved (ECM package, savings estimates, baseline, M&V plan, etc.) (ESCO)
	+ Discuss M&V approach for savings verification/sampling/etc. (Agency/ESCO)
	+ Government witnessing for M&V baseline (if measurements are made to support the IGA/proposal)
	+ Evaluate potential impact of Covid-19 on baseline (occupancy, enhanced ventilation, etc.)
* Government discussion/expectations of what needs further investigation (Agency / ESCO)

**Communications and Approvals**

* Establish leads and discuss responsibilities (Agency/ESCO)
* Establish frequency and method of communications – emails, conference calls (Agency/ESCO)
	+ Meeting minutes drafting, distribution, review and approval
	+ ESCO requests for information (RFI) and RFI handling/timeliness/point persons
	+ Protocols for bringing new people in/exiting others – responsibility for passing on information and informing the team
	+ All approval points and who must approve

**Project Schedule** (address expediency/schedule creep/avoiding delays/critical paths)

* IGA/proposal development
* Proposal submission date
* Agency review time required
* Version control of proposal agreements/edits
* Award target date
* Project schedule chart
* Congressional notification
* DOE CO authorization letter

**Construction Logistics**

* Comprehensive construction schedule
* Engineering design, submittal, and approval process
* Installation planning
* Service interruptions
* Swing space
* Other

**Utility Issues**

* New/upgraded utility service connections roles and responsibilities (Agency)
* Rebates, grants, incentives from utilities, state, others
* Utility rates for electricity, gas, oil, coal, water, sewer, steam, chilled water
	+ Consider potential consequences for district or regional systems where rates could suddenly increase if a single user reduces their consumption (campuses, central systems, water districts/regions, etc.)
	+ Stand-by, ratchet, and interruptible rates and interconnection costs/tariffs/studies

**Other/Remaining Issues**

**Action Items**

* Site
* ESCO
* DOE

**Progress call schedule and date of first call**

\*Agenda is useable for both original task order and subsequent modifications. See the IDIQ contract for further requirements for modifications.

1. https://www.energy.gov/eere/femp/resilience-planning-and-implementation#trn [↑](#footnote-ref-1)
2. https://www.energy.gov/eere/femp/cybersecurity-considerations-performance-contracts [↑](#footnote-ref-2)