**

*PA Kickoff Meeting Agenda*

ESPC Process Doc. P2-07

Rev. 10-20-2020

Responsibility: FPE & PF

**SBQ\* Preliminary Assessment (PA) 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**

* ESPC overview if needed (FPE)
* PA overview (35-page requirement) (FPE)
* Discussion by Agency/Site of interest, goals, objectives and priorities (Agency)
	+ Meeting required goals, site specific needs, identified opportunities
	+ NOO key points
* Levels of management support (Agency)
* Discussion on scope, buildings, areas and ECMs to be considered (Agency)
* Discussion by ESCO of their interest, anticipated opportunities and hurdles in the project (ESCO)
* Process Development and Templates (promote comprehensive project, but simplified PA if not yet addressed in pre-PA discussions)
	+ Brief overview of the Task Order project development process (PF)
	+ Promote 12-month development schedule (PF)
* Initiating project in eProject Builder (identify Initiator, Builder, Viewers)

**Setting Expectations**

* Site Data (Agency)
	+ Building environmental, resilience[[1]](#footnote-1), and performance requirements (Agency)
	+ Long term plans at the site--additional capacity, utilization (impact of Covid-19 on building use)
	+ Facilities to be included
	+ Facilities to be excluded
	+ Discussion of ECMs, long-term plans at the site, and exceptions (evaluate operational changes due to Covid-19)
	+ O&M services, R&R responsibilities and O&M savings
	+ Discuss potential cybersecurity[[2]](#footnote-2) requirements
	+ Codes, regulations, hazards, other considerations/issues
	+ Categorical Exclusions – environmental documentation
	+ Design Intent – Commissioning requirements
* Discuss available technology screenings (renewables, resiliency, etc.; check with FPE)
* Energy Star/FEMP EE Project requirements (PF)
* Address Life of Contract planning prior to task order award (PF)
* Fair and reasonable pricing (subcontractor competition)
* Preparing the project for an audit (historical lessons learned)

**Preliminary Assessment Process\*\*\***

* Contractor discussion of their plans and needs for PA phase (ESCO)
	+ - Logistics and access procedures for domestic and/or foreign nationals and possible travel-related restrictions
	+ Security, restricted areas, escorts, etc.
	+ Testing and metering to be performed
	+ Safety requirements – training, hazards
	+ Drawings, studies (including asbestos, PCBs, etc.)
	+ Historical designation
	+ Other ESCO needs during PA
* Process discussion – reviews (copies), document transmittals, etc. (ESCO)
* PA requirements - what does it look like (components/revised proposal); what needs to be approved (ECM package, savings estimates, baseline, M&V plan, etc.) (ESCO)
	+ Government witnessing for M&V baseline (if measurements are made to support the IGA/proposal)
* Government discussion/expectations of what they think 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
	+ PA submission
	+ 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**

* PA development
* Agency review time required
* Award target date
* Project schedule chart

**Construction Logistics**

* Installation planning
* Service interruptions
* Swing space
* Other

**Utility Issues**

* 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 Issues?**

**Action Items**

* Site
* ESCO
* DOE

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

\* SBQ – (ESCO) selection by qualification

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

\*\*\*The ESCO should inform the Agency that if baseline measurements will be made during the Preliminary Assessment, those measurements should be witnessed in accordance with the IDIQ requirements.

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)