**

*PA Kickoff Meeting Agenda*

ESPC Process Doc. P2-07

r. 10-6-14

Responsibility: PF

**Agenda: Preliminary Assessment Kickoff Meeting (with PV ESA ECM)**

**Introductions/Roles**

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

**Setting the Stage**

* Discussion by Agency/Site of interest, goals, objectives and priorities (Agency)
* Levels of management support (Agency)
* Discussion on scope, buildings, areas and ECMs to be considered (Agency)
* Discussion by ESCO of their interest, anticipated hurdles in the project (ESCO)
* Process Development and Templates (promote comprehensive project, but simplified NOO if not yet addressed in pre-PA discussions)
	+ Brief overview of the Task Order project development process (PF)
	+ Promote 12-month development schedule (PF)
	+ Promote 20 page PA (PF)

**Setting Expectations**

* Site Data
	+ Building environmental/performance requirements (Agency)
	+ Long term plans at the site-additional capacity, utilization (Agency)
	+ Discussion of ECMs, long-term plans at the site, and exceptions (Agency)
	+ Contract term, total investment parameters (Agency)
	+ O&M services, R&R responsibilities and O&M savings (Agency)
	+ Codes, regulations, hazards, other considerations/issues (Agency)
	+ Categorical Exclusions – environmental documentation(Agency)
	+ Design Intent – Commissioning requirements (Agency)
* PV ESA ECM
	+ PV system type (ground-mount, rooftop, carport) and area available (Agency)
	+ ESPC ESA overview (Agency or FEMP/PF)
		- Unique requirements and considerations (OMB Memo, IRS Revenue Procedure)
	+ Financial incentives (ESCO)
	+ Financial comparison of government owned ECM vs. ESA (ESCO)
	+ PV ESA ECM Fair Market Value determination and title transfer (ESCO)
	+ Reserve account (ESCO)
	+ Interconnection requirements and the interconnection agreement (Agency/ESCO)
	+ Cyber security requirements (Agency)
	+ Permitting requirements – local, state, etc. (Agency/ESCO)
	+ National Environmental Policy Act (Agency)
	+ National Historic Preservation Act (Agency)
	+ Glare analysis (Agency/ESCO)
	+ Other compliance requirements (Agency/ESCO)
* Questions/answers on TO RFP document or attachments (PF)
* Renewable Energy/Technology Deployment Matrix (PF)
* Assure Energy Star/FEMP EE Project requirements met (PF)
* Address Life of Contract planning prior to task order award (PF)

**Preliminary Audit Process**

* Contractor discussion of their plans for PA phase (ESCO)
	+ Logistics and access; testing/metering to be accomplished
	+ Security – restricted areas, escorts, etc.
	+ Safety requirements – training, hazards
* 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 discussion/expectations of what they think needs further investigation (Agency / ESCO)

**Communications Protocols**

* Establish leads and discuss responsibilities (Agency/ESCO)
* Establish frequency and method of communications – emails, conference calls (Agency/ESCO)
	+ Protocols for bringing new people in/exiting others – responsibility for passing on information and informing the team