**Letter of Request for PA – Template**

The following template was developed by an agency preparing to work with their serving utilities to accomplish multiple UESC projects.

**Letter of Request for PA  
Template**

*Date*

*Name of Utility*

Attn.: *Name of Federal Accounts Manager*

*Utility Address*

Dear *Name of Federal Accounts Manager*,

The *Agency* is planning to develop energy and water conservation projects and award contracts pursuant to the terms and conditions of GSA AWC *GS-XXX-XX-XXX-XXXX*. The Government requests that *Name of Utility* accomplish a PA of the identified buildings and determine whether they are candidates for an IGA and project development. This request is strictly for the PA. Upon determination of appropriate ECMs and our agency’s decision to move forward, *Agency* will request of you a proposal of the associated costs to complete an IGA. Do not proceed with the IGA until directed by the Government. The following scope applies.

Scope: PA of energy and water consumption and systems including envelope for cost effective energy and water efficiency and savings and potential renewable energy applications.

Government Furnished Data:

* Previous studies (as available), site-identified ECMs; historical energy consumption data to be provided prior to scheduled walk-through date.
* Government shall ensure that building location and access issues are coordinated prior to scheduled walkthrough date.

Services:

* Perform a PA of the energy and water consumption and efficiencies for each building listed to identify ECMs that are likely to be life cycle cost (LCC) effective or have a savings–to-investment ratio of 1 or better. For the purpose of the PA, simple payback is acceptable.
* Provide a report, *guided by the attached Energy Assessment Report Template*, detailing each of the recommended ECMs.

Locations: *Insert list of buildings*

This letter is only a request for a PA and does not constitute authorization to proceed with the work. All contractual correspondence regarding this request should be directed to *Name of CO*, at *Phone #.* If further technical information is required, please contact *Name of Engineer or Site Technical Staff* at *Phone #.*

Sincerely,

*Name of CO*

*Title*