Report Template Instructions:

Red text in the report template shall be replaced (e.g., square brackets [ ]) with project specific information and reformatted to black text. Informational text to the EC can be deleted.

*Design Development (DD) Report PHASE:*

This report is to be initially filled out for the DD Phase Energy Report with all references to “Final” energy report in RED deleted.

*Final Energy Report (FER) PHASE:*

Upon completion of the 100% CD’s, should the project follow one of the proposed models in this DD energy report with only minor variations (e.g., only small changes to values and not entirely different building components or energy savings measures), then the FER tabular memo in the Appendix shall be filled out and submitted by the consultant. The FER will then be considered complete.

-OR-

Upon completion of the 100% CD’s should the project have substantial changes that requires additional energy modeling (e.g. major building design components have changed or energy savings measures have changed), then this DD and FER Report Template will have to be completely filled out with the new design modeled and all measures completely described. All references in the report should be updated to “Final” energy report language in RED.

**[Project Name]**

Design Development or Final Energy Report

Located at:

**[Project Address]**

**[City, State, Zip Code]**

Presented to:

**[Customer’s Name]**

IDAP Project # [Project # provided by program administrator]

**[Date e.g. January XX, 20XX]**

**Owner / Owner Representative**

[Customer Name]

[Company Name]

P: [Phone #]

E: [email address]

**Energy Consultant**

[Consultant Name]

[Company Name]

P: [Phone #]

E: [email address]

**Utilities IDAP Program Administrator**

[Administrator Name]

[Organization Name]

P: [Phone #]

E: [email address]

**Disclaimer**

The intent of this Design Development Energy Report (DDER) is to provide a representative estimate of the modeled energy performance for the proposed design for [building name], evaluated during design development or final construction phase. While the findings in this report have been reviewed for technical accuracy and are believed to be reasonably accurate, the actual results may vary. As a result, Fort Collins Utilities (Utilities) and/or [consultant name] are not liable if estimated savings or economics are not realized. All savings and cost estimates in the report are for informational purposes, and are not to be construed as a design document or as guarantees.

In no event will Fort Collins Utilities and/or [consultant name] be liable for the failure of the project to achieve the modeled energy performance, the operation of the customer’s facilities, or any incidental or consequential damages of any kind in connection with this report or the installation of evaluated measures.

Update TOC after writing report

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# Executive Summary

This report contains a detailed analysis of the selected package chosen from the Schematic Design Energy Report (SDER) during Design Development. Details of the energy model simulation results, including incentives and life cycle costs for design strategies are presented.

The primary package chosen from the SDER is [Describe building orientation, shape, envelope and mechanical and electrical systems]. Alternates to this package that are being considered include [describe or create table with specific EEMS/alternates to the primary package that are being considered].

The code baseline building performance energy cost (BBPCode) is $[BBPCode]. The proposed building performance energy cost target (PBPt) is $[PBPt]. For each of the proposed design packages, Table 1 includes the proposed building performance modeled energy cost (PBPm), cost savings compared to the baseline, life cycle cost, and model peak building heating and cooling loads.

Table 1. Estimated Energy Consumption and Cost Summary

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Design Package** | **Proposed Building Energy Cost****PBPm ($/yr)** | **Energy Cost Savings ($/yr)****BBPCode-PBPm** | **Percent Below Code (%)1** | **Life Cycle Cost NPV** **($)2** | **Peak Design Cooling Load (tons)3** | **Peak Design Heating Load (kBTUh)3** |
| **A1: Package Name** |  |  |  |  |  |  |
| **A2: Package Name** |  |  |  |  |  |  |
| **A3: Package Name** |  |  |  |  |  |  |

1. Calculation is based on regulated costs only: 1-PBREC/(BPFCode x BBREC
2. If the first cost for each package is available then report the NPV in this column based on the following inputs (calculation details are in Appendix A):
	1. Fuel Escalation Rate: [rate %]
	2. Labor & Materials Inflation Rate: [rate %]
	3. Discount Rate (excluding inflation): [rate %]
	4. Term: [years]
3. Peak coil loads; not the size of the HVAC equipment. The energy model peaks occur at outside air conditions of [°F drybulb] for heating, and [°F drybulb / °F wetbulb] for cooling.

This package will be more fully developed and refined during the Construction Document phase. The consultant will develop a Final Energy Report (FER) at the end of Construction Documents with the final energy design package to be implemented. If one of the design packages (e.g. A1 or A2) gets carried through design development to construction documents without substantial revision, then the EC can summarize the project package implemented in a tabular FER memo. A template for this FER tabular memo is provided in the Appendix of this document.

# Introduction

The intent of this section is to document changes to any of the following categories since the SD phase. It’s not intended to be a carbon copy from the SDER.

## Project Description

Refer to the SD Energy Report for a detailed project description. Note changes, if any, from SD report description

## Design Strategy

Design Package [letter and name of SD design package] from the SD report was chosen for the building energy design. Additionally, [#] alternatives/EEMS are being considered as modifications to this package (keep/modify if true).

Aspects of this design package are detailed below. (In descriptions below ensure that it is clear to the reader how the design evolved from SD phase to DD phase)

Architectural Systems

PROVIDE SYSTEM SUMMARY: Discuss orientation, building site, window-to-wall ratio, overhangs, building shape, daylighting, landscaping and other passive design strategies’ impact on energy reduction.

DESCRIBE INTERACTION WITH OTHER SYSTEMS: (e.g. overhangs reduce cooling load)

Envelope Systems

PROVIDE SYSTEM SUMMARY: Discuss building envelope, air barrier/tightness goals, insulation, and fenestration energy reduction strategies.

DESCRIBE INTERACTION WITH OTHER SYSTEMS: (e.g. increased insulation levels to reduce cooling load)

Electrical Systems

PROVIDE SYSTEM SUMMARY: Discuss interior and exterior lighting system and lighting system controls

DESCRIBE ENERGY SAVINGS INTERACTION WITH OTHER SYSTEMS: (e.g. reduced lighting power density reduces cooling load)

Mechanical Systems

PROVIDE SYSTEM SUMMARY: Include description of HVAC system, equipment and equipment efficiencies (using tables if necessary), control system and key control strategies to reduce energy. Include description of design considerations to save energy (e.g., short duct runs used to reduce fan static pressure).

DESCRIBE INTERACTION WITH OTHER SYSTEMS: (e.g., IDEC system saves a significant amount of electrical energy and demand, potentially reducing electrical distribution system cost, because it is cooling the building with water instead of using mechanical cooling).

On-site Renewable Systems

PROVIDE SYSTEM SUMMARY AND DESCRIBE INTERACTION WITH OTHER SYSTEMS

Process Systems

PROVIDE SYSTEM SUMMARY AND DESCRIBE INTERACTION WITH OTHER SYSTEMS (e.g. Datacenter equipment, plug loads, manufacturing equipment, laboratory systems, etc.)

Modeling Methodology And Measure-Specific Requirements

DESCRIBE HOW SPECIFIC FEATURES WERE MODELED, DETAIL KEY VALUES AND ASSUMPTIONS.

Package A Observations

DESCRIBE KEY BENEFITS OF INTEGRATED DESIGN STRATEGY (e.g., IDEC saves a significant amount of electrical energy and demand because it is cooling the building with water instead of using a packaged unitary DX system).

### Energy Efficiency Measure 1: [State name of EEM 1]

[Describe EEM and how it modifies the base package]

***REPEAT FOR ALL EEMs***

.

## Energy Tables

Table 2 summarizes the monthly electric energy use, electric demand, and natural gas usages for the design packages.

Table 2. Monthly Utility Use

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Design Package A1** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Total** |
| Facility Peak (kW)\* |  |  |  |  |  |  |  |  |  |  |  |  | - |
| Electric Energy (kWh) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Natural Gas Use (Therms) |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Design Package A2** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Total** |
| Facility Peak (kW)\* |  |  |  |  |  |  |  |  |  |  |  |  | - |
| Electric Energy (kWh) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Natural Gas Use (Therms) |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Design Package A3** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Total** |
| Facility Peak (kW)\* |  |  |  |  |  |  |  |  |  |  |  |  | - |
| Electric Energy (kWh) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Natural Gas Use (Therms) |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **FER Package** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Total** |
| Facility Peak (kW)\* |  |  |  |  |  |  |  |  |  |  |  |  | - |
| Electric Energy (kWh) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Natural Gas Use (Therms) |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\* Highest one hour peak for year.

Add additional tables for specifics of your project. For example, if comparative modeling is being done for LEED, insert performance metrics with comparison of a code baseline and models with energy efficiency measures (EEMs).

Include load disaggregation pie charts.

## Design Incentive

Based on the current project size of [XXX,XXX] SF, the Design Incentive is estimated to be $[ Design Incentive $], based on the following formula: $5,000 + $0.10/SF.

In order to receive the design incentive the following five milestones need to be met. Table 3 summarizes when each of these milestones occurred. Indicate “Pending” for FER if this is the DDER.

Table 3. Design Incentive Milestones

|  |  |
| --- | --- |
| Milestone | Date  |
| SD Charrette |  |
| SDER Submitted |  |
| DD Energy Meeting |  |
| DDER Submitted |  |
| FER Submitted |  |

Completion of all five milestones, with the CDs showing the modeled energy efficiency features that will achieve the IDAP PBPt are required to receive the Design Incentive.

## Construction Incentive

Table 4 summarizes the construction incentives (CIs) for each of the packages. The BPFCode for this project is [BPFCode] while the BPFIDAP for this project is [BPFIDAP].

From the Baseline model, the Baseline Building Unregulated Energy Cost (BBUEC) is $[BBUEC] and the Baseline Building Regulated Energy Cost (BBREC) is $[BBREC]. Based on the Code Building Performance Factor, the annual energy cost of the **code Baseline Building Performance (BBPCode)** is **$[BBPCode]**. Using the IDAP Building Performance Factor, the **Proposed** **Building Performance target (PBPt) is [PBPt]**, which represents a 10% savings in regulated energy cost. The **Proposed Building Performance modeled energy cost (PBPm)** must be less than or equal to **PBPt** to qualify for the construction incentive.

**BBPCode = BBUEC + (BPFCode x BBREC)**

**PBPt = BBUEC + (BPFIDAP x BBREC)**

**Construction Incentive = 2 x (BBPCode – PBPm)**

Table 4. Summary of Estimated Construction Incentive for each Package

|  |  |  |
| --- | --- | --- |
| **Package** | **PBPm** ($/yr) | **CI** ($) |
| **A1** |  |  |
| **A2** |  |  |
| **A3** |  |  |
| **FER** |  |  |

## Optional Performance Incentive

The owner may apply for an optional Performance Incentive, based on actual energy use, by the end of construction. The Performance Incentive amount is estimated at this stage, assuming the actual building regulated energy cost is the same as the modeled Proposed Building Performance Regulated Energy Cost (PBREC). Actual regulated energy cost may be more or less than PBREC, which will affect the incentive. Sub-metering of the building performance over a 12 consecutive month period is required in order to determine the actual regulated energy cost.

Table 5 summarizes the estimated performance incentives (PIs) for each of the packages, using the following formula.

**Performance Incentive = (BPFCode x BBREC) – Actual Regulated Energy Cost**

The code baseline regulated energy cost (BPFCode x BBREC), used to estimate the Performance Incentive, is $[BPFCode x BBREC].

Table 5. Summary of Performance Incentive Calculation for each Package

|  |  |  |
| --- | --- | --- |
| **Package** | **PBREC** ($/yr) | **PI** ($) |
| **A1** |  |  |
| **A2** |  |  |
| **A3** |  |  |
| **FER** |  |  |

Utilities can provide the support to customers to ensure that sub-metering of regulated loads takes place. Regulated loads are associated with building equipment that is regulated by building energy codes (e.g., HVAC equipment, lighting, motors, etc.).

## Energy Use Calculations

The baseline model is essentially an ASHRAE 90.1-2004 model. The regulated electricity and natural gas use need to be multiplied in that model by BPFCode to establish code baseline kWh and therms. This is not precise as electricity and natural gas could change disproportionately over code cycles. However, this is needed in order to report energy savings numbers for program metrics. The results will be entered in the request-for-incentive forms (design and construction incentives). Proposed building electric and natural gas use will come directly from the proposed building models.

Electricity and natural gas use for the code baseline and proposed packages are summarized in Table 6.

Table 6. Summary of Annual Electricity and Natural Gas Use for each Package

|  |  |  |
| --- | --- | --- |
| **Package** | **Electricity (kWh/yr)** | **Natural Gas (therms/yr)** |
| **\*BaselineCode** |  |  |
| **A1** |  |  |
| **A2** |  |  |
| **A3** |  |  |
| **FER** |  |  |

**\*ECode = Eu + (BPFCode x Er)**

**ECode** = Electricity use of code baseline building, kWh/yr

**Eu** = Unregulated electricity use of baseline model, kWh/yr

**Er** = Regulated electricity use of baseline model, kWh/yr

**\*NGCode = NGu + (BPFCode x NGr)**

**NGCode** = Natural gas use of code baseline building, therms/yr

**NGu** = Unregulated natural gas use of baseline model, therms/yr

**NGr** = Regulated natural gas use of baseline model, therms/yr

Values for A1, A2, … are from actual model outputs.

# Energy Model Documentation

The intent of this section is to document changes to any of the following categories since the SD phase. It’s not intended to be a carbon copy from the SDER.

## Energy Model

Refer to the Schematic Design Energy Report for a description of the modeling tool used. The design team and EC are encouraged to collaborate on this effort, to ensure model inputs and assumptions are consistent with the design team’s schematic design.

Figure 1 shows a 3D picture of the facility as generated by eQUEST.



**Figure 1: Building Perspective**

## Utility Rates

State the blended utility rates provided by Utilities for all fuel types and ensure that they are up to date at the time of submitting this report.

## Energy Model Input Details

The following energy model takeoff sheet summarizes the technical inputs to the models for the baseline and each design package as determined from the design team. The EC should copy and paste their inputs from their internal inputs tracker into this table. The inputs listed are what the IDAP program typically expects to see for each package. It is only necessary to list package inputs that differ from the baseline. As such, it will be assumed that a blank cell for a package input is the same as the value listed in the column before it.

|  | **BASELINE** | **Package A1** | **Package A2** | **Package A3** | **FER Package** |
| --- | --- | --- | --- | --- | --- |
| Model file name |  |  |  |  |  |
| Total Building gross SF |  |  |  |  |  |
| Conditioned Area (SF) |  |  |  |  |  |
| Number of Floors (including basement) |  |  |  |  |  |
| Weather file used for computer model |  |  |  |  |  |
| Internal Loads |  |  |  |  |  |
|  Occupancy (sf/person) |  |  |  |  |  |
|  Ambient Lighting (W/sf) |  |  |  |  |  |
|  Daylighting (% Ltg. Controlled) |  |  |  |  |  |
|  Task Lighting (W/sf) |  |  |  |  |  |
|  Plug Loads (W/sf) |  |  |  |  |  |
|  Other equipment (W/sf) |  |  |  |  |  |
| Envelope |  |  |  |  |  |
|  Exterior wall construction |  |  |  |  |  |
|  Overall wall R-value |  |  |  |  |  |
|  Roof construction |  |  |  |  |  |
|  Overall roof R-value |  |  |  |  |  |
|  Glazing SHGCs & U-values for North, South, East & West |  |  |  |  |  |
|  Window/Wall ratio |  |  |  |  |  |
|  Infiltration (e.g. cfm/sf² of wall & roof area) |  |  |  |  |  |
|  Exterior door type/R-value |  |  |  |  |  |
| HVAC – Primary Systems (Central Plant) |  |  |  |  |  |
|  Primary cooling system type (centrifugal chiller, DX, HP, etc.) |  |  |  |  |  |
|  Condenser type (air cooled, water cooled, evaporatively cooled) |  |  |  |  |  |
|  Cooling Plant fuel type (electric, gas, etc.) |  |  |  |  |  |
|  Primary Cooling efficiency (kW/ton) |  |  |  |  |  |
|  CHW pumping arrangement and controls |  |  |  |  |  |
|  CHW pumps HP, GPM, ft head |  |  |  |  |  |
|  CHWST setpoint and reset schedule (end points) |  |  |  |  |  |
|  CW pumping controls |  |  |  |  |  |
|  CW pumps HP, GPM, ft head |  |  |  |  |  |
|  Condenser fan controls (cycle, VFD) |  |  |  |  |  |
|  CWST setpoint and reset schedule (end points) |  |  |  |  |  |
|  DX EER including fan energy (packaged equipment) |  |  |  |  |  |
|  DX EER excluding fan energy (package equipment) |  |  |  |  |  |
|  Thermal storage (Y/N), type, capacity |  |  |  |  |  |
|  Primary heating system type (condensing boiler, furnace, HP, etc.) |  |  |  |  |  |
|  Heating plant fuel type (gas, electric, etc.) |  |  |  |  |  |
|  Heating plant efficiency |  |  |  |  |  |
|  HW pumping arrangement and controls |  |  |  |  |  |
|  HW pumps HP, GPM, ft head |  |  |  |  |  |
|  HWST setpoint and reset schedule (end points) |  |  |  |  |  |
| HVAC – Secondary Systems |  |  |  |  |  |
|  Secondary system type (VAV w/ elec reheat, CV, etc.) |  |  |  |  |  |
|  Total supply fan BHP or kW & kW/CFM |  |  |  |  |  |
|  Total supply fan CFM & CFM/SF |  |  |  |  |  |
|  Supply fan control (inlet vanes, VFD, etc.) |  |  |  |  |  |
|  Total return fan BHP or kW & kW/CFM |  |  |  |  |  |
|  Total return fan CFM |  |  |  |  |  |
|  Return fan control |  |  |  |  |  |
|  Supply air temperature setpoint and reset schedule (end points) |  |  |  |  |  |
|  Terminal unit reheat temperature or delta T |  |  |  |  |  |
|  Minimum zone airflow ratio (CFM/SF) |  |  |  |  |  |
|  Occupied Setpoints (Htg./Clg.) |  |  |  |  |  |
|  Unoccupied Setpoints |  |  |  |  |  |
|  Night setback controls (zone, AHU, or building level) |  |  |  |  |  |
|  Min and Max outside air (%) |  |  |  |  |  |
|  Outside air control (fixed, ASE and control type, DCV) |  |  |  |  |  |
|  Total exhaust air BHP and CFM |  |  |  |  |  |
|  Heat recovery used (Y/N) |  |  |  |  |  |
| Other |  |  |  |  |  |
|  External lighting (kW) |  |  |  |  |  |
|  Elevator (kW) |  |  |  |  |  |
|  Domestic hot water (occupied gpm) and pump HP |  |  |  |  |  |
|  DHW source (gas/electric) |  |  |  |  |  |
|  Server Room loads (kW) & diversity |  |  |  |  |  |
| Utility Rate Schedule |  |  |  |  |  |
| Operating Schedules/Controls |  |  |  |  |  |
|  Occupancy Schedule |  |  |  |  |  |
|  Interior Lighting Schedule |  |  |  |  |  |
|  Task Lighting Schedule |  |  |  |  |  |
|  Exterior Lighting Schedule |  |  |  |  |  |
|  Equipment/Plug Loads Schedule |  |  |  |  |  |
|  Heating Setpoints/Schedule |  |  |  |  |  |
|  Cooling Setpoints/Schedule |  |  |  |  |  |
|  Infiltration Schedule |  |  |  |  |  |
|  HVAC Fans Schedule |  |  |  |  |  |
|  DHW Schedule |  |  |  |  |  |
|  Chiller Schedule |  |  |  |  |  |
|  Boiler Loop Schedule |  |  |  |  |  |
|  Add additional rows as necessary |  |  |  |  |  |
|  |  |  |  |  |  |

## Model Supply Airflows and Cooling Loads

The table below shows the calculated supply airflows and cooling loads from the modeled design packages. Many of the airflows are very close to what the mechanical drawings indicate for design supply air. (ADD A TABLE FOR EACH DESIGN PACKAGE)



## Lighting Summary

The following table provides a summary of the lighting controls, lighting power density and lighting power for each major space type in the model for each design package.



# Appendix A – Life Cycle Cost Analysis

[Provide detail of life cycle cost analysis, including end of equipment useful life, maintenance costs, utility escalation rate and discount factor.]

**Appendix B – Final Energy Report (FER) Tabular Memo**

This tabular memo format is intended for minor variations (e.g. only small changes to values and not entirely different building components or energy savings measures) in the 100% CD’s. This FER tabular memo shall be filled out, including a short commentary on the changes, and submitted by the EC. The FER will then be considered complete.

|  |  |
| --- | --- |
|  | **Modifications from DD Energy Report** |
| Model file name | **A2: Package Name** |
| Architectural Systems |  |
| Envelope Systems |  |
| Electrical Systems |  |
| Mechanical Systems |  |
| On-site Renewable Systems |  |
| Modeling Methodology |  |
| Measure-Specific Requirements |  |
| Package Observations |  |
| EEM 1 (repeat for all modified EEMs) | Name of EEM |
|  Changes to EEM 1 (repeat for all modified EEMs) |  |
| Energy Model Input Changes |  |
|  e.g. Changes to Occupancy (repeat for all Model Input Rows affected by modifications) |  |

Monthly Utility Use

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A2: Package Name** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Total** |
| Facility Peak (kW)\* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Electric Energy (kWh) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Natural Gas Use (Therms) |  |  |  |  |  |  |  |  |  |  |  |  |  |

Construction Incentive Estimate for Final Package

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Package** | **BBUEC** ($/yr) | **BBREC** ($/yr) | **BBPCode** ($/yr) | **PBPt** ($/yr) | **PBPm** ($/yr) | **CI** ($) |
| **FER** |  |  |  |  |  |  |

Performance Incentive Estimate for Final Package

|  |  |  |  |
| --- | --- | --- | --- |
| **Package** | **BPFCode x BBREC** ($/yr) | **PBREC** ($/yr) | **PI**($) |
| **FER** |  |  |  |