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| **IDAP Energy Consultant Application** |
| IDAP Energy Consultants (ECs) provide valuable marketing resources and technical education to design, engineering, and consulting firms. By applying to become an EC, participants can enhance their business offerings for commercial and industrial customers. Approved ECs will become a part of the pool of qualified individuals/firms eligible to provide services under Fort Collins Utilities IDAP program. Other potential benefits may include:1. ECs may receive marketing materials to aid in the promotion and marketing of the Fort Collins Utilities IDAP program at no charge.
2. Company information may be included on the Fort Collins Utilities web site, www.fcgov.com/IDAP, where consumers will be directed to locate a firm that can help them identify and evaluate potential whole building, energy efficient design strategies.
3. When opportunity exists, Fort Collins Utilities may provide ECs with additional cooperative marketing and promotional materials relating to Utilities’ energy efficiency programs, such as advertising, newsletters, training/seminars, etc.

ECs providing services under the IDAP program must be pre-approved by Fort Collins Utilities. If building owners/design teams wish to use an energy consultant that has not previously been approved, the consultant can submit an energy consultant application to Fort Collins Utilities. Approved ECs will contract directly with the building owner or design team, not with Utilities.To apply, please complete an Energy Modeling Consultant application and allow 3 weeks for processing and notification. Please contact the Program Manager for application materials and further details regarding the application process at (970) 221-6700 or utilities@fcgov.com. For information about the program, including Participant and Consultant program manuals, go to [www.fcgov.com/idap](http://www.fcgov.com/idap) . |
| **Energy Consultant Selection Criteria**Utilities will evaluate EC applicants based on the firms’ qualifications, experience and ability to meet the requirements of the program. Selection as an EC does not guarantee any minimum level of work. The selection criteria for ECs may include, but not necessarily limited to:* Demonstrated level of individual and company experience in determining and recommending whole building energy efficient design strategies to be implemented in the design of new construction and existing building projects
* Certification as an ASHRAE Building Energy Modeling Professional (BEMP), AEE Certified Building Energy Simulation Analyst (BESA) and/or have gone through a minimum of 5 model reviews with Green Building Certification Institute (GBCI)
* Demonstrated level of individual and company experience in the use of an energy simulation program consistent with the guidelines provided in the ASHRAE 140 standard
* Experience in reviewing construction documents (CDs) for verification of the inclusion of a selected high performance design strategy
* Ability to develop reports and lead technical discussions
* Verifiable contacts and references for past energy simulation and design assistance projects
* Demonstrated experience modeling one or more building types and summarizing the results in a clear/concise report to be presented to customer’s of various backgrounds

Heavy emphasis will be placed on the qualifications and experience of the key individual(s) identified to manage and provide quality control of deliverables. Individuals that have not been approved through the program, but are employed by an approved energy modeling firm, are permitted to provide energy modeling services for IDAP when project management and quality assurance are provided by approved staff. |
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| **Contact Information** |
| Business name: | Click |  |
| Contact name: | Click | Title: | Click |  |
| Address: | Click | City: | Click | State: | Click | Zip: | Click |  |
| Phone  | Click | Fax  | Click | E-mail | Click |  |
| Web site | Click |  |
| Preferred correspondence: | Click | Fax | Click | Email |
|  |

**Business Information** |
| Provide a general description of your business.Click here to type responseOutline your current business presence within Fort Collin Utilities’ service territory.Click here to type responseIf you do not currently have a presence in Fort Collin Utilities’ service territory, how does your firm propose to cost-effectively provide design assistance services, energy simulation modeling and attend meetings within Fort Collin Utilities’ service territory over an extended period of time?Click here to type response

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| Company Information |
| Percentage of overall business revenue devoted to energy simulation modeling services: | Click here to type  |
| Percentage of overall business revenue devoted to professional design services: | Click here to type  |
| Percentage of overall business revenue devoted to equipment and/or control system  |  |
| sales and installation: | Click here to type response |
| How long has your firm provided energy simulation modeling services: | Click here to type response |
| Average number of energy simulation modeling projects performed each year: | Click here to type response |

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| **Technical Approach** |
| Describe your firm’s general approach to identify and recommend design strategies to project design teams.Click here to type responseDescribe your firm’s general approach to maximizing annual electric energy and peak demand savings.Click here to type responseDescribe your firm’s general approach to providing schedule or deliverable guarantees and ensuring schedule compliance.Click here to type responseIndicate the software regularly used by your firm to perform energy simulation modeling that is ASHRAE 140 complaintClick here to type responseDescribe your firm’s level of experience with energy simulation modeling for both new construction and existing building projectsClick here to type responseDescribe your firm’s level of experience in reviewing final construction documents (CDs) to verify the inclusion of selected design strategies in final design energy simulation models and deliverables. Click here to type responseDescribe your firm’s general approach to assess and check EEM installation costs for accuracy and reasonableness in the project design stage. Click here to type response

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| **Key Personnel #1** |

ECs will not be allowed to assign key or lead roles to staff members not identified in the EC application without the expressed written consent of Fort Collins Utilities. All coordination with Fort Collins Utilities, the IDAP Program Manager and participating customers must be conducted by an identified and approved key staff member.

Complete this section for each key staff member that will be assigned to this project if your firm is selected as an EC. For each individual, include a resume as part of your completed application. Space is provided below to identify two key performers – add additional pages as necessary for additional individuals.

|  |  |
| --- | --- |
| Name: | Click here to type response |
| Title: | Click here to type response |
| Office Location: | Click here to type response |
| Education: | Click here to type response |
| Certification(s): | Click here to type response |
| Years with Firm: | Click here to type response |
| Experience: | Click here to type response |
| Number of Energy Modeling projects reviewed by Green Building Certification Institute (GBCI) :  | Click here to type response |

Please indicate what level of experience the person identified above has in providing energy simulation modeling and energy efficiency design assistance services for the systems/technologies listed below
(1 = none; 2 = some; 3 = extensive):

|  |  |  |  |
| --- | --- | --- | --- |
| Click | Packaged or split system HVAC | Click | Electrical systems, emergency power |
| Click | Chillers | Click | Envelope |
| Click | Thermal energy storage | Click | Fire/life safety |
| Click | Boilers | Click | Plumbing |
| Click | Energy management systems | Click | Telecommunications |
| Click | Variable frequency drives | Click | Commercial refrigeration |
| Click | Lighting controls | Click | Industrial processing |
| Click | Daylighting | Click | Compressed air |
| Click | Electrical systems, general | Click | Other  | Click |

Please indicate what level of experience the person identified above has in providing energy simulation modeling and energy efficiency design assistance services for the facility types listed below
(1 = none; 2 = some; 3 = extensive):

|  |  |  |  |
| --- | --- | --- | --- |
| Click | Office | Click | Lodging |
| Click | Grocery | Click | Hospital |
| Click | Retail | Click | Warehouse |
| Click | Industrial | Click | LEED energy modeling projects |
| Click | Education | Click | Other | Click |

Please indicate what level of experience the person identified above has in providing energy efficiency design assistance services listed below (1 = none; 2 = some; 3 = extensive):

|  |  |  |  |
| --- | --- | --- | --- |
| Click | Leading technical discussions | Click | Conducting on-site inspections |
| Click | Identifying energy efficiency measures | Click | Reviewing construction documents |
| Click | Determining measure costs | Click | Development of final reports/deliverables |
| Click | Calculating energy and demand savings |  |
| Click | Development of commissioning plans |  |  |

Complete the table below summarizing three projects in the last 5 years in which the individual identified above has provided energy efficiency design assistance and energy simulation modeling. If possible, list projects completed in Colorado. For one selected project, please provide a copy of the final report or deliverable.

|  | **Project One** | **Project Two** | **Project Three** |
| --- | --- | --- | --- |
| Project name: | Click here to type response | Click here to type response | Click here to type response |
| Date completed: | Click here to type response | Click here to type response | Click here to type response |
| Facility type: | Click here to type response | Click here to type response | Click here to type response |
| Facility size: | Click here to type response | Click here to type response | Click here to type response |
| Project type: | Click here to type response | Click here to type response | Click here to type response |
| Project location: | Click here to type response | Click here to type response | Click here to type response |
| Project cost: | Click here to type response | Click here to type response | Click here to type response |
| Project contact name: | Click here to type response | Click here to type response | Click here to type response |
| Project contact title: | Click here to type response | Click here to type response | Click here to type response |
| Project contact phone: | Click here to type response | Click here to type response | Click here to type response |
| Project contact email: | Click here to type response | Click here to type response | Click here to type response |
| Systems investigated: | Click here to type response | Click here to type response | Click here to type response |
| Energy savings: | Click here to type response | Click here to type response | Click here to type response |
| Demand savings: | Click here to type response | Click here to type response | Click here to type response |

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| **Role of individual (1 =none, 2 =some, 3=lead performer)** |
|  | **Project One** | **Project Two** | **Project Three** |
| Identifying energy efficiency measures:  | Click here to type response | Click here to type response | Click here to type response |
| Development of energy simulation Model: | Click here to type response | Click here to type response | Click here to type response |
| Calculating energy & demand savings: | Click here to type response | Click here to type response | Click here to type response |
| Determining measure costs: | Click here to type response | Click here to type response | Click here to type response |
| Reviewing final construction documents: | Click here to type response | Click here to type response | Click here to type response |
| Development of commissioning Plan: | Click here to type response | Click here to type response | Click here to type response |
| Conducting on-site investigation: | Click here to type response | Click here to type response | Click here to type response |
| Development of final report/deliverable: | Click here to type response | Click here to type response | Click here to type response |
| Managing overall project: | Click here to type response | Click here to type response | Click here to type response |

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| **Key Personnel #2** |
| Name: | Click here to type response |
| Title: | Click here to type response |
| Office Location: | Click here to type response |
| Education: | Click here to type response |
| Certification(s): | Click here to type response |
| Years with Firm: | Click here to type response |
| Years of Energy Modeling Experience: | Click here to type response |
| Number of Energy Modeling projects reviewed by Green Building Certification Institute (GBCI):  | Click here to type response |

Please indicate what level of experience the person identified above has in providing energy simulation modeling and energy efficiency design assistance services for the systems/technologies listed below
(1 = none; 2 = some; 3 = extensive):

|  |  |  |  |
| --- | --- | --- | --- |
| Click | Packaged or split system HVAC | Click | Electrical systems, emergency power |
| Click | Chillers | Click | Envelop |
| Click | Thermal energy storage | Click | Fire/life safety |
| Click | Boilers | Click | Plumbing |
| Click | Energy management systems | Click | Telecommunications |
| Click | Variable frequency drives | Click | Commercial refrigeration |
| Click | Lighting controls | Click | Industrial processing |
| Click | Daylighting | Click | Compressed air |
| Click | Electrical systems, general | Click | Other  | Click |

Please indicate what level of experience the person identified above has in providing energy simulation modeling and energy efficiency design assistance services for the facility types listed below
(1 = none; 2 = some; 3 = extensive):

|  |  |  |  |
| --- | --- | --- | --- |
| Click | Office | Click | Lodging |
| Click | Grocery | Click | Hospital |
| Click | Retail | Click | Warehouse |
| Click | Industrial | Click | LEED energy modeling projects |
| Click | Education | Click | Other | Click |

Please indicate what level of experience the person identified above has in providing energy efficiency design assistance services listed below (1 = none; 2 = some; 3 = extensive):

|  |  |  |  |
| --- | --- | --- | --- |
| Click | Leading technical discussions | Click | Conducting on-site inspections |
| Click | Identifying energy efficiency measures | Click | Reviewing construction documents |
| Click | Determining measure costs | Click | Development of final reports/deliverables |
| Click | Calculating energy and demand savings |  |
| Click | Development of commissioning plans |  |  |

Complete the table below summarizing three projects in the last 5 years in which the individual identified above has provided energy efficiency design assistance and energy simulation modeling. If possible, list projects completed in Colorado. For one selected project, please provide a copy of the final report or deliverable.

|  | **Project One** | **Project Two** | **Project Three** |
| --- | --- | --- | --- |
| Project name: | Click here to type response | Click here to type response | Click here to type response |
| Date completed: | Click here to type response | Click here to type response | Click here to type response |
| Facility type: | Click here to type response | Click here to type response | Click here to type response |
| Facility size: | Click here to type response | Click here to type response | Click here to type response |
| Project type: | Click here to type response | Click here to type response | Click here to type response |
| Project location: | Click here to type response | Click here to type response | Click here to type response |
| Project cost: | Click here to type response | Click here to type response | Click here to type response |
| Project contact name: | Click here to type response | Click here to type response | Click here to type response |
| Project contact title: | Click here to type response | Click here to type response | Click here to type response |
| Project contact phone: | Click here to type response | Click here to type response | Click here to type response |
| Project contact email: | Click here to type response | Click here to type response | Click here to type response |
| Systems investigated: | Click here to type response | Click here to type response | Click here to type response |
| Energy savings: | Click here to type response | Click here to type response | Click here to type response |
| Demand savings: | Click here to type response | Click here to type response | Click here to type response |

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| --- |
| **Role of individual (1 =none, 2 =some, 3=lead performer)** |
|  | **Project One** | **Project Two** | **Project Three** |
| Identifying energy efficiency measures:  | Click here to type response | Click here to type response | Click here to type response |
| Development of energy simulation model: | Click here to type response | Click here to type response | Click here to type response |
| Calculating energy & demand savings: | Click here to type response | Click here to type response | Click here to type response |
| Determining measure costs: | Click here to type response | Click here to type response | Click here to type response |
| Reviewing final construction documents: | Click here to type response | Click here to type response | Click here to type response |
| Development of commissioning plan: | Click here to type response | Click here to type response | Click here to type response |
| Conducting on-site investigation: | Click here to type response | Click here to type response | Click here to type response |
| Development of final report/deliverable: | Click here to type response | Click here to type response | Click here to type response |
| Managing overall project: | Click here to type response | Click here to type response | Click here to type response |

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| **References** |
| Please list three customer references for past energy simulation modeling services provided by your company and the key individuals identified in your application that can be contacted as part of the application review process.  |
| Company name | Contact name and phone | City, State |
| 1. | Click here to type response |  | Click here to type response |  | Click here to type response |
| 2. | Click here to type response |  | Click here to type response |  | Click here to type response |
| 3. | Click here to type response |  | Click here to type response |  | Click here to type response |

**Application Signature**

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| I, the undersigned declare that I have read this application in its entirety and agree unconditionally:* To have read and understand the role and requirements of selected IDAP ECs as identified in the IDAP Participant and Consultant Manuals
* That I have attended a half-day IDAP EC training
* That the information provided in this application is true and correct to the best of my knowledge;
* That I am an authorized agent of the company identified in this application and have authority to submit and execute this submission on their behalf.

I understand and accept that the approval or rejection of all firms to provide IDAP EC services is within the sole discretion of Fort Collins Utilities and there is no legal commitment until all due diligence has been performed.  |
| **Name of EC** |  |  |
| **Signature**  |  | **Date** |  |
| **Printed name** |  |  |
| **Title** |  |  |

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| **SEND COMPLETED EC APPLICATIONS TO:****- Integrated Design Assistance Program****Fort Collins Utilities****P.O. Box 580****Fort Collins, Colorado 80522**Email : utilities@fcgov.com |