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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 customers 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 this Energy Modeling Consultant application and allow 3 weeks for processing and notification. For information about the program, including Participant and Consultant program manuals and Program Manager contact information, 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
	+ Key personnel are certified as an ASHRAE Building Energy Modeling Professional (BEMP), AEE Certified Building Energy Simulation Analyst (BESA), have gone through a minimum of 5 model reviews with Green Building Certification Institute (GBCI), and/or provide proof of equivalent experience and expertise.
	+ Demonstrated level of individual and company experience in the use of an energy simulation program consistent with the guidelines provided in the ASHRAE Standard 140-2017
	+ Demostrate level of individual and company experience in the application of ASHRAE 90.1-2016 Appendix G: Performance Rating Method
	+ 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
	+ Availability to attend in-person meetings in Fort Collins with IDAP representatives and clients periodically through the project

Heavy emphasis will be placed on the qualifications and experience of the key personnel identified to manage and provide quality control of deliverables. Employees of the approved firm that have not been approved as key personnel are permitted to provide energy modeling services for IDAP if key personnel remain the primary contact for the customer and the program. Fort Collins Utilities maintains the right to remove a firm’s approval for the program if quality is not maintained. |
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| **Contact Information** |
| Business name: | Click |  |
| Contact name: | Click | Title: | Click |  |
| Address: | Click | City: | Click | State: | Click | Zip: | Click |  |
| Phone  | Click | E-mail | Click |  |
| Web site | Click |  |
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**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 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  | Click here to type response |
| 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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| **Firm’s Technical Profile** |
| Describe your firm’s approach to identify and recommend design strategies.Click here to type responseDescribe your firm’s approach to maximizing annual electric energy and peak demand savings.Click here to type responseDescribe your firm’s approach to providing schedule or deliverable guarantees Click here to type responseIndicate the software regularly used by your firm to perform energy simulation modeling Click 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 method 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 and Modeling Qualifications** |

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.

Provide in an attachment to this application the resumes for all key personnel seeking approval to lead IDAP projects. The resumes should include details on experiences modeling building systems including, but not limited to HVAC systems, building envelop, and lighting; experience with modeling different building types; and roles the key personnel have had within the energy modeling and energy efficiency design process. In addition to the resumes please complete the table below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Project Lead/Manager | Key Personnel #1 | Key Personnel #2 | Key Personnel #3 |
| Name |  |  |  |  |
| Title |  |  |  |  |
| Location |  |  |  |  |
| Certifications |  |  |  |  |
| Years w/ firm |  |  |  |  |
| Years of experience |  |  |  |  |
| Number of models reviewed by GBCI |  |  |  |  |

Provide as an attachment to this application at least three energy modeling qualifications. Describe the roles that the firm and key personnel had within the project including modeling, commissioning, design review, and energy efficiency consulting. Each qualification should include basic building information, systems modeled, energy savings identified, and project contact information for reference purposes. Use the table below if you wish to provide additional references outside of the those included in the qualifications

|  |  |  |  |
| --- | --- | --- | --- |
|  | Reference #1 | Reference #2 | Reference #3 |
| Company Name |  |  |  |
| Contact Name |  |  |  |
| Contact Number |  |  |  |
| City, State |  |  |  |

**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 and all other key personnel have attended the required 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**Or email the program manager with contact information at [www.fcgov.com/idap](http://www.fcgov.com/idap) |