



Retro-Commissioning Program Overview for Qualified Commissioning Agents

IDAHO/WASHINGTON

What is the Avista Retro-Commissioning Program?

Avista's Retro-Commissioning Program provides incentives towards qualified retro-commissioning studies ("Qualified Studies") and implementation of no cost/low cost measures ("Measures") with a simple payback period of less than one (1) year. Measures may include without limitation, the optimization of economizer operations, equipment schedules, control strategies including lighting controls, fan and pump system optimization, and the elimination of simultaneous heating and cooling.

What types of Qualified Studies qualify for the incentive?

A Qualified Study must provide a systematic review of the current conditions and operations of the major power consuming components in the building (i.e. HVAC, lighting, envelope, controls, etc.) and include, at a minimum:

- Baseline equipment information;
- A list of results from the qualified retro-commissioning agent's ("Qualified Agent") initial investigation of the building including trend logs, air-balance and static pressure readings, set-points and pictures, as appropriate;
- A list of applicable Measures together with energy savings calculations; and
- A list of additional potential Measures and recommendations, detailed descriptions, estimated savings calculations and implementation costs.

Acceptable methods of completed documentation include:

- NEEB-"Building Systems Commissioning Standards"
- ASHRAE (1999)-"Building Commissioning"
- NIBS-"Guidelines for Total Building Commissioning"
- BCA-Guide to Commissioning Projects and Associated Documents

Studies must be submitted to Avista by 12/31/11

What incentives are available for the Program?

- Qualifying customers will be eligible for an incentive of \$0.10 per conditioned square foot of floor space in the building towards a Qualified Study, which will be paid directly to the customer upon submission and acceptance by Avista. Qualified Agents will be responsible for contracting directly with customers for the actual cost of the Qualified Study.
- Qualified Agents will be eligible for an incentive of up to \$0.50 per therm and \$0.02 per kWh for implementation of eligible Measures. The total incentive for eligible Measures will be capped at \$0.10 per conditioned square foot of floor space in the building. Eligible Measures will be those Measures identified in the Qualified Study with a payback period of less than one (1) year. Approval from Avista on what Measures are eligible must be received prior to implementation. Once Avista has approved the Measures, a contract will be executed between Avista and the Qualified Agent.
- Eligible hard-wired improvements with a payback period greater than one (1) year may qualify for incentives under Avista's other existing energy efficiency programs, and customers should contract directly with Avista for these types of incentives.



Who is eligible for the Program?

To qualify for the Program, customer's building must:

- Have Avista electric service or electric and natural gas service for its main heating source; (natural gas only buildings do not qualify)
- Have 50,000 square feet or more of conditioned space;
- Have an Energy Management System (EMS) controlling the building;
- Be older than five (5) years;
- Have an Energy Use Index (EUI) greater than 100% of normal according to Avista's EUI calculator;
- Have a minimum average occupancy rate of not less than 50% over the previous two (2) years;
- Have not received retro-commissioning services previously from Avista.

If the minimum requirements are satisfied, what are the next steps?

STEP 1: APPLICATION

Customer submits a Retro-Commissioning Program Application to Avista. Avista screens the application, completes the EUI calculation, and lets customer know if they qualify for the Program.

STEP 2: QUALIFIED AGENT

If customer's building is eligible for the Program, customer may contract with a Qualified Agent to perform a study of their building. Qualified Agents must have at least one (1) of the following certifications:

- Certified Commissioning Professional (Building Commissioning Association)
- Certified Commissioning Provider (Associated Air Balancing Council Commissioning Group)
- Accredited Commissioning Process Provider (University of Wisconsin at Madison)
- Systems Commissioning Administrator (National Environmental Balancing Bureau)
- Certified Building Commissioning Professional (Association of Energy Engineers)
- Professional Engineers with experience in at least 2 other commissioning projects

STEP 3: BUILDING STUDY

Qualified Agent completes a detailed study of potential Measures in the building and provides a report identifying any associated costs and potential energy savings. Upon receipt and acceptance of such study, Avista will pay the customer ten cents (\$0.10) per conditioned square foot of floor space in the building towards the cost of the Qualified Study. Avista will also review the Qualified Study and identify any Measures that are eligible for incentive payments to the Qualified Agent under the Program parameters. Avista will contract with the Qualified Agent for implementation of the Measures deemed eligible for payment. Avista will also identify any other potential incentives available through other Avista energy efficiency programs. Note: Avista, in its sole discretion will determine which studies qualify for incentive payments under this Program.

STEP 4: IMPLEMENTATION

Qualified Agent and contractors work with customer to implement any Measures approved by Avista. Measures must be completed within six (6) months of completion of a Qualified Study.

STEP 5: VERIFICATION

Avista and customer's Qualified Agent inspect the building to verify installation and proper operation of the Measures. Qualified Agent provides a final report to all parties involved, and an operations and maintenance (O&M) guide to building staff. Note: Payment to the Qualified Agent for implementation of qualifying Measure will be made only after post verification is complete and invoices are received.

**FOR ADDITIONAL INFORMATION PLEASE CALL MIKE DILLON
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