



**PROGRAM OPPORTUNITY NOTICE
EFFICIENCY MAINE TRUST**

ADVANCED ROOFTOP HVAC UNIT CONTROLS PILOT

PON EM-012-2017

Opening: Monday, June 5, 2017

Closing: Wednesday, July 19, 2017

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SECTION 1: PON INFORMATION AND INSTRUCTIONS

1.1 Purpose of This Proposal Request

Much of the installed base of commercial packaged air conditioning and heat pump equipment (also known as rooftop units or RTUs), is constant air volume equipment. Such systems lack effective controls to operate efficiently at partial load conditions, which represent the vast majority of run hours in commercial buildings. Several aftermarket RTU controllers can be retrofitted to existing RTUs to improve the operational efficiency through integrated economizing, multispeed fan control, multispeed compressor control, and demand controlled ventilation (DCV), among others.

Through this competitive Program Opportunity Notice (PON), the Efficiency Maine Trust (the Trust) is seeking proposals for pilot projects to help the Trust design a cost-effective Advanced Roof Top Unit Controller measure or bundle of measures that could be added to Efficiency Maine's rebate programs. The Trust will consider proposals that involve retrofitting RTUs by adding advanced controls and/or duct insulation to the unit. Pilot projects should demonstrate market-ready, advanced control strategies that look promising but have not yet been implemented through a prescriptive incentive approach. The Trust seeks these demonstration projects in commercial facilities that have 1 or 2 RTUs. Proposals for businesses with 3 or more units will not be considered for this PON.

The Trust will refer to this Innovation PON as the "Advanced Rooftop HVAC Unit Controls Pilot." Projects awarded through this PON will be supported by funds intended to support electrical savings. The purpose of this PON is not to save natural gas, heating oil, or other fuels (but savings for those fuels may be a byproduct of the installed measures).

The Trust anticipates awarding up to 10 projects, as funding allows.

1.2 Designated Contact Person for this PON

The Trust encourages any applicant who has interest in or questions around this PON to contact the Trust. Responses to questions will be posted on the Trust's website if they do not contain any confidential information.

The Trust's designated contact for this PON is as follows:

James Leyko, Strategic Initiatives Manager

168 Capitol Street, Suite 1

Augusta, ME 04330-6856

(207) 213-4147

james.leyko@efficiencymaine.com

1.3 Pilot Term

The Trust will accept applications to the "Advanced Rooftop HVC Unit Controls Pilot" starting on June 5, 2017 and ending on July 19, 2017. The Trust will review these applications periodically and make awards to applicants who meet the criteria within this PON.

1.4 Submittal Instruction

Applicants are encouraged to contact the Trust as they develop their demonstration pilots. To be considered for review, applications must adhere to the following specifications:

Submittal Format: Applications must include the information requested in section 4. Submit a completed application with all supporting documentation referencing:

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Applications must be emailed to the designated contact person mentioned in section 1.2.

1.5 Contract Award

Following an evaluation process, award decisions will be made by the Trust and communicated to the applicants in writing via email. The Trust reserves the right to negotiate the final terms and conditions of the contract award with a winning application whose demonstration pilot is selected by the Trust, and to reject any winning bidder with whom the Trust cannot agree to terms and conditions meeting the Trust's needs, in the Trust's sole judgment.

1.6 Contracting Process

The selection of service providers and grant recipients is governed by the Efficiency Maine Trust Rule Chapter 1: Contracting Process for Service Providers and Grant Recipients, which can be found on the Trust's website:

<http://www.energymaine.com/docs/Chapter-1-Contracting-Process-for-Service-Providers-and-Grant-Recipients.pdf>

SECTION 2: PROJECT ELIGIBILITY

The Trust has budgeted approximately \$100,000 for projects submitted under this PON. The Trust intends to award up to 10 demonstration pilots.

2.1 Award Limitations

Demonstration pilots are limited to 2 units per business. The limit applies to single entities or multiple entities that are part of an affiliated group of companies under common ownership or control. The limit will be applied to all proposals awarded by the Trust under this PON.

2.2 Eligible Projects

An eligible demonstration pilot is a proposal to install a measure or bundle of measures intended to increase the electrical efficiency of RTUs relative to an established baseline. **The Trust will only consider proposals that include advance controls strategies.** The Trust encourages applicants to include other measures that may improve efficiency, such as additional insulation to the RTU to reduce heat loss.

The existing RTUs must have the following characteristics:

- Be packaged, unitary equipment (no split systems)
- Have a cooling capacity of greater than five tons
- Have a remaining useful life of 8 to 10 years
- Use constant-speed supply fans (RTUs with variable speed fans are ineligible)

The Trust will consider proposals from any interested party, but prefers proposals from teams that include the business / location where the demonstration pilot will be performed. The business must have an account with a Maine electric utility.

All proposals will need to agree to the Trust's Terms and Conditions and agree to allow Trust personnel or personnel hired by the Trust to do measurement and verification on the installed measures.

2.3 Ineligible Projects

The following projects are not eligible for funding under this Innovation pilot:

- Measures or measure bundles available through Efficiency Maine's Commercial and Industrial Prescriptive Program.¹

2.4 Other Efficiency Maine Programs

No demonstration pilot that is awarded an incentive through this PON may receive any additional incentives for the measures in the demonstration pilot from Efficiency Maine's Commercial and Industrial incentive programs.

SECTION 3: AWARD CRITERIA

All proposals will be subject to a review by the Trust. The Trust reserves the right to request more information and/or to modify applicant claims based on the Trust's analysis or expertise before making an award. The Trust reserves the right to disqualify a proposal that fails to demonstrate sufficient adherence to the award criteria.

Applications will be evaluated on the basis of the resources and management in place to execute the demonstration pilot, the applicant's experience or qualifications, as well as an overall assessment of project readiness. Detailed applications for a demonstration pilot award will include the components outlined below.

3.1 Electric Savings

The purpose of the demonstration pilots is to increase the electrical efficiency of RTUs relative to an established baseline. **Proposals must include an estimate of the electric savings the applicant expects to achieve with the demonstration pilot.** Estimates of electric savings should be supported by sources or firsthand data. Supporting materials should be included with the application.

The Trust will consider the expected electric savings of the proposed demonstration pilot when awarding projects.

3.2 Costs

Proposals must include all costs (including labor) associated with the project and what costs the Trust is expected to cover. If that data is not available at the time of the proposal then it must be estimated. The Trust will incentivize a demonstration pilot up to 100% of the installation costs. The Trust will also consider projects that do not require the Trust to incentivize 100% of the installation costs.

¹ For a full listing please visit <http://www.energymaine.com/at-work/ci-prescriptive-incentive-prog/>

The Trust will consider the costs of the proposed demonstration pilot when awarding projects.

3.3 Applicability to Maine Businesses

Proposals should be specific to the business or location where the demonstration pilot will be performed.

However, one goal of the PON is to demonstrate whether or not the measure or bundle of measures can be incorporated into The Trust's existing Commercial and Industrial Prescriptive Program. The proposal should include an explanation of any benefits or challenges when considering broader implementation of the measure or bundle of measures proposed by the applicant.

The Trust will consider the applicability of the proposed demonstration pilot to Maine businesses when making awards.

3.4 Diversity of Technology

The Trust intends to support a group of demonstration pilots that will demonstrate more than one option/technology/product for achieving the objectives of this solicitation.

SECTION 4: APPLICATION REQUIREMENTS

Applications must present a concise and complete description of the proposed demonstration pilot and the applicant's capabilities for satisfying the requirements outlined in this PON. Applicants must adhere to the following outline and page limitations where specified:

4.1 Team Overview and Demonstration Pilot Description (Not to Exceed One Page)

Please provide a brief introduction to the parties submitting the application and a short description of the demonstration pilot being proposed.

4.2 Technical Proposal (No Restriction on Length)

The PON response should focus on the Technical Proposal. Provide the following components as part of the technical proposal:

- Proposed measures for the demonstration pilot:
 - A list of equipment and components to be installed, including manufacturers' catalog/model number, potential vendors, price information, and status of equipment availability.
 - A description of what equipment is in place at the business or what equipment is expected to be in place if a business has not been recruited, including the hours of operation of the existing equipment.
 - The business's building type and existing control sequence.
 - A discussion of how the measures / technology is used or incentivized in other jurisdictions if that information is available.
- The expected electric savings of the demonstration pilot including a description of how that amount was calculated:
 - A description of how the measures / technology will create energy savings.
 - The expected non-electric savings if applicable.

- Where appropriate, an electronic Excel file with your application. Energy savings calculations in a PDF format will not be accepted. Please reference the electronic Excel document in the written proposal and provide any notes or assumptions used to calculate energy savings.
- The expected costs of the demonstration pilot:
 - Costs should be broken down by individual pieces of equipment and labor.
 - The total amount of the proposed demonstration pilot and the amount the Trust is expected to incentivize if they are different.
- The above should be specific to the business or location where the demonstration pilot will be performed.
 - As discussed in section 3.3, include a discussion of any benefits or challenges when considering broader implementation of the proposal.

4.3 Management and Resource Adequacy and Readiness (Not to Exceed Two Pages)

Please provide a description of the resources and planning in place and documentation of the demonstration pilot's readiness.

Project Budget and Schedule: Provide a project budget and schedule. Please note that the Trust may request time to meter the existing equipment before the new measures are installed.

Project Management Organization and Qualifications: Provide an organizational chart or explanation of roles and responsibilities of key project staff and partnership relationships, if applicable. Include the relevant corporate qualifications as well as key relevant personnel experience and qualifications. Resumes may be included.

SECTION 5: GENERAL CONDITIONS

5.1 PON Process – Reservation of Rights

Efficiency Maine Trust reserves the right to cancel or extend the PON term at any time. Efficiency Maine Trust also reserves the right to reject any and all submissions in response to this PON and to waive formalities if doing so is in the best interests of Efficiency Maine Trust.

5.2 Contract Agreement

A copy of the Efficiency Maine Trust Standard Agreement appropriate to this PON is provided as **Attachment A – Standard Agreement**. This is the standard document that will complete the agreement for services between the winning bidder and the Trust.

5.3 Billing

Invoices submitted for work performed under the resulting contract shall be sufficiently specific to allow the Trust to evaluate charges billed in light of the tasks required. Each invoice must include the contract number; time period during which costs were incurred; and a clear breakdown of costs by task indicating the individual personnel who performed work; the nature, and duration of work; and the rate charged.

5.4 Limitations

This solicitation does not commit the Trust to award a contract, to pay any costs incurred in preparing a

proposal or provide oral or written clarification of its contents, or to procure or contract for services or supplies.

The Trust reserves the right to reject any proposal that in its sole determination does not meet the requirements and specifications of this PON, the Trust's rules, Maine law, or generally accepted business practices. The Trust may seek clarifications of proposals.

The Trust may not award all of the available funds through this PON and may issue another PON for the remaining funds. Additionally, the Trust reserves the right to award less than the amount requested per proposal through negotiation with the potential recipient.

5.5 Termination of Contract

Termination of the agreement by the Trust is governed by section 7 of the Standard Agreement (see Attachment A).

5.6 Publicity of Applicant's Participation

The Trust reserves the right to disclose certain information about the applicant's participation in the program, including, but not necessarily limited to, the applicant's name, the incentive amount, and projected energy savings. Applicants may seek to have certain energy consumption and business sensitive information treated as confidential pursuant to Title 35-A MRSA §10106.

5.7 Measurement and Verification Requirements

All recipients must agree to independent third-party verification of project completion and kWh savings under terms that will be established by the Trust for each approved project. Actual award of an incentive will be conditioned on applicant acceptance of these M&V requirements.

5.8 Request for Reconsideration

An aggrieved person may request a hearing for reconsideration of a contract award decision by filing a written petition with the Executive Director of the Trust within 14 calendar days of the notification of the contract award. Each petition to reconsider must meet the requirements specified in Efficiency Maine Trust Rule Chapter 1, Contracting Process for Service Providers and Grant Recipients, Section 5(B), which can be found on the Trust's website under Documents and Services:

<http://www.energymaine.com/docs/Chapter-1-Contracting-Process-for-Service-Providers-and-Grant-Recipients.pdf>