**

*IGA Kickoff Agenda*

ESPC Process Doc. P3-01

r. 4-9-15

Responsibility: PF

**IGA Kickoff Meeting Agenda with PV ESA ECM**

**Introductions/Roles**

* Welcome by site person (Agency)
* Introductions and roles of each person in the project (PF)
* Objectives of the meeting (PF)

**Setting the Stage**

* Discussion by Agency/Site of interest, goals, objectives and priorities (Agency)
* Levels of management support (Agency)
* Discussion on scope, buildings, areas and ECMs to be considered (Agency)
* Project development schedule – 12 month target (PF)

**Setting Expectations**

* Site Data
  + Building environmental/performance requirements (Agency)
  + Long term plans at the site-additional capacity, utilization, demolition, new construction (Agency)
  + Discussion of PA ECMs, additional ECMs, and exceptions (Agency)
  + Contract term, total investment parameters (Agency)
  + O&M services, R&R responsibilities and O&M savings (Agency)
  + M&V/savings verification approach (Agency/ESCO)
  + Energy and escalation rates, rebates, financial incentives (Agency/ESCO)
  + Codes, regulations, hazards, other considerations/issues (Agency)
  + Categorical Exclusions – environmental documentation(Agency)
  + Design Intent – Commissioning requirements (Agency)
* PV ESA ECM parameters and other considerations
  + Refine PV system sizing (Agency/ESCO)
  + PV ESA ECM Fair Market Value determination and title transfer (ESCO)
  + Reserve account (ESCO)
  + Financial incentives (ESCO)
  + Interconnection requirements and responsibilities, the interconnection agreement, and cost estimates (interconnection study, required upgrades, other) (Agency/ESCO)
    - Communication process with utility (Agency)
  + Metering and M&V expectations (Agency)
  + eProject Builder guidelines (Agency)
  + Cyber security requirements (Agency)
  + National Environmental Policy Act – process, information needed, and schedule (Agency)
  + National Historic Preservation Act (Agency)
  + Glare analysis (ESCO)
  + Other compliance and permitting requirements (Agency/ESCO)
* Questions/answers on TO RFP document or attachments (PF)
* Renewable Energy/Technology Deployment Matrix (PF)
* Assure Energy Star/FEMP EE Project requirements met (PF)
* Address Life of Contract planning prior to task order award (PF)

**Investment-Grade Audit Process**

* Contractor discussion of their plans for IGA phase (ESCO)
  + Logistics and access; testing/metering to be accomplished
  + Security – restricted areas, escorts, etc.
  + Safety requirements – training, hazards
* Process discussion – reviews (copies), document transmittals, etc. (ESCO)
* IGA requirements; what does it look like (components/revised proposal) what needs to be approved (ECM package, savings estimates, baseline, M&V plan, etc.) (ESCO)
* Government discussion/expectations of what needs further investigation (Agency / ESCO)

**Communications Protocols**

* Establish leads and discuss responsibilities (Agency/ESCO)
* Establish frequency and method of communications – emails, conference calls (Agency/ESCO)
  + Protocols for bringing new people in/exiting others – responsibility for passing on information and informing the team

**Project Timeline/Wrap-Up/Next Steps**

* Schedule/timeline with significant milestones to award
* Recap of action items; schedule for development meetings/calls.