

AEP VENDOR OUTREACH MEETING

MARCH 5, 2013

www.mass.gov/dcam/aep



**ACCELERATED
ENERGY
PROGRAM**



COMMONWEALTH COMMITMENT
TO A CLEAN ENERGY FUTURE

Secretary Shor
Commissioner Cornelison



Governor Patrick
Lt. Governor Murray



Secretary Sullivan
Commissioner Sylvia



1. Welcome & Introductions
2. AEP Overview
3. Large Sites
4. Small Sites
5. DCAMM Certification
6. Contracts
7. M/WBE Compliance & Workforce Reporting
8. Office of Small Business and Entrepreneurship
9. Payment / Finance
10. Questions & Answers

Meet & Greet

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Meet & Greet

Why are We Here?

Attract a diverse pool of vendors to complete AEP.

Get to know you personally.

Provide you with an opportunity to:

- Meet us and get to know us
- Learn how to do business with us
- Meet other business partners



Today's Format

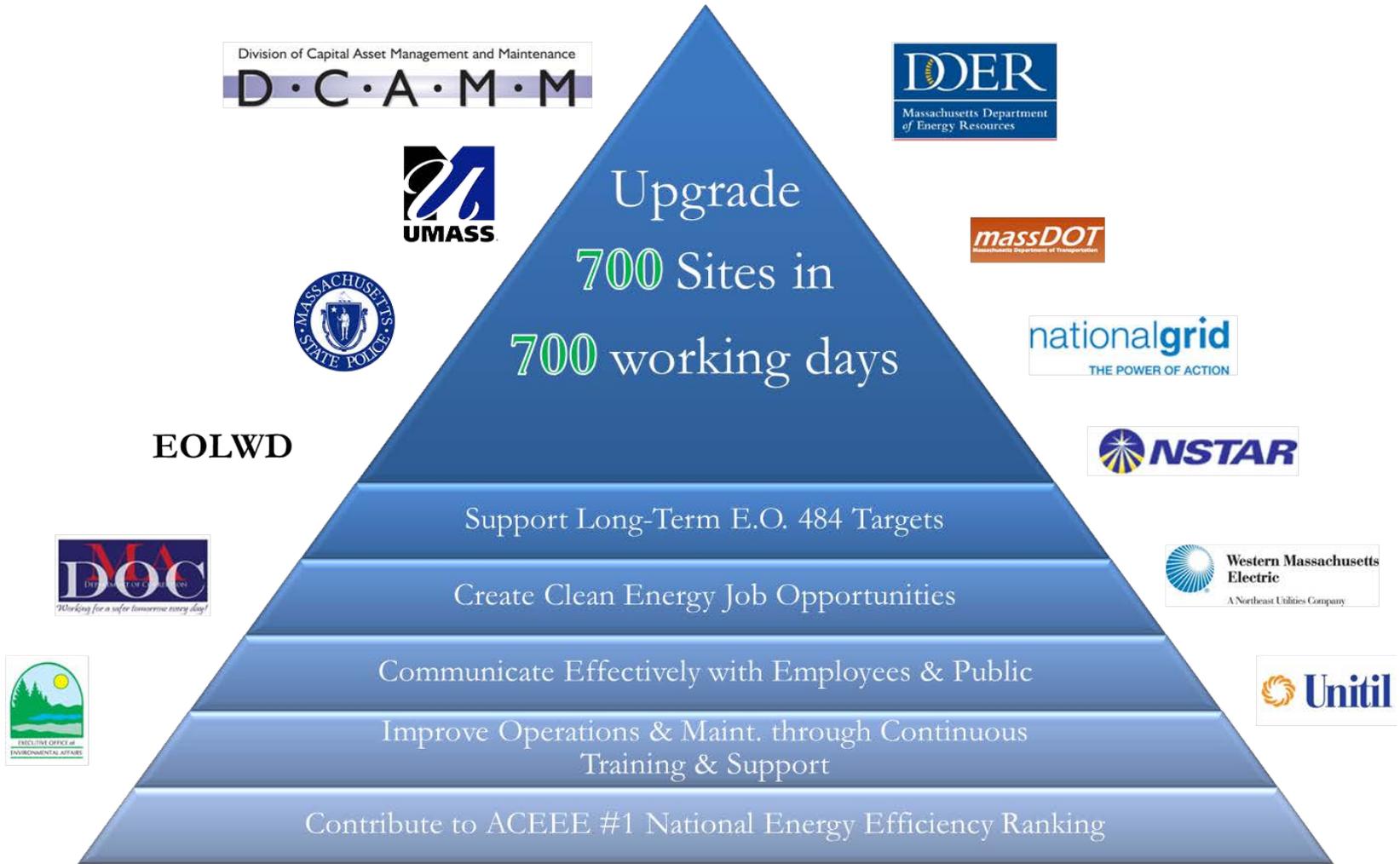
- 45-min presentation by DCAMM
- Questions and Answers Session
- Business Partner Expo



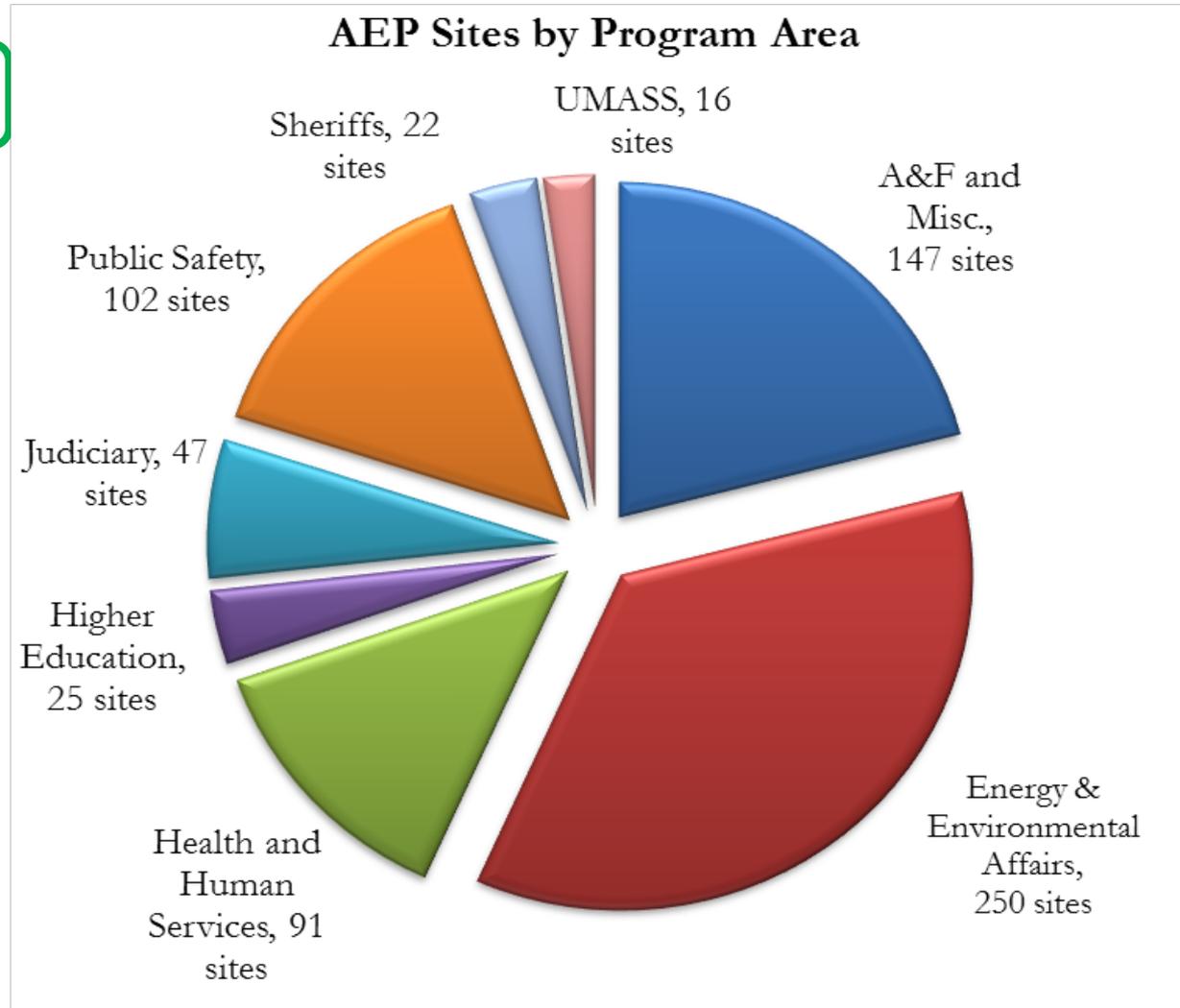
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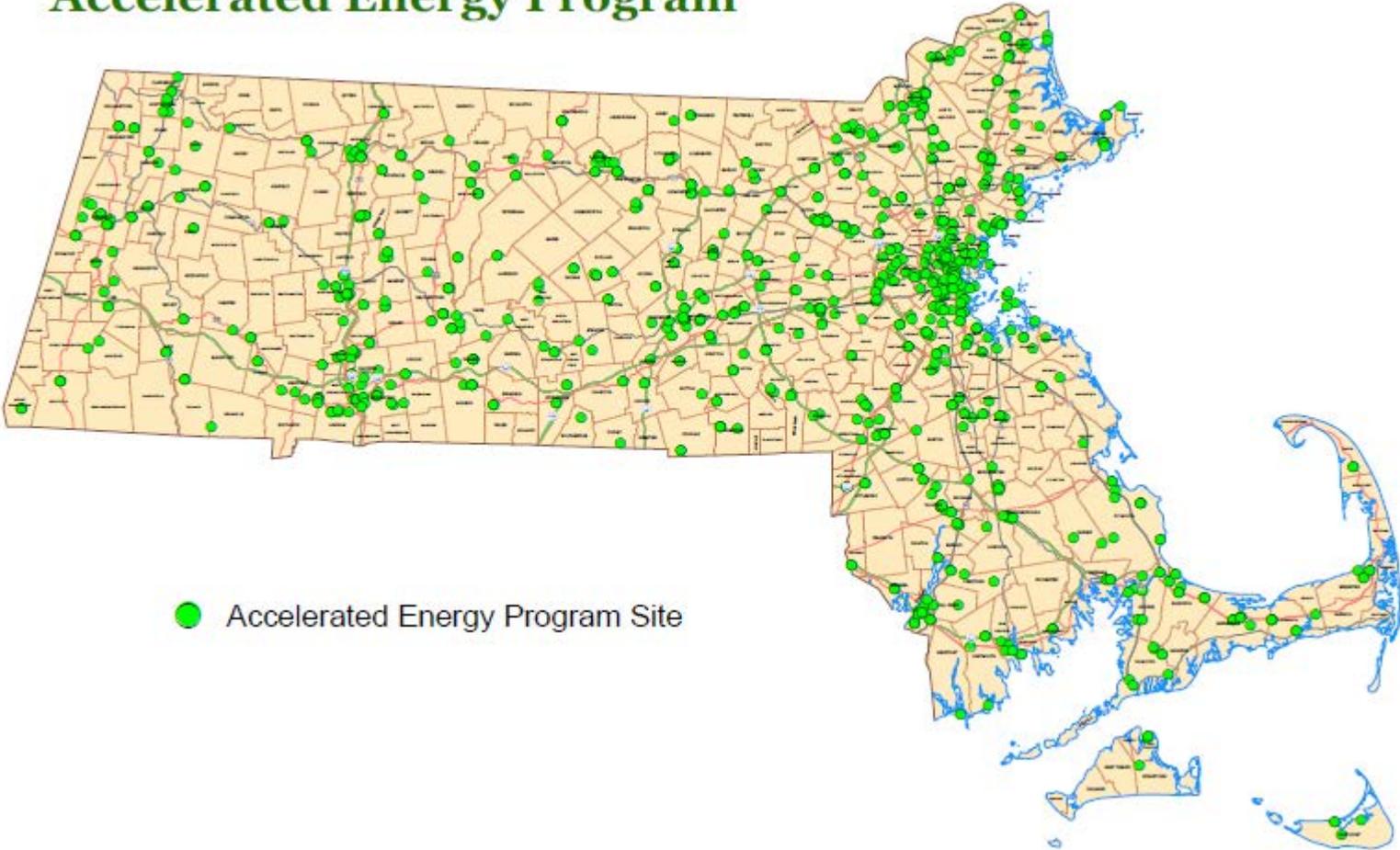
AEP Goals & Objectives



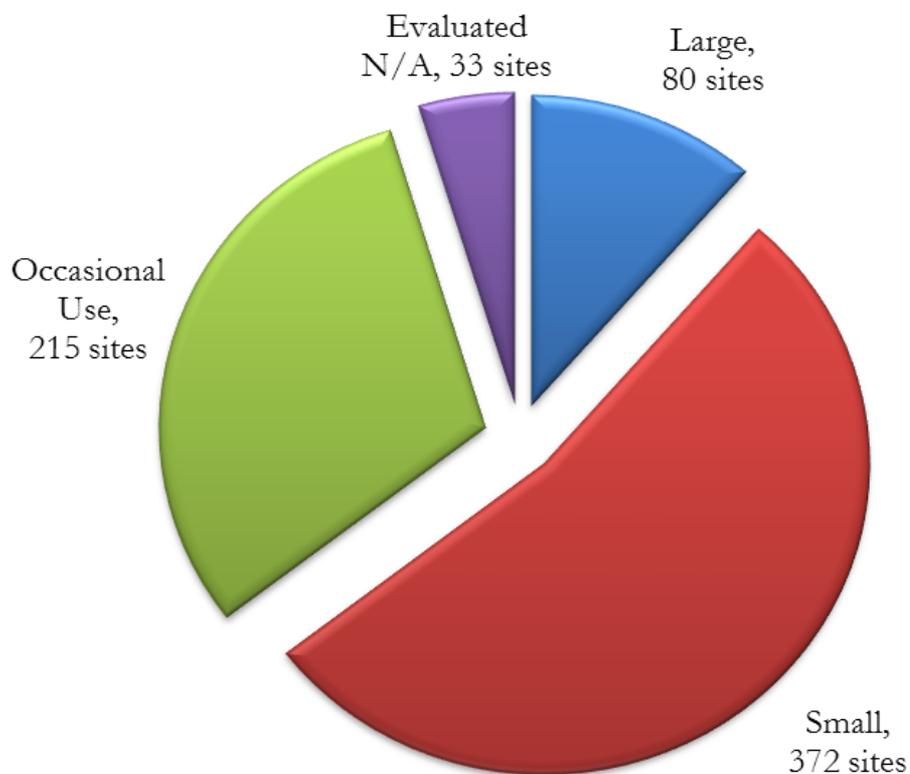
700 Sites



Accelerated Energy Program

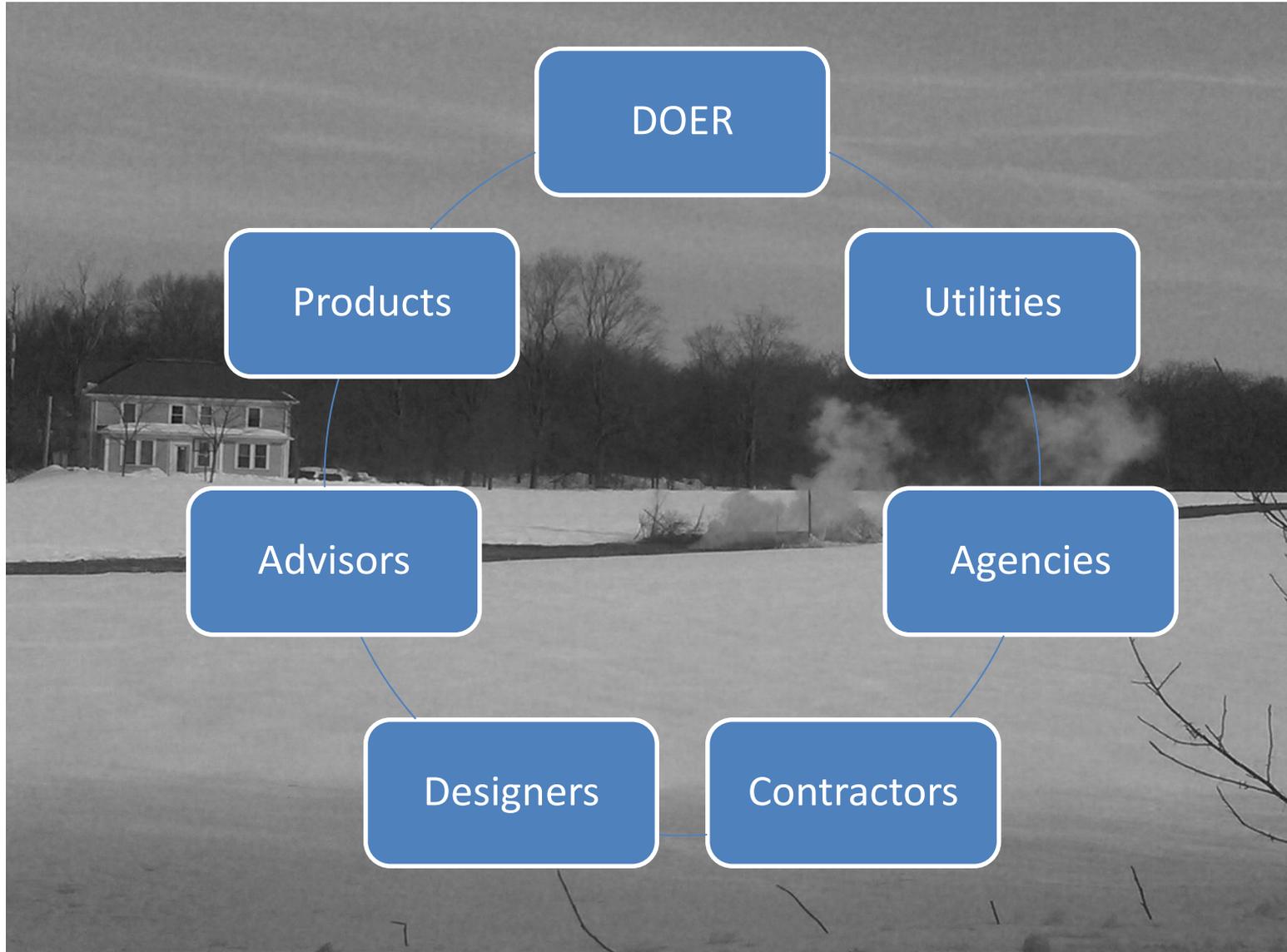


Number of AEP Sites

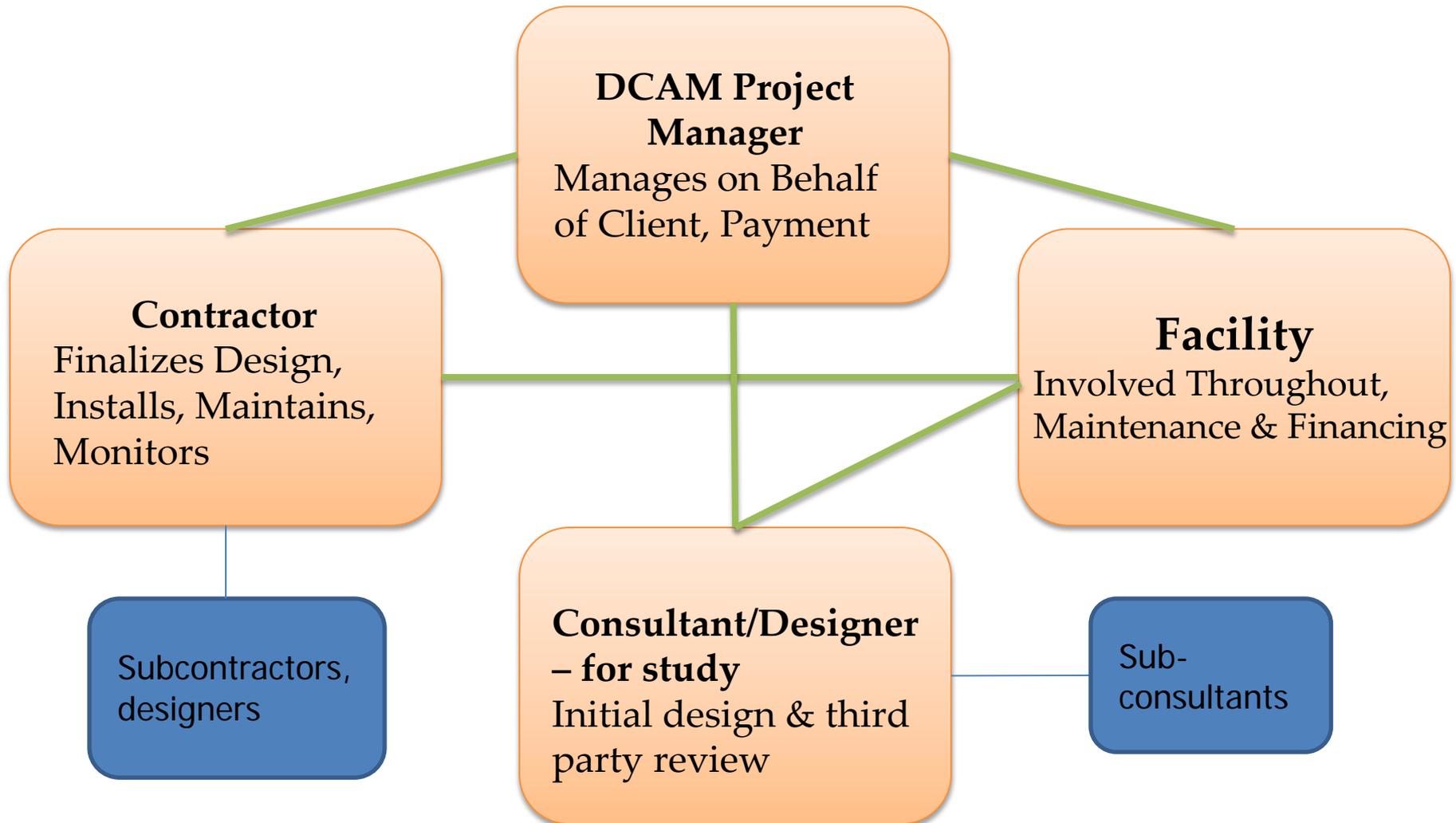


Estimated Investment

Large Sites	\$348M
Small Sites	\$50M
Occasional Use Sites	\$24M
Current Estimate	\$422M
Contingency	+ \$48M
AEP Budget	= \$470M



Energy Project Responsibilities



Draft MOU between DCAMM and each utility company for AEP.

DCAMM agrees to the following:

- Contract for work between DCAMM and Vendor
- One Statement of Authority (e.g., Point of Contact)
- Pre and Post inspection of measures
- Sequencing of work

Utility Company agrees to the following:

- Consistent incentive in the amount of \$0.25/kWh and \$1.25/therm as result of ECMs implemented
- Increase in incentives for comprehensive sites
- Pool of money and shared payment for Total Building Assessments if DCAMM uses Utility TA Vendors
- Utility vendor access across territories

AEP Certification

Across the entire AEP portfolio, DCAMM and DOER will target a **25% reduction** in energy consumption, greenhouse gas emissions, and energy costs.

	Large Sites (i.e. hospitals, colleges, prisons)	Small Sites (i.e. police barracks, career centers)	Occasional Use Sites (i.e. ice rinks, state parks)
AEP Certified	<ol style="list-style-type: none"> 1. Achieve a 25% reduction in at least 2 of the following categories: site energy use, greenhouse gas emissions, energy costs. 2. Energy consumption must be reduced by at least 10% 	<ol style="list-style-type: none"> 1. Achieve a 20% reduction in at least 2 of the following categories: site energy use, greenhouse gas emissions, energy costs. 2. Energy consumption must be reduced by at least 10% 	Meet the reduction threshold for small sites or implement at least three energy/water conservation measures.
	Large and Small Sites		Occasional Use Sites
AEP Certified Plus	<ol style="list-style-type: none"> 1. Achieve a 50% reduction in at least 2 of the following categories: site energy use, greenhouse gas emissions, energy costs; 2. Energy consumption must be reduced by at least 20% 3. Establish energy and facility maintenance training program for staff; and 4. Develop plan for preventative maintenance to keep systems operating at optimum efficiency. 		Not eligible

Large Site

Springfield Technical Community College

Current Status: *RFP Issued*

On schedule to achieve AEP Certification from a reduction of over 25% in energy use, energy cost, and GHG emissions.

	Energy Use (MMBtu)	Energy Cost	GHG Emissions (metric tons)	No. of ECMs
Baseline	856,298	\$1,645,121	6,859	N/A
Savings	401,495	\$447,862	1,782	N/A
Reduction	47%	27%	26%	N/A
AEP Certified	✓	✓	✓	N/A

Small Site

Taunton Career Center

Current Status: *In Construction*

Will achieve AEP Certification upon construction completion for reaching reduction of over 20% in all three categories.

	Energy Use (MMBtu)	Energy Cost	GHG Emissions (metric tons)	No. of ECMs
Baseline	1,939	\$32,917	136	N/A
Savings	1,174	\$16,480	75	N/A
Reduction	61%	50%	55%	N/A
AEP Certified	✓	✓	✓	N/A

Occasional Use Site

Salisbury Beach State Park

Current Status: *Audit Complete*

The energy audits of the site identified eight (8) ECMs that, upon implementation, will enable the site to achieve AEP Certification.

	Energy Use (MMBtu)	Energy Cost	GHG Emissions (metric tons)	No. of ECMs
Baseline	2,027	\$50,250	202	N/A
Savings	235	\$6,528	19	8
Reduction	12%	13%	10%	N/A
AEP Certified	X	X	X	✓

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Meet & Greet

Medium and Large Sites

Total Sites	181 sites
Total Invest	\$400,000,000
Procurement:	Comprehensive Equipment Only

Buildings

Large sites will be sites with multiple large buildings such as a University campus or hospital.

Work

Include study, feasibility design, installation of comprehensive retrofits and renewable energy



Erich Lindemann Building



Sheriff's Department Essex

Example Project – Large Site

Higher Education

Springfield Technical Community College Springfield, MA

Springfield Technical Community College

Exceptional Education. Proven Results.



Springfield Technical Community College

Project Overview:

- New decentralized heating system and a centralized cooling system
- Vendor selected in January 2013
- New cooling system will be in place in the Spring.

Financials:

- Estimated investment of \$12 million.
- Estimated annual savings of \$447,000.

Example Project – Large Site

Department of Public Health

Massachusetts State Laboratory

Jamaica Plain, MA

Project Overview:

Campus includes 3 primary buildings

Recommended ECMs:

- ✓ Boiler replacement
- ✓ Additional VAVs
- ✓ Exterior window replacement
- ✓ Installation of solar panels
- ✓ Provide energy recovery system
- ✓ BAS upgrades
- ✓ High efficiency plumbing fixtures

Financials:

- Estimated investment of \$12 million.



*Massachusetts State Laboratory Building known as
“The Tower”*

Example Project – Medium Site

Executive Office of Labor & Workforce Development

Career Center Taunton, MA

Project Overview:

- Heating and cooling systems currently operate simultaneously and independently.
- Recommended ECMs:
 - ✓ Retro-commissioning

Financials:

- Total investment of \$20,000.
- Estimated annual savings of \$12,000.



Taunton Career Center

Process	Chapter 149	Chapter 25A
Same or very similar	<ul style="list-style-type: none"> • DCAMM Certification for Prime • Construction Management through OPDC • Prevailing wage • Commissioning / M&V • Many contract requirements (i.e., bonds, insurance, dispute resolution, etc) • Third party review • Progress payments 	
Different	<ul style="list-style-type: none"> • Separate designer & GC/CM • Full design in bidding package • “Low bid” • No M&V • Funding is mostly G.O. Bonds • No performance term after contract • Facility does not sign contract • Scope fully defined • Filed sub bids 	<ul style="list-style-type: none"> • One firm does design and construction • Study or maybe schematic design in bidding package • RFP-Evaluation Criteria, Best value • M&V tied to payment • Funding could be from many sources • Performance period after construction • Scope can evolve, contractor has role • Sub contractors under prime

Chapter 25A Section 11C

Performance

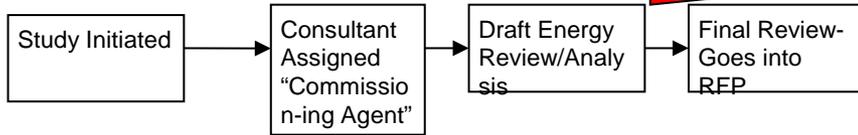
- Initial study, baseline energy, suggested measures
- RFP
- Evaluation
- Audit-finalize cost and savings, initial design
- ESA
- Final Design
- Construction
- Commissioning / M&V
- Performance Term / M&V
- Guaranteed Savings

Energy Design Build

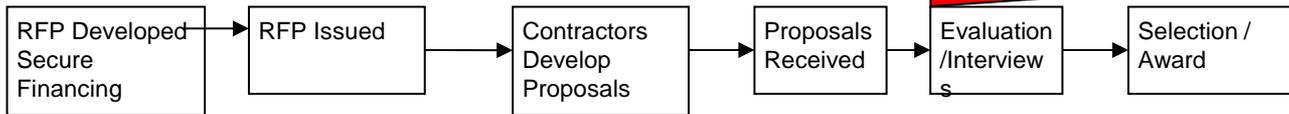
- Study, up to 30% design
- RFP
- Evaluation
- ESA
- Final Design
- Construction
- Commissioning / M&V
- Possible Post Construction Maintenance

Project Process (Performance Contracting)

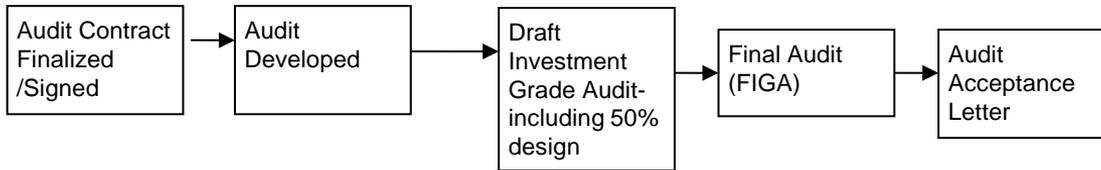
Study Phase



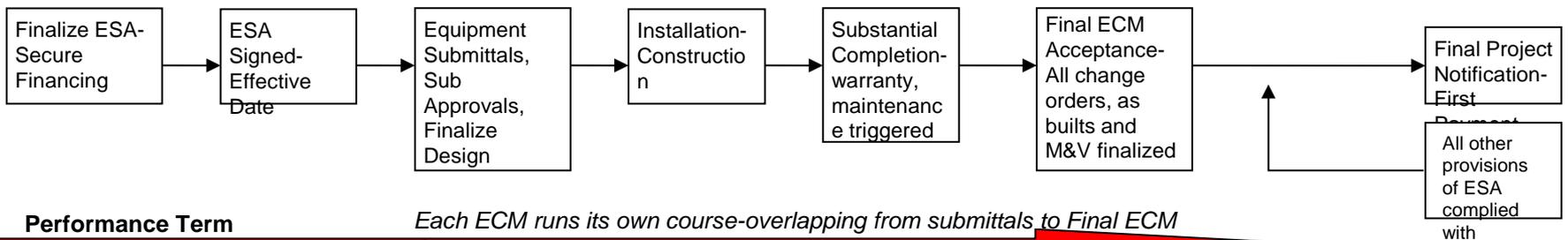
RFP Phase



Audit Phase

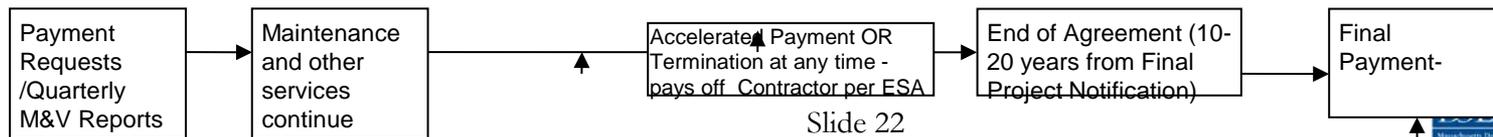


Construction/Installation Term (Can be Phased)

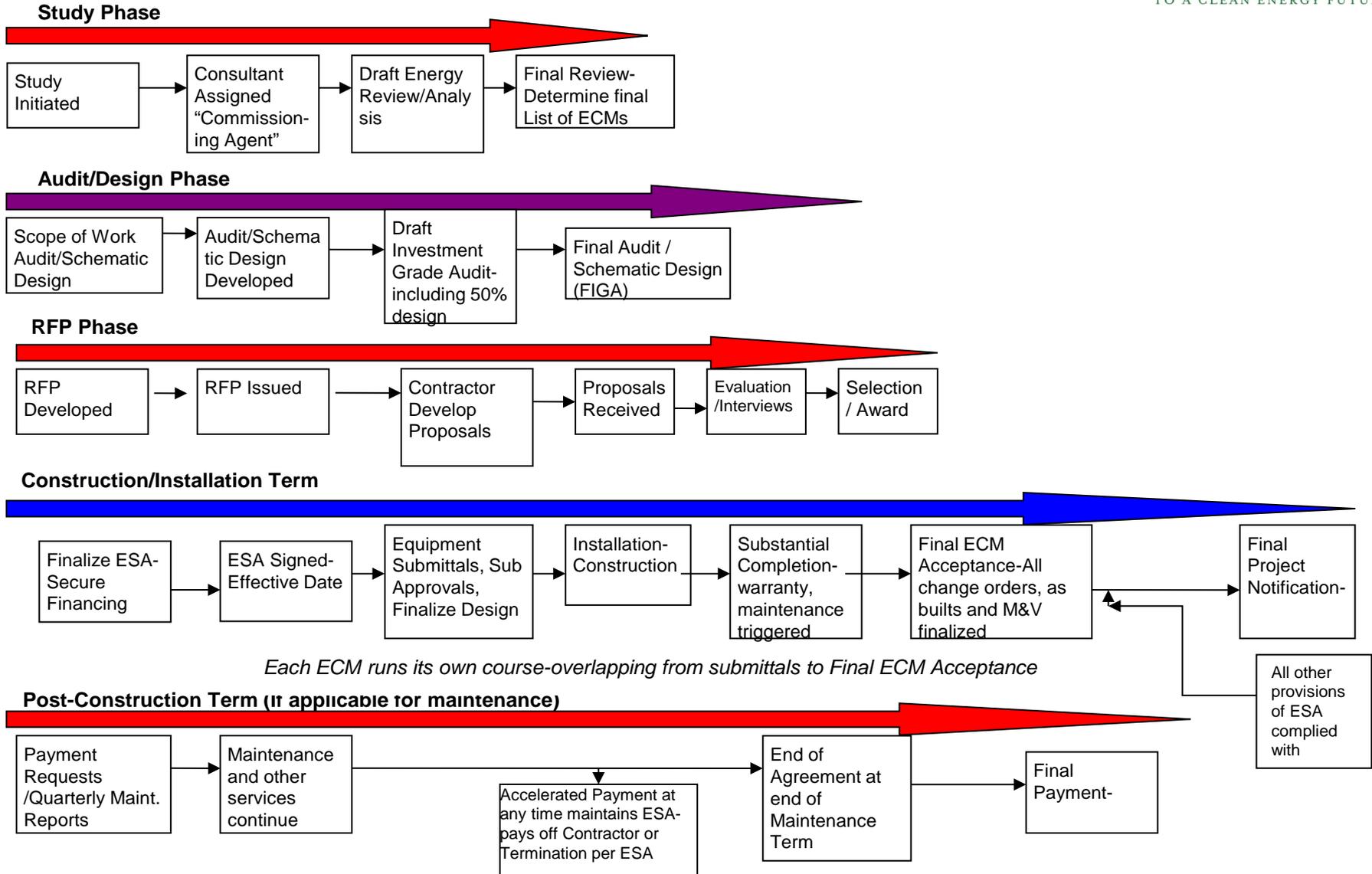


Performance Term

Each ECM runs its own course-overlapping from submittals to Final ECM Acceptance



Project Process (Energy Design Build)



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Meet & Greet

Innovative Utility Vendor Contracting



DCAMM is signing direct contracts with utility vendors with the authority of the MA Green Communities Acts. These contracts will use pricing already negotiated by utility companies.

In December 2012, RISE Engineering (a division of Thielsch Engineering, Inc.) became the first vendor to execute the new DCAMM Utility Vendor contract.

DCAMM is reaching out to all utility vendors to offer participation in program.



DCR coordination meeting at Nantasket Beach Reservation in Hull, MA.

Utility Vendor Program

Total Sites	486 sites
Total Invest	\$24,000,000
Invest per Site:	< \$100,000
Procurement:	Utility vendors and small contracts



MA Highway Department (MHD) - Depots

Buildings

Include small to moderate size buildings, usually under 50,000 square feet, but some may be larger.

Work

Include audits and installation of simple fix measures (lighting, motors, thermostat and minor controls, weatherization, insulation, appliances, etc.)



MA Depart. of Conservation & Recreation (DCR) - Reservations and Parks

Example Project – Small Site

Military Division

Concord Armory Concord, MA

Project Overview:

- 36,500 square foot facility consisting of a gymnasium, offices, classrooms and a cafeteria.
- Recommended ECMs:
 - ✓ Lighting improvements
 - ✓ Occupancy sensors
 - ✓ Upgrade HVAC controls - will save 1,891 gallons of oil per year
 - ✓ Insulation
 - ✓ Window replacement
 - ✓ Refrigerator replacement



Military Division Armory, Concord, MA

Financials:

- Total estimated investment of \$61,000.
- Estimated annual savings of \$19,000.

Example Project – Small Site



Department of Conservation and Recreation

Wompatuck State Park Hingham, MA

Site Overview:

- Recommended energy conservation measures (ECMs):
 - ✓ Lighting and lighting controls
 - ✓ Programmable Thermostats
 - ✓ Insulate Attic, Replace Storm Windows
 - ✓ Replacement of Refrigerator



Wompatuck State Park

Financials:

- Total estimated investment of \$33,000.
- Estimated annual savings of \$14,000.

Example Project – Small Site

Fisheries, Wildlife & Environmental Law Enforcement

Plum Island Fishery

Newburyport, MA

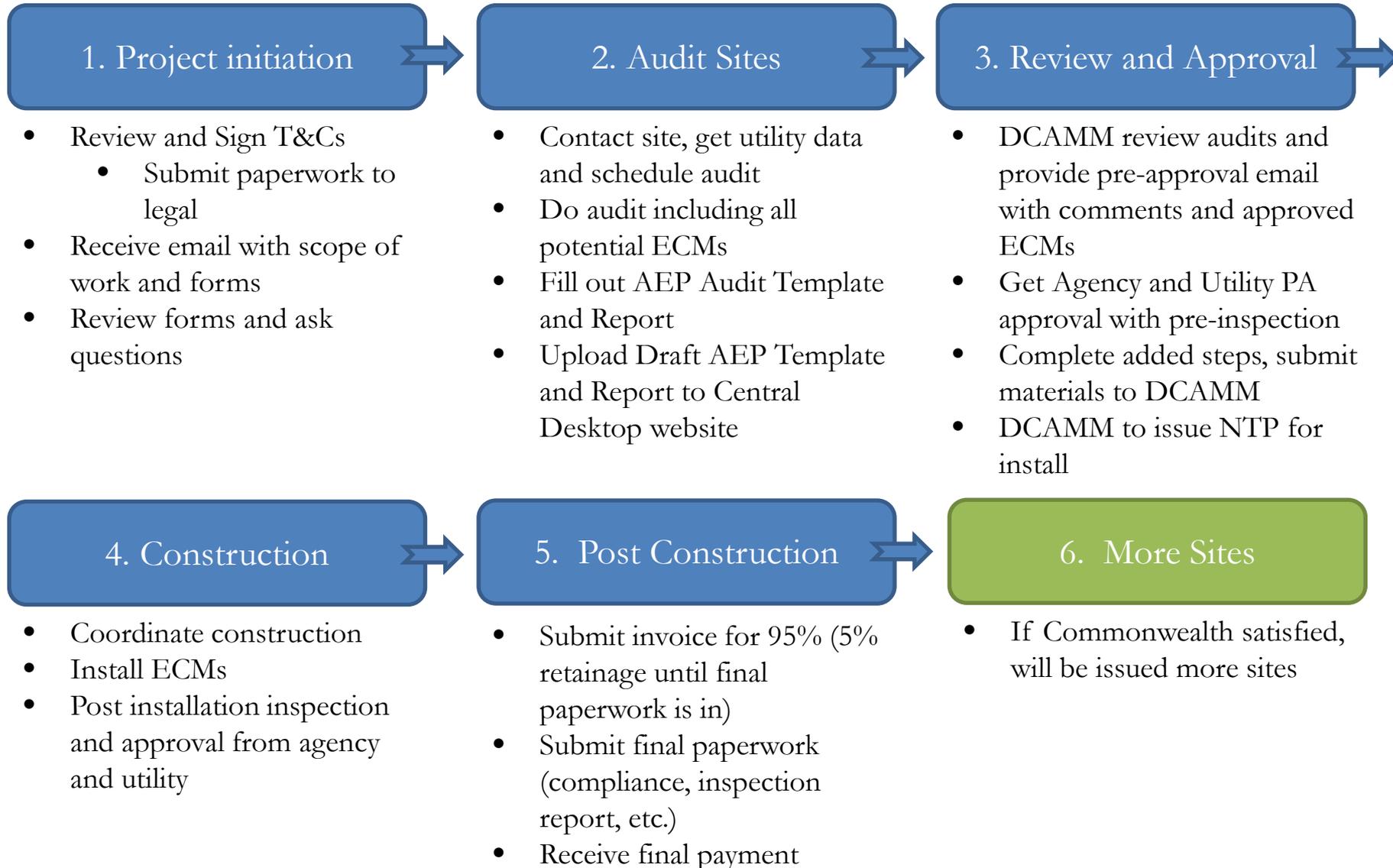
Project Overview:

- Two-story warehouse structure holds large filtration tanks for storing and cleaning commercially harvested shellfish.
- Recommended energy conservation measures (ECMs):
 - ✓ Lighting upgrades
 - ✓ Electric Motors
 - ✓ Retro-Commissioning
- Total estimated investment of \$18,000.
- Estimated annual savings of \$2,000.



Existing lighting conditions in fishery

Project Process (Utility Vendor Program)



Utility Vendor Program (Projects under \$100k)

- Prime contractor needs contact with utility to be approved vendor
- New process for all agency projects managed through DCAMM
- Standardized audit templates, narratives, and scopes of work
- Streamlined contract
- M/WBE based on contracted bundle of sites (not each individual sites)
- Simplified selection of vendors based on performance

Large Projects

- Standardized audit templates, narratives, and scopes of work
- New and improved RFP format (Q&A, Form E, Financial)
- Progress payments on all projects
- M/WBE goals are 10.4% for construction, however, AEP goal is to get higher
- Electronic workforce reporting
- LEAN process improvement to streamline RFP selection and contract signing

QA Measures

- Agency Review Guidelines
- Standard Audit Template & Report
- Updated RFP Scopes of Work
- ECM Implementation Guidelines
- Vendor Performance Database
 - Timeliness
 - Responsiveness
 - Completion of Scope of Work
 - Facility Manager Satisfaction
 - MWBE Compliance

QC Checks

- Technical QC of All Audits
- Random QC Inspection of Work
- Random QC of Entire Project Delivery

Standard Audit Template & Report

Audit Template Elements

Inputs

- Site, Assets, Measures, Form B

Code-related observances

Site Variances

Output Summaries

- Audit, Building, ECMs

Site - Audit Template									
Audit Date	1/17/2013			Site Contact - Name	Jay Quinn				
CAMIS Site Code	TRC24			Site Contact - Title	Maint. Supr.				
Site	GARDNER DISTRICT COURT			Site Contact - #	978.343.3824 ©				
Secretariat	Judiciary			Site Contact - Email					
Agency	TRIAL COURT			Auditor Prime	RISE Engineering				
Site Address	108 Matthews Street			Auditor Sub	na				
Site City	Gardner, MA			Auditor - Name	Joe Hall				
Site ZIP	01440			Auditor - Title	Lead Energy Auditor				
Prim Elect Util	National Grid			Auditor - #	401.413.2455 ©				
Project Number	AEP1301E UT1			Auditor - Email	joehall@thielsch.com				
Data Source	Contract								
Date of NTP	1/4/2013								
			Consumes						
Building Codes	Building Name	Sq Ft	Audited	In Use	Elect	Fossil	Water		
Totals	2	17,425	2	1	1	-	1		
308TRC9810	GARDNER COURTHOUSE	17,260	Y	Y	Y	N	Y		
308TRCPB01	STORAGE SHED	165	Y	N	N	N	N		

Ready | Instructions | Reference | **Site-Input** | Asset-Input | Measures-Input | Utility Accounts-Input | Form B-Input | Code-Related O

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Meet & Greet

What You will need to be DCAMM Certified?

- DCAMM Contractor Certification Application
 - With all required documentation
- Application Fee
- Passing Evaluations for recently completed projects

Prime

- Prime/General threshold: Estimated Construction Cost \$100,000
- Prime/General required for the 28 Categories of Work listed in M.G.L. c. 149
- Prime/General must be DCAMM certified in Category of Work to bid project

Prime Evaluations Required

1. 20 projects
2. Over \$80,000 each project
3. Within the last 5 years

Sub-Bidder (not applicable for 25A)

- Filed sub-bid threshold: Estimated Construction Cost \$20,000
- Filed sub-bids required for the 18 trades listed in M.G.L. c. 149, §44F
- Filed sub-bidders must be DCAMM certified in trade.

Sub-Bidder Evaluations Required

1. 10 projects
2. Each project over \$20,000
3. Within the last 3 years

Categories of Work

* General Building Construction

Alarm Systems

Asbestos Removal

De-leading

Demolition

Doors & Windows

* **Electrical**

Electronic Security Systems

Elevators

* Energy Management Systems

Exterior Siding

Fire Protection Sprinkler Systems

Floor Covering

Historical Building Restoration

Historical Masonry

Historical Painting

Historical Roofing

* **HVAC**

Masonry

* Mechanical Systems

Modular Construction/ Prefab

Painting

* **Plumbing**

Pumping Stations

Roofing

Sewage and Water Treatment Plants

Telecommunications Systems

Waterproofing

Special

(for DCAMM pre-approved projects only)

Cross Over Categories are Red

* Common categories for Prime for Chapter 25A

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Meet & Greet

Overview of Chapter 25A Section 11C

Procurement process

Types of Contracts

Design- Build Energy Service Agreement (ESA)

- DCAMM provides approximately 30% design drawings

Comprehensive Energy Service Agreement (ESA)

- Contractor is responsible for audit, design, and construction of Project

Utility Vendor Terms and Conditions (T&C)

- Utility Vendor contracts for less than \$100,000
- Aggregate limit of \$500,000
- Once audit is performed DCAMM will evaluate report and determine the scope of work for the project, if any.
- Parties will then enter into a contract.

Design-Build ESA Schedules

- Scope of Work
- Construction Schedule
- Energy Savings
- System Start-Up/Commissioning
- Contractor's Monitoring/Maintenance
- Customer's Maintenance Responsibilities
- Services / Warranties
- Training Schedule
- Payment Schedule
- M/WBE Goals
- RE & Field Office
- Sustainable Design Guide

Design-Build ESA Forms

- Schedule N: Close Out Forms
 - Substantial Completion
 - Final Completion
- Schedule O: Change Order Forms
- Exhibit IV: Trench Application and Permit Forms
- Exhibit VIII: Certified Payroll and MBE-WBE Forms

Comprehensive ESA Schedules

- Scope of Work
- Construction Schedule
- Energy Savings
- System Start-Up/Commissioning
- Contractor's Monitoring/Maintenance
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Comprehensive ESA Forms

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- Exhibit IV: Trench Application and Permit Forms
- Exhibit VIII: Certified Payroll and MBE-WBE Forms

Utility Vendor Terms and Conditions (T&C)

- **Schedule A**-Goals for Participation by M/WBE and Equal Employment Opportunity, Anti-Discrimination, and Affirmative Action Program (Executive Orders No. 524 and No. 526)
- **Schedule B**-Insurance Certificates
- **Schedule C**- Certificate of Compliance with State Tax Laws and With Unemployment Compensation Contribution Requirements
- **Schedule D**- Vote of Corporation
- **Schedule E**- Affidavit of Compliance
- **Schedule F**- Workforce Certification Form - (I-9)
- **Schedule G**- Payment Bond and Labor and Material Payment Bond Forms
- **Schedule H**- Trench Application and Permit Documents
- **Schedule I**- Executive Order 504 Certification Form
- **Schedule J**- Proof of Utility Vendor Status pursuant to M.G.L. c. 25A, §14

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Meet & Greet

Construction M/WBE participation Combined Goal -10.4%

* Applies to all projects advertised after January 1st, 2012

Construction Minority Workforce Goal - 15.3%

Construction Women Workforce Goal – 6.9%

* All projects awarded after August 1st, 2011 are required to submit workforce reports **electronically***

The following documents are required when identified as the Awardee (before contract signing):

1. Letter of Intent
2. Schedule of Participation
3. Current SDO certification of M/WBE Firm

Documentation required during performance period:

1. Certificate of Payment (Quarterly)
2. Certified Weekly Payroll
3. Weekly Payroll Records Report and Statement of Compliance
4. Payroll Affidavit
5. Certificate of Completion
6. Workforce Certification Form
7. Weekly Workforce report 1 & 2*
8. Qtrly Projected Workforce Table

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Mission: (OSBE) coordinates and promotes a comprehensive set of resources to support small business performance and growth statewide. The office offers strategy and organizational support to programs that recognize the role of small businesses in job creation and regional economic development. OSBE partners with the Commonwealth's many service providers of small business technical assistance and financing, as well as directly with small businesses to provide an atmosphere of success. We want to understand small business needs, provide appropriate programs, and advocate policy to enable economic growth and job creation.

André M. Porter

Executive Director

Office of Small Business and Entrepreneurship

10 Park Plaza, Suite 3730 Boston, MA 02116

Phone Number: (617) 973-8543 Fax Number: (617) 973-8554

E-mail: andre.porter@state.ma.us

Web Page: www.mass.gov/dbd/osbe

WHAT WE DO

- Help entrepreneurs and businesses connect with available public and private resources.
- Develop programs and resources to meet the needs of the small business sector.
- Offer strategy and organizational support to stakeholders that promote economic and business development.

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Meet & Greet

DCAMM Payment and Financial FAQs

Typical Questions

- How do I get set up as vendor?
- How do I get paid?
- Other...

The screenshot shows a web browser displaying the DCAMM website. The browser's address bar shows the URL 'mass.gov/anf/property-mgmt-and-'. The page header includes the 'Mass.gov' logo and navigation links for 'State Agencies', 'State A-Z Topics', and 'State Forms'. Below the header is a search bar and a navigation menu with categories like 'Budget, Taxes & Procurement', 'Employment, Equal Access, Disability', 'Property Management & Construction', 'Hearings and Appeals', 'Research & Technology', and 'Employee Insurance & Retirement Benefits'. The main content area is titled 'DCAMM Payment and Financial FAQ's' and contains three sections: 'My firm placed a bid on a Division of Capital Asset Management and Maintenance project. Who received the award?', 'How do I get paid for work performed?', and 'How do I reconcile my payment to my invoices?'. The right sidebar contains 'Forms & Publications' and 'Related Links' sections. The Windows taskbar at the bottom shows various application icons and a system tray with a 100% zoom level.

Questions and Answers

Thank you!

We look forward to working with you.