

## Program Ally On-Boarding Process and Criteria for Scoping Audits and Engineering Studies - Guidance Document

Thank you for your interest in being a Program Ally, working with your customers to support their participation in the Recreation Energy Conservation (REC) Program delivered by the Municipal Climate Change Action Centre (MCCAC). The REC Program helps municipally-owned recreation facilities reduce energy use and GHG emissions by providing financial incentives to help identify energy-saving opportunities and implement energy-saving projects. Through REC, municipalities can receive rebates for Scoping Audits and Engineering Studies that support investment decisions in addition to Implementation Project rebates for implementing energy efficient retrofits in their facilities. This document provides detailed information on the process and the on-boarding criteria used by MCCAC to pre-qualify candidate Program Allies to deliver Scoping Audits and Engineering Studies as part of the REC program.

The onboarding of Program Allies for the REC program is supported by Energy Efficiency Alberta (EEA) through the Custom Energy Solutions (CES) program in conjunction with MCCAC. Onboarding as a Program Ally gives access to both CES and REC programs. All Candidates are encouraged to create a profile in the [application portal](#) to initiate and participate in this On-Boarding process, and will be supported with feedback and guidance, within reason, at Energy Efficiency Alberta's discretion, in becoming a Program Ally. This On-Boarding process does not constitute an agreement for the Program Ally or Participant to receive funding. After review of the Information Cover Sheet and Capability Statement (along with the required supporting documents), Program Allies or their Participants can apply for Scoping Audit and/or Engineering Study incentive funding. Only upon receipt of an approved application can the Program Ally undertake a Scoping Audit or Engineering Study.

Once a Candidate Program Ally has been pre-qualified and has indicated interest in participating in the REC program, they will receive a REC PA Approval Letter from MCCAC. Once the executed REC PA Approval Letter is received, contact information will be added to the REC Program Allies List on the REC program [website](#) and they can begin assisting municipalities with applications for Scoping Audits and Engineering Studies. Only upon receipt of an executed REC Offer Letter to proceed with Scoping Audits and Engineering Studies can the Program Ally start a Scoping Audit or Engineering Study supported by the REC program.

A REC Program Ally Approval Letter alone does not constitute an agreement between the Program Ally, and MCCAC or its affiliates, nor does it guarantee work or funding for the Program Ally or any municipality involved to receive funding. MCCAC is not obligated to pre-qualify any candidate. No obligations or legal relations shall exist between the MCCAC, its affiliates, or any successful or rejected Program Allies. No payment will be made by the MCCAC for the costs incurred throughout the Program Ally on-boarding process.

[Energy Efficiency Alberta \(EEA\)](#), MCCAC, and CLEAResult are working together to on-board Program Allies into the [Custom Energy Solutions](#) and [REC programs](#). Candidates may apply for both programs or the program of their choice.

## 1. On-Boarding Instructions

Recreation Energy Conservation Program Ally Candidates must complete the Information Cover Sheet below along with all of the required materials (Program Ally Capabilities Statement) and electronically submit all materials by email to:

[REC@clearesult.com](mailto:REC@clearesult.com).

<b>Legal Business Name</b>	<b>Trade Name (DBA)</b>		
<b>Local Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Mailing Address</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Primary Contact</b>	<b>Email Address</b>		
<b>I confirm that I would like to be a Program Ally for the Recreation Energy Conservation Program.</b>			
<b>Signature</b>		<b>Date</b>	

## 2. REC Program Allies On-Boarding Process

Program Allies are services and specialized equipment firms that provide Scoping Audits and Engineering Studies focused on greenhouse gas reductions. Organization types may include engineering firms, and vendors and installers of high-efficiency industrial and commercial equipment. All these professionals help business customers learn about energy efficiency opportunities, types of upgrades and rebates – to help customers save energy and money.

MCCAC encourages the participation of Program Allies in the REC Program. The online portal will allow Candidate Program Allies to register and receive training on how to conduct a Scoping Audit or Engineering Study. Candidate Program Allies should refer to the [Scoping Audit and Engineering Study Requirements](#) to understand the Scope, Program Eligibility, Program Incentive and Application Process. The Requirements are included under “REC Documents” on the [REC Program webpage](#) as a separate attachment to this document.

Candidate Program Allies must demonstrate a high level of diligence in performing Scoping Audits or Engineering Studies and follow the reporting rules as established in the Requirements. Non-Compliance to these rules may result in Program Allies being removed from the Pre-Qualified Program Allies list.

Examples of Non-Compliance (not limited):

- Use of faulty equipment for M&V to establish base line energy use
- Attempts to over report savings without providing necessary details
- Failure to respond to Queries and Request For Information (RFI) in allotted time
- Undertaking work without prior experience in Specialty Areas (as defined in Appendix A)
- Failure to follow Safety Rules while performing work at Site.
- Submitting Scoping Audits / Engineering Study for Review without supporting documents
- Breach of Confidentiality Agreement(s)
- Any reports of complaints or repeated inconvenience caused to Customers
- Attempts to Co-Brand or act as Direct Sponsors for the REC Program on behalf of MCCAC without written Consent or Approval

MCCAC reserves the right to remove or exclude Program Allies from participating in the Recreation Energy Conservation Program at their sole discretion.

## 3. Additional List of Requirements for Scoping Audits

3.1 Candidate Program Allies must submit each of the following documents before the On-Boarding application will be reviewed:

- [ ] Copies of Scoping Audits performed by Candidate Program Ally within the past 12 months in Canada.
- [ ] Certificates of Insurance meeting the minimum requirements below (Section 6) and listing Energy Efficiency Alberta as the Certification holder
- [ ] Appendix A – Areas of Specialty or Expertise;
- [ ] Capabilities Statement. The Capabilities Statement should include the following and not exceed five pages:

- a. Itemize the technical services and any areas of specialty your company provides.
- b. Describe the experience of each person who will be providing the service and preparing the reports. Include licenses, registrations or other certifications.
- c. Provide a list of staff billable rates you charge to perform the above described services.
- d. Provide three references. Include name, title, company, address, telephone number and brief description of related work performed.
- e. Provide the address of the office you plan to work from in support of Recreation Energy Conservation Program.

Note: All reports and work at the Audit level has to be completed or supervised by a Professional Engineer registered in the Province of Alberta.

MCCAC may request additional references, proof of capabilities or other relevant information before it will determine that the Program Ally Capabilities Statement is complete for review.

#### **4. Additional List of Requirements for Engineering Studies**

4.1 Candidate Program Allies must submit each of the following documents before the On-Boarding application will be reviewed:

- [ ] Certificates of Insurance meeting the minimum requirements below (Section 6) and listing Energy Efficiency Alberta as the Certification holder
- [ ] Appendix A – Areas of Specialty or Expertise;
- [ ] Copies of Engineering Studies detailing the work performed by Candidate Program Allies within the past 24 months in Canada need to be included.
- [ ] Capabilities Statement. The Capabilities Statement should include the following and not exceed five pages:
  1. Itemize any areas of specialty that have been completed under detailed engineering assessment and study
  2. Describe the experience of individuals performing the engineering studies and preparing subsequent reports. This Includes licenses, registrations and any applicable certifications.
  3. Provide a list of staff billable rates you charge to perform the above described services.
  4. Provide three references. Include name, title, company, address, telephone number and brief description of related work performed.
  5. Provide the address of the office you plan to work from in support of the REC Program.

Note: All reports and work at the Engineering Study level has to be completed or supervised by a Professional Engineer registered in the Province of Alberta.

MCCAC may request additional references, proof of capabilities or other relevant information

before it will determine that the Program Ally Capabilities Statement is complete for review.

## **5. Minimum On-Boarding Audit and Engineering Analysis Capabilities**

- 5.1 Successful Candidate Program Allies will have demonstrated that they understand the objective of the REC Program, as well as industrial, institutional and commercial facilities energy use, the performance of energy-saving technologies, and are well-versed in the methods of energy auditing. In addition to the technical understanding of industrial, institutional and commercial systems, Candidates must also demonstrate experience in energy assessment, and other forms of analysis covered in this document. Candidates are encouraged to focus their efforts where they have the deepest expertise. To that end, Candidates will identify their priority interest areas by either type of market sector or energy system end use as part of their Capabilities Statement.
- 5.2 Program Allies will have office(s) in the Province of Alberta to be eligible to apply and participate in the REC Program.
- 5.3 By submitting materials in this On-Boarding Process, Candidates warrant that they hold all necessary licenses or proper certifications from all appropriate municipalities and governmental agencies in the Province of Alberta in which services will be performed, and that such licenses are now and shall remain current and in good standing. Candidates shall provide MCCAC with a copy of the required licenses if and when they are requested.
- 5.4 Program Allies understand that they do not act as Sponsors of the REC Program and should not try to co-brand the REC Program on behalf of MCCAC.

## **6. Required Insurance**

- 6.1 Worker's Compensation Insurance: Statutory Workers Compensation in accordance with the Province of Alberta and local requirements.
- 6.2 Employers Liability insurance with a minimum occurrence limit of;
- 6.2.1 Injury by accident \$1,000,000 each accident,
  - 6.2.2 Bodily injury by disease \$1,000,000 policy limit and
  - 6.2.3 Bodily injury by disease \$1,000,000 each employee.
- 6.3 Commercial General Liability Insurance, written on an occurrence basis, including bodily injury, property damage, personal injury, advertising injury, products and completed operations, and contractual liability, in an amount not less than:
- 6.3.1 Each Occurrence Limit \$1,000,000
  - 6.3.2 Products/Completed Operations Aggregate Limit \$1,000,000
  - 6.3.3 Advertising Injury and Personal Injury Limit \$1,000,000
  - 6.3.4 General Aggregate \$2,000,000
- 6.4 Business Automobile Liability Insurance with a minimum limit of \$1,000,000 liability for bodily injury and property damage for all owned, rented, leased or hired vehicles used in

conjunction with this Agreement;

6.5 Professional Liability, Errors and Omissions insurance in an amount not less than \$1,000,000 each claim.

The corresponding coverage held by the Candidate is for the sole use and protection of the Candidate. All coverage obtained and maintained by the Candidate shall be primary to and non-contributory with any and all applicable coverage held by Energy Efficiency Alberta. All coverage obtained and maintained by the Candidate shall contain cross-liability coverage and severability of interest's language.

## **7. Notice of Program Allies Selection**

Following its review of Candidate's submitted materials, CLEAResult will notify selected Candidates whether they have been successful in becoming a Program Ally. Each approved Candidate will have an acknowledgement period of 5 working days to sign-off the approval letter and return to MCCAC. Following the sign-off, the Program Ally can proceed to take on projects, as specified in Appendix 1 of this document.

## **8. Pre-Screening Governing Provisions**

By submitting a Capability Statement in this On-Boarding, Candidates acknowledge and agree to the following provisions:

Right to Accept or Reject Pre-screen capabilities: MCCAC reserves the right, in its sole discretion, to reject any or all applications in whole or in part, or to waive any minor irregularities or informalities in an application. In addition to any other enumerated reserved rights and/or options as stated in this On-Boarding, MCCAC may in its sole discretion do any one or more of the following:

- Determine which Candidates are eligible for consideration in response to this On-Boarding;
- Not select Candidates that do not meet On-Boarding requirements;
- Select Candidates who are most responsive to the On-Boarding and whose Capabilities Statement best satisfy the interests of MCCAC;
- Issue additional subsequent On-Boarding criteria that that would supersede and replace this one;
- Vary any timetable or schedule, add or change any provisions discussed herein;
- Suspend or modify the On-Boarding process at any time;

**No Commitment:** MCCAC is not obligated to enter into any agreement with any Candidate. No selection resulting from this On-Boarding will be considered a commitment, and no obligations or legal relations shall exist between MCCAC and any selected Candidate(s).

**Ownership and Return of Application Materials:** All materials submitted shall become the property of MCCAC and shall not be returned to the respondent.

**Costs:** Application materials prepared in response to this Pre-screening Process will be prepared at the sole cost and expense of the Candidate and with express understanding that there will be no claims whatsoever for reimbursement from MCCAC.

**Liability:** MCCAC's and its Third-Party Administrator's sole liability hereunder is limited to paying the properly qualified Rebates specified herein. Neither the AUMA, the MCCAC, its Third-Party Administrator, or any of their directors, officers, consultants, agents, servants or their respective successors and assigns will have any liability whatsoever or howsoever to the Municipality, or any of its employees, representatives, directors, or officers, or any of them, in connection with these Terms and Conditions, the Project or any application submitted to MCCAC under these Terms and Conditions.

Neither AUMA, the MCCAC, its Third-Party Administrator nor any of their affiliates are or will be liable to the Municipality or to any other party for a Contractor's failure to perform, for failure of the Installed Incentivized Equipment and Products to function, for any damage to the Municipality's premises caused by the Contractor, or for any and all damages to property or injuries to persons caused by or arising from any activities associated with the REC program.

## APPENDIX A. Candidate Areas of Specialty and Expertise

Please use the boxes to indicate your firm's *top five* areas of specialty or expertise in each section below. Feel free to describe rationale, but please limit yourself to no more than five selections in each section. Please return these two pages with your capabilities statement.

### Market Sector Experience (Top Five)

- |   |  |
|---|--|
| <input type="checkbox"/> Mining, quarrying and oil & gas extraction                                 | <input type="checkbox"/> Pipeline transportation                               |
| <input type="checkbox"/> Utilities  | <input type="checkbox"/> Warehousing and storage                               |
| <input type="checkbox"/> Manufacturing  | <input type="checkbox"/> Waste management and remediation services             |
| <input type="checkbox"/> Petroleum and petroleum product  | <input type="checkbox"/> Community colleges & Universities                     |
| <input type="checkbox"/> Wholesalers Food, beverage and tobacco                                     | <input type="checkbox"/> Business Schools and Computer and Management Training |
| <input type="checkbox"/> Merchant wholesalers   | <input type="checkbox"/> Technical and Trade Schools                           |
| <input type="checkbox"/> Motor vehicle and motor vehicle parts and accessories merchant wholesalers | <input type="checkbox"/> Hospitals   |
| <input type="checkbox"/> Building material and supplies merchant wholesalers                        | <input type="checkbox"/> Recreation facilities                                 |

### Energy System End Use (Top Five):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Chillers                     | <input type="checkbox"/> HVAC                  | <input type="checkbox"/> Cogeneration / Combined Heat and Power (CHP) systems |
| <input type="checkbox"/> Chilled Water Systems        | <input type="checkbox"/> Fan & Blowers         | <input type="checkbox"/> Others (please explain)                              |
| <input type="checkbox"/> Pool heating                 | <input type="checkbox"/> Compressed air        | _____   |
| <input type="checkbox"/> Refrigeration and ice plants | <input type="checkbox"/> Pumps                 |   |
| <input type="checkbox"/> Boilers                      | <input type="checkbox"/> Heat Recovery Systems |   |
| <input type="checkbox"/> Steam Systems                | <input type="checkbox"/> Motors and Drives     |   |
| <input type="checkbox"/> Hot Water Systems            | <input type="checkbox"/> Lighting              |   |
| <input type="checkbox"/> Water Heating                |  |   |



# APPENDIX B. Program Ally Pre-Screening Workflow for Scoping Audits and Engineering Studies



