

# South Bay Cities Council of Governments

October 10, 2016

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, Executive Director

RE: Assistance to SBCCOG with energy audits for the Green Building Challenge with GSE Solutions

## Adherence to Strategic Plan:

Goal A: Environment, Transportation and Economic Development. Facilitate, implement and/or educate members and others about environmental, transportation and economic development programs that benefit the South Bay.

## Background

The SBCCOG has requested assistance from GSE Solutions for the completion of up to a total of 10 energy audits for the Green Building Challenge program. This work was approved in the GSE Solutions contract on November 19, 2016 by the SBCCOG Board on a task order basis. The assistance will be provided in substantial compliance with the Scope of Work described as follows:

### **Scope of Work: Perform Energy Audits**

GSE Solutions will conduct ASHRAE Level I energy analyses that will identify and provide a savings and cost analysis of low-cost/no-cost measures. These analyses will provide listings of potential capital improvements that merit further consideration, and an initial judgment of potential costs and savings. The identified energy cost savings measures will be prioritized based on simple payback. Site visits are required for at least 5 locations.

In addition to the identifying and providing savings and cost analyses of measures, GSE Solutions will provide savings calculation and incentive application assistance. GSE will identify applicable utility incentives and develop calculations and collect information needed to prepare the applications.

GSE will assist SBCCOG staff with completing the energy audit reports for the customers with all findings from audits.

The tasks to be completed per each business can be found in Attachment A.

### **Schedule**

- Start: October 1, 2016
- Complete energy audit reports for first 5 customers that have already completed site visits: October 24, 2016
- Complete remaining 5 site visit assessments: November 1, 2016
- Complete all energy audit reports: November 15, 2016
- Contract End: November 15, 2016

### **Budget**

The budget for this task order shall not exceed \$10,000.

**SUBMITTED BY:**

**GSE Solutions, LLC**

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Name: Greg Stevens, Principal

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Date

**APPROVED BY:**

**South Bay Cities Council of Governments**

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Name: Jim Osborne, Chair

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Date