



Efficiency Works™
Business



Efficiency Works Building Tune-up retrocommissioning program guide

Effective March 2025

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Section 1

Program overview and eligibility

1.1 Program overview

Many buildings have never gone through a formal, systematic commissioning or quality-assurance process and are likely performing below their optimal potential. Efficient operation of existing major building systems presents significant potential for energy and demand savings, usually with little or no capital investment. Recommissioning, or retrocommissioning,¹ is a building tune-up that not only identifies problems with HVAC systems due to operational deficiencies or design flaws that occurred during construction, it also identifies and recommends solutions to problems that have developed during the building's existence. Retrocommissioning assists with equipment and system functionality and optimizes integrated facility operation to reduce energy waste and improve building performance and occupant comfort.

One of the primary objectives of the Efficiency Works portfolio is to offer participants opportunities to help manage their energy expenses. Efficiency Works Business provides incentives for many energy efficient technologies and products available in today's market. The Efficiency Works Building Tune-up (BTU) program uniquely builds upon the Efficiency Works portfolio of offerings by providing energy analysis services to identify low cost and no cost energy efficiency measures through multiple path retrocommissioning (RCx) offerings: RCx light and RCx full, depending on the size and complexity of a facility.

The BTU program is an energy efficiency offering that provides participants expert building analysis and RCx study services at little to no cost to help lower participants' electric energy costs by optimizing a facility's energy using systems. Energy savings are realized through the systematic evaluation of facility systems and participants' implementation of cost effective measures targeted to improve facility operation. In many cases, these measures also improve occupant comfort and production efficiency. Participation in the BTU program requires participant commitment to implement certain measures identified through the RCx process. More details on these requirements are identified in section 2.1.

BTU is a service incentive program. This means the RCx analysis is the incentive to the participant and is fully funded by Efficiency Works. To maximize the savings identified in the analysis, the participants are required to participate in the process by attending meetings and assisting retrocommissioning service providers (RSPs) in acquiring facility information. Depending on the retrocommissioning path, participants will be required to commit funds for implementation of any retrocommissioning measures with an under two year payback up to \$2,500 for RCx light and \$10,000 for RCx full.

¹Recommissioning is the commissioning of a building that has been previously commissioned in its lifetime. Retrocommissioning is the commissioning of a building that has not previously been commissioned. For purposes of the Efficiency Works BTU program documents, the term retrocommissioning will be used for both recommissioning and retrocommissioning.

Section 1**Program overview and eligibility****1.2 Program requirements and facility eligibility****Eligible participants include existing facilities that meet these requirements:**

1. The project site is a commercial electric customer of Estes Park, Fort Collins, Longmont or Loveland.
2. No major renovation or large capital investments for the facility are pending or planned in the next 24 months.
3. The owner/operations and maintenance staff express a commitment to active involvement in the process.
4. The participant meets the pre screening criteria for RCx potential (via a pre screening tool provided by the program).
5. The facility has a functioning central control energy management system (EMS) (e.g., direct digital control, pneumatic direct digital control hybrid).

The participating company and their operations and maintenance (O&M) staff must express a commitment to be actively involved in the RCx process. Active involvement includes:

- Providing access to the facility.
- Providing time for facility personnel to review reports, provide feedback, and provide guidance and assistance on next steps.
- Providing and assisting with the reporting and collection of information pertaining to the RCx of the facility.
- Willingness to implement identified energy efficiency measures.

The estimated time commitment from the participant to support the RCx full path is approximately 60 to 100 hours from a senior facility engineer or manager over the 10- to 12-month project duration. Participant support for the RCx light path is approximately 20 to 60 hours from a facility engineer or manager over the 6- to 8-month project duration.

In reviewing project applications, Efficiency Works will identify evidence that cost-effective RCx opportunities exist. The following criteria shall be met at a minimum to participate:

- Facility estimated savings must meet minimum prescreen requirements or RCx light:
 - $\geq 75,000$ annual kWh
- Facility estimated savings must meet minimum prescreen requirements for RCx full:
 - $\geq 200,000$ annual kWh
- The participant must commit to spend at least \$2,500 on retrocommissioning measures with two year payback or less for RCx light and \$10,000 on retrocommissioning measures with two year payback or less for RCx full.
- The facility must have an existing and functional energy management system (direct digital control and/or pneumatic direct digital control hybrid).
- The facility must have cooling and/or electric heating.

Section 1

Program overview and eligibility

In addition to meeting the minimum criteria above, the following factors will also be considered in the eligibility screening:

- The facility should have accessible and up to date building usage trending data and records (preferred).
- The facility should be free of major problems requiring capital repairs or replacements and have no planned major system renovations or retrofits in the next 24 months (required).
 - A major renovation is defined as a change in facility use or where the existing system will not meet participant projected requirements within the existing facility square footage.
 - A retrofit is defined as changes, modifications or additions to systems or equipment in the existing facility square footage.
- Standard new construction buildings are eligible for the program after 5 years of operation if all of the above criteria are met. Buildings that have undergone a major renovation or upgraded controls are eligible after 2 years of operation if all of the above criteria are met.
- For buildings that are less than 5 years old, evidence must be presented to the Efficiency Works Business retrocommissioning team that demonstrates that a retrocommissioning study is warranted and will result in viable energy savings potential. Examples of evidence that demonstrate a need for a retrocommissioning study may include:
 - Energy model versus current op
 - EUI (Energy Usage Intensity)/electricity dramatic change between opening and current state
 - Significant space use change
- Buildings that have previously undergone a Retrocommissioning project within the Efficiency Works RCx program may be eligible for repeat participation but must meet certain criteria to ensure viable energy savings potential:
 - The building should have completed its initial RCx study at least five years prior to the application for another study. This timeline allows for sufficient time to implement previous recommendations and observe their effectiveness.
 - The building's energy usage data should indicate a notable increase in consumption since the initial RCx study. This deviation signals the potential for new opportunities. Trend data must be provided at the time of preapproval.
 - Significant changes in building use, occupancy patterns, or major renovations may warrant a reevaluation through a subsequent RCx study.

Project definition: A standard project is defined as a contiguous building with common HVAC controls and is eligible for one study incentive if all the above criteria are met. In some instances, a nonstandard project may be considered for eligibility, examples include:

- A facility may justify being approached in multiple phases or projects if a facility operates as a campus with varied building use cases, has varied levels of occupancy, and/or has a central heating or cooling plant being addressed after the building end-uses. Projects are not defined by the electric meter and any facility with more than one electric meter is not automatically eligible for more than one study incentive.
- More than one facility with similar use cases, occupancy, and current controls schemes owned or operated by the same participant may be bundled together to meet the eligibility requirements.

Section 1

Program overview and eligibility

It is required that requests for nonstandard projects are communicated to the Efficiency Works Retrocommissioning team prior to entering a contract with a customer and additional documentation to outline the justification for a nonstandard project must be provided for review. To initiate a nonstandard review, complete a draft project application and email the Efficiency Works Business Retrocommissioning team describing the nature of the request and include any relevant documentation to support the justification. Approval for nonstandard projects will occur via email prior to project application submission so accurate project scope discussions can be had with the participant prior to them signing the participant agreement. Any nonstandard projects are considered ineligible until express written permission is given by the Efficiency Works Retrocommissioning team.

Participant definition:

For the purposes of Efficiency Works energy efficiency programs, a participant is defined as a company or organization that is taking ownership and responsibility for the site and project, and receives commercial electric service from one of the following utilities: Estes Park Power and Communications, Fort Collins Utilities, Longmont Power & Communications or Loveland Water and Power. A participant may be a holder of a single account, multiple accounts in aggregate or corporate accounts. For participants with multiple facilities, eligibility will be evaluated on a site by site basis depending on each project scope and program budget. Participants with one or more site can participate in multiple Efficiency Works projects and programs but will be subject to any applicable participant rebate caps.

Eligibility and final approval:

Efficiency Works retains the right to make final determination of participant and project eligibility for standard and non-standard projects. All projects and scopes require preapproval before any funds are committed. The Efficiency Works Retrocommissioning team will work with the RSP and participant to define the facility characteristics prior to issuing a final verdict on eligibility.

Section 2

Incentive information

2.1 Incentives

In the BTU program, RCx services are conducted exclusively by pre-approved RSPs. Efficiency Works incentives will cover up to 100% of the RCx study cost for an RSP to investigate and identify savings opportunities. The maximum study incentive amounts are \$15,000 for RCx light and \$40,000 for a RCx full. See the table below for details on RCx study cost incentives. To receive the RCx study incentives, participants will be required to attend meetings and assist RSPs in acquiring facility information. To receive the full study incentive, participants must commit the amounts in section 1.2 and the table below for the implementation of identified RCx measures with an estimated total project simple payback of two years or less, within a mutually agreed upon timeline with a service provider of the participant's choice. Participants who fail to comply with this requirement may be required to reimburse Efficiency Works for the full cost of any completed program funded RCx study costs incurred by the RSP.

Incentive payment structure is to be decided and agreed upon by the customer and RSP prior to submission of the application phase. Efficiency Works is able to pay the study incentive to either the customer or service provider, although it is recommended that it is paid to the RSP for simplicity and ease of payment. Whatever payment structure is agreed upon must be clearly outlined in the application documents. If the incentive should be paid directly to the RSP, the 'Alternate incentive payment recipient (registered service provider)' section of the RCx program participant

Section 2

Incentive information

agreement form (appendix A) must be filled out and signed by the customer. Similarly, the implementation incentive payment structure is to be decided and agreed upon by the customer and installation contractor prior to submission of the RCx program participant selection form. If the incentive should be paid directly to the installation contractor, the 'Authorization to pay an alternate recipient' section of the RCx program participant selection form (appendix B) must be filled out and signed by the customer. If incentives are being paid directly to the service provider, invoices must clearly list the customer as the beneficiary of the Efficiency Works incentive by including a discount equal to the incentive amount. Note that Efficiency Works' role is to facilitate the Building Tune-up program, ensuring requirements are met and paying the study incentive for approved applications. Efficiency works is in no way tied to any contractual agreements between the customer and the RSP that may stem from participation in the BTU program.

Retrocommissioning measures focus on improving the control of energy using equipment, especially HVAC, and do not involve equipment replacement or major capital expenditures. A list of eligible and ineligible RCx measure examples are provided below in section 3. For energy efficiency measures that are identified during the retrocommissioning study but are not considered retrocommissioning measures, additional incentives may be available through Efficiency Works' prescriptive or custom incentive offerings. For more information visit the Business rebates page on the Efficiency Works website. In this case, the study report should clearly delineate any identified measures that fall outside of the scope of RCx so the incentive and savings expectations are clear. All measures will also need to meet Efficiency Works' cost effectiveness criteria.

		RCx light	RCx full
Incentives	Study costs* (Must pass screening tool and be approved)	\$15,000 cap, must pass screening test and be approved <i>60% paid once investigation report submitted 40% paid once final plan/workbook submitted</i>	\$40,000 cap, must pass screening test and be approved <i>35% paid w/ submitted planning report 50% paid w/ submitted investigation report 15% paid w/ submitted final plan/workbook</i>
	Timely implementation bonus** (Limited availability)	\$2,500 per approved project (Covers the customer's upfront investment costs)	\$10,000 per approved project (Covers the customer's upfront investment costs)
	Incentives	Additional rebates may apply for opportunities identified outside of retrocommissioning measures	

*Any work completed by the RSP without formal approval is done at the RSP's own risk and may not be eligible for funding or reimbursement.

**RCx upgrades must be completed and submitted for payment within 6 months of the RCx application approval for RCx light path participants to be eligible for the timely implementation bonus. RCx upgrades must be completed and submitted for payment within 12 months of RCx application approval for RCx full path participants to be eligible for the timely implementation bonus.

2.2 Incentive availability

Participant applications for the BTU program will be reviewed on a first come, first served basis. Incentive funding will be reserved for participants who submit applications with all required information to participate in BTU. In the unlikely event that demand exceeds available incentive funds for a given budget year, Efficiency Works staff will coordinate with participants to identify alternative solutions. As BTU applications are approved, study funds associated with that application (project) will be reserved until completion of the study, based on agreed upon timelines. Study funds will be reserved for no more than 45 days beyond estimated completion date listed on the RCx application. Service provider shall notify Platte River immediately if completion of the project is expected to be delayed beyond this time. Implementation funds are available up to 6 months after application approval for RCx light projects, and up to 12 months after application approval for RCx full projects.

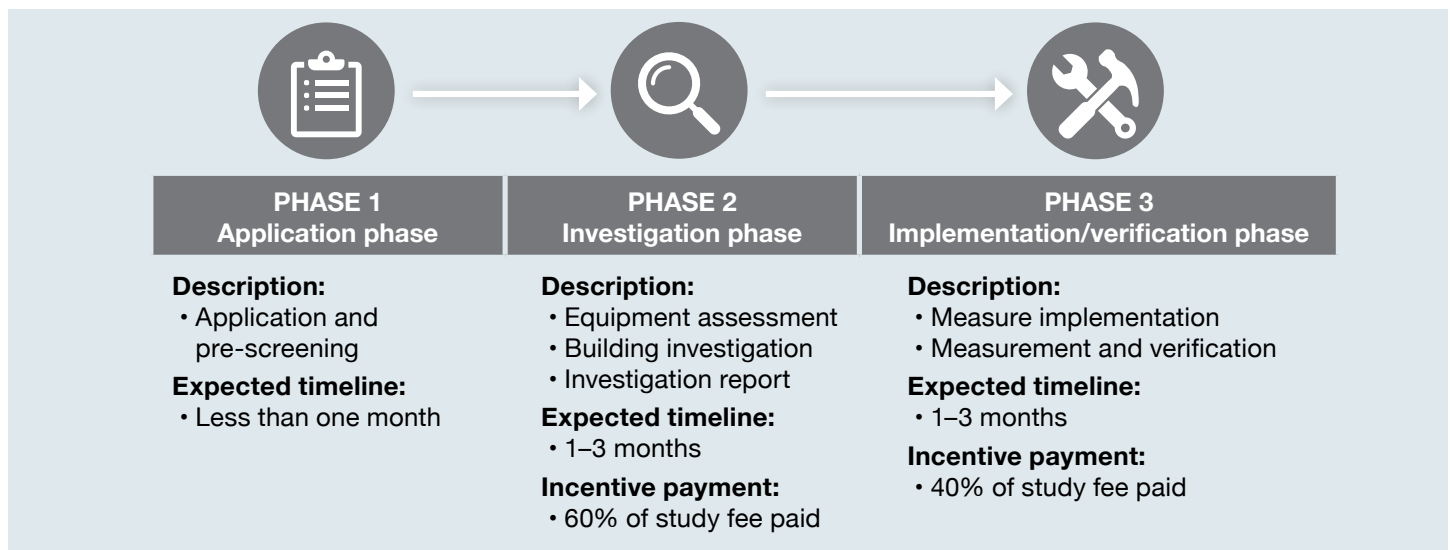
Section 3

Retrocommissioning paths

Efficiency Works' BTU program is an energy efficiency offering that provides expert building analysis to participants at little to no cost through multiple retrocommissioning paths. The program helps lower a participant's electric energy costs by optimizing a facility's energy-using systems. The focus of the BTU program is no and low cost RCx measures (RCMs) that save electric energy. The table below lists examples of eligible and ineligible RCMs. RCMs must be identified using standard RCx investigation methodology (i.e. trend analysis, point to point testing, customer interviews). Contact the program team for confirmation of measure eligibility.

Eligible RCMs	Ineligible RCMs
Reduce minimum outside air flow	Fuel switching
Correct economizer operation	Measures that negatively affect occupant comfort
Eliminate simultaneous heating and cooling	Major equipment replacement (capital expenditure)
Reduce/reset supply air static pressure setpoints	Measures necessary for basic facility operation
Eliminate chilled-water short-circuiting	Measures that produce electricity
Improve chiller or other equipment sequencing	Terminating or relocating existing processes/operations
Reduce/reset condenser water setpoints	Measures that compromise safety and/or code requirements
Troubleshoot outside of spec performance of packaged units	Gas measures
Improve equipment scheduling	Renewable energy installments
Reduce air flow in CV air-handling systems	Building envelope upgrades
Improve refrigeration-system controls	Retrofit and cooling rebate measures
Improve process controls	Lighting upgrades

3.1 RCx light path



Section 3

Retrocommissioning paths

3.1.1 Application phase

A project begins with the application phase. Project applications are completed by the service provider and submitted to Efficiency Works. Based on a review of submitted applications and project feasibility, Efficiency Works will approve projects on a first come, first served basis.

Efficiency Works may conduct an on site visit or telephone interview with facility personnel and review two years of historical utility data to gauge building and system condition as well as potential RCx opportunities. Upon acceptance of a project application, Efficiency Works will arrange a kickoff meeting with the participant's project team and the RSP.

If a facility is not selected to participate in the program, Efficiency Works may recommend one of the other energy efficiency programs as a better fit for that facility's needs.

RSP role:	Complete application and submit to Efficiency Works
Participant role:	<ol style="list-style-type: none">1. Agree to terms and conditions in the RCx participation agreement (Appendix A)2. Review and sign RCx study proposal indicating agreement to proceed with the service provider's proposal
Efficiency Works role:	Review application phase and deliver a program acceptance or rejection letter
Submission deliverables:	Completed prescreening tool, signed participation agreement form, and signed study proposal
Duration:	Approximately one month

3.1.2 Investigation phase

After a project is accepted into the program, work begins to establish the scope and timeline for the balance of the project. The investigation phase commences with a project kickoff meeting with the participant, the participant's facility staff and contractors, the RSP, Efficiency Works and potentially the utility account manager.

The investigation phase includes activities such as conducting detailed site assessments, performing diagnostic testing and trending setup and analyses to evaluate current facility operating procedures and equipment functionality. The participant's facility staff responsibilities during this phase are to provide building documentation and to support the RSP's orientation and knowledge regarding the building. These findings are used to assess potential measures and project economics.

As more data is collected and a better understanding of each possible RCM is determined, associated costs, savings and economic impacts will be updated and summarized in the investigation report and participant selection form. These documents will be used throughout the entire RCx process to communicate RCx opportunities and seek participant approval to proceed with implementation. In the event that additional RCx measures are discovered or existing measures are modified, the RSP will update the participant selection form and review such measures with the owner.

Upon completion of the investigation phase, a review meeting is held with the participant and service provider to review the scope of the findings in the investigation report, its impacts and the economics of the identified potential measures. At the completion of the review meeting, the participant reviews the RCx opportunities, acknowledges and agrees to the measures to be implemented and who will complete the implementation by signing the participant selection form.

Section 3

Retrocommissioning paths

Efficiency Works reserves the right to determine, at its sole discretion, the final scope of the RCx investigation report for eligible projects to continue participating in the program.

RSP role:

1. Generate investigation report and complete submission deliverables
2. Submit investigation phase for approval by Efficiency Works within 45 days of study report completion

Participant role:

1. Provide building documentation and support RSP's information collection process
2. Assist in the implementation of programming the data acquisition and trending. Also assist in the retrieval of setpoints and operation of relevant building systems and equipment as requested by the RSP.
3. At completion of the investigation phase, select measures with which to proceed into the implementation/verification phase and sign the participant selection form.

Efficiency Works role: Review investigation phase and pay out 60% of study incentive once approved

Submission deliverables:

1. RCx investigation report
2. Signed participant selection form (Appendix B)
3. Study invoice through investigation phase

Submission deliverables must meet minimum program requirements. Consult with program team or refer to service provider checklist for requirements.

Duration: 1–3 months

3.1.3 Implementation/verification phase

During the implementation effort, the RSP works hand in hand with the participant's implementation team to address the identified problems that were approved by the participant. The participant's implementation team includes the facility engineers; operational staff; and the mechanical, electrical and controls contractors. The goal of this phase is to fully implement all agreed upon RCx measures.

The implementation costs used to calculate project economics are based upon reasonable market costs as determined solely by the Efficiency Works program administrator. Resources to obtain market costs include, but are not limited to, industry accepted project estimation resources, vendor quotes or professional judgment. The participant is afforded the flexibility to use in house staff or an outside contractor to implement RCx measures. Final implementation costs may vary from the estimated market costs; however, the market costs will be used to document participant implementation obligations.

During the verification effort, the RSP evaluates facility trending data (from the building EMS, facility sub meters or utility meter) and revisits the site to verify that measures have been properly completed (e.g., new control strategies are functioning properly, repairs have been made, retesting has been conducted as needed) and are operating as intended. The RSP prepares and submits the verification report that summarizes the final findings and impacts of the project.

RSP role:

1. Perform final measurement and verification
2. Generate implementation and verification report and complete submission deliverables
3. Submit implementation and verification phase for approval by Efficiency Works within 45 days of study report completion

Implementation contractor role: Install participant selected measures

Section 3

Retrocommissioning paths

Participant role:

1. Assist with RSP's implementation and verification activities
2. Contract or arrange for implementation activities
3. Manage completion of recommended measures

Efficiency Works role:

Review implementation and verification phase and pay out remaining 40% of study incentive once approved

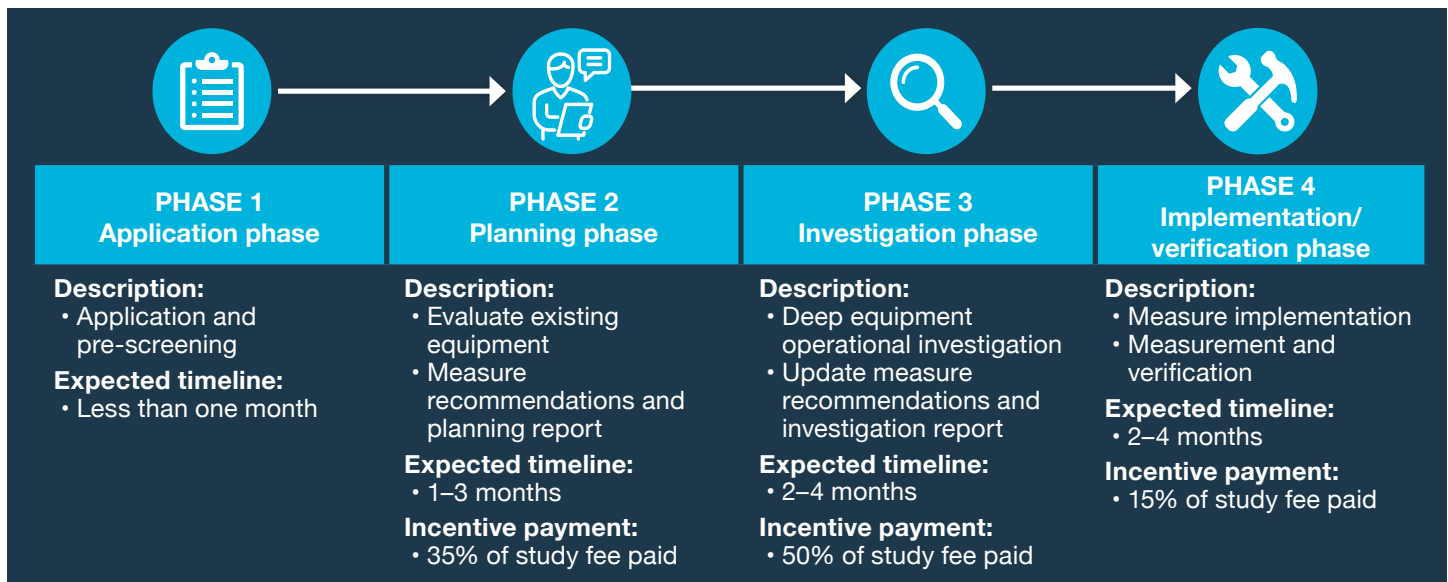
Submission deliverables:

1. RCx implementation and verification report
2. Implementation contractor W-9
3. Implementation invoice
4. Final study invoice

Submission deliverables must meet minimum program requirements. Consult with program team or refer to service provider checklist for requirements.

Duration: 1–3 months

3.2 RCx full path



3.2.1 Application phase

A project begins with the application phase. Project applications are completed by the RSP and submitted to Efficiency Works. Based on a review of submitted applications and project feasibility, Efficiency Works will approve projects on a first come, first served basis.

Efficiency Works may conduct an on site visit or telephone interview with facility personnel and review two years of historical utility data to gauge building and system condition as well as potential RCx opportunities. Upon acceptance of a project application, Efficiency Works will arrange a kickoff meeting with the participant's project team and the RSP.

If a facility is not selected to participate in the program, Efficiency Works may recommend one of the other energy efficiency programs as a better fit for that facility's needs.

Section 3

Retrocommissioning paths

RSP role:	Complete application and submit to Efficiency Works
Participant role:	<ol style="list-style-type: none">1. Agree to terms and conditions in the RCx participation agreement (Appendix A)2. Review and sign RCx study proposal indicating agreement to proceed with the service provider's proposal
Efficiency Works role:	Review application phase and deliver a program acceptance or rejection letter
Submission deliverables:	Completed prescreening tool, signed participation agreement form, and signed study proposal
Duration:	Approximately one month

3.2.2 Planning phase

Following acceptance of a project into the program, work begins to establish the scope and timeline for the balance of the project.

The planning phase commences with a project kickoff meeting with the participant representative, the participant's facility staff and contractors, the RSP, Efficiency Works and/or the utility account manager. The RSP completes a site assessment and data acquisition plan during this phase. The site assessment and data-acquisition plan identify system operational characteristics and parameters (e.g., static pressure, discharge air temperature, damper position) that will be collected using the building's EMS. The participant's facility staff responsibilities during this phase are to provide building documentation and to support the RSP's orientation and knowledge regarding the building. These findings are used to generate the RCx plan for the project and assess potential measures and project economics.

The RCx plan establishes the framework and direction for the investigation phase. Upon the plan's completion, a planning review meeting is held with the participant representative and engineering staff to review the scope of the plan, its impacts and the economics of the identified potential measures. At the completion of the planning review meeting, the participant reviews the RCx opportunities and acknowledges the measures to be investigated further during the investigation phase.

Efficiency Works will reserve the right to determine, at its sole discretion, the final scope of the RCx plan for eligible projects to continue participating in the program.

RSP role:

1. Perform initial facility assessment
2. Generate initial list of recommended energy conservation measures
3. Generate planning report and complete submission deliverables
4. Submit planning phase for approval by Efficiency Works within 45 days of study report completion

Participant role:

1. Provide building documentation and support RSP's information collection process
2. Assist in the implementation of programming the data acquisition and trending. Also assist in the retrieval of setpoints and operation of relevant building systems and equipment as requested by the RSP.
3. Review RSP generated list of recommended energy conservation measures and planning report

Section 3

Retrocommissioning paths

Efficiency Works role: Review planning phase and pay out 35% of study incentive once approved

Submission deliverables:

1. RCx planning report
2. RCx plan supporting calculations
3. Invoice through planning phase

Submission deliverables must meet minimum program requirements. Consult with program team or refer to service provider checklist for requirements.

Duration: 1–3 months

3.2.3 Investigation phase

The investigation phase commences with a project kickoff meeting with the participant representative, the participant's facility staff and contractors, the RSP, Efficiency Works and/or the utility account manager.

The investigation phase includes activities such as conducting detailed site assessments, diagnostic testing and trending setup and analyses to evaluate current facility operating procedures and equipment functionality. The participant's facility staff responsibilities during this phase are to provide building documentation and to support the RSP's orientation and knowledge regarding the building. These findings are used to assess potential measures and project economics.

As more data is collected and a better understanding of each possible RCM is determined, associated costs, savings and economic impacts will be updated and summarized in the investigation report or participant and participant selection form. These documents will be used throughout the entire RCx process to communicate RCx opportunities and seek participant approval to proceed with implementation. In the event that additional RCx measures are discovered or existing measures are modified, the RSP will update the participant selection form and review such measures with the participant.

Upon the investigation phase's completion, a review meeting is held with the participant representative and engineering staff to review the scope of the findings in the investigation report, its impacts and the economics of the identified potential measures. At the completion of the review meeting, the participant reviews the RCx opportunities, acknowledges the measures to be implemented and signs the participant selection form.

Efficiency Works reserves the right to determine, at its sole discretion, the final scope of the RCx investigation report for eligible projects to continue participating in the program.

RSP role:

1. Generate investigation report and complete submission deliverables
2. Submit investigation phase for approval by Efficiency Works within 45 days of study report completion

Participant role:

1. Provide building documentation and support RSP's information collection process
2. Assist in the implementation of programming the data acquisition and trending. Also assist in the retrieval of setpoints and operation of relevant building systems and equipment as requested by the RSP.
3. At completion of the investigation phase, select measures with which to proceed into the implementation/verification phase and sign the participant selection form.

Section 3

Retrocommissioning paths

Efficiency Works role: Review investigation phase and pay out 50% of study incentive once approved

Submission deliverables:

1. RCx investigation report
2. Signed participant selection form
3. Invoice through investigation phase

Submission deliverables must meet minimum program requirements. Consult with program team or refer to service provider checklist for requirements.

Duration: 2–4 months

3.2.4 Implementation/verification phase

During the implementation effort, the RSP works hand in hand with the participant's implementation team to address the identified problems that were approved by the participant. The participant's implementation team includes the facility engineers; operational staff; and the mechanical, electrical and controls contractors. The goal of this phase is to fully implement all agreed upon RCx measures.

The implementation costs used to calculate project economics of the measures under the program are based on reasonable market costs as determined solely by the Efficiency Works BTU program. Resources to obtain market costs include, but are not limited to, industry accepted project estimation resources, vendor quotes or professional judgment. The participant is afforded the flexibility to use in house staff or an outside contractor to implement RCx measures. Final implementation costs may vary from the estimated market costs; however, the market costs will be used to document participant implementation obligations.

During the verification effort, the RSP evaluates facility trending data (from the building EMS, facility sub meters or utility meter) and revisits the site to verify that measures have been properly completed (e.g., new control strategies are functioning properly, repairs have been made, retesting has been conducted as needed) and are operating as intended. The RSP prepares and submits the verification report that summarizes the final findings and impacts of the project.

RSP role:

1. Perform final measurement and verification
2. Generate final implementation and verification report and complete submission deliverables
3. Submit implementation and verification phase for approval by Efficiency Works within 45 days of study report completion

Implementation contractor role: Install participant selected measures

Participant role:

1. Assist with RSP's implementation and verification activities
2. Contract or arrange for implementation activities
3. Manage completion of recommended measures

Efficiency Works role: Review implementation and verification phase and pay out remaining 15% of study incentive once approved

Section 3

Retrocommissioning paths

Submission deliverables:

1. RCx implementation and verification report
2. Implementation contractor W-9
3. Implementation invoice
4. Final study invoice

Submission deliverables must meet minimum program requirements. Consult with program team or refer to service provider checklist for requirements.

Duration: 2–4 months

Section 4

Retrocommissioning service providers

RCx activities and services available through the BTU program will be delivered through approved RSPs. An overview of RSP program administration and coordination issues is presented in this section.

4.1 RSP selection process

RSPs will be selected through a competitive screening process and will be required to sign a participation agreement and become a part of the pool of qualified individuals/firms that provide services under the program. RSPs may be removed from the program at Efficiency Works' discretion. Examples of activities that will lead to removal include, but are not limited to:

- Failure to meet project timelines
- Poor quality deliverables
- False representation or marketing of the program to Efficiency Works and utility customers
- Failure to maintain required documentation to be a listed Efficiency Works service provider

4.2 Program marketing and participant communication

RSPs play a critical role in identifying viable RCx project opportunities and facilitating the participant application process. However, due to the fact that not all program applications will be accepted, extreme care must be taken to avoid creating false participant expectations and dissatisfaction with the process or Efficiency Works. Therefore, RSPs are responsible for understanding the entire suite of energy efficiency program options available within the Efficiency Works portfolio and should work with BTU program staff to determine which program is best suited for each participant. Efficiency Works will provide education and training to RSPs on a regular basis to help meet this objective. It is the intent of Efficiency Works that participants are encouraged to participate in the program offering the best solution for the participant and their facility.

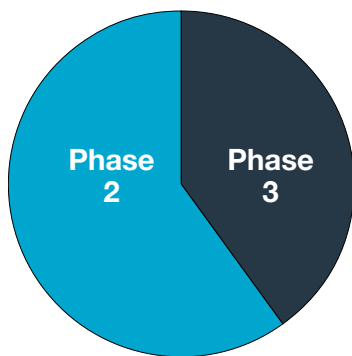
During the process of completing a project under the BTU program, RSPs are encouraged to contact the designated participant contact as necessary to coordinate RCx activities and information exchange. However, all written and electronic correspondence pertaining to the program between the participant and the RSP must include the Efficiency Works Retrocommissioning program team on the distribution list. Participants should also work with their utility account managers, if desired, and provide the same access to correspondence.

Section 4

Retrocommissioning service providers

4.3 RSP study payments

The RCx RSP participation agreement signed by approved RSPs outlines the general terms and conditions for services provided by RSPs. In addition, Efficiency Works will issue a written authorization to proceed with each approved project to the selected RSP. This authorization will include the payment schedule of fixed project rebates for the delivery and satisfactory completion, in Efficiency Works' sole opinion, of the following key RSP deliverables:



RCx light

1. Application phase:

Application and pre screening

2. Investigation phase:

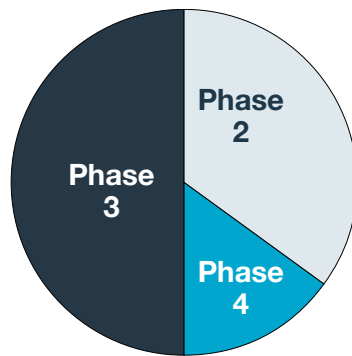
Investigation report and all RCM diagnostic and calculation plans

- 60% of study fee paid

3. Implementation/verification phase:

Final report and updated RCM diagnostic and calculation plans

- 40% of study fee paid



RCx full

1. Application phase:

Application and pre screening

2. Planning phase:

RCx planning report

- 35% of study fee paid

3. Investigation phase:

Investigation report and all RCM diagnostic and calculation plans

- 50% of study fee paid

4. Implementation/verification phase:

Final report and updated RCM diagnostic and calculation plans

- 15% of study fee paid



Need assistance or have questions about the program guide?
Reach out to the BTU program experts at:



Web efficiencyworks.org/business/building-tune-up



Telephone 303-214-3216



Email ewbuildingtuneup@franklinenergy.com

Appendix A

RCx program participant agreement form

RCx service provider:	
Cost of study*:	
Program path:	
Participant commitment**:	
Completion date:	

Instructions: This agreement must be read, signed, and submitted by the participant after the qualified retrocommissioning service provider (RSP) is selected and prior to work being performed. Contact Efficiency Works for questions you may have regarding this agreement.

*The study cost can be covered by Efficiency Works up to \$15,000 for RCx light or up to \$40,000 for RCx full. Study costs will not be fully funded until measure implementation and verification are complete.

**By signing this agreement, the participant agrees to commit a minimum of either \$2,500 or \$10,000 for retrocommissioning measures depending on program path.

***RCx upgrades must be completed and submitted for payment within 6 months of the RCx application approval for RCx light path participants to be eligible for the timely implementation bonus. RCx upgrades must be completed and submitted for payment within 12 months of RCx application approval for RCx full path participants to be eligible for the timely implementation bonus. Timely implementation bonus currently available through December 31, 2024.

Path	Study cap	Participant commitment
RCx light	\$15,000	\$2,500
RCx full	\$40,000	\$10,000

Terms and conditions

Participant acknowledges that the Efficiency Works program ("Program") is a partnership between Platte River Power Authority ("Platte River") and its owner communities of the Town of Estes Park, the City of Fort Collins, the City of Longmont and the City of Loveland (the "Owner Communities"). Platte River manages the Program. By participating in the Program, you acknowledge and agree that your customer data may be shared among the Owner Communities and third-party Program implementors for a variety of purposes. Participant data may include, but is not limited to, name, address, contact information, account number, utility usage data as well as details regarding your participation in the Program or other programs and services offered by Platte River or the Owner Communities. These details may include, but are not limited to, audit results, rebate amounts, and products purchased related to participation. Purposes for which your customer data may be shared or used include, but are not limited to, determining your eligibility for the Program, program administration, marketing, quality control, providing you with products or services you request, offering you products or services that may be of interest to you, or analyzing your utility usage. Platte River and the Owner Communities may not have control over your customer data and cannot guarantee that it will remain confidential. You acknowledge that you are the owner of the property receiving Program services, or are otherwise eligible to receive program services, and that you are authorized to consent to the disclosure of the data as specified in this form.

1. To qualify for the Program the proposed facility must:

- Facility is an existing commercial building served by one of the four following electric utilities: Estes Park Power and Communications, Fort Collins Utilities, Longmont Power & Communications, or Loveland Water and Power.
- Abide by the program rules and eligibility requirements in effect on the date of the submitted project application.
- Obtain project pre-approval from Platte River prior to work being performed.

- Failure to provide any of the required information, including signatures, forms, or other requested documentation, will result in the return of the project application.
- Unless otherwise approved by Platte River, participant shall work with an approved RSP to perform RCx work. Participant shall adhere to the steps and requirements of the Program.
- Projects will be pre-approved or qualified on a case by case basis and are at the discretion of Platte River.
- Platte River rebate for the partial cost of the RCx services described in the program guide will be paid directly to the participant, unless an approved alternative payment recipient is identified.
- If the participant chooses to not continue the project at the completion of the planning phase, Platte River will reimburse the RSP for their cost of service to complete the planning phase.
 - Light RCx projects: If the participant chooses not to continue the project at the completion of the investigation phase, Platte River will reimburse the RSP for their cost of service to complete the investigation phase.
 - Full RCx projects: If the participant chooses not to continue the project at the completion of the planning phase, Platte River will reimburse the RSP for their cost of service to complete the planning phase.
- If the participant agrees to proceed to the next phase – implementation and verification phase for RCx light projects and investigation phase for RCx full projects – and then decides not to continue thereafter, the participant will not be eligible to receive a rebate from Platte River. The participant will reimburse the RSP for the services provided pro rata to the project termination date, or as otherwise set forth in the participant's contract with the RSP.

Effective March 28, 2025 until further notice

Appendix A

RCx program participant agreement form

8. Participant rebates may be subject to a cumulative rebate cap per calendar year. Reaching this cap will not necessarily limit future rebates received from Platte River in a subsequent calendar year. Any rebates received through Xcel Energy as part of any Platte River program will not count towards the participant's annual rebate threshold.
9. For the purposes of Platte River's energy efficiency programs, a participant is defined as a company or organization that receives electric service from one of Platte River's Owner Communities under an approved municipal rate schedule. A participant is a holder of a single account, multiple accounts in aggregate or corporate accounts. Multiple accounts or corporate accounts with a single municipal customer identification number will be considered a single participant. An organization of this type can participate in multiple efficiency programs but will be subject to any applicable customer rebate caps. Platte River retains the right to make final determination of participant eligibility.
10. Platte River may submit to participant the name(s) and address(es) of the RSP that Platte River identifies through a bidding process to provide the technical support services if the project application is approved. The final decision to proceed under the program and use of such persons will be subject to the approval of the participant.
11. Participant shall enter into a contractual legal agreement with the selected RSP for RCx services described in the program guide and other services to be performed at the request of the participant.
12. Participant agrees to require its employees, design team, and contractors to cooperate with Platte River and the RSP to provide facility operating data and energy use evaluation assistance needed by Platte River for participation in the program, including cooperation in gathering electricity (and natural gas) bills and releasing information to necessary parties in the Program.
13. Platte River reserves the right to inspect the facility for compliance with the program requirements. Inspection may include a telephone survey, site visit, and/or the installation of temporary monitoring equipment at any time up to two years after installation. Participants will allow Platte River and their subcontractors' reasonable access to and egress from site during normal business hours for inspection purposes. If selected for inspection, the rebate will be withheld pending outcome of the inspection. If the equipment is found to be in compliance with the program requirements, the rebate will be paid otherwise the participant will be notified.
14. Platte River and RSPs shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to hazardous materials of any kind in connection with the facility including, but not limited to, asbestos, asbestos products, PCBs, or other toxic substances. Participant is required to notify Platte River, RSP, and other sub-contractors if hazardous materials exist prior to work being performed.
15. Participant acknowledges that prior to performing any work, a plan approval form including, but not limited to, the terms of the participant's financial obligations is required. If approved by Platte River, participant may perform implementation services with a third party or with their own facility staff. In which case, participant agrees to adhere to the requirements of the Program.
16. If participant does not work with the selected RSP, participant, or third party contractor, must demonstrate to Platte River and to the selected RSP that the RCMs recommended by the RSP were implemented and are operating as intended. For example, demonstrate in person or provide trend data, etc.
17. Program procedures, requirements, and rebate levels are subject to change or cancellation without notice.
18. Platte River makes no representations and provides no warranty or guaranty with respect to the accuracy or completeness of the provided technical support services.
19. Participation as an RSP does not constitute an endorsement by Platte River, nor does it certify or guarantee the quality of work performed. Platte River is not responsible if the RSP or other contractor, retailer, vendor or other party provides the participant with inaccurate information about the amount of any rebate or conditions of the program.
20. The terms and conditions set forth herein constitute the complete agreement applicable to this promotion and may be supplemented only by the execution of the approval form (Addendum #1), and supersede all prior representations or understandings, whether written or oral. Platte River shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind that is not set forth herein. Platte River reserves the right to change or cancel this promotion or its terms and conditions at any time.
21. In consideration of receiving the incentives stated herein, participant and building owner shall indemnify, protect, defend and hold harmless, Platte River, its board members, directors, officers, employees, partners, principals, contractors, agents, and representatives, from and against any and all claims, costs, damages, demands, expenses, fines, judgments, liabilities, losses, penalties, and remedial actions of any kind, including but not limited to, reasonable attorneys' fees and the costs of defense arising, directly or indirectly, in whole or in part, out of participation in the Program, the performance of the measures, or the provision of assistance and incentives by Platte River related to the Program.
22. Incentive funds will be reserved for no more than 45 days beyond the estimated completion date listed in this application and no more than 45 days beyond building occupancy for new construction/major renovation projects (both specified on page 1). Participant shall notify Platte River immediately if completion of the project is expected to be delayed beyond this time. Platte River will seek to provide funds for projects that are delayed, provided such funds are available, but is under no obligation to do so.

Effective March 28, 2025 until further notice

Appendix A

RCx program participant agreement form

23. Participant and building owner shall require that all parties, contractors, or subcontractors implementing the proposals and/or installing the measures that are the subject of this agreement maintain comprehensive general liability insurance in amounts not less than \$500,000 each person \$1,000,000 each occurrence for bodily injury, and \$500,000 each occurrence \$1,000,000 in aggregate for property damage. If the participant is implementing the proposals and/or installing the measures, the participant shall maintain insurance in the amounts specified herein.
24. By signing below, participant and the building owner acknowledge and agree that they have read, understand and agree to be bound by the terms and conditions set forth in this agreement, and to the customer eligibility, measure eligibility and participation procedures for the program in the program guide as amended from time to time. The participant and building owner further certify that all of the information contained within this application is true and factual. Building owner specifically agrees to be equally bound by all of the requirements and obligations of the “participant” as set forth in this agreement.
25. The participant understands that Platte River or its Owner Communities cannot pay more than 100% of the study or implementation cost for qualified measures.
26. Participant acknowledges that neither Platte River or its consultants are responsible for the calculation, collection, or distribution of any tax credits, tax deductions, or third-party rebates that you may be eligible to receive for energy efficiency or renewable energy measures, and that neither Consultant nor Platte River can or have given any advice regarding Federal or state tax consequences.
27. Participant agrees to receive future correspondence via information listed in this application regarding Program offerings, such as information about additional opportunities that fall outside of the scope of RCx offerings.
28. Platte River and/or its representatives may include a description of this project, including the nature and extent of Participant's participation and other project details in its case studies, brochures, press release, its web site advertisements and other marketing materials presented to the public.
29. These Terms and Conditions, any Program manuals and any other application forms submitted by the Participant constitute the entire agreement between the parties concerning the subject matter hereof. No prior representation, promises, statement, warranties, understandings, or agreements concerning the subject matter hereof shall modify or effect these Terms and Conditions
30. Incentive payments provided by utilities (including Platte River) to commercial entity participants for the purchase or installation of upgrade measures or reimbursement of costs associated with training activities obtained by the commercial entity from a third-party (or utility) may in some circumstances be considered as (partially) taxable income by the IRS. Participants or their assigns receiving incentive payments totaling \$600 or more during a program year and who are not organized as a corporation will receive a 1099-MISC from Platte River in January or February of the subsequent year. Utilities are not responsible for tax payment obligations or tax advice and participant (or their assigns) who receive incentives should consult a tax advisor on this matter.

Appendix A

RCx program participant agreement form

Participant

Signature:		Date:	
Name:		Address:	
Title:		City, state, zip:	
Company:		Phone:	

Required - Authorization to pay an alternate recipient

I authorize Efficiency Works to make the incentive payment to the identified party below. This section to be completed by the participant.

Signature:		Date:	
Name:		Company:	
Title:			

Required - Alternate incentive payment recipient (registered service provider)

An IRS Form W-9 for the company named below must be submitted before payment can be made.

Company:		Contact:	
Address:		Phone:	
City, state, zip:			



Need assistance or have questions about the program guide?
Reach out to the BTU program experts at:



Web efficiencyworks.org/business/building-tune-up



Telephone 303-214-3216



Email ewbuildingtuneup@franklinenergy.com

Appendix B

RCx program participant selection form

Instructions: This participant selection form is to be completed, signed, and submitted with the investigation phase, prior to beginning the implementation phase.

Participant measure selection

	Measure name/description	Select measure?	Electricity savings (kWh/yr)	Gas savings (therms/yr)	Cost savings (\$/yr)	Implementation cost (\$)	Electric simple payback (years)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
Totals (selected measures)							
Participant commitment							

By signing this addendum to the Efficiency Works BTU program agreement, the participant and building owner represent, warrant, acknowledge and agree that:

- I have read, understand, and agree to all terms and conditions of the project application and the participant eligibility, measure eligibility, and participation procedures for the RCx program in the Efficiency Works program guide.
- I understand that these requirements may be amended from time to time and agree to be bound by any such amendments.
- I certify that all the information contained within this application is true and factual.
- I agree to the timeline and payment amounts committed by ourselves and Platte River Power Authority listed above for the measures selected in above table (participation-selection form) for project.
- In consideration of receiving the incentives stated herein, participant and building owner shall indemnify, protect, defend and hold harmless, Platte River, its board members, directors, officers, employees, partners, principals, contractors, agents, and representatives, from and against any and all claims, costs, damages, demands, expenses, fines, judgments, liabilities, losses, penalties, and remedial actions of any kind, including but not limited to, reasonable attorneys' fees and the costs of defense arising, directly or indirectly, in whole or in part, out of participation in the RCx program, the performance of the recommended measures, or the provision of assistance and incentives by Platte River related to the RCx program.
- As the signatory, I have the authority to authorize the project to begin and have contracted with the selected retrocommissioning service provider (RSP).

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Appendix B

RCx program participant selection form

Retrocommissioning service provider	
Implementation service provider	

Implementation and verification phase must be submitted and approved no later than (date) _____ to receive the implementation incentive.

Participant

Building owner (if different from participant)

Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Company:		Company:	
Address:		Address:	
City, state, zip:		City, state, zip:	
Date:		Date:	
Phone:		Phone:	

If the implementation incentive deadline is met and the incentive should be sent to someone other than the participant, complete the following sections to authorize Efficiency Works to pay the implementation incentive to an alternate recipient. If the implementation incentive should be sent to the participant, leave the next two sections blank.

Required - Authorization to pay an alternate recipient

I authorize Efficiency Works to make the incentive payment to the identified party below. This section to be completed by the participant.

Signature:		Date:	
Name:		Phone:	
Title:			

Required - Alternate incentive payment recipient (registered service provider)

An IRS Form W-9 for the company named below must be submitted before payment can be made.

Company:		Contact:	
Address:		Phone:	
City, state, zip:			



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Email ewbuildingtuneup@franklinenergy.com