*[Building Owner] with an office at [address] (the “Owner”) and [Company] with an office at [address] (the “Company”) to perform work at [Facility] at [address] (the “Facility”).*

Energy Audit Scope of Work:

BEPS Prescriptive Pathway

Scope of Energy Audit

*[Company]* will perform a Level 2 energy audit in accordance with ANSI/ASHRAE/ACCA Standard 211-2018 (“ASHRAE 211”) that meets the minimum requirements of the Prescriptive Pathway outlined in the BEPS Compliance and Enforcement Guidebook (the “Guidebook,” see Appendix A), and prepare a report that follows the DOEE Energy Audit Template (see Appendix B) which includes detailed engineering and investment analysis.

**Personnel**

All *[Company]* employees, subcontractors, or agents performing work under the Agreement shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, *[Company]* shall furnish a copy of technical certification or other proof of qualification.

The energy audit shall be conducted by a professional who possesses one (1) of the following licenses, credentials, or certifications and who is in good standing with the licensing, credentialing, or certifying entity at the time that the energy use audit is conducted:

* Certified Energy Auditor (CEA)
* Certified Energy Manager (CEM)
* Building Energy Assessment Professional (BEAP)
* High-Performance Building Design Professional (HPBD)
* Multifamily Building Analyst (MFBA)

Task 1 - Preliminary Energy Use Analysis (PEA)

Prior to the Site Visit, *[Company]* shall:

1. **Facilitate a Project Kick-off Meeting.** *[Company]* shall facilitate a project team meeting with *[Owner]*, key facility team members, and decision makers to define responsibilities, discuss the energy audit process, and discuss timelines.
2. **Review Facility(s) Information.** *[Company]* shall collect and review the information from *[Owner]* described in Appendix C. *[Owner]* is responsible for providing the information outlined in Appendix C. Delays in providing this information will also delay future tasks.
3. **Verify Benchmarking Data.** Confirm the accuracy of the Facility(s) District Benchmarking Reports for calendar years 2018 and 2019 to establish an accurate baseline to determine EEM selection. Summarize the Facility(s) utility cost and consumption data.
	1. Examine the building’s data against other publicly available sources (e.g. tax records, etc.)
	2. Conduct basic data quality checks using obtained information (i.e. square footage of space typologies, energy meters and fuel sources, occupancy, operating hours, etc.)
4. **Calculate the Energy Cost Index.** Calculate total annual building energy cost, including all taxes, and divide by gross floor area to obtain the Energy Cost Index (ECI).
5. **Provide an Energy Cost Component Breakdown.** A breakdown of the annual total energy cost by each energy component (at minimum, electricity and gas usage) shall be developed.

Task 2 - Site Visit (#1)

1. **Walk-through.** Conduct a walk-through survey of the Facility accompanied by *[Owner]* to become familiar with its construction, equipment, operation, and maintenance.
2. **Review of Current O&M Procedures.** Discuss the current O&M of building systems impacting energy use or indoor environmental quality.
3. **Conduct Interviews.** Interview key members from *[Owner]*’s team to identify current space use, special problems, planned improvements of the Facility, and whether any maintenance problems and/or practices or occupant behaviors affect energy efficiency or indoor environmental quality.
4. **Perform a Space Function Analysis.** Conduct a space function analysis.

Task 3 - Preliminary EEM Development

1. **Provide a Preliminary EEM Recommendations Memo. The Preliminary EEM Recommendations Memo should** identify EEMs that would comply with the energy savings requirements of the Performance Pathway and:
	1. **Identify Low-Cost and No-Cost EEM Recommendations.** Identify low-cost and no-cost changes to the Facility or to O&M procedures identified during the Site Visit. Include a preliminary qualitative estimate (high, medium, or low) of the energy cost savings that will result from each measure.
	2. **Identify Potential EEM Capital Recommendations.** Identify potential capital EEMs, including a preliminary qualitative estimate of the level (high, medium, or low) of potential costs and energy cost savings.
	3. **Assess Distributed and Renewable Energy Resource Opportunities.** Conduct an overview of the site’s potential for distributed and renewable energy resources, including, at minimum, solar photovoltaic and geothermal energy. Consider building orientation, shading, neighboring features, space available for equipment, thermal and electric loads, and electric metering.
2. **Deliver the Memo.** Deliver the Preliminary EEM Recommendations Memo to *[Owner]*.
3. **Meet with *[Owner]*.** Within two weeks of delivery of the Preliminary EEM Recommendations Memo, meet with *[Owner]* to review and discuss:
4. The current O+M building systems impacting energy use or indoor environmental quality identified during the Site Visit
5. Findings from the preliminary EEM Recommendations Report
6. Questions or concerns around the Preliminary EEM Recommendations
7. Within two weeks of the meeting described in Task 3.3, *[Owner]* shall provide comments about which measures are preferred for implementation or further study. Delays in providing this information will also delay future tasks.

Task 4 – Envelope Air Leakage Test

1. For projects without mechanical ventilation:
	1. **Perform Dwelling Unit Performance Testing.** For residential buildings, conduct the following tests using sampling methodology in accordance with Section 5.3.1.2 of ASHRAE 211, the BPI Technical Standards for the Multifamily Building Analyst Professional (BPI MF), or DC Weatherization Assistance Program Multifamily Energy Audit Process Guide ("DC WAP"):
		1. Combustion Safety, in accordance with Chapter 8 of the RESNET Mortgage Industry National Home Energy Rating, BPI MF, or DC WAP.
		2. Blower Door, Duct Leakage, and Mechanical Ventilation in accordance with ASTM E779, ASTM E1827, ANSI/RESNET/ICC 380-2019, or DC WAP.
2. For projects with mechanical ventilation:
	1. **Perform an Enclosure Tightness Assessment.** Conduct an air tightness assessment in accordance with Annex H of ASHRAE 211.

Task 5 - Site Visit (#2)

1. **Facility Site Survey.** Accompanied by *[Owner]* or personnel designated by *[Owner]* (operator or key maintenance staff member), review the mechanical, electrical, envelope, and other systems and their operating conditions that impact energy use, based on direct observation, interviews, testing, and as-built documentation (if available). Additionally:
	1. **Determine Key Operating Parameters.** Determine existing operating parameters for energy using systems commensurate with completing the DOEE Energy Audit Template, at a minimum.
	2. **Assess Operating Efficiency of Current Building Systems.**
	3. **Refine Identified EEMs Based on Updated Site Visit Information.** Additional EEMs may also be identified at this time based on updated information collected after Task 3.
	4. **Conduct End-Use Breakdown.** The energy use allocation shall be quantified for each end-use system and separated by energy source type.

Task 6 - Updated EEM Recommendations Report

1. **Provide an updated EEM Recommendations Report** (Updated Report) to *[Owner]* as a draft for the DC BEPS Energy Audit Report (see Task 7) that:
2. Updates the Preliminary EEM Recommendations Memo based on post-memo activities;
3. Includes potential energy saving opportunities for each system included in the Facility Site Survey and preliminary calculations to estimate the range of savings and costs to help guide *[Owner]*’s decisions on which EEMs should be pursued and included in the Prescriptive Pathway Phase 2 Action Plan (see Task 6.2 and Task 7); and
4. Satisfies the requirements of the Prescriptive Pathway and DOEE’s Energy Audit Template.
5. **The Updated Report shall meet the requirements outlined in the Guidebook** under *3.3.4 – Phase 1 – Pathway Selection and Energy Audit* and also ensure that the information required for Phase 2 in *3.3.5.3 – Final EEM Selection Requirement* is provided. Include:
	1. **Executive Summary.** An executive summary which describes the Facility(s), measures evaluated, analysis methodology, results, and a summary table presenting the cost and savings estimates for each EEM.
	2. **Research Summary**
		1. Results from the Preliminary Energy Use Analysis (PEA)
		2. Summary review of the current O&M procedures
		3. Findings from Site Visits #1 and #2
	3. **Findings and Recommendations**
		1. **Calculated Energy and Cost Savings.** Calculations shall include an evaluation of energy use impacts by energy source type for both of individual EEMs and the interactive effects of potential EEMs as well as potential cost savings and peak demand savings. Potential cost savings should also include potential avoided BEPS compliance penalties from implementing the measure.
	4. **Ancillary Benefits.** This may include improved thermal comfort, reduced maintenance costs, reliability, aesthetic improvement, improved indoor light, improved air quality, reduced water use, or other factors. Where possible, quantitatively estimate the ancillary benefits.
	5. **Estimated EEM Costs.** Estimations shall include the total expected cost of implementation for each practical measure.
	6. **Measure Descriptions.** A description of the work required to implement each EEM should be included, including other items that may need to be further investigated in order to successfully implement the measure (e.g., if electrical infrastructure upgrades need to be investigated for electrification measures).
	7. **Measure Packages.** Measures should be combined into applicable and appropriate groups. Include, at minimum, two packages that save at least 25% Site EUI, and are compliant with the Prescriptive Pathway.
	8. **Potential ENERGY STAR Score (or Source EUI, if Score not available) impacts of EEM packages.** Use ENERGY STAR Target Finder to provide projections about potential ENERGY STAR Score based on EEM packages.
	9. **Available Incentives.** Include a list of applicable, available incentives from any utility or government programs. Identify applicable tax credits.
	10. **Investment Analysis.** Including, but not limited to:
		1. Simple return on investment (ROI)
		2. Effective return on investment (E-ROI) - marginal ROI of proposed EEM over replacement level equipment
	11. **Next Steps.** Identify recommended next steps for the building based on report findings, including items such as phasing considerations and additional information needed in order to successfully implement EEMs.
	12. **Certified Compliance with ASHRAE Standard 211.**
	13. **Supporting Documentation.** Supporting documentation shouldinclude the data relied upon to prepare the findings.
6. Within two weeks of delivery of the Updated EEM Recommendations Report, meet with *[Owner]* to review and discuss:
	1. Findings from the Final EEM Recommendations Report
	2. Questions or concerns around the Final EEM Recommendations Report
	3. Identify the next steps to implement chosen EEMs
7. Within two weeks of the meeting described in Task 6.3, *[Owner]* shall provide comments about which measures are preferred for implementation or additional analysis.

Task 7 – Complete and Submit DC BEPS Energy Audit Report

1. Submit the DC BEPS Energy Audit Report via Audit Template (see Appendix B) to complete Prescriptive Pathway Phase 1 as described in paragraph *3.3.4.2 – Phase I Reporting* Requirements of the Guidebook.
2. Respond to DOEE follow-up questions and documentation requests.
3. After *[Owner]* approval, update final EEMs as described in paragraph *3.3.5.3 – Final EEM Selection Requirement* of the Guidebook (Prescriptive Pathway Phase 2).

Appendix A

BEPS Compliance and Enforcement Guidebook

On March 23, 2022, the DC Department of Energy & Environment (DOEE) published the final [Building Energy Performance Standards Compliance Guidebook](https://dc.beam-portal.org/helpdesk/kb/BEPS_Guidebook/), which provides specific instructions and details for compliance.

Appendix B

DOEE Energy Audit Template

A DC BEPS Energy Audit Report must be submitted to DOEE by the Energy Auditor via the [Audit Report Template](https://buildingenergyscore.energy.gov/d/users/sign_in). This web-based tool, developed by the U.S. Department of Energy, enables project teams to enter building Energy Audit data throughout the audit process beginning with the PEA, perform data validation, export data in various formats, and submit data to DOEE. Auditors must submit the complete report with all mandatory fields entered and supporting information (e.g., auditor’s certificate, supporting spreadsheets, model reports, photos, etc.). For more information, visit DOEE’s [Building Performance Helpdesk](https://dc.beam-portal.org/helpdesk/kb/BEPS/55/?org=District%20of%20Columbia%20Department%20of%20Energy%20and%20Environment).

Appendix C

Owner Attestation

*[Owner]* will provide, at a minimum, the following information to *[Company]*:

* Access to ENERGY STAR Portfolio Manager account and grant access to allow the ability to set building baselines
* Copies of historical utility bills, at minimum, for calendar years 2018 and 2019 if available
* Basic facility information. This can include, but is not limited to:
	+ Project and client names
	+ Key contacts
	+ Site address
	+ Building size
	+ Building type and function
	+ Year constructed and dates of renovations/additions
	+ Construction type
	+ A breakdown of floor area by space use
	+ Number of floors
	+ Number of occupants and schedule of building occupancy. For multifamily buildings or other buildings with residential occupancies, include number of dwelling units and percent occupied.
	+ Utility rates, suppliers, and meter (and submeter) locations, data availability (hard copy or electronic)
	+ Historical preservation status
* All previous Energy Audit reports, if available
* Information about any EEM currently being installed or currently planned to be installed by *[Owner]* in the Facility(s)
* As-built architecture, mechanical, electrical, and plumbing drawings, if available
* Remote access to building and energy management systems, if available
* History of all commissioning that has been performed on the building and changes made at the Facility
* Operations and Maintenance Plan and/or Current Facility Requirements (CFR)