



# LARGE BUILDING HVAC SYSTEM OPTIMIZATION STUDY LETTER OF INTENT

This Letter of Intent notifies the electric utility of Customer's intent to perform a study of Customer's building(s). The Letter of Intent is applicable to commercial buildings greater than or equal to 20,000 square feet (excluding hospitals, grocery stores, and manufacturing/industry).

The Energy Performance Rating of the building, using ENERGY STAR's portfolio manager on-line tool, is \_\_\_\_\_. For building types not included in ENERGY STAR's rating system: Total annual energy usage is \_\_\_\_\_ Btu/sqft. Note: Buildings with an Energy Performance Rating of 85 or higher are not eligible for an Optimization Study Incentive.

By execution of this Agreement, I (Customer) agree to the following:

- To complete a Study of my building(s) to determine Energy Conservation Measures (ECMs). The Service Provider(s) must be on the "List of HVAC System Optimization Service Providers" on the following website: [http://www.nppd.com/energy\\_efficiency/energywise/business.asp](http://www.nppd.com/energy_efficiency/energywise/business.asp)

Firm responsible for optimization process: \_\_\_\_\_ Contact: \_\_\_\_\_

Name of P.E. assigned to project: \_\_\_\_\_ Firm: \_\_\_\_\_

- To implement all Energy Conservation Measures (ECMs) with a simple payback of two (2) years or less. It is understood that the determination of this simple payback may include a financial incentive, which will be determined by the electric utility upon their review of the Study. I will be responsible for the full cost of the HVAC System Optimization Study in the event I elect not to implement ECMs, with financial incentive included, that have a simple payback of two (2) years or less.
- Implementation of ECMs with simple paybacks longer than two (2) years shall be at my discretion.
- There is potential for reasonable electric energy savings at my facility.

Attached is a copy of the Study proposal which identifies the cost and scope of work. Cost of Study: \$ \_\_\_\_\_

By execution of this Agreement, I (Utility) agree to the following:

- Upon receiving and evaluating the completed Study, provide an agreement for a financial incentive (Incentive Agreement) commensurate with the electric energy saved as a result of the ECMs identified.
- Reserve the right to request changes to the Study, and/or to adjust incentive amounts accordingly.
- To be the sole judge of financial incentive amounts.
- To pay a financial incentive for the Study of one half of the cost of the study, or \$5,000, whichever is less, upon receipt of the signed Incentive Agreement from the customer.

Customer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Customer Contact: \_\_\_\_\_  
Print Name Signature Date

Customer Account/Meter No. \_\_\_\_\_

Utility: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Utility Contact: \_\_\_\_\_  
Print Name Signature Date