



PRELIMINARY ENGINEERING STUDY: PROPOSAL CHECKLIST

ESSENTIAL INFORMATION

1. Provide a brief description of the industrial system to be studied, why this system was chosen for study and how it will reduce electricity use.

[This could include approximate motor HP, hours of operation, control method (if any), annual electricity consumption of the industrial system, any pre-study estimates of electricity savings and project costs for each proposed electricity savings measure.]

2. Clearly define the study scope and deliverables, including a description of the methodology/approach that will be used to determine the electricity savings and capital costs for the electricity savings measure(s). (Reference: Preliminary Engineering Study Funding Contract - Exhibit B Preliminary Engineering Study Minimum Requirements)

[This could include the final report, energy models, (such as spreadsheets), design drawings, data logs, etc. As well as the proposed approach for data collection and analysis.]

3. Ensure that the Proposal indicates that the report will provide electricity savings estimated to an accuracy of +/- 30%, and project costs estimated to an accuracy of +/- 50%.

SUPPORTING INFORMATION

4. Provide a breakdown of travel costs and other expenses. Please adhere to the Ontario Government's policy for consultants and expenses. *[For more information please visit www.doingbusiness.mgs.gov.on.ca.]*

5. Provide the engineering firm/consultant's general information.

[This could include legal business name, alternate names, contact information and primary contact person. Note that a Certificate of Authorization from PEO is required to offer consulting services in Ontario.]

6. Provide a proposed study timeline, schedule of effort and resource allocation for major tasks.

[This could include the following key milestones: study kick-off, draft report submission and final report submission.]

ADDITIONAL INFORMATION - DEPENDING ON NATURE OF SAVINGS MEASURE

7. Provide a description of the approach to be used to quantify the benefits associated with any non-energy benefits.

[This could include lower operating and maintenance costs.]

9. Provide a disclosure of any real or perceived conflict of interest for this project.

Subject to additional terms and conditions found at saveonenergy.ca.

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