

ENERGY ASSET MANAGEMENT PROGRAM
CALL FOR PARTICIPATION
2023

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Opportunity Summary

A. PROPOSALS SOUGHT FOR: Public organizations who wish to receive free technical assistance to manage building energy use and reduce costs.

B. OVERVIEW AND GOALS: Energy asset management (EAM) ensures equipment is kept up to date as buildings age and machinery faces wear. Managing and improving energy resources will reduce costs, increase building lifespan and benefit the community and residents. EAM helps public entities to save money on utility costs and support climate goals.

This program provides 3rd party technical support to RI communities to develop and implement an **EAM Action Plan** at no community cost. If plans to manage energy use already exist, communities are welcome to update these rather than develop new ones. This program helps communities:

- evaluate if their energy use is within typical industry standards
- assess energy strengths and weaknesses across their organization
- develop or update an Action Plan based on community-specific needs
- receive implementation support including optional low-cost, cash-flow positive financing

Upon completion of the program, organizations will be able to track their own energy use to allow them to manage their energy assets well into the future.

C. ELIGIBLE APPLICANTS: All Rhode Island cities and towns are eligible, along with Rhode Island school districts, publicly owned utilities such as wastewater or drinking water facilities, and quasi-state entities. Applicants must meet the match requirements. Communities with Environmental Justice areas are highly encouraged to apply. See question 6 on *Attachment B: Application* for details.

D. APPLICATION DEADLINE: Applications are accepted on a rolling basis.

E. MATCH REQUIREMENT: There is no cash match requirement. Entities must commit staff time estimated at 50-100 hours, or more if desired. Staff time will include the following activities:

- Develop energy management goals and priorities, with program support
- Share and assemble information such as electric usage data and planning documents

F. TOTAL ANTICIPATED DURATION: Participation is expected to last approximately one year.

G. CONTACT INFORMATION:

Angela Tuoni, Business Development Analyst
Rhode Island Infrastructure Bank
235 Promenade St. Suite 119
Providence, RI 02908
atuoni@riib.org

Program Details

A. PROVIDED SERVICES - ANTICIPATED: The EAM program provides 3rd party Consultant support to selected communities to manage building energy use and reduce costs. The program seeks to create and advance energy efficiency, renewable energy, and emissions reductions goals. The program will support the development of energy goals, analyze facilities with energy improvement potential, develop an Action Plan, present the Action Plan to stakeholders and decisionmakers, and facilitate implementation including low-interest debt financing through the Efficient Buildings Fund.

After a signed agreement, the community will commit to the following process:

Step 1. Project kickoff. A kickoff meeting will be held to set customized goals and objectives including milestones.

Step 2. Energy data assembly. Building energy use data will be assembled. The community will lead this effort with Consultant support.

Step 3. Site review for energy project potential. Consultant will use Energy Star's Portfolio Manager to calculate building energy use intensity. Consultant will provide training on Portfolio Manager to community.

Step 4. Participant's Workshop. Consultant will hold Participant's Workshop to discuss preliminary findings. Consultant will highlight facilities with most potential for energy improvements. Onsite building visits may be included. Participant community will receive training and educational materials on energy saving best practices including case studies.

Step 5. Detailed analysis. Consultant will analyze select high potential sites:

- Compile additional data from site visits, interviews, and/or information requests
- Schedule energy audits as needed
- Review utility consumption and demand data; consider strategies to minimize cost
- Analyze and list energy efficiency opportunities with cost-benefit estimates
 - Include no- and low-cost operational improvements and capital retrofits
- Analyze and list options for solar, wind, energy storage, electric vehicle charging stations and other energy technologies with cost-benefit estimates

Step 6. Action Plan development and presentation. Consultant and the community will craft and present an Action Plan to town council and/or other community leadership. Consultant will lead Action Plan writing process and community will determine plan implementation actions.

Step 6a. Action Plan development. Consultant and community will set energy performance improvement targets and develop an Action Plan to convert areas of opportunity to actual savings.

Step 6b. Presentation of findings to decision makers. Findings will be presented to key decision makers such as the town or city council, mayor or town manager. Presentation will be given either by participating community staff or Consultant acting as an impartial party.

Step 7. Project development and financing. The community will select projects to implement from the Action Plan and receive implementation support. To ensure projects are cash flow positive, community will receive detailed cost-benefit analysis, below-market financing price proposals and Efficient Buildings Fund application support. Consultant will identify mechanisms to leverage energy savings and bring projects to fruition.

Step 8. Tracking and verification. Consultant will train participant on how to monitor energy usage in Portfolio Manager, share reference points for energy saving expectations, and share best practices and resources.

B. PROJECT TERMS: A final agreement is subject to successful negotiation of a final scope of services. Please note that the EAM Leadership Team does not guarantee that any agreements may result from application submission. It is anticipated that projects could commence immediately upon award decision.

C. ANTICIPATED DURATION OF AGREEMENTS: Participation is expected to last approximately one year. Awarded agreements will be reviewed during their course and, upon request, may be extended or otherwise amended at the sole discretion of EAM Leadership Team for a period appropriate to the circumstances. Any approved scope changes made during the agreement period must be documented and submitted.

D. DELIVERABLES, OWNERSHIP, AND CREDIT DUE: Participants that complete the program shall receive an EAM Action Plan customized to their facilities and needs. All materials created through this opportunity and because of this award should credit the RI Infrastructure Bank's Energy Asset Management Program. All materials, software, maps, reports, and other products produced through the program shall be considered in the public domain and thus available at the cost of production.

How to Apply

A. EVALUATION CRITERIA: The EAM Leadership Team, composed of RIIB, RI Office of Energy Resources, and DNV, will evaluate all proposals and select communities that successfully completed applications and meet the criteria. EAM Leadership Team reserves the right to reject any or all proposals that do not meet the minimum criteria or program goals and terms.

Communities that include Environmental Justice areas are highly encouraged to apply. Environmental Justice is one criterion by which applications are evaluated.

B. APPLICATION SUBMISSION INSTRUCTIONS:

Submit all documents by email to:

Angela Tuoni, Business Development Analyst
Rhode Island Infrastructure Bank
235 Promenade St. Suite 119
Providence, RI 02908
atuoni@riib.org

Include a cover sheet containing the following:

Name of Entity:

Entity Address:

Local Project Manager and Point of Contact:

Name:

Role:

Email:

Phone:

The Infrastructure Bank is subject to the Access to Public Records Act (“APRA”) (RI General Laws Chapter 38-2). Any documents, materials, maps, statements, or other information submitted to the EAM Leadership Team may be released in accordance with APRA. Please do not submit any information that the Applicant may not wish to disclose publicly, such as home addresses or personal telephone numbers, social security numbers, or other similar information.

C. ESTIMATED NOTIFICATION DATE: The EAM Leadership Team aims to notify communities of their acceptance or rejection within two months of application submission.

Application

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Instructions: Please respond to the following questions. Each question is worth 10 points. Attachments such as letters, images, etc. can be included for clarity within any question.

1. A signed **letter of support** from someone in a leadership position. The letter should state that leadership will participate in the process via hearing the results of the program at a public meeting or other methods (if other, please describe).
2. A 1-2 paragraph **statement of the municipality's commitment** to the EAM program. Please outline the municipality's commitment to providing sufficient staff time to complete the program and how that will be accomplished within current resources.
3. The name and qualifications of a **local project manager** and point of contact. This person can be an employee, committee member or volunteer.
4. A 1-2 paragraph description of **how this program will benefit local planning and implementation efforts** including capital improvement plans, comprehensive plans, open space and recreation plans, hazard mitigation plans, etc.
5. A signed written statement from an authorized official directing the utility company to share all **applicant electric and gas billing information** with Rhode Island Infrastructure Bank, Office of Energy Resources, and our consultants for the purposes of developing an Energy Asset Management Plan. Please include billing account numbers in this statement.
6. A 1-2 paragraph statement indicating if your community contains **environmental justice communities or other vulnerable groups particularly impacted by climate change and natural hazards**. Include data as available. Describe how you will proactively support these groups.

For further information on environmental justice communities, visit the following resources:

- [RIDEM Environmental Justice Page & Mapping Tool](#)
- [Environmental Justice in the Narragansett Bay Region](#)
- [Narragansett Bay Estuary Program Environmental Justice Mapping Tool](#)

Vulnerable groups may include but are not limited to: *Children; Elderly/ Senior Residents; Low-Income Residents; Black, African American, Indigenous, Latinx, and/ or Asian Residents; Non-English Speakers; Renters; Individuals Experiencing Homelessness; Residents with Special Needs and Disabilities; Residents Suffering from Mental Illness or Addiction; Local Business Owners; Farmers/ Agricultural Workers; and Veterans.*