

Wilson Engineering Services, PC

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June 4, 2020

William McDade
Pennsylvania DEP
Phone: 717-783-9937
Email: wmcdade@pa.gov

Re: DEP-RFQ001641 Consultant/Shared Energy Manager

Dear Mr. McDade,

Enclosed is a technical submittal for the Consultant/Shared Energy Manager solicitation DEP-RFQ001641. Wilson Engineering Services, PC (WES) is pleased to submit this technical submittal to the Pennsylvania Department of Environmental Protection. As a full service engineering firm specializing in the study, design, permitting and implementation of MEP and energy projects, WES is uniquely suited to provide consulting and energy management services for local governments in Pennsylvania under this project with the DEP.

WES appreciates the opportunity to submit this proposal, as the work involved aligns closely with WES' commitment to assisting clients in conceptualizing, evaluating, and implementing energy efficiency and renewable energy projects. WES has provided these services for hundreds of facilities, including municipal office buildings, multi-family housing, schools, highway garages, and water/wastewater treatment plants. The specific WES staff members offered to perform the work for this project are all engineers with demonstrated experience in the following:

- Developing energy audits and feasibility studies for energy efficiency and renewable energy projects for communities and municipalities;
- Directly managing implementation of ECMs and renewable energy projects;
- Providing program management consulting and reporting for similar scale efforts to this project.

Importantly, the experienced staff members offered for this project are the ones directly performing the reviews and work as described in our proposal, and as highlighted in the project approach by task. This ensures that DEP and associated local governments selected for inclusion in the project scope receive reviews and analysis meticulously performed by experienced energy professionals. The staff members working on this project would be professionals experienced not only in energy system analysis, but also in program/project management and energy project implementation. This ensures that effective programs and projects are identified and executed.

Thank you for the opportunity to submit this proposal. Feel free to contact me with any questions or comments concerning this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Wilson', is written over a horizontal line.

Thomas Wilson, P.E.
President
Wilson Engineering Services, PC

Response to: Request for Quote
DEP-RFQ001641

Pennsylvania Department of Environmental Protection

Consultant/Shared Energy Manager

June 4, 2020

Submitted by:



Wilson Engineering Services, PC
Meadville, PA • Charlotte, NC
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0 ORGANIZATION OVERVIEW

Wilson Engineering Services, PC (WES) is a full service engineering firm serving a wide variety of public and private clients. Private clients include large international corporations, small businesses and non-profit organizations. Public clients include: County, State and Federal Governments, School Districts, and Universities. WES has provided engineering consulting services to owners at over 350 facilities throughout the US. Engineering services on these projects have included: energy auditing, energy master planning, schematic design, design documentation, construction documents, grant writing, permitting, performance specifications, bidding phase, RFP development, contract negotiation, project management, construction administration, owner's engineer, construction management, commissioning, measurement and verification, and operational assistance/ troubleshooting.

0.1 FIRM HISTORY

Wilson Engineering Services was founded in 2008 by professional engineers Tom and Dan Wilson to provide quality engineering services focused on energy efficiency, renewable energy, and major infrastructure and building construction. The father and son team brought experience in mechanical, civil, environmental, and agricultural engineering and major building and infrastructure project construction to form the new company. WES currently has 11 employees including 9 engineers with offices in Meadville, PA and Charlotte, NC. WES opened its North Carolina office in 2014, and provides engineering services across the country. WES is excited for the opportunity to be considered for the provision of energy management services to the Pennsylvania Department of Environmental Protection, as WES employees live and work in Pennsylvania and are dedicated to the local community.

0.2 WES PHILOSOPHY AND WHY WES STANDS OUT

WES is small enough to ensure that all employees are highly driven and motivated towards meeting the client's needs, and yet large enough to provide a broad range of services across the United States. When you include WES on your engineering team, you work with WES's highly experienced project team members directly, and they are dedicated to your project. This may be different from large engineering firms where there may be more specialization and segregation, and not all engineers performing the tasks are as familiar with your project. WES staff members take responsibility for ensuring services provided exceed owner expectations. WES aggressively pursues client's interests with practical and timely solutions for all projects undertaken. WES's goal is to always represent the client's best interest and provide exceptional engineering and exceptional value to clients.

1 STATEMENT OF PROJECT

WES acknowledges the following statement of the project scope and goals, as provided by the Pennsylvania DEP:

In partnership with ICLEI – Local Governments for Sustainability (ICLEI), the Pennsylvania Department of Environmental Protection’s (DEP) Energy Programs Office (EPO) hosted a climate action learning cohort for 20 Pennsylvania local governments in 2019-2020. This cohort, supported by multiple universities, provided ICLEI tools and technical support to local governments as they completed greenhouse gas inventories and local climate action plans (CAP). In order to assist those communities in implementing their CAPs, EPO seeks to procure a contractor that will provide staff to act as a Shared Energy Manager (SEM) for 5-10 local governments that participated in DEP’s climate action cohort. Local governments typically lack the staff bandwidth, financial resources, and expertise needed to effectively manage their energy usage. The goal of this SEM program would be to provide boots-on-the-ground support in the form of technical expertise and implementation guidance to 5-10 local governments in order to lower their energy consumption and improve their energy management practices. The SEM would establish his/her own schedule to conduct utility bill reviews, data collection, and audits of energy assets in those communities, including overseeing implementation of energy conservation measures as funding allows within each jurisdiction. Energy assets can include, but are not limited to, municipally-owned facilities, such as office buildings, wastewater treatment plants, and water treatment plants, as well as non-buildings, such as street lighting and traffic lights. If time and DEP-funded budget allows, the SEM could also provide assessment services to quasi-governmental and nonprofit facilities, as well as support related to energy policy and incentives at the local level for commercial and residential buildings. The location of communities participating in the SEM program will be determined based on the selected contractor’s locale and capabilities.

2 TERM OF PROJECT

WES acknowledges the following statement of the project term, as provided by the Pennsylvania DEP:

The term of this Project shall commence upon issuance of a Contract or Purchase Order to the selected Contractor (“Effective Date”), and shall expire on June 30, 2021, unless it is terminated earlier pursuant to the terms of the Contract or Purchase Order. The term of this Project may be extended by and at the sole option of the Commonwealth for up to 90 days upon the same terms and conditions where a continued need exists for the services of the selected Contractor and there has been no termination under the terms of the Contract or Purchase Order.

3 QUALIFICATIONS

WES is a professional engineering services firm registered in Pennsylvania, and has an office located in Meadville, PA. WES has provided a wide range of energy management, analysis, and engineering services for commercial, industrial and municipal clients. WES provides services in all project phases from conceptual planning and analysis, through detailed design and construction, to final acceptance.

WES has provided consulting services for energy and MEP systems for over 350 facilities, including over 100 energy audits and renewable energy studies for municipal entities.

3.1 REQUIREMENTS

WES has uploaded all of the relevant documents required under the Question tab in JAGGAER. These uploads include:

- Small Diverse Business and Small Business Participation Submittal
- Cost Template
- Standard Forms
 - Domestic Workforce Utilization Certification Form
 - Iran Free Procurement Certification Form
 - Trade Secret/Confidential Proprietary Information Notice
 - Lobbying Certification Form

3.2 EXPERIENCE

The members of the WES project team have provided services for numerous projects which are similar in scope to this project, including energy audits and renewable energy studies for over 100 municipal entities. The following representative projects showcase work completed by WES engineers which is similar in nature and scope to the services requested in this RFQ.

Sullivan County, PA – Community Energy Plan

- *Scope and Size of Project:* The Sullivan County School District (SCSD) and Sullivan County Office of Planning & Development (SC) were awarded a grant by the Appalachian Regional Commission (ARC) to develop a Community Energy Plan (CEP) for the County. The purpose of the CEP is to reduce energy consumption in existing and new facilities and increase energy independence within the county. Wilson Engineering Services, PC partnered with SCSD and SC to submit the funding application to ARC to fund both the CEP and key projects arising out of it. WES partnered with SCSD and SC to develop the CEP, which includes an analysis of the existing energy usage at the facilities along with a compilation of technology recommendations for energy efficiency improvement specific to the County.
- *Project Start and End Dates:* December 1, 2010 – January 31, 2013
- *Company Name:* Sullivan County School District and Sullivan County Office of Planning and Development
- *Company Address:* 777 South Street, LAporte PA 18626
- *Contact Person:* Doug Lindner, Business Manager, SCSD
- *Contact Phone Number:* (570) 946-8203
- *Contact Email Address:* linddoug@sulcosd.k12.pa.us

Crawford Central School District – Biomass Combined Heat and Power District Energy System

- *Scope and Size of Project:* Wilson Engineering Services assisted the district in securing grant and low interest funding, served as clerk of the works as well as an energy system consultant for the installation of a \$3.6 million biomass combined heat and power district energy system located in

Meadville, PA. The district energy system provides heat and electricity to the Meadville Area High School, Crawford Area Career and Technical Center, and the Meadville Area Recreation Complex.

- *Project Start and End Dates:* 09/15/2010 – 12/31/2011
- *Company Name:* Crawford Central School District
- *Company Address:* 1120 Mercer Pike, Meadville, PA 16335
- *Contact Person:* David Dickson
- *Contact Phone Number:* 814-795-9101
- *Contact Email Address:* ddickson@penncrest.org

Tlingit & Haida Regional Housing Authority (THRHA)

- *Scope and Size of Project:* Over a 5 year period, THRHA funded energy audits and alternative energy studies on over 263 housing units in multifamily commercial buildings in communities across Southeast Alaska. The effort identified project specific ECM's, and identified regional energy trends which are now being used to improve energy efficiency across the region and target THRHA's efforts with respect to larger scale regional energy strategies. The ECMs and alternative energies considered included: weatherization, insulation, building HVAC system upgrades, lighting retrofits, solar PV, solar thermal, biomass, hydro, air source heat pumps, and other efficiency measures. WES was contracted to review all the information, summarize it in a cohesive form, and provide support, recommendations, and guidance to THRHA management in prioritizing, evaluating, and summarizing the results of the effort. WES summarized all reporting data on each community/facility/unit; provided analysis of the energy audits conducted including identifying modeling issues to address savings and cost estimates for ECMs, and overall energy projects to target for implementation; identified and analyzed additional ECMs / renewable energy options that would be applicable; and prepared the final reporting submitted to the US DOE. WES's energy and management experience provided value to THRHA. WES was able to evaluate regional trends and strategies, and identify specific items to address for individual energy baselines developed and ECMs identified. WES then was able to recommend ways to address specific items, modify the ECMs, or develop alternative ECMs to target.
- *Project Start and End Dates:* January 2015 – March 2016
- *Company Name:* Tlingit Haida Regional Housing Authority
- *Company Address:* 5446 Jenkins Drive, Juneau, Alaska 99801
- *Contact Person:* Craig Moore, Vice President – Planning and Development
- *Contact Phone Number:* 907-723-7421
- *Contact Email Address:* cmoore@ptialaska.net

Fort Leboeuf School District Geothermal District Heating System Feasibility

- *Scope and Size of Project:*
 - Energy consultant for analysis and review of proposals and contract negotiation for Solar PV array projects multiple sites. Projects did not move forward once solar REC market in PA collapsed.

- Geothermal District Heating System Feasibility; feasibility for installation of a 92 ton, \$1.3 million, district geothermal heat pump system serving Fort LeBoeuf Middle and High Schools. Services included modeling of heating and cooling loads and application for grant assistance. (project was not funded due to discontinuation of the PA-DCED Renewable Energy Program Geothermal and Wind Projects)
- Bus Fleet Conversion to CNG Study; evaluated cost savings for converting the bus fleet from diesel to compressed natural gas (CNG). Study analyzed bus fleet replacement schedule, routes, capital costs for CNG bus purchases and conversions, grant opportunities and potential savings. WES also organized a conference call with a school district that had converted fleet to CNG and a visit to a “fast fill” CNG station and presented findings to school board.
- High School Renovation Project; provided technical review of energy conservation measures and thermal energy equipment specification and Project Management Services for a \$5.9 million renovation of Fort Leboeuf High School.
- *Project Start and End Dates:* 9/15/2009 – 9/30/2016
- *Company Name:* Fort Leboeuf School District
- *Company Address:* PO Box 810, 34 East Ninth Street, Waterford, PA 16441
- *Contact Person:* Kim Heller, Business Manager
- *Contact Phone Number:* (814) 796-2638
- *Contact Email Address:* hellerk@fortleboeuf.net

Fairview Swiss Cheese Anaerobic Digester and Waste Treatment System

- *Scope and Size of Project:* Project included: energy modeling, feasibility, grant funding applications, and permitting assistance for a \$3.1 million anaerobic digester as a pretreatment for of waste water at a cheese factory that processes up to 350,000 pounds per day of milk. The biogas powers a 290 kW engine generator with heat recovered for use in the cheese making process. The project offsets \$250,000 per year of energy and disposal costs.
- *Project Start and End Dates:* 6/15/2008 – 12/15/2009
- *Company Name:* John Koller and Son, Inc
- *Company Address:* 1734 Perry Highway, Fredonia, PA 16124-2720
- *Contact Person:* Richard Koller
- *Contact Phone Number:* (724) 475-4154
- *Contact Email Address:* r.koller@fairviewswisscheese.com

3.3 PERSONNEL

WES' project team organizational chart for this project is shown in Figure 1. WES engineers often work together as a project team as a result of our efficient size. All WES teams include a firm principal who is not just on the organizational chart but also performing work on the project, giving clients direct access to top decision makers.

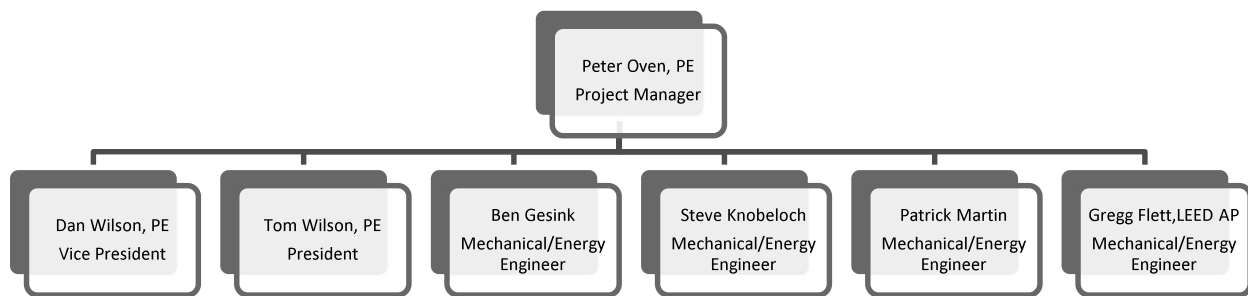


Figure 1: Project Team Organizational Chart

WES' staff includes engineers with experience providing energy management and analysis services similar to those needed for the PA DEP shared energy manager role. WES' project manager will provide a consistent point of contact for this project, and will work to ensure the project is consistently making progress towards established goals and milestones. WES' bench of project engineers provides the bandwidth necessary to scale up and down the level of effort which will be provided under this contract according to the needs of DEP and the local governments. The following is a brief background for the project manager and project engineers who make up the proposed team for this project. Their resumes are attached.

Peter Oven, PE, Project Manager

Mr. Oven will provide the project management for this scope, including oversight of all deliverables, provision of analysis and deliverable review services, provision of onsite site evaluations, and overall engineering support services for the project. He has been involved in over 50 MEP/energy studies and projects, and has provided project management, engineering design, and commissioning services for implementation of dozens of energy projects. He is experienced in all phases of energy project development including feasibility, design, permitting, construction, commissioning, and operation. Mr. Oven partners with clients and their project team to identify energy solutions which are economical, local, and sustainable, by providing careful analysis of their energy systems while weighing both technical and economic merits. Mr. Oven has extensive experience in providing detailed engineering work on these projects, including: on-site data collection, thermal and electric energy modeling, data acquisition technologies for thermal and electric usage, development of energy conservation measures, mechanical and electrical design, cost estimation, commissioning, testing and balancing, and measurement and verification. Peter holds an M.S. in Electrical Engineering from University of Washington, a B.S. in Electrical Engineering from Gonzaga University, and is a registered Professional Engineer in 3 states (PA, NH, and MA).

Dan Wilson, PE, Vice President

Dan will provide analysis review services and overall engineering support services for the project. In a management role, Mr. Wilson has provided consulting on federal, state, and local projects and programs totaling over \$4 Billion. Mr. Wilson has integrated funding policies with energy efficiency, stakeholder outreach, project feasibility studies, resource assessments, permitting, design, and

contract/construction management to achieve client goals. As Vice President of Wilson Engineering Services, PC, Mr. Wilson has overseen WES's involvement in over 200 MEP/energy studies and projects totaling many millions of square feet of conditioned space for commercial, institutional, and industrial facilities. These projects have included conventional energy systems as well as a host of renewable onsite, offsite, and transportation energy systems. WES's role in these projects has included thermal and electrical load modeling, energy auditing, concept evaluation, feasibility study, design and cost estimation, grant writing, permitting, engineering designer, project management consultant, owner's representative, construction manager, commissioning agent, operations consultant, controls provider, energy system tuning/retro-commissioning, and measurement and verification.

Thomas H. Wilson, PE, CRM, President/Energy Engineer

Tom will provide analysis and deliverable review services, onsite site evaluations, and overall engineering support for the project. As President of Wilson Engineering Services, PC, Tom has overseen WES's involvement in over 150 projects and studies. Mr. Wilson has helped organize and been on the planning committee of national, state, and local conferences for programs involving building construction practices, renewable energy, and energy efficiency. Mr. Wilson is a registered engineer in the Commonwealth of Pennsylvania. Tom brings to this project his depth of experience in energy conservation and renewable energy systems, and a hands-on approach which allows him to quickly recognize program trends, accomplishments and challenges. At a project level, Tom has completed energy audits, renewable energy feasibility studies, and energy efficiency/renewable energy project implementation at a wide variety of facility types, including: schools, commercial buildings (offices, municipal buildings, highway departments, businesses, etc.), hospitals, water and wastewater treatment plants, colleges, prisons, nursing homes, and others. The ECMs and renewable/alternative energy systems have included: building mechanical systems, lighting, weatherization (sealing/insulation), solar PV, geothermal, air source heat pumps, solar thermal, EVs, charging stations, fuel efficient vehicle technologies, CNG filling stations and vehicle modifications, biomass, CHP, and district energy.

Benjamin Gesink, EIT, Mechanical/Energy Engineer

Ben will provide technical assistance and onsite site evaluations on this project in support of senior staff. Mr. Gesink has been involved in multiple energy auditing and renewable energy projects, and his involvement has included the following tasks: site visit, load modeling, ECM and option development, cost estimation, report preparation, construction RFP preparation, installation verification, and owner support. ECMs and renewable energy systems which Mr. Gesink has evaluated include: building mechanical systems, solar PV, solar thermal, geothermal, air source heat pumps, biomass, CHP, and district energy.

Steve Knobloch, Mechanical/Energy Engineer

Steve will provide technical assistance and overall engineering support for the project. Steve has 10 years of experience providing project management, energy auditing, engineering and design for the

industrial and commercial sectors. Steve has completed energy audits, renewable energy feasibility studies, vehicle fleet alternative fuels studies, evaluation of energy recovery from power plant systems, and energy efficiency/renewable energy project implementation at a wide variety of facility types, including: schools, commercial buildings (offices, municipal buildings, businesses, etc.), greenhouses, prisons, universities, and others. Energy audits included collection of energy use data, energy baselining, and development of energy efficiency measures addressing: building mechanical systems, lighting, weatherization (sealing/insulation), air source heat pumps, biomass, CHP, plant piping, and district energy. Mr. Knobloch holds a B.S. in Mechanical Engineering from Clemson University, and is a registered Professional Engineer in North Carolina.

Patrick Martin, Mechanical/Energy Engineer

Mr. Martin will provide technical assistance and overall engineering support for the project. Mr. Martin has experience in energy management, analysis, sustainability, project management, commissioning, and measurement and verification. As a Project Manager and Engineer at WES, Mr. Martin routinely provides consulting services for renewable energy projects in the areas of energy assessments, thermal load modeling, CHP feasibility, electric power systems, and building automation. Mr. Martin also has experience in performing energy audits, engineering design, design review, commissioning, and measurement and verification services for over 30 energy related construction and renovation projects, including various HVAC, controls, electrical, lighting, plumbing, and building envelope scopes representing over \$300 million dollars of prime construction cost. Mr. Martin holds an M.S. in Mechanical Engineering from the University of Florida, two B.S. in Mechanical and Aerospace Engineering from the University of Florida, and is a registered Professional Engineer in North Carolina.

Gregg Flett, LEED AP, Mechanical/Energy Engineer

Greg will provide technical assistance and overall engineering support for the project. Greg has 30 years of experience in energy and sustainability. Greg's experience includes mechanical engineer at a consulting engineering firm performing energy audits, and designing and commissioning energy systems for commercial buildings, water treatment plants, and campuses; as an energy and building construction manager for Brookhaven National Laboratory's campus overseeing an energy program covering a wide variety of buildings and systems; and as an engineering services manager responsible for MEP (energy systems) at Bank of America for their national portfolio of buildings and systems.

Greg has completed energy audits, renewable energy feasibility studies, and energy conservation project implementation at a wide variety of facility types, including: municipal office buildings, warehouses, truck staging facilities, hospitals, water and wastewater treatment plants, prisons, laboratory facilities, fire departments and pumping stations. The ECMs have included: building mechanical systems, lighting, weatherization (sealing/insulation), boiler efficiency, chiller plant optimization, and building automation systems. Greg has extensive experience as both a consulting engineer on MEP projects, and as a manager of high-level and critical facilities for both the federal

government and the private sector. Greg has demonstrated expertise in developing deliverables for public consumption across multi-disciplinary teams including federal, state, and local government.

3.4 SUBCONTRACTING

WES does not plan to subcontract any portion of the work associated with this project.

4 PROJECT WORK PLAN

The project objectives for the DEP's Shared Energy Manager arrangement are to provide technical expertise and implementation guidance to local governments in order to lower energy consumption and improve energy management practices. WES' approach to the project takes intentional steps to ensure success, and is outlined by task and deliverable below.

- Contract execution will be complete, and contractor will begin work by 7/1/2020.
WES staff is available to begin work by 7/1/2020, and upon award will work diligently with the PA DEP to complete contract execution prior to that point.
- Initial Project Meeting with DEP to review the scope in July 2020.
WES' typical project approach begins with establishing a schedule with relevant milestones and clearly communicating project goals and expectations to the entire project team. During the meeting at the start of the project, WES would collaborate with the DEP to create an accounting of specific project goals, milestones, and deliverables which would drive the decisions throughout the remainder of the project.
- Participate in meetings and project update calls with DEP.
Along with the initial project meeting, WES would participate in regular meetings and update calls with DEP. WES believes that regular team meetings throughout the course of the project are imperative to review the project status against the established milestones. Continuous collaboration between team members allows for ongoing feedback on progress, while also facilitating quality control to ensure that the project goals are achieved.
- Submit quarterly progress reports to DEP.
WES is able to provide formal progress reports in addition to the regular update meetings. Quarterly progress reports detailing current project status, a listing of deliverables provided to date, and planned progress through both the next progress report and the end of the project will be submitted to the DEP.
- Engage with 5-10 communities on a weekly basis via in-person site visits and/or energy consulting work from their home office.
WES is experienced with serving multiple clients simultaneously, and will be able to consistently engage with the 5-10 communities selected for energy management and consulting assistance. When appropriate, WES staff is able to travel from the Meadville office to conduct site visits and energy audits. For the majority of the engagement throughout the project, WES envisions remote discussions with the communities to discuss analysis results, ECM recommendations, implementation steps, and other relevant details to individual project statuses.

- Work with each of the communities to determine an energy baseline and benchmark buildings or to update existing baseline and benchmarking information.

WES is a firm believer that you cannot manage what you do not measure. Beginning each analysis with the establishment of an energy baseline is a key component of WES' project approach, and will be incorporated into each analysis performed for this project. Where existing benchmarking or baseline information is available, WES will perform an independent review and update the information as appropriate for the current analysis. The benchmarking and baseline established will be the basis for the energy conservation approach taken with each entity.

- Work with each community to develop an energy management plan or refine an existing energy management plan, if available and found useful.

Using the benchmarking and baseline information established for the facilities and equipment used by each entity, WES will develop an energy management plan for each entity to map their respective paths to achieving energy and resource conservation. Each plan will be tailored to the specific needs, goals, and requirements of the facilities it encompasses, and will be developed with collaboration from all stakeholders to ensure it can be successfully implemented. Where appropriate, information and strategies contained in existing energy management plans will be incorporated into the plans developed for this project.

- Track, monitor, and report on energy usage and cost, including benchmarking using Energy Star Portfolio Manager, for each community. Portfolio Manager data to be shared with DEP.

As a part of the baseline and benchmarking process, WES will perform benchmarking using the Energy Star Portfolio Manager tool. WES engineers are well versed in the use of this tool and are capable of developing benchmarks for each facility as appropriate, and sharing the data with DEP. Energy usage data provided by each government would be reported in both the energy management plan and the final report submitted to DEP.

- Help identify, implement, verify, and monitor energy-savings projects (inclusive of, but not limited to: comprehensive energy efficiency measures, equipment replacement/upgrades, energy conservation, behavioral savings, and renewable energy or storage projects) and subsequent impacts on energy costs over time.

Using the baseline utility information established and site information gathered during site visits and through interviews with facility staff, a customized set of energy savings measures and renewable energy implementation options will be developed. One of WES' strengths is analyzing facility usage characteristics and identifying energy savings measures which would be most applicable to the facility, rather than merely providing a uniform set of measures regardless of the needs of the specific facility. The identification of measures would include an analysis of their potential impact on future facility energy costs. Using input from stakeholders, a subset of the energy savings measures and/or renewable energy options which are identified as feasible will be selected for implementation. WES is experienced with guiding facility owners through the implementation of energy conservation measures and renewable energy projects, and would bring that experience to this project. As appropriate throughout the project term, WES will assist with monitoring energy savings after project implementation.

- Support scheduling of energy audits, where applicable. Based on the results of any new or already-completed energy audits, the Shared Energy Manager will support those communities in their pursuit of efficiency measure implementation.

As identified above, gathering information through site energy audits will be a key component to developing customized energy projects which can be successfully implemented to achieve energy conservation and savings goals. WES is capable of scheduling these energy audits at facilities throughout PA as needed. Where information is already available from previous audits, WES is able to perform a review of that information and provide assistance and/or recommendations for implementation as appropriate.

- Works with municipal building occupants to achieve energy reduction goals.

WES views engagement of building occupants to be of critical importance when developing energy conservation projects. Where possible, behavioral savings are included in projects as an efficient means of realizing cost saving benefit. Engagement with building occupants can take the form of on-site training, dissemination of essential information on how to achieve savings, and seeking buy-in to support the energy conservation plan being implemented.

- Researches, applies for, and manages energy efficiency and renewable energy grant opportunities or other financing options, as appropriate.

WES is well versed in pursuing funding opportunities for energy efficiency and renewable energy. WES can assist in pursuing grant opportunities, utility rebates, local and federal incentives, and municipal lease type financing among other opportunities as applicable.

- Acts as a liaison to community facilities managers, finance officers, planners, or council members, and others, attending meetings as needed.

WES is capable of being a liaison to all parties involved in the energy project process in the various local governments included in the project scope. WES is able to explain both the big picture of the proposed energy management plans as well as the details contained in their respective analyses. This allows WES to communicate effectively with all stakeholders as is necessary throughout the process. From the main office in Meadville, PA, WES staff is able to travel to attend meetings as needed.

- Oversight, training, and management of any interns provided to support this work.

WES always provides oversight, training and management of its interns. A WES project engineer will review and ensure quality of all analyses or other work performed by interns. The project manager will coordinate with the project engineers and interns to ensure that all deliverables and information provided will be of the highest quality.

- Assessment services to quasi-governmental and nonprofit facilities, as well as support related to energy policy and incentives at the local level for commercial and residential buildings.

To the extent that quasi-governmental and nonprofit facilities are included in the project scope, WES is well prepared to provide assessment services to those entities as well. WES has a proven track record of providing exceptional service to large international corporations, small businesses, quasi-governmental agencies and non-profit organizations. WES has experience both in advising energy policy and incentives at the local level and in leveraging local policies and incentives to provide project benefit for clients.

- Prepares and presents regular reports on energy use to municipalities.
WES is capable of performing all manner of energy usage reporting. As appropriate throughout the project term, WES can provide regular reports on usage to municipalities to inform project implementation decisions and provide information on energy savings after energy savings or renewable energy measure implementation.
- All reports prepared for the 5-10 communities will also be submitted to DEP.
WES is prepared to deliver all reports provided under this contract to DEP along with the various local governments they pertain to.
- Final report submitted to DEP by 6/30/2021.
WES will provide a final report documenting the energy management plans, energy savings and renewable energy project options, project implementations, and energy savings realized throughout the project term for all of the selected entities.

5 TRAVEL

WES acknowledges that actual approved travel shall be reimbursed in accordance with Management Directive 230.10 as amended. An estimate of travel expenses is provided in the cost estimate uploaded to JAGGAER.