

CenterPoint Energy 2012 Retro-Commissioning (RCx) Fast-Track Program Program Overview

An overview of the procedures for the CenterPoint Energy 2012 Retro-Commissioning (RCx) Fast-Track program has been included below. For more information, please visit our [Retro-Commissioning website](http://www.centerpointefficiency.com/recx) at www.centerpointefficiency.com/recx.

- I. What is Retro-commissioning (RCx)?
 - A. Low cost/ no cost measures implemented to optimize and enhance existing facility systems to improve performance, reduce peak demand (kW) and save energy (kWh).
- II. Program Advantages
 - A. Free engineering analysis of a facility to recommend energy conservation measures.
 - B. Customer incentives of **\$25/kW and \$0.01/kWh** for verified savings that achieve the minimum required within the stipulated time, based on eligible implementation costs, up to **\$5,000 maximum**.
 - C. Typically low capital costs and short paybacks (<= 3 yrs).
 - D. Reduce annual electricity bills.
 - E. Can improve occupant comfort.
- III. Eligibility
 - A. >=150,000 ft² conditioned space.
 - B. Significant baseline peak kW and kWh; high EUI (kWh/ft²).
 - C. Building Automation System.
 - D. Owner implementation commitment.
 - E. Motivated staff, facility accessibility, facility documentation.
 - F. Non-transmission class (<69kV) or government/ non-profit.
- IV. Project Screening / Energy Analysis Phase (PS)
 - A. Owner (and/or Owner's representative) submits an application for the RCx program.
 - B. CenterPoint energy obtains the electricity usage data from the facility's ESI ID number.
 - C. Nexant evaluates the application and electricity data and performs an initial assessment of the facility to determine if it is a good candidate for the program.
 - D. If the project is approved, Nexant will notify the Owner of this and the project will proceed to the project kick-off phase. If the project is not approved, Nexant will notify the Owner that the project has not met the criteria for acceptance.
- V. Project Kick-Off
 - A. Nexant awards project to designated RCx agent
 - B. Owner and RCx Agent sign Nexant project documents
 - C. RCx agent contacts Owner:
 - 1) Schedule the kick-off meeting.
 - 2) Requests additional information on the facility(s).
 - 3) Coordinate investigation phase schedule (typically ~4-8 months duration).
 - D. Kick-Off Meeting with Owner, CenterPoint, Nexant and RCx agent to discuss how the project will proceed, and if necessary, to discuss the RCx Fast-Track program in general.
- IV. Investigation Phase (IP)/ Implementation
 - A. RCx agent conducts site visit(s) and Owner interview(s) for detailed audit.
 - B. Owner may begin implementation of ECM's described in the PP report.
 - C. RCx agent prepares IP report, including:

- 1) Detailed written description of existing facility, existing operating hours, list of major building equipments, energy conservation measures (ECM), Master Finding's list, equipment data, etc.
 - 2) Detailed calculations.
 - 3) Updated Owner Selection Table (OST).
 - 4) Updated project schedule.
- D. After IP report is approved, the RCx agent issues the final report to the Owner, and arranges the Investigation Phase Meeting with all parties.
 - E. After IP meeting, the Owner completes and signs the OST, then submits it to Nexant.
 - F. Owner implements selected energy conservation measures and keeps Nexant informed of the progress during the duration of the implementation.
 - G. If Nexant determines that the savings are sufficient to proceed, the project moves to the Verification Phase upon completion of Implementation; if Nexant determines that the savings are insufficient, the project will be cancelled.
- VI. Verification Phase (VP)
- A. Assuming the project is approved to continue, RCx agent submits Verification Plan to Nexant for review and approval.
 - B. Upon the Owner's completion of implementation, RCx agent conducts an additional site visit to verify whether the measures were installed correctly.
 - C. RCx agent prepares VP report, including:
 - 1) Basic written description verifying that the ECM's were installed correctly, or indicating how the measure differs.
 - 2) Verification documentation (i.e., DDC trend data, DDC screen shots, equipment pictures, etc.).
 - 3) Updated savings calculations.
 - 4) Updated Owner Selection Table (OST).
 - 5) Owner implementation cost documentation (i.e., contractor invoices, purchase orders, etc.).
 - 6) Explanation of RCx changes and recommendation of continuing system operations.
 - D. After VP report is approved, assuming the minimum savings were achieved and the project deadline was met, the Owner is eligible for an incentive issued by Nexant, which is based on *\$25/kW and \$0.01/kWh* verified savings, not to exceed the lesser of the Owner implementation cost or \$5,000. If these conditions are met and the project completed within 8 months, then the Owner will receive a plaque and certificate from CenterPoint, recognizing their successful participation in the program.
 - D. The RCx agent arranges for a verification phase/wrap-up meeting between all parties.

*Note: All projects admitted into the program after the RCx program kick-off on November 16, 2011 will be subject to the 2012 program guidelines, regardless of its completion date.