

## CenterPoint Energy 2012 Retro-Commissioning (RCx) Full Program Program Overview

An overview of the procedures for the CenterPoint Energy 2012 Retro-Commissioning (RCx) Full program has been included below. For more information, please visit our website at our [Retro-Commissioning website](http://www.centerpointefficiency.com/recx) at [www.centerpointefficiency.com/recx](http://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 **\$10,000 maximum**
  - C. Typically low capital costs and short paybacks (<= 3 yrs)
  - D. Reduce annual electricity bills
  - E. Can improve occupant comfort
- III. Eligibility
  - A. >=400,000 ft<sup>2</sup> conditioned space
  - B. Significant baseline peak kW and kWh; high EUI (kWh/ft<sup>2</sup>)
  - C. Building Automation System
  - D. Owner implementation commitment
  - E. Motivated staff, facility accessibility, facility documentation
- IV. Project Application
  - 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 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) Obtain preliminary information on the facility(s).
    - 3) Request additional information required on the facility(s).
    - 4) Coordinate preliminary project schedule (typically ~8-12 months duration, but may be up to 14 months if warranted and approved).
  - 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 program in general.
- VI. Preliminary Assessment Phase (PA)
  - A. RCx agent conducts a very basic walkthrough of the site and Owner interview(s) for preliminary assessment.
  - B. RCx agent prepares a brief Preliminary Assessment Summary

- 1) A brief facility description that includes: facility type, square footage, main HVAC systems & controls description, list of major energy-consuming equipment, occupancy hours, system operating hours, etc.
  - 2) Identification of list of potential Energy Conservation Measures.
  - 3) Owner Selection Table (OST) with estimated savings, costs and payback.
  - C. RCx agent submits Preliminary Assessment Summary to Nexant and CenterPoint for review; Iterations may follow as directed by Nexant.
  - D. After Preliminary Assessment summary is **approved**, the RCx agent issues the final document to the Owner, and arranges the Preliminary Assessment Phase Meeting with all parties.
- VII. Investigation Phase (IP)
- A. RCx agent conducts additional site visit(s) and Owner interview(s) for detailed audit.
  - B. RCx agent prepares IP report, including:
    - 1) Detailed written description of existing facility, energy conservation measures (ECM), Master Finding's list, verification plan, equipment data, etc.
    - 2) Detailed RCx measure savings calculations.
    - 3) Updated Owner Selection Table (OST).
    - 4) Updated project schedule.
  - C. After IP report is **approved**, the RCx agent issues the final report to the Owner, and arranges the Investigation Phase Meeting with all parties.
  - D. After IP meeting, the Owner completes and signs the IP OST, then submits it to CenterPoint, Nexant and RCx agent.
  - E. If Nexant determines that the savings are sufficient to proceed, the project moves to the Implementation Phase; if Nexant determines that the savings are insufficient, the project will be cancelled.
- VIII. Implementation
- A. Owner implements the selected energy conservation measures (ECM's).
  - B. RCx agent may assist the Owner to ensure the measures are implemented correctly.
  - C. Owner implements selected energy conservation measures and keeps Nexant informed of the progress during the duration of the implementation.
- IX. Verification Phase (VP)
- A. Assuming the project is approved to continue, RCx agent submits Verification Plan to Nexant for review and approval.
  - B. Upon Owner's completion of implementation, RCx agent conducts additional site visit(s) to verify whether the measures were installed correctly.
  - C. RCx agent prepares VP report, including:
    - 1) Detailed written description verifying that the ECM's were installed correctly, or indicating how the measure differs.
    - 2) Detailed calculations (may be the same as in the IP report if ECM's were installed correctly; if ECM's are different, revised calculations will be required).
    - 3) Updated Owner Selection Table (OST).
    - 4) Explanation of RCx changes and recommendation of continuing system operations.
  - D. Owner implementation cost documentation (i.e., contractor invoices, purchase orders, etc.). 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 \$10,000. If these conditions are met and the project

completed within 12 months, then the Owner will receive a plaque and certificate from CenterPoint, recognizing their successful participation in the program.

- E. 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.