

ESPC/UESC IGA CONTENT CHECKLIST

<p>The Department of Veterans Affairs requires that all IGA submissions meet the minimum content requirements as detailed below. Failure to meet these requirement will result in return of the IGA submission.</p>				
<u>30% or 35% IGA Submission</u>	Received	Sufficient		Notes
1. Baseline Conditions				Included Facility(s) description, hours of operation, quantity of occupants, and standards of comfort should be agreed upon by this point
2. Project Development Costs				Current Project Development Cost (PDC) with full pricing breakout shall be provided in addition to a Not To Exceed (NTE) amount for PDC through Task Order Award.
3. ECMs Descriptions and Calculations (anticipated)				
4. List of ECMs that were considered for installation but were disqualified because of cost or other constraints.				This list should be prioritized based on Facility needs. This list should include an estimated cost (if applicable) for the ECM and a detailed explanation as to why the ECDM was disqualified.
5. Metering Plan				Data logging should be done by this point to confirm baseline conditions
6. Measurement & Verification (Preliminary)				VA M&V Guidelines should be taken into consideration when recommending Options.
7. Risk, Responsponsibility and Performance Matrix				
8. TO Schedules 1-5 current to 30 or 35%				
9. Initiate project within eProjectBuilder				Contract Specialist will assist in initiating project in ePB.

<u>60% or 65% IGA Submission</u>	Received	Sufficient		Notes
1. Baseline Conditions				Included Facility(s) description, hours of operation, quantity of occupants, and standards of comfort should be agreed upon by this point
2. ECM Development including Descriptions and Calculations				Preliminary pricing and estimated paybacks should be included. Provide feasibility study data needed to assess capital contributions for renewable energy or CHP, as appropriate.
3. List of ECMs that were considered for installation but were disqualified because of cost or other constraints.				This list should be prioritized based on Facility needs. This list should include an estimated cost for the ECM and a detailed explanation as to why the ECDM was disqualified.
4. Metering Results				
5. Measurement & Verification Outline				
6. Risk, Responsponsibility and Performance Matrix				
7. TO Schedules 1-5 current to 60 or 65%				
8. Manufacturing Information for Equipment - Cut Sheets				
<u>90% or 95% Draft Final IGA Submission</u>	Received	Sufficient		Notes
1. Baseline Conditions/Assumptions				
2. ECM Development (SOW) including Descriptions and Calculations				ECM pricing should include sub contractor bids.
3. List of ECMs that were considered for installation but were disqualified because of cost or other constraints.				This list should be prioritized based on Facility needs. This list should include an estimated cost for the ECM and a detailed explanation as to why the ECDM was disqualified.

5. Detailed Measurement & Verification (baseline & calcs) plan including reporting.				
6. Risk, Responsponsibility and Performance Matrix				
7. TO Schedules 1-5 with firm, detailed cost and savings				
8. Subcontractor Abstracts with full transparency including quotes. Provide price analysis where no competition was received.				Subcontract offers shall be on the Sub's letterhead. The offer shall be signed and dated by the Subcontractor.
9. Commissioning				
10. Training (Detailed)				
11. Operations & Maintenance (Detailed including responsibilities per ECM).				
12. Full transparency of all overhead costs, travel, etc.. With justification.				
13. Schedule for project completion on a per facility basis.				Show the times that each facility is or is not available for construction activity.
14. Manufacturing Information for Equipment - Cut Sheets				
15. IDS and SFO (Investor Deal Summary & Standard Finance Offer)				
16. Healthcare Impact Plan				
17. Post Acceptance Performance Period Services				
18. TO Schedules submitted into eProjectBuilder				Once negotiation is complete, final schedules will be uploaded and accepted within ePB.
19. Time Sheets for each individual that worked in the Project Development Stage. (Time Sheets for all projects individuals have worked on during this time may also be requested.)				Required if the Project Development Stage costs have not previously been agreed to.