

Commissioning Services

**SCOPE OF WORK APPROVAL FORM**

Contracting Agency and Consultant plan to enter into a contract that follows the process set forth in ODOE Commissioning Services for School Buildings RFQ and meeting all current Commissioning and Report requirements (see <https://www.oregon.gov/energy/energy-oregon/Pages/Schools-Commissioning-Firms.aspx>).

Contracting Agency and Consultant agree that this Scope of Work Approval Form is a complete and accurate description of the scope of work contemplated for the contract. Consultant agrees to complete and deliver to Contracting Agency the services described in the Statement of Work below. Any changes made to the scope of services described herein following ODOE approval may not be eligible for reimbursement through the Program.

This Scope of Work Approval Form is not a substitute for a contract for services. To be eligible for reimbursement through the Program, ODOE must first approve this form and then should receive a copy of the executed contract for the work described in the Statement of Work below.

**Contracting Agency Contract #: Date:**

## CONTACT INFORMATION

Contracting Agency:

Contact Person and Title:

Mailing Address:

Phone:

E-mail:

Consultant/Commissioning Firm:

Contact Person and Title:

Mailing Address:

Phone:

E-mail:

## STATEMENT OF WORK

*Consultant will perform the services described herein at the Facility or Facilities identified below. Please complete one form per facility. The scope of services for commissioning each Energy Efficiency Measure (EEM) includes all services as detailed in the “Commissioning Requirements and Commissioning Report Requirements” document unless specifically noted in the sections below. The Consultant shall specify if any of the required services are excluded from this contract. Only commissioning services provided for EEMs that are part the Public Purpose Charge (SB 1149) Schools Program are eligible for reimbursement of funds through this program. Commissioning services for equipment or projects that are not related to a Public Purpose Charge (SB 1149) eligible EEM are not eligible under this scope of work. It is the responsibility of the consultant to appropriately define the scope of commissioning services to be provided and to confirm alignment of audited EEMs to commissioned projects.*

Additional pages attached? [ ]  YES [ ]  NO

*Attached documentation is not a replacement for this completing this form.*

Will Consultant use sub-consultants or subcontractors for this project? [ ]  Yes [ ]  No. If so, please list subconsultant(s) and role(s).

For HVAC Projects: Commissioning Agent to Perform Testing and Balancing [ ]  , **OR**

Commissioning Agent to Review Testing and Balancing as performed by TAB Contractor [ ]  , **OR**

 N/A (no airside HVAC projects included in scope) [ ]

### Task 1

Name of Facility:

Physical Address:

Facility Contact Person (*if different than listed above*):

Phone: Email:

**Commissioning of project and/or equipment for Energy Efficiency Measure (EEM) identified in an energy audit dated . Include EEM number and describe EEM below:**

EEM EEM Commissioning cost

EEM EEM Commissioning cost

EEM EEM Commissioning cost

EEM EEM Commissioning cost

EEM EEM Commissioning cost

**Task 1 Project Description and/or Additional Instructions:**

### Task 2

Name of Facility:

Physical Address:

Facility Contact Person (*if different than listed above*):

Phone: Email:

**Commissioning of project and/or equipment for Energy Efficiency Measure (EEM) identified in an energy audit dated . Include EEM number and describe EEM below:**

EEM EEM Commissioning cost

EEM EEM Commissioning cost

EEM EEM Commissioning cost

EEM EEM Commissioning cost

EEM EEM Commissioning cost

**Task 2 Project Description and/or Additional Instructions:**

### Task 3

Name of Facility:

Physical Address:

Facility Contact Person (*if different than listed above*):

Phone: Email:

**Commissioning of project and/or equipment for Energy Efficiency Measure (EEM) identified in an energy audit dated . Include EEM number and describe EEM below:**

EEM EEM Commissioning cost

EEM EEM Commissioning cost

EEM EEM Commissioning cost

EEM EEM Commissioning cost

EEM EEM Commissioning cost

**Task 3 Project Description and/or Additional Instructions:**

## COST

The maximum compensation payable by Contracting Agency to Consultant for the work described herein, which includes any allowable expenses is $ .

The amount that will be requested for reimbursement through Contracting Agency’s Program (SB 1149) funds is $ .

These costs are broken down, by Facility, as follows:

|  |  |  |
| --- | --- | --- |
| **Facility Name** | **Total Facility Cost** | **SB 1149 Cost** |
| **Task 1:**  |  |  |
| **Task 2:** |  |  |
| **Task 3:** |  |  |
| **Total Costs:** |  |  |

## AUTHORIZED SIGNATURES

Contracting Agency and Consultant agree that the statement of work and the costs described herein are an accurate depiction of the planned work.

Contracting Agency: Date:

 Name, Title

Consultant: Date:

 Name, Title