



Building Performance Team Meeting - Agenda

Wednesday, July 13th, 2011 – 10:00 a.m. – 12:00 p.m.

Center for Health and Safety Innovation - 5110 Creekbank Road, Mississauga – Meeting Rm. F

1. Energy Leaders Consortium
2. Website Sustainability Opportunities
3. Ontario Aerospace Council Benchmarking
4. HVAC Procurement Template

TO: Members of the Partners in Project Green – Building Performance Team

FROM: Chris Rickett, Senior Project Manager, Partners in Project Green

RE: ENERGY LEADERS CONSORTIUM

KEY ISSUE

Update on the development of the Energy Leaders Consortium and review of draft Requests for Proposals to procure energy management software and professional facilitation.

BACKGROUND

TRCA is developing an Energy Leaders Consortium among local manufacturers to drive energy conservation within their facilities and demonstrate their successes to the broader business community. TRCA submitted a funding application to the Ontario Power Authority's (OPA) Conservation Fund in April 2011, and a response is expected in August 2011. If successful, it will fund software licensing and expert training and facilitation to augment the consortium.

Broan NuTone hosted a pilot session of the Energy Leaders Consortium on Tuesday June 28th with two additional participating businesses and provided guidance on the program format. The next session will be scheduled for September and will target the participation of 10 businesses.

OVERVIEW OF PROGRAM CONCEPT

The Energy Leaders Consortium is designed to assist manufacturers around Toronto Pearson improve their energy management capabilities. By working together to leverage best practices, the knowledge of the group, interactive training and energy management software, the participating companies will drive conservation into their operations by adopting continuous improvement models for energy management.

Participation will be available to invited organizations at no cost for a 12-month pilot project from the receipt of funding, at the end of which the consortium will move to a paid membership model.

Basic Format

The consortium members will meet bi-monthly for a half-day, and each meeting will be hosted by a different member. Meetings will have 2 themes: the host's biggest energy management success and their biggest challenge.

- **Report out by members:** New initiatives or updates since the previous meeting.
- **Presentation by the host:** Overview of their energy management story and initiatives, highlighting the 2 themes for the day.
- **Tour of their facility:** Tour of operations, highlighting energy management initiatives and challenge areas.
- **Group discussion:** Input and discussion of the themes. Additionally, each participant will be challenged to identify one idea that they will bring back to their organization, and one suggestion for the host.

Energy Management Software

Pending confirmation of funding from the OPA, consortium members will use a common software platform to assist in energy management and allow sharing among consortium members. It is intended that the software will have functionality to support:

- Project management
- Tracking interval-metered energy consumption data
- Equipment inventory
- Conservation Opportunity Identification
- Estimation of Energy, Cost, and GHG savings
- Benchmarking

The software will help identify, build the business case, and implement specific projects, as well as to provide the information to feed sustain internal programs and processes that embed energy into the core organizational management.

TRCA will undertake a competitive bidding process to select a software solution. A draft Request for Proposals (RFP) is attached for the team's review. TRCA also requests that members of the team provide advice on developing a list of potential vendors to receive the RFP.

Expert Facilitation and Training

Pending confirmation of funding from the OPA, the consortium will include 12 months of expert facilitation to ensure rich peer-to-peer exchanges among members, keep the sessions focused, and provide a training and guidance component to move member organizations beyond project implementation and towards programs and processes that will embed energy management within the organization's core decision making. In the case of a facilitated consortium, host members will be selected, in part, to best highlight the session's training topic.

The first three sessions will include training modules. A draft set of training topics are given below:

Session 1 – Energy Data and Supply Management

Preparation:

- Confirm data quality and review baseline date of each facility
- Develop training materials and related case study of host facility

Session Delivery:

- Training Module: Software, Energy Data Management, and Benchmarking
- Training Module: Energy Supply Management

Session 2 – Facility and Process Energy Use

Preparation:

- Review opportunities identified for each facility
- Develop training materials and related case study of host facility

Session Delivery:

- Training Module: Facility and Process Energy Use

Session 3 – Environmental Measurement and Organization Integration

Preparation:

- Review carbon footprint for each organization
- Develop training materials and related case study of host facility

Session Delivery:

- Training Module: GHG Emissions Calculations and Tracking
- Training Module: Organizational Integration of Energy Management

TRCA will undertake a competitive bidding process to select a trainer and facilitator. A draft Request for Proposals (RFP) is attached for the team's review.

PARTICIPATING ORGANIZATIONS

The consortium will be made up of local energy management leaders from the manufacturing sector. Members will have already made significant strides towards energy conservation and will be committed to finding and sustaining further reductions. Each member organization will be asked to commit to:

- Having one management representative responsible for energy attend all sessions. A second staff member may be designated if the primary is not available.
- Sharing their progress, successes, failures, and energy consumption data with the members of the group.
- Pursuing energy conservation initiatives in their organization.

Eleven organizations contacted by TRCA have expressed interest in joining the consortium. The consortium can accept up to 18 members. Members of the Building Performance Team are requested to nominate local manufacturers that would be a good fit for the consortium.

PROGRAM OUTCOMES

The ultimate outcome of this program aims for the participating companies to adopt continuous improvement models for energy management in their organizations, while continuing to participate in the consortium as paid members.

Over the initial 12-month period, it is expected that member companies will realize at least 5% energy reductions through the project, and set the foundation for increased energy management capacity in their organizations in order to sustain and increase those savings.

NEXT STEPS

- TRCA will schedule a consortium meeting for September, 2011 to be held at a Cadbury facility.
- New members will be recruited, with the aim of at least 10 organizations attending the September meeting.

- TRCA will finalize the attached RFPs for release upon approval of funding from the OPA.

Report prepared by: Dennis Braun, extension 5594

For more information contact: Dennis Braun, extension 5594

Date: July 12, 2011

Attachments

- Draft Request for Proposals – Energy Leaders Consortium Facilitation and Training
- Draft Request for Proposals – Energy Management Software



Request for Proposals
Energy Leader Consortium – Facilitation and Training

RFP Release Date: *XXXX*
Submissions Due: *XXXX*

I. BACKGROUND

The Toronto and Region Conservation Authority (TRCA) seeks Proposals from qualified Respondents interested in providing services as described in this Request for Proposals (RFP) for facilitation and training in support of Partners in Project Green's Energy Leaders Consortium.

Partners in Project Green is a growing community of businesses working together to green their bottom line and to create an internationally-recognized 'eco-business zone' by re-branding the industrial areas around Toronto Pearson International Airport as the Pearson Eco-Business Zone.

Through new forms of business-to-business collaboration, Partners in Project Green delivers programming that helps businesses reduce energy and resource costs, uncover new business opportunities, and address everyday operational challenges in a green and cost-effective manner.

II. ENERGY LEADERS CONSORTIUM FORMAT

Partners in Project Green is launching an Energy Leaders Consortium designed to help local manufacturers achieve energy conservation through standard and innovative solutions, and to integrate energy management into their core decision making processes.

The consortium will consist of up to 18 member organizations and TRCA. Local energy management leaders will be invited to join the consortium based on past efforts to achieve energy reductions, and commitment to attending consortium sessions, sharing with the consortium members, and continuing to pursue energy conservation. The consortium will focus on peer-to-peer exchanges to leverage the experiences of the members to find opportunities for conservation and solutions to difficult challenges.

The consortium will meet 6 times over a 12-month period. Each half-day session will include the following components:

- **Rotating hosts:** Each meeting will be hosted by a different member.
- **Report out by members:** New initiatives or updates since the previous meeting.
- **Presentation by the host:** Overview of their energy management story and initiatives, highlighting their biggest success and biggest challenge
- **Tour of their facility:** Tour of operations, highlighting energy management initiatives and challenge areas.
- **Group discussion:** Input and discussion of the themes. Additionally, each participant will be challenged to identify one idea that they will bring back to their organization, and one suggestion for the host.

Additionally, the first 3 meetings will include a formal training component to be delivered by the successful respondent at the host facility. The training will be intended to provide participants with the background and frameworks to successfully develop and integrate an energy management plan in their organizations.

As with any mixed group, there will be a range of backgrounds, experiences, and expertise with energy management. However, many participants will have experience implementing energy management projects.

III. SCOPE OF SERVICES

The successful respondent will be responsible for the facilitation of 6 consortium sessions over a 12-month period, the preparation and delivery of training materials for the first three sessions. Preparation for each session is expected to include reviewing the members' energy data and advanced consultation with the session hosts.

Energy Management Workshops

The successful respondent will be responsible for providing all training materials. The proposal must include a training format and syllabus and describe how the training modules will meet the objectives of the consortium. The proposal must make clear whether the respondent will be using existing materials or developing new materials for the training. TRCA will own training materials developed as part of this program.

A possible set of workshop modules include:

Session 1 – Energy Data and Supply Management

Preparation:

- Confirm data quality and review baseline date of each facility
- Develop training materials and related case study of host facility

Session Delivery:

- Training Module: Software, Energy Data Management, and Benchmarking
- Training Module: Energy Supply Management

Session 2 – Facility and Process Energy Use

Preparation:

- Review opportunities identified for each facility
- Develop training materials and related case study of host facility

Session Delivery:

- Training Module: Facility and Process Energy Use

Session 3 – Environmental Measurement and Organization Integration

Preparation:

- Review carbon footprint for each organization
- Develop training materials and related case study of host facility

Session Delivery:

- Training Module: GHG Emissions Calculations and Tracking
- Training Module: Organizational Integration of Energy Management

Expert Facilitation

The consortium is built on a model of peer-to-peer exchanges. The role of the facilitator will be to structure sessions, encourage dialogue, keep the exchanges productive, and ensure that all opportunities are captured. Additionally the facilitator will challenge the members to commit to continuous improvement, undertaking specific projects, and integrating energy management into their organizations' core decision making practices.

III. SUBMISSION OF PROPOSALS

Respondent shall submit one (1) original copy:

- 1) By email with a cover letter proposal in PDF or WORD format

All proposals must be received by TRCA no later than **XXXX**.

Please send all proposals or inquiries care of:

Dennis Braun

dbraun@trca.on.ca

Subject: RFP – Energy Leaders Consortium Facilitation

Proposal Format:

Submit a proposal that fully and concisely details the proposal of the respondent. Provide a price for the provision of training modules, the facilitation of 6 consortium meetings, and all preparation necessary.

Unnecessarily elaborate brochures, artwork, bindings, expensive paper or other materials beyond a complete and effective submission are not required.

All provisions in Respondent's proposal, including any estimated or projected costs, shall remain valid for 90 days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.

All proposals become the property of the TRCA upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained.

Any cost or expense incurred by the Respondent that is associated with the preparation of the Proposal, if any, or during any phase of the selection process, shall be borne solely by Respondent.

IV. EVALUATION CRITERIA

TRCA will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. Members of the Partners in Project Green – Building Performance Team will evaluate the Proposals received in response to this RFP.

Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated may include the items listed below. The selection committee may select all, some or none of the Respondents for interviews. If TRCA elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria, or other criteria to be determined by the Green Jobs Team. The TRCA may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The TRCA reserves the right to select one, or more, or none of the Respondents to provide services.

Final approval of a selected Respondent is subject to the action of TRCA Board of Directors.

Evaluation criteria:

- A. Experience, Background, Qualifications (35%)
- B. Proposed Plan (35%)
- C. Price (30%)

V. AWARD OF CONTRACT

TRCA reserves the right to award one, more than one or no contract(s) in response to this RFP. The Contract, if awarded, will be awarded to the Respondent whose Proposal is deemed most advantageous to TRCA and Partners in Project Green, as determined by the evaluators, upon approval of the TRCA Board of Directors.

TRCA may accept any Proposal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of TRCA. However, final selection of a Respondent is subject to TRCA Board of Directors approval.

TRCA reserves the right to accept one or more proposals or reject any or all proposals received response to this RFP, and to waive informalities and irregularities in the proposals received. TRCA also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.

No work shall commence until TRCA signs the contract document and the Respondent provides the necessary evidence of insurance as required in this RFP and the Contract.

In the event the parties cannot negotiate and execute a contract within the time specified, TRCA reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.

This RFP does not commit TRCA to enter into a Contract, award any services related to this RFP, nor does it obligate TRCA to pay any costs incurred in preparation or submission of a proposal or in anticipation of a contract.

If selected, the Respondent will be required to comply with the Insurance and Indemnification

Requirements established herein.

VI. SCHEDULE OF EVENTS

The following is a list of the projected dates and times with respect to this RFP:

RFP Issue Date	-	XXXX
Last Day for Questions	-	XXXX
Proposals Due	-	XXXX
Respondent Interviews	-	XXXX
Respondent Selection	-	XXXX
Work Commence	-	XXXX
Work Complete	-	XXXX



**Request for Proposals
Energy Management Software**

RFP Release Date: *XXXX*
Submissions Due: *XXXX*

I. BACKGROUND

The Toronto and Region Conservation Authority (TRCA) seeks Proposals from qualified Respondents interested in providing services as described in this Request for Proposals (RFP) for facilitation and training in support of Partners in Project Green's Energy Leaders Consortium.

Partners in Project Green is a growing community of businesses working together to green their bottom line and to create an internationally-recognized 'eco-business zone' by re-branding the industrial areas around Toronto Pearson International Airport as the Pearson Eco-Business Zone.

Through new forms of business-to-business collaboration, Partners in Project Green delivers programming that helps businesses reduce energy and resource costs, uncover new business opportunities, and address everyday operational challenges in a green and cost-effective manner.

II. ENERGY LEADERS CONSORTIUM

Partners in Project Green is launching an Energy Leaders Consortium designed to help local manufacturers achieve energy conservation through standard and innovative solutions, and to integrate energy management into their core decision making processes.

The consortium will consist of up to 18 member organizations and TRCA. Local energy management leaders will be invited to join the consortium based on past efforts to achieve energy reductions, and commitment to attending consortium sessions, sharing with the consortium members, and continuing to pursue energy conservation. The consortium will focus on peer-to-peer exchanges to leverage the experiences of the members to find opportunities for conservation and solutions to difficult challenges.

The consortium will meet 6 times over a 12-month period. Each half-day session will include the following components:

- **Rotating hosts:** Each meeting will be hosted by a different member.
- **Report out by members:** New initiatives or updates since the previous meeting.
- **Presentation by the host:** Overview of their energy management story and initiatives, highlighting their biggest success and biggest challenge
- **Tour of their facility:** Tour of operations, highlighting energy management initiatives and challenge areas.
- **Group discussion:** Input and discussion of the themes. Additionally, each participant will be challenged to identify one idea that they will bring back to their organization, and one suggestion for the host.

Additionally, the first 3 meetings will include a formal training component to be delivered at the host facility. The training will be intended to provide participants with the background and frameworks to successfully develop and integrate an energy management plan in their organizations.

Consortium members will use a common energy management software solution to support their efforts. The software will be updated and accessed by the individual members as well as TRCA and a third party facilitator.

As with any mixed group, there will be a range of backgrounds, experiences, and expertise with energy management. However, many participants will have experience implementing energy management projects.

III. SOFTWARE SPECIFICATIONS

TRCA is searching for an energy management software solution that will support the objectives and format of the Energy Leaders Consortium.

Required Functionality:

- **Centralized Access:** Individual consortium member organizations will be the primary users of the software at their respective facilities. Member data will also be input and accessed by TRCA and a third party facilitator from an outside location.
- **Access Levels:** Allow members to limit the data that TRCA and the third party facilitator can access. Individual members should only be able to access their own data.
- **Data Tracking:** Import and track interval-metered energy consumption data.
- **Benchmarking:** Benchmark energy consumption against appropriate measures. These might include amount of energy per square foot, production, material input, industry average, or other relevant metrics.
- **Reporting:** Support reporting

Desired Functionality:

- **Equipment Inventory:** Inventory energy consumption and demand information for equipment.
- **Opportunity Identification and Analysis:** Identify potential energy conservation opportunities from energy consumption data and equipment inventory. Estimate energy, cost, and GHG savings from identified opportunities.
- **Project Management:** Functionality to manage the analysis and implementation of conservation opportunities. Track implementation against energy consumption trends.

Licensing

The consortium will require up to 18 member organizations for a minimum of 1 year, with an option to renew. Member organization licences will be used internally to their organization.

The consortium will require 2 licences for the consortium administrating organizations. These licences will be used to update and access information from the member organization accounts. The licences will be valid for a minimum of 1 year with an option to renew.

Pricing

The total cost for energy management software licensing must be below an upset limit of \$XXXXX

III. SUBMISSION OF PROPOSALS

Respondent shall submit one (1) original copy:

- 1) By email with a cover letter proposal in PDF or WORD format

All proposals must be received by TRCA no later than **XXXX**.

Please send all proposals or inquiries care of:

Dennis Braun

dbraun@trca.on.ca

Subject: RFP – Energy Management Software

Proposal Format:

Submit a proposal that fully and concisely details the proposal of the respondent. Provide a price per user license, price per administrator license, and a total package price.

Unnecessarily elaborate brochures, artwork, bindings, expensive paper or other materials beyond a complete and effective submission are not required.

All provisions in Respondent's proposal, including any estimated or projected costs, shall remain valid for 90 days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.

All proposals become the property of the TRCA upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained.

Any cost or expense incurred by the Respondent that is associated with the preparation of the Proposal, if any, or during any phase of the selection process, shall be borne solely by Respondent.

IV. EVALUATION CRITERIA

TRCA will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. Members of the Partners in Project Green – Building Performance Team will evaluate the Proposals received in response to this RFP.

Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated may include the items listed below. The selection committee may select all, some or none of the Respondents for interviews. If TRCA elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria, or other criteria to be determined by the Green Jobs Team. The TRCA may also request additional information from Respondents at any time

Last Day for Questions	-	XXXX
Proposals Due	-	XXXX
Respondent Interviews	-	XXXX
Respondent Selection	-	XXXX
Work Commence	-	XXXX
Work Complete	-	XXXX

TO: Members of the Partners in Project Green – Building Performance Team
FROM: Chris Rickett, Senior Project Manager, Partners in Project Green
RE: PARTNERS IN PROJECT GREEN WEBSITE REDESIGN

KEY ISSUE

Update to members of the Building Performance Team on the Partners in Project Green Website Redesign.

BACKGROUND

Currently, Partners in Project Green has a web-based database to collect and analyse data on local companies. This data includes:

1. Business Data – tombstone and basic information on local companies, along with product info and certifications.
2. User Data – contact information for users.
3. Best Practices Data – case studies on local sustainability leaders.
4. Eco-efficiency profile – data on an organization’s resource consumption.
5. Green Business Data – information on a company’s green products and / or services.
6. Project Profiles – data on Partners in Project Green programs accessed.
7. Client Relationship Manager – a CRM system attached to each company to manage relationships.

The goal of redesigning the website is not to change the original content, but to present the information in a way that is more efficient and user friendly. It is to connect businesses to their peers, to training and events, to green product and service providers, and to financial incentives. Finally, the goal is to provide a useful tool that helps businesses identify and follow through on sustainability opportunities.

SUSTAINABILITY OPPORTUNITIES

The new design uses Sustainability Opportunities as the main data stream to build and connect all sets of data. This helps guide users from identifying common sustainability initiatives, to connecting with resources (such as Partners in Project Green programs, external vendors, consultants, and incentive programs), and finally to tracking and recognizing their successes. Members add these opportunities to their Sustainability Opportunities Page which allows users to manage and report on their sustainability process.

FROM SEARCH TO SOLUTIONS

It is critical to provide users with useful information quickly, before their attention wanes. While navigation menus will continue to be available, the new site design offers a clear starting point for all users, then uses queries and filters to quickly hone in on their own needs. As a result, the process of becoming familiarized with the website is merged into the user's self-exploration process.

The new design features a small search engine with only 2 fields:

1. Area of interests, and
2. Business type.

This then leads to actionable results categorized by:

1. Sustainability Opportunities
2. Green Vendor Profiles
3. Case Studies
4. Programs

NEXT STEPS

The website wireframes describing the site navigation and style will be completed in summer 2011. Work on the back-end coding will be completed in time for the website to be launched in autumn 2011.

Report prepared by: Dennis Braun, extension 5594

For more information contact: Dennis Braun, extension 5594

Date: July 12, 2011

TO: Members of the Partners in Project Green – Building Performance Team

FROM: Chris Rickett, Senior Project Manager, Partners in Project Green

RE: ONTARIO AEROSPACE COUNCIL ENERGY BENCHMARKING

KEY ISSUE

Update to members of the Building Performance Team on the energy benchmarking in partnership with the Ontario Aerospace Council.

BACKGROUND

Ontario Aerospace Council (OAC) is the association through which the Ontario aerospace industry has worked together developing and implementing programs in response to industry-defined needs in areas such as technological capability, market access, productivity and competitive advantage. ‘Manufacturing Sustainability’ was recognized by the industry as a key strategic business driver. MOSAIC was established as a project in 2007 with the mandate to establish Industry benchmarks and develop actionable programs to provide Industry with a blueprint to support ongoing manufacturing sustainability.

As part of the MOSAIC Phase II initiative, the OAC is looking to complete a study to benchmark the energy use in the industry. TRCA has met with the OAC and the MOSAIC committee to indicate how Partners in Project Green can help.

CHANNEL PARTNERSHIP

TRCA entered into a channel partnership agreement with OAC. As part of this agreement, TRCA will waive the subscription fee for OAC member companies to become PPG partners. OAC and Partners in Project Green will cross-promote their respective programs, and OAC members will be encouraged to participate in Partners in Project Green.

ENERGY BENCHMARK STUDY

The objective of the study is to benchmark the energy use of facilities in Ontario’s aerospace industry, and to use this information to identify strategies for driving energy conservation into the sector. The study will be designed to provide parameterized benchmarks based on key facility characteristics, including the nature of operations, such as assembly and distribution.

The OAC is currently developing an application questionnaire to deliver to its members in order to gauge interest. It is expected that a total of approximately 30 facilities from among the OEMs and Tiers 1, 2, 3 and 4 will participate in the benchmark study and undergo energy audits.

The audits will not just benchmark energy use, but will also identify opportunities for energy conservation that will be communicated to the broader industry through a report, case studies, and fact sheets, ultimately helping the industry to move forward on energy conservation.

ADVICE AND ASSISTANCE

Partners in Project Green will assist the OAC in the development of the benchmarking study. This assistance may include reviewing the participant survey, helping to develop procurement documents, the use of Partners in Project Green's Energy Management Consultant Roster, and the preparation of case studies.

FUNDING

It is expected that 50% of the cost of energy audits will be available through the Ontario Power Authority and the LDCs' conservation programs. The OAC is currently exploring additional funding opportunities with LDCs, Enbridge, and Natural Resources Canada to secure the remaining 50%. The benchmarking audits will be completed at no cost to the participating organizations.

NEXT STEPS

- OAC will release a draft participant questionnaire for review and then distribution.
- OAC will secure the funding to complete the energy audits and benchmarking study.
- Partners in Project Green will work with OAC on the procurement of Energy Auditors to complete the study.

Report prepared by: Dennis Braun, extension 5594

For more information contact: Dennis Braun, extension 5594

Date: July 12, 2011

TO: Members of the Partners in Project Green – Building Performance Team

FROM: Chris Rickett, Senior Project Manager, Partners in Project Green

RE: HVAC PROCUREMENT TEMPLATE

KEY ISSUE

Update to members of the Building Performance Team on the development of an HVAC Procurement Template.

BACKGROUND

Through the Green Purchasing Team, Partners in Project Green helps businesses to procure green products and services. Over the last year, this assistance has included the development of template Requests for Proposals that local businesses can use and modify for their individual procurement needs.

Template RFP's help to organize information and act as a checklist to ensure that businesses are including all of the important information into their requests. This also helps suppliers to recommend appropriate and cost effective solutions that will meet the customers' needs.

The HVAC Procurement Template will incorporate language around energy conservation, and will request information on external verification of the energy efficiency of the proposed solution (such as through Energy Star) and on the financial incentives available to customers.

PROJECT PROCESS

The process will cover a six week process that will include the following tasks:

Task 1 – Introductory Meeting & Document Collection – an introductory meeting will be hosted with the participating stakeholders to refine and agree the outcomes of the process. Based on this review, stakeholders will be encouraged to share example RFPs they have issued or received that meet the project requirements.

Task 2 – Review and Draft RFP Development – TRCA staff will review the sample RFPs submitted by the stakeholders and develop a common document based on best practices identified in the samples. This draft will then be submitted to the group for review.

Task 3 – Review Draft RFP Document – the draft RFP document will be submitted to the participating stakeholders for review and input.

Task 4 – Finalize Draft RFP Document – comments and suggestions from the participating stakeholders will be incorporated into a final RFP document that will be made available for distribution.

Task 5 – Market the RFP Document – the final RFP document will be made available through the Partners in Project Green website to interested parties.

Proposed Stakeholders

The following are the proposed stakeholders that will be included in the development of the draft RFP:

- Enbridge
- Hydro One Brampton
- Enersource
- Toronto Hydro
- Carrier
- Multistack
- GTAA

All stakeholders will be recognized for the involvement in the final product. Participating equipment suppliers Carrier and Multistack currently supply to businesses in the Pearson Eco-Business Zone through the Clinton Climate Initiative's Purchasing Alliance.

Report prepared by: Dennis Braun, extension 5594

For more information contact: Dennis Braun, extension 5594

Date: July 12, 2011