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STATE OF NEW HAMPSHIRE
OFFICE OF ENERGY AND PLANNING
107 Pleasant Street, Johnson Hall
Concord, NH 03301-3834
Telephone: (603) 271-2155
Fax: (603) 271-2615



www.nh.gov/oep

MARGARET WOOD HASSAN
GOVERNOR

March 12, 2013,

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Sole Source

REQUESTED ACTION

The Office of Energy and Planning (OEP) respectfully requests authorization to enter into a **SOLE SOURCE** Memorandum of Agreement with the Community College System of NH (Vendor # 177902), (Lakes Region Community College), in the amount of \$22,500 to provide training to NH State employees engaged in maintenance and operation of State-owned buildings and facilities, effective upon Governor and Council approval through June 30, 2013. 100% Federal Funds. SEP- Department of Energy.

Funding is available in the following account:

	<u>FY 2013</u>
<u>Office of Energy & Planning, State Energy Programs</u>	
01-02-02-024010-6510000	\$22,500.00
102-500731 Contracts for Program Services	

EXPLANATION

This agreement is **SOLE SOURCE** because Lakes Region Community College is uniquely qualified to provide these educational services to the State in light of its Energy Technology curriculum and professional staff.

The intent of this Agreement is to contract with the Lakes Region Community College for the provision of customized training for up to 30 State employees to improve their skills in understanding, identifying, analyzing and implementing energy-saving measures in State-owned facilities. This two-part training will enable facility professionals to understand and implement energy saving operations and maintenance practices. Students will also learn about analyzing building energy use and recommending cost-effective energy efficiency measures.

Having trained personnel on staff who can make building energy assessments and integrate energy efficiency measures into their operations and maintenance practices will assist agencies in understanding and controlling their energy use and prioritizing capitol and repair projects. In addition, trained staff can assist agencies in preparing their mandated annual Energy Conservation Plans, which identify and track energy efficiency measures both implemented and proposed. By training existing State personnel to undertake these activities, the State can save money by saving energy and by reducing the State's dependence on costly third-party consultants engaged to do building assessment and assist with operations and maintenance.

Participants will be selected from among State maintenance personnel based on interest and availability to participate in classes. Classes and field labs will take place in Concord classrooms and State facilities selected for field labs utilizing Lakes Region Community College educators. A schedule of classes is included in the Agreement's Exhibit A.

In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully requested,



Meredith A. Hatfield
Director
Office of Energy and Planning



Scott J. Kaliski
President
Lakes Region Community College

MAH:sdt
Attachments

March 12, 2013

**Memorandum of Agreement
between
New Hampshire Office of Energy and Planning
and
Lakes Region Community College**

This Memorandum of Agreement (hereinafter, "Agreement") is entered into by and between Lakes Region Community College, Laconia, New Hampshire (hereinafter "LRCC"), a division of the Community College System of New Hampshire, and the New Hampshire Office of Energy and Planning, Concord, NH (hereinafter "OEP"). It shall be referred to as the "Building Energy Assessment Training Program for State Employees".

1. Project Period:

- 1.1 This Agreement is effective from the date of Governor and Executive Council approval through June 30, 2013.

2. Program Description and Purpose:

- 2.1 OEP will provide a total of \$22,500.00 in federal State Energy Program funds to LRCC for the purpose of providing training for up to 30 NH State employees in building energy assessment.

3. Scope of Services:

- 3.1 LRCC shall perform the following tasks:
- 3.1.1. Identify one or more qualified instructors from the LRCC faculty to provide classroom training and laboratory supervision to up to 30 qualified state employees. Unless explicitly authorized in writing by OEP, LRCC will use only instructors from its faculty in the training of participants in this program.
 - 3.1.2. Provide to OEP a list of educational and/or experience prerequisites that are needed by training program enrollees.
 - 3.1.3. Provide classroom training at a location identified by OEP in Concord, with hands-on laboratory sessions in selected State buildings.
 - 3.1.4. Identify a primary point of contact for all communication regarding administration of the contract, as distinct from the training of students. This individual shall be responsive to requests for information about this Agreement, the program, invoices, financial or other monitoring.
 - 3.1.5. Provide an invoice for the training program no later than June 30, 2013.
 - 3.1.6. Provide a final financial report and an accompanying narrative report after the completion of the Building Energy Assessment Training Program for State Employees. All reports shall be delivered to OEP no later than June 30, 2013. The

narrative report shall include the following elements: attendance schedule for all classes and labs, number of students completing the class, a copy of the curriculum for each class, an evaluation of the success of the program in training students for the intended purpose, and recommendations for future training(s).

4. NH Office of Energy and Planning Responsibilities

4.1 OEP shall:

- 4.1.1 Identify a primary point person for all communication regarding this contract, as well as a point person for communication regarding the training program itself, which may be a different individual.
- 4.1.2. Ensure timely response to all requests for clarification or program modification regarding the contract and/or the training program.
- 4.1.3. Work with DAS and other State agencies to recruit qualified participants for the training program based on the prerequisites established by LRCC and the State.
- 4.1.4. Reserve unoccupied meeting space for classes to be held per the schedule attached, and provide notice to the trainer(s) identified by LRCC at least 24 hours in advance of any meeting location change.
- 4.1.5. Pay LRCC within 30 days of the receipt of an invoice for the costs associated with each training program, per the fee schedule attached, provided that all necessary back-up documents accompany the invoice.

5. Conditions for Termination

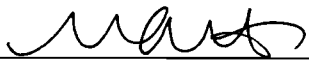
5.1 Inability to Perform:


As a result of causes beyond its control, and notwithstanding the exercise of good faith and diligence in the performance of its obligations hereunder, if it shall become necessary for either LRCC or OEP to terminate this Agreement, the terminating party shall give the other (30) days advance written notice of such termination, in which event the Agreement shall terminate at the expiration of said thirty (30) days.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

Office of Energy and Planning

Community College System of New Hampshire

By: 
Meredith A. Hatfield
Director

By: 
Scott J. Kalicki,
President, Lakes Region Community College

Approved as to form, execution, and substance
OFFICE OF THE ATTORNEY GENERAL

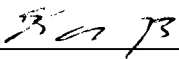
By:  3/20/13
Assistant Attorney General

EXHIBIT A

State of NH Energy Efficiency Training Proposed Schedule and Outcomes

Building Energy Assessment Training Program for State Employees

The following outlines a proposal for training State of New Hampshire operations & maintenance (O&M) personnel associated with State of New Hampshire buildings in energy efficient building operations and assessment methods. The proposed training program is a customized version of LRCC's Energy Services certificate program.

In brief, the training program has two parts:

Building Energy Operations and Systems

The five-day training program will enable facility professionals to understand and implement energy saving operations and maintenance practices, with an emphasis on HVAC operations. See learning objectives below.

5 full days, 1 section, 30 students

Two mornings divided into 2 sections (15 + 15)

Building Energy Assessment Methods

The three-day program uses the operations training as a foundation for analyzing building energy use and recommending cost-effective energy efficiency measures. See learning objectives below.

3 days, 1 section, up to 30 students

Building Energy Operations and Systems (5 days): Learning Objectives

DAY 1

- Identify facility system components and energy and resource usages.
- Differentiate between operations and maintenance practices in ensuring reliability, safety, and energy efficiency.
- Explain best practices for documenting a facility's major mechanical systems.
- Successfully complete take-home facility assignment: Locate or draw floor plans, select building systems, ID components, controls, etc.

DAY 2

- List and quantify the major energy loads in commercial buildings.
- Calculate an energy use index in a specific facility.
- Describe the key factors that determine indoor air quality and occupant comfort / productivity in commercial buildings.
- Identify opportunities to improve general operation and maintenance procedures.
- Successfully complete take-home facility assignment: Collect and analyze energy usage information for the targeted facility. Calculate square footage. Calculate energy usage intensity.

DAY 3

- Identify heating system types and components commonly found in commercial buildings.
- Identify cooling and ventilation air system types and components commonly found in commercial buildings.
- Identify basic air handling equipment and implications for thermal comfort and indoor air quality.
- List control system terminology and components.

- Determine how to implement basic diagnostic procedures for HVAC systems for identifying problems needing maintenance or repair.
- Successfully complete take-home facility assignment: Develop a list of O&M diagnostic procedures for the target facility's HVAC and controls components.

DAY 4

- Determine fundamental preventative maintenance practices for building HVAC equipment and related controls.
- Determine basic operational improvements in HVAC systems and controls to emphasize optimum performance and energy efficiency.
- Successfully complete take-home facility assignment: Develop a maintenance checklist and a list of recommended operational improvements for the facility's HVAC and controls components.

DAY 5

- Explain the operating characteristics of typical State of NH buildings.
- Identify common O&M implementation challenges.
- Identify facility-specific O&M priorities for energy efficiency and building performance.
- Communicate an O&M action plan to reduce energy use.

Building Energy Assessment Methods (3 days): Learning Objectives

(Using the learning objectives from Building Energy Operations and Systems course as a foundation / prerequisite.)

DAY 1

- Describe differences between building operations and maintenance, retro-commissioning and energy auditing.
- Describe national rating systems, standards and energy benchmarking tools for sustainable building design, construction and operation.
- Identify types of facility energy-related data and collection procedures.
- Evaluate facility energy usage patterns.
- Identify sources of heat loss through the building envelope.
- Successfully complete take-home facility assignment: Apply Portfolio Manager and at least one other performance evaluation tool to the target facility.

DAY 2

- Identify and prioritize behavioral energy conservation opportunities.
- Recall and prioritize O&M practices to reduce energy use.
- Identify and prioritize capital energy efficiency measures.
- Identify methods for determining installation costs and savings of energy efficiency measures.
- Successfully complete take-home facility assignment: Calculate implementation cost and energy savings for multiple targeted energy efficiency measures.

DAY 3

- Understand cost effectiveness calculations for energy efficiency measures.
- Determine interactive effects between types of energy saving practices and measures.
- Understand the role of utility programs in assisting with energy efficiency projects.
- Identify and prioritize energy efficiency measures in targeted facility.

- Communicate an energy conservation action plan.

EXHIBIT B

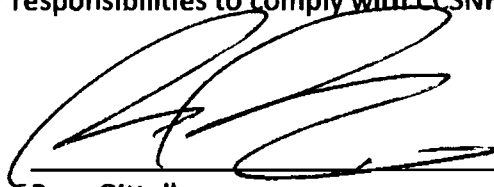
**State of NH Energy Efficiency Training
Fee Schedule**

Type	Course Title	Total Fees
Class/Lab	Part A - Building Energy Operations	
Class/Lab	Part B - Building Assessment Methods	
Total Cost		\$22,500.00

**AUTHORITY TO SIGN CONTRACTS AND OTHER OFFICIAL DOCUMENTS ON BEHALF OF CCSNH
AND ITS CONSITUENT INSTITUTIONS**

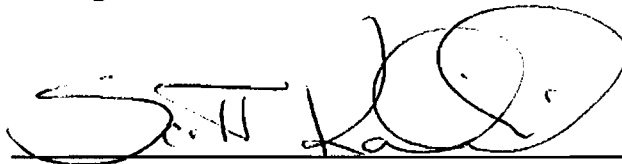
Effective this 19th day of January, 2012 Scott Kalicki, in his capacity as President for the Lakes Region Community College, is hereby authorized to approve, sign or execute contracts or agreements on behalf of Lakes Region Community College (including modifications, extensions and renewals) for services, leases, manifests, requisitions and expense accounts originating in the Community College System of New Hampshire up to \$100,000. This delegation of authority explicitly excludes contracts for legal services or the purchase or sale of real estate

No modification or revocation of this authority shall be effective without written notice to the CCSNH Chancellor. Nothing herein shall be construed to relieve the undersigned from his statutory responsibilities or responsibilities to comply with CCSNH policies.



Ross Gittell
Chancellor
Community College System of New Hampshire

By my signature below I hereby acknowledge that I have read and understand the delegation of authority and the limits of that delegation.



Scott Kalicki

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/06/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Svcs of NE, Inc. PO Box 6360 Manchester, NH 03108-6360 603 625-1100	CONTACT NAME:		FAX (A/C, No):
	PHONE (A/C, No, Ext):	603 625-1100	
INSURED Community College System of NH 26 College Drive Concord, NH 03301-7407	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Hanover Insurance Company		22292
	INSURER B: NH Employers Insurance Company		13083
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		ZBV918860101	07/01/2012	07/01/2013	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		ABV918859701	07/01/2012	07/01/2013	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0		UHV918860401	07/01/2012	07/01/2013	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N N/A		ECC4000287022012	07/01/2012	07/01/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

****Supplemental Names****

- Great Bay Community College
- Lakes Region Community College
- Manchester Community College
- Nashua Community College
(See Attached Descriptions)

CERTIFICATE HOLDER Concord School District ATTN: Jack Dunn; Business Administrator 170 Warren Street Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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DESCRIPTIONS (Continued from Page 1)

- NHTI-Concord Community College
- River Valley Community College
- White Mountain Community College

