



COMMONWEALTH of VIRGINIA
Department of Education

DATE: June 30, 2017
TO: Division Superintendents
FROM: Steven R. Staples, Superintendent of Public Instruction
SUBJECT: **Energy Performance Contracting Process Available to School Divisions**

This memorandum is to inform school divisions of the Energy Performance Contracting process authorized under Title 11, Chapter 6.1 of the *Code of Virginia*. State agencies are directed in Executive Order 31 (EO31) to utilize the current Energy Performance Contract (EPC) Back of the Envelope (BOE) process on viable projects to help meet energy consumption reduction goals among state agencies. The Virginia Department of Mines, Minerals and Energy (DMME) provides technical assistance to state agencies and localities using the Energy Performance Contract process for projects reducing energy consumption but with the intent to do so in a budget neutral way.

Please note that the EPC process is also available to school divisions. School divisions interested in using this process may contact the Department of Mines, Minerals and Energy (DMME) to inquire about various forms of assistance provided by DMME.

DMME staff will provide overall support, attend presentations by Energy Service Companies (ESCOs), provide a third-party review of projects to ensure that they are technically sound, attend local board meetings and, after construction, provide assistance with the Measurement and Verification (M&V) process. In addition, DMME will have someone on staff to assist localities during construction as a high-level project manager. All of DMME's support is at no cost to school divisions.

Below is a list of various services that DMME Project Management can provide during construction of an EPC project:

1. High level project management support (however, DMME staff cannot be "feet on the ground" project managers)
2. Attend progress meetings
3. Ensure Energy Service Companies (ESCO) are meeting project scope
4. Available to review any submittals/changes
5. Available to work with ESCO and owner if any disputes arise
6. Some onsite support as availability allows
7. Available for reconciling punch list items
8. Review warranty and project sign off with owner

For more information and assistance with the Energy Performance Contract (EPC) process, and the availability of these no cost services from DMME, please contact Charlie Barksdale, Utilities and Performance Contracting Manager, at the Department of Mines, Minerals and Energy (DMME) at charlie.barksdale@dmme.virginia.gov.

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