

### Whole Building Design Option - List of Deliverables

Step	Project Status	Description	Estimated Time to Complete	Deliverables
Application	Concept Design	<p><b>Client:</b></p> <ul style="list-style-type: none"> <li>Discuss potential project with BC Hydro Key Account Manager (KAM)</li> <li>Select design team including energy modeller</li> </ul> <p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>KAM determines which Power Smart program suits the project best</li> <li>KAM arranges a design kick-off meeting to discuss New Construction (NC) Program requirements with Client and the building design engineers</li> <li>If not already approved, KAM coordinates Power Smart Alliance approval and Program Engineer coordinates approved modeller process</li> <li>KAM initiates appropriate program application</li> </ul>	1 month	<p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>KAM issues a consent to retain consultant letter to client</li> <li>KAM coordinates time/place for kick-off meeting</li> </ul>
Energy Study Proposal	Concept Design	<p><b>Lead Consultant:</b></p> <ul style="list-style-type: none"> <li>Coordinates energy study proposal preparation with design team members and NC Program engineer</li> <li>NC Program design team includes architect, energy modeller, mechanical consultant, electrical consultant and cost consultant.</li> </ul> <p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>NC Program engineer goes through preliminary review process (acceptable for first submission only)</li> </ul>	2 weeks	<p><b>Client:</b></p> <ul style="list-style-type: none"> <li>Completes program application including signature from Lead Consultant</li> </ul> <p><b>Lead Consultant:</b></p> <ul style="list-style-type: none"> <li>Submits energy study proposal to Client and BC Hydro KAM</li> </ul> <p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>KAM submits application and official proposal to BC Hydro</li> </ul>
Energy Study Agreement	Concept Design	<p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>Prepares an energy study agreement upon energy study proposal approval</li> </ul>	2 weeks	<p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>KAM issues an energy study agreement to Client</li> </ul> <p><b>Client:</b></p> <ul style="list-style-type: none"> <li>Client reviews and signs energy study agreement</li> </ul>
Energy Study	Design Development	<p><b>Lead Consultant:</b></p> <ul style="list-style-type: none"> <li>Coordinates energy study report preparation with design team members and NC Program engineer</li> </ul> <p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>NC Program engineer goes through preliminary review process (acceptable for first submission only)</li> </ul>	1 - 6 months (depending on project size)	<p><b>Lead Consultant:</b></p> <ul style="list-style-type: none"> <li>Submits energy study report to Client and BC Hydro KAM</li> </ul> <p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>KAM submits official energy study report to BC Hydro for review</li> </ul>
Study Incentive Payment (50%)	Post-Study completion	<p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>Requests documents required for first installment of study financial assistance, equal to 50% of approved energy study cost.</li> </ul>	2 weeks	<p><b>Client:</b></p> <ul style="list-style-type: none"> <li>Sends copies of paid invoices for energy study work to KAM</li> </ul> <p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>Issues a cheque on 50% of approved energy study costs to Client</li> </ul>
Capital Incentive Agreement	Before ordering and purchasing of approved energy conservation measures	<p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>Prepares a capital incentive agreement upon energy study report approval</li> </ul>	2 weeks	<p><b>Client:</b></p> <ul style="list-style-type: none"> <li>Sends copy of building permit and General Contractor info to BC Hydro</li> </ul> <p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>KAM issues a capital incentive agreement to Client</li> </ul> <p><b>Client:</b></p> <ul style="list-style-type: none"> <li>Client reviews and signs capital incentive agreement</li> </ul>
Energy Study Post-Tender Update <u>(Only if applicable)</u>	Construction	<p><b>Lead Consultant:</b></p> <ul style="list-style-type: none"> <li>Informs BC Hydro KAM and NC Program engineer about post-tender changes in building design and bundle of measures approved in capital incentive agreement.</li> <li>Issues an e-mail, or official letter with post-tender modeling cost required to update energy study report.</li> </ul> <p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>NC Program engineer reviews post-tender modeling cost request and coordinates modeling and study update requirements with lead consultant.</li> </ul>	1 month	<p><b>Lead Consultant:</b></p> <ul style="list-style-type: none"> <li>Submits post-tender energy study report update to Client and BC Hydro KAM</li> </ul> <p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>KAM forwards the post-tender energy study report update to NC Program engineer for review</li> <li>Upon approval, KAM issues a capital incentive agreement addendum to Client</li> </ul>

Step	Project Status	Description	Estimated Time to Complete	Deliverables
Completion Documentation	Occupancy Permit	<p><b>Client:</b></p> <ul style="list-style-type: none"> <li>• Informs BC Hydro KAM when project is complete (occupancy permit has been issued)</li> <li>• Prepares required documents to fulfill the terms of the Capital Incentive Agreement</li> </ul> <p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>• KAM works with Client to pull together required documents</li> </ul>	1 month	<p><b>Client:</b></p> <ul style="list-style-type: none"> <li>• Completes and submits to KAM Schedule B and Invoice Reconciliation form (attached to capital incentive agreement)</li> <li>• Submits occupancy permit</li> <li>• Submits invoices (as required)</li> </ul>
Site Inspection	End of Construction (Prior to Occupancy)	<p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>• NC Program engineer coordinates site inspection date/time and required on-site documents with Client's site inspection contact person.</li> <li>• NC Program engineer performs site inspection and advises KAM about any discrepancy between number of approved and installed energy conservation measures.</li> </ul>	2 weeks	<p><b>Client:</b></p> <ul style="list-style-type: none"> <li>• Provides access to building site</li> <li>• Provides all site inspection documents (required by BC Hydro) on the site.</li> </ul>
Study Incentive Payment (50% - if applicable)	Post-Construction	<p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>• If approved electricity savings after site inspection are greater than 50% of approved savings in Capital Incentive Agreement, BC Hydro provides the second installment of study financial assistance, equal to 50% of approved energy study cost.</li> </ul>	1 month	<p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>• Issues a cheque on 50% of approved energy study costs to Client</li> </ul>
Capital Incentive Payment	Post-Construction	<p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>• KAM will provide building recognition plaques</li> </ul>	1 month	<p><b>BC Hydro:</b></p> <ul style="list-style-type: none"> <li>• Issues a cheque for 100% of approved capital incentive to Client</li> </ul>