

New Construction Program

Whole Building Design – List of Deliverables

Step	Project Status	Description	Estimated Time to Complete	Deliverables
Application	Concept Design	<p>Client:</p> <ul style="list-style-type: none"> Discuss potential project with BC Hydro Key Account Manager (KAM) Select design team including energy modeller <p>BC Hydro:</p> <ul style="list-style-type: none"> KAM determines which program suits the project best KAM arranges a design kick-off meeting to discuss New Construction (NC) Program requirements with Client and the building design engineers If not already approved, KAM coordinates Alliance member approval and Program Engineer coordinates approved modeller process KAM initiates appropriate program application 	1 month	<p>BC Hydro:</p> <ul style="list-style-type: none"> KAM issues a consent to retain consultant letter to client KAM coordinates time/place for kick-off meeting
Energy Study Proposal	Concept Design	<p>Lead Consultant:</p> <ul style="list-style-type: none"> Coordinates energy study proposal preparation with design team members and NC Program engineer NC Program design team includes architect, energy modeller, mechanical consultant, electrical consultant and cost consultant. <p>BC Hydro:</p> <ul style="list-style-type: none"> NC Program engineer goes through preliminary review process (acceptable for first submission only) 	2 weeks	<p>Client:</p> <ul style="list-style-type: none"> Completes program application including signature from Lead Consultant <p>Lead Consultant:</p> <ul style="list-style-type: none"> Submits energy study proposal to Client and BC Hydro KAM <p>BC Hydro:</p> <ul style="list-style-type: none"> KAM submits application and official proposal to BC Hydro
Energy Study Agreement	Concept Design	<p>BC Hydro:</p> <ul style="list-style-type: none"> Prepares an energy study agreement upon energy study proposal approval 	2 weeks	<p>BC Hydro:</p> <ul style="list-style-type: none"> KAM issues an energy study agreement to Client <p>Client:</p> <ul style="list-style-type: none"> Client reviews and signs energy study agreement
Energy Study	Design Development	<p>Lead Consultant:</p> <ul style="list-style-type: none"> Coordinates energy study report preparation with design team members and NC Program engineer <p>BC Hydro:</p> <ul style="list-style-type: none"> NC Program engineer goes through preliminary review process (acceptable for first submission only) 	1 - 6 months (depending on project size)	<p>Lead Consultant:</p> <ul style="list-style-type: none"> Submits energy study report to Client and BC Hydro KAM <p>BC Hydro:</p> <ul style="list-style-type: none"> KAM submits official energy study report to BC Hydro for review

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Study Incentive Payment (50%)	Post-Study completion	<p>BC Hydro:</p> <ul style="list-style-type: none"> ○ Requests documents required for first installment of study financial assistance, equal to 50% of approved energy study cost. 	2 weeks	<p>Client:</p> <ul style="list-style-type: none"> ○ Sends copies of paid invoices for energy study work to KAM <p>BC Hydro:</p> <ul style="list-style-type: none"> ○ Issues a cheque on 50% of approved energy study costs to Client
Capital Incentive Agreement	Before ordering and purchasing of approved energy conservation measures	<p>BC Hydro:</p> <ul style="list-style-type: none"> ○ Prepares a capital incentive agreement upon energy study report approval 	2 weeks	<p>Client:</p> <ul style="list-style-type: none"> ○ Sends copy of building permit and General Contractor info to BC Hydro <p>BC Hydro:</p> <ul style="list-style-type: none"> ○ KAM issues a capital incentive agreement to Client <p>Client:</p> <ul style="list-style-type: none"> ○ Client reviews and signs capital incentive agreement
Energy Study Post-Tender Update (Only if applicable)	Construction	<p>Lead Consultant:</p> <ul style="list-style-type: none"> ○ Informs BC Hydro KAM and NC Program engineer about post-tender changes in building design and bundle of measures approved in capital incentive agreement. ○ Issues an e-mail, or official letter with post-tender modeling cost required to update energy study report. <p>BC Hydro:</p> <ul style="list-style-type: none"> ○ NC Program engineer reviews post-tender modeling cost request and coordinates modeling and study update requirements with lead consultant. 	1 month	<p>Lead Consultant:</p> <ul style="list-style-type: none"> ○ Submits post-tender energy study report update to Client and BC Hydro KAM <p>BC Hydro:</p> <ul style="list-style-type: none"> ○ KAM forwards the post-tender energy study report update to NC Program engineer for review ○ Upon approval, KAM issues a capital incentive agreement addendum to Client