



## DETAILED ENGINEERING STUDY: PROPOSAL CHECKLIST

### ESSENTIAL INFORMATION

1. Provide a brief description of the industrial system to be studied, why this system was chosen and how it will reduce electricity use.

*[This could include approximate motor HP, hours of operation, control method (if any), annual electricity consumption of the industrial system, and any Preliminary Engineering Study estimates of electricity savings and project costs. Where applicable this section of the proposal could simply reference a previous study.]*

2. Clearly define the study scope and deliverables, including a description of the methodology/approach that will be used to determine the electricity savings and capital costs for the electricity savings measure(s). (Reference: Detailed Engineering Study Funding Contract - Exhibit B Detailed Engineering Study Minimum Requirements)

*[This could include the final report, energy models, (such as spreadsheets), design drawings, data logs, etc. As well as the proposed approach for data collection and analysis.]*

3. Provide a proposed methodology to determine the base case baseline including an acknowledgement that a plan will be submitted in the early stage of the study.

*[Although this is not strictly required as part of the proposal, it is a key part of the approval process, and addressing the baseline methodology will aid in the review.]*

4. Ensure that the Proposal indicates that the report will provide electricity savings estimated to an accuracy of +/- 10%, and project costs estimated to an accuracy of +/- 25%.

### SUPPORTING INFORMATION

5. Provide a breakdown of travel costs and other expenses. Please adhere to the Ontario Government's policy for consultants and expenses.

*[For more information please visit [www.doingbusiness.mgs.gov.on.ca](http://www.doingbusiness.mgs.gov.on.ca).]*

6. Provide the engineering firm/consultant's information.

*[This could include legal business name, alternate names, contact information and primary contact person, as well as resumes of key technical staff that will contribute to the study, client references and/or examples of similar projects. Note that a Certificate of Authorization from the PEO is required to offer consulting services in Ontario.]*

7. Provide a proposed timeline of major tasks, including a schedule of effort and resource allocations for each task aligned to the major tasks as proposed in the study timeline.

*[This could include the following key milestones: study kick-off date, Base Case Baseline methodology submission, baseline metering equipment installation date, draft and final report submission.]*

### ADDITIONAL INFORMATION - DEPENDING ON NATURE OF SAVINGS MEASURE

8. Provide a description of the approach to be used to quantify the benefits associated with any non-energy benefits.

*[This could include lower operating and maintenance costs.]*

9. Provide a disclosure of any real or perceived conflict of interest for this project.

Subject to additional terms and conditions found at [saveonenergy.ca](http://saveonenergy.ca).

Subject to change without notice. Funded by the Ontario Power Authority and offered by your local electric utility.

A mark of the Province of Ontario protected under Canadian trademark law. Used under licence.

<sup>OM</sup> Official Marks of the Ontario Power Authority.