

Town of Middlebury Police Department
Energy Conservation Measures

Draft Implementation Work Plan / Judith Harris

Date: October 28, 2018

Revised October 30

Steps Include: est max hours

1. Review Building Energy Plan / Zero by Degrees LLC dated May 25, 2018 1
2. Review PD As-built documentation to determine:
 - a. Architectural details at focus areas
 - b. Scope / extent of areas affected by target ECMs
 - c. O&M Manual clues as to specs / installers of target components 8
3. Contact Peter Pesano / Mike LaCrosse at Zero by Degrees 8
 - a. Review contemplated bidding process for effectiveness
Small GC with subs for insulation and glazing
vs. package bidding per ECM type / number
 - b. Review preliminary details at target ECM locations
 - c. Review specification components for foam / insulating materials
4. Create Bid Documents per Zero by Degrees recommendations 24
5. Advertise project, release Documents for Bid at most appropriate / opportune time, conduct walk-throughs, answer bidder questions 16
6. Accept / review bids and make recommendation to Energy Committee 8

The above work plan will include issuing progress reports for Kathleen Ramsay and / or Dan Werner as well as the Energy Committee – as directed. Work to be completed on an hourly basis (\$75.00 per hour), with monthly detailed billings.

TOTAL MAXIMUM HOURS 65
X 75 \$ per hour = \$4,875