



The State University
of New York

Office for Capital Facilities Guidance Document

ENG-2

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NYPA Master Services Agreement – Contract Number T003044

A guide for the use of the system-wide
services agreement with the New York
Power Authority.

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Master Agreement

The Office for Capital Facilities, together with the Office of University Counsel, has executed a Master Agreement (contract number T003044) with the New York State Power Authority (NYPA) for Construction and Construction-related Energy Efficiency Services. The Master Agreement will allow campuses to more efficiently contract with NYPA as the terms of the agreement are negotiated, and no outside approvals are required in order to initiate a campus contract under the Master Agreement. A copy of the agreement is available on the Office for Capital Facilities website ([link](#)). The Master Agreement is recommended for use on the following types of projects:

1. Opportunity Assessments
 - a. Targeted Audit
 - b. ASHRAE Level 1
 - c. ASHRAE Level 2
 - d. Energy Master Plan
2. Turnkey Project Implementation and/or Design Services
 - a. Lighting upgrades and lighting controls – indoor and outdoor
 - b. LED street and traffic lighting
 - c. High efficiency motors, motor controls, variable speed drives
 - d. Heating, ventilation & air conditioning (HVAC) improvements: central boiler / chiller plant replacement
 - e. Building shell
 - f. Energy management / building management systems (EMS/BMS)
 - g. Demand Control Ventilation
 - h. Compressed air system upgrades
 - i. Distributed generation, combined heat & power (CHP), fuel cells, battery storage
 - j. Renewable energy: solar PV, solar thermal, wind power and geothermal
 - k. Microgrid evaluation and design
 - l. Web Based Metering
 - m. Water Conservation
3. Financing for Customer Implemented Projects.
 - a. This program is available when included in a portfolio of projects which include turnkey projects.

Process

The basic process for initiating a project that is implemented by NYPA is summarized below. In addition to this option, campuses may choose to self-implement an energy efficiency services project using NYPA financing.

1. Project Initiation
 - a. The Campus contacts their local NYPA representative, or the Office for Capital Facilities, to identify potential projects.

- b. An initial meeting between the Campus and NYPA will further refine the proposed service and scope of work.
 - c. NYPA generates a proposal for services, containing a Project Assignment Authorization (PAA) document for signature by the Campus for the proposed project. **The PAA is a contract, and signature by a campus representative delegated the authority to enter the campus into a contract is required.** The PAA references the Master Agreement, and is confirmation that the Campus would like NYPA to proceed with development of the proposed project scope.
 - d. Prior to the start of work, the PAA is entered in to the SUNY Financial Management System using the contract number established for the Master Agreement, T003044. The Campus completes an AC340 for the cost of the facility audit and feasibility study stage of the project.
 - e. Once the Campus has signed and transmitted the PAA, NYPA will assign its staff, and consultants, and begin implementing the scope of work.
2. Facility Audit and Feasibility Study Report
- a. NYPA schedules an audit kick-off meeting to establish project scope parameters and an implementation schedule.
 - b. NYPA performs the facility audit or feasibility study, and generates a report in coordination with the Campus.
 - c. If the project meets the eligibility criteria defined in the agreement, the Campus may proceed to the design phase of the project by signing a PAA for design work.
 - d. NYPA assigns the design project to a consultant to begin work.
3. Design
- a. NYPA schedules a design kick-off meeting to establish the project scope parameters and implementation schedule.
 - b. NYPA prepares the design; the Campus will be asked to review and the design specification at key milestones (30%/60%/90%).
 - c. NYPA will competitively bid the equipment procurement, material installation work, waste removal and disposal.
 - d. Once final design is approved, the Campus may proceed to the construction phase of the project by signing a PAA for construction work.
4. Construction
- a. The Campus and NYPA enter into an initial Customer Installation Commitment (CIC), the costs of which include the costs of the facility audit, feasibility study report and design work in the Total Installed Cost of the Project. The CIC will be revised during construction to reflect any change orders or scope alterations.
 - b. The Campus completes an updated AC340 for the Total Installed Cost of the Project.
 - c. NYPA schedules a construction kick-off meeting to establish the project scope parameters and implementation schedule.
 - d. Construction begins; the Campus will be asked to review and approve all construction specifications and progress at key milestones.
 - e. Once construction and inspections are complete, a Final CIC is generated for Campus signature.