



TUNE-UP ACCELERATOR PROGRAM

Service Provider Application

As part of the Tune-Up Accelerator Program, the City of Seattle is working to advance Tune-Ups of small to mid-size buildings (less than 100K SF). In partnership with the Smart Buildings Center (SBC), the City is seeking service provider firms that have the expertise to conduct tune-ups and provide additional energy services in this market. Firms should meet the minimum qualifications identified below. SBC will host two-day **Tune-Up Accelerator Provider Trainings** for selected service provider firms and facility staff. Attendance at one of the trainings listed below is required to participate in the Accelerator Program. Please fill out this application to be considered.

INSTRUCTIONS

Please fill in application form using Adobe Acrobat or Reader. Save as PDF with firm name as the file name. Return application to nicole.ballinger@seattle.gov by May 12, 2017. (Please - only one application per firm). Firms will be notified by May 26, 2017 of their acceptance.

MINIMUM QUALIFICATIONS

1. Project leads and employees attending the training and conducting tune-ups meet the qualifications of a "Tune-Up Specialist," per SMC 22.930.
2. Firm has conducted a minimum of three retro-commissioning, continuous commissioning, or energy audits .

TRAINING DATES

Trainings at SBC will run from approximately 8am to 5pm with coffee and lunch included. The 2nd day will start at an off-site location and end at SBC. A detailed agenda will be provided upon acceptance. The Accelerator Program will attempt to accommodate preferred dates, but will work to distribute attendees from firms across different dates.

Training 1: June 15th and 16th, 2017

Training 2: July 11th and 12th, 2017

Training 3: September 14th and 15th, 2017

COMPANY INFORMATION

Company Name:	<input type="text"/>		
Contact Name:	<input type="text"/>		
Street Address:	<input type="text"/>		
City:	<input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>
Phone Number:	<input type="text"/>		
Email of Contact Named Above:	<input type="text"/>		
Firm Website Address:	<input type="text"/>		
State of WA UBI Number:	<input type="text"/>		
City of Seattle Business License Number:	<input type="text"/>		

MINIMUM QUALIFICATIONS

1 | TUNE-UP SPECIALIST QUALIFICATIONS

Project leads and key staff attending the training and conducting tune-ups meet the qualifications of a "Tune-Up Specialist," per SMC 22.930. They must have seven (7) years combined educational and professional experience with commercial building operations and/or building energy management and possess at least one (1) of the following qualifications:

- A. Level II Building Operator Certification, certified by NEEC
- B. Certified Energy Manager Certification, certified by AEE
- C. Existing Building Commissioning Professional, certified by AEE
- D. Professional Engineer (PE), in mechanical or architectural engineering, licensed by the Washington State DOL
- E. Certified Commissioning Professional, certified by BCCB
- F. Commissioning Authority, certified by ACG
- G. BAS degree in Sustainable Building Science Technology South Seattle College

NAMES OF FIRM EMPLOYEES

List up to four (4) employees that meet the **Tune-Up Specialist Qualifications** (above) that you would like to attend:

EMPLOYEE #1

First Name: **Last Name:**

Position/Title: **Employed by Firm Since (month/year):**

Email: **Phone:**

List the qualifications held by above individual (A through G from above:)

License/Certification #:

Date of Renewal:

Select preferred Training dates (note "1" next to 1st choice, "2" next to 2nd choice, "3" next to third):

1 (June 15-16) # 2 (July 11-12) # 3 (Sept 14-15)

EMPLOYEE #2

First Name: **Last Name:**

Position/Title: **Employed by Firm Since (month/year):**

Email: **Phone:**

List the qualifications held by above individual (A through G from above:)

License/Certification #:

Date of Renewal:

Select preferred dates to attend training (note "1" next to 1st choice, "2" next to 2nd choice, "3" next to third):

1 (June 15-16) # 2 (July 11-12) # 3 (Sept 14-15)

EMPLOYEE #3

First Name: **Last Name:**

Position/Title: **Employed by Firm Since (month/year):**

Email: **Phone:**

List the qualifications held by above individual (A through G from above:)

License/Certification #:

Date of Renewal:

Select preferred Training dates (note "1" next to 1st choice, "2" next to 2nd choice, "3" next to third):

1 (June 15-16) # 2 (July 11-12) # 3 (Sept 14-15)

EMPLOYEE #4

First Name: **Last Name:**

Position/Title: **Employed by Firm Since (month/year):**

Email: **Phone:**

List the qualifications held by above individual (A through G from above:)

License/Certification #:

Date of Renewal:

Select preferred Training dates (note "1" next to 1st choice, "2" next to 2nd choice, "3" next to third):

1 (June 15-16) # 2 (July 11-12) # 3 (Sept 14-15)

2 | FIRM EXPERIENCE / PROJECT EXAMPLES

Please list examples at least three (3) retro-commissioning, continuous commissioning, and/or energy audits your firm has completed. You may list website links in the description for more info or email project examples.

A. Project Name:

Date Completed: **Approx Building Size (SF):**

Brief Description of Services:

B. Project Name:

Date Completed: **Approx Building Size (SF):**

Brief Description of Services:

C. Project Name:

Date Completed:

Approx Building Size (SF):

Brief Description of Services:

BUSINESS OPERATIONS

The City of Seattle is interested in better understanding the characteristics of Service Provider firms and will prioritize applications from items #1 and #2. Please provide the following information:

1. Local Business:

Are the firm's primary operations in either King, Snohomish or Pierce County, WA? (Yes/No)

2. Opportunities for Priority Workers*:

Does your firm provide programs for Priority Workers? Describe program(s) in place and identify current employee participation. You may list website links or send email attachments.

** Priority Worker shall mean any of the following: (i) a low-income Individual; (ii) a veteran or current member of the National Guard and Reserves; and (iii) an individual with Barriers to Employment, including homelessness; being a custodial single parent; receiving public assistance; lacking a GED or high school diploma; having a criminal record or other involvement with the criminal justice system; or being historically disenfranchised or disadvantaged by previous policies and practices and as a result being disproportionately represented in dropout rate, unemployment, lack of business ownership and criminal justice systems.*

3. Small Business:

Does the firm have fewer than 50 employees? (Yes/No)

4. Women- and Minority-owned (WMBE) Businesses:

Is your firm a WMBE business certified by the WA State Office of Minority and Women Business Enterprises (OMWBE) and/or registered with the City of Seattle? (Yes/No)

Thank you for providing the above information.

Please return application to nicole.ballinger@seattle.gov by May 12, 2017.