Feasibility Study Report Template

These guidelines are provided as a tool to help you meet the requirements for receiving feasibility study incentives from the APS Solutions for Business Program.

Cover Page

- ❑ Customer name, project title, and location.
- ❑ Date submitted.
- ❑ Identify engineering firm conducting the study, include address and telephone number.

Introduction

- ❑ Describe the report and its purpose.

- ❑ Describe the facility in as much detail as possible, including: facility size, age, general construction (brick, steel frame, etc), general dimensions (bldg height, # of floors, garage, etc), hours of occupancy and/or number of shifts, characterization of building usage, description of the base systems (lighting, HVAC, refrigeration, process, etc).

Executive Summary

- ❑ Briefly describe the study scope. Provide a summary table of the recommended energy conservation measures (ECMs) with the following columns: measure description, measure life, annual energy savings, peak demand savings, annual cost savings, estimated installed cost, potential incentive, and simple payback.

- ❑ Briefly describe each ECM. Provide one or two sentences to describe the base case and another to describe the proposed case. Touch on the major issues. Include a cost estimate to implement the ECM, based on standard estimating practices, and a proposed timeline. Indicate the likelihood that the customer will go forward with project.

Energy Conservation Measures

- ❑ Provide a detailed narrative for each recommended ECM. Clearly document key assumptions made in analyzing each measure and describe the method of analysis. Document any interactive effects, benefits or disadvantages.

- ❑ Where appropriate, describe the monitoring procedures conducted to determine energy usage and potential energy savings. If a building simulation modeling program was used, provide a narrative on the input data used to screen each measure. This is especially important when assumptions deviate from the model's default settings. Provide estimated cost information based on standard estimating practices. Include a summary table with installation costs, annual energy savings, peak demand savings, potential incentives, and simple payback.

Appendices

- ❑ Completed program application forms for eligible incentives.

- ❑ Supporting technical documentation such as equipment lists, equipment specification sheets, manufacturer's data, process flow diagrams, log data, pump curves and facility energy consumption data from an existing EMS report, utility bills, or other source.

- ❑ Supporting calculations, such as engineering spreadsheets, simulation model input and outputs.

- ❑ Detailed cost breakdown (man-hours, rates, quantities, material, misc., etc).