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| ***Office Use Only*** |
| ODOE Project ID#: |

**State Energy Efficient Design (SEED)**

Class 1 Building

Project Team Form



*Fill out all fields below and send to* *blake.shelide@oregon.gov* *as a Word document (please do not convert to PDF).*

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| **Project Team Contact Information** |
| **Agency:** | Text |
| **Project Manager:** | Text | **Email:** | Text | **Phone:** | Text |
| **Billing Contact:** | Text | **Email:** | Text | **Phone:** | Text |
| **Billing Address:** | Text |
| **City:** | Text | **State:** | Text | **Zip:** | Text |

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| **Energy Analyst Firm** |
| **Energy Analyst Firm:** | Text |
| **Modeling Personnel:** | Text | **On ODOE’s Qualified Analyst list?**[ ]  Yes [ ]  No: see minimum qualifications; submit completed *Energy Analyst Qualifications Form* to ODOE for approval prior to contracting with firm. |

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| **Design Team** |
| **Architectural Firm:** | Text |
| **Project Architect:** | Text | **Email:** | Text | **Phone:** | Text |
| **Mechanical Engineering Plumbing Firm:** | Text |
| **Mechanical Engineer:** | Text | **Email:** | Text | **Phone:** | Text |
| **Electrical Engineer:** | Text | **Email:** | Text | **Phone:** | Text |
| **Lighting Designer:** | Text | **Email:** | Text | **Phone:** | Text |
| **Other Team Members:** | Text |

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| **Commissioning Firm** |
| **Commissioning Firm:** | Text |
| **On ODOE’s Qualified Commissioning Firms List?** | [ ]  Yes [ ]  No |
| **Commissioning Agent:** | Text | **Email:** | Text | **Phone:** | Text |

**State Energy Efficient Design (SEED)**

Class 1 Building

Energy Analyst Qualifications Form



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**Minimum qualifications needed to perform Class 1 SEED energy analysis:**

* Thorough knowledge about all building systems including building envelope, heating, ventilation, and air-conditioning systems, lighting systems, and expertise with current energy efficient technologies.
* A technical degree from an accredited four-year university, with an additional four years of experience in the following areas: envelope heat transfer, heating, ventilation and air conditioning systems, lighting design, and energy efficiency technology;

OR

If a four-year degree is not held, then the energy analyst must have a two-year technical degree, plus six years of relevant experience.

* Expertise in performing building simulation modeling with significant experience developing project specific model inputs versus using only program default input values.
* Three or more years of full-time modeling experience with a computerized building modeling tool for energy analysis on the list of programs approved for use under the SEED Program.

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| **Energy Analyst Qualifications** |
| **Name of the person(s) responsible for the accuracy of the energy model and the SEED Report:** | Text |
| **List computer modeling programs with which the modeler has experience:** | Text |
| **If the proposed energy analyst has not performed prior SEED analyses, provide three work samples completed in the last 5 years that demonstrate the firm’s experience performing energy analyses for projects meeting the requirements of the SEED program, and that demonstrate the ability to present ideas and written materials in a clear and simple manner to the client:** | Samples included?[ ]  Yes [ ]  No |
| **Provide three references from current or former clients for similar SEED level projects performed within the last five years:** | Text |