

# Experienced Energy Modeler Application

---

Efficiency Nova Scotia refers customers to source a professional for their Energy Model projects using our online list of pre-qualified, experienced Energy Modelers.

The purpose of the Energy Modeler Application is to provide you with the information you need to apply to be listed as an Experienced Energy Modeler on the Efficiency Nova Scotia website. The process is ongoing and consultants may submit an application at any time throughout the year.

This is not a formal Request for Proposals (RFP) or Request for Qualifications (RFQ) to work for Efficiency Nova Scotia.

Please allow 15 business days for us to process your application and respond back to you at the email address you provided.

We only accept energy models from individuals who meet all the criteria necessary to be listed as an Experienced Energy Modeler. Efficiency Nova Scotia will not accept project submissions from clients working with energy modelers that do not meet these criteria.

## Summary of Requirements

- Proof of general requirements
- Proof of energy modeling experience
- Professional Engineer (P.Eng.) to sign off on energy models. Other relevant professional designations may be considered at Efficiency Nova Scotia's sole discretion, please include these with your application
- Energy Modeling Portfolio
- Provide a minimum of three energy modeling projects
- Resume of energy modeling team

Successful applicants must meet each of the following mandatory requirements, details of which are provided below.

Submit your completed application along with supporting documents to:

**Email:**  
**cicustom@efficiencyns.ca**

(Please note that we cannot accept high risk attachments such as ZIP, EXE or files that exceed 10MB.)

**Mail:**  
**Efficiency Nova Scotia**  
**230 Brownlow Ave., Suite 300**  
**Dartmouth, NS B3B 0G5**  
Attention:  
Experienced Energy Modeler

**Fax:**  
**902 470 3599**  
Attention:  
Experienced Energy Modeler

## General Requirements

- Has and maintains general or professional liability insurance, with no less than \$1 million coverage per occurrence, proof of such insurance must be submitted with your application
- WCB Coverage letter. If coverage is not required, please provide a proof of exemption
- HST registration number
- Listed on the registry of joint stocks

Company Name:	
Company Address:	
HST Registration Number:	Joint Stock Registry ID:
Form of Business: <input type="checkbox"/> Sole Owner <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	
Contact Name:	
Contact Title:	
Telephone Number:	
Contact Email:	
<input type="checkbox"/> I would like to receive email communications (tips, promotions, etc.) from Efficiency Nova Scotia. (You may withdraw your consent at any time.)	

<b>Insurance Carrier(s): Please provide proof of insurance with your submission.</b>	
Name:	
Type of Coverage:	Phone Number:

## General Modeling Experience

Please submit a summary detailing a minimum of 5 full-time equivalent years of recent experience directly working with energy modeling. Only the portion of time spent directly involved in energy modeling should be included with your submission to help us understand your overall energy modeling experience, based on building type, software used, project role, energy code applied, and the level of work that has been reviewed. Please submit a summary to highlight the breadth and diversity of your experience. Specifically, demonstrate your level of experience with different types of modeling software; the range of various building types and complex building systems; experience in creating reference models; and familiarity with both ASHRAE and NECB energy codes.

## Background/Education

Professional Engineers registered and in good standing with their applicable professional association will be required to either perform or sign off on the energy model results. Other relevant professional designations may be considered at Efficiency Nova Scotia's sole discretion. Please submit a summary detailing your educational background.

## Modeling Experience - Details & Accuracy

Please provide further information on three projects that have successfully passed external peer reviews. Applicants are also required to highlight the energy savings results from these projects and reference the accuracy of energy savings predicated by the energy model. The applicant must demonstrate that at least three projects have undergone independent third party evaluation and were found to be within 10% accuracy by the third party.

## Resumes

Please provide detailed resumes or experience records for the team leads that will be responsible for the energy modeling process. Only include those who will be completing the main energy model and/or signing off on the energy model results.

### Quality Assurance

Individuals on the list will be evaluated on an on-going basis to ensure they meet our performance standards.

### Performance Standards

Efficiency Nova Scotia reserves the right to remove your information from the Energy Modeling list if at any point, you no longer meet any of the criteria above and/or:

- The individual(s) approved is (are) no longer supervising the projects, unless they are replaced with a qualifying individual within a reasonable time
- The accuracy of the energy savings resulting from the energy models are found to be unacceptable on an ongoing basis
- If Efficiency Nova Scotia receives negative feedback regarding the Energy Modeler or the results of the energy modeling projects, that is not addressed to the satisfaction of Efficiency Nova Scotia at its sole discretion
- Other reasons, as determined at Efficiency Nova Scotia discretion

Efficiency Nova Scotia is a franchise operated by EfficiencyOne, official Licensee of the Province of Nova Scotia. By completing and submitting this form, I agree to release my personal information to the current and successive holders of the Efficiency Nova Scotia franchise.

By completing and submitting this form, I hereby consent to the purposes for which Efficiency Nova Scotia is collecting, using and disclosing personal information as set out in Efficiency Nova Scotia's Privacy Policy. More information on Efficiency Nova Scotia's Privacy Policy can be found online, [efficiencyns.ca/privacy-policy](http://efficiencyns.ca/privacy-policy) or by email, [privacy@efficiencyns.ca](mailto:privacy@efficiencyns.ca).

By signing below, I confirm the information provided is complete and accurate.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (Please Print)

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
DD MM YYYY

