



## Technical Report Questionnaire

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### TECHNICAL REPORT QUESTIONNAIRE

Please respond to the following questions and requests for information and/or statements. The level of detail and pace at which these items are responded will directly affect the speed at which the Technical Report can be successfully completed. It will be necessary to use additional sheets.

A) Identify each of the following project service providers (if it does not apply, please explain).

For each, authoritative evidence that project team service providers have the necessary professional credentials or relevant experience to perform the required services **MUST** be provided. Include the following:

- ◆ Contact Information (name, address, e-mail, website, etc.)
- ◆ Qualifications - Describe, in detail, their qualifications (include relevant certifications)
- ◆ References - List of the same or similarly engineered projects designed, installed, or supplied (include contact information for each)

**(1) Project Manager** (*if this is the project owner/applicant – include your background & qualifications*)

**(2) Equipment Supplier(s) of Major Components**

**(3) Project Engineer**

**(4) Construction Contractor/System Installer(s)**

**(5) Owner/Applicant – (if not answered in #1)**

- B)** Identify all necessary agreements (e.g. quotes for service) and permits (e.g. building code, electrical code and zoning issues) required for the energy efficiency improvement(s) and the status and anticipated schedule for securing those agreements and permits.
  
- C)** Have you identified all environmental issues, including environmental compliance issues, associated with the project on Form RD 1940-20? “Request for Environmental Information”? Contact your local USDA Representative for more information.
  
- D)** Identify all suppliers, manufacturers, model numbers and equipment specifications of major pieces of equipment. Include a description of the availability of spare parts for each. Also, include appropriate contact information for each.
  
  
  
  
  
  
  
  
  
  
- E)** Provide information regarding component warranties for all equipment.
  
  
  
  
  
  
  
  
  
  
- F)** Provide a detailed project schedule. Identify each significant task including its beginning and end dates. Include such items as: system and site design, permits and agreements, equipment procurement and system installation from site preparation through startup and shakedown among others. Identify specific issues associated with installation, including details regarding the scheduling of major installation equipment.

**G)** Provide a description of the startup and shakedown specifications and the conditions required for startup and shakedown for each equipment item individually and for the system as a whole.

**H)** Describe the routine operation and maintenance requirements of the proposed project.

**I)** Provide information regarding the expected design life of the improvement(s).

**J)** For owner maintained portions of the improvement(s), describe any unique knowledge, skills, or abilities needed for service operations or maintenance

**K)** Describe the plan for dismantling and disposing of project components and associated wastes at the end of their useful lives. Describe the budget for and any unique concerns associated with the dismantling and disposal of project components and their wastes

**L)** Review and sign the following statements.

## Technical Requirements Certifications

WHEREAS, \_\_\_\_\_ herein call the “Grantee”, intends to obtain assistance from the United States of America, acting through the U.S. Department of Agriculture, herein called the “Government”, acting under the provisions of the Renewable Energy Systems and Energy Efficiency Improvements Program, 4280-B regulations.

NOW THEREFORE, the Grantee hereby certifies the following technical requirements have been or will be met:

1. The proposed project will be installed according to applicable federal, state, and local codes and regulations.
2. The applicant will comply with all necessary agreements and permits for the energy efficiency improvement(s).
3. For the project, “open and free” competition will be used for the procurement of components in a manner consistent with the requirements of 7 CFR part 3015 of this title.
4. Equipment installation will be made in accordance with all applicable safety and work rules. Additionally, the Grantee agrees that upon successful system installation and following established operation, the successful applicant must deliver invoices and evidence of payment.
5. Project components will be dismantled or disposed of as appropriate or if necessary to ensure public safety at the end of their useful lives.
6. Project developer will hold appropriate liability insurance.
7. The project will be completed within two years from date of the approval.

IN WITNESS WHEREOF, I have executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Grantee

\_\_\_\_\_  
Grantee