

# Retro-Commissioning Flex Participant Manual

January 1, 2026 through December 31, 2026

With rising costs and growing competition, owning and operating a business is more challenging than ever. Implementing low cost improvements to your facility can reduce energy costs while improving occupant comfort and productivity.

The ComEd Energy Efficiency Program provides a fully-funded Retro-Commissioning (RCx) Flex study that analyzes major energy-using building systems and recommends low-cost operational improvements, or energy conservation measures (ECMs). Where feasible, opportunities for both electric and natural gas savings are identified.

In exchange for the study, participants agree to implement mutually agreed upon ECMs with a simple payback of 1.5 years or less. An incentive of \$0.04/kWh and \$0.17/therm may be available to help offset the cost of ECM implementation. See application for Implementation Commitment details.

This manual will guide you and stakeholders at your facility through the process. You will find details on project steps, parties involved at each phase and key deliverables.

Eligible Facilities Meet These Criteria	
<input type="checkbox"/>	Peak demand greater than 100 kW.
<input type="checkbox"/>	Annual energy usage greater than 500,000 kWh.
<input type="checkbox"/>	No major problems requiring capital improvement projects and no planned system renovations.
<input type="checkbox"/>	Existing and functional Building Automation System (BAS).
<input type="checkbox"/>	Accessible and up-to-date building documentation and records.

Key Participant Responsibilities During the Process Include	
<input type="checkbox"/>	Commitment to spend on implementation of ECMs.
<input type="checkbox"/>	Review Investigation Report and implement selected ECMs within 74 days of the receiving the Investigation Report.

## Key Participant Responsibilities During the Process Include

□	<p>Active involvement, which includes:</p> <ul style="list-style-type: none"> <li>• Providing access to facility and to BAS*</li> <li>• Energy Efficiency Service Provider (Service Provider) interface time with facility staff</li> <li>• Meeting attendance to support project progress and review milestone deliverables</li> <li>• Management of the implementation team and timeline</li> <li>• Assistance with the collection and reporting of information pertaining to the study</li> <li>• Support during the evaluation process after verification phase, which may include a survey and additional measurement and verification</li> </ul>
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### RCx Flex Process

Your project will follow four phases: Application, Investigation, Implementation and Verification.

#### Application Phase (1 Week)

Submitted applications are reviewed by ComEd staff to determine acceptance into the RCx Flex offering.

**Participant's Role:** Work with your Service Provider to submit a signed application.

#### Investigation Phase (6-12 Weeks)

Following acceptance, work begins to establish the scope and timeline for the rest of the project.

**Participant's Role:** Become familiar with the RCx Flex offering and process, collaborate with your Service Provider, provide facility access and select ECMs for further investigation.

	Event/Deliverable	Description	Timing
□	Kick-off Meeting	Introductions to the RCx Flex offering, process and teams.	After project acceptance
□	Assessment Performed	Service Provider conducts a site assessment, interviews staff, acquires data to generate the Investigation Report, and obtains quotes from installation contractors.	4-9 weeks
□	Bi-Weekly Conference Calls	Engage in ongoing calls to discuss ECM opportunities, additional data needed, and to identify ECMs for immediate implementation.	
□	Review Investigation Report	Review and prepare notes for upcoming meeting.	1-2 weeks
□	Investigation Meeting	Review ECMs for economic and practical feasibility, and work with Service Provider to address outstanding issues.	
□	ECM Selection	<ul style="list-style-type: none"> <li>• Review opportunities identified on the ECM form and initial ECMs to be completed in the Implementation phase</li> <li>• Commit to spending on implementation of ECMs with combined simple payback &lt; 1.5 years</li> </ul>	Within 1 week of the investigation meeting

## Implementation Phase (6-8 Weeks)

You and your contractors implement the selected ECMs. Technical support from your Service Provider ensures ECMs are installed correctly and any needed adjustments are made during the installation.

**Participant's Role:** Within 74 days of receiving the Investigation Report, complete ECM installations and ensure the implementation commitment and energy savings target(s) are met.

	Event/Deliverable	Description	Timing
<input type="checkbox"/>	Implement ECMs	<ul style="list-style-type: none"> <li>Select and manage the implementation team</li> <li>Direct implementation team's efforts to complete selected ECMs by the required implementation deadline</li> <li>Implement ECMs by the required implementation deadline</li> </ul>	6-8 weeks
<input type="checkbox"/>	Bi-Weekly Conference Calls	Joint status updates and project support.	
<input type="checkbox"/>	Technical Support from Service Provider	Seek support from Service Provider for technical assistance.	
<input type="checkbox"/>	ECM Installation Completion	Initial the ECM form to report the completion date and final cost for each ECM.	By required implementation deadline

## Verification Phase (6-10 Weeks)

The Service Provider evaluates facility energy usage and revisits the site to verify ECMs were properly installed.

**Participant's Role:** Support Service Provider requests for data acquisition, facility access and invoices to assemble Verification Report. Attend Verification meeting to review final results.

	Event/Deliverable	Description	Timing
<input type="checkbox"/>	Verification Assessment Performed	Service Provider revisits site to verify the following through testing and monitoring: <ul style="list-style-type: none"> <li>Proper ECM installation</li> <li>New control strategy implementation</li> <li>Repair completion</li> </ul>	4-8 weeks
<input type="checkbox"/>	Review Verification Report	Review and prepare notes for upcoming meeting.	1-2 weeks
<input type="checkbox"/>	Verification Meeting	Joint meeting to discuss results and feedback.	
<input type="checkbox"/>	Process Incentive	Review eligibility for incentive.	
<input type="checkbox"/>	Attend BOC Training (Optional)	It is recommended that at least one staff member complete the BOC Level I or II training program to ensure measure persistence.	Within 12 months

In addition to this service, the northern Illinois utilities have a wide range of services and incentives to help you improve the efficiency of your facility and your bottom line. Contact your utility programs to learn about what is available for your facility.

**ComEd Energy Efficiency Program**  
**ComEd.com/BizIncentives**  
**855-433-2700**

**energySMART, a Nicor Gas Program**  
**apply.nicorgasrebates.com**  
**877-886-4239**

**Peoples Gas Natural Gas Savings Program**  
**PeoplesGasDelivery.com**  
**855-849-8928**

**North Shore Gas Natural Gas Savings Program**  
**NorthShoreGasDelivery.com**  
**855-849-8928**

## Key Terms

Term	Description
Building Operator Certification (BOC)	Elevates the profession of the building operator through training in energy efficiency and smart building technologies, continued education, and certification.
Energy Conservation Measure (ECM)	Used to describe any type of project conducted or technology implemented to reduce the consumption of energy in a building.
ECM Form	Summarizes the cost, energy savings, and economic impacts associated with each ECM. This document will be utilized to communicate ECMs and seek participant approval to proceed with the implementation of ECMs.
Energy Savings Target	A mutually agreed upon electric and/or natural gas energy reduction goal.
Investigation Report	Detailed descriptions of the facility operating conditions and each of the ECMs identified in the Investigation phase.
Implementation Commitment	This commitment is the dollar amount required to be spent by the participant on implementation of mutually agreed upon ECMs with a simple payback of 1.5 years or less. See details outlined in Agreement.
Participant	A ComEd customer that is authorized to make changes or improvements to their facility and can commit funds to implementing identified ECMs.
Retro-Commissioning (RCx) Flex	RCx Flex is an expert analysis of your commercial building's existing energy-using systems that identifies no- and low-cost operational improvements. The analysis is fully funded by the ComEd Energy Efficiency Program.
Required Implementation Deadline	All ECMs selected for implementation must be completed by the required implementation deadline. The deadline is typically set 74 days after receiving the Investigation Report.
Service Provider	Engineering consulting firms pre-qualified by the RCx Flex offering to conduct comprehensive RCx Flex studies.
Verification Report	Summarizes final findings and impacts of the project.