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## **EXHIBIT B**

### **COMMERCIAL CODE CONSULTANT SCOPE OF WORK**

- A. Provide individually tailored assistance, training, and education to code officials, builders, design professionals, sub-contractors, and other energy code stakeholders involved in commercial construction.
- B. Provide these services virtually or, as appropriate, at the stakeholder's place of business, jobsite, or other venue.
- C. Pro-actively reach out to stakeholders on a regular basis in order to establish a trusted energy code advisor relationship. Stakeholders include, but are not limited to, code officials, general contractors, subcontractors, architects, engineers, lighting designers, building industry associations, building supply companies, and manufacturers.
- D. Respond to all inquiries within 24 hours.
- E. Assist the Project Team in identifying and developing needed resources such as guides, checklists, technical handouts, etc.
- F. Maintain a deep understanding of the commercial energy codes being enforced, including local amendments and compliance frameworks.
- G. Stay abreast of typical commercial construction practices, and best practices, as they relate to the energy code.
- H. Present program to interested parties, professional associations, and other interested organizations.
- I. Assist the Project Team in identifying challenges to program implementation and opportunities for improvement.
- J. Maintain regular and good communication with the Project Team. Maintain log of outreach efforts and contacts made. Assist Project Team with filing required reports as requested.