



















Executing the Plan

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This checklist outlines the key actions and stakeholders involved in procuring services, overseeing installation, and preparing residents for in-unit work to ensure the Decarbonization Plan is completed effectively and supports Local Law 97 compliance.

STATUS	ACTION	STAKEHOLDERS
<input type="checkbox"/>	<p>Research potential contractors and verify credentials through resources such as:</p> <ul style="list-style-type: none"> • NYC Department of Buildings Know Your Construction Professional Directory • NYC Department of Consumer and Worker Protection Home Improvement Contractor License Status Website • NYC Accelerator and New York State Research and Development Authority (NYSERDA) qualified contractor lists 	  
<input type="checkbox"/>	<p>Assess contractor fit by viewing websites for examples of work on similar buildings and asking for recommendations from other buildings through the Council of New York Cooperatives and Condominiums.</p>	  
<input type="checkbox"/>	<p>Develop a Scope of Work (SOW) for contractors by referencing your Decarbonization Plan’s project requirements for tasks and deliverables.</p>	  
<input type="checkbox"/>	<p>Develop a Request for Proposal based on the defined SOW. Outline the project objectives, submission requirements, evaluation criteria, and qualifications contractors must demonstrate.</p>	  
<input type="checkbox"/>	<p>Evaluate contractor bids by establishing a cost and energy savings baseline for each project and requiring detailed estimates from bidders. Confirm that material and equipment allowances are included, hidden costs are identified, and project milestones align with the payment schedule.</p>	  
<input type="checkbox"/>	<p>Inform residents about construction timelines, in-unit access (if needed), and any potential accessibility disruptions.</p>	  

COMPLETED BY: _____ DATE COMPLETED: _____