******

*ESPC Project Review Comment Template*

ESPC Process Doc. P3-09

Rev. 08-28-18

Responsibility: PF

**ESPC Project Review Comment Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name/No.:** |  | **Date of Document:** |  |
| **Contract No.:** |  | **Comments Due By:** |  |

|  |  |
| --- | --- |
| **Type of Submittal/Deliverable** | **Reviewer** |
| NA\* | Preliminary Assessment\* |  | Commissioning Report |  | (Name) | (Date) |
|  | Proposal/Investment Grade Audit (IGA) Midpoint Review |  | Post-Installation Report |  |  |  |
|  | Proposal/IGA |  | Year 1 Annual Report |  | (Phone) | (Email) |
|  | Commissioning Plan |  | Other (ID): |  |  |  |

| **No.** | **Page#, ECM, Sect., or Dwg.** | **Reviewer Comment** | **Reviewer** | **Contractor Response** | **Agency Response (Accept or****Additional Discussion)** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |
| 17 |  |  |  |  |  |
| 18 |  |  |  |  |  |
| 19 |  |  |  |  |  |
| 20 |  |  |  |  |  |
| 21 |  |  |  |  |  |
| 22 |  |  |  |  |  |
| 23 |  |  |  |  |  |
| 24 |  |  |  |  |  |
| 25 |  |  |  |  |  |
| 26 |  |  |  |  |  |
| 27 |  |  |  |  |  |
| 28 |  |  |  |  |  |
| 29 |  |  |  |  |  |
| 30 |  | Insert rows as needed (right click, Insert) |  |  |  |

\* FEMP has a PA review template that the agency can use that is specifically designed for the higher-level review conducted for a preliminary assessment. This recommended template is available under the listing "PRELIMINARY ASSESSMENT/2008 DOE IDIQ Preliminary Assessment Review for Federal ESPCs" from the FEMP ESPC resources page at: http://energy.gov/eere/femp/resources-implementing-energy-savings-performance-contracts