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*ESPC Project Review Comment Template*

ESPC Process Doc. P3-09

Rev. 08-28-18

Responsibility: PF

**ESPC Project Review Comment Template**

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

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| **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)** |
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| 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