

September 16th, 2025

Alison Higgins
Resiliency Manager
City of Key West
1300 White Street
Phone: 305-809-3726
Email: ahiggins@cityofkeywest-fl.gov

Subject: NV5 Proposal for Planning of an Energy Savings Performance Contract
Proposal No. PP63024-000672.00

Dear Alison:

In accordance with our recent discussions, **NV5 Consultants, Inc. (NV5)** is pleased to offer this proposal for the following professional services:

Planning an Energy Savings Performance Contract (ESPC)

PROJECT BACKGROUND

We understand the project tasks will be performed for the City of Key West to support your upcoming Energy Savings Performance Contract (ESPC) across various City-owned Facilities. NV5 provides five (5) phases of services to assist our customers throughout their ESPCs and these services are closely aligned with the Tasks 1-7 from our contract. The proposed scope of services for this initial Task Order are focused on the Planning effort as detailed below in the Scope of Services section. Upon completion of Phase 1, we will submit follow up proposals for Phases 2-5 as the project details, timeline, and your needs become more clear.

- Phase 1 – Planning the Project
- Phase 2 – Procuring the ESCO Partner
- Phase 3 – Developing the Project
- Phase 4 – Implementing the Project
- Phase 5 – Monitoring the Project

SCOPE OF SERVICES

1. Project Meetings
 - a. Hold Bi-weekly team status meetings to review progress, requests for information, review preliminary findings, etc. For purposes of this proposal, NV5 is assuming bi-weekly phone calls over a 12-week period for a total of six (6) calls. NV5 assumes the following schedule:

Proposed Schedule	
Weeks 1 – 4	Data Gathering & ESPC 101 Workshop
Weeks 5 - 8	Baseline Analysis, Site Visit, and Desktop Analysis
Weeks 9 – 12	Preparation of Findings & Presentation

- b. Host kick off meeting with key staff who will be engaged in the project.
 - c. Facilitate virtual ESPC 101 Workshop with relevant stakeholders.
 - d. Present draft findings and recommendations to the City staff in preparation for formal presentation to stakeholders.

- e. Present findings and project plan to stakeholders during one (1) virtual ESPC Workshop. The goal of this presentation is to seek approval to advance to the procurement stage of the project.
2. Project Development Assistance
 - a. Review all relevant project-related information provided by the City to-date.
 - b. Using NV5's Comprehensive Data Needs form, identify data needs, responsible party, delivery dates, etc. This will be customized to assist in tracking the receipt of critical information.
 - c. Upon receipt & review of information, conduct site walk throughs to identify potential ECMs and become familiar with a key sampling of facilities. For purposes of this proposal, NV5 is assuming one (1) trip and two (2) full days on site to visit the City's largest facilities.
 - d. Develop the business case for the project by identifying approximate size (\$) of the investment, annual savings, key scope opportunities, timelines, and funding opportunities. For purposes of this proposal, NV5 is assuming the deliverable will be presented as a PowerPoint presentation and supporting Excel file.

NV5 is only providing the expressly identified foregoing services for the Project, and as such NV5 shall not be responsible or liable for any other area or portion of the Project. NV5 will provide the full scope of services, as enumerated above, for the proposed NTE Fee.

EXPENSES & PAYMENT TERMS

1. Basic Services will be invoiced monthly unless otherwise agreed upon.
2. Sales & Use Taxes will be charged where appropriate and required by law.

SUMMARY OF PROPOSED FEES

The fees for this work shall be on a **Not-to-Exceed (NTE)** fee basis. Invoices shall be prepared and submitted monthly based on the level of effort by the NV5 team.

SERVICES	FEES
Phase 1 - Planning the Project	\$25,428
TOTAL	\$25,428

BLENDED HOURLY BILLING RATE

Task	Hourly Rate*
A. Task 1. Project Administration	\$193
B. Task 2: ESCO RFP Review & ESCO Selection	\$231
C. Task 3: Contract Negotiation and Technical Review Services	\$245
D. Task 4: Investment Grade Audit and Adaptation Surveys	\$243
E. Task 5: Financing	\$272
F. Task 6: Construction/Implementation/Commissioning	\$238
G. Task 7: Post-Construction Guarantee/Monitoring/Maintenance	\$239

Note – All Scope items above are part of Task 2 except for items 1.a. and 2.d. which are a part of Task 1

AUTHORIZATION

All services will be conducted in accordance with this Proposal and the attached terms and conditions. To initiate services, please complete and return the attached "Proposal Acceptance Agreement" form. Our Proposal will remain valid for acceptance for up to 90-days from the date of this Proposal. Upon which, we reserve the right to modify the Proposal, scope, and fees.

We appreciate the opportunity to be of service to you again.

Regards,

A handwritten signature in black ink that reads "Aldo Mazzaferro". The signature is fluid and cursive, with a stylized "A" and "M".

Aldo Mazzaferro, PE, CEM, CEA
Executive Director of Business Development
NV5 – Clean Energy
516.567.2337
Aldo.mazzaferro@nv5.com

PROPOSAL ACCEPTANCE AGREEMENT

Description of Services:	Energy Consulting Services
Project Name:	Planning & Procurement of ESPC
Project Location:	Key West, FL
Proposal No.:	PP63024-000672.00
Proposal Date:	September 16 th , 2025

APPROVAL & PAYMENT OF CHARGES: *Invoices will be charged and mailed to the account of:*

Firm: _____

Attention: _____

Address: _____

_____ Email: _____

Telephone: _____ Fax: _____

PROPOSAL ACCEPTED BY:

AUTHORIZED SIGNATURE: _____

NAME & TITLE: _____

DATE ACCEPTED: _____

PAYMENT TERMS: Submitted invoices shall be processed within 30 days of receipt by the Client

Please remit payments to: PO Box 74008680, Chicago, IL 60674-8680

PROPERTY OWNER IDENTIFICATION (If other than above)

Name: _____

Address: _____

Telephone: _____ Fax: _____

This Proposal Acceptance Agreement, the scope of services outlined in the proposal, Schedule of Fees, and standard terms and conditions constitute the entire agreement between the Client and NV5 and supersede all prior written or oral understandings.