



## MEMORANDUM

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Date: October 9, 2025

To: Brian L. Barroso  
City Manager

Via: Patrick Wright  
Director of Growth Management

From: Alison Higgins  
Resiliency Manager

Subject: \*Approving Task Order Phase 1 to NV5 for Energy Savings Performance Contract (ESPC)  
Owners Representative Services

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### **Introduction**

Authorize the City Manager to approve the Task Order Phase 1 proposal in a total amount not to exceed \$25,428 to NV5 to provide partial Task 1 (Project Administration) and partial Task 2 (Energy Service Company (ESCO) RFP Review and ESCO Selection) ESPC Owners Representative services as requested in their Contract and RFP #24-002.

### **Background**

Energy Savings Performance Contracts (ESPCs) are used locally and around the globe to quantify and capture guaranteed costs savings on energy and water efficiency projects. ESPCs can be offered with no out-of-pocket costs and can leverage capital financing opportunities, if needed. Due to the highly technical nature of such projects, City staff was strongly advised by other local governments to hire an Owners Representative, at least through the first cycle of ESPC projects.

The City Awarded RFP #24-002, Owners Representative for the Key West Savings and Resiliency Project to NV5 by Resolution #24-323. The contract engages NV5 to ensure that the City saves as much money as possible as the City selects an ESPC company, develops Investment Grade Audits, considers funding sources, authorizes & implements projects, and verifies savings over the term of the contract.

Phase 1 of NV5's Scope of Services is the planning phase. This phase builds the business case for the ESPC project through virtual and in-person evaluations of City facilities. This will quantify potential savings which will be presented to City Commission prior to proceeding to the next step, a public RFP for an Energy Services Company (ESCO) who will implement the project. The business case will also showcase potential projects within the RFP in order to entice quality respondents, and align the project outcomes with the City's goals.

**Procurement**

Funding for this task order in the amount of \$25,428 has been allocated in the Adaptation and Sustainability Fund account number 108-3806-538-3100, City Building Adaptation / ESCO Surveys.

**Recommendation**

Staff recommends authorizing the City Manager to execute the Task Order in the amount of \$25,428 to NV5 and execute any necessary budget transfers/amendments.

Exhibits:

Exhibit A – Resolution

Exhibit B – Task Order

Exhibit C – Contract

Exhibit D – RFP Resolution