

Citrus Community College District  
1000 West Foothill Blvd.  
Glendora, CA 91741

Feb 28, 2011

REQUEST FOR PROPOSAL (RFP) 2011-01  
SUSTAINABILITY PLAN TEMPLATE

Non-Mandatory Orientation: 1:00 P.M. March 21, 2011

Submit No Later Than: 2:00 P.M. March 22, 2011

RFP Contact:  
Citrus Community College District  
Robert Iverson, Director of Purchasing and Warehouse  
1000 West Foothill Blvd.  
Glendora, CA 91741

**CITRUS COLLEGE  
REQUEST FOR PROPOSAL (RFP) #2011-01  
SUSTAINABILITY TEMPLATE PLAN**

This RFP is issued by the office and person named below. All correspondence, including RFP questions, requests for clarification, and completed responses should be directed to the office and person named below. **Due 2:00 p.m. on March 22, 2011.**

Please acknowledge receipt of this document by emailing Robert Iverson (see below). Include with your acknowledgement your firm's name and your contact person along with their postal address, email address, fax and phone numbers.

Citrus College  
Attn: Robert Iverson  
Director of Purchasing and Warehouse  
1000 West Foothill Blvd.  
Glendora CA 91741  
Phone: 626-914-8888  
Fax: 626-852-0064  
Email: [riverson@citruscollege.edu](mailto:riverson@citruscollege.edu)

## 1. Introduction.

### 1.1 Project Overview.

Citrus College (District) is seeking proposals from a sustainability consultant or sustainability consulting firm (hereinafter referred to as "Contractor") to collect and summarize both quantitative and qualitative data to create a comprehensive sustainability and best practices template plan as a planning handbook guide for use by all California Community Colleges. The Template Plan will contain the information and resources to help the colleges organize strategies into usable plans to operate more efficiently while reducing consumption, waste and greenhouse gas emissions. Some of the important points this plan will eventually address include:

- Assist colleges with cost savings and efficiencies
- Provide tools and resources to meet the requirements of AB32
- Recommended framework and approach to meet AB32 requirements
- Address sustainability in areas of energy efficiency, efficient building operation, renewable energy opportunities
- Waste reduction, re-use and recycling
- Wastewater and pollution prevention
- Sustainable land use strategies
- Evaluation of economic benefits of sustainable strategies
- Curriculum development and staff training
- Strategies and tools to measure District/campus baseline
- Greenhouse Gas (GHG) emissions, GHG reduction goals, implementation plan and a measurement and verification plan
- Water use and conservation strategies and best practices

- Energy use and conservation strategies and best practices
- Transportation use and conservation strategies and best practices
- A listing of steps a college will require in moving towards carbon neutrality.
- Identification of quantitative indicators for campus sustainability, and methods for tracking these indicators over time.
- Ways for a college to save money while reducing the institution's ecological footprint.
- Improvements a college can make in its patterns of communication and decision-making that will facilitate enhanced campus sustainability and ways an entire campus community of students, staff, faculty, and administration can contribute to this effort.
- Identify potential funding sources

## **2. Scope of Work.**

The Contractor will be responsible for the conduct and completion of the Sustainability Plan Template

### **Task 1 – Template Development and Approval**

Contractor shall work with the District to develop a draft Template Plan which will address the technical issues and identify strategies for sustainability in the following areas:

- Energy efficiency and green building
- Efficient operation of campus facilities
- Monitoring based retro-commissioning
- Renewable energy opportunities
- Waste reduction, re-use, and recycling
- Transportation alternatives
- Water, wastewater, and pollution prevention
- Sustainable land-use strategies
- Evaluation of the economic benefits of sustainability strategies
- The opportunities for curriculum development and staff training and education opportunities associated with sustainable practices
- A recommended framework and approach to meet the requirements of the California Global Warming Solutions Act (Assembly Bill 32), including strategies and tools to measure District and campus baseline Greenhouse Gas (GHG) emissions, GHG reduction goals, implementation plan, and a measurement and verification process

The draft Template Plan shall also identify existing best practices and sustainability models used by community colleges and identify potential funding sources for implementation of sustainability strategies. The Contractor will submit the draft Template Plan to the CCM for review and approval. Contractor shall incorporate comments on the suggested revision to the draft Template Plan from the CCM into the final Template Plan.

### **Deliverables:**

- Draft Sustainability Plan Template
- Final Sustainability Plan Template

## **Task 2 - Template Pilot Demonstration**

Contractor shall customize the template created in Task 1 for a pilot roll-out, for use at a college within the Citrus Community College District. Contractor shall create a presentation to demonstrate the customized plan at the college.

### **Deliverables:**

- Customized Roll-out Plan
- Pilot Roll-out Presentation

## **Task 3 - Presentation of the Template**

Contractor shall present the Template Plan at the four annual community college conferences listed below. The purpose is to introduce and discuss the benefits of using the Template Plan to the other California Community College districts.

Template Plan Presentation shall be made at the following annual conferences:

- 1) Chief Business Officers Conference - October 2011
- 2) Community College Facility Coalition Conference - November 2011
- 3) Community College League of California - December 2011
- 4) UC/CSU/CCC Sustainability Conference - July 2012

### **Deliverables:**

- Copy of each Final Sustainability Plan Template Presentation
- A copy of the Agenda for each conference

## **Task 4 - Reporting**

### **Monthly Reports:**

The Contractor shall prepare monthly progress reports which summarize all Agreement activities for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due to the CCM 15 calendar days after the end of the monthly reporting period. Format of the Monthly Progress Reports will be provided by the CCM.

### **Final Project Summary Report:**

After completion of the Template Plan, the Contractor shall submit both a draft and final project summary report (report) to the CCM for approval. The report shall include, but is not limited to, the following:

- Summarize the results of all tasks
- Description of the Template Plan as a resource or "roadmap" for sustainability at the community colleges, including the goals and objectives of the project

- Discussion of the project cost effectiveness, including identification of potential energy saving activities, energy cost savings and percent energy reduction per campus
- Project evaluation including participant feedback
- Impact of pilot and full roll-out presentations and recommended improvements
- Identification of problematic measures that may prevent community colleges from using the Template Plan and recommend possible solutions
- Detailed recommendations for the expansion of and updates to the Template Plan, including how the Template Plan will be made available and updated as an on-going resource
- Discussion of potential funding sources to continue the update and hosting of the Template Plan

The Contractor shall prepare and deliver to the CCM a draft of the report for review and approval. The Contractor shall review and discuss any recommended changes to the draft report with the CCM, and shall submit a final version of the report incorporating any agreed upon changes by the date specified in the "Deliverables and Due Dates" section. The reports shall be prepared consistent with the Energy Commission Document Production protocols for Consultant Reports. Please refer to the information located at <http://www.energy.ca.gov/contracts/consultantreports/index.html>. The draft report shall be delivered to the CCM in electronic form, in Microsoft Word format v2003. The final report shall be delivered to the CCM as one original, reproducible, 8.5," by 11 " , camera-ready master in black ink or toner. Illustrations and graphs shall be sized to fit an 8.5" by 11" page, readable if printed in black and white. In addition, the Contractor shall deliver an electronic copy (CD ROM or memory stick or as otherwise specified by the CCM) of the full text in Microsoft Word format.

**Deliverables:**

- Monthly Progress Reports
- Draft Project Summary Report
- Final Project Summary Report

**Task - 5 Advisory Council Meetings**

Coordinate and conduct a minimum of three quarterly advisory council meetings in Sacramento. Council members travel cost to attend these meetings is not a part of this RFP or contract

**DELIVERABLES AND DUE DATES**

<b>Task</b>	<b>Deliverables</b>	<b>Due Date</b>
1	Draft Sustainability Plan Template	October 15, 2011
1	Final Sustainability Plan Template	November 15, 2011
2	Customized Roll-out Plan	November 15, 2011
2	Pilot Roll-out Presentation	November 30, 2011
3	Copy of Final Sustainability Plan Template for each presentation	7 days after conferences
3	Copy of the Agenda for each conference	7 days after conferences
4	Monthly Progress Reports	15 <sup>th</sup> day of following month
4	Draft Project Summary Report	August 1, 2012
4	Final Project Summary Report	August 31, 2012
5	Advisory Council Meeting, three minimum	TBD (Quarterly)

### **3. Submittal Instructions.**

The District believes that the Contractor's previous experience, financial stability, the expertise of its personnel, and other related factors are important in assessing the Contractor's potential to meet the goals and objectives of the program. Accordingly, prospective Contractor must provide the following required information to be considered for award.

#### **3.1 Cover Letter.**

The proposal is to be submitted with a cover letter that includes a brief statement of intent to provide the services of the RFP. The letter is to be signed by an authorized officer of the firm who has legal authority in such transactions. An unsigned proposal shall be rejected.

#### **3.2 Project Proposal.**

- Provide a project proposal that includes a detailed work plan that identifies how the Contractor will complete the scope of services by September 30, 2012.
- This work plan should include a definition of phases of the project with estimated time requirements and corresponding fees for each stage.
- The proposal should clearly specify the number and length of visits to the District, and the expectations for participation in the project by the District's students, faculty, and staff.

#### **3.3 Company Profile.**

The company or business profile should include the following:

- Description of your business
- Brief history of your company
- Years in business
- Organization Chart
- Affiliates, if any
- Relationships that may be a conflict of interest
- Current or pending lawsuits, if any
- Mission Statement
- Vision
- Core Values
- Living wage/prevailing wage requirements

#### **3.4 Firm Experience/Statement of Qualifications.**

The Contractor should provide a Statement of Qualifications describing the firm's experience in the field of sustainability audits and assessments, particularly in higher education.

**This statement shall include:**

- Brief history of firm's work with sustainability audits and assessments particularly in the higher education market.
- Range of services offered related to campus sustainability.
- List of personnel that would be working on this project and their qualifications, to include level of education and training, certifications, and licensing.
- List of at least two verifiable, successful experiences within the last three years providing the products and services specified in this RFP. For this information, Contractor must include: the company name, address, contact name and phone number of referenced accounts.

**In particular, the Contractor must demonstrate specific knowledge of the following:**

- Sustainability technology available to college campuses for each of the topic areas listed above and their potential to generate cost-savings and a positive return on investment.
- Decision-making structures, organizational behavior, communication patterns, and financial mechanisms within an institutional setting that can both help and hinder the pursuit of sustainability.
- The particular restrictions and constraints involved in pursuing sustainability at an institution of higher education.

**3.5 Fee and Rate Schedule.**

Contractor will submit a not-to-exceed fee proposal. List the various hourly labor rates used to calculate the fee proposal, and which would be charged for additional services. The fee proposal should include all necessary site visits, travel, printing costs and other foreseeable expenses necessary to complete the project. Specific exclusions to the fee proposal should be noted.

**Program Price Overview** – This overview and discussion must provide the total program cost with line item breakdowns.

**Note:** Hourly rates must be included for:

Principal:	\$
Project Manager:	\$
Senior Engineer:	\$
Staff Engineer:	\$
Administrative:	
Other (please specify) _____	\$
Other (please specify) _____	\$
Other (please specify) _____	\$
Direct Costs:	At cost without markup

### **3.6 Proposal Format.**

To be considered responsive to this RFP, the Contractor will present adequate information to address each section of this RFP. All requirements and questions in the RFP must be addressed, and all requested data must be supplied. It is the responsibility of the Contractor to provide clear, accurate and non-contradictory information for our analysis. Information that is contradictory with other published information, or insufficient for the committee to rate the Contractor's proposal, may result in the rejection of the proposal.

The District reserves the right to request any additional information, which is deemed necessary to assure that the Contractor can adequately perform the work of the contract. It is presumed the quality assurance standards employed in the preparation and delivery of the proposal is reflective of the Contractor's overall quality assurance standards to be used in the performance of the contract. Emphasis should be on completeness and clarity of content.

### **3.7 Proposal Receipt and Deadlines.**

The District will accept RFP responses no later than **2:00 p.m. on March 22, 2011**. Late responses will be disqualified. Proposals submitted without the required information will be considered incomplete and subject to disqualification. Qualifications, scope of work, specifications, deliverables, or contractual requirements can only be revised through a written notice of addendum issued by the Citrus College Purchasing Department. Oral changes are not authorized.

**Complete proposals must arrive by stated due date and time. Proposals received after the closing time will be disqualified.**

#### **3.7.1 Questions for Clarification.**

Questions regarding this RFP or any specifics must be directed to Robert Iverson, Director of Purchasing and Warehouse at [riverson@citruscollege.edu](mailto:riverson@citruscollege.edu).

All questions must be submitted no later than **March 18, 2011 by 1:00pm**. A written response per question will be provided to all competing Contractors via individual emails to each Contractor of record. Contractor shall notify Robert Iverson at [riverson@citruscollege.edu](mailto:riverson@citruscollege.edu) to be included as a Contractor of record.

## **4. Evaluation Criteria.**

### ***Understanding the Scope of Work***

#### ***Firm Relevant Experience:***

- Overall experience Contractor has had in performing similar services successfully with other clients and references from their clients. Experience with the type of project described in this RFP.

#### ***Experience with California Community Colleges***

***Experience of Firm and Proposed Staff:***

- Experience of proposed project manager with similar scope of services.
- Experience of individual project team members with similar scope of services.
- Level of individual project staff education, training and licensing.
- Certification of individual project staff.
- Sub-Service provider's qualification and roles, if any.

***Approach to the Scope of Work:***

- Demonstrated ability to address the project Scope of Services of this request. Approach is well organized and presented in a clear, concise and logical manner
- Proposed use of best technology available.
- Milestone and deliverables are well defined.
- Quality control and thoroughness is well defined.
- Demonstrated commitment to keep the same staff dedicated to each task stage throughout the course of the project.

***Ability to Perform:***

- Ability to complete work assignments within the required time, and in the most effective manner using the best technology.
- Availability and continuity of assigned staff members during course of project.

***Cost:***

- Ability to provide the services outlined above for the most economical cost and within budget
- To best serve the District in terms of the best overall value.

The District, in its sole discretion, reserves the right to determine whether any Contractor meets the desired eligibility standards, to determine whether a proposal is responsive, and to select a proposal which best serves the financial and programmatic objectives. The District reserves the right to reject any or all proposals.

**4.1 Consultant Selection Process and Consultant Award.**

**4.1.1 Contract Negotiation Process and Final Scope of Work Determination.**

Upon selection of the Contractor best fitting the requirements of the Request for Proposal (RFP), the District will enter into negotiations with the selected firm(s) to develop the finalized scope of work, and the cost for the project. The project will be awarded with the signing of the contract.

**4.1.2 Project Fees and Rates.**

The contract should reflect the fees and hourly rates requested in section 3.5 above as proposed in the RFP proposal.

**END OF RFP.**