



Capital Planning and Management

Request for Proposal

to provide

A Comprehensive Campus Renewable Energy Feasibility Study

for

The University of Vermont's Clean Energy Fund

Requested By:

The University of Vermont
and
State Agricultural College
Burlington, VT 05405

February 24, 2012

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Comprehensive Campus Renewable Energy Feasibility Study

PHASE I

INTRODUCTION

The University of Vermont and State Agricultural College (UVM or the University) was established in 1791 and is a public, non-profit, non-sectarian institution of higher education located primarily in the City of Burlington with satellite instructional and research facilities throughout the State of Vermont. The Main Campus is located on a 961-acre site overlooking the City of Burlington to the west and the Green Mountains to the east. The campus is a unique and historic mix of styles and features spanning the last 200 years of architecture. Within the Main Campus, thirty-five buildings (of the 224± buildings) are listed on the National Register of Historic Places.

In December of 2010, the University released the first iteration of its Climate Action Plan (CAP) to the American College & University Presidents Climate Commitment (ACUPCC) with a goal of carbon neutrality by 2025. UVM's intermediate carbon neutral goals are: 100% carbon neutral electricity use by 2015; carbon neutral heating and cooling use by 2020; 100% carbon neutrality by 2025.

The University desires to move beyond pilot and demonstration projects and explore the potential locations for renewable energy installations on the UVM campus. The Clean Energy Fund (CEF) committee, supported by a student fee of \$10 per student per semester, has voted to fund a comprehensive campus renewable energy feasibility study to aid in achieving CAP goals. The recommendations will aid the CEF Committee in evaluating proposals for allocation of project funding in the future. The final plan and map will be reviewed by the Campus Master Planning Advisory Committee (CMPAC) and may be integrated into the update of the University's 2006 Campus Master Plan & Design Guidelines.

The CEF committee is seeking recommendations for optimal renewable energy site locations on the University's main campus in the City of Burlington (459 acres) and south campus, located in the City of South Burlington (495 acres).

Refer to Attachments: Main Campus Map and South Campus Map.

ANTICIPATED SCOPE OF WORK

The University of Vermont is issuing a Request for Proposal (RFP) for consultant services to develop a comprehensive plan to recommend installation locations of renewable energy technologies on both the main and south campuses.

1. At a minimum, the consultant will consider the following renewable energy technologies:

- Solar (thermal and photovoltaic)
 - Wind (ground mounted and building integrated)
 - Geothermal
 - Biofuels and biomass
 - Fuel cells
2. For each of the renewable energy technologies the following shall be considered when preparing the final report:
 - Site orientation and conditions, including meteorology
 - State and local regulatory requirements
 - Costs related to installation and operation
 - Existing utility infrastructure
 - Proximity to utility connection
 - Historical, archeological and/or culturally significant buildings and sites
 3. Due to CEF financial support for this comprehensive plan, all proposals must include a statement detailing opportunities for UVM student involvement.

DELIVERABLES

Deliverables of this feasibility study will include:

1. A campus strategic renewable energy plan that includes an assessment of the opportunities for each of the renewable energy technologies listed above.
 - a. Provide an overall maximum capacity of renewable energy potential of the UVM campus. Recommendations can be phased to accommodate successive carbon neutrality goals.
 - b. Determine the most appropriate renewable energy technologies for the University's geographic location, and climatic conditions.
 - c. Identify the optimal location of these technologies.
2. A map of all potential installation locations divided into layers for each individual technology. This map shall be delivered in both electronic (GIS and CAD files), as well as hard copy formats. A campus base map will be provided to the selected consultant, in AutoCAD (Version 9.0 or greater) format for use in creating this map.
3. An executive summary of the comprehensive report, as a separate document.

All deliverables shall be the property of the University of Vermont.

PROJECT SCHEDULE

<i>Friday, February 24, 2012</i>		<i>Request for Proposal Available</i>
<i>Monday, March 5, 2012</i>	<i>10:30 am</i>	<i>Mandatory Site Visit</i>
<i>Friday, March 9, 2012</i>	<i>2:00 pm</i>	<i>Deadline for Questions</i>
<i>Monday, March 12, 2012</i>		<i>Addendum to be Issued (if necessary)</i>
<i>Monday, March 19, 2012</i>	<i>2:00 pm</i>	<i>Deadline for Proposal Submission</i>
<i>Thursday, March 29, 2012</i>		<i>On-Campus Interviews (if necessary)</i>
<i>Monday, July 30, 2012</i>		<i>Draft Report Due</i>
<i>Friday, August 31, 2012</i>		<i>Final Report Due</i>

PROPOSAL REQUIREMENTS

Please submit ten (10) hard copies of your proposal and one electronic copy tabbed and labeled per this list which include the following:

1. Provide a brief description of your firm, type of ownership, length of time the firm has been in existence, number of personnel, and business approach.
2. Introduce your proposed project team, including associated consultants. Provide the resumes of all personnel to be assigned to the project, including the relevant experience that each team member will bring to the project. Identify and define the individual roles. Describe how the team has worked together previously on completed projects of similar scope.
3. Provide a list of at least three similar projects your firm has undertaken within the last five years including; description, scope, original estimate, final cost, date of completion, and owner. Provide a current telephone number and e-mail for all references.
4. Comment on the project implementation time frame proposed by the University for the project. Is this realistic and achievable from your firm's perspective? Include your anticipated schedule for completion of the draft and final report, allowing time for review by the University.
5. Provide a list of current and pending project commitments by your firm.

6. Provide a fee proposal for the project. Include in this fee proposal the cost for all consultants, broken out by discipline. Provide the methodology for charging for "additional services" including rate schedules. Provide an estimate of reimbursable expenses. Is the team open to establishing a cap on these expenses?
7. Has your firm, in the past ten years, (1) had claims made against it for claimed amounts in excess of \$25,000 per project **or** (2) had any arbitration actions or lawsuits initiated against it for any claimed damages or losses arising out of services your firm has supplied to owners or clients who have hired your firm?

If so, please describe the date(s) and parties involved in such claims, and describe the nature of the dispute, and if a lawsuit was filed, please identify the court where such suit was filed.

8. Provide proof of ability to furnish liability insurance covering claims arising out of negligent acts, errors, and omissions in rendering or failing to render professional services. Limits of liability shall not be less than \$1,000,000 each claim and not less than \$1,000,000 in annual aggregate.
9. Provide a statement detailing your firm's vision and capacity for involving University students in the project.

PROPOSAL SELECTION CRITERIA

The University will use the following criteria to evaluate the proposals:

1. Firm's recent and demonstrated experience in successfully implementing feasibility studies, especially ones similar in nature to the Comprehensive Campus Renewable Energy Feasibility Study.
2. Overall quality of the proposal submittal and the approach identified.
3. Expertise, experience, and qualifications of the consultant's team proposed for the project.
4. Positive responses from all references verifying the qualifications and experience of the consultant's team.
5. Number of existing projects currently scheduled and firm capacity to devote adequate time and resources to the project.
6. Fee proposal, estimated reimbursable expenses, and hourly rate schedules.

Note: Incomplete responses will not be considered.

PROPOSAL TERMS

- Firms choosing to submit a proposal certify *in writing* that they have reviewed the conditions of the attached **non-negotiable** *Consultant Services Agreement dated 6/4/09* and *Terms and Conditions for Consultant Services Agreement dated 11/19/09* and that they will enter into this agreement with The University of Vermont if selected for this project.
- The University as an Instrumentality of the State of Vermont is governed by specific freedom of information laws. No aspect of the proposals should be considered confidential. The University will not make the proposal available for public review unless a request is presented in writing and the University's Office of the General Counsel determines the University is required to make the proposal(s) public under the Freedom of Information laws.

PROPOSAL DEADLINE

Ten (10) copies of your proposal and one electronic copy are due by **2:00 pm, Monday, March 19, 2012**, at the following address. Proposals received after that time will not be considered.

The University of Vermont
Capital Planning & Management
109 South Prospect Street
Burlington, VT 05405
Attn: Michelle M. Smith
Green Building Coordinator

The University reserves the right to request additional information or clarification from respondents at any time in the process. The University reserves the right to reject any and all proposals.

MANDATORY CAMPUS SITE VISIT AND INFORMATIONAL MEETING

The mandatory campus site visit and informational meeting will be held **Monday, March 5, 2012, at 10:30 am**. The meeting will convene at 109 South Prospect Street in the 007 conference room. Visitors may use the Pay-and-Display station at the College St. Visitor Lot located near the intersection of College and South Prospect Streets.

QUESTIONS

Verbal questions will be answered at the campus site visit and informational meeting. A written account of these questions and responses will be compiled and issued to all attendees as part of the site visit meeting minutes. All other questions should be addressed in writing no later than **2:00 pm, Friday, March 9, 2012** to michellem.smith@uvm.edu

END OF REQUEST FOR PROPOSAL

Attachments: Main Campus Map
South Campus Map
Consultant Services Agreement and Associated Terms and Conditions