



Request for Qualifications
LEED Certification Assessors for LEED-NC, LEED-CI, LEED-CS
December 1, 2005

Background

The U.S. Green Building Council is the nation's foremost coalition of leaders from across the building industry working to promote buildings that are environmentally responsible, profitable and healthy places to live and work. USGBC members developed the LEED Green Building Rating System to establish a national benchmark for sustainable building performance and a tool for market transformation. Based on the domestic and international success of LEED, the U.S. Green Building Council is seeking to expand the pool of consultants who provide LEED certification review services. Applied architectural, engineering, and sustainability expertise and familiarity with the LEED Rating System and the LEED certification process is essential to the successful execution of this work.

Activity Description

Effective, consistent and fair review of documentation submitted by project teams is an essential piece of the process by which USGBC awards a building project LEED certification. LEED Certification Assessors are tasked with technical review of documentation submitted in LEED certification applications and logistical coordination of the review process. In providing this service, consultants will need to ensure that certification reviews consistently take account of precedent set by credit interpretation rulings, prior project certification and USGBC/LEED policy and procedure. Consultants work with USGBC staff to develop review documents and comments which serve as fundamental pieces of communication with project teams regarding applications for LEED certification.

Based on the recent implementation of [LEED Refinements](#), USGBC is in the process of applying a corresponding refinement to the LEED Certification Review process. Information on the current [LEED certification review process](#) can be accessed [here](#). A detailed overview of the current consultant role in this work is available for download [here](#). Please note that the consultant process outlined in this appendix is for informational/scoping purposes only and will change with the implementation of the certification review process refinements.

Current consultant workload is approximately 25-40 reviews per year. Consultant review workloads are expected to increase significantly during 2006 on a total number of projects processed basis although the consultant burden of each individual review will decrease. USGBC is not able to guarantee a specific volume of work which will be assigned to selected consultant teams.

Interested parties are encouraged to submit a response to this RFQ which conveys organizational qualifications and project experience. Formal proposals are not required as consultants will be selected based on qualifications/experience with formal scopes of work to be negotiated in the future with selected applicants. USGBC is plans to select 1-5 consultant groups to augment the existing consultant pool.

Scope of Assessor Work

USGBC is currently recruiting assessors who have the ability to conduct reviews across the entire suite of LEED Design and Construction Rating Systems. This includes:

- LEED for New Construction and Major Renovation v2.0, v2.1, v2.2; LEED-NC
- LEED for Commercial Interiors v2.0; LEED-CI



- LEED for Core and Shell v2.0 (to be released spring 2006); LEED-CS

Preference will be given to teams that demonstrate an ability and interest in serving as LEED Certification Assessors for all three products.

Consultant Selection Criteria

Responses submitted prior to the deadline will be assessed using the following criteria.

- LEED (NC, CI, CS) expertise and practical experience
 - Experience with LEED certified projects
 - LEED Accredited Professional on LEED certified project
 - Completion of LEED design charrettes
 - On-site experience during construction
 - Direct involvement in LEED documentation preparation and submission
 - Primary contact for project throughout review process
 - Direct involvement in responding to LEED review comments
 - Experience with LEED registered projects
 - Direct involvement with LEED registration process
 - Experience with Credit Interpretation process
 - Participation in LEED design charrettes
 - LEED Accredited Professionals on staff
- Multi-disciplinary technical expertise in High Performance Green Building design and construction
- Knowledge of and experience with the principles of whole-building, integrated design and construction
- Knowledge of opportunities in and limitations imposed by the design and construction marketplace
- Breadth and depth of team experience across LEED credit categories
- Demonstrated written and verbal communication skills: ability to understand and discuss technical issues clearly and concisely with both USGBC staff and project teams
- Ability to handle logistics for both paper based, electronic and online LEED submissions
- Team structure and organization

Submission Format

Proposals are limited to 10 pages of substantive content. Resumes, project case studies, etc. should be attached as addenda if necessary.

Intellectual Property

The results of the project and all materials and reports will be the property of the USGBC and will be used to further the cause of high performance green buildings in the United States.

Contract for Services

This work will be conducted under the terms of USGBC's standard contract for services with a task order issued to cover the tasks required under this RFP. A sample contract is available for download [here](#).

Compensation and Method of Payment

USGBC will establish the LEED certification assessor rates with consultants based on an agreed upon scope of work negotiated with qualified consultants who are selected to perform this work.



For informational purposes, the budget for the scope of work provided in the Activity Description section of this RFQ was a flat fee of \$4,000 per project reviewed. It is anticipated that the certification process refinements currently being implemented will substantially reduce consultant fees associated with LEED certification reviews.

Submission Date

Submissions should be submitted electronically to leedinfo@usgbc.org by 5:00 PM Pacific, December 31, 2005.