



LEED for Neighborhood Development Reference Guide Development Request for Proposals

The U.S. Green Building Council (USGBC), the Congress for the New Urbanism (CNU), and the Natural Resources Defense Council (NRDC) have undertaken a joint initiative to develop LEED for Neighborhood Development, a rating system to certify new neighborhood development that integrates the principles of green building, urbanism, and smart growth. The partnership of these three organizations is now seeking a consultant or team of consultants to integrate public comments into the LEED for Neighborhood Development Rating System and develop the technical content for the LEED for Neighborhood Development Reference Guide. The pilot version of the Reference Guide will serve as the base document but will need more thorough research, insertion of case studies, and integration with graphics in order to serve as the key resource for practitioners as they apply for certification under LEED for Neighborhood Development.

To learn more about LEED for Neighborhood Development, visit www.usgbc.org/leed/nd.

Scope of Work

Task 1: Public Comment Responses to LEED for Neighborhood Development Rating System

1. Prepare and format draft responses to LEED for Neighborhood Development Rating System comments submitted during the initial and secondary public comment periods.
2. Revise the draft Rating System to incorporate public comments as approved by the LEED for Neighborhood Development Core Committee and LEED Steering Committee.
3. Collaborate with USGBC staff on the review and approval of the responses and the revised Rating System by the LEED for Neighborhood Development Core Committee, the LEED Technical Advisory Groups, and the LEED Steering Committee as required by the LEED Foundations Document in preparation for USGBC member balloting.
4. Prepare summary documents describing the revisions to the draft Rating System following the initial and secondary public comment periods to post to the USGBC Web site.

Deliverables:

- Draft and final responses to comments submitted during the initial public comment period (as applicable) and secondary public comment period.
- Summary documents outlining the revisions to the initial and secondary public comment drafts.
- The second public comment draft and the final ballot draft of the Rating System for posting to the USGBC Web site. The contractor is not responsible for final copy editing and graphic design, but is expected to deliver a completed draft with final proposed credit language.

Task 2: LEED for Neighborhood Development Reference Guide

1. Update the LEED for Neighborhood Development pilot Reference Guide to incorporate the revised Rating System and to enhance the technical guidance already provided.
2. Update and revise the Getting Started section of the Reference Guide which serves as an introduction for the entire document and the introductory text for each section (Smart Location & Linkage, Neighborhood Pattern & Design, and Green Construction & Technology).
3. Items in the Reference Guide to be revised or drafted for each prerequisite and credit include a Summary of Referenced Standards, Case Studies, Potential Technologies & Strategies, Calculations, and Resources (such as Web sites and print media).

4. Work with USGBC staff to coordinate the review and approval of the LEED for Neighborhood Development Reference Guide by the LEED for Neighborhood Development Core Committee and Technical Advisory Groups.

Deliverables:

- Draft and final versions of the LEED for Neighborhood Development Reference Guide updated to include and reflect the final content of the balloted Rating System and relevant case studies. The contractor is not responsible for final copy editing and layout design, but is expected to deliver a completed draft with final proposed language.

Task 3: LEED for Neighborhood Development Submittal Templates

1. Redline LEED for Neighborhood Development pilot submittal templates for all modified Neighborhood Development prerequisites and credits and create new templates as needed.
2. Create new submittal requirements as required.
3. Review built submittal templates with software consultant.

Deliverables:

- Develop Draft and final versions of the LEED for Neighborhood Development LEED Online submittal template changes to include and reflect the final content of the balloted Rating System and relevant submittal requirements. The contractor is not responsible for developing the actual electronic letter templates or technological infrastructure for integrating the changes into LEED Online but is expected to deliver a comprehensive outline of the changes and additions necessary for project submittal.

All deliverables must be provided electronically in editable formats and as required by the USGBC program manager. Contractor will be responsible for responding to publication managers' inquiries for content clarifications during copy edit and graphic layout phases.

Proposal Contents and Format

Proposals should provide the following information:

1. Narrative description of the project and contractor approach.
2. Capabilities statement (personnel qualifications, team/corporate experience).
3. Itemized budget proposal including estimated number of hours & hourly rate, direct expenses, and estimated total cost.
4. Two relevant performance references.

Proposal text should not exceed 10 pages in length (single-spaced, 11 pt. font). Budget and supporting materials (collateral materials, CVs) are *not* included in this page limit but should be summarized in the proposal text. All personnel and subcontractors proposed for the completion of the scope of work must be named within the proposal text.

All proposals will become property of the USGBC upon submission. USGBC reserves the right to cancel this solicitation without cause prior to award.

Proposal Evaluation Criteria

Complete and responsive proposals received prior to the submission deadline will be reviewed on the basis of the following evaluation criteria:

General Experience

- Demonstrated knowledge of specific issues regarding the draft LEED-ND Rating System, including smart growth, New Urbanist, and green building principles, practices, and technologies.

- Demonstrated comprehensive knowledge of and experience with the LEED product development process.
- Specify in the proposal experience and expertise of the specific credit category areas in LEED for Neighborhood Development – Smart Location & Linkage, Neighborhood Pattern & Design, Green Construction & Technology – and relevant category areas from other LEED rating systems - Sustainable Sites, Water Efficiency, Energy & Atmosphere, Materials & Resources, and Indoor Environmental Quality.
- Demonstrated knowledge of and experience with LEED for Neighborhood Development pilot projects or other LEED projects.
- Demonstrated experience in writing & editing technical reference materials and overseeing the development of such materials.
- Ability to work with multiple consultants as needed.
- Ability to participate in regular weekly meetings and provide regular project status updates to USGBC.
- Proposed project approach and delivery timeline.
- Relevant personnel and corporate experience.

Provide basic background information for contractor(s), including:

- Full legal name of the company
- Year the business started
- State of incorporation or headquarters
- Is the company a United States corporation?
- Is the company a public or private corporation?
- Tax identification number
- Is the company currently involved in any litigation in which an adverse decision might result in a material change in the company's financial position or future viability?
- Is the firm subject to any litigation, judgment, debarment, or suspension that would prohibit it from fulfilling the terms of the contract?
- Brief company history
- Current number of people employed
- Most recent annual report, tax return, or audited company financial data.

Graphics

USGBC Reference Guides typically include graphics (diagrams, line drawings, photographs) to help illustrate the prerequisites and credits. Currently, USGBC may be entering into a separate contract with a graphic designer to provide this service for the Rating System and/or Reference Guide. Contractor(s) should expect to spend time working with the graphic designer to incorporate images. Please also state ability and experience of contractor(s) to provide graphic illustrations as a new Task Order if USGBC decides to seek additional graphic services.

Period of Performance/Estimated Timeline

The period of performance is expected to be no more than 10 months from the contract award date. A detailed timeline will be developed in coordination with USGBC staff as part of the product development work plan. The following milestones are presented as guidelines for the purposes of this solicitation:

Proposal submission deadline:	September 10, 2008
Estimated contract award date:	October 1, 2008
Reference Guide 1 st draft delivery:	May 29, 2009
Reference Guide Final delivery:	July 8, 2009

Estimated Travel

Contractor(s) might be expected to attend up to two in-person meetings with USGBC staff, with the location to be determined although most likely in Washington, DC. USGBC will cover airfare. Contractor(s) are expected to purchase economy flights using USGBC's corporate travel agency and following USGBC's travel policy for hotels, meals, and incidentals.

Compensation and Method of Payment

An itemized conceptual budget of all project or hourly costs must accompany the proposal text. Payment for services outlined in this RFP will be made on a time and materials basis up to a maximum of \$65,000. The contractor shall submit an itemized monthly invoice to USGBC for payment. Invoices will be processed and paid within 30 days from the date of receipt.

Intellectual Property

All products, materials and reports prepared under this activity will be the exclusive property of the USGBC and will be used to further the cause of high performance green buildings and communities.

Contracting Mechanism

This work will be conducted under the terms of USGBC's standard contract for services with a task order issued to cover the scope under this RFP.

Waiver

By submitting a bid in response to this RFP, Contractor expressly waives any and all claims against USGBC, its officers, directors, employees, subcontractors, and agents, and assumes full responsibility for any and all damages, claims, losses, costs, and expenses which Contractor may incur arising from or relating to this RFP or its response to this RFP. This waiver does not apply to damage or loss resulting from the sole negligence, gross negligence, or willful misconduct of USGBC, its directors, officers, employees, or agents.

Contractor acknowledges that the decision to select or not select a contractor's proposal is USGBC's sole discretion, and may be based on any factors USGBC chooses to consider, and may or may not be based solely on cost considerations.

Proposal Submission

Proposals to undertake this work should be submitted electronically to Dara Zycherman, LEED for Neighborhood Development Asst. Manager at dzycherman@usgbc.org by 5:00 p.m. PDT, Wednesday, September 10, 2008. Questions about this RFP should also be directed to dzycherman@usgbc.org.

About the U.S. Green Building Council

The U.S. Green Building Council is a nonprofit membership organization whose vision is a sustainable built environment within a generation. Its membership includes corporations, builders, universities, government agencies, and other nonprofit organizations. Since USGBC's founding in 1993, the Council has grown to more than 16,500 member organizations, a comprehensive family of LEED® green building rating systems, an expansive educational offering, the industry's popular Greenbuild International Conference and Expo (www.greenbuildexpo.org), and a network of 78 local chapters, affiliates, and organizing groups. For more information, visit www.usgbc.org.