



RFP - Addendum

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DATE: June 24, 2009

ADDENDUM NO. 2

TO ALL OFFERORS:

Reference - Request for Proposals: RFP# 3169901MK

Commodity/Title: Development of VCU Climate Action Plan

Issue Date: June 5, 2009

Proposal Due: June 30, 2009

Pre-Proposal Conference: n/a

Additional questions were submitted by Potential Offerors. Answers provided by the VCU Evaluation Committee:

**Q1. On page 8 of the RFP solicitation, under “Analysis” what are “green fees”?**

*A1: “Green fees” are student fees initiated by students that are allocated for campus sustainability efforts. Students usually hold a campus-wide referendum the results of which are sent to the administration and Board of Visitors for approval.*

**Q2. Per the Presidents Climate Commitment:**

- a. Signatories are required to submit a Climate Action Plan, as well as an update of their Greenhouse Gas Inventory, two years from the date of signing. Will the A/E be responsible for the update of the Greenhouse Gas Inventory?**

*A2a. NO*

- b. Signatories are required to describe how actions will be funded. Will the A/E be responsible for this?**

*A2b. If a recommended strategy comes with a funding plan yes, if not, then no.*

**Q3. a. What existing information/studies will be made available to the A/E?**

*A3a. All of those noted below*

- b. For each drawing, can we expect electronic or paper format?**
  - a. Building plans**
  - b. Site plans including topography, utilities, boundaries, buildings and site features**
  - c. Transportation study**
  - d. Parking study**
  - e. Inventory of existing buildings**
  - f. Master plan**
  - g. Other?**

*A3b. Electronic*

**Q4. The RFP (section B1) indicates that “a survey may be required that will include a walk-through of select buildings and facilities, including a visual inspection of each of the associated systems. The goal of the survey will be to review and document the base operations of each of the VCU facilities for analysis.” In order to submit a fee we would like to know whether the survey is required, and if so, which buildings will be included? Also, please clarify what is meant by “base operations.”**

*A4. A firm's understanding of strategies, methods and means to achieve the intent of the President's Climate commitment should provide the firm with an understanding of the amount of field work, i.e. a survey may be required to support their strategies, methods and means.*

- Q5. The RFP requires analysis of the following:**
- a. “Potential future renewable energy generation projects” – in order to put together a fee we would like to know approximately how many potential projects we will be analyzing?**

*A5a. It is part of the selected firm's responsibilities to recommend potential projects, and we would expect a selected firm to already be familiar with the various types of renewable energy projects.*

- b. Does the University have any projects in mind that should be included in this analysis?**

*A5b. The usual, PV, Solar Thermal, etc.*

- c. “University operations strategies” – what aspects of University operations are to be analyzed?**

*A5c. Those related to helping the university meeting the intent of the President's Climate Commitment. We would expect the selected firm to know what those operations are that need to be analyzed.*



d. “integrated pest management” – does this include buildings as well as grounds?

A5d. Yes

**Q6. We have assumed that all analysis described in the RFP and all documentation required to be submitted in support of the Presidents Climate Commitment will be done by the A/E, with faculty, students and the committee providing conceptual input. Is that correct?**

A6. *Yes, except where it is more appropriate for the university to prepare the documentation.*

NOTE: A signed acknowledgment of this addendum must be received by this office either prior to the proposal due date and hour or attached to your proposal. Signature of this addendum does not constitute your signature on the original proposal document. The original proposal document must also be signed.

Very truly yours,

Mary Lou Kastelberg,  
VCU Senior Buyer

Phone: (804) 828-0904

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date



## RFP - Addendum

DATE: June 17, 2009

ADDENDUM NO. 1

TO ALL OFFERORS:

Reference - Request for Proposals: RFP# 3169901MK

Commodity/Title: Development of VCU Climate Action Plan

Issue Date: June 5, 2009

Proposal Due: June 30, 2009

Pre-Proposal Conference: n/a

The following questions were submitted by Potential Offerors. Answers provided by the VCU Evaluation Committee:

**Q1. Will the Climate Action Plan need to include the satellite facilities (six locations some in Richmond as well as one in NOVA and Qatar) as well the Monroe Park and MCV campuses?**

*A1: Yes, The Monroe Park and MCV campuses plus all satellites (including VCU Qatar) equal VCU GHG emissions footprint per Climate Registry protocols - the Plan will NOT include VCU Health System buildings and no trips to "satellite" locations are anticipated.*

**Q2. We assume strategic plans discussing the growth/decrease of the student body as well as any master planning studies for the future will be made available to the team. Please confirm.**

*A2. Yes, VCU will provide information to the successful firm.*

**Q3. What dates or times does the VCU Sustainability Committee meet? (RFP says every other month). What is the quantity and composition of the members (Students? Faculty? Administrators? Outside Individuals)?**



A3. *Committee meets every other month, but the specific dates/times are set after preceding meeting. The Sustainability Committee consists of approximately 31 members (see attached list).*

**Q4. What day of the month/time does the Climate Action Plan Subcommittee meet? What is the quantity and composition of the members (Students? Faculty? Administrators? Outside individuals)?**

*A4. 3rd Thursday of the month, 9:30 am. (see attached). Subcommittees include various individuals from the Sustainability Committee.*

**Q5. On page 10, the RFP identifies meetings with the VCU Sustainability Committee and the CAP Sub-Committee but not with the community beyond VCU. We would expect there would be some interaction with City of Richmond agencies. Please confirm and quantify the number of meetings you would expect.**

*A5. For the purposes of this RFP, assume only meetings with VCU as identified in the RFP.*

**Q6. During our research we went to the American College & University Presidents Climate Commitment (ACUPCC) website for information. The ACUPCC website says that the second requirement of joining the program is to initiate two or more of the following tangible actions to reduce greenhouse gases while the more comprehensive plan is being developed.**

**a. Establish a policy that all new campus construction will be built to at least the U.S. Green Building Council's LEED Silver standard or equivalent.**

**b. Adopt an energy-efficient appliance purchasing policy requiring purchase of ENERGY STAR certified products in all areas for which such ratings exist.**

**c. Establish a policy of offsetting all greenhouse gas emissions generated by air travel paid for by our institution.**

**d. Encourage use of and provide access to public transportation for all faculty, staff, students and visitors at our institution**

**e. Within one year of signing this document, begin purchasing or producing at least 15% of our institution's electricity consumption from renewable sources.**

**f. Establish a policy or a committee that supports climate and sustainability shareholder proposals at companies where our institution's endowment is invested.**

**g. Participate in the Waste Minimization component of the national Recycle Mania competition, and adopt 3 or more associated measures to reduce waste. We would like to know if VCU has selected their two tangible actions? If so, what are they and when did the two actions start?**



A6. VCU has completed A, B, D, and G as of 4/08.

**Q7. Water resources and storm water management are not included in the list of items to be analyzed. Are you expecting those to be included too?**

A7. Possibly water use as a utility but not storm water management.

**Q8. Is there reciprocity for small, women owned or minority owned businesses registered in other states?**

A8. No, they need to be registered with Virginia's DMBE.

**Q9. Do you have a fee budgeted for the study?**

A9. Yes-but we cannot disclose details.

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Very truly yours,

Phone: (804) 828-0904

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

# Attachment

## VCU Sustainability Committee

Co-chair Provost & VP for Academic Affairs  
Co-chair Senior VP for Finance & Administration

Provost at-large (2)

Senior Vice-President at-large (2)

Faculty from each campus (2)

Staff Senate (2)

SGA representatives (4)

Representative from Residential Life & Housing

Representative from Recreational Sports

Representative from Business Services (2)

VCU Dining Services

VCU Parking & Transportation

Representative from Procurement (2)

FMD Planning and Design (2)

FMD Physical Plant (5)

Director of Support Shops & Special Projects

Recycling Coordinator

Energy Manager

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Director of Sustainability

Administrative Assistant

Division of Community Engagement (2)

VCU Life Sciences (1)

### Sub-Committees (4)

Climate Action Plan (7 members)

Administration (6 members)

Waste, Foodservice & Transportation (9 members)

Education, Research & Community Engagement (8 members)