

## **Request for Qualifications & Request for Proposals**

### **LEED for Existing Buildings: Operations & Maintenance Study Guide and Practice Exam Author**

#### **RESPONSES DUE:**

**Responses to the RFQ/RFP should arrive no later than:**

**4:00 P.M. MST, August 5, 2008**

**Via email to: [guide@usgbccolorado.org](mailto:guide@usgbccolorado.org), or via post to:**

**US Green Building Council – Colorado Chapter**

**Attention: Molly Miller**

**LEED-EB Study Guide**

**1536 Wynkoop St., Suite 301**

**Denver, CO 80202**

## **I. OVERVIEW OF THE ORGANIZATION & PROJECT**

The US Green Building Council - Colorado Chapter ("USGBC – CO") is a statewide non-profit organization, seeking to transform Colorado's built environment and protect its environmental legacy. USGBC – CO fosters green building through advocacy, education, and outreach at the state and local level.

USGBC – CO developed a LEED for New Construction Study Guide in 2005, and released an updated LEED NC 2.2 Version in 2007. The Colorado Study Guide is now sold around the world, and is widely recognized as one of the more useful study tools for individuals preparing for the LEED AP Exam. This project will build on the success of the original study guide, and will be the first of several major new publications developed and released by USGBC – CO.

## **II. PROJECT DESCRIPTION**

The author will provide content for the LEED-EB Study Guide and Practice Exam, based on material covered in the *LEED for Existing Buildings: Operations & Maintenance Reference Guide*, which includes detailed information, resources, and standards for the credits covered in the LEED for Existing Buildings Operations & Maintenance Rating System.

### **Target Audience:**

The audience for this guide consists of professionals within the green building community; the main user of the guide will be facility managers, building engineers, real estate professionals, building owners and managers, etc. who are preparing to sit for the LEED Accreditation Exam.

### **Section 1—Project Deliverables:**

1. Outline of content covering the major elements of the *LEED for Existing Buildings: Operations & Maintenance Reference Guide*, including detailed information, resources, and standards for the credits covered in the LEED for Existing Buildings Version 3.0 Rating System.
2. First draft, including content as stated above, quizzes for each section, and a comprehensive practice exam.
3. Second draft, incorporating and answering all comments and questions from reviewers in the round 1 review.
4. Third Draft, incorporating and answering all comments and questions from reviewers in the round 2 review.
6. Final Draft incorporating all final corrections, revisions and edits.
7. Ongoing consultations, edits, errata, corrections and customer support following publication.

### **Section 2—Contract term and period of performance:**

The author should be able to meet the following preliminary production schedule, subject to change:

Award date/contract signing: **August 22, 2008**  
Author draft deadline: **October 31, 2008**  
Reviewer deadline: **November 7, 2008**  
Author draft 2 deadline: **November 25, 2008**  
Reviewers round 2 deadline: **December 5, 2008**  
Final draft deadline: **December 22, 2008**  
Designer deadline: **January 14, 2008**  
Design review/Final proofing: **January 23, 2008**  
Design and editorial final corrections: **January 27, 2008**  
To press: **January 30, 2008**

### **Section 3—Conflict of Interest:**

USGBC - CO wishes to avoid impropriety and the appearance of impropriety in awarding this project. The USGBC Chapter Conflict of Interest Policy requires that all candidates disclose their affiliation with USGBC - CO and their affiliation with any corporation or organization that stands to benefit financially from the sale of the LEED-EB Study Guide. Candidates and their affiliated corporations or organizations are not permitted to participate in any voting relating to the award of this project. In addition, the Selection Committee reserves the right to (a) request a successful candidate to withdraw their proposal, (b) terminate the award of the project to the Candidate and any related contracts, or (c) request a successful candidate to step down from the candidate's

affiliated post(s) with USGBC - CO if the Selection Committee determines that the candidate failed to disclose relevant information or if the award of the project appears to benefit the candidate in a manner that violates the USGBC Chapter Conflict of Interest Policy.

### **III. REQUEST FOR QUALIFICATIONS / REQUEST FOR PROPOSALS**

#### **General Qualifications Required:**

The author should be a LEED Accredited Professional with experience teaching about or writing about LEED-EB and working on LEED-EB projects. The author should possess detailed technical expertise in implementing LEED-EB for LEED certification. The author should have a proven ability to communicate in a clear, friendly, active style and willingness to rigorously research and fact check content that will undergo exacting review by USGBC, and a review committee of qualified professionals selected by USGBC - CO. The author should also be willing to take direction and work in collaboration with USGBC - CO in the development of a template, outline, and format for the study guide to match and complement other USGBC - CO study guides in development.

#### **Requirements for Submission and Proposal Format:**

Submittals should include all of the following materials. (Samples are indeed merely samples and are not expected to be the exact material to appear in the final document.)

1. A letter describing the candidate's experience with LEED-EB and qualifications for writing a study guide and practice exam for LEED-EB candidates for accreditation
2. Six sample test questions for the Practice Exam section of the LEED-EB Study Guide
3. A sample introduction to or summary of the content for the LEED-EB Study Guide and Practice Exam
4. A sample outline for the LEED-EB Study Guide
5. A resume
6. A list of products the candidate has authored
7. Three professional references

#### **Deadline for delivery of all submittal materials to USGBC - CO:**

4:00 P.M. MST, August 5, 2008

#### **All submittals must be delivered either via email to:**

[guide@usgbccolorado.org](mailto:guide@usgbccolorado.org),

#### **or via U.S. Mail or Courier to:**

US Green Building Council – Colorado Chapter  
Attention: Molly Miller  
LEED-EB Study Guide  
1536 Wynkoop St., Suite 301  
Denver, CO 80202

#### **IV. BID & SELECTION PROCESS**

USGBC - CO's Selection Committee--consisting of members of USGBC - CO's board of directors, staff, and invited experts from the LEED AP professional community--will invite the successful authors of the top proposals to continue in the selection process by interviewing with certain of the Selection Committee members, and by submitting a fee proposal. Fees may consist of a lump sum, royalties, or a combination.

##### **Assumptions & Agreements**

- At USGBC – CO's election, the author of the successful proposal will be asked to sign a contract to govern the project.
- The project must be completed by a date to be determined by USGBC - CO in consultation with the author.
- All content will be reviewed & approved by USGBC - CO.
- All technical illustrations, drawings, schematics, and other supporting materials will be approved by USGBC - CO.
- USGBC - CO will appoint one person with decision-making authority to serve as a project coordinator/manager.
- The author shall warrant that on delivery, all content will be free of material faults and errors.
- At the conclusion of the project, all materials developed by the project team will become the exclusive property of USGBC - CO.
- Billing for services & products completed will be invoiced upon completion of each deliverable.
- USGBC - CO is not liable for any costs incurred by respondents neither in the preparation of submittals and proposals nor in costs related to any element of the selection and contract negotiation process.
- The author will not only provide content and revisions, but also will also continue to serve as a technical adviser to study guide customers and the USGBC - CO staff following the publication of the guide and provide content corrections, revisions and errata as necessary. Additional stipulations may appear in the contract.

##### **Basis for Award of Contract**

USGBC - CO will consider all candidates responding to this RFQ/RFP and the Selection Committee will screen all submittals based on the stated qualifications, documented ability to complete a project on time and on budget, candidate interviews, and proposed bid. Notwithstanding the foregoing, responding to this RFQ/RFP carries no guarantee of future business with USGBC – CO. Nor does accepting responses to this bid place obligation of any kind upon USGBC - CO. USGBC - CO reserves the right to terminate evaluation of any proposal or candidate without reservation or notice. Additionally, being selected does not constitute an offer to purchase any product and USGBC - CO reserves the right to terminate post selection discussions at any time prior to the signing of a contract.

Award Date: August 22, 2008 (subject to change)

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**DIRECT ANY QUESTIONS REGARDING THIS RFQ/RFP TO:**

Molly Miller

USGBC Colorado

[molly@usgbccolorado.org](mailto:molly@usgbccolorado.org)

303-454-3392