# Design Build Request for Proposal (RFP) Template

# *Purpose of Document and Instructions*

*This document provides a template for a Design-Build or Construction services only Request for Proposal [RFP], and is intended for use by an education sector administrator (the Agency) to solicit bids for the design and/or construction of energy efficient retrofit projects in their school districts. The Agency shall select applicable sections and modify as needed, or replace sections with their own applicable content, so that this document may be used in conjunction with a scope of work (SOW) to describe the scope and requirements of the retrofit project.*

*In this document areas in Italics are to help describe what to do in certain areas of this document and should not be included in the RFP itself.* ***Please delete all italics sections before issuing.***  *In addition, specific areas have been highlighted in yellow to draw the Agency’s attention for review and modification.*

# Disclaimer

This template is intended as a resource only and should be modified for your specific needs. It is the responsibility of the Agency to ensure that all procurements follow applicable local, state, and federal requirements and agency-specific policies and procedures. The use of the Design Build contracting model should be understood by the Agency and decision-makers early in the process. All documents comprising the Design Build (DB) agreement must be thoroughly reviewed by the Agency’s contracting and legal staff and should be modified to address each Agency’s unique acquisition process, and project-specific characteristics.

# Policies

Proposers must agree to:

a. Not discriminate against any employee or applicant for employment because of race, creed, color, gender, gender expression, age, religion, ancestry, marital status, national origin, mental or physical disability, sexual orientation, veterans or military status, or any other characteristic protected by law except where any of those characteristics is a bona fide occupational qualification reasonably necessary to the normal operation of their business.

b. Post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Notices, advertisements, and solicitations placed in accordance with federal laws or regulations shall be deemed sufficient for meeting the intent of this action.

The submission of proposals constitutes acceptance of the terms and conditions of the RFP.

The Agency reserves the right to award the contract to the Proposer whose offer provides the overall greatest value to the Agencies. The award may not be determined by price alone. *The* *Agency using this RFP should revise as needed to suit their procurement process requirements*.

The Agency reserves the right to review any proposal in full or in part and to accept or reject any or all proposals.

If necessary, contract negotiations related to the timeline may proceed following selection of the successful proposal.

The Agency reserves the right to approve or reject any sub-Proposers proposed for work under this proposal or waive any minor irregularities.

The Agency reserves the right to select the successful Proposer based on proposals received, without seeking further information for clarification from the Proposer.

Any proposal submitted after the due date and time will be set aside and retained unopened. Vendors that submit late proposals shall be sent a letter notifying them that their proposal was late and could not be considered for an award, unless they have received prior approval for an extension, or the agencies reject all proposals received by the due date.

The Proposer agrees to be responsible for any damage arising from any defects in design (the Proposer must show proof of insurance to cover liability for such damages).

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# Project Overview and Goals

The [XX school / school district] (The Agency) is soliciting a proposal from a qualified Engineering and Construction Services firm (a Proposer) to implement a project that includes energy efficiency, fuel switching, and/or health, comfort, and safety upgrades as specified in the Scope of Work (see attachment). The implementation request is to provide some or all the following services: complete design, specify BABA[[1]](#footnote-1) (Buy American, Build American) compliant equipment, secure relevant permits, manage construction, construct, commission, train staff on Operations and Maintenance, provide monitoring and verification services, and close out the project with record documents to provide energy efficiency, health, and safety upgrades as specified in the Scope of Work.

This request for proposal (RFP) is intended to provide support for the design, installation and/or repair of projects to lower their energy costs, decrease emissions from onsite combustion sources; and increase the exposure and experience with renewable energy technologies in these public buildings.

The Agency is seeking innovative proposals for the design and implementation of comprehensive energy efficiency and renewable energy measures, which may include fuel switching. Our objective is to attain at least a [XX]% decrease in energy consumption / achieve a target EUI of [XX] kBtu/fy2/yr, while ensuring minimal disruptions of existing use of buildings. In addition, there is a goal to achieve ($XX or XX%) decrease in annual energy cost.

# Scope of Work

The Scope of Work (SOW) to be performed for the design build project is provided via attachment [name of SOW file]. The Scope of Work includes background, site description, a description of the required work, anticipated tasks, performance requirements, project timeline, and deliverables.

# **Schedule and Submission Summary**

| **Item** | **Deadline (estimate)** |
| --- | --- |
| RFP Issued | [Desired date] |
| Mandatory Site Walkthrough & Pre-submission Meeting | 2 weeks later |
| Requests For Information deadline | TBD |
| Release of Q&A | 2 weeks later |
| Notice of Intent to Submit | TBD |
| Proposals Due | 4 weeks later |
| (Optional Interviews, TBD by project Owner) | 2 weeks later |
| Engineering selection and contracts executed | 2 weeks later |
| Target Completion and Handover | TBD |

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# Submission Requirements and Inquiries

Deadline: [MM DD, YYYY]

Proposals will be accepted until 5:00 p.m. local time [Time zone] MM DD, YYYY. Proposals must be submitted via email to xxx@xxxx.xxx. Proposals will not be considered for award unless submitted in the format described. It is the responsibility of the proposer to ensure that the submittal is received in a timely manner. Fax proposals will not be accepted. Proposals received after this time and date will not be considered.

Questions:

Questions regarding this RFP should be submitted in writing, preferably by email, with the subject line, “XXXXX.” Questions are due by 5:00 p.m. [Time zone] MM DD, YYYY and will be answered comprehensively at [the](http://publicservice.vermont.gov/announcements/rfps) XXX website alongside this RFP by MM DD, YYYY.

Proposals and questions should be addressed to:

[Contact Name]

[Position/Job Title]

Email: [XXXXXXXXX@XXXXX.gov](mailto:XXXXXXXXX@XXXXX.gov)

Proposal Format

Proposals must include the following sections:

1. Cover letter
2. Company Profile
3. Proposer Qualifications
4. Experience
5. Comprehensive project plans
6. Technical Approach to the Scope of Work (included as a separate document)
7. Detailed price proposal
8. Team members and Qualifications (including active licenses, insurance held)
9. [X] References (Minimum of X, maximum of Y), *suggest 3 and 5*

[Optional] Item 1 shall not exceed [XX] pages. Items 5, and 6 shall not exceed [YY] pages. Add other page limitations as needed.

# Cover Letter

Cover letter must be addressed to [COMPANY CONTACT] and signed by a legally authorized representative of the proposer. Cover letter must summarize key provisions of the proposal and must include name, address, phone, and email of the proposer contact.

# Company Profile

Include company description, including number of years in business, description of proposer/company background, applicable state licensing, OSHA background and safety protocols, and insurance.

* Data (name, address, number/location of office, year business was established)
* Primary contact person
* Personnel (List total number of staff employed: licensed professionals, principals, interns/associates, technical staff, clerical staff, etc.)
* Brief history of service provider’s firm or business
* Volume of work (# projects, total revenue in the past 5 years)
* Volume of work specifically for [*insert specific project technology desired by the Owner. Example: solar, building automation controls, HVAC, lighting, kitchens, commissioning, etc.*] (# projects, total revenue in the past 5 years)
  + *(If federally-funded or funded by an agency that has specific requirements where vendor experience in this area would be helpful)* Volume of federally-funded projects [# projects, total revenue in the past 5 years]. Include name(s) of the federal funding agencies.
* A statement indicating assurances of continuity of services through completion of the project.

# Proposer Qualifications

* Describe qualifications of you or your firm for the requirements listed in the Scope of Work. This includes project management, ensuring compliance and submitting all required documentation for grant-funded projects (if applicable) ongoing coordination with internal and external project personnel, and securing rebates and incentives.
* If you intend to use subconsultants, list each one and describe their qualifications and the roles they will have in the project.

# Experience

* List project delivery methods with which you have experience
* List awards, recognitions, specialized expertise
* Provide three examples of related experiences. For each example, include the following information: project name, client name, client phone number, project location, date of start and finish, construction contract amount, total construction cost at end of project, contract type, funding source. Briefly (4 sentences or less) describe your (or your firm’s) responsibilities for the project and other notable information.

Additionally, proposals should demonstrate Proposer’s experience successfully completing projects in collaboration with the U.S. Department of Energy (DOE) and/or other federal or state agencies.

# Comprehensive Project Plans

All technical specifications must adhere to the Agency’s existing Technical Guidelines or current industry standards and best practices when work to be completed is not covered by Agency specifications. Describe the plan for project oversight, quality assurance and quality control measures, training, operations &maintenance plans, energy measurement, M&V, financial management, and integrated construction management, and which team member(s) will have these responsibilities. Describe the level of assistance that will be expected from school district personnel.

**Workplan and Timeline**

Describe the plan for accomplishing the work required to procure and complete the proposed project. Include a description of any activities in support of the proposal that have already been completed or are in process (if any).

Provide a timeline for the project development and implementation using the suggested field below. *(Actual number of fields will depend on overall scope of the project)*

1. Project Scoping/Development Completion (MM/DD/YYYY)
2. Design Phase Completion (MM/DD/YYYY)
3. Construction Commencement (MM/DD/YYYY)
4. Project Completion and Commissioning (MM/DD/YYYY)
5. Ongoing Measurement and Verification (to be conducted for the first year after project completion)

Describe the project closeout process and any training the you provide to the Owner to operate and maintain the technology. Include a statement about your understanding of the responsibilities and deliverables listed in the Scope of Work. Other information deemed appropriate.

# Technical Approach to the Scope of Work

Describe your approach to the design and construction project.

# Detailed Price Proposal

The Proposer should include all expenses associated with the proposed project and a brief description of the budget details provided.

1. The Proposer will offer a not-to-exceed fixed price for the complete scope of services described in the Proposer’s Technical Approach to the Scope of Work Proposal, which shall cover costs for each of the items listed in Proposer’s Responsibilities and Deliverables section of this RFP.
2. The Proposer must further provide a cost breakdown and hourly rate for each team member with the proposal. Include total project cost proposal that includes line items from Worksheet X [*it is recommended that the Agency create a pricing worksheet that is completed by all applicants, to support a detailed comparison of proposal pricing. The line item examples may include start-up costs, fixed product costs, rebate incentives, personnel/labor cost (include hourly costs per person), per square foot pricing, equipment, etc. The Agency’s subject matter expert who is helping to develop the proposal should be familiar with the types of line item costs to include, based on what is typical for billing in that project type*].
3. All services necessary for the successful execution of the project, including consultations, surveys, soil investigations, supervision, "as- built" drawings, M&V plan, and incidental costs shall be detailed in the RFP response.
4. The Proposer will offer a bid that is NOT based on the use of the cost-plus-a-percentage-of- cost or percentage of construction cost form of compensation.
5. Explain pricing methodology (i.e., hourly rates, per square foot pricing, etc.)
6. Provide cost information for any additional services
7. All proposed work not explicitly requested with the Scope of Work shall be included as Add Alternatives, with line item pricing above and beyond the NTE price to complete the work requested in the SOW.

# Team Members and Qualifications

The name, office location, qualifications, and experience (CV) of the individual who would be designated as overall project manager as well as any other key team members (e.g. engineers of record), partners or sub-Proposers contributing to the project. Include identification of similar work performed by these individual(s) in the last three to five years. Include a brief statement of qualifications together with appropriate supplemental information demonstrating qualifications of the Architect, Engineer and other key personnel identified to undertake the proposed project. Please indicate the number of years the Proposer and the key personnel have been involved in business or projects requiring a similar set of skills and expertise, including the ability to work with sustainable design principals, “Net-Zero” ready buildings, and the technology types listed in the scope of work.

Professional Licensure: Name of any professional licensure and memberships such as the American Consulting Engineers Council (ACEC), American Society of Civil Engineers (ASCE), National Society of Professional Engineers (NSPE), and/or the American Institute of Architects (AIA). All design services shall have Engineer and Architects of Record with current licenses in good standing for their local state/jurisdiction.

* List key personnel and their responsibility with specific emphasis on personnel who will be responsible for project management.
* Include an organizational chart
* Include résumés(s) of key personnel. The resume must include but is not limited to:

1. Ability to work with sustainable design principals, “Net-Zero” ready buildings, and the technology types listed in the scope of work.
2. Experience related to the scope of work in the past 5 years
3. Area(s) of expertise, accreditations, certifications, memberships, and licenses (examples include American Consulting Engineers Council (ACEC), American Society of Civil Engineers (ASCE), National Society of Professional Engineers (NSPE), and/or the American Institute of Architects (AIA))
4. Other information the proposer deems appropriate.

* List subcontractors, if any, that you anticipate using. Provide the following:
* The subcontractor(s) firm background information, including name, address, type of organizations, and number years in business;
* A brief history of the subcontractor(s) firm, including record of growth, type of work, areas of specificities (limit to one page);
* If a subcontractor will be playing a role in the project, provide the resumes of the subcontractor’s employees anticipated to work on the project. Resumes should be similar to the ones described for the prime contractor. Label the resumes with the subcontractor's name.

# References

Provide [at least three/maximum of five] client references from experience with proposed key personnel. Include client contact name, phone and e-mail address.

# Evaluation Criteria Examples

*The evaluation criteria listed below are examples that may be included. The Agency/Owner should select those that are suitable given the specific needs and context of the location and project - it should be modified as needed.* ***It is suggested that you indicate weighting for each of the categories included in the evaluation criteria.***

The selection committee will review, analyze, and rank all submittals based on their response to the information requested. At a minimum, the selection process will include the following criteria in the evaluation process, not in any order of importance:

1. Qualifications and Experience
2. Comprehensive Project Plan
   1. Innovation and Approaches to Cost Saving
3. Technical Approach to the Scope of Work
4. Detailed Price Proposal
5. Team Qualifications and Experience in similar projects

*Additional optional components of the RFP are listed below:*

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# Construction Quality Standards:

Quality standards and criteria that must be met throughout the project. The Proposer is responsible for professional and technical accuracy and coordination of all work or services furnished. Products submitted by the Proposer shall be reviewed by XXX for compliance with the Agency requirements and criteria. Errors or deficiencies in the performance of the Proposer shall be corrected by the Proposer at no additional cost or fee to the Agency.

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# Communication Plan:

Communications channels, frequency of updates, and key contacts for project communication.

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# Risk Management:

Potential risks associated with the project and outline strategies for risk mitigation.

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# Change Management:

Process for handling changes to the scope, timeline, or budget and outline any associated costs.

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# General Terms and Conditions:

Include any legal or contractual terms and conditions that parties must adhere to.

1. The Agency shall not be responsible for any costs incurred by any party in preparation of any proposal submitted in response to this RFP.
2. The Agency reserves the right to reject any and all proposals received as a result of this RFP for any reason, to waive minor irregularities in any proposals received, and to negotiate with any party in any manner deemed necessary to best serve the interests of the State.
3. The Agency reserves the right to amend or cancel this RFP at any time if the best interest of the Agency requires such action.
4. All entities submitting proposals shall be Equal Opportunity Employers. During the duration of the performance of any grant agreement resulting from this RFP, the awarded Proposer (Awardee) shall comply with all federal, state, and local laws respecting non-discrimination in employment.
5. After a grant agreement is executed, the Agency will reimburse the Subgrantee for actual work performed and expenses incurred up to the specified grant amount. Specific payment provisions will be arrived at upon mutual agreement of the parties. All payments will require the submission of an itemized billing of work performed to date in sufficient detail to justify payment. Final payment will require the submission of a final report and closeout package.
6. Insurance: The Awardee shall name the Agency and its officers and employees as additional insureds for liability arising out of this Agreement.
7. The Agency assumes no liability in any fashion with respect to this RFP or any matters related thereto. All prospective Proposers and their subcontractors or successors, by their participation in the RFP process, shall indemnify, save and hold the Agencies and its employees and agents free and harmless from all lawsuits, causes of action, debts, rights, judgments, claims, demands, damages, losses and expenses or whatsoever kind in law or equity, known and unknown, foreseen and unforeseen, arising from or out of this RFP and/or any subsequent acts related thereto, including but not limited to the recommendation of a Proposer and any action brought by an unsuccessful applicant.

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# Legal and Regulatory Considerations:

Proposals must comply with all local, state, and federal regulations regarding building construction, energy efficiency, and renewable energy installations.

# APPENDIX X - Proposal Summary Sheet Example

Applicant Entity:

Contact Name:

Email:

Phone:

Title:

Authorized Representative (if different contact)

Name:

Title:

Proposed Project Description: (*Please include a list of tasks to complete project; project timeline including estimated start and completion dates)*

Estimated Total Project Cost $: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Funds Requested $: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source for Matching Funds:

**Approvals Required** (include a brief description of any State, town, or school board approvals received or needed for project):

**Permitting Required** (include a list of permits to needed for the project)**:**

**Preliminary Planning/Project Development** (Describe any planning or project development that has been completed for the project):

Signature of Authorized Representative: Date:

Printed Name of Authorized Representative:

# APPENDIX X – BUDGET SHEET

1. https://www.energy.gov/management/build-america-buy-america [↑](#footnote-ref-1)