

Appendix D  
Model Request for Proposal Language

The intent of the model request for proposal (RFP) language is to provide the Agency a description of contract services needed from the architecture and engineering (A&E) consultants to successfully implement the SEED program requirements. It is important the Agency include instructions of the SEED program requirements in the consultant's initial scope of services. The RFP is an early opportunity for the Agency to clearly define energy efficiency goals for their building project. This early notification allows for better communication and development of energy efficiency concepts. As a minimum, the RFP and the contract's Statement of Work needs to include references to:

1. Goal of 20%, or better than the state energy code
2. SEED process
3. Model of energy efficiency

The model RFP language for SEED program requirements is intended to be listed under **SUPPLEMENTAL SERVICES** as currently structured under DAS' STATE OF OREGON STANDARD PROFESSIONAL SERVICES CONTRACT, EXHIBIT A - SCOPE OF SERVICES.

It may also be useful to organize the model RFP language under the respective design phases: pre-design, schematic design, design development, construction documents. In this case, refer to SEED rules (Appendix B) for specific program steps, which are organized to parallel the typical design phases.

## **I. SUGGESTED RFP LANGUAGE**

The Contractor will be asked to design the new (list project name) building to minimize long-term operation and maintenance costs as outlined by the State Energy Efficient Design (SEED) program. The Contractor will be responsible for providing a design that reduces building energy use 20%, or more than the state energy code. Cost effective energy conservation measures will be identified and building design will serve as a model of energy efficiency.

The Oregon Department of Energy ("Department of Energy") will work with Agency and Contractor to accomplish SEED program compliance. It is the Contractor's responsibility to be familiar with SEED program rules, coordinate required meetings, provide SEED required plans and reports, furnish design documents and other support services necessary to the Agency to comply with the SEED rules. The SEED rules are described in the Department of Energy's publication of the SEED Program Guidelines, which are accessible at <http://www.energy.state.or.us/SEEDhome.htm>. Contractors expected involvement is summarized below.

### *1. Coordination and Meetings*

Ensure early involvement so energy efficiency is an integral part of the building design. Schedule meetings to discuss the scope of the project and means of integrating SEED

program objectives. Designate staff person to coordinate SEED milestones with planned design schedule. Notify the Department of Energy of design team meetings that impact energy design. Provide copy of schedules, meeting notes, design documents and any other relevant work in progress to the Department of Energy.

### *2. Identification of Energy Conservation Measures*

Contractor will provide Energy Analyst or will work with Agency's Energy Analyst who provides energy efficiency expertise, generates building energy model, and prepares SEED Energy Report. Contractor will designate staff person to coordinate with Energy Analyst. At the appropriate design point Contractor, Agency, Energy Analyst, and the Department of Energy will identify energy conservation measures (ECMs) applicable to the project design and consistent with project objectives. Contractor will assist Energy Analyst in filling out the SEED ECM checklist, which documents energy efficiency design intent. Contractor will perform research, investigate and reference checks on products and design concepts, which relate to potential ECMs.

### *3. Design of Energy Conservation Measures*

Contractor will integrate ECMs requested by Agency into final building design by making the necessary design document changes. Contractor will be responsible for making all ECMs fully functional and perform to Agency's expectations. At Agency's directive, Contractor will assist Agency in developing an Energy Metering Plan and an Energy Systems Performance Verification Plan.

### *4. Review of Design Documents*

Contractor shall provide the Department of Energy with 100% design development and 90% construction documents or when there is significant detail to verify that the ECMs are being successfully integrated into final construction documents and specifications. Contractor will make ECM design modifications based on Agency's agreement with the Department of Energy's review recommendations.

### *5. Construction Overview*

Contractor shall ensure equipment submittals and requests for substitutions adhere to the ECM design intent.

## **II. SELECTION CRITERIA**

To help evaluate the Contractor's experience and skills in providing energy efficient building design, the following set of questions are suggested. Response to these questions should be reflected in scoring and selection of Consultant.

1. As the Design Team, address how your firm would help the Agency minimize the operating costs of their facilities.
2. List the technologies or design strategies that your design team routinely uses and how they are distinguished beyond code. How maintenance intensive are these systems?
3. Provide a list of energy efficient building projects your firm has designed. Note if any of these projects were designed under the SEED program. Did you set an energy goal for those buildings and were the goals met?
4. Describe the methods or tools you use to determine building heating and cooling loads and size the corresponding mechanical equipment.
5. What design methods and coordination processes have you used to assure energy efficient benefits are integrated into final building design?