UMass | Dartmouth

REQUEST FOR PROPOSAL

Campus Energy Master Plan

RFP #: DD19MD32

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ATTACHMENTS

RFP No. DD19MD32

1. PROJECT DESCRIPTION: UMassD CAMPUS ENERGY MASTER PLAN

The University of Massachusetts Dartmouth is soliciting proposals from qualified firms for planning and consulting services to develop a comprehensive Energy Master Plan for the institution's primary campus in North Dartmouth, Massachusetts

The University of Massachusetts Dartmouth ("UMassD") has five primary goals in developing a comprehensive campus Energy Master Plan:

1. Evaluate UMassD's existing energy metering, data management systems, and data governance practices to establish accurate energy usage and demand baselines and to effectively analyze onsite electricity and steam production, building-level performance, and campus-level energy performance on an ongoing basis.
2. Forecast the main campus' hourly and annual energy demands between 2020 and 2040;
3. Identify energy sources and/or energy savings opportunities that can meet the campus' growth over the next 20 years in a reliable, cost effective, and sustainable manner;
4. Identify energy sources and energy savings opportunities that can enable UMassD to meet the sustainability targets mandated under Executive Order 484 and the campus' carbon neutrality goals under the American College & University President's Climate Commitment in a reliable, cost effective manner;
5. Specify the physical infrastructure, operating systems, and costs for UMassD to implement the recommended energy strategy to meet the campus' reliability, cost, and sustainability objectives over the next 20 years.

The Energy Master Plan is intended to focus on engineering and economic analysis of current and projected energy conditions on UMassD's primary campus, and should be guided by the legal requirements, policies, and goals of both the University of Massachusetts System and UMassD. As a public entity, UMassD is mandated by Executive Order 484 to reduce greenhouse gas emissions ("GHG") 40 percent by 2020, obtain 30 percent of electricity from renewable sources by 2020, reduce overall energy consumption (on a per square foot basis) 35 percent by 2020, and reduce GHG 80 percent by 2050. In addition, UMassD has committed to achieve carbon neutrality by 2050 as a signatory of the American College & University Presidential Climate Commitment ("ACUPCC"). The Energy Master Plan should serve as a comprehensive roadmap that helps UMassD chart a course to achieve these ambitious targets, with concrete steps that reflect the campus development plans detailed in UMassD's 2017 Campus Master Plan.

UMassD recently completed a $34 million renovation of the campus' energy infrastructure in partnership with the Commonwealth of Massachusetts Division of Capital Asset Management and Maintenance ("DCAMM") and NORESCO, Inc. This effort included the installation of a new combined heat and power system in UMassD's central heating plant to supplement the original boiler systems commissioned in the 1960s, along with nearly 20 energy conservation measures in buildings across campus to achieve energy savings and to improve heating, ventilation, and air conditioning ("HVAC") infrastructure. UMassD

intends for the Energy Master Plan to build on this initial infrastructure investment to continue advancing energy production, distribution, and efficiency on campus. With increasing educational offerings, a growing student body, and an evolving campus footprint, UMassD strives to transition to a "24/7/365" campus in the coming years in the most reliable and sustainable (environmentally, economically, and technically) manner possible.

2. BACKGROUND INFORMATION

2.1 Campus Overview

Ranked by U.S. News and World Report as the best public institution of its kind in New England, the University of Massachusetts Dartmouth provides an intimate learning environment for nearly 9,000 students who pursue majors in 50 baccalaureate and 40 graduate programs, including 12 at the doctoral level. Founded in 1895, the Dartmouth campus has been a thriving component of the University of Massachusetts system since 1991, with over 50,000 alumni/ae.

The University's resident population capacity of nearly 4,000 represents approximately 50% of the undergraduate student body, with commuter students accounting for the balance. In addition to the student population, the University of Massachusetts Dartmouth employees approximately 1,453 personnel that commute to work daily.

The main campus, situated on 710 acres, is augmented by a new state-of-the-art marine research facility in New Bedford, the Commonwealth's only public law school, and a robust offering of highly ranked on-line programs. UMass Dartmouth is part of the five-campus UMass System that is governed by a President and a 22-member Board of Trustees.

UMass Dartmouth has embarked on a new era of vision, action, and success under the leadership of its new Chancellor, Robert Johnson Ph.D., who began his tenure on July 1, 2017. As the university approaches its 125th anniversary in 2020, the community will be embarking on a strategic planning process together to create an aspirational shared vision for the university.

2.2 Campus Master Plan

In 2017, UMassD finalized a Campus Master Plan that provides the vision and framework for the institution's growth over the next 20 years[1]. A copy of the Campus Master Plan is included as attachment F. The Campus Master Plan is a roadmap for the expansion, renovation and replacement of UMassD facilities and grounds to enhance teaching, learning, research, and student development. The Plan seeks to address issues related to deferred maintenance, research and student life capacity, visitor and prospective student experience, and campus traffic.

Highlights of the Campus Master Plan include:

- Renovation, replacement, and expansion of academic facilities that are between 30 and 50 years old to create 21st century flexible, collaborative, technology-rich, and engaging learning environments;

[1] The Master Plan is available online at: (https://www.umassd.edu/media/umassdartmouth/facilities/masterplan/2018/UMassD-MasterPlan.pdf)

- Replacement of first-year housing to provide an attractive mix of living and learning options for students;
- A renovated and expanded Campus Center/Student Union to provide improved student activity and student government spaces;
- Improved athletics and recreational facilities to increase student participation and health, enhance recruitment of student-athletes, expand community access, and build a stronger sense of community pride;
- Improved parking and signage to make the campus more welcoming to the community, parents, and visiting high school students;
- A renovated and re-designed Ring Road that integrates pedestrian, bicycle, and automobile traffic, and an improved main entrance and secondary entrance to enhance traffic safety; and
- Sustainability best practices in construction and landscaping.

UMassD's central campus buildings were built between 1967 and 1972 and are simultaneously reaching the end of their useful life. The buildings are seeing serious performance deficiencies and require significant renovation, a product of the buildings' age, the lower quality construction methods used in the 1960s, and minimal investment in proactive upkeep measures. UMassD faces deferred maintenance challenges for the campus, with a backlog of $563.5 million as of fiscal year 2017. A recent third-party assessment concluded that 53 percent of UMassD facilities should be classified as "high risk" due to deferred maintenance, with the life cycles of major building components past due and at risk of failing.

Over the next 20 years, UMassD is planning to expand campus facilities from the current campus footprint of 2.8 million GSF, with student population anticipated to rise to 10,000 over time. In addition to effectively accommodating this growth and providing the necessary energy services to reliably power campus operations, UMassD needs to continue reducing GHG and advancing energy & water efficiency, and become a model for sustainable development. DCAMM recommends this include the design and implementation of high performance building envelopes with a target of 5x reduction in heating and cooling loads in order to meet the Executive Order 484 goals and objectives of the American College & University Presidential Climate Commitment. Striking an effective balance between these objectives necessitates a holistic evaluation of UMassD's energy profile and strategy.

2.2.1 Major Capital Improvement Projects: 2020 – 2035

The following is a list of building renovations, demolitions, and new construction plans and target completion dates over the next 20 years included in the Campus Master Plan:

New Undergraduate Housing – 2020
New Dining Hall – 2020
Renovation of SENG Building –2020-2023
New STEM Building – 2025
New Science Quad – 2025
New Chemical Storage Building – 2025
New Undergraduate Commons – 2025
New Graduate Housing – 2025
Demolition of Roberts & Chestnut Housing – 2025

Demolition of Cedar Dell Housing – 2030
New Campus Police Station – 2030
Expansion of Central Plant & Facilities – 2030
New Alumni Hall Building – 2030
New Administration Building – 2030
Renovation to Tripp Building & Fitness Center Expansion – 2030
Renovation of CVPA Building – 2030
Renovation of Foster Building – 2030
Renovation of Dion Building – 2030
Renovation of LARTS Buildings – 2030
Renovation of SEND Buildings – 2030
New LARTS Building – 2035
New Nursing School Building – 2035
New Law School Building – 2035
Expansion at CVPA – 2035
Improvements to Woodland Commons – 2035

2.3 Campus Utilities

2.3.1 Campus Central Heating Plant

UMassD currently utilizes two primary energy sources for campus operations: electricity and natural gas. Over 60 percent of the energy used on campus is consumed in UMassD's central heating plant (CHP). Originally constructed in 1964, the central heating plant produces steam that is distributed to campus buildings for space heating and other uses.

In 2013, a new combined heat and power system was installed in the central heating plant under a 20-year energy services agreement between DCAMM and NORESCO. Fueled with natural gas, the combined heat and power system's total electrical generation capacity is 1.627 megawatts (MW), roughly one third of the campus' 5 MW peak annual electricity demand. UMassD purchases approximately 330,000 dekatherms of natural gas per year from Eversource, 70 percent of which is consumed in the central heating plant.

2.3.2 Electricity Usage and Infrastructure

UMassD consumes approximately 35 million kilowatt-hours (kWh) per year, approximately half of which is imported from the local power grid. Eversource Energy serves as UMassD's local utility for electricity and natural gas service. The other 50 percent of the campus's annual electricity needs are provided by the central heating plant's combined heat and power system, solar (with battery storage), and wind turbine. Electricity is fed to the campus at 13.8 kV from the central heating plant and Eversource's primary service via a looped distribution feeder system across campus.

UMassD's on site energy generation is broken down as follows: 1.627 MW combined heat and power system, 0.2 MW of rooftop solar, a 0.6 MW wind turbine, and a 0.52 MW battery storage system. The Energy Master Plan shall explore the potential for further integrating renewable energy sources on campus.

UMassD recently issued a solicitation for third parties to develop and operate up to 5 MW of additional onsite solar capacity in the form of parking canopies. Installing solar parking canopies is an attractive proposition due to the large amount of parking space available on campus and the institution's desire not to compromise open green space. With local grid interconnection challenges, UMassD is interested in exploring opportunities for developing additional renewable energy sources on campus and fully understanding the technical challenges that scaled renewables integration poses for UMassD's electrical distribution infrastructure.

2.3.4 Water Usage

UMassD has historically used only a small amount of water for irrigation, which is mainly focused on the campus' athletic fields. UMassD has pursued numerous water conservation measures in recent years, including installing low flow showers, urinals, and toilets. Water conservation on campus has been further advanced with the completion of steam line replacements, which has cut steam condensate losses in the campus' steam distribution system.

2.3.5 Campus Sustainability

The University of Massachusetts System ("UMass") has made a collective commitment to responsible stewardship of resources and to demonstrating leadership in sustainable business practices. Each UMass campus conducts a wide variety of programs and services focused on sustainability. The recent efforts and achievements of each campus demonstrate the strong responsibility felt within the UMass community to advance sustainability in the Commonwealth. More information on UMassD's campus sustainability initiatives can be found online at: https://www.umassd.edu/campussustainability/.

In 2016, the UMass Board of Trustees adopted a system-wide sustainability policy. Drafted by the UMass Sustainability Council, a group of management, faculty, and staff, the policy statement was developed through an eighteen-month stakeholder engagement process. The policy includes 10 guiding principle for the UMass campuses: Sustainability Strategic Planning, Clean Energy, Climate Resilience and Preparedness, Green Building Design and Sustainable Campus Operations, Sustainable Transportation, Waste Reduction and Recycling, Environmentally Preferable Purchasing, Sustainable Food Services, Sustainable Water Systems, and Academic and Research Programming and Community Engagement.

The following goals have been developed to address key elements of these guiding principles:

1. Sustainability Strategic Planning – Integration of sustainability planning, practices, and strategies into the University's strategic planning processes
    - Goal – Complete a sustainability plan with a focus on energy projects at each campus, or update any existing plans, to align with the principles and goals outlined in this policy to adequately and efficiently understand the energy needs and potential sustainability projects on each campus.

2. Clean Energy – Supports the development and use of clean and renewable energy sources
    - Goal – Achieve UMass' commitment to carbon neutrality by 2050 or as specified through the sustainability planning process occurring through the development of campus-specific action plans.
    - Goal - Procure a defined amount of annual electricity consumption through renewable and clean energy sources to achieve carbon reduction commitments and meet sustainability objectives.
3. Climate Resilience and Preparedness - Implementation of strategies to mitigate or reduce environmental impact.
    - Goal - Build climate resilience and preparedness standards into the University's capital planning process, emergency management and business continuity planning.
4. Green Building Design and Sustainable Campus Operations – Strategies to address emissions associated with designing, building, maintaining, and operating campus buildings and grounds.
    - Goal - Any new construction must meet the MA Leadership in Energy and Environmental Design (LEED) Plus green building standards and continue to research and employ improved sustainable building practices.
    - Goal - Reduce energy consumption, increase efficiency, and determine goals consistent with capital investments and annual programs implemented in support of energy consumption reduction.
5. Sustainable Transportation - Integrating sustainable best practices for the use and maintenance of campus fleets, student/employee commuters, and public transportation options.
    - Goal - Reduce vehicle fuel consumption of the University vehicle fleet through promoting the use of public transportation, reducing the number of single occupancy vehicles and increasing the use of other alternative fuel transportation for faculty, staff, and students.
6. Waste Reduction and Recycling – Promote strategies to encourage waste reduction and re-use and acknowledge the importance of preventative measures.
    - Goal – Employ strategies around preventative measures in waste diversion to promote source reduction, re-use and recycling of materials.
7. Environmentally Preferable Purchasing – Implement a procurement approach to access environmentally-conscious products whenever applicable and available.
    - Goal - Establish Environmentally Preferred Products Procurement Program and continue to implement annual procurement goals to move toward alignment with the standards of the Environmental Purchasing Advisory Council wherever appropriate and consistent with available funding.
8. Sustainable Food Services – Supporting sustainable food systems through food and beverage purchases.
    - Goal – Strive for each campus food service operation to procure sustainable food products while maintaining accessibility and affordability for all students and campus patrons.
9. Sustainable Water Systems – Reducing campus water withdrawals can reduce pressures on local aquifers, streams, rivers, lakes, and aquatic wildlife.

- Goal - Reduce potable water usage and determine goals consistent with capital investments and annual programs implemented in support of reducing potable water.

10. Academic and Research Programming and Community Engagement – Ensuring Sustainability is part of Academic and Research programming and part of community engagement efforts
    - Goal - The UMass Sustainability Council will work with their respective campus curriculum governance units to identify where Academic and Research Programming and Community Engagement involving Sustainability already exists, and to explore more formal incorporation into core curriculum and identified learning outcomes.

3. SCOPE OF SERVICES - The selected vendor shall provide the following expected outcomes and deliverables

The following work outline is intended to provide bidders with a general idea of UMassD's expectations for the scope of Energy Master Plan. It is not meant to be an exclusive list of elements of the project, but instead should be used by bidders as a guideline for the project components and process UMassD believes are important to include in proposals. Bidders should use their own experience and expertise to draft a proposed scope of services that they believe will provide the answers to the targeted questions UMassD is seeking.

3.1 PHASE I

3.1.1 Metering & Data Management

- Evaluate UMassD's existing energy metering, data management systems, and data governance practices for the purposes of analyzing building-level energy demands, onsite generation performance, and campus-level energy performance. This evaluation should include but not be limited to:
    - Pulling interval data (15min) for campus and available building consumption.
    - Producing a weather-adjusted Baseline model of existing campus consumption and generation.
    - Working with the Commonwealth's CBEI program to identify buildings or areas that should be sub-metered.
    - Analyzing and presenting the on-campus generation requirements and load requirements for hourly intervals for 1 full year. Identifying recommendations for staging of renewables as needed.

3.1.2 20-Year Energy Forecast

3.1.2.1 Incorporating growth information from the campus master plan, project hourly and annual campus electricity demands, onsite generation, and import requirements between 2020 and 2040.

3.1.2.2 Incorporating growth information from the campus master plan, project hourly and annual campus thermal demands and production requirements by source between 2020 and 2040.

3.1.2.2.1 Provide allowance for campus growth that is slower than scheduled by Campus Master Plan

3.1.2.3 Identify on-campus generation SOP for 2020-2040 utilizing existing on-campus generation and load growth.

3.2 PHASE II

3.2.1 Default Case Analysis

3.2.1.1 Evaluate reliability outcomes under a default case in which UMassD maintains its current CHP and centralized energy distribution infrastructure through 2040.

- Analyze the campus' existing electrical grid configuration and identify reliability risks based on forecasted electricity demands
- Analyze the campus' existing steam production and distribution configuration and identify reliability risks based on forecasted thermal demands

3.2.1.2 Evaluate cost outcomes under a default case in which UMassD maintains its current CHP and centralized energy distribution infrastructure through 2040.

- Analyze current and future trends in electricity and fuel costs.

3.2.1.3 Evaluate GHG emissions reductions from energy conservation, and renewable energy opportunities under the default case in which UMassD maintains its current CHP and centralized energy distribution infrastructure through 2040.

- Identify gaps between projected outcomes and mandated targets in Executive Order 484 and the anticipated goals of the ACUPCC.

3.3 Alternatives Analysis

3.3.1 Establish a framework to identify preferred alternatives to the default case that offer economic benefits, reliability benefits, and/or increased GHG reduction potential.

- Alternatives may include, but are not limited to, energy conservation measures, onsite renewable energy expansion, and/or utilization of alternative CHP fuels
- Identify gaps between projected outcomes and mandated targets in Executive Order 484 and the anticipated goals of the ACUPCC.

3.3.2 Analyze opportunities for GHG reduction from the default case related to fuel switching, expansion of onsite renewable energy, adoption of new production or distribution technologies, and energy conservation measures.

- Evaluate onsite capacity for development of additional renewable energy sources
- Evaluate market, technical, and regulatory opportunities for alternative CHP fuels and electricity

3.4 Investment Plan

3.4.1 Identify opportunities to improve existing energy metering, data management systems, and data governance practices to effectively monitor campus-level energy performance, building-level energy performance, and onsite generation performance.

- Assessed opportunities should include but not be limited to, participation in the Commonwealth's CBEI metering program.

3.4.2 Develop a prioritized list of energy projects between 2020 and 2040 that meet UMassD's reliability, cost, and sustainability objectives.

3.4.3 Develop a summary and schedule of capital and operating costs for the default case and preferred alternatives.

- Highlight financing options for capital upgrades

4 TECHNICAL PROPOSAL - Firm Information and Qualifications

4.1 Letter of Interest (limit to one page)

4.2 Point of Contact

- Firm Name
- Business Address (office that will be performing the services)
- Telephone/Fax/Web site/e-mail
- Year Established under present name (give former firm names and years if applicable)

4.3 Firm Personnel **-** Names of Principals (owners, corporate officers) and years with firm

4.4 Firm organizational chart

4.5 Key Personnel

Name(s) and resume(s) of key personnel including but not limited to, principal-in-charge and project manager that maybe assigned to this project. Key personnel should be individuals with direct experience on projects of similar type, scale, and complexity.

Provide in the following format: Name and Project Assignment, Education: Degree(s) and date(s).

Relevant Project Experience (minimum 3 projects):

- Project name, type, scope and location
- Date of project
- Title/role on project
- Actual duties performed on project
- Project contact name, address and telephone

Indicate the level of involvement of each Key Person assigned to project if awarded.

4.6 Project Team

Detailed description of the proposed project team including sub-consultants, and how you propose to organize, staff, and manage the project, including time committed to the project. Include a clear organizational chart, which identifies key personnel, and relationship between UNIVERSITY and the project team.

Identify sub-consultants by discipline and any specialty consultants as required. Provide information about sub-consultants you may employ including scope of work for which they will be responsible.

4.7 Statement Of Special Qualifications.

Describe any of your firm's special qualifications, successes, expertise or other significant attributes or experiences relevant to this project (limit to two pages).

4.8 Firm Experience Information (Projects worked on by individuals while employed by other firms shall be identified as such.)

4.8.1 Project Profiles: Provide profiles (no more than one page each) of a minimum of three relevant projects, within the last five years. The firm's standard project profile or resume sheets are acceptable as long as the following minimum information is provided.

- Project name and location.
- Name of client's contact for the project and <u>current</u> address and telephone.
- Brief project description.
- Date of completion (or status if project is not complete).

4.8.2 Bidders' proposals should speak to their experience in providing planning and consulting services in the following subject matters:

<u>4.8.2.1 Energy Forecasting</u>

- Energy profile evaluation, including interval electric and steam demand projections
- Energy metering systems and data management evaluation
- Energy audits and energy usage intensity benchmarking
- Analysis of current and future trends in electricity and fuel costs

4.8.2.2 Thermal Production & Distribution Systems

- Analysis of trends in thermal energy production and distribution planning
- Designing and costing centralized and distributed heating systems
- Designing and costing thermal distribution infrastructure, including steam and hot water systems
- CHP condition and reliability assessment (expansion capacity, technology options, fuel options)

4.8.2.3 Steam and condensate system condition assessment

- Evaluation of market, technical, and regulatory challenges/opportunities for liquid biofuels
- Distributed heating technology and cost assessment, including geothermal heat pumps, air-source heat pumps, and wood pellet systems

4.8.2.4 Electric Distribution Infrastructure

- Designing and costing electric distribution infrastructure
- Medium-voltage electric distribution system analysis and configuration
- Interconnection feasibility analysis for distributed generation
- Development and implementation of energy reliability strategies

4.8.2.5 Sustainability Analysis

- Executive Order 484 goal and objectives
- American College & University Presidential Climate Commitment objectives
- Analysis of opportunities for greenhouse gas emissions reduction via fuel switching and/or alternative distribution methods in a campus setting
- Greenhouse gas emissions analysis for grid electricity, fossil fuels, and alternative fuels

- Climate action planning
- Analysis and implementation of thermal energy and electric conservation measures

4.8.3 List other relevant project experience (if applicable) in the same format above.

4.9 Minimum Qualifications

The selection process will include an evaluation based on the minimum qualification criteria described below. UMassD will select the most overall advantageous responses, and reserves the right to reject any and all proposals. If determined by UMassD, in its sole and absolute discretion, that a proposal does not meet the minimum qualifications, UMassD will eliminate the proposal from further consideration and deem it as non-responsive to the RFP.

4.9.1 Responding firm, key project members (Executive Sponsor, Project Manager, and lead engineers) including key subconsultants, must have significant prior experience with the design of at least two (2) projects that have been completed within the past ten (10) years and fully operational involving the planning and design of combined heat and power systems and district energy systems of similar size, design, and complexity as the proposed project.

4.9.2 Massachusetts registration and licensing in all applicable disciplines of personnel indicated in section 4.9.1.

4.10 Project Approach

A detailed description of your approach to meeting the scope of services as outlined herein, including but not limited to the specific methodology for analyses (limit to 5 pages per each component of Section 2 Scope of Services. This shall include clear milestones and tangible deliverables that the University can evaluate to ensure appropriate progression to final deliverable.

4.11 Project Schedule

Provide an estimated project schedule for each task to be completed that aligns clearly with the Scope of Services 3 sections and their sub components.

4.12 Fixed Fee Proposal

Please submit your Firm Fixed Fee's to perform and meet the scope of services broken down based upon the Scope of Services (Section 3), Project Approach (Section 4.10) and Project Schedule (Section 4.11). There should be a separate fixed price to complete each task contained in the scope of services. All payments will be made upon completion of task and associated deliverables to the satisfaction of the University. University reserve the right to not award for all tasks, only contracting for tasks that are in the interest of the University.

4.13 References

Provide the following references:

- Three client references on projects of similar type, scale, and complexity.
- Three public/institutional entity references on projects of similar type, scale, and complexity.
- Three collaborating firm references (architects/engineers/other consultants) on projects of similar type, scale, and complexity.

5 RESPONSE INSTRUCTIONS AND TERMS

5.9.1 Response Deadline:

Firms who wish to be considered for this project should submit their proposals to the UNIVERSITY as follows:

All responses will be received online prior to the date and time specified in the Bonfire Solicitation Portal for the project titled DD19MD32, Campus Energy Master Plan. The Bonfire Online Bidding Tool can be access online at https://umassd.bonfirehub.com . All required documents must be submitted in the format specified, all fields must be completed as specified and the documents must be submitted to the correct project folder in order for the bid response to be complete. Hard copy bid responses will not be accepted. It is the bidder's sole responsibility to familiarize themselves with the Bonfire Online Bid Submission Platform and the online bid submission process and requirements.

5.9.2 Official Date and Time: The official date and time are as indicated in the Bonfire Online Solicitation Portal.

5.9.3 Questions and University POC**:** The deadline for submitting questions is indicated in the Bonfire portal. All questions must be submitted in the portal. Any questions emailed outside of the Bonfire portal will not be responded to.

Purchasing and Administrative POC:
Michael LaGrassa, Assistant Vice Chancellor
mlagrassa@umassd.edu
508.999.9180

5.9.4 On-Site Parking: University policy requires that all contractor vehicles must display a University parking permit. The University will provide parking permits at no cost. Permits can be obtained from the University' Parking Services Office located on the ground floor of the Campus Center Building. The University reserves its right to limit the quantity of vehicles to receive Parking Permits and may require contractor vehicles to use general parking areas.

Contractors may be assigned certain locations within the Campus Parking Area, in which they may park vehicles. Parking is on a first come first served basis and is not guaranteed. Contractors, their employees and sub contractors are required to obey

all campus parking regulations (which can be found at http://www.umassd.edu/publicsafety/parking/regulations.cfm) and are subject to all parking enforcement activity. All permits are to be in the Contractor's name and Contractor is ultimately responsible for any violations or fines. Contractor parking in areas such as, but not limited to, sidewalks, lawns, handicapped spaces, fire lanes, and designated reserved spaces etc. will not be allowed.

Any outstanding parking tickets/violations, at the end of the contract, will be deducted from the final invoice submitted from contractor.

This policy does not apply to parking within designated and fenced areas that have been temporarily assigned for the contractor's sole use.

5.9.5 Sub Contractors: If any aspect of this project is to be subcontracted it must be so noted within your response. Include the name of the sub-contractors and qualifications.

5.1.7 Non-Contractual Relationship: This request for proposal does not create any contractual relationship between the University of Massachusetts Dartmouth and any party. The University reserves the right to accept or reject any or all proposals submitted for this project.

6 ADDITIONAL TERMS AND CONDITIONS

6.9.1 Insurance:

The consultant shall provide copies of their professional liability insurance certificate, and other business related liability insurance, with limits of liability, as part of their proposal.

6.9.2 Contractual Terms and Conditions of Award:

Contractual terms and conditions will consist of the standard terms and conditions clauses contained within the Universities Purchase Order, Contract for Service Form and terms contained herein, Attachment A While proposers may object to or reject certain clauses, they do so at the risk of having their proposal considered non-responsive. Any term not objected to will be deemed to have been accepted by the proposer.

6.9.3 Selection and Notice:

6.9.3.1 The University reserves the right to interview all final candidates. Firms should be prepared and available to defend their proposals within 3 weeks of the bid required response date.

6.9.3.2 Awards shall be let to the proposer who, the University, in its opinion, deems responsive and responsible taking into consideration the reliability of the proposer, the qualities of service to be supplied, and their conformity with the requirements and the purposes of which required. While considered, pricing will not be the main factor in selection. The University may request clarification of any propose by phone, email, in writing, or during an in-person presentation.

6.9.3.3 The University reserves the right to reject any and all proposals, to omit an item or items, or to accept any proposal deemed to be in the best interest of the University.

6.9.3.4 The University will notify the selected firm of its decision and will be prepared to enter into a written contract immediately upon selection and notification that the offer to engage is accepted by the vendor.

6.9.3.5 Late proposals will not be considered. Proposals must be submitted within Bonfire before the date and time specified. When no proposals are received, in urgent circumstances the Purchasing Department may make an award based upon informed competition and without advertising.

6.9.4 Public Records: All proposals received are subject to Massachusetts General Laws Chapter 4, Section 7, Section 26 and Chapter 66, Section 10 regarding public access to such documents. Statements or endorsements inconsistent with those statues will be disregarded.

6.9.5 Certification of Non-Collusion: Pursuant to Massachusetts General Law, Chapter 7, Section 22 (20), I certify under penalties of perjury that this proposal is in all respects bona fide, fair, and made without collusion or fraud with any person. As used in this certification the word “person” means any natural person, joint venture, partnership, corporation or other business or legal entity.

6.9.6 Payment Terms: The University’s payment terms are net thirty (30) days from the date of receipt of Contractor’s invoice, with late penalty interest assessable at rates established by the Commonwealth after 45 days in accordance with Mass. Gen. Laws ch.29 § 29C and with Commonwealth regulation 815 C.M.R. 4.00.

6.9.7 Certification: Contractor certifies under the pains and penalties of perjury that pursuant to Mass .Gen. Laws ch.62C, §49A, that the Contractor has filed all state tax returns, paid all taxes and complied with all applicable laws relating to taxes; and that pursuant to Mass. Gen. Laws ch.151A, §19A(b), has complied with all laws of the Commonwealth relating to contributions and payment in lieu of contributions to the Employment Security System; and, if applicable, with all laws of the Commonwealth relating to Worker's Compensation, Mass. Gen. Laws ch.152 and payment of wages, Mass. Gen. Laws ch.149, § 148. Pursuant to federal law, Contractor shall verify the immigration status of all workers assigned to the contract without engaging in unlawful discrimination; and Contractor shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker.

6.9.8 Proposal Conditions:

6.9.8.1 Proposal must be signed by an official authorized to bind the vendor to its provisions.

6.9.8.2 Proposals must remain valid for at least 120 calendar days from the deadline for proposal submission.

6.9.8.3 Any proposals may be withdrawn or modified solely as a result of changes to the RFP by the University prior to the date and time stated in the proposal for the opening of proposals within the Bonfire solution.

7 EVALUATION CRITERIA

The following criteria will be used, at a minimum, in the selection process (the criteria is listed in rank order of importance):

- Professional qualifications of the Consultant.
- Professional qualifications of any subconsultants.
- Experience of the Consultant and its subconsultants in the development of Energy Master Plans.
- Structure and content of the proposed process and final product.
- Breakdown and detail of fixed fee proposal.
- References from previous/current clients.
- Finalist interview.
- Additional information as may be provided.

The University reserves the right to request clarification of any aspect of any submitted proposal or to request additional information that might be required to evaluate a proposal. In addition, Applicants may be selected for interviews at the sole discretion of the University.

END OF RFP DOCUMENT