



REQUEST FOR PROPOSAL

FGBC Certification Review Services

RFP Overview

The Florida Green Building Coalition (FGBC) is seeking a qualified contractor to provide technical review services for projects submitted to FGBC for green certification, data analysis of certified projects, and quality control field inspections of projects and Certifying Agents.

Background

FGBC develops and administers green certification standards applied statewide for residential, commercial, high-rise residential, and land development projects, along with local government operations. The FGBC standards are based on climate specific criteria relative to Florida's hot-humid environment and natural disasters. Projects submitted to FGBC for green certification are verified by an independent third party (the Contractor). Each project seeking green certification must be submitted using the official documents published by FGBC, which outline required minimum achievements and supporting documentation.

Scope of Work

The role of the Contractor is to:

- Evaluate projects with respect to the criteria contained in the FGBC Standard under which the project was submitted for the purposes of certifying that the qualifications outlined in the Standard have been achieved
- Provide clarification of submission requirements and documentation to the party that submitted the project
- Extract relevant data from project submissions regarding environmental, economic and social benefits to assist in promoting the standard and determining appropriate revisions based on advances in technology and current regulatory impacts
- Enter each project's contact information and certification achievements into the FGBC designated tracking systems
- Provide monthly reports on certification activity
- Conduct random statewide field verifications, including quality control inspections of Certifying Agents. Field verifications would be initiated based upon inconsistencies or complaints during the certification process and would not be required for all certifications
- Attend a regularly scheduled meeting of the Standards Committee as a non-voting member, as well as attendance at specific standard committee meetings upon request
- If contractor has projects that are certified through FGBC. Those projects will be certified through a pool of approved certifiers per each of the FGBC standards to ensure the integrity of the third-party certification.

Deliverables

1. Entry of project registration data and certification review updates into FGBC designated tracking systems for each project submitted to FGBC. Timeline – as submitted.
2. Certification review of projects within 14 days of receipt of submittal package. Review process shall include a summary of deficiencies and required remedies, if applicable.



Florida Green Building Coalition

25 East Central Blvd • Orlando, FL 32801
Phone: 407-777-4914 • Fax: 407-777-4915

3. Entry of certification achievements into the FGBC designated tracking systems for each project reviewed. Timeline – as reviewed.
4. Monthly certification activity reports based on FGBC defined criteria. Timeline – due the 5th business day of each month.
5. Data analysis report on the cumulative environmental, economic and social benefits achieved by FGBC certified projects. Timeline – semi-annually or upon request, not to exceed quarterly.

Response Package

The response package shall be submitted electronically in Adobe PDF and shall include the following:

1. Contractor's Credentials
 - a. Primary business
 - b. Qualifications in green building and local government operations
 - c. Experience with operations similar to those identified in the RFP
2. Work Plan (Scope of Work)
 - a. A description of the approach and methodologies to be used in meeting the scope of the work
 - b. Identification of the persons who will be performing the work
3. Qualifications of Personnel Identified in Work Plan
4. Budget/Proposed Service Fees (by components)
 - a. Certification review fees for each FGBC Standard project type (homes, commercial, etc.)
 - b. Data analysis and reporting
 - c. Statewide field inspections

Closing Date for Receipt of Proposals

September 28, 2018 at 5 p.m.

Submit to: cdavila@floridagreenbuilding.org

Cost of Preparing Proposal

The respondent must pay all costs for preparing a response to this RFP. The FGBC will not reimburse respondents for any costs.

FGBC Contact for Questions and Responses

All questions should be submitted via email to the following FGBC contact. Responses will be distributed to all RFP responders. A pre-bid meeting will be held to answer questions from interested parties on Monday, September 17, 2018 at 2 p.m.

C. J. Davila
Florida Green Building Coalition
25 East Central Blvd
Orlando, FL 32801
Ph: 407-777-4920
Email: cdavila@floridagreenbuilding.org