

Scope of Work for Certification of the *Guiding Principles for Federal Leadership in High Performance Sustainable Buildings*

A. GENERAL

Executive Order 13514 section 2(g)(iii) states that at least 15 percent of an agency's existing buildings must meet the *Guiding Principles (GP) for Federal Leadership in High Performance and Sustainable Buildings* (Guiding Principles) by fiscal year 2015, and that agencies must make annual progress toward 100-percent conformance. To meet this mandate, the Department of Veterans Affairs (VA) is interested in evaluating compliance to all the aspects of the Guiding Principles for the preselected existing VA facilities (See RFQ Appendix B for Guiding Principles Detail).

B. SCOPE OF WORK

1. The contractor shall provide multi-attribute Guiding Principles assessment and certification services for approximately 100 VA buildings. The contractor shall directly measure performance in accordance with all aspects of the Guiding Principles and the associated Federal High Performance and Sustainable Buildings Guidance (dated 12/1/2008).
2. The contractor shall ^{APPENDIX A} progress toward 100% conformance with the
3. The certification shall give consideration for VA's campus structure. Many elements of the Guiding Principles apply campus-wide rather than to individual buildings. Describe discounts for campus-wide assessments, if any exist.
4. The assessment and certification shall be developed and performed by an American National Standards Institute (ANSI) accredited organization.
5. One representative at each VA facility will be designated for the Guiding Principles certification. The contractor shall provide related assistance at the request of the facility representatives.
6. The contractor shall provide the step-by-step instructions to the representatives for all of the selected buildings within 14 working days after Notice to Proceed (NTP).
7. The contractor shall provide web-based training to VA representatives.
8. The contractor shall coordinate with VA representatives for the VAMC's inputs to the Energy Star Sustainable Building Checklist.
9. The contractor shall assign an assessor to conduct an on-site evaluation of the Guiding Principles for the selected building(s) on a campus.
10. The contractor shall produce a report based on the results of the evaluation for each building specific to the criteria of meeting the *Guiding Principles*. If more than one building is assessed on a campus, the report shall be a campus-level

report detailing the campus-level results with individual sections for the building-level details.

11. The contractor shall provide a certificate of compliance rating.
12. The contractor shall provide reports and related documentation to the facility representative and the Contracting Officer's Representative (COR).
The contractor shall provide one report summarizing the data for all of the assessed buildings to the COR (using Microsoft Excel or comparable platform agreed upon prior to submittal). This report should include all of the results of each element of the Guiding Principles for each building assessed.

C. COST

1. Provide the estimated cost per building and the estimated total cost for providing services described in the Scope of Work section for approximately 100 buildings.
2. Provide cost for additional facilities if VA decides to add more facilities after contract awarded.

D. DELIVERABLES AND SCHEDULE

1. Web-based training delivered to the facility representatives – 14 days after NTP provided.
2. Coordinate with VA representatives for the VAMC's inputs to the Energy Star Sustainable Building Checklist. – 28 days after NTP provided.
3. Certificate verifying compliance rating for each building – prior to final acceptance.
4. Optional building plaque (ordered at the discretion of facility representatives, see Option 2 below) – prior to final acceptance.
5. Individual building or campus-level reports delivered to the facility representatives and the COTR – prior to final acceptance.
6. Overall summary data report delivered to the COTR – prior to final acceptance.

E. ADDITIONAL GUIDING PRINCIPLE (OPTION 1)

1. There is pending Federal guidance issuing a sixth Guiding Principle ('Promote Sustainable Location and Site Development'). Provide cost to incorporate the assessment of an additional Principle into the assessment and certification program. All related questionnaires and submittals incorporating this change would be subject to the COTR's approval.

F. BUILDING PLAQUES (OPTION 2)

Provide cost per building for a plaque of Guiding Principles compliance rating to be mounted outside the building. In the case of certification of multiple buildings on one campus, provide the cost of one plaque to be displayed in a prominent location which lists all of the buildings certified and their ratings.

G. PARTIES INVOLVED

1. VA Office of Asset Enterprise Management
2. Veterans Health Administration
3. Veterans Benefit Administration
4. National Cemetery Administration
5. VA Green Building Advisory Council – Existing Building Working Group
6. Contracting Officer (CO) – Program Contracting Activity Central – National Energy Business Center (PCAC-NEBC)

H. NOTICE TO PROCEED

1. The contractor shall only commence work once the contractor has received a notice to proceed.

I. PROPOSAL REQUIREMENTS

1. The proposal shall include company name and address, project name, VA Request for Proposal (RFP) number, point of contact name, phone number, fax number, e-mail address, firm fixed-price, and a written narrative addressing each evaluation factor.
2. The proposal must be received by Justin C. Wilson, Contract Specialist, at the Veterans Health Administration PCAC-NEBC, 6150 Oak Tree Blvd #300, Independence, Ohio, 44131, **no later than Thursday, June 28th, 2012 at 3:00pm (EST)**. Proposals will only be accepted in electronic format and must be emailed to justin.wilson3@va.gov.