



Peralta Community College District

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Purchasing Department

December 13, 2015

ADDENDUM No. 1

Re: RFP No. 15-16 /09 District-Wide Sustainability Master Plan

The following questions were submitted by the deadline and are hereby answered in this addendum.

1. Do you envision an integrated plan for all four colleges, plans for each college, or a mixed approach (e.g., one plan but addressing conditions and goals specific to individual colleges)?

Answer: The District provides a mixed approach, such as your example describes, is fine. The District's goal is to have actionable solutions for each college, and also for the District Administrative Center.

2. Can you provide a schedule of buildings and square footages for each college to help assess the extent of the district's facilities?

Answer: Please download a copy of the Square Footage, entitled: District-Wide Square Footage Attachment A from the Peralta website.

3. The utility infrastructure assessment task could be a significant one on its own. What information already exists? Do you anticipate this will entail on-site condition assessments, and does this include?

Answer: The District does not have an infrastructure survey. In general, most of the District's utility infrastructure has been unchanged since the majority of the buildings were built. The District's infrastructure, including water, wastewater, mechanical systems, electrical systems, and IT/communications, must be assessed. Based on the assessment, a service and/or replacement prioritization plan must be created and submitted in the Sustainability Master Plan.

4. Are you seeking specific expertise in the design of data centers?

Answer: No. However, sufficient knowledge of data center is required in order to include specific, actionable energy-efficiency measures. Proposers must also have the expertise to calculate the attendant cost and kWh reductions for each measure. All of this information must be included in the Sustainability Master Plan.

5. What access will be provided to the consultant team to evaluate the investment portfolio?

Answer: The District's Finance and Administration Department will determine the level of access. The consultant will not be liable, if the District chooses not to provide the information. If the District does not provide the necessary information, and if it is not reasonably available, the District may, at its sole discretion, eliminate this requirement from the project scope. A deductive change order may then be issued. As a consequence, please indicate how much of the proposed project fee, is attributed to the cost of evaluating the investment portfolio.

6. Is there any sort of existing green or sustainability team to coordinate development of one integrated Sustainability Master Plan?

Answer: The District has a Sustainability Manager for the entire District. No other staff is dedicated to sustainability. Coordination will flow through the Sustainability Manager. Please discuss and quantify as much as possible, the benefits to the District, if it increases the number Sustainability personnel.

7. If there is a sustainability team, is the team district wide, or are there sustainability teams for each campus?

Answer: The District does not have a sustainability team. There is a newly reconstituted Chancellor's Advisory Committee on Sustainability. This is a volunteer group. The selected firm will be asked to brief this group, and solicit their input. However, project coordination and communication will be done via the District's Sustainability Manager.

8. Is the consultant expected to prepare four separate sustainability master plans for each campus or one consolidated master plan with four or six sections for each campus?

Answer: One consolidated Sustainability Master Plan may be provided, as long as the measures and recommendations are specifically tailored and are directly beneficial to each individual site, i.e., each campus and the District Administrative Center. The benefits must be clearly described, for each individual site, to include energy usage and cost reductions.

9. What is project timeline for the Sustainability Master Plan?

Answer: The District wants to complete the Sustainability Master Plan by, or before, the end of Summer 2016.

10. What is the adoption process for the Sustainability Master Plan?

Answer: The Sustainability Master Plan is driven by the Facilities Master Plan, which in turn is drive by the Education Master Plan. The Sustainability Master Plan will be presented to the Districts Planning Budgeting and Implementation Council (PBIC), as well as the PBIC three (3) subcommittees: Education, Facilities, and Technology. These

Committees may recommend that the Chancellor approve the Sustainability Master Plan. Once the Chancellor approves, the Sustainability Master Plan may then be presented to for approval to the Board of Trustees.

11. If a member/firm of a proposing project team did not attend the mandatory pre-proposal meeting, can that member/firm submit as prime consultant for the project?

Answer: If firm's name does not appear on the sign-in roster for the mandatory pre-proposal meeting, the firm may not submit a proposal.

12. Does Peralta District have one district-wide facilities department, or does each campus have their own facilities department? If there are both, which department (district-wide, or campus specific) would the consultant be required to work with?

Answer: The Department of General Services functions as the District-wide Facilities Department. Building engineers and grounds personnel report to the Department of General Services. Custodians are assigned to individual campuses, and report to those campuses. The selected firm will be required to speak with all facilities personnel, but decisions about the Sustainability Master Plan rest with this Department of General Services.

13. During the Pre-proposal meeting, it was clarified that proposal submission should follow the copies specified on the first page (one (1) original and three (3) copies). This clause does not mention page limits. Does the proposal still need have a 40-page limit as specified on Page 9 of the RFP under IV. Submission Requirements?

Answer: Yes.

14. Does the District expect any district-wide or campus-specific workshops to be held as part of the Sustainability Master Plan development? If so, how many?

Answer: The workshops must be campus-specific. There must also be a specific workshop for the District Administrative Center (DAC). After the campus and DAC-specific workshops, there may also be one Districtwide workshop. The needs of the campuses will drive the number of workshops. We recommend that providers plan to spend no fewer than twenty (20) meeting hours per site.

15. Can only firms that attended the pre-proposal meeting submit as prime consultant for the project?

Answer: Please refer to # 11 for a response.

16. Does the District have a LEED or other certification goal for any of the campuses?

Answer: Yes. All new construction and major renovation are targeted for a minimum of LEED Gold Certification.

17. What historical energy use data is available for each campus and building?

Answer: We have five (5) years of historical energy use data for each campus. We have some data for some individual buildings.

18. What historical water use data is available for each campus and district property?

Answer: We have five (5) years of historical water use data for each campus.

19. Are current site plans with utilities available for each campus and district property?

Answer: Site plans are available. Not all site plans are current.

20. Are you currently using any type of environmental data management system or sustainability management system, and if so can you describe it?

Answer: No, the District does not currently use a data management system or a sustainability management system.

21. In the first paragraph under Scope of Services, the RFP says that “the plan will specify pathways for the District to make all components of its operations carbon neutral, by a specified date (June 30, 2016).” Does this mean the plan will specify how the District will do this by this date, or that the District aims to be carbon neutral by this date, or neither?

Answer: The District wants the Sustainability Master Plan—the document—to be completed by June 30, 2016. To be clear, the District is not currently positioned to be carbon neutral anytime in the very immediate future.