



State College Community Land Trust

REQUEST FOR PROPOSALS

GREENBUILD DESIGN BUILD PROJECT SCOPE

September 6, 2016



STATE COLLEGE COMMUNITY LAND TRUST
1315 S. ALLEN STREET
STATE COLLEGE, PA 16801

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1.0 PROJECT INTRODUCTION

Project Name: State College Community Land Trust, Greenbuild Project

1.1 Scope

In accordance with the terms and conditions of the Contract, AIA A141, the Design-Build Contractor (DBC) shall perform the work of this Request for Proposal (RFP) for the State College Community Land Trust (SCCLT) as described below.

The work will be completed in two phases:

- Preliminary Design which will include the processes and deliverables listed below, including a DB Proposal to be based upon a fixed fee and actual costs within a Guaranteed Maximum Cost.
- Construction Documents and Construction which shall be performed as cost plus a fixed fee. Twenty percent (20%) of the savings to the GMP shall be paid to the Contractor as additional fee.

All Architect-Engineer (A-E) Services required in this RFP shall be performed by licensed Architects and Engineers registered in the State of Pennsylvania.

1.2 Location

This project site is located at:
1394 University Drive,
State College PA, 16801

1.3 Background

The State College Community Land Trust, Inc. is a 501(c)3 organization under the Internal Revenue Code. The SCCLT was established by the State College Borough Council in 1996 to assist families and individuals to buy their first homes in the Borough. A secondary goal is to support the preservation of owner-occupied housing in the Borough. For over 20 years, the State College Community Land Trust has purchased, renovated and sold 37 houses on properties in the State College Borough and enabled over 50 individuals and families to purchase an affordable home thanks to its unique land-lease agreement.

As an extension of its commitment to providing affordable housing, SCCLT seeks to launch GreenBuild, a model project involving construction of a net-zero ready duplex that will provide affordable housing to owners over both the short- and long-term. GreenBuild will honor the Land Trust's commitment to providing affordable, energy efficient housing while creating a new norm for affordable housing in the Borough.

GreenBuild is engaged with community partners. State College Borough and the Energy Efficient Housing Research Group (EEHR), an outreach arm of the architecture program of Penn State's College of Arts and Architecture Hamer Center for Community Design Assistance, are both playing significant roles in taking this project from the drawing board to reality.

GreenBuild will serve as a model project for affordable housing within the Borough, the Centre Region and beyond. It will provide an educational platform for homeowners, builders, students of architecture, and others interested in energy efficient, sustainable housing.

GreenBuild's objective is to build a duplex which is:

- Initially affordable for a moderate-income buyer
- Long-term affordable due to energy efficiencies
- Faithful to the student-designed project produced through the Energy Efficient Housing Research Group
- A prototype for future green, affordable housing initiatives

See the Schematic Design documents attached in the Appendix.

1.4 Project Description

Greenbuild will be an affordable, owner-occupied, highly energy-efficient residential building in State College Borough. Design is for a duplex consisting of two (2) attached homes of roughly fourteen hundred (1400) square feet each, with three (3) bedrooms and two bathrooms. The project shall comply with best practices of sustainable development and standards for Department of Energy (DOE)/EPA Energystar and DOE Zero Energy Ready Home National Program requirements.

The project will include PSU Student Engagement throughout design and construction. Student groups will attend key design phase meetings with the Owner and participate in scheduled site visits during construction.

1.5 Schedule

The work in this RFP shall be completed in accordance with the following schedule:

DB Proposal / Design Phase Documents and Construction Proposal:

DB Preliminary Design Phase Documents and Construction Proposal shall be submitted no later than 60 calendar days after award.

SCCLT Review and acceptance of Construction proposal completed no later than 15 calendar days after submission of DB Design Development Documents

Complete Stamped and Signed DB Construction Documents:

Complete Stamped and Signed DB Construction Documents and written responses to the SCCLT 100% Draft DB Construction Document review comments submitted no later than 30 calendar days after receipt of Draft DB Construction Document review comments.

Construction:

Construction completed no later than 240 calendar days after approval of the Construction Phase Proposal.

As-Constructed Drawings:

As- Constructed Drawings completed no later than 30 calendar days after Project Completion and prior to final payment.

All Design Documents and As-Constructed Drawings shall be submitted electronically to the SCCLT Project Manager.

1.6 Information

SCCLT Points of Contact:

Contractual:

State College Community Land Trust
Ron Quinn Executive Director
1315 South Allen St. #306
State College, PA 16801

Technical/ Owners Rep:

Anna Childe AIA
Weber Murphy Fox
115- 403 S. Allen St.
State College, PA 16801
achilde@wmf-inc.com

1.7 Data and Materials to be provided by the SCCLT (see appendix)

The following data and materials will be provided to the bidders and are included in the Appendix of this RFP:

Project Statement: What's Green about GreenBuild?
Schematic Design Documents including Project Performance Standards
Certification Summary

The Schematic Design Documents will be provided in Revit and AutoCAD format to the successful bidder upon award of contract.

1.8 Fixed Fee Proposals and General Instructions:

The DBC Team is responsible for providing all design and construction services required for the final total lump-sum firm-fixed amount negotiated with the SCCLT. All costs in addition to the fees quoted below will be invoiced and paid at the contractor's cost, subject to a Guaranteed Maximum Cost in accordance with the Design Build Proposal, AIA form A141.

See Section 3 for specific fixed fee breakdown requested and RFP response format.

Interviews—After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. Respondents who are selected as finalists should expect and anticipate subsequent interviews which will most likely focus not only on the Respondent's approach, but on an appraisal of the persons who would be directly involved in the project. Finalists will be asked to make a presentation to the selection committee for this project.

Inquiries—Please refrain from contacting SCCLT staff or board members to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so. Questions can be directed to Anna Childe- contact information above.

Cost of Responses—SCCLT will not be responsible for the costs incurred by anyone in the submittal of responses. The Respondent acknowledges and accepts that any costs incurred from participation in this RFQ process shall be at the sole risk and responsibility of the Respondent.

Contract Negotiations—This RFP is not a contract or a commitment of any kind. If this RFP results in a contract offer by State College Community Land Trust, the specific scope of work, associated

fees, terms and conditions, and other contractual matters will be determined during contract negotiations.

No Obligation— State College Community Land Trust reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all responses, should it be deemed in the SCCLT's best interest.

All proposals submitted in response to this Request for Proposals (RFP) and received by SCCLT shall remain valid for ninety (90) days from the date of submittal.

1.9 Pre Proposal meeting

Monday September 19, 2016 @ 2:00 PM

Location: State College Borough Building, Room 220 243 S. Allen Street, State College PA 16801

1.10 Proposal Due Date:

Friday September 30, 2016.

Please email in PDF format by 2:00 PM Friday Sept. 30, 2016 to: achilde@wmf-inc.com

Two (2) hard copies of the proposal should be received at the office of Weber Murphy Fox by 5:00

115- 403 S. Allen St.
State College, PA 16801

There will be no public opening.

2.0 PROJECT REQUIREMENTS

2.1 General Requirements

2.1.1 Scope of Work and Project Summary/Requirements

The project will consist of the design and construction of a duplex, connecting carports, hardscape and softscape site improvements, and utilities.

The project will include, but not be limited to, the following:

- Review the Schematic Design provided in the RFP package.
- Review of existing site conditions.
- Provide boundary and topographic survey.
- Provide design schedule of work.
- Submit list of guidelines and certification qualifications.
- Perform geotechnical analysis to meet building code.
- Submit list of required permits.
- Design site, site utilities, building and foundation system.
- Submit DB Preliminary Design Phase Documents and DB Proposal.
- Submit DB Construction Phase documents for review and approval, as required by regulatory agencies.
- Provide construction schedule of work.
- Secure work area.
- Construct project.
- Create and provide operations and maintenance manual and training.
- Provide as-constructed drawings.

2.1.2 Insurances and Performance Bonds (proof of ability to secure due with RFP response)

Insurance: The contractor shall provide evidence of the following insurances, provide by companies licensed in Pennsylvania and acceptable to the Owner:

- Professional Liability Insurance in minimum amount of \$1,000,000.00
- Contractors General Liability in minimum amount of \$1,000,000.00
- Automobile Liability insurance in minimum amount of \$500,000.00
- Workmens Comp. insurance as prescribed by law.

Insurance certificates must be provided prior to the start of any Design Phase work.

Performance Bonds: The contractor shall provide evidence of its ability to provide:

- Performance Bond in the amount of 100% of the approved GMP
- Labor and Material Payment Bond in the amount of 100% of the approved GMP

If requested, the premiums for these bonds will be added to the GMP and paid for as a Project Cost. The executed bonds must be provided prior to the start of any construction Phase activities.

2.1.3 Progress Payments

Preliminary Design Phase - Progress payments during the design phase of the work will be based on submission, review, and acceptance of design deliverables.

Construction Phase - Progress payments during construction will be based on the percentage of work completed on items listed on the approved schedule of values. Actual construction completed and in place will form the basis for payment. Verification of the % complete shall be initiated by the Contractor under the direction of a representative of the SCCLT.

The Contractor shall furnish the originals of all field notes and all other records relating to the basis for payment, to the SCCLT, who shall use them as necessary to determine the final amount of progress payments. The Contractor shall retain copies of all such material furnished to the SCCLT.

2.1.4 Project Meetings

Design Meetings

After the award of the contract and acceptance of the Performance and Payment bonds, the SCCLT will arrange a design meeting with the DBC. The meeting agenda shall include the following as a minimum:

- Review and emphasize the project design objectives.
- Guideline and Certification requirements.
- Design schedule.
- Regulatory submittal process schedule.
- Modifications during design.
- Submittals during design.
- Payments to the DBC.

Preconstruction Meeting

The following Project Requirement deliverables shall be submitted no later than ten days following the acceptance of the Design Build proposal.

- Letter designating your Project Superintendent.

- Project Schedule with construction portion fully developed.
- Project Safety Program.
- A list of subcontractors for this project.
- Waste Management Plan.
- Quality Control Plan.
- Erosion and Sediment Control Plan.
- Contractor's Guideline and Certification Plan.

After acceptance of the Construction Phase proposal, and prior to the start of construction, the SCCLT will arrange an on-site Preconstruction meeting with the DBC. The meeting agenda will include the following as a minimum:

- Review of AIA agreement, process and procedures.
- Environmental and sustainability requirements for the Project, required tracking for Guideline and Certification related submittals.

Progress Meetings

The DBC shall participate in bi-weekly meetings with the SCCLT, and other project team members to update them on the following meeting agenda items:

- Approval of minutes of previous meetings.
- Submittal status.
- Review of off-site fabrication and delivery.
- Requests for Information (RFI's) and issues.
- Modifications.
- Work in progress and projected.
- Schedule update.
- Status of Project Record Drawings and O&M Manuals.
- Other business relating to work.

2.1.5 Project Schedule

General: The Contractor shall provide two (2) color copies and one electronic copy of the project schedule after award and before the design meeting. The schedule shall include a detailed design phase with design deliverable submission dates, review periods as well as a summary construction schedule with important milestones included for both phases.

Fully develop the construction portion of the schedule and submit to the SCCLT before the Preconstruction meeting or any construction begins. The project schedule shall be updated on a monthly basis throughout the entire contract period and until project substantial completion. The status date of each schedule update shall be 10 days before the progress payment request date.

Project Schedule Updates

Monthly updates: The monthly updating of the project schedule shall be an integral part and basic element of the estimate upon which progress payments shall be made under this contract.

Time Extensions: Activity delays shall not automatically mean that an extension of the contract time is warranted or due the DBC. It is possible that a modification, change, or delay will not affect existing critical activities or cause non-critical activities to become critical. A modification, change, or delay may result in only absorbing a part of the available total float that may exist within an activity chain of the project schedule, thereby not causing any effect on the contract time. Time extensions will be granted in accordance with the terms of the contract.

2.2 Design Requirements

2.2.1 DB Design Documents

This element of work shall consist of the preparation of the DB Design Development Documents and DB Construction Documents.

Deliverables

The following deliverables are required (refer to Section 1.6 for schedule):

DB Preliminary Design Phase

DB Design Phase Documents:

- Documents for SCCLT Review:
 - Submit 2 paper copies and one electronic copy (PDF) of the following Draft DB Design Development Documents for review:
 - DB-Design Development Drawings.
 - Divisions 2 through 49 Outline Specifications.
 - Product Manual.
 - Project Sustainability Guideline and Certification Checklists.
 - Preliminary Design Build Cost Proposal.

DB Construction Phase Documents

100% Draft DB Construction Phase Documents

- Documents for SCCLT Review:
 - Submit 2 paper copies and one electronic copy (PDF) of the following 100% Draft DB Construction Documents for review:
 - DB-Construction Drawings
 - Divisions 2 through 49 Construction Specifications (Construction Specifications Institute (CSI) MasterFormat 04 Edition) A/E shall utilize and modify their own Divisions 2 through 49 Construction Specifications templates.
 - Division 1 requirements and procedures conforming with the form of contract provided.
 - Update Product Manual (electronic copy only).
 - Project Sustainability Guideline and Certification Checklists (CD Portion completed).

Complete Stamped and Signed DB Construction Documents

Address and incorporate 100% Draft DB Construction Phase Documents comments into the Complete Stamped and Signed DB Construction Documents and submit, for approval, per the following table, the record set of Complete Stamped and Signed DB Construction Documents for construction, archiving and general use.

2.2.2 Environmental and Sustainability Requirements for Design

The SCCLT has established sustainability guideline and certification requirements for the project as follows:

- DOE ZERO-ENERGY READY HOME - Rev. 5 (<http://energy.gov/eere/buildings/zero-energy-ready-home>)
- EPA INDOOR AIRPLUS - Version 1, Rev. 3 (<https://www.epa.gov/indoorairplus/publications-and-resources-about-indoor-airplus>)
- WATERSENSE - Version 1.2 (<https://www3.epa.gov/watersense/index.html>)
- ENERGY STAR CERTIFICATION - Version 3, Rev. 8 (<https://www.energystar.gov/>)
- ICC 700 NATIONAL GREEN BUILDING STANDARD (NAHB) (<http://www.nahb.org/en/research/nahb-priorities/green-building-remodeling-and-development.aspx>)

Notify the SCCLT if conflicts arise between performance of the work and sustainability guideline and certification requirements. The SCCLT does not intend to limit alternative means of achieving these requirements.

The Owner would like to participate in Energy Efficiency Incentive Programs as offered through PA Act 129, and administered through Sodexo. Preapproval is encouraged prior to purchasing equipment.

http://energysavepa-business.com/wp-content/uploads/2016/08/QuickReference_PA-8-1-16-final-1-1.pdf

2.3 Construction Requirements

2.3.1 Environmental and Sustainability Requirements

Specific sustainability requirements generated in design will dictate more stringent environmental requirements for this project. Refer to part 2.2.2, Environmental and Sustainability Requirements for Design, of this document. The following are general requirements:

- Air: Employ construction practices that minimize dust production and combustion byproducts.
- Water: Avoid materials that can leach toxic chemicals into the ground water. Do not allow toxic chemicals to enter sewers or storm drains.
- Soil: Protect against erosion and topsoil depletion. Noise: Minimize noise generation during construction. Operate power equipment in accordance with local noise restrictions.
- Noise: Minimize noise generation during construction. Operate power equipment in accordance with local noise restrictions.
- Waste Management Goals: Employ processes that ensure the generation of as little waste as possible. Waste disposal in landfills shall be minimized.
- Recycling is a requirement of this project.
- All material unsuitable for recycling must be disposed of, in a legal manner, at public or private dumping areas outside the site.

The DBC shall designate an on-site party (or parties) responsible for instructing workers and overseeing the sustainability guideline and certification requirements of this project. Distribute copies of the environmental requirements to the Job Site Foreman and each Subcontractor.

2.3.2 Schedule of Values

After contract award and before the first application for payment, submit a schedule of dollar values based on the Contract Price Schedule. Breakdown each lump-sum item into component parts of design deliverables or construction work for which progress payments may be requested.

The total cost of all items shall equal the contract sum. The Schedule of Values will form the basis for progress payments.

An acceptable Schedule of Values shall be agreed upon by the Contractor and the SCCLT before the first progress payment is processed.

2.3.3 Construction Support

Staging Areas

Construction sites will be limited to the smallest feasible area. Ground disturbance and site management will be carefully controlled to prevent undue damage to vegetation, soils, and to minimize air, water, soil, and noise pollution.

If used, all temporary water, sewer, sanitary facilities and electric utilities, shall be completely removed upon project completion. Remove temporary utility connections.

Construction Zones

Protection of Public: Fence, barricade, or otherwise block off the immediate work area to prevent unauthorized entry.

The DBC shall protect tree trunks and root systems of trees in or adjacent to work areas.

2.3.4 Submittals during Construction

Project Sustainability Checklist: Refer to part 2.2.2, Environmental and Sustainability Requirements for **sustainability guideline and certification requirements**. Complete the necessary checklists by concisely explaining how each credit/requirement is met. Indicate what products or actions were installed/performed to comply with each credit/requirement.

Material Submittal and Approval Procedures:

Submit all submittals required in the Project and Performance Requirements per the Specifications. Submit sufficient information based upon the performance specifications for the Owner to make an informed decision on compliance or lack of compliance for the items above.

SCCLT Review:

Any work done or orders for materials or services placed before approval shall be at the Contractor's own risk.

After reviewing submittals, the SCCLT will return one electronic copy of applicable (marked up) submittal sheets to the Contractor. All submitted items will be retained. The DBC is responsible for producing additional copies for his/her own use.

Samples: Samples shall be large enough to illustrate clearly the functional characteristics and full range of color, texture, or pattern. Manufacturers' Catalog Sheets: Submit only pertinent pages; mark each copy of standard printed data to identify specific products proposed for use. The SCCLT reserves the right to require additional submittals. After review, the SCCLT shall notify the DBC of review, review with notations, or review - resubmit.

2.3.5 Construction Coordination

Notification: The SCCLT or their designated representative will provide all necessary written notification and/or direction to the contractor.

2.3.6 Digital Images:

Take appropriate digital images documenting construction progress and problems, such as capturing items that will not be seen later, etc. Send digital images to recipients on a weekly basis, as directed by SCCLT, of each work activity via e-mail in an approved format.

2.3.7 Quality Control

General

The quality of all work shall be the responsibility of the Contractor. Testing shall be the responsibility of an independent testing laboratory to be engaged by the Owner to perform sampling and testing as required by the local building regulation. Inspect and test all work as needed to ensure that the quality of materials, workmanship, construction, finish, and functional performance is in compliance with applicable specifications and drawings.

The Contractor shall stop work on any item or feature pending satisfactory correction of any deficiency noted by the quality control staff or the SCCLT

2.3.9 Temporary Services

Temporary materials may be new or used, but must be adequate in capacity for the required usage, must not create unsafe conditions, and must not violate requirements of applicable codes and standards.

Fire Protection Equipment: Observe and enforce standards of fire prevention. No open fires shall be allowed.

Smoking: Smoking is prohibited.

Welding: Cutting by torch or welding shall be performed only when adequate fire protection is provided.

Electricity and Lighting: Make arrangements with utility company for metered connection to existing utility and pay all costs. Temporary electrical work shall meet requirements of the current version of NFPA 70 (NEC) Article 590. When temporary connections are removed, restore existing utility services to their original condition.

Water: DBC shall provide potable water and pay all costs.

Heating and Cooling: Furnish temporary heating and cooling. Use of permanent heating and cooling system shall not be allowed prior to completion of the building enclosure and thermal insulation and without written authorization from SCCLT. When the permanent heating and cooling system is approved for use as temporary heating and cooling, pay all costs until final acceptance. Install new filters before final acceptance. Equipment warranties shall start on date of Final Acceptance.

Sanitary Facilities: Provide and maintain temporary toilet facilities in accordance with State Health Department. Enclosures shall be weatherproof, sight proof and of sturdy construction. Completely remove sanitary facilities on completion of work.

2.3.11 Preservation of Adjacent Features

Confine all operations to work limits of the project. Prevent damage to natural surroundings. Restore damaged areas outside the work limits, repairing or replacing damaged trees and plants, at no additional expense to the Owner.

Provide temporary barriers to protect existing trees, plants and root zones that are to remain in place. Do not remove, injure or destroy trees or other plants without prior approval. Consult with the SCCLT. Remove agreed upon roots and branches that interfere with construction. Carefully supervise excavation, grading, backfilling, and other construction operations near trees and plants, to prevent damage.

2.3.13 Hauling Restrictions

Comply with all legal and local load restrictions in the hauling of materials.

2.3.14 Accident Prevention

Accident Prevention Program: Prior to the Preconstruction Meeting submit an accident prevention program. The program must be accepted by the SCCLT before any on site work can begin. The program shall comply with OSHA and project requirements. Include the following:

Name of responsible supervisor to carry out the program; monthly safety meetings; first aid procedures; outline of each phase of work, hazards associated with each phase and methods proposed to ensure property protection, and safety of the public, and DBC employees; training; planning for possible emergency situations; housekeeping and fire protection.

Accident Prevention Products: Provide the following:

- First aid facilities.
- Personnel protective equipment: Meet requirements of OSHA
- Emergency instructions, including telephone numbers and reporting instruction for ambulance, physician, hospital, fire department and park police. Place in conspicuous locations at the worksite.
- Adequate egress at all times in accordance with the Life Safety Code (NFPA 241).
- Hard hats for all employees and for up to 4 visitors.
- Designate and post signs in all hardhat areas.

2.3.16 Field Engineering

The DBC shall set initial construction stakes establishing lines, slopes, grades, reference points, base lines and bench marks as required. The DBC shall execute the work in accordance with these stakes, and perform all additional staking necessary to execute the work.

2.3.17 Project Close-out (See AIA Article 9)

Project Record Drawings: Maintain one complete full-size set of contract drawings and one full-size set of vendor-supplied drawings. Clearly mark changes, deletions, and additions to show actual constructed conditions. Keep record drawings current. Certification of accuracy and completeness will be required for monthly payment requisitions. On completion of the total project, submit complete record drawings.

As-Constructed Drawings: Provide as-constructed drawings by updating the Approved DB Construction Drawing AutoCAD files with information provided on the record drawings, contract modifications; and other applicable shop drawings, sketches, and data. AutoCAD files should be in compliance with National CAD Standards.

Operation and Maintenance (O&M) manuals for all equipment.

Provide as-constructed drawings in the following formats:

- 1 paper copy
- 2 CD-ROMS, each with drawing and O&M manual files in both PDF and AutoCAD formats

Cleaning: Before scheduling the final inspection, remove all tools, equipment, surplus materials, and rubbish. Restore or refinish surfaces that are damaged due to work of this contract to original condition. Remove grease, dirt, stains, foreign materials, and labels from finished surfaces. Thoroughly clean building interiors. Pick up and remove all construction debris from the site. At time of final inspection, project shall be thoroughly clean and ready for use.

Before submitting a request for final inspection, submit the following:

- Project Record Drawings and As-Constructed Drawings: As specified above.
- Guarantees and Bonds: As specified in Performance Requirements and Specifications.
- Spare Parts and Materials: As specified in Performance Requirements and Specifications
- Operation and Maintenance Data: As specified below and in Performance Requirements and Specifications.
- Keys and Keying Schedule: Submit all keys including duplicates. Wire all keys for each lock securely together. Tag and plainly mark with lock number, equipment identification, or panel or switch number, and indicate location, such as building and room name or number.
- Operating Tools: As specified in the individual sections.
- Special Tools: One set of special tools required to operate, adjust, dismantle, or repair equipment. Special tools are those not normally found in possession of mechanics or maintenance personnel.
- System Demonstration and Training: As specified below and in Performance Requirements and Specifications for all Mechanical systems.
- Mechanical and Electrical Systems: Verify the following in writing:
 - All systems are complete.
 - All systems have been properly started and are operational.
 - All controls are complete and operational, and sequences have been checked and are functioning properly.
- Testing and Balancing Report : As required in the technical specifications.
- Completed Project Sustainability Guideline and Certification Checklists submitted to DOE.
- Commissioning (Cx) per DOE requirements:
 - Final SCCLT Project Requirements
 - Final Commissioning Plan

- Final Systems Manual
- Final Verified Test Reports
- Final Training Reports
- Final Commissioning Report

Operation and Maintenance Data: Provide one of 3-ring binders with operation and maintenance data, to the SCCLT for review, prior to the final inspection. Data shall include manufacturer's standard literature, equipment data sheets, vendor-furnished as-built drawings; custom written data not included in manufacturer's standard literature; schedules, warranties, parts lists, test results, and subcontractor list.

After review is completed, incorporate comments, and submit 1 hard copy and 1 CD ROM of the final sets of operation and maintenance data to the SCCLT

System Demonstration and Training: Train designated personnel in adjustment, operation, including seasonal and emergency operations, if applicable; maintenance; and safety requirements of equipment and systems. Instructors shall be thoroughly trained in operating theory as well as practical operation and maintenance work for each type of equipment or system. The sequence of the training shall follow the approved outline of the training guide; i.e. Operating and Maintenance Data. Individual sections specify the duration of training required. If no duration is listed, provide training of sufficient duration to adequately cover the subjects.

3.0 FORM OF PROPOSAL

3.1 Name Address, and PA HIC Registration of DB Contractor

Include Project Managers' resume.

3.2 Credentials of Checker

- Energy Star Builder Partner
- WaterSense Builder Partner
- RESNET (Residential Energy Services Network) provider

3.3 Project Understanding

Please state your understanding of the SCCLT goals for GreenBuild

3.4 Experience

Describe experience with DOE Zero Energy Ready Homes, ICC 700 National Green Building Standard (NAHB), green projects in general and how your experience will benefit the project goals.

3.5 Provide Three References for similar projects

3.6 Schedule (graphic understanding of schedule from RFP)

3.7 Fee for design and separate fee for DOE performance path energy model

The DBC Team is responsible for providing all design and construction services required for the final total lump-sum firm-fixed amount negotiated with the SCCLT. All costs in addition to the fees quoted below will be invoiced and paid at the contractor's cost, subject to a Guaranteed Maximum Cost in accordance with the Design Build Proposal, AIA form A141.

The total fixed fee for all Preliminary Design Phase services as define in the attached form of contract, AIA 141, is \$_____.

The total fixed fee for the Construction Phase Design and Construction services as defined in the attached form of contract AIA 141 is \$_____.

The total fixed fee for the DOE Zero Energy Ready Home Performance Path process including the RESNET-accredited Home Energy Rating Software programs for modeling, is \$_____..

4.0 APPENDIX

4.1 AIA A1401

4.2 AIA Exhibits

- Exhibit A DB Contract
- Exhibit B Insurance
- Exhibit C Sustainable and DOE projects

4.3 Other PSU Supplied Items

- Certifications Summary
- What is Green about GreenBuild Summary
- Energy Efficiency Incentive Programs- Quick Reference Guide

4.4 Schematic Drawings