

City of Portland Green Investment Fund

Request for Proposals – OSD GIF 09 December 1, 2008

GIF Pre-Application Workshop: Wednesday, December 10, 2008, 6:00 – 7:30 PM
Applications due: Monday, February 2, 2009 **by 3:00 PM**

Dan Saltzman, Commissioner
Susan Anderson, Director
City of Portland
Office of Sustainable Development
Green Building Program
721 NW 9th Ave, Suite 195 (Ground floor, entrance on Johnson St.)
Portland OR 97209
503-823-7725
www.portlandonline.com/osd/greenbuilding



Summary

The City of Portland requests proposals for innovative, high performance green building projects. The City of Portland's Green Investment Fund (GIF) is a grant that awards the design and construction of highly innovative and comprehensive green building projects. The GIF is collaboration between the City of Portland's Office of Sustainable Development (OSD), Portland Water Bureau, Bureau of Environmental Services and Energy Trust of Oregon, Inc.

A total of \$425,000 is available for funding in 2009. The maximum grant amount for any project is \$425,000. GIF grants are intended to award projects that demonstrate exemplary, innovative and comprehensive green building and sustainable site development strategies. The GIF award is not intended to be a financing mechanism to cover project costs.

GIF grants may be awarded in three separate payments: the first payment supports pre-development activities and the second and third payments support GIF-eligible construction costs (see "Grant Award Strategy" in Section VI for more detail).

Proposals may not exceed sixteen (16) 8.5 x 11" **total** pages, printed on both sides (totaling eight (8) sheets of paper: 10 pages for text, two pages for calculations and four pages for images, site plans, drawings, or photos. See Section V. for specific proposal format, submittal, structure and content requirements. Please closely follow the instructions as failure to do so may result in rejection of your application.

The following is the schedule for the RFP (subject to modification by OSD):

- Request for Proposals issued December 1, 2008.
- Non-mandatory GIF application workshop: Wednesday, December 10, 2008, 6:00PM at the Jean Vollum Natural Capital Center, 721 NW 9th Avenue, 2nd floor, Billy Frank Conference Center.
- Completed Applications due: Monday, February 2, 2009, 3:00 PM. Portland Office of Sustainable Development, 721 NW 9th Avenue, Suite 195 (Ground floor, entrance on Johnson St.) c/o Kyle Diesner.
- GIF grant recipients notified no earlier than: Monday, March 30, 2009 via e-mail to the main contact identified on the proposal.
- Requests for clarifications or interpretations should be submitted via e-mail to kdiesner@ci.portland.or.us. The last day to submit questions is January 19, 2009 (see subsection VI.2 regarding OSD issuing written clarifications).

I. BACKGROUND

In 1999, Portland City Council established a green building program to promote development practices that balance the needs of our growing community with environmental stewardship. A year later, Commissioner Dan Saltzman and the Office of Sustainable Development created the Green Investment Fund to accelerate the design and construction of resource efficient and healthy buildings throughout Portland. The GIF funded 80 projects between 2001 and 2005.

In 2005, the GIF evolved into a funding collaboration between the City of Portland's Office of Sustainable Development, Portland Water Bureau, Bureau of Environmental Services and Energy Trust of Oregon, Inc. This collaboration increased the availability of grant funds and expanded support for comprehensive approaches to green building and sustainable site development.

The GIF funded eleven projects in 2005, six projects in 2006, six projects in 2007 and 6 projects in 2008. Project descriptions, updates, images and reports can be found at: <http://www.portlandonline.com/osd/gif>

II. GIF CORE GOALS AND TARGETS

The GIF can help support conceptual and schematic design activities and a portion of construction costs to help projects achieve exemplary green building and sustainable site development measures.

The GIF awards innovative, comprehensive and transferable projects that excel at its core goals:

1. Whole building system integration
2. Energy efficiency and on-site renewable power generation
3. Material use reduction, recycling, salvage and reuse
4. Water efficiency
5. Rain and stormwater management and improving watershed health
6. Community connectivity.

GIF Preferred Strategies and Targets

Proposals should demonstrate how they will meet or exceed **all** of the GIF's "Core Goals and Targets" listed below. Projects that do not address all of the "Core Goals and Targets" are still encouraged to apply if they bring substantial innovation in most areas. However, these projects may not be as competitive. Please review the scoring system in Section III to gauge a proposal's competitiveness before applying. Also note that while the "Core Goals" do not explicitly address the use of toxic materials, all projects should avoid practices and products that can harm humans, animals and the environment.

1. Whole Building Integration

- Bring together the GIF's core goals through Whole Building Integration. [Whole Building Integration is an approach where individual systems are optimized and all parties involved in the project collaborate from the beginning.]
- Scale building systems to the estimated occupancy, building use, seasonal changes impacting thermal comfort, water demand, daylighting, solar and site orientation, windows, glazing and ventilation needs.
- Balance and optimize all systems.
- Consider operations and maintenance in the design phase and over the lifetime of the product or system. For example, if a solar system is installed, consider the location of the system and the ease of accessing, maintaining and replacing the system in 10 years.
- Consider life cycle analysis for building materials and environmental impacts when making purchasing decisions.
- Design and construct every part of the building to work together to ensure sustained performance.

2. Energy efficiency and on-site renewable power generation:

- Create a net zero energy building, measured at the site.
- Larger projects may choose to focus on strategies that work towards significant energy savings, passive energy strategies and solar design, exceeding Oregon code by 70%, in an effort to work towards net zero energy building, measured at the site, rather than the source.
- Create an Operations and Maintenance Plan that is founded on achieving energy performance benchmarks, persistent post-occupancy savings and a minimum of 12.5% on-site renewable energy generation (according to LEED-NC 2.2 definition), throughout the lifetime of the building.
- Build to consume net zero energy, measured at the site, as a target goal for the building to generate as much power as it consumes, on an annual basis. This goal should be achieved through passive design, energy efficiency and renewable energy strategies. This goal does allow utility bill credit accumulated throughout the year to be “banked”, or reserved as a credit and applied towards future utility bills, as a net zero energy strategy. This credit can count towards periods of the year when the capacity to generate power from renewable energy (usually during summer months) may accumulate on the utility bill and credit held in reserve is used during periods of the year when capacity to generate is diminished or surpassed by the demand for power (usually during winter months).
- Employ a commissioning agent that starts in the early design development phase to help fully integrate systems and strategies through all phases of the project. Specific actions include delivering the building operations and maintenance plan and training all building operators and managers on all systems and maintenance strategies to ensure optimization. Additionally, this agent should revisit the site after a year to compare initial results to current operating conditions to quantify expected energy savings and determine if recommissioning may be necessary.
- Utilize all applicable building efficiency measures prior to implementing on-site or community based renewable power generation.
- Consider the possibility of future load shifting strategies between contiguous properties, as defined by utilities serving the project site.
- Use ASHRAE 90.1 - 2007, Appendix G modeling protocol. If attempting LEED-NC 2.2, model using Oregon Code and SEED modeling guidelines.

3. Materials efficiency, recycling and durability

- Use materials with superior durability for high traffic and exposed building systems such as decking, roofing and siding.
- Employ design and construction practices that enable future deconstruction and reuse of building materials.
- Reduce material use through strategies such as use of prefabricated materials, smaller building footprint or designing for use of standard size components.
- Use materials with recycled content.
- Use salvaged, refurbished or reused materials, products or furnishings.
- Recycle and reuse materials during demolition and construction.

- Avoid the use of wood products from old-growth, tropical forests¹ or old-growth, temperate rainforests² **or** use wood products that are certified by an independent certification program accredited by the Forest Stewardship Council **and** did not come from an old-growth, tropical forest or an old-growth, temperate rainforest.
- Achieve 95% construction & demolition waste recycling (must be able to provide documentation including weight tickets and recycling facilities used after project completion).
- Design for easy and accessible garbage collection and recycling of cardboard, paper, plastics, metals and glass by building residents and tenants.
- Reduce material use 10% from standard construction practices.
- Use salvaged or recycled content materials equivalent to 10% of overall materials cost.

4. Stormwater management and improving watershed health

- Employ vegetated strategies and other methods that creatively and visibly infiltrate, filter, prevent, protect, harvest, evaporate and transpire precipitation and stormwater as an integrated part of building and site design. Attempt to manage some stormwater from adjacent streets and sites, if applicable.
- Maximize the use of vegetated strategies such as ecoroofs, eco-walls, rain-gardens, stormwater planters, stormwater landscapes, tree and site landscaping, urban agriculture.
- Eliminate erosion and water pollution before and after construction.
- Increase site wildlife habitat to support local ecology and watershed health.
- Control and manage invasive species, if applicable.
- Preserve special trees, if applicable.
- Daylight streams and wetlands, if applicable.
- Develop site water use/distribution patterns, using rain, groundwater and other site and human generated water sources. Try to eliminate potable water use for irrigation.

5. Water efficiency

- Use zero water for irrigation. Temporary irrigation may be used for plantings that in the long term will not require water. However, any irrigation system should use state-of-the-art components including weather-based controllers, moisture and/or rain sensors and drip systems etc.
- Significantly reduce overall building water consumption by using the most efficient and innovative fixtures available.
- Use best available technologies for building operation. Use advanced, innovative, or cutting edge control technologies for cooling and heating systems. Water reuse should be considered where possible, especially for industrial projects. Single pass or “once through” technologies should be avoided.
- Overall building water use reduction should be dramatic and specific water efficiency strategies, technologies and products should be clearly stated and compared to the water consumption of a conventional design. Overall reduction from innovative design should be expressed in terms of percentage decrease as compared to conventional design

¹ Tropical woods included are listed in the Guidelines for Avoiding Woods from Endangered Forests found here: http://www.rainforestrelief.org/What_to_Avoid_and_Alternatives.html

² Temperate rainforest woods include: western red cedar, Douglas fir, Alaska (yellow) cedar, and coast redwood.

- Improve efficiency of specific plumbing fixtures over those required by the 1992 Energy policy Act. Faucets in public restrooms are required to have a flow of no more than 0.5 gpm and significant reductions are therefore not expected.

6. Community connectivity

- Enhance community connectivity through project development and relation to the surrounding community, building occupants and the district or neighborhood at large.
- Improve public awareness of key green features.
- Promote access to alternative transportation options, especially bicycle and pedestrian traffic.
- Enhance community livability by providing neighborhood services.

III. SCORING SYSTEM

Proposals will be scored according to the following system:

Quality of Proposal How well applicant followed RFP instructions, clarity and completeness of proposal.	5 pts.
Core Goal and Targets, Innovation and Impact Potential How well project meets/exceeds the GIF's "Core Goals and Targets," degree of innovation, potential for market acceptance and technical transferability to other projects and community connectivity.	35 pts.
Process, Adequacy of Resources and Development Milestones How project will use GIF to incorporate innovative, high performing green building measures, sufficiency of secured financial resources (or plan to acquire), capacity to turn concept into built project, stage of project and estimated time to completion.	20 pts.
Transferability, Visibility, Accessibility and Educational Opportunities How well the public can view, visit and learn about strategies supported by the GIF.	15 pts.
Team Qualifications Capabilities and experience of project team, including commissioning agent.	10 pts.
Diversity in Workforce and Contracting Workforce and contracting diversity.	15 pts.
TOTAL	100 pts.

IV. ELIGIBILITY

The following requirements are intended to help potential applicants determine if their project is eligible for GIF funding.

Eligibility Requirements:

- The project must be located within the city limits of Portland.
- The project site must be secured.
- Proposals for residential projects will only be accepted for multi-family developments that include three or more units AND require a commercial building permit. To determine what projects require a commercial permit, visit <http://www.portlandonline.com/bds/index.cfm?c=35883>.
- Applicants can be individuals, non-profit organizations, corporations, LLCs, or partnerships. Public agencies, including the City of Portland, are eligible.
- Joint applications and partnerships are encouraged.
- Projects must include funds and/or resources dedicated to sustainable innovation, technology or practices from a source other than the City of Portland or Energy Trust of Oregon, Inc.
- GIF projects will be expected to comply with all local and state building code requirements. An award from the GIF does not guarantee a building permit will be issued.
- GIF projects are not necessarily eligible for additional funding from Energy Trust of Oregon, Inc. and will be considered on a case by case basis by Energy Trust of Oregon, Inc.
- Solar equipment that qualifies for Energy Trust of Oregon, Inc. incentives is not eligible to receive money from the GIF.
- The project proposal addresses **all** of the GIF's "Core Goals and Targets".

For projects in conceptual or pre-design phases:

- The project currently has sufficient resources to bring the project concept to fruition, without a GIF award. If not, the project owner has experience demonstrating that they have the capacity and an explicit plan and timeline to acquire additional resources.

For projects beyond the pre-design phase:

- The project owner can demonstrate that they have sufficient resources without a GIF award to realize the project concept.

V. PROPOSAL

The intent of the proposal is to:

- Describe the project and how it addresses each of the GIF's "Core Goals and Targets."
- Describe the specific measures and activities for which a GIF grant is sought.
- Outline the development process.

Format and Submittals

- Submit eighteen (18) hard copies and one (1) digital version on compact disc of the completed proposal for review by the GIF Technical Advisory Committee and GIF funders. (Maximum of 144 total printed sheets.)

- Proposals may not exceed sixteen (16) 8.5 x 11" total pages, printed on both sides, for a total of **eight (8) sheets of paper**:
 - a) Ten (10) pages for text
 - b) Two (2) pages for calculations
 - c) Four (4) pages for images, site plans, drawings, or photos.
- Do not submit a cover page or cover letter. Information requested must be included in the body of the proposal.
- Text should be in 12 point Arial font, single-spaced.
- Each copy should be staple bound and should not be contained in any type of folder, ringed binder, envelope or other covered file. Readily recyclable applications printed on recycled content paper are strongly encouraged. In the event of a discrepancy between the hard copy and electronic submissions, the hard copy will be considered the official proposal.
- Digital proposals must be in Word or .pdf and submitted on compact disc.
- Discs and hard copy applications should be submitted together to the City of Portland Office of Sustainable Development, 721 NW 9th Avenue, Suite 195, Portland, OR 97209 c/o Kyle Diesner by Monday, February 2, 2009 at 3:00 PM. (Ground floor, entrance on Johnson St.)
- Incomplete or faxed applications will not be accepted.

Structure and Content

The proposal should use the following structure to provide the requested information. **Use the corresponding question number when provided.** Sections that correspond to a scoring category and total points possible are indicated in parentheses.

Proposal Page 1 and 2: Applicant and Project Information (0 Points)

Please list the following applicant information:

1. Name
2. Organization
3. Mailing address
4. Email address
5. Phone number
6. Total GIF amount requested
7. Project name
8. Brief project summary

Please list the following project information:

9. Current project stage (e.g., concept, pre-design, etc.)
10. Site location and address
11. Building type (e.g., commercial, multi-family residential, mixed-use, industrial)
12. Project size (total square footage, footprint, and site)
13. Project schedule (i.e. bid, permit, construction and projected completion)
14. Project budget (re-create template below).

Project budget

A. Service, product, material or system	B. Design cost	C. Construction cost	D. Total cost
Total			

Please note: Projects including ecoroofs or rainwater harvesting systems must install flow meters to monitor rainwater reuse and ecoroof irrigation.

Proposal Pages 3-8: Core Goals and Targets, Innovation and Impact Potential (35 points)

15-20. For each of the six core goals, describe your project's approach to achieving the "Preferred Strategies and Targets. Highlight

- Strategies, technologies and products
- Anticipated performance and conservation achievements
- Innovative elements
- Potential for market acceptance and transferability
- The need for this building and the value it will provide to the community.

GIF's Core Goals

- Whole building system integration
- Energy efficiency and on-site renewable power generation
- Material use reduction, recycling, salvage and reuse
- Water efficiency
- Rain and stormwater management and improving watershed health
- Community connectivity

21. Does the project completely avoid the use of products containing, in whole or in part, wood products from tropical forests, or from old-growth temperate rainforests? If not, describe how all wood products are certified by an independent certification program accredited by the Forest Stewardship Council, and demonstrate that it comes from an existing second-growth forest.

Proposal Page 9: Process, Adequacy of Resources and Development Milestones (20 points)

22. Describe any anticipated permitting challenges and how it will be addressed.

23. List your secured funding sources.

24. For anticipated funding sources, provide a clear acquisition plan and notification dates.

Proposal Page 10: Visibility, Accessibility and Educational Opportunities (15 pts)

25. Describe how visible your project will be and how you will educate the public about its green features.

26. Describe any measures you will take to facilitate ongoing monitoring and verification of the project, in addition to the GIF-related services described on page 13. Examples include installing water meters on all units, flow meters on rainwater conveyance devices or an energy use dashboard.

Team Qualifications - Page 11, (10 points)

List all project team members to include:

27. Contact Information.

28. Role in this project.

29. Previous project experience that benefits this project.

Diversity in Workforce and Contracting - Page 12 (15 points)

The City is committed to increasing contracting opportunities for State of Oregon certified minority, women and emerging small business (M/W/ESB) enterprises. The City values, supports and nurtures diversity, and encourages any firm contracting with the City to do the same, maximizing M/W/ESB business participation with regard to all City contracts. As such, the City has established that a minimum of 15% of the total points available on this solicitation must address M/W/ESB business participation.

30. Indicate if your firm is currently certified in the State of Oregon as an MBE, WBE and/or ESB, or if your firm has applied for certification with the State of Oregon's Office of Minority, Women and Emerging Small Business (OMWESB).

31. Identify your current diversity of workforce and describe your firm's commitments to providing equal employment opportunities. Include in your response:

- a) Number of total employees and description of type of work performed.
- b) Number of minorities and women within your current workforce, broken out by ethnicity and positions held.
- c) Any underutilization of minorities or women within your workforce and your firm's efforts to remedy such underutilization.
- d) Any plans to provide innovative mentoring, technical training or professional development opportunities to minorities and women in your workforce in relation to this project, or plans to employ minorities and women to work on this project.
- e) Description of the process your firm uses to recruit minorities and women.

32. Are you subcontracting any element of your proposal? Describe your firm's plan for obtaining maximum utilization of certified M/W/ESB firms on this project. Include in your response:

- a) Subcontracting opportunities your firm has identified in the scope of this project.
- b) Efforts made relating to outreach and recruitment of certified M/W/ESB firms. Did your firm advertise contracting opportunities in the Daily Journal of Commerce, Skanner, Oregonian, Observer, El Hispanic News, Asian Reporter, and/or other trade publications? Did your firm conduct any outreach meetings? Did your firm use the State's OMWESB certification list, or other source, as a basis for direct outreach? What were the actual results of any of the above efforts?
- c) Any proposals received from certified M/W/ESB firms. If any such proposals were rejected, provide reasons for rejection.
- d) Other efforts your firm used or proposes to use in relation to this project.

Proposal Page 13 and 14: Calculations (0 points)

If you are requesting funds for the following measures, provide the corresponding calculations.

Energy efficiency:

33. Calculate the baseline energy load and occupancy demands for stated daily hours of operation and expected number of occupants. This calculation may include equipment such as servers, computers, office equipment, HVAC, windows, insulation, and all other factors that impact load. Include the use and impact of equipment controls and occupancy sensors.

34. Calculate efficiency of installed equipment against the baseline. State rated energy efficiency of installed equipment and materials, such as the U-value of windows, R-value of insulation, etc.
35. Provide calculations for the estimated EUI per square foot.

Renewable Generation:

36. Calculate renewable generation as a percentage of total energy load. Calculate savings for efficiency measures, using Oregon energy code as baseline.

Water conservation:

37. Document projected savings compared against Oregon plumbing code from the use of high efficiency fixtures, including fixture consumption rates and expected demand.

Rainwater harvesting:

38. Provide details on how the water will be used, tank size, catchment surface area, anticipated demand and months of the year the system will provide water for the intended use.

Water efficiency:

39. Describe savings potential over standard equipment for all manufacturing, processing, heating/cooling, irrigation and other water using systems.

Salvage, Reuse and Recycling:

40. Provide a table with the materials to be salvaged/reused/recycled, name and location of the facility and estimated quantity (select weight or volume) for each material.
41. Provide a short narrative on how you will achieve a 95% recycling rate.

Stormwater Management:

Questions 42-44 should be included in the Site Plan in the following section.

42. Provide square footage of all vegetated areas, such as ecoroofs, stormwater planters, walls, etc.
43. Provide square footage of all impervious surfaces.
44. Provide square footage of all pervious (non-vegetated) surfaces, such as porous paving.
45. Provide calculations of precipitation distribution;
- How much is evaporated?
 - How much is transpired?
 - How much is infiltrated?
 - How much is used for irrigation or other human use?
 - How much runs off the site?
46. Calculate percentage of pollutants that will be treated on site during construction and post construction.
47. How much wildlife habitat will the project restore, protect or create?
48. How many invasive species will be controlled?
49. How many trees will be preserved?
50. Total length and width in feet of daylighted streams and wetlands.
51. How many square feet of off-site stormwater runoff will the project manage?

Proposal Page 15 and 16: Drawings, Site Plan, Diagrams and/or Photos (0 points)

Include site plan and graphics that depict the project and the GIF's "Core Goals and Targets."

VI. GIF PROCESS & REQUIREMENTS

Pre-Application Conference

A non-mandatory, informational GIF workshop will be held Wednesday, December 10, 2008 from 6:00 – 7:30 PM in the Jean Vollum Natural Capital Center, 721 NW 9th Avenue, Billy Frank Conference Center on the 2nd Floor. The intent of the workshop is to provide a brief overview the GIF and answer questions regarding the RFP and the application process. Previously granted projects will be discussed to help provide insight into the quality of projects sought by the GIF. The conference is not a venue for asking questions about what specific projects may be eligible for a GIF grant.

Attendees are expected to have read the RFP prior to the conference.

Proposal Review Process

One representative from each of the GIF collaborating organizations and a technical advisory committee (TAC) made up of local private-sector design and building industry representatives will review the proposals. Proposals will be evaluated and scored by the funding collaborators based on its ability to meet the GIF's "Core Goals and Targets" and the "Scoring System" described in Section III. A short list of applicants may be asked for follow-up interviews and/or phone calls for further clarification of their proposal.

Grant Award Strategy

The maximum GIF award is \$425,000 per project. GIF reserves discretion to determine the amount of any of the final grant awards. Applicants should not presume that they will obtain the total amount sought, but may only be offered only a portion of the requested grant amount. If a project is not completed as proposed, the City of Portland reserves the right to withdraw any committed or previously disbursed funds.

Contract Requirements, Deliverables and Payment Schedule

The Office of Sustainable Development will send first payments to grantees after receiving a signed copy of the Letter of Agreement from the grantee. The Letter of Agreement outlines the GIF requirements, terms, conditions and payment schedule. When relevant, grantees will also complete a "GIF Product 1" describing the GIF-supported pre-development activities, used to inform project design and construction decisions. The standard form of the Letter of Agreement and Exhibits are available upon request.

When relevant, Grantees will submit a "Product 1" report that details the process, evaluation and results of these activities and how/why those results will or will not be integrated into the built project. See <http://www.portlandonline.com/shared/cfm/image.cfm?id=126828> for a .pdf example of a completed Product 1.

In the case that the green building measures for which the project seeks a GIF grant award are already identified, the grantee will not complete a "GIF Product 1" and will skip right to Exhibit 1 described below.

The second payment will be sent upon delivery to OSD of the completed GIF "Product 1" report AND signature of Exhibit 1, "Green Building Practices and Features". In Exhibit 1, the grantee will list all GIF-eligible measures that will be used in the project. If the grantee was not

required to complete a “Product 1,” the first half of the GIF grant will be paid upon signature of Exhibit 1.

The third and final payment will be made upon verification of installation of the measures in Exhibit 1 AND submission of the Final Report AND signature of the Certificate of Completion by OSD.

Typical payment summary (may change depending on project schedule)

Payment	Amount	Deliverables
1	Unrestricted	Signed Letter of Agreement
2	Half of remaining grant amount	GIF Product 1 report & signed Exhibit 1
3	Remaining grant amount	Exhibit 1 measures verified as installed, submission of Final Report and signature of Certificate of Completion

Monitoring and Verification

The selected applicant agrees to allow at least one year of post-occupancy monitoring and verification (“M&V”) of the GIF-supported measures. The purpose of M&V is to facilitate and verify successful integration of the GIF-supported measures into the project and gather actual performance data. The Office of Sustainable Development will hire an M&V contractor who will develop an M&V methodology with input from the project owner and the GIF collaborators. The M&V contractor will maintain the requisite level of involvement with the project team throughout the development process to help ensure successful implementation of the M&V Plan. Grantees shall perform any M&V included as part of their original GIF proposal separate from the GIF M&V. The M&V contractor will verify installation of the GIF measures in Exhibit 1 before OSD remits the third and final portion of the GIF grant. The Office of Sustainable Development will hire, manage, and compensate the M&V contractor.

Documenting the project

One of the goals of the GIF is to provide information to the general public about products, strategies and incentives that can be used for future projects in Portland. The selected applicant will work with OSD to develop educational information about the project. The documentation will draw from the original proposal, quarterly updates, GIF Product 1 report, M&V report, interviews, design documents and a final report form to be completed by the grantee. The information will be featured on OSD’s website and potentially other GIF collaborator websites.

See <http://www.portlandonline.com/shared/cfm/image.cfm?id=119785> for an example of a completed final report.

Other Considerations

1. Acceptance or Rejection of RFP Proposals

The Office of Sustainable Development (OSD) reserves the right, at its sole discretion, to reject any or all proposals when it is determined to be in the public interest to do so; to waive minor formalities to comply with the grant proposal requirements; or to modify, revise or otherwise cancel this RFP.

The City of Portland will review each proposal received by the submission deadline. The purpose of the initial review will be to complete an overview of the various proposals. Based

on the initial review, the City may determine that clarifications are needed in order to fully evaluate a proposal, as in the case where there are ambiguities or inconsistencies within a proposal. The City reserves the right, at any time during the evaluation process, to request clarification of any item in a proposal or to request additional information necessary to properly evaluate a particular proposal

Receipt and evaluation of proposals do not obligate the City to award a grant. This Request for Proposals does not obligate OSD to pay any costs incurred by any respondent in the submission of a proposal or in making necessary studies or designs for the preparation thereof, or for procuring or contracting for the services to be furnished under this request for proposal.

Acceptance of a project proposal does not guarantee or ease requirements to comply with City regulations. All GIF grant recipients shall comply with all City regulations, permits and processes.

2. RFP Clarification/Interpretation

Any clarification or interpretation of the RFP documents shall be issued in writing by OSD and posted on OSD's website at www.portlandonline.com/osd/gif. Oral instructions or information concerning the Request for Proposals given out by OSD managers, employees, or agents to prospective respondents shall not bind OSD.

3. Public Records

After evaluation and selection by the OSD, all GIF applications and materials submitted to the Office of Sustainable Development will be public records under Oregon law, subject to review by the public. Applicants should not include any information that is confidential or proprietary with commercial value or that the applicant will not otherwise want to be available for public review.

4. Diversity in Employment and Contracting

The City expects thoughtful consideration of all of the above Diversity in Employment and Contracting criteria in the preparation of proposals. The City may enforce all diversity in workforce and M/W/ESB commitments submitted by the successful Proposer.

VII. CONTACT INFORMATION

Please direct any questions or comments on this RFP to:

Kyle Diesner

City of Portland Office of Sustainable Development

721 NW 9th Ave, Suite 195 (Ground floor, entrance on Johnson St.)

Portland, OR 97209

Tel: 503-823-4166

E-mail: kdiesner@ci.portland.or.us