



**COLORADO
COLLEGE**

Notification page

Colorado College

**Request For Proposal
for
Campus Energy Master Plan**

I. Overview

Colorado College (“CC”) requests proposals from qualified firms (“Responders”) for planning and consulting services to develop a comprehensive Energy Master Plan (“EMP”) for the institution’s main campus in Colorado Springs, CO.

Specific goals and metrics are outlined in section II. Overarching goals for the EMP are as follows:

- 1) Energy efficiency and transition from fossil fuels
- 2) Reducing residual greenhouse gas emissions
- 3) Basic financial planning, including capital project planning, lifecycle cost comparisons, and prioritization of projects to utilize IRA (Inflation Reduction Act) and other time-based funding sources.
- 4) Enhancing resiliency and minimizing exposure to market volatility and risk from climate change and other natural disasters
- 5) Coordination and compatibility with space utilization and other master plans
- 6) Prioritization of projects that also address deferred maintenance and aging infrastructure to the greatest extent
- 7) Evaluation of existing energy metering and data management systems to achieve goals outlined within this RFP
- 8) Energy demand analysis and forecasting through 2045
- 9) Specification of physical infrastructure, operating systems, timelines, costs, and funding opportunities to implement the recommended energy strategy to meet the campus’ targets and energy needs by 2035 and beyond.

The EMP will be an integrated roadmap to achieve stated goals and KPIs. Turnkey approaches including implementation, monitoring, and maintenance of solutions as a service, if included, shall be outlined as optional add-on services with separate costs and ROI; the EMP shall be a standalone roadmap for CC to pursue independently without the necessity of such add-ons.

Customer System Description:

Colorado College’s main campus consists of approximately 99 mostly contiguous acres with 147 buildings, making up 2.52 million gross square feet.

Fiscal year 2023 energy usage was as follows:

Electric: 19,877,964 KWh

Gas: 141,472 MMbtu

2023 EUI 89.6 kBtu/sf

CC’s population consists of 2266 full-time equivalent students in the 2023-24 academic year, 1740 of which were on-campus residents, and 827 full-time equivalent employees, 16 of whom resided on campus, for a weighted campus user population of 2758.75. The college also hosts summer conferences with residents on site with varying attendance.

Heating and Cooling

The college uses a central heating and cooling plant for a substantial portion of space heating and cooling and domestic hot water. The plant serves the main campus facilities from Monument Creek on the Western edge to Nevada Ave on the East, and from Dale St on the South to Uintah on the North. Campus facilities beyond these borders rely on distributed heating, cooling, and domestic hot water. The central plant heat distribution system is a pressurized, high-temperature hot water system. Three thermal generators in the plant are fueled primarily by natural gas, with diesel backup. Cooling capacity in the central plant is 2000 tons.

Geoexchange

Two geoexchange borefields currently exist on the campus. One is under the main quadrangle (Tava Quad) and serves Tutt Library, and the other is beneath the East Campus parking lot, serving the East Campus housing complex.

Electrical

The campus utilizes 100% solar energy from a combination of on-site generation and from local solar generation with bundled RECs from Colorado Springs Utility. Total installed nameplate capacity of on-site solar is currently 556KW. Maintenance of the existing on-site PV arrays has proven to be a challenge for the college. This challenge will need to be addressed before the addition of more on-site PV.

Goals & Commitments:

Colorado College achieved carbon neutrality in 2020, with deep cuts in Scope 1 emissions and elimination of Scope 2 emissions, while utilizing local carbon removals to mitigate residual emissions in Scope 1 as well as specific sources in Scope 3. In keeping with its commitments and effort to continually improve and prepare for the future, the college has proposed a goal of strengthening its resilience and adaptive capacity to climate-related hazards and natural disasters by:

- ***Reducing CC's residual greenhouse gas emissions by an additional 50% over 2020 levels, establishing 2020 as the new base year for reporting, by 2035, and;***
- ***Assessing CC's resilience and exposure to climate change impacts, identifying approaches and solutions to develop and mobilize a strategic action plan that enhances equity and sustainability by 2030***

As part of the strategy to achieve this goal, the college envisions the need to wean itself off fossil fuels for normal daily operation entirely.

CC has publicly available reports on sustainability goals and emissions that can be found here:

- [Colorado College Master Plan](#)
- [Sustainability Tracking, Assessment, and Rating System Reporting Platform](#)
- [State of Sustainability Report](#)
- [Greenhouse Gas Public Reporting Platform](#)
- [Greenhouse Gas Inventory Technical Report](#)
- [Proposed Sustainability Goals for Colorado College: A Model for Sustainability](#)
- [Energy and Utility Use Data](#)
- [Building List](#)

II. Objective

The primary objective Colorado College seeks is to develop an EMP that is compatible with its other plans and that determines feasibility of its fossil fuel and greenhouse gas reduction goals through the development of a strategic roadmap and associated cost projections. Through the pursuit of this goal, the college also aims to:

- 1) Wean itself off fossil fuel use for normal daily operation
- 2) Forecast energy needs for the next 20 years
- 3) Perform a hydraulic analysis of the central heating and cooling plant to optimize efficiency and determine suitability/replacement for future low-temperature distribution
- 4) Prioritize actions that take advantage of the Inflation Reduction Act or other time-based funding sources to the greatest extent possible
- 5) Repurpose or liquidate the existing cogeneration system installed in Tutt Library
- 6) Incorporate high-efficiency and renewable energy systems
 - a) Ex: Heat pumps, Geothermal, Battery storage, VRF, Wind, etc.
 - b) Considers any easements, zoning restrictions, utility corridors, or other considerations in the siting, permitting, or use
- 7) Distribute heating and cooling generation across campus wherever possible and sensible
- 8) Closely examines CC's largest energy users to optimize their efficiency
 - a) Proposed new science building
 - b) Armstrong Hall
 - c) Packard Hall
 - d) Fine Arts Center
 - e) Olin Hall
 - f) Bemis Hall
 - g) Loomis Hall
 - h) Robson Arena
- 9) Considers risks and hazards and increases CC's resiliency to impacts from climate change, extreme weather events, floods, fires, and other potential perturbations and/or adjacencies
- 10) Address the college's backlog of deferred maintenance where possible
- 11) Examine the college's transportation fleet and associated emissions and plan accordingly
- 12) Account for asbestos and other hazmat mitigation in any renovation or demolition cost projections
- 13) Actively involve academic classes as part of the data acquisition, analysis, and EMP development process
- 14) Work with a partner who will provide apprenticeships and/or internships for current students and recent graduates in the EMP process

In selecting a responder to this RFP, Colorado College is not guaranteeing any additional work. This request seeks proposals that can outline a strategy and cost, with no guarantee that the responder will be awarded subsequent contract(s) to employ the strategy. Any proposals to provide services to employ the final strategy should be included as an add-on.

III. Schedule/Timeline/Communication

CC seeks response submissions to this RFP between **March 15, 2024**, and **May 15, 2024** (“Responses”).

This RFP, additional documentation related to this RFP, including, but not limited to, the structure, format, and timing of the process, shall be posted on the RFP webpage:

<https://www.coloradocollege.edu/offices/sustainability/rfp-emp.html> Respondents are encouraged to check the webpage frequently to ensure that they have the latest documentation and information.

Please submit any questions or inquiries regarding the RFP by email to the RFP Manager at EMP@ColoradoCollege.edu with the subject “RFP Inquiry.” Questions identified as containing confidential and proprietary information will receive a direct email response. All other inquiries and responses will be posted on the Q&A document posted on the RFP webpage before the response deadline.

Schedule:

RFP Issued	March 15, 2024
RFP responses due date, 5:00 pm MDT	May 15, 2024
Interviews, Site walkthrough, and contract execution dates	TBA

IV. Services and Qualifications

This section confirms the Services for which CC is inviting Responders to submit their qualifications. This section furthermore confirms the required criteria and preferred qualifications sought through this RFP.

SCOPE OF WORK:

a. Services

Responders must demonstrate the capacity of the following Services sought through this RFP and must utilize proven strategies, solutions, and technologies, (i.e. - no R&D technologies). The selected partner will **develop** an **Energy Master Plan** to achieve 50% reduction in residual greenhouse gas emissions by 2035 by aggregating the following services in a comprehensive manner. The partner will **forecast energy needs** for the next 20 years, **establish** the **key performance indicators** (KPIs) that will measure success as described in Section II, parts 1-14 above. The partner will then **design a long-term strategy** (“roadmap”) to meet the decarbonization KPIs within the agreed upon timeline and will **forecast associated costs** to achieve that goal, **leveraging any incentives** available through IRA or other sources.

b. General Requirements

Upon selection, the successful responder shall provide documentation of the respondent's compliance with the below requirements prior to award of the contract:

i. Licensing

Responders shall give all notices related to the work to applicable governmental bodies and obtain and pay for all licenses, permits and inspections required for the work. This burden is expected to be minimal for the development of the roadmap.

ii. Insurance

An approved Certificate of Liability Insurance shall be provided to CC upon the decision to award the contract, containing all required coverages.

c. Qualifications

Responders must:

- i. Demonstrate experience managing a multi-site/distributed network of projects
- ii. Exhibit a minimum of 10 years of experience developing comprehensive programs that deliver business performance outcomes
- iii. Have a guarantee portfolio and demonstrated record of accomplishment of delivering to guarantee
- iv. Demonstrate experience in energy master plans with aggressive goals
- v. Exhibit renewable energy experience
- vi. Provide Industry Awards and Recognition as/if applicable
- vii. Exhibit an inclusive approach to Minority/Women Business Enterprise (MWBE) and/or Diverse Businesses
- viii. Exhibit Financial strength of the company

V. Requested Information

An acceptable submission will include a complete, original response document that addresses the following criteria. The instructions below provide guidance for the preparation and submission of proposals. Their purpose is to establish the requirements, format, and content of proposals so that the proposals are complete, contain all essential information, and may be evaluated easily.

All proposals must be received by 5:00 PM on May 15, 2024. Respondents shall email one electronic copy of the proposal to EMP@ColoradoCollege.edu with the subject heading **EMP SUBMITTAL**.

Proposal responses must meet the following format requirements:

- a. Proposals shall be formatted at 8.5" by 11" with electronically bookmarked table of contents to each section.
- b. The submittal must be in PDF format and should not exceed twenty-five (25) pages excluding title page, table of contents, section dividers, and exhibits.
- c. Proposals shall be paginated and organized as described below

RFP Submission Criteria:

To be considered, Responder shall provide detailed information about the requirements of each part listed below. At a minimum, these sections should contain the following:

- a. Electronically Linked Table of Contents
 - i. Responder should provide a comprehensive listing and location of all written pages, exhibits, and other materials.
- b. Letter of Interest
 - i. Provide a Letter of Interest that includes an executive summary detailing the history and attributes of the company, name, and address of the Respondent, website and telephone number; email address of the point of contact; a brief description of the understanding of the Scope of Services; ability to perform the work and a brief history of developing a program that is mapped to a business objective/goal to improve the organization.
- c. Staffing Plan
 - i. Describe the project team that will be assigned to the Project
 - ii. Provide a primary point of contact for all communication
 - iii. Describe the proposed project assignments, lines of authority, and communication for each key team member to be directly involved in the project.
 - iv. Include project-based resumes for all individuals listed above including education, work history, length of tenure with the firm, and relevant experience with similar projects.
- d. Management Approach
 - i. Describe the Respondent's management approach to completing the scope of work. Include a communication plan for effective and proactive communication and a proposal for regular coordination of meetings and reporting.
- e. References
 - i. Provide a minimum of three (3) professional references for similar projects that the consultant has completed within the past five (5) years.
 - ii. References should have direct knowledge of your ability to provide the type of services outlined in this RFP.
 - iii. Include the institution's name, physical address, key contact name, title, phone number, e-mail address, completion dates, and short synopsis of the project.
 - iv. By listing references, the Consultant agrees that Colorado College may contact the references and consider the reference's response as a basis to determine award of this RFP.
 - v. Please also share an example of report(s) containing similar parameters provided to previous clients/institution(s).
- f. Experience
 - i. Demonstrate history of successful energy management planning or similar experience to achieve specific energy use and/or greenhouse gas emissions reductions, or other specific business objectives to improve the energy efficiency of an organization.
 1. Confidential projects will not count toward project history.
 2. Please include organizational goals, KPIs developed, completed projects, and resulting energy savings.

g. Questionnaire

Respondent recognizes that in selecting a supplier, Colorado College will rely in part on the answers provided in response to this section. Accordingly, the Firm certifies that to the best of its knowledge, all responses are true, correct, and complete. Colorado College reserves the right to contact each reference or contact name listed below and shall be free from any liability to the Firm for conducting such inquiry. To be considered, the Firm must include a response to each of the questions in this Section in the order given.

- i. Provide a summary of the organization's overall capabilities, recent and related experience, and expertise. Provide information on the organizations experience related to the scope of work outlined in this RFP.
- ii. Provide a brief resume for each of the proposed key personnel, focusing on relevant experience, and list the assigned function of each key person as it relates to this RFP. Please include any sub-contractors that you will be partnering with if awarded this project.
- iii. Provide a list of any state or national professional organizations the consultant firm is a member of or with which they are actively involved.
- iv. Provide any details of all past or pending litigation or claims filed against your company that would negatively affect your company's performance under an agreement with Colorado College.
- v. Is your company currently for sale or involved in any transaction to expend or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- vi. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- vii. How long has company been in business under the current name and under what other names has your organization performed business?

h. Exhibits (does not contribute to page count limit):

- i. Sample Term Sheet and Agreement
- ii. Financial Statement
- iii. Project Team Resumes

VI. Evaluation Process

Colorado College will convene a team of individuals from various campus groups to evaluate each proposal based on each Respondent's ability to provide the required services, taking into consideration the overall cost to the College. The College may require an oral presentation of the Respondent's proposal; conduct interviews, research, reference checks, and background checks; and request additional price concessions at any point during the evaluation process.

Bids meeting the mandatory requirements will be evaluated against the following criteria. Colorado College is a private institution and therefore reserves the right to weigh the following criteria according to its needs.

- Overall qualifications and experience
- Methodology and approach
- Project team
- Cost
- Reference checks
- Term sheet and agreement
- Demonstrated commitment to diversity, equity, inclusion, and ethical business practices, to include procurement and/or vendor selection.

VII. Award Recommendation

The contract will be awarded to the responsive and responsible Respondent who offers the best value to Colorado College, as determined by the College. Best value will be determined by the Respondent meeting the minimum requirements and offering the best combination of expertise and price, as demonstrated by the proposal. The College will email a Notice of Award to all Respondents; A Notice of Award does not constitute a contract, as the parties must reach final agreement on a signed contract before any services can be provided.

VIII. Response submission

Respondent must submit its proposal, all attachments, and any modifications or withdrawals electronically via email to the contact listed on the cover page of this RFP. The price proposal should be saved separately from all other proposal documents. The Respondent should submit all documents in a modifiable (native) format (examples include, but are not limited to: Microsoft Word or Excel and Google Docs or Sheets). In addition to submitting documents in a modifiable format, the Respondent may also submit copies of documents in PDF. Respondent's failure to submit a proposal as required may result in disqualification. The proposal and attachments must be fully submitted prior to the proposal deadline. Do not wait until the last minute to submit a proposal. Colorado College may not allow a proposal to be submitted after the proposal deadline, even if a portion of the proposal was already submitted. All Responses will be accepted until **5:00 P.M. MDT May 15, 2024**. All Responses must be transmitted electronically, via email, to the RFP Manager at: EMP@ColoradoCollege.edu with the subject heading **EMP SUBMITTAL**. Responses received later than the due date and time indicated will be rejected and returned unopened unless CC determines, at its sole discretion, to consider such Responses.

IX. Clarification Request

Colorado College reserves the right to issue a Clarification Request to a Respondent to clarify its proposal information if the College determines the proposal is not clear. Failure to respond to a Clarification Request in a timely manner may be cause for disqualification.

X. Reservations

Colorado College reserves the right to:

- a. Disqualify a Respondent for failure to follow these instructions.
- b. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, your preparation and submission of a proposal, and the College's subsequent receipt and evaluation of your proposal does not commit Colorado College to award a contract to you or anyone, even if all the requirements in the RFP are met.
- c. Consider late proposals if: (i) no other proposals are received; (ii) no complete proposals are received; (iii) Colorado College received complete proposals, but the proposals did not meet mandatory minimum requirements or technical criteria; or (iv) the award process fails to result in an award.
- d. Consider an otherwise disqualified proposal, if no other proposals are received.
- e. Disqualify a proposal based on: (i) information provided by the Respondent in response to this RFP; or (ii) if it is determined that a Respondent purposely or willfully submitted false or misleading information in response to the RFP.
- f. Consider prior performance with the College in making its award decision.
- g. Consider total-cost-of-ownership factors (e.g., transition and training costs) when evaluating proposal pricing and in the final award.
- h. Refuse to award a contract to any Respondent that has outstanding debt with the College or has a legal dispute with the College.
- i. Require all Respondents to participate in a Best and Final Offer round of the RFP.
- j. Enter into negotiations with one or more Respondents on price, terms, technical requirements, or other deliverables.
- k. Award multiple, optional-use contracts, or award by type of service or good.

-END-