

# **INLAND VALLEY DEVELOPMENT AGENCY (IVDA)**

## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **FOR**

## **THE PREPARATION OF A SUSTAINABLE ENERGY MASTER PLAN FOR THE SAN BERNARDINO INTERNATIONAL AIRPORT AND ITS SURROUNDING PROPERTIES**

**MAY 7, 2010**

### **I. PROJECT BACKGROUND AND DESCRIPTION**

On April 14, 2010, the Inland Valley Development Agency Board (IVDA), authorized staff to advertise for a Request for Qualifications (RFQ) for the preparation of a Sustainable Energy Master Plan for the Inland Valley Development Agency (IVDA) and its surrounding properties. For this effort, the IVDA will retain one firm to prepare a comprehensive and functional sustainable energy master plan considering its collective long-range operational activities. The IVDA, in pursuit of ultimate compliance with AB375 and AB32 is taking the lead in preparing such a master plan for the IVDA and its surrounding properties. Sustainability is a term that is used for the purposes of this effort to balance various interests of the existing IVDA owned properties with future residents and businesses to maintain or enhance the quality of life for the benefit of the region.

### **II. SCOPE OF WORK (SOW)**

The following sections provide general guidelines of the required tasks under the proposed Scope of Work (SOW). The final SOW will be determined during contract negotiations. Some sustainability key focus areas, goals, and implementation mechanisms are as follows:

- I. Energy Inventory and Needs Assessment, including but not limited to the following: A Comprehensive Energy Consumption Audit (water, electricity, natural gas and diesel/petroleum), Preparation of a Proposed Energy Reduction Program (Facilities and Equipment), Review of Current Programs, and Recommendation of Appropriate Additional Alternative Energy Programs and Applications, and Coordination and Interface with local agencies such as SANBAG, SCAG, and other Regional Agencies.

#### **Long-Range Master Plan Goals:**

1. Significantly reduce the use of fossil fuels
2. Improve the availability of locally and regionally produced renewable energy
3. Improve overall operational energy efficiency
4. Reduce peak electrical demand/loads where applicable
5. Provide long-term affordable and reliable energy that has measureable price volatility
6. Replace or renovate obsolete energy or resource-inefficient infrastructure (buildings, facilities, systems, operations, etc.)

7. Develop and Recommend Initiatives and Programs to encourage and recruit green technology companies to locate to the Inland Valley Development Agency and proximate properties

**Possible Implementation Mechanisms**

- ✓ LEED Certified Green Buildings
- ✓ Energy Efficiency in Buildings
- ✓ Heat Island Reduction
- ✓ Solar Orientation
- ✓ On-site Energy Generation
- ✓ On-site Renewable Energy Sources
- ✓ District Heating and Cooling
- ✓ Infrastructure Energy Efficiency
- ✓ Light Pollution Reduction
- ✓ Reduced Water Use

II. Climate Protection

**Long-Range Master Plan Goals:**

1. Meet the intent of Global Warming Solutions Act (AB32) (or subsequent laws) for:
  - a. Internal operations
  - b. The community
  - c. The region by working with community partners
  - d. Other proposed innovative programs or policies
2. Develop a climate adaption plan for the Airport/IVDA by working with community partners and other regional planning programs and initiatives.

**Possible Implementation Mechanisms**

- ✓ Compliance with SB375
- ✓ Participate in the State of California recommendations for reducing GHG emissions to 1990 levels by 2020 including:
  - Expanding and strengthening existing energy efficiency programs as well as building and appliance standards;
  - Achieving a statewide renewables energy mix of 33 percent;
  - Developing a California cap-and-trade program that links with other Western Climate Initiative partner programs to create a regional market system;
  - Establishing targets for transportation-related greenhouse gas emissions for the Inland Valley Development Agency and pursuing policies and incentives to achieve those targets;
  - Adopting and implementing measures pursuant to existing State laws and policies, including California's clean car standards, goods movement measures, and the Low Carbon Fuel Standard; and
  - Creating targeted fees, including a public goods charge on water use, fees on high global warming potential gases, and a fee to fund the administrative costs of the State's long-term commitment to AB32 implementation.

### III. Air Quality

#### **Long-Range Master Plan Goals:**

1. Continue to partner with the Air Quality Management District and other regional and state-wide agencies to provide assistance in meeting and maintaining air quality standards
2. Encourage employees to drive less and engage in clean air practices
3. Encourage the best practices approach with current and future Airport businesses and service-providers

#### **Possible Implementation Mechanisms**

- ✓ Construction Activity Pollution Prevention
- ✓ Minimize Site disturbance during Construction
- ✓ Reduced Automobile Dependence
- ✓ Look at 9/80 or 4/10 work week

### IV. Recycling and Resource Conservation

#### **Long-Range Master Plan Goals:**

1. Reduce consumption
2. Encourage the reuse and local recycling of materials
3. Reduce the use of pesticides and other toxic materials

#### **Possible Implementation Mechanisms**

- ✓ Comprehensive Waste Management
- ✓ Construction Waste Management
- ✓ Recycled Content for Infrastructure
- ✓ Reduced Water Use
- ✓ Building Reuse and Adaptive Reuse

### V. Land Use, Transportation, Urban Design, Green Building

#### **Long-Range Master Plan Goals:**

1. Establish and continuously improve “green” building standards for both light industrial and commercial development - both new and remodeled
2. Reduce dependency on the private automobile by working with community partners to jointly develop and implement programs to provide efficient and accessible public transit and transit-supportive land uses and activities
3. Reduce long commutes by providing a wide array of transportation and housing choices near jobs for a balanced and healthy community and region.

#### **Possible Implementation Mechanisms**

- ✓ Smart Location
- ✓ Proximity to Water and Wastewater Infrastructure
- ✓ Minimize Site Disturbance through Site Design
- ✓ Farmland Conservation
- ✓ Floodplain Avoidance
- ✓ Bicycle Network
- ✓ School Proximity
- ✓ Steep Slope Protection
- ✓ Site Design for Habitat or Wetlands Conservation

- ✓ Restoration of Habitat or Wetlands
- ✓ Conservation Management of Habitat or Wetlands
- ✓ Compact Development
- ✓ Diversity of uses
- ✓ Reduced Parking Footprint
- ✓ Walkable Streets
- ✓ Street Network
- ✓ Transit Facilities
- ✓ Transportation Demand Management
- ✓ Access to Public Spaces
- ✓ Smart Irrigation Controllers and California Friendly Landscaping

## VI. Public Health and Nutrition

### **Long-Range Master Plan Goals:**

1. Improve the health of residents through access to a diverse mix of wellness activities and locally-produced food
2. Promote “greening” and “gardening” within the community
3. Create “Healthy Urban Environments” through Restorative Redevelopment

### **Possible Implementation Mechanisms**

- ✓ Annually, identify one product, chemical or component that is used within the community that represents the greatest risk to human health and adopt a policy and provide incentives to reduce or eliminate its use
- ✓ Work to maximize the quantity of roads in the community that are “Complete Streets,” efficient and safe for all modes of travel
- ✓ Employ new products or approaches to soften the edges between the natural and built environments
- ✓ Redevelop or rehabilitate areas within the community or aged facilities based on old, wasteful and/or dysfunctional designs to achieve better results for people and the environment
- ✓ Work with community partners to define a list of many products that should be produced locally or regionally and encourage business development for those products
- ✓ Work with community partners to ensure each neighborhood in the community has safe and efficient access to quality food sources and vendors
- ✓ Cleanup, redevelop, and reuse areas that are brownfields

## VII. Parks, Open Space, and Habitat Conservation

### **Long-Range Master Plan Goals:**

1. Improve public access to open space
2. Preserve prime critical habitat resources
3. Protect and restore urban creek systems
4. Expand “green” park and sustainable maintenance practices

### **Possible Implementation Mechanisms**

- ✓ Adopt and implement guidelines that will protect and preserve open space and key habitat ,including wildlife and riparian corridors
- ✓ Develop an inventory and restoration and management plans for the

- ✓ Work with community partners to achieve a target for urban tree canopy goal
- ✓ Develop an implementation plan to incorporate sustainable principles and practices into park design and maintenance, including public education

## VIII. Water Resources and Flood Protection

### **Long-Range Master Plan Goals:**

1. Conserve the use and protect the sources of water
2. Work to provide exceptional flood protection

### **Possible Implementation Mechanisms**

- ✓ Continuously protect the ecological integrity of the community's primary drinking water source
- ✓ Work with flood control agencies and other community partners to develop and implement a plan to achieve high level of flood protection
- ✓ Implement the Statewide Urban Water Conservation Council's water conservation best management practices
- ✓ Continue to reduce sanitary sewer overflows

## IX. Public Involvement and Personal Responsibility

### **Long-Range Master Plan Goals:**

1. Adopt an action plan to support a regional vision that fosters a collaboration of citizens, businesses and green-initiative groups to become engaged and contribute to a sustainable future
2. Promote innovative programs to educate the public about climate change
3. Commit to leading by example to foster behavioral change throughout the community
4. Promote an ethic conservation and stewardship

### **Possible Implementation Mechanisms**

- ✓ Develop and maintain a sustainability website to provide as a resource to the community
- ✓ Work with community partners to maximize the number of businesses which incorporate sustainability into their daily operations
- ✓ Work with commercial and light industrial partners to develop a LEED type or carbon footprint rating system
- ✓ Develop a network of green-initiative groups to share resources, foster partnerships and unify education and outreach efforts
- ✓ Provide permanent and on-going educational opportunities for staff and citizens including a myriad of public information material tailored for diverse audiences and applicable to website development, media campaigns and educational initiatives

- ✓ Launch a “Green Neighborhood” program
- ✓ Develop a Sustainability “report card” to be published annually
- ✓ Optimize opportunities to showcase IVDA’s environmental leadership through hosting conferences, workshops and events
- ✓ Develop a Green Award program highlighting “green” achievements that include businesses, commercial and non-profit organizations.

### **III. PREPARATION OF NECESSARY PLANNING**

Consultant shall prepare master plan documents for IVDA to review in a timely manner. Consultant shall submit these documents to the appropriate entities and follow-up for the next timely and positive response.

#### **Deliverables**

- ✓ Meeting reports from meetings
- ✓ Completed planning on or before estimated time given at award
- ✓ 60% completion
- ✓ Five (5) sets of draft master plans
- ✓ IVDA’s approval prior to final draft being sent to print
- ✓ 100% Completion
- ✓ 30 sets of final draft master plan
- ✓ Provide plan in PDF and CD format

### **IV. RFQ ORGANIZATION AND CONTENTS**

The Response to RFQ may be organized in any manner the consultant wishes. It should include the name and location of the designated project manager and a general organization chart showing the names of the key personnel to be assigned to the project. The project manager, or his authorized representative, shall be available to the IVDA throughout the duration of the contract.

In addition, to be considered responsive to this request, the following information shall be included within the submitted proposal:

- ✓ Company profile including contact information (brief).
- ✓ Company Information Sheet completed with respondent’s company information and a completed Subcontractor Information Sheet for each subcontractor respondent shall employ to assist with this project. (Not counted as part of the page limit.)
- ✓ Location of the proposed office of work (brief).
- ✓ Prime consultant description of the firm’s history and operations especially as it relates to work in the area (no more than one page).
- ✓ Relevant firm experience on similar projects dealing with multi-agency jurisdictions in the past three (3) years (no more than two (2) pages).
- ✓ Proposed Project Organization and staffing – name the proposed project manager, additional key team staff, and subconsultants (no more than two (2) pages).

- ✓ Resumes of Key Personnel outlining relevant experience. (Not counted as part of the page limit).
- ✓ Provide list of recent and relevant experience of the project manager and other key staff members relevant to similar projects and projects in the area, and in the cities that are members of the IVDA Joint Powers Authority. Any change to the proposed project manager and other staff critical to the success of the assignment shall require the prior written approval of the IVDA. The proposer shall acknowledge this requirement in its proposal.
- ✓ Availability of project manager and key staff for this effort (brief).
- ✓ Five (5) recent (past three (3) years) references for the project manager for similar work in San Bernardino or Riverside counties (brief).
- ✓ A brief description of the subconsultant's experience related to that portion of the project for which the subconsultant will be responsible (brief).
- ✓ Subconsultant key personnel and resumes for subconsultant personnel (resumes are not counted as part of the page limit).
- ✓ Provide a discussion of the project approach to deliver the scope of work and the key tasks that will be required to deliver the project. Include discussion of unique methods or techniques, which could result in time savings during design and/or savings in construction cost (not more than four (4) pages).
- ✓ Schedule for completion for the project. State the assumptions used.
- ✓ Overall discussion (effort, general tasks, and general schedule) and commitment by the consultant to get assigned projects to a point of bid advertisement.
- ✓ Do not submit a Cost Proposal at this time
- ✓ All revisions, addendums, or RFI's will be posted on the website [www.sbdairport.com](http://www.sbdairport.com)

## **INSURANCE REQUIREMENTS**

Should a contract be awarded to your firm, you must comply with the following insurance provisions:

1. Insurance coverage must be provided by a company that is admitted to write in California and has a rating of A: VIII by A.M. Best & Company.
2. An endorsement naming the IVDA as additional insured on the general liability policy. Coverage equal to \$1,000,000 combined single limit for each occurrence and \$2,000,000 aggregate is required.
3. A minimum of \$1,000,000 aggregate combined single limit in professional liability insurance.
4. Workers' compensation insurance as required by the Labor Code of the State of California.
5. Automobile liability insurance not less than \$100,000 combine single limit per accident for bodily injury and property damage covering owned, non-owned and hired vehicles.

## **SUBMISSION REQUIREMENTS**

- A. All submittals shall be received at the following address no later than 2 p.m. on Thursday, June 17, 2010.

### **Submit Request for Qualifications To:**

Inland Valley Development Agency  
294 S. Leland Norton Way, Suite 1  
San Bernardino, CA 92408  
Attn: Ms. Kelly Berry, Clerk of the Board

- B. Interested firms shall submit an original and five (5) copies of its submittal by the deadline stated above. The proposal shall be no more than fifteen (15) single-sided sheets of standard 8 ½" x 11" paper, and all pages shall be three hole punched. Fonts shall generally be no less than 11 pts., except for figures and tables. Over-sized pages can be included, but will count as two (2) pages. Cover sheets, table of contents and resumes are excluded from the page count.
- C. Submittals which arrive after the deadline, for any reason, will disqualify the firm.
- D. Submittals shall be sealed within one (1) envelope and be clearly marked "**THE PREPARATION OF A SUSTAINABLE ENERGY MASTER PLAN FOR THE INLAND VALLEY DEVELOPMENT AGENCY AND ITS SURROUNDING PROPERTIES.**"
- E. Submittals shall not include any reference to proposed cost services. Any submittal that includes cost information will be disqualified and removed from the selection process.

## **PROPOSAL EVALUATION AND SELECTION**

A consultant selection committee will be appointed to evaluate proposals received.

## **AWARD OF CONTRACT**

It is IVDA's intent to award a contract to the most qualified firm that can provide all of the services identified in the RFQ document subject to IVDA Board approval. However, the IVDA reserves the right to accept or reject any or all submittals and/or re-solicit or cancel the procurement process, if deemed to be in the best interest of the IVDA. Submitters shall be responsible for any and all expenses incurred in the preparation of submittals. The selected firm to be awarded the contract will enter into an agreement with the IVDA using an IVDA standard consultant contract.

## **PUBLIC RECORD**

Respondent's attention is drawn to the fact that all proposal documents submitted are subject to the California Government Code Section 6250 et. seq., commonly known as the Public Records Act. Information contained in the proposals may be made public after the review process has been completed in recommendation for award to the IVDA.

## **1) TERMS AND CONDITIONS:**

- This RFQ does not commit the IVDA to award a contract or contracts, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submitted RFQ's become the property of the IVDA as public records. All RFQ's may be subject to public review, on request, unless exempted as discussed elsewhere in this RFQ.
- The IVDA reserves the right to reject all submittals. Selection is dependent upon the negotiation of mutually acceptable contracts with the successful respondents.
- The IVDA reserves the right to cancel, in part, or in its entirety, this RFQ including but not limited to: selection schedule, submittal date, and submittal requirements. If the IVDA cancels or revises the RFQ, all respondents of record will be notified in writing by the IVDA.
- Selection announcements, contract awards, and all data provided by the IVDA shall be protected from public disclosure. Consultants desiring to release information to the public must receive prior written approval from the IVDA Director of Redevelopment and Transportation.
- The IVDA reserves the right to request additional information and/or clarifications from any or all respondents to this RFQ.
- If your firm is not selected, debriefings will not be provided.

# COMPANY INFORMATION SHEET

LEGAL NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**TYPE OF BUSINESS (Check One):**

- |                          |   |                          |                           |
|--------------------------|---|--------------------------|---------------------------|
| <input type="checkbox"/> | CORPORATION                                 | <input type="checkbox"/> | LIMITED LIABILITY COMPANY |
| <input type="checkbox"/> | PARTNERSHIP                                 | <input type="checkbox"/> | JOINT VENTURE             |
| <input type="checkbox"/> | INDIVIDUAL                                  |                          |                           |
| <input type="checkbox"/> | INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME |                          |                           |
| <input type="checkbox"/> | OTHER _____                                 |                          |                           |

**STATE OF INCORPORATION OR FORMATION:**

\_\_\_\_\_

**PRINCIPALS/OFFICERS/PARTNERS OF COMPANY (List All Principals/Officers/Partners, Including Joint Venture Partner, Managing Partner, as well as investors/investment companies):**

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**IDENTIFICATION OF PRINCIPAL(S)/OFFICER(S)/REPRESENTATIVE(S) OF COMPANY WHO IS(ARE) AUTHORIZED TO SIGN PROPOSALS AND RELATED DOCUMENTS:**

The Company has authorized and hereby designates the following individual(s) to execute proposals and related documents:

_____	_____
Type or Print Name	Title
_____	_____
Type or Print Name	Title

# SUBCONTRACTOR/SUBCONSULTANT INFORMATION SHEET

SUBCONTRACTOR/SUBCONSULTANT LEGAL NAME:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

TYPE OF WORK TO BE PERFORMED BY SUBCONTRACTOR/SUBCONSULTANT:

\_\_\_\_\_

**TYPE OF BUSINESS (Check One):**

- |  |  |
|--|--|
| <input type="checkbox"/> CORPORATION                                 | <input type="checkbox"/> LIMITED LIABILITY COMPANY |
| <input type="checkbox"/> PARTNERSHIP                                 | <input type="checkbox"/> JOINT VENTURE             |
| <input type="checkbox"/> INDIVIDUAL                                  |  |
| <input type="checkbox"/> INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME |  |
| <input type="checkbox"/> OTHER _____                                 |  |

**STATE OF INCORPORATION OR FORMATION:**

\_\_\_\_\_

**PRINCIPALS/OFFICERS/REPRESENTATIVE(S) (List All Principals and Officers, Including Joint Venture Partner and Managing Partner):**

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**VENDOR/SUPPLIER TO CONTRACTOR,  
SUBCONTRACTOR/SUBCONSULTANT  
INFORMATION SHEET**

VENDOR/SUPPLIER LEGAL NAME:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

TELEPHONE:

\_\_\_\_\_

FAX:

\_\_\_\_\_

TYPE OF WORK SERVICES OR SUPPLIES TO BE PROVIDED :

\_\_\_\_\_

**TYPE OF BUSINESS (Check One):**

- |  |  |
|--|--|
| <input type="checkbox"/> CORPORATION                                 | <input type="checkbox"/> LIMITED LIABILITY COMPANY |
| <input type="checkbox"/> PARTNERSHIP                                 | <input type="checkbox"/> JOINT VENTURE             |
| <input type="checkbox"/> INDIVIDUAL                                  |  |
| <input type="checkbox"/> INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME |  |
| <input type="checkbox"/> OTHER _____                                 |  |

**STATE OF INCORPORATION OR FORMATION:**

\_\_\_\_\_

**PRINCIPALS/OFFICERS/REPRESENTATIVE(S) (List All Principals and Officers, Including Joint Venture Partner, Managing Partner, Project Manager, etc.):**

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## **SELECTION PROCESS SCHEDULE**

The proposed schedule for this project is as follows:

RFQ's Available	May 7, 2010
Last Day to Submit Questions	May 28, 2010
RFQ Proposals Due	Thursday, June 17, 2010 @ 2:00pm
Review proposals and short list firms for interview	week of June 21, 2010
Notice of Firms to be Interviewed (Optional)	week of June 21, 2010
Interviews (Optional)	week of June 28, 2010
Notice of Selected and Recommended Firm	week of June 28, 2010
IVDA Negotiates Contract(s)	July 1 – 2, 2010
Contract(s) Awarded by IVDA Board	July 14, 2010
Kickoff Meeting	July 20, 2010

Addendums, revisions or clarifications will be posted on the IVDA's website [www.sbdairport.com](http://www.sbdairport.com). It is the responsibility of all potential respondents to monitor the website for any such addendums.

Any questions regarding this Request for Qualification should be directed to:

Mr. Alex Estrada  
Director of Redevelopment and Transportation  
Inland Valley Development Agency  
294 S. Leland Norton Way, Suite 1  
San Bernardino, CA 92408  
(909) 382-4100 ext. 231  
Fax: (909) 382-4106  
[astrada@sbdairport.com](mailto:astrada@sbdairport.com)

