Frequently Asked Questions (Dec. 9, 2016)

1. What is the project budget? <u>Reply</u>: We are not providing that information, but we can answer questions about the scope and timeline of the project, beyond the details provided in the RFP.

2. What is the anticipated contract type (e.g., Time and Materials, Fixed Price, Cost Plus Fixed Fee)? <u>Reply</u>: The contract will be Fixed Price; we remind contractors that they will not be paid for travel or expenses.

3. The Submittal Requirements do not refer to costs. Does UNC Charlotte only request rates/pricing proposals from firms that are selected for interviews? <u>Reply</u>: True. We do not need a detailed budget to qualify for interviews. Firms can demonstrate their rates/pricing and ability to address the scope of work based on past projects.

4. What is the NC License number? <u>Reply</u>: The "NC License #" is in reference to licensed architects and engineers. If that expertise is not required for the project, then the space can be left blank.

5. On the Supplemental Information Form, can the same person be the Principal in Charge, and also the Design Leader? <u>Reply</u>: Yes, and if there are other key personnel use additional sheets.

6. On the Supplemental Information Form, how do we list projects that are not based on design (e.g. studies, engagement, marketing, etc.)? <u>Reply</u>: Fill in the columns for Projects (title), %Completion, Location, and Responsibility as accurately as possible. The nature of your relevant projects should be covered in more detail in the proposal text.

7. The RFP instructions indicate the Standard Form 330 must be included in the submittal, but it is for Architect and Engineering firms only - should I include anyway? <u>Reply</u>: Yes. The form can be downloaded from: https://www.gsa.gov/portal/forms/download/116486

8. Does each page that's printed double-sided count as one page or two pages? Similarly, is the digital version of each submission limited to 20 pages or 40 pages? <u>Reply</u>: Double-sided is 2 pages. We will review up to 20 pages of content.

9. Is there going to be a pre-proposal meeting or is all information posted on UNC Charlotte website? <u>Reply</u>: There is no pre-proposal meeting. Information is posted at: http://facilities.uncc.edu/our-services/business-related-services/capital-projects/business-opportunities/advertisements/sustainability-plan-update-support

10. Has UNC Charlotte ever posted a bid like this before? I noticed that UNC Charlotte has at least 2 sustainability plans (2010 & 2012). Could you please tell me if these plans were developed internally or if UNC Charlotte hired a third party company as a prime to develop those documents? Essentially, I'd like to know if UNC Charlotte works with, or has worked with, previous sustainability consulting companies. <u>Reply</u>: The 2010 Campus

Sustainability Plan was developed in-house by committees. The 2012 Climate Action Plan was primarily developed in-house by task forces, but with some contracted support services. There were contracts with LandDesign in 2010 for "Greenhouse Gas Verification Services" and in 2011 for "Climate Action Plan Training and Facilitation". LandDesign and Mosely Architects are acknowledged in the 2012 Climate Action Plan. We have not contracted for support to assess the human and material resources for implementing sustainability, nor to facilitate stakeholder input regarding sustainability goals. The current Sustainability Plan describes 51 goals; the Climate Action Plan addresses 1 goal from the Sustainability Plan.

11. Will the contractor be conducting workshops and online surveys on their own? Reply: The contract is to help us choose the best methods for gathering stakeholder input, develop a plan for workshops and online participation, and lead workshops.

12. How many "campus units" will need to be surveyed and interviewed? Reply: There are probably 5-7 units for each of the 5 categories. For smaller units, it may be a single person as the contact for multiple categories. We will identify key contacts.

13. What kind of response rate is acceptable for the survey of campus resources? Reply: We would like a complete inventory of human and material resources used for sustainability work across all relevant campus units. University staff will provide contact lists and help refine survey questions. University staff will prioritize units for surveys.

14. Does the university anticipate more than 30 people attending a workshop? Reply: University is providing some staffing for workshops, and will boost staffing if merited by high registration numbers.

15. Does the contractor need to assemble information about campus sustainability to prepare or educate workshop participants? Reply: University staff will provide information to share with workshop participants regarding the current state of campus sustainability.