



MONTCLAIR STATE UNIVERSITY

Montclair, NJ 07043

ADDENDUM NO. 2

Issue Date: August 28, 2019

Request for Proposal # 1422

University Facilities Sustainability Plan and Roadmapping

Number of Pages: 6

Date of Original Bidding Documents: July 31, 2019

Date of Addendum No. 1: August 15, 2019

INTENT: This Addendum forms a part of the Contract Documents and modifies the Original Bidding Documents and Prior Addenda, if any, as identified above. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

I. Points of Information:

Questions & Answers

1. As this scope is open to varying levels of potential support, we anticipate you may receive a wide range of pricing in proposal responses. Can you confirm if or how price will factor into the selection process? We noticed it was not referenced within the selection criteria.

The bid will be awarded based on price and other factors, which are detailed in Section 3.6: Evaluation Criteria.

2. Does Montclair State University have any sustainability goals? We didn't see any online and are wondering if there are any that are unpublished.

Currently, no, there are no formal, university-wide goals. University Facilities has some informal goals; nothing in writing.

3. What is the bandwidth of Montclair State University staff in supporting the development of the university facilities sustainability plan? What is the estimated time commitment from Adeline as the contact person for this work?

Adeline will be the primary contact for the project and her workload will be managed to allow for this. Other Facilities staff will be made available as necessary to support the consultant during the project and to meet deadlines & deliverables.

4. Could you provide more clarification of the desired scope of "Analysis of current practices, identification of service gaps, and recommendations for how they can be improved and/or resolved"? Parameters around what all of this could entail would be helpful.

This will involve meeting with and/or surveying stakeholders to learn how work is performed by staff, how management says work is performed, and customer perception of the work; comparing this information against what we're actually trying to accomplish and best practices in higher education; determining what is lacking on our side and how we can improve going forward.

5. Please elaborate on what Montclair State University is looking for in terms of implementation assistance.

This is not entirely clear at this point. We will likely need the greatest amount of support with change management, staff training. The primary goal of this project is to establish a roadmap that will allow us to implement as resources are available.

6. What is your expected turnaround time when you will respond to these questions? We would prefer a week after receipt of your responses to prepare our proposal.

Bid due date has been extended until Friday, September 13 at 11:00am.

7. The link provided in the RFP 1422 University Facilities Sustainability Plan and Roadmapping, page 20, Appendix 1, item 6. Ownership Disclosure Form seems to be broken, and I cannot find the form on the procurement forms website. Can you either send me the Ownership Disclosure Form or provide me with a hyperlink that is functional?

<http://www.montclair.edu/procurement/wp-content/uploads/sites/159/2019/08/OWNERSHIP-DISCLOSURE-FORM-8-28-19.pdf>

8. Does the Institution have basic Sustainability Principles, such as UN's Sustainable Development Goals (or others) to be used in the road mapping; if so, what are they and are there timeline goals and budget goals for the different tasks of the entire project? <OR> Is IDENTIFYING and DEVELOPING the Institution's Sustainability Principles and associated timeline and budget to be included in the Facilities-Specific Sustainability Plan and Road Mapping Scope of Work?

No, Facilities has no sustainability principles in place. Identifying these and the best framework for Facilities to adopt is to be included.

9. John Elkington, who coined the phrase the "triple bottom line" in reference to what is called the three legged stool of sustainability (people, planet, profit or equity, ecology, economy), has said that this framework of thinking has outlived its usefulness. What was supposed to be a framework to elicit significant change has basically become an accounting exercise with little to no effect. A regenerative approach takes a broader view, a major shift in the current paradigm, toward alignment of human thinking and actions with the way that natural systems work. The RFP appears to open some doors that align with this way of thinking. Is MSU interested in evolving beyond sustainability and engaging a more regenerative approach?

We are interested in any approach that is realistic, manageable within the context of a State University, and can be carried into the future of Facilities' planning.

10. Context: From our perspective, understanding "Facilities-specific" includes and Integrative Process (for planning, budgeting, design, construction and operation of buildings, augmenting the health and well-

being of occupants, and creating policies to manage all of the above. At a minimum, the industry standard's Basic Sustainability Principles include; an integrative approach to meeting (ESE) Environmental, Social and Economic principles. Is the intention of this Facilities-specific plan and roadmap to include:

- i. Minimal Compliance (Business as Usual) AND/OR
- ii. Efficiency (minimizing footprints) AND/OR
- iii. Net Positive Changes (doing things better) AND/OR
- iv. Regeneration (Transformation) Co-evolving profoundly the capability of change-agency of organizations for driving sustainability into all aspects of their core mission/business and benefitting all related stakeholders?

All of the above, however, we would like to do better than “minimal compliance.” How much better is to be determined as part of the goal development.

- 11.** “Collection and review of existing data, practices, resources, energy audits and other reports to establish a baseline of information to identify gaps and determine how to resolve them.” Using the AASHE STARS Rating System as an example (or other applicable rating system), please list how many and which specific current Sustainability Sub Categories there are in place from which to collect and review data?

Facilities has various data types that are collected: utilities, transportation, waste & recycling to name a few. However, reporting is inconsistent and a few separate departments report on different data sources such as GHG emissions to the EPA (<https://ghgdata.epa.gov/ghgp/main.do#/facility/>). Part of this project is to establish clear data collection & reporting practices.

- 12.** “Benchmarking of efforts at peer and sister Institutions.” Please describe the Institution’s definition of peer and sister Institutions and if possible, list any specific institutions you would prefer to us for comparison?

Peer institutions:

- *Ball State University, Muncie, IN*
- *Bowling Green State University, Bowling Green, OH*
- *Illinois State University, Normal, IL*
- *San Diego State University, San Diego, CA*
- *Towson University, Towson, MD*
- *University of Massachusetts-Boston, Boston, MA*
- *University of North Carolina-Charlotte, Charlotte, NC*
- *University of North Carolina-Greensboro, Greensboro, NC*

Sister Institutions:

- *Kean University (Union, NJ)*
- *New Jersey City University (Jersey City, NJ)*
- *New Jersey Institute of Technology (Newark, NJ)*
- *Ramapo College of New Jersey (Mahwah, NJ)*
- *Rowan University (Glassboro, NJ)*
- *Rutgers University-Camden (Camden, NJ)*
- *Rutgers University-New Brunswick (New Brunswick, NJ)*

- Rutgers University-Newark (Newark, NJ)
- Stockton University (Galloway, NJ)
- The College of New Jersey (Ewing, NJ)
- William Paterson University of New Jersey (Wayne, NJ)

We are also interested in seeing how we compare to any other similarly sized, public universities if the data is readily accessible.

13. “Plan implementation assistance.” In order to effectively co-create, develop, and quantify a more detailed strategy, is the Institution agreeable to receiving a phased proposal that pushes Task 3 beyond the current scope of work, so that it can be based upon findings from Task 1 and 2?

Yes, it can be separated based on the findings from 1 & 2, but you should still submit fees per the RFP.

14. Do you have any plans to extend the submission deadline, given the long weekend and short duration between receiving answers to the questions and the final submissions date?

Yes.

15. Does MSU have budget for plan? And if so can you share it?

Not at this time.

16. Is there a site plan available showing the boundaries of the campus?

See attached for campus boundaries.

17. How Does MSU define facilities – do these include buildings, utility equipment, all the above?

All of the above and a variety of services provided across campus. Please see the organizational chart that was provided as part of Addendum #1 to get the full scope of services offered by the division. When Facilities is capitalized, it refers to the division, not the physical facilities on campus.

18. The RFP scope describes the scope for comprehensive Sustainability Plan. Can MSU comment on the scope that the plan should cover. Should it include carbon, transportation, waste, health and wellness etc. or should it be more focused on energy? If it is focused on the latter should it cover all aspects of energy (thermal, electrical, demand, conservation, distribution, generation etc.)?

Carbon, transportation, waste, health and wellness etc. is the appropriate approach. Energy should be included, but not as the sole focus.

19. What baseline data does MSU have and can it provide a list?

Utility, GHG emissions, transportation, waste management. We will rely on the consultant to provide us with a list of relevant data sets.

20. Is MSU pursuing any Sustainability related programs at the moment?

University Facilities' sustainable programs/initiatives can be found at <https://www.montclair.edu/facilities/our-services/sustainability/>

21. Does MSU expect the team to consult with municipalities as part of the scope?

No.

22. Are we expected to provide training or just identify training plans?

Only to identify training plans. The ability to provide training is not required, but would be helpful.

23. Do you expect the team to provide costs for the various strategies etc. as part of the scope?

The more detail provided, the easier it will be for us to make a determination. We understand that, at this point, most of this will be based upon estimation as the bidding firms do not have all of the relevant data to work with.

24. Can MSU provide a copy of the energy audits that were performed on their buildings ~1 year ago

A link was provided as part of Addendum #1. Firms can download audit documents from that website.

25. Are there any specific problems/inefficiencies that MSU is aware of and would like considered in a proposal?

At this time, the most pressing inefficiencies fall under building-level metering, building commissioning, waste management/diversion, design & construction, understanding our true carbon footprint and how to reduce it, and sustainable maintenance & cleaning.

We would like to investigate & identify green purchasing goals for the division (building materials through cleaning and office products).

We need an awareness campaign (for Facilities staff and our customers) and educational plan for our staff which will be relevant to them/their work and executable in a reasonable amount of time.

II. Special Notice of Bid Extension:

Bid due date has been extended until Friday, September 13 at 11:00am.

III. Changes to Prior Addenda:

NOT USED

IV. Changes to Bidding Requirements:

NOT USED

V. Changes to Agreement and Other Contract Forms:

NOT USED

VI. Changes to Conditions of the Contract:

NOT USED

VII. Changes to Specifications:

NOT USED

VIII. Changes to Drawings:

NOT USED

Please acknowledge receipt of this Addendum No. 2 via fax or email hotskoh@montclair.edu. The fax number is 973-655-5468.

Company Name (please print)

Date

Signature

Title

Contact Name (please print)

Attachments: Campus Boundary

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