



REQUEST FOR PROPOSALS

Legacy Project for Greenbuild 2017

On November 8, 2017, USGBC Massachusetts Chapter and the City of Boston will host the 2017 [Greenbuild International Conference and Expo](#). Our parent organization, the U.S. Green Building Council (USGBC) organizes this annual event, which will bring over 30,000 sustainability leaders and advocates to our region.

The theme for the Boston conference is "**ALL IN**" to encompass the breadth and diversity of the sustainability and green building movement drawing on Boston's status as the place where it all began. Along these same lines, USGBC and USGBC MA seek to leave Greater Boston with a lasting gift. The "Legacy Project" will provide a significant contribution to greening the local area, while striving to meet some, if not all, of the following criteria:

- Serves as a permanent gift of ongoing service to the Host city;
- Serves people of varied socio-economic backgrounds;
- Is Greenbuild oriented (i.e., showcases sustainable and green practices and benefits);
- Is community supported;
- Has an educational aspect.

Past conferences have sponsored projects that have continued to serve their communities long after the attendees from Greenbuild have departed. These projects include a space to create and problem solve utilizing S.T.E.A.M. curricula while reusing discarded safe manufacturing materials in [Los Angeles](#), an interactive playground in Philadelphia, and a new urban food studio in Washington, D.C.

With your participation we can continue the Greenbuild Legacy Project tradition in the Boston metro area. To that end, the 2017 Greenbuild Host Committee is:

- Inviting proposals for **the Greenbuild 2017 Legacy Project** for the Greater Boston area;
- Providing a minimum of \$10,000 as seed funding with the potential for additional contributions, including labor/services, materials, and/or additional fundraising to support the execution of the selected project;
- Seeking proposals that demonstrate how they will contribute to USGBC Massachusetts Chapter's vision which is:

We envision a thriving and diverse community, creating a built environment of net positive systems of water and energy, of financial and social equity, and of ecological and human health.

RFP Process

To register your interest in this RFP and ensure communication of any future correspondence please email legacy@usgbcma.org with your name and your organizations name. Please write "2017 Legacy Project Question" in the email subject line. Proposals must be submitted no later than 5:00 pm EST on Friday, March 31, 2017.



The Legacy Project Committee of Greenbuild 2017 will review all timely proposals that satisfy the RFP requirements and announce the selected three finalists. The three finalists will present their proposals to the broader Greenbuild 2017 Host committee who will select a finalist no later than May 1, 2017.

Important Dates

Issuance of RFP	January 27, 2017
Deadline for Submission of Questions to USGBC MA	March 22, 2017 (by 5:00pm EST)
Responses to Questions returned by	March 24, 2017
Proposal Submission Due Date	March 31, 2017 (by 5:00pm EST)
Finalists selected by Legacy Project Committee	April 7, 2017
Final Presentations/Judging to Boston Greenbuild Host Committee	April 14-21, 2017
Selected Legacy Project Announced	May 1, 2017

Submission of Questions

Each of the Respondents will have the opportunity to ask questions regarding the RFP and proposed projects. All questions must be submitted no later than 5 P.M. on March 22, 2017.

All questions should be submitted by email at, legacy@usgbcma.org. Please write "2017 Legacy Project Question" in the email subject line. Responses to questions will be emailed to submitter no later than March 24, 2017.

Submission of Proposals

Final proposals must be submitted no later than 5:00 p.m. on March 31, 2017. Proposals should be submitted electronically as a PDF (no larger than 5 MB) via email to legacy@usgbcma.org. Please write "2017 Legacy Project Submission" in the email subject line. A confirmation email will be sent within 48 business hours.

The Legacy Project Committee of Greenbuild 2017 will review all timely proposals that satisfy the RFP requirements and announce the top 3 Legacy Projects no later than 5:00 p.m. April 7, 2017. These 3 finalists will be notified by email. Finalists will then have the opportunity to present their project in person at an USGBC MA Greenbuild host committee event that is TBD between April 14-21, 2017. Event attendees will vote to determine the recipient of the 2017 Legacy Project funds and chapter support in project execution.

Criteria

A. Project Criteria

Proposals must address and include the following mandatory criteria:

- Be permanent and enduring
- Serve varied socio economic backgrounds and is community supported. (10 points)
- Address an important Sustainability or Environmental issue(s) that provides a net positive outcome in the built environment per the USGBC MA Chapter vision quoted above. (20 points)
- Have enduring educational aspects. (20 points)
- Be deliverable on budget and on time by November 1, 2017. (20 points)
- Be inspirational and vibrant. (10 points)
- Be at a location that is easily accessible to a larger general audience. (10 points)
- Provides an opportunity for people to engage through mentorship whether during the project creation or as a result of the project. (10 points)



Proposal Format

All responses must meet the following format requirements:

- Responses must respond to each RFP item in the order outlined below in the “Proposal Contents” section.
- Responses must be formatted as a PDF (“.pdf”) document.
- Responses must not exceed file size greater than 5 Mb.

Proposal Content

I. PROJECT INTRODUCTION

Respondents shall provide a Project Introduction with their response of no more than 200 words. The Project Introduction should highlight key components of the respondent team’s response. In particular, it should articulate:

- The title of the project
- The vision for the project
- The project’s target audience
- How the target audience will benefit from the proposed project
- The location of the project
- How the proposed project fits within the existing neighborhood fabric and fills a need not currently met

II. PROJECT TEAM

Identify the project’s lead organizer plus key team members, including community partners. Include a brief description of each individual/organization and their role, not to exceed 200 words per person/organization.

III. PROJECT DETAILS

Please answer each of the questions below. Answers should not exceed 200 words each. Please also include a visual representation of your proposed project or site (up to 4) in this section.

- How is the Project Criteria addressed by the project?
- Why was this location selected? How does this project contribute to the greening of the local community?
- Describe the ongoing maintenance or support that will be required for the project and how those needs will be met.
- Describe the potential growth and future opportunities of the Project.
- Describe any past projects you and/or project team members or organizations have undertaken that are similar to the one proposed. Include the role played in the past project.
- Describe the educational impact of this project.

IV. Project Schedule

Provide a detailed project schedule, included key dates, milestones, and dependencies. You must provide the anticipated start date and completion date for the project. Project should complete by November 1, 2017.



V. Project Cost & Funding

Include a project cost breakdown, including construction costs. Please indicate additional funding commitments this project plans to secure or has secured. USGBC MA will provide \$10,000 in seed funding.

Describe yearly anticipated budget that will be required to keep this project operational after Greenbuild 2017, and how this maintenance will be funded.

VI. Proposal Checklist

- All questions answered
- Project breakdown of cost included
- Project schedule included
- Resume/CV and 200-word biography of key personnel with projects completed
- Up to 4 visual representations of the Project and site included
- Formatted as a “.pdf” document
- File size less than 5 MB
- Submission submitted electronically

Legacy Project Winner – Memorandum of Understanding

Upon selecting a winner for the Legacy Project award, the USGBC MA will enter into a Memorandum of Understanding (MOU) with the project team detailing the specifics of the project and the expected timeline for completion. An example of a MOU will be sent to registrant when team registers their interest in submitting a proposal – see RFP Process introduction.

Disclaimer

USGBC MA reserves the right to withdraw the award of Legacy Project and seed money, at any time, and without penalty, should the project fail to deliver on the promises and timeline as listed in their Proposal.