

**Fort Worth Country Day School
Sustainability Committee
Request for Proposal**

Proposal Deadline: January 19, 2009

Fort Worth Country Day School is seeking qualified firms to guide the school through a comprehensive sustainability audit and planning process. This sustainability project will direct the School in identifying efficiencies, managing resources, and enhancing our environment.

Attached is a recommended *Outline of Process* organizing the work in two phases. The first is a community orientation and campus analysis to result in a report of recommendations. The second phase prioritizes recommendations and plans for implementation. The Sustainability Committee has drafted the following vision statement:

FWCD, the leader in Academics, Athletics and the Arts, will become the leader in Environmental Sustainability by creating operational and system efficiencies, conserving energy and enhancing the environment on the FWCD campus. FWCD will integrate Environmental Best Practices into the lifestyle of the school to create a community of leaders committed to "living" Environmental Sustainability.

The broad range of the project may require several outside firms and resources. Successful firms will work with all school constituencies in the planning process. We seek firms with experience in similar projects and insight into educational trends, curriculum, and school operations and facilities. The *Scope of Assessment* lists targeted functions and topic areas for review. Any expertise and certification in these technical areas is desirable.

Your initial response should address your interest in the project, your firm's unique qualifications, details of your approach, and references from similar projects. Please include profiles of personnel involved in the project and a fee schedule with man hour estimates, rates and reimbursables.

Our goal is to complete the architect selection process in January and to begin work on the plan immediately. Therefore, your availability in January, February and March should be considered as you assess your interest.

Feel free to contact me should you have any questions. For interested parties, I will provide an brief opportunity to tour campus on **Friday, Jan 9, 2008 at 10:00 AM**. Call or e-mail for details. Please forward your response to my attention by Friday, January 19. Thank you in advance for your time and interest in this project. We look forward to learning about your master planning capabilities.

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**Fort Worth Country Day School
Sustainability Committee
Outline and Scope**

Outline of Process

I. Green Opportunities Assessment & Report

A. Initial Steps and Activities:

Orientation may include other participatory exercises, not limited to list below.

- i. Campus Tour/Introduction to FWCS (Staff)
- ii. Key Staff Interviews (Consultant)
- iii. "Eco-Charrette" (Consultant facilitates)
Meetings to include board, parents, students, faculty and staff.
- iv. Audit of Existing Facilities

B. Deliverables

- i. Vision Statement of the Sustainability Program:
Adopted through a community dialogue and by consensus of all stakeholders elaborates on a philosophy, purpose and operational framework.
- ii. Report of Opportunities & Recommendations:
A summary of opportunities for FWCD to achieve the vision statement, which would address:
 - Committee goals,
 - Operating framework,
 - List of target areas,
 - Best practices and recommendations

II. Program Prioritization & Implementation

The second phase will allow the committee to work with consultant in advisory role to produce. The respondent should provide a methodology to reach the following steps:

- A. Preliminary budgeting for selected opportunities
- B. Report Review & Prioritization
- C. Milestone schedule for Implementations

- i.
 - i. Outline target milestones
 - ii. Indicate potential additional expertise required
- ii.

Scope of Assessment

I. Recommended Functional Areas for Review

- Renovation of Existing Facilities
- New Construction
- Grounds and Physical Site
- Educational Curriculum
- Operational Services

II. Recommended Program Resource Topics

- Air Quality
- Energy Management
- Carbon Emission
- Chemical Usage
- HVAC Systems
- Landscape
- LEED Building Standards/Compliance
- Pesticides and Pest Control
- Printing and Paper Consumption
- Recycling
- Transportation
- Waste Management
- Water Consumption