



Portland
721 NW 9TH AVE. #280
PORTLAND, OR 97209
503.228.5533 (ph)
503.914.1749 (fax)

Seattle
410 OCCIDENTAL AVE. SOUTH
SEATTLE, WA 98104
206.223.2028 (ph)
206.260.2450 (fax)

Vancouver
1100-111 DUNSMUIR STREET
VANCOUVER, BC V6B 6A3
604.909.9559 (ph)
604.608.9353 (fax)

www.cascadiagbc.org

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A CHAPTER OF THE US & CANADA
GREEN BUILDING COUNCILS



Request for Proposals:

Integrated Design Process Workshop Faculty
January 2, 2008

Project Concept:

Over the course of the 2008 year, Cascadia will be hosting a series of Integrated Design workshops all over the United States including, Alaska, Oregon and Washington. (The BC workshops are handled by the CaGBC). Approximately 10 workshops are planned in 2008.

Workshop topics will include:

Introduction to Integrated Design – a 2-4 hour introductory course

Advanced Integrated Design Workshops – a full day seminar intended to teach project team members how to facilitate and lead an integrated design process.

Base curriculum for these courses have already been developed and only minor modifications and updates would be expected by the faculty team. The curriculum, which consists of an introductory PowerPoint, an advanced PowerPoint for facilitation training and a course delivery guide, were developed in 2007 through a cross border consultant contract for the BC Green Building Roundtable, Shared Services BC, BC Hydro, the City of Seattle and King County.

Cascadia is hoping to identify between 1-4 faculty teams for each state, to be available to do the teaching on an on-call basis. Cascadia may choose to award all of the faculty contracts to one firm and pick 'back-up' firms or may spread the work out evenly depending on the number and experience level of the submitting organizations. As a goal we seek to minimize travel and the carbon footprint of our workshops, so preference will be given for local teams to teach.

Required Experience:

Faculty teams need to have extensive green design experience and a history of leading charrettes and integrated design processes for many years. This is an advanced-level contract and only expert level submissions will be considered. Additional experience that is important:

- Expert knowledge of LEED
- Strong understanding of major A/E disciplines
- Working knowledge of BIM and integrated design
- Experience as a teacher or facilitator

Fee :

The fee for this work will vary based on the classes taught. The selected faculty will likely teach the course multiple times over the course of the year. Fees are paid based on a class-by-class basis. Faculty consultants are expected to get up to speed on course materials on their own time. Fees for 2008 classes are approximately as follows:

Short Course \$1500/class

Full Day Course \$3000/class

Expenses for travel and accommodations if required would be added to this.

Once an instructor has taught their first class, it is anticipated that future classes will require less prep time.



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Eligibility:

Any organization may apply to be the primary consultant on the project provided that they can demonstrate adequate qualifications. Expert experience is mandatory. Individuals may apply, although for the longer courses two instructors are recommended.

Eligible firms must be an active, Friend of Cascadia at the Certified level or higher to submit. Sponsor status must happen prior to the submittal deadline. For more information on how to become a sponsor visit the Cascadia website: www.cascadiagbc.org

Submittal Requirements:

Submission for this rfp has several components: each of which must be submitted to qualify:

Cover Letter:

A maximum two-page document that succinctly describes who you are, why you are submitting and why you are most qualified.

Section 1 – Firm and Team Profiles (4 page max) – please give a brief summary of the faculty roster, both firm backgrounds and exact individuals who will be teaching. Please note: we are only interested in receiving profiles from people who will actually be teaching faculty- no bait and switch! Please summarize what personal experience makes the team member qualified.

Section 2 – Experience – (4 page max) please give a summary of 4-6 green projects that the team has worked on that are relevant to this rfp to show experience. Please be specific regarding the design process used, your role on the project and how integrated design produced positive results.

Section 3 – Summary – (3 page max) please provide the Top Five reasons why your team should be selected for this study.

All submissions are to be electronic only. No hardcopy submission is required or wanted. Cascadia will not share any information publicly.

Submissions should be no larger than 6 MB. Submissions should be sent to:

Meagan@cascadiagbc.org Once submitted a confirmation e-mail will be sent. If you do not get one within a day of submitting please contact: 206.223.2028.

Schedule:

RFP Issued February 12
RFP RSVP February 20

Teams hoping to submit are encouraged to RSVP by February 25th in order to receive updates and answers to questions.

Question Period Closed February 25th

Teams may ask questions through e-mail only. Please do not call. Inquiries should go to meagan@cascadiagbc.org. All questions will be pooled and answers sent out to the rsvp list on February 28th.

Submittal Due March 5th at 5:00 pm Pacific Time

There will most likely be no interviews and winning teams will be directly notified. Cascadia reserves the right to hold interviews if needed.

Project Teams Selected March 10th



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Who is Cascadia?

The Cascadia Region Green Building Council is one of three original chapters of the U.S. Green Building Council and a chapter of the Canada Green Building Council. Incorporated in Oregon in 1999, the chapter covers Oregon, Washington, British Columbia and Alaska. Its mission is to promote the design, construction and operation of buildings that are environmentally responsible, profitable and healthy places to live and work. Cascadia continues to serve its members by helping the U.S. and Canada Green Building Councils meet their goals in the Pacific Northwest.