



## REQUEST FOR PROPOSALS

### **LEED 2009 / Green Fundamentals Course Curriculum**

USGBC New York has identified a growing need for a half-day course on the basics of green building and LEED 2009. We are looking for a motivated individual with a background in group education and curriculum development to build this curriculum by March 1, 2009, and deliver the course between this date and July 30, 2009.

#### **Scope**

##### DEVELOPMENT

This individual will develop, in close coordination with the USGBC New York Director of Programs & Policy, a 4-hour course curriculum covering the following subjects, with the estimated breakdown of time for each subject in brackets:

- Broad environmental impact of typical buildings (10%)
- Broad human health impact of typical buildings (10%)
- Typical benefits of green buildings (10%)
- Integrated/Collaborative Design process (10%)
- LEED v3/2009 (60%)

The course will review the major categories of concern regarding the environmental and human health impacts of buildings including; energy, water, indoor environmental quality, site selection, and material selection.

The curriculum deliverables will include:

- Keynote/Powerpoint slideshow (with appropriate presentation notes)
- Course outline
- Detailed curriculum narrative
- Green building primer (1 page)

The curriculum deliverables must be coordinated with USGBC New York's "deliverable design guidelines" and when complete will be the sole intellectual property of USGBC New York.

##### DELIVERY

Following approval of the curriculum by USGBC New York the successful applicant will conduct the educational program for a group of roughly 75 individuals on six occasions between March 1 and July 30, 2009. USGBC New York will be responsible for coordinating a venue for these events, may charge for these sessions and will retain any revenue resulting. Following these sessions USGBC New York reserves the right to deliver this curriculum with any other faculty but will give preference to the successful applicant.

**Evaluation Criteria**

Applicant proposals will be evaluated for the following criteria:

- Specific qualifications and relevant experience
- Group education experience
- Knowledge of subject matter, including LEED v3/2009

**Payment**

The successful applicant will be paid in six equal installments, to be invoiced following the completion of each educational session.

**Proposals**

Qualified applicants should send their resume, a cover letter describing their specific experience, and a lump sum fee proposal (one page maximum) for the scope of work described above to [proposal@usgbcny.org](mailto:proposal@usgbcny.org) no later than January 21<sup>st</sup>. Examples of relevant work are encouraged, but should be limited to single page.