



## REQUEST FOR SUBMITTALS & APPLICATION

### DEEP ENERGY RETROFIT FOR A NON-PROFIT ORGANIZATION

BrightBuilt Retrofit (BBR), a collaboration among the US Green Building Council, Northeast Sustainable Energy Association, Green Building Advisor and BuildingGreen, LLC, announces an energy conservation initiative open to non-profit organizations (NPOs) that want to significantly reduce the carbon footprint of their buildings.

#### **About.**

The BrightBuilt Retrofit initiative will support a high profile, open source, community based deep energy retrofit of an office or other building owned by the selected organization. **The goal of the project is to demonstrate the affordability and accessibility of deep energy retrofits in colder climates.** The open source process is innovative in its commitment to have a broad impact well beyond the actual physical renovation. Leaders in energy efficiency building design and construction, NPO partners and the surrounding community will be encouraged to contribute to and learn from the project and one another so that the lessons learned and outcomes extend far beyond this one project. NPOs in the northern New England States of Maine, Massachusetts, New Hampshire and Vermont are eligible to apply.

The selected NPO will receive:

1. A cash award of \$10,000 to help offset project expenses
2. Access to \$90,000 interest free loan money
3. Discounted design services from Kaplan Thompson Architects (KTA), architects of the original BrightBuilt Barn
4. An opportunity to expand and deepen relations with supporters
5. Local, regional, and national recognition
6. Lower energy bills and thus a reduced carbon footprint
7. More comfortable, livable, beautiful space

*Note: funding and support resources for green retrofits are available to all applicants on-line.*

#### **Guiding Principles.**

- **Innovative** – This project will be innovative in its open source approach to participant inclusion and its commitment to sharing the lessons learned.
- **Sustainable** – This project will use green building materials, measure energy efficiency and increase the longevity of the NPO's resources.
- **Community Enhancing** – This project will strengthen existing, as well as create new, partnerships between the selected NPO and its surrounding community
- **Affordable/Replicable** – This project will be a model for financially and/or logistically feasible energy retrofits.
- **Educational/Open Source** – This project will educate others and broadly disseminate the knowledge it generates.

- **Highly Visible** – This project will be widely publicized to maximize education and replication opportunities.
- **Beautiful** – This project will not lose sight of beauty while attaining technical goals.

## Application Criteria.

The BrightBuilt Retrofit Board of Advisors seeks a pool of committed NPO applicants that meet the Building Criteria and exemplify organization readiness and dedication as outlined in the application to follow. In sum, eligible applicants must be financially stable, community supported organizations in ME, MA, NH, and VT that are motivated to broadly disseminate the lessons learned from the deep energy retrofit of its 2,000-5,000 square foot, code compliant building which is free from significant structural and code related constraints. Note: full support from the NPO's Board of Directors is required at the time of application.

## Financial Commitment.

The estimated total deep energy retrofit cost for the selected NPO's building will be determined by KTA and will be announced to the NPO along with the award. Expenses in excess of the \$10,000 cash gift and the discounted services will be the responsibility of the NPO, and loan money must be repaid within 12 months of the project's completion. Funds for the project can come from reserves, bank loans, single donors, or as part of a capital campaign providing the NPO an opportunity to engage and galvanize its constituency.

## Submittal Schedule.

- **JULY 1, 2010: Open for Applications**  
*Questions about the project and application will be accepted on an ongoing basis and will be posted, along with answers, on the BrightBuilt Retrofit website:  
[www.brightbuiltbarn.com/brightbuilt-retrofit](http://www.brightbuiltbarn.com/brightbuilt-retrofit)*
- **SEPTEMBER 15, 2010: Application Deadline**
- **OCTOBER 13, 2010:** Short list selection complete; online public voting opens for shortlisted candidates.
- **NOVEMBER 10, 2010: SELECTION DATE**

## Evaluation.

The following Board of Advisors, who will also serve as a jury for the selection process, guides the BrightBuilt Retrofit initiative. For a full description of each member's expertise and links to their organizations, go to [www.brightbuiltbarn.com/brightbuilt-retrofit](http://www.brightbuiltbarn.com/brightbuilt-retrofit).

- *Keith Collins, BrightBuilt Barn\**
- *Phil Kaplan & Robin Tannenbaum, Kaplan Thompson Architects*
- *John Rooks & Alisa Conroy, The SOAP Group*
- *Naomi Mermin, Maine Chapter of U.S. Green Building Council*
- *Dan Kolbert, Kolbert Building*
- *Jennifer Marrassese, Northeast Sustainable Energy Association*
- *Tedd Benson, Bensonwood Homes*
- *Martin Holladay, Green Building Advisor*
- *Gunnar Hubbard & Allison Zuchman, Fore Solutions*
- *Jessica Lantos, Maine Association of Nonprofits*
- *Jim Newman, BuildingGreen, LLC*

*\*The first BrightBuilt initiative, the BrightBuilt Barn, is an award winning, high profile, LEED Platinum, triple net zero structure in Rockport, Maine, To learn more, visit [www.brightbuiltbarn.com](http://www.brightbuiltbarn.com).*



## Application.

- Entries consist of three parts:
    1. Completed application form including narrative responses (hard copy)
    2. Digital images of the building (CD or flash drive)
    3. Supporting documents (hard copy)
  - Mail one complete set of application materials to: BrightBuilt Retrofit, C/O Kaplan Thompson Architects, 424 Fore Street, Portland, ME 04101
  - Completed and accurate entry is due: **4PM (EST) September 15, 2010**
  - Entries will be judged based on their fit with the guiding principles of the project, as well as the building and organizational criteria.
  - Please direct inquiries about the application process to: retrofit@brightbuiltbarn.com
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## Contact Information.

Name of NPO: \_\_\_\_\_

Primary Contact Name & Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Physical Address of Building: \_\_\_\_\_

How did you hear about BrightBuilt Retrofit? \_\_\_\_\_

## Building Criteria.

Submitted buildings must meet most or all of the following criteria. Please check all that apply:

- The building is owned by NPO.
- The building is located within ME, MA, NH or VT
- The building size is 2,000-5,000 square feet.
- The building has a poured concrete foundation (vs. rubble).
- Masonry is not the primary construction material.
- There are no major structural issues (damaged foundation, sagging roof).
- There are no exterior historic preservation requirements.
- The building is currently code compliant (electrical, life safety, egress, fire separations).
- The building is well enough inside its lots lines that the building envelope could increase by several inches.
- There are no hazardous waste issues (lead/asbestos).
- There are minimal roof penetrations (skylights).

Please describe your building in more detail:

- a. Year Constructed: \_\_\_\_\_
- b. Total Square Footage: \_\_\_\_\_
- c. Construction Type
  - i. Foundation: \_\_\_\_\_
  - ii. Walls: \_\_\_\_\_
  - iii. Roof: \_\_\_\_\_
- d. Type of existing insulation in building, if known: \_\_\_\_\_

Please provide the following digital images of the building:

- 5-10 representative photographs of the exterior of your building including shots showing each side (north, south, east, west), foundation, windows, site surrounding immediate building and any other unique features.
- 5-10 representative photographs of the interior of your building to illustrate how the building is used (offices, conference rooms, libraries, basement, etc.)

## Organizational Information.

Please answer the following questions in 500 words or less (one page) in a separate document.

1. Why should your NPO be the recipient of the BrightBuilt Retrofit award?
2. What is your organization's mission, as well as goals for the next two years, and what role does your physical building play in your mission and plans?
3. Describe your NPO's specific action plan, known as the Community Engagement Plan, to involve stakeholders in this energy conservation initiative, as well as to publicize the project both within your constituent community and within the community at large.
4. How does your organization plan to raise money to pay for the deep energy retrofit, either initially or in order to pay back the no interest loan?
5. The BrightBuilt Retrofit advisors are exploring the idea of creating an open source community to highlight successes and lessons learned among all NPO applicants that take energy conservation steps in the next two years. Please describe your organization's commitment to reducing your carbon footprint and to sharing your findings with the community and public *even if you are not chosen to receive the award*.

## Supporting Documents.

Please provide the following with your submission:

- Documentation of full Board support, including a resolution that there are no known financial, legal, logistical, or other impediments to moving forward with this project expeditiously if selected
- Outline of organizational structure, including list of staff and Board of Directors, with note of key personnel that will be involved in this project
- Copy of IRS determination letter stating tax-exempt status
- Copy of property title for building
- Copy of Form 990 (2009) to demonstrate sound financial condition
- Copy of most recent Annual Report to illustrate solid community/member support
- Note: utility bills (electricity/heat) for one year will be requested from the selected NPO

## **Signatures.**

By signing this document, I certify that the information provided above is accurate to the best of my knowledge and that I am authorized to enter this organization for this award.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Submittal for this project does not constitute an agreement for services. BrightBuilt and its owners, members, and agents reserve the rights and privileges to discontinue or modify this Request for Submittal & Application at any time.*