

## Appendix A:



City of Columbus  
Mayor Michael B. Coleman

## Department of Finance and Management

Joel S. Taylor, Director

To: Elected Officials, Agency Directors, and Fiscal Personnel

From: Joel S. Taylor, Director  
Department of Finance and Management

Date: May 18, 2007

Re: Utilizing Environmentally Preferable Requirements in  
RFP/RFSQ Contracts

This policy regarding how City Agencies should utilize the environmental preference in professional service contracts is issued pursuant to the authority granted to me by Columbus City Code 329.03,

As part of Mayor Coleman's Get Green Columbus initiative, City Council added section 329.31 to the Columbus City Code. This section provides, in part, that City agencies will develop specifications to encourage environmentally preferable bidders and offerors. In addition, it states that when evaluating bids or offers for materials, supplies, equipment, construction and services, preference will be given to an environmentally preferable bidder or offeror.

The purpose of this memo is to address how this section should be implemented when a Department is seeking professional services through a request for proposals (RFP) or a request for statement of qualifications (RFSQ).

When issuing a RFP or RFSQ, these guidelines should be followed.

1. The RFP or RFSQ should include an environmental preference unless it is clear that there is not an environmentally preferable way to carry out the purpose of the contract. If a department determines that there is not an environmentally preferable way to carry out the purpose of the contract, that decision should be shared with the Mayor's Environmental Steward.

2. When drafting an RFP or RFSQ that includes an environmental preference, the RFP or RFSQ should include the following statement (or words to this effect): **The City of Columbus is seeking an Environmentally Preferable Offeror, who will assist the City by providing services that will have a lesser or reduced effect on human health and the environment.**
  3. Each department may determine for itself how to award points for an environmentally preferable bidder. Two areas that should be evaluated for inclusion are points for the team's credentials/experience and/or points for the project proposal. These are discussed further below.
    - a. Team Credentials: A department may choose to award points for the specific environmental experience and/or training of the offeror. For example, points may be awarded for LEED certification. In doing so, the department should focus on the team that will be providing the actual services, and avoid awarding points for firm members that will not be directly involved in the project.
    - b. Project Proposal: A department may choose to award points for environmentally progressive elements in the offeror's project proposal. For example, points may be awarded for a proposal that suggests using recycled or renewable raw materials.
  4. It is imperative that once a department determines how to award environmentally preferable points in evaluating an RFP or RFSQ that the department is explicit and clear about how those points will be awarded. Specific examples or guidelines should be provided.
  5. Each department should track how many service contracts it has awarded to an environmentally preferable offeror. This information should be reported on an annual basis to the Department of Finance and Management and to the Mayor's Environmental Steward.
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