




**Vice President for Facilities
and Chief Facilities Officer**

Division of Facilities
Sterrett Center
230 Sterrett Drive
Blacksburg, Virginia 24061
P: (540) 231-4673
dwynt@vt.edu

MEMORANDUM

TO: Student Organizations

FROM: Dwyn Taylor
Vice President for Facilities and Chief Facilities Officer 

DATE: September 20, 2024

SUBJECT: Academic Year 2024-25 Request for Proposal for Climate Action, Sustainability, and Energy Initiatives by Student Organizations Program (Green RFP Program)

Student engagement is an important factor in advancing climate action, sustainability, and energy initiatives at Virginia Tech. The university has created the Request for Proposal for Climate Action, Sustainability, and Energy Initiatives from Student Organizations Program (called the "Green RFP Program") to solicit proposals from recognized student organizations that support the goals of the Virginia Tech 2020 Climate Action Commitment. Since its initiation in academic year 2010-11, the Green RFP Program has provided funds in excess of \$2.18 million for 135 approved student sustainability proposals.

The purpose of this memorandum is to present the proposal submission process, timeline, format, contacts, and review criteria. Recognized student organizations should identify sustainability initiatives that are directly targeted to specific projects and therefore limited in size and scope. The university is especially interested in projects focused on energy reduction and conservation that produce achievable savings. Requests for one-time support are generally preferred over those requiring ongoing support.

The process and key dates for proposal submission are shown in Attachment 1. The process begins with this memorandum and continues through the current academic year. Approved proposals will be formally announced during Spring Semester 2025.

Student organizations will submit their proposal(s) using the form titled “Green RFP Submission Form” shown in Attachment 2. All four parts of the form must be completed in detail. Part III, “Supporting Information” should be completed prior to addressing Part II, “Project Cost Information.” As shown in Part IV, all proposals must have an appropriate university official’s participation and concurrence prior to submission. The participation of the appropriate university official is essential, particularly if a proposal involves the purchase and installation of new equipment, a modification to an existing facility or grounds, or a new program.

The completed form must be signed and electronically submitted to Nathan King in the Office of Sustainability at naking@vt.edu by 5 p.m. on November 15, 2024. If students have questions, need assistance in completing the form, or need assistance with identifying the appropriate university official for their proposal, please contact Mr. King via email or office telephone at 540-231-7358. If technical assistance is needed in preparing a proposal, please see our subject matter contact list in Attachment 3. For a list of previously approved Green RFPs, please visit the Office of Sustainability website:

<http://facilities.vt.edu/sustainability/sustainability-programs/green-rfp-program.html>.

The Office of Sustainability will present select proposals to the university’s Climate Action, Sustainability, and Energy Committee (CASEC) for review and prioritization. This committee is a part of our university governance system and is comprised of faculty, staff, graduate students, and undergraduate students. The committee will consider and evaluate proposals based on the following criteria:

- Does the proposal help to achieve the goals of the Virginia Tech 2020 Climate Action Commitment? See: <https://vt.edu/sustainability/background.html>
- Does the proposal generate savings that exceed the cost of implementation?
- Does the proposal reduce/conserves energy or enhance social services or ecosystem services?
- Does the funding request address a one-time or an ongoing need?
- Does the proposal leverage other sources of funding or volunteer effort?

Select proposals meeting these criteria will be prioritized and submitted by the Climate Action, Sustainability, and Energy Committee to the Office of Budget and Financial Planning (OBFP) for further consideration. OBFP will assemble a budget committee to review proposals and determine potential funding strategies for those recommended for approval. The Executive Vice President and Chief Operating Officer will announce the list of approved proposals and funding sources. The Division of Facilities will oversee implementation.

Thank you for your interest in the university’s environmental stewardship efforts. I encourage your participation in this very popular student program.

c: Simon P. M. Allen	Frances B. Keene	Nam Q. Nguyen
Gannon T. Davis	Christopher E. Kiel	Angela S. Page
Deborah R. Greer	Nathan T. King	Brennan E. Shepard
Timothy L. Hodge	Meghan Marsh	Matthew H. Stolte
Travis W. Hundley	Liza L. Morris	Jonathan C. Teglas
Travis L. Jesse	Heidi E. Myers	Anthony S. Watson

**STUDENT ORGANIZATIONS SUSTAINABILITY INITIATIVE PROPOSAL
PROCESS AND TIMELINE**

DATE	ACTIVITY
Sep 20, 2024	Vice President for Facilities and Chief Facilities Officer announces the AY 2024-25 Green RFP Program and the Office of Sustainability notifies student organizations.
Nov 15, 2024	Proposal submission deadline to Office of Sustainability.
Dec 1, 2024	Office of Sustainability coordinates a proposal review for feasibility and completeness.
Jan 27, 2025	Climate Action, Sustainability, and Energy Committee receives select proposals and appoints Subcommittee to review and recommend a priority order.
Feb 24, 2025	Subcommittee presents proposed priority recommendations to the Climate Action, Sustainability, and Energy Committee for approval.
Mar 7, 2025 (estimated)	Climate Action, Sustainability, and Energy Committee presents proposals to the Office of Budget and Financial Planning for review and funding consideration.
Mar 2025 (estimated)	Office of Budget and Financial Planning, in coordination with other university offices, determines potential funding options for proposals and seeks the appropriate approvals.
June 2025 (estimated)	Executive Vice President and Chief Operating Officer announces the approved proposals and funding sources.
July 2025 (estimated)	The Office of Budget and Financial Planning transfers funds to the appropriate Green RFP funding codes for proposal implementation.
July 2025 (estimated)	Office of Sustainability initiates Green RFP implementation.

Attachment # 2

- C. What is the cost of your proposal? Please describe in adequate detail the basis for your cost estimate. Also, include a line item for any ADA accessibility considerations, if applicable for your project. Also, include a 15 – 20% contingency cost estimate (based on total cost) to account for labor/material cost fluctuations or other unforeseen expenses.
- D. Will your proposal produce cost savings for the university or enhance social services or ecosystem services? If so, how much? Please describe in adequate detail the basis for your savings estimate.
- E. Is this funding request for a one-time need or an ongoing need (please mark one)?
- One-Time _____ Ongoing _____
- F. Is funding available for this request from another source? If yes, describe the funding (source, amount, etc.).

**GREEN RFP SUBMISSION FORM
(Continued)**

Part IV- Requestors/Reviewers	
Prepared By (Name of Contact for Student Organization)	Date
Reviewed By (Name of Appropriate University Official)	Date
Reviewed By (Name of Office of Sustainability Representative)	Date

**GREEN RFP SUBMISSION
CONTACT LIST**

In the preparation of your Green RFP form, student organizations are encouraged to seek input and guidance from the following list of university employees. These individuals are familiar with the form and the process. They can address the feasibility of your proposal, provide a technical review, and evaluate the cost & potential savings.

<u>Area of Expertise</u>	<u>Name</u>	<u>Title</u>	<u>Email Address</u>
Engineering & Operations, Energy Management	Steve Durfee	Asst CASE Director & Campus Energy Manager	sdurfee@vt.edu
Facilities: Housing & Residence Life	Ken Belcher	Director of Facilities & Operations	kbelcher@vt.edu
Facilities: Buildings & Grounds (Small Renovations)	Jim McDaniel	Minor Modifications Manager	jmcdani@vt.edu
Exterior Lighting	Nam Nguyen	Exec Director Energy & Utilities	namnguyen@vt.edu
Student Engagement & Campus Life	Spencer Stidd	Assistant Director of Event Services	sstidd@vt.edu
Dining Services & Housing (Student Affairs)	Emily Williams	Sustainability Manager	wemily93@vt.edu
Sustainable Transportation (Bus, Bike, & Walk/EVs)	Nick Quint	Sustainable Transportation Manager	nquint@vt.edu
Landscape Architecture	Jack Rosenberger	Campus Landscape Architect	jrosenb@vt.edu
Hahn Horticulture Garden	Scott Douglas	Director/Instructor	dsd1@vt.edu
Recycling & Waste Management	Teresa Sweeney	Waste and Recycling Manager	msrecycle247@vt.edu
Other Sustainability Topics	Nathan King	Campus Sustainability Manager	naking@vt.edu