



SOLAR DECATHLON EUROPE 2014 IN FRANCE

REQUEST FOR PROPOSAL 2014

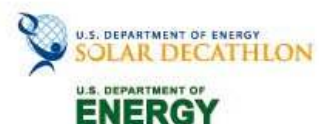


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Request for Proposal 2014

Issue date : October 10, 2012

Due date : December 10, 2012 – Midnight Paris time

Technical questions must be received in writing no later than December 3, 2012

Please submit technical questions to candidature@solardecathlon2014.fr

This Request for Proposal (RFP) includes this main document and several attachments, including instructions for completing a proposal, several documents that are required with submission of the proposal, and a Statement of Work that describes the work to be performed by successful applicants to this solicitation. Please review the entire document, including attachments to respond thoroughly to the solicitation.

1. INTRODUCTION

Universities (College of architecture, engineering and design) are invited to participate in the third edition of the Solar Decathlon Europe in 2014 in France !

The SDE (Solar Decathlon Europe) organization, the French Ministry of territorial Equality and Housing, and the U.S. Department of Energy (DOE) invite you to participate in the 2014 Solar Decathlon Europe in France, in accordance with the requirements and conditions set herein after.



The Solar Decathlon Europe is an international competition open to all accredited universities, colleges, and other post-secondary educational institutions. Student teams compete to design, build, and operate highly energy-efficient, completely solar-powered houses. The entire Solar Decathlon Europe project encompasses not only the final competition, but also the previous project's design development, construction, and commissioning phases necessary to participate in the competition. Hence, the competition itself is only one of several requirements associated with participation in the project.

The Solar Decathlon Europe 2014 competition will take place in Versailles, France, in late spring 2014 (probably in between 15/06 – 15/07). The competition will be held for the tenth time worldwide, and the third time in Europe, as a result of a Memorandum of Understanding (MOU) signed between the Government of the United States of America and the Government of French Republic. The Competition has already had five editions in Washington, DC, these events were held in 2002, 2005, 2007, 2009 and 2011 and the next one will take place in 2013 in California. The two first Solar Decathlon Europe has been held in Madrid, Spain, in 2010 and 2012. (www.sdeurope.org)

The competition is an excellent opportunity to generate and disseminate knowledge, with consequent prestige to the participating universities.

The SDE is a key strategy to foster development and facilitate widespread adoption of homes that demonstrate solar and energy efficiency technologies in marketable residential applications, through technology development and key partnerships. The strategy includes fostering excellence in building science education in universities with a goal of equipping future design and construction professionals with the skills necessary to design and build quality high performance homes that are healthy, safe, durable and energy efficient.



For the student competitors, the project is designed to increase education about zero-energy home design, and to accelerate zero-energy home R&D. Participation will enable the universities to integrate and produce knowledge on sustainable construction demanded by society with the comfort and quality required. Socially, the competition highlights the possibilities for dissemination and awareness of important aspects for the triple challenge: energy, environment and society that we all face.

The competition fosters collaborations among students in the disciplines of architecture, engineering, business and marketing, and communications at the outset of their careers to achieve the goal of developing and demonstrating solar technologies in marketable residential applications. Like the athletic decathlon, the Solar Decathlon will test proficiency in a wide range of skills. Unlike its athletic counterpart, however, the Solar Decathlon is a team event, in which the diversity of abilities comes from the composition of the team rather than from a single individual.

To meet all these objectives, the competition rules have evolved for the Solar Decathlon Europe 2014 in France. With each new edition, a development of the Rules allows to refine the requirements to be met by projects. Therefore the evaluation of proposed projects, via the 10 criteria of the Decathlon, tends to cover all issues related to houses of the future.



The organizers of the next Solar Decathlon Europe in France in 2014 thus have decided to focus on the six items as follows:

- **Density**

Nowadays, most of the population lives in cities where free areas are getting rare and expensive. So, we must get housing denser, allowing thereby to minimize environmental impacts. That is why the 2014 competition intends to give priority to projects of collective housing rather than of individual houses. Solutions for rural localizations can however be considered. They should nevertheless address the issue of agrarian land consumption and propose a comprehensive approach of environmental design including transportation costs assessment.

- **Mobility**

An important evolution of the Solar Decathlon 2014 is a focus on the problem of mobility. It is also a major issue in the future, and the strong interaction between mobility and housing make inevitable its introduction into the competition rules. Mobility refers primarily to the location of housing relative to "resources" (shopping, work, leisure ...) but not only. It also raises the question of energy coupling between positive-energy building and electrical transportation systems, or any kind of vehicle providing a double function of storage intermittent renewable energy and means of transport. The point of Solar Decathlon Europe is not to become an international competition for electric vehicles design but a testing ground for innovative solutions merging urban design, housing and transportation systems in an holistic approach.

- **Sobriety**

Every year, the competition evolves to increase energy performance requirements. While it is important to ensure the renewable energy supply, it is even more important to limit demand and thus energy consumption. This trend will continue in 2014 with a limitation of photovoltaic power installed, an important evaluation of energy efficiency and a strong incentive to "produce and consume wisely".



- **Innovation**

The Solar Decathlon being an academic competition, innovation must remain at the heart of the projects considered with all its components from every angle : architecture, construction, energy systems, furnishings, but also in house appliances. Criteria measured in the Solar Decathlon correspond to the needs that each inhabitant should be able to satisfy. These are performance requirements, and there is a variety of ways to get them. A project meeting these needs, with frugality, will be graded as well as, even better, than a project multiplying redundant solutions.

- **Affordability**

Sheer competition oriented towards innovation involving industrial partners might result in an unavoidable increase of investment in sophisticated and expensive equipment. Teams should nevertheless keep in mind that affordability remains the key issue for applicable sustainable architectural and urban solutions. This aspect of the competition is mainly evaluated through the Market Viability and Industrialization contest. The SDE Organization wants to point at the fact that, in the midst of a major economical crisis, the financial factor will be assessed as a determining aspect of each proposal as well as a bold criterion of the final project presented in 2014 in Versailles.

- **The project in its environnement**

It may seem paradoxical that: teams from around the world design a prototype of habitat house adapted to their region of origin, while being efficient in the site of the competition. This paradox is clearly affirmed and each project must be a good response to the cultural, climatic and social contexts of team's region as well as a high-performance prototype that should successfully perform during the short period of time during which it compares with others. This duality is meant to encourage young minds to acknowledge both sources of inspiration for the future: the very local conditions of each specific team tied to its homeland and the universal dimensions of

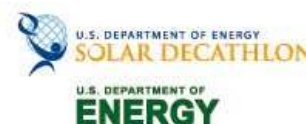


an international common goal for the planet. This double stream of thoughts is also meant to install an innovative cultural relationship to R&D in the field of building industry : future urban designers, architects, engineers as well as social and financial managers are required to find the most adapted solutions for a specific context while sharing the most innovative ideas with colleagues from other countries.

The Solar Decathlon is also a public event designed to increase awareness about energy for residential use. The competition demonstrates that a beautifully and well-designed house can generate enough electricity to meet the needs of a household, including electricity for lighting, cooking, washing clothes and dishes, powering home and home-office electronics, maintaining a comfortable indoor temperature and air quality. The Solar Decathlon shows Europe and the world, those clean and plentiful sources of energy—solar energy—can provide the power for healthy places to live, work, and enjoy.

To facilitate the participation of the universities, **the Organization will provide economic support, mixed cash and in-kind, estimated in €100.000 to every participating team.** The available funding is not expected to cover the entire expense of this project, and as specified in the documents, Fund Raising and Team Support are a part of the evaluation criteria. This criterion also states that industry involvement will be considered. However, it should be noted that such involvement shall be collaborative and is not intended to be a lower-tier subcontract.

Specific instructions for participating in the Solar Decathlon Europe are included in this document. Statement of Work is attached, which describes the work to be performed by successful offers to this request for proposal over the course of the one-year and a half period of performance. Proposals shall address the criteria described in the chapter “Evaluation and Selection Process”, and demonstrate a team’s capacity to perform the work described in the statement of work.



2. INSTRUCTIONS

In order to maintain all the potential candidates updated of the latest information regarding the SDE 2014, we suggest that all the universities that are studying the possibilities of participating in the next Solar Decathlon Europe in France in 2014, **send an e-mail notifying us of their interest to :**

candidature@solardecathlon2014.fr

This notification is not considered as a commitment by any of the parties.

Your proposal must be received **no later than midnight (Paris Time), December 10th, 2012 to ensure acceptance**. Late proposals may be accepted at the discretion of Solar Decathlon Europe Organization. (see: Late Proposals, Modifications, and Withdrawal of Proposals).

This Request for Proposals (RFP) includes this main document and three attachments, including instructions for completing a proposal, documents that are required with submission of the proposal, and a statement of work that describes the work to be performed by successful offers to this solicitation. Please, review the entire document, including the attachments to respond thoroughly to the solicitation.

Technical questions may be submitted in writing to: candidature@solardecathlon2014.fr, no later than **December 3th, 2012**.



A complete proposal shall include:

1. A cover letter including a statement of the universities commitment to participate in the competition, including the acceptance of the proposed Statement of Work or any changes with reason.

Note : any exception must contain sufficient explanations and justification to permit evaluation. Such exceptions will not, by themselves, automatically cause an offer to be rejected. A large number of exceptions or one or more significant exceptions not providing any obvious benefit to SD Europe Organization may, however, result in rejection of such offer as unacceptable.

2. Five (5) bound copies of a signed Technical Proposal,
3. One completed Registration Form For Entry for each University that is part of a team (Attachment A),
4. One (1) copy of a signed Statement of Work (Attachment B),
5. Five (5) copies of a signed completed Price Proposal Form (Attachment C).



Multiple teams, formed by more than one school or university or school, will be allowed to participate.

The Technical Proposal, Price Proposal, Registration Form and Statement of Work shall be signed by an authorized official of the educational institution. If two or more institutions collaborate and submit one proposal, an authorized official from each institution shall sign the same documents equally.

Faxed proposals and proposals sent by e-mail will **NOT BE ACCEPTED**.

The 2014 Solar Decathlon Europe Rules and Regulations are mainly based on the 2012 documents, and will also take into account lessons learned and technology advancements from the Solar Decathlon Europe held this year. The 2014 Solar Decathlon Europe Rules and Regulations will be available by the end of October 2012 at <http://www.solardecathlon2014.fr>.

This solicitation is for participation Solar Decathlon Europe 2014 in France only.

The proposal should be sent to:

Solar Decathlon Europe 2014
Centre Scientifique et Technique du Bâtiment
4, avenue du Recteur Poincaré
75 782 Paris Cedex 16, FRANCE

To facilitate handling, please mark the following on the outside of the envelope containing your proposal or other related information:

SOLAR DECATHLON EUROPE 2014 PROPOSAL

To be opened by addressee only



3. LANGUAGE

The Solar Decathlon Europe is an international competition open to universities all over the continents. Because of its international character, the event will have two official languages, French and English.

During the competition, Teams will be requested to do certain activities, like the house public tours, in French and English.

The SDE Organization will encourage French university students to volunteer to help in this task and will provide assistance in this area during the Competition period.



4. LATE PROPOSALS, MODIFICATIONS, AND WITHDRAWAL OF PROPOSALS

Request for Proposals (RFP), or modifications to them, received from qualified organizations after the date specified for receipt may be considered, if SDE Organization determines that there is a potential technical or other advantage, compared to the other offers received. However, depending on the circumstances surrounding the late submission or modification, SDE Organization may consider a late offer to be an indication of the offeror's performance capabilities, resulting in downgrading of the offer by SDE Organization evaluators in the technical evaluation process. Offers may be withdrawn by written notice or telegram (including mailgram) received at any time before selection notification. Offers may be withdrawn in person by an authorized representative, if the representative's identity is made known and the representative signs a receipt for the offer before selection notification.

In the event that SDE Organization is not able to successfully negotiate or sustain a total 20 selected participants under this RFP, SDE Organization reserves the right to re-issue the solicitation after December 10th, 2012. In response to a re-issued RFP, SDE Organization will accept and evaluate proposals submitted by teams that did not respond to the original RFP. Universities and schools that submitted proposals under this original solicitation will be excluded from submitting new or supplemental proposals, however, any prior proposal that was determined by SDE Organization to be in the competitive range under the original solicitation, but did not sign a Memorandum of Understanding (MOU) under this RFP, will undergo further consideration under the re-issued RFP.



5. MEMORANDUM OF UNDERSTANDING (MOU)

It is intended by SDE Organization to select between 15 to 20 applicant teams.

To take part in the competition, the selected universities will be required to sign a Memorandum of Understanding (MOU) with the Centre Scientifique et Technique du Bâtiment (CSTB) representing the French Ministry of territorial Equality and Housing. Each MOU shall be concluded within six (6) months from the date of notification of selection. If SDE Organization and the applicant cannot complete the MOU within this six (6) months period, SDE Organization will decide whether the selected team remains eligible.

The maximum fund for labor and other direct costs for each team amounts to €100,000 mixed cash and in-kind according to the attached calendar. The funding will be split into €30,000 cash in Deliverable # 2 - Architectural Model and A-V Media Presentation, and €70,000, mixed cash and in-kind (to be define) in Deliverable # 6 – Construction Drawings and Specifications as Built submission. At the completion of the Deliverable #2, SDE Organization will make an unilateral decision regarding whether to keep funding a project. The decision will be made based on technical quality and responsiveness of the deliverables.

The Memorandum of Understanding (MOU) regulates the university participation in the following areas:

- Abide to the rules and regulations established for the event
- Release of liability
- General workers' compensation and employer's liability insurance
- Indemnification
- Consent to French court's jurisdiction, venue, and governing law
- Relationship of the parties
- The work to be performed



- The period of performance
- Price, payment, and limitation of payment obligations
- Limitation of price and subcontractor obligations
- Applicable documentation
- Order of precedence
- Rights to proposal data
- Subcontract administration responsibilities
- Key personnel
- Invoices
- Publicity release and public affairs
- Integration
- Statement of work
- General terms and conditions for Solar Decathlon Europe
- Intellectual property provisions



6. EVALUATIONS AND SELECTION PROCESS

All **proposals** received will be judged on a competitive basis, in two stages:

Step One —Initial Evaluation: An initial evaluation will be performed to determine if all required information (i.e., received from a qualified educational institution, contain all requested documentation, etc.) has been provided for an acceptable offer. Candidates may be contacted only for clarification purposes during the initial evaluation. Applicants shall be notified if their offer is determined unacceptable and the reasons for rejection will be provided. Unacceptable offers will be excluded from further consideration.

Step Two — Q&A, Discussion, Selection, Deliberation: Proposals found to meet those requirements will be evaluated to determine which teams have the most promising approach and potential to successfully participating in the Solar Decathlon Europe 2014. All acceptable offers will be evaluated against the qualitative criteria listed hereafter. Based on this evaluation, SDE Organization has the option, depending on the specific circumstances of the offers received, to use one of the following methods of selection.



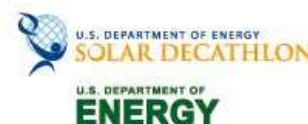
EVALUATION CRITERIA FOR SELECTION

The Statement of Work (Attachment B) defines the SDE Organization’s requirement that must be met by each applicant.

The following criteria allow the SDE Organization to evaluate the proposals. These qualitative merit criteria permit to identify the offer that provides higher qualitative merit.

(25%) Technical Innovation and Design—the conceptual design of the Solar Decathlon proposal addresses aesthetics, feasibility of the design, scientific/technical quality, soundness of the analyses, and design approach. Sustainability is addressed. Advanced technology of building-integrated photovoltaics (BIPV) is addressed. The selected components and materials are adequate, and the project will be a completely or substantially new project. Industrialization and marketability of the prototype are addressed, and also conditions for sharing of knowledge in clean technology. Environmental, safety, and health considerations are addressed for the construction and competition phases of the Solar Decathlon Europe, including assembly and disassembly in France. Multidisciplinary teaming (e.g., between design, communications, and engineering disciplines) is strongly encouraged.

(25%) Fund Raising and Team Support—the proposal gives a clear understanding of the costs associated with the project and the need for fund raising. Fund raising has been adequately planned. The level of available or obtainable equipment, instrumentation, and facilities is adequate. Industry involvement in the project is considered.



- (25%) **Curriculum Integration and Special Considerations**—the institution(s) plans to maximize the educational benefits of the project and a highlights a strong motivation of the team. The Solar Decathlon project is integrated into the students' course work. The Solar Decathlon project incorporates special considerations that deserve extra merit, such as Research Projects (R&D), technical innovation and creativity, or new ideas that will make the project more likely to succeed.
- (25%) **Organization and Project Planning**—the proposal gives a clear understanding of all the activities involved in the project. The activities are planned and organized adequately to ensure successful completion. The organization chart and timeline exhibit good planning. How and who will make decisions and how conflicts will be resolved are adequately addressed. How the house will be transported to the competition, assembled and disassembled is addressed.

The selection will also take account factors such as geographic and technology diversity for the benefit of the program.

Technical reviewers will base their conclusions only on information contained in the proposals. Reviewers shall not be acquainted with the institutions or key individuals or any of their prior work or accomplishments.



7. TECHNICAL PROPOSAL FORMAT GUIDE

The following items are necessary elements of your proposal, which is limited to **20 pages**, including any diagrams, charts, or appendices.

a. Cover Page

The cover page shall include the signature of an authorized official of each participating institution. The Cover Page will be not counted as part of the 20-page maximum

b. Table of Contents

- **Introduction**

The introduction or summary should be presented first and should provide a brief overview of your entire proposal.

- **Main objectives of the team**

This section should describe the main objectives of the team, the strategies that will be used to achieve them, and their relationship with the main goals of the Solar Decathlon Europe competition is addressed.

- **Technical innovation and design**

This section should provide a clear technical discussion of design considerations, a proposed approach to technological advancements in BIPV, innovative solutions, industrialization and marketability of the prototype, and trade-offs for your building and associated energy systems, as well as the scientific/technical analyses of the proposed design, including selected components and materials. This section should also address safety aspects of the project, particularly during the construction, assembly, presentation, and disassembly phases, and the environmental impacts of the project.



- **Fund raising and team support**

This section should provide a clear understanding of the costs associated with the project and the need for fund raising, how that fund raising is planned, and whether there are available or obtainable equipment, instrumentation, and facilities.

- **Curriculum integration and special considerations**

This section should describe how the University(s) plans to maximize the educational benefits of the project and how the solar decathlon project will be integrated into the students' course work. This section should include any other considerations that may make your team especially suited for participation in this competition. It will be positively valued the participation in the proposal of students from different schools: architecture, engineering, as well as, specialists in communication and business.

- **Organization and project planning**

This section should provide a clear discussion of all of the activities involved in the project, as well as their planned implementation and organization to ensure successful completion. Issues and opportunities associated with the multidisciplinary aspects of the project (e.g., in the case where different departments or institutions are involved) should be described.

- **Conclusions**

This section should justify, based on the presentations of the other sections, your team's selection for participation in the Solar Decathlon and the merit to receive possibly €100,000, mixed cash and in-kind.

- **Appendices**

As appropriate, include supplemental information such as resumes of team members, letters of support, and tables of supporting data.



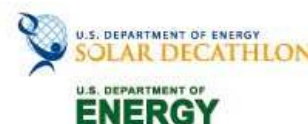
General notes for proposal preparation:

Note that these are recommendations, provided with the intent to make the preparation process easier for the proposing institutions, and the review process for the evaluation panel. The evaluation criteria are keyed to the Proposal Format Guide.

While the appearance of a proposal is important, the emphasis should be placed on the content and the proposal organization. With good logic, proper sentences, and correctly spelled words, the reviewers can quickly understand your discussion and avoid any misunderstanding.

Proposals should be clean, bound copies reproduced clearly from an original. A cover printed on thick cover stock is preferred, as is spiral, or similar binding. A4 (or letter type), 11 point font size, and single-line spacing should be used. Top, bottom, and side margins should be 2,5cm (one inch) excluding headers, footers, and page numbers. Main headings should be in all uppercase letters and boldfaced. Subheadings should be in initial caps (first letter of each word capitalized) and boldfaced. Third-level headings should be avoided. All units of measure should be given in International System of Units (SI). All artwork should be clean and legible.

The Registration form (Attachment A), the Statement of Work (Attachment B), and the Price Proposal Form (Attachment C) will be not counted as part of the 20-page maximum. **These forms should not be in the bound proposal.**



8. ATTACHMENTS

- A. Registration Form for application
- B. Statement of Work
- C. Price Cost Proposal Form

Please, remember:

If your University is interested and considering participating in the Solar Decathlon Europe in 2014 in France, please notify the SDE Organization at:

candidature@solardecathlon2014.fr



ATTACHMENT A

REGISTRATION FORM FOR APPLICATION - SOLAR DECATHLON EUROPE 2014

(Please Type)

**UNIVERSITY SCHOOL
NAME**

UNIVERSITY SCHOOL _____

INITIALS (3) _____

UNIVERSITY SCHOOL
ADDRESS _____

CITY, STATE, ZIP CODE _____

COUNTRY _____

PHONE NUMBER _____

E-MAIL ADDRESS _____

KEY FACULTY CONTACT

WORK ADDRESS _____

CITY, STATE, ZIP CODE _____

PHONE NUMBER _____

CELL PHONE _____

E-MAIL ADDRESS _____

KEY STUDENT CONTACT

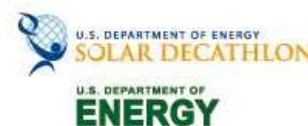
PHONE NUMBER _____

CELL PHONE _____

E-MAIL ADDRESS _____

LIST OTHER PARTICIPATING UNIVERSITY / SCHOOLS IF APPLICABLE :

TEAM NAME:



ATTACHMENT B

STATEMENT OF WORK - SOLAR DECATHLON EUROPE 2014 (Please print)

Date: December 10th, 2012

Background

The Solar Decathlon is an international collegiate competition in which Student teams compete to design, build, and operate highly energy-efficient, grid connected, net-metered, completely solar-powered houses that incorporate building-integrated photovoltaics (BIPV). Solar Decathlon houses are nominally from 45,00 m² to 70,00 m² modular structures. No basements are allowed, and the house must not disturb the ground on which it sits. The energy source for the house will be limited to only the renewable energy upon the specified space that the house will occupy during the competition.

The Solar Decathlon Europe in France in 2014 will take place in Versailles.

Previous events were held in fall 2002, 2005, 2007, 2009 and 2011. The 2014 Solar Decathlon Europe Rules and Regulations are mainly based on the 2012 documents, and will also take into account lessons learned and technology advancements from the Solar Decathlon Europe held this year. The 2014 Solar Decathlon Europe Rules and Regulations will be available by the end of October 2012 at <http://www.solardecathlon2014.fr>.

Whereas the competition will be held in late spring 2014, (probably in between 15/06 – 15/07) each team is required to produce a number of project deliverables associated with project fund-raising, building design and modeling, and materials specification, acquisition, and construction processes.



Objectives

To generate knowledge on the industrialization and sustainability of the homes, bringing about suitable scientific benefits, as well as the dissemination of the knowledge.

To make both students and general public aware of the environmental and sustainability issues, especially in the responsible use of energy and natural resources, promoting the use of the renewable energies.

To maximize the publicity of the event by taking advantage of the competition's characteristics and potential to achieve the maximum media coverage and social diffusion.

Scope of work

In addition to the competition, the project encompasses the solar home's design development, construction, and commissioning phases necessary to participate in the competition.

Project Deliverables

During the period of performance, teams are required to submit the following deliverables:

- **Business and Fund-Raising Plan** : Early in the development of their Solar Decathlon Europe projects, teams are required to submit plans that describe their overall project, including a projected budget and fund-raising plan. The plan should include a description of each team's interactions with other departments involved in fund raising (e.g., the school's development office), identify key sponsors, and describe the means by which these sponsors may be reached.



- **Drawings and Project Manuals** : On three separate occasions (design development, construction and as built), teams shall submit drawings and project manuals documenting the house and its components. The competition organizers use the drawings and project manuals to determine constructability, system operational parameters and requirements, potential for industrialization, Rules and Regulations compliance, and code and design standards compliance.
- **Energy Analysis Reports and Simulation Input Report** : The Energy Analysis Reports (schematic and comprehensive) shall summarize the results of computer simulations created by teams to inform the design process and project the energy performance of their houses after the designs are complete. The Simulation Input Reports provide information that a building scientist would need to develop a detailed computer model of the house and its systems.
- **Web Site URL and social networks** : Teams develop Web sites and social networks as a means of communicating their experiences in the project with the general public. Submission of Web sites and social networks that meet usability, design, coding, and content standards is required on at least two occasions. Initially, Web site URLs and social networks are submitted, and competition organizers provide feedback regarding compliance with competition requirements. Approximately six weeks later, the Web sites must meet minimum requirements. Organizers continue to work with teams until the final deadline for Web sites and social networks at the beginning of the 2014 event. Each team will be required to link their Web site and social networks to the Solar Decathlon Europe 2014 Web site.
- **Market Viability Report and Detailed Cost Estimates** : The Market Viability Report shall summarize the results of the analyses done by teams to determine the potential for market viability of their houses. The Detailed Cost Estimates specify all development and construction costs in a standard format.

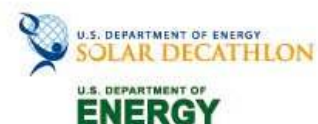


- Preliminary audiovisual and scale architectural model for Workshop:** At the Pre-Event Workshop in 2013, there will be exhibited a scale architectural model and a preliminary audiovisual of every participant project. Deliverable should be a month prior to the Workshop.
- Updated Project Information for Workshop:** At the Pre-Event Workshop in 2013, each team will have the opportunity to participate in 20-minute sessions with various Solar Decathlon Organizers. Prior to the Workshop, the Organizers will request updated project information that is intended to make the Workshop sessions more productive. (Dates for these Workshops will be announced to the selected Teams in December 21th 2012).
- Stamped or signed Structural Drawings and Calculations:** Organization requires that the team’s structural drawings and calculations are stamped or signed by a licensed architect or engineer. Without possession of these stamped or signed deliverables, the Organization will not permit the house to be assembled in Versailles.
- Project Summaries:** The Project Summaries consist of a narrative and team information. The narrative is the story of the project to date, in narrative form. Projects are works-in-progress; after the first project narrative submission, teams should update previous information. The team information section shall describe how each team is organized and approximately how many students, faculty, and others (e.g. sponsors, volunteers, and family members) are involved in the project.
- Project Financial Summaries:** These summaries are due on two occasions. The first deliverable summarizes the “income” and costs of the project at the time of the 2014 event. The second deliverable, due post event, shall include the same information as the first deliverable, but it should be more accurate. The second deliverable also includes a report about the actual implementation and results of the Business and Fund-Raising Plan.



- **Dinner Party Menu:** Teams shall submit a proposed menu in preparation for the cooking contest activity. The menu will be evaluated by the organizers prior to the competition.
- **Site Operations Plan:** This Plan shall include descriptions of the team's Assembly and Disassembly plan, transportation plan to and from the Event, and the necessary equipment and personnel that will be on site.
- **Comprehensive Safety Plan:** This Plan shall identify the hazards of the activities and state the related controls to mitigate risk to the lowest reasonable level.
- **Fire Life-Safety Plan:** This Plan shall indicate the location of fire extinguishers, how egress will be made from the unit, and who will be responsible for life-safety during the Event.

Electronic Reporting Requirements for Report Deliverables will be included in the 2014 Rules and Regulations.



Event Participation

Teams shall participate in the Solar Decathlon Europe competition 2014 in France and all other elements of the Solar Decathlon Europe 2014 event. The expected range of dates is within June-July 2014 (probably in between 15/06 – 15/07), and exact dates will be determined closer to the event. Preliminary calendar is:

- June - July 2014 : House assembly and inspections (approx. 10 days)
- June - July 2014 : Finish work and commissioning (one day)
- June – July 2014 : Opening ceremonies (one day)
- June - July 2014 : The competition and public tours (approx. 14 days)
- June - July 2014: Closing ceremonies (one day)
- June - July 2014 : House disassembly (approx. 4 days)

Review meetings

A calendar and means for review meetings during the period of performance will be included in the 2014 Rules and Regulations. Extraordinary meetings may be arranged with individual teams at various times throughout the period of performance.



ATTACHMENT C
PRICE /COST PROPOSAL FORM

SCHOOL NAME _____

SCHOOL ADDRESS _____

PHONE NUMBER _____

SUMMARY BUDGET, DESCRIPTION OF COST ELEMENTS (page 1)
1.- DIRECT MATERIALS

ESTIMATED BUDGET

RAW MATERIALS	
PURCHASED MATERIALS AND PARTS	
PURCHASED SERVICES	
PURCHASED EQUIPMENTS	
VAT 16%	

TOTAL DIRECT MATERIALS

 % DEL TOTAL

2.- MATERIAL OVERHEAD

<input type="text"/> % ESTIMATED RATE * TOTAL DIRECT COSTS	
VAT 16%	

TOTAL MATERIAL OVERHEAD

 % DEL TOTAL

3.- DIRECT LABOR

	ESTIMATED HOURS	HOURLY RATE	ESTIMATED COSTS
PROFESSORS AND RESEARCHERS			
GRANTED STUDENTS			
LABOURERS			
ADMINISTRATIVES			

TOTAL DIRECT LABORS

 % DEL TOTAL

4.- LABOR OVERHEAD&FRINGE BENEFITS

	ON RATE	% RATE	ESTIMATED COSTS
PROFESSORS AND RESEARCHERS			
GRANTED STUDENTS			
LABOURERS			
ADMINISTRATIVES			

TOTAL LABOR OVERHEAD AND FRINGE BENEFITS

 % DEL TOTAL

5.- LOWER - TIER SUBCONTRACTORS

VAT 16%	

TOTAL LOWER - TIE SUBCONTRACTORS

 % DEL TOTAL

6.- CONSULTANTS

VAT 16%	

TOTAL CONSULTANTS

 % DEL TOTAL

SCHOOL NAME _____

SUMMARY BUDGET. DESCRIPTION OF COST ELEMENTS (page 2)

7.- OTHER DIRECT COSTS

GENERAL AND ADMINISTRATIVE EXPENSES	
INDIRECT EXPENSES	
SECURITY	
MODEL	
COMMUNICATION	
TOTAL OTHER DIRECT COSTS	% DEL TOTAL

8.- TRAVELS AND COSTS FOR FINAL PHASE IN MADRID

	TEAM MEMBERS	UNIT COST	ESTIMATED COSTS
TRAVEL AND TRANSPORT			
LODGING			
EXPENSES ALLOWANCE			
MISCELLANEOUS EXPENSES			
VAT 16%			
TOTAL TRAVELS AND COSTS FOR FINAL PHASE IN MADRID			% DEL TOTAL

9.- ASSEMBLY, TRANSPORT, DISASSEMBLY PROCESSES

DISASSEMBLY IN ORIGIN	
TRANSPORT AND CRANES	
ASSEMBLY IN MADRID	
DISASSEMBLY IN MADRID	
TRANSPORT	
VAT 16%	
TOTAL ASSEMBLY, TRANSPORT, DISASSEMBLY PROCESSES	% DEL TOTAL

10.- INSURANCE POLICIES

LIABILITY INSURANCE	
TRANSPORT INSURANCE	
ACCIDENT INSURANCE	
MEDICAL INSURANCE	
TAXES	
TOTAL INSURANCE POLICIES	% DEL TOTAL
TOTAL PRICE /COST ESTIMATED	

Name, Address, Phone and e-mail of signatory

Budget preparation instructions

Provide complete, current, and accurate cost or pricing. A project summary budget is required according with attached price cost proposal form, in order to ensure that all information provided in the Price/Cost Proposal is complete and accurate and includes the necessary detailed documentation to allow SDE Organization to perform the required review and evaluations in a timely and efficient manner. It will be necessary to demonstrate that the university knows about how much funds they will need to guarantee the development of the project and the participation in the Solar Decathlon Europe Competition in 2014 in France.

1.- Direct Materials: Direct materials are normally purchased parts, purchased items or services (e.g., welding, minor fabrication etc.), raw materials, standard commercial items, interdivisional transfers at other than cost, etc. All direct materials should be identified separately on an attached sheet with the quantity, unit price, and total amount provided. Further, price/cost proposal should indicate whether the unit price for each direct material item was determined and documented using written vendor quotes, catalog prices, prior invoices, engineering or shop estimates, or some other method with an explanation provided. Provide supporting documentation (cost or pricing data) such as the written vendor quotes, copies of the catalog page indicating the price, or prior invoices for all direct material items.

2.- Material Overhead: If accounting system includes material overhead, propose such indirect costs in this area. Indicate the rate(s) used and provide an appropriate explanation.

3.- Direct Labor: Direct labor should indicate the hours, hourly rate, and total for each individual or category of labor proposed.

4.- Labor Overhead and Fringe Benefits: If accounting system includes labor overhead, propose such indirect costs in this area. Indicate the rate(s) used and provide an appropriate explanation. If fringe benefits are not included in direct labor and are not a portion of the labor overhead, identify fringe benefits in this area and provide the same type of information concerning fringe benefits as required for labor overhead.



5.- Lower-tier Subcontractors: Identify each proposed lower-tier subcontractor and obtain a cost proposal containing the same information and in the same format from each proposed lower-tier subcontractor.

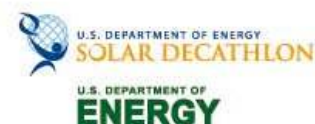
6.- Consultants: Identify each proposed consultant and the estimated budget of their services.

7.- Other Direct Costs: Include any direct costs not covered by one of the other cost elements in this area. A detailed list of each cost item including description, and estimated budget is required. An example of this type of costs could be general and administrative expenses, indirect expenses, security activities and services, cost of models, communications costs etc.

8.- Travels and costs for final phase in Versailles: The travels costs will be, for some universities, an important chapter of their budget. It must be defined the number of team members and the unit cost estimated of travels, transports, expenses allowance, lodging accommodations and miscellaneous expenses.

9.- Assembly, transports, and disassembly processes: According with the prototype designed by the universities, it will be necessary an important amount for the transportation to Versailles, including trains, trucks, cranes, scaffoldings, assembly and disassembly processes.

10.- Insurance Policies: According with the MOU (Memorandum of Understanding) that will be signed between the University and the CENTRE SCIENTIFIQUE ET TECHNIQUE ET DU BATIMENT, *“their respective officers, directors, employees, agents, contractors, subcontractors, and representatives (the “Released Parties”)* from any and all claims, losses, expenses, and demands, including those resulting from injury or death to any person or damage to any property, arising from the University’s work on or participation in the Event or any activities incidental thereto.



In addition, before the commencement of the Solar Decathlon Europe 2014 in France, the University shall secure from each of the University's participants prior to the participant's commencement of activities related to the Solar Decathlon, a signed written "Release and Waiver of Liability--Assumption of Risk and Indemnity Agreement" ("Participant's Release"), that releases the Released Parties from any and all claims, losses, expenses, and demands, including those resulting from injury or death to any person or damage to any property, arising from the participant's work on or participation in the Event or any activities incidental thereto. The University shall submit the signed forms to CENTRE SCIENTIFIQUE ET TECHNIQUE DU BATIMENT for all of its participants upon the acceptance of the University's proposal, to be fully supplemented prior to the commencement of travel to the Event, and will retain the originals of such signed releases for a period of three (3) years, and will make them available to CENTRE SCIENTIFIQUE ET TECHNIQUE DU BATIMENT upon request.

The University warrants that each Participant's Release that is submitted is valid and enforceable and the University will defend and hold harmless the Released Parties for any claims and liabilities arising from its participant's involvement in the Event".

Liability Insurance costs, transport insurance, accidents and medical insurances, must be included in the estimated budget of the project.

