

State of Washington

Leadership in Energy and Environmental Design

(LEED™)

Quality Assurance Process

Guidelines

For State Agency/College

and

University Facilities

Administered by:

The Department of Enterprise Services

Background

With the passage of Engrossed Substitute Senate Bill 5509 – Related to High Performance Green Building, State facilities will now be designed and built to the LEED™ Silver standard. LEED™ is a Green Building Rating System developed by the US Green Building Council. A non-profit consensus based organization made up of architect and engineering firms, product manufacturers, and federal, state and local government agencies. The bill has now been transferred into statute at RCW 39.35.D. The pertinent sections in RCW 39.35D reads as follows:

39.35.D 030 (1) All major facility projects of public agencies receiving any funding in a state capital budget, or projects financed through a financing contract as defined in RCW 39.94.020, must be designed, constructed, and certified to at least the LEED silver standard. This subsection applies to major facility projects that have not entered the design phase prior to the effective date of this section and to the extent appropriate LEED silver standards exist for that type of building or facility.

The Department of Enterprise Services (formerly General Administration (GA)) was given a leadership role in the development of procedures to ensure the state is successful in this effort. The pertinent section in the legislation reads as follows:

39.35.D 060 (1)(a) The Department (DES), in consultation with affected public agencies, shall develop and issue guidelines for administering this chapter for public agencies. The purpose of the guidelines is to define a procedure and method for employing and verifying activities necessary for certification to at least the LEED silver standard for major facility projects.

DES is also responsible for reporting to the Governor and the Legislature related to progress implementing this chapter as stated in the following section:

39.35.D 030 (3)(a) Public agencies, under this section, shall monitor and document ongoing operating savings resulting from major facility projects designed, constructed, and certified as required under this section.

(b) Public agencies, under this section, shall report annually to the department on major facility projects and operating savings.

(4) The department shall consolidate the reports required in subsection (3) of this section into one report and report to the governor and legislature by September 1st of each even-numbered year beginning in 2006 and ending in 2016. In its report, the department shall also report on the implementation of this chapter, including reasons why the LEED standard was not used as required by section 2 (5)(b) of this act. The department shall make recommendations regarding the ongoing implementation of this chapter, including a discussion of incentives and disincentives related to implementing this chapter.

In response to the passage of ESSB 5509 DES assembled a committee of the Affected Agencies, as instructed in the legislation, and developed the following guidelines and process. DES would like to thank the Affected Agencies Committee for their commitment to this effort.

Original Affected Agencies Committee

Keith Bloom, Washington State University
Tom Henderson, State Com. & Tech College Board
Pete Babington, Highline Comm. College
Nancy Deakins, Dept. of Soc. & Health Services
Paul Szumlanski, DES, E & A Services

JR Fulton, University of Washington
Pam Jenkins, Dept. of Corrections
John Havens, Military
Bill Shisler, Dept. of Transportation

Contact

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Introduction

The process outlined below will help ensure projects are on the right path to attain LEED™ Silver certification through the US Green Building Council (USGBC). This process applies to all new major facility project construction and renovation projects over 5,000 GSF, where the renovation costs exceed 50% of the building assessed value. Some projects may be exempt based on the following criteria:

39.35.D 020 (b) "Major facility project" does not include: (i) Projects for which the department, public school district, or other applicable agency and the design team determine the LEED silver standard or the Washington sustainable school design protocol to be not practicable; or (ii) transmitter buildings, pumping stations, hospitals, research facilities primarily used for sponsored laboratory experimentation, laboratory research, or laboratory training in research methods, or other similar building types as determined by the department. When the LEED silver standard is determined to be not practicable for a project, then it must be determined if any LEED standard is practicable for the project. If LEED standards or the Washington sustainable school design protocol are not followed for the project, the public school district or public agency shall report these reasons to the department.

For the projects that apply, the forms needed to complete the State LEED™ Quality Assurance Process are available for download at: www.des.wa.gov. Once at the website select "Submittal Forms".

To complete the forms, fill in the information requested in the blank spaces in yellow. Also make sure to attach the associated forms and information that are indicated on each of the DES Submittal forms. This site also has information regarding Frequently Asked Questions (FAQs) and other helpful information regarding the process and LEED™. DES Submittal Forms, and associated forms and information should be submitted by e-mailed to: Sustainability@des.wa.gov. This e-mail address can also be used for correspondence related to this process.

Projects For Which No Submittal is Required

If a project is new construction under 5,000 GSF or is a renovation project with a cost of less than 50% of the assessed value, it is exempt. No submittal is required. Assessed value can be based on County Assessors records, or replacement value, it is the owner's choice.

For projects where the design was initiated before July 24, 2005, no submittal is required.

The State Project Manager and/or owner's representative can determine if no submittal is required. If there is a question about whether a project would need to complete a form, contact the Sustainable Building Advisor at the Department of Enterprise Services at (360) 407-9376.

Exemption Declaration

The Architect or owner's representative will complete the Exemption Declaration form, if applicable. If an exemption is not being sought, skip this section and move to the Pre-Design/Schematic Design section.

Non-occupied buildings, hospitals, and laboratory facilities are exempt. A teaching lab, however, would not necessarily be exempt. The "Facility Type Exemption Declaration" must be completed and submitted during Pre-Design or if there is no Pre-Design, then early in Schematic Design.

There may be some unusual circumstances where LEED™ Silver is "not practicable". An explanation for using the "Not Practicable" Exemption Declaration form is required. The Not Practicable Exemption Declaration can be submitted during Pre-Design, early in Schematic Design, or at any time during the design or construction process when it is determined that compliance with RCW 39.35D is "not practicable".

This one form is used for either Exemption Declaration. The form must include the signature of a senior administrator level position, with the authority to make decisions that will be included in the DES High-Performance Green Building Biennial Report to the Governor and the Legislature. A LEED™ Checklist and one page description of why the exemption is being sought must also be included with the form.

DES Response

The DES-Sustainable Building Advisor (DES-SBA) will phone the agency contact to discuss the project if there is a question about the exemption. If the facility does not have a 100% Facility Type Exemption there will be discussion regarding partial compliance and/or submittal recommendations.

If a “Not Practicable” Exemption is being sought, the DES-SBA will phone the agency contact to discuss the recommended LEED™ compliance level, submittals, and reporting. For instance, if LEED™ Silver can not be accomplished, then LEED™ Certified may be appropriate. Certification through the US Green Building Council is required, however, this may also be a tipping point for a project budget. Compliance with the LEED™ Silver standard, without certification may be desired due to budget constraints or other mitigating circumstances. In this case, completion of the DES LEED™ Quality Assurance process may be one way to demonstrate a “good faith” effort to meet the intent of the statute.

Pre-Design / Schematic Design Submittal

The Architect or owner’s representative will complete the DES Pre-Design/Schematic QA Submittal and associated forms and information after the “eco-charrette” or sustainable building workshop, when a LEED™ Checklist has been prepared. This submittal includes an Environmental Design Considerations form and LEED™ Checklist along with the DES LEED™ QA Submittal. If the project does not have Pre-Design, submit this form and associated documents at Schematic Design. If submittal data has changed from the submittal sent in at Pre-Design, prepare and submit a new Schematic Design DES LEED™ QA Submittal.

DES Response

Comments on the Green Building goals will be provided by the DES-SBA along with identification of free technical and financial assistance, including utility incentive programs and contact names and phone numbers. There is also information regarding the Environmental Design Considerations and Building Commissioning Considerations. Attachments may include utility incentive applications.

Design Development Submittal

The Architect or owner’s representative will complete the DES Design Development QA Submittal and associated forms. Project header information can be copied from the Pre-Design/Schematic Design QA Submittal form. The DD QA Submittal includes an updated LEED™ Checklist and a Summary of Green Building Strategies to satisfy the selected LEED™ Credits (1 to 3 page summary). This DES LEED™ QA Submittal must occur at the end of the Design Development phase.

DES Response

A list of potential utility incentive measures may be included, as appropriate, along with comments related to the LEED™ Scorecard and strategies. Suggested items for inclusion in the Construction Documents and for the Pre-Bid and Pre-Construction Conferences will also be included.

Construction Documents Submittal

The Architect or owner's representative will complete the DES LEED™ QA Submittal for the Construction Documents phase and associated forms and information. Project header information can be copied from the Design Development form to expedite completion of this submittal. This submittal also includes an updated LEED™ Checklist and an updated Summary of Green Building Strategies to satisfy selected LEED™ Credits (2 to 4 pages). This submittal must also include an Energy and Water Metering Plan. A template for this plan is provided on the DES Green Building website. This DES LEED™ QA Submittal must occur at 90% through the Construction Documents phase.

DES Response

Comments will be provided by the DES-SBA as appropriate. This will include suggested activities for successful LEED™ implementation concerning the contractor, and securing utility incentives.

Post Construction Submittal

The Architect or owner's representative will complete the DES LEED™ QA Submittal for Post Construction and associated forms and information. This QA Submittal also includes an updated LEED™ Checklist, an updated Summary Report of Green Building strategies to satisfy selected LEED™ Credits (2 to 4 pages), and a Case Study. A Case Study template is provided as a guide on the DES Green Building webpage in the DES LEED™ QA section. If the LEED Certification process is not complete, indicate "Projected" LEED level on the Case Study. Please send in the updated Case Study once certification is complete. These DES Submittals must occur at Substantial Completion or soon thereafter. This is the final step for the design team.

DES Response

Comments will be provided by the DES-SBA as appropriate. The Case Study will be placed on the DES Green Building website and will be included in the Green Building Biennial Report to the Legislature.

Annual Energy and Water Consumption Reporting

The owner is required to provide energy and water consumption, as well as renewable energy and water capture qualities in an annual report to DES. A form has been developed for this purpose and can be found on the DES Green Building webpage in the DES LEED™ QA section. These should be completed and submitted to DES by June 1st of each year. This is required through 2016 per the RCW 39.35D statute. If the owner has had difficulties with collecting the actual electricity and/or heating energy (gas, steam, hot water, etc.) data, then a Metering and Measurement Report must also be submitted. This report should also be submitted if some or all of the data is prorated.

This data is compiled and presented in the Biennial Green Building Report to the legislature.

Contact the DES Sustainable Building Advisor if you have any questions about this reporting requirement.

Closing Comment

The information submitted in this LEED™ Quality Assurance Process is needed for determining project status to achieve the LEED™ Silver standard. The DES LEED™ QA Submittal forms, associated information, and LEED™ Checklists will be used for the following:

- reporting to the Governor's Office and Legislature

- to identify projects that may need additional assistance to achieve LEED™ Silver
- preparing case studies
- determining the cost effectiveness of building to the LEED™ Silver standard
- learning how to best navigate the LEED™ process through the US Green Building Council
- sharing best practices

DES will work to provide information back to the affected agencies through direct emails and/or web site postings so that the State as a whole can be more successful at meeting this ambitious goal.