

Guideline No.: GB/001

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Title: Guidelines for General Deliverables of Green Building Consultants
Issued by: Green Building Department

The below mentioned information provides a broad guideline into the list of services offered by sustainability consultants in the process of certification of the projects. While these are supposed to serve as a general indicators, they are not to be construed as exhaustive list or the deliverables specifically required by EHS for a project.

Targeted Marketing

Analyze RFP for sustainable opportunities
Distribute real estate criteria
 Site selection-specific criteria
 Lease language suggestions
Include sustainable efforts in draft Project Work Plan

Deliverable

Proposal
Sustainable Site Selection
Site Selection Criteria
Lease Language Recommendation
Draft Project Work Plan

Project Scope Definition

Identify sustainable goals
 Identify unique client needs
 Define level of commitment by client (LEED as driver or guide)
Identify special efforts and fees required
 Unique opportunities for project / client
 Specialty consultants, systems performance models, team members
Include sustainable efforts in detailed Project Work Plan

Deliverable

Aligned Project Team
Scope of Work
Project Goal Statement
Fully Integrated Project Work Plan
Scope of Work
Scope of Work
Detailed Project Work Plan

Project Planning, Programming & Concept Design

Establish objectives required to meet project goals
 Emphasize sustainability at design charette with project team
 Identify systems related to above normal energy, water, material use or indoor env. quality
 If using LEED, identify credits to be pursued
Create a plan to achieve sustainable objectives; coordinate with Project Work Plan
Conduct preliminary performance modeling
If using LEED, register project with the U.S. Green Building Council

Deliverable

Detailed Project Work Plan
List of Sustainable Objectives
List of System Opportunities
LEED Checklist
Sustainability Action Plan
Systems Performance Models
LEED Registration

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Schematic Design

Implement Sustainability Action Plan
Coordinate efforts of all disciplines
Analyze relevant systems
Continue performance modeling analyses
Identify and integrate sustainable materials
Identify approved systems
Include sustainable language in Draft Outline Specifications
If using LEED, begin documentation

Deliverable

Fully Integrated Project Work Plan
Sustainability Status Report
Systems Recommendations
Systems Performance Models
List of Sustainable Materials
Schematic Design Report
Draft Outline Specification
LEED Documentation Binder

Design Development

Continue implementation of Sustainability Action Plan
Coordinate efforts of all disciplines
Optimize approved systems
Include sustainable language in Outline Specifications
If using LEED, confirm adherence to LEED criteria and update documentation

Deliverable

Fully Integrated Project Work Plan
Sustainability Status Report
Design Development Report
Outline Specification
LEED Documentation

Construction Documents

Continue implementation of Sustainability Action Plan
Coordinate efforts of all disciplines
Detail approved systems
Include sustainable language in Project Specifications
If using LEED, confirm adherence to LEED criteria and update documentation

Deliverable

Fully Integrated Project Work Plan
Sustainability Status Report
Construction Documents
Construction Documents
LEED Documentation

Quality Assurance / Quality Control

Confirm implementation of Sustainability Action Plan
Confirm systems documentation relative to sustainability objectives

Deliverable

Sustainability Status Report
Construction Documents

Bidding

Emphasize sustainability in pre-construction conference
Police Alternates, Bid Questions, Addenda, and Value Engineering

Deliverable

Pre-Construction Conference
Conformed Construction Doc's

Construction Administration

Police Change Orders, RFIs, Submittals, and Division 1 Requirements
Perform fundamental commissioning if required (LEED "Additional Commissioning" begins in DD)

Deliverable

Conformed As-Built Documents
Commissioning Report

Occupancy & Post-Occupancy

Provide Operations & Maintenance Plan
If using LEED, submit Documentation Binder for certification
Conduct "Lessons Learned" seminar with client and project team

Deliverable

Operations & Maintenance Plan
LEED Certification
List of Lessons Learned

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Leed project approach

An integrated design is crucial to achieve leed certification, as well as to produce a project that is energy efficient, effectively maintained, and environmentally friendly.

Leed consultant

The responsibilities of the consultant will be to coordinate the project team as relevant for certification, distribute all necessary information to team members for credit compliance, coordinate, collect and review credit documentation from team members, complete and manage the assembly of documentation, and administer the project certification. The consultant will also provide guidance to all team members and facilitate completion of their responsibilities during the entire design and construction process, as appropriate.

Leed charette

At the beginning of schematic design, the project team will take part in a design / certification charette. Any team members on board at the initiation of the project shall attend, including, but not limited to, the owner, all involved architects and engineers, the energy model consultant and the commissioning authority. The charette is a day-long meeting meant to provide an introduction to leed and sustainable design as they relate to the specific project and site. The leed consultant will guide the team through the certification checklist and foster discussion between team members in the current six leed categories (sustainable sites, water efficiency, energy & atmosphere, materials & resources, indoor environmental quality and innovation in design); the intent, requirements, and documentation and cost impact of each credit will be addressed.

The purpose of the charette is to:

Establish and coordinate sustainability and leed goals with program, feasibility, schedule, budget and scope

Evaluate each credit and whether it is likely, possible, or not likely to be achieved; for likely or possible credits, determine whether they are low, medium or high cost.

Discuss strategies and technologies for achieving goals

Determine team member responsibility for each credit

Team members will participate in a second charette prior to the start of construction where the team will readdress the intent, requirements, documentation and responsibility of construction phase credits, and discuss the approach to materials costs and compliance documentation and the submittal process.

Meetings

Meetings will cover all aspects of the project, including leed requirements and status, for each meeting attended by the leed consultant, an updated leed checklist reflecting any changes, status, notes or relevant deadlines will be provided and reviewed.

Documentation

Team members will be responsible for documentation compliance of credits as directed by the responsibility matrix and the leed consultant. The leed consultant will collect and review all credit documentation for compliance and provide feedback and guidance. Documentation will take various forms, depending on the credit requirements, but will include the incorporation of specifications and leed objectives into the contract documents.