

# UBC SUSTAINABILITY PROCESS- Major Capital Projects

Phase	Step	Responsibility	Description	Prerequisites	Outcomes	Participants
Pre-Design	<b>Step 1: Design Brief Development</b>	C&CP	Staff develop a set of social, economic and environmental sustainability goals with stakeholders, reflecting the particular challenges and opportunities for the project.			UBC stakeholders
	Board 1					
Schematic Design	<b>Step 2: Design Brief Handoff</b>	C&CP	Meeting to present and discuss sustainability goals, fielding questions and challenges from the Architect.	<ul style="list-style-type: none"> <li>Architect selected</li> </ul>	<ul style="list-style-type: none"> <li>Communication of goals and aspirations</li> </ul>	Architect, UBC stakeholders Project Manager
	<b>Step 3A: Preliminary Energy and Water Workshop</b>	Design Team	Based on preliminary energy analysis and water budget, coordinate a team meeting to brainstorm / assess potential strategies to achieve project goals. Consider: site conditions, massing and orientation, renewable energy potential, basic envelope attributes, lighting levels, thermal comfort ranges, process load needs, operational parameters.	<ul style="list-style-type: none"> <li><b>Schedule early enough in schematic design to inform massing decisions</b></li> <li>Team's Initial information analysis complete</li> <li>Preliminary energy analysis and identification of dominant energy loads complete</li> <li>Indoor, outdoor and process water budget complete</li> </ul>	<ul style="list-style-type: none"> <li>Encourage thinking "out of the box"</li> <li>Passive design and synergies considered and regenerative design possibilities identified</li> <li>Submit meeting minutes</li> </ul>	Design Team, UBC stakeholders Project Manager
	AUDP Pre-application					
	<b>Step 3B: General Sustainability Workshop (technical)</b>	Design Team	Facilitated team meeting to investigate integrated strategies that meet sustainability goals and which explore synergies among systems and components.	<ul style="list-style-type: none"> <li><b>Schedule with AUDP pre-application meeting during schematic design</b></li> <li>Submit workshop agenda for approval</li> </ul>	<ul style="list-style-type: none"> <li>Agreement on specific targets for each Design Brief goal</li> <li>Owners Project Requirements</li> <li>Conceptual building envelope design</li> <li>Submit meeting minutes/ LEED checklist/ASHRAE checklist</li> </ul>	Design Team, UBC stakeholders Project Manager
Development Permit Process: AUDP, DRC, public open house						
Board 2 DP						
Design Development	<b>Step 3C: Interactive Energy Workshop</b>	Design Team	Review potential energy savings strategies to inform and refine energy and envelope design relative to life cycle costs.	<ul style="list-style-type: none"> <li><b>Schedule at the end of design development</b></li> <li>Energy model complete</li> <li>Consensus on energy conservation measures</li> </ul>	<ul style="list-style-type: none"> <li>Life cycle cost consideration of energy conservation measures</li> <li>Submit energy model report</li> <li>EUI target finalized</li> </ul>	Design Team, UBC stakeholders Project Manager
Construction Documents	<b>Step 4: Sustainability Reporting</b>	Design Team	Submit Sustainability Report which summarizes the cross cutting strategies used to achieve performance and process targets for each design brief goal	<ul style="list-style-type: none"> <li><b>Schedule before BP</b></li> </ul>	<b>Submit prior to occupancy:</b> <ul style="list-style-type: none"> <li>Sustainability Report</li> <li>Final energy model</li> <li>M&amp;V and Cx Plan</li> <li>Final LEED scorecard</li> </ul>	Design Team
	Board 3 BP					
Construction/ Occupancy	<b>Step 5: Report Performance</b>	Design Team C&CP	Report broad sustainability outcomes from the project for inclusion in the Board 4 Report	<ul style="list-style-type: none"> <li>1 year of performance records available</li> <li>LEED documentation submitted to UBC</li> </ul>	<ul style="list-style-type: none"> <li>Feedback to inform future projects</li> </ul>	UBC stakeholders
	Board 4					