Managing the LEED Process:
King County, Washington
Getting It Done – Tips for Managing LEED® Projects

Focus of This Document
- Provides overview of LEED project management "how to"
- Helps you create and find tools to manage a LEED project
- Helps you avoid project pitfalls

What Is LEED?
- LEED is a voluntary, consensus-based national metric for designing and constructing high-performance, sustainable or green buildings – *developed by and offered through the U.S. Green Building Council, a coalition of the building industry that promotes environmentally responsible, profitable and healthy places to live and work.*
- LEED presents a huge design and administrative process that requires careful and accurate management of people and paperwork to the umpteenth detail

The Local LEED Climate
Washington State
- Sets LEED Silver as the goal for all state-funded projects
- 5,000+ gross square feet
- State agencies

King County
- Highest LEED level achievable based on life cycle cost analysis and available funding
- Applies to all new construction and renovations over $250,000

City of Seattle
- LEED Silver goal for all capital projects
- 5,000 gross square feet
- Private developer incentives:
  Requires LEED certification for buildings exceeding base FAR

KING STREET CENTER, SEATTLE
CASE STUDIES IN THE
PACIFIC NORTHWEST

General Project Goals

- Owner & design team are *committed* to doing LEED
- An Eco-Charrette will occur:
  Often an all-day process where the entire project team collaborates to outline goals and strategies for sustainable, integrated design
- Credits that the project team is pursuing will be identified by the team

LEED Checklist

- Itemizes each credit or feature in a simple spreadsheet format
- Summarizes the features achieved in the project
- Assigns a point value to each credit achieved
- Tallies the points achieved to reveal the certification level (Certified, Silver, Gold or Platinum)

LEED CHECKLIST

Step # 1: Select a Team Leader

- Choose a LEED Accredited Professional or team leader to act as hub for LEED project-related activities
- Registers the project
- Tracks the project's points
- Sets up and attends meetings
- Functions as the primary LEED project driver
- Acts as the facilitator for communications among the team
- Collects and assembles PDFs or paperwork (LEED-Online changes this process)
- Checks submissions for accuracy and consistency across credits
- Prepares submission to USGBC
- Submits project to USGBC
- Is the primary contact with USGBC

TEAM STRUCTURE

Step # 2: Get LEED Criteria in the Specifications

- Makes it easy on you and your team by providing, in writing, the green specifications
- Helps avoid dreaded "change orders"

**EXAMPLES OF
GREEN SPECS**
California Integrated Waste
Management Board

City of Seattle Sustainable Building
Sample Language

**U.S. GREEN BUILDING COUNCIL'S
ONLINE LEED REGISTRATION**
www.USGBC.org

Writing Green Specifications
- Provide a General LEED Requirements section
- Specify intended certification level
- Identify all targeted prerequisites and credits
- Provide a glossary of green building terms
- Outline the required submittals and templates
- Be brief
- Specs will be especially important for the following credits:
  Sustainable sites
  - SS p 1
  Materials & resources
  - MR 2, 4, 5, 6, 7
  Indoor environmental quality
  - EQ 3.1, 3.2, 4.1, 4.2, 4.3, 5

Step # 3: Register Your Project
- Register your project on the USGBC website
- You'll need your project name, address, owner, primary contact, square footage, project details, etc.
- Pay with check or credit card
- You will receive a project number from the USGBC
Notify YOUR Team
- Send notification to your team that the project is registered and *provide the project number*
- Provide instructions for accessing the USGBC website, your project's files and other pertinent info
- Provide instructions to your team members for submitting templates, drawings and other info necessary for certification

Step # 4: Meet with Your Team
- Group kick-off meeting
  - All stakeholders, owner, contractor, appropriate subs
  - Establish a regular meeting schedule
  - Ideally set up a specification check process

Step # 5: Assign Credit Champions
- Each LEED credit should have **one person** who is ultimately responsible for collecting the required credit documentation

Step # 6: Create an Information Management System
- Track and communicate project information
    - A detailed task list
    - Meeting notes systems
    - Email distribution lists
- Detailed task list should include
    - Requirements for each credit
    - Associated tasks for each credit
    - Submittal requirements for each credit
    - Backup documentation for each credit
    - Assigns individual responsibilities
    - Tracking for submittal receipts (until LEED-Online)
    - Identify which tasks are design requirements, submittal requirements or backup documentation
    - Provides a quick reference for meetings

Step # 7: Individual Meetings
- Meet with individual team members
- Make each team member has access to the *LEED Reference Guide*
- Make sure each team member has *read* the LEED reference guide
- Go over the task list and assign all items

Step # 8: Collect Submittals
- Start collecting as early as possible
- Store all documents as 8.5" x 11" or 11" x 17" PDFs
- Use a document management system or LEED-Online
- Review and check when received
- Cross reference
- Complete and update tracking system as you go

Step # 9: Submittal Process
- Ways of Submitting
    - Paper submittal (2 binders max)
    - Electronic File

- LEED On-Line
- Options for submittal review by USGBC
    - Design review, then construction review
    - Combined design and construction review
- Streamline your submittal -- Don't include extra "stuff" – read the credit requirement carefully and submit only what's necessary

Helpful Hints for Streamlining the Certification Process

Tips — General

- Credit Interpretation Requests (CIRs) – read them on the USGBC website. Keep up to date!
    - You must be registered with the USGBC to access CIRs www.usgbc.org
- Establish your occupancy and square footage early
- Collect back-up documentation up front. Possibly tie in with payment and retention.
- LEED is submitted like a law brief and judged like a law review
- Be tough! Reject poor submittals.
- Use the LEED Calculators
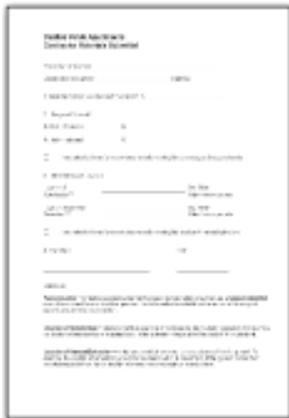
Tips – Materials and Resources Section

- Retain manufacturer's information for products and materials
    - Letter or spec sheet
    - No Emails
- Check manufacture's claims - beware of nonacceptable standards:
    - "Made to Green Seal Standards"
    - "Environmentally tested"
    - Forest Stewardship Council FSC-certified wood is acceptable – SFI-certified wood does not count towards LEED credits
    - Ensure that the GC keeps subs accountable

Contractor Submittal Forms

To make it easy for your contractor to track and gather information for submittals

- Create your own forms, tailored to your project for:
    - MR 4 - Recycled Content
    - MR 5 - Location of Manufacture & Extraction
    - EQ 4 – VOC specs
    - Our commercial buildings
    - Our government projects

Green building practices help secure a sustainable future for King County:

- Our residences
- Our businesses

For Further Information

King County Green Building
206-296-4466

Resources

Green Building in King County
www.metrokc.gov/dnrp/swd/greenbuilding

LEED Supplement for King County
(an online database to help projects certify that contains credit descriptions, submittal requirements and online resources specific to each credit)
www.metrokc.gov/dnrp/swd/LEED/leed-supplement.asp

United States Green Building Council
www.usgbc.org