



**SUSTAINABLE  
DESIGN &  
DEVELOPMENT**

**LEED  
CERTIFICATION  
PROGRAM**



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USF FACILITIES MANAGEMENT - DC

# SUSTAINABLE DESIGN & DEVELOPMENT (SDD)

## USF LEED CERTIFICATION PROGRAM (LCP)

INDEX	SECTIONS	TITLE
	SECTION A	PURPOSE & INTENT
	SECTION B	LEED CERTIFICATION OWNER'S PERFORMANCE STATEMENT
		1. MINIMUM CERTIFICATION LEVEL
		2. LEED CREDIT DOCUMENTATION
		3. PROJECT INTEGRATION
	SECTION C	RESPONSIBILITIES
		1. USF PROJECT MANAGER
		2. USF <a href="#">SUSTAINABILITY MANAGER</a> - OWNER REPRESENTATIVE
		a. PROJECTS LOCATED ON THE USF TAMPA CAMPUS:
		b. PROJECTS LOCATED OFF CAMPUS:
		3. LEED ADMINISTRATOR – CONSULTANT
		4. ARCHITECT/ENGINEER
		5. CONTRACTOR
		6. COMMISSIONING AUTHORITY
	SECTION D	LEED WORKSHOP
	SECTION E	USF SYSTEM POLICIES RELATED TO SUSTAINABILITY
	SECTION F	STATE OF FLORIDA REGULATIONS AND CODES RELATED TO GREEN BUILDING DESIGN

INDEX	EXHIBITS
	<a href="#">LCP-Exhibit 01 USF Sustainability History</a>
	<a href="#">LCP-Exhibit 02 USF Climate Commitment</a>
	<a href="#">LCP-Exhibit 03 USF 2013 STARS Report</a>
	<b>LEED CREDIT TEMPLATES (TAMPA CAMPUS PROJECTS)</b>
	<a href="#">LCP-A SITE SELECTION</a>
	<a href="#">LCP-B DEVELOPMENT DENSITY &amp; COMMUNITY CONNECTIVITY</a>
	<a href="#">LCP-C ALTERNATE TRANSPORTATION - PUBLIC</a>
	<a href="#">LCP-D ALTERNATE TRANSPORTATION - BICYCLE STORAGE &amp; CHANGING FACILITIES</a>
	<a href="#">LCP-E ALTERNATE TRANSPORTATION - LOW EMITTING &amp; FUEL-EFFICIENT VEHICLES</a>
	<a href="#">LCP-F ENVIRONMENTAL TOBACCO SMOKE (ETS) CONTROL</a>
	<a href="#">LCP-G THERMAL COMFORT - VERIFICATION</a>
	<a href="#">LCP-H INNOVATION IN DESIGN – LEED ACCREDITED PROFESSIONAL</a>
	<a href="#">LCP-I INNOVATION IN DESIGN - EDUCATION</a>
	<a href="#">LCP-J INNOVATION IN DESIGN – GREEN CLEANING</a>
	<b>LEED CALCULATORS (TAMPA CAMPUS PROJECTS)</b>
	<a href="#">LCP-01 LEED DATA REQUEST LETTER</a>
	<a href="#">LCP-02 MATERIALS CALCULATOR</a>
	<a href="#">LCP-03 CONCRETE MATERIALS FORM</a>
	<a href="#">LCP-04 ENVIRONMENTAL MATERIALS FORM</a>
	<a href="#">LCP-05 VOC MATERIALS FORM</a>
	<a href="#">LCP-06 VOC SIGN</a>
	<a href="#">LCP-07 BUILDING REUSE CALCULATOR</a>

INDEX	REFERENCES
	<a href="#">ACUPCC (AMERICAN COLLEGES &amp; UNIVERSITY PRESIDENT'S CLIMATE COMMITMENT)</a>
	<a href="#">USF POLICY 6-021 CAMPUS MASTER PLANNING PROGRAM</a>
	<a href="#">USF POLICY 6-023 POLICY TO PROHIBIT ILLICIT STORMWATER DISCHARGE (USF TAMPA CAMPUS)</a>
	<a href="#">USF POLICY 6-026 TOBACCO &amp; SMOKE FREE POLICY</a>
	<a href="#">USF POLICY 10-051 CAMPUS AND COMMUNITY SUSTAINABILITY</a>
	<a href="#">USF DESIGN &amp; CONSTRUCTION GUIDELINES (DCG)</a>
	<a href="#">USF PROFESSIONAL SERVICES GUIDE (PSG)</a>
	<a href="#">USF BUILDING COMMISSIONING PROGRAM (BCX)</a>
	<a href="#">USF OWNER'S PROJECT REQUIREMENT GUIDELINE (OPR)</a>

## USF LEED CERTIFICATION PROGRAM (LCP)

### A. PURPOSE & INTENT:

[University of South Florida \(USF\)](#), as a signatory of the American College and [University Presidents' Climate Commitment \(ACUPCC\)](#), in alignment with the mission of the [USF](#) and Florida Statutes, pursues compliance to sustainability standards through the [US Green Building Council \(USGBC\) Leadership in Energy & Environmental Design \(LEED\)](#) certification of all Major Projects. [USF LEED Certification Program \(LCP\)](#) is a guideline for [LEED](#) certification of [USF](#) projects.

### B. LEED CERTIFICATION OWNER'S PERFORMANCE STATEMENTS:

1. **Minimum Certification Level:** LEED Silver

2. **LEED Credit Documentation:**

- a. Provide all documentation to satisfy each credit requirement during the [Green Building Certification Institute \(GBCI\)](#) Design and Construction review.
- b. Provide all documentation and response required in response to [GBCI](#) review comments for both the Design and Construction review.
- c. Ensure [Energy Modeling](#) software & documentation satisfies both Energy Code Compliance for the State of Florida and [USGBC LEED](#) certification requirements.

3. **Project Integration:**

[USF LEED Certification Program \(LCP\)](#) is not a standalone activity or a discreet overlay to the design and construction process; [LCP](#) shall be managed as a part of a **fully integrated design and construction practices**. [USF](#) requires that [LEED](#) certification progress/discussions is included as an agenda item in all [Owner/Architect/Contractor \(OAC\)](#) meetings, conferences, charrettes and workshops conducted for the project (from the inception of the project to post-occupancy); and also included as an agenda item in every construction progress meetings. The following elements of the [USGBC LEED V4](#) prerequisite for Healthcare projects: Integrative Project Planning & Design shall be required for all [USF](#) projects.

- a. Prepare [Owner's Project Requirement \(ORP\)](#) that fully integrates [LEED](#) certification process and address the "triple bottom line" principles of [LEED](#) (balancing social, environmental and financial aspects of the project).
- b. Establish project specific [Preliminary Rating Goals \(PRG\)](#) overall; identify project specific credits to pursue and strategies to maximize opportunities for additional credit award.
- c. Identify at the earliest stages of project planning and design, the [Integrated Project Team \(IPT\)](#) members who will stay engaged in the [LEED](#) certification process throughout the project. At a minimum, the IPT members shall include: [Architect & Engineers of Record](#), [Prime Contractor](#), [LEED Administrator Consultant](#), [Commissioning Authority](#), [USF Project Manager](#) and [USF Sustainability Manager](#) (User Group Occupant and Facilities representatives shall be invited).
- d. Conduct Design Charrette at concept or schematic design phase to address above three elements. Conduct additional design Charrette at design development if needed.

### C. RESPONSIBILITIES:

[USF](#) strives to maximize the benefits of green building certification program. Each credit attempted is viewed as a practical application of sustainable design and construction practices; and require coordinated effort and commitment among all project team members. Earning any credit or achieving certification is no more important than the incremental improvement to [Indoor Environmental Quality \(IEQ\)](#), energy performance and sustainable practices actually achieved. Following outlines the basic responsibilities of the key project team members:

1. **USF Project Manager:**

[USF Project Manager \(USF PM\)](#) shall ensure that [USF Sustainability Manager](#) and [LEED Administrator](#) are included in all [Owner/Architect/Contractor \(OAC\)](#) meetings, conferences, charrettes and workshops involving issues that may impact [LEED](#) credits pursued. [USF PM](#) is responsible to [USF](#) for successful completion of all aspects of the project, including working closely with and assisting the [USF Sustainability Manager](#) to prepare [Owner](#) responses and decisions on all matters related to [LEED](#) certification.

2. **USF Sustainability Manager - Owner Representative**

[USF Sustainability Manager](#) serves as [Owner Representative](#) on all [LEED](#) certification matters, including coordination of all [Owner](#) responses and decisions in support of [LEED](#) certification efforts. [USF Sustainability Manager](#) shall actively participate in all project team evaluations and discussions related to:

- Identification of [LEED](#) credits to pursue for the project.
- Design and construction implication of [LEED](#) credits pursued (including impact of value engineering on [LEED](#) certification).

a. **Projects located on the [USF Tampa Campus](#):** [USF Sustainability Manager](#) will assist with documentation for the following categories and sub-categories:

- i. Site Selection
- ii. Development Density and Community Connectivity
- iii. Alternative Transportation-Public
- iv. Alternative Transportation-Bicycle Storage and Changing Facilities
- v. Alternative Transportation – Low Emitting and Fuel-Efficient Vehicles
- vi. Alternative Transportation – Parking Capacity
- vii. Environmental Tobacco Smoke (ETS)Control
- viii. Thermal Comfort-Verification
- ix. Innovation in Design – [LEED Accredited Professional](#)
- x. Innovation in Design – Education
- xi. Innovation in Design – Green Cleaning

If applicable to the project, [USF Sustainability Manager](#) will assist with documentation for the following:

- xii. Brownfield Redevelopment
- xiii. Fundamental Refrigerant Management
- xiv. Innovation in Design – Water Bottle Filler Drinking Fountains
- xv. Innovation in Design – Preventative Maintenance
- xvi. Innovation in Design – Paperless Patient Records (USF Health)
- xvii. Innovation in Design – USF Water Quality Testing

b. **Projects located off campus:** [LEED Administrator](#) is singularly and primarily responsible for all [LEED](#) certification matters as determined in the agreement for consultant services for the project. [USF Sustainability Manager](#) will assist the [LEED Administrator](#) in coordination of [Owner](#) responses and decisions, but will not prepare nor upload any credit templates unless stated otherwise in the agreement for consultant services for the project.

### 3. **LEED Administrator – Consultant**

The [LEED Administrator](#) consultant must be currently [USGBC](#) accredited in [LEED specialty credential](#) appropriate for the [LEED rating system](#) identified for the project. The [LEED Administrator](#) shall be qualified to serve in this capacity as determined in the agreement for consultant services for the project ([LEED AP](#) accreditation is not sufficient). [LEED Administrator](#) shall perform periodic updates and perform follow up actions as required throughout the project design, construction and post occupancy phases to resolve all issues and upload all credits pursued; and continue with periodic updates and perform follow up actions to confirm [USGBC](#) communications and processing of certification. The [LEED Administrator](#) shall monitor [GBCI](#) progress and coordinate project team responses up to the time of the award of certification.

- i. In partnership with the [USF Sustainability Manager](#), serve as the primary point of all communications with [United States Green Building Council \(USGBC\)](#).
- ii. Record and distribute meeting minutes of all meetings held in support of [LEED](#) certification.
- iii. Implement a [LEED Action Plan](#) and [LEED Charrette](#) as part of the project kick-off meeting.
- iv. Register the project with the [USGBC](#) within seven days of the project kick-off meeting.
- v. Register the project using [USF USGBC Silver](#) member account:

Organization Name:	University of South Florida
Company Name:	University of South Florida
Corporate Access ID:	<b>1966952335150422</b>
- vi. Verify and confirm that all members with professional licenses complete the [Licensed Professional Exemption \(LPE\)](#) on their member profile.
- vii. Assign authorization level for [USF Sustainability Manager](#) as “[Project Team Manager](#).”

- viii. Assign authorization level for [USF Facilities Engineers](#), [USF PM](#), and [User Group Representative](#) as “[Project Team Member](#).”
- ix. Provide descriptions of the specific tasks to be implemented by various members of the project team.
- x. Outlines the type of documentation necessary to submit to the [USGBC](#) in connection with the [LEED](#) application.
- xi. Assist and provide guidance to the [Owner](#) with the preparation of the [Owner Project Requirements \(OPR\)](#).
- xii. Assist the [USF Sustainability Manager](#) in the ongoing communications with all project team members on all matters related to [LEED](#) certification.
- xiii. Conduct and schedules periodic [LEED](#) meetings with the entire design team throughout all phases of the project.
- xiv. Provide recommendations and specifications for environmentally preferred products to the [Project Team](#).
- xv. Research and distribute information on best practices in [LEED](#) certification to all project team members to assist in establishing project [LEED](#) credits to pursue.
- xvi. Review the [Basis of Design \(BOD\)](#) as prepared by the design team for alignment with the [Owner Project Requirements \(OPR\)](#) and [USF Design & Construction Guidelines \(DCG\)](#).
- xvii. Prepare submittals for credit rulings.
- xviii. Provide recommendations for construction work site practices.
- xix. Update [OPR](#) throughout the project to document changes resulting from deviations with [DCG](#) and/or [BOD](#).
- xx. Reviews design and construction activities to determine that the project is proceeding in accordance with [LEED criteria](#).
- xxi. Review completeness of credits and submits each phase of the [LEED certification application](#).
- xxii. Electronically provide documentation of the entire [LEED submittal](#) including but not limited to all drawings, specifications and reports.

#### 4. Architect/Engineer

The [Architect/Engineer \(A/E\)](#) is primarily responsible for providing leadership in design matters. [A/E](#) shall prepare and upload credits assigned to design professionals.

- i. Prepare the [Basis of Design \(BoD\)](#) for alignment with the [Owner Project Requirements \(OPR\)](#) and [USF Design & Construction Guideline \(DCG\)](#).
- ii. Provide specifications clarifying the [LEED](#) credit requirements relating to five distinct areas of planning, design, and construction: [sustainable site development](#); [water efficiency](#); [energy efficiency](#); [material resources](#), and [indoor environmental quality](#).
- iii. Evaluate and recommend [architectural details](#), [energy systems](#) and [construction practices](#) to enhance building performance and [IEQ](#).

#### 5. Contractor- Prime Contractor

The [Contractor](#) is primarily responsible for providing leadership in construction matters. [Contractor](#) shall prepare and upload credits assigned to contractor. [Contractor](#) shall record in the meeting minutes of all [OAC](#) meetings, synopsis of discussions on and progress of [LEED](#) certification. At each monthly [OAC](#) meeting:

- i. Include the [LEED Administrator](#) and [USF Sustainability Manager](#).
- ii. Update tracking and collecting of product receipts and recycling tickets.
- iii. For all materials included in the project, provide a directory to the [LEED Administrator](#) and [USF Sustainability Manager](#) with contact names and information for each product used on the project.
- iv. Ensure major trade contractors (electrical, mechanical, and others) with direct responsibilities for [LEED](#) documentation participate in the [OAC](#) meetings; coordinate and follow-up documentation efforts of the trade contractors and vendors.

#### 6. Commissioning Authority (CxA)

The [CxA](#) responsibilities are outlined in the [USF Building Commissioning Program \(BCX\)](#).

### D. LEED WORKSHOP MEETING

[LEED Workshop](#) shall be conducted as part of the initial program review/design phase kickoff meeting (can be conducted concurrent with the [OPR Workshop](#) meeting). The [USF PM](#) shall convene the [LEED Workshop](#) in

coordination with the [USF Sustainability Manager](#); [LEED Administrator/Consultant](#); and the project design team [Architect and Engineers](#); additional participants shall/may include [USF Facilities Engineers](#), [USF Facilities Operations/Maintenance staff](#), and [Occupant/User Group representatives](#). If already identified, the [Commissioning Agent/Consultant \(CxA\)](#) should participate in the [LEED Workshop](#). [LEED Workshop](#) shall be conducted to:

1. Verify the University [LEED certification](#) goal.
2. Discuss and evaluate opportunities to pursue maximum number of achievable credits under the appropriate [LEED rating system](#).
3. Develop strategies to achieve highest achievable [certification level](#) possible.

The [LEED Administrator/Consultant](#) shall prepare the meeting minutes and distribute to workshop attendees; the corrected meeting minutes shall serve as an outline of the project [LEED Certification Plan](#). The [LEED Administrator/Consultant](#) shall maintain and update the [LEED Certification Plan](#) and the [LEED Project Checklist](#).

#### **E. USF SYSTEM POLICIES RELATED TO SUSTAINABILITY**

<b>USF Policy 6-021</b>	Campus Master Planning Program
<b>USF Policy 6-023</b>	Policy to Prohibit Illicit Stormwater Discharge (USF Tampa Campus)
<b>USF Policy 6-026</b>	Tobacco & Smoke Free Policy
<b>USF Policy 10-051</b>	Campus and Community Sustainability

#### **F. STATE OF FLORIDA REGULATIONS AND CODES RELATED TO GREEN BUILDING DESIGN**

##### [Section 255.251 \(Energy Conservation and Sustainable Buildings Act\), Florida Statutes](#)

- **255.253(6)** "Sustainable building" means a building that is healthy and comfortable for its occupants and is economical to operate while conserving resources, including energy, water, and raw materials and land, and minimizing the generation and use of toxic materials and waste in its design, construction, landscaping, and operation.
- **255.253(7)** "Sustainable building rating or national model green building code" means a rating system established by the **United States Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) rating system**, the International Green Construction Code (IGCC), the Green Building Initiative's Green Globes rating system, the Florida Green Building Coalition standards, or a nationally recognized, high-performance green building rating system as approved by the department.
- **255.254** No facility constructed or leased without life-cycle costs.
- **255.252(4)** It is further the policy of the state that the renovation of existing state facilities be in accordance with a sustainable building rating or a national model green building code.

##### [Section 255.2575 \(Energy-efficient and sustainable buildings\), Florida Statutes](#)

- **255.2575(2)** All county, municipal, school district, water management district, **state university**, Florida College System institution, and state court buildings shall be constructed to comply with a sustainable building rating system or a national model green building code. This section applies to... the architectural plans of which are commenced after July 1, 2008.

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END OF USF LEED CERTIFICATION PROGRAM (LCP)