

UBC SUSTAINABILITY PROCESS- Major Capital Projects

Phase	Step	Responsibility	Description	Prerequisites	Outcomes	Participants
Pre-Design	Step 1: Design Brief Development	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	Step 2: Design Brief Handoff	C&CP	Meeting to present and discuss sustainability goals, fielding questions and challenges from the Architect.	<ul style="list-style-type: none"> Architect selected 	<ul style="list-style-type: none"> Communication of goals and aspirations 	Architect, UBC stakeholders Project Manager
	Step 3A: Preliminary Energy and Water Workshop	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"> Schedule early enough in schematic design to inform massing decisions Team's Initial information analysis complete Preliminary energy analysis and identification of dominant energy loads complete Indoor, outdoor and process water budget complete 	<ul style="list-style-type: none"> Encourage thinking "out of the box" Passive design and synergies considered and regenerative design possibilities identified Submit meeting minutes 	Design Team, UBC stakeholders Project Manager
	Step 3B: General Sustainability Workshop (technical)	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"> Schedule with AUDP pre-application meeting during schematic design Submit workshop agenda for approval 	<ul style="list-style-type: none"> Agreement on specific performance and process targets for each Design Brief goal. Conceptual building envelope design Submit meeting minutes and LEED checklist 	Design Team, UBC stakeholders Project Manager
	Development Permit Process: AUDP, DRC, public open house Board 2 DP					
Design Development	Step 3C: Interactive Energy Workshop	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"> Schedule at the end of design development Energy model complete Consensus on energy conservation measures to be explored complete 	<ul style="list-style-type: none"> Life cycle cost consideration of energy conservation measures Submit energy model report 	Design Team, UBC stakeholders Project Manager
Construction Documents	Step 4: Sustainability Reporting	Design Team	Submit Sustainability Report which summarizes the cross cutting strategies used to achieve performance and process targets for each design brief goal		Submit prior to occupancy: <ul style="list-style-type: none"> Sustainability Report Final energy model M&V and Cx Plan Final LEED scorecard 	Design Team
Board 3 BP						
Construction/Occupancy	Step 5: Report Performance	Design Team C&CP	Report broad sustainability outcomes from the project for inclusion in the Board 4 Report	<ul style="list-style-type: none"> 1 year of performance records available LEED documentation submitted to UBC 	<ul style="list-style-type: none"> Feedback to inform future projects 	UBC stakeholders
Board 4						