

# Guiding Principles Compliance for New Construction & Modernization Process Guide

The Green Building Initiative's (GBI) Guiding Principles Compliance for New Construction & Modernization (aka "GPC NC") assessment program includes a scoping checklist, survey, technical manual, one preliminary document review assessment, a final post-construction assessment, and a detailed assessment report indicating the verification of compliance.

## Scoping Checklist

The GPC NC Scoping Checklist is provided free of charge to assist Contracting Officers with creating the scope for funding federal agency new construction and/or modernization projects. The Scoping Checklist guides teams in identifying non-applicable criteria (if any) for their project so that all remaining items become part of the overall scope for the project as requirements for GP compliance. It is used in advance of official registration with GBI's Guiding Principles Compliance assessment program. To receive a copy of the GPC NC Scoping Checklist, please contact GBI at 503-274-0448 or [info@thegbi.org](mailto:info@thegbi.org).

## Quote Process

The first step to the GPC NC program is to contact GBI, create a GBI Account, and formally request a quote.

### **Contact GBI**

To move forward with a GPC NC assessment, contact GBI at 503-274-0448 or [info@thegbi.org](mailto:info@thegbi.org). Client Services will review the project specifications and describe the quote and assessment process.

### **Create a GBI account**

1. To create a GBI User Account, go to the GBI website <http://www.thegbi.org/account/register>
2. Enter the required information.
3. Agree to the End User License Agreement.
4. Click "Create Account."

### **Request a Quote**

1. Sign into your GBI account from our website ([www.thegbi.org](http://www.thegbi.org)). If you don't have a GBI account, create one using the instructions above.
2. Click on "Guiding Principles Compliance Project" from the green task bar, scroll down to "Request a Quote".
3. Select "Create a New Project" then type in the Name of the Project & select the Type of Project from the drop-down box.
4. Complete the request quote form.
5. Click on "Submit Quote Request" at the bottom of the page.
6. After you have submitted your Quote Request GBI will contact you to discuss your project.

7. Once the project details are confirmed, GBI will create and provide an assessment/certification quote for your review.
8. GBI will notify you once the assessment quote has been issued.

## **Assessment Process**

Once you have a formal quote, you can place your order with GBI and begin the assessment process.

### **Ordering**

1. There are two options for placing the assessment order:
  - a. Enter the order from the quote
    - i. Log in to your GBI Account from [www.thegbi.org](http://www.thegbi.org)
    - ii. In the top green tool bar select “Guiding Principles Compliance Projects”
    - iii. Select “My Quotes”
    - iv. Select the quote for the project
    - v. Review the quote to ensure this is the order you wish to process
    - vi. Select “Purchase Now”
    - vii. Select your payment option
      1. Select “Use Two Payment Methods” to pay for the Project Registration by credit card and receive an invoice for the remainder.
    - viii. Select “Continue to Checkout”
    - ix. Select “Continue”
    - x. Complete the Billing and Shipping information and select “Continue”
    - xi. Review the order
    - xii. Read and Accept the End User License Agreement
    - xiii. Enter the credit card information to pay for the Project Registration by credit card.
    - xiv. Select “Place Order”
  - b. Contact GBI at 503-274-0448 or [info@thegbi.org](mailto:info@thegbi.org) to provide authorization to place the order on your behalf.
    - i. Submit payment for the Project Registration
2. Once your order is entered, you will receive a confirmation email from GBI.
3. GBI will send the primary contact, as listed on the order, an email with next steps.
4. Submit the payment due for the assessment.
5. GBI will send the GPC NC Survey upon project registration payment.

## **Design Submittal Review**

The third-party assessment of the project's contract documents<sup>1</sup> occurs during design submittals. This review is required as part of the assessment process. It can take place at any point during the process as contract documents become available. The Project Execution Phases as specified within the GPC NC Survey are:

- 1 – 30% Design Submittals
- 31 – 60% Design Submittals
- 61 – 90% Design Submittals
- 91 – 100% Design Submittals
- 100% Construction

You can request the review when it is most beneficial based upon the individual project.

1. Complete the GPC NC Survey.
2. Gather the documentation that supports your survey responses.
3. Confirm with your GBI Project Manager you are ready for the review and email your completed GPC NC Survey to them.
4. Your GBI Project Manager will assign an assessor and formally schedule the assessment.
5. Provide the documentation to the assigned assessor for review.
6. The assessor will perform the following functions during the assessment:
  - a. Review the completed survey and provided documentation.
  - b. Complete and send to GBI an assessment report which identifies the compliance status of each item, opportunities for improvement, and recommendations.
7. Your GBI Project Manager will issue the report to the primary contact.
8. This review is informational and not binding.

## **Final Assessment Options**

There are two options for the final assessment: Onsite Assessment or Post Construction Document Review. The project must undergo one of these options as part of the assessment process.

### **Final Assessment Option 1: Onsite Assessment**

The Onsite Assessment is a third-party assessment of the project's completed construction. A completed Design Review is required prior to an Onsite Assessment. Final validation of compliance is based upon the assessor's site visit results, including review of additional supporting documentation as necessary.

Regardless of Final Assessment Option selected, the assigned third-party assessor will verify compliance with the Guiding Principles based upon the actual building construction and final contract documents.

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<sup>1</sup> **contract documents:** all the written and graphic documents (including BIM, CAD, and other electronic files) prepared or assembled by the architect/engineer for communicating the design, requirements, and administration of the project. The term "Contract documents" also includes the Project Manual that contains the bidding forms and instructions, contract forms and conditions, and specifications, as well as documentation of all modifications made after the construction agreements are signed.

## Final Assessment Option 2: Post Construction Document Review

The Post-Construction Document Review is a third-party assessment of the project's completed construction. A completed Design Review is required prior to a Post Construction Document Review. Final validation of compliance is based upon the assessor's review of additional supporting documentation such as submittals, cut sheets, commissioning reports and inspection reports.

1. Update the responses in the GPC NC Survey to reflect actual construction and submit to your GBI Project Manager.
2. Confirm with your GBI Project Manager your Final Assessment Option (#2 Post Construction Document Review or #1 Onsite Assessment).
  - a. *If selecting Option #2, Post Construction Document Review...*
    - i. When construction is essentially complete (through the punch list) and the team has post construction documentation available for review, update GPC NC Survey and submit to GBI.
    - ii. GBI will schedule a third-party assessor to perform the final review and issues a formal scheduling letter to the project manager and assessor. *(whenever possible, GBI assigns the same assessor for both the Design Review(s) and Final Assessment)*
    - iii. The assessor will create a report including their findings and verification of compliance, including partial compliance and non-applicable requirements
    - iv. GBI reviews the final report and, when approved, issues it to the project manager
    - v. After reviewing the final report, the project manager may order recognition items (if not pre-ordered) to help celebrate and communicate the achievement.
  - b. *If selecting Option #1, Onsite Assessment...*
    - i. Confirm readiness for the site visit and provide potential site visit dates.
    - ii. Your GBI Project Manager will schedule the assessment with the assigned assessor and formally schedule the site visit.
    - iii. Prepare for your Guiding Principles Compliance third-party assessment.
      1. Schedule key personnel to be available during the site visit.
      2. Reserve a meeting room for the visit.
      3. Arrange for the assessor to have access to all parts of the building.
      4. Have available any documentation that was identified as missing in the preliminary report.
    - iv. The assessor will perform the following functions during the Onsite Assessment.
      1. Conduct interviews with relevant personnel, as appropriate.
      2. Tour the selected building(s).
      3. Review additional provided documentation.
      4. Verify and record compliance with GPC criteria.
      5. Identify opportunities for the building to improve compliance with the Guiding Principles (e.g. technologies, policies, training).

6. Complete and send to GBI an assessment report which provides their final evaluation. It also identifies opportunities for improvement and provides recommendations.
  - v. Your GBI Project Manager will issue the final verification report to you.
3. After reviewing the final report, the project manager may order recognition items (if not pre-ordered) to help celebrate and market the achievement.

### **Optional Preliminary Review Assessment**

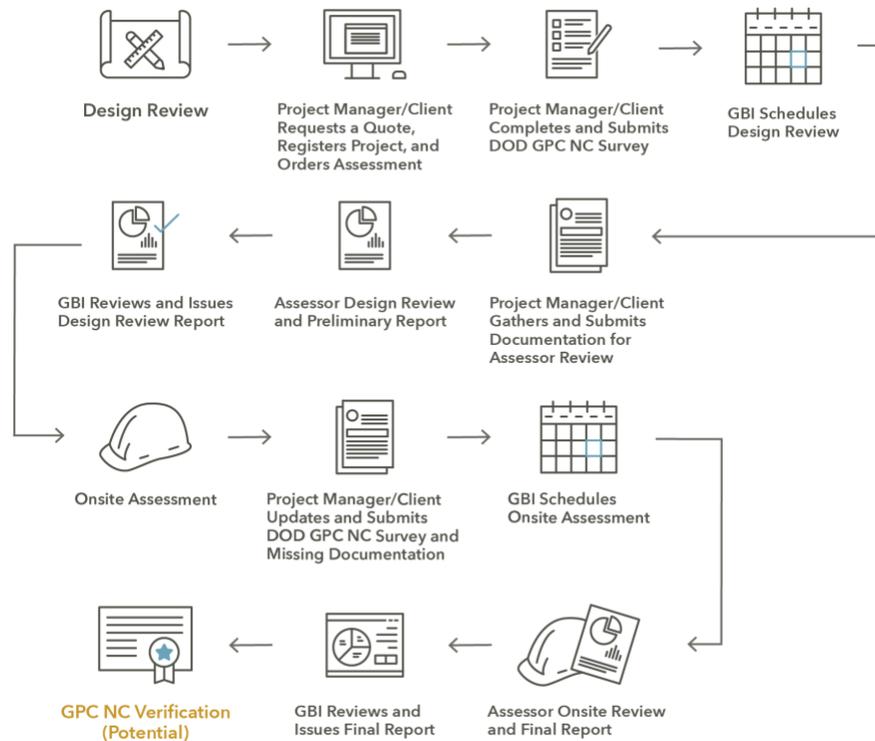
The standard GPC NC assessment includes one Design Submittal Review and a Final Assessment. If the first document review was performed during pre-design, or early in the design process, you may wish to purchase an additional document review to evaluate a later set of drawings. During this assessment, the assessor reviews the design documentation and survey responses to evaluate the design and determine compliance with the Guiding Principles. The Design Review assessment typically takes place after the design is complete.

1. Update the responses in the GPC NC Survey to reflect the design and submit to GBI.
2. Confirm with your GBI Project Manager you are ready for the review.
3. Your GBI Project Manager will assign an assessor and formally schedule the assessment.
4. Gather the supporting design documentation.
5. Provide the documentation to the assessor for review.
6. The assessor will perform the following functions during the assessment:
  - a. Review the completed survey and provided design documentation.
  - b. Complete and send to GBI an assessment report which identifies opportunities for improvement and provides recommendations.
7. Your GBI Project Manager will issue the report to you.
8. This review is informational and not binding.

### **Questions**

Please contact GBI at 503-274-0448 or [info@thegbi.org](mailto:info@thegbi.org).

### **Option 1: Onsite Assessment**



**Option 2: Post Construction Document Review**

