Instructions for Completion of Energy & Sustainability Record Card

Prepared by USACE Savannah District

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GENERAL

1. Regardless of the scope of work, for both new and existing buildings an Energy & Sustainability Record Card is required for each building in a project that is over 5,000 sf gross area OR cost of work for the building is greater than $2.5 million.
2. Obtain blank excel spreadsheet Energy & Sustainability Record Card at http://www.sas.usace.army.mil/About/DivisionsandOffices/EngineeringDivision/EngineeringDesignCriteria.aspx . Light green cells are for user input. Light blue cells are calculated or imported automatically from data entered elsewhere. See below for additional instructions for each tab.
3. Project Definition Report (PDR) Developer: Prepare Energy & Sustainability Record Card for each facility and include in the PDR. Provide original (excel file) to USACE Project Manager at completion of PDR.
4. Design-Build Request for Proposal (RFP) Preparer: Update previously developed Record Card for each facility to reflect RFP development or, if PDR did not include one, develop original Record Card and include it as an appendix to the RFP. If previous excel file cannot be obtained from the USACE Project Manager, create a new one. Provide original (excel file) to USACE Project Manager at completion of RFP. Include Design-Build contractor requirements indicated herein in the RFP.
5. Design-Build Selected Offeror: Update Record Card included as an appendix to the RFP to reflect the final accepted proposal. If previous excel file cannot be obtained from the USACE Project Manager, create a new one. Provide original (excel file) to USACE Project Manager at completion of negotiations prior to award.
6. Designer of Record (Design-Bid-Build and Design-Build): Update previously developed Record Card for each facility to reflect completed design or, if PDR/RFP did not include one, develop original Record Card and include it as an appendix to the Design Analysis. If previous excel file cannot be obtained from the USACE Project Manager, create a new one. Provide original (excel file) to USACE Project Manager at corrected final design completion. IF PROJECT IS USING LEED ONLINE, POST ORIGINAL EXCEL FILE AT LEED ONLINE AS AN UPLOAD TO PROJECT INFORMATION FORM 1 for access by construction contractor. Include construction contractor requirements indicated herein in project specifications.
    a. Design-Bid-Build: In addition to final design requirements above, include in Concept Submittal (appendix to the Design Analysis) and provide original (excel file) to USACE Project Manager at concept design submittal.
7. Construction/Design-Build Contractor: Update previously developed Record Card for each facility to reflect completed construction. If previous excel file cannot be obtained from the USACE Project Manager, create a new one. IF PROJECT IS USING LEED ONLINE, OBTAIN

ORIGINAL EXCEL FILE AT LEED ONLINE AS AN UPLOAD TO PROJECT INFORMATION FORM 1. Provide original (excel file) to USACE Project Manager at building turnover/beneficial occupancy.

ENERGY & SUSTAINABILITY RECORD CARD TAB (IN ADDITION TO GENERAL INSTRUCTIONS ABOVE):

8. PDR Preparer/RFP Preparer/DOR: Complete Building Description/Special Energy & Sustainability Highlights block. **If project is exempt from LEED certification requirement, indicate (with reason) in this block.**

BUILDING DATA TAB (IN ADDITION TO GENERAL INSTRUCTIONS ABOVE):

9. PDR Preparer/RFP Preparer: Complete all general building information except RPUID. Indicate all savings targets and baseline criteria.
    a. Obtain Installation Code from SAS Project Manager (Installation Real Property Office) if not listed below.
        i. Camp Mackall: 37445
        ii. Dobbins Air Force Base: FGWB
        iii. Fort Bragg: 37225
        iv. Fort Gordon:13055
        v. Fort Stewart: 5054
        vi. Hunter Army Airfield: 5502
        vii. Moody Air Force Base: QSEU
        viii. Robins Air Force Base: UHHZ
        ix. Seymour Johnson Air Force Base: VKAG

    b. Obtain baseline criteria from current USACE criteria.
    c. Obtain EISA fossil fuel (CBECS) savings target from Energy & Sustainability Mandates Worksheet tab.
    d. POC at bottom of page is USACE Project Manager.
10. Designer of Record: Add LEED registration number if applicable. Add all baseline and Design Model data.
11. Construction Contractor: Update as needed for construction changes. Add RPUID number and Waste Diversion data.
    a. Obtain RPUID from Government (Installation Real Property Officer).
    b. ADD RPUID TO THE SECOND "BUILDING ADDRESS" LINE IN LEED ONLINE PROJECT IF LEED REGISTERED PROJECT.
    c. Use weight, not volume, for waste diversion units of measure.

ENERGY & SUSTAINABILITY MANDATES WORKSHEET TAB (IN ADDITION TO GENERAL INSTRUCTIONS ABOVE):

12. Designer of Record: Fill in green percentage blocks for completed design achievement.

a. Where requirements that are outside of the scope of the project are included, fill in achievement for building requirements only.
b. Indicate "N/A" for requirements that do not apply to the building/project. The following sections are agency/installation requirements and should be indicated as N/A:
   EPAct 2005 column: Renewable Energy Generation and Renewable Energy Usage.
   EISA 2007 column: Building Energy Intensity (Gross)

13. Construction contractor: Update as needed for construction changes.

HPSB GUIDING PRINCIPLES COMPLIANCE WORKSHEET TAB (IN ADDITION TO GENERAL INSTRUCTIONS ABOVE):

14. PDR Preparer/RFP Preparer: Fill in for expected design achievement.
15. Designer of Record: Fill in for completed design achievement and specified construction phase requirements.
16. Construction contractor: Update as needed for construction changes.
17. Help tab contains additional information on HPSB.

LEED CERTIFICATION WORKSHEET TAB (IN ADDITION TO GENERAL INSTRUCTIONS ABOVE):

18. PDR Preparer/RFP Preparer: Fill in for expected achievement. CHECKLIST MUST INCLUDE AT LEAST THE MINIMUM NUMBER OF POINTS REQUIRED BY CRITERIA AS "YES". Additional feasible credits are indicated as "Maybe". Determine compliance and indicate YES or NO for all sustainable sites credits that are earned based on project location.
19. Designer of Record: Fill in date registered if applicable. Update as needed for design changes.
20. Construction Contractor: Update as needed for construction changes. Fill in credits awarded by GBCI if applicable.