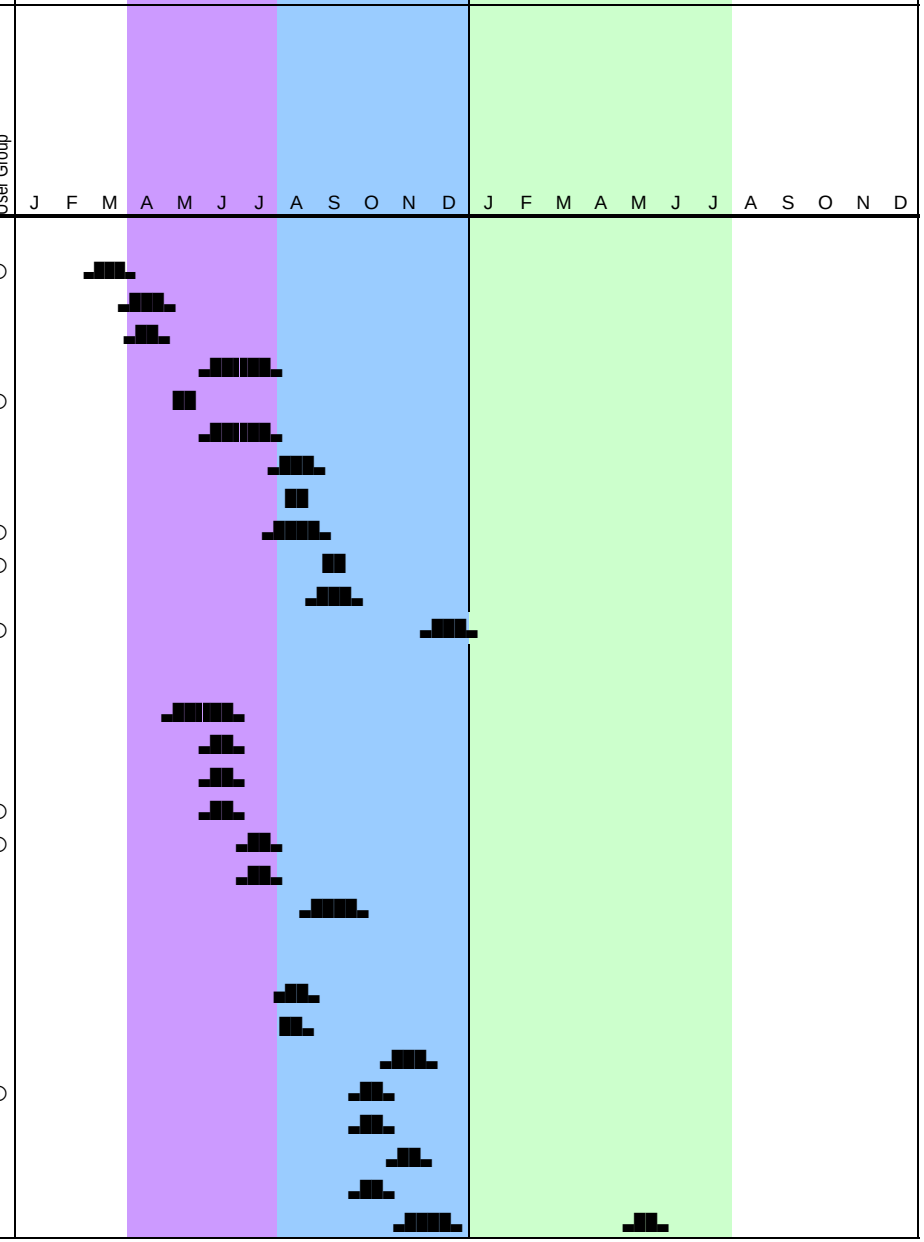
Key
Major Responsibility ●
Minor Responsibility ◐

Phase
Predesign | Masterplanning | Schematic Design | Design Development | Construction Docs
2005 | 2006

Responsibility

TASK	Sustainable Design Leader	Green Champion - CSBR	Design Architect	Managing Architect	Landscape Architect	Engineering Consultants	Commissioning Agent	Owner Representative	Construction Manger at Risk	User Group
Initiating the Integrated Sustainable Design Process										
Establish Sustainable Design Goals/Targets	●	◐	◐	◐	◐	◐	◐	◐		◐
Precedent Research - Case Studies	●		●		●					
LEED Preliminary Assessment & Strategic Recommendations	●	◐								
Establish Programming & Planning Baseline	●	◐								
Design Charrette (1) – all stakeholders	●	◐	◐	◐	◐	◐	◐	◐		◐
Integration Mapping of potential Sustainable Design Strategies/Methodolog	●									
Preliminary Technology Assessments	●	◐			◐	◐				
LEED Project Registration	●									
Establish Design Baseline	●		◐	◐	◐	◐		◐		◐
Design Charrette (2) – Experts/Team	●	◐	◐	◐	◐	◐	◐	◐		◐
Submit Performance Plan & Outcome Documentation (B3)	●	◐			◐	◐				
Submit Preliminary Commissioning Plan	◐	◐	◐	◐		◐	●	◐		◐
Site Planning										
Site Genealogy Studies and Historical Mapping	◐				●					
Site Inventory Studies					●					
Climate Audit	●				◐					
Site Design Charrette – Design Team and User Groups	◐	◐	◐	◐	●	◐		◐		◐
Site Master-planning Design Schemes	◐	◐	●	◐	●	◐		◐		◐
Stormwater Runoff Modeling	◐				◐	●				
Preliminary Life Cycle Analyses	●	◐			●	◐				
Building Design Analyses & Investigations										
Building Use Profiles & Preliminary System Analysis	●	◐	◐	◐	◐	◐				
"Shoebox" Energy Modeling	●					◐				
Preliminary Commissioning Plan	◐	◐	◐			◐	●	◐		
Preliminary Cost Benefit Analyses	●	◐		◐	◐	◐		◐		◐
Building Systems Mapping	●		◐	◐		◐				
Envelope Criteria – Intelligent Skin Strategy Assessments	●	◐	◐		◐	◐				
Shading Studies	●		◐		◐	◐				
Daylighting Studies	●		◐			◐				



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Building Design Analyses & Investigations (cont.)										
Renewable Energy Feasibility Studies	●	◐	◐	◐	◐	◐	◐	◐		◐
Green Materials Assessments	●	◐	◐	◐	◐	◐		◐		◐
Preliminary Life Cycle Analyses	●	●	◐		◐	◐				
Value Analysis/Value Engineering										
LEED Certification Process										
LEED Project Registration	●			◐				◐		◐
Submit LEED v2.1 Letter Templates/support documentation for credits requ	●	◐	◐	◐	◐	◐	◐	◐		◐
Review Responses from Certification Agent(s)	●	◐	◐	◐	◐	◐	◐	◐		◐
Submit LEED Credit Interpretation Requests	●	◐	◐	◐	◐	◐	◐	◐		◐
Building Commissioning Process										
Create Planning Baseline										
Create Design Baseline										
Initial Commissioning Team Meeting	◐	◐	◐			◐	●	◐		
Prepare Design & Construction Commissioning Plan	●	◐	◐			◐	●	◐		◐
Construction Air Quality Management Plan	●	◐	◐	◐	◐	◐	●	◐		◐
Correction Period Air Quality Management Plan	◐	◐	◐	◐	◐	◐	●	◐		◐
Construction Waste Management Plan	◐	◐	◐	◐	◐	◐	●	◐	◐	◐
Review Schematic Design based on intended Performance Outcomes	◐	◐	◐			◐	●	◐		
Prepare Operations Commissioning Plan										
Review Schematic Design based on intended Performance Outcomes	◐	◐	◐			◐	●	◐		
Minnesota B3 Guidelines Process										
Submit B3 Compliance Documentation	●	◐	◐	◐	◐	◐	◐	◐		◐
Submit Performance Plan										
Submit Process Management Compliance Summary Form										
Site & Water Compliance Summary/Outcome Documentation										
Energy & Atmosphere Compliance Summary/Outcome Documentation										
Indoor Environmental Quality Compliance Summary/Outcome Documentation										
Material & Waste Compliance Summary/Outcome Documentation										
Compliance Review by Appropriated Agency		●								
Requested Exception Documentation (if required)	●									
Post-Occupancy Evaluation	◐	◐	◐	◐	◐	◐	●	●	◐	◐

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