

Roles and Responsibilities for Implementing LEED on UW Projects

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Use this document in tandem with the UW GBS Process Map. It was developed specifically to provide more detailed guidance on the activities in the UW Process Map related to LEED certification on Tier 1 and Tier 2a projects. It does not address all activities on the Process Map, e.g. LCCA, Sustainability Workshops, and Analysis, that Tier 1 and Tier 2a projects must also undertake. Also see the flow chart of steps in LEED documentation at the end of the document.

GBS: Please note, the GBS Workbook is the responsibility of the UW PDG PM; however, the PDG PM may choose to delegate GBS facilitation and Workbook progress reporting to the UW LEED Admin team.

Design Team / Contractor, GBS/LEED Project Manager	UW LEED Admin	Other UW Parties (UWS, CAP, PDG PM)
Primary role		
<p>Overall responsibility for designing and building a project that meets project specific goals, GBS requirements, and achieves selected rating system certification.</p> <p>LEED Project Management: provide appropriate staffing for managing the LEED (or other rating system pursued) * process for the duration of the project. Manage LEED process through design and construction.</p>	<p>Process partner representing UW interests in sustainability and rating system certification for the project.</p> <p>Oversight of LEED certification.</p> <p>Assist design/contractor team with implementation of requirements related to UW practice and precedent.</p> <p>Facilitate completion of UW responsibilities for implementation or documentation of requirements.</p>	<p>UW CAP</p> <p>Oversee initial scope and project budget that supports LEED compliance through Project Development.</p> <p>UW PDG PM</p> <p>Facilitate decision making and any approval processes needed within the project governance and UW policy, starting with Project Definition.</p> <p>Hold project team accountable for completion of responsibilities related to LEED/GBS reporting and rating system certification.</p> <p>UW Sustainability</p> <p>Process partner, oversight of GBS compliance.</p>

*Projects pursuing other rating systems or LEED for Homes may require additional staffing to meet rating systems needs (i.e. Green Raters, Energy Raters, ILFI LFA, etc.) or require additional processes not included in this table. Work with design team and UW LEED Admin to determine roles and responsibilities on a project-by-project basis and revise as needed.

Grey boxes represent **primary responsibility** for a task.
 White boxes indicate coordination or contribution

Design Team / Contractor, GBS/LEED Project Manager	UW LEED Admin	Other UW Parties (UWS, CAP, PDG PM)
Project Development		
Include LEED certification expertise as a requirement in RFQ/Ps for consultants hired to support feasibility studies or pre-design work.	Provide proposal to CAP for support during project development.	UW Sustainability Confirm GBS Tier and LEED certification requirement. UW CAP Include sustainable building expertise in RFQ for design/contractor team during project definition. UW CAP Start Owner Project Requirements document.
Evaluate options considered in feasibility or pre-design for ability to achieve LEED Gold. Develop a preliminary LEED scorecard(s) for selected option(s).	Provide guidance on UW related credits and priorities.	
	Lead OPR development. Update to include performance targets or specific sustainability strategies for achieving LEED.	UW CAP Support ongoing OPR development.
Include plans for GBS compliance and LEED certification in pre-design report or other project development documentation and provide to UW CAP for GBS Workbook	Review plans for LEED Certification. Support UW CAP as needed to complete GBS Workbook, including progress on LEED.	UW CAP Report on progress on LEED certification in GBS Workbook. Hand off OPR, GBS Workbook, LEED scorecard to UW PDG PM at end of Project Development.
Project Definition		
Include a certificate management consultant or a staff member with expertise and designated time to manage LEED certification on the design team. Attend roles and responsibilities meeting; include UW LEED Admin in regular meetings and email distributions as a process partner.	Set up roles and responsibilities meeting with the design and contractor team, UW PDG and UW Sustainability to review this document, GBS Process and GBS Workbook.	UW PDG PM Engage UW LEED Admin to support project through close-out Require a certification management consultant or staff members with the expertise and designate time to manage the LEED certification in RFQ for design/contractor team.
Engage process partners and hold a GBS/LEED focused workshop or series of meetings to develop a plan for achieving LEED Gold certification.	Participate in process partner and GBS/LEED related meetings in Project Definition.	UW Sustainability Participate in process partner and GBS/LEED related meetings in Project Definition.

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Design Team / Contractor, GBS/LEED Project Manager	UW LEED Admin	Other UW Parties (UWS, CAP, PDG PM)
Identify at least one Fitwel v3 credit that fits with the project goals to pilot on the project.	Support evaluating and documenting Fitwel credits related to UW practice and precedent.	Report on progress on LEED certification in GBS Workbook.
Include a LEED scorecard and plans for LEED certification in project definition deliverable and provide to UW PDG PM for GBS Workbook. Schedule a meeting with UW Sustainability to review.	Review plans for LEED Certification. Support UW PDG PM as needed to complete GBS Workbook, including progress on LEED. Attend meeting with UW Sustainability.	UW PDG Report on progress on LEED certification in GBS Workbook. UW Sustainability Met with project team to review project definition deliverable, GBS compliance and LEED plans. Provide feedback within 10 days.
Early Design Milestone		
Schedule and lead regular GBS/LEED check-ins throughout design. Provide progress updates and updated tracking tools.	Attend regular GBS/LEED check-ins throughout design. Review progress updates and updated tracking tools.	UW PDG PM Attend regular GBS/LEED check-ins throughout design. Review progress updates and updated tracking tools.
Manage LEED Scorecard, credit assessments, and implementation of all credits assigned to members of the design and construction team throughout design.	Lead on credits assigned to the UW for implementation in part or in full. Provide technical support for UW practices related to credit achievement.	
Provide project info required for registration. Manage team members to be included on project in LEED Online. Provide a list of LEED pilot credits the project is considering pursuing.	Register LEED project and invite GBS/LEED PM as a 'manager.' Register projects within UW Seattle Campus Master Site boundary under the Master Site. Register LEED pilot credits. Manage interactions with the GBCI as needed.	
Facilitate design/contractor team inputs to and review of Owner Project Requirements (OPR.)	Update OPR based on Project Definition deliverable. Work with UW PDG PM and design team. Facilitate Commissioning Professional (CxP), design team, and UW PDG review of OPR.	UW PDG PM Provide OPR content as needed, review and approve OPR.

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Design Team / Contractor, GBS/LEED Project Manager	UW LEED Admin	Other UW Parties (UWS, CAP, PDG PM)
Provide early design milestone set at the BOD for CxP to review. Address any comments received in the review.	Review Cx scope for LEED Cx requirements. Confirm CxP hired.	UW PDG PM Hire CxP. Include LEED Fundamental, Enhanced, and Building Envelope Commissioning requirements and preparing LEED documentation in scope.
Incorporate LEED requirements fully into project drawings, specifications, and deliverables.	Provide standard UW LEED Div 01 specifications. Customize for project's LEED strategy.	
Include plans for GBS compliance and LEED certification in early project milestone deliverable.	Support UW PDG PM as needed to complete GBS Workbook, including progress on LEED.	UW PDG Report on progress on LEED certification in GBS Workbook.
Mid Design Milestone		
Continue to conduct regular GBS/LEED check-ins throughout design. Provide progress updates and updated tracking tools.	Attend regular GBS/LEED check-ins throughout design. Review progress updates and updated tracking tools.	UW PDG PM Attend regular GBS/LEED check-ins throughout design. Review progress updates and updated tracking tools.
Continue to manage LEED Scorecard and implementation of all credits assigned to members of the design and construction team.	Lead on credits assigned to the UW for implementation in part or in full. Provide technical support for UW practices related to credit achievement.	
Update drawings, specifications, and deliverables with LEED requirements as needed.	Update standard UW LEED Div 01 specification sections as needed.	
Provide mid-design milestone set to CxP. Address any comments received in the review.	Confirm CxP reviewed mid-design milestone.	
Include plans for GBS compliance and LEED certification in mid design milestone deliverable and provide to UW PDG PM for GBS Workbook.	Support UW PDG PM as needed to complete GBS Workbook, including progress on LEED.	UW PDG Report on progress on LEED certification in GBS Workbook.
Post 100% Design – LEED Design Review		

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Design Team / Contractor, GBS/LEED Project Manager	UW LEED Admin	Other UW Parties (UWS, CAP, PDG PM)
	Update the OPR to include any changes or further development of requirements during final design.	UW PDG PM Support updates to the OPR, review and approve as final.
<p>Within 90 days of 100% design, prepare LEED design documentation on LEED Online for all credits assigned to the design team (includes aligning LEED Online to reflect credits, options/paths, and thresholds being pursued by the project).</p> <p>Perform a quality check and notify UW LEED Admin that documentation is ready for review.</p>	<p>Document LEED design credits or portions of credits assigned to the UW, including Master Site credits (when applicable).</p> <p>Provide general support for preparing LEED design documentation, answering questions about UW practice, or providing examples from other projects.</p>	UW PDG PM Reinforce deadlines for team completing LEED documentation.
<p>Respond to review comments from UW LEED Admin review.</p> <p>Submit LEED preliminary design review to GBCI.</p> <p>Respond to any review comments received from GBCI.</p> <p>Resubmit for LEED final design review.</p> <p>Accept LEED Final design review.</p> <p>Target for completed LEED final design review is 180 days post 100% design.</p>	<p>Arrange for payment of design and construction review fees (certification fees) by UW.</p> <p>Review LEED design documentation within 10 days of documentation being complete in LEED Online and provide comments.</p> <p>Respond to any owner-related review comments received from GBCI.</p>	
	Support UW PDG PM as needed to complete GBS Workbook, including progress on LEED.	UW PDG Within 90 days of 100% design, report on progress on LEED certification in GBS Workbook.
Construction		
Schedule and lead regular GBS/LEED check-ins throughout construction, usually monthly. Provide progress updates and updated tracking tools.	Attend regular GBS/LEED check-ins throughout design. Review progress updates and updated tracking tools.	UW PDG PM Attend regular GBS/LEED check-ins throughout design. Review progress updates and updated tracking tools.
Plan and conduct a LEED kick-off meeting(s) to review the plans for managing GBS and LEED during the construction process	Support planning as needed. Participate in LEED Construction kick-off. Present roles and responsibilities and UW expectations for the LEED process during construction	UW PDG PM Attend kickoff

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Design Team / Contractor, GBS/LEED Project Manager	UW LEED Admin	Other UW Parties (UWS, CAP, PDG PM)
Continue to manage LEED Scorecard and implementation of all credits assigned to members of the design and construction team.	Lead on credits assigned to the UW for implementation in part or in full. Provide technical support for UW practices related to credit achievement.	
	Facilitate review/creation of O&M policies to support the LEED certification. Work with UW PDG PM to set up meetings with facilities departments to review, revise, or create policies as needed.	UW PDG PM Begin planning for post-occupancy implementation and O&M of sustainability strategies, such as green cleaning, integrative pest management, or other policies.
Contribute or review content for the Green Building Education. Provide design support for signage if implemented.	Support Green Building Education plan/case study development or other innovation credits based on Owner/Tenant activities as determined by the project.	UW Sustainability Produce case study UW PDG PM Facilitate work with client/tenant as needed
Innovation and pilot credits- Implement at least one UW preferred innovation or pilot credit. Identify other pilot and innovation credits to earn all 5 points.	Support preferred pilot and innovation credits as needed. Facilitate plan creation and document LEED O+M Starter Kit credit.	UW PDG PM Support pilot and innovation credits as needed and agreed.
Close-out and Certification		
Within 90 days of substantial completion, prepare LEED construction documentation in LEED Online for all credits assigned to the design team and contractor. Perform a quality check and notify UW LEED Admin that documentation is ready for review.	Document LEED construction credits or portions of credits assigned to the UW, including Master Site credits. Provide general support for preparing LEED construction documentation, answering questions about UW practice or providing examples from other projects.	UW PDG PM Reinforce deadlines for completing LEED documentation.
	Support UW PDG PM as needed to complete GBS Workbook, including progress on LEED.	UW PDG Within 90 days of 100% design, report on progress on LEED certification in GBS Workbook.
	Coordinate LEED documentation with commissioning professionals.	UW PDG PM and CxP Assure LEED commissioning documentation is completed within 6 months of substantial completion.

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Design Team / Contractor, GBS/LEED Project Manager	UW LEED Admin	Other UW Parties (UWS, CAP, PDG PM)
<p>Respond to review comments from UW review in a timely manner.</p> <p>Respond to any review comments received from GBCI in a timely manner.</p>	<p>Review LEED construction documentation within 10 days of documentation being complete in LEED Online and provide comments.</p> <p>Once commissioning documentation is complete and in LEED online, submit preliminary LEED construction review to GBCI.</p> <p>Respond to any owner-related review comments received from GBCI.</p>	
	<p>Resubmit for final LEED construction review.</p> <p>Target is to earn LEED certification within 9 months of substantial completion</p> <p>Accept LEED Gold, support/ordering of LEED plaque.</p> <p>Prepare final package of GBS/LEED documentation for project and UW Sustainability files.</p>	<p>UW PDG PM Coordinate on plaque purchase/installation.</p>

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The following diagram illustrates the steps, timing, and responsible parties for LEED documentation and completing the certification process only.

