Sustainable Buildings Program – Project Tracking Questionnaire (Infrastructure and Buildings)

This form is used to help track project information for all projects participating in the Sustainable Buildings Program. This form should be started as early as possible in a project's lifetime, ideally between 0% and 30% milestones in the design process. If there is any required information not available at the time, please note this. You will return to complete this form after your project has been completed.

Please return completed form to Patricia Gomez, Susannah Troner and Christopher Sanchez in the Office of Resilience at Patricia.Gomez@miamidade.gov; Susannah.Troner@miamidade.gov and christopher.sanchez@miamidade.gov.

General Project Information

1. Current Date:
2. Project name:
3. Project address:
4. Facility ID or UBID (if applicable):
5. Process Number (GBCI #, CIIS #), Contract, Site CIIS, or Capital Project Number:
6. Estimated project start date:
7. Estimate project completion date:
8. Is this project subject to the Miami-Dade County Sustainable Building Ordinance? ☐Yes ☐ No
9. Is this project (choose one):   ☐an existing asset ☐ a new asset
10. Rating System/standard (choose one): ☐LEED for Buildings ☐ Envision for Infrastructure
    a) Other:
11. URL/Web Address on USGBC LEED, ISI Envision, or another platform (if applicable):

Project Staff

1. Person filling out this form and project affiliation:
2. List all County Department(s) involved:
3. Provide information for County staff involved in the table below:

Name	Email	Phone	County Department	Project Role

4. Partner entities or consultants involved:
5. Provide information for external partners or consultants involved in the table below:

Name	Email	Phone	Department/Organization	Project Role

Scope of Work and Project Description

6. Provide short (3-4 sentence) scope of work or description of the project or provide an existing document or link to a document or website that summarizes the project.

7. When did you find out that this project would be subject to the County's Sustainable Buildings Program?

8. When was project budgeted /funding allocated?

9. What is the design life of this project (in years)?

10. What design stage are you currently at in the project?

11. Have procurement documents related to this project, including those for consultants and contractors, been issued?

    Yes   No

    a) If yes, was language about the need to comply with the SBP included in the procurement documents? (You may copy and paste the language here if you would like.)

12. Total cost of the project, funding streams, and responsible parties paying for the project (noting different levels of $ contribution from different entities if it is a joint project):

13. Specify property ownership for project location, both current and future (will project ownership transfer at some point in the future?):

14. Responsible party for operation, maintenance, and management of the project / property after construction/renovation/repair is completed?

15. Renewable energy system type, size, and end use:

16. See Solar Feasibility Questionnaire on Page 5 to provide additional information. ☐

17. Provide a draft schematic, map, or narrative of the project describing project site and adjacent area with land use specified (insert below or include as attachment):

For Existing Buildings/Assets Only

24. Has this project historically been involved in an Energy Performance Contract?   Yes   No

25. ENERGY STAR Portfolio Manager Data Collection Worksheet
    a. If not completed previously, please complete related to this existing asset ☐
    b. If already completed, please provide the existing copy along with this form ☐

26. Is your building benchmarking its water and energy use through the EnergyCAP (ECAP) Utility Billing Management Software?
    a. If yes, please use the ECAP reporting functions to query for and provide energy and water use reports for the project for the previous 24 months and include with this form as a separate attachment. ☐

Post-Project - Close Out Questions
The items below are to be complete after the conclusion of the project.

1. Review all of the initial project information above that was previously provided to OOR. If there are any changes to these items, please update them at this time.

2. Do you have any feedback or comments regarding this form or any aspects of the process to comply with the Sustainable Building Program?

3. Provide several photos of the final project, including different angles which highlight the overall project as well as any key details or design features (e.g. Cool Roof, lighting, etc.). You may include these as an attachment.

4. How did the Sustainable Buildings Program contribute to the design process? Were there aspects of the project (design, construction, etc.) which were influence by program?

5. What was the final total cost of the project?

6. Did you consider any Sustainable Building Program-related costs or savings in your planning process? How did these fit into the project?

7. Did you submit your project to LEED or Envision (or approved substitute) online database? If so, please provide the URL where this project can be located.

8. Did you interact with OOR staff during the project, and did you find these interactions helpful?

9. How else can OOR better support you in future projects with regards to the Sustainable Buildings Program?

Solar Feasibility Checklist

GENERAL PROJECT INFORMATION		
General Information	Project Name	
	Department	
	Key Contact	
	Building Name	
	Facility ID	
	UBID	
	Is this site historically significant?	
	Any material defects to prevent solar installation?	
	User Interface requested?	
	Public Display requested?	
	Roof penetrations void warranty?	
	Room for solar equipment?	
SITE SUITABILITY ASSESSMENT		
	Site Location	
Ambient Conditions	Physical Address	
	latitude	
	longitude	
	azimuth	
	Building Type	
	Gross Square Feet	
	Roof-top	
Building Conditions	Roof dimensions (identified for PV)	
	Roof pitch	
	Roof materials (type)	
	PV mounting system / roof penetrations	
	Shading analysis / obstruction of planned PV area	
	Roof condition (remaining useful life)	
	Structural adequacy	
	Roof warranty (remaining time) and limitations	
	Roof leaks	
	Roof access (or roof scuttle)	

Building Conditions	**Ground**	
	Description and condition of area (paved, open ground, etc.)	
	Obstruction/shading analysis in planned PV panel area	
	Description of necessary work to support solar array rack(s)	
	Deed or plot plan showing area is contiguous with facility to be served	
	Parking Canopy	
	Description and condition of parking area	
	Obstruction/shading analysis in planned PV panel area	
	Description of necessary work to support solar array rack(s)	
	Deed or plot plan showing area is contiguous with facility to be served	
Building Energy Use and Cost		
Consumption and Cost	Brief description of major building energy-use systems	
	Description of electricity metering (number of meters, location, etc.)	
	At least one year of monthly electricity usage data (2 years preferred)	
PV System		
Solar Energy Design	Solar module orientation and tilt	
	PV cell specifications, including cell efficiency	
	Module and array description, including module and array efficiency	
	System size (kW) and projected performance - specify model used including input parameters, assumptions and limitations.	
	Software used for analysis (PVWatts; PowerClerk; SolarAnywhere; RETScreen; SAM, etc.)	
	Model de-rate factor used	
	Inverter information (capacity, manufacturer, warranty, etc.).	

Solar Energy Design	PV project site plan, including point of electrical connection	
	If battery storage is included, specify installation location, model, and capacity	
	Critical Electrical Panel needed to connect to energy storage?	
	Solar vendor guaranteed performance, including product warranty, decrease of power output warranty	
	Manufacturer's Statement of Guaranteed Useful Life	
	Maintenance requirements (for maintaining peak efficiency)	

Other County legislation that may be applicable to your project

Below you will find a list of additional County legislation that may apply to your project. Please carefully review this list and integrate any applicable requirements to your project. If you have any questions, please contact the Office of Resilience.

Cool Roof (Resolution R-1103-10 and Resolution R-54-18): A high reflective roof, a roof made of highly reflective and emissive materials that remain significantly cooler than traditional materials during peak summer weather and where roofing material is certified by the U.S. EPA Energy Star Cool Roof Rating Council (ES-CRRC), is required for County Projects covered by the Sustainable Buildings Program and specifically for new construction of public and affordable housing.

Benchmarking Energy and Water Use and use of Energy Star Certified products when available (Resolution R-228-09 and Resolution R-918-12, and Resolution R-795-12): All product types incorporated into an Energy Star certification category that are procured for a project shall have an EnergyStar certification. In addition, once occupied/functional, County projects must continuously track energy and water consumption using the County's existing ECAP software platform (this platform then transmits data to a free federal benchmarking tool known as EnergyStar Portfolio Manager or ESPM). These systems help the County strategically manage electricity and water usage and bills, obtain energy and water use intensity values (and in some cases ENERGY STAR ratings), and help with other functions for County facilities. Office of Resilience has been working with Florida Power and Light (FPL) to obtain whole-building data for some multi-family residential buildings in the County's PHCD portfolio. OOR will continue to work with FPL and WASD to request monthly aggregated whole-building energy and water usage data for all projects. Energy and water usage for individual residential units is not required to be reported.

Water Submeters Required for New Multifamily Residential Developments (Ordinance 08-14 and Section 8A-381(c) of the Miami-Dade County Code): Per County Ordinance and of the Code of Miami-Dade County, all permit applications for new multifamily residential developments require water efficient fixtures. In addition, Section 8A-381(c) requires a water submeter for each individual dwelling unit in a new multifamily residential development.

Electric Vehicle (EV) Charging Stations (O-19-17): Outlines zoning requirements for both community and County projects in unincorporated municipal service area (UMSA) that involve parking or parking facilities for both parking spaces with charging equipment for electric vehicles and EV-ready parking spaces.   In particular, please review the table included within the Ordinance which outlines requirements for EV-ready spaces based on the total number of off-street parking spaces.

Life Cycle Cost Analysis (LCCA) (County Administrative Order AO 11-3):
Life Cycle Cost Analysis (LCCA) of specific equipment for the County Project is required. LCCA is an analysis that determines the most cost-effective option among different competing alternatives by including all direct and externalized costs associated with processes, materials, and goods (more than initial costs are considered) when estimating the actual total cost of an investment.

Green Procurement Preference Program (Resolution 1053-09): Resulted in Miami-Dade County "Buy Green" Purchasing Policy and associated 11/2/2010 Memorandum to all Department Directors specifying the following 17 green commodity priority categories:
o   Janitorial Services – shall require contractors to use Green Seal or EcoLogo certified products
o   Carpet – shall contain the highest level of recycled content practical
o   Computers and Electronic Equipment – shall have EnergyStar and EPEAT certifications as applicable
o   Pest Control – shall use an Integrated Pest Management process
o   Paint – shall be VOC and lead-free

o Energy using systems and appliances - all product types that are incorporated into an Energy Star certification category shall have an EnergyStar certification.

o Furniture – shall be low VOC

o Lighting – all lighting shall be energy efficient and lower-mercury lighting must replace older lighting

o Landscaping – shall follow xeriscaping guidelines with native species preferred.

Project Registration

All registered project names must begin with "**Miami-Dade County**". Please use the hyphen as shown. See information below regarding different platforms.

Registering Building projects with LEED On Behalf of Miami-Dade County

1. All registered project names must begin with "**Miami-Dade County**". Please use the hyphen as shown. Most registered projects will use the LEED Online portal. LEED v4 Operations and Maintenance projects that plan to use the Performance Score to LEED Certification ACP should use the Arc registration platform.
2. Point of contact for registered projects should be a Miami-Dade County Department representative or its designee.
3. Once a LEED project is registered on behalf of Miami-Dade County, the Miami-Dade County Department representative or its designee shall notify the following Office of Resilience representatives below in writing within one (1) week of registration AND the Point of Contact must send an invite to access the registered project on the online platform within two (2) weeks of official registration to:
    Patricia Gomez: Patricia.Gomez@miamidade.gov
    Susannah Troner: Susannah.Troner@miamidade.gov
    Christopher Sanchez: Christopher.Sanchez@miamidade.gov

4. Upon receipt of an official project registration letter and project award to a Miami-Dade County Department designee Point of Contact, the designee shall deliver them within two (2) weeks to the Miami-Dade County department representative in charge of the project, who will then notify Office of Resilience staff.

Registering Envision projects with the Institute for Sustainable Infrastructure (ISI) On Behalf of Miami-Dade County

1. All registered project names must begin with "**Miami-Dade County**". Please use the hyphen as shown.
2. Point of contact for registered projects should be a Miami-Dade County Department representative or its designee. The registered Point of Contact will be the only person the Institute for Sustainable Infrastructure (ISI) will communicate with regarding the project. Therefore, all questions and comments must pass through the Point of Contact. Please note, the point of contact will receive the registration letter and final award for the project.
3. If the Point of Contact must change after a project is registered, the Miami-Dade County department representative will contact ISI and initiate the change. Furthermore, if the Point of Contact is the Miami-Dade County Department designee, a written notification from the Point of Contact or their company must be made immediately to the Miami-Dade County department representative to initiate the change on their behalf.
4. (A) Once an Envision project is registered on behalf of Miami-Dade County, the Miami-Dade County Department representative or its designee shall notify the following Office of Resilience representatives below in writing within one (1) week of registration AND the Point of Contact must send an invite to access the registered project on the ISI website within two (2) weeks of official registration.
    Patricia Gomez: Patricia.Gomez@miamidade.gov
    Susannah Troner: Susannah.Troner@miamidade.gov
    Christopher Sanchez: Christopher.Sanchez@miamidade.gov

(B) Likewise, if the Point of Contact is a Miami-Dade County department designee, the Miami-Dade County Department representative shall be notified in writing within one (1) of the official project registration AND invited to access the registered project on the ISI website within two (2) weeks of the official registration.

5. All invitees must register for a free Envision account on the ISI website at http://sustainableinfrastructure.org/envision/ which does not require an Envision Sustainability Professional (ENV SP) credential. If invitees are employed by Miami-Dade County, the employee's email address, @miamidade.gov, must be used. The employee's account shall be affiliated with Miami-Dade County by completing the box "Connect to an Organization" and typing in "Miami-Dade County", including the hyphen.

6. Upon receipt of an official project registration letter and project award to a Miami-Dade County Department designee Point of Contact, the designee shall deliver them within two (2) weeks to the Miami-Dade County department representative in charge of the project.

Access to Online Rating System Platforms for Reporting Purposes
Staff from Office to Resilience should be provided with access to LEED and Envision projects through online platforms. Therefore, the following names should be added for all projects pursuing LEED or Envision certification. Access to the online platforms will facilitate crafting of progress reports for the Sustainable Buildings Program.

Susannah Troner – Susannah.Troner@miamidade.gov
Patricia Gomez – Patricia.Gomez@miamidade.gov
Christopher Sanchez – Christopher.Sanchez@miamidade.gov