

**1** Visit the OSA webpage and download the three documents.

http://www.tn.gov/finance/article/fa-osa-capital-projects

**Capital Projects**

Annual Project Lists Designer Information Construction Information **Technical Standards**

Per the provisions of TCA 4-15-104, the Commission is authorized to prescribe standards for the construction of State buildings. Additionally, the Commission is encouraged to prescribe high performance building requirements and other standards to ensure all State Buildings perform in an energy efficient manner.

Building Information Modeling Standards (BIMs)

Sustainability Design Guidelines (SDG)

High Performance Building Requirements (HPBr)

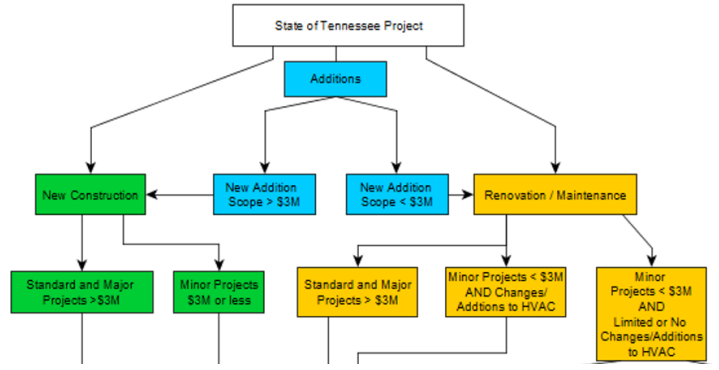
- HPBr Manual (version 1.01)
- Owner Project Requirements (OPR)
- Checklist/Tracking Form

**2** Review each document and become familiar with their content.

- Manual:** HPBr program overview and credit descriptions and requirements
- OPR:** Owner's Project Requirements, outlines the goals, needs, and owner requirements for the project
- Checklist:** Used for project tracking and compliance

**3** Owner to select the project category from the applicability tree based on the project size, site, and scope.

The applicability tree can be found on page 4 of the Owner's Project Requirements document. The State Project Manager/ Owner will complete the OPR and select the project category.



A project will fall under either category A, B, C, or limited scope (i.e. "One Time Completion Form")



Overview of Checklist

High Performance Building Requirements v1.01 CHECKLIST / TRACKING FORM

SBC Number: \_\_\_\_\_ Project Name: \_\_\_\_\_ Date: \_\_\_\_\_ Project Type: \_\_\_\_\_ Project Phase: \_\_\_\_\_ Category from Applicability Tree: **Category C**

Phase	Targeted Points
Applicable	5
Minimum	3
Not Applicable	1
Programming	0
SD	0
DD	0
CD	0
Closeout	0

Checklist Total		Programming	SD	DD	CD	Closeout
22 Points	Land Management	0	0	104	0	0
	LM Total:	0	0	22	0	0

Possible Points	Credit ID	Applicable to Building/Site Scope?	Description	Level:	Yes	Maybe	No	Yes	Maybe	No	Yes	Maybe	No	Yes	Maybe	No	Yes	Maybe	No	Role	Initials
1	LM1.1	Yes	Site Selection - Reuse Existing Buildings	Priority 2			1			1			1			1			1	O	
1	LM1.2	Yes	Site Selection - Show preference for building on developed sites: Preserve farmland/habitat, wetlands, floodplains, public parkland	Priority 1			1			1			1			1			1	O	
1	LM1.3	Yes	Site Selection - Brownfield Redevelopment - Remediate and Restore contaminated sites when possible	Priority 2			1			1			1			1			1	O	
1	LM1.4	No	Site Selection - Urban Development - Locate building within existing infrastructure	Priority 1			1			1			1			1			1	O	
1	LM2.1	Yes	Site Disturbance - Sediment and Erosion control during construction	Required			1			1			1			1			1	C	
1	LM2.2	Yes	Site Disturbance - Limit site disturbance during construction to minimum development footprint	Priority 1			1			1			1			1			1	CE	

Project Team Representatives: O - Owner, C - Contractor, ME - Mechanical Engineer, EE - Electrical Engineer, CE - Civil Engineer, A - Architect, Other - Other

Initials auto-fills

Role automatically populated

Allocation for each project phase

**A**

Owner to input project information. The category was found in Step 3 by using the Applicability Tree in the OPR. Update information at the start of each major phase of the project.

**TRACKING FORM**

SBC Number: \_\_\_\_\_ Project Name: \_\_\_\_\_ Date: \_\_\_\_\_ Project Type: \_\_\_\_\_ Project Phase: \_\_\_\_\_ Category from Applicability Tree: **Category C**

New Construction - Major Renovation - Addition Update at Start of each Major Phase of Project Project team should select based on Owner's determination

**B**

Project Category selection in A will auto-populate "Required" credits. Owner should then review the checklist and toggle credits to Applicable.

LM Total: \_\_\_\_\_

Level: \_\_\_\_\_

Auto-populates

**Note:** Applicable is an objective designation based on the building site and scope, not the project budget. A credit cannot be designated as not applicable due to budget constraints and/or subjective reasoning. Refer to the HPBr manual - Section 1.3 for further explanation and examples.

**C**

Owner and Design team meet to review each credit and determine which credits are "Yes," should be achieved, "Maybe," possibly could achieve, "No," most likely will not achieve. Refer to the HPBr manual for details on each credit and the requirements to meet a credit.

The checklist can be used to track progress through each phase of construction.

Programming	SD	DD	CD	Closeout
0	0	104	0	0
0	0	22	0	0

Complete at the start of each project phase.

"No" calculates automatically

Use dropdown list to select number of points.

**D**

Once credit applicability and targeted credits are complete, review the summary for HPBr compliance.

**High Performance CHECKLIST /**

Phase	Targeted Points
Applicable	51
Minimum	26
Not Applicable	2
Programming	22
SD	27
DD	0
CD	0
Closeout	0

Total Points possible based on total checklist applicability  
Minimum points needed to comply with HPBr  
Total points toggled "Yes" for each project phase  
This particular project would not be tracking to comply with the HPBr in the programming phase, design changes were made and the project is now tracking to comply in the SD phase.  
Review total after each project phase to ensure compliance

**E**

Assign a project team-member to their respective credits by entering initials in the space at the top. Each credit is automatically assigned once initials are entered.

Project Team Representatives: O - Owner, C - Contractor, ME - Mechanical Engineer, EE - Electrical Engineer, CE - Civil Engineer, A - Architect, Other - Other

Initials: ABC, DEF, J, K, L, M, N, O, P, Q, R, S

Auto-populates the responsibility column

Primary Credit Responsibility

**F**

Each assigned team member should comment on strategy to achieve or reason not to achieve a credit. Credits deemed "Not Applicable" will be highlighted in red and "greyed out." The project Owner may wish to comment on reasoning for "non-applicability."

Comment: Describe implementation approach for each pursued credit. If credits are not pursued, provide justification.

Role	Initials
O	ABC
O	ABC
O	ABC