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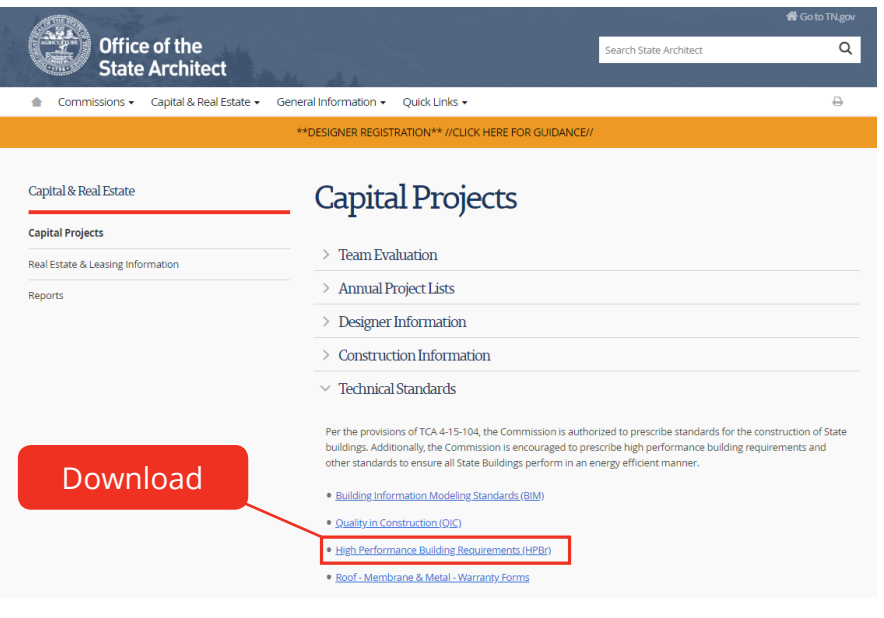
1 Visit the OSA webpage and download the three documents.

https://www.tn.gov/osa/capital---real-estate/capital-projects.html

Office of the State Architect webpage

Capital Projects

Capital & Real Estate
Capital Projects
Real Estate & Leasing Information
Reports

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 (BIM)
- Quality in Construction (QIC)
- High Performance Building Requirements (HPBr)
- Roof - Membrane & Metal - Warranty Forms

Download

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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
FAQ: Frequently asked questions
Division 1 Spec

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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

Allocation for each project phase

Role automatically populated

Initials auto-fills

A

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

TRACKING FORM

SBC Number:
Project Name:
Date:
Project Type: New Construction - Major Renovation - Addition / Update at Start of each Major Phase of Project
Project Phase:
Category from Applicability Tree: Category C ← 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: Auto-populates

Project Owner toggles Y/N

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

At the start of each project phase, 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.

Use drop-down list to select number of points.

"No" calculates automatically

D

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

Phase	Points Summary
Applicable	99
Minimum	50
Programming	49
SD	50
DD	0
CD	0
Closeout	0

Example Summary
- 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. Be sure to review this 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		Initials
O	- Owner	ABC
C	- Contractor	DEF
ME	- Mechanical Engineer	M
EE	- Electrical Engineer	J
CE	- Civil Engineer	P
A	- Architect	P
Other	- Other	S

Auto-populates the responsibility column

Primary Credit Responsibility

Role   Initials
O   ABC

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."

Primary Credit Responsibility

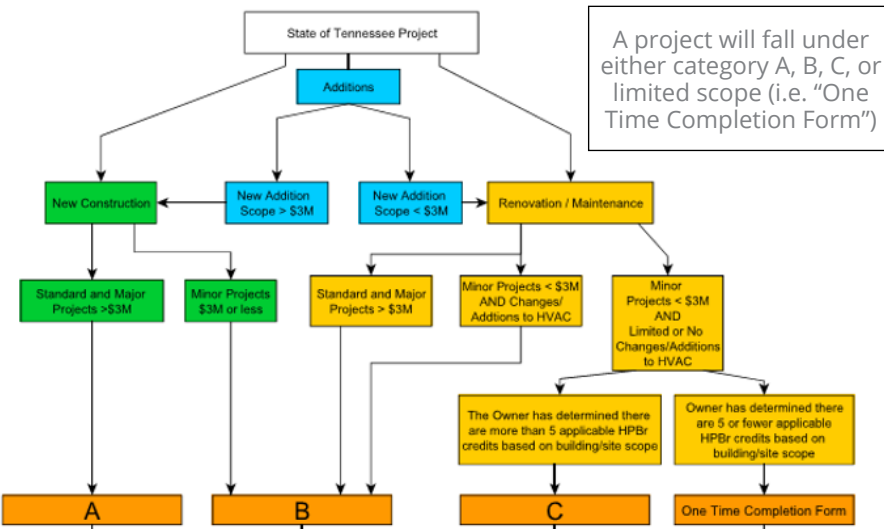|	Role	Initials
Comment: Describe implementation approach for each pursued credit. If credits are not pursued, provide justification.		
Not LCCA effective (Energy-related items)	O	**ABC**
Project is on a Brownfield.	O	**ABC**
	O	ABC