



Municipal Green Building Policy

Effective Date: December 5, 2017

I. PURPOSE

The Board of Supervisors is committed to environmental, economic, and social stewardship through sustainable building practices for County buildings. The implementation of this Municipal Green Building policy is expected to yield cost savings to County taxpayers through reduced operating costs, to provide a healthy work environment for County employees and visitors to County buildings, to contribute to the realization of the Board of Supervisors' stated goal of protecting, conserving, and enhancing the region's environmental resources, and to support sustainable buildings for San Mateo County.

The current County Sustainable Building policy, enacted in 2001 and updated in 2014, encourages the construction of LEED® Certified buildings. This policy revision elevates the County's standards for sustainable building practices beyond LEED® Certification. Specifically, the policy establishes ambitious energy efficiency targets and sets out to achieve Zero Net Energy for new building construction in order to advance the County's sustainability goals and reduce greenhouse gas emissions.

II. DEFINITIONS

County-owned Building

Any building owned by the County of San Mateo, including County-owned buildings or portions thereof that the County leases to non-County entities.

Financial Feasibility

Financial Feasibility is defined as a return on investment (ROI) of greater than 5% over the anticipated lifetime of the energy efficiency or renewable energy generation asset vs. purchasing grid energy.

LEED® Rating System

LEED® stands for Leadership in Energy and Environmental Design, and is a voluntary, consensus-based, market-driven green building rating system developed by the US Green Building Council. It is based on existing, proven technology and evaluates environmental performance from a "whole building" perspective. LEED® is a certifying system designed for rating building projects, such as new and existing commercial, institutional, and multi-family residential buildings. Generally, LEED® addresses six main categories: Location and Transportation, Materials and Resources, Water Efficiency, Energy and

Atmosphere, Sustainable Sites, and Indoor Environmental Quality. There are four rating levels: Certified, Silver, Gold, and Platinum.

New Construction

New Construction means the construction of a building that has never before been used or occupied for any purpose.

Return on Investment

Return on Investment is calculated using the following, $ROI = ([\text{Modeled Operational Savings over asset life} - \text{estimated asset installed cost}] / \text{estimated asset installed cost})$

Zero Net Energy

Zero Net Energy (ZNE) means a building where the amount of energy produced by on-site or adjacent renewable energy resources is equal to the amount of electrical and natural gas energy consumed by the building annually. Achievement is based on 12 consecutive months of actual energy performance data.

III. POLICY

It is the policy of the Board of Supervisors to plan, design, and construct its buildings to be sustainable. The following policy applies to New Construction Projects of County-owned buildings over 10,000 square feet (sf).

A) LEED® Certification

All County-owned New Construction Projects over 10,000 square feet shall be at a minimum, LEED® Certified. LEED® Certification establishes a strong standard for green building practices and addresses transportation, water efficiency, materials and resources, indoor environmental quality and more.

B) Energy Efficiency

All County-owned New Construction Projects over 10,000 square feet, shall achieve at least 50% of available LEED® Energy and Atmosphere points. LEED® Energy and Atmosphere credits address energy use reduction, energy-efficient design strategies, and renewable energy sources.

C) Zero Net Energy (ZNE)

All County-owned New Construction Projects over 10,000 square feet shall achieve ZNE with generation from on-site or adjacent renewable energy resources with the following exception:

If a New Construction project cannot comply with ZNE requirements due to site physical limitations or inability to achieve Financial Feasibility for energy performance and/or renewable energy generation measures, then the project must maximize the amount of energy efficiency and renewable energy generation that meets the Financial Feasibility requirement.

D) Board Discretion

The San Mateo County Board of Supervisors has discretion to exempt a building project from any of the requirements of this policy. The Office of Sustainability will oversee the exemption process.

IV. MUNICIPAL GREEN BUILDING STEERING COMMITTEE

With the adoption of this policy, the Board of Supervisors establishes the Municipal Green Building Steering Committee to oversee and assist in advancing the sustainable performance of County construction projects. The Municipal Green Building Steering Committee shall consist of at least one representative from each of the following County Departments: Office of Sustainability, Project Development Unit, Department of Public Works, Planning & Building Department, ~~Parks Department~~ and Budget, Policy & Performance Unit.

The Director of the Office of Sustainability or his/her designee shall be a permanent member of the Green Building Steering Committee and act as chair of the Committee. The Green Building Steering Committee will meet as needed and in accordance with Section V Procedures and Responsibilities.

V. PROCEDURES AND RESPONSIBILITIES

A) Departments Overview

The following table summarizes the County divisions and departments impacted by the Municipal Green Building Policy and their responsibilities related to the policy.

County Division or Department	Responsibility related to the Municipal Green Building Policy
Office of Sustainability (OOS)	The OOS is a division of the County Manager's Office responsible for chairing the Municipal Green Building Steering Committee and tracking the energy performance of County-owned buildings.
Project Development Unit (PDU)	The PDU is a division of the County Manger's Office responsible for ground-up new construction of County-owned buildings.
Department of Public Works (DPW)	DPW is responsible for operations, maintenance, and renovation of County-owned buildings.
Planning & Building Department (P&B)	P&B is responsible for plan checking and building permits for County projects where the local jurisdiction has deferred jurisdiction and the County is the authority-having-jurisdiction.
Budget, Policy & Performance Unit	The Budget, Policy & Performance Unit is a division of the County Manager's Office responsible for overseeing the County's budget including capital projects.

B) Procedures

The following table summarizes the typical steps that the County staff will take to implement the Municipal Green Building Policy.

Procedure	Staff Responsible
<p><i>1. Request for Proposals</i></p> <p>PDU will incorporate Municipal Green Building Policy requirements into the RFP, under the direction of the Municipal Green Building Steering Committee. PDU will act as a liaison to architects and contractors regarding any questions about compliance with the requirements.</p>	PDU with guidance from the Municipal Green Building Steering Committee
<p><i>2. Selection of the architect/contractor and Execution of Contract (design/construction)</i></p> <p>PDU will oversee the development of a complete set of construction documents to support the execution and project requirements for achieving the Municipal Green Building Policy measures. Project contract documents shall include language to demonstrate compliance with the County's Municipal Green Building Policy.</p> <p>The contract award memo shall note the project's compliance with the Municipal Green Building Policy. If the project has received an exemption from the policy from the Board of Supervisors, the reasons shall be noted in the memo.</p>	PDU and DPW
<p><i>3. Design</i></p> <p>PDU will engage with the Municipal Green Building Steering Committee to discuss project scope, opportunities, constraints, and compliance with the Municipal Green Building Policy. PDU will oversee the design process for compliance with the Municipal Green Building Policy. This includes review and approval of the LEED® checklist, Financial Feasibility assessment, etc.</p> <p>If the Financial Feasibility assessment determines that ZNE is not achievable within the project constraints, the report shall document clearly the findings and decision for project record.</p>	PDU with guidance from the Municipal Green Building Steering Committee
<p><i>4. Construction</i></p> <p>PDU will oversee the construction process for compliance with the Municipal Green Building Policy.</p>	PDU
<p><i>5. Operations and Project Performance Tracking</i></p> <p>DPW will track energy consumption and generation, and OOS will provide tracking support to ensure that systems and project energy performance are maintained.</p>	DPW and OOS
<p><i>6. Project Feedback</i></p> <p>Project managers and all departments involved in the applicable projects will provide comments/lessons learned on the implementation of this policy to inform updates where appropriate.</p>	Municipal Green Building Steering Committee

VI. BUDGETING AND FINANCING

All capital construction projects must appropriate/include funding sufficient to meet the requirements of this policy.

VII. REPORTING

The Office of Sustainability will work with the Municipal Green Building Steering Committee to report annually to the Board of Supervisors on the County's compliance with the Municipal Green Building Policy. The Office of Sustainability's annual report will assess the need for policy updates due to compliance issues, new legislation, or new standards developed by applicable organizations.