

# LEED Management Services



**Rodriguez and Associates, Inc.** embraces the mission and vision of the United States Green Building Council (USGBC) to transform the way buildings and communities are designed, constructed and operated to benefit the surrounding environment and improve the overall quality of life. The strategic framework that has been developed for LEED (Leadership in Energy and Environmental Design) green building rating system encompasses a series of procedures to achieve certain certification levels for sustainable building design.

RAI have LEED accredited professional (LEED AP BD&C) that provide LEED management from initial project programming to project closeout and final commissioning. It is incorporated into our firms overall Project Development, Construction Management/ Owner's Representative Services. It is our intent to align the USGBC mission with the sustainable design and building strategies as defined by the LEED 100 credit scale with the specific client's program and requirements incorporated. Our approach for this particular discipline would be ensure the project team has included the proper representation to develop consensus for a sustainable design, a strategic plan that will implement and execute all defined requirements to obtain the desired LEED building certification level.

Rodriguez and Associates, Inc. can provide the following services related to LEED processes and requirements:

Planning/Design Phase:

- Establish overall sustainable design elements for project's Green initiatives
- Develop LEED Certification Goals for a project (Certified, Silver, Gold and Platinum)
- Coordinate LEED processes and procedures with overall milestone LEED dates and Project's schedule
- Assist Owner in understanding their Credit Completion Role
- Assign responsibilities for credits (Owner, Property Manager, End User and Architect)
- Manage the development of the Owners Project Requirements (OPR)
- Initiate LEED Design Charret with Project Team
- Manage and monitor progress of the LEED component for the design from LEED checklist
- Review LEED credit status at certain milestones in the Design Phase (SD, DD and CD)
- Manage the development of the (Owner's Project Requirements) and the (Basis of Design)
- Manage and reconcile LEED credits with approved budgets and Operation/Maintenance
- Manage and coordinate regulatory conflicts with LEED design elements
- Manage Fundamental Commissioning LEED credits with project team (Commissioning Agent)
- Assist and coordinate with LEED –AP for the Permit Process (City of Chicago Green Permit Process)

Construction Phase:

- Initiate and schedule required LEED construction kick-off conference with all project representatives, including the Owner, Architect, General Contractor, Commissioning agent and end user.
- Ensure all LEED submittals are being transmitted to the proper Green Building Certification Institute (GBCI)
- Manage LEED Documentation process during the construction administration phase including LEED monthly progress meeting and resolving General Contractor and Owners issues.
- Manage GBCI required submittals and develop final project submission.
- Manage and coordinated Commissioning kick off meeting with all involved parties (GC, GC subs, User Agency and AOR). Commissioning related credits are the responsibility of the Commissioning Agent and Engineer of Record, process managed by LEED AP.

Project Commissioning / Closeout:

- Coordinate, manage and facilitate all related Commissioning tasks and project punchlist issues related to LEED design elements and systems.
- Manage and verify all completed documentation have been incorporated into the final submission for review and auditing for
- Facilitate and provide final closure to project issues, requirements and submittals.

All credits and certification done nationally online at <http://www.usgbc.org/>. Local Illinois chapter is at <http://www.usgbc-illinois.org/>.