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# Scope of Services

To Prepare

## **Facilities Plan for the Wastewater Treatment Plant Rehabilitation/Expansion**

At the City of

**RIO GRANDE CITY, TEXAS**

April 2021

**Scope of Services**  
**Facilities Plan for the Wastewater Treatment Plant**  
**Rehabilitation/Expansion**

At the City of  
**RIO GRANDE CITY, Texas**

**TABLE OF CONTENTS**

**Contents**

- 1 INTRODUCTION..... 3
  - 1.1 GENERAL NADB BACKGROUND ..... 3
- 2 PROJECT DEFINITION..... 3
  - 2.1 BACKGROUND AND PURPOSE ..... 3
  - 2.2 PROJECT INFORMATION ..... 3
  - 2.3 PROJECT DESCRIPTION ..... 4
- 3 MAJOR WORK TASKS AND SERVICES REQUIRED ..... 5
  - 3.1 PROJECT ADMINISTRATION ..... 5
  - 3.2 WASTEWATER FACILITY PLAN ..... 6
  - 3.3 PERIOD OF SERVICE..... 7
  - 3.4 DELIVERABLES ..... 7
- Appendix A..... 9
- Appendix B..... 10
- Appendix C..... 11
- Appendix D..... 47

# 1 INTRODUCTION

## **1.1 GENERAL NADB BACKGROUND**

The North American Development Bank (NADB) identifies, develops, evaluates, and certifies environmental infrastructure projects by means of a binational team through an open public process in order to access financing through this organization and other sources.

To meet its objectives, NADB manages several technical assistance programs, such as the Project Development and Assistance Program (PDAP), financed by the United States Environmental Protection Agency (EPA), and NADB's own technical assistance funds that provide assistance to project sponsors.

The project development process includes the planning phase through final design of the project in preparation of certification. During this stage, NADB's Project Engineers in coordination with the sponsor and other relevant stakeholders will determine the technical capabilities and costs of the projects, as well as their financial feasibility and NADB's potential financing. Usually, this includes the development of master plans, environmental impact assessments, financial analysis, preliminary projects and final design among others.

# 2 PROJECT DEFINITION

## **2.1 BACKGROUND AND PURPOSE**

The City of RIO GRANDE CITY is the project sponsor and provider responsible for the planning, construction and operation of the city's water and wastewater systems and has established service rules and regulations concerning the utility service, rates, and service fees.

## **2.2 PROJECT INFORMATION**

### ***Location***

The City of Rio Grande City is in the southeastern part of the State of Texas, United States. It borders San Roman, Texas to the north, Camargo, Mexico to the south, Los Villareales, Texas to the west, and Las Lomas, Texas to the East. The City is contiguous to the U.S. / Mexico Border. Figure 1 shows the Rio Grande City Location.



Figure 1: Rio Grande City Location

***Existing Wastewater Treatment Plant***

The Rio Grande City (RGC) wastewater treatment plant (WWTP) is located along the bank of the Rio Grande River at the southeast corner of the Fort Ringgold school grounds in Rio Grande City.

***2.3 PROJECT DESCRIPTION***

The RGC WWTP is now in need of an expansion. While rated at 1.5 MGD, records show that discharge flows have exceeded 90% of capacity several times in the past two years. Currently, the 2009 expansion is operating well. The clarifiers are in a state of disrepair and need to be rehabilitated or replaced. The chlorine contact chamber and chlorination system need to be rehabilitated or replaced. The sludge drying beds are not able to keep pace with the increased discharge flows and the oxidation ditches have been pressed into service as sludge holding ponds, in violation of the plant’s permit. The City is being held under violation and enforcement by the Texas Commission on Environmental Quality (TCEQ) and has been notified to begin planning and constructing an expansion of the plant. (Additional Information on the Project is in the “Preliminary Engineering Proposal for the Rio Grande City Wastewater Treatment Plant Expansion” (Appendix A)

The City of RIO GRANDE CITY would like to request financial assistance from the Texas Water Development Board’s (TWDB) Economically Distressed Areas Program (EDAP,) Clean Water State Revolving Fund and the NADB to provide the necessary improvements to the Wastewater Treatment Plant.

The NADB would provide technical assistance funds to complete the planning and environmental review phase of the project. The development of the facility plan and the environmental information document (EID) will enable the issuance of a Finding of No Significant Impact (FONSI) in order to request assistance under the EPA Border Environmental Infrastructure Fund (BEIF) and the TWDB EDAP and CWSRF for final design and construction funding. The NADB will provide funding through the Project Development Assistance Program (PDAP) for this project.

## 3 MAJOR WORK TASKS AND SERVICES REQUIRED

### 3.1 PROJECT ADMINISTRATION

#### **Resources and Schedule**

This task includes administrative functions for the activities of the project. The ENGINEER's project manager will allocate the ENGINEER's resources and establish all internal staff responsibilities. Within one week of the NTP, the ENGINEER shall provide a proposed timeline schedule of progress with planned dates of deliverables for completion of the Scope of Work. The ENGINEER's project manager must keep involved parties up-to-date on project status.

#### **Kickoff Meeting**

A one-day kick-off meeting will be held with NADB, and the City of RIO GRANDE CITY to jointly review and reach consensus on project approach and direction and possible issues to help ensure a successful project. The ENGINEER's project manager shall prepare the minutes from the meeting for distribution to the attendees within five (5) working days of the meeting.

#### **Progress Meetings, Progress Reports, and Invoicing**

Progress Meetings will be held monthly. These meetings will provide a forum for delivery of project deliverables as well as progress reports, which will identify efforts and achievements for the preceding month and expectations for the next period. Formal meetings will be required to discuss the development of the facility plan.

The ENGINEER's project manager shall prepare the agenda and minutes of these meetings. Draft meeting minutes shall be prepared within five (5) working days of the meeting and shared for input.

Monthly Invoices shall be submitted to the NADB with an appropriate progress report. The invoice will be paid within thirty (30) days upon receipt, if complete and acceptable.

In addition to the more formal meetings described above, by-weekly conference call meetings will be held throughout the course of the project. These conference call meetings will be important to insure a well-coordinated project and that important input from involved parties is incorporated into the planning effort. The ENGINEER shall provide a presentation to the City of RIO GRANDE CITY personnel on the final facility plan if necessary. All meetings will be conducted at the City of RIO GRANDE CITY offices or designated meeting place.

#### **Deliverables**

The Project Sponsor, NADB and TWDB along with other agency stakeholders, as determined, will review draft and final facility plan deliverables. The ENGINEER shall satisfy all comments and incorporate any necessary changes required to receive approval of the deliverables.

- Presentation materials (NADB, City of RIO GRANDE CITY)
- Project Meeting Materials (NADB, City of RIO GRANDE CITY) Meeting minutes (NADB, TWDB, City of RIO GRANDE CITY, any other participants)
- Monthly Status Report (NADB, City of RIO GRANDE CITY)
- Monthly invoices (NADB)

### **3.2 WASTEWATER TREATMENT EXPANSION FACILITY PLAN**

The ENGINEER will develop wastewater facility plan in accordance with the requirements set forth in 31 Texas Administrative Code (TAC) 355.73. The scope of service for preparing the facility engineering plan is broken down into categories of tasks as outlined in Appendix B. Each category of tasks shall be completed in order of categories listed in Appendix B, starting with Category A, and proceeding with each successive category through D. After the completion of tasks within a category, the ENGINEER will provide a report and appendices/supporting data as necessary for each category.

The basic approach will be to provide adequate documentation for each category and to use this information for decision making prior to moving to the next category. The ENGINEER will proceed to the next category subsequently to the TWDB approval of category work product. Each successive series of documentation will be used as building blocks for the final end product, which is a comprehensive Facility Plan. Four (4) copies of a completed Final Facility Plan (Final to mean reviewed and approved by TWDB and NADB) with appropriate supporting material must be provided. A satisfactory Final Facility Plan is part of the application requirements for Economic Distressed Area Program funds (363.504 (a)(2)).

The Plan must additionally address all requirements for applications to the projected construction funding sources. These projected construction-funding sources including the NADB, the Clean Water State Revolving Fund Loan Program (CWSRF) and the Drinking Water State Revolving Fund Loan Program (DWSRF) administered by the Texas Water Development Board (TWDB), the Texas Water Development Fund (Dfund) as well as the BEIF Grant and Loan Programs of the North American Development Bank (NADB). The Consultant is required to review the Application Procedure Guidelines, Applications and Manuals for the DWSRF and the CWSRF on the Texas Water Development Board's website: <http://www.twdb.state.tx.us> in order to assure that project documents will satisfy this projected funding source's requirements. Specifically, the consultant should review the Infrastructure Financial Assistance Program Publications providing guidelines for the development of the EFR for water and wastewater projects. The Plan shall consolidate the requirements to meet both guidelines, as well as the requirements described specifically by this scope, in one document

The Project sponsor and NADB will review and provide comments to each Category prior to submittal to the TWDB for review and approval. TWDB will issue a letter accepting the final report as complete. Please refer to Appendix B to review EDAP 2 Planning Phase, Facility Plan Scope of Services.

In conjunction with the tasks associated with the various categories and throughout this project , it will be important to keep all the stakeholders informed on the project status and activities.

In addition, the EPA, along with other federal, state, and local agencies, as well as non-governmental organizations, advocates for implementing green building practices for projects where adequate sustainable construction methods and green products and practices are available. EPA required application of sustainable concepts in projects funded through the EPA-supported funding programs, the BEIF and PDAP.

The NADB has developed a set of Green Building Guidelines, which include specific activities to be considered by the consultant during the planning phase of a project. These activities are not intended to require an extraordinary effort of the consultant but supplement the typical tasks performed during this project development phase with new environmentally oriented measures to determine process, product, and practices. The consultant will be required to review the Green Building Guidelines, evaluate the application of the activities presented, and identify opportunities to incorporate operating

efficiency, good resource allocation, and environmental soundness in the selection of process, site, system layout, product, or materials for the project. As a result, the consultant shall provide a brief explanation, on the format itself or in a supplemental report, of how the specific guideline was incorporated in the planning process or, if appropriate, the rationale for why the guideline was not addressed.

The Green Building Guidelines are available in Appendix C.

### ***Deliverables***

The contents of the documentation shall include an Executive Summary including Findings, Conclusions, Issues, Recommendations and the main body of the report. One (1) set of this documentation shall be provided to the project sponsor, one (1) set to the NADB, and six (6) sets to the TWDB for review and written approval/disapproval by the TWDB and prior to fully undertaking or completing the tasks within the next successive category.

- Draft Category A, B, C, and D
- Final Category A, B, C, and D
- Final Facility Plan and Green Building Practices Supplemental Report

### **3.3 PERIOD OF SERVICE**

#### **A. Period of Service**

The ENGINEER shall complete the work delineated under this SOW within 180 calendar days, not including Owner/Agency review days, from Notice to Proceed (NTP). The completion of all tasks with reviews and the environmental clearance process is expected to be complete within approximately 8 months.

### **3.4 DELIVERABLES**

The ENGINEER shall:

#### **1. Project Schedule:**

Complete project schedule no later than 7 calendar days after the NTP, provide a detailed schedule for completion of the work under this contract. The schedule shall include proposed implementation of project deliverables and coordination meetings, as well as a proposed invoicing schedule.

#### **2. Draft Categories:**

Complete Draft Categories A, B, C, and D no later than 30 calendar days, respectively; provide six (4) hard copies and one (1) electronic format copy for wastewater system improvements.

**3. Final Categories:**

Complete Final Categories A, B, C, and D no later than 7 calendar days after each draft approval; provide six (4) hard copies and one (1) electronic format copy for wastewater system improvements.

**4. Final Facility Plan and Green Building Practices Supplemental Report:**

Complete Final Facility Plan no later than 8 calendar days after each draft category approval; provide six (4) hard copies and one (1) electronic format copy for wastewater system improvements.

**9. Language:**

All reports, plans, etc. shall be written in English.

**10. Professional Seal:**

In accordance with State Revised Statutes and State Administrative Code, all engineering reports, drawings and other technical documentation shall be sealed by a professional engineer registered in the State of Texas.

**11. Ownership of Documents:**

The ENGINEER must transfer to The Rio Grande City all title, copyright or other similar rights to the work or studies referred to in these terms of reference, provided that no work may be revised or duplicated for any other project. Furthermore, the documents contained herein shall be considered instruments of service and shall not be reused for any purpose other than the project intended.

Please refer to **Appendix D** to review the NADB Guidelines for Format Deliverables.



**Appendix A**  
**Preliminary Engineering Proposal for the Rio Grande City**  
**Wastewater Treatment Plant Expansion”**

<https://cocef.box.com/s/01xouqykpi2auxk5x6glwppyokyrwiw>

**Appendix B**  
**EDAP 2 Planning Phase**  
**Facility Plan Scope of Services**

<https://www.twdb.texas.gov/financial/instructions/doc/WRD-023A.pdf?d=51103.2300000079>

# **Appendix C**

## **Green Building Guidelines**

## Introduction

The North American Development Bank (NADB) is a binational organization created by the Governments of the United States and Mexico as a side agreement to the North American Free Trade Agreement (NAFTA). The purpose of the NADB ([www.cocef.org](http://www.cocef.org)) is to help conserve, protect and enhance the environment in the U.S.-Mexico border region, through the development and certification of environmental infrastructure projects that incorporate innovative sustainability and public participation concepts. Once certified by NADB, a project may qualify for funding from Mexico's National Water Commission, United States Environmental Protection Agency (EPA), the North American Development Bank (NADB), or from other sources requiring or recognizing such certification.

## Framework

NADB's "sustainable development" certification criterion recognizes the value that implementing sustainable practices, whether in water, wastewater, solid waste or expanded mandates projects will bring to the communities it serves. Therefore, NADB has prepared this document to serve as a set of guidelines for "green" building practices to enhance the sustainability of both infrastructure projects and their surroundings. This document is intended to address environmental infrastructure projects in the US and Mexico. Similar guidelines are widely utilized in the United States for the construction of sustainable and environmentally sound buildings and structures.

The EPA, along with other federal, state, and local agencies, as well as non-governmental organizations, advocates for implementing green building practices for projects where adequate sustainable construction methods and green products and practices are available. EPA requires application of sustainable concepts in projects funded through the EPA-supported funding programs, the Border Environment Infrastructure Fund (BEIF) and the Project Development Assistance Program (PDAP).

EPA encourages communities to adopt and/or implement measures geared toward achieving environmental stewardship. Incentives, such as tax rebates and preferential permitting, for implementing green practices and products in infrastructure projects are a growing trend in the United States, as more local and state governments encourage projects are constructed using sustainable practices. More and more federal, state and local entities are also requiring that their own projects be built sustainably. As such, NADB and other agencies are also working towards making this common practice in the development of environmental infrastructure.

There are a myriad of environmentally sound products and practices that the planning and/or design professional may select when developing infrastructure projects. Some of these products and practices may be found at <http://www.wbdg.org/design/greenspec.php>, BuildingGreen.com, GreenSpec.com, in the GreenSpec directory, and the LEED (Leadership in Energy and Environmental Design) standards. Additionally there are several certification programs that provide guidance for projects designed and constructed using standard green practices such as the U.S. Green Building Council's LEED certification and the Sustainable Building Industry Council.

The success of green building practices is greatly enhanced by including sustainability considerations in the planning and design phases. Applying these practices and products may offer substantial savings during the construction and operation of the projects and, **more importantly**, they enhance the quality of life by providing human and environmental benefits.

NADB, in coordination with EPA, has selected several sections from the Construction Specifications

Institute's (CSI) MasterFormat™ (the organizational standard for specifications and other information for most commercial and institutional building projects in the U.S. and Canada) as an initial effort for requiring green building practices in project development and implementation. Based on various sources including GreenSpec Directory and the Federal Green Construction Guide for Specifiers, section specifications have been evaluated, adapted, and appended to these guidelines for consideration during the development of projects within the purview of NADB. In addition, two specific sections have been created to guide planning, design and construction activities related to drinking water and wastewater infrastructure projects. The new sections incorporate, by reference, selected CSI sections. The following are the CSI sections included in NADB's guidelines:

<ul style="list-style-type: none"> <li>▪ Earthwork, Erosion Control, Site Drainage</li> <li>▪ Backfill</li> <li>▪ Drainage and Containment</li> <li>▪ Site Paving</li> <li>▪ Landscaping</li> <li>▪ Fluid Waste Containment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Concrete Formwork</li> <li>▪ Reinforcement</li> <li>▪ Cast-in-place Concrete</li> <li>▪ Concrete Masonry Units</li> <li>▪ Renewable Energy Systems</li> </ul>
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In the US, the CSI sections are typically used to organize the construction contract documents; In these guidelines, the CSI sections along with the new sections for drinking water and wastewater infrastructure projects are utilized for purposes of guiding the owner, planning/design professional, and contractor to incorporate green products and practices in their project. By utilizing the specification format and listing specific tasks for each project development stage in these CSI sections, the planning/design professional can more easily see the relationship and applicability of concepts to be applied in project development and incorporated into the project-specific construction documents.

NADB reserves the rights to amend, as it deems appropriate, the contents and applicability of the guidelines. Communities and the public at-large, as well as consultants, are encouraged to provide comments, expand and/or use these suggested guidelines as reference material or as a basis for developing specifications for their environmental infrastructure projects. The successful use of these documents will rely on an interactive role between communities and consultants undertaken during the planning and design phases of their projects. NADB acknowledges the *Federal Green Construction Guide for Specifiers* and the *GreenSpec Directory* as a reference in the formulation of these guidelines.

## Environmental Goal

The general environmental goal is to produce sustainable and cost-effective facilities that function appropriately and promote productivity. The Federal Green Construction Guide for Specifiers further defines the general environmental goal with the following:

1. Resource Management: Promote stewardship of the earth's resources. The earth's resources include: perpetual resources, renewable resources, and non renewable resources.
  - a. Preserve or renew biodiversity and ecosystems.
  - b. Maximize use of biobased, energy efficient, water efficient, rapidly renewable, and recycled content materials.
  - c. Maintain or improve water quality and promote water stewardship.
  - d. Employ job-site recycling and salvage procedures.
  - e. Employ sustainable design principles and environmentally preferable products.
  - f. Preserve non renewable resources.
  - g. Minimize life cycle energy costs through a whole building approach that may include: daylighting, passive solar heating and cooling, energy efficient systems, and renewable energy systems.

2. Toxicity/IEQ: Promote good indoor environmental quality (IEQ). Aspects of IEQ include: light quality, acoustic quality, thermal comfort, and air quality.
  - a. Maximize use of non-toxic, non-hazardous, healthy and safe building materials.
3. Performance: Promote efficiencies in operational performance. Aspects of operational performance include: durability, maintainability, energy efficiency, and water efficiency.

Project-specific environmental goals will help guide planning and design decisions, as well as provide a basis for identifying improved green products or practices during construction. The owner, in coordination with the planning/design professionals, should consider the development of project-specific environmental goals, using the general goal as a starting point.

## The Guidelines

The selected CSI sections were chosen primarily because of their perceived applicability, from a practical standpoint, to environmental infrastructure projects. The environmental infrastructure projects in which NADB participates typically include the following:

- Water treatment works
- Drinking Water transmission and distribution lines
- Booster, pump and lift stations
- Wastewater treatment works
- Sewer lines, collectors, laterals, and interceptors
- Municipal solid waste landfills
- Air-pollution reduction improvements

These guidelines are intended to instruct planners and designers to consider a number of sustainability factors when planning and designing drinking water or wastewater infrastructure projects supported by BEIF and PDAP. The GreenSpec Directory describes the following simple principles (adapted for the purposes of these guidelines) for applying sustainable products and practices in construction:

- Design for operating efficiency: The energy and resources that a facility uses over its life far outweigh the energy and resources required to construct the facility itself.
- Don't overbuild: Appropriately sized facilities use fewer resources and are more efficient to operate and maintain.
- Use local materials: Don't use energy and resources to move materials around.
- Look beyond initial cost: Consider the cost-benefit analysis that factors in operations, maintenance, durability, and replacement cost over the life-time of the facility.

For example, when selecting a site and developing the site and drainage plans, in addition to employing native materials to the maximum extent possible and practical, the planning and design must maximize the use of natural topography, reclaimed materials, construction materials near the project and construction practices which protect the surrounding area from unnecessary disturbance. However, the intent is not to specify hard-to-find equipment or materials that would represent an added cost to the project or burden on the project owner.

It is important to underscore that, although there might be other CSI sections with an important perceived value for NADB projects, a significant portion of the long-term savings are in one way or another associated with site selection and site earthwork operations. For instance, a sound planning study evaluates multiple options for site grading, requiring an analysis of opportunities to maximize

topographic features, promote natural drainage, and minimize mechanical pumping. Furthermore, a preliminary geotechnical engineering study that contemplates a well-devised subsurface exploration program may seem costly in the beginning. However, when the assessment of the excavation, concrete, and steel reinforcement for the project's foundation and retaining wall systems is conducted, a more cost-effective solution can be expected by the project sponsor because the potential long-term savings will be realized with a well-developed construction specification.

## The Format

To provide specific guidelines for drinking water and wastewater infrastructure, NADB has created Division 00, which provides activities directly related to the development of these types of projects. These activities are intended to guide the owner, planning/design professional(s), and other project participants in evaluating and identifying green building opportunities as early as possible. Many of the instructions supplement the typical tasks performed during the project development stages with new environmentally-oriented measures to determine process, product and practices. Division 00 and the other selected CSI sections are complementary and intended to be implemented jointly. The CSI sections may be applied to several types of construction projects and owners, consultants and contractors are encouraged to consider their applicability in other efforts.

The guidelines for each section include a description of activities to be conducted during three distinct stages of project development: 1) Planning, 2) Design, and 3) Construction. Although the activities described are primarily intended to guide the tasks of the planning and/or design professional during these project development stages, some activities are also described for the owner and construction contractor. The planning/design professional should initiate these activities through communication with the owner and/or by incorporating the activity into the design and construction documents. Each section is structured to include the following:

**Planning:** A description of activities associated with selecting a process, site, system layout, product, and materials that promotes operating efficiency, good resource allocation and environmental soundness. These concepts are presented in three sub-topics:

- Alternative Analysis (Technology, Site Selection, System Layout)
- Design Criteria Selection
- Special Considerations in Design

**Design:** A description of activities to be conducted during design to promote operating efficiency, determine appropriate capacity sizing, and evaluate the use of green products and practices. These activities are subdivided into the following tasks:

- Facilities and Process Design
- Construction Plans and Specifications

**Construction:** This stage of development is presented differently in Division 00 and the selected CSI sections. In Division 00, general and specific activities are recommended for the owner, design professional and contractor. In the selected CSI sections, general guidelines for developing contractor responsibilities are provided for the design professional in the development of the project's construction specifications. The design professional may review the model specifications presented in the US *Federal Green Construction Guide for Specifiers* and the *GreenSpec Directory* for further guidance. Similar to the *GreenSpec Directory* models, the guideline specifications are subdivided into three subcategories:

- General – Lists general environmental requirements for that particular section, including submittals, definitions, references and quality assurance.

- **Products** – Products and criteria that define the environmental performance and characteristics of a material are listed. Unfamiliar materials or constructions methods, for which no standard specification is available, may require a more comprehensive specification included under this subcategory.
- **Execution** – Specifies methods of construction that minimize waste, reduce pollution, and maximize resource efficiency. The requirements for clean-up and waste disposal, reuse of materials, and use of on-site materials are also addressed in this subcategory.

These guidelines attempt to promote a logical approach for screening applicable criteria and are not intended to cover all possible scenarios or environmental concepts for achieving sustainability. Project participants are encouraged to recommend additional activities and opportunities to further the environmental and human benefits of incorporating sustainable practices within the project development process.

## Summary of Key Terms

The Federal Green Construction Guide for Specifiers provides definitions of key terms used in these guidelines and in other green product or practice references. The following definitions will assist you to understand key terms pertaining to sustainable development:

**Biobased Materials:** Fuels, chemicals, building materials, or electric power or heat produced from biomass as defined by The Biomass Research and Development Act of 2000. Minimum biobased content shall be as defined by the US Department of Agriculture pursuant to the US Farm Bill May 2002 and 7 CFR Part 2902 ([www.biobased.oce.usda.gov](http://www.biobased.oce.usda.gov)).

**Deconstruction:** Disassembly of buildings for the purpose of recovering materials.

**Non Renewable Resource:** A resource that exists in a fixed amount that cannot be replenished on a human time scale. Non renewable resources have the potential for renewal only by geological, physical, and chemical processes taking place over millions of years. Examples include: iron ore, coal, and oil.

**Recycled Content Materials:** Products that contain pre-consumer or post-consumer materials as all or part of their feedstock. Recycled content claim shall be consistent with Federal Trade Commission Guide for the Use of Environmental Marketing Claims.

**Renewable Resource:** A resource that is grown, naturally replenished, or cleansed, at a rate which exceeds depletion of the usable supply of that resource. A renewable resource can be exhausted if improperly managed. However, a renewable resource can last indefinitely with proper stewardship. Examples include: solar energy, tidal energy and wind energy, trees in forests, grass in grasslands, and fertile soil.

**Stewardship:** Responsible use and management of resources in support of sustainability.

**Sustainability:** The maintenance of ecosystem components and functions for future generations.



# Summary of Contents

## DIVISION 00 – Water and Wastewater Projects

### Section 00100 – Wastewater Collection and Treatment

**Objective:**

The objective of this section is to describe specific activities to supplement facility planning, design and construction, in order to promote environmental stewardship in wastewater collection and treatment projects. The activities are intended to identify designs and/or mechanisms as well as Best Management Practices that will be conducive to accomplishing this intent. The purpose is to select process and design elements, which promote operating efficiency, appropriate resource utilization, energy and natural resource conservation, solid waste reduction, pollution prevention and habitat protection. It is essential that the planning/design professional(s) reviews the attached individual construction specification sections for relevancy in completing the activities described in this section.

PROJECT STAGE	DESCRIPTION	APPLICABILITY
<p><b>Planning</b></p>	<p><u>Alternatives Analysis</u>                      In this phase the planning professional will conduct an alternatives analysis which includes the following, as applicable:</p> <p>Wastewater Treatment Plant:                      Technology</p> <ol style="list-style-type: none"> <li>a. Analyze the possibility of using on-site treatment systems for rural or isolated areas and provide recommendations.</li> <li>b. Evaluate treatment alternatives with an emphasis on methods that minimize the need for chemical treatment and energy consumption.</li> <li>c. Analyze effluent discharge alternatives, considering reuse as the preferred alternative when possible. Reuse must be closely related to the treatment effluent quality. Identify reuse options and potential users.</li> <li>d. Identify potential by-products of the wastewater treatment process that could provide energy cost savings and/or further enhance the environment. Evaluate the technical and financial feasibility for the use of these by-products for power co-generation or other beneficial use (on- or off-site).</li> <li>e. Determine appropriate capacity needs to reduce the risk of overbuilding.</li> <li>f. Conduct a present worth analysis prior to selecting an alternative.</li> <li>g. Consider use of renewable energy.</li> </ol> <p>Site</p> <ol style="list-style-type: none"> <li>a. Develop site selection criteria which consider the technical, financial and environmental feasibility of the potential sites.</li> <li>b. Incorporate site considerations as described in Division 02 as factors in the site selection criteria.</li> </ol> <p>Collection System:                      Layout, Materials and Equipment</p> <ol style="list-style-type: none"> <li>a. Evaluate system layouts which minimize energy intensive operations.</li> <li>b. Maximize the use of the natural topography.</li> <li>c. Evaluate means to improve energy efficiency or the viability</li> </ol>	<p><i>In this space or by a supplemental report, the planning professional will briefly explain how these guidelines were incorporated in the planning/design process or, if appropriate, the rationale for why they were not addressed.</i></p>

# Summary of Contents

## DIVISION 00 – Water and Wastewater Projects

### Section 00100 – Wastewater Collection and Treatment

- to utilize renewable energies in the collection system facilities.
- d. Identify risks which foster potential presence of septic conditions or other conditions which cause nuisance, inefficient operations, or decrease the useful life of the infrastructure. Evaluate means to mitigate these risks.
  - e. Determine appropriate capacity needs to eliminate the risk of overbuilding.
  - f. Evaluate alternative materials (i.e. pipe) and equipment options which are environmentally preferable or achieve greater operating efficiencies. Refer to the Special Consideration in Design, provided below, and the *Green Spec Directory* for further guidance.
  - g. Minimize the requirements for pavement replacement, landscape disturbance, and intrusive construction practices.
  - h. Conduct a present worth analysis prior to selecting an alternative.

#### Design Criteria Selection

In this phase, the planning professional will incorporate the following in the selection of design criteria:

- a. Define the environmental goals for the project with the owner.
- b. Develop or identify the appropriate design criteria to incorporate the recommendations developed in the alternatives analysis, specifically to:
  - o Maximize energy efficiency or the use of renewable energy sources, the natural topography, effluent reuse options and the use of treatment process by-products
  - o Minimize the need for chemical treatment, presence of septic conditions, and site disturbance construction practices.
  - o Conserve natural, renewable and non renewable resources.
- c. Identify design criteria required to incorporate the design requirements of each attached section specification.

# Summary of Contents

## DIVISION 00 – Water and Wastewater Projects

### Section 00100 – Wastewater Collection and Treatment

	<p><u>Special Considerations in Design</u>          In this phase, the planning professional will identify potential vendors, materials or products which may be evaluated during design to further incorporate operating efficiencies, use of local materials, and good resource utilization. Efforts shall be focused on identifying environmentally preferable products such as:</p> <ol style="list-style-type: none"> <li>a. Products made with salvaged, recycled, or agricultural waste content.</li> <li>b. Products that conserve natural resources.</li> <li>c. Products that avoid toxic or other emissions and minimize toxic content.</li> <li>d. Products that reduce environmental impacts during construction, demolition, or renovation.</li> <li>e. Products that save energy or water.</li> <li>f. Products that contribute to a safe, healthy indoor environment.</li> </ol>	
<p><b>Design</b></p>	<p><u>Facilities and Process Design</u>          Based on the planning phase results, in this phase the design professional will supplement the design process by assuring the following:</p> <ol style="list-style-type: none"> <li>a. Design is intended to achieve operating efficiency and to incorporate appropriate capacity needs.</li> <li>b. Utilization of recommended design criteria and identified vendors, materials or products which induce operating efficiencies, use of local materials, and good resource utilization.</li> <li>c. The suggested environmentally preferable products, criteria for a material's environmental performance/ characteristic, and use of potential treatment process by-products are evaluated for appropriate use and feasibility considering a cost-benefit analysis that factor in maintenance, durability, and replacement cost over the project life-cycle. The results are reviewed with the owner to determine applicability.</li> <li>d. A management plan is provided for the on- or off-site use of by-products as recycled/ reclaimed materials or in co-generation.</li> <li>e. Considerations for minimizing energy and chemical usage, in addition to integrating elements for conservation and/or improvements to the ecosystem are included.</li> <li>f. The usage of construction materials and resources are optimized.</li> <li>g. Considerations for the potential reuse of materials in future deconstruction.</li> <li>h. The design requirements of each of the attached section specifications are incorporated.</li> </ol> <p><u>Construction Plans and Specifications</u>          Following the format provided in the <i>Green Spec Directory</i> model specification section, the design professional will supplement the construction specifications with the following:</p>	<p><i>In this space or by a supplemental report, the design professional will briefly explain how these guidelines were incorporated in the planning/design process or, if appropriate, the rationale for why they were not addressed.</i></p>

# Summary of Contents

## DIVISION 00 – Water and Wastewater Projects

### Section 00100 – Wastewater Collection and Treatment

	<p><i>Part 1 – General:</i> List general environmental requirements for the specification section (updated environmental goals), including submittals, definitions, references and quality assurance.</p> <p><i>Part 2 – Products:</i> Describe the environmentally preferable products or criteria for the material’s environmental performance and characteristics, determined appropriate by the owner and design professional to enhance the environmental soundness of the project. The consultant shall:</p> <ol style="list-style-type: none"> <li>a. Confirm the availability of specified products.</li> <li>b. Specify products that are energy-efficient, low toxic and restore/preserve existing ecosystems and protected areas.</li> <li>c. Specify the by-products that were determined as suitable for use within the project or in other applications.</li> <li>d. List the native, environmentally friendly post-consumer recycled and/or reclaimed materials that could be used within the project.</li> <li>e. If the feasibility of environmentally preferable products or use of potential treatment process by-products is unclear, the products may be specified as an alternate.</li> <li>f. Document all actions conducive to the optimization of material and resources.</li> <li>g. List all references from other sections that were applied to the design.</li> </ol> <p><i>Part 3 – Execution:</i> Specify methods of construction that minimize waste, reduce pollution, and maximize resource efficiency. Provide requirements for cleanup and disposal, including sorting and recycling of materials and on-site reuse of materials.</p>	
<p><b>Construction</b></p>	<p>The owner and owner representative (i.e. design professional, construction supervisor, etc.) will take additional steps to ensure that all project participants are familiar with the environmental performance goals of the construction process and infrastructure as well as the intended use of green products and practices. These activities shall be conducted:</p> <ol style="list-style-type: none"> <li>a. The owner’s representative will discuss these concepts at the pre-bid conference, encouraging general contractors to alert all sub-contractors to the requirements.</li> <li>b. The owner’s representative shall repeat the instruction at the pre-construction conference, when both general and sub-contractors shall participate.</li> <li>c. The owner, owner’s representative and contractor shall establish appropriate means to identify, review and implement any new green building opportunities proposed during construction.</li> </ol> <p>The owner’s representative will anticipate potential adjustments during the construction phase and will make provisions to accept modifications to proposed products and implementation measures</p>	<p><i>In this space or by a supplemental report, the owner or owner’s representative will briefly explain how these guidelines were incorporated in the construction documents or, if appropriate, the rationale for why they were not addressed.</i></p>

# Summary of Contents

## DIVISION 00 – Water and Wastewater Projects

### Section 00100 – Wastewater Collection and Treatment

that would be conducive to furthering environmental stewardship.

The contractor will perform as described in contract documents. In addition, the contractor will inform the project owner about equal or better alternative materials or site construction practices that are available at low or no additional cost and shall not adversely affect areas outside of construction limits, and, will implement measures to protect vegetation, trees and other designated elements as stipulated in the contract documents.

Furthermore the contractor shall implement, with the approval of the owner and owner's representative, the following:

- a. Opportunities to enhance the project's ecologically responsible actions to further improve the ecosystem and environment.
- b. Environmentally friendly actions, either permanent or temporary during the construction process.
- c. Incorporate alternative materials that meet green building criteria for application in the construction process.
- d. Implement necessary activities to reclaim onsite materials not previously identified as suitable for use in the project.

The owner's representative will observe that the work is being executed according to project specifications.

*RESOURCES:* U.S. Department of Energy, Building Technologies Program, [www.eere.energy.gov/buildings](http://www.eere.energy.gov/buildings)  
U.S. Environmental Protection Agency, <http://cfpub.epa.gov/npdes/stormwater/const.cfm>  
GreenSpec Directory, Product Directory with Guideline Specifications, Third Edition (Building Green, Inc., 2002)  
Federal Green Construction Guide for Specifiers, [http://www.wbdg.org/design/greenspec\\_msl.php](http://www.wbdg.org/design/greenspec_msl.php)

# Summary of Contents

## DIVISION 00 – Water and Wastewater Projects

### Section 00200 – Drinking Water Treatment and Distribution

**Objective:**

The objective of this section is to describe specific activities to supplement facility planning, design and construction, in order to promote environmental stewardship in drinking water treatment and distribution projects. The activities are intended to identify designs and/or mechanisms as well as Best Management Practices that will be conducive to accomplishing this intent. The purpose is to select process and design elements, which promote operating efficiency, appropriate resource utilization, energy and natural resource conservation, solid waste reduction, pollution prevention and habitat protection. It is essential that the planning/design professional(s) reviews the attached individual construction specification sections for relevancy in completing the activities described in this section.

PROJECT STAGE	DESCRIPTION	APPLICABILITY
<p><b>Planning</b></p>	<p><u>Alternatives Analysis</u>                      In this phase the planning professional will conduct an alternatives analysis which includes the following, as applicable:</p> <p>Drinking Water Treatment Plant:                      Technology</p> <ul style="list-style-type: none"> <li>h. Analyze the possibility of using Point-of-Entry or Point-of-Use treatment systems for rural or isolated areas and provide recommendations.</li> <li>i. Identify current water quality conditions and analyze treatment options which might address the required needs.</li> <li>j. Consider use of renewable energy sources.</li> <li>k. Evaluate treatment alternatives with an emphasis on methods that minimize energy consumption and optimized the use of treatment chemicals.</li> <li>l. Analyze the alternatives for maximum treatment efficiency and minimization of waste stream.</li> <li>m. Conduct a present worth analysis prior to selecting an alternative.</li> <li>n. Identify treatment by-products beneficial use options and potential uses that could further enhance the environment.</li> <li>o. Evaluate the technical and financial advantages/disadvantages for the beneficial use of these by-products compared to disposal costs.</li> <li>p. Determine appropriate capacity needs to reduce the risk of overbuilding.</li> </ul> <p>Site</p> <ul style="list-style-type: none"> <li>c. Develop site selection criteria which consider the technical, financial and environmental feasibility of the potential sites.</li> <li>d. Incorporate site considerations as described in Division 02 as factors in the site selection criteria.</li> </ul> <p>Distribution Network:                      Layout, Materials and Equipment</p> <ul style="list-style-type: none"> <li>i. Evaluate system layouts which minimize energy intensive operations.</li> <li>j. Maximize the use of the natural topography.</li> </ul>	<p><i>In this space or by a supplemental report, the planning professional will briefly explain how these guidelines were incorporated in the planning/design process or, if appropriate, the rationale for why they were not addressed.</i></p>

# Summary of Contents

## DIVISION 00 – Water and Wastewater Projects

### Section 00200 – Drinking Water Treatment and Distribution

- k. Evaluate means to improve energy efficiency or the viability of utilizing renewable energies in the distribution network facilities.
- l. Identify potential problems with stagnant water conditions, and inadequate or excessive residual chlorine. Evaluate means to mitigate these risks.
- m. Determine appropriate capacity needs to eliminate the possibility of overbuilding.
- n. Evaluate alternative materials (i.e. pipes, valves, fittings, appurtenances, etc) and equipment options which are DfE, environmentally preferable or achieve greater operating efficiencies. Refer to the Special Consideration in Design, provided below, and the *Green Spec Directory* for further guidance.
- o. Minimize the requirements for pavement replacement, landscape disturbance, and intrusive construction practices.
- p. Conduct a present worth analysis prior to selecting an alternative.

#### Design Criteria Selection

In this phase, the planning professional will incorporate the following in the selection of design criteria:

- d. Define the environmental goals for the project with the owner.
- e. Develop or identify the appropriate design criteria to incorporate the recommendations developed in the alternatives analysis, specifically to:
  - o Maximize energy efficiency or the use of renewable energy sources, the natural topography, and the use of treatment process by-products
  - o Optimized the use of treatment chemicals.
  - o Minimize site disturbance construction practices.
  - o Conserve natural, renewable and non renewable resources.
- f. Identify design criteria required to incorporate the design requirements of each attached section specification.

#### Special Considerations in Design

In this phase, the planning professional will identify potential vendors, materials or products which may be evaluated during design to further incorporate operating efficiencies, use of local materials, and good resource utilization. Efforts shall be focused on identifying environmentally preferable products such as:

- g. Products made with salvaged, recycled, or agricultural waste content.
- h. Products that conserve natural resources.
- i. Products that avoid toxic or other emissions and minimize toxic content.
- j. Products that reduce environmental impacts during construction, demolition, or renovation.

# Summary of Contents

## DIVISION 00 – Water and Wastewater Projects

### Section 00200 – Drinking Water Treatment and Distribution

	<ul style="list-style-type: none"> <li>k. Products that save energy or water.</li> <li>l. Products that contribute to a safe, healthy indoor environment.</li> </ul> <p>However, products including treatment chemicals, devices, components and materials which may come in contact with the drinking water shall not contribute contaminants that could cause adverse health effects. Relevant standards include National Science Foundation/ANSI standards 60 and 61.</p>	
<b>Design</b>	<p><u>Facilities and Process Design</u> Based on the planning phase results, in this phase the design professional will supplement the design process by assuring the following:</p> <ul style="list-style-type: none"> <li>i. Design is intended to achieve operating efficiency and to incorporate appropriate capacity needs.</li> <li>j. Utilization of recommended design criteria and identified vendors, materials or products which induce operating efficiencies, use of local materials, and good resource utilization.</li> <li>k. The suggested environmentally preferable products, criteria for a material's environmental performance/ characteristic, and use of potential treatment process by-products are evaluated for appropriate use and feasibility considering a cost-benefit analysis that factor in maintenance, durability, and replacement cost over the project life-cycle. The results are reviewed with the owner to determine applicability.</li> <li>l. A management plan is provided for the on- or off-site use of by-products such as recycled/ reclaimed materials, including filter backwash water, or in co-generation.</li> <li>m. Considerations for minimizing energy and optimized chemical usage, in addition to integrating elements for conservation and/or improvements to the ecosystem are included.</li> <li>n. The usage of construction materials and resources are optimized.</li> <li>o. Considerations for the potential reuse of materials in future deconstruction.</li> <li>p. The design requirements of each of the attached section specifications are incorporated.</li> </ul> <p><u>Construction Plans and Specifications</u> Following the format provided in the <i>Green Spec Directory</i> model specification section, the design professional will supplement the construction specifications with the following:</p> <p><i>Part 1 – General:</i> List general environmental requirements for the specification section (updated environmental goals), including submittals, definitions, references and quality assurance.</p> <p><i>Part 2 – Products:</i> Describe the environmentally preferable products</p>	<p><i>In this space or by a supplemental report, the design professional will briefly explain how these guidelines were incorporated in the planning/design process or, if appropriate, the rationale for why they were not addressed.</i></p>



# Summary of Contents

## DIVISION 00 – Water and Wastewater Projects

### Section 00200 – Drinking Water Treatment and Distribution

	<p>or criteria for the material’s environmental performance and characteristics, determined appropriate by the owner and design professional to enhance the environmental soundness of the project. The consultant shall:</p> <ul style="list-style-type: none"> <li>h. Confirm the availability of specified products.</li> <li>i. Specify products that are energy-efficient, low toxic and restore/preserve existing ecosystems and protected areas.</li> <li>j. Specify the by-products that were determined as suitable for use within the project or in other applications.</li> <li>k. List the native, environmentally friendly post-consumer recycled and/or reclaimed materials that could be used within the project.</li> <li>l. If the feasibility of environmentally preferable products or use of potential treatment process by-products is unclear, the products may be specified as an alternate.</li> <li>m. Document all actions conducive to the optimization of material and resources.</li> <li>n. List all references from other sections that were applied to the design.</li> </ul> <p><i>Part 3 – Execution:</i> Specify methods of construction that minimize waste, reduce pollution, and maximize resource efficiency. Provide requirements for cleanup and disposal, including sorting and recycling of materials and on-site reuse of construction or existing site materials.</p>	
<p><b>Construction</b></p>	<p>The owner and owner representative (i.e. design professional, construction supervisor, etc.) will take additional steps to ensure that all project participants are familiar with the environmental performance goals of the construction process and infrastructure as well as the intended use of green products and practices. These activities shall be conducted:</p> <ul style="list-style-type: none"> <li>d. The owner’s representative will discuss these concepts at the pre-bid conference, encouraging general contractors to alert all sub-contractors to the requirements.</li> <li>e. The owner’s representative shall repeat the instruction at the pre-construction conference, when both general and sub-contractors shall participate.</li> <li>f. The owner, owner’s representative and contractor shall establish appropriate means to identify, review and implement any new green building opportunities proposed during construction.</li> </ul> <p>The owner’s representative will anticipate potential adjustments during the construction phase and will make provisions to accept modifications to proposed products and implementation measures that would be conducive to furthering environmental stewardship.</p> <p>The contractor will perform as described in contract documents. In addition, the contractor will inform the project owner about equal or</p>	<p><i>In this space or by a supplemental report, the owner or owner’s representative will briefly explain how these guidelines were incorporated in the construction documents or, if appropriate, the rationale for why they were not addressed.</i></p>

# Summary of Contents

## DIVISION 00 – Water and Wastewater Projects

### Section 00200 – Drinking Water Treatment and Distribution

better alternative materials or site construction practices that are available at low or no additional cost and shall not adversely affect areas outside of construction limits and will implement measures to protect vegetation, trees and other designated elements as stipulated in the contract documents.

Furthermore the contractor shall implement, with the approval of the owner and owner's representative, the following:

- e. Opportunities to enhance the project's ecologically responsible actions to further improve the ecosystem and environment.
- f. Environmentally friendly actions, either permanent or temporary during the construction process.
- g. Incorporate alternative materials that meet green building criteria for application in the construction process.
- h. Implement necessary activities to reclaim on-site materials not previously identified as suitable for use in the project.

The owner's representative will observe that the work is being executed according to project specifications.

*RESOURCES:* U.S. Department of Energy, Building Technologies Program, [www.eere.energy.gov/buildings](http://www.eere.energy.gov/buildings)  
U.S. Environmental Protection Agency, <http://cfpub.epa.gov/npdes/stormwater/const.cfm>  
GreenSpec Directory, Product Directory with Guideline Specifications, Third Edition (Building Green, Inc., 2002)  
Federal Green Construction Guide for Specifiers, [http://www.wbdg.org/design/greenspec\\_msl.php](http://www.wbdg.org/design/greenspec_msl.php)

# Summary of Contents

## DIVISION 02 – Site Construction

### Section 02300 – Earthwork / Erosion Control / Site Drainage

**Objective:**

The objective of this section is to reduce/eliminate the need for importing or exporting fill material; to provide and protect natural habitats; conserve transport energy and to divert materials from landfill. This section refers to the elements associated with site selection as well as site grading and drainage improvements. The planning/design professional(s) will evaluate the site specific features such as topography, overall drainage characteristics, vegetation, access routes, surroundings, habitat, etc. Furthermore, the planning/design professional(s) will ascertain that the site grading and drainage plans are consistent with relevant master or urban plans, as well as applicable ordinances and/or regulations.

PROJECT STAGE	DESCRIPTION	APPLICABILITY
<p><b>Planning</b></p>	<p><u>Alternatives Analysis - Site Selection and System Layout</u>                      In this phase the planning professional will analyze site selection/layout alternatives that consider the following criteria, as applicable:</p> <ul style="list-style-type: none"> <li>e. Impacts to the surroundings, minimizing or mitigating cut and fill requirements, and maximizing the use of the natural topography.</li> <li>f. Availability of on site existing materials.</li> <li>g. Site drainage and erosion control.</li> <li>h. Adequate access routes to site, during and after construction.</li> <li>i. Protection of environmentally sensitive areas.</li> </ul>	<p><i>In this space or by a supplemental report, the planning professional will briefly explain how these guidelines were incorporated in the planning/design process or, if appropriate, the rationale for why they were not addressed.</i></p>
	<p><u>Design Criteria Selection</u>                      In this phase the planning professional will identify design criteria which support the use of on-site materials, best practices for site drainage and erosion control, as well as a natural use of the site topography.</p>	
	<p><u>Special Consideration in Design</u>                      In this phase, the planning professional will identify:</p> <ul style="list-style-type: none"> <li>a. Any native materials that may be utilized to inhibit erosion such as vegetative cover.</li> <li>b. Potential uses of on site existing materials. Excess materials should be identified for potential reuse and/or disposal.</li> <li>c. Use of native materials, whenever practical and cost effective, will supersede import materials.</li> <li>a. Regarding erosion control, the use of non-native vegetation may be considered provided that reclaimed water is utilized and the use of best management practices is implemented for this purpose</li> </ul>	
<p><b>Design</b></p>	<p><u>Facilities and Process Design</u>                      In this phase the design professional will complete the following activities for the selected site(s) and pipeline locations, as applicable:</p> <ul style="list-style-type: none"> <li>a. Determine mass grading and balance cut-and-fill practices and evaluate the suitability of onsite materials to be used as structural fill.</li> <li>b. Develop a site grading plan that maximizes the amount of onsite soils and minimizes the use of import fill, provided that onsite soils are suitable for their intended purpose.</li> <li>c. Identify local vendors, borrow pits and quarries for importing</li> </ul>	<p><i>In this space or by a supplemental report, the design professional will briefly explain how these guidelines were incorporated in the planning/design process or, if appropriate, the rationale for why they were not addressed.</i></p>

# Summary of Contents

## DIVISION 02 – Site Construction

### Section 02300 – Earthwork / Erosion Control / Site Drainage

- materials originating or produced using reclaimed materials. Imported materials should be brought from the closest available source or from grading and demolition operations off-site. A cost analysis shall be conducted to determine if a more distant source of recycled materials is justified.
- d. Conduct subsurface site investigations to obtain geotechnical data to be used for designing on-site improvements.
  - e. Identify permeability characteristics of the in-situ soils to improve infiltration and minimize surface runoff, therefore maximizing recharge of the aquifer.
  - f. Minimize unnecessary disturbance of native species and waterways, protected areas, wetlands, refuges, etc.
  - g. Evaluate using flatter slopes to minimize erosion and the use of covers for reducing soil sloughing (particularly when cohesionless soils conform to the slope).
  - h. Identify specific green products or practices required at the site or for any site improvement requirements, such as alternatives to the use of treated wood or materials with toxic make-up.
  - i. Further identify and/or develop opportunities to use materials from other construction projects and/or the potential use of surplus materials from this project on other construction job sites.
  - j. Develop an erosion control and dust abatement plan to be implemented during construction and operation. The plan should be directed to control surface run-off and run-on, and must follow accepted stormwater control practices. In areas where stormwater control practices are not established, US EPA's stormwater control practices shall be followed, as appropriate (referenced below).
  - k. Implement manageable building to site ratio practices to avoid taxing the surrounding environment.
  - l. Clearly identify the limits of construction and regulatory requirements for handling storm water run-off to prevent encroachment on protected areas.

#### Construction Plans and Specifications

The *GreenSpec Directory* provides CSI section models that may be used as a basis for developing project-specific construction specifications. In developing the project-specific documents, the design professional will ensure the activities listed below have been considered for the selected site(s) and pipeline locations and incorporated into the construction documents, as applicable.

- a. Identify landscaped areas which will be protected during construction.
- b. Specify any specific green products or practices incorporated into the design.
- c. Define the suitability of onsite materials to be used as structural fill or identify other recycled materials retrieved from near-by constructions sites or other sources.
- d. List approved borrow pits and quarries for importing materials.

# Summary of Contents

## DIVISION 02 – Site Construction

### Section 02300 – Earthwork / Erosion Control / Site Drainage

	<ul style="list-style-type: none"> <li>e. Incorporate erosion control and minimization concepts through the use of best management practices.</li> <li>f. Define methods to minimize erosion and implement dust abatement measures.</li> <li>g. Identify staging areas for storing surplus material for use on or off site, hence minimizing disposal.</li> <li>h. Include provisions in the bid documents for adding or deducting labor or material costs for reclaimed onsite materials.</li> <li>i. Define the stormwater control practices.</li> <li>j. Evaluate the concepts described for the Construction stage, below, as well as other applicable products and practices to improve the environmental sustainability of the work required for this section.</li> </ul>	
<b>Construction</b>	<p>Following the format of the CSI specification models, the construction practices specified shall include, but are not limited to, the following concepts:</p> <p><u>Part 1 – General</u> As described in contract documents, the contractor will complete the following activities for the selected site(s) and pipeline locations:</p> <ul style="list-style-type: none"> <li>a. Further identify opportunities for on site use of surplus materials from other construction projects, and off site use of surplus materials from this project on other projects prior to final disposal.</li> <li>b. Submit a list of proposed local materials and any recycled/ reclaimed products for approval by the owner representative prior to implementation. Local products are defined as those that are located in proximity to the project site and will not required extensive transportation.</li> <li>c. Submit invoices, product information, and manufacturer documentation to recommend the use or substitution of materials.</li> <li>d. Implement measures to protect existing habitat.</li> </ul> <p><u>Part 2 – Products</u> As described in contract documents. the contractor will complete the following activities for the selected site(s) and pipeline locations:</p> <ul style="list-style-type: none"> <li>a. Obtain required materials and products as specified for sub-base fill and fill material.</li> <li>b. Obtain required products to implement slope protection and erosion control; foundation and subsurface drainage; filtration; trench control; materials separation and stormwater detention.</li> </ul> <p><u>Part 3 – Execution</u> As described in contract documents, the contractor will:</p> <ul style="list-style-type: none"> <li>a. Complete the activities as described for the selected site(s) and pipeline locations.</li> <li>b. Implement the necessary measures to protect onsite vegetation, trees, natural habitats and other designated elements.</li> <li>c. Apply site clearing practices as specified.</li> </ul>	<p><i>In this space or by a supplemental report, the design professional or Specifiers will briefly explain how these guidelines were incorporated in the construction documents or, if appropriate, the rationale for why they were not addressed.</i></p>

## Summary of Contents

### **DIVISION 02 – Site Construction**

#### **Section 02300 – Earthwork / Erosion Control / Site Drainage**

*RESOURCES:* U.S. Environmental Protection Agency, <http://cfpub.epa.gov/npdes/stormwater/const.cfm>  
U.S. Department of Energy, Building Technologies Program, [www.eere.energy.gov/buildings/](http://www.eere.energy.gov/buildings/)  
GreenSpec Product Directory with Guideline Specifications (BuildingGreen, Inc., Third Edition)  
Federal Green Construction Guide for Specifiers, [http://www.wbdg.org/design/greenspec\\_msl.php](http://www.wbdg.org/design/greenspec_msl.php)

# Summary of Contents

## DIVISION 02 – Site Construction

### Section 2320 – Backfill

### Section 2700 – Site Paving

**Objective:**

The purpose of this section is to utilize best practices for backfill and pavement works, reduce/eliminate pavement replacement, increase the use of on- and off-site reclaimed materials and to identify and maximize the use of native soils in the design and construction of temporary access roads, permanent paved areas as well as pipe installation. Best practices for backfill and pavement works will incorporate appropriate means for dust abatement, indirect aquifer recharge, reduction of erosion effects, reduction of offsite disposal of materials that would otherwise could be used onsite as well as protection of surface water bodies, flora and fauna. This section refers to the elements associated with paving and trenching/backfilling requirements and needs to be closely coordinated with the site drainage and erosion control plans of the project. Applicable local, state, and federal regulations must be observed.

DESCRIPTION	APPLICABILITY	APPLICABILITY
<p><b>Planning</b></p>	<p><u>Alternatives Analysis - Site Selection and System Layout</u> In this phase the planning professional will analyze site selection/layout alternatives that consider the following criteria, as applicable:</p> <ul style="list-style-type: none"> <li>j. Minimizing or mitigating cut and fill requirements and pavement replacement.</li> </ul>	<p><i>In this space or by a supplemental report, the planning professional will briefly explain how these guidelines were incorporated in the planning/design process or, if appropriate, the rationale for why they were not addressed.</i></p>
	<p><u>Design Criteria Selection</u> In this phase the planning professional will identify design criteria which support the use of reclaimed materials as well as best practices for trenching, backfilling and site paving.</p>	
	<p><u>Special Consideration in Design</u> In this phase, the planning professional will identify:</p> <ul style="list-style-type: none"> <li>d. Durable pavement designs that will make the most use of native soils for sub-grade, base course or surface course.</li> <li>e. Site or off-site surplus materials or reclaimed materials from nearby or adjacent construction sites or projects for use in backfilling or paving.</li> <li>f. Pavement materials that promote indirect aquifer recharge and reduce erosion.</li> </ul>	
<p><b>Design</b></p>	<p><u>Facilities and Process Design</u> In this phase the design professional will complete the following activities for the selected site(s) and pipeline locations, as applicable:</p> <ul style="list-style-type: none"> <li>m. Conduct subsurface site investigations to obtain geotechnical data and evaluate the suitability of in-situ soils for purposes of designing pavement sections or use in backfill activities.</li> <li>n. Develop a site grading plan that maximizes the amount of onsite soils and minimizes the use of import fill, provided that onsite soils are suitable for their intended purpose.</li> <li>o. Identify local vendors, borrow pits and quarries for importing backfill and/or paving materials originating or produced using reclaimed materials. Imported materials should be brought from the closest available source or from grading and demolition operations off-site. A cost analysis shall be conducted to determine if a more distant source of recycled materials is justified.</li> <li>p. Further identify and/or develop opportunities to use materials from other construction projects and/or the potential use of</li> </ul>	<p><i>In this space or by a supplemental report, the design professional will briefly explain how these guidelines were incorporated in the planning/design process or, if appropriate, the rationale for why they were not addressed.</i></p>

# Summary of Contents

## DIVISION 02 – Site Construction

### Section 2320 – Backfill

### Section 2700 – Site Paving

	<p>surplus materials from this project on other construction job sites.</p> <ul style="list-style-type: none"> <li>q. Minimize unnecessary disturbance of native species and waterways, protected areas, wetlands, refuges, etc.</li> <li>r. Require manageable site pavement practices to avoid disturbing topsoil and vegetation in areas outside the immediate construction location.</li> </ul> <p><u>Construction Plans and Specifications</u> The <i>GreenSpec Directory</i> provides CSI section models that may be used as a basis for developing project-specific construction specifications. In developing the project-specific documents, the design professional will ensure the activities listed below have been considered for the selected site(s) and pipeline locations and incorporated into the construction documents, as applicable.</p> <ul style="list-style-type: none"> <li>a. Specify pervious surface materials as part of pavement sections that will be conducive to indirect aquifer recharge.</li> <li>b. Specify the use of alternative materials such as recycled base for pavement sections.</li> <li>c. Specify native materials which meet the design criteria for use as select fill.</li> <li>d. Identify landscaped areas, natural habitat, or other sensitive areas which will be protected during construction.</li> <li>e. Define the suitability of on-site materials to be used as structural fill or identify other recycled materials retrieved from near-by constructions sites or other sources.</li> <li>f. List approved borrow pits and quarries for importing materials.</li> <li>g. Include provisions in the bid documents for adding or deducting labor or material costs for reclaimed on-site materials.</li> <li>h. Evaluate the concepts described for the Construction stage, below, as well as other applicable products and practices to improve the environmental sustainability of the work required for this section.</li> </ul>	
<p><b>Construction</b></p>	<p>Following the format of the CSI specification models, the construction practices specified shall include, but are not limited to, the following concepts:</p> <p><u>Part 1 – General</u> As described in contract documents, the contractor will complete the following activities for the selected site(s) and pipeline locations:</p> <ul style="list-style-type: none"> <li>e. Further identify opportunities for on site use of surplus materials from other construction projects, and off site use of surplus materials from this project on other projects prior to final disposal.</li> <li>f. Submit a list of proposed local materials and any recycled/ reclaimed products for approval by the owner representative prior to implementation. Local products are defined as those that are located in proximity to the project site and will not required extensive transportation.</li> <li>g. Submit invoices, product information, and manufacturer documentation to recommend the use or substitution of</li> </ul>	<p><i>In this space or by a supplemental report, the design professional or Specifiers will briefly explain how these guidelines were incorporated in the construction documents or, if appropriate, the rationale for why they were not addressed.</i></p>



# Summary of Contents

## DIVISION 02 – Site Construction

### Section 2320 – Backfill

### Section 2700 – Site Paving

	<p>materials.</p> <p>h. Implement measures to protect existing habitat.</p>	
	<p><u>Part 2 – Products</u>          As described in contract documents, the contractor will complete the following activities for the selected site(s) and pipeline locations:</p> <p>c. Obtain required materials and products as specified for sub-base fill and fill material.</p> <p>d. Obtain required products to meet pavement system designs and permeability standards.</p>	
	<p><u>Part 3 – Execution</u>          As described in contract documents, the contractor will:</p> <p>d. Make provisions for phasing the pavement work, from site clearing to asphalt placement, to protect natural habitat, and adherence to the drainage and erosion control plans</p> <p>e. Complete the activities as described for the selected site(s) and pipeline locations.</p> <p>f. Implement the necessary measures to protect onsite vegetation, trees, natural habitats and other designated elements.</p> <p>g. Apply site clearing practices as specified.</p>	

RESOURCES: U.S. Environmental Protection Agency, <http://cfpub.epa.gov/npdes/stormwater/const.cfm>  
 U.S. Department of Energy, Building Technologies Program, [www.eere.energy.gov/buildings/](http://www.eere.energy.gov/buildings/)  
 GreenSpec Product Directory with Guideline Specifications (BuildingGreen, Inc., Third Edition)  
 Federal Green Construction Guide for Specifiers, [http://www.wbdg.org/design/greenspec\\_msl.php](http://www.wbdg.org/design/greenspec_msl.php)

# Summary of Contents

## DIVISION 02 – Site Construction

### Section 02900 – Landscaping

**Objective:**

The objective of this section is to utilize best practices for elements associated with site landscaping. Best practices for landscaping include the minimization of water consumption activities while maximizing the use of native plants to conserve the natural environment. The planning/design professional will assure that landscaping plans are in consonance with relevant master or urban plans, as well as applicable ordinances and/or regulations. The planning/design professional will consult with a specialized landscape professional, as appropriate, to assure compliance and to identify all opportunities for environmental stewardship.

DESCRIPTION	APPLICABILITY	APPLICABILITY
<p><b>Planning</b></p>	<p><u>Alternatives Analysis - Site Selection and System Layout</u>                      In this phase the planning professional will analyze site selection alternatives that consider the following criteria, as applicable:</p> <ul style="list-style-type: none"> <li>k. Maximizing the use of natural topography, native plants, on-site materials and existing landscaped areas.</li> <li>l. Minimizing the use of imported off-site materials or plants.</li> <li>m. Site drainage and erosion control.</li> <li>n. Opportunities for incorporating xeriscape or other similar landscape practices.</li> </ul>	<p><i>In this space or by a supplemental report, the planning professional will briefly explain how these guidelines were incorporated in the planning/design process or, if appropriate, the rationale for why they were not addressed.</i></p>
	<p><u>Design Criteria Selection</u>                      In this phase the planning professional will identify design criteria which support the use of best practices for landscaping.</p>	
	<p><u>Special Consideration in Design</u>                      In this phase, the planning professional will identify:</p> <ul style="list-style-type: none"> <li>g. Identify native plants of the bioregion and drought-tolerant species.</li> <li>h. Potential use of on-site or off-site surplus materials or reclaimed materials from nearby or adjacent construction sites or projects for use in landscaping.</li> <li>i. Potential use of landscaping for site drainage and erosion control.</li> <li>j. Potential use of biosolids as soil enhancers.</li> <li>k. Minimizing the use of non-organic fertilizers and fertilizers which contain petrochemical additives or that may have been treated with pesticides or herbicides.</li> <li>l. Environmentally preferable products as described under Special Considerations in Design for Division 00 water and wastewater products to accommodate product requirements of the landscape plan.</li> </ul>	
<p><b>Design</b></p>	<p><u>Facilities and Process Design</u>                      In this phase the design professional will complete the following activities for the selected site(s), as applicable:</p> <ul style="list-style-type: none"> <li>s. Develop a landscape plan that maximizes the amount of onsite vegetation, native species and existing natural topography and soils and minimizes the use of import materials.</li> <li>t. Evaluate the suitability of in-situ soils for purposes of designing landscape elements.</li> <li>u. Identify fertilizers that are organic in composition and do not contain petrochemical additives or that may have been treated</li> </ul>	<p><i>In this space or by a supplemental report, the design professional will briefly explain how these guidelines were incorporated in the planning/design process or, if appropriate, the rationale for why they were not addressed.</i></p>

# Summary of Contents

## DIVISION 02 – Site Construction

### Section 02900 – Landscaping

	<p>with pesticides or herbicides.</p> <ul style="list-style-type: none"> <li>v. Consider soil enriching compounds and mulch, utilize organic compost and untreated ground gypsum-board scrap, biosolids (subject to approval).</li> <li>w. Identify native plant species to the region and nonnative species requiring minimal irrigation after they are established.</li> <li>x. Adequately plan for landscape water (reclaimed whenever possible and available, and must meet applicable standards) free from harmful amounts of acids, alkalis, salts, chemical pollutants, and organic matter.</li> <li>y. Design subsurface and drip irrigation systems considering the use of environmentally preferable products.</li> <li>z. Identify local vendors for environmentally preferable products and native plant species.</li> <li>aa. Minimize unnecessary disturbance of native species and waterways, protected areas, wetlands, refuges, etc.</li> </ul> <p><u>Construction Plans and Specifications</u>          The <i>GreenSpec Directory</i> provides CSI section models that may be used as a basis for developing project-specific construction specifications. In developing the project-specific documents, the design professional will ensure the activities listed below have been considered for the selected site(s) and incorporated into the construction documents, as applicable.</p> <ul style="list-style-type: none"> <li>i. Specify materials that are protective of the natural environment.</li> <li>j. Specify native materials which meet the design criteria for use as landscaping materials.</li> <li>k. Identify landscaped areas, natural habitat, or other sensitive areas which will be protected or utilized during construction.</li> <li>l. List approved vendors for importing landscape materials.</li> <li>m. Include provisions in the bid documents for adding or deducting labor or material costs for reclaimed on-site materials.</li> <li>n. Evaluate the concepts described for the Construction stage, below, as well as other applicable products and practices to improve the environmental sustainability of the work required for this section.</li> </ul>	
<p><b>Construction</b></p>	<p>Following the format of the CSI specification models, the construction practices specified shall include, but are not limited to, the following concepts:</p> <p><u>Part 1 – General</u>          As described in contract documents, the contractor will complete the following activities for the selected site(s):</p> <ul style="list-style-type: none"> <li>i. Further identify opportunities for use of on site materials including vegetation and natural topography/drainage.</li> <li>j. Submit a list of proposed local materials and any recycled/ reclaimed products for approval by the owner representative prior to implementation. Local products are defined as those that are located in proximity to the project site and will not required extensive transportation.</li> </ul>	<p><i>In this space or by a supplemental report, the design professional or Specifiers will briefly explain how these guidelines were incorporated in the construction documents or, if appropriate, the rationale for why they were not addressed.</i></p>

# Summary of Contents

## DIVISION 02 – Site Construction

### Section 02900 – Landscaping

- k. Submit invoices, product information, and manufacturer documentation to recommend the use or substitution of materials.
- l. Implement measures to protect existing habitat.

#### Part 2 – Products

As described in contract documents, the contractor will complete the following activities for the selected site(s):

- e. Obtain required materials and products as specified for landscaping.
- f. Recommend alternative environmentally preferable products, as applicable.

#### Part 3 – Execution

As described in contract documents, the contractor will:

- a. Plan equipment and vehicle access to minimize and confine soil disturbance and compaction to designated areas.
- b. Do not disturb topsoil and vegetation outside of the area indicated in drawings.
- c. Provide erosion control and seeding with native plant species to protect slopes. Provide protected on-site storage for excavated rock, soil and vegetation.

*RESOURCES:* U.S. Environmental Protection Agency, <http://cfpub.epa.gov/npdes/stormwater/const.cfm>  
GreenSpec Product Directory with Guideline Specifications (BuildingGreen, Inc., Third Edition)  
Federal Green Construction Guide for Specifiers, [http://www.wbdg.org/design/greenspec\\_msl.php](http://www.wbdg.org/design/greenspec_msl.php)

# Summary of Contents

## DIVISION 03 – Concrete

- Section 03100 – Concrete Formwork**
- Section 03200 – Reinforcement**
- Section 03300 – Cast-in-place Concrete**

**Objective:**

The objective of this section is to utilize best practices for the use of concrete in facilities and pipeline construction. Concrete is a durable material offering an effective moisture- and insect-resistant, insulated, and permanent formwork which conserves energy and resources. However, its production and installation can cause various undesirable effects to the environment. As such, one alternative is to reduce the amount of concrete required for construction by adding reclaimed and/or recycled materials to the mix. By adding these materials to the concrete, to replace some of the cement, the intensive energy requirements from the cement production process can be offset, and disposal requirements can be avoided, resulting in environmental benefits. Additionally, environmental benefits may result from the identification and implementation of construction practices where the use of environmentally friendly and multiple-use components for placing concrete are considered. In particular, the use of reclaimed and/or recycled materials for formwork and steel reinforcement may support this concept.

DESCRIPTION	APPLICABILITY	APPLICABILITY
<p style="text-align: center;"><b>Planning</b></p>	<p><u>Alternatives Analysis - Site Selection and System Layout</u>                      In this phase the planning professional will analyze site selection/layout alternatives that consider the following criteria, as applicable:</p> <ul style="list-style-type: none"> <li>o. Maximizing the use of on-site materials.</li> <li>p. Minimize amount of concrete needed to achieve design objectives</li> </ul>	<p><i>In this space or by a supplemental report, the planning professional will briefly explain how these guidelines were incorporated in the planning/design process or, if appropriate, the rationale for why they were not addressed.</i></p>
	<p><u>Design Criteria Selection</u>                      In this phase the planning professional will identify design criteria which support the use of best practices for the use of concrete.</p>	
	<p><u>Special Consideration in Design</u>                      In this phase, the planning professional will identify:</p> <ul style="list-style-type: none"> <li>a. The concrete ready-mix contractors in the area and obtain technical data for the concrete, recognizing those that utilize environmentally preferable production practices.</li> <li>b. Sources of aggregates required in the production of on-site manufactured concrete.</li> <li>c. In-situ materials viable for use as aggregate in the production of on-site manufactured concrete.</li> <li>d. The available options for minimizing the use of concrete with replacement or combination of other less energy intensive materials, preferably of on-site and unprocessed origin.</li> <li>e. All options within the area for recycled and/or reclaimed reinforcement and formwork to be considered during the design and construction process.</li> </ul>	

# Summary of Contents

## DIVISION 03 – Concrete

- Section 03100 – Concrete Formwork**
- Section 03200 – Reinforcement**
- Section 03300 – Cast-in-place Concrete**

<p><b>Design</b></p>	<p><u>Facilities and Process Design</u>            In this phase the design professional will complete the following activities for the selected site(s), as applicable:</p> <ul style="list-style-type: none"> <li>bb. Develop a concrete mix design which minimizes the amount of cement, increases the amount of fly ash and/or other pozzolans, and minimizes the amount of water in the mix.</li> <li>cc. Evaluate the effectiveness of increasing the time allowed for concrete to reach specified strength, providing an opportunity for concrete containing less cement and water.</li> <li>dd. Consider the use of available alternative materials, on-site materials and green products for use in concrete and forms whenever possible as long as the construction and cost do not increase significantly.</li> <li>ee. Evaluate the use of natural topography and soils to minimize the requirements for conventional formwork.</li> <li>ff. Consider the use of reclaimed steel during the design of reinforced concrete structures.</li> <li>gg. Identify locations/uses for excess concrete or for recycling reinforcing steel.</li> <li>hh. Identify local vendors for required concrete mix and installation products including formwork products described below.</li> <li>ii. Avoid in-ground concrete foundations.</li> <li>jj. Recommend the use of certified reclaimed steel reinforcement and allow for the use of fibers to reinforce concrete in lieu of steel reinforcement, when practical</li> <li>kk. Minimize unnecessary disturbance of native species and waterways, protected areas, wetlands, refuges, etc.</li> </ul>	<p><i>In this space or by a supplemental report, the design professional will briefly explain how these guidelines were incorporated in the planning/design process or, if appropriate, the rationale for why they were not addressed.</i></p>
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# Summary of Contents

## DIVISION 03 – Concrete

- Section 03100 – Concrete Formwork**
- Section 03200 – Reinforcement**
- Section 03300 – Cast-in-place Concrete**

	<p><u>Construction Plans and Specifications</u> The <i>GreenSpec Directory</i> provides CSI section models that may be used as a basis for developing project-specific construction specifications. In developing the project-specific documents, the design professional will ensure the activities listed below have been considered for the selected site(s) and incorporated into the construction documents, as applicable.</p> <ul style="list-style-type: none"> <li>o. Specify construction practices that consider the use of earth forms, one-sided forms, reusable forms, insulating permanent formwork, or certified wood and reuse form lumber for framing and sheathing. In addition, specify forms that minimize the use of concrete.</li> <li>p. Specify curing methods appropriate for concrete mix, finishing requirements and weather.</li> <li>q. Specify materials that are protective of the natural environment.</li> <li>r. Specify native materials which meet the design criteria for use as concrete additives.</li> <li>s. Identify landscaped areas, natural habitat, or other sensitive areas which will be protected or utilized during construction.</li> <li>t. List vendors utilizing environmentally preferable production practices for concrete mix materials and formwork.</li> <li>u. Include provisions in the bid documents for adding or deducting labor or material costs for reclaimed on-site materials.</li> <li>v. Evaluate the concepts described for the Construction stage, below, as well as other applicable products and practices to improve the environmental sustainability of the work required for this section.</li> </ul>	
<p><b>Construction</b></p>	<p>Following the format of the CSI specification models, the construction practices specified shall include, but are not limited to, the following concepts:</p> <p><u>Part 1 – General</u> As described in contract documents, the contractor will complete the following activities for the selected site(s):</p> <ul style="list-style-type: none"> <li>m. Submit a list of proposed local materials and any recycled/reclaimed products for approval by the owner representative prior to implementation. Local products are defined as those that are located in proximity to the project site and will not require extensive transportation.</li> <li>n. Submit invoices, product information, and manufacturer documentation to recommend the use or substitution of materials.</li> <li>o. Implement measures to protect existing habitat.</li> </ul> <p><u>Part 2 – Products</u> As described in contract documents, the contractor will complete the following activities for the selected site(s):</p> <ul style="list-style-type: none"> <li>g. Obtain required materials and products as specified for mixing and installing concrete.</li> </ul>	<p><i>In this space or by a supplemental report, the design professional or Specifiers will briefly explain how these guidelines were incorporated in the construction documents or, if appropriate, the rationale for why they were not addressed.</i></p>

# Summary of Contents

## DIVISION 03 – Concrete

### Section 03100 – Concrete Formwork

### Section 03200 – Reinforcement

### Section 03300 – Cast-in-place Concrete

- h. Recommend alternative environmentally preferable products, as described under Special Considerations in Design for Division 00 water and wastewater products.

#### Part 3 – Execution

As described in contract documents, the contractor will:

- d. Employ a Finisher experienced in finishing slabs affected by slower set times and less bleed water.
- e. Designate locations or uses for excess concrete, for cleaning out concrete trucks, and for collecting reinforcing steel for recycling.
- f. Plan equipment and vehicle access to minimize and confine soil disturbance and compaction to designated areas.
- g. Do not disturb topsoil and vegetation outside of the area indicated in drawings.
- h. Provide protected on-site storage for excavated rock, soil and vegetation.

*RESOURCES:* U.S. Environmental Protection Agency, <http://cfpub.epa.gov/npdes/stormwater/const.cfm>  
U.S. Department of Energy, Building Technologies Program, [www.eere.energy.gov/buildings/greenspec](http://www.eere.energy.gov/buildings/greenspec)  
GreenSpec Product Directory with Guideline Specifications (BuildingGreen, Inc., Third Edition)  
Federal Green Construction Guide for Specifiers, [http://www.wbdg.org/design/greenspec\\_msl.php](http://www.wbdg.org/design/greenspec_msl.php)



# Summary of Contents

## DIVISION 04 – Masonry

### Section 04000 – Concrete Masonry Units

**Objective:**

The objective of this section is to utilize best practices for the use of concrete masonry units (CMU) as part of the construction elements. In construction, the use of CMU offers a sound way to achieve structural soundness, while maximizing energy savings when coupled with insulation. Environmental benefits are realized with the use of reclaimed, recycled or alternative materials in manufacturing or replacing conventional CMU production methods. In addition, minimizing, to the extent practical, moving materials from distant locations to the job site, if possible, as well as the use of on-site materials in fabricating CMU support environmental stewardship.

DESCRIPTION	APPLICABILITY	APPLICABILITY
<p style="text-align: center;"><b>Planning</b></p>	<p><u>Alternatives Analysis - Site Selection and System Layout</u>                      In this phase the planning professional will analyze site selection/layout alternatives that consider the following criteria, as applicable:</p> <ul style="list-style-type: none"> <li>q. Maximizing the use of on-site materials.</li> <li>r. Maximizing the use of CMU to achieve structural soundness and energy savings.</li> </ul>	<p><i>In this space or by a supplemental report, the planning professional will briefly explain how these guidelines were incorporated in the planning/design process or, if appropriate, the rationale for why they were not addressed.</i></p>
	<p><u>Design Criteria Selection</u>                      In this phase the planning professional will identify design criteria which support the use of best practices for the use of CMU.</p>	
	<p><u>Special Consideration in Design</u>                      In this phase, the planning professional will identify:</p> <ul style="list-style-type: none"> <li>f. Sources for CMU and document the technical data associated with the production process for the manufacturers available in the region, recognizing processes that replace the use of cement with fly ash or other environmentally preferable products.</li> <li>g. The available environmentally preferable options including the use of alternative materials, other than CMU, that meet the properties and characteristics suitable to the project requirements.</li> <li>h. Identify sources for CMU which are manufactured replacing Portland cement with fly ash, replacing aggregate with industrial waste by product or locally or onsite-sourced aggregate.</li> </ul>	
<p style="text-align: center;"><b>Design</b></p>	<p><u>Facilities and Process Design</u>                      In this phase the design professional will complete the following activities for the selected site(s), as applicable:</p> <ul style="list-style-type: none"> <li>ll. Evaluate the effectiveness of alternative materials, other than CMU, that meet the properties and characteristics suitable to the project requirements.</li> <li>mm. Identify local vendors for required masonry products.</li> </ul>	<p><i>In this space or by a supplemental report, the design professional will briefly explain how these guidelines were incorporated in the planning/design process or, if appropriate, the rationale for why they were not addressed.</i></p>
	<p><u>Construction Plans and Specifications</u>                      The <i>GreenSpec Directory</i> provides CSI section models that may be used as a basis for developing project-specific construction specifications. In developing the project-specific documents, the design professional will ensure the activities listed below have been considered for the selected site(s) and incorporated into the</p>	

# Summary of Contents

## DIVISION 04 – Masonry

### Section 04000 – Concrete Masonry Units

	<p>construction documents, as applicable.</p> <ul style="list-style-type: none"> <li>w. Specify materials that are protective of the natural environment.</li> <li>x. Specify native materials which meet the design criteria for use as aggregate materials in on-site CMU production.</li> <li>y. Identify landscaped areas, natural habitat, or other sensitive areas which will be protected or utilized during construction.</li> <li>z. List vendors utilizing environmentally preferable production practices for concrete mix materials and production of CMU.</li> <li>aa. Include provisions in the bid documents for adding or deducting labor or material costs for reclaimed on-site materials.</li> <li>bb. Evaluate the concepts described for the Construction stage, below, as well as other applicable products and practices to improve the environmental sustainability of the work required for this section.</li> </ul>	
<p><b>Construction</b></p>	<p>Following the format of the CSI specification models, the construction practices specified shall include, but are not limited to, the following concepts:</p> <p><u>Part 1 – General</u> As described in contract documents, the contractor will complete the following activities for the selected site(s):</p> <ul style="list-style-type: none"> <li>p. Submit a list of proposed local materials and any recycled/ reclaimed products for approval by the owner representative prior to implementation. Local products are defined as those that are located in proximity to the project site and will not required extensive transportation.</li> <li>q. Submit invoices, product information, and manufacturer documentation to recommend the use or substitution of materials.</li> <li>r. Implement measures to protect existing habitat.</li> </ul> <p><u>Part 2 – Products</u> As described in contract documents. the contractor will complete the following activities for the selected site(s):</p> <ul style="list-style-type: none"> <li>i. Obtain required materials and products as specified for masonry work.</li> <li>j. Recommend alternative environmentally preferable products, as described under Special Considerations in Design for Division 00 water and wastewater products.</li> </ul> <p><u>Part 3 – Execution</u> As described in contract documents, the contractor will:</p> <ul style="list-style-type: none"> <li>i. Plan equipment and vehicle access to minimize and confine soil disturbance and compaction to designated areas.</li> <li>j. Do not disturb topsoil and vegetation outside of the area indicated in drawings.</li> <li>k. Provide erosion control and seeding with native plant species to protect slopes. Provide protected on-site storage for excavated rock, soil and vegetation.</li> </ul>	<p><i>In this space or by a supplemental report, the design professional or Specifiers will briefly explain how these guidelines were incorporated in the construction documents or, if appropriate, the rationale for why they were not addressed.</i></p>

## Summary of Contents

### DIVISION 04 – Masonry

#### Section 04000 – Concrete Masonry Units

*RESOURCES:* U.S. Environmental Protection Agency, <http://cfpub.epa.gov/npdes/stormwater/const.cfm>  
U.S. Department of Energy, Building Technologies Program, [www.eere.energy.gov/buildings/](http://www.eere.energy.gov/buildings/)  
GreenSpec Product Directory with Guideline Specifications (BuildingGreen, Inc., Third Edition)  
Federal Green Construction Guide for Specifiers, [http://www.wbdg.org/design/greenspec\\_msl.php](http://www.wbdg.org/design/greenspec_msl.php)

# Summary of Contents

## DIVISION 13 – Special Construction

### Section 13600 – Renewable Energy Systems

**Objective:**

The objective of this section is to utilize best practices for implementing renewable energy systems in environmental infrastructure. Once energy efficiency is maximized for a project, providing the required energy via clean, renewable resources is more sustainable than using fossil fuels which are finite in supply and incur environmental impacts. The primary obstacle for the use of renewable energy systems is the high initial cost, although price reductions are continuing. However, these environmentally friendly systems are more cost-effective when compared on a basis that includes hidden costs such as damage to the environment caused by the sourcing, processing, transporting, using, and disposal aspects of power sources such as coal, oil, nuclear, and natural gas. The planning/design professional will evaluate the opportunities to incorporate appropriate renewable energy systems for the operation of the environmental infrastructure project.

DESCRIPTION	APPLICABILITY	APPLICABILITY
<p><b>Planning</b></p>	<p><u>Alternatives Analysis - Site Selection and System Layout</u>                      In this phase the planning professional will analyze site selection/layout alternatives that consider the following criteria, as applicable:</p> <ul style="list-style-type: none"> <li>s. Access to alternative power resources such as sun, wind, and on-site process by-products.</li> <li>t. Space requirements for constructing and operating renewable energy systems.</li> </ul>	<p><i>In this space or by a supplemental report, the planning professional will briefly explain how these guidelines were incorporated in the planning/design process or, if appropriate, the rationale for why they were not addressed.</i></p>
	<p><u>Design Criteria Selection</u>                      In this phase the planning professional will identify design criteria which support the use of best practices for the use of renewable energy systems.</p>	
	<p><u>Special Consideration in Design</u>                      In this phase, the planning professional will identify:</p> <ul style="list-style-type: none"> <li>i. Availability of alternative energy resources to sustain operational requirements – sun, wind, on-site process by-products.</li> <li>j. Hidden costs, as defined in the section objective above, should be considered in the evaluation of energy source alternatives. To the extent possible, use qualitative comparisons and, at a minimum, provide a discussion of the hidden costs and any influence it has on the energy source recommendation.</li> <li>k. Local regulations regarding the use of alternative energy sources including land use and height restrictions.</li> <li>l. Rebates, partnerships or other incentives offered by local government or local utilities for incorporating renewable energy sources in the proposed project.</li> </ul>	

# Summary of Contents

## DIVISION 13 – Special Construction

### Section 13600 – Renewable Energy Systems

<b>Design</b>	<p><u>Facilities and Process Design</u>            In this phase the design professional will complete the following activities for the selected site(s), as applicable:</p> <ul style="list-style-type: none"> <li>nn. Evaluate the ability to achieve maximum energy efficiency for a project.</li> <li>oo. Consider the use, capability, and reliability of renewable energy systems to accommodate the requirements for operations, such as:               <ul style="list-style-type: none"> <li>a. water pumping needs</li> <li>b. power for irrigation systems and controls</li> <li>c. power to help ventilate outlying buildings</li> <li>d. power for entry gates or communication devices such as emergency telephones</li> <li>e. lighting</li> </ul> </li> <li>pp. Evaluate at least the following alternative energy sources:               <ul style="list-style-type: none"> <li>o Photovoltaic (PV) cells – semiconductor devices that convert sunlight into electricity.</li> <li>o Wind Turbines</li> <li>o Energy derived from biomass</li> </ul> </li> <li>qq. Evaluate the cost-effectiveness of full-scale or hybrid renewable energy systems to sustain the required power needs.</li> </ul>	<p><i>In this space or by a supplemental report, the design professional will briefly explain how these guidelines were incorporated in the planning/design process or, if appropriate, the rationale for why they were not addressed.</i></p>
	<p><u>Construction Plans and Specifications</u>            The <i>GreenSpec Directory</i> provides CSI section models that may be used as a basis for developing project-specific construction specifications. In developing the project-specific documents, the design professional will ensure the activities listed below have been considered for the selected site(s) and incorporated into the construction documents, as applicable.</p> <ul style="list-style-type: none"> <li>cc. Specify materials that are protective of the natural environment.</li> <li>dd. Specify native materials which meet the design criteria for use as landscaping materials.</li> <li>ee. Identify landscaped areas, natural habitat, or other sensitive areas which will be protected or utilized during construction.</li> <li>ff. List vendors of renewable energy system products.</li> <li>gg. Include provisions in the bid documents for adding or deducting labor or material costs for reclaimed on-site materials.</li> <li>hh. Evaluate the concepts described for the Construction stage, below, as well as other applicable products and practices to improve the environmental sustainability of the work required for this section.</li> </ul>	
<b>Construction</b>	<p>Following the format of the CSI specification models, the construction practices specified shall include, but are not limited to, the following concepts:</p> <p><u>Part 1 – General</u>            As described in contract documents, the contractor will complete the following activities for the selected site(s):</p> <ul style="list-style-type: none"> <li>s. Submit a list of proposed local materials and any recycled/</li> </ul>	<p><i>In this space or by a supplemental report, the design professional or Specifiers will briefly explain how these guidelines were incorporated in the construction documents or, if appropriate, the rationale for</i></p>

# Summary of Contents

## DIVISION 13 – Special Construction

### Section 13600 – Renewable Energy Systems

	<p>reclaimed products for approval by the owner representative prior to implementation. Local products are defined as those that are located in proximity to the project site and will not require extensive transportation.</p> <p>t. Submit invoices, product information, and manufacturer documentation to recommend the use or substitution of materials.</p> <p>u. Implement measures to protect existing habitat.</p> <hr/> <p><b>Part 2 – Products</b> As described in contract documents, the contractor will complete the following activities for the selected site(s):</p> <p>k. Obtain required materials and products as specified for masonry work.</p> <p>l. Recommend alternative green products, as applicable.</p> <hr/> <p><b>Part 3 – Execution</b> As described in contract documents, the contractor will:</p> <p>l. Implement resource management in preparation for external verification of the operations, including:</p> <ul style="list-style-type: none"> <li>o Energy Efficiency: Verify equipment is properly installed, connected, and adjusted. Verify that equipment is operating as specified.</li> <li>o Renewable Energy: Verify proper operation in all modes of system operation by testing. Verify proper operation under a wide range of conditions to verify energy delivery as calculated for those conditions.</li> </ul> <p>m. Plan equipment and vehicle access to minimize and confine soil disturbance and compaction to designated areas.</p> <p>n. Do not disturb topsoil and vegetation outside of the area indicated in drawings.</p> <p>o. Provide erosion control and seeding with native plant species to protect slopes. Provide protected on-site storage for excavated rock, soil and vegetation.</p>	<p><i>why they were not addressed.</i></p>
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RESOURCES: U.S. Environmental Protection Agency, <http://cfpub.epa.gov/npdes/stormwater/const.cfm>  
 U.S. Department of Energy, Building Technologies Program, [www.eere.energy.gov/buildings/greenspec](http://www.eere.energy.gov/buildings/greenspec) Product Directory with Guideline Specifications (BuildingGreen, Inc., Third Edition)  
 Federal Green Construction Guide for Specifiers, [http://www.wbdg.org/design/greenspec\\_msl.php](http://www.wbdg.org/design/greenspec_msl.php)

## **Appendix D**

### **Format of Deliverables**

## **Format of Deliverables -Guidelines for Paper / Electronic Format Deliverables**

Consultants working for The North American Development Bank must follow the guidelines contained in this document for submittal of any report(s) or studies.

### **Software**

This section outlines file formats for any documents submitted to the NADB.

#### **Required Software**

CAD - The CAD software employed by the NADB is AutoCAD 2006. All data must be transferred using this release. No DXF files are acceptable.

Word Processing - Each Consultant must deliver text documents in Microsoft Word 2003.

Spread Sheets - Each Consultant must deliver spreadsheet documents Microsoft Excel 2003.

Presentations - Each Consultant must deliver presentation documents in PowerPoint 2003.

Database - Each Consultant must deliver database documents in either Microsoft Access 2003 or SQL Server.

Hard copies unavailable in electronic format - Each Consultant must scan and deliver these documents in PDF files.

### **CAD Methods**

This section details the CAD methodology utilized by NADB.

- Layer Standard –
- The NADB requires that all objects in the drawing reside on the correctly named layer.
- Each layer name must include a one or two-character discipline code and a 4-character major group code. For example: A-WALL.
- When appropriate, a 4-character minor group should be used in layer names. For example: A-WALL-PART.
- Font Standard - The NADB allows the use of only Times New Roman
- External References –
- All external references must be attached to the drawings.
- The NADB suggests that external references be attached on layers named \*-\*\*\*\*-XREF-#. (\* Denotes discipline code, # denotes some designator.)
- Blocks - All blocks must be inserted on the correctly named layer.
- Title Blocks and Sheets –
- Every sheet must contain a title block.
- Every sheet must contain a NADB Project number.
- Every sheet must contain a descriptive title that describes the sheet's contents in the title block or lower right corner.
- Every sheet must contain the appropriate Construction Phase.



- The NADB requires that all drawings display the intended plot view when zoomed to extents.
- Other –
- Project numbers, when appropriate, must be present and correct.
- Photos in JPEG format.

## Product Delivery

This section outlines the NADB’s expectations concerning the delivery of construction set submittal.

- Timely Data Delivery - Electronic sets are required at the same time as paper sets.
- Method of Delivery –
- All submittals must be delivered on CD-ROM.
- E-mail submittals are to be addressed to the designated NADB staff representative.
- Additional Support Files - The NADB requires that all specifications, in word, spreadsheets, and databases pertinent to the project accompany each electronic submittal.
- File Naming Convention - Always use the filename extension that is given by default from the application in use. See list below.

Application	Extension
AutoCAD	*.dwg
Microsoft Word	*.doc
Microsoft Excel	*.xls
Microsoft Access	*.mdb
SQL	*.sql
JPEG	*.jpg
Adobe Acrobat	*.pdf
Microsoft PowerPoint	*.ppt

- Transfer Stages –
- Stages for the submittal of electronic data are the same as hard copies. Schedule will be as agreed on the contract terms by NADB.
- For non-typical delivery requirements, contact the designated NADB representative.
- Other - The primary Consultant is responsible for all sub-consultants work. All documents delivered to NADB shall be directed through the primary consultant. NADB’s web site is <http://www.cocef.org>
- Per EPA requirements all deliverables must use recycled paper.

## How to Send a Deliverable to NADB -

- Deliverables may be sent to NADB using electronic mail of the designated NADB staff member, when agreed to. For other methods of sending Project deliverables, please contact the designated NADB staff member.

## **How Deliverables are processed at NADB –**

- All deliverables sent to NADB will be processed as follows:
- Deliverable received by the designated NADB staff member, previously dated and time stamped,
- Send confirmation of receipt and the status (Accepted or Unauthorized) back to the Consultant by electronic mail,
- Run virus checking software on all files, and log the status (OK or Virus Detected),
- Perform any necessary decompression or conversion of file formats, check that the deliverable is complete, and all parts are available electronically,
- Check that print and electronic formats are the same,
- Use the NADB's electronic guidelines to check that the deliverable conforms to the Guidelines,
- If the deliverable does not conform, the error reports and suggested actions will be sent back to the consultant,
- The project managers are informed that the deliverable has been successfully delivered.
- Deliverables may be rejected for several reasons, e.g.:
- Incomplete, corrupted, or missing files,
- Virus detected,
- Created using unapproved applications,
- Do not conform to the Guidelines (e.g. mandatory Sections missing).

In all of these situations a full description of the problem and suggestions for how it may be resolved will be sent by electronic mail to the consultant. The NADB's MIS department will be available to give advice if needed. In the case where the problem cannot be corrected, the deliverable will be rejected by NADB.

## **Checklist for Sending a Deliverable to NADB**

### **Contents –**

- Check that the Sections of the deliverable follow on correctly,
- Check that each Section reads in isolation,
- Check that each Section heading has the correct style,
- Check that the heading names are meaningful,
- Check that tabs, spaces, or blank lines have not been used for layout, check the size of any graphics (try to keep graphics below 1 MB (800x600 DPIs) if possible),
- Run a spell check!

### **Checking –**

- Run the deliverable for compliance of NADB's guidelines; revise it until it passes through without any error reports.

### **Delivery List –**

- All Word documents, with all graphics in place,
- Any separate graphics files,
- Copy of the NADB's guidelines even if it is complying,

- File inventory (including all the above file names and sizes) in a read me file.

**Sending the Deliverable –**

Check that the Word documents are saved in their original formats.