



Guide Specification Requirements Divisions 00 and 01

Individuals who attain Green Advantage® Certification demonstrate their practical knowledge of current green building principles, materials, and techniques as well as the rationale for green building. Commercial, Residential, and Commercial/Residential certifications are available.

This document contains suggested specification requirements for projects to be constructed in compliance with the Green Advantage Field Personnel Standard™. Projects seeking LEED® certification may use the language in this document to require compliance with the Green Advantage Innovation in Design Credit approved in 2011 by USGBC. However, regardless of whether LEED certification is pursued, any project team may use the language in this document to set a standard for green knowledge and leadership on the project site.

Document Coordination: In some portions of the suggested language, options are available for more restrictive or more flexible requirements for Green Advantage Certified Practitioners.

- Before incorporating the suggested language into the procurement documents, determine whether potential contractors must demonstrate their ability to meet the Green Advantage Field Personnel Standard™ at the time of the bid or proposal, or whether it is sufficient to train and test personnel to meet the standard before the Notice to Proceed.*
- For projects that do not allow proprietary certification requirements, contact Green Advantage for equivalency requirements.*

*For each procurement document and specification section below that applies to the work of your project, insert the suggested text and edit it for your project's needs. Suggested language is represented in black text. Optional text **[in bold and brackets]** may be retained or deleted according to the project's needs.*

To request this document in Word format, contact GAFPS@greenadvantage.org.

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Requirements for the Green Advantage Field Personnel Standard™ may occur in some or all of the following Project Manual documents. Insert the suggested language into the documents used for your project.

SUGGESTED LANGUAGE FOR PROCUREMENT DOCUMENTS – DIVISION 00

PROCUREMENT DOCUMENT 00 11 13 - ADVERTISEMENT FOR BIDS

PROCUREMENT DOCUMENT 00 11 16 - INVITATION TO BID

PROCUREMENT DOCUMENT 00 11 15 - ADVERTISEMENT FOR PREQUALIFICATION OF BIDDERS

PROCUREMENT DOCUMENT 00 11 53 - REQUEST FOR QUALIFICATIONS

PROCUREMENT DOCUMENT 00 21 13 - INSTRUCTIONS TO BIDDERS

PROCUREMENT DOCUMENT 00 22 13 - SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

PROCUREMENT DOCUMENT 00 41 00 - BID FORM

PROCUREMENT DOCUMENT 00 49 93 - BID SUBMITTAL CHECKLIST

SUGGESTED LANGUAGE FOR SPECIFICATIONS – DIVISION 01

SECTION 01 10 00 - SUMMARY

SECTION 01 12 00 – MULTIPLE CONTRACT SUMMARY

SECTION 01 40 00 – QUALITY REQUIREMENTS

SECTION 01 81 13 – SUSTAINABLE DESIGN REQUIREMENTS – LEED (NC, CI, CS, FOR SCHOOLS, or OTHER RATING SYSTEM)

SUGGESTED LANGUAGE FOR PROCUREMENT DOCUMENTS – DIVISION 00

PROCUREMENT DOCUMENT 00 11 13 - ADVERTISEMENT FOR BIDS

AND/OR

PROCUREMENT DOCUMENT 00 11 16 - INVITATION TO BID

Notify bidders of the requirement for Green Advantage Certified Practitioners in the applicable document or documents used to advertise or invite bids or proposals.

1.X BIDDER'S QUALIFICATIONS

To allow bidding by contractors whose key personnel are not yet certified by Green Advantage, retain the two options.

- A. Green Advantage Certified Practitioners: See Section 01 40 00 "Quality Requirements".
 - 1. 30 percent or more of each Bidder's key personnel shall be Green Advantage Certified Practitioners[, **or shall be Green Advantage Certified Practitioners at least two weeks prior to the Notice to Proceed**].
 - 2. 30 percent or more of the aggregate of subcontractors' key personnel shall be Green Advantage Certified Practitioners[, **or shall be Green Advantage Certified Practitioners at least two weeks prior to the Notice to Proceed**].

PROCUREMENT DOCUMENT 00 11 15 - ADVERTISEMENT FOR PREQUALIFICATION OF BIDDERS

AND/OR

PROCUREMENT DOCUMENT 00 11 53 - REQUEST FOR QUALIFICATIONS

1.X QUALIFICATIONS OF PROSPECTIVE BIDDERS

- A. Prospective bidders' qualifications will be evaluated by Owner according to the following criteria:

Add the paragraph below to the list of criteria by which bidders will be evaluated.

- 1. Green Advantage Certified Practitioners: See Section 01 40 00 "Quality Requirements" for Green Advantage Certification of key Contractor and subcontractor personnel. Preference may be shown to Bidders submitting existing Green Advantage Certified Practitioners among project and field management staff.

PROCUREMENT DOCUMENT 00 21 13 - INSTRUCTIONS TO BIDDERS

AND/OR

PROCUREMENT DOCUMENT 00 22 13 - SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

The document "Supplementary Instructions to Bidders" is used when a standard form such as AIA Document A701 is used for the Instructions to Bidders. Modify the suggested language below to suit the instructions or supplementary instructions used for the project.

The following suggested language is based on AIA Document A701-1997.

1.X ARTICLE 4 – BIDDING PROCEDURES

Use language added to Bidding Procedures article to require evidence of Green Advantage Certified Practitioners from every Bidder during the bid process. To require only the winning bidder to provide personnel qualifications, skip this article and add language to Submittals article instead.

A. Bidder Key Personnel List Bid Supplement:

1. Add Section 4.X: Provide list of key managerial and supervisory personnel.

Paragraphs requiring bidders to list key project personnel may vary; examples are given above. Add instructions below if documentation of Green Advantage Certified Practitioners is required as a supplement to the bid.

- a. Include names of Green Advantage Certified Practitioners among key personnel of Bidder. See Section 01 40 00 "Quality Requirements."
- b. For each Green Advantage Certified Practitioner, attach copy of Green Advantage Certificate.

B. Subcontractors, Suppliers and Manufacturers List Bid Supplement:

1. Add Section 4.Y: Provide list of major subcontractors, suppliers, and manufacturers.

Paragraphs requiring bidders to list subcontractors may vary; examples are given above. Add instructions below if documentation of Green Advantage Certified Practitioners is required as a supplement to the bid.

- a. Include names of Green Advantage Certified Practitioners among key personnel of listed subcontractors. See Section 01 40 00 "Quality Requirements."
- b. For each Green Advantage Certified Practitioner, attach copy of Green Advantage Certificate.

1.Y ARTICLE 6 – SUBMITTALS

Use language added to Submittals article to require evidence of Green Advantage Certified Practitioners from only the winning Bidder. To require every bidder to provide personnel qualifications, skip this article and add language to Bidding Procedures article instead.

- A. 6.3 Submittals:
1. Add Section 6.3.1.4: names of persons proposed for the principal portions of the Work, including subcontractor personnel, who are Green Advantage Certified Practitioners. For each Green Advantage Certified Practitioner, attach copy of Green Advantage Certificate.
 - a. If key personnel are not currently Green Advantage Certified Practitioners, provide signed commitment from Contractor to fulfill certification requirement prior to the Notice to Proceed and throughout the construction phase of the project.

PROCUREMENT DOCUMENT 00 41 00 - BID FORM

Suggested requirements may be used with a bid form for any contract type and may be modified for use in Requests for Proposal.

1.X BID SUPPLEMENTS

- A. The following supplements are a part of this Bid Form and are attached hereto.

Paragraphs requiring bidders to list key personnel of contractor and subcontractors may vary; examples are given above. Add instructions below if documentation of Green Advantage Certified Practitioners is required as a supplement to the bid.

5. Bid Form Supplement – Contractor Personnel List.
6. Bid Form Supplement – Subcontractors, Suppliers and Manufacturers List.
7. Bid Form Supplement – Copies of certificates for Green Advantage Certified Practitioners.

PROCUREMENT DOCUMENT 00 49 93 - BID SUBMITTAL CHECKLIST

1.X BIDDER'S CHECKLIST

A. The following checklist is provided for the Bidder's convenience.

Paragraphs describing a bid checklist may vary; example is given above. Add checklist items below if documentation of Green Advantage Certified Practitioners is required as a supplement to the bid.

- Bid Form Supplement – Contractor Personnel List.
- Bid Form Supplement – Subcontractors, Suppliers and Manufacturers List.
- Bid Form Supplement – Copies of certificates for Green Advantage Certified Practitioners.

SUGGESTED LANGUAGE FOR SPECIFICATIONS – DIVISION 01

SECTION 01 10 00 - SUMMARY

Use Summary to draw Contractor's attention to Green Advantage requirements specified elsewhere.

1.X MISCELLANEOUS PROVISIONS

A. Green Advantage Field Personnel Standard: The Work of this Project shall be performed in compliance with the Green Advantage Field Personnel Standard. See Section 01 40 00 "Quality Requirements" for personnel qualification requirements.

SECTION 01 12 00 – MULTIPLE CONTRACT SUMMARY

If the project will be constructed under multiple prime contracts, indicate and allocate the Green Advantage requirements in Multiple Contract Summary.

1.X GENERAL REQUIREMENTS OF CONTRACTS

- A. Green Advantage Field Personnel Standard: The Work of this Project shall be performed in compliance with the Green Advantage Field Personnel Standard. See Section 01 40 00 "Quality Requirements" for personnel qualification requirements.

1.Y GENERAL CONSTRUCTION CONTRACT

- A. Green Advantage Certified Practitioners: See Section 01 40 00 "Quality Requirements" for personnel qualification requirements.
 - 1. 30 percent or more of key personnel of the General Construction Contractor shall be Green Advantage Certified Practitioners prior to and throughout the construction phase of the project.
 - 2. 30 percent or more of key personnel of the General Construction Contractor's subcontractors shall be Green Advantage Certified Practitioners prior to and throughout the construction phase of the project.

1.Z <INSERT AREA OR DISCIPLINE> CONTRACT

For each additional contract in multiple-contract project summary, repeat this article requiring Green Advantage Certified Practitioners. If any contracts are exempt from this requirement, be aware that the LEED ID credit may not be possible to attain.

- A. Green Advantage Certified Practitioners: See Section 01 40 00 "Quality Requirements" for personnel qualification requirements.
 - 1. 30 percent or more of key personnel of the <Insert Area or Discipline> Contractor shall be Green Advantage Certified Practitioners prior to and throughout the construction phase of the project.
 - 2. 30 percent or more of key personnel of the <Insert Area or Discipline> Contractor's subcontractors shall be Green Advantage Certified Practitioners prior to and throughout the construction phase of the project.

SECTION 01 40 00 – QUALITY REQUIREMENTS

1.X INFORMATIONAL SUBMITTALS

Edit the Qualification Data paragraph to include the sustainable design qualification requirements for supervisory personnel.

X. Qualification Data:

1. Sustainable Design Qualification Data: Comply with LEED Credit ID 1.<subnumber> submittal requirements in [Section 01 81 13 "Sustainable Design Requirements"]<Other Section number and title>.

If LEED ID credit is sought, retain paragraph above, and edit credit number and specification section number and title. If not pursuing LEED ID credit, retain paragraph and subparagraphs below. Edit options according to responsibilities of Contractor and Construction Manager.

1. Sustainable Design Qualification Data:
 - a. Provide signed letter stating that Project will be constructed in compliance with Green Advantage Field Personnel Standard.
 - b. List [Contractor][Construction Manager] personnel and calculate percentage of Green Advantage Certified Practitioners.
 - c. List subcontractor personnel and calculate percentage of Green Advantage Certified Practitioners.
 - d. Provide copies of certificates for [Contractor][Construction Manager] and subcontractor personnel who are Green Advantage Certified Practitioners.

1.Y CLOSEOUT SUBMITTALS

A. Qualification Data:

Closeout submittal is not required for LEED ID credit, but is recommended for verification of project staffing. Edit options according to responsibilities of Contractor and Construction Manager.

1. Sustainable Design Qualification Data at Substantial Completion:
 - a. Provide signed letter stating that project has been constructed in compliance with Green Advantage Field Personnel Standard.
 - b. List [Contractor][Construction Manager] personnel, including personnel changes since the Notice to Proceed, and calculate percentage of Green Advantage Certified Practitioners as of the date of Substantial Completion.
 - c. List subcontractor personnel, including personnel changes since the Notice to Proceed, and calculate percentage of Green Advantage Certified Practitioners as of the date of Substantial Completion.
 - d. Provide copies of certificates for [Contractor][Construction Manager] and subcontractor personnel who are Green Advantage Certified Practitioners.

1.Z QUALITY ASSURANCE

Edit options in the subparagraph below to reflect certification required for project.

- X. Sustainable Design Qualifications: Contractor and Subcontractor personnel shall include Green Advantage Certified Practitioners, **[Residential]** **[Commercial]** class or Commercial/Residential class. Each certified person's Green Advantage certificate shall be in effect for the duration of the Project. Only personnel actively involved in the Work on a day-to-day basis are subject to this requirement.

Edit options in subparagraph below according to responsibilities of Contractor and Construction Manager.

1. **[Contractor][Construction Manager]**: 30 percent or more of key **[Contractor]** **[and]** **[Construction Manager]** personnel shall be Green Advantage Certified Practitioners prior to and throughout the construction phase of the project. Personnel in the following roles shall be included in the calculation of key personnel:
 - a. Contractor.
 - b. Construction Manager (Constructor), including Project Executive.
 - c. Construction Manager (Advisor): Include Construction Manager (Advisor) representatives in calculating Contractor personnel.

Although Construction Manager (Advisor) is not generally a member of contractor's staff, LEED ID credit and Green Advantage Field Personnel Standard include construction manager representatives in contractor group. Retain and edit subparagraph below if pursuing LEED ID credit.

- 1) See Section **[01 81 13]** **<Other section number>** **["Sustainable Design Requirements"]** **<Other section title>** for LEED documentation requirements.
 - d. Project Manager.
 - e. Project Engineer.
 - f. Quality Control Manager.
 - g. Mechanical/ Electrical/Plumbing (MEP) Coordinator.
 - h. Superintendent.
 - i. Assistant Superintendent.
 - j. General Foreman.
2. Subcontractors: 30 percent or more of the aggregate of subcontractors' key personnel shall be Green Advantage Certified Practitioners prior to and throughout the construction phase of the project. Personnel in the following roles shall be included in the calculation of key personnel:
 - a. Project Manager.
 - b. Superintendent.
 - c. Project Engineer.
 - d. Quality Control Manager.
 - e. General Foreman.
 - f. Trade Foreman.

SECTION 01 81 13 – SUSTAINABLE DESIGN REQUIREMENTS – LEED [NC][CI][CS][FOR SCHOOLS]<OTHER RATING SYSTEM>

If seeking the LEED Innovation in Design Credit for Green Advantage Certified Practitioners, insert requirements for compliance with the credit into the section in which LEED documentation is specified. Requirements below are coordinated with USGBC-approved requirements as of April 2011; verify current credit requirements with USGBC.

1.X ACTION SUBMITTALS

Y. LEED Documentation Submittals:

1. Credit ID 1.<insert sub-number>, Green Advantage Certified Practitioners: See Section 01 40 00 "Quality Assurance" for personnel requirements.
 - a. **[Contractor][Construction Manager]**Personnel: Provide a complete list of **[Contractor] [and][Construction Manager]** personnel on the project, noting each person's role in the project and who is a Green Advantage Certified Practitioner.
 - 1) Calculate the percentage of Green Advantage Certified Practitioners.
 - 2) **[For multiple-prime contracts, provide separate lists for the Construction Manager and each Prime Contractor.]**
 - b. Subcontractor Personnel: Provide a complete list of subcontractor personnel on the project, noting each person's role in the project and who is a Green Advantage Certified Practitioner. Aggregate all subcontractors' supervisory personnel into a single list.
 - 1) Calculate the percentage of GA Certified personnel.
 - 2) **[For multiple-prime contracts, provide separate list for each Prime Contractor.]**
 - c. Provide copies of certificates for Contractor and subcontractor personnel who are Green Advantage Certified Practitioners.

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The language suggested in this document is in general compliance with the Green Advantage understanding of LEED requirements. However, interpretations of LEED Credits are determined solely by USGBC, not Green Advantage. No warranty is issued.

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