



Bidding and Specifications Guide

Ensure Inclusion of Green Advantage Certified Personnel on Construction Projects

Introduction

This Specification Guide contains suggested procurement and specification requirements and language for projects to be constructed in compliance with requirements for the use of Green Advantage Certified credential holders.

Two sets of specifications are included in this document:

The first set, *Specification Requirements Guide Divisions 00 and 01*, calls for Green Advantage Certified personnel on projects. In Divisions 00, suggested language for procurement is presented. In Divisions 01, suggested language for specifications is presented.

The second set of specifications, *Non-proprietary Specification for Workforce Certification* (packaged as a single division), calls for certified construction personnel who hold an ANSI/ISO/IEC 17024 accredited green builder certification. This certification indicates that they have demonstrated familiarity with prominent green building rating systems, standards and codes as well as state-of-the-art green construction means, methods, materials, and best practices that are designed to ensure quality delivery of high performance, healthy buildings.

1. Specification Requirements Guide Divisions 00 and 01

This section includes a form that attests to a project's construction personnel qualifications prior to and throughout the project.

Minimally (GA30):

- at least 30% of construction supervisory personnel possessing the Green Advantage Certified Practitioner (GACP) credential.

Optimally (GA3030):

- at least 30% of construction supervisory personnel possessing the Green Advantage Certified Practitioner (GACP) credential, and
- at least 30% of construction field (non-supervisory) personnel possessing either the GACP or the Green Advantage Certified Associate (GACA) credential.

2. Non-proprietary Specification for Workforce Certification (packaged as a single division)

Governments or other organizations that prefer to avoid proprietary, sole source designations, such as specifically naming *Green Advantage Certification*, can instead reference an equivalent ANSI-accredited 17024 personnel certification.

Document Coordination

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.

Contact Information

ces@greenadvantage.org or 703-431-7353.

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

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 construction personnel in the applicable document or documents used to advertise or invite bids or proposals.

1.X BIDDER'S QUALIFICATIONS

Green Advantage Certified: See Section 01 40 00 "Quality Requirements".

Minimally:

- at least 30% of construction supervisory personnel possessing the Green Advantage Certified Practitioner (GACP) credential.

Optimally:

- at least 30% of construction supervisory personnel possessing the Green Advantage Certified Practitioner (GACP) credential, and

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- at least 30% of construction field (non-supervisory) personnel possessing either the GACP or the Green Advantage Certified Associate (GACA) credential.

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

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.

*Bidders submitting must possess: **[Preference will be shown to Bidders submitting:]** minimal or optimal compliance with Green Advantage Certified construction personnel preferences **[Alternatively, see Non-proprietary Specification for Certification, Section 01 40 00 Quality Requirements.]***

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 A701-2018.

1.X ARTICLE 4 – BIDDING PROCEDURES

Use language added to Bidding Procedures article to require evidence of construction personnel with Green Advantage Certification from every Bidder during the bid process by completion of the Bid Form in Exhibit A.

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 construction supervisory personnel and construction field (non-supervisory) personnel may vary; the Bid Form in Exhibit A offers an example template. Add checklist items below if documentation of Green Advantage Certified is required as a supplement to the bid.

- Bid Form Supplement – Contractor and Subcontractor Personnel List
- Bid Form Supplement – Copies of certificates for Green Advantage Certified personnel

PROCUREMENT DOCUMENT 00 49 93 – BID SUBMITTAL CHECKLIST

1.X BIDDER'S CHECKLIST

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

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Paragraphs describing a bid checklist may vary; an example is given in Exhibit A. Add checklist items below if documentation of Green Advantage Certified credential holders is required as a supplement to the bid.

- Bid Form Supplement – Contractor and Subcontractor Personnel List
- Bid Form Supplement – Copies of certificates for Green Advantage Certified personnel

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 (or OTHER RATING SYSTEM)

SECTION 01 10 00 – SUMMARY

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

1.X MISCELLANEOUS PROVISIONS

- A. The Work of this Project shall be performed in compliance with the Green Advantage Certified requirement found in 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 Certified requirements in Multiple Contract Summary.

1.X GENERAL REQUIREMENTS OF CONTRACTS

- A. The Work of this Project shall be performed in compliance with the standard cited in Section 01 40 00 “Quality Requirements” for personnel qualification requirements.

SECTION 01 40 00 – QUALITY REQUIREMENTS

1.X INFORMATIONAL SUBMITTALS

- A. Edit the Qualification Data paragraph to include the sustainable design qualification requirements for construction supervisory and construction field (non-supervisory) personnel:

Minimally:

- at least 30% of construction supervisory personnel possessing the Green Advantage Certified Practitioner (GACP) credential.

Optimally:

- at least 30% of construction supervisory personnel possessing the Green Advantage Certified Practitioner (GACP) credential, and
- at least 30% of construction field (non-supervisory) personnel possessing either the GACP or the Green Advantage Certified Associate (GACA) credential.

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Select standard from two options below.

- B. Provide signed letter stating that Project will be constructed in compliance with standard cited in Section 01 40 00 "Quality Requirements" for personnel qualification requirements.
- C. List construction supervisory personnel and construction field (non-supervisory) personnel and calculate percentage of workers possessing a Green Advantage Certified certification.

1.Y CLOSEOUT SUBMITTALS

- C. Qualification Data:

Closeout submittal is recommended for verification of project staffing. Edit options according to responsibilities of Contractor.

1. Construction Personnel Qualification Data at Substantial Completion:

Select standard from two options below.

- D. Provide signed letter stating that project has been designed and constructed in compliance with the standard cited in Section 01 40 00 "Quality Requirements" for personnel qualification requirements.
 1. List construction supervisory personnel and construction field (non-supervisory) personnel, including personnel changes over the course of the project and calculate percentage of Green Advantage Certified credential holders as of the date of Substantial Completion.
 2. Provide copies of certificates for construction supervisory personnel and construction field (non-supervisory) personnel who are current Green Advantage Certified credential holders.

1.Z QUALITY ASSURANCE

- X. Sustainable Construction Qualifications: contractor and subcontractor personnel shall include personnel possessing Green Advantage Certification. Each certified person's Green Advantage Certified certificate shall be in effect prior to and throughout the Project. Only personnel actively involved in the Project are subject to this requirement.

PUBLICLY-FUNDED AND OTHER PROJECTS PROHIBITING PROPRIETARY SPECIFICATIONS:

For publicly-funded projects and other projects prohibiting proprietary specifications, retain the following paragraph.

1. Equivalency Requirements: Non-proprietary Specification for Certification for construction supervisory personnel key shall meet the following criteria:
 - a) The certification targets construction supervisory personnel across trades that is designed to ensure quality delivery of high performance, healthy buildings. It requires familiarity with prominent green building rating systems, standards and codes as well as state-of-the-art green construction means, methods, materials, and best practices, including green building health and safety, disaster resilience and blast resistance.
 - b) ANSI/ISO/IEC 17024 accredited.
2. Equivalency Requirements: Non-proprietary Specification for Certification for construction field personnel key shall meet the following criteria:
 - a) The certification targets construction field (non-supervisory) personnel across trades that is designed to ensure quality delivery of high performance, healthy buildings. It

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requires familiarity with prominent green building rating systems, standards and codes as well as state-of-the-art green construction means, methods, materials, and best practices, including green building health and safety, disaster resilience and blast resistance.

b) ANSI/ISO/IEC 17024 accredited.

SECTION 01 81 13 – SUSTAINABLE DESIGN REQUIREMENTS – LEED <OTHER RATING SYSTEM>

If seeking the LEED Innovation in Design Credit for Green Advantage Certified personnel, insert requirements for compliance with the credit into the section in which LEED documentation is specified. Verify and comply with current requirements in accordance with information found at <https://www.usgbc.org/content/li-5413>.

NOTE: THE REQUIREMENTS FOR THE LEED INNOVATION IN DESIGN CREDIT MAY VARY FROM THE GA30 OR GA3030 REQUIREMENTS.

EXHIBIT A

Instructions for Completion of Table Matrixes Below:

1. Bidding Preference. Additional point(s) in the bidding process will be awarded to those Project Teams at the time of bid submission with:
 - a. Minimally:
 - at least 30% of construction supervisory personnel possessing the Green Advantage Certified Practitioner (GACP) credential.
 - b. Optimally:
 - at least 30% of construction supervisory personnel possessing the Green Advantage Certified Practitioner (GACP) credential, and
 - at least 30% of construction field (non-supervisory) personnel possessing either the GACP or the Green Advantage Certified Associate (GACA) credential.
2. Contractor's Representations. Contractor's representations submitted on this form will be presented to the public as an attribute of the project. Contractor's failure to comply with the representations submitted on this form shall constitute a material breach of this contract.
3. Firm Name and Location. Name, city and state of the firm where the person currently works.
4. Supervisory Personnel. Individuals who supervise construction personnel on the project.
5. Non-supervisory Personnel. Individuals who perform construction work, but do not supervise construction personnel on the project.
6. Names of Supervisory Personnel and Role in this Contract. Names of the supervisory construction personnel and their proposed roles in this contract.
7. Names of Construction Field Personnel (non-supervisory) and Role in this Contract. List the names of these personnel and their proposed roles in this contract.
8. Firm Order. Group by firm, with personnel of the prime contractor or joint venture partner firms first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. If applicable, name the subcontractors and outside associates or consultants used.

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9. Point of Contact Name. Provide name of a person associated with the organization which contracted for the professional services. The POC should be very familiar with the project and the firm's (or firms') performance and able to respond to questions about this form.

Construction Supervisory Personnel Team Members

Firm Name, City and State	Name	Role in the Contract	List Certification(s) Currently Held, if None, Indicate by Listing "None"

(add more table rows as needed)

Construction Field (non-supervisory) Personnel Team Members

Firm Name	Name	Role in the Contract	List Certification(s) Currently Held, if None, Indicate by Listing "None"

(add more table rows as needed)

Point of Contact

Name	Firm	Address	Phone