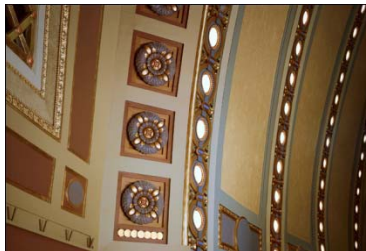


# Sustainability Action Plan



STEWARDSHIP



CRAFT



COLLABORATION



COMMUNITY

2011

Quinn Evans Architects  
SUSTAINABILITY ACTION PLAN

2011

INTRODUCTION pages 1 - 6

QEA Vision  
AIA 2030 Commitment  
2011 Actions

STEWARDSHIP 7 – 8

Beyond Cultural Resource Stewardship  
Sustainable Stewardship  
Building Life-cycles

CRAFT 9 – 12

Energy Reduction Goals  
Sustainable Design Process  
Best Practices  
Rating Systems  
Vision Reporting  
Goals for 2015 & 2020

COLLABORATION 13 – 16

Green team  
Training & Education  
Green Resources  
Consultant Collaboration

COMMUNITY 17 – 22

Office Practices  
QEA in the Community

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Prepared by the QEA 2010 Green Team

## WE SEE A BETTER WORLD...

Where others see limits, we see possibilities. At Quinn Evans Architects, we recognize that the future flows from the past. Respect for heritage and the environment define our approach. We are committed to making a more enduring, livable and sustainable world through our project work, the offices we operate, and as citizens in our communities.

## CORE VALUES

For more than twenty-five years, Quinn Evans Architects has been guided by its core values. These can be summarized in four terms: stewardship, craft, collaboration and community.

**Stewardship** forms the foundation of our practice, rooted in a commitment to preserve historic and cultural resources. Sustainability has broadened the meaning of stewardship in our professional and personal lives.

**Craft** shapes the places we create and the professional skills we employ to create them. Sustainability has deepened our appreciation of craft and the importance of practicing architectural well.

**Collaboration** is essential in making architecture. Buildings are complex and making them requires the contribution of hundreds. Sustainability has intensified our understanding of the need for collaboration in the quest for integrated solutions.

**Community** is what great architecture creates. Each building project must provide value for its owners, a healthy and inspiring environment for its occupants, and contribute to its surroundings. Sustainability has heightened our appreciation for the community benefits that can be derived from every building, whether public or private.

A commitment to practicing architecture sustainably is not new at Quinn Evans Architects. As preservation architects, we have always understood that the best buildings provide value measured over generations, not decades. We are proud to say that our work has been widely recognized for the lasting value it creates, its excellence in practicing the architectural craft sustainably, and its contribution to making livable communities. Our long-standing commitment to sustainability can be seen in the skills and accomplishments of our professional staff. Many hold post-graduate degrees or professional certificates. More than half are LEED Accredited Professionals. Quinn Evans Architects has made substantial investment in keeping at the leading edge of architectural practice by adopting state-of-the-art tools for design, technical development, management and communications. And finally, our commitment can be seen in our attention to detail in the operation of our offices.

## QEA'S VISION

## QEA's 2011 GREEN GOAL

For QUINN EVANS | ARCHITECTS, practicing architecture sustainably means creating memorable places where people thrive while carefully studying how energy, water and material resources are allocated. Two compelling circumstances shape our view:

Today, buildings contribute substantially to environmental decline and global climate change. Change in how buildings are designed, constructed and operated is crucial.

Sustainability begins with conservation of the built environment and reinvestment in existing communities.

Sustainable stewardship is practiced by valuing what we have while applying the strategies and technologies of green building to make every building, site and community sustainable. Sustainable design is maturing rapidly as principles, practices and metrics evolve. QEA is adopting a multi-faceted, continuous-improvement approach, investing in training and education, analytical and practice tools, and measurement and verification programs.

To advance our sustainability practice, QEA organized the Green Team in 2009. Under the leadership of principals in both Washington and Ann Arbor, the Green Team acts as a facilitator to map out a practical and achievable path to greater sustainability through our project work, in the offices we occupy, and in the communities we live in.

In 2010, the Green Team focused on understanding the baseline conditions of our practice, the sustainability marketplace in which we compete for projects, the capacity of our staff and professional resources, our practice methods, and the offices we operate. With this understanding of where we are and where we need to go, the Green Team prepared this Sustainability Action Plan.

In 2011, the focus of the Green Team will shift to project implementation. Working as facilitators, the Green Team will assist project teams in applying the Green Project Toolkit on every major project.

Our sustainability goal for 2011 is simple, yet profound: at Quinn Evans Architects every project, whether a new building or intervention to an existing one, will be managed, designed, developed, constructed and monitored following QEA's green project guidelines.

### Core Values

The Sustainability Action Plan is just that: a plan focused on actions to support the evolution of sustainable stewardship in our architectural practice. This document is organized into chapters according to QEA's four Core Values:

Stewardship   Craft   Collaboration   Community

### AIA 2030 COMMITMENT

In 2009, Quinn Evans Architects became a signatory of the American Institute of Architects 2030 Commitment. This AIA program provides a forum for us to share our experiences and learn from our peers. It requires us to establish and follow a comprehensive Sustainability Action Plan that:

- sets sustainability goals
- institutes staff training and education in sustainability
- improves our design process and office operations
- reports progress to AIA

This Sustainability Action Plan is a major step forward in implementing this commitment.

### A HISTORY OF ACCOMPLISHMENT

The progress Quinn Evans has made over the past fifteen years has been considerable. Our portfolio includes many existing building and new building projects that have achieved both design excellence and significant strides toward sustainability. These achievements have been recognized through design awards and also through LEED certification on both existing and new building projects.

Training and education provided through Quinn Evans University has always been a hallmark of the firm's commitment to staff development and professional leadership. Increasingly, programs have focused on sustainability and its application in our architectural practice. Quinn Evans has also supported staff in obtaining LEED Accredited Professional status.

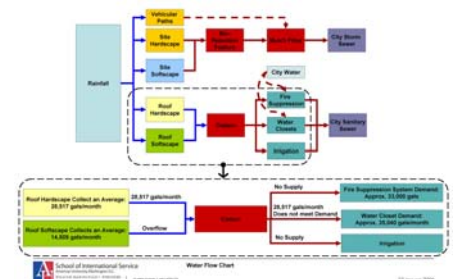
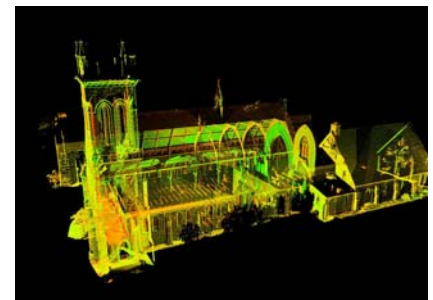
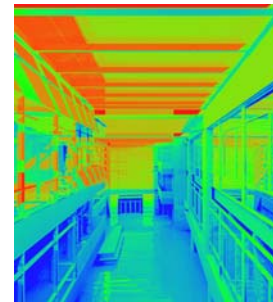
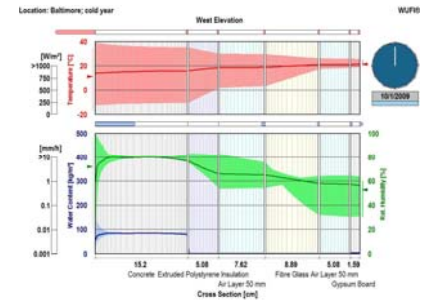
Operations in both the Ann Arbor and Washington offices have turned increasingly to sustainable practices. Quinn Evans has made substantial investments to adopt advanced office technologies and software to both improve our productivity and operational efficiency. We have made great strides in moving to paperless practices.

Quinn Evans has always encouraged its leadership and staff to be engaged in the larger professional community and to share our outlook and expertise. QEA is well represented in professional associations devoted to architecture and preservation. QEA personnel are frequent presenters at conferences and published widely in industry journals.

### A PATH FORWARD

Building from this baseline of accomplishment, the Sustainability Action Plan identifies key areas for development and improvement. Our commitment to continuous improvement directly reflects our core values as a firm: stewardship, craft, collaboration and community. The Sustainability Action Plan addresses all areas of the AIA 2030 Commitment: sustainability goals, training and education, improved design process, sustainable office operations and business strategies, and sharing our experiences and expertise.

Making progress toward our sustainability goals is not the responsibility of the QEA Green Team alone. For all of us, it must be an important part of our practice each and every day. Together, our commitment to sustainable stewardship is our greatest opportunity to build the better world we see.



## ACTIONS

### 2011 SUSTAINABILITY ACTIONS

#### *AIA 2030 Commitment*

Throughout 2011, Quinn Evans Architects will use the AIA 2030 Commitment to structure our sustainability agenda and to measure and report progress.

#### *1. Green Project Toolkit*

For all major projects, project teams will implement the Green Project Toolkit:

- **Green Team Liaison** – each project team is assigned a Green Team project liaison to facilitate communications, assure that firm-wide sustainability resources are made available appropriately, and coordinate reporting
- **Sustainability Right Foot Guide** – each project team completes the Sustainability Right Foot Guide to gather project data, establish project goals and standards, facilitate owner and consultant team engagement, and initiate project reporting
- **Sustainable Project Checklist** – each project team completes the Sustainable Project Checklist to document project sustainability conditions and scope, facilitate thorough design analysis, and establish monitoring and reporting protocols

#### *2. Green Project Best Practices*

QEA project experience will be consolidated into a summary of best practice examples illustrating sustainable design achievement at three levels: No-Cost, Good Value, and Leading Edge.

#### *3. Staff Training & Education*

Sustainability programs will continue to be developed and offered to staff through QEA's Education Committee.

#### *4. Demonstrate Leadership*

QEA staff will continue to submit papers for presentation and publication and contribute to the QEA Blog on sustainable stewardship and other sustainable design topics.

**5. *Consultant Engagement***

Engage consultants in developing strategies for achieving AIA 2030 objectives and, specifically, to develop a Consultant Sustainability Right Foot Guide.

**6. *Office Operations***

Conduct energy audits and map a LEED strategy for the Ann Arbor and Washington offices.

**7. *Transportation Management Plan***

Develop a Transportation Management Plan which addresses commuting, local office travel, and long-distance travel for the Ann Arbor and Washington offices.

**8. *Purchasing Plan***

Adopt a comprehensive green products purchasing plan for all consumables, office products and equipment similar to the plan developed for office paper.

**9. *Sustainability Research***

Initiate QEA's Sustainability Research program focusing on the practical application of post-occupancy evaluation, building sciences and integrated design.

# STEWARDSHIP

## Beyond Cultural Resource Stewardship

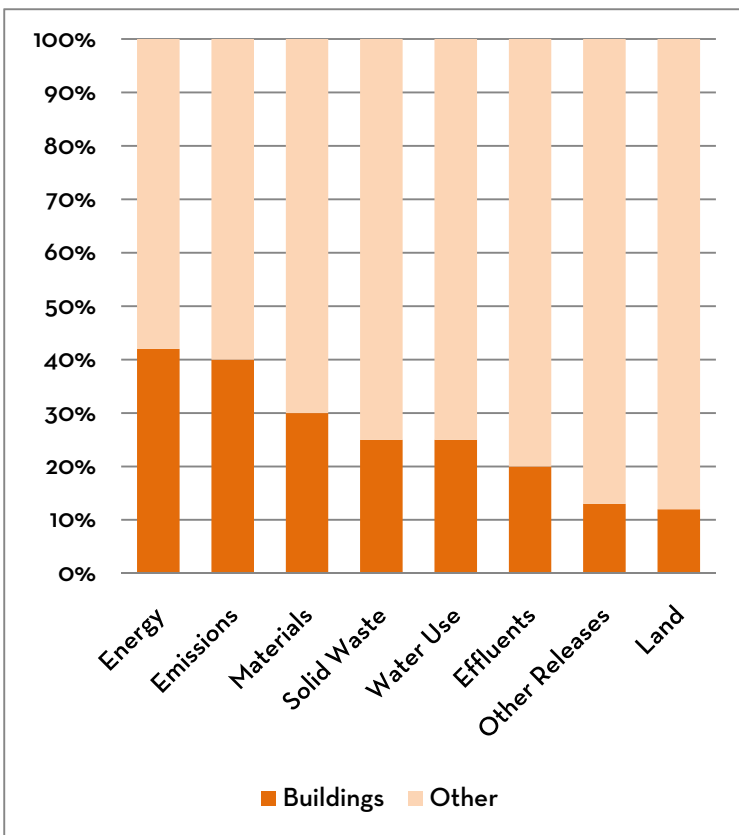
For more than twenty-five years, Quinn Evans Architects has earned a national reputation for stewardship of cultural and historic resources and the revitalization of traditional communities. This stewardship ethic is perhaps the most strongly held value that characterizes our architectural practice.

With increasing awareness of the social, economic and environmental challenges facing today's generation, Quinn Evans has expanded its understanding of stewardship to embrace sustainability. From our perspective, *sustainable stewardship* is practiced at the intersection of environmentally-appropriate design and the preservation of existing buildings and communities, capturing the best of both.

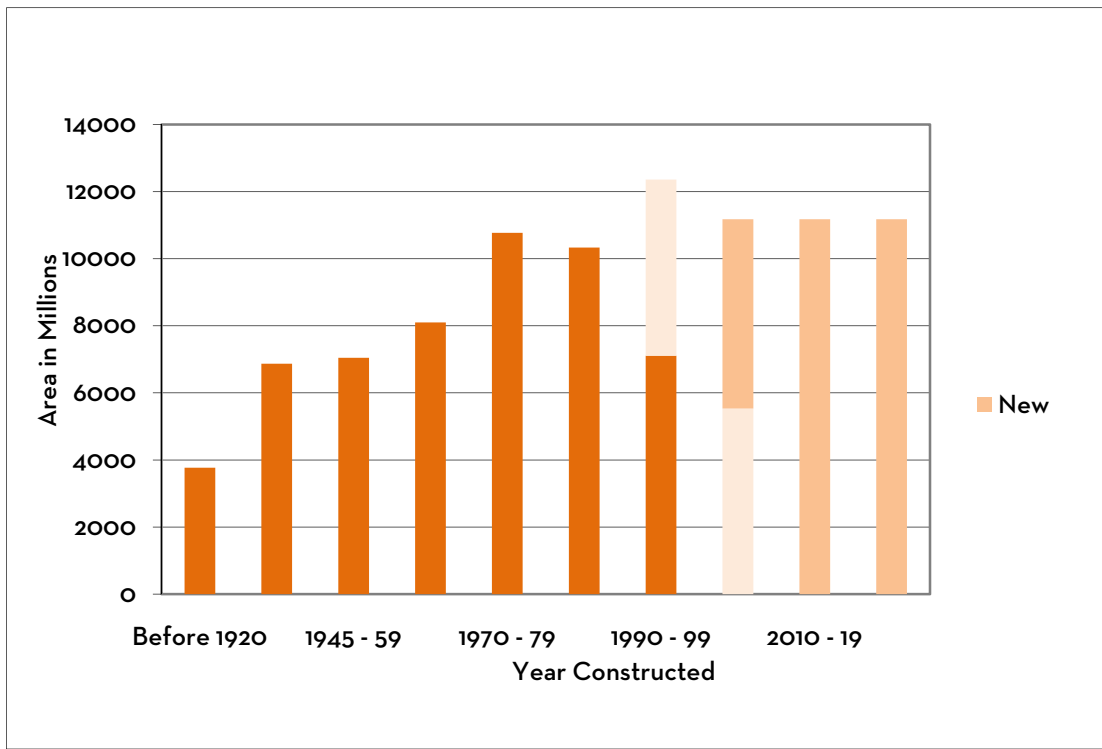
## Sustainable Stewardship

This commitment to practicing stewardship sustainability is driven by both our values and a clear-eyed practicality. Constructing, renovating and operating buildings contribute to environmental degradation and the emission of greenhouse gases more than any other economic sector in the United States. In the U.S., buildings consume about 39% of primary energy, 70% of all electricity, and are responsible for the release of approximately 38% of carbon dioxide. (source: U.S. Department of Energy 2008 Building Energy Databook)

As leaders in sustainable stewardship, Quinn Evans has focused on how the performance of the existing building stock contributes to environmental decline and climate change potential. Economic projections for the building sector over the next twenty years forecast continued growth, exceeding 40%. (source: The Boom to Come, America circa 2030) Yet even in the context of robust economic expansion, reducing the negative impacts of today's building stock is the most important task facing the architectural profession over the next twenty years. Even if every newly constructed building is net-zero-energy, reducing greenhouse gas emissions depends on transforming the performance of existing buildings.



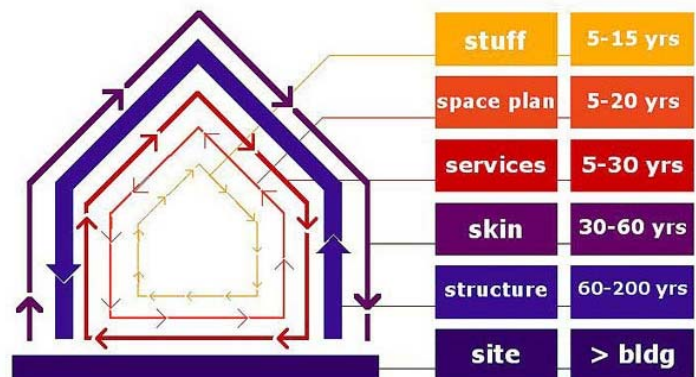
Buildings Contribute Environmental Impacts from the Whole Building Design Guide



Over the next 20 years renovation will more than double new construction in the US.  
*The Boom to Come, Architect Magazine, October 2006*  
 Displayed on graph from the US DOE Commercial Building Energy Consumption Survey (CBECS)

### Building Life-Cycles

Sustaining and transforming the existing building stock is at the very heart of achieving a sustainable future. Quinn Evans Architects has committed its professional resources to practicing sustainable stewardship and providing leadership in the preservation and architecture fields. Our perspective on the true and full value of existing buildings is unique, and its importance to defining a path to sustainability is crucial. The experience we have as building re-users and adapters provides us with an appreciation for building life-cycles. Codifying our evaluation process and quantifying the benefits of building re-use may be the most important contribution QEA can make to the literature and practice of sustainability and to the development of our own unique business plan.



The Six "S's" of Building Lifecycles  
 from *How Buildings Learn* by Stewart Brand

## CRAFT

The integration of design, material and technology is the craft of architecture. So is the design process itself. How we develop and apply our professional skills defines the “QEA way” to successful projects. Listening to our clients' goals and paying attention to detail have helped to produce the portfolio of projects our firm and the communities we work in are proud to claim. Skill and expertise developed over years of experience preserving our neighborhoods and buildings have led us to a path of environmentally responsible design.

### ENERGY REDUCTION GOALS

YEAR PROJECT COMPLETED	ENERGY USE REDUCTION TARGET
2010	60%
2015	70%
2020	80%
2525	90%
2030	100% Carbon Neutral

Adopting the AIA 2030 Commitment is a way to continue our sustainable design progress, to boost our effectiveness and to measure our progress. Our first objective in this effort is to meet the AIA 2030 Commitment goals for energy use reduction.

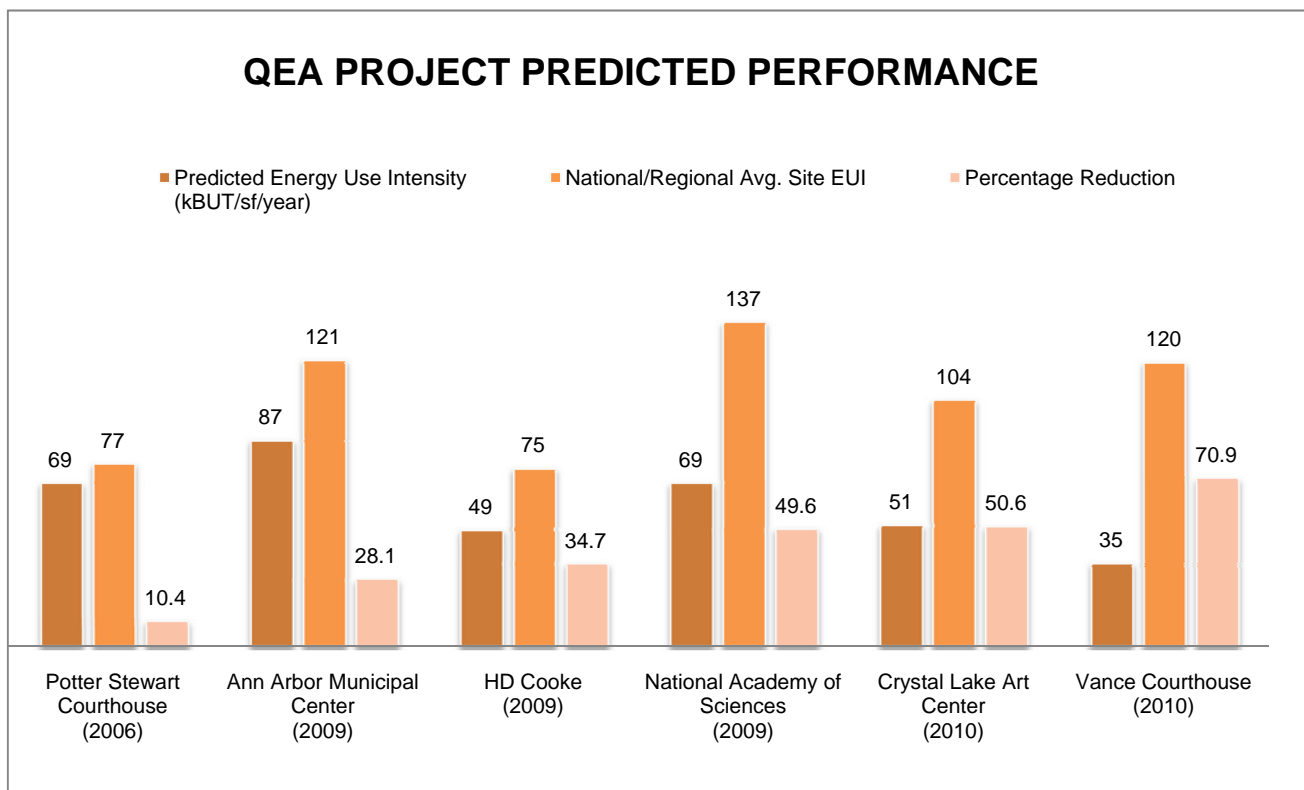
Goals established in the AIA 2030 Commitment include reduction of fossil fuel use in buildings, which is the single largest source of greenhouse gas (GHG) emissions in the U.S. This table summarizes the AIA 2030 Commitment energy use reduction goals and timeframes, reaching net-zero energy buildings by 2030.

Striving for these goals, Quinn Evans has begun evaluating our design process, tracking past projects, and establishing benchmarks that align our craft with AIA 2030 goals.

### SUSTAINABLE DESIGN PROCESS

QEA has developed a Green Project Toolkit to be used for every major project. This timeline-based collection of resources addresses the design process from pre-design to post-occupancy.

The Toolkit includes the Green Team Liaison, Sustainability Right Foot Guide and Sustainable Project Checklist which help project teams collect data pertaining to the site and conditions, provide tools for applying best-practices and facilitate sustainability discussions with clients and project team members in the early stages of project development. Other resources and "how to" guides related to design charrettes, energy modeling, commissioning and other topics. These resources will help project teams manage sustainable issues throughout the design and construction phases.



*QEA Project Predicted Energy Performance compared to National/Regional averages from CBECS. The design year is indicated.*

### BEST PRACTICES

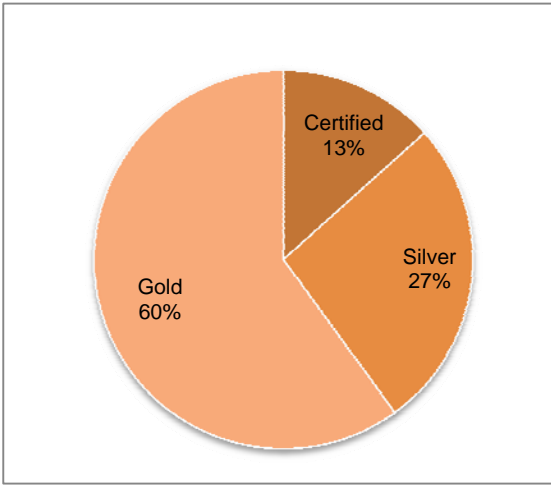
We have a lot to learn from each other. Quinn Evans is determined to improve communication among staff and between project teams to increase and apply our knowledge of sustainable practices.

For example, Quinn Evans uses energy modeling on all LEED registered projects and many others, too. Revit is used on nearly all projects as a way to integrate design and collaborate with consultants. Quinn Evans uses WUFI (a computer program that allows realistic calculations of moisture and heat transfer in building envelopes) and thermal imaging techniques as an important part of the design process, especially for existing buildings. Quinn Evans is continually working on improving material specification standards. Green product and LEED-specific specifications are available and actively shared among projects.

An important goal for 2011 is to create the necessary framework for documenting and sharing our best practices.



*Ann Arbor Municipal Center  
Tracking: LEED NC Gold*



QEA LEED Registered and Certified Projects

### RATING SYSTEMS

Quinn Evans Architects has been a member of the United States Green Building Council (USGBC) since 2000. We have used USGBC's Leadership in Energy and Environmental Design (LEED) Green Building Rating System to develop the sustainability agenda on projects since 2002. While LEED and other ratings systems are no guarantee for achieving excellence, rating systems are useful tools for planning, tracking and measuring. Quinn Evans uses rating systems tools to improve our projects and effectiveness.

### LEED

The LEED checklist is referenced on all substantial projects regardless of whether the project is pursuing LEED certification. A QEA LEED matrix has been developed to assist in the use of the LEED rating system on all projects in the office and as a tool for generating ideas and establishing goals. This tool is used as a feasibility study and throughout the design process to generate and maintain a continuous narrative of design decisions as they relate to sustainable issues. To date, Quinn Evans has 15 registered or certified projects since 2005.

### Energy Star

In 2011, Quinn Evans will implement the use of the United States Department of Environmental Protection (EPA) Energy Star Target Finder and Portfolio Manager as a benchmarking, design resource and tracking tool. Energy Star allows the compilation of real energy usage data, taking into account the projects geographical location and local weather data, to calculate annual site energy use intensity and greenhouse gas (GHG)

### VISION REPORTING

Since 2008, Quinn Evans has been using Deltek Vision to collect data and organize projects. In 2010, a sustainability tab was created in Vision that tracks projects pursuing LEED certification and a separate tab that tracks sustainability efforts on all projects. Our goal for 2011 is to fully implement Vision reporting on all major projects.



Media Center at HD Cooke Elementary School  
LEED for Schools Gold Certified 2010

## GOALS FOR 2015 AND 2020

The AIA 2030 Commitment looks ahead twenty years. What goals might QEA establish for 2015 and 2020? Think about these goals. How would our practice need to be transformed to achieve them?

### Goals for 2015

#### Existing Buildings

- Obtain past energy and water usage on 100% of all substantial scope projects
- Reduce water usage by 50% over LEED baseline on all major projects
- Use Energy Star Target Finder and/or Portfolio Manager on 75% of major projects

#### New Buildings/Additions

- Perform energy modeling on all major projects
- Reduce water usage by 50% over LEED baseline on all major projects
- Incorporate water reclamation or reuse features on 50% of all major projects
- 75% of all major projects perform equivalent to a LEED Gold rating

#### All Project Types

- Incorporate renewable energy features on 50% of all major projects
- Specify only certified environmentally appropriate materials
- Perform post-occupancy evaluations on 50% of all major projects

### Goals for 2020

#### Existing Buildings

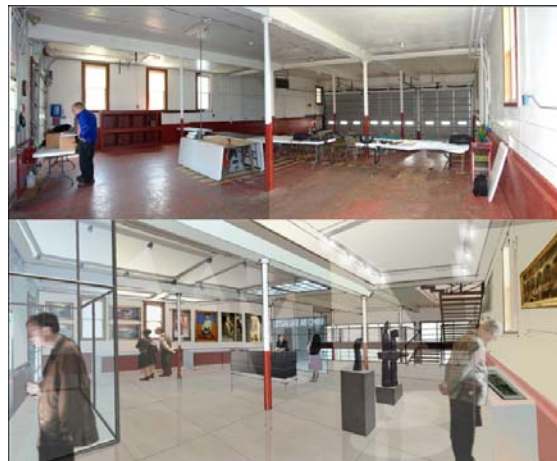
- Reduce water usage by 65% over LEED baseline on all major projects
- Use Energy Star Target Finder and/or Portfolio Manager on 100% of all major projects

#### New Buildings/Additions

- Reduce water usage by 75% over LEED baseline on all projects
- Incorporate water reclamation or reuse features on 75% of major projects
- 90% of all major projects perform equivalent to a LEED Gold rating

#### All Project Types

- Incorporate renewable energy features on 75% of all major projects
- Perform post-occupancy evaluations on 75% of all major project



*Before photo and proposed renovation  
Crystal Lakes Art Center  
Tracking: LEED NC Gold*



*American University School of  
International Service  
Tracking: LEED NC Gold*

## COLLABORATION

Successful collaboration is the foundation of an integrated practice. Successful collaboration requires a dedication to purpose and process from every individual. To be successful achieving the AIA 2030 Commitment goals, every QEA employee, client, consultant, contractor, and craftsperson has a contribution to make. As project leaders, we as architects have the primary responsibility to engage all project stakeholders in a successful collaboration.

### QEA GREEN TEAM

#### QEA Green Team Members 2009-2010

<i>Washington, DC</i>	<i>Ann Arbor, MI</i>
Carl Elefante	Ken Clein
Katie Slattery	Alexis Cecil
Leora Mirvish	Angela Corradin
Pam Jordan	Jhana Frederiksen
James Thompson	

To facilitate QEA's commitment to sustainable design, the Green Team was created in 2009. The Green Team is a multi-office working group representing all levels of experience within the firm. The mission of the Green Team is to be a resource for QEA staff and to assist the firm in meeting the AIA 2030 Commitment. The Green Teams most important functions are to direct staff toward sustainability resources and to facilitate appropriate reporting.

The team is organized in sub-groups that specifically address the different categories set forth by the AIA 2030 Commitment: Operations, Education, Implementation, and Documentation.

#### QEA Green Team Members 2011

<i>Washington, DC</i>	<i>Ann Arbor, MI</i>
Carl Elefante	Ken Clein
Tina Roach	Alexis Cecil
Pam Jordan	Angela Corradin
Julia Siple	Jhana Frederiksen
Shiri Njombua	

#### Green Team Liaison

A key to fostering effective collaboration within QEA's staff is the establishment of a Green Team Liaison for every major project. Although there will be many interactions between the Green Team and QEA staff, formal contact is structured by the Green Team Liaison program. The Green Team Liaison acts as a go-to person concerning issues of sustainability. The Liaison helps throughout the entire span of the project: locating and using tracking tools, connecting with other staff members experienced in similar projects, and organizing sustainability design reviews.

It is important to emphasize, however, that the Liaison does not conduct the work him or herself. Project teams complete their own tracking, research, and design reviews. The Liaison acts as a resource to facilitate this work and help project teams establish and achieve appropriate project sustainability standards. This relationship allows experience and knowledge to be shared more efficiently between staff while keeping the Green Team in the loop on major projects within the office.

2010 Green Team Timeline



TRAINING & EDUCATION

LEED

It is established QEA policy to encourage employees to become LEED Accredited Professionals (AP's). LEED training courses are offered to all interested staff members. Time and costs for taking the required exams are reimbursed. Bi-annual dues are paid by QEA following the same guidelines as AIA membership dues.

With updates to the LEED accrediting and credential maintenance programs, QEA actively encourages LEED AP's to earn and maintain a specialty through an expanded education program. As a result, currently 62% of all staff are LEED AP's with almost half maintaining a specialty.

**Education Sessions**

QEA has a well-established in-house education program (Quinn Evans University – QEU) that introduces topics in historic preservation, management, building technology, etc. and supports licensed architects to earn continuing education units (CEU’s) and assists LEED AP’s in maintaining their credentials.

Complimenting this formal structure of sessions is a series of staff-led presentations given during monthly staff meetings, discussing lessons-learned, available resources and how-to demonstrations. These presentations serve to broaden staff awareness of sustainability issues. Bi-annually, a seminar is presented to update the staff on progress towards our AIA 2030 goals and intermediate targets.

**2010 Sustainable Education Sessions**

Black: DC

Blue: Ann Arbor

Date	Presenter	Presentation Title
2/4/2010	QEA	American University Site Visit
2/10/2010	Chuck Skipelja	Spray Foam Insulation
2/11/2010	Chris Leycock	Thermal Imaging
2/18/2010	Steve Gordon	Roofscapes: adapting living roofs in existing buildings
3/9/2010	Harvey Berman	Green Legal Issues
4/1/2010	QEA	Zoo Projects: Site Retaining, Genetics Labs and Variety of Others
4/15/2010	Karen Butler	Energy Star for Commercial Buildings
5/4/2010	USGBC webinar	Daylighting Strategies
7/20/2010	Vanessa Fernandez	21st Century Techniques for Preservation of the 20th Century Masterpieces
8/5/2010	Steve Jurovics	Energy Star
8/19/2010	QEA	Learning from Europe: Sustainability and Preservation in France
9/21/2010	QEA	Ann Arbor Municipal Center Site Visit
11/18/2010	QEA	Water Management - Sustainable Solutions
11/18/2010	Patrick Judd	Stormwater Management
12/2/2010	QEA	Parris Island - Quarters 1 Case Study

Sustainability programs will continue into 2011 with a minimum of five seminars covering a broad range of topics. These will allow participants to fulfill their AIA

Sustainable Design CEU requirements and will include four LEED-specific programs to help fulfill requirements for LEED credentialing.

To contribute to the profession, QEA staff will continue to be encouraged to make presentations and publish papers. The goal for 2011 is to present or publish six sustainability-focused papers in regional or national forums. The Green Team is committed to contributing routinely to QEA's blog.

### **GREEN RESOURCES**

The sustainable resources library is routinely updated with code books, professional texts, and technical references. Additionally, the Green Team has created a shared digital resource available to both offices – the “Green Drive” – a searchable database and a living repository of over 4,000 files of sustainable design information that has been compiled by QEA staff.

### **CONSULTANT COLLABORATION**

An important initiative for 2011 is to engage the consultants and engineers we collaborate with in reaching energy reduction targets. Both QEA offices are partnering with local engineering firms to assess current practices and identify possible improvements at all stages of project development. Our goal is to develop a Sustainability Right Foot Guide for use by our consultants and engineers that addresses the use of energy modeling, post-occupancy monitoring, streamlining architect-engineer collaboration, and other topics. We have twin goals of realizing energy reduction targets as well as creating more transparency and certainty engaging consultants and engineers.

## COMMUNITY

As creators of spaces and places for people, Quinn Evans is keenly aware of the connectivity of communities. Both globally and locally, people are connected to each other, places and their environment.

We recognize the importance of fostering close community ties within the immediate Quinn Evans “family”, the neighborhoods in which we live, work and play, and broadly through the professional associations and other organizations to which we contribute.

### OFFICE PRACTICES

Quinn Evans Architects operates out of two primary locations: Washington, DC, and Ann Arbor, Michigan; as well as a satellite office in Madison, Wisconsin. Currently, the DC office is at capacity with 34 employees inhabiting a three-story rehabilitated row-building, a total of 5,640 square feet. Ann Arbor also occupies a rehabilitated structure. QEA Ann Arbor occupies the top two floors and basement of two joined buildings, a total of 9,360 square feet, currently occupied by 25 employees. (The two main offices house a total of 59 employees in about 15,000 square feet.) As stewards of two buildings, we have the opportunity to apply best practices to our own work environment.

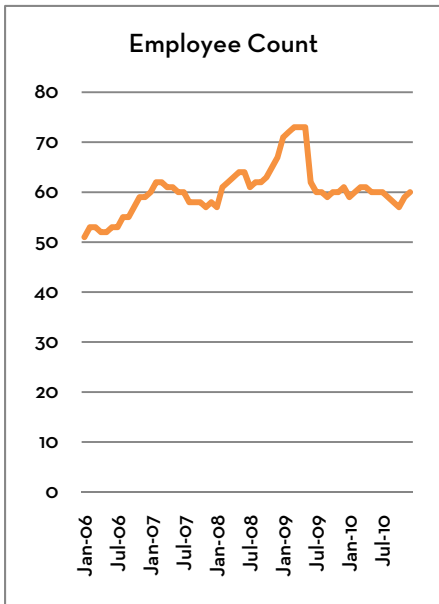
#### Total Energy Use

Using the US Environmental Protection Agency’s Energy Portfolio Manager, the Green Team has compiled data on both electrical and gas use back to 2005, revealing a total average energy use intensity (EUI) of 71 kBtu/sf. This translates into roughly 155 MtCO<sub>2</sub>e/year of green house gas emissions, or 2.6 metric tons of CO<sub>2</sub> emissions per year per employee.

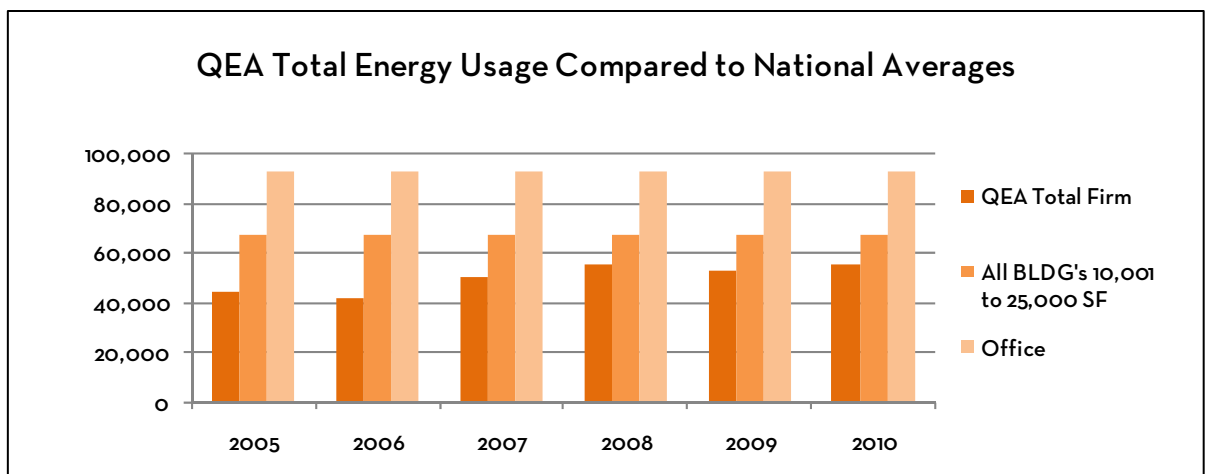
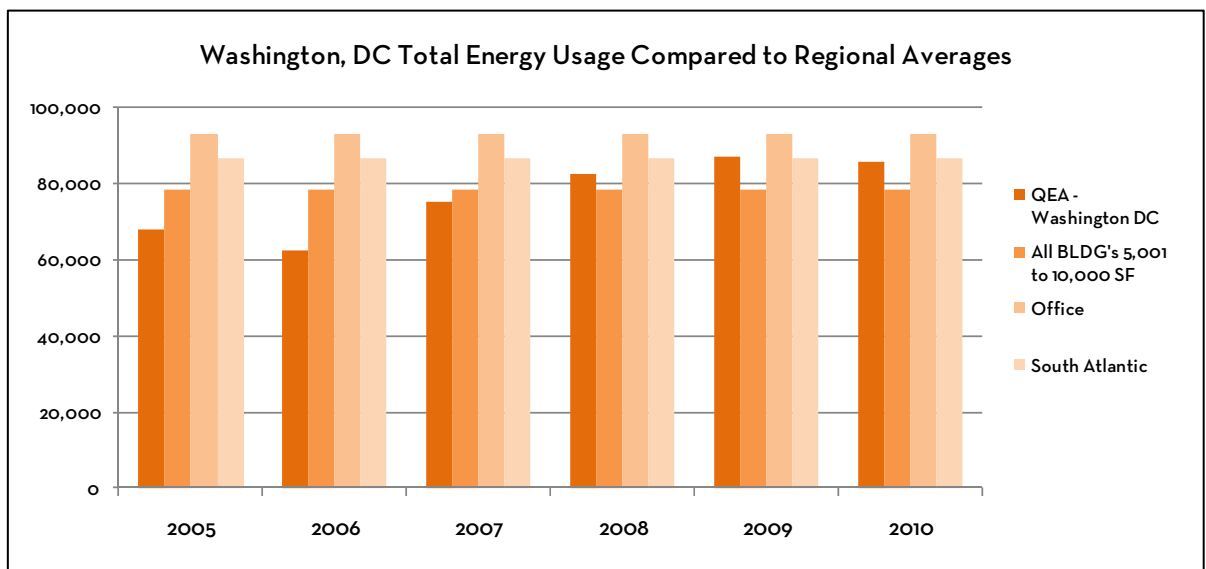
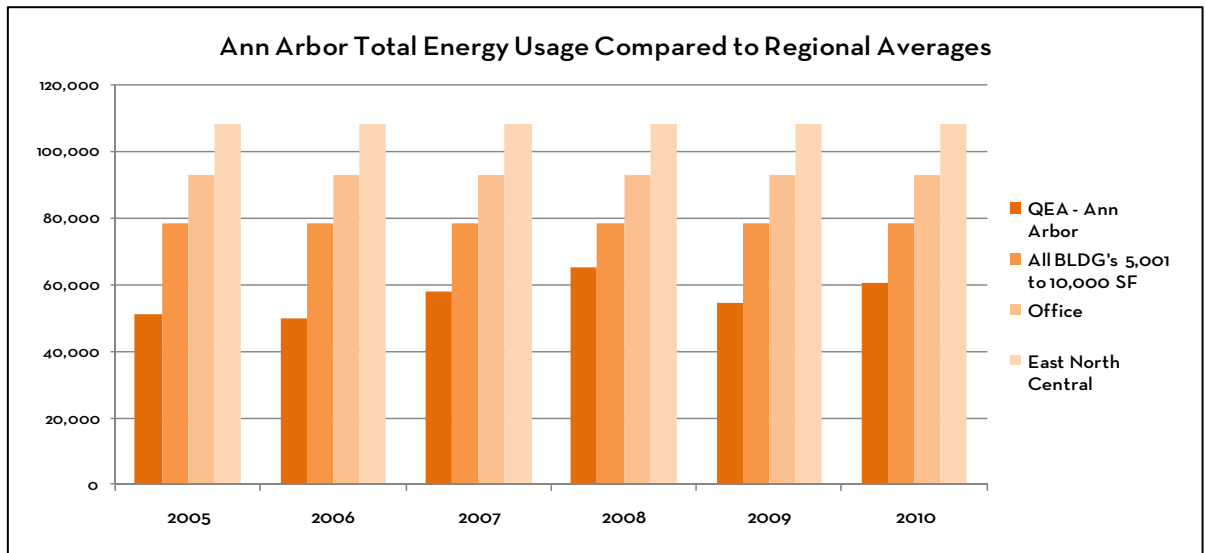
Currently, the HVAC systems in both offices are controlled with programmable thermostats, occupancy sensors control lighting in bathrooms, and the staff maintains a simple practice of turning off devices and lights when not in use. These measures have maintained an average total EUI of 71 kBtu/sf which is 23.6% below that of the 92.9 kBtu/sf CBECS National Average for Office Use. In other words we use about 76.4% of the total energy per square foot of the average office building.

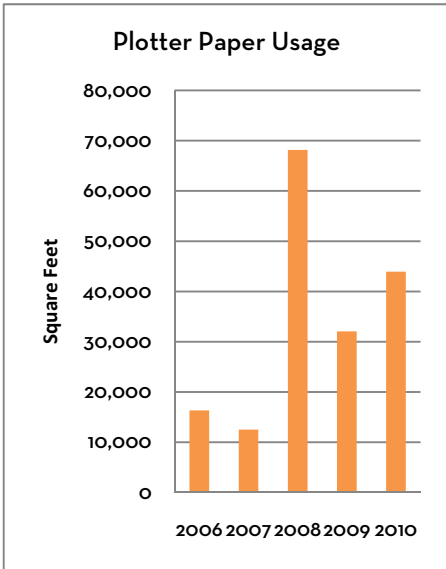
#### Electrical Energy Use

Due to the nature of our practice, our largest energy expenditure is electrical power for computing and other workstation operations. As our practice continues to grow more dependent on computers and other electronic tools, we are likely to trend toward increased electrical energy use. To combat this trend, QEA is committed to continue purchasing equipment that is both high-performance and energy efficient and to develop more energy efficient operational routines.



YEAR	MtCO <sub>2</sub> e/YEAR
2006	97.1
2007	120.3
2008	143.4
2009	147.2
2010	148.5



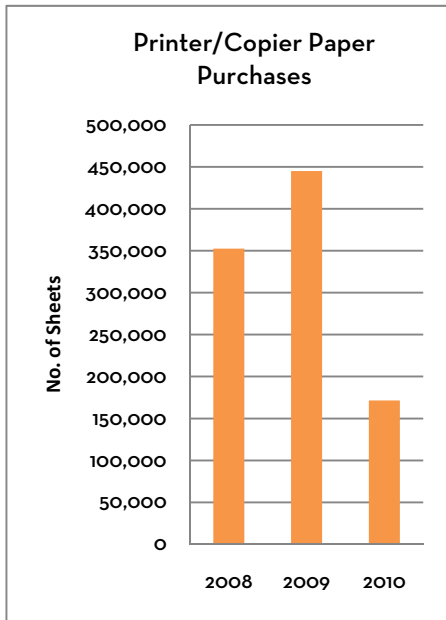


**Water Use**

On average, each American uses more than 100 gallons of water every day for drinking, washing and cooking (source: Water Supply and Sanitation Collaborative Council). Currently, the nine faucets in the bathrooms and the three faucets in the kitchenettes are not low-flow type fixtures and the DC shower is not equipped with a low-flow shower head. Of the ten toilets and one urinal, two toilets are dual-flush. The two dishwashers are not currently water efficient models. There are many opportunities to better conserve water resources in our workplace. Progress in 2011 is an important goal.

**Equipment and Supplies**

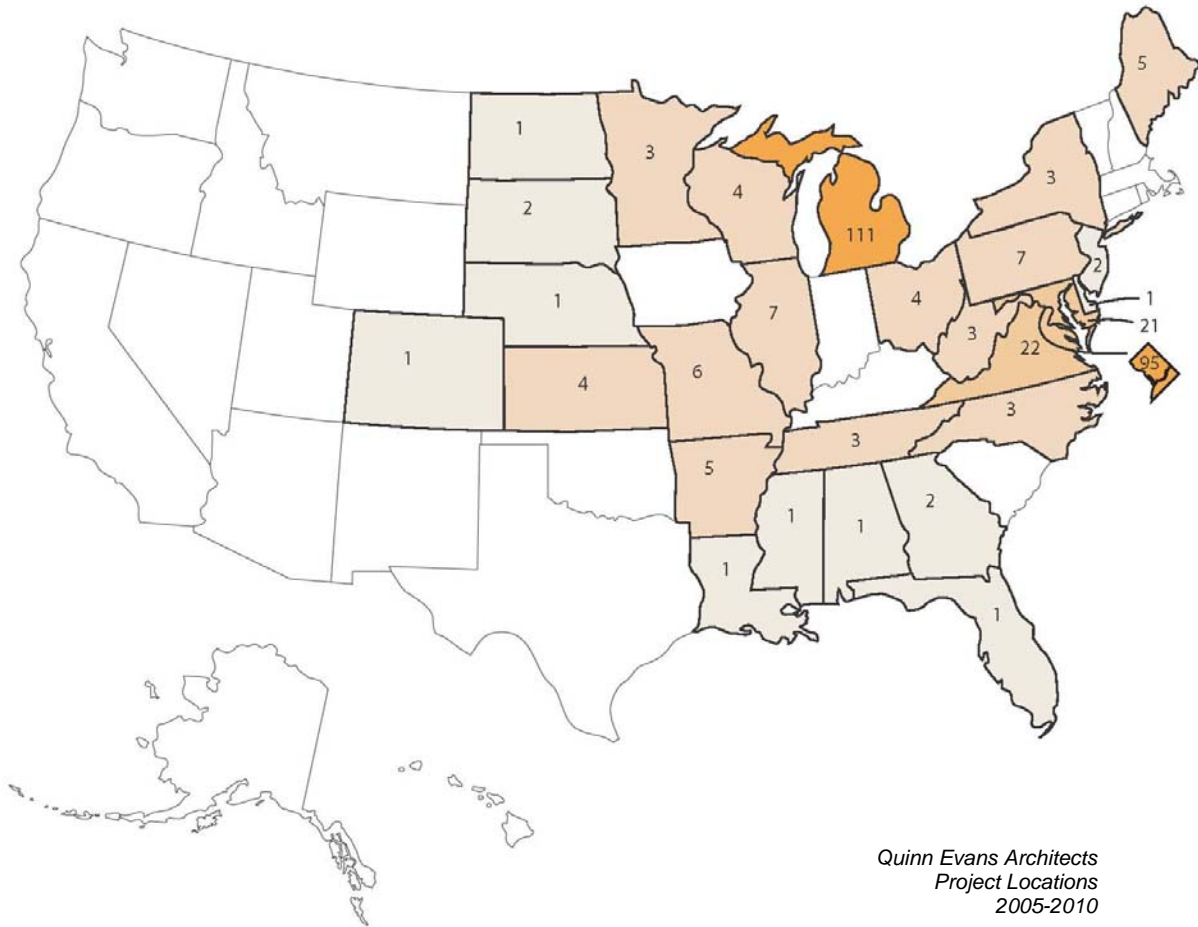
QEA has developed a guideline for equipment and supply purchasing. Disposable kitchenware has been replaced with reusable dishware and utensils, and individuals are encouraged to use dishware in lieu of disposables whenever possible. QEA provides filtered water for consumption, eliminating the need for bottled water. In 2011, a comprehensive review of purchasing will be completed.



QEA has always recognized the need to reduce paper consumption and has renewed its commitment to reduce paper use whenever possible. Electronic shop drawing and submittal review have replaced the need for multiple printed copies of drawing sets. BIM coordination has also reduced paper usage. In addition, QEA uses video conferencing with live digital document editing through GoToMeeting.com and Smartboard technology. All aspects of office paper use are routinely evaluated and converted to digital media resources whenever possible. Office paper in use is purchased based on the greatest available recycled content, and double-sided printing is encouraged. 100% of paper and cardboard used in office is recycled.

**Waste and Recycling**

Recycling and waste hauling programs in Ann Arbor and DC are quite different. Ann Arbor has a municipal hauler while Washington has a private hauler. Each location annually reviews recycling capabilities available and provides updates as well as reminders. Currently QEA recycles all plastics, glass, metal, paper and cardboard, with special media taken to alternative reuse and recycle locations. In 2011, the firm will begin monitoring waste and recycling streams in order to develop a baseline of these streams to explore additional means to reduce and reuse, and measure future reduction. In addition, annual monitoring periods will be established for assessing waste and recycling stream metrics.

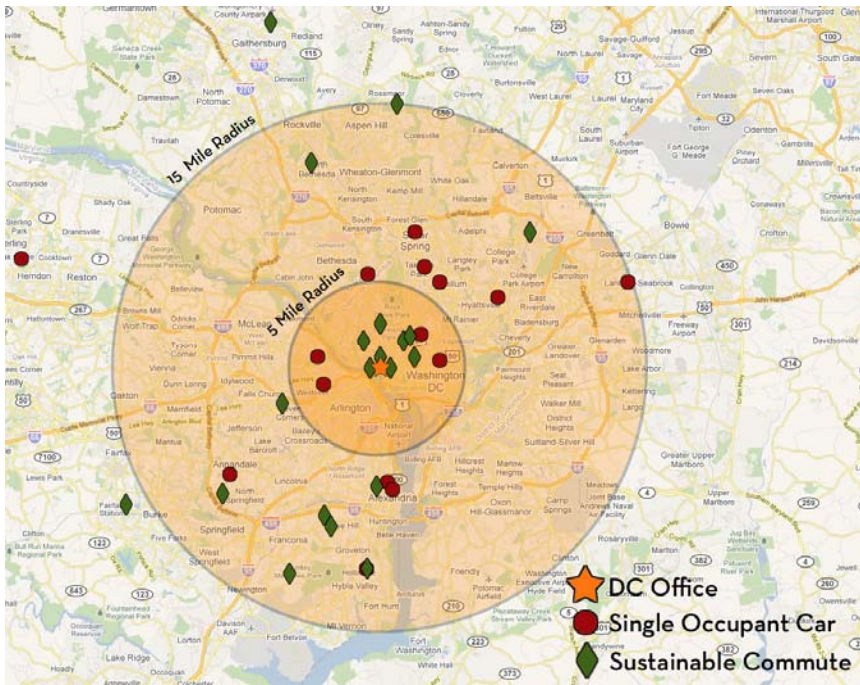


### Transportation

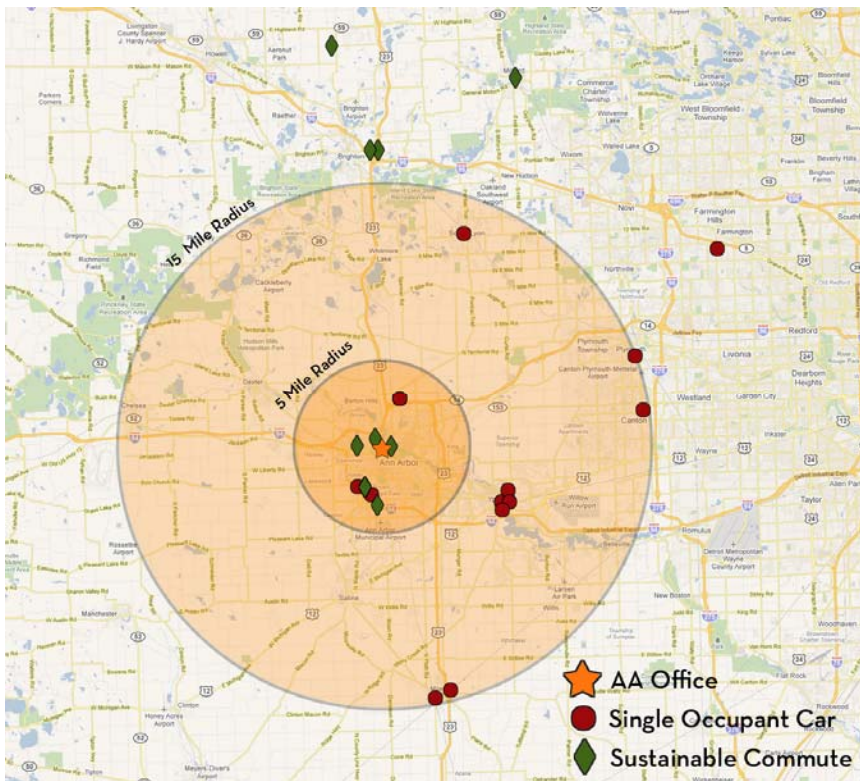
Both locations are in urban environments that encourage the use of sustainable commuting as a daily option. QEA provides employee transit benefits in both locations and encourages carpooling and other methods of sustainable commuting. There is no free automobile parking for employees. A shower is available in Washington and there are plans to provide one in Ann Arbor by the end of 2011 for commuting by bike or on foot. QEA Ann Arbor participates an annual sustainable commuting challenge for local businesses.

Travel to project sites and between offices comprises the largest component of the firm's carbon emissions. The firm makes an effort to combine trips, share rides and substitute teleconferencing whenever possible with consultants and between locations as much as possible.

A priority for 2011 is to create a formal transportation management plan to address commuting, daily office travel, and long-distance travel.



Current commuting habits at Quinn Evans Washington DC



Current commuting habits at Quinn Evans Ann Arbor

## QEA IN THE COMMUNITY

To emphasize sustainable design, QEA has developed a brochure and website focused on the subject in an effort to articulate our mission, principles and goals. Quinn Evans encourages staff members to write and speak at local, regional and national conferences as well as posting to the office blog.

Quinn Evans is a member of the US Green Building Council at national and local levels (including the Environmental Planning Cooperative), Business Environment Council, and Association for the Advancement of Sustainability in Higher Education among other organizations. Our staff has reviewed and commented on the development of professional standards, most recently the International Code Council's International Green Construction Code. QEA supports staff in taking active roles in the local chapters of national and local sustainable forums, such as Southeast Michigan Sustainable Business Forum and Sustainable Business Network of Washington. QEA has been awarded AIA Michigan Firm of the Year and 2007, 2009 and 2010 Presidential Citation for Sustainable Design from the AIA DC Chapter.

QEA has always encouraged and fostered community involvement; in 2009, this emphasis was formalized with the creation of the 'Giving Back Committee,' a group of staff members charged with facilitating meaningful and rewarding opportunities for giving back to the communities that have sustained us. Recent local involvement has included work with Green Garage in Detroit and the Architecture in the Schools program (2009-2011) at Cleveland Elementary in Washington DC. In addition, QEA is an annual sponsor of the United Way and SOS Community Services.



*QEA Re-glazing windows at the Green Garage*



*Rededication of Eastern Market*

STEWARDSHIP

CRAFT

COLLABORATION

COMMUNITY