

Sustainability Action Plan

Within one year of signing the commitment, the firm must develop a long range sustainability action plan that aligns with the stated 2030 benchmarks for achieving carbon neutrality. While action plans will differ from firm to firm, a successful sustainable action plan should address the following aspects:

Develop Sustainable Design Goals

Set quantifiable design goals for every project regardless of whether required by the client.

- Design projects to reduce the amount of fossil-fuel based energy used to align with 2030 goals
 - Examine, develop and improve design and engineering processes to achieve performance criteria.
 - Conduct in house peer review project design at key milestones.
 - Maintain a “finger on the pulse” mindset for innovations in building and MEP system components. Institute process for evaluation of these products to maintain high quality of design output. Achieve balance between innovation and “tried and true” methods.
- Reduce the amount of potable water used in all projects
 - PSP design teams understand the importance of reducing the consumption of potable water and the key role that the design profession plays in achieving these goals. Reducing the consumption of water on PSP designed projects is an integral part of our standard of care. PSP routinely designs our projects to achieve between 20-30% water savings over typical (baseline) buildings. In some cases, well over 50% is achieved with additional infrastructure.
- Improve indoor air quality (IAQ) through the elimination of hazardous materials used in all projects
 - With the long history of experience that PSP has with building types requiring improved air quality, from hospitals to microchip fabrication labs, PSP will utilize system components to improve indoor air quality which are appropriate for the building type and use.
- Have every project undergo a green building evaluation whether the project is seeking certification or not
 - Ensure that design teams have sustainable principles and methods as a part of the fabric of the process.
- Document all projects in case study format with consistent criteria to help measure performance and progress
 - Develop accessible and current data on all relevant projects with contacts listed for specific questions. Save all LEED documentation local to PSP or give greater access to LEED online for design team research and comparison.
- Develop projects that stimulate/ contribute to their local community through use of local building materials and local building techniques
- Design projects that speak to the culture of their place.

- Design projects to maximize passive sustainable design opportunities such as wind, light and water.
- Incorporate rainwater collection into all projects.
- Where appropriate, incorporate greywater systems into projects.

Institute Staff Training and Education

- Ensure staff is invested in the firm's sustainable design goals and can contribute to the success.
 - Include all disciplines in getting the message out. Provide examples of past success. Have open and honest dialogue on sustainable issues and execution of sustainable design principles to examine multiple perspectives. Evaluate "unintended consequences" of Sustainable Design products, principles, methods from risk perspective to owner (and architect). Systematic education of client, contractor and end user of Sustainable Components, requirements, advantages, etc. etc.
- Determine a minimum amount of staff training and education on sustainable design issues
 - Per state licensure / AIA / USGBC requirements.
- Provide staff with access to a series of lectures highlighting PSP's sustainable projects
- Determine the goals for achieving a number (or %) of LEED APs in the firm and develop a training program to achieve goals
- Provide staff with access to "common sense" sustainable design issues
- Utilize our intranet site as an open dialogue with all staff
- Provide support for staff to attend conferences and education programs focusing on sustainable design programs
 - Provide ongoing attendance data. Create forums to share the knowledge gained.
- Implement programs that recognize individual and team sustainable design contributions

Evaluate the Design Process

Engage in a design process that is multidisciplinary, collaborative, goal-oriented, and metric driven:

- Use an integrated design process that promotes early involvement of stakeholders and engages in collaborative design process
 - As an A/E firm, PSP has the personnel and business model to provide enhanced integration of the design process.
- Where necessary, required or helpful to product selection, use life-cycle cost analysis and consider the life-cycle effects of the materials and systems
- Develop metrics for sustainable design goals at the outset of the project. Green building rating systems such as LEED or Green Globes can be a useful tool

- Develop or implement a process of achieving sustainable goals by design phase
- Implement steps to LEED certification document
- Develop consistent measurement standards for building and site design performance
- Create feedback procedures to gather information about building performance that include things such as meters, sensors, controls, and post-occupancy evaluations
 - Request feedback from PSP project owners/users post occupancy as a tool for continual design improvement. Projects that are LEED, will already be required to provide building performance information to USGBC. PSP to add language in project agreement provide for feedback. Evaluate feedback and distribute information for improvement loops.

Sustainable Operations

Develop a sustainable operations plan that sets goals aimed at reducing the negative impact of firm operations related to:

- Office Energy Use
 - Update appliances with Energy Star rated units.
 - Institute “lights out” policy with staff AND housekeeping personnel.
 - Install motion detector switches.
 - Design / renovate PSP offices using LEED or other criteria.
- Waste Reduction and Supplies
 - Recycle / Reuse office supplies/paper/folders/binder clips/paper clips. Etc.
 - Make consumption numbers of office supplies available so staff can see measureable improvement as consumption is reduced.
 - “Advertise” recycling with proper recycling bins in the office, periodic reminders of overall office goals to employees.
 - “Do I really need to print” campaign. Use real dishes rather than disposable. (This does consume water, power and time, evaluate tradeoffs)
 - Green clean, hand soaps, paper towels, disposable products of all kinds – where feasible.
 - Shop drawings and submittals in electronic format.
 - Encourage “project city printing” to eliminate Fed Ex charges and energy consumption where feasible.
 - Request arch / interior / engineering product vendors not provide physical catalog for our libraries if all necessary info is on their website.
 - Implement “recycle pipeline” for product samples. Require vendors to take back out dated samples for reuse / recycle / cradle to cradle.
 - See if Habitat for Humanity wants samples for use in construction or sale as surplus.
- Transportation
 - Provide employee encouragement / incentives for use of public transportation / carpooling.

- Investigate work from home options when productive.
- Meetings
 - Use video conferencing or phone conference call as a standard of practice rather than face to face meetings where effective. Commit to make investment in necessary infrastructure.
 - Paper handouts only as necessary.
- Improve IAQ for the place in which we work
- Recycling/ Composting
- Office audits
- Document office compliance with 2030 (going above and beyond)
- Design Offices to achieve a specific level of LEED certification

Develop a Business Strategy

Develop a business strategy that communicates why a sustainable design approach is important and why the firm is qualified:

- Put together information that supports the value of the firm's sustainable design services (include information on projects costs, operating costs, and occupant satisfaction)
- Develop marketing materials that highlight the sustainable design aspects of the firm: define the design philosophy; list accredited staff; highlight benefits of sustainable design, etc...
- Update Sustainability section on web site to align with how PSP does business across all five offices
- Make sustainability a strong office department, not an add-on to another one
- Develop a strategy for encouraging continued involvement in our community through pro bono design or man power for sustainable projects.
- Encourage staff to participate in community outreach projects, including parks, teachable moments, Habitat type work, and so on. Become 'go to' people.
- Make your sustainable actions and operations available to clients
- Empower each staff person to be a "passive marketer", at cocktail parties, at civic events, at church socials, etc., so that the PSP Green Way can always be spread to potential clients
- Develop a presence on the social networks (twitter, facebook, myspace, linkedin)

Report Progress

Make the sustainability action plan available by providing them to the AIA for posting and commit to annual progress reports

- Post annual reports on our website after green forum ever year to discuss our progress towards achieving the goals we have set out in each of our plans

- Have officewide reports after the green forum ever year to discuss with our employees our progress towards achieving the goals we have set out in each of our plans