

AIA 2030 Commitment

Dated 3.24.11

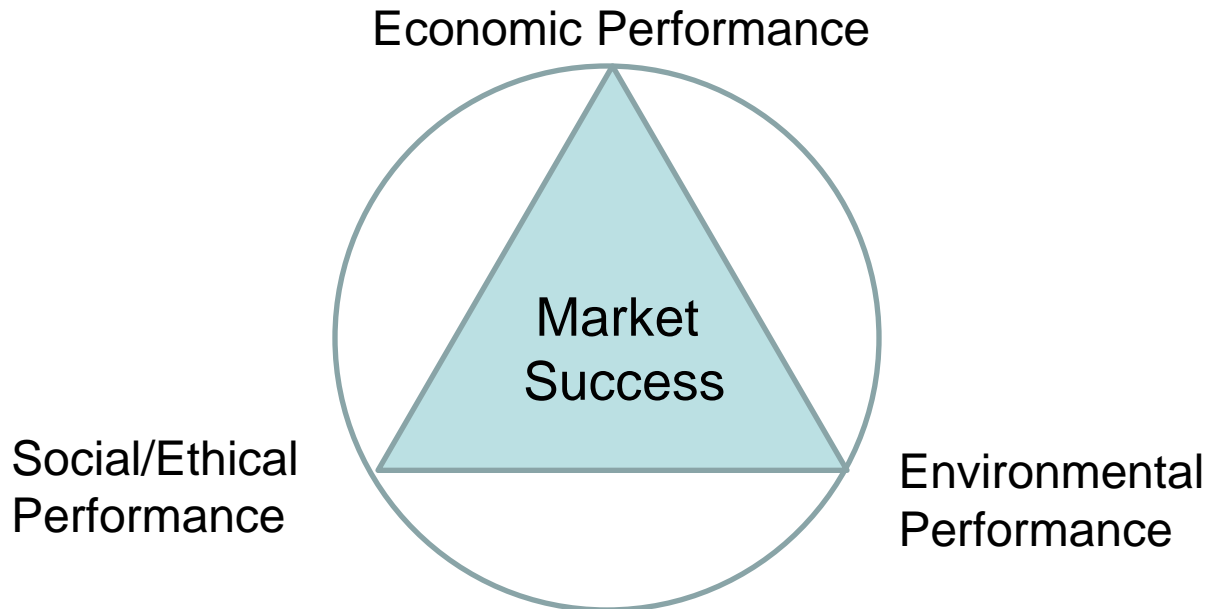
Final submission from VOA Associates, Incorporated for 2010/2011



VOA Associates, Incorporated

VOA Sustainability Mission Statement

For VOA, sustainability is defined in terms of economics, the environment and our community. VOA is committed to creating high-performance environments through the integration of sustainable financial strategies, design practices, and community relations.



VOA Sustainable Highlights in 2010/2011

1. Two VOA offices achieved LEED Silver certification
2. Green Building of America Award – 7th District Police Station
3. A total of 91 LEED registered projects as of Feb. 2011
4. Achievement of:
 - LEED Certification on 4 projects
 - LEED Silver certification on 4 projects
 - LEED Gold certification on 3 projects
5. A total of 69 LEED Accredited professionals
6. Industry Ranking – Green:
 - ENR Top Green Giants ranking: 22 (based on registered 3rd party)
 - Interior Design Magazine Top Green Giants ranking: 31 (Gensler, P/W, HOK)
7. Commitment to AIA 2030 Commitment
8. Commitment to Architecture 2030: The 2030 Challenge

AIA 2030 VOA Sustainable Plan - Attributes

- VOA engaged in a participatory approach which has been co-authored by principal-leadership based on firm-wide input.
- The plan addresses both short-term tactical goals and long-term strategic goals.
- The plan is intended to be iterative; VOA is committed to addressing and improving our strategies, goals and tactics annually.
- VOA recognizes that architectural and interiors focused projects may have different areas of concentration and resulting metrics regarding sustainability.
- VOA will develop metrics over time that are meaningful to our clients and innovative in ways that enhance their business practices.

VOA's Sustainability Action Plan: Four Areas of Focus

1. Business strategy
2. Sustainable design goals including a process for evaluation and measurement
3. Staff training and education
4. Sustainable operations for VOA offices

1

Business Strategy 2010/2011 – VOA's Philosophy

1. Sustainability is thought of in the broadest sense and relates to the **'triple bottom line'** of economic, social/ethical, and environmental performance for enhanced market success.
2. Over time, VOA's sustainability philosophy **will transcend the AIA 2030 Commitment** by:
 - Achieving our short-term commitments
 - Moving beyond the engineering focus of sustainability (calculations, tracking, etc.) and focusing on the 'art of sustainability' (design processes that embed sustainability)
 - Offering a tailored approach to high-performance buildings
 - Finding meaningful places to lead within the sustainability paradigm and adding to evolving best practices within the industry
 - Assisting clients who may not have sustainable practices/operations embedded within their organizations to develop buildings that are flexible and can accommodate sustainable operations over time
3. **VOA leads with a sustainable philosophy** as opposed to sustainable service lines
4. VOA's sustainability philosophy will endeavor toward the following over time:
 - A consistent, recognizable brand
 - Leadership in the 'art of sustainability'
 - Leading education/outreach programs

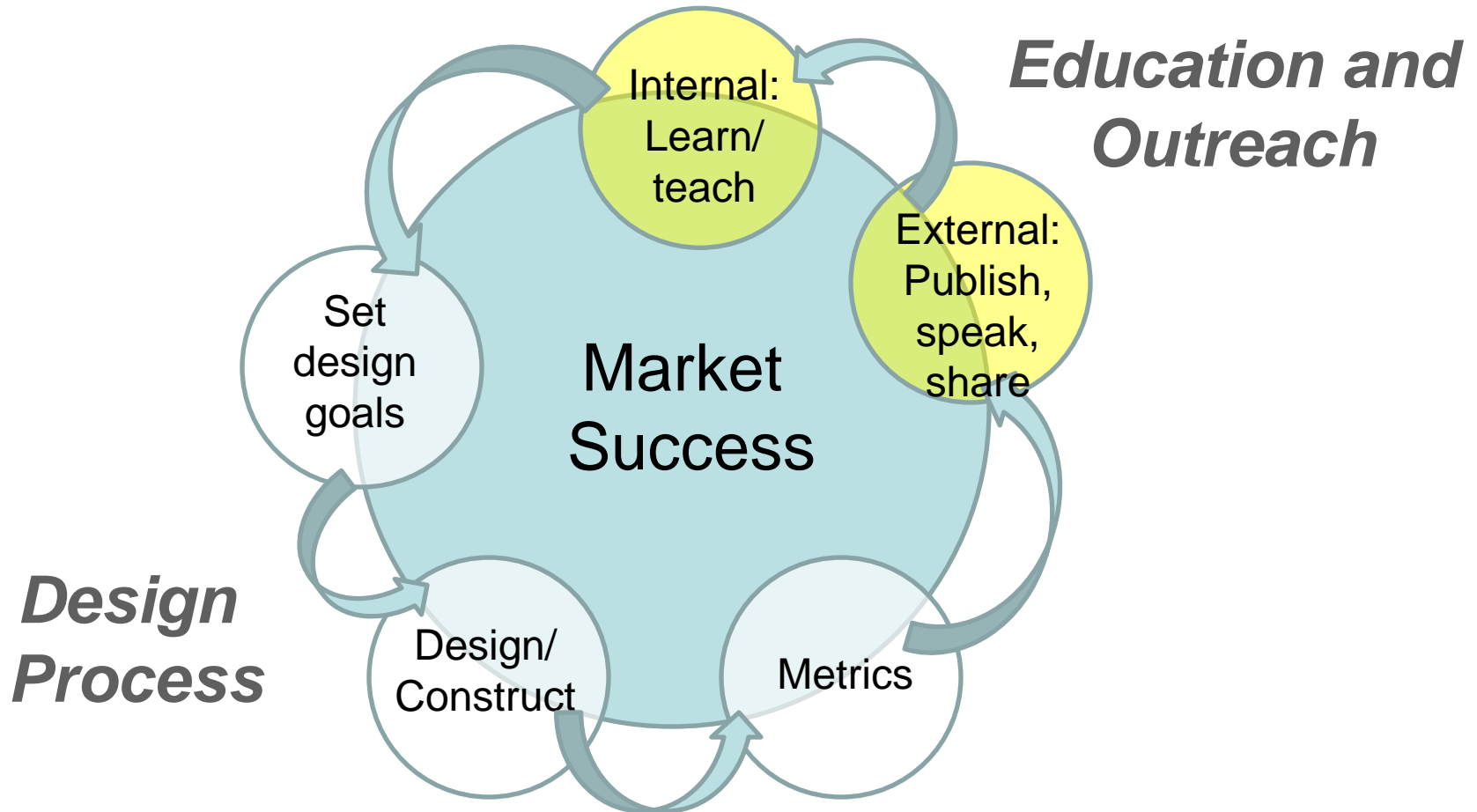
1

Business Strategy 2010/2011 - Features

1. Sustainability philosophy will be featured on VOA's website, launch spring 2011
2. Documentation of results: through use of AIA 2030 reporting tool issued to AIA 2030 on 3/24/11 for projects underway from Oct. 1, 2009 to Oct. 1, 2010 (VOA's fiscal calendar)
3. Development of template to document projects in a case study format, summer 2011
4. A focus on sustainability within the VOA Design Quarterly e-Newsletter to include:
 - Project highlights
 - Educational opportunities
 - National, regional, local events
 - Green lifestyle tips (business or personal)
 - Achievements (People, Projects, Firm)
5. A cyclical and self-reinforcing process

1

Business Strategy 2010/2011 – A Cyclical and Self-Reinforcing Process



Goal: to create an upward spiral toward innovation and leadership

1 Business Strategy 2010/2011 – VOA's Outreach and Leadership Tactics

- Participate in local, regional (Chicago, Washington DC and Orlando) and national USGBC events
- Participate in AIA + 2030 Washington DC educational series events and share insights firm-wide, spring 2011
- Update the VOA website to showcase our commitment to AIA 2030 and our in-progress case studies as well as completed projects that support innovation in sustainability

2

The Design Process Goals

- A. Incorporate a consistent sustainable design process into our design/planning approach (using a QA/QC checklist and project goal statements) with a focus on:
- Decreased water consumption
 - Improved indoor air-quality
 - Increased day lighting
- B. Strive to achieve carbon-neutral buildings and processes over time
- Baseline for all projects: LEED Silver eligibility (without full certification through USGBC)
 - Specifications and master notes that embed sustainable practices
 - Energy options development and energy modeling for all projects
 - Base line for Optimizing Energy Performance for Lighting Power: reduce lighting power density (LPD) by 15% for each project. (The prerequisite is 10%)
- C. Create a design and planning methodology that results in the reduction of environmental impacts

Sustainable Design Process

- Tactics:
 - During project definition phase, evaluate requirements for an energy and sustainable specialist
 - Initiate sustainable design and operational goals at the project kick off meeting
 - Incorporate and modify sustainable goals into the quality assurance/quality control (QA/QC) checklist for all project phases.
 - Add site environmental analysis to the QA/QC checklist
 - Add commissioning and sustainable options to building systems sections
- Measures:
 - Utilize AIA 2030 reporting matrix for basic energy documentation (anticipated/design basis and actual/outcome)
 - Set quantifiable energy, water consumption and day lighting goals at project onset

2A

Decrease in Water Consumption

- Tactics:
 - Specify water conserving fixtures, appliances and equipment
 - Evaluate grey water opportunities
 - Evaluate rain water management strategies
 - Coordinate landscape and architectural design to conserve water usage
- Measures:
 - Calculate approximate water usage with LEED water efficiency Credit 3 calculator
 - Measure water usage against goals and current industry best practices

2A

Improvement of Indoor Air Quality

- Tactics:
 - Revise base master plan specifications (or independent specification consultants) to mandate low VOC in all product specifications
 - Develop and enforce a “sustainable only” materials specification
 - Incorporate commissioning in all projects
- Measures:
 - Compare sustainable specifications to traditional specification through LEED or other tracking system

2A

Increased Daylighting

- Tactics:
 - Maximize daylight harvesting for interior spaces
 - Use skylights for interior spaces
- Guideline: LEED IAC points for percentage of habitable rooms with exterior exposure
- Measures:
 - Comparative energy consumption model
 - Model verses actual for one-year post occupancy

2B

Strive to achieve the design of carbon-neutral structures over time

- Tactics for 2010/2011:
 - Baseline for all projects: LEED Silver eligibility (without full certification through USGBC)
 - Specifications that embed sustainable practices
 - Energy options development and energy modeling
 - Base line for Optimizing Energy Performance for Lighting Power: reduce LPD by 15 % for every project. (The prerequisite is 10%)
 - Review cost/benefit of renewable energy sources and systems
 - Review cost/benefit of salvaging materials
- Measures for 2010/2011:
 - Building construction cost measures through benchmarking of similar building types
 - Use one year post commissioning analysis of energy consumption
 - Propose that institutional users initiate programs such as ARCHIBUS to assess maintenance and operational costs over time

2C

Create a design and planning methodology that results in the reduction of environmental impacts

Tactics for the approval process:

- Creative meeting strategy that optimizes time and minimizes travel (e.g. Virtual meetings, video-conferences)
- Paperless project management
 - Electronic review and approval process
 - Through digital distribution of documents
- Measures:
 - Reimbursable cost reductions
 - Paper savings
 - Travel fuel reduction

3

Training and Education– Goals

1. **Lead:** Empower the internal VOA Green team to manage and lead green training/education
2. **Participate:** Encourage attendance at events within the local and regional community with a focus on sustainability
3. **Learn:** Maintain knowledge base of current and on-going sustainability innovations
4. **Volunteer:** Set aside volunteer days to support green initiatives
5. **Research:** Take part in or conduct research projects
6. **Share:** Lecture and publish findings
7. **Communicate:** Office ‘greening’ successes and leadership within the firm and the community
8. **Maintain:** LEED accredited professionals by encouraging and supporting self-reporting processes

3

Training and Education - Tactics

- Internal VOA AIA 2030 “roll out” meetings in spring/summer 2011 focused on:
 - Living sustainably at VOA
 - AIA 2030 reporting tool
 - AIA 2030 design goals
 - Designing/engineering building systems toward carbon neutrality
 - LEED AP self-reporting process
 - Risk management in sustainable projects (contract focus)
- Quarterly all firm sustainability focused meetings to:
 - Review in-progress case-study development
 - Surface ideas about how VOA can improve its practice, innovate within our key markets
- Inclusion of recent VOA sustainable design in quarterly VOA Design Newsletter
- Support LEED accreditation self-reporting process
- Set internal baseline for LEED eligibility among VOA projects, summer 2011

Sustainable Operations 2010/2011

Core areas of focus:

- Office energy use
 - Occupancy sensors
 - Replacement of CRT monitors with LCD monitors
 - Replacement of incandescent with fluorescent lights
- Waster Reduction and Supplies
 - Reduce paper consumption
 - Recycled paper content
 - Recycling policy
 - Environmentally friendly office supplies
 - Environmentally friendly break room supplies
 - Environmentally friendly cleaning supplies

Communication/Tactics: Quarterly Report out of in-house environmental advancements

2010/2011 Corporate Operations Goals









- **5% reduction in electricity use for all offices**
- **Reduction of office supply use and move towards more sustainable alternatives for all offices**

**Timeline to achieve: by March
31st, 2012**

Goal: 5% reduction in electricity use

- How:**
- Install occupancy sensors in meeting rooms and other common spaces
 - Replacing any existing CRT monitors with LCD monitors
 - Replacing incandescent lamps with fluorescent lamps

Q1: Electricity Reduction Status





How:	OFFICES			
	CHICAGO	HIGHLAND	ORLANDO	WASHINGTON
Install occupancy sensors in meeting rooms and other common spaces				
Replacing any existing CRT monitors with LCD monitors				
Replacing incandescent lamps with fluorescent lamps				

Represents current status: March 24, 2011

Goal: Reduction of office supply use and move towards more sustainable alternatives

- How:**
- Reduce paper use by making double sided printing available
 - Switch to recycled paper
 - 2% increase (\$150/mth Chicago)
 - Implement paper, plastic & metal recycling program

Q1: Reduction of office supply use and increase use of sustainable alternatives






How:	OFFICES			
	CHICAGO	HIGHLAND	ORLANDO	WASHINGTON
Reduce paper use by making double sided printing available				
Switch to recycled paper				
Implement paper, plastic & metal recycling program				

Represents current status: March 24, 2011

Goal: Reduction of office supply use and move towards more sustainable alternatives

- How:**
- Replace disposables kitchen service supplies (Plates, Bowls, Mugs, Glassware, Flatware)
 - Switch to environmentally friendly cleaning supplies
 - Switch to environmentally friendly alternatives for 5 most used office supplies.

Q1: Reduction of office supply use and move towards more sustainable alternatives

How:	OFFICES			
	CHICAGO	HIGHLAND	ORLANDO	WASHINGTON
•Replace disposables kitchen service supplies (Plates, Bowls, Mugs, Glassware, Flatware)				
•Switch to environmentally friendly cleaning supplies				
•Switch to environmentally friendly office supplies				

Represents current status: March 24, 2011