Design & Construction Split Review Option
LEED Canada NC 2009 /
LEED Canada CS 2009

Thank you for joining us – this webinar will begin shortly at 12:00 pm EDT.
Housekeeping

- All participants will be on mute during the session
- If you have audio quality issues or computer problems, let us know using the Q&A window
- Questions will be answered during Q&A at the end of the presentation
- To submit your question, type in the Q&A window
- Any questions that can’t be answered during the session will be answered by email
- Session is being recorded, and will be posted on CaGBC website after October 10
GBCI CE hours

- Webinar has been approved for 1 GBCI CE hour – general or BD+C specific
- Suggested GBCI category:
  - Category: “Stakeholder Involvement in Innovation”
  - Sub-category: “Ways to earn credit”
- CaGBC will email out certificates of attendance to all attendees
Learning Objectives

After this webinar, you will be able to:

– Identify differences between a Split Review and a standard Combined review
– Explain what Design Review provides
– Understand the effect of design changes during construction and how to handle them
– Complete the LEED Letter Templates appropriately for a Split Review
– Explain advantages and disadvantages of a Split Review
Agenda

- Overview
- Getting started
- Design Review
- Construction Review
- Advantages and Disadvantages
- Key points
- Q&A
Let’s begin with an overview of what the Split Review process is and how it works.
Overview

Split review

• Separate review of Design and Construction prerequisites and credits

• Available to LEED Canada NC 2009 and LEED Canada CS 2009

If we were to try and capture what a Split Review is in one sentence, we might state that it is a certification process whereby Design and Construction prerequisites and credits are reviewed separately, that is, at different points in time.

The Split Review option is only available to projects pursuing LEED Canada for New Construction and Major Renovations 2009 (or “NC 2009”) and LEED Canada for Core & Shell Development 2009 (or “CS 2009”).
Before looking at an overview of the process for Split Reviews, let’s take a quick look at the normal process for LEED Canada 2009 projects.

A normal process is also called a Combined Review. In a normal process, the project team provides the first submission of documentation to the CaGBC sometime after occupancy and after all the required documentation has been finalized.

This material is reviewed by the CaGBC, and then the project team has an opportunity to respond to questions and issues raised in the review. This response is provided in the form of a second submission.

Once the CaGBC completes a review of the second submission, the final review is released. The project team and owner can then accept the final review, at which time certification is awarded, or if required they may appeal specific prerequisites or credits.
The Split Review process is essentially the same thing... but repeated twice.
What do we mean by this?

Once design is complete, project teams submit their documentation for the prerequisites and credits that relate to design work.

This allows what is termed the Design Review to be completed. As you can see, the design review includes two rounds of review, the first design review and the second design review. So at this stage, the design prerequisites and credits undergo the same kind of review process they do in a normal review today, except that they are reviewed much earlier, as soon as design is complete.
Project teams submit the construction prerequisites and credits after the building is complete (ready for occupancy), so that a Construction Review can be completed. The Construction Review also consists of two rounds of review. It builds on the Design Review, so that the final construction review is in essence a complete review of all the prerequisites and credits pursued, and certification can then be awarded.
So where to start if you are interested in pursuing a Split Review?
If you are looking into the possibility of using the Split Review option, the first question you might ask yourself (obviously) is “Where is the guidance for this new option?”

• Instructions for Split Reviews were incorporated into version B of the LEED Letter Templates, released this past July. A number of minor corrections were also made to the templates at that time.

• In August, version C of the templates was released in order to accommodate Regional Priority Credits, and Split Reviews are of course integrated within this version as well.

  • (Just as a side note, a couple of errors have been brought to our attention and we’ll be releasing a version C2, later this week. If you ever notice errors in the templates, please send an email to our customer service. We may not be able to correct errors right away, but we do save them for whenever we can fit in an update.)

• The updated LEED Letter Templates provide all the functionality you need to document prerequisites and credits, and can be used for Split Reviews and traditional Combined Reviews, the standard review process where everything is submitted after project completion.

So let’s take a look at how the LEED Letter Templates provide the direction needed for Split Reviews.
When all else fails, read the instructions!

Since 2007, LEED Canada Letter Templates have always included an Instruction Tab which provides general information on how to fill out the templates. This is the first place to look for guidance on the Split Review process, as you can see here.

But additionally a new tab has been provided to flush out guidance for Split Reviews in a bit more detail, as we’ll see in the next slide.
Here are the specialized instructions, specifically on the split review process.

The instructions are in the form of an FAQ and cover most of the issues we’ll discuss today. You could actually consider them your shorthand notes for this meeting.

The FAQ addresses such questions as:
• When does the Design Review occur?
• What are the documentation differences relative to the Combined Review?
• What path should I take when working on design?

And these are all topics we are discussing today as well.
One way in which the LEED Letter Templates accommodate the new Split Review option is that the Project Info tab now includes a drop-down box for selecting either a Combined or a Split Review, as you can see here.
To get an overall view of which prerequisites and credits are being applied for at Design and which are waiting until the Construction Review, the Submission Plan tab provides a summary.

If a Combined Review was selected in the Project Info tab, the Submission Plan tab would look like this. As you can see, all the credits are listed as being submitted at Construction.
But if an applicant selects the Split Review option on the Project Info tab, the summary table is updated to show credits as either Design or Construction.

You can see here that most of the Sustainable Sites prerequisites and credits are now listed as Design. Credits which are always after construction is complete only use the default column.
As well, if a Split Review is selected in the Project Info tab, then there will appear, in the upper right of each template, a record of whether the given prerequisite or credit relates to Design or Construction.

So a construction credit will be marked like this.
So... Which credits are Design credits and which are Construction credits?

The CaGBC follows the direction of the Green Building Certification Institute (GBCI) on which credits are available for Design and which are available for Construction. Generally credits accepted for Design review are ones where all decisions have been made at Design and are unlikely to change during the construction process.

**Sustainable Sites** is a mix, but it is mostly design credits. Actually only two credits are considered Construction Review as we saw on a previous slide: Site Development – Protect or Restore Habitat and Heat Island Effect – Non-roof.

**Water Efficiency** is actually all considered design, even Water Efficient Landscaping (for which landscaping drawings are used to verify the credit).

**Energy Efficiency** is a mix, with commissioning, M&V and green power only available at construction review.

**Materials and Resources** is all construction.

**Indoor Environmental Quality** is a mix, but mostly construction.

**Innovation in Design** and **Regional Priority** are really a mix of design and construction initiatives, but for simplicity and to ensure all projects receive equal review of these credits, these credits may only be applied for at Construction Review.

What about situations where you are seeking Innovation in Design points for exemplary performance of a Design credit? If the Design Review confirmed that the exemplary performance level was achieved in the base credit, then at Construction Review the project team simply has to indicate that the credit is being applied for as an exemplary performance credit for IDc1; no further reapplication for the credit is required.
Design Review
Let’s start by talking about the Design Review process.

Once design is complete and the documentation for the relevant credits has been gathered, projects may apply for Design Review.

Small changes to the submission materials have been made for some credits in order to allow documentation at design review. For example, photos that might have been acceptable following construction will not be available when the Design Review submission is made, so alternative ways of documenting compliance are required.

Prerequisites and credits that relate to construction must be submitted at the Construction Review stage. This makes sense; you can’t apply for waste diversion, for example, until the waste diversion has actually taken place.

Prerequisites and credits that relate to Design would normally be submitted at the Design Review stage. But they do not need to be – if there are significant difficulties documenting a particular credit, for example, the project team may choose to submit for that Design credit following construction.
Earlier we saw a credit that was marked as Construction. Here is what a Design Credit looks like.

Again you can see in the top right the stage at which the credit is going to be submitted. In this case, it’s going to be submitted following design. But if the credit was going to be submitted following construction, that could be indicated here using the drop-down box.
Outcomes of Design Review

Prerequisites and credits are:

- Denied

Or

- Anticipated to be achieved – not actually awarded until Second Construction (Final) Review.

So what is the end result of the Design Review?

Some prerequisites or credits may be Denied, and we will talk more about that later.

But most prerequisites and credits will be marked as Credit Achievement Anticipated. However they will only be finalized and awarded at the second construction review, which is in effect the Final review.
So what can be said after Design Review is complete? Here are several examples of what can be said.

But the project is not certified, pre-certified, pre-approved or anything like that. It’s important to stick to the facts.
Construction Review
During the construction phase of the project, the supporting documentation for the Construction prerequisites and credits is collected and the LEED Letter Templates are updated.

The submittal package that is provided to the CaGBC must include project photos and an As-Built drawing set to aid in the verification process.

Just as a side note here... all the instructions for what items need to be submitted for each review (Design or Construction or Combined), are listed on the submittal tab of the LEED Letter Templates.

We also have a general overview on certification methodology under the Certification Process Link on our website.
Reconfirming Design Credits

- Declaration by senior LEED consultant
- Changes must be noted in a narrative
- If changes affect LEED Letter Template, must resubmit
  - Will be reviewed once

Most Design credits will have been reviewed at the Design Review, and most will have been marked Credit Achievement Anticipated. However we all know that during construction, plans often change, and so a critical part of the Construction Review is the reconfirmation of the Design credits.

This is done through a signed attestation from a senior LEED consultant on the project. If a junior staff member was responsible for assembling the documentation at the end of the project (which is often the case), they would not be an appropriate person to make this declaration.

Any changes that have occurred to the Design credits during the construction process must be noted in a credit narrative, and if the changes are serious enough to impact the signed LEED Letter Template, the credit must re-applied for. The credit will then be reviewed once, during the first Construction Review, at which point it will either be considered anticipated to be achieved or denied.
**Warning!**

- Undeclared changes to Design credits noted during First Construction Review may result in credits being denied.

- How to prevent this?
  - Ensure there is complete information presented at First Construction Submission for any Design credit that may have changed during construction.

Design credits may be denied at Construction if, for example, the submission makes it clear that there have been undeclared changes impacting Design credits in such a way that the requirements do not appear to have been met. Our reviewers are LEED consultants themselves and are able to discern when it appears design was not fully implement.

To prevent Design credits from being denied at Construction Review, follow the guidance from the last slide - make sure that all the information needed to explain the changes and their impact on credit achievement is clearly provided with the first Construction submission.
Wrapping-up Design Credits

- Include any Design credits not submitted at Design Review

- Option to resubmit Design credits not achieved at Design Review
  - Only one review
  - If denied, a Design credit can be appealed in conjunction with Second Construction Review or after receipt of the final review report (appeal round)

Not all Design credits may have been submitted at Design review. Any Design credits that were not applied for at the Design Review stage can be submitted at Construction Review.

In addition, not all of the Design credits that were applied for at Design review may have been marked Credit Achievement Anticipated. If any Design credits were not achieved by the end of the Design Review, they can be reapplied for at First Construction Review and they will be reviewed once, at which point they will either be considered anticipated to be achieved or denied.

If, at that point, a Design credit is denied, it may be appealed in conjunction with the second Construction Review or after receipt of the final review report (appeal round).
Advantages and Disadvantages
Advantages

- Able to field Design issues while team engaged
- Provides confidence as to eventual outcome
- Able to adjust on the fly
- Final certification could take less time
- You can change your mind

Roughly 80% of projects with the GBCI use the Split Review process, so it is a popular option and clearly has some advantages.

For the LEED consultant, the greatest advantage of the Design Review is that Design issues that come up during the certification process can be dealt with while the design team is still actively engaged in the project. In a standard combined review, the review takes place months after construction is completed, which makes it harder to engage the design team and harder for them to recall or dig up the information that is required to clarify issues.

For owners, the Split Review process is about risk mitigation. It is about getting a sense, part way through a project, as to whether things are on track or not. Owners were actually the most vocal group in encouraging the CaGBC to develop a Split Review option.

By having the Design credits reviewed early, it allows for any issues noted in the design to be corrected before the final construction. For example, if the review notes a problem with the stormwater management design, the design can be adjusted during construction to successfully achieve the credit. Alternatively, if it is clear early on that an approach will not achieve a credit, the project team may be able to change direction and apply for alternative credits during the Construction Review to still achieve the rating level targeted.

If we look at the time required for certification from the time the first submission is provided to the CaGBC, the majority of that time lies in the preparation of responses to reviews. With roughly half as many credits being reviewed, it is likely that preparing the second submittal will take project teams less time. This could reduce the time between when a new building is occupied and when certification is awarded.

Finally, the great thing about starting off as if you plan on using a Design Review Process is that you can change your mind, as we’ll show you in the next slide.
When Version B of the LEED Letter Templates was created, we were careful to put all text noting whether a Design or Construction submission path was being attempted in the non-printing area at the right ONLY.

This means that LEED consultants can have the templates signed off as if they were attempting the Design Review, but can later change their minds and use the same signed template for a Combined review.

There may be a slight modification required in the supporting submittals for some prerequisites and credits, as shown on the next page.
Two examples have been shown. In the first, for SSc4.3 – Alternative Transportation – Low-Emitting and Fuel-Efficient Vehicles, there is no change to the template. If a Combined Review is chosen, you provide the site plan with signage (final PDF) or photos of that signage. If you apply at Design, simply provide draft wording of the signage, along with the site plan.

For SSc4.2 – Alternative Transportation – Bicycle Storage and Changing Rooms, you can provide a specification in place of the photos of the bike racks for a Design Review. In this case a specification reference is requested. If you fill in a spec number and then decide to use the Combined Review path, you simply provide the photos. There is no need to change the signed template, as specifications are a submittal requirement for both Split Review path and Combined Review path.
The largest disadvantage to the Split Review process is that changes may be made to the design during the construction phase. At a minimum, this will require preparing a narrative explaining the changes. If the LEED Letter Templates are affected, the team will have to reapply for the affected credits. The LEED Consultant and other team members must carefully oversee the construction process to ensure each change is well documented and ensure it doesn’t impact credit achievement.

The Split Review approach also increases administration for the LEED consultant assembling the material – things like preparing and uploading submissions, communications back and forth with the CaGBC and the project team, etc.

It also increases administration for CaGBC staff and the review teams, which is why there is an additional fee for the Split Review option.

Lastly, there are a few, very minor changes to the documentation paths available when applying for credits at Design Review. For instance, as we’ve mentioned before, since project photos are not yet available, a drawing may be required instead. Since photos are usually easier to assemble than documents, this minor documentation change may be seen by some to be a disadvantage.
Summary

- Essentially a Combined Review process repeated twice, once for Design elements and once for Construction elements

- Provides assurance, NOT pre-certification

- Provides many advantages, but project teams should familiarize themselves thoroughly with process and potential complications

The Split Review process is essentially similar to the Combined Review process, but it is broken into two parts so it is like repeating the Combined Review process twice but only reviewing half the number of credits each time.

The Split Review process provides assurance as to the eventual outcome of certification, but it does NOT provide pre-certification any similar type of claim.

Finally, there are many advantages to Split Reviews, but project teams should make sure they familiarize themselves thoroughly with the process and potential complications in order to avoid difficulties during certification.
Where can I find more information?

**Detailed application instructions**
- See the LEED Canada NC/CS 2009 LEED Letter Templates, version B or C

**Direction on certification application**
- See the Certification Process document on CaGBC’s website

**Fees**
- See the Certification Fee page on CaGBC’s website

**Other**
- Customer Service at [info@cagbc.org](mailto:info@cagbc.org)
Questions?