

City of Lawrence
Administrative Policy

SUBJECT Sustainable Capital Projects Policy		APPLIES TO All Departments	
EFFECTIVE DATE January 1, 2024	REVISED DATE		NEXT REVIEW DATE
APPROVED BY Governing Body on 5/16/2023	TOTAL PAGES 3		POLICY NUMBER 141

1.0 Purpose

The Governing Body establishes this sustainable capital projects policy to provide consistent procedures and standards for the sustainable management of siting, design, construction, remodeling, repair, maintenance, operation, and deconstruction of City facilities and infrastructure.

This policy is expected to yield savings by efficiently managing energy, water, waste, and storm water, while improving the employee and visitor experience. Implementation of this policy is intended to result in:

- Significant savings through reduced utility costs,
- Lower operation and maintenance costs,
- Enhanced environmental quality and decreased pollution,
- Reduced greenhouse gas emissions and heat island effect,
- Improved health, comfort, and productivity of building occupants,
- Leadership by example for other building owners and other sustainable building stakeholders and,
- Creation of local, green jobs.

The sustainable capital projects policy outlines the minimum requirements that City Departments must take to realize these benefits.

2.0 Requirements

The City of Lawrence will plan, design, construct, renovate, operate, maintain, and deconstruct its occupied facilities, buildings, and infrastructure to be sustainable.

For Qualifying Projects, the City shall utilize at least one sustainability rating system that sets standards for implementing sustainable practices in design and construction. The U.S. Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) Green Building Rating System shall be utilized for projects wherein the principal project goal is the construction or renovations of buildings. The Envision Rating System from the Institute for Sustainable Infrastructure shall be utilized for all other qualifying infrastructure projects. Other rating systems may be utilized at the direction of the City Commission.

Qualifying Projects shall be understood to be projects that do not meet any of the exemptions

identified in the 5.0 Exemptions section, or as directed by the City Commission.

A. Project Type: New Construction and Major Renovations of Buildings

All qualifying building projects shall achieve LEED certification; new City facilities projects shall strive to achieve LEED Certification at the Gold level.

Non-qualifying building projects, exempt based on square footage of occupied space, shall use the LEED checklist, but certification is not required for these projects.

B. Project Type: New Construction and Major Renovations of Infrastructure

The City will seek to rehabilitate and extend the useful life of all existing infrastructure as part of the City's asset management goals. Many of these minor interventions are addressed through the City's various Maintenance Programs and are exempted from formal rating systems as described in the 5.0 Exemptions section.

All qualifying infrastructure projects shall strive to achieve Envision Verification.

Qualifying Infrastructure Projects include Transportation, Pedestrian, and Utility (Stormwater, Potable Water, Sanitary Sewer) assets. Where feasible, the City will develop projects utilizing a corridor approach wherein multiple assets are considered as part of a holistic project through design and construction.

Non-qualifying new construction infrastructure projects, exempt based on cost, shall use the Envision checklist, but verification is not required for these projects.

3.0 Funding

The City of Lawrence shall finance projects at a level suitable to meet the Policy requirements.

- A. The City will pursue federal, state and local incentives to facilitate the implementation of the Sustainable Capital Projects Policy for its own buildings and projects.
- B. The City will fund building operation and maintenance strategies for its own buildings that support the implementation of this policy.
- C. The City seeks to utilize life-cycle costing to identify and prioritize projects for funding.
- D. The requirements set forth in the Sustainable Capital Projects Policy will be incorporated into capital improvement project cost estimates.

4.0 Execution

Directors and/or their assigned designees of all City Departments whose responsibilities include the design, construction, remodeling, repair, maintenance, operation, and deconstruction of City facilities and infrastructure shall be responsible for ensuring compliance with this Policy.

- A. Architecture, site development, engineering, and construction service contracts will reflect the policy goals and requirements.
- B. Capital project managers shall program budget and time for operations and maintenance personnel to participate in the design and development phases to ensure optimal

operations and maintenance of the building. Designers will be required to specify materials and systems that simplify and reduce maintenance requirements; require less water, energy, and toxic chemicals and cleaners to maintain; efficiently remove collected trash and recycling; and are cost-effective and reduce life-cycle costs.

- C. All appropriate project managers and maintenance and operations staff are encouraged to pursue LEED or Envision credentials and are responsible for maintaining their credentials with continuing education.

5.0 Exemptions

Directors of City Departments may exempt a project from the requirements of Section 2 of this policy, where they meet any one of the following criteria:

- A. Emergency situations
- B. Regulatory requirements
- C. Projects entering the design phase prior to January 1, 2024
- D. Projects not owned by the City
- E. As directed by the City Commission
- F. Exemptions for Project Type: New Construction and Major Renovations of Buildings
 - a. Projects creating or renovating fewer than 10,000 square feet of occupied space.
 - b. Minor renovations as defined as renovations wherein the total cost of construction related to the building envelope and the technical building systems is lower than 25% of the value of the building, excluding the value of the land upon which the building is situated.
- G. Exemptions for Project Type: New Construction and Major Renovations of Infrastructure
 - a. Projects with an estimated design and construction cost less than \$2,000,000 dollars.
 - b. "Like for like" equipment and/or process component replacement.
 - c. Projects and programs that are principally rehabilitation or maintenance within an established corridor.