

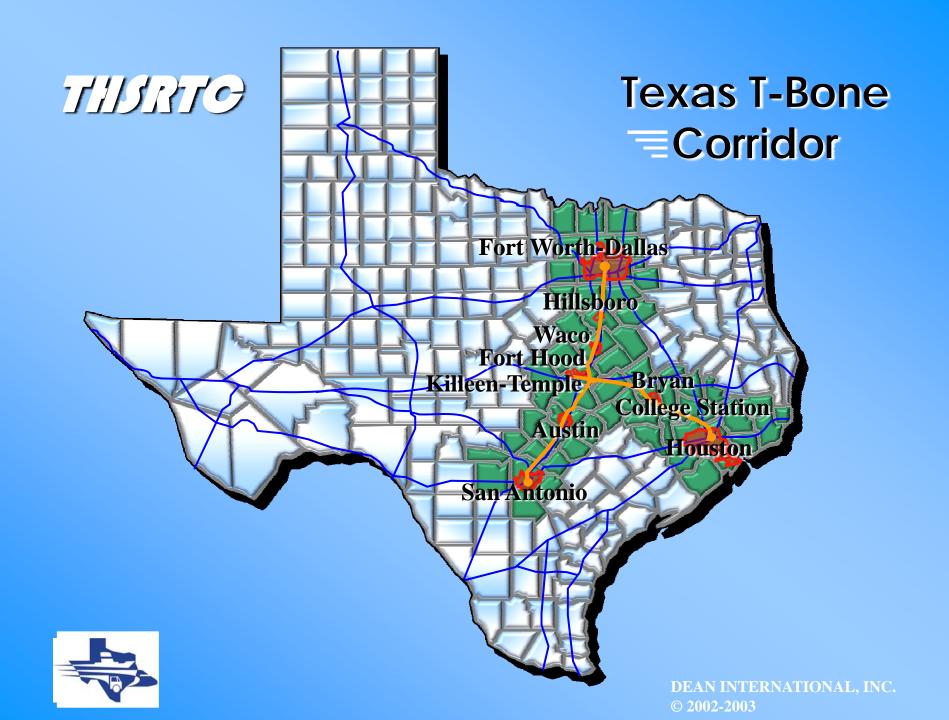
## TEXAS HIGH SPEED RAIL S TRANSPORTATION CORP.



The Future of Transportation and Economic Development in Texas

## Federal High-Speed Rail Corridor Designations & Extensions (as of October 2000)







## **Kay Bailey Hutchison**

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Michael McCaul

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### **Gary Fickes**

Tarrant Regional Transportation Coalition



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**Dennis Christiansen** 

Director Texas Transportation Institute Michael McKinney

Chancellor Texas A&M University System



#### DEPARTMENT OF THE ARMY

US ARMY INSTALLATION MANAGEMENT COMMAND HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD BUILDING 1001 ROOM W321 FORT HOOD, TEXAS 75644-5000

MAR 3 1 2008

REPLY TO

Office of the Garrison Commander

The Honorable Kay Bailey Hutchison U.S. Senator, Texas United States Senate 284 Russell Senate Office Building Washington, D.C. 20510-4304 Sent Via Fax: 202-224-0776

Dear Senator Hutchison:

The ability for Fort Hood to quickly and more efficiently move troops and supplies to a port of embarkation is needed to enhance Fort Hood as a power projecting platform for the United States Army. The Texas High Speed Rail & Transportation Corporation's (THSRTC) Texas T-Bone Corridor would be highly beneficial for the advancement of the goals and objectives of Fort Hood. This corridor would directly connect Fort Hood to our vital seaports at the Port of Houston, Port of Beaumont and Port Arthur and the major international airports, such as Dallas-Fort Worth and Bush Intercontinental.

The Texas T-Bone would provide a direct route for Soldiers and equipment to reach these destinations for deployment, with troops traveling at speeds of 200 mph or greater and freight reaching speeds of 80 mph. This is not only a benefit to the military base itself, but would also facilitate Fort Hood's mission to help the nation better serve its citizens in securing the homeland and protecting interests abroad.

A high speed rail connection to other cities in Texas would be an economic life line to the strong civilians and family members who work to support Fort Hood or live near and around the base. A Texas high speed rail could help improve retention of Soldiers at Fort Hood. The train would provide a quick, convenient alternative for Soldiers who need a brief break from the rigors of military life and service. It would enable them to day-travel to some of the best entertainment spots in Texas. It would also provide a fast commute for personnel needing to visit military bases and military hospitals in San Antonio.

I am forwarding a copy of this letter to both Mr. Robert A. Eckels, Chairman, THSRTC and the Honorable W. A. Jones III, Mayor for the City of Temple.

Sincerely,

William V. Hill III Colonel, US Army Commanding Congress of the United States

Washington, DC 20515

July 25, 2003

The Honorable Norman Y. Mineta Secretary U.S. Department of Transportation 400 Seventh Street, SW Room 4218 Washington, D.C. 20590

RE: Extension of the South Central High Speed Rail Corridor from Killeen and Temple Along IH-35 South and East through Bryan and College Station to Connect to the Gulf Coast Rail Corridor at Houston, Texas, known as the "Brazos Express Corridor"

Dear Secretary Mineta:

Mr. Michael Behrens, Executive Director of the Texas Department of Transportation (TxDOT), submitted an application to the Federal Railroad Administration (FRA) for a Brazos Express Corridor Extension of the South Central High Speed Rail (HSR)

HSR development in this region would therefore enable the Department of Defense to realize its Houteland Security missions in a faster, more efficient manner. Further, the corridor will serve as an advanced Federal Emergency Management Agency (FEMA) route and provide for an effective, high-speed evacuation route in times of National Disaster for millions of Americans.

We argo you to closely consider the many ments of the pending application for a Brazzo Express Corridor extension of the South Central HSR. Corridor, and we look forward to working with you in the future on achieving multimodal transportation excellence for both the State of Texas and this nation.

Sincerely.

Rolph M. Half Star Julian Ohet Edward, Lamer Smith Mr. From K. By Adamon R. Otty Rang n. ugo non





The Capitol Austin, Texas 78711-2068 512-463-0001 Lieutenant Governor of Texas President of the Senate 1-800-441-0373 Fax: 512-936-6700 Dial 711 for Relay Calls

June 18, 2003

The Honorable Don Young Chairman U.S. House of Representatives Committee on Transportation and Infrastructure 2165 Rayburn House Office Building Washington, D.C. 20515

The Honorable James Oberstar Ranking Member U.S. House of Representatives Committee on Transportation and Infrastructure 2165 Rayburn House Office Building Washington, D.C. 20515

Dear Chairman Young and Congressman Oberstar:

As Texas considers new solutions to our state's transportation infrastructure, we must do so with an eye toward access, intermodality, and the increasing infrastructure demands of a rapidly growing state population. To that end, I endorse the efforts of the Texas High Speed Rail and Transportation Corporation (THSRTC) to develop a regional high-speed rail network in Texas connecting the state's major metropolitan areas, known as the Texas T-Bone.

Unlike previous attempts to develop a regional high-speed passenger rail network in Texas that generated strong resistance among local entities and private property owners along the proposed corridor, THSRTC is proposing a high-speed rail corridor alignment that avoids those pitfalls. A quick glance at current federal high-speed rail corridors illustrates the need for action at the federal level. Houston, our largest city, was excluded from the South Central Corridor. Please consider legislation extending the South Central Corridor to include the City of Houston along an alignment generally defined from Temple-Killeen to Houston via Bryan-College Station.

I applaud your efforts to improve our nation's transportation infrastructure and look forward to working with you in the future to bring relief to the traveling public in Texas

Sincerely

Maria Surhursi

David Dewhurst Lieutenant Governor

cc: Senator Kay Bailey Hutchison Senator John Cornyn Texas Congressional Delegation, United States House of Representatives Judge Robert Eckels



December 8, 2003

The Honorable Norman Mineta Secretary U.S. Department of Transportation 400 Seventh Street, South West Room 4218 Washington, D.C. 20590

Dear Secretary Mineta:

Thank you for your response to the Texas Department of Transportation's (TxDOT) application to extend the South Central High Speed Rail Corridor from the Temple/Killeen area to the Harris County area, via the Bryan/College Station area. The State of Texas welcomes the support of the United States Department of Transportation (USDOT) for the Texas "T-Bone" Corridor project. TxDOT, along with the Texas High Speed Rail and Transportation Corporation, encourages the development of new or improved intercity passenger rail service such as the plan outlined in the Texas "T-Bone" proposal.

Intercity passenger rail development in Texas must provide vital intercity connections between our major economic and population centers in order to meet the future needs of the State. It is our belief that the Texas "T-Bone" Corridor proposal can help address the mobility needs of the State of Texas.

The Brazos Express Corridor will service Fort Hood, Texas, the nation's largest military installation and one of the largest employers in the State, providing an efficient and effective route to and from its primary ports of deployment. Development of a multimodal corridor that includes high-speed rail and multimodalism in this region would therefore better enable the Department of Defense to facilitate its Homeland Security mission in a faster, more efficient manner. The Texas "T-Bone" will also help spur economic development within the central Texas region and serve as an effective multimodal transportation system in time of national disaster for millions of Texans.

We are pleased to hear that the proposed Safe, Accountable, Flexible and Efficient Transportation Equity Act of 2003 and the Passenger Rail Investment Reform Act will provide the states with flexibility in determining appropriate intercity passenger rail service to meet mobility needs as well as create a Federal/State capital investment partnership.

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Transportation Planning and Programming Division, at (512) 486-5003.

Sincerely,

Michael W. Behrens, P.E. Executive Director

cc: James L. Randall, P.E., Director, Transportation Planning and Programming Division, TxDOT

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item	#	

## **Travis County Commissioners Court Agenda Request**

Meetin	ng Date:January 15, 2009					
l.	A. Requestor: Judge Biscoe Phone # 854-9555					
	B. Specific Agenda Wording:					
LEG	CUSS STRATEGY AND ISSUES RELATED TO THE TRAVIS COUNTY ISLATIVE AGENDA AND LEGISLATION FILED FOR THE 81 <sup>ST</sup> ISLATURE REGULAR SESSION					
	C. Sponsor: County Commissioner or County Judge					
II.	A. Backup memorandum and exhibits should be attached and submitted with this Agenda Request.					
	B. Please list all of the agencies or officials names and telephone numbers that might be affected or be involved with the request.					
III.	Required Authorizations: Please check if applicable:					
Planni	ng and Budget Office (854-9106)					
	☐ Additional funding for any department or for any purpose					
	☐ Transfer of existing funds within or between any line item budget					
	☐ Grant					
<u>Humar</u>	n Resources Department (854-9165)					
	☐ A change in your department's personnel (reclassifications, etc.)					
<u>Purcha</u>	asing Office (854-9700)					
	☐ Bid, Purchase Contract, Request for Proposal, Procurement					
County	y Attorney's Office (854-9415)					
be sub for the	☐ Contract, Agreement, Travis County Code - Policy & Procedure  DA REQUEST DEADLINE: All agenda requests and supporting materials must britted to County Judge's office, Room 520, in writing by Tuesdays at 12:00 p.m. next week's meeting. Late or incomplete requests may be deferred to the ng week's meeting.					

Item

#### FACILITIES MANAGEMENT DEPARTMENT

Roger A. El Khoury, M.S., P.E., Director

1010 Layaca Street, Suite 400 • P.O. Box 1748, Austin. Texas 78767 • Phone: (512) 854-9661 • Fax: (512) 854-9226

MEMORANDUM FMD Project: PDC Division

**File:** 103

TO:

The Commissioners Court

VIA:

Alicia Perez, Executive Manager, Administrative Operations

FROM:

Roger A. El Khoury, M.S., P.E., Director

DATE:

January 9, 2009

**SUBJECT:** 

County General Office Space Standards

Facilities Management Department recommends adoption of the proposed Space Standards to be used in the planning, programming, design, construction and remodel of general office space in County facilities.

The Space Standards will be used primarily in the planning, programming, design, construction and remodel of County owned and leased general office space. Decisions on planning, programming and design of special use areas such as courtrooms, commercial kitchens, detention facilities, vehicle repair shops, assembly spaces, etc. will rely on the professional judgment of designers working with County offices and departments and subject to approval by the Commissioners Court.

These standards will allow the systematic and uniform application of common rules regarding the apportionment of space for all County facilities. Though specific requirements are not addressed for the special use space noted above there is reference made to the methodology to be used for how these spaces are to be planned, programmed and designed.

#### **ATTACHMENTS:**

1) Proposed Space Standards

#### COPY TO:

Rodney Rhoades, Executive Manager, PBO Belinda Powell, Capital Planning Coordinator, PBO Jim Barr, AIA, Sr. Project Manager, FMD Leslie Stricklan, AIA, Sr. Project Manager, FMD Ken Gaede, AIA, Sr. Project Manager, FMD

## SPACE STANDARDS

REQUIREMENTS FOR PLANNING, PROGRAMMING, DESIGN, CONSTRUCTION AND REMODELING OF GENERAL OFFICE SPACE IN TRAVIS COUNTY FACILITIES



Administrative Operations
Alicia Perez, Executive Manager

Facilities Management Department Roger A. El Khoury, M.S., P.E., Director

Space Standards Task Force
Jim Barr, AIA, Sr. Project Manager, Chair
Leslie Stricklan, AIA, Sr. Project Manager
Ken Gaede, AIA, Sr. Project Manager

ADOPTED:	(date)	
	(Guio)	

#### 1. Introduction

Space standards establish the requirements for the planning, programming and design of County facilities classified as General Office space. Special function facilities and spaces, such as courts, detention facilities, warehouses, maintenance buildings, commercial/institutional kitchens and other non-typical facilities will not be specifically addressed by these standards. General office areas that are part of these special function facilities shall comply with these standards. Special function facilities by nature have unique requirements for which the planning, programming and design will rely on the judgment and experience of design professionals working with and within the County. The planning, programming and design of County facilities are subject to approval by the Commissioners Court.

#### 2. Goals

The standards will apply to County owned and leased facilities for planning, programming, design and construction. The goal is to provide appropriate space for the effective delivery of services to the public and to help create and maintain an image and environment consistent with the goals and legislative mandate of County government.

#### 3. Policy

The Commissioners Court is the sole authority for the allocation of County facility space and parking. This authority may only be delegated by specific action of the Commissioners Court. The Director of the Facilities Management Department (Director) is the appointed official representing the Commissioners Court for new facility design and for the remodel of existing facilities. Interpretation and application of the standards are the responsibility of the Director of Facilities Management.

These standards shall be applied to the planning, programming, design and construction of new and remodeled facilities. Application of individual sections of these standards to an existing facility where no major alterations are involved will be limited to the extent feasible and economically practical as determined by the Director. Exceptions and adjustment of the space standards are subject to action by the Commissioners Court.

The square footage allocations included in these standards are to be interpreted as a maximum allowable and not as a minimum square footage entitlement. Existing facilities have physical conditions and limitations that will require a case-by-case evaluation by the Director or designated representative. Because of these limitations there shall be no guarantee of accommodation.

#### 4. Responsibilities

The administration of this policy is the responsibility of the Director of the Facilities Management Department (FMD). Elected and appointed officials, with the assistance of FMD, are expected to evaluate their current space conditions and prepare recommendations to be considered by the Commissioners Court during the annual budget cycle.

New space allocation requests and changes in current space allocation will require approval by the Commissioners Court and shall be routed through the Director during annual budget preparation. Departments are encouraged to contact FMD well in advance of the budget submittal deadline so that requests can be assessed and appropriate costs developed. The Planning and Budget Office (PBO) will coordinate with FMD for review of requests for facility renovation, additional space and the accommodation of new employees.

#### 5. Governing Codes & Regulations

New construction, renovation and acquisition of facilities will adhere to federal, state and local laws, regulations, codes and standards. Fees required by these regulatory agencies will be paid by the County unless directed otherwise by the Commissioners Court.

#### 6. Growth Strategy

Planning should include a minimum accommodation for 10 years of growth for office space and special function space. Growth space shall be separately identified in the program and will be calculated from the projected date of occupancy.

Site acquisitions should be sized to accommodate an appropriate level of future facility expansion beyond the first 10-15 years of occupancy for which the initial structure is built. Some specialized facilities, such as courts, may need planning to serve for a longer time period, due to the expense and disruption associated with construction. Planning and design of shell spaces should be as flexible as possible to accommodate unknown future needs.

PBO shall provide projected departmental staff growth for the planning period. The estimate of growth should be made using the best data gathered on historical growth patterns. The assessment of business model changes resulting from legislative changes, technology advancements and demographic shifts should be considered to the extent that this data is available.

Based on this growth projection the space program will identify anticipated occupancy of the expansion space. Spaces such as restrooms, conference rooms, break areas, mechanical spaces and electrical rooms should be planned to serve the building when fully occupied.

#### 7. Determining Square Footage

Office space utilization analysis shall be based on the ANSI/BOMA <u>Standard Method for Measuring Floor Area in Office Buildings</u> and the American Institute of Architects (AIA) document <u>D101</u>, <u>The Architectural Area and Volume of Buildings</u>. These documents are widely recognized as defining a standard methodology for defining space.

Net square footage is the measurement of the space inside an office or the area occupied by a cubicle or open desk area. To arrive at the gross square footage a grossing factor will initially be added to the cumulative net square footage as appropriate for each project. Grossing factors vary depending on the function and design of the building. Constraints such as site size and configuration, existing structures, purpose of the facility and budget can cause significant

variance in grossing factors. Grossing factors can range from 30% to more than 50% and should be determined case-by-case for each project.

The gross square footage will be used to calculate initial budget based upon cost per square foot. The cost per gross square foot is variable and depends on building usage, location, materials, technology, size and current construction market conditions.

Facilities can be divided into Departmental Spaces, Common-Use Areas and Core areas. Core Areas contain the building infrastructure such as mechanical/electrical systems, data and telecommunications equipment and circulation space. Common-Use Areas are spaces and amenities for use by all occupants of a building or floor.

#### 8. Common-Use Areas

Spaces intended to be used by all departments occupying a facility or floor comprise Common-Use Areas. The following guidelines should be used to initially program Common-Use Areas:

Space	Calculation	Comment
Break Room	60sf + 25sf per Person	Note 1
Coffee Bar	6 linear ft. uppers and lowers	Note 2
Conference Room	50sf + 25sf per Person	Note 3
Copy/Print/Fax Room	40sf + 20sf per machine	Note 4
File Room	40sf +9sf per lateral file	Note 5
File Area	9sf per lateral file	
Storage Rooms	Analysis of Dept. need	
Waiting Room or Area	15sf per person + 30%	case-by-case evaluation
Vending Area	8sf per machine + 15sf circ.	Approval by FMD required
Public Restrooms	Per codes	Note 6
Employee Shower Facilities	Per Building	Note 7

#### Notes:

- 1. Break Rooms can be shared among smaller departments occupying a single floor.
- 2. Coffee Bars may be included in smaller departments or in larger departments as a supplement to Break Rooms or in lieu of a formal Break Room if space is at a premium.
- 3. Larger Conference Rooms may be shared among users but should be supplemented by smaller Conference Rooms within a departmental space. Size and configuration determined by size of the table(s) and at the discretion of the designer.
- 4. Can be shared for high capacity copiers. Consideration given to sensitivity of materials to be copied, printed or faxed in determining locations and accessibility of users.
- 5. File Room need should be evaluated on a case-by-case basis by the designer depending on size of file storage required and level of security. Mobile File Storage Systems shall be similarly evaluated but in addition a floor structural analysis shall be done by FMD.
- 6. Staff Restrooms may be required and should be evaluated on Departmental need.
- 7. Employee shower/change areas are to be provided. In certain cases it may not be practical to retrofit showers/change areas in some facilities. This will be determined on a case-by-case basis by the Director. The number of shower/change areas should be evaluated by the designer as appropriate to serve an entire building or, in the case of very large buildings, may be provided for portions of a building. Lockers and benches should be provided.

#### 9. Core Areas

A. Main Distribution Facilities (MDF) (10'x10'=100sf for preliminary planning) and Intermediate Distribution Facilities (IDF) (8'x10'=80sf for preliminary planning) will be sized, configured and outfitted according to specifications developed in cooperation with the Information and Telecommunications Services Department (ITS). Prior to programming and design the specifications for MDF, IDF and other data/communications infrastructure should be reviewed in order to achieve the best integration of technology with other requirements of the facility.

#### 10. Program Development

The information in the following sections will be used to generate net square footage for private offices and open office environments (systems furniture cubicles). To determine a department's net square footage the guidelines below shall be followed for each employee in programming an appropriate workspace. Department Heads, or designated representatives will collaborate with FMD to ensure appropriate assignments are made.

#### 11. Office Space Determination

The chart shows the space authorized under these standards. A decision tree diagram on the following page will help in determining to what type of space an individual should be assigned. These decisions should be made with the participation of the appropriate Elected Official, Department Head and the Director or assigned representatives.

		Office				Cubicle					
#	Description	Up to 240 S.F.	Up to 216 S.F.	Up to 180 S.F.	Up to 120 S.F.	Up to 100 S.F	50 SF Restrm.	102 S.F.	64 S.F.	26 S.F. Carrel	Locker Space
SA-1	Elected Official	X					X				
SA-1	Executive Appointed Official	X									
SA-2	Department Director		X								
SA-3	Division Manager or Director			X							
SA-4	Manager				X	_					
SA-5	Professional Staff				X			X			
SA-6	Senior Staff/Supervisor					X		X			
<u>S</u> A-7	Admin/Clerical/Staff					X*			X		
	more than 50% Office Tech/Trade								X		
SA-9	less than 50% Office Tech/Trade									X	X
<b>SA-10</b>	Field or Non-office Personnel										X

<sup>\*</sup> This assignment must be justified on the basis of a specific requirement concerning privacy or security. The assignment shall be verified by the Department Head and will require the approval of the Facilities Management Department Director.

#### General Office Space Standards Travis County, Texas **START** SPACE ALLOCATION DECISION TREE 240 s.f. Office **Elected Official?** Yes 50 s.f. Restroom **Notes:** No 1. Enter at "START" and follow the questions to a box that lists the type and Executive Appointed Official such as an 240 s.f. Office size of office or cubicle. Yes **Executive Manager, Purchasing Agent,** Chief Deputy, First Assistant, Auditor? 2. The Director of Facilities Management Department or assigned staff can assist No ! with interpretations and decisions. Appointed Official such as a Department 216 s.f. Office Yes Director or Major? No 180 s.f. Office Yes Division Manager, Captain? No Yes 120 s.f. Office Manager, Professional, Lieutenant? No Senior Staff such as a Sr. Financial **Analyst or Sergeant?** 102 s.f. Cubicle $\mathbf{Or}$ 100 s.f. Office Yes No Does the position $\mathbf{Or}$ 64 s.f. Cubicle Clerical or Administrative Employee or require sound privacy Yes less than 50% of time in office. or material security? Yes No Yes Are more than 50% Yes Technical/Trade Employee? of the 100 s.f. Office Individual's work hours spent in the office? No Does the Individual work outside the Office? No Yes 26 s.f. Carrel Provide locker space or secure storage (may share with others) for personal property, uniforms, etc. Plus

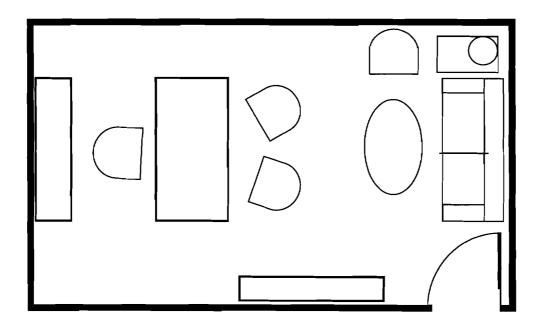
#### 12. Offices

The determination of whether an office or cubicle will be assigned is based on an individual's job description and position within the organization. Factors such as confidentiality or security requirements, number of employees supervised and special equipment requirements will be evaluated.

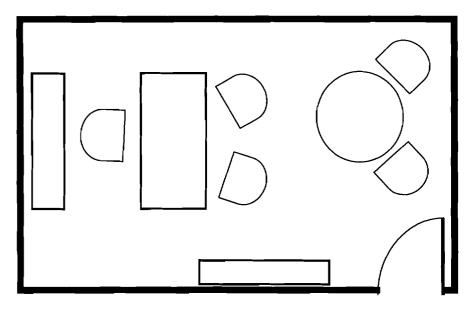
Offices should be placed near the interior core space. This increases the penetration of natural light into the building and allows for more efficient interior environmental control. When it is impractical to locate offices near the interior core, door sidelites and borrowed lights should be considered to bring daylight into the interior spaces. Translucent glazing such as frosted or patterned glass can be used if there is a visual privacy need or in lieu of installing blinds that will negate the benefit of the borrowed lites.

Offices located in the interior of the building space should be provided with a door/sidelight assembly or a borrowed light (interior window) in at least one wall at a height above the finished floor that allows visual privacy while transmitting light from the outside.

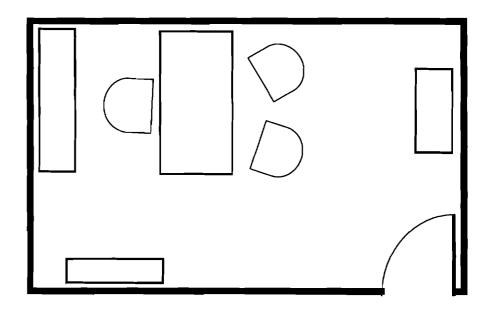
**13. Office Schematic Diagrams:** These diagrams are not intended to limit dimensional choices or design flexibility but are rather a guide to visualizing space.



**SA-1** Elected Official and Executive Appointed Official Office 12' x 20' = 240 s.f. (shown) or 11' x 21.5' or 10' x 24'

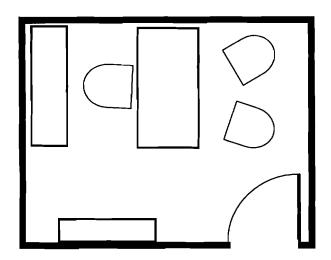


<u>SA-2 Appointed Official Office</u> 12' x 18' = 216 s.f. (shown) or 11' x 19.5' or 10' x 21.5'

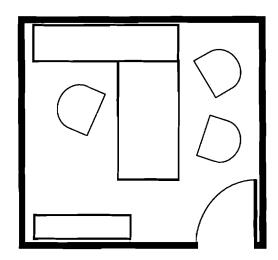


**SA-3** Division Manager Office

10' x 18' = 180 s.f. (shown) or 11' x 16.5' or 12' x 15'



<u>SA-4 Manager or Professional Office</u> 10' x 12' = 120 s.f. (shown) or 9' x 13.5' or 11' x 11'



<u>SA-5 Senior Staff Office</u> 10' x 10' = 100 s.f. (shown) or 9' x 11'

#### 14. Open Office Environments

Systems furniture should be used to the greatest practical extent. Areas of open office created by cubicles should be enhanced with storage units, file cabinet areas, spaces for visitor seating and flexible conference spaces. Consideration should be given to including spaces for plants and artwork.

Benefits of open office environments:

- The same number of employees can be accommodated in approximately 20% less floor space than with offices because of cubicle internal space efficiency, decreased corridor area and less area taken up by wall thickness.
- Faster and less disruptive remodeling for adding or reconfiguring office space.

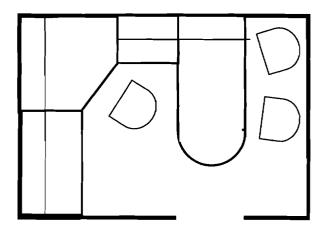
"Landscaping elements" such as storage cabinets, closet cabinets and tall lateral file groups should be used to break panel runs of more than 10 cubicles or when necessary to mask the use of power poles. Such elements should be coordinated with the standard finishes for the panels and work surfaces used in a particular installation. Printer and fax stations with overhead storage or library shelving for common office reference material may also be incorporated to break long panel runs. Elements that increase the functionality of the design as well as the aesthetic appeal of the installation should be considered.

Private meeting areas will be provided for staff housed in cubicles, particularly when the daily activities of the staff involve a number of contacts with other staff or visitors. These meeting rooms will provide a place for conferences of 4 to 6 persons and for use in evaluating and counseling staff. Such rooms are not to be assigned to an individual but are to be used to meet the privacy needs for all staff housed in cubicles as the need arises. These meeting areas should be equipped with the standard telecommunications cabling to support computers and telephones.

#### 15. Systems Furniture

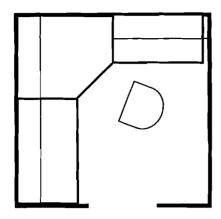
Any purchase, remodel, or moving of systems furniture components shall be coordinated through FMD. Warehouse inventory of surplus and used systems furniture will be maintained by the Purchasing Office and used when practical.

**16. Cubicle Schematic Diagrams:** These diagrams are not intended to limit dimensional choices or design flexibility but are rather a guide to visualizing space.



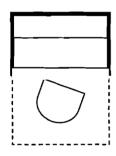
**SA-6** (up to 102 SF. – Cubicle)

8.5' x 12' (shown) with other configurations possible



**SA-7 and 8** (up to 64 SF. – Cubicle)

8' x 8' (shown) also 7' x 9' and other configurations possible



**SA-9** (up to 26 SF. – Carrel)

2.5' x 4' work surface with 16 s.f. of floor space

#### 17. Courtrooms and Support Spaces

Planning, programming and design of courts and support spaces shall consider the design guidelines recommended by the National Center for State Courts. Much of this information is published in the book, "The Courthouse – A Planning and Design Guide for Court Facilities." These standards will be consulted for all levels of courts housed in Travis County Government owned or leased properties. The judgment and experience of design professionals, working with County Offices and Departments, shall be relied upon for the proper planning and design of such special function spaces.

#### 18. Holding Cells:

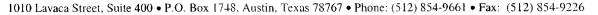
The incorporation of holding cells into any program must be brought before the Commissioners Court for consideration and approval. The Sheriffs Office shall also be notified of holding cell requests prior to being placed on the Commissioners Court agenda. Regulation of the handling of prisoners, including design, construction and operation of holding cells, is statutorily under the jurisdiction of the Texas Commission on Jail Standards.

#### 19. Site and Exterior Building Elements

- A. Parking for employees, visitors and County-owned vehicles will be planned for new facilities. Parking for employees shall not be assigned and will be provided according to the County parking policy. Where there is a difference between Regulatory Agency required parking and accommodation of public and visitors, the larger number of spaces will govern. Compact parking spaces are not to be used unless specifically approved by the Director.
- B. Bicycle Racks shall be provided in accordance with City of Austin regulations and the number provided beyond the minimum should be at the designer's discretion to accommodate need.
- C. Designated Smoking Areas should be provided and outfitted with snuffers, trash receptacles and seating if space allows.

#### FACILITIES MANAGEMENT DEPARTMENT

Roger A. El Khoury, M.S., P.E., Director





**MEMORANDUM** 

Project No: GB-01-09X-XX

**File:** 101

TO:

**Commissioners Court** 

VIA:

Alicia Perez, Executive Manager, Administrative Operations

FROM:

Roger A. El Khoury, M.S., P.E., Director

**DATE:** 

January 9, 2009

**SUBJECT:** 

Travis County Green Building Policy

Facilities Management Department recommends approval of a Travis County Green Building Policy. This policy will be a used on all new facilities construction and renovation projects including planning, programming, design, construction and renovation phases.

The Green Building term is used to describe design and construction practices that significantly reduce or eliminate the negative impact of buildings on the environment and building occupants.

The green building policy includes an adoption of the Leadership in Energy and Environmental Design Silver Certification as a minimum. The PowerPoint presentation gives comprehensive information about the Green Building benefits and initiatives and especially the reasons why Travis County should adopt and implement this Green Building Policy.

Facilities Management Department architects and engineers have been implementing certain green building elements in the planning, design, construction, and renovation of County facilities. The Green Building is generally accepted practice in the design and construction industry.

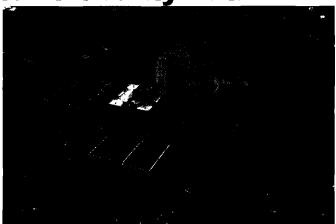
#### **ATTACHMENTS:**

- 1. Travis County Green Building Policy PowerPoint Presentation
- 2. A resolution for the Green Building Policy.

#### **COPY TO:**

FMD Green Building Committee

**Travis County in the LEED** 



**Proposed Green Building Policy** for Travis County Building Projects

Travis County Facilities Management Department - Green Building Committee

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- 1. What is Green Building?
- 2. Why Green Building?
- 3. How Do We Build Green?
- 4. What is LEED?
- 5. Why Go LEED?
- 6. What Others are Doing?
- 7. LEED Projects

Travis County Facilities Management Department - Green Building Committee

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- 8. What We are Doing
- 9. Proposed Green Building Policy
- 10. Conventional vs. Green Building
- 11. The Cost of Going Green?
- 12. What is the Payback?
- 13. Summary

Travis County Facilities Management Department - Green Building Committee

## 1. What is Green Building?

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Green Building is a term used to describe design and construction practices that significantly reduce or eliminate the negative impact of buildings on the environment and building occupants

Travis County Facilities Management Department - Green Building Committee

2. Why Green Building?

U.S. Commercial & Residential buildings:

- ❖Use 72% of total electricity
- ♦Use 40% of total energy
- ❖Emit 30% of greenhouse gases
  - 39% of carbon emissions come from buildings
- Contribute 136 million tons of construction and demolition waste per year
  - 40% of the total waste stream is due is to construction and demolition

Travis County Facilities Management Department - Green Building Committee

## 2. Why Green Building?

- ❖Buildings use 12% of potable water
- ❖Buildings consume 40% of raw stone, gravel and sand, and 25% of virgin wood
- Building related sickness may cost between \$60 and \$400 billion per year
- People spend as much as 90% of their time indoors

Travis County Facilities Management Department - Green Building Committee

2. Why Green Building?

### Benefits of Building Green:

- ❖Reduce Carbon Emissions by 33%-39%
- ❖Reduce Resource Consumption
  - -Water by 40%
  - Electricity/Gas by 24%-50%
  - Renewable Building Materials
  - Smaller Landfills
  - Reduced Materials Hauling
- ❖Reduce Solid Waste by 70%



Typical coal-fired power plant

Travis County Facilities Management Department - Green Building Committee

## 2. Why Green Building?

- Create Pleasant Working Environment
  - Studies of workers in green buildings reported productivity gains of up to 16%
  - Reduce or eliminate "Sick Building Syndrome"
  - Less sick time
  - Higher retention rates
- Increased "ownership" of buildings reduces wear and tear

Travis County Facilities Management Department - Green Building Committee

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2. Why Green Building?

## Save Money

- Reduce Electric Bills
- Reduce Water Bills
- Reduce Gas Bills
- Reduce Operating and Maintenance Costs
- Lower Life Cycle Costs
- Reduce Waste Hauling Fees



Dell Children's Hospital

Travis County Facilities Management Department - Green Building Committee

## 3. How Do We Build Green?

## **LEED Categories:**

- ❖Sustainable Sites (SS)
- ❖Water Efficiency (WE)
- ❖Energy & Atmosphere (EA)
- ❖Indoor Environmental Quality (EQ)
- ❖Materials & Resources (MR)
- ❖Innovation & Design Process (ID)

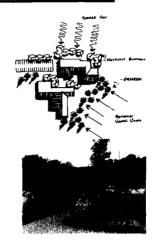
Travis County Facilities Management Department - Green Building Committee

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3. How Do We Build Green?

Sustainable Sites (SS)

- **❖**Solar Orientation
- ❖Connections to Exterior
- Connection to Alternative Forms of Transportation
- ❖Urban Heat Island Mitigation
- Maximize Vegetated Open Areas



Austin City Hall Green Roof & Plaza Photo Courtesy: Eleanor McKinney Landscape Architects

Travis County Facilities Management Department - Green Building Committee

## 3. How Do We Build Green?

Water Efficiency (WE)

- ❖Use Less Water
  - Low flow plumbing fixtures
  - Climate appropriate landscaping.
- Control Storm Water Runoff
  - Reduce demand on area wide flood control
  - Collect for reuse



Austin City Hall Parking Garage Green Roof & Plaza

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Guadalupe Streetscape
Photo Courtesy: Eleanor McKinney Landscape Architects

Travis County Facilities Management Department - Green Building Committee

## 3. How Do We Build Green?

### Energy & Atmosphere (EA)

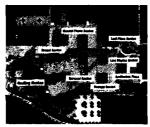
- ❖Conservation and Efficiency
  - Occupancy sensors may save up to 60% of light energy costs in a building

#### ❖Reduce energy demand

- Increase natural lighting
- Reduce heat gain / loss
- Efficient light fixtures

#### ❖Increase efficiency

- High efficiency HVAC systems and equipment
- Lighting controls



Dell Children's Hospital Grounds Austin, Texas

Travis County Facilities Management Department - Green Building Committee

## 3. How Do We Build Green?

Indoor Environmental Quality (EQ)

- Indoor Air Quality
  - Low or No Volatile Organic Compounds
- ❖No Asbestos / Lead
- ❖Pleasant Working Environment
  - A well-designed naturally lighted building is estimated to reduce energy use by 50%-80%
  - Appropriately zoned temperature controls
  - Improved access and views to exterior



Austin City Hall

Travis County Facilities Management Department - Green Building Committee

3. How Do We Build Green?

### Materials & Resources (MR)

- ❖Reduce amount of new building materials required
- Reuse existing building materials
- ❖Recycle construction debris
- Use sustainable and recycled materials



i-Recycling Center

Travis County Facilities Management Department - Green Building Committee

## 3. How Do We Build Green?

## Innovation & Design Process (ID)

#### ❖Innovative performance

- Strategies which provide a comprehensive approach to benefitting health and the environment
  - Educational Outreach
  - Green Housekeeping
  - · Low emitting furniture and furnishings
  - · Organic landscaping and integrated pest management
  - · Innovative materials

#### ❖Support and design integration

- LEED Accredited Professional on Design Team



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Long Center for the Performing Arts Austin, Texas

Travis County Facilities Management Department - Green Building Committee



## 4. What is LEED?

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## Leadership in Energy and Environmental Design

- This USGBC Rating System is a voluntary, consensus based national rating system for developing high performance, sustainable buildings
- Well known national program recognized for Green Building and good stewardship of natural resources

Travis County Facilities Management Department - Green Building Committee

## 4. What is LEED?

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- LEED-NC addresses commercial construction, major renovation and high-rise residential buildings; typical building types include office building, schools, laboratories and others
- LEED-EB Operations and Maintenance addresses the specifics of existing buildings renovation and retrofitting
- ❖ Statistics as of 2008, LEED-NC:
  - 2,081+ projects certified
  - 16,395+ projects registered





Travis County Facilities Management Department - Green Building Committee

## 4. What is LEED?

19

The LEED rating system is based on achieving a certain number of points to be allocated within the following standard LEED design categories:

❖Sustainable Sites (SS)	14 possible points
❖Water Efficiency (WE)	5 possible points
Energy & Atmosphere (EA)	17 possible points
❖Materials & Resources (MR)	13 possible points
❖Indoor Environmental Quality (EQ)	15 possible points
❖Innovation & Design Process (ID)	5 possible points
	69 possible points

Travis County Facilities Management Department - Green Building Committee

## 4. What is LEED?

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Depending on the number of points achieved, the building rating can be:

13.4.21	(52 – 69 points)
	(39 – 51 points)
Silver	(33 – 38 points)
◆LEED certified	(26 - 32 points)

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4. What is LEED?

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- The intent of the LEED standard is to provide a design guideline and third-party certification tool for green buildings
- Architects and engineers can make product choices that will help a building qualify for LEED points

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## 5. Why Go LEED?

- Save taxpayer dollars and build constituency confidence
- ❖Great track record and proven effectiveness
- Adopted by public and private institutions, developers and home owners
- Clear guidelines incorporated into building products specifications
- Recognized symbol for good stewardship of natural resources

## 6. What Others are Doing

**Local Government Entity:** 

Minimum Rating Mandated:

LEED Silver

& City of Houston

LEED Silver

\*City of Plano

LEED Silver

**LEED Silver** 

❖ El Paso County

LEED Silver uc\*

\* under consideration

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Travis County Facilities Management Department - Green Building Committee

## 7. Local LEED Projects



❖ Ronald McDonald House

❖ Dell Children's Hospital\*





\* Not yet certified



- Austin City Hall
- ❖ Mueller Visitor Center
- ❖ Austin City Hall Cafe and Store
- LCRA Redbud Center
- ❖ Lowe's of S. W. Austin
- ❖ Far SE Austin EMS Station









Travis County Facilities Management Department - Green Building Committee

## 7. Local LEED Projects

#### SILVER

- \*Austin Resource Center for the Homeless
- COA Combined Transportation, Emergency & Communications Center
- Chase Avery Ranch JPMorgan Chase Building
- ❖ Circle C Fire and EMS Station
- ❖ Green Mountain Energy









Travis County Facilities Management Department - Green Building Committee

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#### **CERTIFIED**

- Carver Museum and Cultural Center
- ❖IBM/Tivoli Systems Building 1
- ❖ Carver Library
- ❖ Whole Foods Market @ Lamar Street Interior
- **❖ UT Research Office & UT Conference Center**
- ❖ Circle C Bank of America









Travis County Facilities Management Department - Green Bullding Committee

## 7. Local LEED Projects

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The Ronald McDonald House



- Has a 10.8 kilowatt solar array on the rooftop consisting of 54 photovoltaic solar panels and covering nearly 950 square feet of roof space
  - The array will power 50% of the rooms in the house via solar energy
  - The array minimizes emission of harmful greenhouse gases, offsetting more than 30,000 pounds of CO<sup>2</sup> annually
  - The array makes this the first solar powered Ronald McDonald House in the world

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Dell Children's Hospital





- 47,000 tons of Mueller airport runway material reused on the site
- 40% fly ash used instead of Portland cement in concrete mix yielding drop in CO<sup>2</sup> emissions equal to taking 450 cars off the road
- Courtyards provide light to interior spaces
- Air intakes from courtyard provide cooler air than rooftop intakes for AC
- 92% of construction waste recycled on site
- Reclaimed water used for irrigation of native plants

Travis County Facilities Management Department - Green Building Committee

## 7. Local LEED Projects

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Dell Children's Hospital





- Low-flow plumbing fixtures
- Efficiency measures save power
- On-site natural gas turbine supplies all electricity. 75% more efficient than coal fired plant. Link to municipal grid. Emergency generator backup
- Converted steam energy from heating & cooling plant supplies chilled water
- Under-floor air distribution in non-clinical, non-patient areas requires less fan power than above-ceiling ducts
- Trees, reflective, pavement and roof materials reduce heat-island effect

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Dell Children's Hospital







- Most interior spaces are within 32 feet of a window
- Motion and natural light sensors shut off lights within unoccupied spaces
- Use of local and regional materials saves fuel for shipping
- Special paints and flooring reduce levels of volatile organic compounds
- Seton Hospitals partnered with City of Austin & Austin Energy to build District Energy Plant on hospital site to provide high quality reliable power as well as chilled water and steam

Travis County Facilities Management Department - Green Building Committee

## 8. What We Are Doing

Airport Blvd. sunshade canopies reduce energy consumption

- At HMS Courthouse, inefficient steam boilers replaced with state of the art hot water boilers
- Roof top direct expansion systems replaced at 5501 ABB, 5555 ABB and 2501 S. Congress with high efficiency variable volume roof top units
- The Eastside Service Center is using rainwater detention to serve fire protection system and other non-potable uses
- Lighting retrofits included replacement of T-12 magnetic ballast light fixtures with more efficient T-8 electronic ballast light fixtures at all County facilities





## 8. What We Are Doing

- Change Travis County paint contracts to use Zero VOC paints
- All replacement HVAC equipment and filters will be selected for greater efficiency
- Completed reporting as required under Texas Senate Bill 5 and initial baseline report for Senate Bill 12
- Implementing temperature adjustments in all County buildings for unoccupied time periods
  - Installation and upgrade of programmable thermostats are underway to allow scheduling of these setbacks

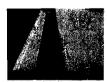


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## 8. What We Are Doing

- Reduce solar heat gain
  - Reflective film on windows at problematic locations
  - Install solar screening awnings and overhangs where needed
- Install vending misers on refrigerated vending machines
- As roofing systems reach end of service life, replace with long life roofing systems incorporating insulation and light reflective coatings where appropriate
- As HVAC units reach end of service life, replace with higher efficiency units.
- At HMS Courthouse and USB, constant volume air handling units replaced with variable frequency drive units with DDC controls



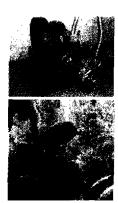
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8. What We Are Doing

- As elevators reach end of service life, upgrade with modern electronic controls and more efficient drives
- ❖ Install LED style EXIT signs in County facilities
- Procure and install occupancy sensors to control lighting in conference rooms, restrooms, etc. ... in progress
- At EOB and Granger Garage, DC drive elevator motors have been replaced with direct drive AC elevator machines, eliminating the wasted energy in driving the DC generators to operate the elevators
- Use native plants and low water landscaping



Travis County Facilities Management Department - Green Building Committee

## 9. Proposed Green Building Policy

- Green Building must be addressed during all phases of the project as it impacts planning, programming, design, construction and commissioning issues
- Green Building has implications on operations and maintenance which must be foreseen and considered from programming through commissioning

Travis County Facilities Management Department - Green Building Committee

## 9. Proposed Green Building Policy

All Travis County facility construction and renovation projects shall incorporate "Green Building" features and practices as much as possible to achieve savings and other benefits:

- Energy Efficiency
- ❖ Reduced Maintenance
- ❖ Increased Building Longevity and Performance
- Healthy Work Environment
- Strong Return on Investment
- ❖ Resource Conservation and Environmental Preservation

Travis County Facilities Management Department - Green Building Committee

## 9. Proposed Green Building Policy

#### Goals

- Goals must be established at the beginning of each project
- Minimum LEED Silver certification for new building projects of \$1 Million or more
- Develop best-practices design criteria for new buildings less than \$1 Million
- For other renovations and additions:
  - Use the LEED check list, or an alternative rating system approved by the FMD Director as guidelines for design criteria
  - Meet or exceed applicable Baseline Sustainability Standards
  - For smaller projects in scope, or budget, follow Recommended Green Building Features & Practices

Travis County Facilities Management Department - Green Building Committee

9. Proposed Green Building Policy

Recommended Features & Practices:

- Extend the useful life of existing buildings
- Site selection and planning public transit connectivity
- Building orientation optimize shading & passive solar heat gain
- Natural lighting and natural ventilation
- Energy & water efficient equipment

Travis County Facilities Management Department - Green Building Committee

## 9. Proposed Green Building Policy

- Green roofs to reduce storm run-off and provide thermal storage and barriers
- Rain water harvesting for re-use
- Sustainable landscaping
- Evaluation of life-cycle costs for energy performance
- Equipment & finish out commissioning
- Green furniture and finishes to promote health

## 10. Conventional vs. Green Building

Conventional	<u>Green</u>
Planning Phase	<ul><li>Planning Phase</li><li>Set Green Goals</li></ul>
❖ Schematic Design	<ul> <li>Schematic Design</li> <li>Register w/ rating entity</li> </ul>
<ul> <li>Design Development</li> </ul>	<ul> <li>Design Development</li> <li>Plan reviews w/rating entity</li> </ul>
<ul> <li>Construction Document</li> </ul>	<ul> <li>Construction Documents</li> <li>Plan reviews w/rating entity/Final Plan Review</li> </ul>
<ul> <li>Construction</li> </ul>	<ul> <li>❖ Construction</li> <li>Commissioning Inspection</li> </ul>
<ul> <li>Occupancy</li> </ul>	<ul> <li>Occupancy</li> <li>Final review w/rating entity</li> <li>Certification</li> </ul>

Travis County Facilities Management Department - Green Building Committee

## 10. Conventional vs. Green Building

	Conventional	Green
	❖ Architect	❖ Architect
	♦ MEP	MEP (w/green experience)
	❖ Structural	❖ Structural
	❖ Civil	Civil (w/green experience)
	Landscape	❖ Landscape (w/green exp)
	<ul><li>Construction Testing</li></ul>	Construction Testing
		Commissioning Agent
		❖ LEED Consultant

## 10. Conventional vs. Green Building

#### Conventional

- Construction
- ❖ Construction Waste
  - Waste to landfill

#### Green

- Construction
  - Enhanced Green
     Specifications and
     Practices
- Construction Waste
  - Recycle
- Tracking Documentation
- Certification Costs

Travis County Facilities Management Department - Green Building Committee

## 10. Conventional vs. Green Building

## Additional Project Management Tasks under Green Building

- ❖Rating Entity Reviews
- ❖Meetings w/ Green Consultants
- Documentation



Photo courtesy: Eleanor McKinney Landscape Architects

11. The Cost of Going Green

- 45
- This cost premium is a result of sustainably sourced materials, higher efficiency mechanical systems, enhanced design, modeling and integration technology and innovative approaches to construction practices
  - Green Roofs and Water Reclamation
  - Energy Modeling Software
  - Low Water Use Fixtures
  - HVAC Economizers
  - Natural Lighting, Shading and Solar Orientation

Travis County Facilities Management Department - Green Building Committee

## 11. The Cost of Going Green

- 46
- Increased cost of green design is often offset by savings in reduced operating costs of HVAC systems, lower utility bills and through local energy rebates
- Increased water retention through the use of a green roof or gray water system can avoid the capital cost of a water retention system normally required to comply with codes

11. The Cost of Going Green

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- ♦ Hard Costs + 8-10% of:
  - -Construction
  - -Furniture, Fixtures, and Equipment
- ❖ Soft Costs + 3% of:
  - -Consultants and design fees
  - -Rating entity documentation & fees
  - -Commissioning fees
- Percentages increase with smaller projects and decrease with larger projects

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## 12. What is the Payback?

- The "green premium" is the initial extra cost to build a green building compared to a conventional building
- A recent evaluation of the impact of LEED adoption, developed for the Portland Energy Office, found that regional life cycle (cost) savings from adopting 15 individual green building technologies was over 8 times as large as the direct first cost of these measures
- The cost of Green Building features will typically be paid back in reduced operation and maintenance costs within 5 years

Source: "Greening America's Schools. Costs and Benefits" by Gregory Kats.

13. Summary

- 19
- An adopted County policy will ensure compliance and integration of Green Building into all phases of facility planning, programming, design, construction, remodeling, maintenance and operation
- Over time the principles and practices of Green Building will become commonplace and the benefits of health, economics and productivity will be enjoyed by all

Travis County Facilities Management Department - Green Building Committee

# Travis County Facilities Management Department



**Beginning a New Standard!** 

Proposed Green Building Policy
For Travis County Building Projects

<u>Facilities Management Department</u> <u>Green Building Committee Members:</u>

- ❖Roger A. El Khoury, M.S., P.E., Director
- ❖Carolyn O'Hara, AIA, Project Manager
- Amy Lambert, AIA, Project Manager
- Kim Nguyen, Sr. Architectural Associate
- ❖Gabriel Stock, Sr. Architectural Associate
- ❖Ben Noack, Architectural Associate
- ❖Rick Avery, Architectural Associate

#### **A RESOLUTION**

# TO ESTABLISH A TRAVIS COUNTY FACILITIES MANAGEMENT DEPARTMENT GREEN BUILDING POLICY

WHEREAS, commercial and residential buildings nationally consume 40 percent of energy and 72 percent of total electricity and are responsible for 39 percent of the greenhouse gas emissions in the United States: and,

WHEREAS, commercial and residential buildings nationally contribute 136 million tons of construction and demolition waste annually; and,

WHEREAS, it is anticipated that adhering to a Green Building Policy will result in design and construction practices that significantly reduce operation and maintenance costs and do much to eliminate the negative impact of buildings on the environment and the occupants of the buildings; and,

WHEREAS, the United States Green Building Council has emerged as the leading standard for designing, constructing and certifying the worlds greenest buildings through its Leadership in Energy and Environmental Design (LEED trademark) certification system; and,

WHEREAS, Travis County Government has identified and or incorporated green building design and construction practices into several projects on ad-hoc basis including but not limited to the East Side Service Center, the renovation of new CJC courtrooms; and,

WHEREAS, Travis County Government has incorporated green building practices into several building maintenance projects on ad-hoc basis including but not

limited to the Heman Marion Sweat Travis County Courthouse Renovations, the Executive Office Building elevator upgrades; and,

WHEREAS, on December 16, 2008, the County Commissioners' Court was briefed on the Travis County Facilities Management Department Green Building benefits and initiatives; and,

WHEREAS, Travis County Government desires to be at the forefront of addressing environmental issues through implementation of a Travis County Green Building Policy to incorporate sustainable green building design and construction practices into new county building projects as well as renovation projects and those facility projects that the County may ultimately own or provide funding for the operating and maintenance costs.

Now, Therefore,

#### BE IT RESOLVED BY THE TRAVIS COUNTY COMMISSIONERS' COURT:

Section 1. That the Facilities Management Department Director is hereby authorized to fully implement its Green Building Policy to promote consistent application of a sustainable building philosophy beginning with the facility projects included in the Fiscal Year 2009 budget and thereafter; the goal is established to target, to the greatest extent practical, the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED trademark) silver level certification for new and renovated facilities budgeted at one million dollars or over; to use the principles of LEED to the greatest extent practical and reasonable for renovation and rehabilitation projects budgeted below one million dollars; and each project will be assessed for the

appropriate certification level with the goal of maximizing long-term benefits, such as operating and maintenance savings, while minimizing up-front costs.

**Section 2.** That this resolution shall take effect immediately from its passage in accordance with the provision of the Travis County Government Commissioners Court and is accordingly so resolved.