

Green Request for Proposal (“RFP”)

General Sustainability

- **Your Company’s green leasing policy.** *Tenant shall insert their overall green leasing policy statement.*
- **Agreement to cooperate to reach sustainable goals.** *Lessor and Lessee shall agree to discuss opportunities to share costs and benefits of upgrades and practices that lead to energy efficiency, water use minimization, and environmentally-friendly waste management.*
- **General request for landlord’s current green practices.** *Lessee requests that Lessor provide any information pertaining to its current practices and/or initiatives involving energy and water use efficiency and recycling.*
- **GREEN INFORMATION REQUEST:** *Please provide the following information regarding the building’s systems and management practices.*
 - *Type of power used by the building (e.g. 100% green power, 50% conventional and 50% green, etc.)*
 - *Average cost per sq ft for base building energy consumption*
 - *What other tenants own larger power-consuming items? Are these separately metered?*
 - *Whether after-hours AC is included in the base rent structure*
 - *Describe specific energy efficiency initiatives that have been implemented in the building to date.*
 - *List any significant building refurbishments planned in the immediate future*
 - *Is the premises separately metered for electricity, gas and water services*
 - *whether the electric utility that services the building offers the potential to purchase green power*
 - *Describe how the building recycles it’s waste and how that effects the tenants operations in the building*

Energy Efficiency

- **Minimum energy performance.** *Lessee will require an ENERGY STAR rating of at least 75 for the building. If the building does not currently meet these requirements, Lessor will agree to work with the Lessee to achieve this rating by a mutually agreeable date.*
- **Lighting control systems.** *Lessee will require Lessor provide the option for occupancy based lighting control systems with the appropriate zoning and daylight linking within Premises.*
- **Building commissioning.** *Lessor shall, if not done within the past {12} months, carry out a comprehensive building commissioning by a qualified vendor. The commissioning will serve to ensure that fundamental building elements and systems are installed, calibrated and operating as intended so they can deliver functional and efficient performance.*
- **Monitoring.** *Lessee will require automated systems to monitor equipment function and indoor space conditions, as well as a notification system to automatically identify issues so repairs can be made in a timely manner.*
- **Option to purchase ENERGY STAR.** *Lessor shall provide Lessee with the option to purchase ENERGY STAR equipment during Lessee's build out.*
- **Establishment of an energy optimization plan.** *Lessor and Lessee shall mutually establish an energy optimization plan as part of the Lease. The plan will consist of energy management covenants for Lessor and Lessee; monitoring and reporting requirements of base building energy use; regular maintenance and recalibration of base building services and action based response to performance issues.*
- **Retrofitting program.** *Lessor agrees to pursue all available commissioning programs offered by the utility company (with cost under X) and implement retrofits recommended by the utility with cost and payback under X & Y respectively.*

Water Utilization Section

- **Minimum water efficiency.** *Lessor will ensure that water fixtures and control systems exceed Energy Policy Act of 1992 requirements.*
- **Use of high efficiency fixtures and technologies in new build out.** *During the build out of the Premises, Lessor will install, where possible, ultra high efficiency plumbing fixtures and control technologies.*
- **Irrigation technology.** *Lessee requires that irrigation technologies are highly efficient. Irrigation systems should be fed with captured rainwater, grey water or on-site treated water. Irrigation systems will be controlled by rain gauges or soil moisture sensors to eliminate unnecessary irrigation during or after rain events.*
- **Water use reduction.** *Lessor and Lessee mutually agree to work together to reduce the water fixture use within the Premises by {20%}*

Waste Management

- **Waste reduction policy.** *Lessee requires that Lessor currently has or develops a waste reduction policy. First a waste stream audit should be conducted to record detailed information about the building's waste stream. At a minimum, the information shall include the amounts for paper, glass, plastics, cardboard and metals in the building's waste stream. Then the Lessor and Lessee will mutually evaluate and develop reduction, reuse and recycling strategies.*
- **Building occupant education.** *Lessor shall provide Lessee with occupant education needed for the successful achievement of the waste reduction goals.*
- **Waste stream audit.** *Lessee requires Lessor to record detailed information about the building's waste stream. At a minimum, the information shall include the amounts for paper, glass, plastics, cardboard and metals in the building's waste stream.*
- **Demolition.** *During build out of tenant's space, Lessor must divert x% of construction, demolition and land-clearing debris from landfill and incineration disposal, redirect recyclable recovered resources back to the manufacturing process, and redirect*

reusable materials to appropriate sites. {or specify the use of a contractor that practices recycling demolition practices}.

- **Sustainable purchasing.** *Lessee requires that building's maintenance staff use at least {x%} disposable janitorial paper products, disposable trash bags, and recycled-content products rather than non-recycled content products when price, quality and availability are comparable.*
- **Miscellaneous waste.** *Lessor shall provide recycling program for items such as toner cartridges, fluorescent tubes, batteries, and mobile phones.*

Alternative Transportation Section

- **On-site bike racks and showers.** *Lessee will require on-site bicycle storage racks, with showering and changing facilities for its employees who bike to work.*
- **Employee Shuttle.** *Lessor and Lessee shall explore options for establishing a shuttle link between the building and public transportation hubs if deemed appropriate.*
- **Preferred parking programs.** *Lessor shall provide preferred parking programs (at a minimum 3% of all stalls) for hybrid, alternative fuel, and high occupancy vehicles.*

