CIP Sustainanability Checklist - Town of Windsor

Town of Windsor CIP Project Managers will pilot the use of this Sustainability Checklist to provide guidance for incorporating sustainability elements into CIP projects and to comply with federal, state, and local regulations.

The Sustainability Checklist is split into 5 categories: **Low Emissions**, **Climate Resilience**, **Social Equity**, **Circular Economy**, and **Nature Conservation.** This checklist is expected to be consulted during project development, pre-design, post-design, pre-construction, post-construction, and project evaluation. The Project Manager is expected to fill out "Details" column in conjunction with external project teams.

Guide for external partners:

The CIP Sustainability Checklist was developed to keep the Project Manager, Project Team, and Sustainability Coordinator updated on opportunities to respond to the sustainability criteria in this Checklist. External teams are expected to fully engage in this effort to the best of their ability, cooperating and providing assistance when regulatory compliance is satisfactory, and costs and availability are reasonable.

Steps:

→ Whether design or construction, review the CIP Sustainability Checklist during Project kick-off meeting, engaging Sustainability Coordinator if needed. Check Yes or N/A for each criterion, then add details on the opportunities or limitations of each criterion in the "Details" column. During this phase, absolute completion of Checklist is not required. Instead, highlight key sustainability opportunity areas in Project.

→ At 60%, hold a Project meeting to revisit and complete Sustainability Checklist to the best of the project team's ability.

→ At 90% or 100%, hold a Project meeting to complete Sustainability Checklist and identify successful areas of Checklist implementation, providing supporting documentation to the Project Manager where applicable.

If possible, provide memo to Project Manager totaling the expected greenhouse gas emissions reductions and/or cost savings from achievement of certain criteria. Expect review of external team efforts to achieve sustainability in the Project to be incorporated into Project Evaluation.

Please contact Project Manager or Sustainability Coordinator (cballard@townofwindsor.ca.gov) with any questions.

CIP Sustainability Checklist - Low Emissions Mark each criterion as Yes or N/A (Column A-D). Add brief justification for choice in Details column.						**Details** Label supporting document according to its corresponding code (for example: LE 1)		**Clarifications** Email cballard@townofwindsor.ca.gov for further clarification	
Design		**Pre-Construction**		**Post-Construction**		**Low Emissions**			
Yes	**N/A**	**Yes**	**N/A**	**Yes**	**N/A**	**Required Prerequisite**			
						LE 1	**Hold a project environmental and social impact evaluation meeting**		For projects over $50,000 designing/constructing new or renovated infrastructure, hold a meeting between Town staff and external consultants/vendors to review this checklist. Engage or provide meeting summary to Sustainability Coordinator.
						Criteria			
						LE 2	**Account for and mitigate greenhouse gas emissions**		Evaluate reduction measures and prepare to exceed CALGreen Tier 1 energy standards compliance through all-electric design whenever feasible Provide GHG eval (before and after reduction measures). For example, an initial assessment finds that a CIP would result in an estimated X operational GHG emissions, but after implementing certain optimization measures found they could reduce X by 10%.
						LE 3	**If there is more than one potential design alternative, Perform Life Cycle Cost Analysis (LCCA) of the Project**		LCCA - Whole Building Design Guide
						LE 4	**Plan for Efficient Work Flow**		Reference site safety plan and document efficiency measures
						LE 5	**Replace diesel gas, natural gas, propane, and electricity with Onsite Renewable Energy / microgrid where possible**		Main example is solar panels Especially for diesel: choose R99 Renewable Diesel
						LE 6	**Provide Power Monitoring and data collection**		
						LE 7	**Install Photocells, Motion Sensors and/or Automated Dimming**		
						LE 8	**Maximize Daylighting**		Design toward optimal/peak energy availability schedules (e.g. more solar use during day) and peak-shaving
						LE 9	**Minimize or Reuse Waste Heat**		

CIP Sustainability Checklist - Climate Resilience Mark each criterion as Yes or N/A (Column A-D). Add brief justification for choice in Details column.								Details Label supporting document according to its corresponding code (for example: CR 1)	Clarifications Email cballard@townofwindsor.ca.gov for further clarification
Design		**Pre-Construction**		**Post-Construction**		**Climate Resilience**			
Yes	**N/A**	**Yes**	**N/A**	**Yes**	**N/A**	**Criteria**			
						CR 1	**Design toward Green Operations and Maintenance, Materials, and Supplies**		Manual
						CR 2	**Build Climate Resiliency into Project Design**		Heat-island, drought, floods, fire, earthquake Refer to 2022 Climate Resilience Plan: Goal 3 - Resilient Buildings and Goal 2 - Resilient Infrastructure
						CR 3	**Consider Using Forest Stewardship Council Certified Wood**		
						CR 4	**Build multi-modal transportation enhancement into Project Design**		Bike and Ped Master Plan / Active Transportation Plan
						CR 5	**Increase Availability of Recycled Water**		Title 22, NPDS Discharge Permit
						CR 6	**Increase Customer Use of Recycled Water**		
						CR 7	**Other Innovation and/or Exemplary Performance**		

CIP Sustainability Checklist - Social Equity Mark each criterion as Yes or N/A (Column A-D). Add brief justification for choice in Details column.								**Details** Label supporting document according to its corresponding code (for example: SE 1)	**Clarifications** Email cballard@townofwindsor.ca.gov for further clarification
Design		**Pre-Construction**		**Post-Construction**		**Social Equity**			
Yes	**N/A**	**Yes**	**N/A**	**Yes**	**N/A**	**Criteria**			
						SE 1	**Community Partnering and Collaboration**		Establish Community Engagement list or ask Sustainability Coordinator
						SE 2	**Pro-Equity Sourcing**		Actively consider and extend bid opportunities to: small, local, minority-owned businesses, veteran-owned businesses, woman-owned businesses, etc. Regularly seek out a variety of options to avoid repeating same vendors/procurement for each project
						SE 3	**Provide Equitable Education on Sustainability Features of the Project**		Bilingual signage, ADA accessible, etc. highlighting the Town's effort to incorporate equitable sustainability into project design
						SE 4	**Provide Onsite Public Use Areas**		Benches, gardens, bike parking, interpretive signs for education, etc.
						SE 5	**Preserve Historic and Cultural Resources**		With careful attention to indigenous historic and cultural resources
						SE 6	**Preserve Views and Local Character**		
						SE 7	**Plan for Safe Work Flow**		Reference site safety plan
						SE 8	**Minimize Light Pollution**		
						SE 9	**Minimize Odor and Air Pollutant Emissions**		
						SE 10	**Minimize Noise and Vibration**		
						SE 11	**Other Innovation and/or Exemplary Performance**		

CIP Sustainability Checklist - Circular Economy Mark each criterion as Yes or N/A (Column A-D). Add brief justification for choice in Details column.								**Details** Label supporting document according to its corresponding code (for example: CE 1)	**Clarifications** Email cballard@townofwindsor.ca.gov for further clarification
Pre-design		**Pre-construction**		**Post-construction**		**Circular Economy**			
Yes	**N/A**	**Yes**	**N/A**	**Yes**	**N/A**	**Criteria**			
						CE 1	**Variable Capacity Design**		
						CE 2	**Reduce Excavated Materials Taken Off Site and Limit Distance Traveled**		This is a requirement of the new Construction General Permit issued by the State.
						CE 3	**Incorporate waste management needs into design**		Allow space for green (organics) dumpster and recycling, battery collection, water recycling, etc.
						CE 4	**Maximize Reuse of Existing Building Structure Elements**		
						CE 5	**Maximize Reuse of Existing Materials and Equipment**		Including biosolids compost onsite
						CE 6	**Divert 65% Construction and Demolition Waste from the Landfill**		CalGreen code requirement
						CE 7	**Seek local need for repurposed items before extending scope**		
						CE 8	**Design for Disassembly and Repair / Part Replacement**		Rather than single-use disposable units
						CE 9	**Evaluated use of Recycled Content Materials**		Recycled concrete, tire asphalt, plastic products, fibers, etc.
						CE 10	**Evaluate Use Locally Manufactured or Harvested Content**		
						CE 11	**Other Innovation and/or Exemplary Performance**		

CIP Sustainability Checklist - Nature Conservation Mark each criterion as Yes or N/A (Column A-D). Add brief justification for choice in Details column.								Details Label supporting document according to its corresponding code (for example: NC 1)	Clarifications Email cballard@townofwindsor.ca.gov for further clarification
Design		Pre-construction		Post-Construction		Nature Conservation			
Yes	N/A	Yes	N/A	Yes	N/A	Criteria			
						NC 1	Use Low-Emitting Adhesives, Sealants, and Paints		
						NC 2	Minimize Potable Water Use for Irrigation		Refer to Windsor Municipal Code 12-3-361 (ETo adjustment factor)
						NC 3	Minimize Potable Water Use for Non-Irrigation (Process and Domestic)		
						NC 4	Minimize Potable Water Use During Construction		Refer to Windsor Municipal Code 12-3-820 . Other uses for recycled water: dust control, streetsweeping
						NC 5	Mandatory trash and particulate capture system for all water inlets and stormwater outfalls		
						NC 6	Submit a Stormwater LID Determination Worksheet to the MS4 Program Manager		When required, pursue LID design and installation (according to the MS4 Permit) to manage post-construction stormwater runoff
						NC 7	Reduce Inflow & Increase Infiltration		
						NC 8	Install water saving fixtures		
						NC 9	Manage Stormwater Onsite		To clarify, there is construction stormwater management (SWPPP/ESCP under the Construction General Permit) and post-construction stormwater management (LID). Both are required under specific conditions.
						NC 10	Implement erosion and sedimentation control best management practices during construction		For projects with over an acre of disturbed soil, create a Stormwater Pollution Prevention Plan, submit to the Water Board on the SMARTS website, and obtain a WDID#. For projects with less than an acre of disturbed soil, fill out the form for an Erosion and Sediment Control Plan. Before construction begins, submit to the MS4 Program Manager for approval.
						NC 11	Limit Toxic By-Products Entering and Leaving Site		By-product: a substance or an object resulting from a production process the primary aim of which is not the production of that substance or object
						NC 12	Limit nuisance to wildlife caused by noise, vibrations, light pollution, air pollution, and odor pollution		CEQA
						NC 13	Other Innovation and/or Exemplary Performance		