



Juice Bar Q&A Sheet
San Francisco State University
Mashouf Wellness Center
April 11, 2017

Sublease, Rent, & Other Costs

1. Is the lease triple net?

Yes, tenant shall be responsible for all applicable taxes, insurance, and maintenance.

2. What is the lease term being offered?

Sublease term anticipated to be 5 years but is subject to negotiation.

3. What are CAM charges?

CAM stands for Common Area Maintenance. Vendors are billed a pro rata share of CAM charges including but not limited to: utilities, maintenance, custodial, pest control, and other administrative costs.

4. What is the cost of getting a building permit through the San Francisco State University Capital Planning, Design & Construction department?

The fee is usually 2% of the estimate project cost.

5. As it relates to minimum wage, healthcare, etc., are vendors expected to follow San Francisco city ordinances or California state codes?

San Francisco city/county ordinances.

Facilities/Design/Construction

6. Are certain colors preferred for the juice bar?

The building is made up of a lot of whites and grays, but all design/color proposals are open for submittal (and ultimately, subsequent approval).

7. What will be the floor finish of the service area and storage room?

It is anticipated that the service area will have polished concrete flooring, and the storage room will have sealed concrete flooring.

8. Will the ceiling above the service area and storage area be finished?

Both areas will NOT have finished ceilings.



9. Is the wall between the service area and storage area a structural wall?

No.

10. What are the electrical panel capabilities?

It is a three-phase, 100-watt electrical panel.

11. Can we add more electrical outlets if the as-built ones are not enough?

Adding more electrical outlets would be the responsibility of the successful bidder. Part of successful bidder's build-out strategy will need to include architectural drawings that identify all changes planned for the space, including all proposed electrical, mechanical & plumbing changes as prepared by a certified MEP engineering firm. Surface mounted changes will not be accepted, all electrical and plumbing runs need to be "in wall" changes with appropriate patch and repair specifications.

12. Does the juice bar have a separate meter from the building for utilities?

Metering for the juice bar will be separate from the rest of the building.

13. As it relates to heating/air-conditioning, is there a separate thermostat that can be controlled by the vendor?

There is no separate thermostat for either the storage/prep space or the customer service area.

14. Is it required of the vendor to use union labor or prevailing wage for the construction?

Construction projects on campus must be coordinated through the University and adhere to University policies and procedures. Thus, we anticipate this will be a prevailing wage project and the University will work with the successful vendor to reach a final determination.

15. Will a barricade need to be built in front of the service area during construction?

The grand opening of the Wellness Center is slated for late-August/early-September. If construction of the juice bar is not completed by this time, a barricade may be necessary.

16. If we build a roll-down gate that protrudes over the service counter, are we still ADA compliant?

This depends on the design of the gate, and it would be the responsibility of the architect/engineer that is hired by the vendor for the build-out to ensure that ADA requirements are met.

17. What is the list of approved materials that can be used for the build-out?

Please see question #19 pertaining to LEED guidelines. Exhibit B contains information on the list of approved materials. Also, the University will work with the successful vendor on approved materials.

18. What are the site specifications for the juice bar?

See Exhibit A.



19. What are the LEED guidelines?

See Exhibit B.

20. What is the CSU Sustainability Policy?

See Exhibit C.

Operations

21. Where is the juice bar located within the building?

The juice bar is located adjacent to the main entrance. In addition, the juice bar is in a public access location.

22. What is adjacent to the juice bar?

On one side, there will be a check-in desk; on the other side, there will be offices and restrooms.

23. What type of seating is available at the juice bar?

There is no seating in the public area or directly at/in front of the juice bar; however, there is seating past the turnstiles on the main floor near the multi-use courts.

24. Are we able to put blenders in the service area and a display case for snacks?

Yes, we are open to all proposals, subject to our review and approval.

25. What is the expected daily/monthly/yearly attendance for the Mashouf Wellness Center?

All students (approximately 25,000) will have access to the facility. Faculty and staff (approximately 3,500) shall have the opportunity to use the facility as well. In addition, all community members are welcome to visit the public lobby area and juice bar without a membership.

26. What other food/beverage offerings are available in the building? Also, are there plans to add retail in the future?

There are a few vending machines on the main floor that will carry snacks, drinks, and possibly exercise-related items (swim caps, goggles, etc.). The juice bar and vending machines are the only foodservice offerings available in the building; there are no current or future plans to expand beyond these offerings within the building.

27. What are the hours of the building?



During the academic months, building will be open approximately 111 hours/week; during the off-peak months, the building will be open approximately 85 hours/week. At present, the proposed schedule during the academic months is as follows:

- *Mon-Thurs, 6am to 12am*
- *Fri, 6am to 11pm*
- *Sat, 11am to 9pm*
- *Sun, 11am to 11pm*

28. What are the expected hours for the juice bar to operate?

We expect the juice bar to open during times that best meets the needs of the facility.

29. What is the process for product deliveries?

Currently, it is envisioned that all deliveries will be through the rear (south side) of the building. Any change to that would need to be approved by Campus Recreation after a detailed review process. In general, deliveries should be scheduled during off-peak hours. Coordination of delivery schedules will be discussed once a vendor has been selected.

30. Will cleaning be provided?

The building's custodial team will clean the areas surrounding the juice bar. The vendor is expected to clean/maintain the juice bar and storage room areas.

31. What time should be scheduled?

In general, cleanings should be scheduled during off-peak hours. Coordination of cleaning schedules will be discussed once a vendor has been selected.

32. How should the vendor secure the space?

This is up to the bidder and should be included in the proposal. Typically, for food-court-like stalls on this campus, vendors keep their space "open" (but lock up key parts like cash registers) OR use a security gate (either roll-down or side-to-side).

33. Will there be dedicated security in the building?

There will not be dedicated security guards for the building. However, there are security cameras and staff working as building managers to monitor the building. In addition, the on-campus University Police Department is in place to provide security oversight of the campus.



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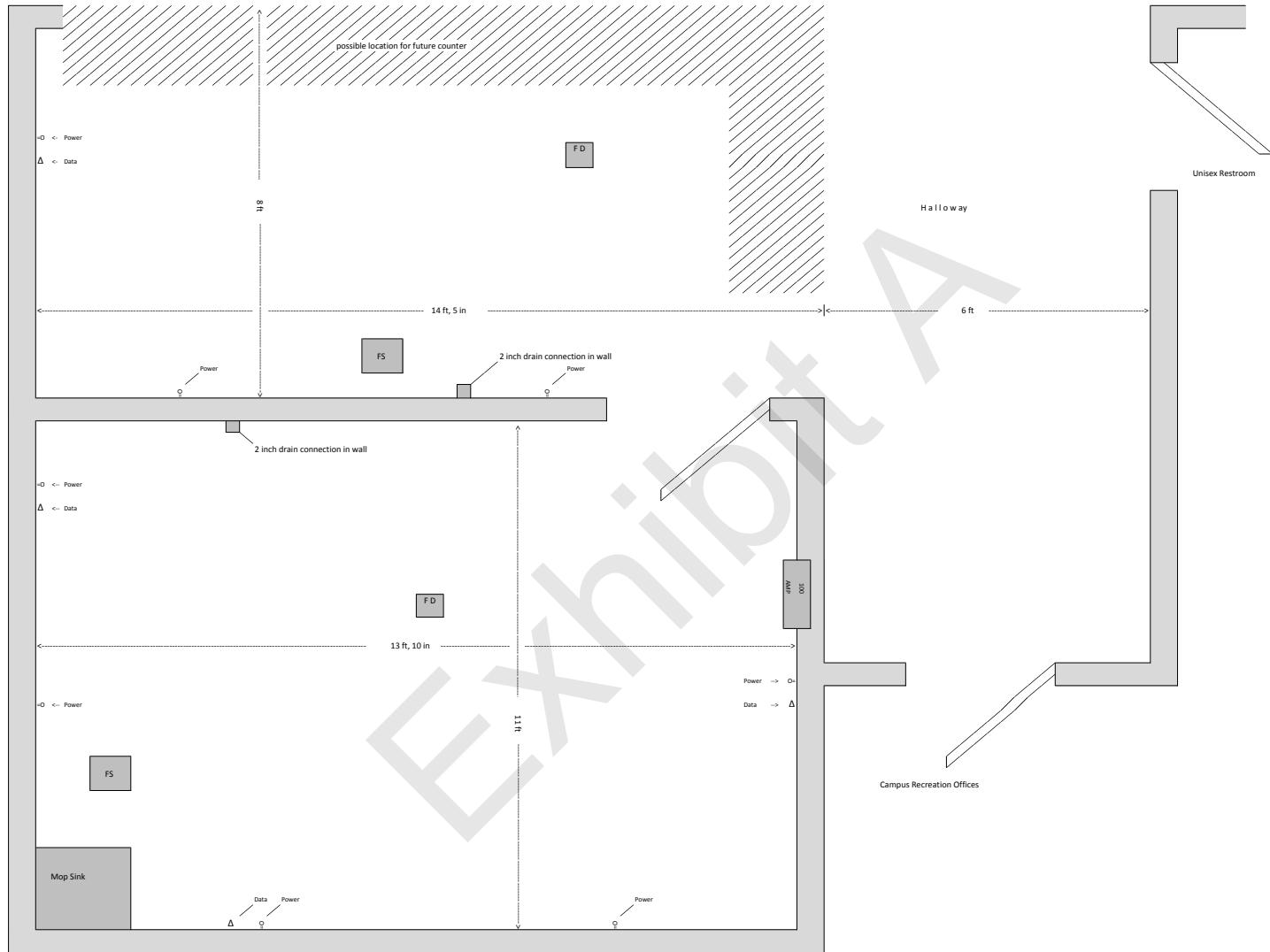
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Exhibit A

Juice Bar Site Specifications

MASHOUF WELLNESS CENTER
RETAIL SPACE



- NOTES:
1. Location of all utilities are approximate
 2. FS = Floor Sink
 3. FD= Floor Drain
 4. 6 foot wide hallway is not included as part leased space
 5. 100amp breaker panel is dedicated to leased space
 6. Ceiling height in both service space and prep space is 11 ft, 1 in.



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Exhibit B

LEED Guidelines

EXHIBIT B-4

**Tenant Sustainability Guidelines
and Green Building Requirements**

LEED credits referenced in this document are based on LEED CI version 3 and LEED for Existing Buildings: Operations and Maintenance version 3.

The Landlord has established tenant guidelines, contained in this Exhibit, that outline tenant's obligations regarding the design and construction of the tenant's improvements and expectations of sustainability practices after the tenant moves into the Building. Tenant is required to comply with all of the guidelines noted below, whether or not they seek LEED certification for the Leased Premises.

The following tenant guidelines are formatted to five (5) categories of the U.S. Green Building Council ("USGBC") Leadership in Energy and Environmental Design ("LEED") green building rating system:

1. Sustainable Sites
2. Water Efficiency
3. Energy & Atmosphere
4. Materials and Resources
5. Indoor Environmental Quality
6. Innovation in Design

The requirements outlined in this Exhibit are based on three (3) sources:

- LEED for Commercial Interiors (LEED CI) version 3.0 building rating system
- LEED for Existing Buildings: Operations and Maintenance version 3.0 (LEED EBOM) building rating system
- Landlord's corporate policy on tenant buildouts and operations

The LEED credits required by the Lease are listed below and are accompanied by a short overview of the credit. For details about LEED CI or LEED EBOM, please refer to the LEED CI and LEED EBOM Reference Manuals. Additional information, including updates to the rating system can be found on the USGBC website: <http://www.usgbc.org>. For clarification about the Landlord's corporate sustainability policies, please contact the Landlord.

The following appendices are included to assist Tenant with the required LEED protocols for Tenant design and construction:

- Appendix A: Construction Waste Management Plan
- Appendix B: Construction Indoor Air Quality Management Plan
- Appendix C: LEED credits required by the lease and associated documentation requirements

TENANT GUIDELINES

SUSTAINABLE SITES (SS)

Sustainable Sites (SS)

The LEED requirements for the Sustainable Sites category are predominantly base-building responsibilities. A tenant applying for LEED for Commercial Interiors (LEED-CI) certification automatically gains five credits simply by choosing to be a tenant in the LEED-CS building at Mashouf Wellness Center.

SSp1: Erosion and Sedimentation Control

Intent Reduce pollution from construction activities by controlling soil erosion, waterway sedimentation and airborne dust generation.

LEED-CS This prerequisite is normally required as a routine part of the site design and city entitlement process. Mashouf Wellness Center complied with the requirements of this prerequisite by meeting local jurisdiction requirements, which are more stringent than the EPA standard. Tenants benefit by knowing that the construction process of the LEED-CS building had minimal negative impact on the local environment in terms of loss of soil, sedimentation of local storm-sewer systems, and localized air pollution.

LEED-CI No related LEED-CI credit.

SSc1: Site Selection

Intent. Avoid development of inappropriate sites and reduce the environmental impact from the location of a building on the site.

LEED-CS. Mashouf Wellness Center meets all of the stated criteria for this credit. By developing in a dense, urban neighborhood, urban sprawl is reduced, as is the pressure to develop in environmentally sensitive areas. The LEED-CS building did not develop on prime farmland, within a flood plain, near wetlands areas, on land protected for endangered species, or on former public parkland. Location by the tenant in Mashouf Wellness Center helps to preserve these valuable environmental resources.

LEED-CI. No related LEED-CI credit. Tenants attempting LEED-CI at Mashouf Wellness Center will earn five points for locating in a LEED-CS building. This is associated with LEED-CI SSc1: Site Selection.

SSc2: Development Density and Community Connectivity

Intent Channel development to urban areas with existing infrastructure to protect greenfields, and preserve habitat and natural resources.

LEED-CS. Mashouf Wellness Center is located on a previously developed site, within one-half mile of a dense residential zone and within close pedestrian access to more than ten basic community services. Pedestrians also have easy access to all community services. Tenants benefit from the close proximity of numerous services such as restaurants, shopping, and groceries. The close proximity of neighborhood and community services help to reduce pollution caused by the use of motor vehicles.

LEED-CI. Tenants attempting LEED-CI at Mashouf Wellness Center will earn six LEED-CI points through SSc2: Development Density and Community Connectivity.

SSc4.1: Alternative Transportation—Public Transportation Access (LEED-CI SSc3.1)

Intent Locate project near public transportation to reduce the number of vehicles on the road and to reduce land development for parking.

LEED-CS. Mashouf Wellness Center is located within one-quarter mile walking distance of two bus lines. Locating in close proximity to multiple bus lines is beneficial to tenants and their visitors because of the convenience of public transit access. This also reduces the need to drive cars to the site, thereby reducing environmental impacts associated with pollution and development.

LEED-CI. Tenants attempting LEED-CI at Mashouf Wellness Center will earn six points meeting the credit requirements of SSc3.1: Alternative Transportation—Public Transportation Access in the LEED-

CI rating system.

SSc4.2: Alternative Transportation—Bicycle Storage and Changing Rooms (LEED-CI SSc3.2)

Intent Include bike racks and showering facilities to encourage building occupants to bike to the site, in an effort to reduce the number of vehicles on the road and to reduce land development for parking.
LEED-CS Mashouf Wellness Center provides bike racks for building users and showering facilities.
LEED-CI Tenants attempting LEED-CI at Mashouf Wellness Center may be able to earn two points for LEED-CI SSc3.2: Alternative Transportation—Bicycle Storage and Changing Rooms. However, LEED-CI projects must provide bike racks for 5% of tenant occupants and showers for 0.5% of FTE. You should verify that the bike racks and showers provided in the base building meet the required numbers for your tenant space.

SSc4.3: Alternative Transportation—Low-Emitting and Fuel-Efficient Vehicles

Intent Encourage the use of low-emitting and fuel-efficient (LE/FE) vehicles by providing preferred parking spaces for LE/FE vehicles.

LEED-CS SF State provides preferred parking spaces for electric vehicles.

LEED-CI There is no related LEED-CI credit.

SSc4.4: Alternative Transportation—Parking Capacity (LEED-CI SSc3.3)

Intent Minimize parking spaces and provide preference to carpool and vanpool vehicles, in an effort to reduce the number of vehicles on the road and to reduce land development for parking.

LEED-CS Mashouf Wellness Center minimized the total parking capacity to not exceed local zoning requirements but was not required to provide preferred parking for carpools or vanpools to meet the credit requirements. Parking capacity was minimized in an effort to reduce land development.

LEED-CI Tenants attempting LEED-CI at Mashouf Wellness Center may be able to earn two points for LEED-CI SSc3.3: Alternative Transportation—Parking Availability, which requires minimized parking for tenants and preferred parking for carpools and vanpools. Tenants in a LEED-CS building do not automatically meet this credit and will have to determine the maximum number of parking spaces available to them and provide the preferred parking spaces. The LEED-CI credit requirements are dependent upon the percent of the building the tenant occupies. See the LEED-CI Rating System for exact requirements.

SSc5.1: Site Development—Protect or Restore Habitat

Intent Conserve native habitat in an effort to promote biodiversity.

LEED-CS Mashouf Wellness Center is located on a previously developed site and uses native and adapted vegetation. Restoring a site with native and adapted vegetation not only encourages biodiversity but also reduces the amount of water needed for irrigation. The landscape at Mashouf Wellness Center was designed with an emphasis on sustainability and aesthetics.

LEED-CI There is no related LEED-CI credit.

SSc5.2: Site Development—Maximize Open Space

Intent Provide a high ratio of open space to development footprint to promote biodiversity.

LEED-CS Mashouf Wellness Center is designed to preserve the amount of open space on the site. Increasing the amount of vegetated open space at Mashouf Wellness Center provides tenants with added amenities and park space.

LEED-CI There is no related LEED-CI credit.

SSc6.1: Stormwater Design—Quantity Control

Intent Limit disruption of natural hydrology by reducing impervious cover, increasing onsite infiltration, and managing stormwater runoff quantities.

LEED-CS Mashouf Wellness Center uses stormwater management to reduce runoff. Tenants and the local community benefit from the stormwater management plan due to less stormwater runoff and less contamination entering local waterways.

LEED-CI Stormwater management is covered under LEED-CI SSc1: Site Selection, where tenants earn five points for locating in a LEED-CS building.

SSc6.2: Stormwater Design—Quality Control

Intent Limit disruption of natural hydrology by reducing impervious cover, increasing on-site infiltration,

and managing the quality of stormwater runoff.

LEED-CS Mashouf Wellness Center has provided a new stormwater technology that captures and treats stormwater runoff. Tenants and the local community benefit from the stormwater management plan due to less stormwater runoff and less contamination entering local waterways.

LEED-CI Stormwater management is covered under LEED-CI SSc1: Site Selection, where tenants earn five points for locating in a LEED-CS building.

SSc7.1: Heat Island Effect—Nonroof

Intent Reduce heat island effect (thermal gradient differences between developed and undeveloped areas) to minimize impact on microclimate, and human and wildlife habitat.

LEED-CS Mashouf Wellness Center has minimal parking spaces in an effort to reduce the heat island effect. The Mashouf Wellness Center is able to reduce the amount of asphalt required for parking and therefore minimize local heat island effects.

LEED-CI The heat island effect is covered under LEED-CI SSc1: Site Selection, where tenants earn five points for locating in a LEED-CS building.

SSc7.2: Heat Island Effect—Roof

Intent Reduce heat island effect (thermal gradient differences between developed and undeveloped areas) to minimize impact on microclimate, and human and wildlife habitat.

LEED-CS Mashouf Wellness Center installed a light colored roof that reduces the heat island effect. Tenants will benefit from more efficient operations of the HVAC system in the building, which is passed on to the tenants in reduced energy costs.

LEED-CI The heat island effect is covered under LEED-CI SSc1: Site Selection, where tenants earn five points for locating in a LEED-CS building.

SSc8: Light Pollution Reduction

Intent Reduce the impacts of lighting on nocturnal environments, reduce glare, and minimize light trespass from interior windows.

LEED-CS Mashouf Wellness Center interior lighting is designed to reduce light pollution during evening hours. Exterior lighting power densities meet the requirements of the ANSI/ASHRAE/IESNA standard 90.1-2007.

LEED-CI Light pollution reduction is covered under LEED-CI SSc1: Site Selection, where tenants earn five points for locating in a LEED-CS building.

SSc9: Tenant Design and Construction Guidelines

Intent Provide tenants with a descriptive tool that both educates and helps implement sustainable design and construction features in their tenant improvement build-out.

LEED-CS. Tenant Design and Construction Guidelines (such as the ones you are reading now) benefit the LEED-CS certified project for two important reasons. First, the Guidelines help tenants design and build sustainable interiors and adopt green building practices; second, the Guidelines help in coordinating LEED-CI and LEED-CS certifications. These guidelines are a tool to enable tenants of Mashouf Wellness Center to design and implement sustainable, green building interiors that will benefit the overall health and quality of life for building occupants.

LEED-CI No related LEED-CI credit.

WATER EFFICIENCY (WE)

LEED CI: WE prerequisite 1: Water Use Reduction

Select fixtures that, in the aggregate, use 20% less water than the water use baseline calculated for the building.

LEED CI: WE credit 1: Water Use Reduction

Select fixtures that, in the aggregate, use 30% less water than the water use baseline calculated for the building, except for leased space and buildouts which only include pantries with sinks, in which case Tenant must only comply with a 20% water reduction.

ENERGY AND ATMOSPHERE (EA)

LEED CI: EA prerequisite 1 – Fundamental Commissioning

For all tenant fit out work, tenant shall identify and engage either a commissioning authority or members of the design or construction team to oversee that construction is performed in accordance with the design. The minimum requirements are to verify that the installed mechanical and electrical systems match the design and operate as intended, that the test and balance report is acceptable, and that all previously noted deficiencies in the test and balance report were corrected. This is typically performed and included in the design and construction team's scope of work.

LEED CI: EA prerequisite 2 – Minimum Energy Performance

The Leased Premises must comply with ANSI/ASHRAE/IESNA Standard 90.1-2007, as well as with all other requirements contained in this credit, including the installation of ENERGY STAR qualified equipment.

LEED CI: EA prerequisite 3 – CFC Reduction in HVAC&R Equipment

Zero use of chlorofluorocarbon (CFC)-based refrigerants in tenant scope of work.

LEED CI: EA credit 1.1 – Optimize Energy Performance: Lighting Power, option A

Reduce connected lighting power density 16% below that allowed by ANSI/ASHRAE/IESNA Standard 90.1-2007.

LEED EBOM: EA credit 3 – Performance Measurement: Building Automation System

Tenant must install heating, cooling, ventilation, lighting systems, fans, HVAC equipment, and thermostats that are compatible with the base building automation system (BAS).

LANDLORD'S POLICY: Space Heaters

Tenant is not allowed to use space heaters without the written consent of the Landlord.

LANDLORD'S POLICY: ENERGY STAR

The Landlord participates in a voluntary partnership with the U.S. EPA and U.S. DOE called *ENERGY STAR*. *ENERGY STAR* helps the Landlord improve the energy efficiency of this Building and helps lower utility bills for tenants. To this end, Landlord requires tenants to provide the following to help improve energy efficiency of the Building:

1. The number of full time occupants in the Leased Premises as defined by LEED. This information will be collected on the Lease Commencement Date and at least once a year.
2. The square footage of all tenant server rooms and whether those serverrooms contain supplemental HVAC units.
3. Motion Sensors to control lighting must be provided in all private offices, storage rooms, closets and computer closets/LAN Rooms. Motion Sensors are required in conference rooms and in large open spaces that can be zoned.
4. Motion Sensors or timers to control task lighting must be provided on systems furniture, office task lighting and all under cabinet lighting within the Leased Premises.

MATERIALS AND RESOURCES (MR)

LEED CI: MR prerequisite 1 - Storage and Collection of Recyclables

Tenant must provide recycling areas in the Leased Premises to facilitate the storage and collection of the recyclable materials.

LEED CI: MR credit 2 – Construction Waste Management

Tenant fit out work shall employ the Construction Waste Management Specifications located in Appendix A of these tenant guidelines. These specifications comply with MR credit 2.

LEED CI: MR credit 4 – Recycled Content

Use materials, including furniture and furnishings, with recycled content such that the sum of postconsumer recycled content plus $\frac{1}{2}$ of the preconsumer content constitutes at least 10% based on cost of the total value of the materials in the project.

LEED EBOM: MR credit 4 – Sustainable Purchasing: Reduced Mercury in Lamps

Tenant's lighting design must accommodate light bulbs that have a weighted average mercury content below 90 picograms per lumen-hour. Landlord can provide spreadsheets and resources to support in this calculation.

LANDLORD'S POLICY: Waste Reduction and Recycling Policy

Tenant shall provide Landlord with a marked up, reproducible, dimensioned floor plan

drawing showing the placement of all recycling containers (excluding those at desks) in the Leased Premises. At a minimum, Tenant must provide space for the recycling of (1) paper and cardboard, (2) glass, aluminum, and plastic, (3) batteries, (4) compact fluorescent light bulbs, (5) printer and copier cartridges, and (6) small electronics, such as cell phones and calculators. Tenant must also provide space for recycling education, which can be complied with by the posting of an 8.5" x 11" paper notice located in a generally accessible area, such as a kitchen or copying room. Landlord maintains the right to perform a waste stream audit of Tenant waste. Tenant must provide clearly marked recycling containers at each workstation.

LANDLORD'S POLICY: Recommended Material: Alternatives to Vinyl

Tenant shall endeavor to not use vinyl products (for example, but not limited to, vinyl flooring or wall coverings) for new installations in the Lease Premises. Alternative materials such as linoleum should be explored.

LANDLORD'S POLICY: Restricted Material: Un-wrapped Insulation

Tenant shall not use or install or permit the installation of mineral or glass fibers, including, but not limited to, unwrapped fiberglass insulation, which are not sealed and are exposed to the supply or return air flow of the Building's HVAC system.

INDOOR ENVIROINMENTAL QUALITY (EQ)

LEED CI: EQ prerequisite 1 – Minimum Indoor Air Quality Performance

Mechanical ventilation systems installed in the space as a function of the Tenant fit-out shall be compatible with the Building's base systems and meet or exceed the minimum requirements of ASHRAE 62.1-2007.

LEED CI: EQ credit 3.1 – Construction Indoor Air Quality (IAQ) Management Plan: During Construction

Tenant shall adopt an Indoor Air Quality (IAQ) Management Plan that complies with this LEED credit. A sample Construction IAQ management plan can be found in Appendix B.

LEED CI: EQ credit 3.2 – Construction Indoor Air Quality (IAQ) Management Plan: Before Occupancy

After construction is complete and the space has been cleaned, either flush out the space with the required amount of fresh air defined in OPTION 1 of this credit, or provide air quality testing as define in OPTION 2 of this credit.

LEED CI: EQ credit 4.1 – Low-Emitting Materials: Adhesives and Sealants

All adhesives and sealants applied in the Leased Premises must comply with the requirements of this credit.

LEED CI: EQ credit 4.2 – Low-Emitting Materials: Paints and Coatings

Interior paints and coating applied in the Leased Premises must meet the limitations and restrictions concerning chemical components set by this credit.

LEED CI: EQ credit 4.3 – Low-Emitting Materials: Flooring Systems

All flooring material must meet the standards contained in this credit, including carpet, carpet adhesives, and hard surface flooring.

LEED CI: EQ credit 4.4 – Low-Emitting Materials: Composite Wood and Agrifiber Products

Composite wood and agrifiber products, including core materials, must contain no added urea-formaldehyde resins.

LEED CI: EQ credit 5 – Indoor Chemical and Pollutant Source Control

Minimize and control pollutants by segregating areas with hazardous gasses or chemicals and providing filtration media with a MERV-13 rating or higher.

LANDLORD'S POLICY: Green Cleaning

Landlord employs a comprehensive green cleaning program. Should Tenant decide not to use the cleaning company provided by the base building, Tenant must employ a qualified cleaning contractor and utilize a cleaning program based on the same environmental standards as Landlord's cleaning program, and must be preapproved by Landlord.

INNOVATION IN DESIGN (ID)

LEED CI: ID credit 2 – LEED Accredited Professional

At least 1 principal participant of the tenant's project team shall be a LEED Accredited Professional (AP).



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Exhibit C

CSU Sustainability Policy

**JOINT MEETING
COMMITTEES ON EDUCATIONAL POLICY
AND CAMPUS PLANNING, BUILDINGS AND GROUNDS**

California State University Sustainability Policy Proposal (RJEP/CPBG 05-14-01)

RESOLVED, by the Board of Trustees of the California State University, that:

1. The revised Sustainability Policy in Agenda Item 1 of the May 20-21, 2014 joint meeting of the CSU Board of Trustees' Committees on Educational Policy and Campus Planning, Buildings and Grounds is adopted.
2. The progress in achieving the goals stated in this revised Sustainability Policy shall be evaluated at the end of 2016-2017. Interim reports may be requested.
3. The chancellor or his designee is authorized to take all necessary steps to implement the intent of this policy including seeking available state, federal, grant, and private sector funds.

AGENDA

JOINT MEETING OF THE COMMITTEES ON EDUCATIONAL POLICY AND CAMPUS PLANNING, BUILDINGS AND GROUNDS

Meeting: 1:00 p.m., Tuesday, May 20, 2014
Glenn S. Dumke Auditorium

**Committee on Educational
Policy**

Roberta Achtenberg, Chair
Debra S. Farar, Vice Chair
Rebecca D. Eisen
Douglas Faigin
Margaret Fortune
Lupe C. Garcia
Steven M. Glazer
Lillian Kimbell
Lou Monville
J. Lawrence Norton
Steven G. Stepanek
Cipriano Vargas

**Committee on Capital Planning,
Buildings and Grounds**

Rebecca D. Eisen, Chair
J. Lawrence Norton, Vice Chair
Adam Day
Douglas Faigin
Margaret Fortune
Lillian Kimbell
Lou Monville
Cipriano Vargas

Discussion

1. California State University Sustainability Policy Proposal, *Action*

JOINT MEETING

COMMITTEE ON EDUCATIONAL POLICY COMMITTEE ON CAMPUS PLANNING, BUILDINGS AND GROUNDS

California State University Sustainability Policy Proposal

Presentation By

Ken O'Donnell
Senior Director, Student Engagement and Academic Initiatives and Partnerships
Academic Affairs

Elvyra F. San Juan
Assistant Vice Chancellor
Capital Planning, Design and Construction

Summary

This item brings forward the revised policy on sustainability for approval by the California State University Board of Trustees, having been presented at the March 2014 board meeting as an information item. An updated report highlighting the accomplishments of the CSU in sustainability since 2011, as well as the vision for the future as prescribed by the policy herein, will be available at the meeting.

As stated at the March 2014 board meeting, the Board of Trustees has been a proponent of energy conservation and other sustainability measures and has had established policies since 1978. This proposed revised policy is broader than prior policies and more inclusive of all areas of the university community. The policy aims not only to reduce the university's impact on the environment and educate our students, faculty and staff on sustainable practices, but also to incorporate sustainability principles and climate science in our educational offerings.

University Sustainability

1. The CSU will seek to further integrate sustainability into the academic curriculum working within the normal campus consultative process. (14-New)
2. The CSU will develop employee and student workforce skills in the green jobs industry, promote the development of sustainable products and services, and foster economic development. (14-New)

3. The CSU will pursue sustainable practices in all areas of the university, including:
 - a. business operations such as procurement; information technology; student services; food services; facilities operations; design and construction; and
 - b. self-funded entities such as student housing, student unions, parking, children's centers, and auxiliary operations. (14-New)
4. Each CSU is encouraged to designate a sustainability officer responsible for carrying out and/or coordinating campus sustainability program efforts. (14-New)

Climate Action Plan

1. The CSU will strive to reduce systemwide facility greenhouse gas (GHG) emissions to 1990 levels, or below, by 2020 consistent with AB 32, California's Global Warming Solutions Act of 2006 (HSC §38550). Emissions will include both state and auxiliary organization purchases of electricity and natural gas; fleet, marine vessel usage; and other emissions the university or self-support entity has direct control over. The Chancellor's Office staff will provide the baseline 1990 facility emission levels (for purchased electricity and natural gas) for the campuses that existed at that time and assist campuses added to the CSU after 1990 to determine their appropriate baseline. (14-New)
2. The CSU will strive to reduce facility GHG emissions to 80 percent below 1990 levels by 2040. Campus tracking and reporting of their GHG inventory will be grounded in the American College and University President's Climate Commitment guidelines or equivalent, with consideration to campus requested improvements. Metrics will include GHG emissions per FTE. (14-New)
3. The CSU will encourage and promote the use of alternative transportation and/or alternative fuels to reduce GHG emissions related to university associated transportation, including commuter and business travel. (14-New)

Energy Independence and Procurement

1. The CSU shall pursue energy procurement and production to reduce energy capacity requirements from fossil fuels, and promote energy independence using available economically feasible technology for on-site and/or renewable generation. The CSU shall endeavor to increase its self-generated energy capacity from 44 to 80 megawatts (MW) by 2020. (05-New; 14-Revise)
2. The CSU will endeavor to exceed the State of California and California Public Utilities

Commission Renewable Portfolio Standard (RPS) sooner than the established goal of procuring 33 percent of its electricity needs from renewable sources by 2020. (05-New; 14-Revise)

Energy Conservation and Utility Management

1. All CSU buildings and facilities, regardless of the source of funding for their operation, will be operated in the most energy efficient manner without endangering public health and safety and without diminishing the quality of education and the academic program. (78-Adopt; 88-Revise; 01-No Change; 04-No Change; 14-Revise)
2. All CSU campuses will continue to identify energy efficiency improvement measures to the greatest extent possible, undertake steps to seek funding for their implementation and, upon securing available funds, expeditiously implement the measures. (78-Adopt; 88-Revise; 01-No Change; 04-No Change; 14-Revise)
3. The CSU will cooperate with federal, state, and local governments and other appropriate organizations in accomplishing energy conservation and utilities management objectives throughout the state; and inform students, faculty, staff and the general public of the need for and methods of energy conservation and utilities management. (78-Adopt; 88-Revise; 01-No Change, 04-No Change; 14-No Change)
4. Each CSU campus will designate an energy/utilities manager with the responsibility and the authority for carrying out energy conservation and utilities management programs. The Chancellor's Office will have the responsibility to coordinate the individual campus programs into a systemwide program. (78-Adopt; 88-Revise; 01-No Change; 04-No Change; 14-No Change)
5. The CSU will monitor monthly energy and utility usage on all campuses and the Chancellor's Office, and will prepare a systemwide annual report on energy utilization and greenhouse gas emissions. The Chancellor's Office will maintain a systemwide energy database in which monthly campus data will be compiled to produce systemwide energy reporting. Campuses will provide the Chancellor's Office the necessary energy and utility data, such as electricity and natural gas consumption; water and sewer usage; fuel consumed by fleet vehicles, boats, and ships; waste disposal for the systemwide database in a timely manner. (78-; 88- Adopt; 01-Revise; 04-No Change; 14-Revise)
6. Each CSU campus is encouraged to develop and maintain a campuswide integrated strategic energy resource plan, which will include tactical recommendations in the areas of new construction, deferred maintenance, facility renewal, energy projects, water conservation, solid waste management, and an energy management plan. This plan will guide the overall energy program at each campus. (78-Adopt; 88-Revise; 01-Revise; 04-Revise; 14-Revise)

Water Conservation

1. All CSU campuses will pursue water resource conservation to reduce water consumption by 10 percent by 2016, and 20 percent by 2020 including such steps to develop sustainable landscaping, install controls to optimize irrigation water use, reduce water usage in restrooms and showers, and promote the use of reclaimed/recycled water. In the event of a declaration of drought, the CSU will cooperate with the state, city, and county governments to the greatest extent possible to reduce water use. (78-; 88-Adopt; 01-No Change; 04-No Change; 14-Revise)

Waste Management

1. Campuses shall seek to reduce the solid waste disposal rate by 50 percent (PRC § 42921) by 2016, by 80 percent by 2020, and move to zero waste. (14-New)
2. The CSU will encourage the reduction of hazardous waste to the extent possible while supporting the academic program. (14-New)

Sustainable Procurement

1. Campuses will promote use of suppliers and/or vendors who reduce waste, re-purpose recycled material, or support other environmentally friendly practices in the provision of goods or services to the CSU under contract. This may include additional evaluation points in solicitation evaluations for suppliers integrating sustainable practices. (14-New)
2. To move to zero waste, campus practices should: (1) encourage use of products that minimize the volume of trash sent to landfill or incinerators; (2) participate in the CalRecycle Buy-Recycled program or equivalent; and (3) increase recycled content purchases in all Buy-Recycled program product categories. (14-New)
3. Campuses shall continue to report on all recycled content product categories, consistent with PCC § 12153-12217 and shall implement improved tracking and reporting procedures for their recycled content purchases. (14-New)

Sustainable Food Service

1. All campus food service organizations should track their sustainable food purchases. Such tracking and reporting will be grounded in the Real Food Challenge guidelines, or equivalent, with consideration to campus requested improvements. Campuses shall strive to increase their sustainable food purchases to 20 percent of total food budget by 2020. (14-New)

2. Campuses and food service organizations shall collaborate to provide information and/or training on sustainable food service operations to staff and patrons. (14-New)

Sustainable Building Practices

1. All future CSU new construction, remodeling, renovation, and repair projects will be designed with consideration of optimum energy utilization, low life cycle operating costs, compliance with all applicable energy codes (enhanced Title 24 energy codes) and regulations. In the areas of specialized construction that are not regulated through the current energy codes, such as historical buildings, museums, and auditoriums, the CSU will ensure that these facilities are designed to consider energy efficiency. Energy efficient and sustainable design features in the project plans and specifications will be considered in balance with the academic program needs of the project within the available project budget. (78-Adopt; 88-Revise; 01-Revise; 04-Revise; 14-Revise)
2. Capital Planning, Design and Construction in the Chancellor's Office shall monitor building sustainability/energy performance and maintain information on design best practices to support the energy efficiency goals and guidelines of this policy. The sustainability performance shall be based on Leadership in Energy and Environmental Design (LEED) principles with consideration to the physical diversity and microclimates within the CSU. (05-New; 14-Revise)
3. The CSU shall design and build all new buildings and major renovations to meet or exceed the minimum requirements equivalent to LEED "Silver." Each campus shall strive to achieve a higher standard equivalent to LEED "Gold" or "Platinum" within project budget constraints. Each campus may pursue external certification through the LEED process. (05-New; 14-Revise)

Physical Plant Management

1. Each campus shall operate and maintain a comprehensive energy management system that will provide centralized reporting and control of the campus energy related activities. (78-Adopt; 88-Revise; 01-Revise; 04-No Change; 14-Revise)
2. To the extent possible, academic and non-academic programs will be consolidated in a manner to achieve the highest building utilization. (78-; 88-Adopt; 01-No Change; 04-No Change; 14-Revise)
3. All CSU campuses will implement a utilities chargeback system to recover direct and indirect costs of utilities provided to self-supporting and external organizations pursuant to procedures in the Integrated California State University Administrative Manual (ICSUAM). (78-; 88-Adopt; 01-No Change; 04-No Change; 14-Revise)

Recommendation

The following resolution is presented for approval:

RESOLVED, by the Board of Trustees of the California State University, that:

1. The revised Sustainability Policy in Agenda Item 1 of the May 20-21, 2014 joint meeting of the CSU Board of Trustees' Committees on Educational Policy and Campus Planning, Buildings and Grounds is adopted.
2. The progress in achieving the goals stated in this revised Sustainability Policy shall be evaluated at the end of 2016-2017. Interim reports may be requested.
3. The chancellor or his designee is authorized to take all necessary steps to implement the intent of this policy including seeking available state, federal, grant, and private sector funds.