

Draft

***CIDB BEST PRACTICE PROJECT ASSESSMENT SCHEME;***  
**REQUIREMENTS AND GUIDELINES FOR GREEN BUILDING CERTIFICATION**

**(ISSUED IN TERMS OF THE CIDB REGISTER OF PROJECTS REGULATIONS)**

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**1 INTRODUCTION**

The cidb Act (Act 38 of 2000) requires that the Board must establish a *Best Practice Project Assessment Scheme* based on the best practices identified by the Board. All construction contracts above a prescribed tender value will then be subject to an assessment of compliance with best practice standards and guidelines published by the Board.

In line with government objectives and policy, the cidb endorses the Green Star SA certification of the Green Building Council of South Africa (GBCSA) as a best practice for public and private sector buildings.

In line with the above, clients are encouraged (or, where mandatory, are required) to specify that new buildings, or buildings that are to undergo major renovations, are to be designed, constructed, and certified to meet, at a minimum, a Four Star Green Star SA standard where such Green Star SA rating tools exist for the class of building. Furthermore, clients are encouraged to take into account the Green Star SA rating (if any) as a quality factor when procuring office space in a lease agreement.

Rating	Score	Represents	
One Star	10	Minimum practice	★ ★ ★ ★ ★ ★
Two Star	20	Average practice	★ ★ ★ ★ ★ ★
Three Star	30	Good practice	★ ★ ★ ★ ★ ★
Four Star	45	Best practice	★ ★ ★ ★ ★ ★
Five Star	60	South African Excellence	★ ★ ★ ★ ★ ★
Six Star	75	World Leadership	★ ★ ★ ★ ★ ★

## 2 CONTEXT

### 2.1 Energy Efficiency and Climate Change

The South African government is committed to reducing greenhouse gas emissions through a combination of mechanisms, including:

- energy efficiency;
- renewable energy;
- clean energy; and
- tax on CO<sub>2</sub>.

This commitment was reflected in South Africa's position at COP 15, in which it was willing to reduce its greenhouse gas (GHG) emissions by 34% below current levels by 2020, and by about 42% by 2025 (conditional upon a fair agreement at the Copenhagen climate change talks and finance, technology and capacity building assistance from the developed nations to developing countries)<sup>1,2</sup>. These GHG mitigations are in line with South Africa's the Long Term Mitigation Scenario (LTMS) study<sup>3</sup>, which indicated that emissions should peak between 2020 and 2025, plateau for about a decade and then decline in absolute terms.

As recognised in, amongst others, the *IPCC 4th Assessment Report*<sup>4</sup>, the UNEP Sustainable Buildings and Construction Initiative (SBCI)<sup>5</sup> and others, the building sector has the largest potential for reducing greenhouse gas emissions. Specifically, the potential for reducing greenhouse gas emission is closely linked to energy efficiency, which is clearly identified in the *Energy Efficiency Strategy of South Africa*<sup>6</sup> (2005) and is discussed in detail in the UNEP-SBCI / cidb *South African Report on Greenhouse Gas Emission Reduction Potentials from Buildings*<sup>7</sup>.

The role of buildings in reducing Greenhouse Gas Emissions is addressed in several reports by UNEP-SBCI, in which it is noted that the barriers to energy efficient buildings will not be removed unless governments take action<sup>8,9</sup>. In many countries in the world, this action has included a strong focus on energy efficiency and/or green building standards for government buildings, including, for example in the China, the USA, Australia, Singapore and the European Union.

It is incumbent therefore on the building sector in South Africa to also respond to the need for energy efficiency and for reducing greenhouse gas emissions – and specifically for government to lead by example. This can be achieved through certification of buildings to Green Star SA standards by the Green Building Council of South Africa, and this document sets out the minimum requirements and guidelines for certification.

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- 1 The Presidency (2009). *Address by President Jacob Zuma at UN Climate Change Conference, Copenhagen*. 18 December 2009. <http://www.deat.gov.za/docs>
  - 2 ENR (2009). *SA Announces Emissions Target as Climate Talks Start*. Engineering News Record, 7 December 2009. <http://www.engineeringnews.co.za/article/sa-announces-emissions-target-as-climate-talks-start-2009-12-07>
  - 3 Scenario Building Team (2007). *Long Term Mitigation Scenarios: Technical Summary*. Department of Environment Affairs and Tourism, Pretoria, October 2007. <http://www.erc.uct.ac.za/Research/LTMS/LTMS-intro.htm>
  - 4 IPCC (2007). *Climate Change 2007; 4th Assessment Report*. Intergovernmental Panel on Climate Change. <http://www.ipcc.ch/>
  - 5 After UNEP SBCI (2008). <http://www.unepsbci.org/aboutSBCI/Background/>
  - 6 DME (2005). *Energy Efficiency Strategy of the Republic of South Africa*. Department of Minerals and Energy, Pretoria, March 2005. [http://www.dme.gov.za/pdfs/energy/efficiency/ee\\_strategy\\_05.pdf](http://www.dme.gov.za/pdfs/energy/efficiency/ee_strategy_05.pdf)
  - 7 UNEP-SBCI, et al. (2009). *South African Report on Greenhouse Gas Emission Reduction Potentials from Buildings; A Discussion Document*. cidb, Pretoria, <http://www.cidb.org.za>
  - 8 UNEP SBCI (2007). *Assessment of Policy Instruments for Reducing Greenhouse Gas Emissions from Buildings; Summary and Recommendations*. <http://www.unepsbci.org>
  - 9 UNEP-SBCI, et al. (2009). *Buildings and Climate Change –Summary for Decision-Makers*. <http://www.unepsbci.org>

## 2.2 Green Building Accreditation and SANS 10400X

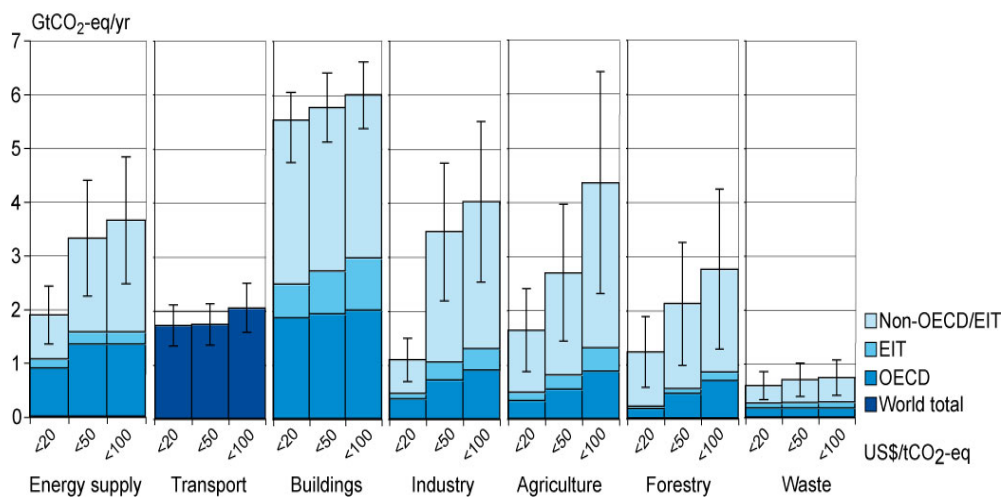
The Part X of the application of the National Building Regulations, SANS 10400, has been released for public comment, and includes requirements for energy usage in buildings (Section A). When mandated, SANS 10400 will be mandatory on all new buildings and major renovations requiring building plan approval.

Energy regulations such as SANS 10400X are important components in energy efficiency of buildings, and energy use equal to or less than that of SANS 10400X is also a minimum requirement for a Green Star SA rating. Extra points are then awarded in the rating system for exceeding the minimum requirements of SANS 10400X. However, Green Star SA goes beyond the requirements of only energy efficiency, addressing other environmental and human health impacts of buildings..

Furthermore, in its current form, SANS 10400X can only be applied in the design of new buildings and major renovations, and does not specify requirements for the operation or “in-use” phase of buildings – whereas Green Star SA rating tools are being developed for the operation or “in-use” phase of buildings.

## 2.3 Impact on Service Delivery

The conventionally held view is that the initial or capital cost of energy efficient and green buildings is higher than that of other buildings. However, it is well established that when considering the total costs over the life of a building, including capital and operational costs, energy efficient and green buildings are typically more economical than conventional buildings. Specifically, the IPCC has noted that the energy consumption in both new and existing buildings can be cut by an estimated 30 to 50 percent without significantly increasing investment costs with proven and commercially available technologies. The IPCC notes further that this potential for greenhouse gas emission reductions from buildings is common to developed and developing countries as well as countries with economies in transition.



*Estimated economic mitigation potential by sector and region using technologies and practices expected to be available in 2030. The potentials do not include non-technical options such as lifestyle changes. Source: IPCC, 2007<sup>4</sup>.*

These savings were verified in an unpublished pilot analysis of the energy savings and overall life-cycle costs associated with SANS 0204 undertaken for the Department of Minerals and Energy.

In addition to the overall cost savings in the capital and operational costs of an energy efficient building, additional savings are accrued at a national level due to the reduced energy demand which translates into reduced investment requirements in energy generation.

All of these savings contribute directly and indirectly towards savings which can be applied to enhance service delivery.

### 3 REQUIREMENTS AND APPLICATION

#### 3.1 Registration of Projects

In terms of the Construction Industry Development Board Regulations 2004 (as amended 2008), all public and private employers must, in the manner prescribed by the *cidb*, register a contract above a prescribed value (see below) with the *cidb* at least monthly for the public and quarterly for private employers, respectively, from the date on which the contractor's offer to perform a construction works contract is accepted in writing (see Form CRS-F001, Appendix 1).

Minimum Prescribed Value for Registration of Projects	
Sector	Minimum Project Value
Public sector projects	R200 thousand
Public entity	R10 million
Private sector projects	R10 million

Such registration must include the type of facility being constructed (see Section C of Form CRS-F001).

#### 3.2 Green Building Certification

After the date, above a prescribed tender value at planning stage and for the type of facility determined by the Minister of Public Works in the Gazette, all public sector buildings (including PPPs) for which the planning phase is begun (including major renovations for which planning approval is required) shall be designed and/or constructed to achieve, at a minimum, 4 Star Green Star SA certification, where such Green Star SA exists<sup>10</sup>. (Two different certifications are possible, namely "Design" at the end of the design phase and/or "As Built" at the end of the construction process. Projects may choose which certification to pursue, or may complete both.)

Client Department	Minimum Tender Grade	Implementation Date
National Public Works and regions	7	1 January 2011
National government departments	7	1 January 2012
Provincial government departments	7	1 January 2012
Public entities	7	1 January 2012
Metros	7	1 January 2012
High-capacity municipalities	7	1 January 2013
Medium-capacity municipalities	7	1 January 2014
Low-capacity municipalities	7	1 January 2014

Where prescribed, all employers must then submit:

- proof of registration for a Green Star SA "Design" or "As Built" certification, in the manner prescribed by the *cidb*, within 30 days of the date of issuance of a certificate of practical completion of a registered contract (see Form CRS-F002GB, Appendix 2); and
- proof of Green Star SA certification achieved, in the manner prescribed by the *cidb*, within 30 days of notification of the outcome of the assessment by the Green Building Council of South Africa (see Form CRS-F002GB, Appendix A).

<sup>10</sup> As of June 2010, Green Star SA rating tools have been published for office and retail centre buildings, of which only the office building rating tool is likely to be applicable to public sector buildings. Rating tools or other categories of public sector buildings (such as health, education and criminal justice facilities) will in time be introduced by the Green Building Council of South Africa, and which would then be applicable to public sector buildings.

### 3.3 Procurement Guidelines

Guidelines and requirements for designing, constructing and certifying buildings are available from the Green Building Council of South Africa<sup>11</sup>.

Contract requirements for Green Star SA standards are required to be specified in the design brief, request for tender and contract documents. Guidelines on clauses that need to be included in tender briefs, tender documents and/or in a notice to tenderers are given in Appendix 3.

### 3.4 Compliance

Compliance with these guidelines and minimum requirements will have been met if the registered project achieves a minimum of Four Star Green Star SA "Design" or "As Built" certification.

Compliance with these guidelines and minimum requirements in the public sector are subject to inspection and audit by the cidb from time to time. Any organ of state who fails to comply with these requirements for Green Star SA accreditation will be referred to the Auditor-General.

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<sup>11</sup> See Green Building Council of South Africa; <http://www.gbcsa.org.za>

## 4. LEASING OF PUBLIC BUILDINGS

Although not a requirement under the *cidb Best Practice Project Assessment Scheme*, public sector clients are encouraged to adopt policies that require a Green Star SA certification to be taken into account as a quality factor when procuring public building space in a lease agreement.

Relevant components of such a draft procurement policy are given in Appendix 4 that can be adopted by public sector clients.

APPENDIX 1 CONTRACT REGISTRATION (FORM CRS-F001)

FORM CRS -F001: APPLICATION FOR THE REGISTRATION OF A PROJECT	
Section A: Employer Information	
cidb Employer Number	<input style="width: 100%;" type="text"/>
Employer Name	<input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>
Employer Contact Person Title	<input style="width: 15%;" type="text"/> Initials <input style="width: 10%;" type="text"/> Surname <input style="width: 65%;" type="text"/>
Designation	<input style="width: 100%;" type="text"/>
e-mail	<input style="width: 100%;" type="text"/>
Mobile	0 <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/> - <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/> - <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/>
Office Telephone	0 <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/> - <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/> - <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/>
Employer Physical Address	<input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>
	Code <input style="width: 10%;" type="text"/>
Employer Postal Address	<input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>
	Code <input style="width: 10%;" type="text"/>
Section B: Contract Data	
Contract Title	<input style="width: 100%;" type="text"/>
Description of Contract	<input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>
Closest Town	<input style="width: 100%;" type="text"/>
Closest Magisterial District	<input style="width: 100%;" type="text"/>
Provide the following pro-rate breakdown of the asset types to be constructed:	Residential <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/> % Non-Residential <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/> % Civil Works <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/> <input style="width: 5%;" type="text"/> % 1 0 0 %
Which of the following categories of Construction Works comprise more than 10% by value of the scope of work (mark with an 'X'):	General Building <input style="width: 5%;" type="checkbox"/> Civil Engineering <input style="width: 5%;" type="checkbox"/> Electrical Engineering <input style="width: 5%;" type="checkbox"/> Mechanical Engineering <input style="width: 5%;" type="checkbox"/> Specialised Construction Works <input style="width: 5%;" type="checkbox"/>



Section E: Contractor Information	
Complete the following if the contractor is NOT a Joint Venture, and is cidb registered	
cidb Contractor Reg. Number	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
Complete the following if this is a Joint Venture, and the contractors are cidb registered	
State the number of JV partners	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
cidb Contractor Registration Numbers and % participation	
JV Lead Partner	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
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Complete the following if the contractor(s) is (are) NOT registered with the cidb	
Name of contractor /Joint Venture	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Trading as	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Physical Address	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
	Code <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
Postal Address	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
	Code <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
Contractor contact person responsible for this contract	
Name of Representative Title	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
Initials	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
Surname	<input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/>
Designation	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
e-mail	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
	<input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>
Mobile	0 <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
Office Telephone	0 <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
Section F: Declaration (Employer's Representative)	
I, the undersigned warrant that:	
<ul style="list-style-type: none"> <li>• I am duly authorised to submit this notice to the cidb on behalf of the Employer;</li> <li>• The contents of this notice are within my personal knowledge, and are to the best of my belief both true and correct;</li> <li>• I hereby authorise the cidb to make such enquiries as necessary to verify the information contained on this</li> </ul>	
Signature	<input style="width: 100%; height: 40px; border: 1px solid black;" type="text"/>
Name (please print)	<input style="width: 100%; height: 40px; border: 1px solid black;" type="text"/>
Position	<input style="width: 100%; height: 40px; border: 1px solid black;" type="text"/>
Date completed	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>



APPENDIX 2 COMPLIANCE WITH GREEN BUILDING REQUIREMENTS (FORM CRS-F002GB)

FORM CRS-F002GB: NOTIFICATION OF COMPLIANCE WITH GREEN BUILDING REQUIREMENTS (Where Applicable)	
Section A: Employer Information	
cidb Employer Number	<input style="width: 100%;" type="text"/>
Employer Name	<input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>
Section B: Contract Information	
cidb Contract Number	<input style="width: 100%;" type="text"/>
Contract Title	<input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>
Date of Practical Completion	<input style="width: 10%;" type="text"/> Y <input style="width: 10%;" type="text"/> Y <input style="width: 10%;" type="text"/> Y <input style="width: 10%;" type="text"/> Y <input style="width: 10%;" type="text"/> M <input style="width: 10%;" type="text"/> M <input style="width: 10%;" type="text"/> D <input style="width: 10%;" type="text"/> D
Section B: Registration of Project with GBCSA / Green Star Certification	
Complete as applicable	
Type of facility (see Form CRS-F001)	<input style="width: 100%;" type="text"/>
Date of registration with GBCSA	<input style="width: 10%;" type="text"/> Y <input style="width: 10%;" type="text"/> Y <input style="width: 10%;" type="text"/> Y <input style="width: 10%;" type="text"/> Y <input style="width: 10%;" type="text"/> M <input style="width: 10%;" type="text"/> M <input style="width: 10%;" type="text"/> D <input style="width: 10%;" type="text"/> D
Registration for "Design" assessment	<input type="checkbox"/> or "As Built" <input type="checkbox"/>
GBCSA Project Number	<input style="width: 100%;" type="text"/>
Or	
Green Star SA certification achieved	<input style="width: 10%;" type="text"/> Star
Date of certification by GBCSA	<input style="width: 10%;" type="text"/> Y <input style="width: 10%;" type="text"/> Y <input style="width: 10%;" type="text"/> Y <input style="width: 10%;" type="text"/> Y <input style="width: 10%;" type="text"/> M <input style="width: 10%;" type="text"/> M <input style="width: 10%;" type="text"/> D <input style="width: 10%;" type="text"/> D
GBCSA Project Number	<input style="width: 100%;" type="text"/>
Section C: Declaration (Employer's Representative)	
I, the undersigned warrant that:	
<ul style="list-style-type: none"> <li>I am duly authorised to submit this notice to the cidb on behalf of the Employer;</li> <li>The contents of this notice are within my personal knowledge, and are to the best of my belief both true and correct;</li> <li>I hereby authorise the cidb to make such enquiries as necessary to verify the information contained on this form.</li> </ul>	
Signature	<input style="width: 100%; height: 40px;" type="text"/>
Name (please print)	<input style="width: 100%; height: 40px;" type="text"/>
Position	<input style="width: 100%; height: 40px;" type="text"/>
Date completed	<input style="width: 10%;" type="text"/> Y <input style="width: 10%;" type="text"/> Y <input style="width: 10%;" type="text"/> Y <input style="width: 10%;" type="text"/> Y - <input style="width: 10%;" type="text"/> M <input style="width: 10%;" type="text"/> M - <input style="width: 10%;" type="text"/> D <input style="width: 10%;" type="text"/> D



### APPENDIX 3 PROCUREMENT GUIDELINES

The following clauses shall be included in the scope of work of all contracts involving the procurement of new offices or base building refurbishments.

#### 1) Construction works contracts where the contractor is responsible for the design of the buildings

##### ..... Green Star SA – Office Certified Rating

...1 All office buildings shall be designed and constructed to achieve the Green Building Council of South Africa's (GBCSA) 4 Star Green Star SA – Office Certified Rating, using the most recent version of the rating tool at time of project registration with the GBCSA.

...2 The Contractor shall in accordance with the procedures of the GBCSA:

- 1) register the project with the GBCSA before commencing with any detailed design work and pay the first part of the Certification Fee; and either
- 2) obtain the required Green Star SA – Office Certified Design Rating. The contractor shall submit the project for certification within two months of beginning construction. The process includes the following steps (see <http://www.gbcsa.org.za> for more information):
  - a) preparing documentation, drawings and calculations;
  - b) informing the GBCSA of the date of submission at least two weeks prior to the anticipated submission date;
  - c) paying the second part of the Certification Fee and timeously making a submission to the GBCSA; and
  - d) accepting the results as the final rating or resubmitting documentation for credits "to be confirmed" for a Round 2 assessment; or
- 3) obtain in respect of each discrete office building the required Green Star SA – Office Certified As Built Rating. The contractor shall submit the project for certification within two months of achieving a state of readiness for occupation, although some minor work may be outstanding.

#### 2) Construction works contracts where the contractor is not responsible for the design of the buildings

##### ..... Green Star SA Certified Rating

...1 All office buildings have been designed to achieve the Green Building Council of South Africa's (GBCSA) 4 Star Green Star SA – Office Certified Rating.

...2 The Contractor shall co-operate and work closely with the Employer's design team during construction to ensure that, in respect of each discrete office building, the building is submitted for the required Green Star SA – Office Certified As Built Rating within two months of achieving a state of readiness for occupation although some minor work may be outstanding.

#### 3) Professional service contracts: multi-disciplinary services including architectural services or only architectural services

##### ..... Green Star SA Certified Rating

- ...1 All office buildings shall be designed or constructed to achieve the Green Building Council of South Africa's (GBCSA) 4 Star Green Star SA – Office Certified Rating.
- ...2 The Consultant / Service Provider (*delete that which is not applicable*)\* shall in accordance with the procedures of the Green Building Council of South Africa (GBCSA):
- 1) register the project with the GBCSA before commencing with any detailed design work and facilitate the payment by the Employer of the first part of the Certification Fee; and either
  - 2) obtain the required Green Star SA – Office Design certification. The project must be submitted for certification within two months of beginning construction by:
    - a) preparing documentation, drawings and calculations;
    - b) informing the GBCSA of the date of submission at least two weeks prior to the anticipated submission date;
    - c) facilitating the payment by the Employer of the second part of the Certification Fee and timeously making a submission to the GBCSA; and
    - d) accepting the results as the final rating or resubmitting documentation for credits "to be confirmed" for a Round 2 assessment; or
  - 3) obtain in respect of each discrete office building the required Green Star SA – Office Certified As Built Rating. The project must be submitted for certification within two months of achieving a state of readiness for occupation, although some minor work may be outstanding.

\* The term "Consultant" applies to contracts based on the NEC3 Professional Service Contract whereas the term "Service Provider" applies to contracts based on the CIDB Standard Professional Services Contract.

#### 4) Professional service contracts: single design and construction monitoring services that don't include architectural services

##### ..... Green Star SA Certified Rating

- ..1 All office buildings shall be designed or constructed to achieve the Green Building Council of South Africa's (GBCSA) 4 Star Green Star SA – Office Certified Rating.
- ..2 The Consultant / Service Provider (*delete that which is not applicable*)\* shall co-operate and work closely with the Employer's design team to ensure services provided under the Contract are performed in such a manner that:
- a) the required Green Star SA – Office Design certification is obtained. The project must be submitted for certification within two months of beginning construction; or
  - b) the required Green Star SA – Office Certified As Built Rating in respect of each discrete office building is obtained. The project must be submitted for certification within two months of achieving a state of readiness for occupation, although some minor work may be outstanding.

\* The term "Consultant" applies to contracts based on the NEC3 Professional Service Contract whereas the term "Service Provider" applies to contracts based on the CIDB Standard Professional Services Contract.

**APPENDIX 4 GUIDELINES FOR LEASE AGREEMENTS**

In line with government objectives and policy, the cidb has endorsed the Green Star SA certification of the Green Building Council of South Africa (GBCSA) as a best practice for public and private sector buildings (see Table 1). In line with the, clients are encouraged to take into account the Green Star SA rating (if any) as a quality factor when procuring office space in a lease, and a Four Star Green Star SA standard should be the minimum target where such Green Star SA rating tools exist for the class of building.

**Table 1. Green Star SA Certification Levels**

Rating	Represents
Four Star	Best Practice
Five Star	South African Excellence
Six Star	World Leadership

Relevant components of a draft procurement policy are given in this appendix that can be adopted by public sector clients. This draft procurement policy is applicable to lease renewals and to new leases:

- i) *Renewal of an existing lease:* The renewal of an existing lease should have been planned for in the original procurement and would be a provision of the lease agreement. If the accommodation is not at a Green Star SA rating that is acceptable, then negotiation of an acceptable renewal based on retrofitting to achieve an acceptable rating would be appropriate. A rent review should be conducted to ensure cost effectiveness and if necessary a new procurement process could be undertaken. The cost of relocation should be included in the rent review.
- ii) *New leases:* New lease procurement can be undertaken without change to the procurement procedure. An appropriate quality strategy can then be used to ensure that leases conform to organisational policy on sustainability issues of the accommodation portfolio.

Public sector organisation may adopt the generic provisions of the cidb documentation given here within their procurement policy, or these provisions may be amended to suit the organisation.

**A4.1 The Use of Green Building Certification Status as Eligibility Criteria**

- i) Where deemed desirable to do so, and where such a Green Star SA rating system exists, the employer may establish eligibility criteria in building lease contracts by including the following wording in the Notice and Invitation to Tender:

*Only tenderers whose buildings that are being offered for lease and which possess a 4 Star Green Star SA "Design" or "As Built" certification of 4 or higher / 5 or higher\* are eligible to submit tenders.*

\*Delete the certification level which does not apply. (See Table 1)

- ii) The following wording shall be included in the Tender Data in all building lease contracts which are categorised having eligibility criteria:

Clause number (refer to Annex F)	Tender data
F.2.1	<i>Only tenderers whose buildings that are being offered for lease and which possess a 4 Star Green Star SA "Design" or "As Built" certification of 4 or higher / 5 or higher* are eligible to submit tenders.</i>

\*Delete the certification level which does not apply. (See Table 1)

- iii) The following wording shall be included in the Notice and Invitation to Submit an Expression of Interest in all building lease contracts:

*Only respondents whose buildings that are being offered for lease and which possess a 4 Star Green Star SA "Design" or "As Built" certification of 4 or higher / 5 or higher\* are eligible to submit tenders.*

\*Delete the level which does not apply. (See Table 1)

- iv) The following wording shall be included in the Submission Data in all building lease contracts which are categorised as complex projects:

Clause number (refer to Annex H )	Submission data
H.2.1	<i>Only those respondents whose buildings that are being offered for lease and which possess a 4 Star Green Star SA "Design" or "As Built" certification of 4 or higher / 5 or higher* are eligible to submit tenders.</i>

\*Delete the certification level which does not apply. (See Table 1)

#### A4.2 Alternative Tenders

- i) Alternative tenders will be allowed so that accommodation may be offered at different rates for different Green Star SA certification levels.
- ii) The following wording shall be included in the Notice and Invitation to Submit an Expression of Interest in all building lease contracts to allow for alternative tenders:

Clause	Insert
F2.12	<p><i>If a tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements the details of which may be obtained from the Employer's Agent.</i></p> <p><i>Alternative offers are to be made within a single submission by completing the relevant evaluation schedule and the pricing schedule.</i></p> <p><i>Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer in the event that the alternative is accepted to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.</i></p>

- iii) The following wording shall be included in the Submission Data in all building lease contracts which are categorised as complex projects:

Clause number (refer to Annex H )	Submission data
H.2.1	<p><i>If a tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements the details of which may be obtained from the Employer's Agent.</i></p> <p><i>Alternative offers are to be made within a single submission by completing the relevant evaluation schedule and the pricing schedule.</i></p> <p><i>Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer in the event that the alternative is accepted to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.</i></p>

### A4.3 The Application of Green Building Certification Status in the Quality Evaluation

- i) The tender data or submission data, as relevant, shall indicate the total number of evaluation points allocated to the aggregate score for Green Star SA certification status.
- ii) The scoring should be either on a logarithmic scale or a linear scale as illustrated in Tables 2 and 3.

**Table 2: Evaluation of Green Star SA Certification Levels – Logarithmic Scale**

Criteria	Maximum score	Score (percentage of maximum score)			
		No Green Star SA Certification (0%)	4 Star Green Star SA (40%)	5 Star Green Star SA (80%)	6 Star Green Star SA (100%)
Green Star SA certification (“Design” or “As Built”)	X				

**Table 3: Evaluation of Green Star SA Certification Levels – Linear Scale**

Criteria	Maximum score	Score (percentage of maximum score)			
		No Green Star SA Certification (0%)	4 Star Green Star SA (33%)	5 Star Green Star SA (66%)	6 Star Green Star SA (100%)
Green Star SA certification (“Design” or “As Built”)	X				