

Worksheet 4.2A

Environmental specifications – building refurbishment and fitout projects

This is an example only – adapt this Worksheet to suit your organisation's requirements.

This worksheet contains inserts which can be adapted and used in the tender and contract specifications for building refurbishment and fitout projects.

The desired outcome is to ensure both the tender selection process and the execution of the works appropriately address the environmental and social risks attributable to the project. See Worksheet 4.2B for environmental evaluation criteria for project tenders. This has been adapted from the original text by Colonial First State Global Asset Management.

Part A: Inclusions for conditions of tendering and preliminaries

Environmental management

Background

The [*project owner or principal under the contract*] is committed to maximising environmental and social sustainability outcomes within the properties it owns and manages.

The construction or refurbishment of commercial [and retail] properties entails environmental and social impacts related to:

- energy and water consumption
- pollution
- waste discharges, and
- the manufacture and installation of building materials.

The [*project owner or principal under the contract*] is therefore obligated to take all reasonable measures, through the execution of this contract, to mitigate these impacts.

The [*project owner or principal under the contract*] therefore requires tenderers to be aware of its environmental management requirements and to take active measures as described in this tender to adequately address these impacts in response to this tender.

Consequently, this tender includes [XX, identifier number] **Schedule of Environmental Management** (Attachment 1 – page 5-6 of this document) which is to be completed by the tenderer and returned with the Tenderer's response.

Failure to submit a response to [XX] Schedule of Environmental Management will constitute a non-conforming tender.

Key terms and outcomes

Notwithstanding any other requirement in the contract, the [*project owner or principal under the contract*] requires all construction works associated with its properties or projects to take adequate consideration of and demonstrate compliance with the following outcomes:

- efficient use of energy including electricity, gas and other forms of energy consumed in the property

- conservation of water and promotion of water and wastewater recycling and reuse
- avoidance of materials or construction processes that are toxic or create undesirable emissions or discharges
- reduction of solid waste from construction activity being disposed of in landfill through increased reuse, recycling and waste avoidance practices
- compliance with all relevant Federal and State environmental laws, regulations and standards of good practice, as well as local government development approval conditions.
- the implementation of a structured and systematic process within construction projects to achieve the above and demonstrate an adequate level of environmental due diligence, and
- if specified, the completed works will achieve the desired Green Star rating or NABERS rating (including NABERS Energy).

Tender requirements

All Tenderers are required to provide:

- 1 details of relevant experience – listing projects and briefly describing relevant experience brought to this project
- 2 a minimum of two written references from current or previous clients where the Tenderer undertook a similar scope of work
- 3 a copy of the Tenderer's Environmental Policy (or similar)
- 4 a copy of the Tenderer's Environmental Management System (EMS) or similar system that details:
 - how environmental risks are managed within the Tenderer's business activities (not limited to this project)
 - the approach to identifying responsibilities for environmental management within the Tenderer's company
 - the nature and extent of environmental awareness and skills training provided to staff and contractors, and
 - measures implemented by the tenderer to monitor and report on the company's environmental performance.
- 5 details of the Tenderer's understanding of sustainability in relation to the Australian construction industry and of the National Australian Built Environment Rating System (NABERS) and/or the Green Building Council of Australia's Green Star rating system
- 6 details of the Tenderer's performance in relation to environmental regulations over the last five years including any judgements against the tenderer under any State or Federal environmental legislation
- 7 details of the Tenderer's environmental and social sustainability reporting (including corporate responsibility and governance initiatives)
- 8 details of the Tenderer's environmental performance and experience on similar projects with respect to the key outcome areas noted in this tender, section [XX] Schedule of Environmental Management.
- 9 details of the Tenderer's proposed approach to environmental management of the works under the proposed contract, specifically: [one or both of the following]:
 - a) an Outline Environmental Management Plan (OEMP). The OEMP should be an **overview** only of the approach to be taken to achieve a high level of performance in project outcomes including energy efficiency, water conservation and reuse, waste management, noise management, indoor

air and environment quality, pollution minimisation and, where defined in the contract, the project's target environmental ratings. The OEMP should include an overview of the allocation of responsibilities within the Tenderer's team, training of staff, management of subcontractors' environmental performance and project monitoring and progress reporting.

- b) an Outline Waste and Recycling Management Plan (OWMP) including an **overview** only of the approach to be taken on waste minimisation, reuse, recycling and waste disposal by the Contractor, and any subcontractor or supplier managed by the Contractor, including actions to be taken to divert waste from disposal.

- 10 details of the Tenderer's intention to comply with an Environmental Impact Assessment (EIA) or Social Impact Assessment (SIA) where required

[Note to contract documenter: Include both (a) or (b) above, or choose one of them, subject to the scope of work and extent of potential environmental risks. Confer with the project manager for direction as necessary.]

Note to tenderer:

The Outline [EMP/WMP] is to include an **overview** only of the structure and scope of issues to be addressed and the general approach to be taken by the tenderer to integrate the plan into the Tenderer's project management structure. It is not expected to include significant project-specific detail on methodology, actions, work instructions, progress reporting etc. Providing a copy of a similar plan for a previous project by the tenderer would be helpful.

The selected Contractor will be responsible for completing the plan in sufficient detail to enable it to be approved for use by the Superintendent or Client's Representative prior to commencement of the Contract.

Part B: Contract requirements – Environmental Management

Note: This section contains the additional environmental requirements that the successful Tenderer (the Contractor) must comply with during the course of the contract.

XX-01: Detailed Environmental Management Plan (DEMP) [or Detailed Waste and Recycling Management Plan (DWMP)]

The Contractor shall be required to prepare and implement, to the satisfaction of the Superintendent or Client's Representative, a detailed Environmental Management Plan (DEMP), or where agreed, a detailed Waste and Recycling Management Plan (DWMP).

No contract activities, other than those deemed by the Superintendent as not having any environmental consequence, shall commence until the completed DEMP or DWMP is accepted by the Superintendent.

The DEMP shall address all environmental performance areas and environmental outcomes described or specified in the contract with particular reference to key performance areas such as environmental ratings or other defined initiatives in energy and water conservation, waste minimisation; noise and dust mitigation, indoor air quality, protection of the natural environment, as well as compliance with any relevant or applicable statutory environmental requirements.

The DEMP shall also include:

- standard work practices that manage risks in these key performance areas, and
- measures the Contractor will take to monitor, audit and report progress to the Superintendent.

The DEMP shall be an integral component of the Contractor's project management system, and progress against it will be regularly reviewed by the Superintendent.

Where required within the DEMP (or where agreed as being in lieu of the DEMP) the Detailed Waste and Recycling Management Plan (DWMP) is to include as a minimum the following:

- the project's waste minimisation objectives
- the quantities (by weight and volume) of each waste stream generated on site and the proposed reuse, recycling or disposal method
- the proposed waste collection and disposal contractors, including the recycling contractors
- waste management measures to reduce waste disposed
- the waste and recycling management responsibilities of the head Contractor and subcontractor/supplier
- the subcontractor and suppliers' Waste and Recycling Plans (if deemed necessary), and
- the proposed waste and recycling performance monitoring and reporting procedures.

XX-02: Environmental rating initiatives

Where an environmental rating (e.g. NABERS or Green Star) has been determined during the project design stage, the Contractor is to ensure the following:

- the rating is achieved in relation to works under the contract
- initiatives are not altered without the approval of the Principal or Superintendent
- all documentation required to support a formal submission for the environmental rating (as applicable) is collated and made available, and
- where instructed, the Contractor is to obtain the required rating certification from the relevant certification or accreditation authority.

Attachment 1: [XX] Schedule of Environmental Management

[XX] Schedule of Environmental Management

[for inclusion in tender documents]

[Tender no. #####]

[Tender name]

Company information			
Company name and contact details:			
1 Relevant experience:			
List projects the Tenderer has undertaken that demonstrate relevant experience	Value (\$)		
a.			
b.			
c.			
d.			
2 References: provide written references from at least two recent clients demonstrating company environmental commitment and experience.			
	Company 1	Company 2	Company 3
Client:			
Contact name:			
Phone number:			
Environmental policy and environmental management: Attach supporting information as necessary.			
3	Tenderer's Environmental Policy		
4	Tenderer's Environmental Management System (EMS) or similar system (see 'Tender requirements – Clause 4')		
	Describe how environmental risks are managed within the Tenderer's business activities (not limited to this project).		

	Describe environmental awareness and skills training provided to Tenderer's staff and contractors.	
5	Describe the Tenderer's understanding of sustainability in relation to the Australian construction industry including the NABERS and Green Star rating systems	
6	Describe the Tenderer's performance in relation to environmental regulations over the last five years including any judgements against the tenderer under any State or Federal environmental legislation.	
7	Describe the Tenderer's environmental monitoring and corporate reporting (e.g. sustainability reporting processes).	
8	Describe the Tenderer's environmental performance and experience on similar projects with respect to the following key outcome areas: [list them here].	
9a	Provide an Outline Environmental Management Plan as per minimum scope detailed in Tender requirements Clause 9a.	

and/or

9b	Provide an Outline Waste and Recycling Management Plan as per minimum scope detailed in Tender requirements Clause 9b.	
10	Describe how the Tenderer will comply with an Environmental Impact Assessment (EIA) or Social Impact Assessment (SIA) where required	

[Note to contract documenter: Include both (a) or (b) above, or choose one of them, subject to the scope of work and extent of potential environmental risks. Confer with the project manager for direction as necessary.]

(Adapted from Australian Government Department of the Environment, Water, Heritage and the Arts.)