Appendix & Deliverables
Lance Davis
Sustainability Architect and
P100 Program Manager
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- **General Submission Requirements**: The basics of submittals
- **Performance Matrix**: Defining a project’s performance
- **Definitions**: Defining language
- **Appendixes Removed**: What was removed
- **Appendix B and C**: References and Changes
- **Submittal Matrix**: The user friendly submittal interface
01 General Submission Requirements

The basics of submittals
The submission requirements listed in Appendix A are specific to showing compliance to P100.

The design submission requirements have been developed to ensure a rational, well-documented design process and to facilitate reviews by GSA staff and tenant agencies.
The project team is still held to the standard of care to produce a set of documents to record the development of the project as it proceeds through design phases as well as a fully constructable set of documents for construction.
CUI
PROPERTY OF THE UNITED STATES GOVERNMENT
This is controlled unclassified information. Do not remove the CUI marking. Properly destroy or return documents when no longer needed.
**What is considered CUI?**

<table>
<thead>
<tr>
<th>Secure Functions</th>
<th>Structural Framing</th>
<th>Security Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Prisoner, detainee or judges’ secure circulation paths or routes (both vertical and horizontal)</td>
<td>a. Progressive collapse</td>
<td>a. Camera locations</td>
</tr>
<tr>
<td>b. Detention or holding cells</td>
<td>b. Seismic</td>
<td>b. Nonpublic security guard post information (e.g., number, location, or operations)</td>
</tr>
<tr>
<td>c. Sally ports</td>
<td>c. Building security</td>
<td>c. Electronic control systems</td>
</tr>
<tr>
<td>d. Security areas, including control rooms, Sensitive Compartmented Information Facilities, and incident command centers</td>
<td>i. Blast mitigation</td>
<td>d. Hardware and key control</td>
</tr>
<tr>
<td>e. Building automation systems (BAS)</td>
<td>ii. Counterterrorism methods taken to protect the occupants and the building</td>
<td></td>
</tr>
<tr>
<td>f. Communication centers, telephone and riser closets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Utilities, fuel and power distribution</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Agreed upon by the parties involved

**BIM**

**REQUIRED**
From design through construction

**Execution Plan**
Agreed upon by the parties involved

**Turnover**
Models required
Code Sheet

- **Certification**
  - Certify project has met code

- **List Codes**
  - List codes, standards and issuance dates

- **Sign and Seal**
  - Each discipline must sign and seal by the codes they used
Defining a project’s performance
Project Title: Test Project 1  
Location: Washington, DC  
Current Phase: Feasibility Study  
Date: 3/22/2022  
Project Manager: Lance Davis

2021 Performance Matrix

<table>
<thead>
<tr>
<th>Attribute</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>NA</th>
<th>Notes (Describe how design meets performance or any waivers from a requirement)</th>
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<tbody>
<tr>
<td><strong>1.9.1 Sustainable Performance Requirements</strong></td>
<td></td>
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<tr>
<td><strong>Energy</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Energy Net Zero</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Client wants some energy surety</td>
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<tr>
<td>Water</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>Limited ability to reuse water</td>
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<tr>
<td>High Performance Building Technologies</td>
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<tr>
<td>GSA Proving Ground</td>
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<td>Construction Personnel</td>
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<td>Green Credentialed</td>
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<td>LPIE</td>
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<tr>
<td>Fenestration</td>
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</tr>
<tr>
<td>Daylight and Views</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>Existing bunker, submitting for waiver</td>
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</table>
When to use the Performance Matrix

- **Scoping and Feasibility**
  Use to define the project and set the budget

- **Contract Negotiation**
  Use to set the requirements of the contract and to document betterments

- **Integrated Design Review**
  Review and verify project will meet performance requirements

- **Close Out**
  Verify with commissioning that systems meet expected performance

- **Handover and Operational Excellence**
03 Definitions

Defining language
Definitions

**Submittal**
Defines key terms used for submittals

**Project Delivery**
Defines the four delivery methods used by GSA

**Funding Codes**
Describes the funding codes and what projects they cover
Appendixes Removed

What was removed
Deleted Appendixes

A6 Stormwater Management
Better incorporated into the landscape chapter

A7 Energy Analysis Input and Output
Moved to chapter 1 and the submittal matrix
05
Appendix B & C

References and Changes
B.1 References
What is referenced in each chapter and throughout P100

B.2 Acronyms and Abbreviations
### Table C.1 Summary of Changes

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Section Title</th>
<th>Summary of Change</th>
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<tr>
<td>Throughout</td>
<td>Updated project types to reflect designations per the BA codes</td>
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<td>Application of P100</td>
<td>Updated BA codes that use P100</td>
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<td>1.2.5</td>
<td>Tenant Improvements</td>
<td>Clarified how P100 and the Pricing Desk Guide work with each other</td>
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<td>1.3.2</td>
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<td>Exterior Connections and Gathering</td>
<td>Clarified project responsibility to the curb</td>
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</table>
The user friendly submittal interface
ARCHITECTURAL
An architectural concept needs to be submitted only if architectural work is a part of the scope of work for the alteration.

1. Drawings
   a. Demolition plans
   b. Floor plans, elevations, and sections as described in Section A.3
   c. Existing and new spaces, circulation, entrances, stairways, elevators, freight elevators, loading docks, special spaces and service spaces, and service rooms and space for mechanical, fire protection, electrical, and communication equipment. Dimensions for critical clearances, such as vehicle access, fire apparatus access, infiltration, and maintenance should be indicated.

2. Narrative
   a. Architectural program requirements
      i. Describe how the design meets the project authorization
   b. Design concept, explaining:
      i. General layout
      ii. Treatment of historic zones, if applicable
   c. Calculations
      i. Where building renovation involves window or insulated wall systems, perform a life-cycle cost assessment to optimize selection

HISTORIC PRESERVATION
8.5 in. x 11 in. report, signed by qualified preservation architect, including:

1. Narrative
   a. General: Project purpose, scope, groups, and individuals involved
   b. Existing conditions, describing:
      i. Overall building size, configuration, character
      ii. Project location
      iii. Existing original materials and design, relevant alterations
   c. Preservation design issues and prospective solutions, including:
      i. Location of new work/installation; visibility, impact on historic finishes
      ii. Compromise options for preserving/restoring historic materials and design
      iii. Identify further study required to avoid adverse effects as applicable
   d. Photographs
      i. General and detail views showing existing conditions at affected preservation zones, keyed to plan showing location and orientation of each view
   e. Captions identifying location, subject, condition shown
   f. Drawings
      i. Reduced to 8.5 in. x 11 in., 11 in. x 17 in. foldout or placed in cover pocket
      ii. Site and floor plans, as applicable

STRUCTURAL
Structural drawings and narrative only need to be submitted if a structural upgrade is part of the scope of work.
1. Drawings
   a. Structural plans as described in Section A.3

MECHANICAL
Mechanical drawings, narrative, and calculations need to be submitted only if the alteration scope of work involves changes to the mechanical systems.
1. Drawings
   a. Demolition plans
      i. Identify existing fire protection systems (e.g., sprinklers, fire alarm notification appliances)
   b. Floor plans, showing a minimum:
      i. New fire protection systems (e.g., sprinklers, fire alarm notification appliances)

2. Narrative
   a. Description of current mechanical systems, state of repair, variances from present codes and P100. Data may be obtained from review of original construction drawings and codes or from an analysis of the actual structure.
   b. Description of changes to existing systems as authorized and described in the prospectus and the building evaluation report
   c. Describe existing and proposed HVAC and plumbing systems, including available capacities, compliance with the criteria and requirements in Chapter 5 of this document and their operational characteristics
   d. Identify how new systems will be integrated with existing systems
   e. Provide analysis of energy conservation opportunities for the project
   f. Calculations and Energy Analysis
      i. Calculations and energy analysis for alterations must show compliance with Chapters 3, 5, and Sections A.3 and A.7

FIRE PROTECTION
FIRE protection and life safety submission requirements must be identified as a separate fire protection section as outlined in this document.
1. Drawings
   a. Demolition plans
      i. Identify existing fire protection systems (e.g., sprinklers, fire alarm notification appliances)
   b. Floor plans, showing a minimum:
      i. New fire protection systems (e.g., sprinklers, fire alarm notification appliances)

2. Narrative
   a. A fire protection narrative needs to be submitted only if the fire protection work is a substantial part of the scope of work for the alteration or involves changes to a fire protection system
   b. Fire protection program requirements
   c. Description of the building's proposed fire protection systems including modifications to the existing systems
c. Code statement identifying changes in building occupancy classification, occupancy group(s), fire resistance requirements, access requirements, and so on.

**ELECTRICAL**

An electrical narrative needs to be submitted only if the alteration scope of work involves changes to the type or location of major electrical systems.

1. Narrative
   a. Description of requested changes to existing systems.
      i. Describe lighting, power, and signal systems, including available capacity versus criteria in Chapter 6, and operational characteristics.
      ii. Describe code deficiencies, identify how new systems will be tied into existing systems.
      iii. This report may have been completed as part of the prospective development study.
   b. Describe both existing and new distribution systems within the building.
   i. Special power and relativity requirements should be addressed, including emergency power and UPS systems.

**CONCEPT COST ESTIMATE**

The final concept phase estimate submission must include all requirements of the PBS P-120 as well as the following:

1. Executive summary
2. Basis of estimate, rationale, assumptions and market analysis as required in P120
3. GSA Report 3474, GSA Report 3473
4. Summary reports (ASTM UNIFORM II, Work Items and CSI MasterFormat formats as applicable)
5. Detail line item cost reports

6. Core/shell and TI cost estimate, as per GSA pricing policy. TI estimates must be prepared for each tenant.
7. Provide separate estimates for phased work, or bid alternative systems.
8. To ensure the project is developing on budget, provide a list of cost-saving items that would collectively reduce the project cost to approximately 10 percent below budget.
9. Verify that the final concept submission can be constructed within the project budget.

**DESIGN DEVELOPMENT**

**SITE PLANNING AND LANDSCAPE DESIGN**

1. Calculations
   a. Storm drainage and sanitary sewer calculations
   b. Storm water detention facility calculations, if applicable
   c. Parking calculations, if applicable

2. Narrative
   a. Site circulation concept, explaining:
      i. Reasons for site circulation design and number of site entrances
      ii. Reasons and/or calculation for number of parking spaces provided
      iii. Reasoning for design of service areas, including description of number and sizes of trucks that can be accommodated
      iv. Proposed scheme for waste removal
      v. Proposed scheme for fire apparatus access (including partial roads), roads, and fire lanes
   b. Site utilities distribution concept

3. Drainage design concept
4. Landscape design concept, explaining:
   a. Reasoning for landscape design, paving, site furnishings, and any water features
   b. Reasoning for choice of plant materials
   c. Proposed landscape maintenance plan
   d. Brief operating description of irrigation system
   e. Summarize water conservation opportunities that have been studied
   f. Brief description of fire protection water supplies
   g. Brief description of fire hydrant locations
   h. Reasoning for urban design choices and their relation to local urban design goals
   i. Site construction description
      i. Brief description of materials proposed for pavements and utilities
   j. Code analysis
      i. Analysis of applicable local zoning and building code requirements
   k. Drawings
      a. Demolition plans (when applicable)
      b. Preliminary site layout plan, showing:
         i. Road, streets, parking, and other paved areas, including type of pavement
         ii. Location of property line from public street to main entrance
         iii. Fire apparatus access (including partial access), roads, and fire lanes
   l. Preliminary grading and drainage plan, showing:
      i. Preliminary site grading, storm drainage areas, including detention facilities
      ii. Preliminary site utilities plan, showing:
         a. Site, invert, and locations of domestic and fire protection water supply lines, sanitary sewer lines, gas lines, steam/condenser lines and chilled water supply and return lines, if applicable
      iii. Preliminary landscape design plan, showing:
         i. Preliminary landscape design, including site furnishings, water features, etc.
         ii. Preliminary planting scheme
         iii. Preliminary irrigation design

**ARCHITECTURAL**

1. Narrative
   a. Building concept, explaining:
      i. Entrance locations and service locations
      ii. Building circulation and arrangement of major spaces
   b. Interiors design
   i. Concern to the historic building preservation plan, if applicable
   ii. Interiors, function, and arrangement of major spaces

   b. Building construction description, explaining, if applicable:
   i. Exterior materials, waterproofing, air barriers/vapor retarders and isolation elements
   ii. Roofing system(s)
   iii. Exterior glazing system
   iv. Interior finishes, with detailed explanation for public spaces
   v. Potential locations for artwork commissioned under the Art in Architecture program.
after page.
Submittal Matrix

Found at www.gsa.gov/p100
Thanks!

Do you have any questions?

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