



## GBI Guiding Principles Compliance for New Construction Process Guide - DoD

The GBI Guiding Principles Compliance New Construction – Department of Defense (aka “GPC NC DoD”) assessment program includes a survey, technical manual, one preliminary document review assessment, a third-party on-site assessment, and a detailed assessment report indicating the verification of compliance.

### Scoping Checklist

The DoD agency should internally use the Scoping Checklist to ensure scope of work for projects meet Guiding Principles requirements. This will ensure RFP and contracts are written meeting DoD specifications. Project teams may use this checklist prior to project registration to assist in understanding requirements reviewed during the assessment process.

### Quote Process

The first step to the GPC NC DoD program is to contact GBI, then create a GBI Account and formally request a quote.

#### **Contact GBI**

To move forward with a GPC NC DoD assessment, **contact Mark Leshner (503) 274-0448 ext. 102** or [mark@thegbi.org](mailto:mark@thegbi.org). Mark will review the project specifications and describe the quote and assessment process.

#### **Create a GBI account**

1. To create a GBI User Account, go to the GBI website <http://www.thegbi.org/account/register>
2. Enter the required information.
3. Agree to the End User License Agreement.
4. Click “Create Account.”

#### **Request a Quote**

1. Sign into your GBI account from our website ([www.thegbi.org](http://www.thegbi.org)). If you don't have a GBI account, create one using the instructions above.

2. Click on “Guiding Principles Compliance Project” from the green task bar, scroll down to “Request a Quote”.
3. Select “Create a New Project” then type in the Name of the Project & select the Type of Project from the drop down box.
4. Complete the request quote form.
5. Click on “Submit Quote Request” at the bottom of the page.
6. After you have submitted your Quote Request GBI will contact you to discuss your project.
7. Once the project details are confirmed, GBI will create and provide an assessment/certification quote for your review.
8. GBI will notify you once the assessment quote has been issued.

## **Assessment Process**

Once you have a formal quote, you can place your order with GBI and begin the assessment process.

### **Ordering**

1. There are two options for placing the assessment order:
  - a. Enter the order from the quote
    - i. Log in to your GBI Account from [www.thegbi.org](http://www.thegbi.org)
    - ii. In the top green tool bar select “Guiding Principles Compliance Projects”
    - iii. Select “My Quotes”
    - iv. Select the quote for the project
    - v. Review the quote to ensure this is the order you wish to process
    - vi. Select “Purchase Now”
    - vii. Select your payment option
      1. Select “Use Two Payment Methods” to pay for the Project Registration by credit card and receive an invoice for the remainder.
    - viii. Select “Continue to Checkout”
    - ix. Select “Continue”
    - x. Complete the Billing and Shipping information and select “Continue”
    - xi. Review the order
    - xii. Read and Accept the End User License Agreement
    - xiii. Enter the credit card information to pay for the Project Registration by credit card.
    - xiv. Select “Place Order”
  - b. Contact Mark Leshar (503) 274-0448 ext. 102 or [mark@thegbi.org](mailto:mark@thegbi.org) to provide authorization to place the order on your behalf.

- i. Submit payment for the Project Registration
2. Once your order is entered, you will receive a confirmation email from GBI.
3. GBI will send the primary contact, as listed on the order, an email with next steps.
4. Submit payment for the Project Registration and assessment.
5. GBI will send the GPC NC DoD Survey upon project registration payment.

### **Preliminary Review Assessment**

The assessor reviews the pre-design or design documentation as well as the survey responses to provide feedback at the earliest point in the construction process, allowing the design team to identify any items that may be out of compliance with the Guiding Principles. The Preliminary Review can occur as early as the pre-design phase of a construction project or anytime during the design phase. You can request the review when it is most beneficial based upon the individual project.

1. Confirm with your GBI Project Manager you are ready for the review and email your completed GPC NC DoD Survey to them.
2. Your GBI Project Manager will assign an assessor and formally schedule the assessment.
3. Gather the documentation that supports your survey responses.
4. Provide the documentation to the assessor for review.
5. The assessor will perform the following functions during the assessment:
  - a. Review the completed survey and provided documentation.
  - b. Complete and send to GBI an assessment report which identifies the compliance status of each item, opportunities for improvement, and recommendations.
6. Your GBI Project Manager will issue the report to the primary contact.
7. This review is informational and not binding.

### **Third-Party On-Site Assessment**

After construction completion, the assessor visits the site to verify compliance with the Guiding Principles based upon the actual building construction.

1. Update the responses in the GPC NC DoD Survey to reflect actual construction and submit to your GBI Project Manager.
2. Confirm with your GBI Project Manager you are ready for the site visit and provide potential site visit dates.
3. Your GBI Project Manager will schedule the assessment with the assigned assessor and formally schedule the site visit.

4. Prepare for your Guiding Principles Compliance third-party assessment.
  - a. Schedule key personnel to be available during the site visit.
  - b. Reserve a meeting room for the visit.
  - c. Arrange for the assessor to have access to all parts of the building.
  - d. Have available any documentation that was identified as missing in the preliminary report.
5. The assessor will perform the following functions during the assessment:
  - a. Conduct interviews with relevant personnel, as appropriate.
  - b. Tour the selected building(s).
  - c. Review additional provided documentation.
  - d. Verify and record compliance with GPC criteria.
  - e. Identify opportunities for the building to improve compliance with the Guiding Principles (e.g. technologies, policies, training).
  - f. Complete and send to GBI an assessment report which provides their final evaluation. It also identifies opportunities for improvement and provides recommendations.
6. Your GBI Project Manager will issue the final verification report to you.
7. If a plaque was ordered, provide the shipping information to GBI.

### **Optional Preliminary Review Assessment**

The standard GPC NC assessment includes one preliminary document review assessment and a site assessment. If the first document review was performed during pre-design, or early in the design process, you may wish to purchase an additional document review to evaluate a later set of drawings. During this assessment, the assessor reviews the design documentation and survey responses to evaluate the design and determine compliance with the Guiding Principles. The Design Review assessment typically takes place after the design is complete.

1. Update the responses in the GPC NC DoD Survey to reflect the design and submit to GBI.
2. Confirm with your GBI Project Manager you are ready for the review.
3. Your GBI Project Manager will assign an assessor and formally schedule the assessment.
4. Gather the supporting design documentation.
5. Provide the documentation to the assessor for review.
6. The assessor will perform the following functions during the assessment:
  - a. Review the completed survey and provided design documentation.

- b. Complete and send to GBI an assessment report which identifies opportunities for improvement and provides recommendations.
- 7. Your GBI Project Manager will issue the report to you.
- 8. This review is informational and not binding.

### Questions

Please contact Mark Leshar from GBI with any questions, [mark@thegbi.org](mailto:mark@thegbi.org) or (503) 274-0448 ext. 102.

## GBI Guiding Principles Compliance Assessment for New Construction Process – DoD

