



Sustainability Impacts and the Evaluation of Proposals

The purpose of this publication is to help Proponents understand what sort of information should be submitted regarding their sustainability impacts and profiles. This information is provided for illustrative purposes only and is not intended to limit a Proponent's response nor is it intended to suggest that by submitting similar information a Proponent will be guaranteed any points with regards to the evaluation of their environmental and social impacts. In addition, the information does not, in any way, indicate a particular order of preference or significance. The submission of supporting documentation is encouraged.

It is Metro Vancouver's policy that its procurement decisions take into account Proponents' environmental and social impacts and practices. A percentage (generally 10%, but may change from time to time) of the overall evaluation of Proposals is attributed to Proponents' environmental and social achievements.

To this end, Proposals will be evaluated and scored, in part, on evidence of the Proponents' sustainability profile and efforts. Proponents are encouraged to invest the appropriate effort to prepare and submit all applicable information and evidence regarding their organizations' environmental and social programs, initiatives and policies, and to list the resulting social and environmental impacts. Specifically Metro Vancouver is looking for quantifiable impacts that result from the Proponents' sustainable initiatives, programs and policies. Submissions that disclose the metrics as well as the dates that the impacts were realized and measured are preferred over those that do not.

Proponents are requested to organize their submissions into the general categories listed below, whenever possible. Concise and complete information is preferred over unnecessarily elaborate responses. For example, rather than the inclusion of or reference to a sustainability report, the Proponent should summarize the information into the categories shown below.

The submission of supporting documentation is encouraged. Metro Vancouver may request proof of any statements made by a Proponent in its submission and reserves the right to inspect Proponents' facilities and/or review their policies, practices and documentation to substantiate any statements made. Metro Vancouver shall be entitled to adjust Proponents' marks in accordance with its findings.

Listing activities in all three areas noted below is encouraged and required in order to receive optimum marks for sustainability. The more recent accomplishments, and information that demonstrates continued commitment and improvement, will likely be regarded as more favourable than older impacts.

- 1) Proponents are encouraged to describe daily activities practiced within their organization, such as:
 - Turning off computers, copiers and lights when not in use;
 - Recycling paper, cardboard, aluminium and glass;
 - Have a pool of energy-efficient vehicles;
 - Composting lunchroom waste;
 - Installed low-flow plumbing fixtures in all washrooms;
 - Outfitting lunchrooms with re-usable dishes and cutlery;
 - Eliminated bottled water from dispensing machines;
 - Upgraded corporate offices to high efficiency lighting

- 2) Proponents are invited to provide information concerning any corporate statements, policies or commitments related to their environmental or social responsibilities, such as:

- The existence, scope and efficacy of a sustainable procurement policy;
- An organization chart showing the presence, reporting relationships, goals, achievements/impacts, composition and structure of a sustainability team;
- Any relevant and material memberships and/or associations that enhance the Proponents' social and/or environmental impacts;
- Planned future initiatives and goals stating anticipated objectives (such as to become carbon neutral by 2015);
- Any recent awards from recognized bodies that acknowledge the Proponent's sustainability achievements*.

*Metro Vancouver will base its score for awards, in part, on the currency of the award, the recognition of the body granting the award, and on the materiality and relevance of the award.

3) Proponents should describe any extraordinary efforts practiced within their organization including measures that assist in quantifying the benefits to the community and/or environment. Please see examples in the table below:

The information below is a modified extract of earlier submissions received by Metro Vancouver on sustainability, and is provided for illustrative purposes only and is not intended to limit a Proponent's response. It is not suggested that, by submitting similar information, a Proponent will be guaranteed full or any points, nor does it in any way indicate a particular order of preference.

Environmental Impacts	Social Impacts
Of a total of X facilities owned and operated by XYZ Ltd. X are LEED Platinum and Y are LEED Gold, resulting in a total savings of XX tonnes of GHGs. Copies of certificates attached.	Donate \$XXX/employee/year to a charitable cause of their choosing. In 2009 this resulted in a total of: \$XXX to United Way \$XXX to Children's Hospital \$XXX to Cancer Foundation
Provide transit subsidies to employees and established a rewards program for all employees that use public transit, walk or cycle to work. The rewards program offers paid days off and Fair Trade merchandise for various achievements. Overall the program has cost the organization approximately \$XXX/year since its inception in 2007.	Donate X% of profit each year to various charities. In 2009 this resulted in a total of: \$XXX to Habitat for Humanities \$XXX to Big Brothers of Canada
Over the course of the past two years all diesel powered vehicles and equipment have been replaced with 2007 or newer vehicles and equipment. This included a fleet of XX units at a total cost of \$XXX saving XXX kilograms of particulate matter per year over previously owned equipment.	Encourage employees to volunteer in the communities where we work by allowing each employee XX paid days off each year to volunteer at their environmental or social cause of interest. In 2008 a total of XXX hours was donated at a total cost of \$XXX. In 2009 this was increased to a total of XXX hours at a total cost of \$XXX. (A complete list of hours and cause of interest is attached)
Since 2004 we have enforced our own sustainable procurement policy resulting in XX% of our sub-consultants and suppliers meeting rigorous environmental and social standards. Our annual spend in 2009 with these suppliers was \$XXX. A copy of our sustainable procurement policy and standards are enclosed.	We seconded two Professional Engineers with full pay and benefits for two months each to work with Engineers Without Borders on the Haiti relief effort.
Achieved corporate-wide carbon neutrality in 2009 through process improvements and the	We have actively participated in the Fast Track To Employment program since

purchase of carbon offset credits.	2001 and have trained XX individuals, and currently employ XX formerly marginalized persons
Since 2008 all our projects have achieved, on average, a 75% waste diversion rate. The waste management plan and supporting documentation for the past two projects is included in the attached CD. Additional supporting documentation is available on request.	

If including information on sub-contractors'/sub-consultants' sustainable practices please state the overall value of the work attributed to the sub-contractor/sub-consultant. In the event the value of the sub-contractors'/sub-consultants' work is not included Metro Vancouver will assume it be less than 15% of the overall value of work. In any event, sub-contractors'/sub-consultants' sustainable contributions will be prorated based on their level(s) of involvement in the work.

Information that is of questionable value

Avoid submitting statements without quantifiable outcomes such as:

- We support "green" suppliers who offer products from sustainable resources
- Our supply chain decisions are focused on minimizing waste and the use of non-renewable resources;
- Included by reference is our 2009 Sustainability Report

Avoid submitting information about activities that are not directly supported by the employer (in time and/or dollars) such as:

- Many of our employees carpool, use public transit or ride bikes to work
- Our employees volunteer for a variety of organizations throughout the community including coaching soccer, baseball and hockey teams;
- Employees contributed \$X to the United Way in 2009.

Whereas corporate experience in, for example, designing LEED-certified buildings or building efficient energy recovery equipment may be an asset (if this is relevant to the work), points for this experience will not be granted under the sustainability review. Please focus your sustainability submission on programs and impacts that are undertaken by your firm as a corporate citizen, not as part of work for which it is paid. Avoid submitting statements such as:

- Over the course of the past 2 years have designed for clients X facilities to LEED Platinum Standard;
- Offer a wide range of environmentally responsible products.