



## Statement of Qualifications

e4, inc., a certified NYS and NYC Woman-owned Business Enterprise (WBE), is well qualified to provide high performance and sustainability support services. e4 offers a full complement of services to ensure that all aspects of building design, construction, operations and maintenance achieve the client's desired levels of sustainability in a timely and cost-efficient manner. Services include:

- Strategic Sustainability Services
- Green Project Management
- High Performance Design and Specification Reviews
- High Performance Building Workshops / Charrettes
- Materials and Technology Research
- LEED Project Management and Administration
- Support for LEED Implementation, Documentation and Submission
- Development, Implementation and Management of:
  - Construction Practices and Policies
  - Maintenance & Operations Practices and Policies
- Green Material Submittal Review and Requests for Information
- Building Management, Vendor and Subcontractor Education
- Government Funding and Incentives

e4, inc. has experience with most project types, specializing in urban projects ranging from 5,000 SF to over 10 million SF. Clients include The Durst Organization, Simon Property Group, TIAA-CREF, Brooklyn Navy Yard and Forest City Ratner Corporation. Our practice includes office, residential (multi-unit and single family), retail, administrative, museum, university, sports, arts, childcare, education and industrial building types and the LEED EB, LEED NC, LEED CS, LEED CI, LEED for Schools and LEED ND rating systems.

e4's LEED Accredited Professionals (APs) and engineers manage the greening process to ensure that environmental issues are addressed in a timely and cost-effective manner and supply supplemental expertise as needed. This is especially important for fast track projects or teams that are not well-versed in sustainable practices and/or high performance design, construction and operation techniques. e4, inc. supports each member of the project team to make the job of achieving LEED and/or any other green recognition program as simple as possible. By sharing insights and years of experience in the green building field, e4 can shorten the learning curve and rapidly bring others up to speed.

For existing buildings, e4 offers clear and straightforward advice that saves energy and streamlines maintenance. We consult on new hardware and software that help transform buildings to operate more efficiently and that extend the life of building systems. e4's comprehensive training and leave-behind documentation ensure that efficiency improvements persist and best practices are kept in place for the life of the building.



Pamela Lippe, LEED Fellow and President and Principal of e4, inc, is an innovative professional with 18 years' experience as a green building consultant and over 35 years in the fields of environment and communications. An early member of the US Green Building Council (USGBC) and a LEED Accredited Professional, she served as the consultant to The Durst Organization on the first "green" skyscraper built in the US, the Condé Nast Building at Four Times Square, and continued to work on most Durst projects for 17 years including the 2.2 million square foot Bank of America Tower at 1 Bryant Park, which achieved LEED for Core & Shell Platinum certification. Ms. Lippe is a highly creative problem solver with strong organizational and communications skills and an extensive background in green building education. She lectures regularly at conferences and seminars both nationally and internationally. She taught some of the earliest classes on green buildings and sustainability at the University of Shopping Centers hosted by the International Council of Shopping Centers (ICSC) at Wharton Business School.

**Professional services include, but are not limited to:**

**a. Strategic Sustainability Services**

Pamela Lippe and e4, inc. have been advising owners and principals for over 18 years on how to cost-effectively respond to the increasing internal and external demands for improving the sustainability and performance of their enterprise. We specialize in guiding and supporting owner decision-making in this complex and competitive arena and providing cost-effective support to those responsible for greening existing real estate assets or new developments.

**b. Green Project Management**

e4, inc. works to ensure that the environmental goals of the project are achieved at the lowest possible cost. What makes our services unique in the marketplace is our hands-on management and follow through. In addition, we can manage the process to ensure early and thorough consideration of the owner-selected requirements (e.g. LEED or energy or water reductions); assist in the cost evaluation of the greening strategies; evaluate the need for other consultants and provide other support that the client may require through the life of the project.

**c. High Performance Building Design Reviews**

e4's professional engineering staff provides design reviews involving a systematic method of confirming sustainability requirements and eliminating ambiguity in plans and specifications. This process provides another set of independent and knowledgeable eyes looking at plans from a sustainability and operations perspective. Having clear well-written plans and specifications is a key component of a cost-effective and more sustainable project. e4 has provided these reviews for dozens of projects.

**d. High Performance Building Workshops**

e4, inc. facilitates high performance workshops or sustainable design charrettes with relevant experts and the project team early in the design process. The workshop can provide structured brainstorming sessions that will explore high performance building opportunities and establish energy/environmental goals and performance benchmarks that then guide the design as it moves forward. The workshop can also begin the critical process of integrating the project team. A recent study indicated that the most significant energy and cost savings are achieved not from the application of technology, but from the close collaboration of the project team, with clear performance criteria and a managed delivery process.



**e. Materials and Technology Research**

e4, inc. supports the project team by researching and providing multiple sources (when possible) for cost-effective, environmentally responsible technology (e.g., low flow water fixtures, combined heat and power options, water and air filtration, etc.) e4 can also support projects with research and recommendations for products that meet criteria for recycled content, local and regional sourcing, sustainably harvested, rapidly renewable and low emitting materials.

**f. Support for LEED Implementation**

e4, inc. works closely with the project team and provides assistance as needed to research and implement LEED prerequisites and points. Individual members of the project team are usually focused, as they should be, on designing, constructing or managing the building. e4 supplements their expertise by researching similar projects, relevant topics and LEED credit interpretations or other advisory opinions. e4 manages the LEED process to make sure that the requirements are explored and addressed as early as possible when potentially required design changes are least expensive. This helps ensure that implementation is completed at the lowest possible cost, frees the project team from LEED administration and allows them to focus their attention only on the details where their expertise is needed.

**g. Construction Plans and Reporting**

LEED for New Construction requires an Erosion & Sedimentation Plan, a Construction Waste Management and a Construction Indoor Air Quality Plan to be developed by the Construction Manager and implemented by the contractors and/or subcontractors. e4, inc. can assist in the development and/or review of the specification language and the draft plans. We help ensure that the required plans are in place in a timely manner, that their intent and requirements have been fully communicated to the relevant subcontractors and that they are effectively managed to ensure compliance with all LEED requirements. We can assist in the development and review of reporting forms to ensure that if a problem exists, it is identified while it can still be addressed, not after the project is completed.

**h. Operational Policies and Plans**

LEED for Existing Buildings Operations & Maintenance (EBOM) requires a Sustainable Purchasing Policy, Solid Waste Management Policy and a Green Cleaning Policy as well as specific plans to implement these policies. Even when not pursuing LEED EBOM, this approach is useful to provide direction, accountability and focus around these broader sustainability issues. e4, inc. can assist in the development and/or review of these policies and the draft plans. We help ensure that the required policies and plans are in place in a timely manner, that their intent and requirements have been fully communicated to the relevant parties and that they are effectively managed to ensure compliance. e4 can also work with O&M staff to update building energy management documents, improve training levels, fine tune existing HVAC and lighting controls and build in straightforward diagnostics that will help the staff do their job more efficiently.

**i. Documentation Coordination and Submission**

The project team has many responsibilities, most importantly designing, constructing or managing a project on schedule and on budget. e4's role helps ensure that their "LEED time" is focused primarily on the discrete tasks needed to implement and document the points and prerequisites. Executing this work as early as possible



minimizes the costs and streamlines the process. e4 can create and manage the documentation that will be provided to LEED or support a member of the project team in compiling the submission required for certification.

**j. Tenant Guidelines and Green Lease Support**

e4, inc. can support an owner's green goals through the development of voluntary tenant guidelines or mandatory green lease requirements. e4, inc. has broad experience in working through tenant-landlord issues and has developed tenant guidelines for a number of projects including Four Times Square, One Bryant Park and the Brooklyn Navy Yard. e4, inc. is an independent third party that is extremely knowledgeable about sustainability and green buildings. We can cost-effectively engage both parties to a lease and facilitate the understandings and agreements that are necessary in order to green a building or space where responsibility is shared between landlord and tenant.

**k. Meetings**

e4, inc. can coordinate regular meetings to help manage LEED implementation and documentation with key members of the project team and relevant consultants. In addition, we often organize meetings to delve into specific topics and further explore LEED requirements with subcontractors or smaller sub-groups of the full project team.