

**Sandy Spring Monthly Meeting**  
**General Architectural Requirements**  
**May 30, 2007**

1. **General.** The general principles, assumptions, and requirements which apply to a proposed architectural redesign of the Community House, religious education (RE) wing, and related areas of the Sandy Spring Monthly Meeting (SSMM) are listed below.
2. **Development area.** The area of the Meeting grounds which are available for facilities development is in the central and northern portions of the land owned by SSMM. It includes the:
  - existing Community House,
  - RE wing,
  - land to the east of the RE wing,
  - land identified on county plats as lots 704, 612, and 616

It is the purpose of the architectural design to meet the Meeting's functional requirements by creating new and/or renovated space in this area. The design may include a separate RE building. Furthermore, any proposed design must include a new, fenced playground in this area, and it must be separated from vehicular traffic. The existing playground may be razed to accommodate development.

The existing lot lines in this area create unnecessary constraints on the architectural design process. Depending upon the design proposed by the architect, the Trustees will petition the appropriate local authorities to rejoin the necessary parcels within the development with the main portion of the Meeting property.
3. **Access for those with disabilities.** All buildings must have external and internal access that is consistent with the Americans with Disabilities Act and any other applicable local laws, rules, or regulations.
4. **Historic Spaces.** The Community House contains portions that are protected and regulated by Montgomery County's Historic Preservation Commission. Any changes to the exterior of the Community House must be consistent with guidance provided by the Commission for the preservation of historic buildings.
5. **Compatibility with existing structures.** The SSMM community is very proud of its historic heritage, and the aesthetics of any architectural proposal for new buildings should be compatible with the look and feel of the existing historic structures. Any architectural design should adhere to the Quaker principle of simplicity.
6. **The 3 acres of woodlands** on the west side of the property and directly across from the Meetinghouse should be maintained as green space. Some of this acreage at the northwest corner is identified as wetlands and must be protected as such under the applicable federal, state, and local laws. Because the woods bordering the road have not been cleared recently, there is some encroachment of scrub woodlands into the existing parking area. The Meeting recognizes that maintenance clearing of this area and the removal of some unhealthy trees may need to be done to protect the Meetinghouse, parked cars, and the people who use this area. The Meeting wants to preserve as many of the healthy large specimen trees that are located in this area as possible.

7. **Graveyard.** The graveyard is located to the east and north of the Meeting House. No development can occur in this area. Slight modifications to the fencing are allowed to accommodate access for those with disabilities to the Community House. Appropriate landscaping to enhance the natural setting and provide screening of this area also is allowed.
8. **The Principle of Green.** Green means to be thoughtful, responsible stewards of the natural world and the resources of that world. As SSMM plans to expand the physical building to meet the current needs and future growth of the organization, we seek to be as wise as we can in using those precious resources, to use energy as efficiently as possible, to employ materials that reflect financial economy. Green is also a metaphor for spirit and a reminder of our history in this once rural setting. The very woods that surround Sandy Spring Meeting recall our commitment to a “greenness of spirit” as members of the Society of Friends. The changes made to our site need to reflect both the literal and symbolic sense of green.

Within our financial constraints, all newly built or renovated buildings of SSMM will **be built comparable to at least** the minimum level of green certification offered by the U.S. Green Building Council (USGBC) as specified in the Leadership in Energy and Environmental Design (LEED) standard.

For example, SSMM is a partner with the Greater Washington Interfaith Power and Light coalition. As a partner, the meeting commits to installing energy efficient and clean heating sources in all renovated and new buildings. This includes identifying the most energy efficient sources of heating, cooling, and insulation in the new space. The Meeting is interested in fuel sources, energy efficiency criteria, attendant ratings of proposed sources, and the rationale used to identify the systems for SSMM facilities, under the associated LEED standard.

9. **Maintenance.** All buildings should be designed to facilitate ease of maintenance.
10. **Traffic Flow.** The proposed architectural solution must address existing traffic flow issues within the structures. These problems arise when multiple programs are conducted concurrently in the same space.
11. **Alternative uses.** Any new facilities should be designed for maximum alternative uses as the Meeting cannot afford to design a facility that has dedicated space for each of the Meeting’s functions.
12. **Communication Center.** Any new facility should have an easily accessible area for communication of community news. Brochures, notices, announcements, and other related printed materials should be centrally located and easily accessible.
13. **Parking.** Should local authorities require the Meeting to change its parking areas to conform with current regulations and to acquire a building permit, any proposed solution must be compatible with green principles and allow for easy maintenance (snow clearing).
- 14 – 20. **Reserved.**

## **Graveyard and Grounds**

### **February 24, 2007**

#### **21. Problem Statement.**

21.1. **What works about the current facilities?** The restful nature of the grounds is facilitated and supported by the large number of trees and green space. The new design should attempt to preserve as many of these features as possible. No expansion of the graveyard is considered necessary at this time.

21.2. **What does not work about the current facilities?** There are not enough parking spaces to meet the applicable code requirements for upgraded facilities. There is inadequate site lighting throughout the property.

#### **22. Space.**

22.1. Move the corner of the cemetery fence away from the Community House, bypassing the large oak tree.

22.2. Replace and widen the cement sidewalk that runs along the south side of the Community House from end to end.

22.3. Provide adequate parking to meet the requirements of applicable county ordinances.

22.4. Create an exterior staging area for recycling that is convenient to the kitchen.

22.5. The exterior site lighting needs to be improved.

22.6. Create a landscape plan to integrate any new facilities with existing facilities on SSMM property. Include an arboreal plan to manage trees that must be cut to accommodate development.

23. **Equipment.** Modern day snow removal equipment is used to clear the parking lots at SSMM. Any proposed parking solution must be compatible with this equipment.

#### **24. Coordination/Overlap with other requirements.**

24.1. The Building Care Committee of SSMM submitted an upgrade plan to the Finance Committee in January 2007. Site lighting was identified as an area that would be upgraded in the future. Coordination between the Design Architect and the Building Care Committee will be required to ensure that lighting plans for any newly designed space and the maintenance activities of the Committee are in sync.

24.2. The Graveyard and Grounds Committee wants to preserve the tulip poplar tree which is well established in front of the Community House. It has grown around the North fence and its root structure is under the existing sidewalk. However, the Committee recognizes that damage to the root structure may occur during construction, and that the tree may become a hazard to the Community House. The Committee agrees that if this should occur, the tree will have to be removed.

24.3. The Graveyard and Grounds Committee prefers that the North fence of the graveyard remain in its current location. However, it recognizes that the fence may need to be moved to accommodate access to the Community House for those with disabilities.

24.4. Current renovations to the School House may involve running a gas line to this facility. If the line laid is a 2" pipe, the option of heating the existing community house and any new facilities with gas is preserved.

24.5. 25-30. **Reserved.**

## **IT Committee**

### **February 24, 2007**

#### **31. Problem Statement.**

- 31.1. **What works about current facilities?** The existing office is adequate in size and contains enough space for meeting administrative equipment. Adequate shelf storage exists for administrative supplies. The meeting computer is connected to the Internet. Adequate phone facilities exist.
- 31.2. **What does not work about the current facilities?** The meeting secretary does not have line of sight to the front entrance and parking lot, which presents a security problem. There is no telephone service between the office and the religious education classrooms.
32. **Space.** The Administrative Office should be central, near the entrance to the Community House, and preferably with direct sight of the entrance and parking lot. This is for the security of the secretary, and for the convenience of visitors to the office. The office must have a window **to the outside and a window in the door.**

#### **33. Equipment.**

- 33.1. The administrative office must be large enough to accommodate a desk with computer, table, printer, and file cabinet.
- 33.2. The office should be wired for cable and/or fiber optic to some outside point for future connection to a broadband network, and have two telephone lines.
- 33.3. CAT5 cabling and telephone wiring should be provided between the office and all classrooms.
- 33.4. A cable transport pipe should be installed between the community house and the religious education wing/building. It should be large enough to accommodate future cabling requirements.
- 33.5. A theft/fire alarm system is required. Minimally, wiring for future installation of such a system should be installed during construction.

#### **34. Structural.**

- 34.1. The administrative office should have a floor area of about 150 square feet or more. It must have sufficient clear floor space for 4 to 6 persons to be seated comfortably.
- 34.2. An archive storage room is required. It should be fireproof, without water leaks or mold, and should be air conditioned for the preservation of important records,
- 34.3. A secured networking room to house recording and playback equipment, with appropriate cabling (coax, CAT5 for Ethernet) to the classrooms is desired.
- 34.4. A separate room to house a copier for general use is desired. The room should have separate ventilation to the outside to remove toner fumes.
35. **Coordination/Overlap with other requirements.** The Library may require bar code equipment to process its materials. The Community Life committee requires a sound system for public events.

#### **36-40. Reserved.**

## **Hospitality Committee**

### **May 30, 2007**

#### **41. Problem Statement.**

- 41.1. **What works about current facilities?** The existing number of ovens, cook tops, and sinks is adequate to meet Meeting hospitality needs.
- 41.2. **What does not work about current facilities?** The traffic pattern for food preparation and meal service are dysfunctional. The present system is both cumbersome and potentially a health hazard as the food preparation and food service areas are currently co-located. The present sterilizer still requires old fashioned hand washing of dishes and is of questionable hygiene. The present coffee preparation system is slow and inflexible in terms of the types of coffees that can be prepared quickly and the ultimate expense. Because the main room in the Community House is a multi-purpose room, it is not possible to leave the tables and chairs set up for serving food. The present storage space for tables and chairs is too small and very difficult to navigate. Currently, approximately 80 people can be seated at one time, which includes the small dining room. Additional tables and chairs are required to serve larger numbers.

#### **42. Space.**

- 42.1. Create a more efficient and accessible storage space (e.g. pantry) for supplies and equipment. The area needs to be located in a convenient location next to or in the kitchen preparation area. It will be more cost effective as it will permit the Hospitality Committee to buy supplies in bulk.
- 42.2. Enlarge the dining room to accommodate a maximum of 125 people seated.
- 42.3. **DELETED**
- 42.4. Retain a small, more intimate dining area for smaller gatherings.
- 42.5. Create better access to the kitchen for food delivery.
- 42.6. Create an interior staging area for recycling.
- 42.7. Create an inviting transitional space for dining that can be opened up in the warmer months and closed in the winter months. A “porch” or “Florida room” approximates the aesthetics of this area, which is considered a nice to have.

#### **43. Equipment.**

- 43.1. 2 sink units are required. One unit should have 3 adjoining sinks each with a HP garbage disposal. The second sink unit should be deep to allow washing of large pots and pans.
- 43.2. Install 6 burner cook top. The current 6 burner electric cook top is adequate, but the hood needs replacement.
- 43.3. Install two large microwave ovens and two 30” electric wall ovens, replacing existing wall ovens.
- 43.4. Replace existing sterilizer with dishwasher that can function at 30 racks per hour, a 2 minute cycle per rack. This will facilitate clean up and sanitation.
- 43.5. It would be nice to have a Bunn coffee brewer, which automatically prepares up to a “gallon-at-a-time coffee”. It is considered to be of commercial quality and allows flexibility in the type of coffee prepared. It is also more efficient to prepare large amounts of coffee and provides a rapid response.
- 43.6. Under-counter ice maker (used would be fine).

43.7. Over time, additional tables and chairs will be required.

43.8. **DELETED**

43.9. Install a large upright side by side refrigerator/freezer. This would replace the existing refrigerator. .

44. **Structure.**

44.1. The food preparation and food serving areas should be separate areas, and connected with an easy “pass-through” arrangement.

44.2. Create a storage area for tables and chairs when they are not in use that is readily accessible to the dining area, is easy to navigate.

45. **Function.** The kitchen should be configured as a warming kitchen and not a commercial kitchen. Large events are usually catered and no large scale cooking takes place on the premises. Exhaust hoods are not needed for the stovetops.

46 – 50. **Reserved.**

## **Library Committee**

### **February 24, 2007**

#### **51. Problem Statement.**

51.1. **What Works About the Current Facilities?** Having the adult books in a space that is used every First Day makes them readily available. The room space is more than ample.

#### 51.2. **What Does Not Work about the Current Facilities?**

51.2.1. Maintaining books in 3 different areas is difficult. The adult books are often difficult to access due to the crowded nature of after-meeting social hours; temporary placement of furniture, displays for RE or various committees, or semi-permanent storage of various collection boxes in front of the shelves. Sharing both workspace and shelf space of children's collection with First Day School classrooms frequently results in messy and uninviting library displays and missing committee work materials.

51.2.2. Having the library in a room that serves as a thoroughfare is distracting.

51.2.3. Having direct access to the outside makes for mud and mess. Shelving and displaying books, pamphlets, and various other media (videos, audio tapes) is difficult due to insufficient shelf space. The lowest shelves are too low for easy browsing. There is no place to sit and read.

52. **Space.** Create a rectangular space that accommodates 1/3 book display, 1/3 work area, and 1/3 seating area.

#### 53. **Book display.**

53.1. Create at least 300 linear feet of shelving adequate for display of adult and children's books, pamphlets, periodicals, and various media that is no lower than 24 inches. There should be adequate space behind the book shelving to allow air to circulate.

53.2. Create an area for checking books in or out with a card catalog.

53.3. Create an area for the Non-circulating Reference Collection which will contain the rare, very old, irreplaceable Quaker books.

53.4. Create an area of hymnals, Bibles, and Bible Study Group books.

#### 54. **Work area.**

54.1. Create a work area large enough for tables and chairs related to Library Committee activities or for other committee meetings.

54.2. Desk for computer and printer.

54.3. Create a storage area for at least 50 linear feet of enclosed shelving to store library committee processing supplies, catalogs and records. Also included are books in the pipeline and duplicate books.

#### 55. **Seating area.**

55.1. Provide comfortable, upholstered chairs for seating while reading books or other meetings.

55.2. Create an inviting space for children to gather while parents are busy elsewhere, It should include small table(s) and chair(s) for very young children, and space for board games or activities for older children.

#### 56. **Equipment.**

56.1. Computer with high speed Internet access and printer.

- 56.2. Provide adequate space and outlets for future bar code readers.
- 56.3. Provide for adequate lighting for processing and reading books.
- 56.4. Allow for additional computers to be networked in the future.
- 57. **Structure.** The optimal storage environment for books and other library media is 68-70 degrees. Shelving for books should not be on an outside wall, nor should books be exposed to sunlight, spotlights, or fluorescent lighting.
- 58. **Aesthetics:** Furnishings and window coverings should reflect the Quaker value of simplicity, but the room should be comfortable and inviting to encourage browsing. The word “cozy” should apply to the seating area.
- 59. **Coordination/Overlap with other requirements.** The library could evolve into a media center for the Meeting providing computer access to the Meeting records and VCR/DVD viewing equipment for the tapes and DVDs in the collection. The place could also provide a pleasant setting for clearness committees, for interviewing prospective members, and for marriage counseling for those seeking to marry under the care of the meeting.
- 60 – 65. **Reserved.**

## **Religious Education Committee**

### **May 30, 2007**

#### **66. Problem Statement:**

66.1. **What works about current facilities?** The Religious Education function currently occurs in two locations. The religious education wing includes 7 classrooms: a nursery, Pre-Kindergarten and Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> Grades, 3<sup>rd</sup> Grade, 4<sup>th</sup> Grade, 5<sup>th</sup> and 6<sup>th</sup> Grades, 7<sup>th</sup> and 8<sup>th</sup> Grades. Young Friends meet separately in the School House (a total of 8 classroom spaces). The Pre-Kindergarten is an adequate space with a storage closet. It has several windows and access to outdoor playing space. The Young Friends have an adequate space with bathroom and kitchen facilities that are useful during evening and weekend activities.

#### 66.2. **What does not work about current facilities?**

66.2.1. While there is adequate space for our current enrollment, the rooms are poorly lit, too small, lack storage, in poor repair, lack adequate ventilation particularly in the summer. Their current configuration is inflexible and discourages creative ways to teach the First Day program. Because the rooms are so small, the children are limited to seated activities. Crafting tasks are difficult to complete and there is inadequate storage for completed projects.

66.2.2. There is not enough storage for community service projects such as the book drive, clothing drives, etc. Classrooms lack cabinets and shelving.

66.2.3. The classroom used by the 5<sup>th</sup>/6<sup>th</sup> grade shares space with the Library Committee.

66.2.4. Bathrooms are not located close enough to the younger classes and are not the appropriate size for small children.

66.2.5. There is not enough storage for personal effects such as coats, boots, etc.

66.2.6. It is difficult to arrange for computer or VCR use.

66.2.7. Office space for a Religious Education coordinator and storage of teaching materials is lacking.

66.2.8. There is a big mold problem throughout the existing RE wing due to water seepage from the roof. Ground water is also wicked up through the building due to a lack of proper insulation from the outside elements.

66.2.9. The large room in the Community House is the only area where the entire First Day School can gather and scheduling events often conflicts with other activities of the meeting.

#### 67. **Space:**

67.1. Create a total of 12 classrooms are needed and should be configured as follows: 1 nursery, 1 pre-kindergarten, 1 kindergarten, 8 classrooms for grades 1 – 8, and 1 classroom is needed for Young Friends in grades 9-12

67.2. The classrooms for grades 1-8 should be constructed with flexible walls so the space can accommodate the changing nature of enrollment and activities conducted in the space.

67.3. Create a larger gathering space where 50-60 students can gather together.

67.4. Separate Nursery, Pre-Kindergarten, Kindergarten areas with their own furniture and supplies and ample space for activities for 10 children

67.5. The 1<sup>st</sup> – 8<sup>th</sup> grade classrooms should be able to accommodate at least 10 students, have age appropriate furniture, contain a sitting and playing space, and provide access to the outdoor play area.

- 67.6. The separate space for Young Friends should have adequate storage for community service and recycling projects and should accommodate up to 20 students.
- 67.7. Create a place for personal effects such as coats, bags, boots, in each classroom.
- 67.8. Create a feeling of spaciousness in each classroom.
- 67.9. Use well lit, well ventilated, safe green building materials throughout.
- 67.10. Provide adequate supply storage for crafts and projects, a work area for students and easy access for RE teachers.
- 67.11. Create an office space for an RE director.
- 67.12. Provide telephone access in each classroom.
- 67.13. Provide a communication center that will permit RE announcements to be seen easily by the SSMM community.
- 67.14. Create bathrooms for small children (both boys and girls) either within or close to the classrooms.
68. **People:** Except for the space for Young Friends, each classroom should accommodate space for 10 students. The space for Young Friends should accommodate up to 20 students. The RE office space should meet the needs of one person.
69. **Equipment:**
- 69.1. The nursery should have lots of shelving for toys, soft floor surface, a crib, a couple of rocking chairs, cubbies for each child's storage, and bulletin boards.
- 69.2. The pre-kindergarten and kindergarten should have floor space for play, lots of low storage for toys, storage cabinets for craft supplies, cubbies for kids' storage, bulletin and black boards, and access to the outdoor play area.
- 69.3. Grades 1 through 8 need flexible classrooms with cubbies, storage and shelving, access to a craft supply area with working spaces, sitting places at tables and large floor space for circle meeting and activities. They also need computer access and TV/VCR capability.
- 69.4. Young Friends space should be flexible with walls they can decorate, space for community service work and storage. It should have TV/VCR space and computer access, and music speakers. There should be storage space for tables, chairs, beanbags, games, etc. Each student should have a personal storage space.
- 69.5. The office needs cabinets for teaching supplies, shelves for books, a desk, computer capacity, phone, and mailboxes for each teacher.
- 69.6. A deep sink next to the craft area would be nice to have for cleaning up craft projects. This is also a requirement of the Community Life Committee.
70. **Vision.** We envision a well-lit, bright, comfortable space reflecting the values of community service, peace, international involvement, environmental concerns and simplicity and openness. It would be flexible to meet needs of various size classes and various activities involving all RE students. The space is intended for young people and should be user friendly for them.
71. **Coordination/Overlap with other requirements:** Many of the spaces used by the RE classes are used by the SSMM committees for meetings. It would be nice to have big chairs for big people and little chairs for little people. While scheduling is important, it would be helpful to have at least two large gathering areas so that multiple events could take place concurrently.
- 72 - 75. **Reserved.**

**Community Life Committee**  
**May 30, 2007**

**76. Problem Statement.**

76.1. **What works about the current facilities?** The Community Life Committee uses existing classrooms, kitchen, and community room for most events. This generally meets the needs.

76.2. **What does not work about the current facilities?**

76.3. There is no closet space to store supplies between events.

76.4. The Committee needs a consistent place to post event announcements.

76.5. Some of the Committee's events occur during Meeting for Business, which conflicts with activities planned by the Hospitality Committee.

**77. Space.**

77.1. Create a storage closet for supplies.

77.2. Ensure that the refrigerator in the kitchen is large enough to accommodate Easter eggs for a week in addition to the regular Hospitality supplies that need refrigeration.

77.3. Create an inviting outdoor space outside to host the Memorial Day and other cookout activities. Include grills, serving tables, and room for people to sit or bring out folding chairs. This should be located as close to the kitchen as possible to accommodate transport of food items between the two places.

**78. Equipment.**

78.1. Provide audio equipment in the large gathering room to support a coffeehouse evening event

78.2. Create a communication center that will permit community announcements to be seen easily as they enter the Community House.

79. **Coordination/Overlap with other requirements.** Many of the spaces used by the Community Life Committee overlap with the Religious Education committee (use of classrooms) and with the Hospitality committee (use of kitchen and large common room). While scheduling is important, it would be nice to have at least two large gathering areas so that multiple events could take. A sink near the Religious Education area to clean up craft projects would be a nice to have.

80 – 85. **Reserved.**

**Building Care Committee**  
**February 24, 2007**

- 86. **Problem Statement.** There is not enough storage space for equipment and supplies.
- 87. **Space.** Storage spaces are needed, both inside and out. The inside storage space is for maintenance and cleaning supplies such as paper towels, toilet paper, light bulbs, mops, buckets, brooms, paint supplies, step ladders, etc. The outside storage space is for extension ladders, wheel barrow, and various tools.
- 88. **Equipment.**
  - 88.1. The exterior of all buildings need plenty of exterior electric outlets and hose connections to support outside activities, both social and maintenance related.
  - 88.2. All buildings need interior staging areas for recycling containers with ready access to the exterior recycling staging area that is maintained by Graveyard and Grounds.
  - 88.3. Ease of maintenance should be a criteria in the selection of equipment.
- 89. **Structural.**
  - 89.1. Each building needs coat storage, either closets and or coat racks.
  - 89.2. The floors in renovated or new space should be comfortable, pleasing, and green friendly.
  - 89.3. Low or no maintenance materials should be used where possible.
- 90. **Aesthetics.**
  - 90.1. The design of the Community House gathering room should reflect the Quaker value of simplicity.
  - 90.2. The design should be warm and inviting.
- 91. **Coordination/Overlap with other requirements.** Outside storage space could be shared with graveyard and grounds.
- 92 – 95. **Reserved.**

## **Green Sub-Committee**

### **February 24, 2007**

#### **96. Problem Statement.**

- 96.1. The current facilities are not energy efficient. The materials and style of previous renovations to the Community House and the Religious Education wing were built in a conventional style, using conventional materials, which no longer meet the regulations of applicable government entities.
- 96.2. There is a mold problem in the building due to water seepage. The heating system is not energy efficient.
- 96.3. The buildings do not make the best use of natural lighting.

#### **97. Equipment.**

- 97.1. Any proposed architectural solution should consider geothermal or other “off the grid” heating and cooling systems. If conventional systems are specified, the architect should provide a cost benefit analysis of the two systems for consideration of the Design Committee. The Meeting is interested in the energy efficiency rating of the specified system specified, and the criteria upon which the rating is based. Responders should provide an explanation of long term costs and benefits to the Meeting of the specified system.
- 97.2. Any proposed architectural solution should include the use of as much natural lighting in the space as possible.

- 98. **Vision.** The following vision is a quote from the mission statement of the Green Sub-Committee.

*We believe that “green” and “sustainable” reflect Quaker values - Quakers have a long history of caring for the earth and her resources - and need to be an integral part of the design. We are concerned about ethical and sustainable issues regarding the design and building process of the Meeting. We have an urgent need to build as green as possible in light of the current state of Global Warming and Climate Change. We want to learn and teach about the options of building in a green-conscious way. We do not come to the table as experts - each of us is on our own learning curve.*

- 99. **Systems Thinking.** The Green Sub-Committee believes in integrated systems thinking as it relates to green building for the future at SSMM. The following statement from *Green Remodeling* reflects this emphasis.

*“Thinking green is a ‘systematic way of thinking about buildings.’ Looking at the big picture rather than just at the bricks and mortar adds a new perspective to how all the pieces fit together and the consequences ... of the decision we make at the design state of a project and the products we use... Green building need not be too expensive. When it is a part of setting goals for the remodeling project it becomes matter of fact...Many builders have found that the real cost is in the learning curve, not in the implementation....The products are more available and more affordable....as major manufacturers develop new lines to meet the ‘green’ demand.*

100. **Functional.** In a Montgomery County Council press release dated November 28, 2006, the Council announced that it had enacted Green Building' requirements for future public and private construction in Montgomery County.

*... The legislation ... requires private non-residential ... buildings to achieve a LEED certified rating [of] 26-32 points.... The LEED (Leadership in Energy and Environmental Design) Green Building Rating System ... developed by the U.S. Green Building Council (USGBC) .... identifies criteria that positively impact the energy and environmental characteristics of a building, including sustainability of a site, water efficiency, energy efficiency, materials and resources, and indoor environmental quality." This legislation would cover "extensively modified non-residential" sites of 10,000 square feet" or more and would go into effect no later than 9/1/2009."*

101. **Coordination/Overlap with other requirements.** Building green is not a single activity or a single specification in an architectural solution. Rather it represents a continuum of activities, materials and system choices, and an evaluation process that results in a LEED certification rating for a building project. SSMM is committed to using LEED standards as a benchmark in achieving it "green building" goals. Information about the long term costs and benefits of green systems and materials should be included as part of a response to this RFP.

102. **LEED actions and tasks.** An initial review of the LEED standards was initiated with the purpose of identifying the activities that seemed do-able for SSMM. The list is attached as Appendix 1. This list represents possibilities not a firm requirement. The Green Sub-Committee and the Design Committee recognize that green building techniques and materials must be selected in a holistic way and integrated into the design process of the building.

103 – 105. **Reserved.**