THE ENVISION SUPPLIER DIRECTORY USER GUIDE





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Introduction

ISI

The Institute for Sustainable Infrastructure is an education and research nonprofit (a 501c3) based in Washington DC. It was established in 2010 by the American Public Works Association (APWA), the American Society of Civil Engineers (ASCE), and the American Council of Engineering Companies (ACEC).

Responding to the need for a comprehensive sustainability framework and rating system suitable for use in civil infrastructure development, ISI collaborated with the then Zofnass Program for Sustainable Infrastructure at the Harvard University Graduate School of Design to develop Envision[®].

Envision

Envision is a framework developed by ISI that encourages systemic changes in the planning, design, and delivery of sustainable, resilient, and equitable civil infrastructure through education, training, and third-party project verification.

A holistic consensus-based framework and rating system, Envision is a comprehensive tool that can assist private and public agencies and their consultants and contractors in delivering infrastructure that tackles climate change, addresses public health needs, supports environmental justice, creates jobs, and spurs economic development.

Membership

A membership with ISI can put you in direct contact with hundreds of like-minded organizations who are reimagining a more sustainable, resilient, equitable world. ISI also offers many opportunities for members to collaborate with us, like taking part in committees, webinars and our annual virtual conference. Our members can be part of our sustainability campaigns, co-write thought-leadership articles, and advocate for sustainability, resiliency, and equity.

All member organizations and agencies receive discounts on Envision credentialing and maintenance, and they also receive discounts on third-party project verification.

Purpose of the Directory

The Envision Supplier Directory will assist public agencies, design teams, contractors, and other infrastructure decision-makers in identifying materials, products, services, and technologies that can help solve specific sustainability challenges on projects.

Each listing in the directory includes the name of a sustainability-related material or service with a description, supporting documents, and contact information. Suppliers must also associate their offerings with specific credits in the Envision framework.

Creating a listing in the directory is easy; suppliers do so online—right from their ISI dashboard! This step-by-step guide explains how.

How to Become a Supplier

Getting Started

The following pages include steps to become a supplier based on current and desired membership status and tier. Follow the steps below to determine which page(s) to visit for additional guidance.



Become a Member and a Supplier

Follow the steps below to become an ISI member and add Supplier listings, per your selected membership level.



Become a Non-member Supplier

Follow the steps below to remain a non-member and expand your account by becoming a Supplier.



Upgrade from a Non-paying Member Organization

Follow the steps below to become a paying member and add supplier listings per your selected membership tier.



Add a Supplier Listing

From your ISI account, using your Admin role, you can start adding Supplier Listings.

This is done on the Members/Suppliers tab in the Suppliers page.



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GUIDELINES

- 1. Directory listings must link to at least one Envision credit.
- 2. Each listing can only include a single material or service.
- 3. Listings must be approved by ISI.

BEST PRACTICES

- 1. Keep listings short and simple.
- 2. Clearly outline the benefits of materials or services.
- 3. Include photos where appropriate.











•

DRAFT = In Progress, saved by Admin IN REVIEW = Submitted listing, being reviewed by ISI LIVE = Reviewed and approved by ISI DISAPPROVED = Reviewed by ISI, but not approved

Edit a Supplier Listing

As an Admin, you can edit Listings that are in DRAFT, LIVE, or DISAPPROVED statuses. To be editable, Listings in DRAFT and LIVE status cannot have any dependent versions IN REVIEW or DISAPPROVED status.

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Access Additional Listings

The number of allotted listings can be increased in a couple ways, depending on your membership status and tier.



Delete Listings

Admins can edit and delete Listings that are in DRAFT / LIVE / DISAPPROVED status.

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Confirm Listings After One Year

Organizations will be asked to verify the accuracy of each Listing after it has been LIVE for one year.

Options to confirm the Listing will become available when it has been LIVE for 10 months from Listing Publishing Date (when ISI approved the Listing).

If the Admin does not make a selection to 'Keep Live' or 'Make Draft' by the Listing Expiration Date (Publishing Date + 12 months), the Listing will go offline; with its status changed from LIVE to DRAFT.

Reminder emails will be sent to Admins 2 months, 1 month, 1 week and 1 day PRIOR to the Listing Expiration Date.

	D	ashboard M	embers Pro	ojects Educati	on Trainir	ng Workshops	Invoices			James Admin
	Accounts	Admin dashboa James Fo	rd / Suppliers DX Астие sts Departm	ients Credits	Suppliers					6 out of 7 listings left Add Listing
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Change Status from Non-Member Supplier to ISI Member Supplier

Admins can upgrade their current Supplier tier OR switch to ISI Member tier from the Admin Dashboard.

	From your Admin D appropriate memb the " Pay With	ashboard, select the ership tier and click Card " button.
		7 out of 7 listings left Add Listing Add Member New Departm
E	Welcome, All actions performed will be	Admin! e executed as the above role.
Sustainable Company	Upgrade Supplier Tier	Become ISI Member
Accounts Pending Requests	Maximum 1 Supplier Listing	Maximum 1 Supplier Listing
Invoices	Maximum 3 Supplier Listings	Maximum 3 Supplier Listings
Message Center	Annual fee \$2,100	Annual fee \$1,500
	Maximum 5 Supplier Listings	Maximum 5 Supplier Listings
AUTO-RENEW CREDENTIAL MAINTENANCE	Annual fee \$3,500	Annual fee \$2,500
Purchase and apply renewal credits ⑦ to 9 Sustainable Company employee accounts.	Maximum 7 Supplier Listings	Maximum 7 Supplier Listings
Number of Credits 9	Annual fee \$4,900	Annual fee \$3,500
Price per credit \$50	\mathbf{X}	./
Total renew amount \$450	Pay With Card \$0	Pay With Card \$0
Enroll		

Existing Listings will not be lost or modified when upgrading to an ISI Member Supplier.

Assign a Supplier Role to Someone From Your Organization

A User with a Supplier role has the same permissions as a User with an Admin Role, with the following exceptions:

- With a Supplier role, that individual receives only Supplier Directory emails from the ISI website.
- Individuals with Supplier role cannot edit their Organization's information.



Create an ISI Account

The first step to accessing ISI resources is creating your free account at <u>www.sustainableinfrastructure.org</u>.



Connect to an Organization

The next step in setting up your account is to connect to an organization. This step is optional. To bypass this step, please select "Skip."

Connecting your individual account to an ISI member organization allows you to receive membership discounts on ISI resources and services.



Navigating Your Dashboard

Dashboard Projects Education Invoices	Use the top toolbar to navigate between your projects, education, invoices and your dashboard
Your Dashboard James Fox NON ENV SP	Click the ' <i>Edit Profile</i> ' button to add or change information to your account <u>Edit Profile</u> <u>New Project</u>
ENV SP STATUS INDIENVISI Complete the Envision Training course to earn your credential View Details View Details INDIENTIN MEMBERSHIP STATUS INDIENTION Sustainable Company Marsher since Oct 10, 2018 Your membership expires on Oct 9, 2025 INDIENTION IDENSION SUPPLIER INDIENTION Mary Jones Keivin Johnson Subly Williams Shelly Williams Strica Smith	Available Credits ENV SP Training Credit 0 Become an ENV SP Take the Envision Sustainability Professional (ENV SP) training course and earn your ENV SP credential. Eecome an ENV SP Click the 'Become an ENV SP' button to access credentialing materials Envision Guidance Manual (v2) 10.36 MB Frivision Guidance Manual (v2) 10.36 MB Frivision Guidance Manual (v2) 10.36 MB Frivision Guidance Manual (v2) 10.36 MB Envision Checklist (v2) 0.4 MB Lista de verificación Envision (v3) 0.27 MB SetNUSION V2 (LEGACV) > NEMBERSHIP RESOURCES > CREDENTIALING RESOURCES
Account summary status	>POLICIES Download the <i>Envision</i> <i>Guidance Manual</i> for reference

Frequently Asked Questions

1. Is the Directory for all or some of the following: Products / Services / Technologies / Materials?

Yes! The Envision Supplier Directory applies to all of those classifications. For a product or service to be listed in the directory, it must be linked to a credit in one of the Envision categories:



QUALITY OF LIFE

Protecting and growing strong communities

OL1.1 Improve Community Quality of Life QL1.2 Enhance Public Health & Safety QL1.3 Improve Construction Safety QL1.4 Minimize Noise & Vibration QL1.5 Minimize Light Pollution QL1.6 Minimize Construction Impacts OL2.1 Improve Community Mobility & Access QL2.2 Encourage Sustainable Transportation QL2.3 Improve Access & Wayfinding QL3.1 Advance Equity & Social Justice QL3.2 Preserve Historic & Cultural Resources QL3.3 Enhance Views & Local Character QL3.4 Enhance Public Space & Amenities



LEADERSHIP

Committing to sustainability, collaboration, and

planning LD 1.1 Provide Effective Leadership & Commitment LD1.2 Foster Collaboration & Teamwork LD1.3 Provide for Stakeholder Involvement LD1.4 Pursue Byproduct Synergies LD2.1 Establish a Sustainability Management Plan LD2.2 Plan for Sustainable Communities

LD2.3 Plan for Long-Term Monitoring & Maintenance

LD2.4 Plan for End-of-Life LD3.1 Stimulate Economic Prosperity & Development

LD3.2 Develop Local Skills & Capabilities LD3.3 Conduct a Life-Cycle Economic

Evaluation



RESOURCE ALLOCATION

Conserving materials, energy, and water





NATURAL WORLD

Preserving the environment and natural systems

NW1.1 Preserve Sites of High Ecological Value NW1.2 Provide Wetland & Surface Water Buffers NW1.3 Preserve Prime Farmland NW1.4 Preserve Undeveloped Land NW2.1 Reclaim Brownfields NW2.2 Manage Stormwater NW2.3 Reduce Pesticide & Fertilizer Impacts NW2.4 Protect Surface & Groundwater Ouality NW3.1 Enhance Functional Habitats NW3 2 Enhance Wetland & Surface Water Functions NW3.3 Maintain Floodplain Functions NW3.4 Control Invasive Species NW3.5 Protect Soil Health



CLIMATE AND RESILIENCE

Mitigating climate change and developing more resilient communities

CR1 1 Reduce Net Embodied Carbon CR1.2 Reduce Greenhouse Gas Emissions CR1.3 Reduce Air Pollutant Emissions CR2.1 Avoid Unsuitable Development CR2.2 Assess Climate Change Vulnerability CR2.3 Evaluate Risk & Resilience CR2.4 Establish Resilience Goals and Strategies CR2.5 Maximize Resilience CR2.6 Improve Infrastructure Integration

All listings will be reviewed and approved by ISI.

Training and resources are available to better understand use of Envision and specific credits.

2. What are the different types of materials and services that will be included in the directory?

Types of materials and services include*:

- Aggregates
- Asphalt
- Cabling
- **Carbon Sequestration**
- Cement ٠
- Cladding
- Composite ٠
- Concrete
- **Construction Equipment**
- Noise Control ٠
- Piping
- Solar Panels

- **Specialty Products**
- Wind Turbine
- Wood
- Architecture
- Asset Management
- Climate / Adaptation • Solutions
- Commissioning
- **Construction Management**
- Economic Analysis / Life Cycle Assessment
- Emergency Management / • **Emergency Preparedness**

- Environmental Management Services
- Environmental Remediation
- **Envision Facilitation** Services
- Geotechnical Engineering and Materials Testing
- Hydrology
- Landscape Architecture
- Low Impact ٠ Development (LID)

- Program and Project Management
- **Project Planning**
- **Recycling Services**
- **Resiliency Planning**
- Soil Science Services
- Stakeholder / Public Engagement
- Stormwater Solutions
- Surveying and Mapping
- Sustainability Consulting
- Waste Management

*Additional categories can be added.

FAQs (continued)

3. How does being a part of the directory benefit suppliers?

ISI is the hub of a unique community of AEC professionals who are on the "front lines" driving more sustainable, resilient, and equitable civil infrastructure. This includes more than 800 organizational members and more than 60,000 individual users visiting our website annually for training, verification, and membership activities. The Envision Supplier Directory provides a forum where suppliers with sustainably-minded products and services can attract more business that aligns with those offerings. The most important benefit of joining this directory is the opportunity to provide specific sustainable solutions.



4. What makes ISI's platform unique?

The Directory provides a "one-stop" resource for infrastructure owners and projects teams looking for companies that support their sustainability efforts with services, products, and materials. Concurrently, it provides suppliers with the opportunity to showcase their sustainable solutions to infrastructure owners and project teams.

5. Does a company need to be a member of ISI to list a product/service/technology in the directory?

No. ISI membership is not required to purchase a listing, but discounts are available as a benefit to members.

6. How much does a listing cost? E.g., what is the per-listing price? Does bundle pricing exist? An organization must be an ISI Envision Supplier to submit listings. There are two options to become a Supplier:

Non-members
can be suppliers, and invoicing is tiered similarly to the
ISI Sustaining Members, with differences in cost.
(Fees in \$USD.)
Supplier Tier 1
\$700 for 1 listing
Supplier Tier 2
\$2,100 for 2-3 listings
Supplier Tier 3
\$3,500 for 4-5 listings
Supplier Tier 4
\$4,900 for 6-7 listings
Supplier Tier 5
+\$700 per listing for more than 7 listings

FAQS (continued)

7. Is there a difference in cost for members and non-members of ISI?

Yes, cost differences are outlined above and shown in the snapshot below.

Membership with ISI offers the value of becoming a Supplier along with other benefits.

	ISI Member (\$USD)	Supplier (\$USD)	Listings
Tier 1	\$500	\$700	1
Tier 2	\$1,500	\$2,100	2-3
Tier 3	\$2,500	\$3,500	4-5
Tier 4	\$3,500	\$4,900	6-7
Tier 5	+\$500 / Listing	+\$700 / Listing	>7

8. How long does a listing last before it needs to be renewed?

Listing are *active for a year* after approval. Each listing must be active to be shown in the directory. To remain active, and visible, listings must be confirmed annually from the date of creation. The annual fee must also be paid in order for listings to remain live.

9. How can I learn more about the credits to link to my listing of my product / service?



10. If our listing is posted to the Supplier Directory, does that mean that ISI endorses our service and / or product?

No, ISI does not officially endorse anything posted on the Directory. The intent is to provide an opportunity for companies to create listings as potential solutions for infrastructure project owners and project teams improve the sustainability of their projects, including projects pursuing Envision verification.

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THE ENVISION SUPPLIER DIRECTORY

Use Envision on your sustainability journey — become a supplier on ISI's website today!



www.sustainableinfrastructure.org



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