

Design Review Board (DRB) Presentation Guide

Presentation Time - 45-75 minutes

Presentation Due - 2 weeks before DRB meeting date



Key Discussion Points

- Programmatic purpose
- User & funding info
- Analysis of planning documents, including Framework Plan and studies
- Analysis of project to Design Guidelines for Buildings and Landscape
- Preliminary site analysis
- Program opportunities
- Analysis of circulation patterns

Materials

- Programmatic statement
- User, budget, funding info
- Map or aerial photo of district
- Site context plan(s)
- Design & development info from appropriate planning studies
- Photographs of adjacent buildings

Key Discussion Points

- Review previous phase recommendations
- How design supports and enhances goals of strategic plan
- Analysis of project to Design Guidelines for Buildings and Landscape
- Public vs. private spaces, relationship of spaces to site and buildings
- Relationship of public interior spaces to larger campus context

Materials

- 3D massing studies in context with surrounding structures and spaces
- Schematic level site plan
- Conceptual floor plans
- Entry or ground level plan
- Building sections
- Elevations

Key Discussion Points

- Review previous phase recommendations
- How design supports and enhances goals of strategic plan
- Analysis of project to Design Guidelines for Buildings and Landscape
- Public vs. private spaces, relationship of spaces to site and buildings
- Relationship of public interior spaces to larger campus context

Materials

- Refined 3D massing studies indicating materials & colors
- Developed landscape plan
- Refined floor plans
- Entry or ground level plan shown in site context plan
- Building sections showing scale and vertical relationships
- Elevations
- Materials samples for exterior and site

Sep 13, 2016





Planned time - 45-75 minutes

1. Introductions (DRB Chairperson)

The Design Review Board (DRB) Chairperson Chair will welcome the design team and have the DRB members and support staff introduce themselves. Members of the Design Team, including the Facilities Operations and Development's Design and Construction group (FDC) or Planning and Real Estate (PARE) project manager, A/E and their consultants, and user(s), shall introduce themselves and their roles on the project.

2. Project Introduction (Project Manager)

The FDC or PARE Project Manager will introduce the project. The customer/user may add some key information during this time. Depending on relevance, this introduction may include:

- Design team members, including major consultants, if not already introduced above.
- Project user(s), if not already introduced above.
- Project scope including site selection, campus planning, architectural/engineering design.
- Programmatic intent and project history, i.e., how this became a project and how it supports the academic mission.
- Schedule - What are the key milestones? Where is the project now? What are the factors that drive the schedule?
- Budget - Total project and construction budget and funding source. Are there phasing issues that affect budget?

3. Design Team Presentation (A/E or Appropriate Staff Member)

General

- Review comments from previous meeting (for second and third reviews). The A/E should begin their presentation by detailing each of the DRB comments from the previous meeting. How was each comment addressed?
- Present the project's discussion points relevant to the phase (see phase materials and key discussion points below).
- Describe/discuss the relevance of the project to the university's Design Guidelines for Buildings and Landscape.
- Point out issues/areas where the team requests input from the DRB if not already covered by project manager above.
- Conclusions - Summarize major concepts, options to be explored, and next steps.



Pre-Design

This review may take place during programming or earlier but should occur before any design has begun. Key discussion points at this phase of review may include:

- Programmatic purpose of this project, i.e., how the project supports and enhances the goals and intentions of the unit's and university's strategic plan.
- User and funding information.
- Analysis of planning documents, including the Framework Plan and other planning studies, for the area in which the project is located.
- Analysis of the project to the university's Design Guidelines for Buildings and Landscape, including:
 - Analysis of architectural context, including scale, detail and materials of existing adjacent buildings.
 - Discussion of potential relationships between site and adjacent campus open space systems.
- Discussion of preliminary site analysis topics. See Site Program Section in the Program of Requirements [PoR] template for more detailed guidance.
- Discussion of program opportunities, such as:
 - Location and organization of interior public spaces.
 - Program elements that should or could benefit from a relationship to exterior spaces.
 - Possible/desired entrance locations.
- Analysis of transit, vehicular, bicycle, and pedestrian circulation patterns in the area.

Materials that should be provided by the A/E for this review include:

- Programmatic statement.
- User, budget, and funding information.
- Map or aerial photo of district where the project is located.
- Site context plan or plans showing vicinity of at least one block in each direction with entry or grade level plans of each adjacent building. Plans should include existing grading and the location of existing roads, walks, landscape elements, etc.
- Design and development guidelines, graphics, and text from appropriate planning studies.
- Photographs of adjacent buildings.

Many of the elements required to generate these materials are available from the university. Contacts will be provided by the university Project Manager.



Schematic Design

The schematic design review will focus on the building's relationship to its site, its massing and scale, and its contextual relationships. Key discussion points at this phase of review may include:

- Review of recommendations from previous phase and whether these have been addressed successfully.
- Discussion of the ways in which the design supports and enhances the goals and intentions of the unit's and university's strategic plan.
- Analysis of the project to the university's Design Guidelines for Buildings and Landscape, including:
 - Massing and scale of building in relationship to surrounding structures and open space and relevant planning studies.
 - Landscape concepts – Planted areas versus hard surfaces, relationship of site design and organization of larger campus systems to pedestrian, bicycle, vehicular and service circulation, and open space systems.
 - Scale and vertical relationship of major public or shared interior spaces.
 - Preliminary material concepts.
- Relationship of public versus private spaces, and relationship of spaces to the surrounding site and buildings.
- Relationships of major public and shared interior spaces to building site and landscape concept and larger campus context, such as location of entries with respect to entries of adjacent buildings and campus circulation systems.

Materials that should be provided by the A/E for this review include:

- Three dimensional massing studies (physical model or 3D drawing) of proposed building, shown in context with adjacent structures and open spaces.
- Schematic level site plan showing site layout, existing and proposed grading, and preliminary ideas about landscape design, such as planted versus hard surfaces and site circulation.
- Conceptual floor plans showing relationship among programmed spaces, including entrances, lobbies, pool classrooms, and other shared or public spaces.
- Proposed entry or ground level plan should be shown on the site plan with site layout and entry or ground level floor plans of adjacent buildings.
- Building sections showing scale and vertical relationship of spaces.
- Elevations, showing height and relationship and proportion of materials or type of material (i.e., glass versus solid), and location and proportions of windows, doors, and other openings.
- Discussion of how the project will address the university's Design Guidelines for Buildings and Landscape.



Design Development

Design Development review will focus on refinements of the schematic design, particularly material selections and details. Material selections need not be final and may include presentation of options and alternatives. Key discussion points at this phase of review may include:

- Review of recommendations from previous phase and how these have been addressed.
- Continued discussion of the ways in which the design supports and enhances the goals and intentions of the unit's and university's strategic plan.
- Analysis of the project to the university's Design Guidelines for Buildings and Landscape, including:
 - Continued discussion of massing and scale of the building.
 - Landscape design, including overall character of space, plant suggestions, materials, and furnishings and continued discussion of relationship of site design and organization to larger campus systems.
 - Continued discussion of scale and vertical relationship of major public or shared interior spaces, if necessary.
 - Selection, use, and mix of building and site materials.
- Continued discussion of relationships of major public and shared interior spaces to site and larger campus context.
- Continued discussion of the relationship of these public spaces to the surrounding site and buildings.

Materials that should be provided by the A/E for this review include:

- Three dimensional studies (physical model or 3D drawing) of proposed building, showing refinement of massing and scale concepts, and indicating material and color suggestions.
- Developed landscape plan indicating character of all outdoor spaces, including topography, plant material suggestions, hard surface material suggestions, and photographs or drawings of suggested site furnishings and amenities.
- Floor plans showing refinement of relationship between programmed spaces, particularly entrances, lobbies, pool classrooms, and other shared or public spaces.
- Proposed entry or ground level plan should be shown in site context plan with landscape design, site layout, and entry or ground level floor plans of adjacent buildings.
- Building sections showing scale and vertical relationship of spaces.
- Elevations, showing material suggestions and preliminary detailing concepts, and location and proportions of windows, doors, and other openings.
- Material samples for building exterior and site.