



University of Colorado

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DESIGN REVIEW BOARD PROCESSES AND PROCEDURES



AUGUST 5, 2015

Message from the President

The University of Colorado Design Review Board (DRB) is the second-oldest established academic and higher education review board in the United States. The history and legacy of the past Design Review Board members speak volumes about its national prestige and importance to the University of Colorado. Hideo Sasaki, Pietro Belluschi, Bill Muchow, Dwayne Nuzum, Eldon Beck, John Prosser, Jerry Seracuse, and several other noted architects and landscape architects have served as members of the Design Review Board since the 1960s.

The DRB guides the planning and design of all four campuses according to their respective master plans, planning and design guidelines, and the specific development program. I entrust to the members of the DRB the challenge of preserving our rich history of thoughtful planning and design in such a manner that each new site and building is in context with the campus and a tribute to our academic heritage. Their task is twofold as guardians of our principles in campus planning and architecture, and as advocates who actively encourage and provoke remarkable and sustainable design that is functional and inspirational. The members of the DRB act on my behalf in providing faculty, administration, students and outside consultant groups with advisory expertise that adds value to all four campuses. I value and trust each DRB member to represent the highest and best planning and design standards for our university projects.

While the funding, financing and method of construction continue to be accelerated to meet our fiscal and contractual obligations, I want to underscore my commitment to thoughtful, meaningful and appropriate planning and design. Although construction project schedules may be more aggressive, the quality of planning and design shall never be compromised. The DRB Processes and Procedures reflect these practical realities while they also encourage and require exceptional planning and design requirements for all CU projects.

To this end, the members of the University of Colorado DRB are my appointed stewards and guardians of all that has been planned and designed with a distinguished history and legacy. They are my trusted associates in encouraging purposeful and outstanding planning and design for many generations. To this, I am deeply committed.

Bruce D. Benson, President
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I. INTRODUCTION

The University of Colorado Design Review Board (DRB) is composed of uniquely experienced professional architects, landscape architects and planners appointed by the university president. Its mission is to review and advise parties charged with the design and development of proposed capital planning and development projects at all campus properties under the control of the CU Board of Regents. The DRB is charged with helping each campus maintain a commitment to design excellence. The following information is a reference guide for university staff and architectural/engineering (A/E) consultants involved in the design of campus buildings and site development.

A. The DRB is specifically charged with:

- Reviewing and advising appropriate campus officials on the facilities portion of campus master plans and the development of land-use plans, with particular concern for aesthetic, functional and physical characteristics of the individual campus.
- Reviewing and consulting on project design for new construction, major renovations, building additions and all aspects of the built environment to ensure consistency with the campus master plan and design guidelines.
- If requested by the campus architect, serving on each campus's architect selection committee.
- Being sensitive to the complicated nature of providing architectural services and seeking appropriate ways to work with project architects in expediting reviews and design input early in the process.
- Other charges assigned by University of Colorado Administrative Policy Statement 3002, *Capital Construction Planning and Projects, Appendix 3*.



II. SCOPE OF DRB REVIEW

The DRB examines all site development and exterior architectural components for projects on the university's campuses. The DRB is actively involved from the initial stages of pre-design through design development. Below are the specific project-related items the DRB shall review and evaluate:

- General campus character consistency and continuity
- Building siting, massing, urban design, expansion, materials selection, and architectural design and character
- Campus landscapes, including design, plant selection and location
- Vehicular circulation routes, patterns, parking lot locations and parking ratios
- Pedestrian circulation routes, patterns, amenities and materials
- Campus site furnishings, lighting and signage design, location and quantity
- General campus infrastructure systems (not utilities)
- Building performance, and sustainable and integrated design methods and materials as they relate to the above



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III. ADMINISTRATION

A. Management

The vice president for budget and finance, or his/her designee at the CU system office (ex officio DRB membership), is responsible for the administration and management of the DRB and reports directly to the president of the university on all DRB matters.

B. The Role of the DRB Chairperson

The chair of the DRB is appointed directly by the president of the University of Colorado. The chair oversees all DRB meetings, formal and informal, and strives to set a constructive tone for all members. The chair meets regularly with the vice president for budget and finance (or his/her designee) and on occasion with the president to refine and resolve project design as defined by scope and budget. The chair reviews agendas, meeting records, DRB meeting schedules and, as needed, any board-related documents before issuance to project teams or to the public. The chair will appoint a member of the DRB as acting chair in the event of his/her absence. The chair guides and mediates the actions of the DRB with respect to university Administrative Policy Statement 3002.



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C. The Roles of the Campus Liaison and the DRB Project Representative

Each campus has an appointed and designated campus liaison to the DRB, who shall be the campus architect or facilities director. The campus liaison is responsible for selecting a DRB project representative for all major capital improvement projects, coordinating DRB review with the CU system office and submitting to the DRB the planning and design submittal work products that demonstrate project conformance with campus master plans, design guidelines and other DRB requirements necessary to accomplish the DRB evaluation. Each campus shall develop procedures to meet both the needs of the DRB and internal campus requirements.

To ensure continuity and appropriate communications between the DRB and the university staff and administration, the following DRB review procedures have been instituted. For each major campus capital improvement project, the campus liaison may appoint a qualified campus DRB project representative. The designated project representative shall inform and communicate project issues and concerns directly with DRB members. The DRB project representative shall be responsible for attending and participating in all DRB meetings and review sessions for the assigned campus project. The campus liaison or DRB project representative may participate as an active and voting member of the DRB throughout the review and approval process for the proposed campus project, from pre-design through design development.

The campus liaison also may request a DRB member, in coordination and collaboration with the DRB chair, participate in the review and selection of an architectural and engineering (A/E) firm for major campus projects. The purpose of including a voting DRB member in the selection process is to offer advice to the selection committee and inform the DRB of the proposed project background and history, previous studies and conditions, programming, budgets and proposed project schedule. The selected DRB representative is obligated to inform the remaining DRB members of the project context and A/E selection process.

The administrative procedures described above are intended to facilitate improved and more efficient communications with the DRB, university and A/E project management throughout the planning and design process.



IV. PROCESS

A. Meetings

The DRB meets monthly on the second Thursday (all day) and Friday (in the morning) on various campuses. The campus liaison is responsible for scheduling the project review and coordinating document submittals with the CU system office. The DRB meeting record is posted on the DRB website and distributed to campus architects.

The DRB chair, in consultation with the campus liaison, may eliminate design steps typically necessary for project review. Should the DRB feel the planning or design of a project is progressing in a direction inconsistent with the intent of the campus master plan and/or design guidelines, it may request additional meetings, information or studies to further demonstrate conformance.

B. Process for Consideration of Different Project Types

Depending on the size of the project, DRB review will proceed according to one of the two following processes:

1. Small Projects - Minor exterior renovations or minor landscape projects, which do not change the function of the site or impact the aesthetic value of the campus, can be reviewed and approved at one meeting through a consent agenda item. DRB recommendations may be delegated to the campus liaison for implementation. The campus liaison may determine that a minor project does not warrant DRB review but shall transmit electronic files of small projects to the DRB for its acceptance of their placement on the DRB's consent agenda. Staff also may place responses to previous actions taken by the DRB on minor projects on the DRB's consent agenda. The collective impact of minor projects upon the overall campus form and function shall be considered.
2. Major Renovations and New Buildings - For campus projects proposing new buildings or major exterior renovations, DRB review typically occurs at the four phases of design: pre-design, conceptual design, schematic design and design development. Phases may be combined or additional meetings requested at the discretion of the campus liaison in coordination with the DRB chair.



IV. PROCESS (CONT.)

C. DRB Session Format

The format of the DRB session is as follows:

- Generally, a DRB session is approximately 1½ hours in length and consists of four parts. The individual times are approximate, and may vary because of the nature and complexity of the project. Before each project review the DRB liaison shall brief the DRB members on the status of the proposed project in terms of current planning and design issues and schedule.
- The A/E team presents the proposed project to the DRB.
- The A/E team is excused, allowing the DRB board to recess.
- The DRB reconvenes and communicates its summary critique and recommendations to the A/E team.

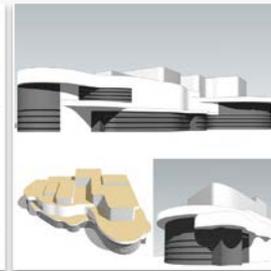
D. DRB Action and Documentation

There are four DRB submittals required for major renovations and new buildings for the university. Namely:

- Pre-design
- Concept design
- Schematic design
- Design development



Pre-Design



Concept



Schematic



**Design
Development**



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IV. PROCESS (CONT.)

Based on the A/E presentation of pre-design, the DRB shall provide written comments and recommendations to the campus liaison, DRB project representative and A/E firm. These written comments shall be recorded in the monthly DRB meeting record. No formal review and approval shall be required for pre-design.

For concept, schematic and design development, the DRB chair shall make formal recommendations to the president for approval, approval with conditions, denial and/or continuation of hearings. Approval of concept, schematic and design development by the DRB is required for all university projects.

The record of the DRB proceedings shall be used as the formal documentation of recommendations and actions taken by the DRB. The record shall be published and distributed to appropriate campus liaison and project representatives within 14 days of the formal DRB meeting date. The campus liaison and DRB project representative are responsible for the release, communications, clarifications and distribution of the DRB record to appropriate university personnel, A/E consultants and other project-related parties, at their discretion.

E. Appeal Process

If a campus disagrees with a formal DRB action, the campus may appeal that decision to the president through the vice president for budget and finance or his/her designee.

- Before a formal appeal, a chancellor may choose to bring the matter to the attention of the vice president for budget and finance or the president.
- Within 30 days of a DRB decision that a campus wishes to appeal, the campus architect, through the appropriate vice chancellor, shall advise the vice president for budget and finance or his/her designee on design directions that vary from the DRB's recommendations.
- Before resolving such an appeal, the president shall consult with the campus chancellor.
- The president's decision on a campus appeal from a DRB decision shall be final.



V. SUBMITTAL REQUIREMENTS

A. Submittal Process and Procedures

There are no formal submittal requirements for each of the four phases in the DRB review and approval process. The university and DRB assume that the selected A/E firms were selected and retained based on their professional expertise, capabilities and experience. As such, great latitude and discretion is given to the A/E firm to demonstrate exceptional planning and design for the proposed project.

Members of the DRB shall receive each submittal in its entirety four working days before the scheduled DRB meeting. It shall be the sole responsibility of the selected A/E consultant firm to submit electronic documents to the campus liaison and the designated DRB project representative seven working days before the scheduled DRB meeting. This allows the campus liaison and DRB project representative adequate time to review and verify that the A/E submittal meets the DRB submittal requirements. Upon review and approval of the A/E submittal package by the campus liaison, the necessary documents will be transmitted to the CU system office for distribution to the DRB. The campus liaison shall then confirm or modify the final DRB meeting agenda with the CU system office.

The DRB may reject a project from the agenda if one or more of the following conditions exists:

- Receipt of the electronic or hardcopy submittal is received by the DRB in fewer than the four days required.
- The DRB campus project representative determines the submittal materials are inadequate to communicate the design intent.

The DRB review and recommendation (approval, approval with conditions, denial and/or continuation of hearings) shall be based on the project packets and supplemental materials sent to the university. The DRB may refuse to consider in the review and approval process any new, revised or updated materials that the chair determines were not a part of the original submittal.



V. SUBMITTAL REQUIREMENTS

B. Required Submittals

1. Pre-Design

The pre-design phase establishes clear project goals, objectives and priorities for the proposed project. This phase should clearly outline project-related issues, concerns, opportunities and constraints that affect the planning and design process. It is a critical first step in the process because it establishes the goals and objectives of the project. During this phase, the proposed project is fully discussed and reviewed so a clear project understanding is arrived at by all parties, including campus representatives, campus administration, members of the selected A/E firm and other interested parties. The intent of the pre-design phase is to:

- Discuss, clarify and confirm items noted in the DRB briefing packet as provided by the campus liaison to the DRB members (the briefing packet contains information regarding budget history and context)
- Introduce the selected A/E team of consultants and define their project roles and responsibilities
- Describe the proposed project program of improvements, budget, schedule of completion, and all university, governmental or other jurisdictions that may be affected by the project
- Illustrate and describe the historical and current context and setting of the project
- Analyze site and programming conditions and assumptions
- Define project goals and objectives and identify project issues and concerns

Please note that the DRB encourages the A/E firm to clearly and professionally communicate, illustrate and demonstrate the intent of the proposed project in any manner they consider effective, timely and professional. There is no formal action taken by the DRB for the pre-design phase; the DRB shall note concerns, actions and expectations that should be addressed at the concept phase.



Program and Budget		
Phase I Programs:	Phase II Programs:	Phase III Programs:
<ul style="list-style-type: none"> - 700 seat Mainstage Theater - 300 seat Rental/Film/Lecture Hall - 200 seat Theatre/Events Entry Loo - Box Visual Theater - 100 seat Outdoor Black Box Theater - Gallery of Contemporary Art - Rehearsal and Teaching Space for Music Program - Rehearsal and Teaching Space for Academic Theater/Dance Program 	<ul style="list-style-type: none"> - Studio Teaching Space for Visual Arts - Administrative and Support Spaces, Faculty Offices and Resource Center for Visual Arts - Shared Smart Classroom Space - Boxes, Concourse and Prep Shops 	<ul style="list-style-type: none"> - Shared Smart Classroom Space - Additional Studio Teaching Space for Visual Arts and Music Program - Administrative and Support Spaces, Faculty Offices - Arrival Art, Concourse, Prep, Concessions Storage
Phase I Area: 87,800 GSF X 9952/SF = 868M budget	Phase II Area: 64,300 GSF	Phase III Area: 48,500 GSF
~\$10M Site Development Costs		



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V. SUBMITTAL REQUIREMENTS (CONT.)

2. Concept Design

The concept design phase should reflect, address and build upon the issue identification, constraints and opportunities discussed and noted in pre-design. The intent of concept design is to apply the goals, objectives, priorities and observations of the project site characteristics and the building program into a preliminary design. This should address outstanding constraints and opportunities and apply this understanding to the proposed design to create a synthesis of site approaches and internal organization. The A/E firm should suggest various alternative site and building design approaches for the project and offer a preferred alternative.

The intent of concept design is to clearly review, clarify and determine the following elements:

- Clarify any pre-design DRB comments and recommendations regarding the proposed project and make certain that the project goals and objectives, program, budget and schedule are clearly understood
- Quantify and qualify all existing and proposed site constraints
- Determine a reasonable site and building development program based on site and budget constraints
- Evaluate alternative site and building concepts and options that achieve the development programming objectives and site constraints
- Explore conceptual site development relationships illustrating how the proposed site development and improvements conceptually relate to the proposed architectural improvements
- Demonstrate and document initial energy, sustainability and low-impact development methods and techniques and best management practices that are being evaluated early in the conceptual design process for the proposed site and building improvements
- Identify and define a preferred concept design direction to be further refined and detailed in the schematic design phase

Review and approval is required by the DRB before the project can move to the next phase – schematic design.



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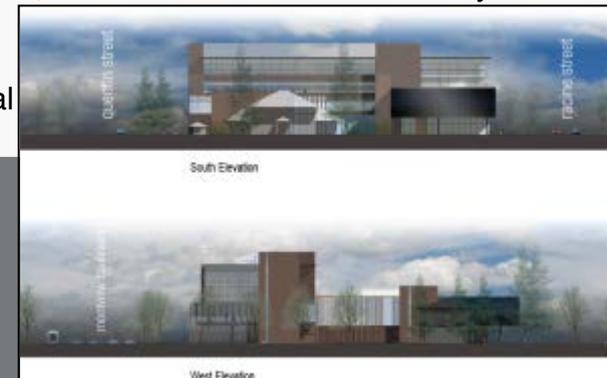
V. SUBMITTAL REQUIREMENTS (CONT.)

3. Schematic Design

Schematic design should be developed from a common and well-defined understanding by the DRB and A/E firm of all site and building issues identified in the concept design review process. The DRB is interested in better understanding the A/E approach to demonstrating a refined resolution for on-site and off-site issues, the development of a preliminary site design, the architectural approach, the development of the sustainability plan and any other special conditions. Specifically, the intent of schematic design is to:

- Establish a strong site plan and building design that further enhances the campus and objectively achieves the development program, budget, schedule and overall project goals
- Refine the site plan and architectural design to achieve greater sustainability, energy efficiency and reduced life-cycle costs
- Demonstrate a higher level of refinement and detail in the site and architectural design that furthers the conceptual design
- Prepare plans and illustrations that clearly convey site development improvements and their relationship to existing and proposed landforms, visual context, pedestrian connections and linkages, vehicular, service and emergency access, and defined hardscape and landscape improvements
- Prepare schematic plans, elevations, perspectives, cross-sections and other three-dimensional illustrations that further support and clarify the design concept

Where applicable, please refer to the most recent American Institute of Architects (AIA) standard criteria for schematic design professional services. At the conclusion of the schematic design presentation, the A/E firm shall be asked to briefly summarize all defined, unresolved and outstanding site, architectural and sustainability issues that were identified through the schematic design process. The DRB will further clarify and assist the A/E firm in understanding schematic design issues and concerns before making a formal action. DRB review and approval is required before proceeding to design development.



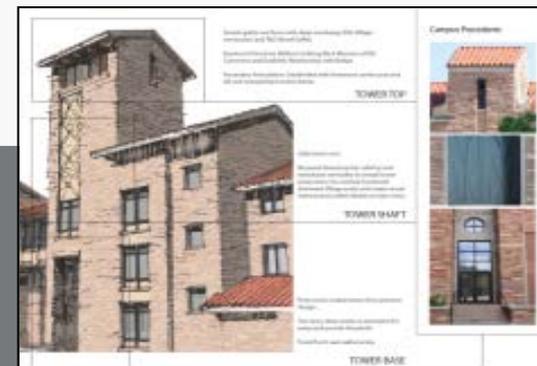
V. SUBMITTAL REQUIREMENTS (CONT.)

4. Design Development

Design development is the final phase of review by the DRB. It is the final opportunity for the DRB to review the specific planning and design details as they relate to the various terms, conditions and recommendations offered by the DRB during the schematic design review. It is the intent of the DRB not to make or suggest substantive or significant changes at the design development phase for practical, cost and scheduling reasons. This notwithstanding, the DRB shall review with care and detail to make certain that the terms, conditions and provisions noted in the schematic design are incorporated into the design development submittal. The intent of design development is to:

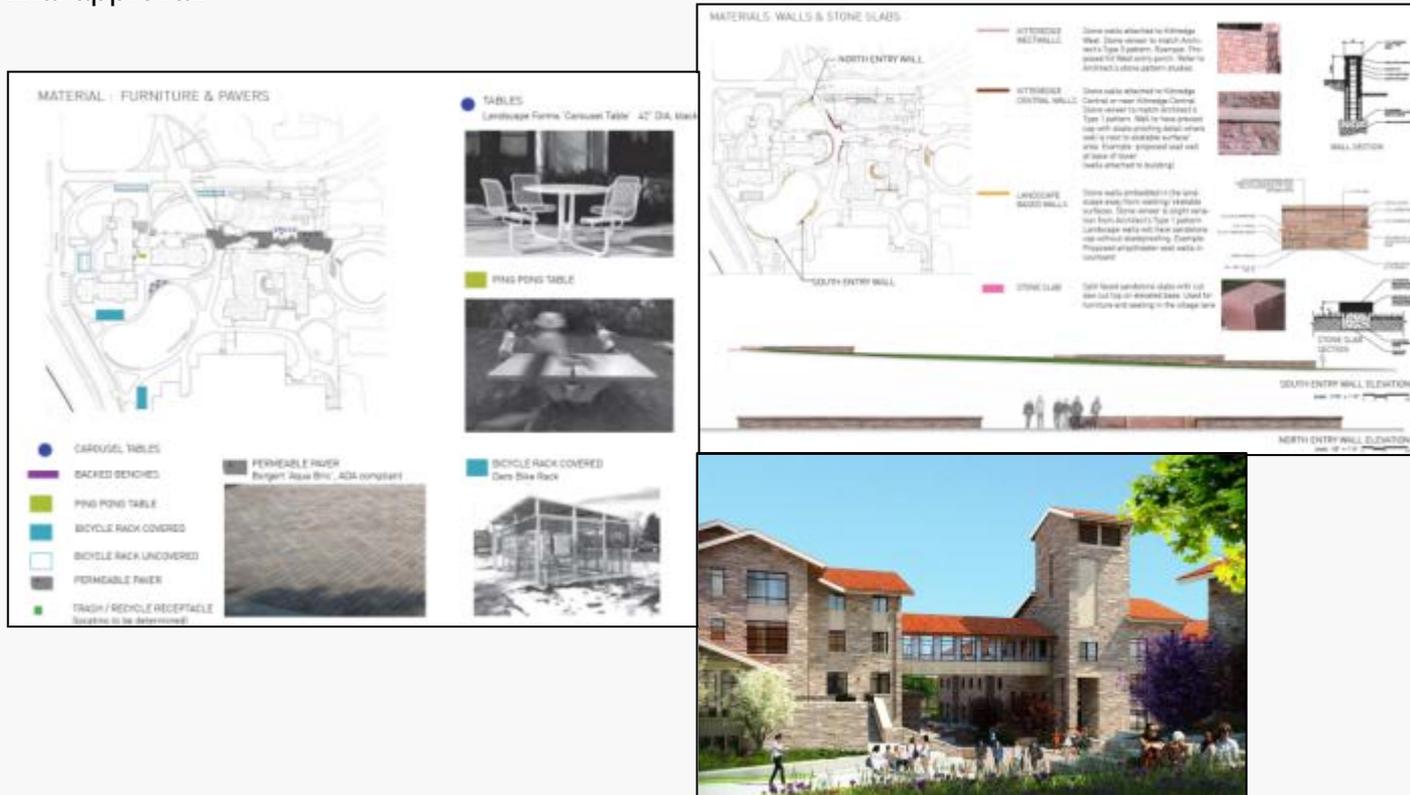
- Prepare minor adjustments and modifications to the schematic design submittal packet based on DRB recommendations and comments
- Develop, in detail, the site and building design in a manner that is suitable for the campus
- Demonstrate integration of sustainable strategies in the design of the project
- Prepare a final record set of plans, drawings and support documents that reflects a level of design development for the proposed project

Where applicable, please refer to the most recent AIA standard forms and criteria for design development professional services. At the conclusion of the design development presentation, the A/E firm shall be asked to briefly summarize all defined, unresolved and outstanding site, architectural and sustainability issues that were identified through the design development process. The DRB will further clarify and assist the A/E firm in understanding design development related issues and concerns, if any, before making a formal recommendation.



V. SUBMITTAL REQUIREMENTS (CONT.)

If the design development phase is approved with conditions, the A/E firm shall provide the DRB members a final design document that illustrates and describes the resolution of the conditions leading to final approval. This summary document should reflect, as necessary, the evolution of the planning and design process and reflect the approved final design. The final design packet (electronic) shall be submitted to the DRB within 45 days of final approval.



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