

Design Approval

PURPOSE:

To set OPP policy on Design Approval of any new building, building addition, exterior building alteration, significant change to an interior public space, and changes to the University's campus landscape.

POLICY:

The policy for Design Approval is contained in Bylaws and Standing Orders of the Board of Trustees (BOT). The authority for execution of the policy is delegated to the Office of Physical Plant as indicated in Policy AD38 which states “As delegated from the Board of Trustees of The Pennsylvania State University through the appropriate administrative officers, the Office of Physical Plant (OPP) is responsible for the maintenance and operations of all University-owned facilities at all University locations (including research centers and campuses). Also, the design and construction, directly or via contract, of all renovations and remodeling of existing University-owned structures, and for all new construction, is the responsibility of the OPP.”

PROCEDURE:

All work, at all University locations, which will change the campus landscape, exterior of any existing building (i.e. façade, addition, etc.), add a new building, or significantly change interior public spaces of a building will be reviewed by either the Environmental Quality Board (EQB) or the BOT depending on the scope of the project as determined in the Initial Review described below. (Interior public spaces in this context are spaces within a building that are open to public traffic and are not assigned to a specific department (i.e. a building's entrance foyer and lobby). A common open space within a staff work area is not covered by this policy.

Members of the EQB are the Associate Vice-President for Physical Plant, the Director of Campus Planning and Design and the University Architect.

1. Initial Review:

All projects as described above will be reviewed by the University Architect (UA) at the conceptual stage; that means at the point when a program, scope of work, expected visual impact and order of magnitude budget are determined.

The Project Leader (PL) will request that the UA make an initial review to determine the type of approval required. The PL will provide a description of the project including written, graphic and budgetary information sufficient to make a determination. The UA will determine whether EQB or BOT review will be required. In the case of minor projects that do not have a significant visual impact, the UA will have the option to consider approval without consultation with the other members of EQB.

Generally, projects with a total project cost of \$5,000,000 or more will be approved by the BOT. Projects with a total project cost below this amount will be approved by the EQB. Examples requiring EQB approval are new buildings with a total project cost under \$5,000,000, changes to existing building's exterior appearance such as major exterior wall and window systems, curtainwall systems, changes to the configuration of roofs and limited scope additions. Also, major interior renovations as well as more modest projects such as installation of window air conditioners or roof-top equipment; installation of objects on the land such as antennae, street furniture, landscaping, and electrical transformers; or anything that would change the appearance of the area. These examples are not intended to be a complete listing but only serve to illustrate the type of work that requires EQB approval.

Occasionally, the AVP for Physical Plant may decide that a project with a total project cost below \$5,000,000 has enough prominence or importance that formal presentation to the Board of Trustees is warranted. In that case, provisions discussed in paragraph 3 below, will be followed.

2. EQB Approval:

If the UA determines that EQB approval is required as a result of step 1 above, the following process will be used:

- a. The project team, which includes representation from the user group, OPP and any other units involved with the project, will initiate conceptual design and explore alternative schemes. A preferred scheme will be advanced to the schematic level. At this stage, the UA will review the design with the other members of the EQB to secure approval and determine whether additional administrative approval such as the President's or the Outdoor Public Art Committee's is required.
- b. Upon EQB approval, the design team will finalize design of the project.
- c. The PL and the UA will facilitate preparation of graphic material for information or presentation to the Board of Trustees as required by OPP Policy "Preparation of Materials for Board of Trustees Presentations" CPD8.
- d. Upon completion of design, the project will be advanced to the construction phase.

3. BOT Approval:

If the UA determines that BOT approval is required as a result of step 1 above, the following process will be used:

- a. The project team, which includes representation from the user group, OPP and any other units involved with the project, will initiate conceptual design and explore alternative schemes. A preferred scheme will be advanced to the schematic level. At this stage, the design will be reviewed with the AVP for Physical Plant and after production of adequate graphic material, additional administrative approval, including the President's will be sought.
- b. Upon administrative approval, the design team will finalize design of the project.
- c. The project will be bid or a GMP secured. The PL and the UA will facilitate preparation of graphic material for presentation to and approval by the Board of Trustees as required by OPP Policy "Preparation of Materials for Board of Trustees Presentations" CPD8.
- d. Upon approval by the Board of Trustees, the project will be advanced to the construction phase.

Design Approval Chart for quick reference:

<u>Total Project Budget</u>	<u>Initial Review</u>	<u>Approval Method</u>	<u>Material Required</u>
Minor Construction \$0 to \$999,999	University Architect	EQB	Project Description, Site & Floor Plans & Elevations
\$1,000,000-\$4,999,999	University Architect	EQB BOT Info item	Written Description (mailed prior to BOT meeting, see CPD8)
Major Construction \$5,000,000 & above	University Architect	BOT Action Item	Project Description, Site & Floor Plans, Perspective (presented in slide format at BOT meeting, see CPD8)