

# PROCEDURE FOR DESIGN REVIEW OF PROJECTS

UNIVERSITY OF TECHNOLOGY SYDNEY

## 1 PURPOSE

- 1.1 The purpose of the design review of projects is to review relevant documentation against the UTS Master plan, Design Guidelines, Project Design Brief and other requirements of the University.
- 1.2 Consultants are required to submit documentation for review at the various stages in the design process and must complete the review and response process before advancing to the next stage.

## 2 SCOPE

- 2.1 All projects with an approved construction budget greater than \$250,000 or less than \$250,000 if they are a sensitive project or involve the reconfiguration of services.

## 3 DEFINITIONS / ACRONYMS

D/FMO	Director, Facilities Management Operations
FMOP301	Procedure for Design Review of Documents (this document)
FMOP302	Design Review Record
FMOP303	Sustainable Design Statement
M/P&DR	Manager, Planning & Design Review
MP/FMO	Manager, Projects – Facilities Management Operations
P& DR	Planning and Design Review Branch
PIC	Physical Infrastructure Committee

## 4 RELEVANT POLICIES AND GUIDELINES

- 4.1 UTS Design Guidelines

## 5 REVIEW PARTICIPANTS

The M/P&DR or a representative of that Branch shall conduct the design review and co-ordinate specialist input from other sources (e.g. Engineering Manager, Manager Building Services, Sustainability etc). Review participants will be noted in the FMOP302 Design Review Record in order to seek clarifications if necessary.

Review participants do not include User Representatives. All designs must have User Representative endorsement before submission to the design review process.

## 6 PROCEDURE

- 6.1 **Master Plan Review** *(Generally to be completed by Project Manager prior to Consultant engagement unless the Consultant commission involves master planning)*

- (a) Submit any proposals that require new space, a change of use of space or have a significant impact on the building / campus. Proposals with a significant impact are those

proposals that would require a referral to the Physical Infrastructure Committee (PIC) as decided by the Manager Projects (MP/FMO) and Director, Facilities Management Operations (D/FMO).

- (b) P& DR Branch would consider the implications of the proposal on the current UTS Masterplan and make a recommendation to the D/FMO.
- (c) The following documents shall be submitted for the Master Plan review:
  - i) Project Funding Approval,
  - ii) Plan identifying allocated space and any initial design thoughts.

## 6.2 Concept Design Review

Mandatory for all projects with an approved construction budget greater than \$250,000 or less than \$250,000 if they are a sensitive project or involve the reconfiguration of services.

- (a) Submit the Concept Design (at completion of the general arrangement plan) to the Project Manager.
- (b) The following documents shall be submitted with the Concept Design drawing/s:
  - i) Project Brief;
  - ii) Completed form FMOP302 (Sections 1 – 5) in MS Word format; and
  - iii) Sustainable Design Statement – Template FMOP303\_ Environmental Design Guide Objective Achievement Schedule available for use for projects \$250,000 - \$2,000,000. Projects > \$2,000,000 format to be agreed with ESD consultant and UTS Manager, Sustainability.
- (c) The design review will consider the design response to the project brief and conformity with the UTS Design guidelines, (including sustainability initiatives), noting any approved departures.
- (d) Any non-conformances or design queries raised by design review participants are to be ratified by the Project Manager before issue of the review document (FMOP302) to the Consultant. Once issued, the Consultant is to respond to each issue documented and continue negotiations with the Project Manager until resolution is noted.
- (e) M/P&DR will decide if further design reviews are required and advise in the response in Section 2.
- (f) Record of the design review (FMOP302) shall be maintained in the project file.
- (g) Refer to flowchart (Appendix A) for detailed process.

## 6.3 Detailed Design Review

Mandatory for all projects with an approved construction budget greater than \$1,000,000 or between \$250,000 and \$1,000,000 if requested by M/P&DR.

*If M/P&DR has decided the need for a detailed design review, it will be noted on the completed FMOP302 Section 2 at Concept Design.*

- (a) Submit the completed Developed Design to the Project Manager.
- (b) The following documents shall be submitted with the Developed Design drawing/s and reports (all disciplines):

- i) Completed form FMOP302 (Sections 1 – 5) in MS Word format including approved departures copied (& updated) from the concept design review;
  - ii) Sustainable Design Statement – updated;
  - iii) Revised project brief if significant scope changes have occurred; and
  - iv) Authority conditions that affect the design.
- (c) The design review will consider the developing design response to the project brief, and conformity with the UTS Design guidelines, with a particular focus on issues raised in the Concept Design review.
- (d) Any non-conformances or design queries raised by design review participants are to be ratified by the Project Manager before issue of the review document (FMOP302) to the Consultant. Once issued, the Consultant is to respond to each issue documented and continue negotiations with the Project Manager until resolution is noted.
- (e) Record of the design review (FMOP302) shall be maintained in the project file.
- (f) Refer to flowchart (Appendix A) for detailed process.

#### **6.4 Tender Documentation Review**

Mandatory for all projects with a construction cost greater than \$250,000.

- (a) Arrange a design review of all the tender documentation (generally at the 85% stage) prior to seeking approval to proceed to tender.
- (b) The following documents shall be submitted with the tender drawing/s and specifications (all disciplines & works packages):
  - i) Completed form FMOP302 (Sections 1 – 5) in MS Word format including approved departures copied (& updated) from previous reviews;
  - ii) Sustainable Design Statement – updated;
  - iii) Agreed value management initiatives; and
  - iv) Authority conditions that affect the design.
- (c) The scope of the design review shall cover the design inputs, including the Main User's brief, UTS Design Guidelines, Local Authority requirements, budgetary constraints and other relevant inputs and ensure that the documents have addressed all the requirements.
- (d) Any non-conformances or design queries raised by design review participants are to be ratified by the Project Manager before issue of the review document (FMOP302) to the Consultant. Once issued, the Consultant is to respond to each issue documented and continue negotiations with the Project Manager until resolution is noted.
- (e) Record of the design review (FMOP302) shall be maintained in the project file.
- (f) Refer to flowchart (Appendix A) for detailed process.

#### **6.5 Design Changes**

- (a) All design changes and modifications occurring post review, particularly those arising after the design documents have been issued for construction, shall be subject to an appropriate design review.



- (b) The Project Manager shall ensure that the changes are acceptable to the Main Users.
- (c) All design changes and modifications, including their review and approval shall be recorded and the records maintained in the project file.

## **7 RELATED DOCUMENTATION**

- (a) FMOP302\_Design Review Record
- (b) FMOP303\_Environmental Design Guide Objective Achievement Schedule

## APPENDIX A

Stage	Action	Document	Timeframe
<b>Masterplan Review</b>			
Proposal	Project Manager to submit project funding submission, space allocation, and any initial design thoughts for approval to P&DR.	<b>FMOP105 Master Planning Submission (email template)</b> Attachments: <ul style="list-style-type: none"> <li>Funding Submission</li> <li>Drawing</li> </ul>	2 days
	P&DR to responds with sign off and in the case of the expected construction cost being below \$250,000, whether design review is required (ie sensitive project).		
<b>Design Reviews</b>			
<p>Concept Design: General Arrangement Plan</p> <p>Detailed Design: 100% Documentation</p> <p>Tender Documentation: 85% Documentation</p>	Consultant submits design to Project Manager for design review by P&DR	<b>FMOP302 Design Review Record (MS Word Format only)</b> Attachments: <ul style="list-style-type: none"> <li>Drawings</li> <li>Project Brief (revised)</li> <li>FMOP303 Environmental Design Guide Objective / Achievement Schedule or equivalent</li> <li>Authority conditions (if required)</li> <li>Value Management (if required)</li> <li>Document Transmittal</li> </ul>	
	Project Manager reviews any pre-approved departures from UTS Design Guidelines noted in Section 5 of FMOP302 for accuracy and provides comments / further approvals where necessary. Project Manager saves FMOP302 and review documentation on G Drive. Project Manager alerts P&DR and reviewers by email as to location of submission documents (provide link) for direct entry of comments and date that comments must be received by.	Attach funding submission (if required)	1 – 2 days
	P&DR to note if further reviews will be required in Section 2. Reviewers to enter comments noting DG or Brief reference of if their comment is a Professional Opinion (PO).		1 week or as noted by PM
	P&DR send notice of completed FMOP302 to Project Manager.		1 day
	Project Manager to ratify review comments (contrary comments, comments pertaining to previous approval of non-conformance, comments that are beyond the scope of the design guidelines, misunderstandings etc) and discuss with reviewer prior to issue to Consultant.		1 day
	Project Manager to issue ratified FMOP302 to Consultant (MS Word file). Project Manager to file PDF copy of document with issue date.		1 day
	Consultant to respond to Design	Additional explanatory drawings or	1 week

	Review in FMOP302.	specifications.	
	Project Manager receives FMOP302 containing responses and provides further commentary or closes out issue. Process repeated until all comments closed out. Completed document constitutes design approval.		3 days
	Project Manager files completed FMOP302 (including .PDF version) and issues PDF record to P&DR.		