CHAPTER 1 – INTRODUCTION, BUILDING COMMITTEE, PROJECT REVIEW BOARDS, AND THE UNIVERSITY BUILDING OFFICIAL

SECTION 1.1 – GENERAL

The William & Mary Design and Construction Manual (hereafter referred to as the DCM or the Manual) contains policy, procedures and standards that must be followed in the execution of all planning, design, and construction projects. Additionally, this document describes the full process to be followed for capital projects. While some sections provide streamlined procedures based on project cost or other criteria, the full process is not mandatory for projects falling below the capital threshold. The Director of Design and Construction, in consultation with the University Architect (UA), will exercise judgement and streamline processes based on project cost and complexity. Supporting documentation concerning enabling legislation and delegation of authority from the Commonwealth of Virginia to William & Mary (the University) is in Appendix A.

1.1.1 The Act

The Manual sets forth the policies authorized by the Restructured Higher Education Financial and Administrative Operations Act (hereafter known as the Act), Chapter 10 (§23.1) of the Code of Virginia; other controlling statutes and laws applicable to the Owner's capital outlay process; and applicable gubernatorial Executive Orders.

1.1.2 Deviations from Policy and Procedures

Deviations from the policy, procedures and standards outlined within shall be requested by a Determination and Findings (D&F) [see Appendix B] and must have prior approval of the University Architect. The D&F shall justify and substantiate the need for the deviation. All deviations so provided shall be consistent with the authorities provided to William & Mary (including James Monroe Highland) (State Agency 204) and the Virginia Institute of Marine Science (VIMS) (State agency 268), particularly Exhibit G (Policy Governing Capital Outlay Projects), Exhibit H (Policy Governing Leases of Real Property) and Exhibit J (Policy Governing the Procurement of Goods, Services, Insurance, and Construction and the Disposition of Surplus Materials) to include Attachment 1 (Procurement Rules) of the Management Agreement which are shown at Appendix C of this manual.

1.1.3 Presentation of Facilities Projects Process

The Manual is designed to present the project planning and approval process through design and construction to project completion (occupied building). The Manual is arranged in a sequence that parallels the capital outlay process.

1.1.4 Manual Maintenance

The Office of the University Architect is responsible for maintenance of the Manual. In collaboration with Business Affairs and VIMS, OUA will review the manual annually to ensure conformance with the Management Agreement and other controlling laws and regulations. Suggestions for changes, notification of conflicting guidance, and questions should be addressed to architect@wm.edu.

A summary of each change will be logged on the summary of changes page at the front of this manual. The details (markups, additions, deletions, etc.) associated with each change will be inserted behind the summary of changes page. The body of the DCM will reflect the changed policy making it an evergreen document. All changes must be approved by the University Architect.

1.1.5 Manual Location

The Manual including changes will be posted on the William & Mary OUA website and may be downloaded and printed by users.

1.1.6 (Deleted)

SECTION 1.2 – DESIGN PHILOSOPHY

1.2.1 Design Goal

The design goal is to create a capital investment that meets the user's functional requirements and provides the most economical life cycle cost, including economy of operation, consistent with Exhibit G of the Management Agreement. The University's design philosophy envisions a long and useful life for projects. These projects will often be used for periods exceeding 50 years and, consequently, should be designed for durability, economy of operation and ease of maintenance. Projects shall be developed to meet University functional and space requirements within a cost range comparable to similar public and private sector projects. Achievement of this goal should incorporate good architectural and engineering practice, and design solutions should be consistent with Virginia Construction and Fire Codes, inclusive of codified industry standards, other applicable published industry standards, William & Mary Technical Standards (at the OUA website and Appendix D), and must be designed by the A/E to meet all requirements within the "Design Not To Exceed" budget for the project.

1.2.2 Project System Components

Project system components should be chosen based on life cycle costs. If an increased first or initial cost can be documented to show a reduced life cycle cost for the University, particularly for operating and personnel costs, then the design should incorporate the more expensive first cost feature or system. Appendix E provides parameters for analysis of life cycle costs.

1.2.3 University Design Guidelines

Designs will conform to the architectural guidelines of the University Campus Design Guidelines Report dated May 2003 (at the OUA website and Appendix F) and the current version of the Technical Standards (at the OUA website). Architects and engineers must exercise discipline in their designs to avoid inefficient use of space in terms of floor area and building volume. Exterior design features and materials should be

consistent with the architectural character of the surrounding buildings and site. Excessive or grandiose features which are not related to the function or the intended use of the facility shall be avoided.

SECTION 1.3 – FORMS

University Higher Education Capital Outlay (HECO) Forms, Formats and Samples are available on the OUA website. Permit and permit related closeout forms will be maintained by DEB, with details available through Appendix P of the CPSM.

SECTION 1.4 – INDEX

This Manual is posted on the Office of the University Architect website and is fully searchable. Refer to the following link: https://www.wm.edu/offices/architect/design-construction/references/tech-standards/

SECTION 1.5 – BUILDING COMMITTEE

1.5.1 Purpose and Scope of Authority

Created to provide project team oversight during the planning, design and construction process. The committee can be established either when a pre-planning study is conducted or when it is time to issue a Request for Proposal (RFP) for the selection of an A/E for the design process depending on need. The committee has the following tasks:

- Select the A/E
- Provide the A/E with following project requirements/constraints
  - Program
  - Budget
  - Schedule
  - Other as required
- Provide direction subject to the requirement/constraints throughout the design process
- Participate in periodic meetings through design and construction
- Select members will assist senior members of the University Administrative staff in establishing and maintaining communications/liaison with the University community and local public interest groups, as required

1.5.2 Evaluation Standard

The following criteria are outlined for reference:

- Project and Programmatic Requirements
  - Program of Record (POR) Documentation
- A/E Selection
  - Selection criteria outlined in the RFP
- Design
  - Campus Design Guidelines
  - Comprehensive Campus Plan Documents
  - Virginia Uniform State Building Code (VUSBC)
  - DCM and Technical Standards

- Construction
    - Permitted construction documents and approved changes

1.5.3 Organization of the Building Committee

The Building Committee will generally be chaired by the University Architect. It is recommended the Committee has no more than 12 members. Members must be employed by William & Mary as Faculty or Staff or be full-time students. A suggested membership listing is outlined below, with the committee tailorable by project type/scope.

- University Architect, Chair
- User representatives (no more than 3 recommended)
- Student representatives (no more than 3 recommended)
- Budget Office representative
- Director of Design & Construction
- Executive Director of Facilities Operations, or their designee
- University Project Manager (PM)

1.5.4 Schedule

The Building Committee meets based on the design schedule to provide input and guidance on the design as it progresses. During construction, the user representatives and the University PM attend monthly progress meetings conducted by the A/E or Construction Manager, organized by the PM, unless the project is of such scope or sensitivity that Building Committee meetings are desired throughout construction – usually on a quarterly basis. These meetings are separate and distinct from the project's Owner-Architect-Contractor (OAC) meetings.

1.5.5 Committee Presentation Requirements

A typical agenda includes review of meeting minutes, schedule, budget and the status of design/construction issues. Agendas and meeting minutes are prepared by the A/E and Contractor during design and construction, respectively.

SECTION 1.6 – PROJECT REVIEW ORGANIZATIONS

1.6.1 Design

Four independent review teams will review and approve the project for compliance with University and State guidelines, standards, and requirements.

- Internal Review - Compliance with Technical Standards, Architectural Guidelines, and Operations & Maintenance requirements
    - Schematic Design (SD) review
    - Preliminary Design (PD) review
    - Pre-Final Review during the WD phase (approximately 90% documents)

- University Design Review Board (DRB) – Approvals are required at three milestones, reviewing the Site/architectural approval, Design Guideline compliance, and Comprehensive Plan compliance:
    - Site selection and Design Intent approval

  - Schematic Design (SD) architectural approval
  - Preliminary Design (PD) architectural approval
- State Art and Architectural Review Board (AARB) – Architectural approval
  - Preliminary architectural approval (typically aligns with SD phase)
  - Final architectural approval (typically aligns with PD phase)
- Division of Engineering & Buildings (DEB) – Code compliance
  - VUSBC compliance (Code related items in CPSM Chapters 4 and 5)
  - Construction elements included with the Virginia Statewide Fire Prevention Code (VSFPC)

1.6.2 Construction Review

DEB will inspect construction for compliance with applicable code, permit documents, and authorized changes. Upon certification by the A/E and Construction Manager/Contractor that the project is complete, DEB will inspect and certify that the building is safe for occupancy and issuance of a Certificate of Use and Occupancy (CUO) HECO-13.3 form. Note that prior to issuance of a CUO, a building must be inspected by the State Fire Marshall (SFMO) or their designee.

1.6.3 Responsibilities

The responsibilities and functions of each organization are outlined in succeeding paragraphs.

SECTION 1.7 – UNIVERSITY DESIGN REVIEW BOARD

1.7.1 Purpose and Scope of Authority

The University DRB will review and approve changes to the exterior of any facility on the Campus and at the VIMS. This includes any changes which alter the architectural elements of the façade but does not include repair by replacement as long as like color and materials are used for the repair.

1.7.2 Evaluation Standard

Campus Design Guidelines Report dated May 2003.

1.7.3 Organization

The Chair of the Board of Visitors (BOV) Administration, Buildings and Grounds Committee shall serve as the chair of the board; a Senior University Operations Official (Appointed by the Executive Vice President) shall serve as the vice-chair. Six members, including the chair or vice-chair, in person or virtually, shall constitute a quorum. No proxies may be given, and only a simple majority of the quorum is required to render a decision. The remaining committee members are:

- Voting Members shall include, but not be limited to, the following members (no fewer than 6):
  - Chair – Chair of the BOV Buildings & Grounds and Administration Committee
  - Vice-Chair – Senior University Operations Official
  - Member from the BOV Administration, Buildings & Grounds Committee
  - Senior university architectural or construction official
  - Senior university historic or cultural official
  - Senior university sustainability official
  - Senior marketing or arts official
  - Architect at-large member (appointed by the W&M University Architect)

- Student at-large member (appointed by the President)
- General at-large member (appointed by the President)

- Staff to the Board shall include, but is not limited to:
  - Senior staff member from the Office of the University Architect
  - Senior staff member from Business Affairs Office
  - Senior Staff Member from Finance Office
  - University Project Manager (rotating based on projects being reviewed)
  - Executive Assistant from Business Affairs Office

1.7.4 Schedule

The board shall meet four (4) times per year, in connection with the BOV calendar, with one or two ad-hoc meetings as required to meet project schedules. Attendance may be by conference call for out-of-town members.

1.7.5 Board Presentation and Approval Requirements

Each project must obtain board approval for Site Selection & Design Intent, Schematic Design, and Preliminary Design architecture. Submissions to the board shall include, at a minimum, the following:

1.7.5.1 Site Selection and Design Intent Presentation

- Campus orientation map showing sites considered (if applicable)
- Selection criteria with Advantages and disadvantages of each site considered (if applicable)
- Relationship of the Project to the approved Comprehensive Campus Plan
- Precedent images demonstrating compliance with contextual architectural character

1.7.5.2 SD and PD Presentations:

The presentations should demonstrate compliance with the order and elements of the Campus Design Guidelines and should highlight significant features or issues that require deviation from the guidelines along with recommended solutions. Elevations and renderings, if funded, should be submitted one week prior to the presentation date. The presentation should include the following minimum elements:

- Campus site orientation map
- Precinct standards per the Campus Design Guidelines
- Site map with building footprint
- Elevations from all four sides
- Renderings (if funded as part of the preplanning or design contract)
- Demonstration of compliance with architectural guidelines' order and elements
- Proposed exterior materials (roof, wall, windows, glazing - at PD review only)
- Interior program notes only if, during the presentation, Board comments question impact interior design as a direct result of changes to the exterior form

1.7.6 Presentation Means

Briefing boards, computer projections, or a combination of both may be used. Presenters should advise if a computer projection is to be used to ensure availability of a screen. Presenters will provide their own projectors and easels.

SECTION 1.8 – STATE ART AND ARCHITECTURE REVIEW BOARD

1.8.1 Purpose and Scope of Authority

Appointed by the Governor (and a representative of the Department of Historic Resources) to advise him on the "artistic character" of buildings and works of art which are to be paid for by the state, or to be located on or over state property. In practice, the Board recommends approval or disapproval to the Director of General Services, to whom the Governor has delegated this authority.

1.8.2 Evaluation Standard

The Board interprets its mandate from the commonwealth in straightforward terms: to encourage the design of buildings and works of art which are both aesthetically and functionally appropriate to the agency for which they are intended. While no rigid prescriptive standards exist, the Board generally requires each submission to demonstrate:

- A resolution of basic functional and organizational requirements
- A command of the fundamental principles of good design, including refinement of color, form, scale, material and craft
- A positive contribution to the order and aesthetic of the physical setting
- Due consideration of its environmental, historical and cultural factors
- Concern for the greater public good

1.8.3 Organization

The AARB membership and criteria are set out in Section 2.2-2400 of the Code of Virginia.

1.8.4 Schedule

The Board meets at 10:00 a.m. on the first Friday of each month of the year, unless the first Friday or the following Monday is a state holiday, in which case the meeting will occur on the second Friday of the month, (please refer to the Commonwealth Calendar for schedule and updates). Meeting locations will be noted on the Meeting Agenda.

1.8.5 Board Presentation Requirements

Two submittals are normally required for capital projects. The first submittal (Preliminary) will occur at the SD phase. The second submittal (Final) is made during the PD phase and should include samples of materials and colors. Presentations during the WD phase may be required only in unusual circumstances. If necessary, special arrangements can be made to review projects at intermediate stages. Specific details regarding project review are available at the Virginia Art and Architectural Review Board Guidelines for Submissions and Presentations.

SECTION 1.9 – CODE REVIEW AND THE DIVISION OF ENGINEERING & BUILDINGS

1.9.1 Purpose and Scope of Authority

The Building Official for all buildings on Commonwealth of Virginia property excluding non-occupiable buildings, bridges and structures in the VDOT right-of-way is the Director of the Division of Engineering and Buildings, Department of General Services. The Building Official's duties, responsibilities and authority generally conform to those described in the Uniform Statewide Building Code (Code of Virginia § 36-98.1).

If a Code Review Team and University Building Official are created as the agent of the University, such team shall operate incompliance with the provisions of Exhibit G, Section VIII of the Management Agreements which states:

> *"If the College hires its own College Building Official, it shall fulfill the code review requirement by maintaining a review unit of licensed professional architects or engineers supported by resources and staff who are certified by the Department of Housing and Community Development in accordance with § 36-137 of the Code of Virginia for such purpose and who shall review plans, specifications and documents for compliance with building codes and standards and perform required inspections of work in progress and the completed capital project."*

1.9.2 Evaluation Standard

VUSBC and the construction elements of the VSFPC as authorized by the Department of Housing and Community Development (DHCD). DEB's role in code and technical requirements for William & Mary projects is outlined by Chapter 4 and 5 of the CPSM. As referenced in the CPSM, William & Mary's University Architect is the Agency Contracting Officer (or Chief Facilities Officer) responsible for the administration and supervision of the capital outlay and construction program.

1.9.3 Submission Requirements

Construction document standards for submission of documents for DEB review are outlined in Chapter 5 of the CPSM.

SECTION 1.10 – UNIVERSITY CODE OFFICIAL

1.10.1 Management Agreement

Exhibit G, Section VIII provides authority for a UBO for providing Building Official services to the University to include the VIMS. Maintenance Code Official responsibilities for these agencies have been separately assigned to the Director of Facilities Operations.

1.10.2 Building Official Responsibilities

If hiring its own Building Official, the UBO shall be the Authority Having Jurisdiction for all construction and repair related activities regulated by the VUSBC and the VSFPC. As the Authority Having Jurisdiction, the Building Official will interpret and enforce the code, issue construction permits, as well as temporary and permanent Certificates of Occupancy as applicable for all work regulated by these codes. Inspection by the State Fire Marshal or his designee is required prior to issuance of CUO for facilities projects.

1.10.2.1 Modifications

As part of their responsibilities under the VUSBC, the UBO is charged with granting necessary modifications and establishing rules and regulations as may be necessary to carry out Building Official responsibilities in accordance with State Law, the Restructuring Act and the Management Agreement.

1.10.3 Department of Transportation

Roads within the University are owned and maintained by the Virginia Department of Transportation (VDOT), which has authority over structures in the Right of Way that are not regulated by the VUSBC. Any projects requiring access to the right of way within the College of William and May must be coordinated with VDOT although a VDOT permit is not required.

1.10.4 Annual Permit Authority (Project Permit Authority)

The University appoints its own Code Official for projects issued under Annual Permit Authority, in accordance with the provisions of Appendix P of the CPSM.

SECTION 1.11 – REAL PROPERTY TRANSACTIONS

Acquisitions, dispositions, easements, and leased and temporary facilities are the responsibility of the university's Division of Business Affairs, specifically the Office of the University Architect (OUA) and Real Estate and Strategic Space Planning (RESSP).

SECTION 1.12 – PROJECT MANAGEMENT SOFTWARE

All OUA staff are required to use the Owner's construction project management software as their primary project management, scheduling, and budget accounting tool. Although much of the data displayed in construction project management software is automatically and manually generated from several sources, such as the work order system and the University's ERP, details and coordination of data within the system requires the participation of the A/E and/or Contractor engaged for each specific project.

SECTION 1.13 – CONFLICTS OF INTEREST; PROHIBITIONS

The Code of Virginia contains prohibitions precluding certain persons from bidding on Owner capital outlay procurements and on the sale or purchase of building materials, supplies, or equipment from certain persons. These prohibitions are found in Sections 2.2-4373 and 2.2-4374 of the Code of Virginia.

SECTION 1.14 – ETHICS IN PUBLIC CONTRACTING

Ethics in Public Contracting requirements noted in Article D of the W&M Supply Chain Services Mandatory General Terms and Conditions shall apply to all planning, design, and construction projects at the university.