



Procedure for Approval of Vertical Capital Projects or Major Renovation to City Buildings

March 5, 2009

CURRENT VS. PROPOSED STEPS



CURRENT

- Step 1 – Budget process
- Step 2 – Formulation of Staff Team
- Step 3 - Hire Architect
- Step 4 -Purchase of Property - Land Use & Zoning
- Step 5 – 1st of 2 public meetings & form Ad Hoc Design Team

PROPOSED

- Step 1* – Budget process
- Step 2 – Formulation of Staff Team
- Step 3* - Hire Architect & Establish Design Team
- Step 4 – Hold 1st of 3 public meetings
- Step 5 – Develop Preliminary Documents and hold 2nd Public meeting

CURRENT VS. PROPOSED STEPS



CURRENT

- Step 6 - Presentation of Design to City Commission
- **Step 7** – Hold 2nd Public Meeting
- Step 8 - Begin Planning Approval Process

PROPOSED

- **Step 6** - Present Preliminary Design to City Commission
- **Step 7*** - Present 30% Construction Drawings to City Commission
- **Step 8*** - Present 60% Construction Drawings to City Commission

CURRENT VS. PROPOSED STEPS



CURRENT

- Step 9 – 100% design presentation to City Commission
- Step 10 – RFP process & ranking of Construction Firms
- Step 11 – Hire Contractor and start Construction

PROPOSED

- Step 9* – Present 100% construction drawings to City Commission
- Step 10* – Hold 3rd Public meeting
- Step 11 – Begin Planning Approval Process
- Step 12 – RFP process and ranking of Construction firms
- Step 13 – Hire Contractor and start construction



Provide information on proposed project during the budget approval process

(A)
Justification

(B)
Estimated Cost

(C)
Funding Source

(D)
Approximate
Square Footage



CURRENT STEP 1 (CONT.)



Provide information on proposed project during the budget approval process

(E)
Location

(F)
Applicable
Standards
(if known)

(G)
Estimated
Completion
Time
(if known)

Category (4) Hurricane,
Silver LEED certification,
solar panel, green
building, etc.

PROPOSED STEP 1



Provide information on proposed project during the budget approval process & make determination which design guidelines apply to project

(A)
Justification

(B)
Estimated Cost

(C)
Funding Source

(D)
Approx. Square
Footage



● PROPOSED STEP 1 (CONT.)



Provide information on proposed project during the budget approval process & make determination which design guidelines apply to project

(E)
Location

(F)
Applicable
Standards
(if known)

(G)
Est. Completion
Time
(if known)

(H)
Determine which
design guidelines
apply to project

Category (4) Hurricane,
Silver LEED certification,
solar panel, green bldg,
etc.



Form Staff Team & Initiate RFQ process for Architect (or Design Build Team)

Form Staff
Team



Initiate RFQ
process
through
Budget
Department



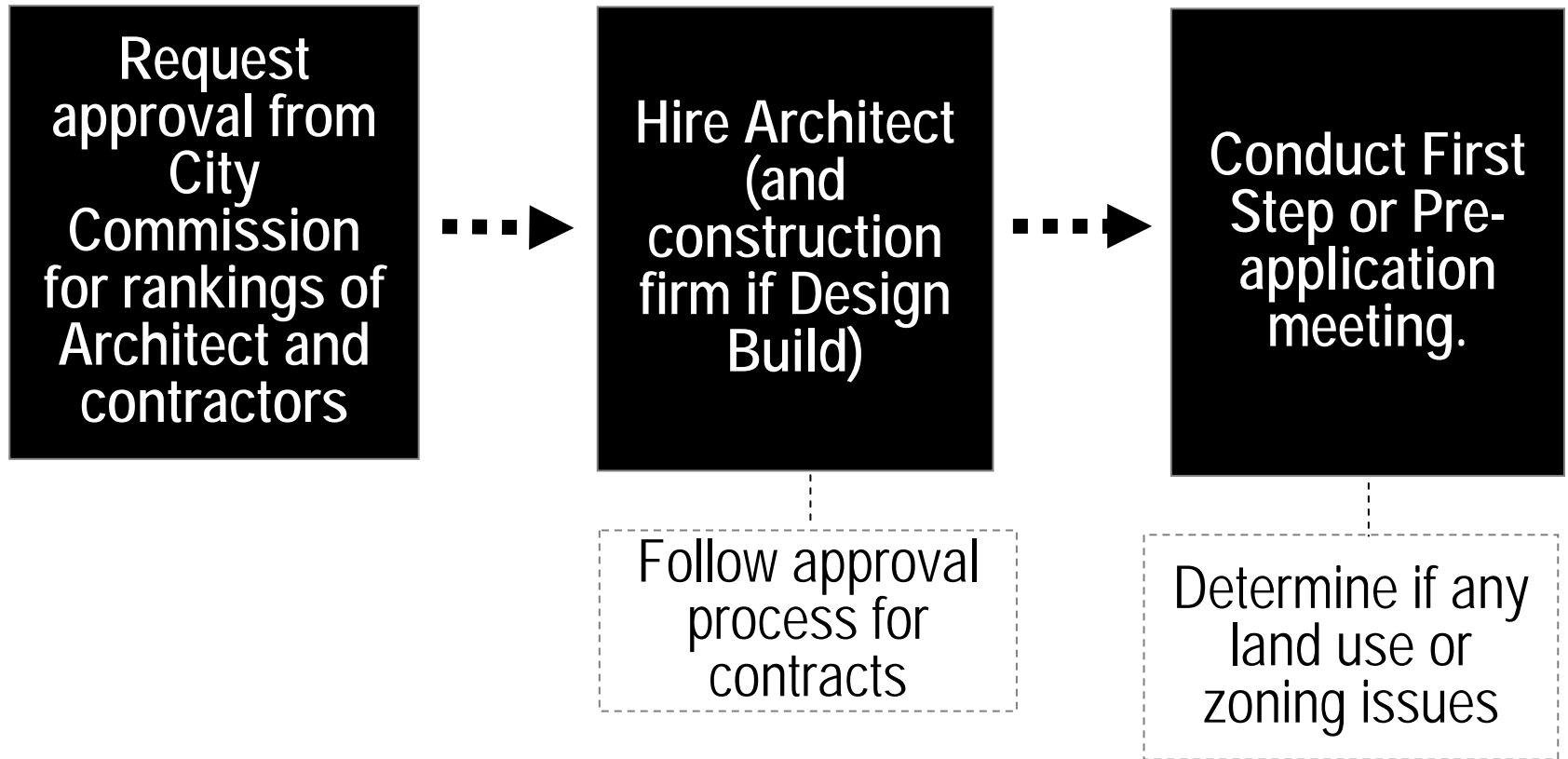
Staff develops
ranking for
Architectural
Firms
(or Design
Build Team)

Representatives from
the department,
Community Dev.,
Public Works, etc.

CURRENT STEP 3



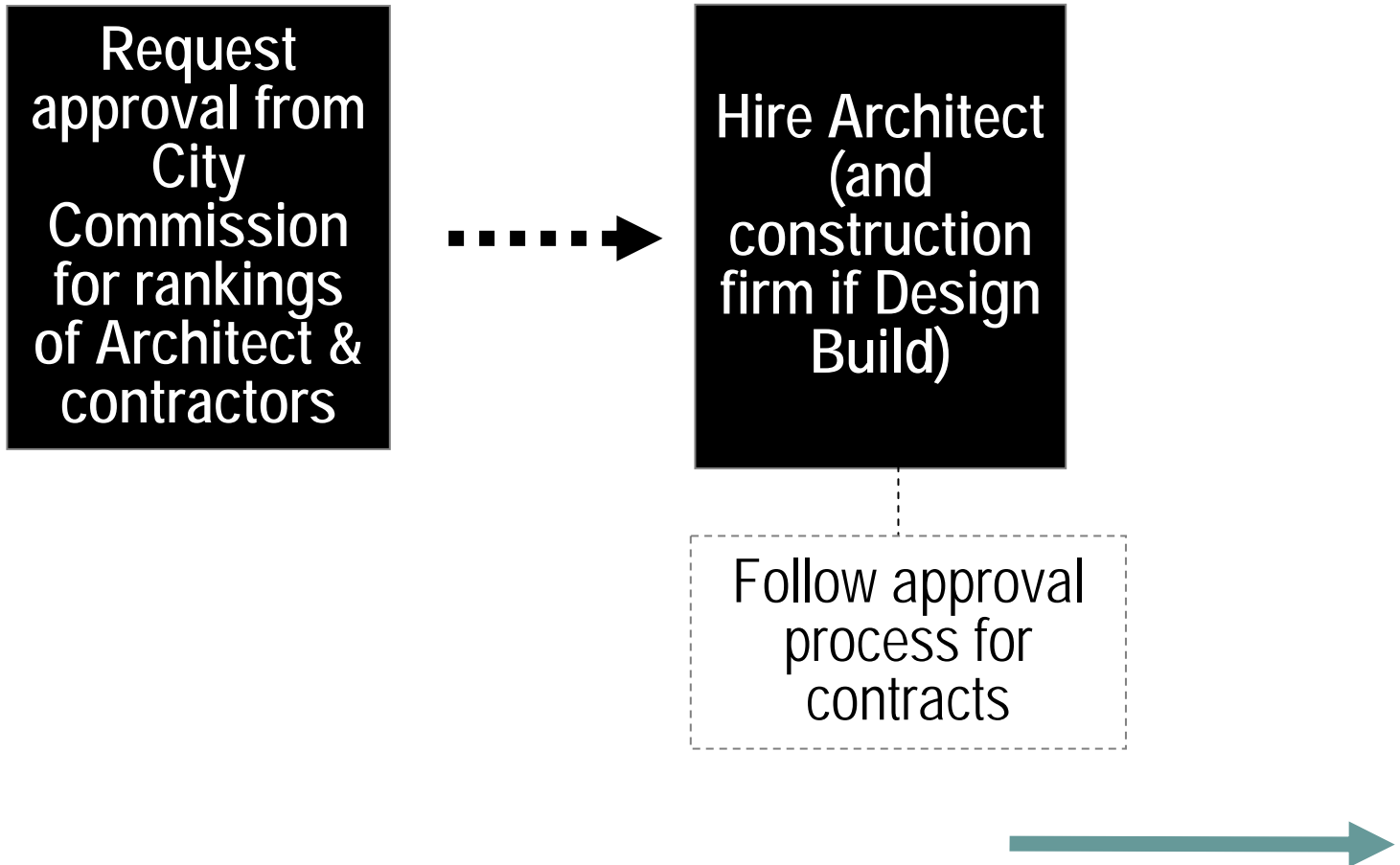
Hire Architect, (and Construction firm if Design Build) and hold First Step Meeting.



PROPOSED STEP 3



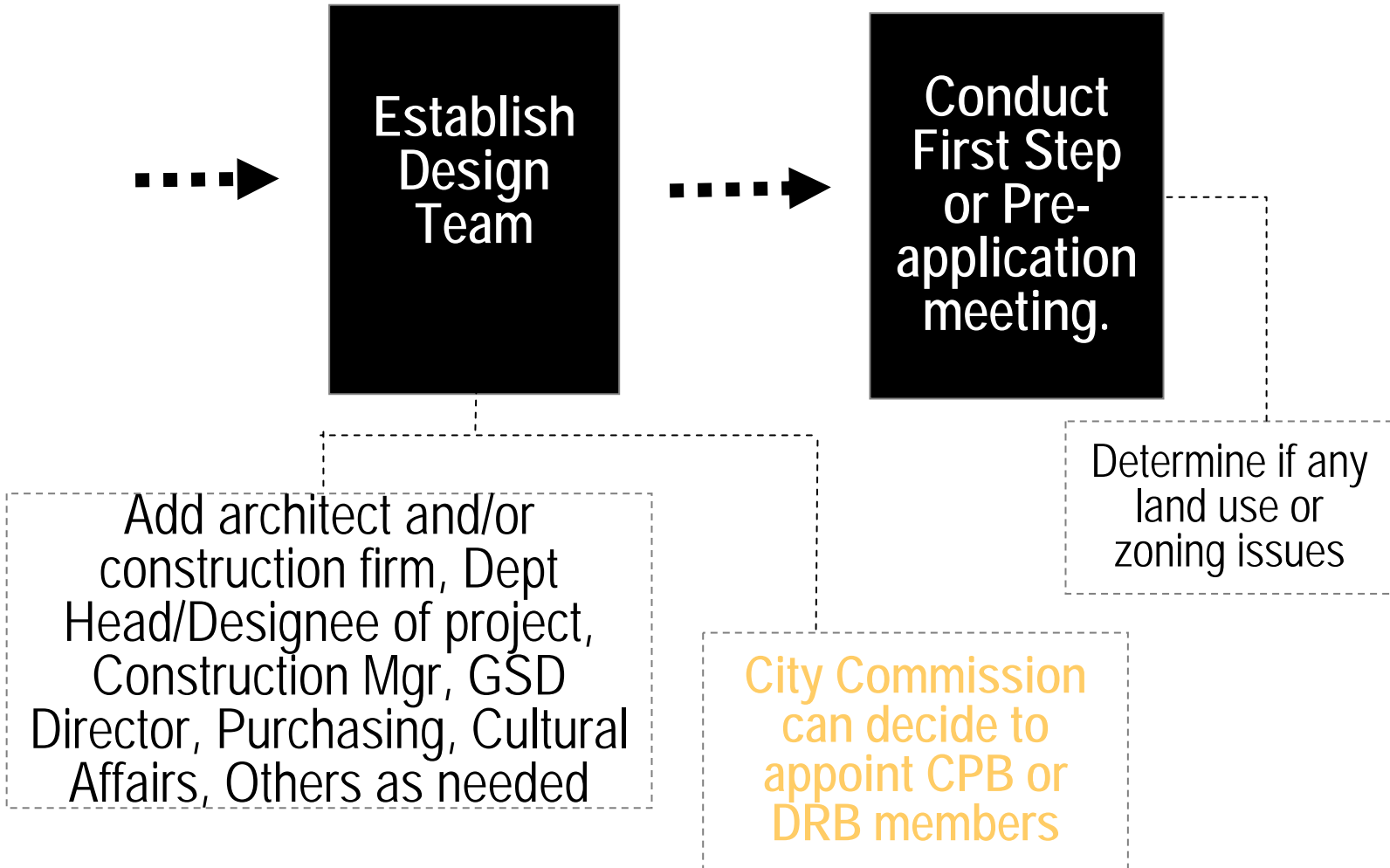
Hire Architect (and Construction firm if Design Build),
Establish the Design Team and have First Step Meeting.



PROPOSED STEP 3 (CONT.)



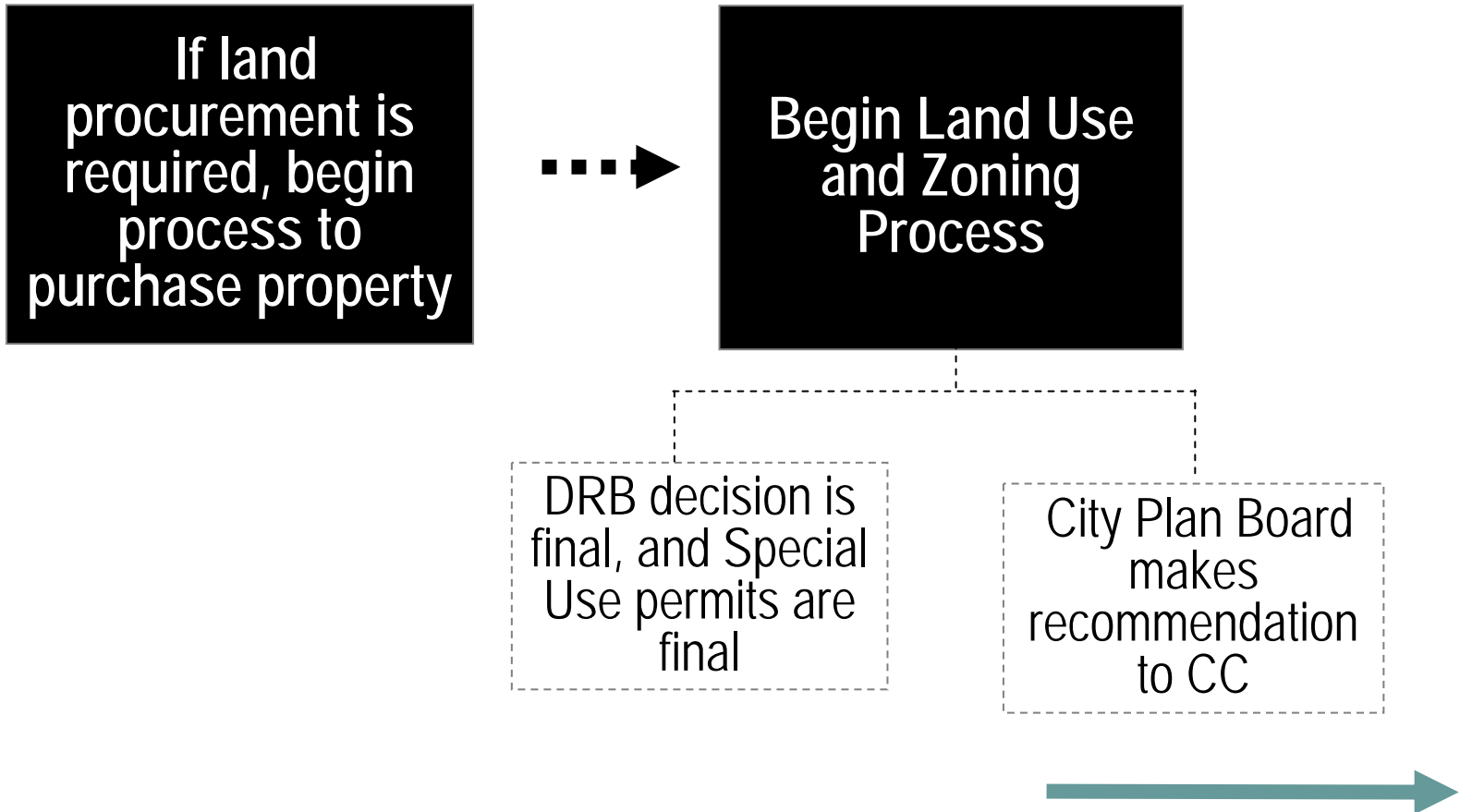
Hire Architect (and Construction firm if Design Build), Establish the Design Team and have First Step Meeting.



CURRENT STEP 4



If land acquisition is required begin the purchase process, and if there are any zoning issues, begin Land Use and Zoning Process.



CURRENT STEP 4 (CONT.)



If land acquisition is required begin the purchase process, and if there are any zoning issues, begin Land Use and Zoning Process.



PROPOSED STEP 4



Hold 1st of three public meetings

Conduct 1st
of three
public
meetings



Add
Neighborhood
Member(s) to
Design Team



Gather input
from
neighborhood
and
Commissioners

Invite Mayor
and/or City
Commissioner
who represents
the constituency

Neighborhood Rep,
Architect and/or
Construction Firm, Dept
Head/Designee of project,
Construction Mgr, GSD
Director, Purchasing,
Cultural Affairs

CURRENT STEP 5



Hold 1st of two public meetings and form ad hoc design team

Conduct 1st of two public meetings



Form Ad hoc Design Team

Invite Mayor and/or City Commissioner who represents the constituency

Neighborhood Rep, Architect and/or Construction Firm, Dept Head/Designee of project, Construction Mgr, GSD Director, Purchasing, Cultural Affairs, Others as needed

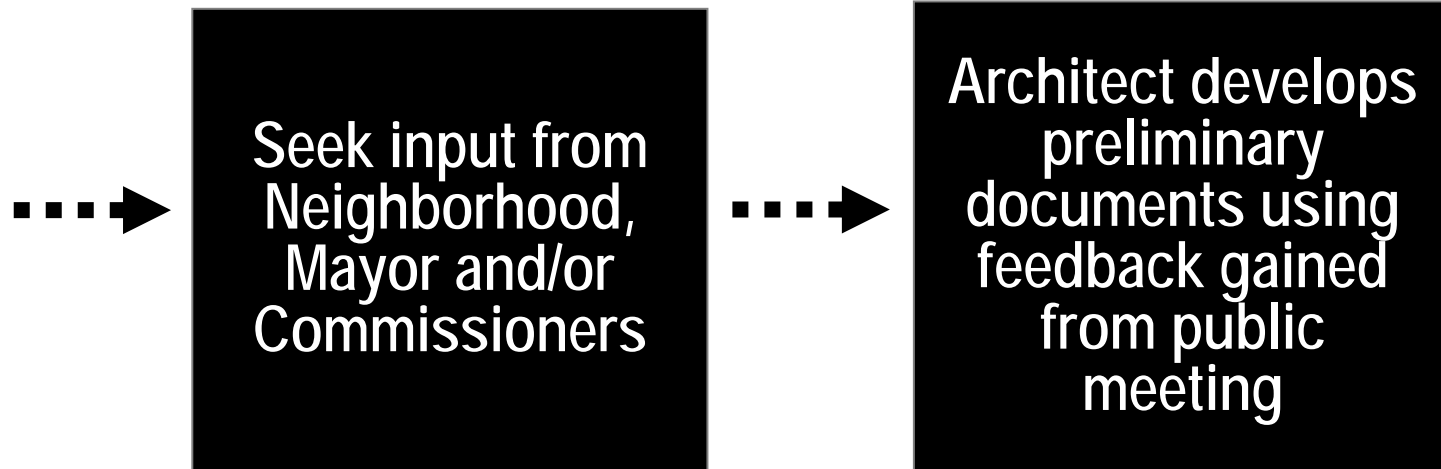
CC can decide to appoint CPB & DRB members



CURRENT STEP 5 (CONT.)



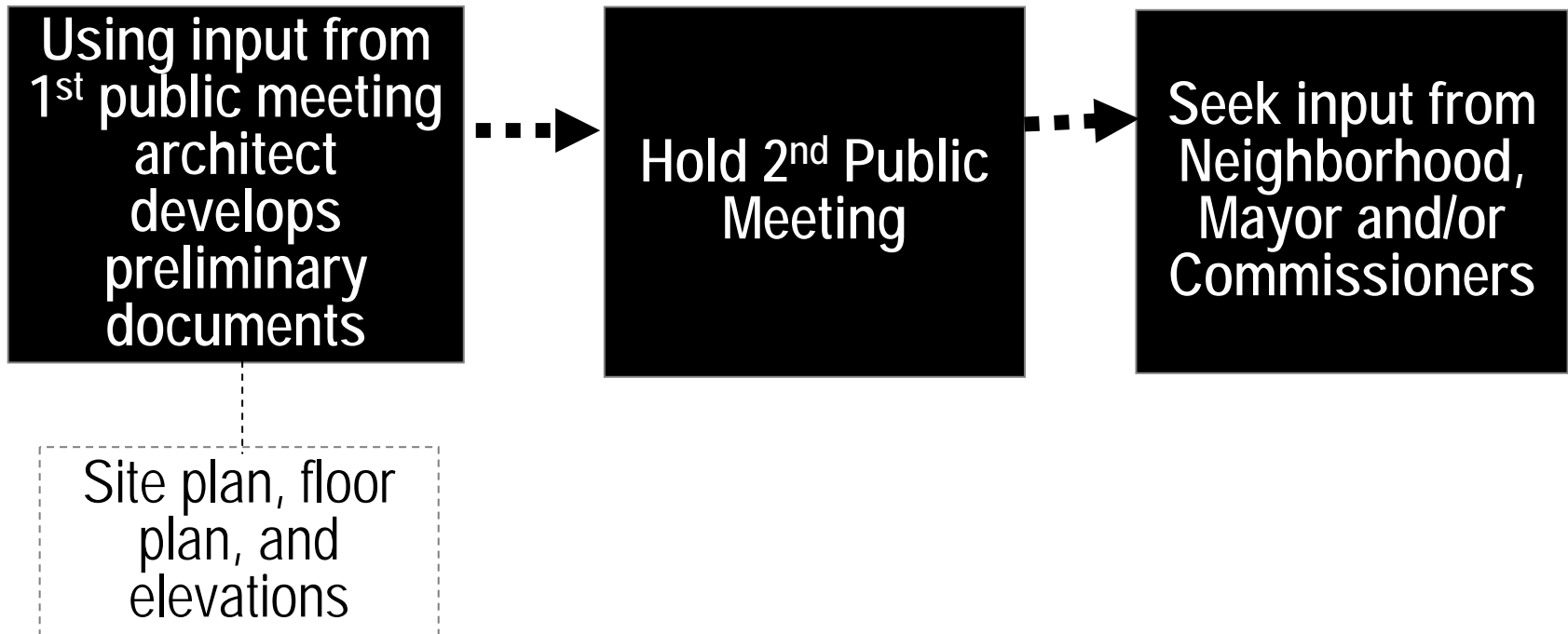
Hold 1st of two public meetings and form ad hoc design team



PROPOSED STEP 5



Design Team works to develop Preliminary documents and holds 2nd public meeting





Presentation of preliminary design documents for City Commission approval

Ad hoc design committee makes presentation to City Commission

Preliminary site plan, elevations, & floor plan



Upon commission approval of design, proceed to appropriate review board

Variations in the final elevations or site plan may result from the appropriate reviewing boards or staff's review process

PROPOSED STEP 6



Presentation of preliminary design documents for City Commission approval

Design team makes presentation to City Commission for approval

Preliminary site plan, elevations, & floor plan



Upon commission approval of design, architect can begin development of construction documents

Variations in the final elevations or site plan may result from the appropriate reviewing boards or staff's review process



Hold 2nd of two public meetings

Conduct 2nd of two public meetings



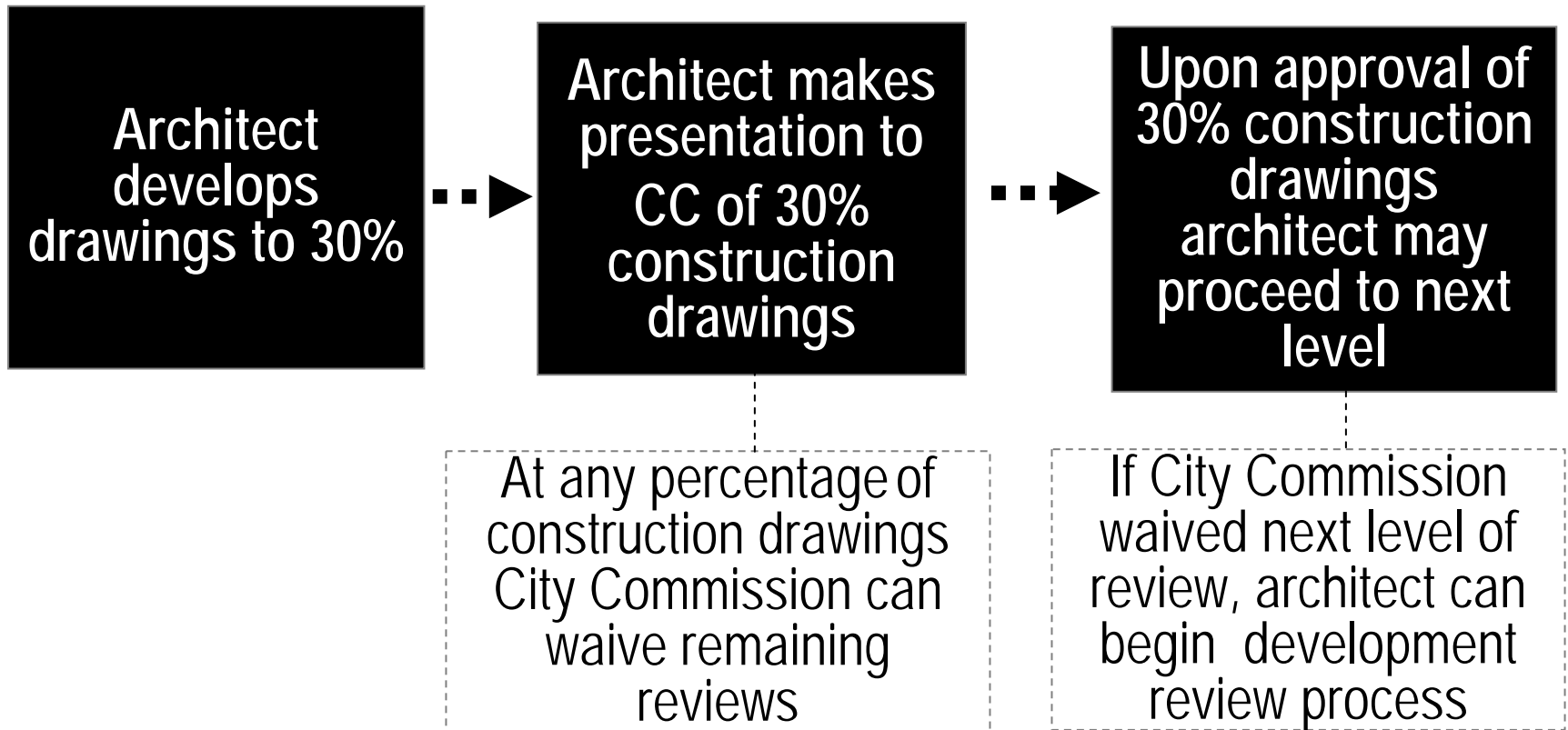
Design Team makes sure input from Commission and 1st public meeting are included

Invite Mayor and/or City Commissioner who represents the constituency

PROPOSED STEP 7



Develop construction drawings to 30% for City Commission approval





Begin Planning approval process

Within 6 months
of public meeting
– File through the
planning
department a
preliminary
development
review



Determination of
review level was
made at first step
meeting



Planning staff
approves and
forwards to
building
department

Administrative only,
Minor, Intermediate
or Major review

PROPOSED STEP 8



Develop construction drawings to 60% for City Commission approval

Architect develops drawings to 60%



Architect makes presentation to CC of 60% construction drawings



Upon approval of 60% construction drawings architect may proceed to next level

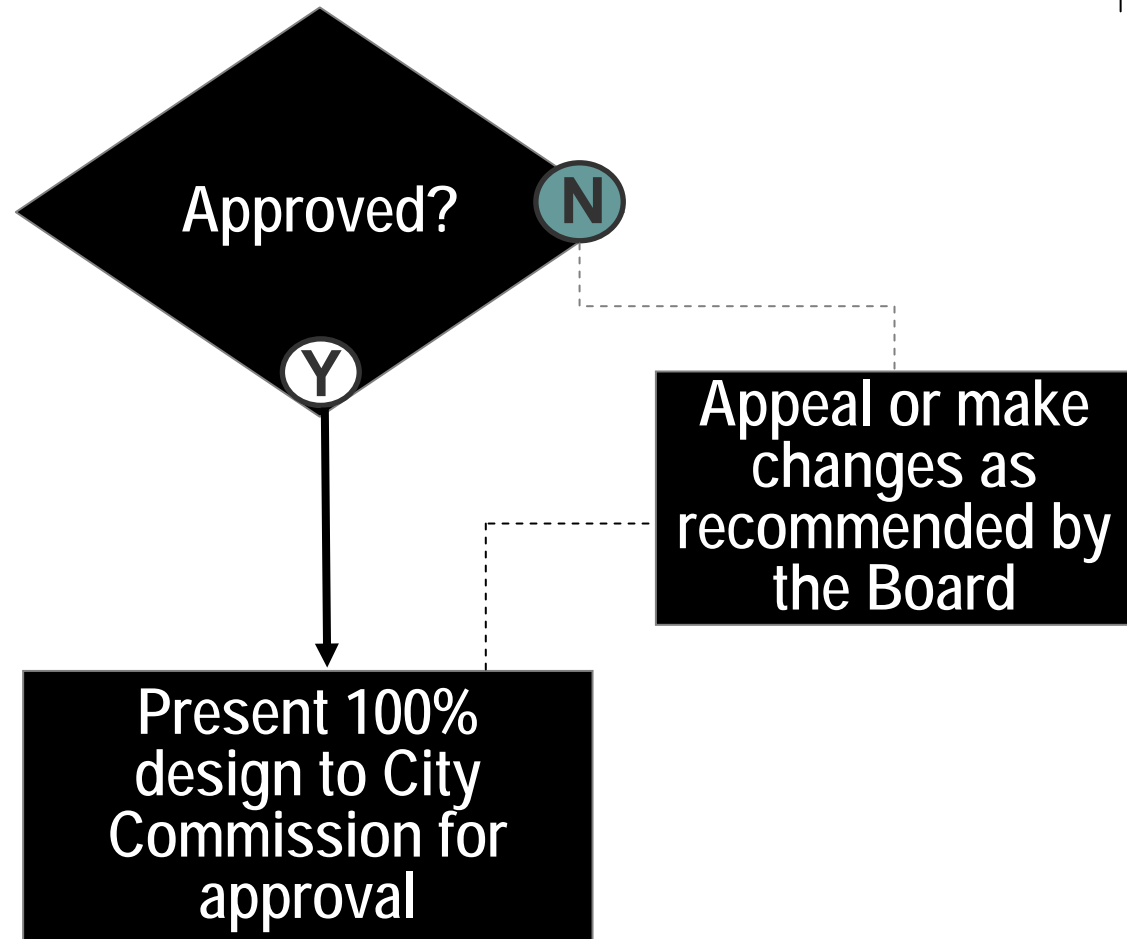
At any percentage of construction drawings City Commission can waive remaining reviews

If City Commission waived next level of review, architect can begin development review process

CURRENT STEP 9



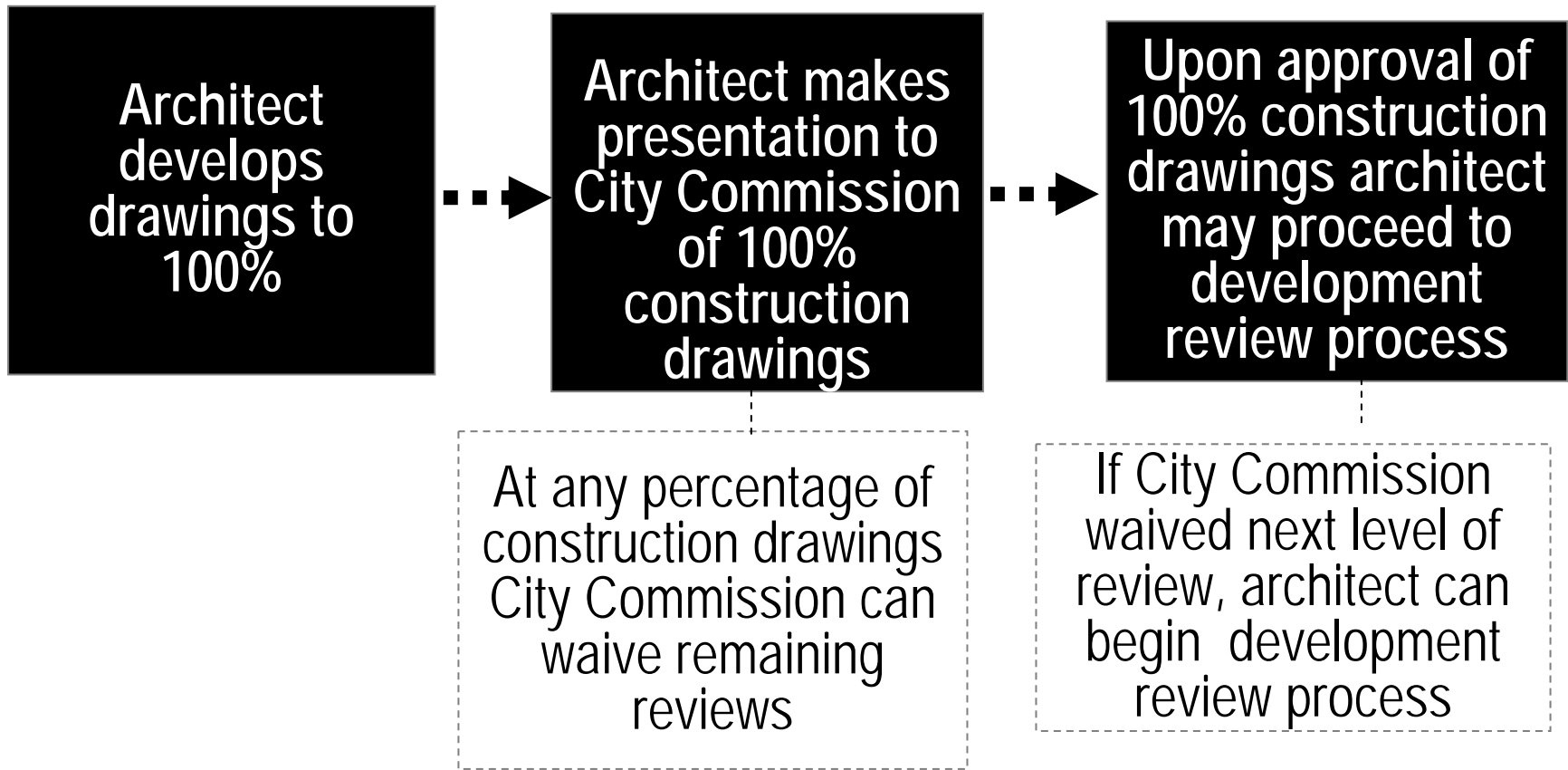
Complete 100% construction drawings and request approval from City Commissioners to proceed



PROPOSED STEP 9

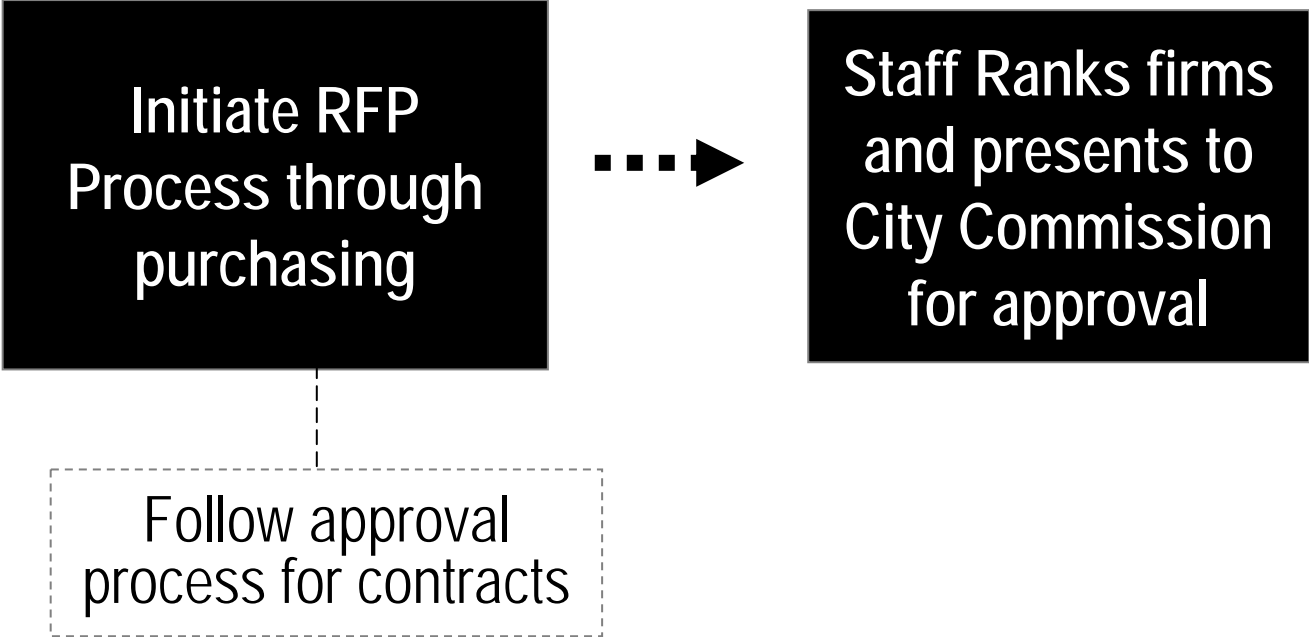


Develop construction drawings to 100% for City Commission approval





Initiate RFP Process and Staff Ranks Firms for City Commission Approval (if not design/build)





Hold 3rd of three public meetings

Conduct 3rd of
three
public meetings

Invite Mayor and/or
City Commissioner
who represents the
constituency

CURRENT STEP 1 1



Hire Contractor (if not design/build)
& begin construction

Negotiate and
execute contract with
Construction firm, if
not design/build.



Begin
Construction

Follow approval
process for
contracts

PROPOSED STEP 1 1



Begin land use and zoning process if required and File Preliminary Site plan through the Planning Department.

Begin Land Use and Zoning Process.

City Plan Board gives approval with or without conditions

Planning Staff make presentation of City Plan Board recommendation to City Commission

Upon Commission approval – follows reading/hearings process

DRB decision is final, and Special Use Permits are final.

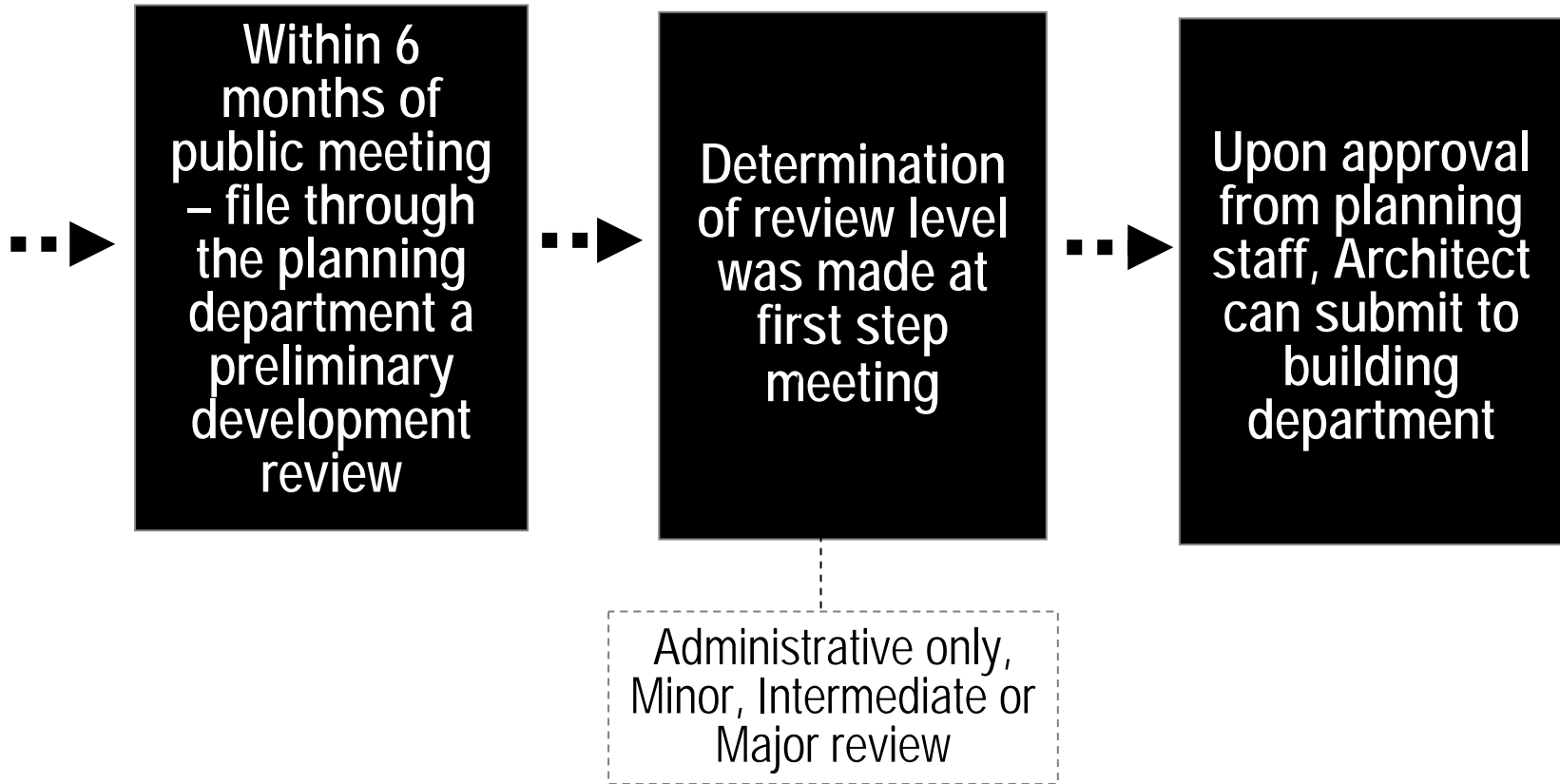
City Plan Board makes recommendation to CC



PROPOSED STEP 1 1 (CONT.)



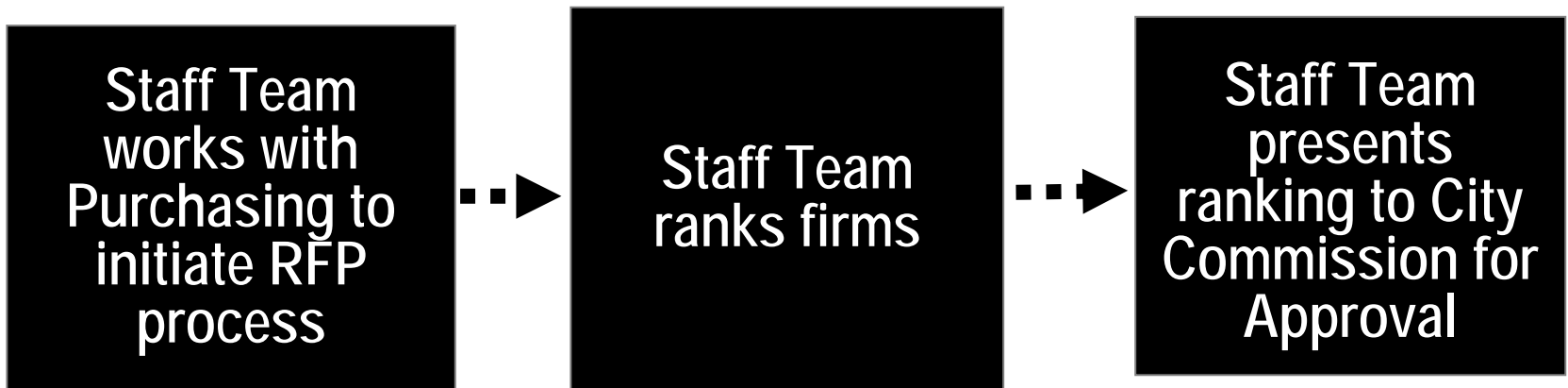
Continuation of Development Review process



PROPOSED STEP 12



If project was not Design Build Staff Team initiates RFP process to Hire Construction Firm



PROPOSED STEP 13



Hire Contractor (if not design/build)
& begin construction

Upon City Commission approval of ranking of firms, staff can negotiate and execute contract with Construction firm, if not design/build



Begin
Construction

Follow approval process for contracts

CURRENT (8) VS. PROPOSED (11) STEPS



CURRENT

- **Step 1** – Budget process
- **Step 3** - Hire Architect
- **Step 4** -Purchase of Property - Land Use & Zoning
- **Step 5** – 1st of 2 public meetings & form Ad Hoc Design Team
- **Step 7** - 2nd Public Meeting

PROPOSED

- **Step 1** – Budget process
- **Step 3** - Hire Architect & Establish Design Team
- **Step 4** – Hold 1st of 3 public meetings
- **Step 5** – Develop Preliminary Documents and hold 2nd Public meeting
- **Step 6** – Presentation of Design to Commission
- **Step 7** – Present 30% dwgs

CURRENT (8) VS. PROPOSED (11) STEPS (CONT.)

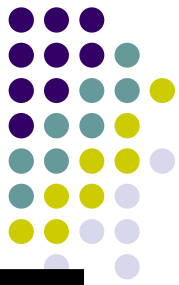


CURRENT

- **Step 8** – Begin Planning approval process
- **Step 9** – Design Presentation to City Commission
- **Step 10** – Ranking of firms for Construction

PROPOSED

- **Step 8** – Present 60% dwgs
- **Step 9** – Present 100% dwgs
- **Step 10** – Third Public mtg
- **Step 11** – Zoning & Planning Approval Process
- **Step 12** – Ranking of firms for construction



Overview of staff's proposed changes

(STEP 1)

Determination of applicability of design guidelines

(STEP 3)

Establishment of Design Team at earlier phase

(STEP 4)

Add neighborhood member to design team and gain public input from the start of design

(STEP 5)

Hold 2nd public allowing public to see first design

(STEP 6)

Gain public input and present 1st prelim. design to City Commission

(STEPS 7-9)

Additional review by commission at 30, 60, & 100%

****No proposed changes to Step 2****



REVISED STEPS (CONT.)



Overview of staff's proposed changes

(STEP 10)
Additional
public meeting

(STEP 11)
Begin Land
Use/Zoning and
Planning Process

**(STEPS 12 &
13)**
Hire Contractor
and start
construction



● STAFF RECOMMENDATION

Accept proposed changes for Increased level of public and city commission review