



Project Management & Construction Services

Standard Operating Procedures

Policy and Procedures Manual

Faculty Building Advisory Committee Project Review

Purpose

- Describe procedures for the actions necessary when a project's exterior, publicly visible features may impact the architectural integrity of the University of Texas at Austin main campus. These projects may require review and approval of the Faculty Building Advisory Committee (FBAC).

Objective

- Ensure that the exterior features of PMCS projects which may impact the historic architectural integrity of the main campus receive appropriate review and approval prior to implementation.
- Provide projects which enhance the architectural integrity of the UT main campus.

Definitions

Faculty Building Advisory Committee

- A volunteer group of professors and administrators at the University of Texas at Austin whose interest is the consistent application of architectural standards and maintenance of the integrity of university historic architectural standards. The committee advises senior administration officials at the University of Texas at Austin concerning the appropriate application of standards to buildings and renovation projects constructed on the main campus.

FBAC Master Planning Subcommittee

- A subgroup of the Faculty Building Advisory Committee whose primary interest concerns master planning consistency and historic integrity. The subcommittee advises and provides recommendations to the full Faculty Building Advisory Committee.

Overview of Process

- The PMCS project team develops a project scope of work and design features and identifies exterior design features that may impact the architectural integrity of the main campus.
- The Project Manager conveys this information to the PMCS Director for use in consultation with senior university administrators. With the Director's approval and guidance, the Project Manager may need to coordinate planning efforts with the design guidelines presented in the references listed at the end of this document.



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- As a result of this review, the PMCS Director may advise the project to be presented to the full Faculty Building Advisory Committee or to the FBAC Master Planning Subcommittee.
- The project team prepares presentation materials, participates in FBAC discussion and responds to FBAC decisions during project execution.

Stakeholders Responsibilities

Project Manager

- Responsible for providing the PSP and UT Stakeholders, particularly PMCS management, with the necessary and relevant site conditions, design guidelines, outline of process, and schedule.

Faculty Building Advisory Committee

- Responsible for reviewing all projects for integrity regarding the University of Texas Master Plan and Architectural Standards.

PMCS Director

- Responsible for providing review, guidance, direction, and coordination, and arrangements for presentation to the requisite committees.

Associate Vice President, Campus Planning

- Provides guidance to PMCS concerning the appropriate level review necessary for moving projects forward.
- Participates in FBAC meetings and advises all parties as needed.

Sr. Associate Vice President, Campus Planning and Facilities Management

- Provides guidance to PMCS concerning the appropriate level of review necessary for moving projects forward.
- Participates in FBAC meetings and advises all parties as needed.

Professional Service Provider

- Responsible for the design and accurate documentation of the project, i.e., meeting all guidelines, complying with all codes and state standards, verifying existing site conditions, honoring requests by the FBAC or other university staff who have the designated authority for project review and approval.



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Actions to be Taken

- All planned project features which impact the exterior appearance of campus facilities are brought to the attention of the PMCS Director. The PMCS Director briefs these issues to the Associate Vice President for Campus Planning and/or the Senior Vice President for Campus Planning and Facilities Management. If senior management believes the issues need further review, the PMCS Director refers the issue to the FBAC Master Planning Subcommittee.
- The Master Planning Subcommittee is asked to review the item and it is placed as an agenda item on the next available subcommittee meeting. Any documents that are pertinent to understanding the issue in the context of the project's place on campus can be forwarded to the subcommittee in advance. A meeting is usually needed and three weeks notice is desirable.
- If the Master Planning Subcommittee approves, the issue is referred to the Faculty Building Advisory Committee.
 - Prior internal review of presentation materials and coordination with the client is necessary.
 - Three (3) weeks notice is desirable.
 - Obtain approval for anything substantial usually takes at least two (2) meetings.
 - It is necessary to create presentation materials that clearly lay out the project design features and the potential impacts as well as included sensitivities to the selected exterior space the design incorporates.
 - Examples of presentation materials to use include before and after pictures (Photoshop), catalog cuts, project design prints and sketches.
 - It is best to include more than one option for consideration.
 - PMCS recommends that the formal presentation be provided by the contracted Professional Service Provider with introduction by the university client's senior management most familiar with the project intent.
 - If the project is known to be in the context of other projects within the visible vicinity of the project of interest, prior discussion and coordination of design features are a necessary component of FBAC consideration and ultimate approval.

References

- Bober, Andree. Landmark Art Plan. City: Press, TBD.
- Pelli, Cesar & Associates. Campus Master Plan – The University of Texas at Austin.
Austin, TX: UT Printing, 1999
- Pelli, Cesar & Associates. Campus Master Plan – Architectural and Landscape Design Guidelines.
Austin, TX: UT Printing, 1999.
- Walker, Peter. Landscape Plan (*not the acting title*). City: Press, 200x.



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