

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 133 (R)

December 14, 2017

TO: All Departments, Boards, Agencies, and Commissions

FROM: Jeffrey P. Hebert, Deputy Mayor and Chief Administrative Officer 

SUBJECT: **RESILIENCE DESIGN REVIEW COMMITTEE**

1. PURPOSE.

This policy establishes the Resilience Design Review Committee and its authority to review and advise the Chief Administrative Officer regarding design aspects of projects under the City of New Orleans Resilience Strategy.

2. BACKGROUND.

In August 2015, the City of New Orleans released *Resilient New Orleans*, a city resilience strategy to address environmental, social, economic, and infrastructural risks holistically. The strategy sets forth a long-term vision and outlines actions and recommendations to achieve it. The strategy is administered by the Office of Resilience and Sustainability, while its projects are funded through several sources and implemented across numerous City departments, commissions, boards, offices, and agencies, and private investors.

Resilience projects include those created directly out of the resilience strategy; projects that are specifically designed to achieve multiple benefits across environmental, social, and economic sectors; and those addressing specific resilience and sustainability priorities, including, but not limited to, stormwater management, subsidence mitigation, climate adaptation, energy efficiency and reliability, sustainable transportation, and ecological health.

This policy memorandum establishes the Resilience Design Review Committee to address the need to ensure that publicly funded resilience projects meet standards of design in furtherance of the goals of the resilience strategy and to provide regular opportunities throughout the design process to report on progress toward long-term outcomes, including, but not limited to, risk reduction, public health improvements, community development, neighborhood revitalization, and connection to economic opportunity.

3. APPLICABILITY.

The Resilience Design Review Committee shall review all publicly funded resilience projects, including, but not limited to, those created directly out of the resilience strategy, those funded by programs with specific resilience and sustainability priorities, and those with major stormwater management and/or green infrastructure components.

4. ORGANIZATION OF DESIGN COMMITTEE.

Members of the Committee shall not be paid, shall be limited to counsel and advice, and include the following:

- A.** Chairman: Chief Resilience Officer, or his or her designee
- B.** Vice Chairman: Executive Director of City Planning Commission, or his or her designee
- C.** Director of Capital Projects Administration, or his or her designee
- D.** Director of Department of Public Works, or his or her designee
- E.** Director of the Department of Parks and Parkways, or his or her designee
- F.** Deputy General Superintendent of Sewerage and Water Board, or his or her designee
- G.** Deputy Director Logistics Sewerage and Water Board, or his or her designee
- H.** Hazard Mitigation Administrator, or his or her designee
- I.** Director of Equity, or his or her designee

This advisory committee shall exist for not more than one year from the date of appointment, but which may be reappointed from year to year.

5. STAFFING.

The Office of Resilience and Sustainability shall staff and provide other services to the Committee as needed.

City staff with relevant technical expertise to the projects presented for review may provide additional comments and recommendations to the committee.

6. ROLE OF THE RESILIENCE DESIGN REVIEW COMMITTEE.

The Resilience Design Review Committee shall review publicly funded resilience projects and programs throughout the design and development process to ensure consistency with the City's resilience strategy and progress toward long-term outcomes. The Committee will review across the following categories:

- A.** Location, character, and extent
- B.** Incorporation of explicitly identified resilience values into design

- C.** Equity impacts and outcomes
- D.** Context-sensitive expression in design
- E.** Creative community involvement and engagement
- F.** Operations and maintenance planning for long-term performance
- G.** Best maintenance design for resilience performance criteria
- H.** Energy conservation in design and maintenance

6. PROCEDURE.

- A.** The Resilience Design Review Committee shall meet regularly to receive presentations and to discuss and formulate design comments. The procedure shall be as follows:
 - a. Design documents will be transmitted to Committee members for review 10 business days prior to the scheduled meeting. The presentation will be transmitted to the Committee three business days prior to the meeting.
 - b. A written record of Committee comments will be made, and copies distributed to all Resilience Design Review Committee members, as well as the applicable project manager, as the official recommendations of the Committee.
 - c. Committee meetings will be open to the general public in accordance with the Louisiana Open Meetings Law. The public will be able to submit any comments via written submission. The Committee will provide written response to public comments.
 - d. The responsible City Department or Agency project manager and/or consulting design and engineering team will present project and program design progress for Committee review and comment.
- B.** The Resilience Design Review Committee shall convene throughout the project design and development process at the following intervals:
 - a. Scoping – 0% The Committee will convene to discuss each project or program at its inception to comment on scope, including but not limited to: the location, character, and extent of the project; project goals; community outreach plans; opportunities to achieve multiple resilience benefits; and accrual of benefits to priority geographies or groups in accordance with equity goals. City staff sponsoring the project will present on these topics using relevant maps and data.
 - b. For resilience construction projects, after the establishment of the project scope, the Resilience Design Review Committee shall view projects at the following phases:
 - A. Schematic Design – 30% The Committee will convene to comment on the conceptual design of the project; how the design addresses explicitly identified resilience values, including, but not limited to, risk reduction, public health, community development, equity, and economic opportunity; and progress on a project-specific community engagement strategy.

- B. Design Development – 60% The Committee will convene to perform a detailed design review of the projects, establish that any concerns were addressed from the 30% convening, receive a progress report as to how designs are planning to address explicitly identified outcome-based performance metrics, and review any applicable operations and maintenance plans.
 - C. Construction Documents – 90% The Committee will convene to provide final commentary and recommendations as the projects move into final design and pre-construction.
- C. The Resilience Design Review Committee may determine that a site visit is necessary. In such instance, the project manager shall coordinate a time to allow a quorum of the Resilience Design Review Committee members to visit the site or a representative of Resilience Design Review Committee appointed by the Committee. The project manager shall provide documents to the Resilience Design Review Committee appropriate to the phase of review at the time of the site visit.

7. INQUIRIES.

Questions concerning this memorandum should be addressed to the Office of Resilience and Sustainability.