

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 133

June 2, 2016

TO: All Departments, Boards, Agencies and Commissions

FROM: Andrew D. Kopplin, Deputy Mayor and Chief Administrative Officer 

SUBJECT: **RESILIENCE PROJECT DESIGN COMMITTEE**

1. PURPOSE.

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

2. BACKGROUND.

The City of New Orleans initiated a Resilience Strategy which is administered by the Chief Administrative Office, and funded through several sources and implemented across numerous City departments, commissions, boards, offices, and agencies, and private investors. This program scopes, designs, constructs and operates public construction projects that meet specific technical criteria in part or entirety to achieve a variety of resilience objectives, including but not limited to, addressing rising sea levels, and flood mitigation and protection, and ensuring structures and developments can withstand a variety of weather related events (See Attachment A).

This policy memorandum is to address the purpose and need to ensure that these projects meet standards of design in furtherance of community development, neighborhood beautification, and service provision, as well as meeting the technical objectives for the operational, social, economic, and environmental outcomes under the City of New Orleans Resilience Strategy. This memorandum establishes the Resilience Project Design Committee to review and advise regarding design aspects, including design revisions and modifications, to all Resilience Public Projects.

3. APPLICABILITY.

The Resilience Project Design Committee shall review all construction projects funded under Resilience Programs and/or that have stormwater management and 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: Director of Place-Based Planning, or his or her authorized designee
- B. Vice Chairman: Executive Director of City Planning Commission, or his or her authorized designee
- C. Director of Capital Projects Administration, or his or her authorized designee
- D. Landscape Architect of the Department of Parks and Parkways, or his or her authorized designee
- E. Deputy General Superintendent/Construction of Sewerage and Water Board, or his or her authorized designee
- F. Deputy Director Logistics Sewerage and Water Board, or his or her authorized 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 Mayor, or the Chief Administrative Officer with approval of the Mayor, may cause its employees to furnish staffing and other services as need by the Committee.

6. ROLE OF THE RESILIENCE PROJECT DESIGN COMMITTEE.

The Resilience Project Design Committee shall review and advise the Chief Resilience Officer regarding proposed resilience projects at stages early enough to effect efficacious design and long-range planning objectives according to the following criteria:

- A. Location, character and extent
- B. Best maintenance/quality material for resilience performance criteria
- C. Best maintenance design for resilience performance criteria
- D. Energy conservation in design & maintenance
- E. Context-sensitive expression in design

6. PROCEDURE.

- A. All construction projects accomplished under the procedures of this policy memorandum funded under federal, state or local Resilience Programs shall be reviewed by the Resilience Project Design Committee.

B. The Resilience Project Design Committee shall convene to discuss each project at its inception to comment on scope, including but not limited to, the location, character and extent of the project.

C. After the establishment of the project scope, the Resilience Project Design Committee shall view projects at the following phases:

- Schematic Design- 30%
- Design Development – 60%
- Construction Documents – 90%

The Resilience Project Design 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 Project Design Committee members to visit the site or a representative of Resilience Project Design Committee appointed by the Committee. The project manager shall provide documents to the Resilience Project Design Committee appropriate to the phase of review at the time of the site visit.

D. The Resilience Project Design Committee shall meet regularly to receive presentations and to discuss and formulate design comments. The procedure shall be as follows:

1. A copy of the review documents for each project will be presented by the City Department or Agency project manager and/or designer/engineer for group review and comment.
2. 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 3 business days prior to the meeting.
3. A written record of Committee comments will be made, and copies distributed to all Resilience Project Design Committee members, as well as the applicable project manager, as the official recommendations of the Committee.
4. 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.

7. INQUIRIES.

Questions concerning this memorandum should be addressed to the Chief Resilience Officer.