

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICER**

POLICY MEMORANDUM NO. 86

February 9, 1990

TO: All Departments, Boards, Agencies and Commissions
FROM: Stewart Walker, Chief Administrative Officer
SUBJECT: CAPITAL PROJECT DESIGN ADVISORY COMMITTEE

1. PURPOSE.

This policy extends the authority of the Design Advisory Committee to review and approve design aspects of public construction projects.

2. BACKGROUND.

Policy Memorandum No. 29 (Revised) dated January 13, 1989 and action by the City Planning Commission, by the amending of its Administrative Rules, Policies, and Procedures, have established the Design Advisory Committee to review and approve design aspects of public construction projects. This policy extends the authority of the Committee to the public agencies listed below.

3. APPLICABILITY.

The Design Advisory Committee shall review all construction projects originating from:

- A. Arts Council
- B. Aviation Board
- C. Downtown Development District
- D. French Market Corporation
- E. Museum Board
- F. Non-Street Bond Projects (funded after December 1988)
- G. Sewerage & Water Board
- H. Streets Department (funded after December 1988)
- I. Upper Pontalba Corporation
- J. Vieux Carre Commission

4. ORGANIZATION OF DESIGN ADVISORY COMMITTEE.

Members of the Committee include the following:

- A. Chairman: Director of City Planning Commission
- B. Vice Chairman: Capital Projects Administrator
- C. Chief Urban Designer of the City Planning Commission
- D. Director of Historic District Landmarks Commission
- E. Chief Landscape Architect of Parkway & Park Commission
- F. Others by invitation of the Committee as warranted by the specifics of the project-in-question, such as representatives of the user-agency, the project designer, etc.

Members may send a representative to meetings if they are unable to attend.

5. ROLE OF THE DESIGN ADVISORY COMMITTEE.

The Design Advisory Committee shall address issues on proposed public projects at stages early enough to effect good design and long range planning according to the following criteria:

- A. User needs
- B. Low maintenance/high quality material
- C. Low maintenance design
- D. Energy conservation in design & maintenance
- E. Regional expression in architectural prototypes

6. PROCEDURE.

- a. All construction projects accomplished under the procedures of this policy memorandum funded after December 1988 and with A & E contracts issued after December 1988 shall be reviewed by the Design Advisory Committee unless exempted under one or more of the following exceptions.

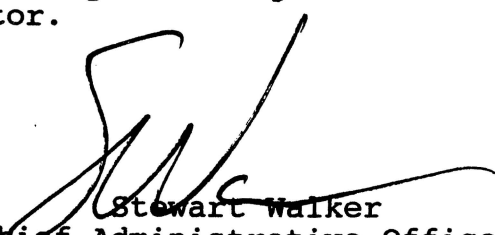
- * Roofing and Waterproofing work
- * Mechanical and Electrical work
- * Interior renovations with an estimated construction cost less than \$250,000
- * Projects with an estimated construction cost less than \$100,000

- b. Design/construction documents will be made available at the time of the site visit by the Committee, or may be viewed by appointment in the Capital Projects Administration Office upon request to the project administrator.
- c. Office meetings will be made after field visits so the Committee can discuss and formulate preliminary design comments.

1. A copy of the review documents for each project will be presented by the project administrator for group review and comment.
2. A written record of these comments will be made, and copies distributed to all committee members, as well as the applicable project administrator, as the official recommendations of the Committee.
3. This Committee will only meet for Preliminary Design input. All subsequent reviews will be made from each department to the applicable project administrator. Should the Design Advisory Committee Chairman determine that the Design Development drawings differ substantially from those approved in the Schematic Phase, he shall reconvene the Design Advisory Committee to review the plans. After review, the A & E will receive written review comments for incorporation into the documents or response as indicated.

7. INQUIRIES.

Questions concerning this memorandum should be addressed to the Director of the City Planning Commission or to the Capital Projects Administrator.



Stewart Walker
Chief Administrative Officer

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