

Section 2 – Architectural and Landscaping Design and Review Process

- I. Introduction – This section provides information and guidelines for architectural and aesthetic features to be incorporated into highly visible HRSD projects in the communities. There is a need for high level of review and buy-in at early stages of concept development for all vertical structures that HRSD will construct in the communities that we serve. HRSD’s Architectural Review Committee (ARC) will provide direction to the project team and FIRM (design engineers and architects) at the earliest possible stage to help ensure our designers, architects, and staff verify the proper land requirements and secure stakeholder buy-in for both form and function of these facilities such that these facilities can be efficiently brought to completion. Attached to this section are guidelines, forms, and templates to assist the FIRM and project team with incorporating architectural and landscaping concepts.
- A. HRSD Architectural Review Committee (ARC) - The following steps are to be followed for vertical construction projects:
 1. FIRM to research the current zoning and building styles (e.g., residential, public, business) in the surrounding neighborhoods or areas within the proposed construction site. This research should influence the design of the structure in a way that will allow it to blend in with the surrounding community.
 2. FIRM to review the current HRSD Pump Station Architectural Guidelines (Attachment A) and Aesthetics Considerations Log (Attachment B) to this section for best fit and desired styles/considerations to blend into the surrounding areas where the facility is to be constructed or renovated.
 3. FIRM to provide varying conceptual architectural renderings (minimum of three for new construction and two for beautification initiatives) along with associated Opinion of Probable Construction Costs (OPCC) at AACE Class 4 estimate, as defined in Section 5 - Capital Project Cost, Schedule and Risk Reporting, for each option at the draft Preliminary Engineering Report (PER) stage for the ARC’s review. These architectural renderings shall be at a level of development to envision how the structure would blend into the surrounding area, what the facility would look like from all sides, and include all known above-ground external appurtenances, including but not limited to fixtures, yard piping, generators, bypass pumps, odor control system, emergency connections, and panels.
 4. FIRM to provide conceptual landscape design appropriate to the style of the new or renovated structure for blending with the surrounding community. HRSD’s preference is to use evergreen, low-maintenance, and native to the area (Hampton Roads)

vegetation whenever possible, if compatible with the locality's landscaping requirements. The FIRM will research the area of planting (e.g., soil type, flood zone type, dry soils) for proper selection and successful planting/growth. Once the landscaping design is approved, the FIRM shall also provide a Landscaping Planting Plan. An example is provided in Attachment E to this section.

5. FIRM to provide conceptual fencing design appropriate to the style of the new or renovated structure or blending with the surrounding community. HRSD's preference is not to utilize hardscape fencing on a property if landscaping can be utilized to the same effect. Fencing may be used if deemed necessary for the safety of the general or motoring public or HRSD's infrastructure. If hardscape fencing has been deemed mandatory, HRSD's preference is not to use privacy or panel fencing.
6. HRSD Project Manager will coordinate with their Director to receive early feedback and concurrence on the architectural and landscaping concepts to be presented to the ARC.
7. HRSD Project Manager will submit the architectural/ landscaping/ fencing rendering options to the HRSD ARC for comment and direction. This committee is generally comprised of the following HRSD members: General Manager, Deputy General Manager, Chief of Communications, and the division Director for whom the facility is being constructed.
8. The HRSD Project Manager will schedule a meeting with the ARC within approximately two weeks of the submittal of the renderings to discuss their comments and guidance for moving forward. Title the appointment/meeting: Architectural Review Committee Meeting – PROJECT or INITIATIVE NAME.
 - a. During this meeting, the HRSD Project Manager should provide:
 - (1) A brief and high-level review of the project including why this initiative is needed, how old the existing infrastructure is or the reason for the new structure, current budget for this CIP/Beautification Initiative, where we are in the process to-date, as well as any external architectural steps taken to this point such as meetings with the city/county to obtain requirements).
 - (2) Provide a 'live' Google Earth street view 'walk through' of the surrounding area and buildings - allowing the ARC to view the existing structures in the community for comparison.

- (3) Provide the preliminary design rendering options developed by the architectural/design firm for the HRSD ARC to consider as described above. The ARC will determine if these renderings align with their desired vision and will provide further guidance.
 - b. The FIRM (and/or the Architect) may be allowed to attend a portion of this meeting to hear direct comments from the ARC, after ARC internal discussion.
 - c. HRSD Project Manager to inquire if the ARC believes there is a need for a full meeting to discuss this project or if the ARC can submit their comments via an email discussion. The ARC has opted for this email response method for past beautification initiatives or cases where the ARC is satisfied with the originally presented and discussed concept.
 - d. If a response is required by a specific date, please note that date for the ARC.
- 9. The FIRM shall modify the renderings according to the direction given by the ARC and prepare a sample board of color and material selections (if desired by the ARC) and resubmit to the ARC for final concurrence within two weeks of the first meeting with the ARC.
 - 10. The accepted architectural concept by the ARC will be incorporated into the final PER by the FIRM.
 - 11. The FIRM shall base its scope of services and fee proposal for the design phase upon the final PER recommendations.
 - 12. Depending on the locality's review and approval process regarding architectural style and landscaping, the FIRM will need to accommodate the additional submittals and reviews by governing bodies within their proposed completion schedule.
 - 13. FIRM shall submit additions to the Aesthetics Considerations Log to the Project Manager using the template provided in Attachment B.
 - 14. HRSD Project Manager shall ensure the approved safety and address signage are ordered and installed on the structure, as directed by the ARC.

II. Attachments – the following information is provided for guidance:

- 1. Attachment A - HRSD Facilities Architectural Guidelines.
- 2. Attachment B - Aesthetics Consideration Log

3. Attachment C - Address Sign Specification
4. Attachment D - Safety Sign Specification for Buildings
5. Attachment E - Landscaping Planting Plan Sample

End of Section