

Section 2 – Architectural and Landscaping Design and Review Process

- A. Introduction – This section serves to provide information and guidelines for architectural 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.
- B. 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 (residential, public, business) in the surrounding neighborhoods or areas within one-half mile radius of 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 treatment options/styles (minimum of three for new construction and two for beautification initiatives) along with opinion of probable construction costs (Class 4 level) for each option to the HRSD Project Manager 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 to 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 or blending with the surrounding community. HRSD’s preference is to use evergreen, low maintenance and native, to the area (Tidewater, Virginia), vegetation whenever possible and if compatible with the locality’s landscaping requirements. The FIRM to research the area of planting (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 to not utilize hardscape fencing on a property if landscaping can be utilized to the same affect. Fencing may be used if deemed necessary for 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 completely obscuring view.
6. HRSD Project Manager to coordinate with their Chief to receive early feedback and concurrence on the architectural 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 to be comprised of the following HRSD members: General Manager, Director of Communications, and the department director for whom the facility is being constructed.
8. The HRSD Project Manager will schedule a meeting with the ARC within two (2) weeks of 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:
 - i. A brief and high-level review of the project (why is this initiative needed, how old is the existing infrastructure 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-like meeting with the city/county to obtain requirements).
 - ii. 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 and,
 - iii. Provide 2 or 3 preliminary design rendering options developed by the architectural/design firm for the HRSD ARC to consider. The committee will decide, if these renderings meet their desired vision and will provide additional direction.
 - 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 may ask 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 orginally presented and discussed concept.
 - d. If a response is required by a certain date, please note that date for the ARC.

9. The FIRM shall modify the renderings according to 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 (2) 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 their 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 within their proposed completion schedule for additional submittals and reviews by governing bodies.
13. FIRM shall submit to the Project Manager additions to the Aesthetics Considerations Log, using the template provided in Attachment B, not already captured.
14. HRSD Project Manager shall ensure the approved safety and address signage are ordered and installed on the structure, as directed by the ARC.

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

1. Attachment A - Pump Station 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