

# Professional Services Consultants' Guide

For Capital Projects Requiring  
University of Illinois Board of Trustees Approval



South Campus Mixed  
Use Development

**UIC**

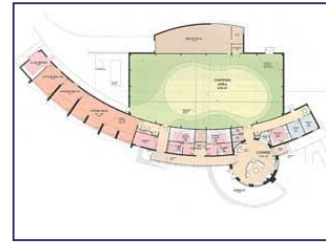
University of Illinois  
at Chicago



Student Recreation Center



University of Illinois  
at Springfield



Indoor Golf Practice Facility



University of Illinois  
at Urbana-Champaign

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Prepared by the

University Office of Capital Programs and Real Estate Services

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
Introduction .....	2
The Role of the Board of Trustees .....	3
The Role of the University Office of Capital Programs & Real Estate Services .....	3
The Role of the Campus Construction Units .....	4
Projects Requiring Board of Trustees Design Approval .....	4
Project Approval .....	6
Professional Services Consultant Approval.....	6
Design Approval Presentation .....	8

## INTRODUCTION

The purpose of this document is to explain the review process of the University of Illinois Board of Trustees (BOT) for design projects. It will serve as a guide to the Professional Services Consultant for projects requiring BOT design approval, describing the reviews and outlining their informational requirements. The latest version of this brochure is available for download at – <http://www.uocpres.uillinois.edu/docs/UI/manual/aelaguide.pdf> .

### Cover Images (of Recent Projects) Credits:

- University of Illinois at Chicago – model of the *South Campus Mixed Use Development* by Hellmuth, Obata & Kassabaum, Inc. (HOK) of Chicago, IL
- University of Illinois at Springfield – digital perspective rendering of the *Student Recreation Center* by Woolpert, Inc. of Fairview Heights, IL in association with Moody-Nolan, Inc. of Columbus, OH
- University of Illinois at Urbana-Champaign – floor plan of the *Indoor Golf Practice Facility* by RATIO Architects of Champaign, IL

## **THE ROLE OF THE UNIVERSITY OF ILLINOIS BOARD OF TRUSTEES**

The University of Illinois Board of Trustees (BOT) is a group of twelve individuals, nine appointed to six-year terms by the Governor, and one student member from each campus elected to a twelve-month term. Together they formulate University policy, leaving execution of those policies to its administrative agents acting under its general supervision. It is the responsibility of the Board to secure the needed revenues for the University and to determine ways in which the University funds should be applied.

In 1867, shortly after the establishment of the Board of Trustees, a Committee on Buildings and Grounds was appointed. The committee's charge:

*The Committee on Buildings and Grounds shall consider and report upon all plans, estimates or proposals for the sale or exchange, repair or improvement of the buildings or grounds belonging to the University.*

Specifically, the Buildings and Grounds Committee of the Board considered the following:

1. Site selection for buildings and other improvements
2. Building and significant site development design as it relates to its visual impact on the character of a Campus
3. Campus Physical Master Plans

In 2010, the Board restructured their committees and assigned the responsibilities of former the Buildings and Grounds Committee to the newly formed Audit, Budget, Finance & Facilities Committee.

## **THE ROLE OF THE UNIVERSITY OFFICE OF CAPITAL PROGRAMS and REAL ESTATE SERVICES**

The University Office of Capital Programs and Real Estate Services (UOCP&RES) makes recommendations to the BOT on all matters concerning capital. The office has primary responsibility for the selection of the Master Planning consultant, negotiation and administration Master Plan contracts, coordination planning efforts, and coordination individual site selections when not in conformance with a BOT-approved Master Plan. On projects where BOT design approval is required, UOCP&RES participates in the selection of the Professional Services Consultants (PSC) and presents the recommended PSC to the BOT. On these projects, as active members of the Project Team through Design Development, UOCP&RES also formally reviews designs to assure conformance to the approved Master Plan and Design Guidelines and coordinates the presentation of design work to the BOT and the President/Chancellor.

## **THE ROLE OF THE CAMPUS CONSTRUCTION UNITS**

The Campus Construction Unit (CCU) is the single point of contact for the PSC on all matters relating to capital project planning and construction. The CCU office is responsible for developing and managing project programs and budgets; building planning, design, contract documents, bidding and construction through warranty; coordinating the preparation and review

of plans and specifications for capital improvement projects; coordinating the procurement and administration of construction contracts for capital improvement projects; and actively participating in the development and maintenance of the campus physical master plans.

The construction units for each campus are:

Chicago – Office for Capital Programs (OCP)

Springfield – Facilities and Services (F&S)

Urbana-Champaign – Facilities & Services (F&S)

## **PROJECTS REQUIRING BOARD OF TRUSTEES DESIGN APPROVAL**

Generally, the University of Illinois Board of Trustees (BOT) must approve any design project that visually impacts the character of a campus. A design project would typically fall into one of three categories:

**New Facility** – a new stand-alone building or structure, or significant site development

**Remodeling** – a project that visually alters the exterior of an existing building or structure, including an addition

**Master Plan** – development of a new Campus Master Plan, development of a new component of an existing Campus Master Plan, or an update to any part of an existing Campus Master Plan

If there is a question as to the requirement of a design project for BOT approval, the Senior Associate Vice-President for the University Office of Capital Programs and Real Estate Services will make the final determination.

Projects are brought before the BOT at four points:

**Project Approval** – project site, scope and budget are approved. No involvement of the Professional Services Consultant (PSC) is required.

**Professional Services Consultant Approval** – the proposed Professional Services Consultant is approved. No appearance or presentation by the PSC is required

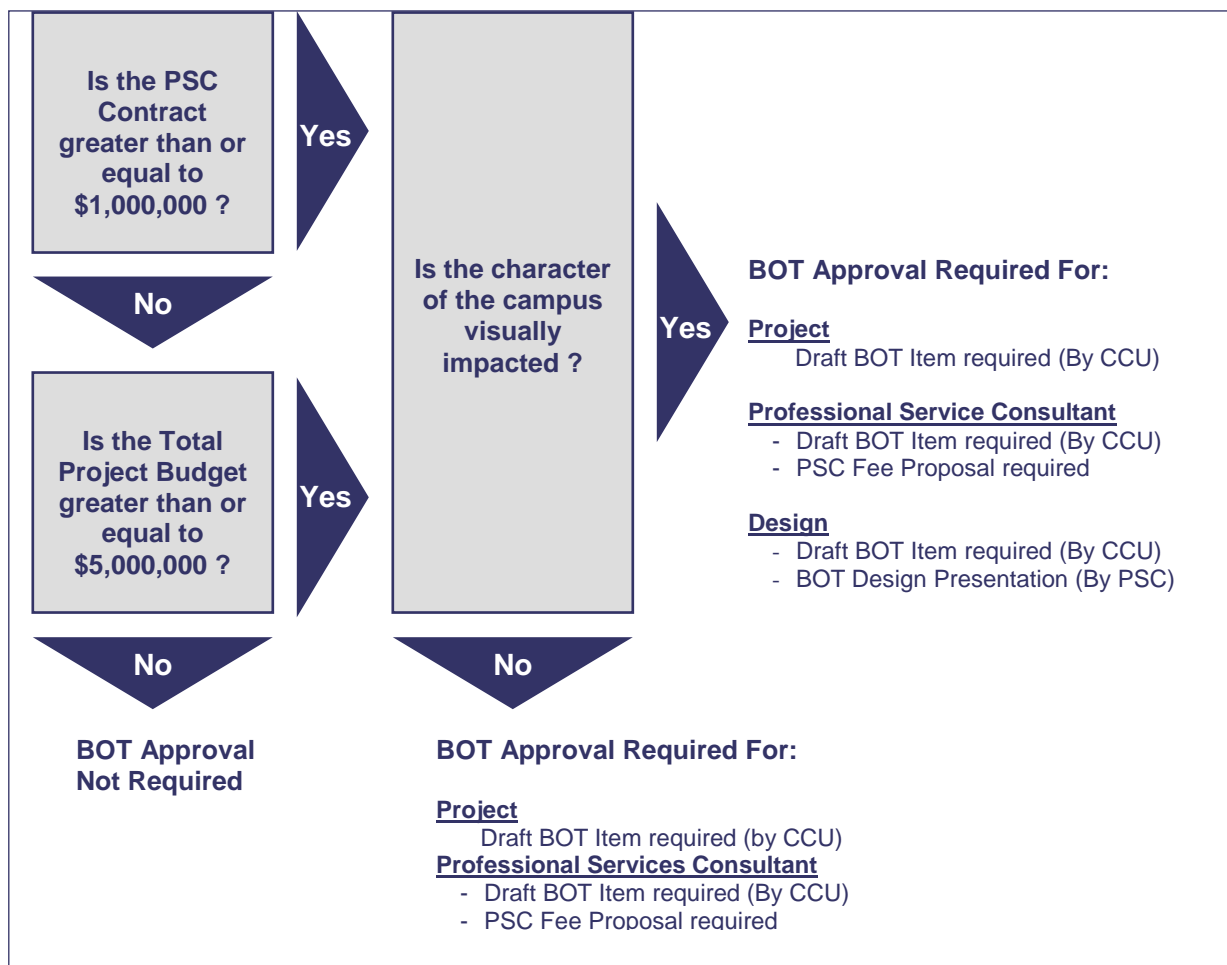
**Design Approval Presentation** – a presentation is made by the PSC to seek formal BOT design approval. The design needs to be finalized to the point that it will not significantly change. If there is significant change, the Senior Associate Vice-President of the University Office of Capital Programs and Real Estate Services will determine if the project design needs to be re-approved by the BOT.

**Site Approval** – if the site is different from or not shown on the Master Plan

**Notes:**

- Any project for which a PSC contract is written for an amount greater than or equal to \$1,000,000 or any project that has a Total Project Budget greater than or equal to \$5,000,000 will require BOT project and PSC approval.
- The flow chart, Exhibit 1 (University of Illinois Board of Trustees Approval Requirements chart), below represents the process and requirements for various BOT approvals.

• **UNIVERSITY OF ILLINOIS BOARD OF TRUSTEES APPROVAL REQUIREMENTS**



**Exhibit 1:** process and requirements for various University of Illinois Board

## **PROJECT**

The University of Illinois Board of Trustees (BOT) needs to approve the site, scope, and budget of the project. A draft BOT Item shall be forwarded by the Campus to UOCP&RES by the Campus Construction Unit (CCU).

## **PROFESSIONAL SERVICES CONSULTANT APPROVAL**

After the conclusion of the Qualifications Based Selection (QBS) process, approval by the Campus and Senior Associate Vice-President of the University Office of Capital Programs and Real Estate Services as well as successful negotiation of a fee and scope, the BOT will be asked to approve the recommended firm.

The Professional Services Consultant's (PSC) Fee Proposal and a draft BOT Item shall be forwarded by the CCU to UOCP&RES. The draft BOT Item shall include: Names and office affiliation of the Individuals on the Interview Committee; Name and Address of the top three firms.

The timing requirements necessary to permit mailing to the BOT will be provided to the CCU by UOCP&RES. No presentation by the PSC is required at this BOT meeting; formal approval of the PSC is put to a vote by the BOT. Notice of approved BOT items is copied to the Campus.

## **DESIGN APPROVAL PRESENTATION**

After a project and the Professional Services Consultant have been approved by the BOT, the Campus Construction Unit will enter into a contract with the PSC and work on the project may begin. When the design for the project is accepted by the campus design review committee and is thought to be within the project budget, the design will be brought to the BOT through the Audit, Budget, Finance and Facilities Committee for approval. Prior to meeting with the Committee, the Chancellor and the President must approve the design.

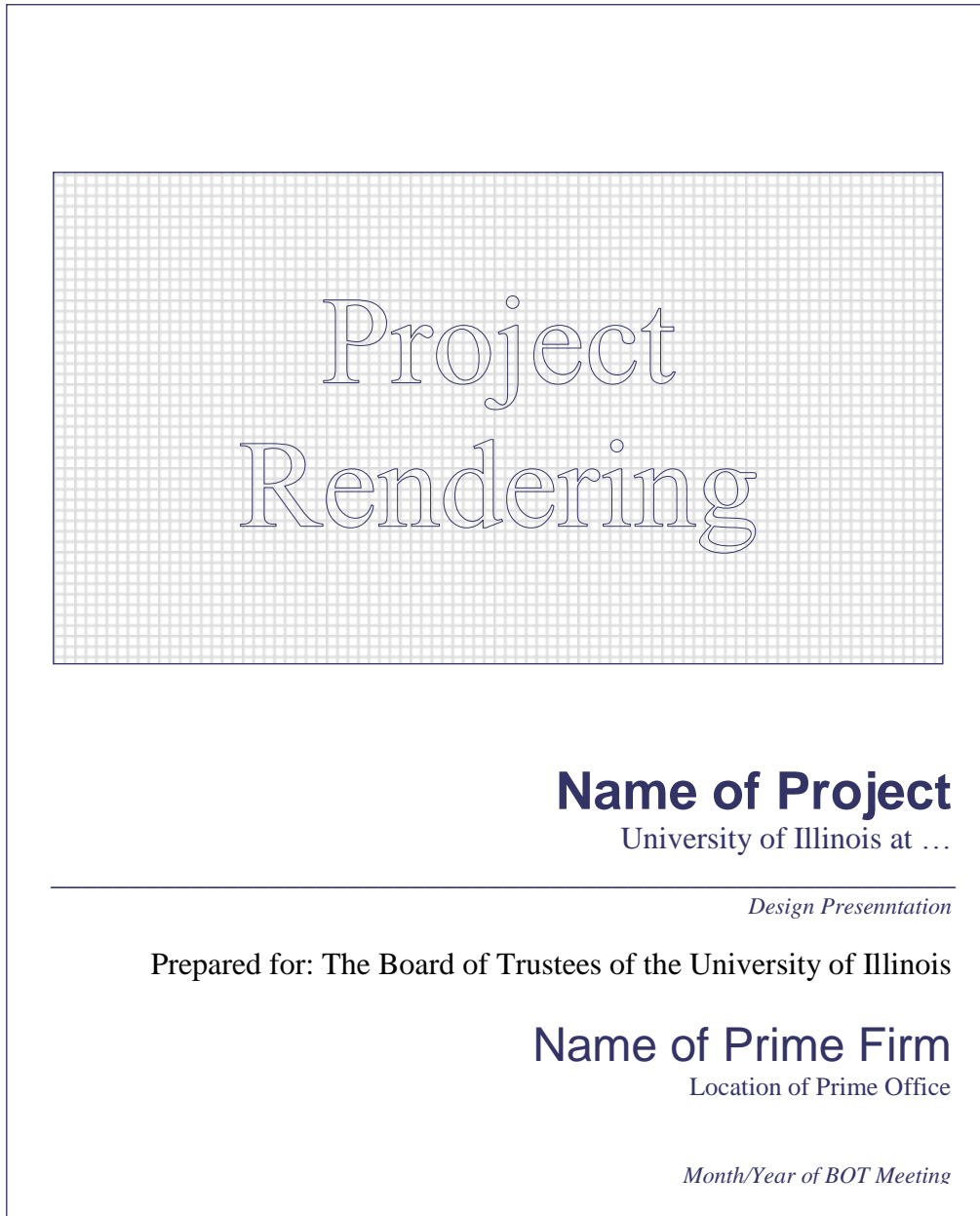
The design presentation to the President and the Chancellor will be made at the campus location of the project. Also attending the presentation will be the University's Chief Financial Officer. The presentation shall be the same content and format as the presentation that the consultant will make to the BOT. The presentation should be brief (10 minutes) and should focus on the concerns of the BOT (site development, the exterior design of the facility and its impact on the visual character of the campus, and the impact of the design on the master plan). At a minimum, the presentation should be in an electronic Power Point format with 10 printed copies of the presentation and submitted to UOCP&RES 1 day prior to the scheduled presentation. The presentation may be supplemented with drawings and models on display at the discretion of the consultant. After the presentation, the consultant will incorporate for the final presentation to the BOT any changes or comments that the President and Chancellor have made.

A design presentation shall contain enough detailed information such that the President, Chancellor, and Audit, Budget, Finance and Facilities Committee may easily understand the project scope and design solution. Therefore, the following should be included in the design presentation:

**Cover slide** – must contain “University of Illinois at (location of Campus),” “Project Name,” “Design Report,” “Prepared for: The Board of Trustees of the University of Illinois,” “Date of BOT meeting (Month, Year),” “Firm Name.” The composition of the cover slide should contain a graphic. Layout of the cover slide is at the discretion for the PSC; however, Exhibit 2 offers a sample layout acceptable for the design presentation.

**Images** – enough detailed drawings and explanatory/supporting text should be included to impart an understanding of the project’s site location, scope, and how the project will look. At minimum, drawings should include a site plan, a Master Plan context plan, floor plans, elevations, and perspective sketches. Other sketches may be necessary to help convey design.

**Introduction** – include general description of project team with specific listing of consultant team [firm name and role/responsibility]. Include a brief program summary [the goal(s) of building the project]; an area summary listing Gross Square Footage (GSF) totals for each level and the building; and a comprehensive listing of program spaces and Net Square Footage (NSF) [include unassigned areas as well]. Do not include any cost information in this presentation. The Campus, exclusive of this presentation, will provide all cost information.



**Exhibit 2:** sample layout of a Design presentation cover slide

Examples of previous submittals are available for reference at the University Office of Capital Programs and Real Estate Services (UOCP&RES).

A draft of the design presentation shall be submitted for review to both the Campus and UOCP&RES prior to the presentation to the President and Chancellor. After the presentation to the President and the Chancellor and after any required edits are made, an electronic copy of the presentation in power point format shall be provided to the BOT through UOCP&RES for



mailing to the BOT. The timing requirements necessary to permit mailing to the Audit, Budget, Finance and Facilities Committee will be provided to the PSC by UOCP&RES.