

**102.101 – DESIGN GUIDELINE (ARCHITECTURAL)**

## PART 1 - INTRODUCTION

## 1.01 GENERAL

- A. The following guideline describes the roles and responsibilities of the Design group.
- B. In 2016, at the direction of BJC leadership the Planning and Design department was merged to more clearly and effectively support project planning and design activities. The Planning and Design groups will maintain close partnership with Strategic Planning and the Construction Group which includes Real Estate to ensure the delivery of the highest quality projects.
- C. Approval Process. Each project needs to have a clear and defined design approval committee structure and understanding of individual roles and responsibilities not limited to unit directors, unit managers, and staff.

## PART 2 - GUIDELINE

## 2.01 DESIGN APPROACH

- A. Exterior Design. BJC places significant attention on the exterior image of our buildings and campuses. We recognize and value the ability of the design team to develop and present clearly depicted designs in order to arrive at an approved solution. **ALL PROJECTS THAT INCLUDE ANY AMOUNT OF EXTERIOR CONSTRUCTION SHALL FOLLOW THE APPROVED 5 STEP BJC APPROVAL PROCESS. ALL APPROVALS OF THE EXTERIOR DESIGN MUST BE APPROVED PRIOR TO THE START OF DESIGN DEVELOPMENT.**
  - 1. Partial Exterior Review. A partial review will be determined by the Director of Design on a project basis and permitted only when exterior construction is determined to not represent a significant aesthetic impact. Examples of such conditions might include moving an exterior door, adding an exterior wall mounted light, or adding a screen wall. These conditions may still require adequate representation by the design team of the final appearance.
  - 2. Full Exterior Review. For all projects that include exterior enclosure as a prominent feature, BJC requires a more formal submission and internal review process - this is known as the Full Exterior Review. The design team shall coordinate with the Director of Design to develop and prepare 3 options for leadership's review and selection. The following drawings and renderings necessary to communicate the concept's intent may include but are not limited to elevations, floor plans, site plans sections,

perspectives, 3D models, models, materials, etc. The three options prepared and submitted by the design team are:

- a. Contextual. As this concept indicates, the proposed solution should be one that matches the scale, texture, materials, general aesthetics, opening heights, patterns, etc. of the existing building(s).
  - b. Contextual/Creative Blend. This concept is one that suggests some contextual influence without holding to a true or literal contextual interpretation. For instance, the design team may choose to match existing materials yet decide to introduce an element with a different color, shape or profile.
  - c. Creative. This concept allows the design team to be more creative and allows them to explore options that are not held to contextual boundaries and limitations. Leadership is looking for new and exciting ideas with this approach and while it may not always be selected, there often are very good individual ideas that can be utilized in other concepts.
- B. Interior Design. Creating environments that support the care delivery, center on the patient experience and support a healing environment are our top priorities. The goal of design is to create design criteria based on the patient profile (disease based, length of care, type of care, etc.), and compliment the marketing and branding strategies of the individual HSO's.

## 2.02 ROLES

- A. Organization. Organization. The Executive Director of Planning and Design is responsible for the Planning Group and Design Group. The Executive Director reports to the Group President over PDC&R. The roles within this group are as follows:
1. Director of Design. The director is responsible for all design elements and leadership approvals of design.
  2. Design Project Managers. The Design Project Manager is responsible for the day to day evolution of the design elements on projects
  3. Design Project Engineers. This role is in support of the Design Project Managers.
  4. Corporate Architect. The Corporate Architect serves in a technical capacity, oversees quality assurance and quality control programs, and is the primary editor for the Manual of Practice.

## 2.03 RESPONSIBILITIES

- A. General. The following chart illustrates in general the involvement of the Planning group as it relates to the typical project phases. Primary responsibility means that the group sits first chair as point of contact. Secondary responsibility means that the group sits second chair and is involved to some degree in the activities of that phase.
- B. Project Phases.

1. **Design Development.** The design of the project is developed during this phase. The start of this phase is triggered by the approved program and signifies the start of primary involvement of the Design Group. This includes the finalization of finishes, and FFE items. Design must be done at the completion of Design Development. This includes all material and finish selections along with necessary owner approvals.
2. **Contract Documents.** The detailing and project refinement for constructability occurs during this phase. Any changes to the project in this phase should be minor in nature. Drawings and specifications are completed for the purpose of bidding, permitting and construction. The Design Group transitions from primary to secondary responsibility with the approval of the CD Set Owner Review.
3. **Bidding and Negotiation/Preconstruction.** The Construction Group begins their primary responsibility during this phase. Depending on the project delivery method, the scope of work associated with this phase may be limited.
4. **Contract Administration.** This phase is the construction of the project. The Construction Group has primary project responsibility during this phase. The Design Group is consulted on any change affecting the design and for quality assurance purposes.
5. **Post-Occupancy.** This period begins with the issuance of the Certificate of Substantial Completion. As-built record documents are submitted and the general construction warranty period begins. On certain projects, Planning Group may develop tests to measure the performance from a planning perspective. This typically marks the completion of services from the contracted design professionals.
6. **Operations.** This is the day-to-day operations and maintenance of the facility.

	concept design planning activities	PD	SD	DD	CD	BN Precon	CA	PO	operations
Activation Lead Planning	Operational planning								
Facilities Planning									
Design and Engineering									
Construction									
Facility									

	Primary Responsibility
	Secondary Responsibility

**PART 3 - DOCUMENTATION****3.01 DELIVERABLES**

- A. General Deliverables. General deliverable requirements are listed in Exhibit 2 of the agreement. The exhibit document is designed to be a checklist and quick reference for the project team to use on each project to understand the required deliverables. BJC's expectation is that the entire project team understands and follows the exhibit 2 deliverables for every project.
  
- B. Design Development Phase. Possible project deliverables for this phase are as follows:
  - 1. Design Schedule.
  - 2. Drawings. Drawings are generally 2 dimensional, non-illustrated depictions of the project. In general, the types of drawings required at this phase include plans, elevations, important details, code compliance information, and interior finishes. There should be sufficient information to clearly convey the design intent.
  - 3. Illustrated Drawings. Illustrated drawings may be selected for several reasons including reviews by leadership or project stakeholders not normally trained to read 2 dimensional drawings. Requirements of drawings will be determined on a project basis.
  - 4. Design Development Project Manual. The specifications shall follow MasterFormat 2004 which is the 50 division format. The purpose of requiring the manual at the DD phase is to connect the design concepts with the construction realities sooner in the project's development. Often times, the specification development can be the last item prepared before bid documents are issued, however the specifications often contain more cost impactful information. It is important to note that not every technical section needs to be completed and submitted at this phase. PD&C is interested in reviewing those products and materials that represent the greatest cost and biggest risk, those that are most common to construction, and those unique to the specific project. While we do not require the sections in this phase to be fully complete, there should be enough information presented to communicate the product/material requirements. Do not include un-edited master specification sections as a means to satisfy the requirement.
  - 5. Cost Opinion. PD&C is interested in the design team's understanding of construction costs from similar past project experiences. This is a typically a cost per square foot analysis and is used for general purposes only. It is important to emphasize that this is listed as an "opinion" and not an "estimate".

6. Room Data Sheets.
  7. Exterior material control samples. The deliverable requirements will vary greatly for exterior samples based on specific materials. Coordinate list of materials for review with Director of Design prior to submission.
  8. Interior material control samples. For most projects, interior samples are preferred to be submitted in 3 ring binders with clear sleeves. Materials shall be clearly labeled and identified as to locations on plans.
  9. Product data (cut) sheets. Proposed plumbing and light fixture cut sheets should be included as a deliverable when selected. Cut sheets can be included in the project manual. Clearly indicate project fixture types.
  10. LEED documentation. When and as required, LEED documentation may be required on projects pursuing LEED certification. The specific requirements will vary depending upon project-related issues and the submission process should be discussed at the start of the project.
  11. Structural Engineering Deliverables. When structural engineering professional services are requested, provide deliverables as directed by the PD&C project manager or as is consistent with the list of deliverables requested of the design team.
- C. Construction Document Phase. Deliverables for this phase are the same as the deliverables identified for Design Development Phase. These deliverables represent the documents necessary for bidding, permitting, and construction purposes, therefore the deliverables shall be complete and coordinated.

PART 4 - SUPPORTING INFORMATION – Not used.

END OF DOCUMENT

**RESPONSIBILITY MATRIX**

The following matrix identifies those individuals, roles or departments responsible for maintaining the accuracy of the information and those responsible for providing input. Refer to Preface for detailed explanation.

	BJC HealthCare												Hospital/Entity					
	PD&C						Clinical Asset Management (CAM)	Risk Management	Real Estate	Ergonomics	Infection Prevention (IP)	Info Systems, Data, Telecom (IS)	Other:	Standards Review Committee	Facilities Engineering	Housekeeping	Security	Other:
	Corporate Architect	Corporate Engineer	Director of Planning	Director of Design	Director of Construction	Other:												
Primary Authorship	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Authorship	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DOCUMENT REVISION HISTORY**

The following table indicates the date the document originated and any subsequent revisions.

Document 102.101 – Design Guideline (Architectural)		
Issue	Description of Issue	Prepared by
2012 v1	Original Issue	G. Zipfel
2016 v1	Reorganized and updated multiple sections	G. Zipfel
2018 v1	Reorganized and minor updates	G. Zipfel