

## Harris County Community Services Department Standards and Design Criteria

### Schematic Design Phase

Shall include but not necessarily be limited to the following:

1. The Architect shall evaluate the County's program and provided schedule and construction budget requirements, each in terms of the other.
2. Attend preliminary conferences with the County regarding the Project, including preparation and distribution of meeting notes to all concerned parties.
3. Visit the Project site to assess the impact of utility availability to the site (water, sewer, electrical power and telephone). Apply for and receive utility data outlet statement from CenterPoint or other electrical service provider.
4. Provide appropriate recommendations for the design of proper drainage and erosion control.
5. Provide soil and foundation (geotechnical testing) investigations or any special surveys and tests which may be required for design.
6. When necessary, field-verify existing conditions, improvements and utilities for continuity or coordination with the Project to be constructed.
7. Identify and secure all design and construction requirements for approval from all governmental/utility agencies and departments having jurisdiction over this project, including but not limited to: TPDES (See Number 7A and 7B below), TEXAS DEPARTMENT OF LICENSING AND REGULATION (TDLR), HARRIS COUNTY FLOOD CONTROL DISTRICT, CITY OF HOUSTON OR LOCAL CITY, CENTER POINT ENERGY, CORPS OF ENGINEERS, HARRIS COUNTY CENTRAL TECHNOLOGY. Provide contact person(s) and telephone numbers from each agency.

a. SWPPP:

For projects that will disturb one acre or greater of land (or be part of a larger common plan of development with the potential to disturb one acre or greater) the Architect shall include in specifications, a Storm Water Pollution Prevention Plan that is in accordance with state and local regulations. The SWPP shall include the necessary forms required in obtaining coverage under the Texas Pollutant Discharge Elimination Attachment E: Standards and Design Criteria System (TPDES) General Permit TXR150000 for storm water discharges associated with construction activities.

b. SWQMP:

For projects meeting the definition of "new development" or "significant redevelopment" as defined by the local storm water regulations and/or ordinances, the Architect shall develop a Storm Water Quality Management Plan and procure a Storm Water Quality permit from the local regulating authority prior to advertising for bids.

8. Based on the agreed upon program, schedule and construction budget, the Architect shall review with the County a minimum of three (3) alternative approaches to design.

9. For those projects designated to seek LEED certification, the Architect shall provide the following:

- a. Register project for LEED Certification with the US Green Build Council (USGBC).
- b. Conduct a LEED design workshop with County representatives and the A/E team. Prepare draft LEED score card with list of targeted LEED points.
- c. Assist County with preparation of Owner's Project Requirements (OPR).
- d. Prepare draft Basis of Design (BOD).

10. The Architect shall prepare for approval by the County, electronic Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of Project components in Adobe (pdf) format with mark-ups and comments enabled.

11. Architectural Design/Documentation responding to program requirements:

- a. Site plan
- b. Floor plans at 1/8" = 1'-0" scale for each level
- c. All elevations at 1/8" = 1'-0" scale
- d. Two or more building sections at 1/8" = 1'-0" scale
- e. Outline specifications indicating major systems and material choices for the project
- f. Other illustrative materials - renderings, models or drawings necessary to adequately present the concept
- g. All drawing sheets shall be 24" tall x 36" wide maximum or larger as approved by County Engineer.

12. Structural Design/Documentation consisting of recommendations regarding basic structural materials and systems, analyses, and development of conceptual design solutions for:

- a. Preferred structural system and layout Attachment E: Standards and Design Criteria
- b. Alternative structural systems

13. Mechanical Design/Documentation consisting of consideration of alternative materials, systems and equipment, and development of conceptual design solutions for:

- a. Energy Source(s)
- b. Energy conservation
- c. Heating and ventilating
- d. Air Conditioning
- e. Plumbing

- f. Fire protection
- g. General space requirements

14. Electrical Design/Documentation consisting of consideration of alternative systems, recommendation regarding basic electrical materials, systems and equipment, analyses, and development of conceptual design solutions for:

- a. Power service and distribution
- b. Lighting
- c. Telephones
- d. Computers
- e. Fire detection and alarms
- f. Security systems
- g. Electronic communications
- h. General space requirements

15. Civil Design/Documentation consisting of a consideration of alternative materials and systems and development of conceptual design solutions for:

- a. On-site utility systems
- b. Off-site utility work
- c. Fire protection systems
- d. Drainage systems
- e. Paving
- f. Traffic flow, access, and impacts

16. Landscape Design/Documentation services consisting of consideration of alternative materials systems and equipment and development of conceptual design solutions for land forms, lawns, and plantings based on program requirements, physical site characteristics, design objectives and environmental determinants.

17. Interior Design/Documentation services consisting of space allocation and utilization plans based on functional relationships, consideration of alternative materials, systems and equipment and development of conceptual design Attachment E: Standards and Design Criteria solutions for architectural, mechanical, electrical and equipment requirements, in order to establish:

- a. Partition layouts
- b. Furniture and equipment layouts

18. Materials Research/Specifications consisting of:

- a. Identification of potential architectural materials, systems, and equipment and their criteria and quality standards consistent with the conceptual design.
- b. Investigation of availability and suitability of alternative architectural materials, systems and equipment.
- c. Coordination of similar activities of other disciplines.

19. Project Development Scheduling consisting of reviewing and updating previously established project schedules or initial development of project schedules (if not previously established), for decision-making, design, documentation, contracting and construction.

20. Presentation consisting of Schematic Design Documents by the Architect to the appropriate client representatives.

21. Obtain approval of the Schematic design from the County. The final schematic design documents will have a signature and date title block and Design Development Phase Services shall not commence until signature(s) of the County's duly authorized representative(s) are affixed to the documents and written authorization to proceed by the County Engineer is received by the Architect. Architect and consultant(s) shall include name of responsible Architect or Engineer responsible for each sheet with registration number and "interim review" stamp or note affixed.