

## **S106 Design Review Team Meeting Notification 10-11-12 & 10-20-12**

*Posted October 9, 2012*

The S106 Design Review Team will meet on Thursday October 11 at 2 pm Central time to provide final direction to the Design Team on the height and shape of the berm over the museum (Area 3) in order to allow schematic design to proceed.

The S106 Design Review Team will also meet on Tuesday October 30 at 9am Central for a general project update.

At the meeting on October 4, the S106 Design Review Team formally accepted and finalized their working procedures, which are attached here. Meeting notes for that meeting will be posted to the Memorial web site when they are finalized.

For questions about the S106 Design Review Process, please contact Margo Muhl Brooks or Greg Cody at:

Margo\_Brooks@nps.gov    303-987-6642

Greg\_Cody@nps.gov        303-969-2269

**OPERATING PROCEDURES OF DESIGN REVIEW TEAM**  
**FOR**  
**IMPLEMENTATION OF THE WINNING DESIGN OF THE FRAMING A MODERN**  
**MASTERPIECE INTERNATIONAL DESIGN COMPETITION**

*Finalized October 4, 2012*

These operating procedures outline the structure and guidelines for engagement among the Collaborative Design Review Team (the “Team”) organized to assist the National Park Service (“NPS”) to carry out its responsibilities under the Programmatic Agreement related to the winning design of the *Framing a Modern Masterpiece* international design competition.

In recognition of the National Park Service’s need to meet the design goals of the Undertaking, preserve the integrity of the historic setting, have an open and transparent review process, and meet the schedule requirements set forth by the NPS, the Team will coordinate and communicate on a regular ongoing basis and will provide public information about its work to Consulting Parties and the general public as described more fully below.

1. **Mission.** The Team will review draft schematic and design documents and evaluate how project design and specifications may affect qualifying characteristics of properties included in or eligible for inclusion in the National Register and to make recommendations on how relationships between the design and historic properties might be improved and/or adverse effects avoided.
2. **Membership.** Regular participation on the Team is necessary to foster collaboration and provide continuity. Each of the Team members will devote the time necessary to ensure the best use of the whole Team’s time, and adhere to the project schedule. Where appropriate, an organization may provide an alternate member to ensure the organization’s full participation. The following individuals will represent their respective organizations on the Team, with the JNEM representative serving as the Chair and the Foundation representative serving as the Vice-chair:
  - NPS Jefferson National Memorial Park, **Tom Bradley**; Ann Honious (alternate), **Chair**
  - CityArchRiver 2015 Foundation (“Foundation”): **Vern Remiger**; Maggie Hales (alternate) **Vice-chair**
  - Missouri State Historic Preservation Office (“SHPO”): **Judith Deel**; Mark A. Miles (alternate)
  - Missouri Preservation: **Bill Hart**; Karen Bode Baxter (alternate)

Facilitators: **Margo Brooks**: 303-987-6642 [Margo\\_Brooks@nps.gov](mailto:Margo_Brooks@nps.gov)

Greg Cody (alternate): 303-969-2269 [Greg\\_Cody@nps.gov](mailto:Greg_Cody@nps.gov)

NPS/DSC, Design & Construction, 12785 W Alameda Pkwy, Lakewood CO, 80228

3. **Decision Making.** The Team will strive to make decisions through consensus. The Team will conduct its meetings informally, in a manner allowing all members to be heard and need not follow Robert’s Rules of Order. The four named members may add members at their discretion,

based on the nature of the particular component of the Undertaking being reviewed. If no consensus can be reached, then the NPS shall make a binding decision. Team members not in agreement with the decision may use the dispute resolution process outlined in point 8 below.

At a minimum, the Team will review 100% draft schematic and design development documents. Additional reviews may be requested by the Team and/or the designers to ensure that S106 concerns are addressed as early in the design process as possible.

Consulting parties to the PA who wish to participate in design review of specific components must notify Margo Muhl Brooks and Greg Cody of the NPS by telephone, email or U.S. mail, in order to be considered for participation. The NPS shall notify the National Trust for Historic Preservation as early as possible in advance of all Collaborative Design Review Team meetings to help ensure that it has an opportunity to request participation by joining the meeting. Outside experts and consulting parties will be asked to provide questions and concerns via email in advance of the meeting if possible. They will be allowed to express concerns and ask questions as appropriate during the Team meetings. The Team will take under consideration during their deliberations any concerns brought forward by resource experts or consulting parties.

4. **Team Support.** The NPS and the Foundation will assist the Team by providing for regularly scheduled meetings during the design process, ensuring that Team members are provided all appropriate construction documents in a timely fashion, and documenting the outcome of team meetings with written meeting summaries. The summaries will be posted on the NPS CAR 2015 Compliance Document Center website. (<http://www.nps.gov/jeff/parkmgmt/cardocuments.htm>). When design and construction documents are ready for review, NPS will notify all Team members at the same time, by email, that the documents are available. Documents shall be posted on the NPS project SharePoint Site or other site if deemed necessary by the Team. Upon a Team member's request, NPS will send documents by email or U.S. mail.
5. **Meetings and Schedule.** All Team meetings will be held on an as-needed basis, conducted by teleconference to minimize the need for travel. To promote effective communication and collaboration however, wherever possible, the Team will strive to meet in person. Meetings to review specific design or construction documents will be held pursuant to notice to the members from the Chair or the Chair's designated representative. In addition to the regular meetings, the Chair may call a special meeting subject to availability of Team members.
6. **Feedback to the Design Team.** The Team will provide comments on the documents, to the Team Chair who will then provide them to the Executive Lead of the A/E design team of Michael Von Valkenburg Associates and to the lead project manager of the Denver Service Center, within 5 business days of the Team meeting where such documents were discussed.
7. **Consulting Party and Public Notification of Team Activities.** Through use of the NPS CAR 2015 Compliance Document Center website. (<http://www.nps.gov/jeff/parkmgmt/cardocuments.htm>), and by email to anyone who requests, NPS will ensure that consulting parties and the public are provided information about the following matters:
  - the purposes of the Collaborative Design Review Team;
  - its general schedule of activities
  - the schedule of the design review process for the Undertaking as it may relate to the Team's activities
  - meeting summaries
  - Consulting parties receive all of the information above via email in addition to meetings notifications and topic

Upon request, the NPS, on behalf of the Team, will respond to consulting parties and/or public inquiries about how comments were taken into account in the decision making process.

8. **Team Outcome and Dispute Resolution.** The Team will strive diligently to work toward mutually agreeable outcomes on design issues. If, during the course of Team review of a design proposal an impasse is reached, any member of the Team can take steps to have the dispute resolved through the provisions set forth in stipulation X of this PA.
9. **Team Duration.** The Team will remain in place until the close of the design process, to include development of pertinent design construction documents and specifications, for the components of the Undertaking or sooner if mutually agreed to by all of the Team members.