

UBC INTEGRATED DESIGN PROCESS- Major Capital Projects

Updated June 2020

Phase	Step	Responsibility	Description	Prerequisites	Outcomes	Participants
Pre-Design	Step 1: Site Selection	C&CP, Site Selection committee	Site review and recommendation which includes consideration of land use, utilities, transportation, sustainability, environmental assessment and adjacent impact.		Site selection considers sustainability, ecological (natural systems) and climate action priorities.	Site Selection Committee
	Step 2: Design Brief Development	C&CP	Staff develop a guiding framework and a set of design goals and strategies, reflecting the particular challenges and opportunities for the project.	<ul style="list-style-type: none"> Stakeholder engagement Massing study Review of green building requirements 	Design brief reflecting the sustainable design aspirations of stakeholder groups	UBC stakeholders
Schematic Design	Board 1					
	Step 3A: Preliminary Energy and Water Workshop	Design Team	Based on preliminary energy analysis and water budget, coordinate a team meeting to brainstorm / assess potential strategies to achieve project goals. Consider: site conditions, massing and orientation, renewable energy potential, basic envelope attributes, lighting levels, thermal comfort ranges, process load needs, operational parameters and resilience to climate change.	<ul style="list-style-type: none"> Schedule early enough in schematic design to inform massing decisions and encourage “out of the box” thinking Team’s Initial information analysis complete Preliminary energy analysis and identification of dominant energy loads complete Indoor, outdoor and process water budget complete 	<ul style="list-style-type: none"> Passive design and synergies considered and regenerative design possibilities identified design options identified to be considered for further LCC/LCA evaluation by stakeholders Submit meeting minutes 	Design Team, UBC stakeholders Project Manager
	AUDP Pre-application					
Step 3B: General Sustainability Workshop (technical)	Design Team	Facilitated team meeting to investigate integrated strategies that meet sustainability goals and which explore synergies among systems and components	<ul style="list-style-type: none"> Schedule with AUDP pre-application meeting during schematic design Submit workshop agenda for approval 	<ul style="list-style-type: none"> Agreement on specific targets for each Design Brief goal Owners Project Requirements Conceptual building envelope design Design strategies to address climate readiness Submit meeting minutes/ LEED checklist 	Design Team, UBC stakeholders Project Manager	
Development Permit Process: AUDP, DRC, public open house						
Design Development	Board 2 DP					
	Step 3C: Interactive Energy Workshop	Design Team	Review potential energy savings strategies to inform and refine energy and envelope design relative to life cycle costs.	<ul style="list-style-type: none"> Schedule at the end of design development Energy model complete Consensus on energy conservation and climate ready measures 	<ul style="list-style-type: none"> Life cycle cost consideration of energy conservation measures Submit energy model report Energy and GHGI targets finalized 	Design Team, UBC stakeholders Project Manager
Construction Documents	Step 4: Sustainability Reporting	Design Team	Submit Sustainability Report which summarizes the cross cutting strategies used to achieve performance and process targets for each design brief goal	<ul style="list-style-type: none"> Schedule before BP 	Submit prior to occupancy: <ul style="list-style-type: none"> Sustainability Report Final energy model M&V and Cx Plan Final LEED scorecard 	Design Team
	Board 3 BP					
Construction/ Occupancy	Step 5: Report Performance	Design Team C&CP	Report broad sustainability outcomes from the project for inclusion in the Board 4 meeting minutes and for consideration by the Better Building Committee	<ul style="list-style-type: none"> 1 year of performance records available LEED documentation submitted to UBC 	<ul style="list-style-type: none"> Feedback to inform future projects 	UBC stakeholders
	Board 4					