



GUIDELINES for the SCHEMATIC DESIGN (SD) Technical Review

Applicable Projects

- General Obligation (GO) funded projects with estimated construction costs more than **\$750,000**
- Revenue funded projects with estimated construction costs more than **\$750,000**
- Campus, or other third-party financed projects funded with estimate construction costs more than **\$750,000**

Preparation

The design team and campus prepare the SD submittal according to the Facilities Design Standards. Required documents include the SD report, cost estimate, drawings, and updated project budget worksheet. Full Schematic Design deliverables can be found in the Facility Design Standards: [Minnesota State - Design and Construction](#). After the SD submittal is delivered to the system office, system office representatives review the SD package and prepare written comments. The program manager consolidates all the comments and sends them to the C/U Project Manager for distribution to the design team. The system office Program Manager schedules the meeting and prepares the agenda. The agenda is distributed no later than three (3) days prior to the technical review meeting.

Purpose

The purpose of the SD technical review meeting is first, to validate the project status through discussion of the review comments in a collaborative manner and second, to prepare the project for a successful presentation to the system office Vice Chancellor-Chief Financial Officer.

Format

The format is roughly an hour long meeting depending on the number of review comments and the complexity of the project. The location is at the system office with campus representatives and members of the design team attending in person. Remote participation is possible however face-to-face is highly preferred. It is encouraged to conduct the meeting in a room where all participants can be at the same table for ease of interaction and collaboration as well a room where technology is easily accessible to reference the SD submittal as needed. The Program Manager convenes the meeting then brief introductions are made by attendees. The meeting generally includes the review topics listed below with the discussion led by the role indicated in parentheses. The group discusses the review comments with the intent to better understand how the project satisfies the legislative intent, Owner requirements, and project predesign.

Review Topics

Item	Topic	Discussion Leader
1	Introductions	Program Manager
2	Summary of changes from predesign	System Director, Capital Development
3	Review of draft project summary	System Director, Capital Development

4	Confirmation of project budget and project budget worksheet	Project Manager
5	Confirmation of schedule milestones a) Design b) Construction phasing c) Substantial completion	Project Manager
6	Review technical narrative and drawing comments requiring further discussion: a) Capital Planning b) Hazmat c) Furniture and Technology d) B3 status	Program Manager in collaboration with the A/E and Capital Planning
7	Discuss variance requests submitted or pending	Design team lead
8	Preparation for SD Presentation to VC	Program Manager
9	Looking ahead to Design Development	System Director, Design and Construction

Set-up

- Project team should arrive 30 minutes prior to start of the meeting to test connectivity
- Project team should bring a copy of the comments from the system office, highlighting comments that require further discussion
- The system office will digitally display the SD submittal during the meeting. The project team may bring hard copies of the SD submittal for their reference during the meeting.
- Program Manager provides water & coffee

Invited Attendees

Required attendance	Recommended attendance
System Office: <ul style="list-style-type: none"> • System Director, Design & Construction • System Director, Capital Development • Program Manager 	System Office: <ul style="list-style-type: none"> • Associate Vice Chancellor, Facilities
Campus: <ul style="list-style-type: none"> • Project Manager (delegated authority) 	Campus: <ul style="list-style-type: none"> • CFO • Dean, related to project • President
Design Team: <ul style="list-style-type: none"> • Architect, Project Manager 	Design Team: <ul style="list-style-type: none"> • Project Architect or Interior Designer • Project Engineer
Other: <ul style="list-style-type: none"> • Owner's Representative • Construction Manager 	Other:

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