



Design Review Committee Standards & Procedures

DENVER INTERNATIONAL AIRPORT
2017



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Intent of the Design Review Process



The intent of the design review process is to ensure that the proposed projects and designs are compatible with, and enhance, the aesthetic intent and design quality of airport facilities and wayfinding systems. This document describes the design review process for airport facilities and tenant improvements and the role the Design Review Committee (DRC) plays in that process.



DEN Design Principles

This is a comprehensive collection of inspirational design directives for doing business at Denver International Airport. It was published in September of 2015. <http://business.flydenver.com/bizops/documents/denDesignPrinciples.pdf>

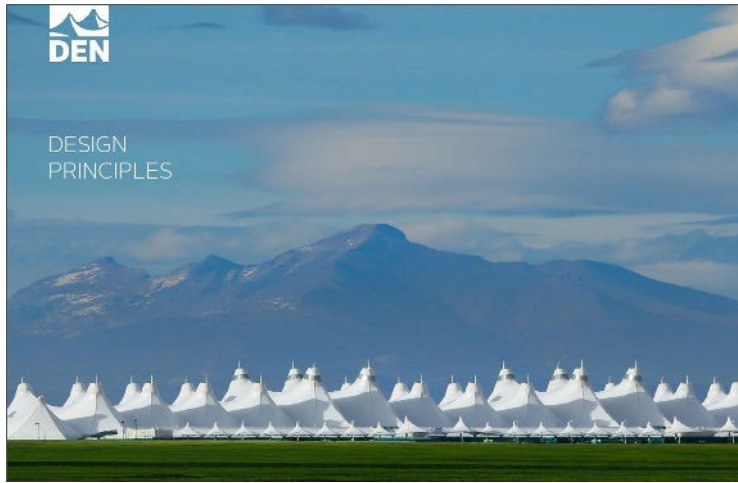


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INTRODUCTION

ABOUT DEN

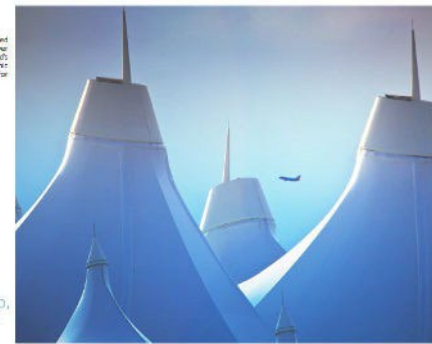
Denver International Airport (DIA) is the fifth-busiest airport in the United States. With more than 100 million passengers currently transiting through Denver International Airport each year, it is one of the busiest public hubs in the world's largest aviation market—North America. The airport is the primary economic engine for Colorado, generating more than \$40 billion in economic benefits for the state annually.

DEN's Seven Core Objectives Are:

- Winning the hearts of our customers
- Inspiring our employees
- Partnering in operational excellence
- Investing in sustainability
- Putting den on the world map
- Maximizing our real estate
- Excelling in financial performance

DEN's Strategic Vision is to be:

"America's favorite connecting hub, where the Rocky Mountains meet the world."

Find it on www.flydenver.com.



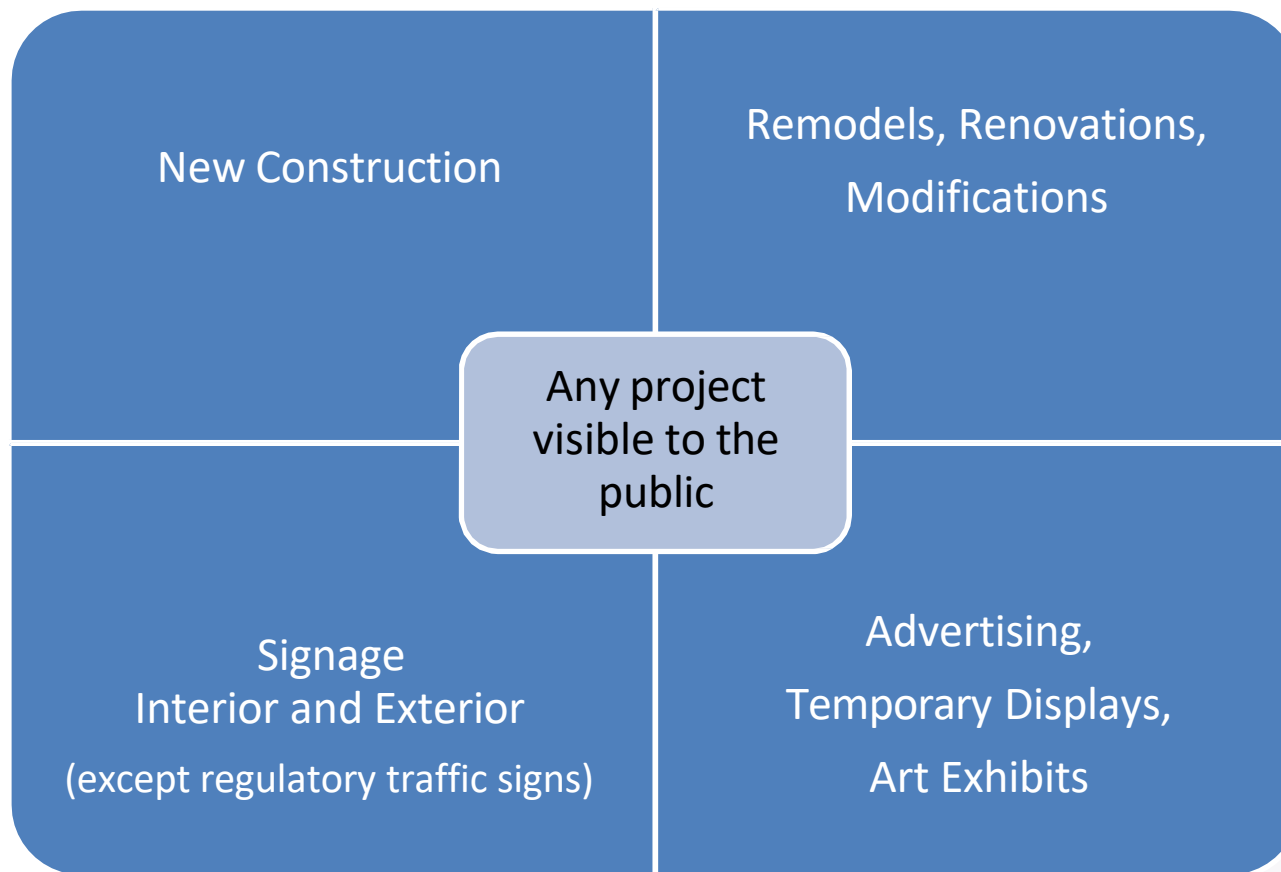
DEN Design Criteria

The Design Review Committee will evaluate each design on six criteria to determine if the design is in line with the DEN Design Principles and other airport guidelines and standards which are posted on www.flydenver.com.

- Overall Design Aesthetic
- Passenger Facing Elements
- Materials
- Signage
- Circulation
- Lighting
- Landscape
- Constructability



Tiered Design Review Process



The Design Review Committee is concerned with spatial relationships and aesthetic decisions for any project on airport property, landside or airside, that is seen by the public.



Design Review Committee Members

Chair

Vice-Chair

Voting Members

Quorum

- A quorum is required at every meeting.
- A quorum is achieved if three (3) of the DRC voting members in addition to the Chair are present.

Minutes

- Meeting Minutes will be kept by the DRC Coordinator and distributed to all DRC members and liaisons in attendance.
- The minutes will include the verdict reached by the DRC.

Chair Role:

- Leads the DRC review and meeting
- Ensures governances of the documented processes, policies and standards, as well as updates and completes documents.
- Approves agenda items, including consent items, based on submission completeness.
- Makes sure CEO and executive leadership review takes place.

DRC Role:

- Aesthetic and functional design-approval authority for all airport facilities and tenant improvements.
- Reserves the right to reject any proposed designs which, in the DRC's opinion, are considered to be in aesthetic conflict with the base-building design.
- Each member may assign alternate as needed to participate in their absence and coordinates with DRC Coordinator. Alternates must be educated on all DRC's policies, processes and standards.

Note: DRC members are appointed to serve a 2 year term without limits.



Design Review Committee City Liaisons

Concessions

Airlines

Advertising

DEN Internal

Art

DEN Advertising

Technologies

Parking

Signage

Liaison's Role:

- Applicant's point of contact
- Understands and follows all DRC's policies, procedures, and standards.
- Guides the applicant through the process.
- Schedules presentation on DRC agenda and ensure consistency with pre-DRC checklist and format.
- Communicates any concerns or non-standard items when scheduling presentation by submitting a completed submission form with the DRC package.
- Follows up on open items.
- Ensure alignment with DRC Chairman on proposals not going to DRC.
- May assign substitute as needed, as approved by Division Leader.



Design Review Committee Support

DRC Coordinator
drc@flydenver.com

DRC Coordinator's Role:

- Primary contact for DRC/City Liaisons.
- Manages DRC meeting schedule, agenda, presentation time allocation, rescheduling non-approved items.
- Reviews all submission documents and packages for completeness.
- DRC meeting minutes scribe
- Communicates decisions
- Supports the DRC Chair and DRC team members
- Schedules RFP initial consultations, Design Charrettes, and DRC bi-weekly meetings.

Design Review Meetings

Scheduling Appointments

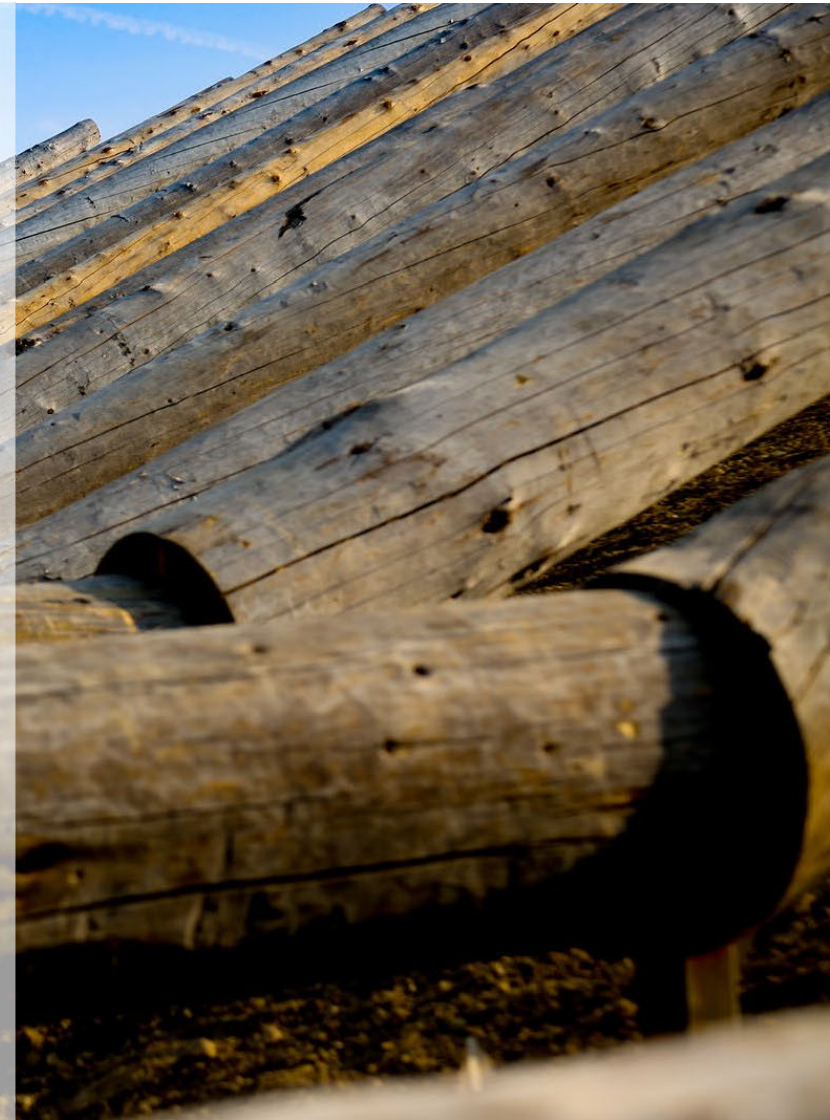
Appointments are scheduled with the DRC Coordinator by the City Liaison. There are three different types of meetings: the RFP initial concept launch meeting, the evolving concept Design Charrette meetings, and the official submittal for approval to the DRC.

Appointment Lead Time

The RFP and Design Charrette meetings can be scheduled with the DRC Coordinator at anytime. The coordinator will work with the design team and the DRC Chair to find a suitable time for everyone. To be added to the agenda for the next DRC meeting, all presentation materials must be submitted no later than close of business one week preceding the meeting. The DRC Coordinator can provide DEN staff with information to prepare for an appointment with the DRC. Such information can save time and effort.

Meeting Schedule

Meetings are usually held every other Thursday, starting at 2:00pm in the Airport Office Building, 9th Floor, Executive Office Conference Room, at 8500 Pena Boulevard, Denver, CO 80249, unless noted otherwise.





Design Review Meetings



Attendance

Attendance at DRC meetings is strongly encouraged for the DEN City Liaison responsible for the project and the applicant seeking DRC approval. The purpose of this requirement is to ensure that the DRC is able to obtain timely answers to their questions regarding the proposed project and to enable all parties to process the approval in a timely manner.

Agenda and Allotted Time Protocols

Staff Presentation: 1-3 minutes

Applicant Presentation: 10 minutes

DRC Discussion and Action: 5-10 minutes

All times will be adjusted depending on the number of items on the agenda.

Set Up

All electronic presentations must be given to the DRC Coordinator a week ahead of time as presentations will be set in the queue prior to the start of the meeting. The City Liaison and design team will wait outside the room until asked to come in.

Design Review Meetings



Presentations

Agenda time allocation will be at the discretion of the DRC Chair and DRC Coordinator. Allocated presentation times by the tenant/designer are no more than 10 minutes. Exceptions may be made at the discretion of the DRC Chair depending on the nature and complexity of the project being presented.

Information Items

Information items may also be placed on the DRC agenda and scheduled in increments of a maximum of 5 minutes and presented by the DRC City Liaison. These items are not seeking approval and do not require action by the DRC.

Design Review Agenda

The agenda will be published prior to the meeting along with presentation materials for review by the committee prior to the meeting. After the agenda is published, no additional items will be added.

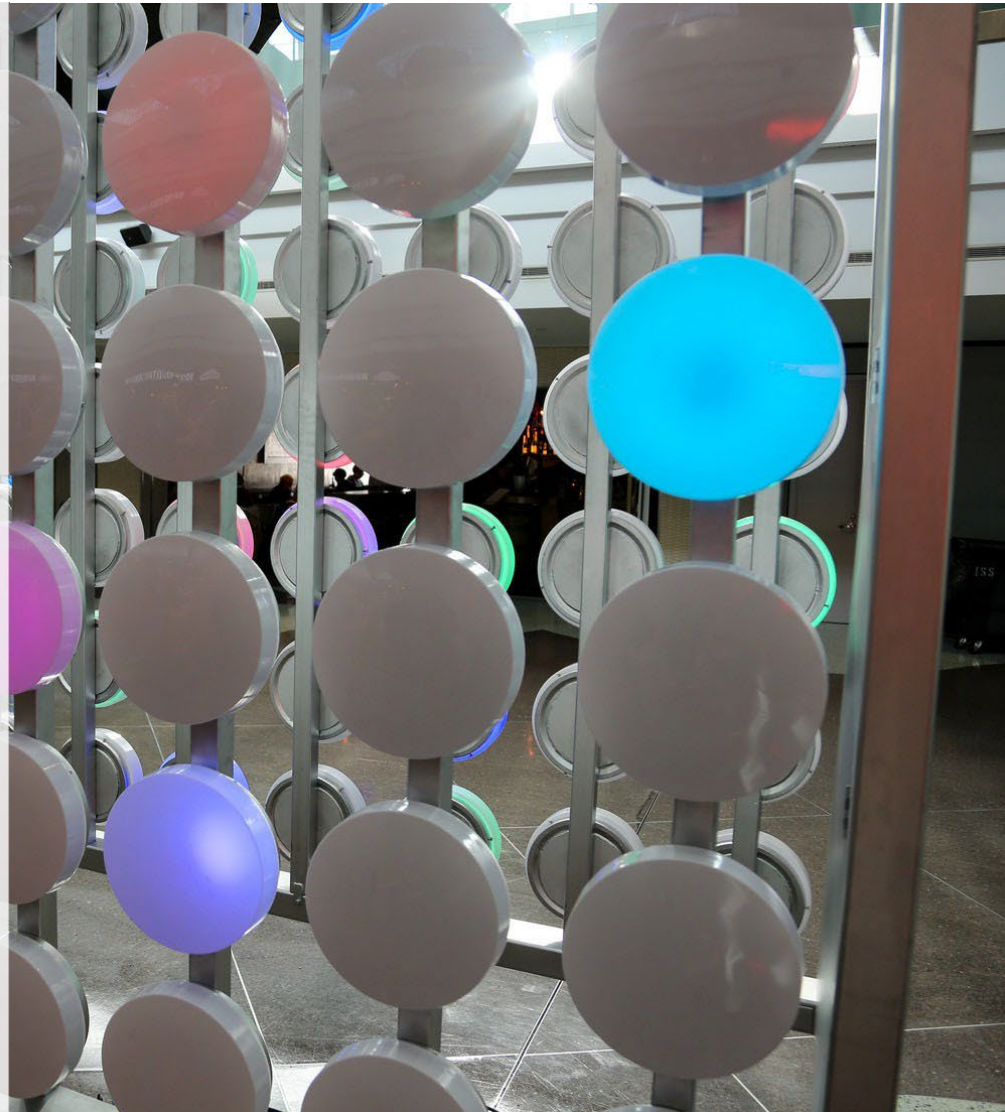
Design Review Meetings

City Liaison Introduction

City Liaisons give a brief overview of the project, including the purpose, intent and location. The City Liaison should also give background information including brand elements, previous business agreements (RFP language) that is pertinent to design, and a summary of any previous DRC submissions and comments.

Applicant Presentation

Applicant should be prepared to present at the DRC meeting. Supplying the DRC with a complete application and information will avoid unanswered questions and the need for further meetings. Applicants shall refer to DEN's guidelines posted on www.flydenver.com for design criteria, standards, and guidelines.



Design Review Meetings: Protocols



Design Review Committee Action

The DRC will discuss the presentation with the applicant during the meeting. The verdict will be determined by the DRC with a motion being made and seconded during the meeting, and it shall fall in one of the following categories.

- Approved
- Approved as Noted
- Revise and Resubmit
- Rejected

In the week following the meeting, meeting minutes will be sent out to DRC members and to the City Liaisons for distribution to the applicant.

Review By Consent

Review and Approval by Consent

A consent review is when an item is sent out to the committee for review without presentation. Because this process does not allow for discussion, it is rarely a favored option. In order for an item to be considered for consent review, it must meet all of the below criteria. It must also receive permission from the DRC Chair to be considered as a consent item.

Consent Criteria

1. Projects with complete application submissions as determined by the City Liaison.
2. Projects that clearly meet design guidelines with the City Liaison's recommendation for approval without conditions.
3. No known opposition to the project being proposed. These shall be routine and non-controversial items.

Examples: Approvals of signs which clearly meet design guidelines or Re-submittals of projects that clearly have met DRC comments of previous submissions.



Submission Requirements

Design Submittal Process

Applicants are required to provide a complete submission application as well as an electronic version (PDF) of the submittal package for the DEN City Liaison to review prior to the final submission to the DRC Coordinator.

City Liaison Review

The DEN City Liaison will verify the submission is complete before final submission to the DRC Coordinator. If items are required that were not submitted by the submittal deadline, the item may not make it onto the agenda for the following week.

Submittal Package

Submittals shall be electronic except for material boards which are limited to 24" x 36" in size. Submittal components are listed on the following pages.





Submission Requirements

DRC Submission Application

Before any presentation is submitted to the Design Review Committee Coordinator for agenda consideration, this form is to be completed and all required materials must be submitted to the DRC City Liaison. The information below is to be filled out in conjunction with the DRC City Liaison.



Project	
Tenant Point of Contact	
Designer of Record	
DRC City Liaison	
Design Requirements in Business Agreement/ RFP language	
Company Brand Elements	
Previous DRC Comments	
Other	

Drawing Package Requirements are due to the DRC Coordinator in PDF format unless noted otherwise no later than Friday (End of Business) before the presentation:

Elevations including adequate portion of adjacent space to show context

Location Plan

Reflected Ceiling Plan

Finish Floor Plan

Millwork/Casework

Lighting Fixtures

High Quality Renderings (minimum of 2)

Material Board (24"x36" physical board with materials)

Signage Package

Design Criteria:

The following items are criteria in which the DRC will provide feedback. It is encouraged that the DOR fill out how these items are accomplished referencing DEN Design Principles as well as Design Guidelines when applicable.



Criteria	DOR Comments	DRC Comments
Overall Design Aesthetic		
Passenger Facing Elements		
Materials		
Signage		
Circulation		
Lighting		
Landscaping		

The DRC Submission Application

This application is required to be completed for every submittal every time and given to the City Liaison for delivery to the DRC Coordinator. This form is important to track the history of DRC reviews. We will know better where to go when we know where we have been!



Submission Requirements: Documents



High Quality Renderings

A minimum of two renderings in electronic format (PDF) are required to show the design intent from at least two vantage points and identify, at a minimum, the following:

- Storefront with materials indicated shown in context of surrounding area
- Show 6'-0" on either side of lease space to show transition to adjacent existing storefronts
- Floor, ceiling, fixture and other store components and materials indicated

Floor and Reflected Ceiling Plan

- One floor plan and
- One reflected ceiling plan.
- Key plan
- Graphic scale
- North arrow, with north up
- Finish floor pattern (half tone)
- Casework, millwork, moveable fixtures, and other store components
- Ceiling and soffit heights
- Lighting fixtures and ceiling types

Submission Requirements: Materials

Materials Board

One board will be required to show an applicant's proposed palette of materials. The materials board shall include:

- Physical material samples indicating color, form and texture – material samples shall be securely affixed and applied adhesive shall not affect the material appearance.
- Material key plan that clearly relates to the material application in renderings for visual understanding.

Renderings

The renderings in conjunction with the materials board shall be of such a high quality as to accurately and clearly depict the design intent of the tenant's proposal.

Note: It is recommended that physical material samples be attached to the board by Velcro.



Concept Submittal Checklist

Location Plan

- Show project location and orient North up with North Arrow shown.
- Show passenger flow where applicable.

Floor Plan

- Include a graphic scale
- Identify all casework and millwork
- Show lease line
- Show floor patterns in full color
- Identify dashed soffit lines above

Reflected Ceiling Plan

- Call out ceiling materials, light fixtures and prominent elements
- Dimension storefront entry height and all interior soffit heights
- Provide high resolution cut-sheets of light fixtures

Renderings

- Include 6'-0" of adjacent conditions, on either side of the lease line, and show how they will relate to Concessionaire's proposed design
- Show accurate representation of materials
- Include people and merchandising, as applicable
- Provide materials legend or numbering system – identify material locations on rendering
- Coordinate renderings and proposed floor and ceiling plans to match

Exhibit Board – Physical Materials

- Attach all relevant materials
- Conceal all adhesives or attachment devices from being visible through the materials
- Adhere all materials firmly to boards
- Provide material legend and/or numbering system to describe products and their location

Compliance Review

Following Design Approval

The tenant, or the tenant's representative, must report any deviation from the final approved design to their DEN City Liaison, which then must be reviewed and approved by the DRC.

Following construction, the City Liaison performs a design-compliance review of the premises to ensure that all elements of the project conform to the DRC-approved design.

In the event the Airport finds elements that do not conform to the final DRC-approved design, the respective DEN City Liaison will contact the applicant in order to rectify the problem.



Design Review Documents

AIRPORT GUIDELINES & POLICIES

- [DEN Design Principles](#) (Adobe PDF)
- [DEN Signage & Wayfinding Guidelines](#) (Adobe PDF)
- Tenant Guidelines
 - [Airline Requirements for Design](#) (Adobe PDF)
 - [Design Review Committee](#) (Adobe PDF)
 - [Protection of Sensitive Security Information](#) (Adobe PDF)
- Design Standards Manuals
 - [Standards and Criteria](#) (Adobe PDF)
 - [Building Information Modeling \(BIM\)](#) (Adobe PDF)
 - [Structural](#) (Adobe PDF)
 - [Electrical](#) (Adobe PDF)
 - [Mechanical](#) (Adobe PDF)
 - [Architectural](#) (Adobe PDF)
- [Airport Rules and Regulations](#)
- [Outreach Presentation - DIA Contract Process](#) (Adobe PDF)
- [DIA AIM Development Project Management Guidelines](#) (Version 1.0, May 2014; Adobe PDF)



NOTES:

- These resource documents can be found here: <http://business.flydenver.com/bizops/bizRequirements.asp>.
- These documents are for design concept and overall aesthetic review. This does not include technical review requirements, or City and County of Denver Building Code requirements, or Permit review requirements.



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