R H A
ROBERT HIDEY ARCHITECTS

Agenda

Client Meeting: ☐	Consultant Meeting: ☐	In-House Meeting: **X**

Meeting #: **2** of **3** .　　　　　　　　　**Phase: Quarterly Standards Meeting**

Date : September 05, 2018	**Prepared by:** Ashley Javadi**,** Erin Nelson,
Time: 09:00 am	Luis Enciso, Daniel Waibel,
	Brian McClusky, Tim Smallwood

Location: Large Conference Room

ATTENDEE
RHA Staff

Distribution:　　RHA Team
A**genda:**

1.0	**AGENDA**
1.01	Updated Folder Structure
1.02	Updated Naming Conventions
1.03	Code Analysis Form
1.04	Updated Checklists
1.05	Principal Review Process
1.06	Studio Bluebeam Session
1.07	Project Resource and Continuing Education
1.08	RHA Project Code Numbers
1.09	Q&A

2.0	**UPDATED FOLDER STRUCTURE- R DRIVE**
2.01	**Why was the folder structure updated?** Our goal was to simplify the folder structure, improve our process and make it easier to file/find drawings on the network. We heard from you that the network could be clearer and less complicated. Based on your feedback from the survey, we adjusted the folder structure, which will improve our filing system.
2.02	**When is the new folder structure effective?** The new structure will be used on all new projects- starting with project # 18045
2.03	**What do I do about current/ active projects?** Any current, active or inactive project (18044 and older) will stay in the old format. As of today, we will be adding additional folders to active projects to improve the current structure. Please note, nothing will be deleted during this process; however, some files may be moved within the existing folder due to these updates.
2.04	See handout for the New Folder Structure
2.05	**Can I find this guide on the network for future reference?** Yes- this guide will be added to the CAD and Revit Manuals and emailed to staff at the end of this meeting. CAD- L:\Office Standards_RHA Standards\Manuals\CAD Standards Manual Revit- L:\Office Standards_RHA Standards\Manuals\Revit Standards Manual

3.0	**UPDATED NAMING CONVENTIONS**
3.01	**Does the updated naming convention affect me?** Yes- We noticed some discrepancies on the CAD Naming Convention form for Single Family and Multi-Family projects. We took the opportunity to update and simplify this form.
3.02	**Is there a specific section that had discrepancies that I should pay attention to?** Please review the revisions to the Multi-Family Building and Unit naming conventions. Also, we would like you to review the suffix that is to be added to all file names during the Schematic Design phase. We recommend reviewing the entire document to refresh yourself on our naming standards and confirm you are naming files properly.
3.03	See handout for the Updated Naming Convention
3.04	**Can I find this form on the network for future reference?** Yes- this will be added to the CAD and Revit Manual and emailed to staff at the end of this meeting. CAD- L:\Office Standards_RHA Standards\Manuals\CAD Standards Manual Revit- L:\Office Standards_RHA Standards\Manuals\Revit Standards Manual

4.0	**NEW: CODE ANAYLSIS FORM**
4.01	**What is the purpose of this form?** This form will be used to identify and resolve potential conflicts early on in a project. It is critical to validate that our proposed design solutions can be achieved and comply with the requirements of the code, regardless of the phase of development. The sooner that we can validate our assumptions related to the code and introduce our strategy to the building official, the sooner we can reduce risks for the entire project team.
4.02	**Where can I find the Code Analysis on the network?** The Code Analysis form will be added to active projects and future project folders. The links will also be emailed to staff at the end of this meeting. Sample Existing/ Current Project Location- R:\18xx-Projects\18005\02 - Documentation\Project Management\In-House - XXX-XXX-XXX\QC Forms\Code Analysis Sample New Project Location- R:\18xx-Projects\18045\01 - Documentation\Plan Check\In-House - XXX-XXX-XXX\QC Forms\Code Analysis SF Template- L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\Project Related\IRV_Code Analysis Form - SF.xlsx MF/Amenity Template- L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\Project Related\IRV_Code Analysis Form - MF & Amenity.xlsx Please note, when we add the Code Analysis form to existing projects, some files will be moved within the existing sub-folder, but nothing will be deleted during this process.
4.03	**How should I fill out the Code Analysis form?** The form is a working excel document and should be filled out in this format. The form will stay digital and be considered a working document. This will allow the team to access the current form at any time during each phase of a project.

4.04	**Do I need to complete a Code Analysis form for every project?**
	Yes- We created two Code Analysis Forms and every project needs a completed code analysis.
	    1. Single Family
	    2. Multi-Family/ Amenity

4.05	**When am I supposed to fill out the Code Analysis form?**
	The Code Analysis form is broken down into sections:
	Single Family
	    1. Project Information
	    2. Schematic Design
	    3. Design Development
	    4. Construction Documents
	Multi Family/ Amenity
	    1. Project Information
	    2. Schematic Design
	    3. Design Development/ Tabulations
	The Code Analysis form should be completed at the beginning of each phase and verified at the end of each phase.

4.06	**Am I supposed to fill out the Code Analysis form for current projects? If so, who is responsible for completing the form on current projects?** Yes- the Senior Project Director must complete each phase/section of the Code Analysis on all current projects. Even if a phase is already completed, the Senior Project Director needs to fill out all sections of the document. The purpose of this is to get the Senior Project Director familiar with the form and understand what is required- your suggestions are welcome.

4.07	**Who is responsible for completing the form on future projects?**
	Each phase/ section may be completed by different people. The Senior Project Director must assign a team member to complete each phase/section.
	Example:
	    1. Project Information- Senior Project Director
	    2. SD- Senior Project Designer
	    3. DD- Project Director/ Job Captain
	    4. CD- Project Director/ Job Captain

4.08	**Who is the form turned in to and when is it reviewed?** The person completing this form should send a link to their Senior Project Director when the form is completed at the end of each phase. The Senior Project Director must review the information and then turn it into the Principal for their department at the end of each phase. The Code Analysis is also an item on the checklist that needs to be completed before proceeding into the next phase.

5.0	**UPDATED CHECKLISTS FORMS**
5.01	**How were the Checklist Forms updated?** The form is a working excel document and should be filled out in this format. The form will stay digital and be considered a working document. This will allow the team to access the current form at any time during each phase of a project.

5.02	**Where can I find the updated Checklist Forms on the network?**
	The updated Checklist forms will be added to active projects and future project folders. The links will also be emailed to staff at the end of this meeting.
	Sample Existing/ Current Project Location- R:\18xx-Projects\18005\02 - Documentation\Project Management\In-House - XXX-XXX-XXX\QC Forms\In-House Plan Review Checklist
	Sample New Project Location- R:\18xx-Projects\18045\01 - Documentation\Plan Check\In-House - XXX-XXX-XXX\QC Forms\In-House Plan Review Checklist
	Template- L:\Templates\Forms\Project Administration\Irvine Office Forms and Documents\Project Related\IRV_Checklists.xlsx
	Please note, when we add the Checklist to existing projects, some files will be moved within the existing sub-folder, but nothing will be deleted during this process.
5.03	**What do I do about current projects? Am I supposed to fill out the form in excel?**
	If a phase is already completed, you do not need to go back and complete that section of the checklist. However, you must begin using this form on tasks you are currently working on and all future projects/tasks.
5.04	**Were there changes to the checklist?**
	Yes- we took this as an opportunity to improve the checklists by simplifying the format and adding some minor revisions. You will now see Single Family and Multi-Family specific items, a Phase Close-Out Section and updated QC Checkpoints.

6.0	**PRINCIPAL REVIEW PROCESS**
6.01	**Why are we implementing this process?**
	Our objective is to implement a set of procedures to ensure that our documents and services meet RHA standards for quality and excellence in all phases of the life of a project.
6.02	**When will each Principal review my set of plans?**
	Each Principal will review your set of documents at different milestones throughout a project. Please refer to the link below for additional information.
6.03	**How many hours will the Principal need to review my project at each checkpoint?**
	Please refer to the link below for this information.
6.04	**Where can I find this document on the network?**
	Principal Review Chart- L:\Office Standards_RHA Standards\Manuals\Principal Review Manual\Principal Review Process.pdf
	In addition to this link, you can find these checkpoints identified on the checklist.
6.05	**How do I notify the Principal that my drawings are ready for review?**
	The Senior Project Director must:
	1. Resource the Principal in Ajera
	2. Send an outlook invitation to the Principal one (1) week before the review date with a link to the current set.

7.0	**STUDIO BLUEBEAM SESSION**
7.01	**What is Bluebeam Studio Session?** Bluebeam Studio Sessions are an easy way to create a real-time, online collaboration environment for you and your project teams. Studio Sessions allows you to upload your PDF files, invite your team, and markup the same document.
7.02	**Why are we using Studio Sessions to review drawings?** We will be using Studio Sessions to track all project progress and keep markups in one place. This will improve efficiency, productivity and our internal review process. Studio Sessions allow multiple attendees to access a PDF and add markups at the same time, with all changes being immediately available to everyone. This means you can track markups during reach review and don't have to wait for redlines to be returned.
7.03	**When will my drawings be reviewed in a Studio Session?** Your drawings will be reviewed in a Studio Sessions whenever there is a PDF Set deliverable on the Principle Review Chart. The Senior Project Director must work with the Principal when a project is ready for review.
7.04	**How do I know who is marking up my comments?** Studio Sessions will track all mark ups and log the reviewer's name with their comments. However, the Principals will make their comments in the following colors so they are easily identified: • Red: Single Family • Green: Multi-Family • Blue: Quality Control • Orange: Construction Administration
7.05	**Where will these documents live on the network?** After a set is marked up and all comments are picked up, the document must be saved on the network in the project folder. The PDF sets should be saved here: Sample Existing/ Current Project Location- R:\18xx-Projects\18005\02 - Documentation\Project Management\In-House - XXX-XXX-XXX\QC Forms\Code Analysis Sample New Project Location- R:\18xx-Projects\18045\01 - Documentation\Plan Check\In-House - XXX-XXX-XXX
7.06	**Who is going to confirm that the mark ups are picked up?** The Senior Project Director must review the markups and assign a team member to pick up the comments. It will be the Senior Project Director responsibility to confirm all markups are picked up and completed.

8.0	**PROJECT RESOURCES AND CONTINUING EDUCATION**
8.01	Develop informational resources to support project delivery - Multi-Family Guidelines - Multi-Family Details - Multi-Disciplinary Deliverable Checklists - Code Analysis Process - Cartoon Set - Risk Management Tools - Construction Field Manual
8.02	"Education is not the learning of facts, but the training of the mind to think." – Albert Einstein
8.03	Continuing Education Series presented by Craig Smith **September 12th** Class 1: Why learning is essential to our profession, 10 things you should know, or thought you knew? **October TBD** Class 2: The World's most boring book, why I love reading the building code. **November TBD** Class 3: What's your type? How to choose your type of construction. **December TBD** Class 4: How to tell a story, communication is at the heart of architecture. *September 12th invitation to be sent out after this meeting
8.04	Continuing Education Revit Training Coming Soon

9.0	**RHA PROJECT CODE NUMBERS**

9.01	New RHA Project Codes Numbers:
	• Single Family 18XXX.**01**
	• Multi Family 18XXX.**02**
	• Rec Facility 18XXX.**03**
	• Planning/Yield Study/ Feasibility 18XXX.**04**
	• Assisted Living 18XXX.**05**
	• Renovation 18XXX.06
	• Other 18XXX.09
	If a project has two projects types, for example Single Family and Multifamily, the convention will be a combination of the two codes- 18XXX.12.
	There are three exceptions to this rule:
	    • 07053.82- Beverly West L 19 - 22 Penthouse CDs
	    • 12059.08- The Village at Calabasas DD CD
	    • 13036.03- SD DD CD Mission Bay New Scope

10.0	**Q&A**
10.01	Please leave your questions in the box at Corrin's desk by the end of the day today. We will address all questions via email to the entire staff by the end of the week.