

# CAMPUS DESIGN GUIDE ADMINISTRATIVE REQUIREMENTS

## Table of Contents

### **DESCRIPTION**

#### **SITE**

[Storm Water Discharge Permit](#)

[Environmental Review and Documentation](#)

[Tree Protection and Removal Process](#)

Tree Evaluation

Tree Rating Definitions

Tree Removal Permit Protocol

[Road Closure Procedures](#)

[O&M Utility Shut Down Process](#)

#### **CODES AND STANDARDS**

[MOU State Fire / UC](#)

[Code In Effect](#)

[Request for Alternative Method of Design](#)

#### **CLOSEOUT**

[Substantial Completion Letter](#)

[Certificate of Occupancy](#)

[Landscape Acceptance Letter](#)

[Warranty Phase Flowchart](#)

## **DESCRIPTION**

Administrative Requirements of the Campus Design Guide (CDG) provides an overview of the campus internal processes that are involved in a typical capital project. Since these processes are intended for campus internal use, this section of the Campus Design Guide is only accessible to campus representatives. These processes are frequently updated and they are maintained on the Design and Construction Management (DCM) website.

## **SITE**

### **STORMWATER DISCHARGE PERMIT**

The storm water permit for municipal discharges that covers the campus requires implementation of procedures and development principles that will protect storm water after construction is completed. The CDG requires structural Best Management Practices (BMPs) to reduce pollutants after construction of the project is completed. In addition, the campus shall develop and implement strategies and controls that prevent pollution of storm water runoff and ensure adequate long-term operation and maintenance of BMPs.

### **ENVIRONMENTAL REVIEW AND DOCUMENTATION**

Environmental documentation begins during project planning phases, when projects are classified by their probable impact and need for environmental documentation. Facilities must prepare environmental documentation for all projects. A project may fall within the general exemption, may be categorically exempt, or may require an Initial Study to determine the severity of its impacts. The Initial Study identifies areas of environmental concern and is used to assess whether potential impacts are significant and require the preparation of an Environmental Impact Report (EIR), or if not significant, a Negative Declaration is prepared instead.

If potential impacts are significant, a full EIR is prepared, usually with the assistance of outside consultants; this process includes publication and public review of a draft EIR and a public hearing. The final EIR is then prepared, also with the assistance of outside consultants. The final EIR responds to all comments received in writing and at the public hearing during the review period. It also proposes measures designed to mitigate significant environmental impacts and a program for monitoring these mitigation measures. The environmental documentation must be reviewed and approved by either The Regents or the Chancellor before a project is approved.

The campus shall include in construction contracts for large construction projects near receptors, the following control measures:

1. Limit traffic speeds on unpaved roads to 15 mph.
2. Install sandbags or other erosion control measures to prevent silt runoff to public roadways from sites with a slope greater than one percent. Refer to Division 1, Storm Water Pollution Prevention for additional requirements.
3. Limit area subject to excavation, grading, and other construction activity at any one time.

The campus shall implement the following control measures to reduce emissions of ozone precursors from construction equipment exhaust:

1. To the extent that equipment is available and cost effective, the campus shall encourage Contractors to use alternate fuels and retrofit existing engines in construction equipment.
2. Minimize idling time to a maximum of 5 minutes when construction equipment is not in use.
3. To the extent practicable, manage operation of heavy-duty equipment to reduce emissions.

## **TREE PROTECTION AND REMOVAL PROCESS**

### **TREE EVALUATION**

1. Before a project is approved under the physical design framework, the campus will perform a tree survey of the project site. Grounds, the office of Administrative and Resource Management, and the office of Design and Construction Management will provide input about tree classifications and will modify project design to avoid important trees if feasible.
2. Grounds (with tree survey group) surveys trees and prepares a report that shows trees and indicates importance of trees.
3. Campus Planning and Community Resources (CPCR) reviews [Tree Evaluation Review](#) and resolves any disagreements and/or potential building conflicts with Grounds.
4. Campus Planning and Community Resources includes Tree Evaluation Review in PPG Abstract, with resolution about any potential conflicts.
5. DCM reviews Tree Evaluation Review and resolves any disagreements and/or potential building conflicts with Grounds and CPCR.
6. Grounds is involved during DPP development to update Tree Evaluation Review.
7. DPP will include the Tree Evaluation Review.
8. If a project would necessitate removal of a Specimen Tree, the project would relocate the tree if feasible, or would replace the tree with the same species or species of comparable value (relocation or replacement should occur within the project area if feasible). This would reduce the impact to a less-than-significant level.
9. If it is determined during the design phases that a project cannot avoid a #1 tree, per current tree permit protocol, the Associate Vice Chancellor of CPCR will make a final determination. (If definitions of special trees are updated, approval from the Chancellor's Coordination Committee on Campus Planning and Design might be necessary to agree on removal of 'heritage' trees.)
10. During design, DCM will work with Grounds in the round table review process to discuss options for saving and incorporating #2 trees. Site plan drawings will show which trees will be preserved and which will be removed. Per current tree removal permit protocol (see below), trees that will be removed will require a [Tree Removal Permit](#).
11. If a tree that is not identified for removal is damaged or removed during construction, DCM will implement mitigation measures and/or penalties in accordance with the construction contract provisions.

## TREE RATING DEFINITIONS

**Class 1 Trees:** Most important category.

Would be a significant loss to the campus if removed. One of the following sub-categories applies to the Class 1 tree(s) (describe why the sub-category applies):

*Heritage Tree:* Any healthy valley oak tree with a trunk diameter of 33 inches at a height of 54 inches from the ground.

*Landmark Trees:* A healthy tree or stand of trees that is of historical significance to the campus.

*Specimen Trees:* A healthy tree or stand of trees that is of high value to the campus due to its size and/or species.

**Class 2 Trees:** Important tree.

Healthy tree that provides value to the campus due to its aesthetics, maturity, placement, and/or rarity in the region. An effort should be made to save.

**Class 3 Trees:** Average importance.

Young tree not yet of significant value to the campus, tree identified as problematic, or a tree starting to decline that might recover if given extra care. Could save or remove.

**Class 4 Trees:** Least important tree.

Very young tree, tree identified as problematic, or tree in serious decline. Remove.

## TREE REMOVAL PERMIT PROTOCOL

The following actions must be completed before any campus unit may remove a campus tree.

1. The unit requesting the tree removal requests a tree removal permit from the Grounds Division. The Design Professional is to advise the Project Manager on recommendations for removal of trees. The Project Manager is to obtain the permit. The permit will include information on the tree type, size, location, need for removal, any alternatives to removal and an indication of when a decision is needed. The Grounds Division processes permits.
2. Before approving a tree removal permit, a Grounds Division Supervisor will review the permit with the Arboretum Superintendent. If the tree removal involves a project with a Building Committee appointed by the Executive Vice Chancellor, the University's Representative will review the permit with the Building Committee chair.
3. When the Grounds Division Supervisor, the Arboretum Superintendent, and the project Building Committee chair all agree that the tree(s) should be removed, the Grounds Division Manager may approve the tree removal permit. The Grounds Division Manager will submit all approved tree removal permits to the Associate Vice Chancellor - CPR at least one week prior to the scheduled work.
4. If the Grounds Division Supervisor, the Arboretum Superintendent, and the project Building Committee chair do not agree that the tree(s) should be removed, the unit requesting the tree removal will fund, and the Grounds Division will hire a certified arborist to provide a written recommendation concerning the tree(s). The Grounds Division Manager submits the "unapproved" permit with the arborist report to the Associate Vice Chancellor - CPR for a final determination.

Pursuant to the Campus' Long Range Development Plan EIR, the Campus shall conduct a pre-construction or pre-tree pruning or removal survey of trees greater than 30-feet tall during March 1 through August 31. The office of CPRC manages this effort.

### **ROAD CLOSURE PROCEDURES**

1. Once it becomes clear during design that a road will need to be closed for construction, a presentation by the DCM Project Manager (PM) needs to be made at the Transportation & Parking Work Group (T.P.W.G) which meets every two months.
2. The PM then needs to contact Grounds and Taps for a job walk to determine if bike path detours are needed and what signage will be needed. There is a Grounds Road Closure Form on the Web (<http://grounds.ucdavis.edu>) that the PM fills out and takes with him to the job walk. Agreement will be made between Grounds & DCM for which signs they will be responsible for. Basically, Grounds will provide signage for the edges and bike detours. Signage at the construction site can be provided by the Contractor.
3. Signage, fencing and other pertinent items can be described in Division 1 of the bid documents.
4. **3 Weeks Prior to Actual Closure:** The PM drafts language detailing the road closure and emails it to various campus departments. After receiving feedback from the campus, the Project Manager prepares final draft text for the road closure and forwards it to the DCM Engineering Executive Assistant, along with a PDF map showing the area of closure.
5. The road closure directive will be published in the UC Davis Friday Update distributed electronically every week to all faculty & staff.