

## **DESIGN BRIEF DEVELOPMENT**

The following list contains a number of headings that may prove useful to consider working on a design brief for a building project.

Remember that a design brief is a living document that can and should change over the course of the project, reflecting further insights and developments.

### **INTRODUCTION**

Describe the context of the project in terms of the following:

- YOUR ORGANISATION
- ASPIRATION / VISION
- PHYSICAL LOCATION
- PURPOSE
- BROAD DESCRIPTION OF WHAT IS NEEDED

### **PROJECT DESCRIPTION**

Describe your project with as much detail as possible.

- IS THIS PART OF A WIDER PROJECT?
- HOW IS THE PROJECT TO BE ORGANISED? DESIGN COMPETITION FOR AN ARCHITECT/LANDSCAPE ARCHITECT?
- AIMS OF THE PROJECT
- HOW WILL THE BUILDING WORK IN ITS CONTEXT
- VISUAL INFLUENCES ON THE PROJECT: HISTORICAL, SOCIAL, GEOGRAPHICAL
- PHYSICAL ACCESS FOR THE LOCAL COMMUNITY: WALKING ROUTES AND LINKS, SAFE CONNECTIONS FROM HOME TO CENTRE, DISABILITY ACCESS

### **THE VISION**

This section sets out the vision for the project. Considerations may include:

- IS IT A FLAGSHIP PROJECT? DEFINE IN WHICH WAYS
- IS IT A GATEWAY TO THE COMMUNITY?
- INNOVATION
- WELCOME, sense of
- SUSTAINABILITY TARGETS THAT SET STANDARDS FOR THE NEIGHBOURHOOD
- COMMUNITY FOCAL POINT
- LEARNING RESOURCE OUTSIDE AND IN
- FINANCIALLY SUSTAINABLE
- ENVIRONMENTALLY SUSTAINABLE

### **ARCHITECTURAL COMPETITION DESCRIPTION**

One of the options for getting an architect involved in the project is to hold an architectural competition. If you choose this option the following steps may be helpful to consider:

#### **STAGE 1:**

- OPEN EXPRESSION OF INTEREST
- SHORTLISTING
- ENSURE ARCHITECTS SHORTLISTED HAVE THE CAPACITY TO DELIVER TO THE PROGRAMME, A REPUTATION FOR QUALITY, SUITABLE APPROACH TO CONSULTATION AND COMMUNITY-LED PROCESSES

#### **STAGE 2:**

- SHORT LIST OFFERED AN HONORARIUM TO PRODUCE DESIGN CONCEPTS
- SELECTION OF 1 ARCHITECT TEAM TO PRODUCE DESIGNS TO RIBA STAGE C (SKETCH DESIGN)

## **KEY PARTNERS**

Identify stakeholder and partners and the relationship between the project and the organisation, how they have been involved and how you plan to involve them in the future:

- LOCAL COMMUNITY
- LOCAL AUTHORITY
- LOCAL WILDLIFE TRUST OR SIMILAR
- OTHERS

## **SITE**

Describe the physical sizes of indoor and outdoor spaces available, and any constraints on the site.

- SIZE OF PLOT AND TOTALS FOR EXTERNAL SPACES (M2 / HA)
- SIZE OF BUILDING FOOTPRINT AND TOTALS FOR INTERNAL SPACES (m2)
- ANY CONSTRAINTS FROM THE CONTEXT ON THE SITE

## **FACILITIES WITHIN THE BUILDING**

List what is required in terms of usages and size, including as much detail as you can on what each element should provide:

- RECEPTION
- MAIN HALLS
- KITCHEN / CAFÉ
- ACTIVITY OR EDUCATION ROOMS
- TOILETS
- OFFICES
- PLANT ROOM
- STORAGE

## **EXTERNAL FACILITIES AND ACCESS**

List the required external facilities in terms of usages and size, including as much detail as you can on what each element should provide. This list can be used as a starting point:

- GARDEN(S)
- PLAY SPACES
- EXTERNAL LEARNING RESOURCES
- SPORT
- EVENTS
- SHELTERS
- SERVICING
- SECURITY
- LIGHTING
- PARKING
- MATERIALS

## **BUDGET**

Include a budget for the project in as much detail as you can:

- CONSULTANCY FEES
- CONSTRUCTION BUDGET
- COMMUNITY ENGAGEMENT
- ETC

## **DELIVERY STRATEGY**

How will the project be delivered? Who will deliver which elements and how will they work together to ensure smooth communication?

- AGREE VISION
- IDENTIFY THE STEERING GROUP REPRESENTATIVES WITH LOCAL KNOWLEDGE PLUS EXPERTS/ADVISORS
- BUILD ON EXISTING STRONG PARTNERSHIPS WHERE POSSIBLE
- IDENTIFY RESPONSIBILITY FOR PROJECT MANAGEMENT
- ENSURE ARCHITECT APPOINTED HAS THE CAPACITY TO DELIVER, REPUTATION FOR QUALITY OF DESIGN AND RIGHT APPROACH TO COMMUNITY ENGAGEMENT
- SET AN ACHIEVABLE TIMESCALE FOR DESIGN DEVELOPMENT AND ENGAGEMENT (SAY 5-6 MONTHS)

## **KEY MILESTONES**

A time line of key milestones can help you keep track of your project. You may wish to consider these milestones in addition to any others you have identified:

- VISION AND OBJECTIVES: DATE
- PREQUALIFICATION QUESTIONNAIRE (PPQ): DATE
- AGREE LIST OF ARCHITECTS FOR OPEN EXPRESSION OF INTEREST: DATE
- BRIEF SENT TO SHORTLISTED TEAMS: DATE +1 WEEK
- PRESENTATION PANEL OF COMMUNITY REPS AND EXPERTS AGREED: DATE + 1 WEEK
- EXPRESSION OF INTEREST AND PPQ RETURNED, SHORTLIST AGREED, TEAMS INFORMED AND INVITED TO SITE VISIT. HONORARIUM OFFERED: DATE + 5 WEEKS
- PRESENTATION TO PANEL BY TEAMS: DATE + 11 WEEKS
- SUCCESSFUL ARCHITECT SELECTED AND APPOINTED: DATE + 12 WEEKS
- ARCHITECTS ENGAGEMENT PROCESS WITH THE COMMUNITY: DATE + 18 WEEKS
- DROP IN EXHIBITION AND ASSOCIATED EVENTS TO EXPLAIN OPTIONS: DATE + 20 WEEKS
- DESIGNS TO RIBA STAGE C PRODUCED AND CIRCULATED TO KEY PARTNERS: DATE + 24 WEEKS