

# **ARMY RESERVE**

## **Design Process and Submittal Requirements**

### **PART A PROJECT INCEPTION AND DEFINITION**



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# ARMY RESERVE

## Design Process and Submittal Requirements

### PART A – PROJECT INCEPTION AND DEFINITION

#### Chapter 1.0 – INTRODUCTION

##### 1.1 Purpose of the overall Manual

###### 1.1.1 General

The Army Reserve (AR or Government) has opportunities to acquire real property and real property improvements through a variety of methods; the most common of these methods are design/bid/build (D/B/B), design/build (D/B) and less commonly real property exchange (RPX).

Three Parts of the Design Process and Submittal Requirements (DPSR) manual:

- DPSR manual **Part A - Project Inception and Project Definition** (this part) describes the initial steps of launching Army Reserve construction projects. It begins with the Budget Process and ends with Project Definition (Phase I) wherein the project is sufficiently defined to allow detailed design. It is for use with either D/B/B or D/B acquisitions as described in Parts B and C below.
- DPSR manual **Part B - Detailed Design (Phase II)** describes the standard Detailed Design (Phase II) process, requirements, and responsibilities for projects using the Design/Bid/Build (D/B/B) method. It spells out the requirements for major milestone design submittals -- Charrette, Interim, Final, etc. -- which defines the design process, resulting in a Solicitation provided to construction contractors for project bidding.
- DPSR manual **Part C - Design/Build -- Design Submittal Requirements after Award** focuses on the design-after-award requirements for Army Reserve projects that use the Design/Build (D/B) method. The requirements covered begin with the successful D/B Contractor's design submittal requirements after D/B Contract award, then the various milestones as Contractor's design progresses.

The parts A, B, and C of this Manual do not discuss the preparation of a Request for Proposal (RFP) for Design-Build (D/B) construction. Refer to document [Army Reserve Design/Build RFP Instruction Manual](#) on the Louisville District website. Current website hyperlink is <https://www.lrd.usace.army.mil/Mission/Military-Construction-Reserve/Design-Guides/>, herein referred to as the 'Army Reserve website'.

Parts A, B, and C of this manual also do not discuss D/B proposal submittal format or content. These are covered in various Division 0 and 1 guide specifications and procurement documents that are available from the Louisville District, either on its web site or by contacting the District directly.

### **1.1.2 Standardization**

The Manual will also serve to standardize the acquisition of real property improvements. It is intended to outline the Government's approved or preferred approach to these projects. Individual projects may be authorized to depart from the direction herein. The Manual is intended to represent the "80% solution" – it presents the preferred strategy that should apply 80% of the time; it does not resolve every issue for every project.

### **1.1.3 Intended Users**

With the exception of Part C, the Manual is not intended to be shared with construction Contractors. This Manual is intended to record for Government benefit and continuing use the process for document preparation. Also for conducting the Bidding or Selection process, and administering execution of the construction contract. For new A-E teams preparing Army Reserve D/B/B or D/B bid or proposal request documents, it is intended to provide a "road map" to the preparation of the documents.

### **1.1.4 Precedence**

The Manual does not supersede any contract for preparation of a bid or proposal document, or any resultant contract for construction. If conflicts exist between this Manual and a contract, the contract governs.

## **1.2 Purpose of this part (Part A) of the Manual**

### **1.2.1 Define the Budget Process**

The Military Construction Army Reserve (MCAR) program exists to fund the design and construction of new and renovated facilities used to train and support Army Reserve soldiers. This program is funded by the U.S. Congress. The purpose of this document is to describe the MCAR budget process; define the design process; and establish project submittal requirements. It is important that U.S. Army Corps of Engineer Districts and Architectural/Engineering firms doing project designs understand these processes in order to satisfy the Army Reserve customer's needs.

### **1.2.2 Define Acceptable Levels of Quality**

This document defines acceptable levels of quality for the Army Reserve facility delivery system and does not focus on minute project specific details such as the number of copies required for every submittal. The Louisville District Project Manager addresses this level of detail during the predesign meeting and incorporates agreements into the Project Description and Appendix A Scope of Work (SOW). The SOW serves as a design contract. It also requires the design agent to use the USAR Design Guide for Army Reserve Facilities as well as this "Design Process and Submittal Requirements" document as criteria for designing the project. If there is a conflict between these two documents this "Design Process and Submittal Requirements" document shall take precedence. The SOW also contains requirements for the Designer's Quality Control Plan (DQCP).

### **1.2.3 Understanding the Interdisciplinary Process**

The Project Definition and Detailed Design stages are shaped by input from many different sources. Due to the unique nature of this early interdisciplinary process many of the required submittal documents are included under Chapter: *Design Process Overview*. This chapter also contains design procedures common to all disciplines. Therefore, all

parties in this process must understand the Chapter's requirements. The discipline chapters contain additional discipline specific requirements.

### **1.3 A Word About Building Information Modeling (BIM)/Civil Information Modeling (CIM)**

The Army Reserve desires that BIM technology be made an integral part of its document development for the design of Army Reserve Facilities, and that this be carried through later on by the contractor in the as-built drawings.

BIM and CIM models hold solid modeled, three-dimensional representations of designed elements, components and systems within a three-dimensional environment. These elements are embedded with technical data to enable a collaborative design and documentation process.

BIM technology is continuously evolving, and the Army's methodology for obtaining and using information to be found within BIM is also evolving. During Project Inception and Project Definition as described in this Part A, the initial role of BIM tools may be limited, and supplemental cost and layout information may be provided through use of other tools available to USACE and the Army Reserve.

### **1.4 Project Participants**

The Army Reserve team will be made up of a number of groups and participants. These will include a Project Officer, members of the Army Reserve Readiness Division (RD), and representatives from the Tenant unit(s). There will also be participation by the U.S. Army Corps of Engineers (USACE), Louisville District, serving as the Army Reserve's design and construction agent and technical consultant for design. The local geographic USACE district will likely participate as well, since they typically provide construction oversight under supervision from the Louisville District. The team may also include contract A-E's.

- For D/B/B projects there may be a contract A-E supporting the project design.
- For D/B projects there may be a contract A-E supporting the development of the D/B RFP.

The Army Reserve and all of these Government team members are sometimes referred to as the Government. This entire group, and the A-E, is also referred to as the Project Delivery Team (PDT).

#### **1.4.1 The Project Officer (USARC G-3/5/7)**

The Project Officer is the USARC G-3/5/7's specialist for design and construction oversight. The Project Officer is the individual on the AR team who will obtain authority and define the AR requirements. All direction and approvals must come from the Project Officer. The Project Officer is the user community official representative and primary point of contact (POC) for D/B/B or D/B actions. The Project Officer is the staff specialist who provides direction to the U.S. Army Corps of Engineers (USACE) for all funding, contractual, real property, design and construction aspects of the action.

#### **1.4.2 Readiness Division**

The Readiness Division (RD) is the AR Command with the responsibility of supporting all of the AR facilities in its region. Once a facility is in operation, the RD will support the Tenants in operating and maintaining the facility. RD representatives will be responsible for reviewing all design and construction documents for maintenance and operability concerns.

#### **1.4.3 The Tenants**

The Tenants are the Army Reserve units and individual soldiers that will occupy or use a completed facility. The Tenant representatives will provide input on specific facility requirements to accommodate their missions and equipment.

#### **1.4.4 USARC G6**

The USARC G6 has overall management responsibilities for providing USAR Information and Communications Technology support to the Army Reserve program.

#### **1.4.5 The U.S. Army Corps of Engineers**

The U.S. Army Corps of Engineers (USACE) serves as the AR's technical agent for all real estate, environmental, design, and construction requirements; however, the RD may play a role in some of these items. USACE is responsible to the AR for execution of real estate and environmental actions, and the design and construction of AR facilities.

- In a D/B/B action, USACE will prepare the construction bid or proposal documents, conduct the construction Contractor selection process, and has the authority to award and administer the D/B/B contract. USACE will also advise the AR on all aspects of real property, project program development, design and construction. USACE may contract with an A-E consultant for the preparation of the D/B/B bid documents, or for additional support connected with Government acquisition of the project.
- In a D/B action, USACE will prepare the RFP, conduct the construction Contractor selection process, and has the authority to award and administer the D/B contract. USACE will also advise the AR on all aspects of real property, project program development, design and construction. USACE may contract with an A-E consultant for the preparation of the D/B RFP, or for additional support connected with Government acquisition of the project.

#### **1.4.6 A-E Team**

An A-E team prepares the document package that forms the basis for the construction Contractor's bid/proposal. The package will be design plans and specifications for D/B/B projects, or RFP documents for D/B RFP projects. The A-E team's design responsibilities include preparation of the Design Analysis (DA), which includes documenting design criteria and decisions. The DA is not released to the contractor. The A-E team also typically conducts site investigations and prepares all permitting applications.

This team may be USACE in-house staff, or a contract A-E.

#### **1.4.7 The Construction Contractor**

The construction Contractor is not a part of the process or team during Part A - Project Inception and Definition. The construction Contractor's role begins after construction award on design-bid-build projects (Part B is applicable for the A-E DOR on design-bid-build), and after construction award on design-build projects (Part C is applicable to the construction Contractor and their design-build A-E DOR as indicated in Part C).

The construction Contractor may be performing all work with its own forces, but is more likely to have a team which includes subcontractors for at least some of the design and construction work effort. In this Manual, all of these participants, collectively and individually, will be referred to as the construction Contractor.

## Chapter 2.0 – BUDGET PROCESS

### 2.1 Fiscal Year

The federal government's fiscal year (FY) begins on 01 October each year and ends on 30 September of the following year. Since the majority of the fiscal year occurs between January and October it is designated by that year. For example, FY 2023 begins on 01 October 2022 and ends on 30 September 2023. The fiscal year is divided into four quarters. The first quarter is from 01 October to 31 December. The second quarter is from 01 January to 31 March and so forth. The goal of the MCAR program is to achieve a first quarter construction contract award. Therefore, projects in the FY 2023 program should be planned for construction within the first quarter, the time frame of 01 October to 31 December 2022.

### 2.2 Biennial Budget

The Department of Defense budgets MCAR projects in two - year cycles. One cycle is known as the biennial budget and consists of all projects in two consecutive fiscal years. FY 2022 and 2023 program projects together represent one biennial budget cycle. The next cycle is FY 2024 and 2025 and so forth. Funding of these projects depends on timely achievement of design milestones to produce cost estimates. Cost estimates provide the basis for establishing and reconciling project budgets. Design milestones differ for projects of different fiscal years within the same biennial budget. The successful execution of these design milestones is the basis for construction funding. If milestones are not achieved or the project is not within budget, it can become the basis for cancellation or deferring the project to a later fiscal year.

### 2.3 Project Delivery

#### 2.3.1 Schedule

The typical Design/Bid/Build project begins design two or three years before the fiscal year of construction. If the fiscal year of construction begins in 2022, for example, then the design would begin in FY 2020 (October 2019). A 2023 project (in the second year of the biennial budget) also begins design in October 2019.

#### 2.3.2 Design Directives

Design Directives are a tool used by the USACE Louisville District to authorize various stages of project design, indicate project scope and cost, and provide special instructions for the design of the project. The design execution process is managed, in part, by using design Codes which indicate the project status. Since design funds are centrally managed, only HQUSACE (CEMP-M) has the authority to issue a design Code to the appropriate USACE MSC or district.



## Chapter 3.0 – CONSTRUCTION STRATEGIES: DESIGN-BID-BUILD AND DESIGN-BUILD CONTRACTS

Design-Bid-Build (D/B/B) is the preferred contract delivery system for MCAR projects in the biennial budget cycle. However, Congress may insert a project into a fiscal year's budget earlier than planned. This requires construction contract award in a very short time frame. It may be necessary to accomplish the award using a Design-Build (D/B) contract.

### 3.1 Design-Bid-Build (D/B/B) Projects

#### 3.1.1 Guidance

The Army Reserve has specific programmatic, design and construction criteria for its facilities. USAR Design Guide for Army Reserve Facilities is the design guide for U.S. Army Reserve Facilities (referred to below as the "Design Guide" or as the USAR Design Guide, and is the primary source for Army Reserve criteria. Army Reserve D/B/B project design and construction must comply with all applicable Government criteria documents.

The selected D/B/B Contractor is likely to be a private-sector development or construction contracting corporation.

See Part B of the Army Reserve Design/Bid/Build Process and Submittal Requirements Manual, for a listing of the major criteria and requirements for preparation of an Army Reserve D/B/B package.

### 3.2 Design-Build (D/B) Projects

#### 3.2.1 Guidance

The Design Guide for U.S. Army Reserve Facilities (Design Guide), is the primary source for Army Reserve criteria for Design-Build projects.

For D/B contracts the selected D/B Contractor is likely to be a private-sector development or construction contracting corporation, or possibly a design firm.

See separate document [Army Reserve Design/Build RFP Instruction Manual](#) for preparation of an Army Reserve Design-Build RFP package. This document is available on the Army Reserve website.

## Chapter 4.0 – DESIGN PROCESS OVERVIEW

### 4.1 General

#### 4.1.1 Typical process

Typically, projects follow a two-step process. However, some projects are designed in a non-stop process due to compressed time available. These are described below.

#### 4.1.2 Two-Step Design Process

The typical project utilizes a two-step design process because the two-step process is believed to be the most efficient way to satisfy the biennial budgeting cycle. Steps during the design process are:

Project Definition (Phase I) lasts approximately 90 days (three months) and begins in first Quarter of the Fiscal Year two years prior to the fiscal year of projects in the first cycle of the biennial budget, and three years prior to the fiscal year for projects in the second year of the biennial budget. The process is initiated by the USARC G-3/5/7, and the local Army Reserve user who is represented by the Readiness Division(RD). A series of meetings determine the type and number of buildings and the function and size of spaces. The Army Reserve designates responsible parties to develop the "strawman" (pre-concept) layout for each building to convey important functional relationships. There is a design pause after submission of Phase I. The design pause lasts approximately four months for projects in the first year of the biennial budget and for sixteen months for projects in the second year of the biennial budget.

Detailed Design (Phase II) is the second step. It lasts approximately 6 to 9 months depending on project complexity. Detailed Design Phase II consists of a Charrette, Interim and Final design phases and related submittals.

Note that the Phase I/Phase II noted above are specific to the design process, and are not related to the two-step procurement process often used on Design/Build projects (Design/Build Phase I being qualifications based and Design/Build Phase II being cost and technical proposal).

#### 4.1.3 Non-Stop Design Process

Due to Congressional action or DoD management decisions, some projects are inserted into the budget late in the budget cycle. The designs for these projects must follow a non-stop design process so that the design can be completed in a year or less. The design process starts with the development of a "strawman" pre-concept layout. Preliminary site layouts are developed and the design progresses into the charrette phase of design. There is no formal Phase I submittal and no design pause. The design continues, without stopping, through the Charrette, Interim and Final stages of design.

## Chapter 5.0 – PROJECT DEFINITION (PHASE I)

### 5.1 General

The purpose of the project definition phase is to define project requirements in sufficient detail to make a reliable cost estimate for the MCAR budget submission. The intent is to do this with a minimum investment of design funds. This phase begins with a predesign meeting generally in October but may start earlier or later depending on the project complexity.

### 5.2 ARIMD and USARC G-3/5/7 Actions

Prior to the predesign meeting, Army Reserve Installation Management Directorate and USARC G-3/5/7, or their representatives, in coordination with the Army Reserve, completes the following tasks that may be finished either before or at the start of Phase I:

- Validate Project Documentation.
- Prepare "strawman" space layouts and accompanying narrative.
- Prepare a concept site drawing locating buildings, roads, and parking.
- Deliver these items to the Louisville District as starting point for further project design and development.

#### 5.2.1 Validate documentation

Validate project documentation in accordance with Army Regulation AR 140-483, Army Reserve Land and Facilities Management. The Project Documentation includes:

- DD Form 1390
- DD Form 1391
- Functional Space Details Worksheet
- 171 Training Building
- 177 Mnv/Trng/Impact Area
- 214 Maintenance Tk & Auto
- UNH – Unheated Storage
- OTH– Other Building
- 9LD – Land
- SPRT – Support Facilities
- STAT – Statistics
  - Rated Capacity
  - Largest Drill Weekend
  - Largest Admin Weekend
  - Largest Maint Weekend
  - Weekend/month

- Memos
- Information Systems

### **5.2.2 Concept Site Drawing**

Prepare concept site drawing(s) showing desired locations of buildings, POV parking, MEP, and access roads – in general all the items that are listed on the 1391 document, the Space Allowances Worksheet, and as requested by the Project Officer.

### **5.2.3 Strawman Layout**

The goal for the Strawman Layout in the Project Definition (Phase I) phase is to arrive at workable set of floor plans in order to arrive at an accurate cost estimate for congressional budget purposes. The intentions are for the Phase I Designer of Record to advance the initial AR strawman layout, accounting for: actual site constraints (size and shape including AT/FP considerations), proper life safety considerations, IT concerns, and building circulation needs.

Layouts must remain within the overall approved scope (area, size) of the project. The layout should clearly convey mandatory relationships and constraints to follow. Further, it is important that all Project Delivery Team (PDT) members, especially the customers, are made aware that the Phase I Strawman floor plans are only a starting point to convey conceptual ideas and that the layouts will change as professional architects, engineers and interior designers develop the final design in a later phase of development.

In order for the Project Delivery Team (PDT) to properly review and approve the project layouts regarding authorization requirements and functionality, the floor plans (either single or double line drawings) shall show all rooms, circulation areas, and exterior access points. Rooms should contain the following information: room numbers, door locations, functional I.D. designation. (e.g. CLS for Classroom, FTP for Full Time Private Office, etc.), and unit designation (e.g. 416th Engrs). In addition, a tabular report must be provided either in the accompanying narrative or on the plans showing a room by room summary. The report should be set up and categorized matching the project's Space Allowances Worksheet documentation format and show the "approved" vs. "actual" square footage by the appropriate categories.

NOTE: The Project Definition (Phase I) strawman floor plan is usually not the project's final floor plan. Due to the "design pause", which may last from 4 -16 months as discussed previously, there are inherent risks of unit and authorization fluctuations by the time Phase II portion of the project begins. Aside from unit changes, other factors that impact floor plans include criteria changes, considerations determined during detailed design, or changes in cost drivers such as market conditions. In an effort to minimize Phase I lost effort, care should be taken not to expend too much effort in finalizing plans at this time. It will be the responsibility of the PM to coordinate this aspect with the USARC G-3/5/7 Project Officer.

The above paragraph notwithstanding, the PDT should also be aware that RFP D/B contractors very often use the floor plan provided in the RFP package. Therefore, the strawman as developed and refined in the RFP solicitation package must function properly.

#### **5.2.4 Provide to Louisville District**

USARC G-3/5/7 is to provide to Louisville District the developed project documentation, space layouts, and site drawing. (Also provide a copy of the Real Estate Planning report (REPR) along with the Engineering Feasibility Study (EFS), prepared during real estate acquisition, if it is available.) Transfer CADD files by electronic means.

### **5.3 Louisville District Actions**

The US Army Corps of Engineers Great Lakes and Ohio River Division Louisville District (Louisville District) is the USACE designated Center of Standardization as well as the design and construction agent for the Army Reserve. The Louisville District uses Architect/Engineer (A-E) firms under Indefinite Delivery Indefinite Quantity (IDIQ) Contracts, in-house resources, other (geographic) districts and, or a combination of these resources, to accomplish the Project Definition design (Phase I), and in the Detailed Design (Phase II).

#### **5.3.1 Predesign Activities**

If it is determined to use an A-E firm to perform the Project Definition, the following steps should precede the initiation of Project Definition design work:

- Selection of an A-E.
- Development of an Appendix A (SOW) for the work to be done in Project Definition.
- Arrange a predesign meeting. The purpose is resolving any details of the project and deliverables that affect cost to perform the A-E services. Depending on the nature of the project the predesign conference may be on-site or it may be sufficient to have only a teleconference.
- A two-part acquisition should be initiated by the USACE Project Engineer/Architect (PE/A) as required.
- Proposal, negotiation, acceptance, and task order issued for the work with notice to proceed.

#### **5.3.2 Predesign Meeting**

The Louisville District will schedule and coordinate requirements for the on-site “kickoff” meeting. Meeting participants will review the project documentation from USARC G-3/5/7 and clarify project requirements. Thereafter, continuously dialogue with USARC G-3/5/7 during this phase and obtain the project manager’s concurrence, as the design progresses. This is the start of a continuous dialogue between designers and users and therefore represents a precursor to the charrette process that occurs in Phase II. See **Part B - Detailed Design**, in paragraph "PHASE II-CHARRETTE DESIGN".

### 5.3.3 Conduct Site Investigations

If site procurement is needed, and the project delivery team determines the need for an Available Site Identification and Validation (ASIV), an ASIV may be performed. The ASIV is intended to define the preferred site, prior to the site investigations indicated below.

Most large projects, or projects with significant requirements of a non-routine nature, will require a site visit/study to be made by the designers before the Project Definition design submittal in order to identify project parameters. The site visit may be combined with the Project Definition Kickoff meeting. The early identification and resolution of site issues is critical to the successful and timely execution of project designs.

If the project delivery team determines there may be additional risks to the project (availability of utilities, sink holes, ledge rock, suitable soils, grading, wetlands, etc.) based on the selected (preferred) site, the following Topographic Survey and Geotechnical efforts may be executed as part of the project definition phase (Phase I).

Topographic Survey -- Refer to description in paragraph "Project Survey" below.

Geotechnical -- If preliminary geotechnical data from the proposed site is not available, it is expected that the designer will complete a limited geotechnical investigation report and include it with the Project Definition submittal. Refer to description in paragraph "Limited Geotechnical Investigation Report" below.

## 5.4 Submittal Requirements

A complete Project Definition submittal consists of:

- Site plans
- Project Survey (complete topographic and utility survey of the site)
- Limited Geotechnical Investigation Report
- Conceptual floor plan layout
- Narrative report or "design analysis"
- Cost Estimate

The Louisville District provides copies for functional review to USARC G-3/5/7 and designated subordinate elements. Army Reserve reviewers send comments through the chain of command to USARC G-3/5/7. If USARC G-3/5/7 approves the comments they are forwarded to the Louisville District for implementation. The entire submittal is in electronic format, except for those parts that would be impractical. At the predesign meeting the Louisville District will verify which organizations need paper copies. The submittal includes a cover sheet and half size drawings when published on paper. This information is also reflected in the Appendix "A" SOW.

### 5.4.1 Site Plan

Site plans for the Project Definition submittal should consist of the following drawings, as a minimum:

- Site Location Plan
- Site Topographic Plan
- Site Layout Plan
- Site Utility Plan
- Site Setbacks

Site plans should be scaled to fit on 11x17 paper. The smallest scale for site plans should be 1" = 100 ft. If the site will not fit on one 11x17 sheet, the site plan should be split onto two or more sheets, using match lines. Larger scales (i.e. 1"=50') should be used with decreasing site size. Include a bar scale and north arrow on each site plan. Include a drawing showing site and area location maps indicating the location of the site in relation to the state, city/county, and local areas. Include a Site Topographic Plan based on available mapping (i.e. USGS or similar) showing existing site topographic features such as contours, ditches, above-ground utilities, vegetation, property lines, existing roads and structures. Site layout plans should indicate the general location of new buildings, paved areas, structures, fences, ramps and curbs. Locate the building from a known point of reference. Show parking layout for privately owned vehicles (POV) and military equipment (MEP). Indicate different types of proposed pavement. Show the location of dumpster pads, building access drives, and access control gates/devices. Show the location of proposed stormwater treatment Best Management Practices (BMPs) such as retention basins, bioretention areas, infiltration areas, grassed swales, etc.

The site utility plan should indicate the location of known utilities, the location, size, and type of new utilities, and connection points for the site. Existing utility information is to be based on available site data (i.e. USGS, record search, GIS data, or utility providers). Typical utilities shown would be water, sanitary sewer, natural gas, and electric. A separate site plan should be prepared showing the appropriate antiterrorism/force protection (AT/FP) setbacks. Include a drawing showing the site plan overlaid on an aerial photograph. Indicate capacity of service, size (pipe size, # of pairs, operating pressures etc.), documentation of utility provider commitments including but not limited to letters, emails, etc.

### 5.4.2 Project Survey

A purpose of the site investigation is to obtain available topographic data. Preliminary topographic information may be used initially, but in order to identify potential site complications, and facilitate site layout, it is expected that a complete project survey will be conducted and submitted with the Project Definition submittal. The project survey may be completed by Louisville District Survey and Geospatial Section (either in-house or under an IDIQ contract), or completed by the A-E designer. If completed by the A-E designer, submittal requirements for the project survey should be detailed in the Appendix A SOW. In general the project survey will be accomplished by a professional, licensed surveyor and will be tied to the appropriate state plane coordinate system and a vertical datum (such as NAVD88) and show all planimetric site features including, but not limited to buildings, sidewalks, roadways, parking areas (including type such as gravel, paved,

concrete, etc.), visible utilities, trees (size and type), road culverts (including type, size and inverts), rim, ground surface and invert elevations and pipe sizes at sanitary manholes, cleanouts, storm manholes, inlets and catch basins, location of fire hydrants and water valves, all utility lines, boxes and signs including electric, phone, cable, gas, water, etc. and the location, type and height of fences and walls. The survey scope should include researching and providing all existing easements and encumbrances on the site. The site survey should include offsite surveying required for turning lanes, utility connections, grading and other required work attendant to the site.

#### **5.4.3 Limited Geotechnical Investigation Report**

The “Proposed Geotechnical Exploration Data” form is to be completed by the A-E, and should be returned as an attachment to the original fee schedule before negotiation of the A-E contract. The PE/A should coordinate review of this form with Louisville District Geotechnical Section. This document provides USACE with an opportunity to review and comment on the appropriateness of the planned geotechnical investigation. The Louisville District document Geotechnical Requirements for Preparation of Full Plans and Specs Solicitation Packages provides a form for the A-E to outline his Proposed Geotechnical Exploration Data. The referenced documents and additional information may be found on the Louisville District Army Reserve website.

The limited geotechnical investigation report is a summary report used to provide a general characterization of the proposed site. This geotechnical investigation should also serve the purpose of identifying unique site conditions which might require the need for deep foundations, environmental remediation, and other conditions that may significantly impact the cost of the project. The basis for the report should be a review of applicable geologic maps, publications, and literature, field reconnaissance, and site specific geotechnical exploration including test pits or soil test borings. The report should describe the site soil type(s), depth to bedrock, depth to groundwater, frost depth for foundations, the seismic Site Class, estimate the soil bearing capacity, and include boring logs, with a boring location plan. The report should describe any unusual features in the design or special geotechnical requirements/considerations. If site specific geotechnical information is not available, then limited borings or test pits should be completed. In general, a limited geotechnical exploration would consist of 1 soil test boring or test pit for each 25,000 sq. ft. of first floor building area and 1 boring soil test boring or test pit for each 75,000 sq. ft. of pavement, with a minimum of three borings or test pits.

#### **5.4.4 Conceptual floor plan**

The goal at this point is not to develop finished floor plans. It is to define workable footprints for an accurate cost estimate. The layout should be double line with proper room names. The layout should correlate to the table of functional areas included within the Design Analysis.



## 5.4.5 Design Narrative

- 5.4.5.1 Write a narrative report in present tense verbiage.
- 5.4.5.2 Include site and architectural design objectives, preliminary calculations, and other considerations, such as AT/FP, life safety, LEED / sustainability requirements, and energy conservation. Describe how the project will meet UFC 1-200-02 High Performance and Sustainable Building Requirements. The Project Definition phase energy and sustainability efforts is limited to conceptual discussions related to any project or site-specific opportunities or impacts to the pending project (i.e. a certain Installation may have a PV grid system to tie into, a heating/cooling central plant, etc). Consider including site analysis from the Army LID Planning and Cost Tool as appropriate.
- 5.4.5.3 Provide an architectural statement describing compatibility with installation design guide, or locale, as appropriate. Fully document any departures from the strawman layout.
- 5.4.5.4 Provide a table of functional areas, in the Space Allowances Worksheet format, that shows the programmed and provided area for each functional space.
- 5.4.5.5 Demolition Narrative. Describe existing buildings, pavement, fences, utilities, structures, trees and shrubs required to be removed.
- 5.4.5.6 Describe the site layout in terms of circulation, adjacencies, buffers and response to environmental and contextual issues. Describe proposed management of site stormwater run-off, both runoff volume and quality, and how the site will comply with UFC 3-210-10 Low Impact Development. Describe AT/FP setbacks and access control issues. Describe any potential setbacks and easements for utilities or Right of Way.
- 5.4.5.7 Provide a narrative of known utilities available at the site. Civil Utilities typically include sanitary and stormwater systems. Mechanical utilities typically include gas, water and sanitary systems. Electrical utilities typically include primary and secondary electrical power, telephone, telecommunications systems, and sometimes security, mass notification and central fire alarm systems
- 5.4.5.8 Summarize all environmental issues and identify required waivers, permits and fees. Projects with renovation and/or demolition must discuss the need for a hazardous materials survey. Summarize the status and findings of the NEPA process, including the EA and/or REC. The EA and REC are ideally started during the project definition phase, but are at times executed in the design phase. The EA and REC are commonly provided by the RD or Installation, but may also be provided by an A-E contract. The USACE PE/A should be involved in that determination. Note that the EA and REC do have expiration dates, so starting them too early may have a later impact on applicability if the design is delayed for any reason.
- 5.4.5.9 Mechanical. Provide a narrative of special HVAC requirements, known site specific mechanical requirements, known utility, and other unique information on HVAC issues. Provide a discussion of any special mechanical equipment required for the project. Include a discussion of special plumbing and fire protection requirements.

5.4.5.10 Electrical. Verify the size and location of the electrical rooms.

5.4.5.11 Telecommunications. Verify the room type, size, and location of the telecommunications rooms.

#### **5.4.6 Cost Estimate**

Prepare a current, complete and accurate project cost estimate, escalated to the mid-point of construction, reflecting the information contained in the other parts of the submittal. Develop costs for Primary Facilities (buildings), Supporting Facilities (site work), Antiterrorism/Force Protection, Furniture and Collateral Equipment. Add costs from the project documentation for Information Systems, and Real Estate (if applicable) to the developed estimate in accordance with the DPSR Manual Part B.

#### **5.4.7 Cost and Schedule Risk Analysis (CSRA)**

If deemed a requirement of the project (verify with the USACE PE/A), conduct a Cost and Schedule Risk Analysis at the time of the Revised Charrette design submission in accordance with UFC 3-740-05, Handbook: Construction Cost Estimating, and the attachment provided with the Under Secretary of Defense Memo of 17 March 2020. The CSRA is to utilize the current site plan, floor plan, design narrative, project schedule and cost estimate as a basis of evaluation. The CSRA must occur and be complete prior to a required DCA Assessment, to avoid potential project funding issues.

### **5.5 REVIEW**

The submittal is sent to meeting participants for information only. Usually, there is no formal review meeting, however, a teleconference may be necessary to clarify issues and enhance communication.

### **5.6 DESIGN PAUSE**

#### **5.6.1 General**

There is a design pause after completion of Project Definition (Phase I) and before the start of detailed design. The pause lasts about four months for projects in the first year of the biennial budget and sixteen months for projects in the second year of the biennial budget.

#### **5.6.2 USARC G-3/5/7 Actions**

Using information from the project engineering submittal, USARC G-3/5/7 revises the project's DD Form 1391 for inclusion in the MCAR budget book. It undergoes a series of reviews within the Department of Defense, from June through December, which can change the project's scope or programmed amount. USARC G-3/5/7 will coordinate documentation revisions with the Louisville District.

5.6.2.1 **Revalidation**. During the design pause (within sixty days prior to the charrette design meeting), USARC G-3/5/7 revalidates project requirements. If there are changes, USARC G-3/5/7 provides revised documentation and functional space details worksheets to the Louisville District 45 days prior to the charrette design meeting.

### **5.6.3 Louisville District Actions**

If there is a significant change in the project during the preceding year, the Louisville District provides USARC G-3/5/7 with a revised cost estimate twelve months into the design pause for projects in the second year of the biennial budget (in May 2022 for projects in the FY 2024 program).

# APPENDIX

## GLOSSARY

1354	DD Form 1354 A form designed and issued for use in connection with the transfer of military real property between the military departments and to or from other government agencies.
1390	DD 1390 FY ____ Military Construction Program DoD forms may be found at <a href="https://www.esd.whs.mil/directives/forms/">https://www.esd.whs.mil/directives/forms/</a>
1391	DD1391 FY ____ Military Construction Project Data
4288	ENG 4288-R Submittal Register A form for recording the name and disposition of every item listed in the project specifications that is to be submitted by the construction Contractor for review by the government. The form categorized the type of document and the action to be taken. The Prescribing Directive is ER 415-1-10  See <a href="https://www.publications.usace.army.mil/Portals/76/Publications/EngineerForms/ENG_FORM_4288-R.pdf">https://www.publications.usace.army.mil/Portals/76/Publications/EngineerForms/ENG_FORM_4288-R.pdf</a>  Other Army publications may be found at <a href="https://www.publications.usace.army.mil/">https://www.publications.usace.army.mil/</a>
A/E/C CADD Standard	The A/E/C CADD Standard has been developed by the CADD/GIS Technology Center to reduce redundant CADD standardization efforts within the Army, Navy, Air Force and U.S. Army Corps of Engineers. The standard is part of an initiative to consolidate existing CADD drafting standards into a format generic enough to operate under various CADD software packages (such as MicroStation® and AutoCAD®) and to incorporate existing industry/national standards.  The A/E/C CADD Standard includes presentation graphics, level/layer assignments, electronic file naming, and standard symbology. Also, platform-specific software (called Workspaces) has been provided to aid the user in implementing the standards. Army repository of the Standard is <a href="https://www.wbdg.org/ffc/army-coe/cad-bim-technology-center">https://www.wbdg.org/ffc/army-coe/cad-bim-technology-center</a>
A-E  (also sometimes "A/E" or "AE" or "Architect-Engineer")	Acronym for the design firm providing Architectural services, Engineering services, or both.  Often the firm is called an "A-E" (or variant thereof) when providing services direct to USACE, and may be referred to as "Designer of Record" when teamed with a construction Contractor in a Design-Build project. This usage is not strictly adhered to in everyday language.
Appendix "A"	"SOW", "Appendix A" or "Appendix A (SOW)" all usually refer to the Statement of Work forming the A-E's Scope of Work for design services.

ATFP or AT/FP	<p>Antiterrorism and Force Protection, as defined by the Army.</p> <p>This term is often used in buildings and site design work as a shorthand way of referring to all the facility design requirements in UFC 4-010-01 DoD Minimum Antiterrorism Standards for Buildings. That document when first issued in 1999 was entitled, "Interim Department of Defense Antiterrorism / Force Protection Construction Standards", and the abbreviation has stuck in common usage even though the title has changed.</p>
ARIMD	<p>Army Reserve Installation Management Directorate - Provides and maintains facilities and other associated real property and infrastructure supporting the Army Reserve. Plans, programs, and budgets Operations and Maintenance Army Reserve (OMAR) funds that support base operations and military construction. ARIMD is primarily involved in the project inception and definition phase. Refer to USARC G-3/5/7 for the project execution.</p>
BCOES	<p>Biddability, Constructability, Operability, Environmental and Sustainability (BCOES) – Process use by the Louisville District to minimize problems during the construction phase through effective checks performed prior to advertising for a contract. Refer to ER 415-1-11.</p>
Building Information Modeling (BIM)	<p>BIM is a digital representation of physical and functional characteristics of a facility.</p> <p>Another description is, "A single, logical, and consistent source for information associated with a 3D building design".</p>
Civil Information Modeling (CIM)	<p>CIM is a digital representation of physical and functional characteristics of a facility site (civil) design.</p> <p>Another description is, "A single, logical, and consistent source for information associated with a 3D site (civil) design".</p>
CCL	<p>Construction Cost Limit. Objective is to design projects within the construction cost limit as specified in the Statement of Work. The CCL is the maximum cost of construction allowable within appropriated fund amounts for a complete and awardable project. Note that the CCL value does not include Construction Contingency and Supervision and Administration (S&amp;A), also known as Supervision Inspection and Overhead (SIOH).</p>
Charrette	<p>Charrette is a French word derived from "a collection of Ideas". The design process is compressed into a two to five-day efficient planning and brainstorming session involving the entire team (i.e. client, design team, consultants, etc.). During this process, known as a "charrette," the team works side by side for an intense exchange of ideas to develop planning concepts and architecture that fits the project criteria. This approach ends with workable solutions supported by all major players.</p>

Construction Contingency	An estimated amount or cost to account for unforeseen problems beyond interpretation at the time of or after contract award. This is typically added as a markup along with S&A (or SIOH) to a project estimate to form the project cost. For MILCON projects, new construction contingency is typically 5% and for renovation is 10%, however the appropriate contingency is determined by the USACE Project Manager.
Cost Comparison	Square foot analysis in DD Form 1391 format.
Cost Estimate	A statement of probable construction costs.
Design Build	Design-Build (D/B) is a project delivery method in which the agency or owner holds a single contract with a single entity for both the design and construction of a project.
Design Contingency	An amount or cost added to a project cost estimate during design that covers costs that will likely be incurred, but are not precisely known or designed at the time of estimation. Typically, this is applied during the early stages of project and is reduced or eliminated as the project develops.
Design Guide	USAR Design Guide for Army Reserve Facilities
Design Narrative	Text describing the major elements that make up a planned design.
Design Team	Generalized term for those involved in an aspect of design. Its meaning derives from the usage context. For example, in D/B/B projects it may be the in-house or A-E provided design professionals and associates responsible for design of a project. For D/B provided designs it may mean the group of designers provided by the D/B Contractor who will be the Designers of Record for the project. It is also used in the Louisville D/B specifications to mean the USACE team assigned to review and monitor the progress and product of the Designers of Record.
Designer of Record (DOR)	Refer to the definition (to be) used in the particular project's procurement document. Generally a DOR is the design professional entity who has assumed responsibility for the project - those who have or will stamp the drawings.
DrChecks	DrChecks (pronounced "Doctor Checks") is a Web-based data system designed to facilitate the review and feedback of construction project related documents (plans and specifications), and to collect and share "lessons learned." DrChecks is a part of the ProjNet system, at <a href="https://www.projnet.org/">https://www.projnet.org/</a> A/E's must obtain enrollment and access to the system; their PE/A can initiate the enrollment.
Environmental Assessment (EA)	A concise public document that a Federal agency (or contracted A-E) prepares under NEPA to provide sufficient evidence and analysis to determine whether a proposed agency action would require preparation of an environmental impact statement or a finding of no significant impact.

Full Facility Assessment (FFA)	An assessment report of an existing facility's condition, which may inform a future FFR project.
Functional Space Details Worksheet	Functional Space Details Worksheet defines the building programming requirements for the project and is developed with the DD Form 1391. Created by the government. Used during the design phases for the definition of the 'approved' square footages in the designer of record prepared Space Allocation Table.
FY	Fiscal Year. The Federal Fiscal year begins October 1 of each calendar year, and ends September 30 of the calendar year following. "FY21" begins October 1 2020. The term 1 <sup>st</sup> Quarter of FY21 refers to October, November and December 2020, and 4 <sup>th</sup> Quarter FY21 refers to July, August, and September 2021.
Green Power	Green Power is a term used to describe electricity produced by sources that are believed to be less harmful to the environment than fossil fuels. While there is no strict definition of Green Power, generally renewable sources such as solar, wind power, geothermal, biomass, and small hydroelectric are considered Green Power sources.
Image Files	Files containing pictures or graphics rather than words. Two major types of image files are 1) <u>raster files</u> - sometimes referred to as a bitmap because it contains information that is directly mapped to the display grid and a few basic types, and 2) <u>Vector graphics files</u> - the creation of digital images through a sequence of commands or mathematical statements that place lines and shapes in a given two-dimensional or three-dimensional space. There are many formats of image files. Note: Image files are not searchable for specific words. Unless it is also sent through a special optical character recognition (OCR) program to turn it back into words, scanning a page of text will result in merely a picture of the text - an image file.
IDIQ	Indefinite Delivery Indefinite Quantity. Refers to contracting mechanism wherein a contract is formed for a stated period of time and a ceiling price, and against which individual task orders are written for the performance of work.
Industry Foundation Classes (IFCs)	An international (vendor independent) data format for achieving interoperability between software applications
Interoperability	The sharing of information between BIMs and associated design and engineering software applications
LEED	Leadership in Energy and Environmental Design The LEED Green Building Rating System™ is a nationally accepted benchmark for the design, construction, and operation of high performance green buildings.

Local Officials	For the purpose of this manual "Local Officials" are elected and appointed officials of state and local government, or their counterpart on military installations, who have jurisdiction/responsibility for protection of the public interest and life safety in land use, environment, building, transportation as it relates to military construction.
LDMDG	Louisville District Military Design Guide (LDMDG). Provides guidance regarding criteria, submittals, review processes, and other requirements applicable to military projects executed for the Louisville District, USACE.
MCACES, MII or Mii	Micro-Computer Aided Cost Engineering System. MCACES is a detailed cost estimating program utilized primarily for development of cost estimates where detailed design information is available. MCACES is used by USACE to estimate military, civil works, and HTRW project costs. The latest iteration has the acronym "MII".
MCAR	<p>Military Construction, Army Reserve (MCAR)</p> <p>Army military direct funding includes Operation &amp; Maintenance, Army (OMA); Military Construction, Army (MCA); <b>Military Construction, Army Reserve (MCAR)</b>; Army Family Housing (AFH); Housing Assistance Program (HAP); Base Realignment and Closure (BRAC), Research, Development, Test &amp; Evaluation (RDT&amp;E); Prime Power, and other programs.</p> <p>Reimbursable work for the Army includes the Installation Restoration Program, Installation Support, and other programs.</p>
MEP	Military equipment parking. Separated from the designated parking areas for Privately Owned Vehicles. See also POV.
MRAR	<p>Maintenance Repair Army Reserve</p> <p>The design and construction of a remodel (and possible additions to) an existing facility.</p>
O&M	Operation and Maintenance
OMAR	Operation and Maintenance, Army Reserve (OMAR). The OMAR appropriation funds operational, logistical, administrative, engineering, and management support for the Army Reserve. Additionally, the OMAR appropriation supports America's Army in areas including installation management, maintenance of real property, record maintenance, and personnel support to retirees, veterans, and their families.
PACES	Parametric Cost Engineering System. PACES is a Windows based parametric cost estimating system. Minimal user input to create a detailed cost estimate. User can develop cost estimates for Building Facilities, Sitework, Runways & Taxiways, and others. Pre-defined engineering relationships link parameters to detailed quantities. Defaults and quantities can be changed by user.



Parametric Cost Estimate	Estimate derived from statistical correlation of historic system costs with performance and/or physical attributes of the system. As used here (e.g. in PACES, see above) it is based on a scalable model of a facility. The PACES software has models of most common military facility types.
PE/A	Project Engineer or Architect. The USACE professional who is the primary Point of Contact (POC) for the A/E, and who provides all directions to the A/E concerning the project.
Phase I	See Chapter "Project Definition (Phase I) of this manual Part A. As used herein, Phase I defines the project sufficient to allow subsequent commencement of Detailed Design (Phase II).
Phase II	As used herein Phase II is the name given for the Detailed Design of the project following completion of Phase I. See Part B of the manual, which describes development of project detailed designs – the working drawings, specifications and other documents that make up the completed project design documents
POV	Privately owned vehicles. See also definition for MEP.
Project Definition	The purpose of the project definition phase is to define project requirements in sufficient detail to make a reliable cost estimate for the MCAR budget submission. The intent is to do this with a minimum investment of design funds.
Project Delivery Team (PDT)	A specialized mix of core team members and other stakeholders (a stakeholder is a party with a vested interest in a project) that have been assembled to deal with the unique set of program goals and technical requirements associated with each capital construction project. As used here, the project delivery team is assembled by the government. Delivery teams in federal projects will typically consist of government delivery team members (federal government employees) and contract delivery team members (private sector firms and their employees). The team typically will include a project manager, contracting officer, owner/client representative, A-E designer, specialty consultants, construction Contractor, construction manager, and peer reviewer(s).
Project Manager	A project will often have several persons with the title "Project Manager", representing the management function for the U.S. Army Corps of Engineers, Using Agency, the A-E and other stakeholders.  USACE Project Managers work closely with agency contracting officers (often referred to as the "CO" or "KO") in assembling the project delivery team. Project Managers need to have familiarity with acquisition and contracting regulations and procedures applicable to the managing agency, but only contracting officers (often referred to as the "CO") are permitted to contract for professional and construction services on behalf of the government.
RCAS	Reserve Components Automation System

Readiness Divisions (RD)	Readiness Divisions (previously Regional Readiness Sustainment Commands). These four organizations include the 81st RD at Fort Jackson, S.C.; the 88th RD at Fort McCoy; the 99th RD at Fort Dix, N.J.; and the 63rd RD at Moffett Field, Calif.
REC	Record of Environmental Consideration. A signed statement submitted with project documentation that briefly documents that an Army action has received environmental review. RECs are prepared for Categorical Exclusions (CXs) that require them, and for actions covered by existing or previous NEPA documentation.
RPX	Real Property Exchange. The RPX project delivery method in which the government exchanges a certain property and/or facilities to a private party, usually in exchange for construction project(s) to be completed, based on negotiated agreements.
Scope of Work (SOW)	See entry for "Appendix A" above
Space Allocation Table	The Space Allocation Table reflects the building programming and actual area information for the project. This table is created by the designer of record during the design phases. Format to follow the Functional Space Details Worksheet indicated program categories and space listings in the DD Form 1391 or RFP Solicitation. The designer of record is to provide the table updated to indicate the facilities' approved square footages (from the government provided Functional Space Details Worksheet), the 'placed' (as designed) square footages for each space, and the resulting area differences for each space. Utilizing square feet units of measure. This document is often also referred to as an Area Tabulation.
Space Layout	A single line floor plan defining the general arrangement of the spaces and their relative spatial, size and functional relationships.
Strawman	<p>As used in this Manual: A strawman is created with the intent that it will be pulled apart and discarded. It is used to encourage discussion of the layout's strengths and weaknesses and to generate better designs. It provides something concrete to discuss. The design team can point to it, sketch on it, discuss why an element won't work or what they would prefer to see. It allows the team to discuss the layout without it being abstract.</p> <p>The other definition of a strawman - NOT as used here – concerns debate using a logical fallacy - one example is to present a misrepresentation of the opponent's position, refute it, and pretend that the opponent's actual position has been refuted.</p>
Sustainment, Restoration, and Modernization (SRM)	The design and construction of a remodel (and possible additions to) an existing facility with funding sources from the Readiness Division or Installation's O&M funds.

Tasker	<p>Shorthand name often used by USACE to mean a work item assigned during a meeting to a specific person, to gather information or resolve an issue left open by the meeting. Thus used by the military, the "tasker" is the assigned task.</p> <p>(Note: This usage is opposite the typical dictionary definition: "One who imposes a task, or alternately one who performs a task, as a day-laborer.")</p>
USACE	U.S. Army Corps of Engineers
USAR	U.S. Army Reserve
USARC G-3/5/7	U.S. Army Reserve Command (USARC) G-3/5/7 performs the role of Project Officer during the execution of Army Reserve projects. They work directly with ARIMD and the Readiness Divisions (RDs).