FACILITIES DIVISION
Standard Operating Procedures

DATE: July 30, 2008
SUBJECT: Design Review Board Procedures
NUMBER: FDSOP-08-001
EFFECTIVE DATE: Immediately Until Replaced/Superseded

1. Purpose

The intent of this Standard Operating Procedure is to provide guidance for conducting presentations to the Design Review Board (DRB) on the designs of major construction projects in the Facilities Division (FD).

2. Background

Major design projects are reviewed at various stages of progress to assure the project's scope, intent, and budget are being met. The primary purpose of a DRB is to evaluate the estimated construction cost of major projects at a particular design completion stage in order to ensure that the resultant construction project will be accomplished within budgetary constraints. The DRB will also confirm that the estimated cost reflects inclusion of Agency policies and has considered costs and factors unique to the individual project scope. It should be noted that a DRB may be requested/conducted for other stages of design, design-related issues, and facilities studies or planning projects.

3. Policy

a. Membership in the DRB consists of the following staff in FD:

- Deputy Director for Design and Construction, FD
- Chief, Facilities Contracts Branch (FCB)
- Chief, Facilities Engineering Branch (FEB)
- Chief, Real Property Management Branch (RPMB) (as needed)
- Chief, Safety, Health, and Environmental Management Branch (SHEMB) (as needed)
- Team Leader, FCB (as needed)
- Team Leader, FEB (as needed)

b. Design Completion Stage for DRB:

- 50% design completion for design-bid-build projects
- 35% design completion, completion of Program of Requirements (POR), or prior

to award of a design/build contract

- 50% design completion if a single Guaranteed Maximum Price (GMP) is required by the contract, or prior to requesting the proposal for the first GMP when multiple GMPs are contained in the contract for Construction Manager as Constructor (CMc). (NOTE: All information for the entire project must be presented to the DRB.)

c. At the above specified design completion stage, the Architectural-Engineer (A-E) design firm is required to submit their design, along with the project's cost estimate, to the ARS Project Team for review and approval. The Contracting Officer (CO) or Contract Specialist (CS) and Engineering Project Manager (EPM) will review the submission and develop a project synopsis summarizing their findings. (See Attachments 1 and 2.) Concurrent with the CO/CS and EPM review, an A-E firm will perform Design Review (DR) services and submit their written evaluation to the CO/CS and EPM which will be incorporated in the documentation presented to the DRB. It is important that the design A-E be advised that they are not to proceed any further with the work until after the DRB has provided the CO/CS with its recommendation. It is imperative that the DRB be scheduled and conducted in a timely manner to prevent delays in design execution.

4. Procedures

a. The CO/CS and EPM will coordinate with the FCB Secretary to schedule a DRB meeting. The project documentation (Attachments 1 and 2) they develop will be distributed to the DRB members at least 2 work days prior to the DRB meeting. The project synopsis must include the following information, at a minimum:

- Project description and location
- Cost of design, design review, and value engineering
- Design start and completion dates
- Status of construction funding
- Estimated Cost of Construction (ECC) at time of design award
- Number and type of changes to the design contract/task order, if any
- ECC projected at 100 percent design by A-E and DR
- Base bid and additive/deductive/optional line items and their individual costs
- Confidence level of the CO/CS and EPM regarding the ECC
- Summary of significant issues
- Summary of DR concerns
- Recommendation(s)

b. At the DRB, a presentation is given by the CO/CS and EPM that includes the following information:

- Project overview, schedule, and ECC
- Evaluation of the DR comments concerning the cost estimate, compliance by the design A-E with original ECC, and recommendation to proceed or adjust the scope
- Explanation from design A-E (and DR) if over-budget situation exists

- Acquisition strategy for construction
- Coordination features of the project that will require special attention by the design A-E, construction contractor, and/or the user (e.g., special mechanical, electrical, or plumbing issues, swing space, phasing, etc.)
- Summary of significant issues
- Recommended actions

c. Following the presentation and discussions, the DRB will render a decision to proceed with completion of the design or to take some type of corrective action to correct the budget overrun. During the DRB, other issues may arise which require action by the CO/CS and EPM, as well. The CO/CS and EPM will document the discussions and the DRB decision on the form, entitled "Documentation of Design of 50 Percent Design Review Board Meeting." (See Attachment 3.) Based on the discussions and recommendations, the CO/CS and EPM will take the necessary action to comply. Since the DRB form is normally signed at the conclusion of the meeting and follow up actions may be stated on the form, the results of the follow-up actions and information must be communicated via e-mail to the DRB within 5 work days following the meeting.

d. Based on the results of the DRB, the CO/CS will advise the design A-E on how to proceed in accordance with the DRB's recommendations.

5. <u>Point of Contact</u>

For further information, please contact the Office of the Director, FD, on 301-504-1151.

/s/ Patrick G. Barry

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PATRICK G. BARRY
Director
Facilities Division

Attachment 1 – Standard Fifty Percent Design Review Board documentation format
Attachment 2 – Fifty Percent Design Review Board Budget Sheet Format
Attachment 3 – Documentation of Design of Fifty Percent Design Review Board Meeting Format

ATTACHMENT 1

STANDARD FIFTY PERCENT DESIGN REVIEW BOARD DOCUMENTATION FORMAT

Date:

SUBJECT: Fifty Percent Design Review Board Meeting
Name of Project and Location
Contract/Task Order No.

TO: _____, Deputy Director
_____, Chief, Facilities Contracts Branch
_____, Chief, Facilities Engineering Branch

FROM: _____, Contracting Officer/Contract Specialist
_____, Engineering Project Manager

The Fifty Percent Design Review Board meeting is scheduled to meet *Place, Time, and Date.*
The following information on the subject project is submitted for the Board's review.

Project Description and Location:

Provide the following information in narrative format:

- The name of the project, where it will be located, and the type of lab/facilities (e.g., greenhouse, headhouse, bio-containment, insectary, etc.).
- Brief statement of the facility's mission.
- Number of staff and types (e.g., number of scientists, scientific support staff, administrative support, etc.) and whether there will be University staff working in the facility and how much/type space will be provided, if known.
- Estimated size (gross square feet (GSF)) of each facility or structure to be built.
- Whether the project will be accomplished in phases. If phased, provide rationale and discuss the number of phases and what will be included in each phase.
- Date the Program of Requirements (POR) was completed and date it was approved by the Area Director and National Program Staff.
- Real property issues (e.g., Does ARS own the land or is a lease or easement required? If a lease or easement is required, indicate if one is in place and when it was signed, or provide the status of lease/easement negotiations.)
- Safety/Health/Environmental issues (e.g., Does the site require hazardous waste cleanup, etc.? Who is responsible, who will perform, who will pay for clean up, etc.?)

Appropriations to Date

Identify the type, amount and year of funding:

Fiscal Year (FY)	Amount of Appropriation	Source/Type of Funds
FY-_____	*$_____*	*B&F or R&M – Planning, Design or Construction*

Planning and Design Budget

Provide the following information in narrative format:

- The estimated cost for each phase of design. (Some of this data may be obtained from the Action Plan/Fact Sheet (AP/FS) or Briefing Papers.)
- Identify who is tasked with performing Design Review (DR) and Value Engineering.
- Discuss any other design issues or concerns.

Activity	Costs
Pre-design	$
Design Cost (Chargeable to 6% A-E Fee Limitation)	$
Design Cost (Not chargeable to 6% A-E Fee Limitation)	$
Design Review	$
Value Engineering	$
Contingency	$
Interest Penalty Payments to date (if any)	$
Total Design Costs	$

Construction Budget

Provide the following information in narrative format:

- The Estimated Cost of Construction (ECC) at various points in time, as well as the costs for A-E services, contingency amounts and procurement preference (estimated costs for using 8(a) firms and/or price evaluation adjustment for small disadvantaged businesses [costs associated with these programs are usually higher])
- Discuss steps that will be taken to ensure ECC is maintained or "protected" during bidding/proposal period.
- Discuss/Identify any additive/deductive/options/individual lines items, besides the base bid, that will be specified in the Schedule.
- Discuss significant areas of risk and any other pertinent issues or concerns.

Provide the costs for the following activities:

Activity	Costs
ECC at Completion of Design *(provide timeframe)*	$

ECC at Midpoint of Construction *(provide timeframe)*	$
A-E Bid Phase Services	$
A-E Inspection Services	$
A-E Construction Management	$
Construction Contingency	$
Procurement Preference	$
Total Construction Budget	$

Summary of Work

Provide the following information in narrative format:

- Identify each item of work (structure and/or infrastructure) that will be specified in the solicitation.
- Describe each building or infrastructure that will be constructed. Include the GSF, height, and the components within the building (e.g, cold rooms, shop area, library, number and types of laboratories, number of administrative offices, technology transfer area, HVAC system, number of compartments in the greenhouse (GH), type of GH lighting, type of GH heating/cooling, GH shading, site work, geothermal heating system, etc.)
- Utilize a table-type format to identify the GSF of the current facilities' components with the planned GSF as indicated in the AP/FS and what is currently being designed.
- Discuss the estimated duration of construction, seasonal considerations, and work phasing and sequencing issues.

Changes to the Design Task Order

Discuss any changes made to the design task order (e.g., increase or decrease to GSF, change in function of facility, increase or decrease in number of structures, etc.)

Base Item and Options or Additional Individual Line Items

Provide the rationale for using additive, deductive, options, or additional line items, if any in the solicitation.

Market Survey

Discuss the research efforts done to date to locate small, small disadvantaged, service-disabled veteran-owned, woman-owned, HUBZone, and 8(a) firms. Include the date(s) for sources sought postings in FedBizOpps, the internet web sites used, and personnel contacts.

Method of Procurement

Discuss the type of solicitation to be used and the rationale, whether a Sealed Bid or Request for Proposal. Discuss whether or not it is anticipated that the procurement will be accomplished using a set aside or through full and open, unrestricted competition based on the market survey

results. Identify the type of set-aside, if any. Provide the rationale for using a set-aside or unrestricted competition.

Small Business Clearance and Acquisition Strategy Approvals

a. The CO/CS must complete the USDA Small Business Program – Procurement Request Review, Form AD-1205, for all acquisitions in FD. Projects that exceed $100,000 and are not set aside for small business firms must be approved by the USDA Office of Small and Disadvantaged Business Utilization (OSDBU) (with prior review and concurrence by FD's OSDBU and ARS' Acquisition & Property Division (APD)) before a solicitation may be issued. Discuss the status of this documentation and approval.

b. Once the AD-1205 has been approved, projects with a value between $1 million and $5 million must have an Acquisition Strategy that is approved by the FCB Branch Chief in accordance with FD-SOP No. 07-002. Projects that exceed $5 million must have an Acquisition Strategy that is approved by USDA's Chief Acquisition Officer (with prior review and approval by the FCB Branch Chief and the ARS Head of the Contracting Activity Designee in APD). Discuss status of this documentation and approval.

Environmental Assessment

Discuss the status of the environmental assessment. If none was done, provide justification.

Confidence Level of EPM and CO Regarding the ECC

Discuss the confidence of the EPM and CO/CS in the accuracy of the ECC and any actions that will need to be taken by the A-E or the Government to mitigate any concerns. Discuss any factors and concerns that may affect cost (e.g., increase in fuel or utility costs, steel or other material costs, transportation, etc.)

Summary of Significant Issues

Discuss any significant issues, such as security, telecommunications, energy conservation measures, need for any permits, specialized design features, handicap access compliance, etc. Include the DR's concerns.

Recommendation(s)

Provide the recommendation(s) of the CO/CS and EPM for further action on the project.

Enclosures:
Fifty Percent Design Review Budget Sheet for Project
Action Plan/Fact Sheet for Project
Current FY Briefing Paper for Project
Procurement Plan for Next Project Phase
Documentation of Fifty Percent Design Review Meeting

ATTACHMENT 2

50 PERCENT DESIGN REVIEW BOARD BUDGET SHEET

Date: CO:

Project: EPM:

Location:

	AP/FS	**FY-**	**FY-**	**Current Totals**
A-E Study	$	$	$	$
A-E Pre-Design	$	$	$	$
A-E Design	$	$	$	$
A-E Design Review	$	$	$	$
Value Engineering Services	$	$	$	$
A-E Design Contingency	$	$	$	$
TOTAL A-E COSTS	$	$	$	$
ECC at Design Completion	$	$	$	$
ECC – Base Bid	$	$	$	$
Additive/Deductive/Option/Additional Line Items	$			
A-E Bid Phase	$	$	$	$
A-E Inspection	$	$	$	$
A-E Construction Management	$	$	$	$
Construction Contingency (%)	$	$	$	$
Procurement Preference (%)	$	$	$	$
Escalation to Mid-point of Construction (timeframe)	$	$	$	$
TOTAL CONSTRUCTION COSTS	$	$	$	$
Total A-E & Construction Funds Expended To Date	$	$	$	$
Total A-E & Construction Funds Required	$	$	$	$
Funds Received	$	$	$	$
(Deficit)/Surplus	$	$	$	$

COMMENTS:

ATTACHMENT 3

DOCUMENTATION OF 50 PERCENT DESIGN REVIEW MEETING

Date:

Project:

Location:

Contract/Task Order No.

Key Discussion Points:

Decision:

Action Items:

Action	Responsible Person	Due Date

_____/_____ _____

(Signature of Contracting Officer/Specialist & Engineering Project Manager) Date

REVIEW BOARD ACTION: [ ] APPROVED [ ] OTHER ACTION AS INDICATED

_____ _____

Deputy Director, Chairperson Date

_____ _____

Chief, FCB Date

_____ _____

Chief, FEB Date