

U.S. Department
of Transportation

United States
Coast Guard



Commandant
United States Coast Guard

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COMDTINST M11010.14
FEB 23 1995

COMMANDANT INSTRUCTION M11010.14

Subj: SHORE FACILITIES PROJECT DEVELOPMENT MANUAL (SFPDM)

1. **PURPOSE.** This manual establishes the policy and prescribes procedures for identification, development and execution of shore facility Acquisition, Construction and Improvement (AC&I), family housing, and Coast Guard Exchange System (CGES) funded projects. This manual is compatible with, and complements the Coast Guard's Strategic Planning, Programming, Budgeting, Execution, and Evaluation System (SPPBEES).
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, Commander, Coast Guard Activities Europe, chiefs of offices and special staff divisions at Headquarters shall ensure compliance with the provisions of this instruction.
3. **DIRECTIVES AFFECTED.** This publication supersedes the Shore Facilities Planning Manual, COMDTINST M11010.6, which is hereby cancelled.
4. **DISCUSSION.** In response to concerns over the responsiveness and efficiency of the Shore Facilities Planning Process (SFPP), a Quality Action Team (QAT) was established to evaluate the existing system and develop recommendations for improving the process. Several of the QAT's final recommendations approved by Commandant (G-CCS) directly addressed the need to improve SFPP documentation. The QAT also recommended that a cross-functional work group, with members from various field units and Headquarters staff, be established as a vehicle to obtain field input, implement approved QAT recommendations and generate revised process documentation. This Manual was developed as a joint effort which is specifically

COMDTINST M11010.14
FEB 23 1995

designed to augment existing directives including, COMDTINST 16010.6 (Series), Planning and Programming Manual and COMDTINST M11000.11 (Series), Civil Engineering Manual. In addition to augmenting general SFPP policy guidance, this instruction is designed as a "how to"/standard operating procedure manual which will help to promote consistency of procedures and resultant project documentation. As such, example documents have been included to help illustrate project documentation requirements. The format of this manual corresponds to the general chronological order in which AC&I projects are generated and accomplished. Separate chapters are devoted to each major component of the SFPP.

5. **FUTURE CHANGES.** Commandant (G-E) is the issuing and amending authority for this manual. Your suggestions for improving the manual are welcome and are to be forwarded to Commandant (G-ECV). The Shore Facilities Project Development Process will undergo continuous improvement through a series of changes to this manual. Individual chapters of this manual which were not complete at the time of publishing will be issued as they are developed. Corresponding changes to COMDTINST M11000.11 (Series), Civil Engineering Manual, will be forwarded under separate cover.
6. **REPORTS AND FORMS.** The AC&I Data Sheet Form CG-5069 and Form CG-2618 (Series) for Project Proposal Reports, Parts A & B, are cancelled. All documents described in this manual are designed to be generated in a free-flowing format using Document Designer on the CG standard workstation. Copies of example document formats illustrated in this manual are available from G-ECV-2 upon request.

E. J. BARRET
Chief Office of Engineering,
Logistics and Development

TABLE OF CONTENTS

CHAPTER I - INTRODUCTION

A. Requirements of the Coast Guard Shore Plant	1-1
B. The Shore Facilities Planning and Management System (SFPMS) ...	1-1
C. Use	1-3
D. Timing	1-3

CHAPTER 2 - THE SHORE FACILITIES PLANNING AND MANAGEMENT SYSTEM

A. Introduction	2-1
B. Components	2-1
C. Purpose	2-1
D. Background	2-1
E. Planning	2-2

CHAPTER 3 - AC&I PROBLEM STATEMENT (PS)

A. Purpose	3-1
B. Background	3-1
C. Sources	3-1
D. Content	3-1
E. Process	3-3

CHAPTER 4 - SHORE FACILITIES REQUIREMENTS LIST (SFRL)

A. Introduction	4-1
B. Uses	4-1
C. Prioritization	4-1
D. Process	4-3
E. SFRL Database Maintenance	4-3

CHAPTER 5 - PLANNING PROPOSAL (PP)

A. Purpose	5-1
B. Submittal Requirements	5-1
C. Planning Proposal Preparation	5-1
D. Real Property Acquisition	5-2
E. Roles and Responsibilities	5-2

CHAPTER 6 - PROJECT PROPOSAL REPORT PART A [PPR(A)]

A. Purpose	6-1
B. Basis of Submittal	6-1
C. Content	6-1
D. Process	6-5

CHAPTER 7 - PROJECT PROPOSAL REPORT PART B [PPR(B)]

A. Purpose	7-1
B. Basis of Submittal	7-1
C. Content	7-1
D. Process	7-7

CHAPTER 8 - PROJECT EXECUTION

A. Invitation for Bid (IFB) Package (To be developed) 8-1
B. The Final AC&I Data Sheet (To be developed) 8-1

CHAPTER 9 - POST OCCUPANCY EVALUATION (POE)

A. To be developed 9-1

CHAPTER 10 - GLOSSARY

A. Glossary of Terms 10-1

CHAPTER 1. INTRODUCTION

- A. Requirements of the Coast Guard Shore Plant.** Coast Guard missions are dynamic and often necessitate changes in characteristics of ships, aircraft, and operations. These changes often result in new or changing shore facilities requirements. Likewise, orderly and efficient replacement of the existing shore plant is required to remove obsolescence and deterioration.
- B. The Shore Facilities Planning and Management System (SFPMS).** The goal of the Shore Facilities Planning Management System is to determine facilities requirements necessary to accomplish assigned missions through optimum utilization of existing assets. This manual defines procedures and documentation requirements of a portion of the SFPMS, the Shore Facilities Project Development Process (SFPDP), which is used when the SFPMS results in a shore facilities project. The process interfaces with the Strategic Planning, Programming, Budgeting, Execution, and Evaluation System (SPPBEES), which is described in the Planning and Programming Manual, COMDTINST M16010.6 (series). As Figure 1-1 shows, the process funnels many inputs into a common goal, and is divided into four components: planning, programming and design, execution, and evaluation.
- 1. Planning.** Planning is a process involving the following steps: identify present and future missions; analyze facilities requirements to carry out these missions; assess the existing shore plant's ability to support these missions; develop a plan to correct resulting deficiencies and determine the most efficient use of existing assets. Approval of this plan often results in a shore facilities project. An overview of this process is documented in Chapter 2. The Problem Statement (PS), discussed in Chapter 3, is an output from the planning process in which problems are identified as potential shore facilities requirements. Approval of the PS constitutes validation that the problem is worthy of further study and it is placed on the Shore Facilities Requirements List (SFRL). The SFRL, discussed in Chapter 4, is a backlog of approved PS documentation stored in the Civil Engineering Data System (CEDS). Prioritization of the SFRL is essential to restore or replace shore facilities in the order best suited to support Coast Guard missions. Prioritized requirements from the SFRL backlog are developed in a Planning Proposal (PP), which provides significant detail of an existing problem, desired state, alternatives, and a recommended solution. An approved PP also identifies planning factors (boats, cutters, aircraft, personnel, etc.) which affect project development. An overview of PPs can be found in Chapter 5, and detailed instructions on preparation can be found in the Planning and Programming Manual, COMDTINST M16010.6 (series).
 - 2. Programming and Design.** Programming and Design is the process by which engineering solutions for proposed shore facilities projects are developed and designed. This process is documented by the Project Proposal Report (PPR) Parts A and B. The PPR(A) is an architectural program which establishes the project scope based on the PP's approved alternative and planning factors. This document also establishes the scope of work under which a designer will develop the project. PPR(A)s are discussed in Chapter 6 of this manual. The PPR(B) is a project design based on the PPR(A), completed to the design development (i.e. 35%) stage. This document finalizes scope and budget and is the basis for obtaining funds to complete the project. Discussion of the PPR(B) is found in Chapter 7 of this manual.
 - 3. Execution.** Execution includes competitive bidding, contract award, and construction monitoring and completion of shore facilities projects. Execution is discussed in Chapter 8 of this manual. Documentation requirements include the Invitation for Bid (IFB) and Final AC&I Data Sheets. The IFB is a completed set

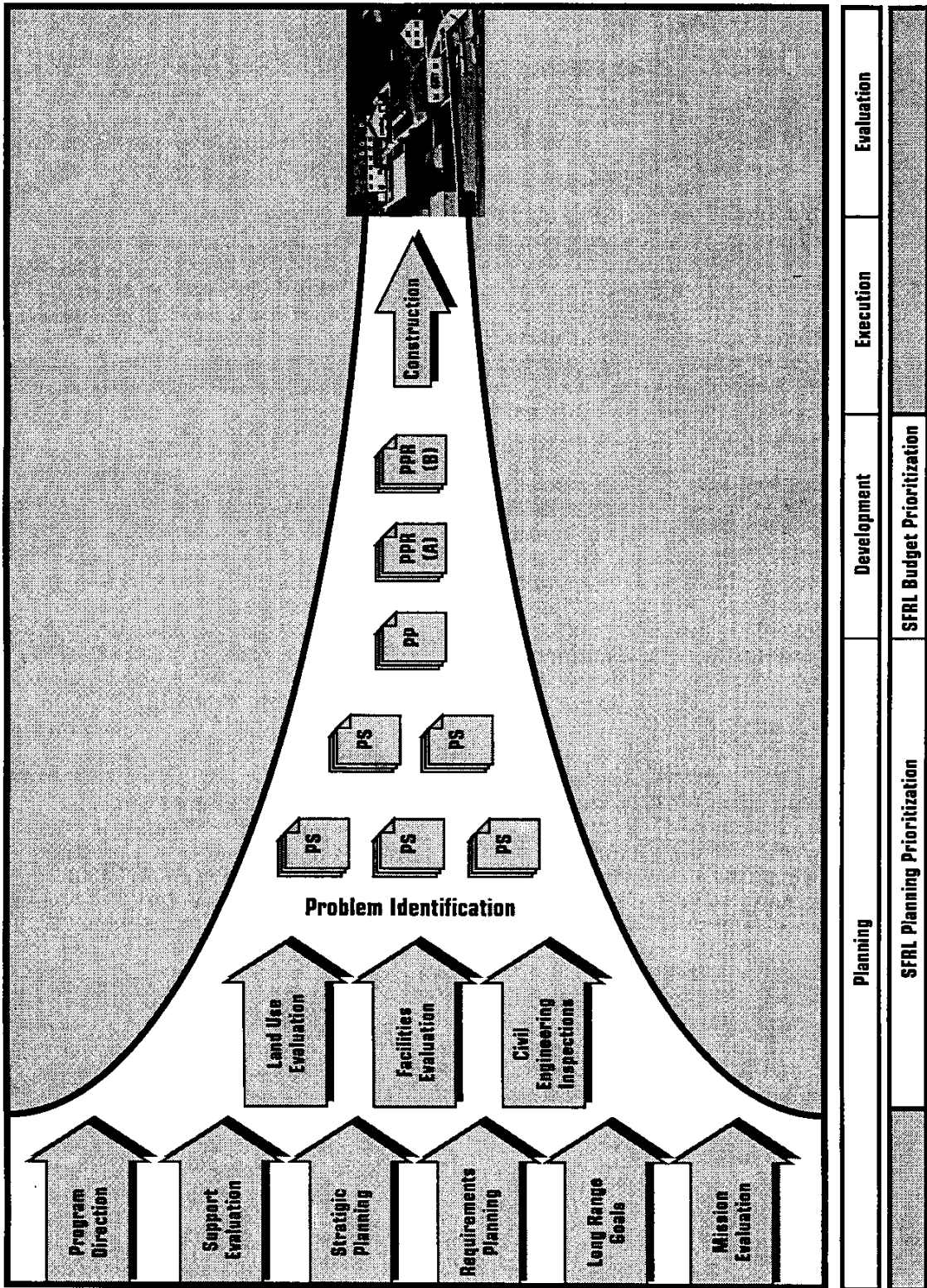
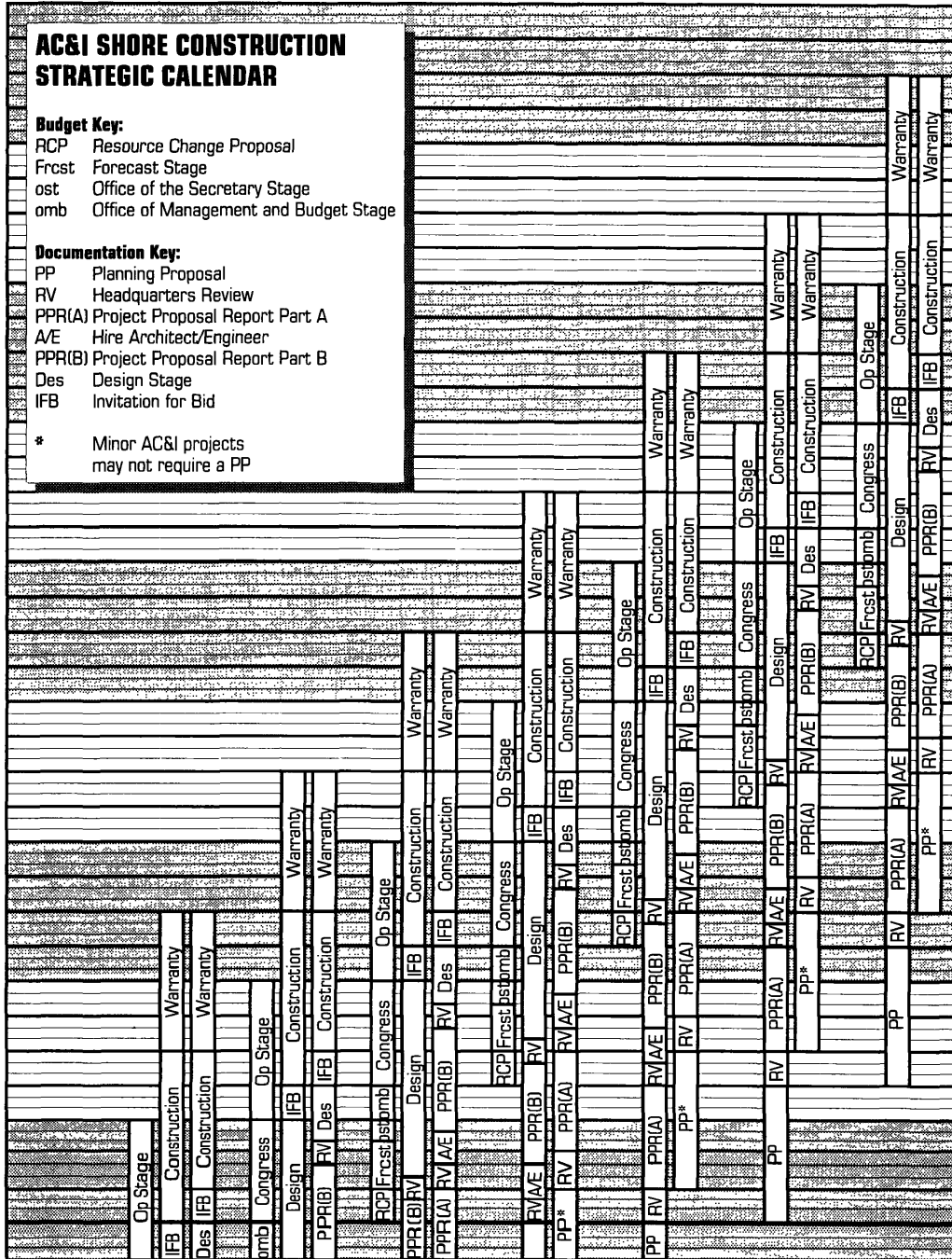


Figure 1-1

project plans and specifications and is used to for contract solicitation to initiate bidding or negotiations from prospective construction contractors. Final AC&I Data Sheets indicate a projects completion and are used to track various project elements for measurement purposes.

- 4. Evaluation.** Evaluation is the process of monitoring a project after it's completed, to determine the effectiveness of the shore construction program. The evaluation process is documented by Post Occupancy Evaluations (POE), which are discussed in Chapter 9 of this manual.
- C. Use.** Planning, Development, and Evaluation of all Major AC&I, Minor AC&I, Family Housing, and Coast Guard Exchange System (CGES) shore construction projects will follow procedures and documentation requirements in this manual. However, PP documentation for Minor AC&I projects may be omitted when certain conditions are met. The process for requesting a waiver of PP documentation on Minor AC&I projects is outlined in Chapter 3 of this manual. The criteria that must be met is detailed in Chapter 5.
- D. Timing.** The Shore Facilities Project Development Process described in this manual typically requires a **minimum** of five years from initiation of a PP to construction contract award. Minor AC&I projects may require a shorter cycle while some complex Major AC&I projects may require lengthy planning that could extend the cycle beyond five years. Figures 1-2 and 1-3 (next page) provides the AC&I Shore Construction Strategic Calendar for the Shore Facilities Project Development Process. These figures outline a critical path timeline. Realistically, project documentation should be developed ahead of this critical path.

Oct 2003
 Jul 2003
 Apr 2003
 Jan 2003
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FY1995 Budget
 FY1995 Major/Housing
 FY1995 Minor/CEGS
 FY1996 Budget
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 FY1998 Budget
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 FY1999 Budget
 FY1999 Major/Housing
 FY1999 Minor/CEGS
 FY2000 Budget
 FY2000 Major/Housing
 FY2000 Minor/CEGS
 FY2001 Budget
 FY2001 Major/Housing
 FY2001 Minor/CEGS

Figure 1-2

ACSI SHORE CONSTRUCTION STRATEGIC CALENDAR												
DESIRED FY	PP* START	PP* COMPLETE	PP* APPROVED	PPR(A) COMPLETE	PPR(A) APPROVED	A/E AWARD	PPR(B) COMPLETE	PPR(B) APPROVED	DESIGN COMPLETE	CONSTR. AWARD	CONSTR. COMPLETE	WARRANTY EXPIRED
FY 1995 Major & Housing									1-Oct-94	1-Jan-95	1-Apr-96	1-Apr-97
FY 1995 Minor & CEES							1-Jun-94	1-Aug-94	1-Jan-95	1-Apr-95	1-Apr-96	1-Apr-97
FY 1996 Major & Housing							1-Mar-94	1-May-94	1-Oct-95	1-Jan-96	1-Apr-97	1-Apr-98
FY 1996 Minor & CEES				1-Apr-94	1-Jun-94	1-Sep-94	1-Jun-95	1-Aug-95	1-Jan-96	1-Apr-97	1-Apr-98	1-Apr-99
FY 1997 Major & Housing				1-Jan-94	1-Mar-94	1-Jun-94	1-Mar-95	1-May-95	1-Oct-96	1-Jan-97	1-Apr-98	1-Apr-99
FY 1997 Minor & CEES				1-Apr-94	1-Jun-94	1-Sep-94	1-Jun-95	1-Aug-95	1-Jan-96	1-Apr-97	1-Apr-98	1-Apr-99
FY 1998 Major & Housing				1-Jan-94	1-Jun-94	1-Sep-94	1-Jun-95	1-Aug-95	1-Oct-97	1-Jan-98	1-Apr-99	1-Apr-00
FY 1998 Minor & CEES	1-Apr-94	1-Apr-95	1-Jul-95	1-Apr-96	1-Jun-96	1-Sep-96	1-Jun-97	1-Aug-97	1-Jan-98	1-Apr-98	1-Apr-99	1-Apr-00
FY 1999 Major & Housing	1-Jan-94	1-Jan-95	1-Apr-95	1-Jan-96	1-Mar-96	1-Jun-96	1-Mar-97	1-May-97	1-Oct-98	1-Jan-99	1-Apr-00	1-Apr-01
FY 1999 Minor & CEES	1-Apr-95	1-Apr-96	1-Jul-96	1-Apr-97	1-Jun-97	1-Sep-97	1-Jun-98	1-Aug-98	1-Jan-99	1-Apr-99	1-Apr-00	1-Apr-01
FY 2000 Major & Housing	1-Jan-95	1-Jan-96	1-Apr-96	1-Jan-97	1-Mar-97	1-Jun-97	1-Mar-98	1-May-98	1-Oct-99	1-Jan-00	1-Apr-01	1-Apr-02
FY 2000 Minor & CEES	1-Apr-96	1-Apr-97	1-Jul-97	1-Apr-98	1-Jun-98	1-Sep-98	1-Jun-99	1-Aug-99	1-Jan-00	1-Apr-00	1-Apr-01	1-Apr-02
FY 2001 Major & Housing	1-Jan-96	1-Jan-97	1-Apr-97	1-Jan-98	1-Mar-98	1-Jun-98	1-Mar-99	1-May-99	1-Oct-00	1-Jan-01	1-Apr-02	1-Apr-03
FY 2001 Minor & CEES	1-Apr-97	1-Apr-98	1-Jul-98	1-Apr-99	1-Jun-99	1-Sep-99	1-Jun-00	1-Aug-00	1-Jan-01	1-Apr-01	1-Apr-02	1-Apr-03
FY 2002 Major & Housing	1-Jan-97	1-Jan-98	1-Apr-98	1-Jan-99	1-Mar-99	1-Jun-99	1-Mar-00	1-May-00	1-Oct-01	1-Jan-02	1-Apr-03	1-Apr-04
FY 2002 Minor & CEES	1-Apr-98	1-Apr-99	1-Jul-99	1-Apr-00	1-Jun-00	1-Sep-00	1-Jun-01	1-Aug-01	1-Jan-02	1-Apr-02	1-Apr-03	1-Apr-04
FY 2003 Major & Housing	1-Jan-98	1-Jan-99	1-Apr-99	1-Jan-00	1-Mar-00	1-Jun-00	1-Mar-01	1-May-01	1-Oct-02	1-Jan-03	1-Apr-04	1-Apr-05
FY 2003 Minor & CEES	1-Apr-99	1-Apr-00	1-Jul-00	1-Apr-01	1-Jun-01	1-Sep-01	1-Jun-02	1-Aug-02	1-Jan-03	1-Apr-03	1-Apr-04	1-Apr-05

* Minor ACSI projects may not require a PP.

Figure 1-3

CHAPTER 2. THE SHORE FACILITIES PLANNING AND MANAGEMENT SYSTEM

- A. Introduction.** Much of the Shore Facilities Planning and Management System (SFPMS) is under development. When completed it will represent the first integration of a quantitative systems approach to the planning and management of the entire Coast Guard shore plant. The SFPMS is intended to link the civil engineering community's, planning, management, maintenance, acquisition, disposal, environmental compliance, and automated data management efforts.
- B. Components.** Specific components of the SFPMS will be established as the system is developed, but the major components are Planning, Activity Master Plans, Biennial Facilities Inspections, Programming and Design, Project Execution, and Post Occupancy Evaluation. The last three components make up the Shore Facilities Project Development Process (SFPDP), which this manual documents. Their relationships are also shown in figure 2-1.
- C. Purpose.** The SFPMS will provide a method for making sound business decisions concerning the shore plant based on the most efficient method of meeting mission requirements, while protecting our natural and cultural resources using a systems management approach.

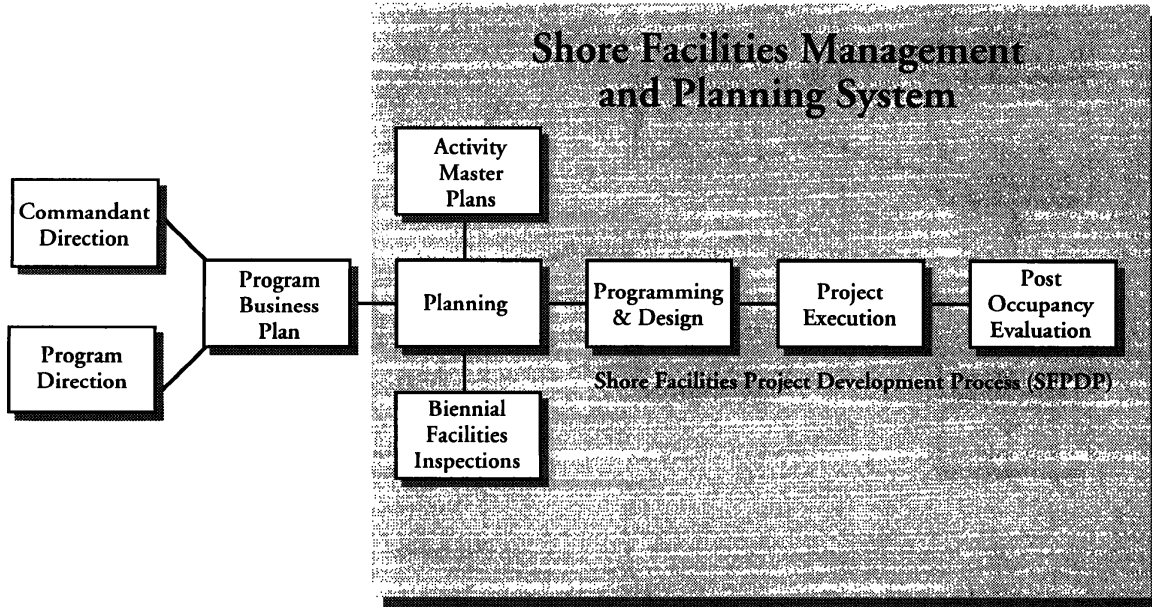
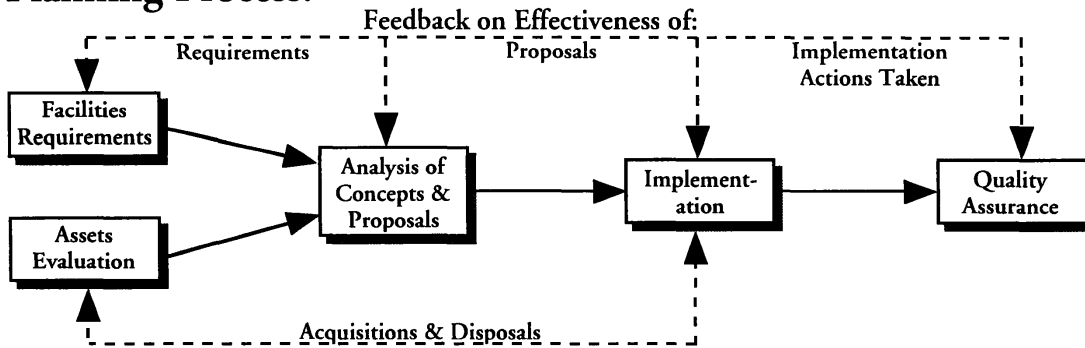


Figure 2-1

- D. Background.** Commandant (G-E) has established several long range goals as part of the FY1995 - FY1998 Commandant (G-E) Business Plan. These goals have been integrated with other programs through the revised long range planning process and approved by the Commandant. Development of the SFPMS is intended to directly support these goals by:

1. Adopting a systems approach to planning, design, and development of platforms, hardware, organizations, facilities and logistics to yield the most efficient and effective means of mission accomplishment.
2. Developing quantitative methods to identify our mission requirements, describe the condition of the shore plant, and apply our limited resources only to the highest priority requirements in the most efficient way.
3. Quantitatively justifying and planning shore facilities, vessels, aircraft, electronics, ATON equipment, and logistic support to "fit together" to yield the most efficient combination of facilities, platforms, equipment, and organizations to accomplish the mission.
4. Harnessing the latest technology to improve productivity, make decisions, and measure performance by capturing and monitoring critical data, developing/integrating information systems and using other cost effective decision support tools.
5. Ensuring that Coast Guard operations, facilities, equipment and vessels comply with federal, state, and local environmental requirements in the most cost effective manner possible within annual budget constraints.

Planning Process:



Process Products:

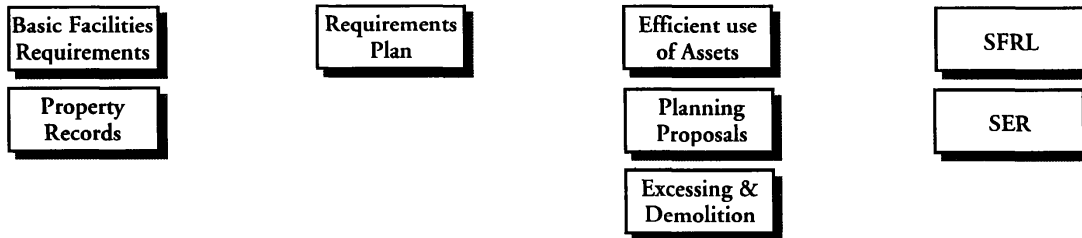


Figure 2-2

E. Planning. In the simplest terms, planning is a process involving the following steps: identifying present and future missions; analyzing facilities requirements to carry out these missions; assessing the existing shore plant's ability to support these missions; determining the most efficient use of existing assets; and developing an implementation plan to correct resulting deficiencies. As figure 2-2 shows, planning involves Requirements Planning, Assets Evaluations, Analysis of Alternative Concepts and Proposals, Implementation, and Quality Assurance.

1. In the same way that construction of a building or an aircraft never precedes design, planning should always precede design. Often the most sound business decision justified in the planning process is to build a new facility or replace and/or expand an existing facility. It is also true that the same process is just as likely to reveal that the most sound business decision is to better utilize existing facilities through rehabilitation, adaptive reuse and/or disposal of inadequate facilities. However, when the process results in an approved alternative to replace, expand, or build new shore facilities, then the project development process described in this manual is carried out.
2. Planning therefore must be a continuing, proactive process of identifying shore facility problems, deficiencies, and quantified needs by: systematically determining mission requirements; monitoring the condition of the shore plant; developing detailed alternatives, programs, or methods, to efficiently use and development real estate and facility resources in response to assigned missions, functions, and tasks while protecting the natural and cultural environment.

CHAPTER 3. PROBLEM STATEMENT (PS)

- A. Purpose.** Chapter 2 discussed a continuous process for matching shore facilities requirements with current assets to identify surpluses and shortfalls. The shore facilities AC&I Problem Statement (PS) is the next step in the documentation of individual problems which currently, or are expected to, impact shore facilities. The PS replaces the AC&I Data Sheet. The PS is also used to update, change or delete a previously submitted PS.
- B. Background.** Historically, AC&I Data Sheets were used as an initial "marker" for the AC&I backlog with little detail or cost basis. The objective of the PS is to provide better problem identification and better communication betwn the field and their program managers in Headquarters. An approved PS is an agreement among all interested parties that a legitimate problem exists and has sufficient merit to devote future resources for further planning. The PS will lead to a more meaningful backlog for Shore Facilities Requirements List (SFRL) prioritization.
- C. Sources.** A PS may be generated from a number of sources and is the product of continuous shore facilities planning, as discussed in Chapter 2. They are driven by shore plant deterioration, new or changed missions, catastrophic failures, environmental requirements, etc. Specific sources include master plan project lists, biennial inspections, environmental compliance and engineering evaluations.
- D. Content.** The PS is an important communication document between the field, district, area, and headquarters. The format is a flexible one to allow adequate discussion of the problem. Bullet presentation is preferred, with a target of 2 or 3 total pages. Exhibit 3-1 shows the suggested format for the PS and includes all the following required content areas:
- 1. SFRL Number.** Assigned by MLC when project is entered onto the SFRL.
 - 2. Project Title.** Brief title usually beginning with a verb (eg. Reloc Station, Const New UPH, Rehab Runways, etc.)
 - 3. Benefiting Unit.** Name and OPFAC number for the benefiting unit (ie tenant command) unit which is the "customer" of the project.
 - 4. Landlord Unit.** Name and OPFAC number for the landlord unit (ie host command) of the property.
 - 5. Funding Source.** Typically either Major AC&I, Minor AC&I, Housing, CGES, or other.
 - 6. SFRL Status.**
 - New: Add new project to SFRL
 - Delete: Delete existing project from SFRL
 - Change: Change current entry on SFRL
 - 7. Field Manager.** District, Area, MLC or Headquarters Unit Program Manager
 - 8. HQPM.** Headquarters Program Manager with primary responsibility for the unit.
 - 9. Problem Statement.** Current state, desired state, and impact of problem.
 - 10. How Was Problem Identified/Background.** Self explanatory.

Problem Statement (PS) Process

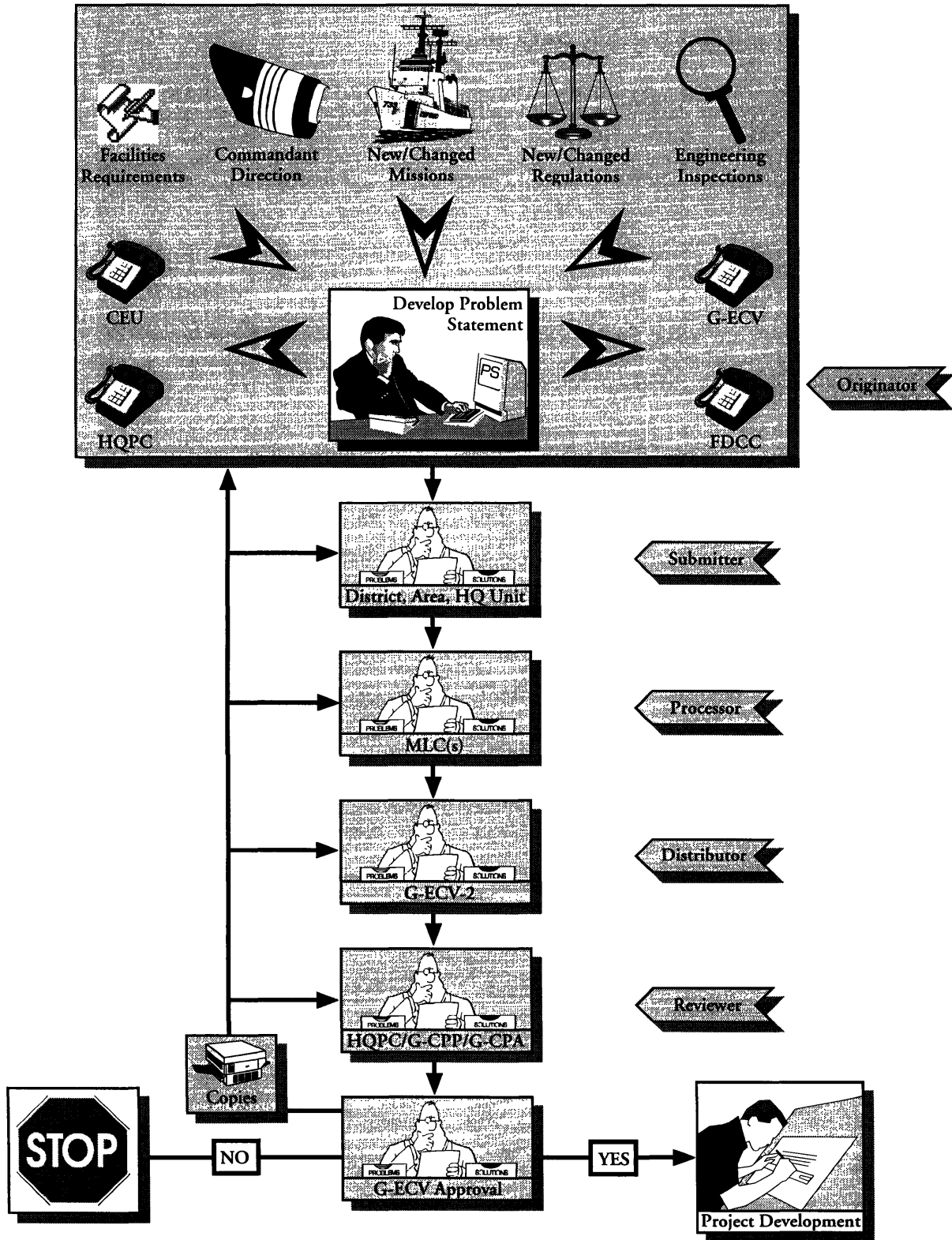


Figure 3-1

11. **Significant Issues.** Briefly describe major concerns, issues or constraints not already indicated.
 12. **Range of Potential Alternative Solutions.** List several solutions that should be evaluated to correct the problem (cg. status quo [required], contract out, lease, terminate mission, rehab, construct new, etc.).
 13. **Checklist of Constraints, Impacts, & Environmental Concerns.** Indicate Yes, No or N/A and possibly add a brief remark if the indicated items will affect the problem and/or solution.
 14. **Cost Estimate.** Select one reasonable solution alternative and provide an order of magnitude estimate for the project. Escalate estimate to a reasonable year and include a contingency factor in accordance with the chapter titled Cost Estimating in the Civil Engineering Manual, COMDTINST M11000.11 (series).
 15. **PP Waiver Requested.** A PP waiver may be requested for Minor AC&I projects if the project meets the criteria listed in the chapter in this manual titled Planning Proposals.
 16. **Participants.** List names and phone numbers of individuals who provided assistance or background material in preparing the PS.
 17. **Originator.** Name, title and phone number of originator.
 18. **Submitter.** Comment, recommendation, signature, title and date of the submitter [District(dpl), MLC(s), Area(acs), HQ Unit(CO)].
 19. **MLC(s).** Comment, recommendation, signature, title and date of MLC(s).
 20. **HQPC.** Comment, recommendation, signature, title and date of the Headquarters Planning Coordinator.
 21. **COMDT (G-CPP).** Comment, recommendation, signature, title and date of Commandant (G-CPP).
 22. **COMDT (G-CPA).** Comment, recommendation, signature, title and date of Commandant (G-CPA).
 23. **COMDT (G-ECV).** Approval/disapproval, comments, signature, title and date of Commandant (G-ECV).
- E. **Process.** The following steps along with the roles, responsibilities and typical durations are involved in the preparation and review of a PS (also see Figure 3-1).
1. **Originator.** Anyone identifying a problem/need with an impact on shore facilities may prepare a PS, consulting with others for operational, technical, cost, and environmental support. The ORIGINATOR checks with district (dpl), District Program Manager, and Headquarters Program Manager for initial comment and support.
 2. **Submitter.** The PS is submitted to MLC(s) by district (dpl) for district units, MLC(s) for MLC units, Area for Area units, and HQ unit (co) for HQ units. Duration - 2 weeks.

3. **MLC(s)**. MLC(s) uses CEDS to assign the project an SFRL number and enter it into the SFRL. They then forward it to Commandant (G-ECV-2). Duration - 1 week.
4. **Commandant (G-ECV-2)**. Receives the PS and forwards to HQPC, G-CPP, and G-CPA for input on policy and program impacts. Duration - 1 week.
5. **HQPC, G-CPP & G-CPA**. Comment on PS and provide input and comments. Duration- 3 weeks.
6. **Commandant (G-ECV)**. Approve or disapprove the PS and provide comments as necessary. Distribute copies back to the field, including the originator. Approval of the PS indicates the problem has sufficient merit to be prioritized in the SFRL as described in Chapter 4, and possibly devote resources (money and staff) for the preparation of additional project documentation. If disapproved, MLC(s) will remove the project from the SFRL. Duration- 1 week.

PROBLEM STATEMENT

1. **SFRL NUMBER:** ____ - _____ (Assigned by MLC)
2. **PROJECT TITLE:** Upgrade Station
3. **BENEFITING UNIT:** Station Little Creek (05-30277)
4. **LANDLORD UNIT:** Station Little Creek (05-30277)
5. **FUNDING SOURCE:** Major AC&I
6. **SFRL STATUS:** New
7. **FIELD MANAGER:** D5 (osr)
8. **HQPM:** Comdt (G-NRS)
9. **PROBLEM STATEMENT:**
 - a. **Current State:** Station facilities were constructed in the 1930's; their spatial/functional relationships and substandard and unsatisfactory. The Multipurpose Building has inadequate space for berthing, galley, messing and recreation; no separate female heads; due to overcrowding 3rd floor converted to berthing however does not comply w/life safety stds and has no heads; gang heads used in berthing area; no berthing for tenant WPBs; no wetrooms; no heads for visitors on 1st floor; utility system in poor condition due to age; poor energy efficiency. Site is only 1 acre and adjoining property not available for acquisition.
 - b. **Desired State:** Provide more efficient, functional and adequately sized facilities to meet the needs and standards for the station's current operations.
 - c. **Impact of Problem:** Overcrowding, inefficiency, life safety problems, poor working conditions, low morale, etc. will continue.
10. **HOW WAS PROBLEM IDENTIFIED/BACKGROUND:** Inefficiencies, inadequacies and problems have increased gradually over the years. Recent CU biennial inspections have indicated that resolution will require Major AC&I funding.
11. **SIGNIFICANT ISSUES:** Nearby housing and easy tractor trailer access are main concerns.

12. RANGE OF POTENTIAL ALTERNATIVE SOLUTIONS:

- a. Status Quo: Maintain current facilities; does nothing to eliminate facility deficiencies; least initial cost; high life cycle costs.
- b. Acquire property at nearby Naval Amphibious Base; construct new facilities; demolish existing facilities; corrects deficiencies; high initial cost; lower life cycle costs. (Basis of cost estimate)
- c. Rehab existing Multipurpose Building; construct new UPH on current site; some overcrowding and inefficiencies will remain due to small site.
- d. Acquire adjoining property from commercial shipyard; construct new facilities; demolish existing facilities; lower initial cost but property not for sale.
- e. Decommission station and consolidate with other stations.

13. CHECKLIST OF CONSTRAINTS, IMPACTS, & ENVIRONMENTAL CONCERNS:

ISSUE	YES, NO or N/A	REMARKS
Real property	YES	Acquire new site
Personnel change	YES	Addtl billets rqd
Efficiency	YES	More efficient spaces
Safety	YES	Correct deficiencies
Housing	YES	Addtl UPH space rqd
Threatened Species	NO	
Site Contamination	UNK	No known contamination
Historicity	NO	Bldg not historic
Community interface	NO	Min impact on community
Coastal Zone Mgmt	YES	New piers/bulkheads

14. COST ESTIMATE: - Alternative b

Demolition:	\$70K	(7,000 GSF @ \$10/GSF)
Sitework:	\$250K	(5 acres @ \$50K/acre)
Utilities:	\$200K	
Waterfront:	\$200K	(2 WPBs & 2 UTBs)
Buildings:	\$1,500K	(15,000 GSF @ \$100/GSF)
Furnish/Equip:	\$150K	
Electronics:	\$150K	(Telephone, Comms, Tower)
Other:	+ \$100K	(Temp Svcs & Relocation)
Subtotal:	\$2,620K	
Escalation:	+ \$568K	(FY82 to FY87 @ 4%/yr)
Subtotal:	\$3,188K	
Contingency:	+ \$1,594K	(50% per Civil Eng Manual Chap 7)
TOTAL:	\$4,782K	SAY \$4,800K in FY87 dollars

15. PP WAIVER REQUESTED: No. PP will be required.

16. PARTICIPANTS:

LT I. Help, D5(adpl), 804-398-6377
LT I. Engineer, CEU Cleveland, 216-522-3934
LT I. Assist, MLCLANT(sp), 212-668-6046

17. ORIGINATOR:

BMCM I. M. SAILOR 2/6/81
OIC, Sta Little Creek, 804-464-9371

- 18. SUBMITTER:** Strongly recommend addition to SFRL. Current operations have far exceeded current facilities. Expect analysis will show decommissioning of unit is not feasible.

CDR I. M. PLANNER 2/20/81
D5 Planning Officer, 804-398-6327

- 19. MLC LANT (s):** Added to SFRL and forwarded to Commandant (G-ECV) for approval. Will prioritize at next SFRL meeting unless disapproved by Commandant.

LT I. ASSIST 2/27/81
MLCLANT(sp), 212-668-6046

- 20. HQPC:** Concur with adding to SFRL. Please contact this office during PP preparation for data necessary to analyze closure of station.

LCDR B. BOATS 3/6/81
COMDT (G-NRS), 202-267-2275

- 21. COMDT (G-CPP):** Concur with adding to SFRL.

LCDR I. HELP 3/13/81
COMDT (G-CPP), 202-267-2949

- 22. COMDT (G-CPA):** Concur with adding to SFRL.

LCDR IMA COASTIE 3/20/81
COMDT (G-CPA), 202-267-2938

- 23. COMDT (G-ECV):** Concur with adding to SFRL. Prioritize at next SFRL meeting. Planning Proposal will be required. Contact Commandant (G-NRS) during PP preparation for assistance in evaluating feasibility of decommissioning unit.

MR. I. M. NICE 3/27/81
COMDT (G-ECV), 202-267-1930

Copies to: COMDT (G-NRS) (G-CPP) (G-CPA)
LANTAREA (Aoa)
MLC PAC (s)
CCGD FIVE (dpl)

CHAPTER 4. THE SHORE FACILITIES REQUIREMENTS LIST (SFRL)

A. Introduction. Chapter 3 defines the process through which individual shore facilities problems are documented in a Problem Statement (PS). An approved PS indicates that further development of the problem is warranted, thus, the potential shore facilities project is placed on the Shore Facilities Requirements List (SFRL). The SFRL is a backlog of identified shore facilities problems stored electronically in the Civil Engineering Data System (CEDS). The backlog is segregated into four possible funding categories; Major AC&I, Minor AC&I, Family Housing, and Coast Guard Exchange System (CGES). The SFRL should only contain problems that have been properly identified and documented through the processes in Chapters 2 and 3. A sample SFRL for Family Housing is shown in Exhibit 4-1.

The SFRL is prioritized to ensure that limited resources are applied to shore facilities problems in the best possible order that will most benefit the Coast Guard. Consequently, the SFRL priorities must coincide with the operational needs of the Coast Guard and how the shore plant is to support those needs. Prioritization involves constant communication between Headquarters Program Managers and field commanders with the goal of developing a consolidated backlog of potential AC&I shore needs.

B. Uses. The SFRL has a variety of uses in the field and at Headquarters which are summarized as follows:

1. Field. At the field level, the SFRL will provide guidance of where their problems fit in with the overall shore facilities requirements for the Coast Guard. The first four years of the backlog (FY+1 to FY+4) provides guidance to the field on anticipated funding expectations for proposed projects that are in various stages of development. The remainder of the SFRL (FY+5 and beyond) is used by the field to prioritize planning resources to ensure that problems are developed in a specific order. This priority order is determined by, and mutually agreeable to, both field and Headquarters elements. This maximizes effective use of planning resources on the most important projects, and minimizes wasted effort on potential shore facilities projects that for one reason or another have very little chance of being funded.

2. Headquarters and Funding. Headquarters uses the SFRL as a basis for the shore facilities budget building process each year. Resource Change Proposals (RCP)s and AC&I Budget Sheets should be developed using SFRL priorities. The SFRL is also used to support the Capital Investment Plan (CIP), which is submitted annually to Congress. The CIP provides Congress a backlog of potential shore construction needs which supports/justifies our annual AC&I funding requests.

3. Process Measurement. The SFRL, through the use of milestones maintained in CEDS, can be used in various measurement processes to track specific projects to measure the effectiveness of the Shore Facilities Management System (SFMS). These measurement processes will be developed at a future date and included in future revisions to this manual.

C. Prioritization. SFRL prioritization is an iterative process that results in a consolidated backlog of all potential AC&I shore construction needs throughout the Coast Guard. It is intended to ensure that planning, development, and execution of shore construction provides maximum benefit from our limited AC&I resources. Figure 4-1 (next page) shows a complete prioritization cycle, which is accomplished at a minimum of once a year, but can occur more often as needs necessitate. SFRL prioritization is documented electronically as part of CEDS.

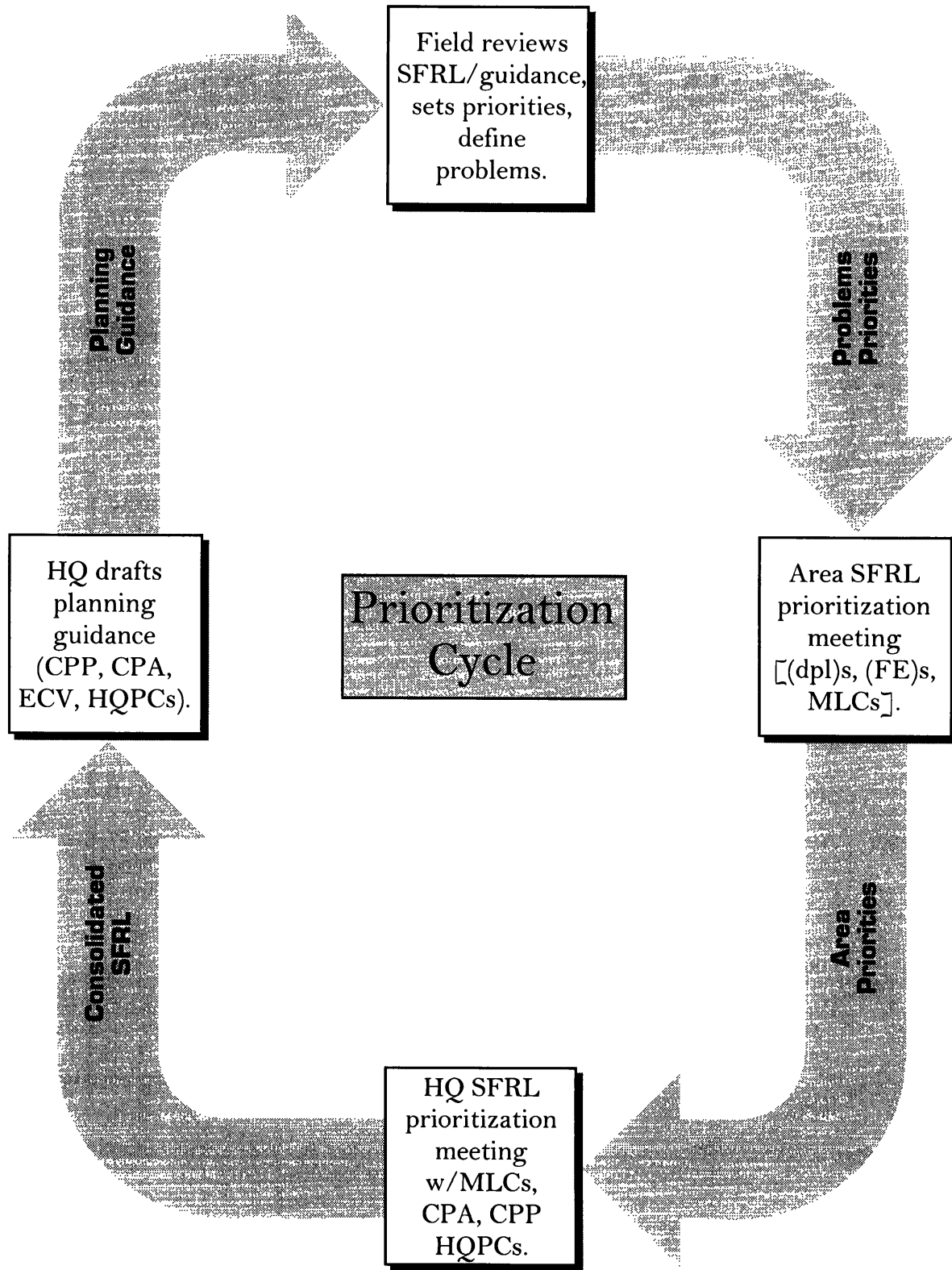


Figure 4-1

D. Process. The following is an outline of the SFRL prioritization process:

1. **Prioritization Guidance.** Commandant (G-ECV) prepares and consolidates SFRL prioritization planning/programming guidance for Commandant (G-CRC) signature to the field. Guidance includes short and long term program direction, budget projections, criteria, schedules, procedures, and other general information. Guidance will be based on input from Commandant (G-CPA, G-cPP), Headquarters Planning Coordinators (HOPCs), and Program Managers.
2. **Field SFRL Prioritization.** Each MLC(s) will task district (dpl)s and Headquarters Unit (FE)s to prioritize their portion of the SFRL using Commandant (G-CCS) guidance. Prioritization will include consideration of the PS prepared in accordance with Chapter 3.
3. **Area SFRL Prioritization Meeting.** Each MLC will sponsor/facilitate an Area Prioritization meeting. A consolidated Area SFRL will be generated from the meeting based on a presentation of the participant's priorities. Participants will include a representative from each district (dpl), Headquarters Unit (FE), and one representative for Support Centers and Area units. Additional advisors from districts, CEUs, or the FDCC may also attend. Each MLC will submit (under Area signature) the results of the Area SFRL Prioritization meeting to Commandant (G-Ecv).
4. **Headquarters SFRL Prioritization Meeting.** Commandant (G-EC will sponsor/facilitate a Headquarters Prioritization meeting. A consolidated SFRL will be generated from the meeting based on a presentation of the two Areas' priorities by each MLC. Participants will include a representative from each HQPC or Program Manager. Additional HQPC advisors and advisors from Commandant (G-CPA, G-PP), FDCCs, etc. may attend. Commandant (G-ECV) will input the consolidated SFRL into CEDS and publish the list to the field under Commandant (G-CRC) signature.

E. SFRL Database Maintenance. The SFRL is maintained as part of CEDS. MLCs are responsible for entering approved PSs (see Chapter 3) into the database, generating Area SFRL Feedback Reports, and uploading Area SFRL information to Commandant (G-Ecv) as part of the normal CEDS update process. Commandant (G-ECV) is responsible for maintaining the consolidated SFRL.

The SFRL consists of the following data elements and ownership (party responsible for updating field) in CEDS:

<u>ELEMENT</u>	<u>OWNER</u>	<u>OWNER</u>
Project Number	MLC	MLC
Benefiting Unit	OPFAC MLC	MLC
Unit Name	Auto Generation	Auto Generation
Project Title	MLC	MLC
Funding Source	MLC	MLC
Estimated Cost	MLC	MLC
Fiscal Year	MLC, G-ECV	MLC
Unit Priority	MLC	MLC
District Priority	MLC	MLC
Area Priority	MLC	MLC
SFM Priority	G-ECV	G-EVC
Project Status (PC Code)	MLC	MLC
Project Funding Status	G-ECV	G-ECV

FAM PROJECT PLANNING REPORT

DATE 10/31/94
PAGE 1

HQ	LANT	PAC	FY	PRI	PRI	ATU-PROJ#	BENEFICIARY UNIT	PROJECT DESCRIPTION	EST \$K	CODE	FY

PROGRESS											

FY 1995 (FUNDED)											
1.00	0.00					05-X3926	CG GROUP CAPE HATTERAS	CONSTRUCT HOUSING PH I - 14 UNITS	\$2,500	10	1995
2.00	0.00					05-X3690	CG STA OCCRACOE	CONSTRUCT FAMILY HOUSING - 11 UNITS	\$2,100	32	1995
3.00	0.00	0.00				13-X3899	CG LORSTA HAVRE	FAMILY HOUSING - 4 UNITS	\$500	13	1995
4.00	0.00	0.00				33-X3762	CG SUPRTCEN KODIAK	AV HILL HOUSING PH I - 30 UNITS	\$12,000	36	1995
5.00	0.00					77-X3204	CG TRACEN CAPE MAY	CONST FAM HSG- 24 UNITS	\$4,100	00	1995

									\$21,200		

1995 SUB-TOTAL:											

FY 1996 (OST)											
6.00	2.00					05-L4010	CG GROUP CAPE HATTERAS	CONSTRUCT HOUSING PH II - 18 UNITS	\$2,700	10	1996
7.00	1.00					01-L4011	1ST DISTRICT STAFF	FORT WADSWORTH HOUSING IMPROVEMENTS	\$3,300	10	1996
8.00						14-X3653	CG BASE HONOLULU	CONST FAMILY HOUSING PH IIA - 24 UNITS	\$8,000	35	1996
9.00						33-X3969	CG SUPRTCEN KODIAK	CONST AV HILL HOUSING PH II - 18 UNITS	\$6,000	36	1996

									\$20,000		

1996 SUB-TOTAL:											

FY 1997											
10.00	6.00					05-L4011	CG GROUP CAPE HATTERAS	CONSTRUCT HOUSING PH III - 13 UNITS	\$2,000	10	1997
11.00	3.00					08-X3769	CG STA GRAND ISLE	CONSTRUCT FAMILY HOUSING - 11 UNITS	\$2,500	12	1997
12.00	5.00					05-X3659	CG STA OREGON INLET	REPLACE 4 HOUSING UNITS - BODIE ISLAND	\$700	13	1997
13.00		2.00				33-X3969A	CG SUPRTCEN KODIAK	AV HILL HOUSING PH IIB - 18 UNITS	\$6,000	35	1997
14.00	4.00					09-X3725	CG GROUP SAULT STE MARIE	CONSTRUCT HOUSING UNITS - PH I	\$3,000	22	1997
15.00		2.00				14-S4008	CG BASE HONOLULU	CONST 18 UNITS FAMILY HOUSING PH IIB	\$6,000	35	1997

									\$20,200		

1997 SUB-TOTAL:											

FY 1998											
16.00	7.00					09-L4012	CG GROUP SAULT STE MARIE	CONSTRUCT HOUSING UNITS - PH II	\$7,500	10	1998
17.00		3.00				33-X4039	CG SUPRTCEN KODIAK	AV HILL HOUSING PH III - 36 UNITS	\$12,500	35	1998

									\$20,000		

1998 SUB-TOTAL:											

FY 1999											
18.00	8.00					09-L5001	CG GROUP SAULT STE MARIE	CONSTRUCT HOUSING UNITS - PH III	\$3,000	10	1999
19.00		4.00				14-X4006	CG BASE HONOLULU	CONST FAMILY HOUSING PH III - 50 UNITS	\$14,000	35	1999
20.00	9.00					07-X3641	CG SEC GREATER ANTILLES	ST. THOMAS HOUSING - 6 UNITS	\$1,000	10	1999
21.00	10.00					09-X3888	CG STA PORTAGE	CONST 4 HSG UNITS	\$600	10	1999
22.00		6.00				17-X3777	CG MSO VALDEZ	ADD 4-PLEX TO HSG - 4 UNITS	\$1,800	15	1999

									\$20,400		

1999 SUB-TOTAL:											

FY 2000											
23.00		5.00				17-X3801	CG MSO VALDEZ	FAMILY HOUSING IMPROVEMENTS	\$3,200	15	2000
24.00	11.00					01-X3832	CG STA MONTAUK	9 FAMILY HOUSING UNITS	\$1,500	10	2000
25.00		7.00				17-X3765	CG GROUP KETCHIKAN	CONSTRUCT FAM HSG - X UNITS	\$10,000	14	2000
26.00	12.00					07-X3662	CG STA MARATHON	FAMILY HOUSING 11 UNITS	\$1,100	10	2000
27.00		8.00				11-S4011	11TH DISTRICT STAFF	TUSTIN FAM HSG, 1ST YEAR COSTS	\$700	10	2000
28.00	13.00					05-L4005	CG STA BARNEGAT LIGHT	REPLACE 16 HSG UNITS	\$2,400	10	2000
29.00	15.00					07-X3661	CG STA ISLAMORADA	FAMILY HOUSING 16 UNITS	\$1,600	10	2000

									\$20,500		

2000 SUB-TOTAL:											

CHAPTER 5 PLANNING PROPOSAL

A. Purpose. Commandant (G-CCS) policy for the requirements and content of a Planning Proposal is contained in the Planning and Programming Manual, Volume II (Field Planning Manual), COMDTINST M16010.6. This chapter establishes supplemental Commandant (G-ECV) project documentation support requirements for the preparation of Planning Proposals which involve the renovation, construction, demolition, leasing, or purchase of shore facility assets and/or real property. See Exhibit 5-1 for sample Planning Proposal forms.

B. Submittal Requirements.

- 1. Basis of Submittal.** Planning Proposals will be prepared for all proposed Major AC&I, Minor AC&I, Family Housing, and Coast Guard Exchange System (CGES) shore facility projects. Planning Proposals shall be prepared based on AC&I Problem Statements (PS) included in the the consolidated Shore Facilities Requirements List (SFRL).
- 2. Reason For Submittal.** Shore facilities related Planning Proposals present a preferred operational alternative for approval by Commandant (G-CCS), and document the systematic and interdisciplinary decision making process used to select that preferred alternative.
- 3. Exception.** A request for a waiver of the requirement to prepare a Planning Proposal may be submitted for projects meeting the following criteria: (1) proposed total project funding does not exceed the Minor AC&I funding limit; (2) the proposed project does not involve any new or expanded resource requirements (boats, cutters, aircraft, or personnel); (3) the proposed project does not involve the acquisition of property by purchase lease, exchange or no-cost transfer; (4) there is no other AC&I project for the same Real Property Facility Number (RPFN) on the (SFRL) for five years prior to or subsequent to the proposed budget year for the project, (5) there has been no single AFC43 funded project exceeding \$500K in the five years prior to the proposed budget year, nor is there any planned for the five years subsequent to the proposed budget year. See the chapter in this manual titled "Problem Statements" for the waiver procedures.

C. Planning Proposal Preparation.

- 1. NEPA Process.** The National Environmental Policy Act (NEPA) mandates that Federal agencies utilize a systematic, interdisciplinary approach in decision making, to ensure that all Pertinent information on proposed major federal actions is available to decision makers before decisions are made. The NEPA process is the umbrella process which shall be used for Planning Proposal preparation to direct the thorough evaluation of all alternatives, and to ensure the systematic integration of operational, resource, and environmental planning issues in the most prudent business manner for the Coast Guard.
- 2. Operational Planning.** The development of operational planning factors (boats, cutters, aircraft, personnel requirements, etc.), and the identification of operational planning alternatives is the responsibility of the cognizant operational planning staff representing the benefiting command.
- 3. Resource Planning.** The translation of operational planning factors into proposed facility requirements (conceptual facility size, real property issues, preliminary cost estimates, etc.) and the identification of shore facility alternatives is the

responsibility of the cognizant shore facility planning staff servicing the benefiting command.

4. **Environmental Planning.** The development of environmental baseline data and the identification of the environmental planning issues which could have impacts on the environment is the responsibility of the cognizant shore facility planning staff servicing the benefiting command.
5. **NEPA Integration and Documentation.** The overall coordination and integration of operational, resource, and environmental planning; the documentation of the selected alternative; the preparation of the planning proposal (see Exhibit 5-1); and the development of required NEPA documentation is the responsibility of the cognizant shore facility planning staff servicing the benefiting command.

D. Real Property Acquisition.

1. **OST Real Property Pre-Acquisition Notification.** (See Exhibit 5-2) Before site selection studies are started for the preparation of a planning proposal which is considering the acquisition of property by purchase, lease, transfer or exchange, the Department of Transportation (DOT), Office of Administrative Services & Property Management (OST) shall be notified of the planned acquisition. OST will review each proposed acquisition to ensure that there is no known existing real property in the OST property inventory that could fulfill the requirement. Notification shall be made by forwarding the Real Property Pre-Acquisition Notification (Exhibit 5-2) to OST via Commandant (G-ECV-2). Commandant (G-ECV-2) will provide written confirmation within three weeks of the receipt of the notification on whether any alternative existing properties are available. If OST reports that there are properties available they shall be considered in addition to other candidate properties, in site selection studies, and documented in the Planning Proposal.
2. **OST Acquisition Report.** (See Exhibit 5-3) If the selected (preferred) Planning Proposal alternative involves the acquisition of property by purchase, lease, transfer or exchange, and the proposed acquisition meets or exceeds OST threshold requirements contained in Exhibit 5-3, an OST Acquisition Report shall be prepared and submitted with the Planning Proposal for the property that is proposed to be acquired. The information required for the report shall be taken directly from the Planning Proposal. Upon Commandant G-CCS approval of the Planning Proposal, Commandant G-ECV will forward the OST Acquisition Report to the Department for approval.

E. Roles and Responsibilities.

1. **District Commander.**
 - a. Task District Planning Officers to initiate operational planning for District unit Planning Proposals, in the order established by the consolidated SFRL.
 - b. Request MLC(s) to initiate resource planning to support the preparation of District unit Planning Proposals.
 - c. Review and approve (sign) District unit Planning Proposals for submittal to Commandant (G-CCS).

2. **HQ unit CO.**
 - a. Task HQ unit planning staff to initiate operational planning for HQ unit Planning Proposals, in the order established by the the consolidated SFRL.
 - b. Task HQ unit Facility Engineer to initiate resource planning to support the preparation of Planning Proposals.
 - c. Review and approve (sign) HQ unit Planning Proposals for submittal to G-CCS.
3. **MLC Commander**
 - a. Task MLC planning staff to initiate operational and resource planning for Support Center Planning Proposals, in the order established by the the consolidated SFRL.
 - b. Review and approve (sign) Support Center Planning Proposals for submittal to Commandant (G-CCS).
4. **Commandant (G-CPP).** Coordinate the overall Planning Proposal approval/disapproval process. Task the Headquarters Planning Coordinator (HQPC) with the evaluation of Planning Proposals. Co-host Planning Proposal Review Board meetings with the (HQPC), and recommend approval or disapproval to Commandant (G-CCS).
5. **HQ Planning Coordinator (HQPC).** Provide operating program evaluation, and coordinate the HQ program and support manager evaluation of Planning Proposals assigned by Commandant (G-CPP). Co-host Planning Proposal Review Board meetings with Commandant (G-CPP).
6. **HQ Program Manager.** Provide ancillary operating program evaluation to the HQPC. Attend the Planning Proposal Review Board meeting.
7. **HQ Support Manager.** Provide support program evaluation to the HQPC. Attend the Planning Proposal Review Board meeting.
8. **Commandant (G-ECV).** Provide evaluation comments and issues on shore facility related Planning Proposals to the HQPC. Attend the Planning Proposal Review Board meeting.
9. **Commandant (G-CCS).** Approve/Disapprove Planning Proposals.

UNITED STATES COAST GUARD

Planning Proposal
TITLE OF PLANNING PROPOSAL
PP #: 99-002-93
SFRL #: 3456

TO: Commandant (G-CPP)
FROM: Commander, 4th Coast Guard District or
Commanding Officer, HQUnit
VIA: Commander, Patlantic Area
Benefitting Unit: Station Whatcha Ma Callit
357 Wherewithall Lane
Littletown, RI 34566

Points of Contact:

District Planning Officer	Name	Phone	email
Planner	Name	Phone	email

Participants:

Unit Participants	Name	Phone	email
HQ Planning Coordinator(s)	Name	Phone	email
District Program Manager(s)	Name	Phone	email
State Historic Preservation Off	Name	Phone	email
NEPA Contacts	Name	Phone	email
Others	Name	Phone	email

Signatures:

Planner Date

District Planning Officer (HQU Plan Off) Date

District Commander Date

Area Commander (HQU CO) Date

Exhibit 5-1

TABLE of CONTENTS

[The idea here is to be able to find a certain topic from the table of contents and turn to it immediately.]

Title Page

LIST OF CONTENTS

- Introduction
 - Purpose
 - Methodology

- Problem Statement
 - Background
 - Missions/Functions
 - Planning Factors/Premises/Assumptions
 - Problem Statement

- Problem Definition
 - Mission Requirements
 - Existing Resource Assessment
 - Need Identification

- Alternative Solutions
 - Summary

- Alternative 1: Status Quo
 - alternative description
 - alternative cost analysis
 - alternative personnel summary
 - alternative facility summary
 - alternative economic analysis
 - alternative summary

- Alternative 2: Construct New

- Alternative 3: Rehab

- Alternative 4: Contract Out

- Alternative 5: Reorg

- Alternative

- Recommendation of best alternative

- Execution Strategy

- References

APPENDICES

- List of tables
- List of drawings
- List of figures
- List of photographs

OUTLINE

- i. **COVER SHEET**
- ii. **EXECUTIVE SUMMARY**
- iii. **TABLE OF CONTENTS**
- I. **INTRODUCTION**
[What you are about to read, and how WE went about writing it]
 - A. Purpose
 - B. Methodology
- II. **PROBLEM STATEMENT**
[What's wrong? Why am I doing this?]
 - A. Background
 - B. Missions/Functions of the Benefitting Unit
 - C. Planning Factors/Premises/Assumptions
 - D. Problem Statement: (from TQM problem statement)
 - 1. Current State
 - 2. Impact
 - 3. Desired State
- III. **PROBLEM DEFINITION**
[Data used to show the depth of the initiative -- We can PROVE there is something that needs attention]
 - A. Mission Requirements
Minimum resources you need to do your assigned mission:
(people, facilities, \$\$, Boats, planes, reorganization)
 - 1. Introduction
 - 2. Analysis
 - 3. Conclusion
 - B. Existing Resource Assessment
 - 1. Introduction
 - 2. Analysis
 - a. Evaluate existing operational and support resources
 - b. Evaluate existing operational and support resources
 - 3. Conclusion
 - C. Need Identification
 - Compare A and B,
 - Difference between Requirements & Existing (C = A-B)
Deficiencies/Excesses
 - 1. Introduction
 - 2. Analysis
 - 3. Conclusion and Justification

Exhibit 5-1

OUTLINE, continued

IV. ALTERNATIVE SOLUTIONS

A. Potential Alternative Assessment

Brainstorm list of possible solutions including Status Quo & Contracting Out. Determine viability. [think about all possible solutions ... then determine which ones are not doable/viable]

1. List of all alternatives
2. Select Viable/Non-viable alternatives
3. Summary/Conclusion

B. Alternative Development

[develop all promising alternatives including status quo]

1. Status Quo

a. Introduction

- 1) Alternative Description
- 2) Background for Alternative
(Drawings, Photos, details, etc)
- 3) Describe Methodology used

b. Alternative Analysis

c. Conclusion

- 1) Resource Changes
- 2) Benefits/Impacts Expected

2. Develop the next alternative and then the remaining alternatives as developed in alternative 1 - Status Quo,

C. Recommendation of best alternative.

1. Criteria used for best alternative selection

(ensure economic analysis is a MAJOR consideration)

2. Actual analysis of alternatives
3. Selection of the best

V. EXECUTION STRATEGY

[A plan to execute the recommended alternative]

- A. Strategy for accomplishment
- B. Other execution information

VI. REFERENCES

list of references, and bibliography of sources

VII. APPENDICES

- A. List of Tables
- B. List of Drawings
- C. List of Figures
- D. List of Photographs

**DEPARTMENT OF TRANSPORTATION
OFFICE OF ADMINISTRATIVE SERVICES & PROPERTY MANAGEMENT
OST ACQUISITION REPORT**

- A. Basis of Submittal.** If the selected (preferred) Planning Proposal alternative involves the acquisition of property by purchase, lease, transfer or exchange, and the proposed acquisition meets or exceeds the dollar threshold requirements described below, approval must be obtained from OST, prior to the acquisition of property. An OST Acquisition Report shall be prepared in executive summary form using and/or summarizing the information generated in the Planning Proposal, and shall be submitted with the Planning Proposal. Upon Commandant G-CCS approval of the Planning Proposal, Commandant G-ECV will forward the OST Acquisition Report to the Department for approval.
- B. Report Requirements.**
1. State the problem or the issue which is driving the acquisition of the proposed property. Briefly describe existing deficiencies, and the impacts on service to the public, missions and operations, morale, retention, etc. Where capital improvements are planned, or where improved property is being acquired, indicate how the proposed action adheres to agency policy on staffing and space standards, and describe any agency approved deviations from those standards.
 2. List and briefly describe all alternative solutions which have been evaluated to resolve the problem, including the evaluation of lease alternatives, purchase alternatives, acquisition by other arrangement (transfer from another government agency, Use Agreement, etc.), and existing agency owned assets. Include a summary of the economic analysis of alternatives, and any market analysis which supported the evaluation.
 3. Briefly describe the reasons that the proposed acquisition was selected as the preferred alternative.
 4. Describe the property which is to be acquired. Indicate the cost of the proposed acquisition, the cost of any proposed capital improvements, the proposed schedule for acquisition, and the fiscal year planned for obligation of any proposed capital improvements.
 5. If relocation is involved, briefly describe the existing property, and the intended disposition or re-use of the existing property.
 6. Briefly describe any potential problem areas, including environmental impacts, community impacts, etc. and their proposed resolution.
- C. OST Threshold Requirements.**

Purchase of land for construction where the total capital expenditure for site acquisition, site improvements and construction meet or exceed \$7.5 million (FY95), adjusted annually to the CPI.

Acquisition of land donation, transfer or exchange, for construction where the fair market value of the land and the total capital expenditure for site improvements and construction meets or exceeds \$7.5 million million (FY95), adjusted annually to the CPI.

Purchase of land with buildings or other improvements where the total capital expenditure meets or exceeds \$7.5 million (FY95), adjusted annually to the CPI.

Acquisition of land with buildings or other improvements by donation, transfer or exchange where the fair market value meets or exceeds \$7.5 million (FY95), adjusted annually to the CPI.

Acquisition of building space by lease, license or permit, where the annual rent equals or exceeds \$1.6 million (FY95), adjusted annually to the CPI.

Purchase of land for the construction of family housing where the total capital expenditure for site acquisition, site improvements and construction meet or exceed \$2.5 million (FY95), adjusted annually to the CPI.

Acquisition of land by donation, transfer or exchange for the construction of family housing where the fair market value of the land and the total capital expenditure for site improvements and construction meets or exceeds \$2.5 million (FY95), adjusted annually to the CPI.

Purchase of individual housing units that exceed \$250 thousand per unit (FY95) adjusted annually to the CPI.

Acquisition of land by lease, license or permit where the annual rent equals or exceeds \$100 thousand (FY95) adjusted annually to the CPI.

Acquisition by lease requiring a delegation for long term leasing authority from GSA for more than one year.

**DEPARTMENT OF TRANSPORTATION
OFFICE OF ADMINISTRATIVE SERVICES & PROPERTY MANAGEMENT
REAL PROPERTY PRE-ACQUISITION NOTIFICATION**

- A. Basis of Submittal.** During the initial planning stages of the acquisition process, before any site selection studies are started, OST shall be notified of all planned acquisition not meeting the exceptions described below. OST will review each proposed acquisition to ensure that there is no known existing real property in the OST property inventory that could fulfill the requirement. An OST Pre-Acquisition Notification shall be prepared in executive summary form and submitted to Commandant (G-ECV-2). Commandant (G-ECV-2) will provide written confirmation within three weeks of the receipt of the notification on whether any alternative existing properties are available. If OST reports that there are properties available they shall be considered in addition to other candidate properties, in site selection studies, and documented in the Planning Proposal.
- B. Report Requirements.**
1. Clearly describe the intended use of the proposed property.
 2. Describe in as much detail as possible the defining attributes of the desired property. Indicate which are required attributes, and which are desired attributes.
 - a. Describe any geographic constraints involved. Specify the general geographic area in which the property must be located. Be as specific as necessary, indicating state, city, and local jurisdiction as may be appropriate.
 - b. Describe any other geographic constraints if they exist. For instance maximum distance and/or travel time from existing facilities, etc.
 - c. Define the approximate size of the property desired.
 - d. Describe any access requirements that the desired property must have. Does the site require waterfront access? If yes, what special waterfront access requirements are necessary. Does the site require special highway or rail access?. Must the property be located adjacent to, or have immediate access to air transportation?
 - e. Describe any special utility requirements that the desired site must have.
 - f. Describe any buildings and/or other improvements that may be required on the site.
 - g. Briefly describe any capital improvements planned for the site.
 - h. Briefly describe any environmental impacts that the proposed facility might have on neighboring properties.
 2. Indicate the types of acquisition which are being considered (fee simple, lease, permit, etc.), and the proposed schedule for acquisition.
- C. Exceptions.** This report is not required for no cost property transfers, for purchase or lease of property intended for use by recruiting offices or navigational aids, or for housing leases that are in support of operational units.

CHAPTER 6. PROJECT PROPOSAL REPORT - PART A [PPR(A)]

- A. Purpose.** The Project Proposal Report - Part A submittal, (PPR(A)), is the architectural program stage of project documentation. It documents the facility necessary to meet operational or support needs. The PPR(A), when approved, constitutes the design program used to direct the Architect/Engineer (A/E) (in-house or private sector) in the design effort. Commandant (G-E)'s approval of this document validates the project scope. This document, in concert with the contractual Scope of Services, shall be used by an A/E firm to develop a fee proposal for the design of the project.
- B. Basis of Submittal.** PPR(A)s shall be prepared for projects for which shore facilities Planning Proposals (PPs) have been approved. For Major and Housing AC&I projects, the target date for PPR(A) submittal for fiscal year (FY 0) projects is 1 January (FY-3) (e.g. 1 Jan 96 for FY99 projects). For Minor AC&I and CGES projects, the target date is 1 April (FY-2) (e.g. 1 Apr 97 for FY99 projects).
- C. Content.** The PPR(A) is an architectural programming document which translates the requirements approved in the PP into a facility requirement and definitive project design program. The document format for the PPR(A) and PPR(B) shall be essentially the same, the difference being that Part A defines the client's project requirements, while Part B defines the proposed design solution. The PPR(A) shall be in the format of Exhibit 6-1 and contain the following:
1. **Cover**
 2. **Table of Contents**
 3. **Project Summary**
 - a. **Executive Summary** - Narrative history/description of the project including an overview of location, existing facilities, proposed facilities, community concerns, project logistics and total project cost.
 - b. **Confirmation of Planning Factors** - The original planning factors presented and approved in the Planning Proposal shall be confirmed. This is done to help ensure that the project is tracking properly with respect to the original approved scope of work and any planning factor modifications which may have occurred since PP approval. The planning factors include unit status, personnel complement, operational platform complement, environmental constraints, policies, and other planning guidance. Any variation in planning factors shall be indicated with an explanation of the variation. Supporting documentation may be attached. A housing market survey revalidation shall be included for all housing projects unless one was completed within the last 24 months.
 - c. **Salient Project Elements** - Description of major project elements including demolition, sitework, utilities, waterfront, building construction, measures to protect or enhance the environment, furnishings/equipment, electronics and other items (e.g. moving expenses, temporary facilities, etc.). The format for discussion shall follow, in outline form, the items enumerated in the cost estimate.
 - d. **Cost Estimate** - PPR(A) estimates should identify all associated project costs including furnishings/equipment, electronics and other costs (e.g.

temporary facilities, relocation expenses, etc.). The estimate shall include the effects of phasing, environmental issues, and local conditions affecting labor and materials.

- (1) **Format** - Format and content shall be in accordance with the chapter "Cost Estimating", Civil Engineering Manual, COMDTINST 11000.11 (series). In addition, Item Numbers 1.0 through 5.0 shall be sub-totalled on page 1 of the estimate with escalation included as a line item. This represents the Estimated Construction Cost. Item numbers 6.0 through 8.0 shall be sub-totalled on page 2 with escalation included as a line item. This represents the Estimated Project Cost.
- (2) **Contingency** - A PPR(A) contingency shall be included to cover unforeseen conditions and to ensure the project remains within budget, including the effects of construction change orders after contract award. The recommended contingency factors are listed in the Civil Engineering Manual, COMDTINST M11000.11 (series).
- (3) **Follow-on Costs** - Follow-on estimates shall be provided calculating the net effect of the project on the operating expenses (AFC-30, AFC-30 Energy, AFC-42 and AFC-43) in the follow-on years. Follow-on cost calculations shall be included and prepared in accordance with Chapter 7 of the Civil Engineering Manual. The net change in follow-on costs should reflect savings in providing more efficient facilities whenever possible.

e. Graphics

- (1) **Photographs** - Existing site, waterfront facilities, elements scheduled for demolition, additions, rehabilitation. 8" x 10" maximum, 4" x 6" color prints preferred.
- (2) **Location/Vicinity Map** - Graphic layout to scale showing project location. Format shall be 8-1/2" x 11" (or 11"x 17" maximum folded to 8-1/2" x 11").
- (3) **Existing Site Plan** - Graphic layout to scale showing site location and existing improvements including utility runs. Format shall be 8-1/2" x 11" (or 11"x 17" maximum folded to 8-1/2" x 11").
- (4) **Proposed Site Plan** - Conceptual layout showing proposed improvements. Format shall be 8-1/2" x 11" (or 11"x 17" maximum folded to 8-1/2" x 11").
- (5) **Functional Relationship Diagram** - Diagrammatic layout (i.e. bubble diagram) showing desired interrelationships and relative space sizes of the programmed functions. Format shall be 8-1/2" x 11" (or 11" x 17" maximum folded to 8-1/2" x 11").

- f. Space Allocations List (SAL)** - Itemized size criteria for individual spaces required of the proposed facility. This list establishes the basis for the Functional Relationship Diagram as well as the definitive project design program. It shall include a comparison to the Space Allocations List provided in the PP. Changes in the space allocations list exceeding 20% for individual net space sizes, or 10% for total building gross sized.

- g. Individual Space Criteria** - The design criteria for each space in the project design program shall be listed with all space, environmental and adjacency requirements. These criteria shall be provided for each space from the Shore Facility Standards Manual, Volume 2, COMDTINST M11012.9. If unavailable, they shall be provided in the PPR(B)
- h. Environmental**
- (1) **NEPA Documentation** - The National Environmental Policy Act (NEPA) requires that Federal agencies assess their proposed actions and reasonable alternatives to determine whether or not significant environmental impacts may result from their implementation. The efforts to consider reasonable alternatives, assess their environmental impacts, and select/approve a preferred alternative are appropriately performed and documented during the Planning Proposal stage. Reference to the previously prepared NEPA documents shall be made here and the resolution of any follow-on or outstanding environmental issues shall be summarized. The environmental impact of any deviation in approved project scope shall be assessed and described here. Any necessary additional NEPA documentation resulting from deviations in scope shall be included. The National Environmental Policy Act - Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series) provides further direction.
- (2) **Permitting** - Identify all permits, approvals, concurrences, and certifications required from federal, state and local agencies. Examples of agencies include the Army Corps of Engineers, FAA, EPA, U.S. Fish and Wildlife Service, the State Historic Preservation Office, the Coastal Zone Management Office, and State Department of Environmental/Natural Resources. Permits include but are not limited to water quality certification or waiver, coastal zone management, sediment and erosion control, water system alteration, dredging, subaqueous bottoms or wetlands usage, petroleum storage, and hazardous waste management.
- (3) **Site Contamination Investigation** - Narrative discussion of any hazardous materials that may be involved in the project, including but not limited to lead paint and asbestos.
- i. Electronics Input** - This input is provided by MLC(t) and constitutes standard guidelines for systems installations and electronic outfitting cost estimates and follow-on costs (to be included in the project cost estimate).
- j. Real Property Issues** - Discussion of any land acquisition, disposal, easements, Board of Survey, lease, ISSA, and/or other agreement which affects project development. This discussion should set out the requirements and assign responsibility for resolving those issues. Site Evaluation Reports (SERs) for property acquisition should be approved and included. See the Real Property Management Manual.
- k. Target Project Schedule** - The schedule projects the dates for each of the major milestones of the shore facility project development.

1. **Furnishings/Equipment (Outfitting)** - Discussion of existing furnishings/equipments which will be relocated/reused in the new facility. Also discuss the requirements for new furnishings and equipments. Associated costs for new furnishings/equipment and moving expenses for existing furnishings/equipment shall be included in the cost estimate.
1. **Deviations from Planning Proposal** - Significant deviations in project scope from the approved PP shall be indicated and an explanation provided. Significant deviations include:
 - (1) Changes in the project cost estimate exceeding 10%.
 - (2) Changes in the engineering solution (e.g. partial rehab instead of all new construction), or changes in the functions or elements included in the project (e.g. additional waterfront work, unforeseen utilities and/or foundation upgrades, etc.).
- m. **Economic Revalidation** - A revised economic analysis shall be included when the PPR(A) cost estimate exceeds the PP cost estimate by 25%.

4. **Project Design Parameters**

- a. **Civil Systems** - Discussion of systems (sanitary sewer, potable and non-potable water, fire protection, storm water management, paving, sitework, permitting requirements, other utilities) proposed for the project. This section should interface with electrical and mechanical systems discussions.
- b. **Waterfront** - Discussion of assigned vessels, dimensions and shore tie requirements of each type, features of existing/new shore ties, description of existing pier/wharf construction, description of proposed pier/wharf/ramp/travel lift, any demolition/dredging/phasing requirements of construction, tidal range/flood plain information and permit requirements.
- c. **Landscaping** - Discussion of any plant requirements, maintenance requirements/limitations and Executive Order compliance.
- d. **Architectural** - Discussion of aesthetic considerations, building techniques or materials required to match existing buildings. Discuss any historic significance and determine if the property is on or eligible for listing on the National Register of Historic Places. This section should also address physical/visual security and accessibility requirements for the project.
- e. **Structural Systems** - Outline discussion of applicable codes, existing conditions/systems for rehabilitation/addition, proposed systems and materials for the project design.
- f. **Mechanical Systems** - Outline discussion of applicable codes, unique or special system requirements, water piping systems, HVAC systems, refrigerants used, controls, energy conservation, hazardous locations, energy budget requirements, fire protection systems, fuel storage and dispensing and emissions control requirements.

- g. **Electrical Systems** - Outline discussion of applicable codes, local power sources, utility company coordination, building electrical systems, lighting system, site lighting, exit and emergency lighting, lightning protection, emergency power, wiring, fire detection/alarm system, electronics, telephone/data system, communications, CCTV, cable TV, computer/word processing, hazardous locations and intrusion detection/alarm system.
 - h. **Contamination Investigation** - Summary of field investigation, sampling locations and techniques, laboratory test results, and federal and local cleanup thresholds. As a minimum, building/site inspections should check for asbestos, lead paint and PCB materials and conform to ASTM E1527 and/or E1528.
 - i. **Geotechnical/Environmental Investigation (Optional)** - May be provided for projects with known or suspected areas of surface/subsurface contamination, foundation problems, or waterfront work.
- D. **Process.** The following steps along with the roles, responsibilities and typical durations are involved in preparation and approval of a PPR(A).
1. **MLC(s):** Task FDCC with preparation of PPR(A). Duration - Based on SFRL priority, approval of PP, and AC&I Strategic Calendar.
 2. **FDCC:** Assign a project team. Collect background data. Develop preliminary concepts. Conduct PPR(A) kickoff meeting at the site to solicit input from all involved parties. Duration - 2 months.
 3. **Commandant (G-ECV), Headquarters Program Managers (HQPMS), MLC (s/t/k), CEU, District, Group, Unit:** Attend kickoff meeting and provide input regarding operational requirements and constraints. Duration - 1 day.
 4. **FDCC:** Prepare draft PPR(A) and distribute to all involved parties for comment. Duration- 2 months.
 5. **Commandant (G-ECV), Headquarters Program Managers (HQPMS), MLC (s/t/k), CEU, District, Group, Unit:** Provide comments on draft PPR(A). Duration - 1 month.
 6. **FDCC:** Finalize PPR(A) and distribute. Conduct a PPR(A) Presentation for all involved parties. Duration - 2 months.
 7. **Commandant (G-ECV), Headquarters Program Managers (HQPMS), MLC (s/t/K), CEU, District, Group, Unit:** Attend PPR(A) Presentation. Forward all comments to PPR(A) Submitter (as defined below), with copies to all other involved parties, for possible inclusion in the Submitter's PPR(A) endorsement. Duration - 1 day.
 8. **PPR(A) Submitter:** The PPR(A) shall be submitted by District (dcs) (for district unit projects), Area Chief of Staff (for Area unit projects), MLC(s) (for Support Center projects), or HQ Unit Commanding Officers (for HQ unit projects). The Submitter shall endorse the PPR(A) by attaching consolidated comments from the PPR(A) Presentation, and forward to Commandant (G-ECV) for approval. If the consolidated comments are extensive, the PPR(A) shall be returned to FDCC for revision prior to submission to Commandant. Duration - 1 month.

9. **Commandant (G-ECV):** Distribute PPR(A) to all appropriate Headquarters Program Managers (HQPM) and Commandant (G-CPP, G-CPA) for comments. Duration - 1 week.
10. **Headquarters Planning Coordinators (HQPC) and Commandant (G-CPP, G-CPA):** Review PPR(A) to insure that all operational and support program requirements necessary to support the approved PP are identified and documented in the PPR(A). Duration - 3 weeks.
11. **Commandant (G-ECV):** The project reviewer conducts an in-house PPR(A) review meeting to discuss all comments for coordination/concurrence. The project reviewer then drafts a reply for Commandant (G-E) signature. Duration - 1 week.
12. **Commandant (G-ECV):** The reviewer requests concurrent clearance on the draft reply. Non-response shall indicate concurrence. Duration - 2 weeks.
13. **Commandant (G-E):** The reply is forwarded for Commandant (G-E) signature. Commandant (G-E) approval of the PPR(A) shall ensure conformance with overall Civil Engineering policy goals, to validate overall project scope and costs, and address any requested deviations from the approved Planning Proposal. Duration - 1 week.

UNITED STATES COAST GUARD

Project Proposal Report - Part A (PPR(A))

**STATION LITTLE CREEK
STATION UPGRADE**

SFRL 05-X0819

To: Commandant (G-ECV)

From: Commander, Atlantic Area (Acs), or
Commander, Maintenance and Logistics Command (m), or
Commander, Fifth Coast Guard District (dcs), or
Commanding Officer, Headquarters Unit

Benefiting Unit: Station Little Creek
U.S. Naval Amphibious Base
West Annex, Little Creek
Norfolk, VA 23520-5200
OPFAC 05-30277

Points of Contact:

Planning Project Manager	Name	Phone
District Planning Officer	Name	Phone

Participants:

District Program Manager(s)	Name	Phone
Comdt (G-ECV) Reviewer	Name	Phone
HQ Planning Coordinator(s)	Name	Phone

Signatures:

_____	_____
Planning Project Manager/Preparer	Date
_____	_____
District Planning Officer (HQU Plan Off)	Date
_____	_____
District Chief of Staff (HQU CO)	Date

TABLE OF CONTENTS

1	COVER	1
2	TABLE OF CONTENTS	3
3	PROJECT SUMMARY	3
3.1	EXECUTIVE SUMMARY	3
3.2	CONFIRMATION OF PLANNING FACTORS (USCG use only)	4
3.3	SALIENT PROJECT ELEMENTS	6
3.4	COST ESTIMATE	10
3.5	GRAPHICS	14
3.6	SPACE ALLOCATIONS LIST	3
3.7	ENVIRONMENTAL DOCUMENTATION AND PERMITTING	28
3.8	ELECTRONICS REQUIREMENTS	28
3.9	REAL PROPERTY ISSUES (USCG use only)	28
3.10	TARGET PROJECT SCHEDULE (USCG use only)	29
3.10	FURNISHINGS/EQUIPMENT Outfitting)	29
3.12	DEVIATIONS FROM PLANNING PROPOSAL (USCG use only)	31
3.13	PROJECT REVALIDATION (USCG use only)	33
4	PROJECT DESIGN PARAMETERS	40
4.3	LANDSCAPING	41
4.1	CIVIL SYSTEMS	40
4.2	WATERFRONT	40
4.4	ARCHITECTURAL	41
4.5	STRUCTURAL SYSTEMS	41
4.6	MECHANICAL SYSTEMS	41
4.7	ELECTRICAL SYSTEMS	44
4.8	HAZARDOUS MATERIAL INVESTIGATION	50
5	ATTACHMENTS	
1	ENVIRONMENTAL DOCUMENTATION	
2	MLC(t) ELECTRONICS REQUIREMENTS	
3	INDIVIDUAL SPACE CRITERIA	
4	SITE EVALUATION REPORT (if applicable)	

3 PROJECT SUMMARY

3.1 EXECUTIVE SRY

- 3.1.1 The scope of this project consists of the construction of a 13,670 GSF Station Building to house the Station Little Creek's administrative and communications functions, unaccompanied personnel berthing, dining and recreation, as well as office space for two 110-foot patrol boats (WPBs). Upon beneficial occupancy of the new building, the existing Station Building shall be demolished.
- 3.1.2 The existing Boathouse and Garage shall be partially renovated by reroofing, painting the exterior, and replacing all exterior doors, windows and shutters. A portion of the existing Boathouse shall be converted to the boat crew wetroom.
- 3.1.3 Waterfront work includes the demolition of three existing wood piers, a marine railway and catwalks. New construction includes a 150-foot concrete pier with shore ties to accommodate two 110-foot WPB boat berths, construction of a new 100-foot pier with concrete piles and wood deck and a refueling station for two 41-foot utility boats (UTBs), and a new boat ramp and timber catwalk. Additionally, the plate cap at the bulkhead approximately 10-feet on either side of the existing jib crane shall be repaired and re-anchored to the bulkhead, and the crane shall be re-anchored.
- 3.1.4 Land acquisition is underway for an additional 1.87 acres of land which is needed to allow orderly demolition, expansion and construction. Parking for station personnel and visitors shall be provided adjacent to the new station building. Vehicular access shall require the construction of a new access road across the new property.
- 3.1.5 The Station property is bordered on the southeast by the U.S. Naval Amphibious Base, the southwest by Jonathan Corporation (being acquired), the northwest by Jonathan Corporation, and northeast by Little Creek Cove. Current access is across Jonathan Corporation property on the northwest. It is anticipated that the new plan will use a gate at the southeast corner of the Station property to be acquired as the main access point to Abbott Road on the Naval Amphibious Base.
- 3.1.6 Civil Engineering Unit (CEU) Cleveland will perform all real property actions required to acquire the property from Jonathan Corporation, lease temporary mooring facilities from the Navy Amphibious Base, and complete Board of Survey and McKinney Act documentation for demolition of the existing Station Building.
- 3.1.7 Assuming funding in FY94, the Estimated Construction Cost is \$3,002K. The Estimated Project Cost is \$3,800K which includes outfitting, electronics and other costs.

3.2 CONFIRMATION OF PLANNING FACTORS (USCC use only)

3.2.0 GENERAL. This section is for USCG use only, but is provided for reference to the designer. It summarizes the current planning factors which were used in the development of this document. The planning factors include unit status, personnel complement, operational platform complement, policies, and other planning guidance. This project shall accommodate all these requirements unless noted otherwise. Any changes in these planning factors which have occurred since the Planning Proposal are provided for Coast Guard comparison purposes.

3.2.1 UNIT STATUS

3.2.1.1 Operational Readiness Status: Station Little Creek is a 1-B0 unit. This means they must have one small boat ready for immediate response at any time.

3.2.1.2 Organizational Stability: Station Little Creek has been at its current location since the 1930's and will be required well into the 21st century. However Station Litre Creek, along with most stations and groups in the Coast Guard, are currently being evaluated by Commandant as part of the Small Boat Station Releveling Study. No decisions have currently been made effecting these units and therefore this PPR(A) assumes no change.

3.2.1.3 Operational Missions/Functions: Station Little Creek performs the following missions/functions:

- 66% SAR - Search and Rescue
- 33% ELT - Enforcement of Laws and Treaties

3.2.1.4 Support Missions/Functions: Station Little Creek is the host command for two 82-foot patrol boats: Coast Guard Cutter (CGC) Point Arena and CGC Point Huron.

3.2.2 PERSONNEL COMPLEMENT

3.2.2.1 Total Number Of Personnel: No change since PP. Total personnel remains as follows:

<u>Complement</u>	<u>Officer</u>	<u>Warrants</u>	<u>Enlisted</u>	<u>Civilian</u>	<u>Total</u>
Station	0	0	25	0	25
CGC Point Arena	1	0	9	0	10
CGC Point Huron	<u>1</u>	<u>0</u>	<u>9</u>	<u>0</u>	<u>10</u>
TOTAL	2	0	43	0	45

3.2.2.2 Rankings/Ratings: No change since PP. Personnel complement remains as follows:

<u>Qty</u>	<u>Rank/Rate</u>	<u>Rank/Rate Name</u>	<u>Position</u>
1	BMCM	BMCM Boatswains Mate, Master Chief	Officer-In-Charge
1	BM1	Boatswains Mate, 1st Class	Exec Petty Officer
2	BM2	Boatswains Mate, 2nd Class	
4	BM3	Boatswains Mate, 3rd Class	
8	SN	Seaman	
1	MKC	Machinists Mate, Chief	Eng Petty Officer
2	MK2	Machinists Mate, 2nd Class	
3	MK3	Machinists Mate, 3rd Class	
2	FN	Fireman	
1	SS2	Subsistence Specialist, 2nd Class	

3.2.3 OPERATIONAL PLATFORM COMPLEMENT

3.2.3.1 Small Boats: Complement is two 41-foot utility boats (UTBs).

3.2.3.2 Cutters: Two 82-foot patrol boats (WPBs), CGC Point Arena and CGC Point Huron, are tenants of the station. The moorings shall however be designed to accommodate two 110-foot WPBs to replace the current WPBs.

3.2.3.3 Aircraft: No aircraft assigned to this unit.

3.2.4 POLICIES

3.2.4.1 Congressional/DOT Mandates: Nothing specific to this unit or project.

3.2.4.2 CG Policies & Directives: Nothing specific to this unit or project.

3.2.4.3 CG Strategic Agenda: Nothing specific to this unit or project.

3.2.4.4 Other: Nothing specific to this unit or project.

3.2.5 OTHER PLANNING GUIDANCE

3.2.5.1 Master Plan: No master plan exists or is required for this site.

3.2.5.2 Comprehensive Plan: No comprehensive plan exists or is required for this site.

3.2.5.3 TQM Initiative: Nothing specific to this unit or project.

3.2.5.4 Housing Market Survey: A housing market survey is not required since the only permanent party being berthed in the UPH are E-3 and below.

3.3 SALIENT PROJECT ELEMENTS

- 3.3.0 GENERAL. This section defines the major elements of the project scope. Items are listed in the same order that they appear in the Cost Estimate in the following section. These items are based on preliminary planning efforts only. Final scope may vary based on preliminary design information however the changes in scope should be minimized.
- 3.3.1 DEMOLITION
- 3.3.1.1 Buildings - The operational requirements/logistics of this project require that the existing Station Building remain in operation during the construction of the new Station Building. The existing Station Building shall be demolished after the new Station Building is operational.
- 3.3.1.2 Waterfront - Three existing wood piers, the marine railway from the existing boathouse, and associated wood catwalks shall be demolished. The boat operations will continue during demolition/construction by temporarily berthing the boats at the Amphibious Base. A lease agreement with the Little Creek Naval Amphibious Base will be required.
- 3.3.1.3 Fuel Tanks - An existing 2,000 gallon aboveground diesel fuel tank shall be removed in preparation for the installation of a new 2,000 gallon aboveground diesel fuel tank.
- 3.3.2 SITEWORK
- 3.3.2.1 Fencing & Gates - Remove and close off existing gate and install new double swing gate 20-feet wide at the new entrance on Abbott Road.
- 3.3.2.2 Clearing - After demolition of existing buildings, clearing shall include removal of existing power poles, fencing, utility screening and minimal vegetation.
- 3.3.2.3 Concrete Walks - Concrete walks, 4-feet in width, shall be provided in all pedestrian areas between building, parking and ancilliary service areas. Right-of-way improvements at the new Abbott Road entrance shall require concrete walks.
- 3.3.2.4 Landscaping - Landscaping shall be established around the new building, parking areas and at the new entrance to the Station. The plantings shall be consistent with the Base Beautification Program now in effect for the Naval Amphibious Base. A new storm water management facility shall also require special planting consideration (See paragraph 3.3.3.5).
- 3.3.2.5 Roadway, Curb & Concrete Pavement - Roadway (access and transition) areas shall be bituminous over a stone base. Areas requiring higher bearing capacities shall be concrete. Curb and gutter will assist in controlling surface water run-off and shall be concrete.

- 3.3.2.6 Parking - The parking area will be utilized by visitors as well as staff/employees and government vehicles. Two spaces of the 32 to be provided shall be designed to accommodate the handicapped. The design shall include a bituminous surface over 6" base with appropriate concrete curb, gutter and sub-surface drainage.
- 3.3.2.7 Soil Remediation - No remediation of contaminated soil is anticipated.
- 3.3.3 EXTERIOR UTILITIES
- 3.3.3.1 Electrical Power - Existing 240/120 volt 3 phase open delta service on the site is provided by Virginia Power Company. A completely new underground distribution system shall be provided.
- 3.3.3.2 Exterior Lighting - Exterior lighting shall consist of pole mounted fixtures and appropriate building mounted fixtures. Provide adequate lighting levels for pedestrians, parking areas, waterfront areas and piers.
- 3.3.3.3 Telephone - Telephone service is provided by Chesapeake and Potomac Telephone. New underground service shall be provided with the main telephone service located in the new Station Building.
- 3.3.3.4 Water - Potable water is available at the site and is supplied from the U.S. Naval Amphibious Base. Service to the new Station Building and piers can be tied to the existing service lines.
- 3.3.3.5 Storm Sewer - The system shall consist of surface collection and underground transfer to the Naval Amphibious Base system along Abbott Road.
- 3.3.3.6 Sanitary Sewer - It is anticipated that the existing sanitary sewer system capacity will be adequate for the new project.
- 3.3.3.7 Fuel Storage/Dispensing - Fuel storage/dispensing shall be provided (or diesel fuel and gasoline. Co-located storage facilities shall include 2,000 gallon diesel and 200 gallon gasoline above-ground storage tanks. The new tanks shall be a double-walled, self-monitoring type system. Waste oil storage shall be approximately 250-gallons.
- 3.3.4 WATERFRONT/MARINE CONSTRUCTION
- 3.3.4.1 Jib Crane - The plate cap at the bulkhead approximately 10-feet on either side of the existing jib crane shall be repaired and re-anchored to the bulkhead. The existing jib crane shall be re-attached to the existing bulkhead.

- 3.3.4.2 Piers - A new 150-foot long, 15-foot wide concrete main pier shall be provided for berthing of two 110-foot WPB's. A new 100-foot long, 8-foot wide concrete finger pier shall be provided for fueling. A 60-foot long, 6-foot wide floating finger pier shall be provided for berthing of two 41-foot UTB boats.
- 3.3.4.3 Shore Ties - Shore ties shall be provided for the new pier/berthing for two 110-foot WPB boats and two 41-foot UTB boats. The required ties include telephone, electrical, diesel and gasoline fueling, compressed air, sewage disposal and potable water.
- 3.3.5 BUILDING CONSTRUCTION
- 3.3.5.1 Station Building - The proposed 13,350 GSF Station Building shall house Station Little Creek and Reserve Offices. Major components of construction include reinforced concrete spread footings, framed exterior bearing walls, interior wood frame with wood joist floor framing, framed interior partitions, gable framed roof with composition shingles. The non-process target energy budget for the building is 42 kBtu/sf/year.
- 3.3.5.2 Boathouse & Garage Buildings - All windows and doors in the existing Boathouse and Garage shall be replaced and the roofs on both buildings repaired and re-roofed. Exterior shutters in the appropriate style shall be installed at all the windows and doors of the Boathouse and Garage. The exterior of the two buildings shall be painted. A portion of the existing Boathouse shall be converted to the boat crew wetroom.
- 3.3.6 FURNISHINGS/EQUIPMENT - The following items will be furnished and installed separately from the construction contract by the USCG FDCC.
- 3.3.6.1 Furnishings - Furnishings will be provided to include the total interior furnishing of the new facility.
- 3.3.6.2 Computers - Computers will be provided at each desk location within the new facility.
- 3.3.7 ELECTRONICS OUTFITTING - The following items will be furnished and installed separately from the construction contract by the USCG MLC (t). MLC (t) letter of 23 Sep 90 provides additional requirements for the project and these are enclosed as Attachment 2.
- 3.3.7.1 Telephone System - A new telephone system will be required for the entire facility. An electronic key telephone system or small PBX is anticipated. Telephone service will be provided at each desk location, berthing space, shop space, galley and mess deck, all recreation areas, classrooms and TV rooms. All conduit and wiring will be installed by the building construction contract.

- 3.3.7.2 Command Center Console - Command Center Consoles will be installed in the Command Center.
- 3.3.7.3 Radio Antenna & Cable - Radio antennas and cabling will be provided for the new facility. A raised antenna mount platform or tower is to support the antennas now located on the existing building roofs will be installed by the building construction contract.
- 3.3.7.4 Circuit Relocation - MLC (t) will relocate all existing telephone and radio circuits to the new systems once they are completed.
- 3.3.8 OTHER - The following items will be accomplished separately from the construction contract by the USCG FDCC.
 - 3.3.8.1 Temporary Moorings - Temporary moorings will be available free of charge at the Naval Amphibious Base through an Inter-Service Support Agreement (ISSA). However, temporary utilities will be required at these moorings and will be installed by the unit.
 - 3.3.8.2 Relocation Expenses - Station personnel will relocate all necessary equipment and furnishings from the existing station building to the new facilities. No moving contractor will be required.

3.4 COST ESTIMATE

3.4.1 COST ESTIMATE SUMMARY

Item No.	Construction Contract Items	Unit of Measure	Qty	\$/Unit	Total Cost (\$000)
1.0	DEMOLITION				
1.1	Station Building	LS			49
1.2	Piers, Railway, Catwalks	LS			28
1.3	Fuel Tank	LS			<u>3</u>
				Subtotal	80
2.0	SITWORK				
2.1	Fencing & Gates	LS			8
2.2	Clearing	LS			3
2.3	Concrete Walks	LS			2
2.4	Landscaping	LS			3
2.5	Roadway, Curb & Gutter	LS			16
2.6	Parking (32 Spaces)	LS			48
2.7	Soil Remediation	LS			<u>0</u>
				Subtotal	80
3.0	EXTERIOR UTILITIES				
3.1	Electrical Power	LS			114
3.2	Exterior Lighting	LS			34
3.3	Telephone	LS			10
3.4	Water	LS			16
3.5	Storm Sewer	LS			28
3.6	Sanitary Sewer	LS			22
3.7	Fuel Storage/Dispensing	LS			<u>26</u>
				Subtotal	250
4.0	WATERFRONT/MARINE CONSTRUCTION				
4.1	Jib Crane/Bulkhead Repair	LS			15
4.2	Piers	LS			250
4.3	Shore Ties	LS			<u>60</u>
				Subtotal	325
5.0	BUILDING CONSTRUCTION				
5.1	Station Building	GSF	13,350	132	1,762
5.2	Boathouse & Garage	LS			<u>75</u>
				Subtotal	1,837
				SUBTOTAL:	2,572
	ESCALATION FROM JUN91 to JUN94 (See Note 2)			16%:	<u>412</u>
	ESTIMATED CONSTRUCTION COST:				\$2,984

(This page for USCG use only)

Item No.	Non-Construction Contract items	Unit Of Measure	Qty	\$/Unit	Total Cost (\$000)
6.0	FURNISHINGS/EQUIPMENT				
6.1	Furnishings	LS			175
6.2	Computers	LS			<u>25</u>
				Subtotal	200
7.0	ELECTRONICS OUTFITTING				
7.1	Telephone System	LS			15
7.2	Command Center Console	LS			6
7.3	Radio Antennas & Cables	LS			4
7.4	Circuit Relocation	LS			<u>5</u>
				Subtotal	30
8.0	OTHER				
8.1	Temporary Moorings	LS			3
8.2	Relocation Expenses	LS			<u>0</u>
				Subtotal	3
				SUBTOTAL:	233
	ESCALATION FROM JUN91 to JUN94 (See Note 2)			16%:	<u>37</u>
				SUBTOTAL:	270
	ESTIMATED CONSTRUCTION COST (from previous page)				<u>2,984</u>
				GRAND SUBTOTAL:	3,254
	CONTINGENCY (See Note 3)			17%:	<u>553</u>
				PROJECT TOTAL:	\$3,807
	ESTIMATED PROJECT COST:				\$3,800

FOLLOW-ON COSTS (See Note 4)

AFC 30 (Non-Energy)	\$88K
AFC 30 (Energy)	824K
AFC 42	\$1K
AFC 43	\$28K

OTHER COSTS (Delete these figures from A/E Scope of Services)

0-10% Design	\$84K
10-100% Design	\$178K
Construct'n Surveillance	\$75K
Submittal Review	\$18K
As-Built Drawings	\$6K
Outfitting Services	\$28K
Land Acquisition	\$200K

3.4.2 COST ESTIMATE NOTES

1. Line items include a geographic cost factor and are in June 1991 dollars.
2. Costs are escalated from June 1991 to the mid-point of construction of June 1994 at a rate of 5%/year, which equals 16% after compounding. Rate was obtained using NAVFAC Construction Cost Escalation Index, as published in MIL-HDBK-1010, Cost Estimating: Policy and Procedures.
3. A 12% design contingency and 5% construction contingency are added to the estimate in accordance with Table 7-1 of the Civil Engineering Manual, COMDTINST 11000.11. The design contingency of 12% is a weighted average obtained by applying a 10% contingency to Building Construction and 15% contingency to all other items. The scope of the Building Construction is fairly well known, while the remaining items are relatively uncertain since a detailed investigation of existing conditions such as topographic, geologic, hydrographic, and utility surveys has not been performed to date.
4. Follow-on costs for AFC 30 (non-energy) and AFC 43 were calculated in accordance with Table 7-2 of the Civil Engineering Manual, COMDTINST 11000.11, as follows:

Replacement Cost of Demolished Facilities

Station Building	6,500 GSF x \$90.00/SF =	\$585K
Wetroom/Locker Space	780 GSF x \$55.00/SF =	\$42K
	Replacement Costs	8627K

Percentages of Construction Cost

	<u>Const Cost</u>	<u>AFC-30</u>	<u>AFC-43</u>
Demolition	\$627K	(5%) (\$31K)	(1%) (\$6K)
Sitework	\$80K	1% \$1K	.5% \$1K
Ext Utilities	8250K	1% \$3K	1% \$3K
Waterfront	\$325K	1% \$3K	1% \$3K
Building	\$1,837K	5% \$92K	1% \$18K
Furnishings/Equip	\$200K	4% + \$8K	1% + \$2K
Sub-Total		\$76K	\$21K
Escalation from Jun91 to Jun94		16% + \$12K	16% + \$3K
Total		\$88K	\$24K

Follow-on cost for AFC 30 (Energy) was calculated as follows:

Existing Station Building:

$\$/\text{yr} = 6,500 \text{ GSF} \times 65 \text{ kBtu/GSF/yr} \times 0.293 \text{ KWH/kBtu} \times 80.80/\text{KWH}$
 $\$/\text{yr} = \99K

New Station Building:

$\$/\text{yr} = 13,430 \text{ GSF} \times 42 \text{ kBtu/GSF/yr} \times 0.293 \text{ KWH/kBtu} \times \$0.80/\text{KWH}$
 $\$/\text{yr} = \132K

Net change in AFC 30 (Energy):

$\$132\text{K} - \$99\text{K} = +\$33\text{K}$

Follow-on costs for AFC 42 were obtained from MLC(t) Electronics Input (see Attachment 2).

3.5 GRAPHICS
3.5.1 PHOTOGRAPHS



EXISTING STATION BUILDING



EXISTING STATION BUILDING

3.5.1 PHOTOGRAPHS (CON'T)



EXISTING BOATHOUSE

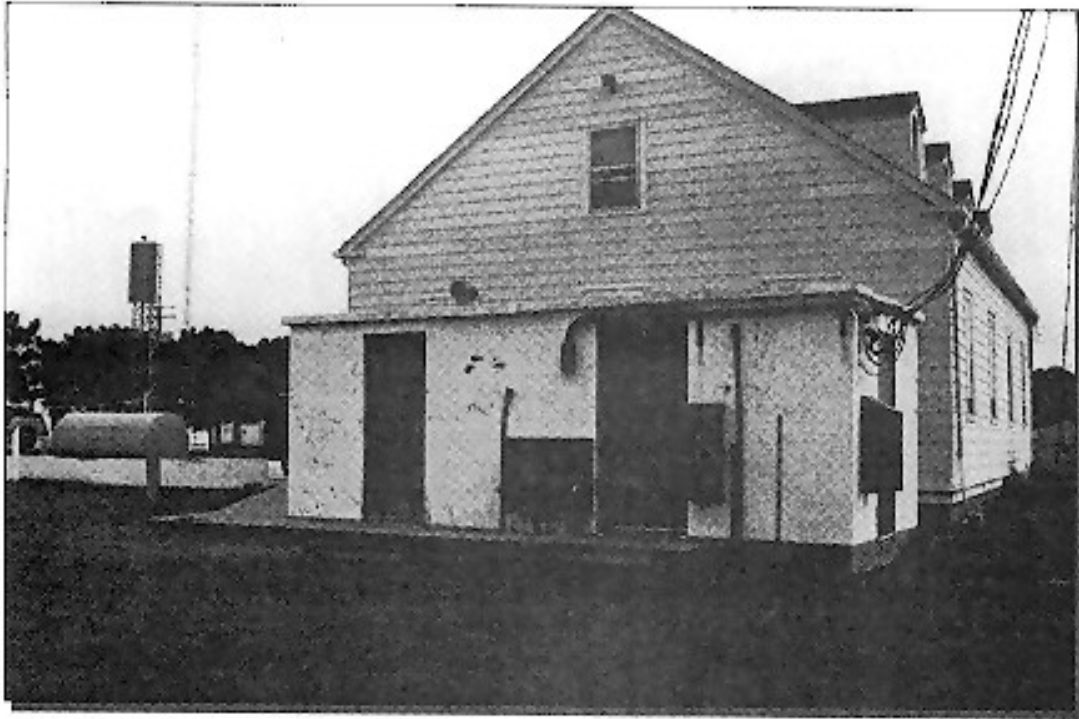


EXISTING BOATHOUSE

3.5.1 PHOTOGRAPHS (CON'T)

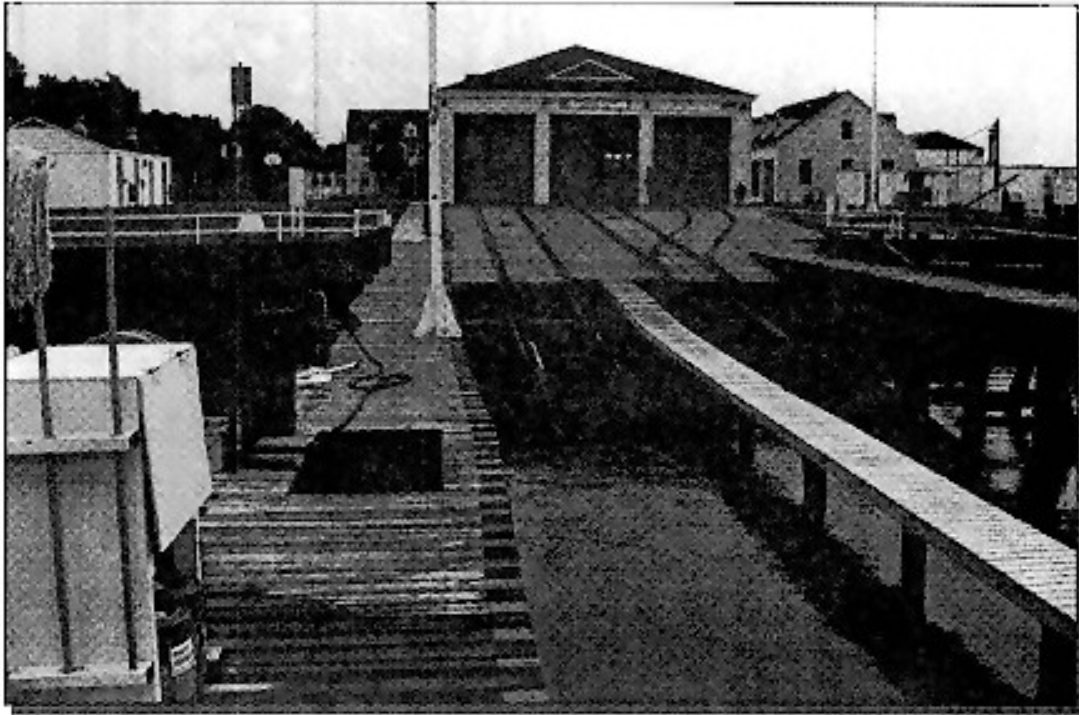


EXISTING GARAGE



EXISTING GARAGE

3.5.1 PHOTOGRAPHS (CON'T)



EXISTING WATERFRONT



EXISTING WATERFRONT

3.5.2 VICINITY MAP



3.5.3 LOCATION MAP

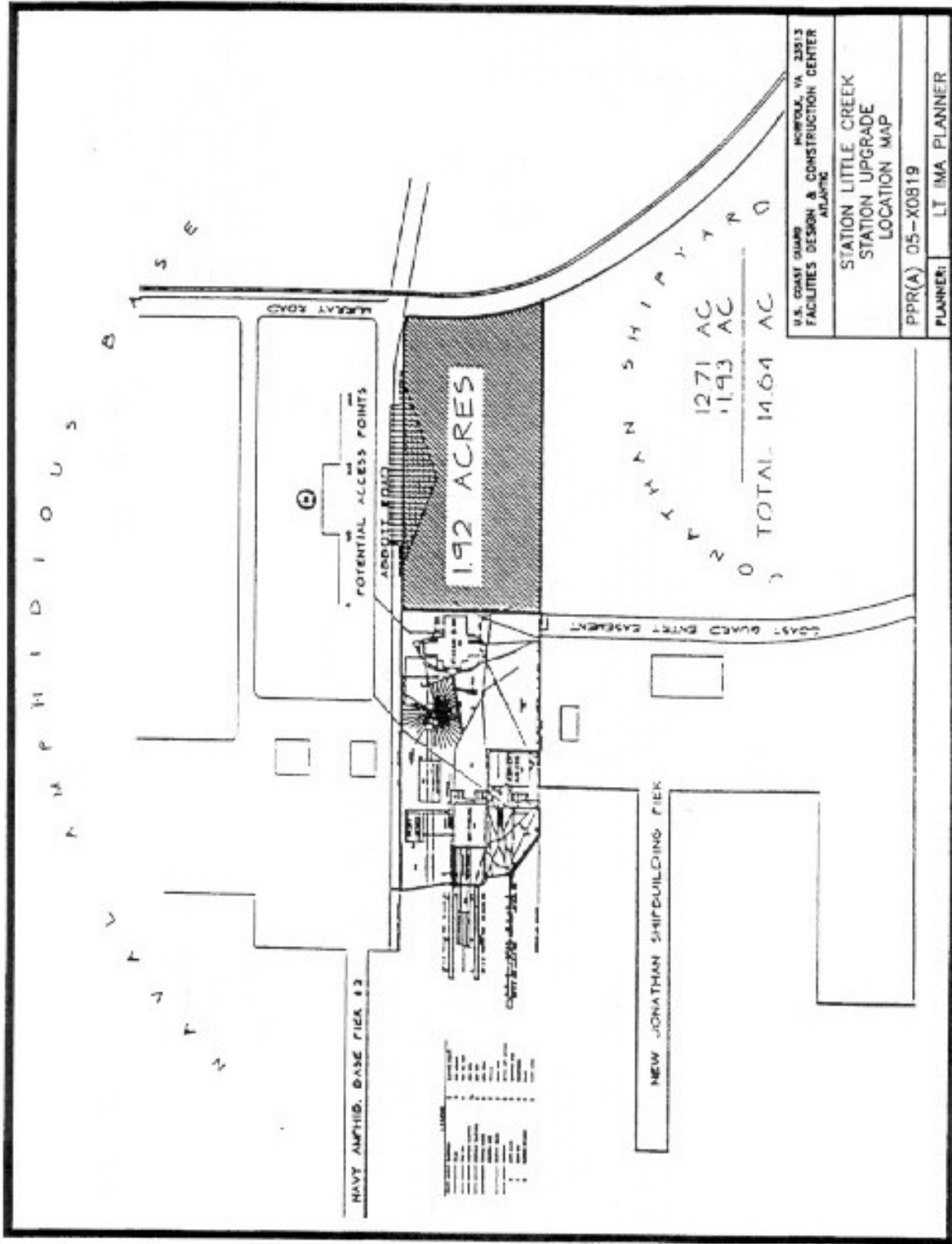
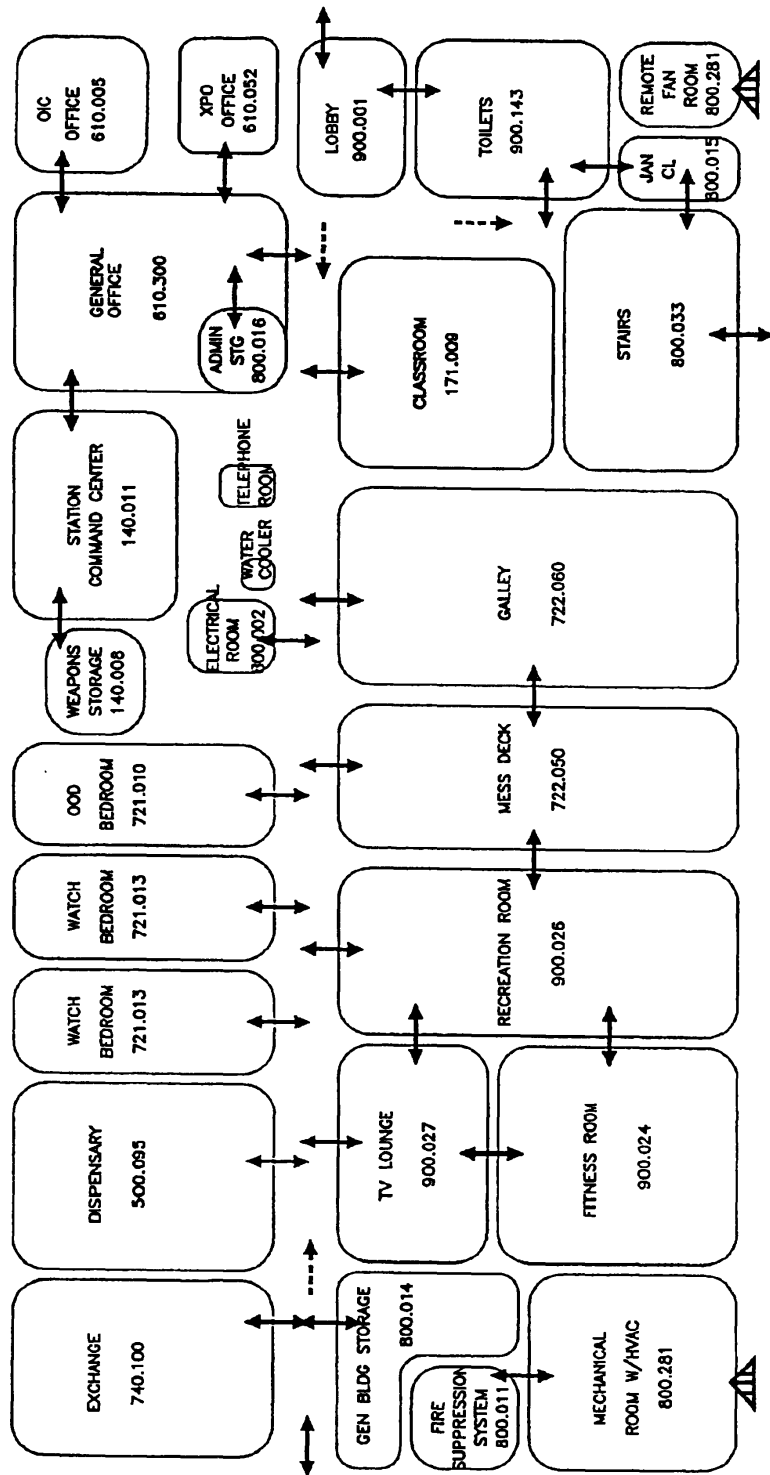


Exhibit 6-1
Page 19

3.5.5 FUNCTIONAL RELATIONSHIP DIAGRAM

MULTI MISSION STATION
FIRST FLOOR



LEGEND

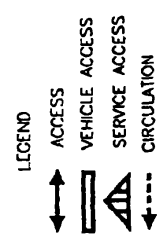
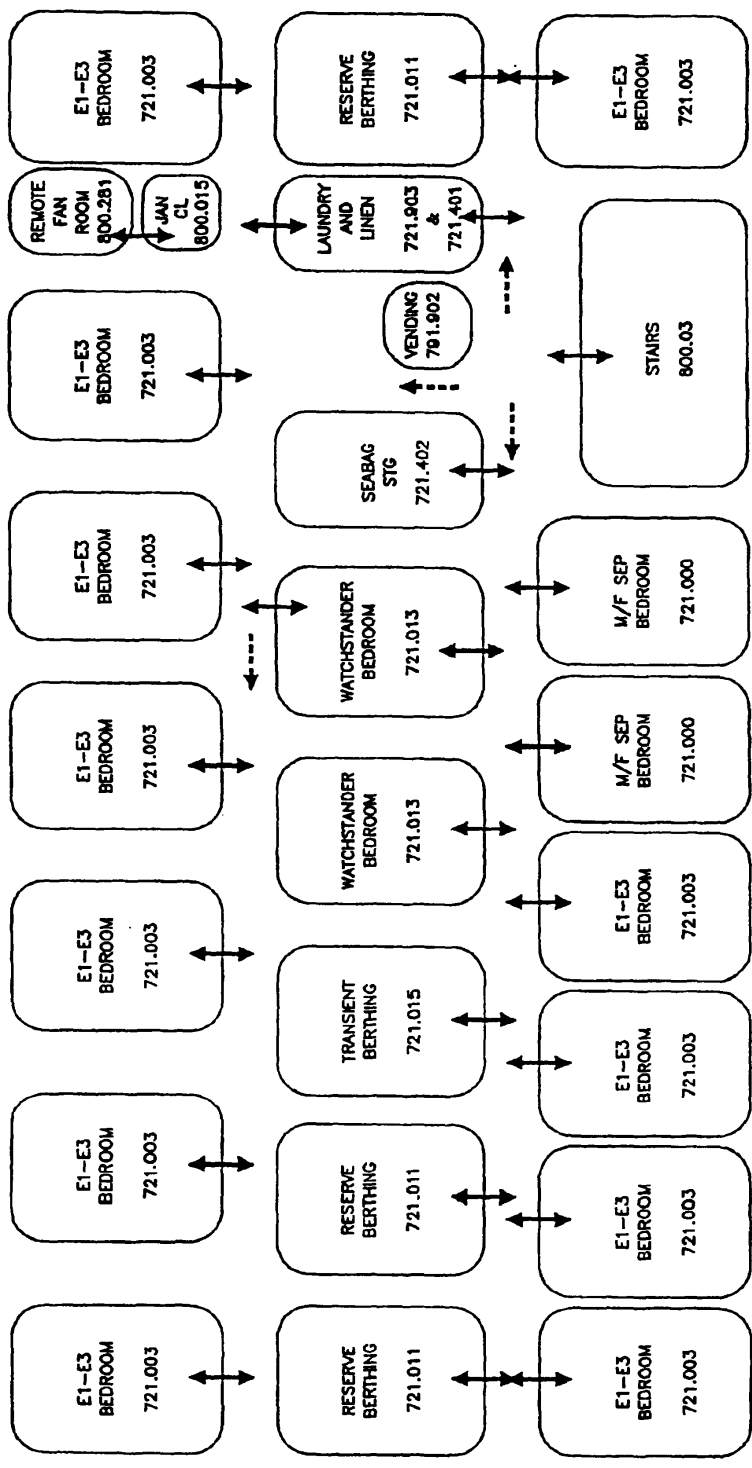
- ↔ ACCESS
- ⇔ VEHICLE ACCESS
- ▲ SERVICE ACCESS
- CIRCULATION

NOTE: DIAGRAM SHOWS FUNCTIONAL RELATIONSHIPS AND RELATIVE SPACE SIZES. THE FINAL ALIGNMENT AND DIMENSIONS WILL BE DETERMINED DURING THE DESIGN PHASE.

Exhibit 6-1

3.5.5 FUNCTIONAL RELATIONSHIP DIAGRAM (CON'T)

MULTI MISSION STATION
SECOND FLOOR



NOTE: DIAGRAM SHOWS FUNCTIONAL RELATIONSHIPS AND RELATIVE SPACE SIZES. THE FINAL ALIGNMENT AND DIMENSIONS WILL BE DETERMINED DURING THE DESIGN PHASE.

Exhibit 6-1

3.6 SPACE ALLOCATIONS LIST

3.6.0 GENERAL

The designer shall use the following listing of the individual space allocations to the greatest extent possible in future project development. The designer will be allowed to adjust net areas of individual spaces to develop a workable floor plan however, the total gross area for the entire building shall be strictly adhered to. All sizes are listed in Net Square Feet (NSF) unless otherwise noted.

The PPR(A) COLUMN lists the sizes proposed in this Project Proposal Report - Part A. This shall be used by the designer in future project development.

The PP COLUMN lists the sizes that were indicated in the Planning Proposal dated 20 December 1984. This is for USCG comparison purposes only.

The REFERENCE COLUMN indicates the Commandant standard, reference, and/or note used in determining the space size. Notes are provided whenever the PPR(A) size differs from either the PP size, or the Commandant standard by more than 20% for individual net space sizes, or 10% for total building gross size. The references used included:

- SFSM: Shore Facilities Standards Manual, COMDTINST M11012.9
- MMSDG*: Multi-Mission Station Design Guide, COMDTINST M11012.3
- SCS*: Space Component Standards, COMDTINST M11012.7

* Note: The MMSDG and SCS are currently being phased out and replaced entirely by the SFSM. However, the MMSDG and SCS were in use when this project was under development.

The designer shall use the Individual Space Criteria provided in Attachment 3 for future project development. If criteria sheets are not provided for each space on the Space Allocations List, then the designer shall develop one using the format provided.

The floor plans shown in the criteria sheets are for illustrative purposes only and do not have to be strictly adhered to. The floor plans are only one possible layout that meet the intended use within the allowable net area. The designer is free to develop alternate space layouts in consultation with the FDCC or Government.

3.6.1 STATION BUILDING

<u>SPACE</u>	<u>PPR(A)</u>	<u>PP</u>	<u>REFERENCE</u>
<u>ADMIN/OPERATIONS CLUSTER</u>			
Main Lobby	150	150	MMSDG
Toilets	100	120	MMSDG
General Office	300	350	MMSDG
OIC Office	150	300	SCS (1-1a), 1
XPO Office	100	0	SCS (1-1a), 2
Mail Room	80	0	SCS (10-3a), 3
Classroom	300	600	MMSDG, 4
Communications/Operations	300	200	MMSDG, 5
Weapons Storage	80	0	MMSDG, 6
Reserve Office	120	0	SCS (1-2a), 7
Cutter Offices (2 WPB's)	500	0	8
Water Cooler	10	0	SCS (6-4a), 9
ADMIN/OPERATIONS PARTIAL NSF:	2,190	1,720	
<u>DINING/RECREATION CLUSTER</u>			
Galley	540	600	MMSDG
Mess Deck	360	400	MMSDG
Recreation Room	600	800	MMSDG
Fitness Room	480	0	MMSDG, 10
DINING/RECREATION PARTIAL NSF:	1,980	1,800	MMSDG, 11
<u>UPH CLUSTER</u>			
Permanent Party Berthing (10 @ 240)	2,400	1,700	SCS (2-1a), 12
Transient/Reserve Berthing (3 @ 240)	720	0	MMSDG, 13
Male/Female Separation Berthing	0	0	14
OOD Night Room	240	340	MMSDG, 15
Watchstander Berthing (4 @ 240)	960	1,020	MMSDG, 16
TV Room	195	350	MMSDG, 17
Seabag Locker	144	300	MMSDG, 18
Linen Locker	30	50	MMSDG, 19
Laundry	120	120	MMSDG
Vending	60	0	SCS (10-3a), 20
Janitor	60	100	SCS (6-4a), 21
Water Cooler	10	0	SCS (6-4a), 15
UPH PARTIAL NSF:	4,939	3,980	
<u>SHOPS CLUSTER</u>			
MK Shop			
Work Area	0	800	22
Storage	0	300	22
Office	0	150	22
BM Shop			
Office	0	150	22
Storage	0	300	22
Wetrooms	0	315	22
Tenant Vessel Storage	0	760	22
SHOPS PARTIAL NSF:	0	2,775	

FACILITIES SUPPORT

Cleaning Supplies	30	0	MMSDG, 23
General Building Storage	100	80	MMSDG, 23
Mechanical Space	415	600	SCS (6-8a), 23
Emergency Generator	270	150	SCS (6-3a), 23
Electrical Equipment	20	0	SCS (6-10a), 23
Telephone Equipment	20	0	SCS (6-11a), 23
FACILITIES SUPPORT PARTIAL NSF:	<u>855</u>	<u>830</u>	

TOTAL NSF: 9,964 11,105

NET-TO-GROSS MULTIPLIERS:

Thicker Exterior Walls (0.020)	199	0	SCS
Interior Masonry Ptns (0.010)	100	0	SCS
Multi-Mission Station (0.31)	<u>3,089</u>	<u>2,375</u>	SCS

TOTAL GSF: 13,352 13,480

SAY: 13,350 13,480

3.6.2 BOATHOUSE RENOVATION

Wetroom/Lockers	780	0	MMSDG
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NOTE: In this example PPR(A), Station Little Creek was approved with a separate Reserve Office (see note 7 of the SAL). New guidelines on reserve spaces prohibit separate dedicated reserve spaces.

3.6.3 SPACE ALLOCATIONS LIST NOTES (USCG use only)

1. PP size for OIC Office included a nightroom. PPR(A) size is based on current standards.
2. PP did not include a separate XPO office; the XPO was located in the General Office Area. PPR(A) includes a separate XPO office based on current standards.
3. PP did not include a separate Mail Room; the Mail Room was located in the General Office Area. PPR(A) includes a separate Mail Room based on current standards.
4. Classroom size was reduced in the PPR(A) to meet current standards.
5. Communications/Operations Room was increased in the PPR(A) to meet current standards.
6. PP did not include a separate Weapons Storage Room; the Weapons Storage Room was located in the General Office Area. PPR(A) includes a separate Armory based on current standards.
7. PP did not include a separate Reserve Office; the reserve Office was located in the General Office Area. PPR(A) includes a separate Reserve Office based on current standards.
8. PP did not include separate Cutter Offices for the tenant vessels. PPR(A) includes separate offices based on COMDTINST M4801.2A.
9. COD Nightroom size was reduced in the PPR(A) to meet current standards.
10. Recreation Room size was reduced in the PPR(A) to meet current standards.
11. PP did not include a Fitness Room. PPR(A) included this space as allowed in current standards.
12. PP included five 340 NSF Permanent Party Berthing rooms to accommodate 3 individuals per room. PPR(A) includes eleven 240 NSF Permanent Party Berthing rooms to accommodate 2 individuals per room. This change was made to meet current standards.
13. PP did not include any Transient or Reserve Personnel Berthing. PPR(A) includes three 240 NSF Transient/Reserve Barthing rooms to accommodate 2 individuals per room. This change was made to meet current standards.
14. Male/Female Separation Berthing is already included in the Permanent Party and Transient/Reserve Berthing spaces.
15. PP did not include space for water cooler. PPR(A) included this space as allowed in current standards.

16. PP included three 340 NSF Watchstander Berthing rooms to accommodate 3 individuals per room. PPR(A) includes four 240 NSF Watchstander Berthing rooms to accommodate 2 individuals per room. This change was made to meet current standards and to provide a berthing for 7 watchstanders in accordance with the PP Approval dated 28 October 1985.
17. TV Room size was reduced in the PPR(A) to meet current standards.
18. Seabag Locker size was reduced in the PPR(A) to meet current standards.
19. Linen Locker size was reduced in the PPR(A) to meet current standards.
20. PP did not include a Vending Area. PPR(A) included this space as allowed in current standards.
21. Janitors Closet size was reduced in the PPR(A) to meet current standards.
22. The PP's Preferred Alternative was to relocate the entire station to a new site. The PPR(A) is based on remaining at the current site and replacing only the Station Building. The existing shops in the Boathouse and Garage Buildings will not be replaced in the PPR(A).
23. The sizes of the Facilities Support spaces have been revised in the PPR(A) based on changes in the preceding spaces and to meet current standards.

3.7 ENVIRONMENTAL DOCUMENTATION AND PERMITTING

- 3.7.1 ENVIRONMENTAL DOCUMENTATION: A Categorical Exclusion was completed by FDCC on 2 Mar 90 and is enclosed as Attachment 1.
- 3.7.2 PERMITTING: Work shall be in compliance with all federal, state and local environmental regulations. Permits anticipated, but not limited to, are: Corps of Engineers (Section 404), Federal Consistency Determination for Coastal Zone Management, and Sewage Treatment.
 - 3.7.2.1 Tidal Wetlands: Direct impacts to adjacent tidal wetlands are not expected. However, coordination with the Army Corps of Engineers is required. They will require a review of the site plans and will issue a concurrence of no effect (Section 404).
 - 3.7.2.2 Stormwater: A stormwater permit is not anticipated, provided detention is incorporated.
 - 3.7.2.3 Coastal Zone Consistency: Plans shall be submitted to the City of Virginia Beach for coastal zone consistency.
 - 3.7.2.4 Septic System: N/A
 - 3.7.2.5 Zoning: Zoning ordinance in place establishes the Station Little Creek area as I-2.
 - 3.7.2.6 Setback Requirements: See Comprehensive Zoning Ordinance for the City of Virginia Beach, Virginia.
- 3.7.3 HAZARDOUS MATERIALS INVESTIGATION:

3.8 ELECTRONICS REQUIREMENTS

MLC (t) letter of 23 Sep 91 provides additional requirements for the project and these are enclosed as Attachment 2.

3.9 REAL PROPERTY ISSUES

- 3.9.1 CEU Cleveland will be responsible for purchasing the additional 1.87 acres of land to the southwest of the existing Station from the Jonathan Corporation. A Site Evaluation Report was completed by CEU Cleveland and was approved the Department of Transportation on 27 September 1990. A copy of the SER and its approval are provided as Attachment 4.
- 3.9.2 This project will require the demolition of the existing Station Building thereby necessitating the requirement for a Board of Survey and McKinney Act documentation. This documentation will be accomplished by CEU Cleveland.
- 3.9.3 CEU Cleveland will obtain a no cost Inter-Service Support Agreement (ISSA) for temporary mooring facilities at the Navy Amphibious Base.

3.10 TARGET PROJECT SCHEDULE (USCG use only)

This section is provided for USCG use only, but is provided as a reference to the designer. Architectural/Engineering (A/E) firms under contract with the USCG shall adhere to the schedule in their contract.

PPR(A) Complete.....	Dec 1991
PPR(A) Presentation.....	Jan 1992
Receive A/E Funds Availability.....	Jan 1992
PPR(A) Approval.....	Feb 1992
Receive A/E Funds for 0-35% Design.....	May 1992
A/E Contract Award.....	May 1992
Customer Design Review (CDR).....	Nov 1992
PPR(B) Complete.....	Dec 1992
PPR(B) Approval.....	Feb 1993
Receive A/E Funds for 35-100% Design.....	Feb 1993
100% Design Complete.....	Sep 1993
BOS/McKinney Act Approval.....	Sep 1993
Beginning of Target FY (FY94).....	Oct 1993
Receive IFB Authority.....	Oct 1993
Issue IFB.....	Nov 1993
Bid Opening Date.....	Dec 1993
Receive Construction Funds.....	Jan 1994
Construction Award.....	Jan 1994
Notice to Proceed.....	Feb 1994
Beneficial Occupancy Date.....	Feb 1995
Warranty Expires/Post Occupancy Evaluation.....	Feb 1996

3.11 FURNISHINGS/EQUIPMENT (Outfitting)

- 3.11.1 Provide an inventory of existing furnishings to be re-used in the new facility and a list of new furnishings to be procured with the appropriate costs for the new furnishings. Include the cost, where applicable, associated with moving, storage and shipping.

3.12 DEVIATIONS FROM PLANNING PROPOSAL (USCG use only)

This section is provided for USCG use only, but is provided for reference to the designer. It is a comparison between this PPR(A) and the Planning Proposal (PP). The original PP dated 20 December 1984 requested the station be relocated to the Navy Amphibious Base. This was approved on 28 October 1985. A PP Amendment was submitted on 8 March 1991 requesting the station be rebuilt on the current site since the Navy site was no longer available. This was approved on 20 May 1991. While the site has changed, the scope of the project remains essentially unchanged.

3.12.1 COST ESTIMATE COMPARISON

	<u>PP Est</u>	<u>PPR(A) Est</u>
1. Demolition	0K	\$80K
2. Sitework	\$257K	\$80K
3. Utilities	\$155K	\$250K
4. Waterfront	\$158K	\$325K
5. Buildings	+ \$1,276K	+ \$1,837K
Subtotal	<u>\$1,846K</u>	<u>\$2,572K</u>
Escalation	+ \$295	+ \$412K
Est Const Cost	<u>\$2,141K</u>	<u>\$2,984K</u>
6. Furnishings/Equip	\$70K	\$200K
7. Electronics	\$50K	\$30K
8. Other	+ 0	+ \$3K
Subtotal	<u>\$120K</u>	<u>\$233K</u>
Escalation	+ \$19K	+ \$37K
Subtotal	<u>\$139K</u>	<u>\$270K</u>
Est Const Cost (from above)	+ \$2,141K	+ \$2,984K
Grand Subtotal	<u>\$2,280K</u>	<u>\$3,254K</u>
Contingency	+ \$0K	+ \$553K
Est Project Cost	<u>\$2,280K</u>	<u>\$3,807K</u>
ROUND TO	\$2,280K	\$3,800K

3.12.2 SCOPE COMPARISON

- 3.12.2.1 Demolition: The PP did not include any demolition, since it was based on relocating to a vacant site at the Navy Amphibious Base. PPR(A) includes demolition of existing Station Building.
- 3.12.2.2 Sitework: PPR(A) scope for sitework is less than that in the PP since the project no longer involves relocation to a new site.
- 3.12.2.3 Utilities: PPR(A) estimate for utilities is higher than in the PP based on more recent and detailed information.
- 3.12.2.4 Waterfront: Repairs to the bulkhead and jibcrane foundation were added in the PPR(A). In addition, unit costs are more accurate in the PPR(A) than in the PP.

- 3.12.2.5 Buildings: Unit costs are more accurate in the PPR(A) than in the PP.
- 3.12.2.6 Furnishings/Equipment: No significant difference in scope. Unit costs are more accurate in the PPR(A) than in the PP.
- 3.12.2.7 Electronics: No significant difference in scope. Unit costs are more accurate in the PPR(A) than in the PP.
- 3.12.2.8 Other: Leasing of temporary moorings added in the PPR (a).
- 3.12.2.9 Escalation: Line item costs in the PP were in FY84 dollars and escalated 5%/year to FY87 dollars. Line item costs in the PPR(A) were in FY91 dollars and escalated to FY94 at 5%/year. Since the PP's total was in FY87 dollars, and PPR(A)'s total was in FY94 dollars, the net difference is 40%
- 3.12.2.10 Contingency: PP did not include any contingency factor. PPR(A) included a 17% contingency factor.
- 3.12.2.11 Total Project Cost: The PPR(A) estimate exceeded the PP estimate by 67%. 60% of this increase is due to different escalation and contingency factors as noted above.
- 3.12.3 SPACE ALLOCATIONS LIST COMPARISON: See Section 3.6 for a detailed comparison between the PP and PPR(A).

3.3 PROJECT REVALIDATION (USCG use only)

This section is provided for USCG use only, but is provided for reference to the designer. Since the PPR(A) cost estimate exceeded the PP cost estimate by more than 25% a revised economic analysis was required. The PP considered the following 3 alternatives:

Alt 1 (Status Quo): This had the lowest life cycle cost in the PP. However, it was not recommended or approved in the PP since it did not address the problem statements.

Alt 2 (First Preferred): Construct new station at nearby Naval Amphibious Base. This had the highest life cycle cost but was approved in the PP since it was the best solution.

Alt 3 (Second Preferred): Rehab existing Station Building and construct new UPH on existing site. This had the second highest life cycle cost in the PP. It was not recommended or approved in the PP since it was not the optimal solution due to the small size of the site.

Since the Navy site is no longer available, Alt 2 is no longer a valid alternative. A PP amendment was approved on 20 May 91 to rebuild on the current site. This PPR(A) considered the following 3 alternatives:

Alt 1 (Status Quo): This still has the lowest life cycle cost. However, it is still not recommended since it does not address the problem statements.

Alt 2 (First Preferred): Acquire 1.87 acres of land adjacent to the current site. Construct a new Station Building on the new parcel. Renovate existing Boathouse, Garage and waterfront facilities. Demolish existing Station Building. This has the second lowest life cycle cost (after status quo). It is the preferred solution as approved in the PP amendment.

Alt 3 (Second Preferred): Rehab existing station building and construct new UPH on existing site. This has the highest life cycle cost. It still is not recommended since it is not the optimal solution due to the small size of the site.

A revised economic analysis is provided on the following pages.

3.13.1 ALTERNATIVE 1 (STATUS QUO): Continue maintaining existing facilities. Do not expand or rehab. This does not solve any of the units problems of overcrowding, life/safety deficiencies, and will result in higher annual maintenance costs in the future.

PROJECT YR	ACTIVITY TO BE COMPLETED	ESTIMATED COSTS 1-TIME	RECURRING	DISCOUNT FACTOR	DISCOUNTED COST (\$ K)
<u>One Time Costs</u>					
10	Major Renovation	1,000K		0.5083	508K
20	Major Renovation	1,000K		0.2584	259K

Annual Recurring Costs

This is status quo. No change.

NET LIFE CYCLE COST \$767K

NOTES

1. Utilized annual discount rate of 7% and economic life of 25 years in accordance with Chapter 5 of the Planning and Programming Manual - Volume II (Field Planning Manual), COMDTINST M16010.6.
2. All dollar figures in FY94 dollars.

3.12.2 ALTERNATIVE 2 (FIRST PREFERRED ALTERNATIVE): Acquire 1.87 acres of land adjacent to the current site. Construct a new 13,670 GSF Station Building on the new parcel. Renovate existing Boathouse, Garage and waterfront facilities. Demolish existing Station Building.

PROJECT YR	ACTIVITY TO BE COMPLETED	ESTIMATED COSTS		DISCOUNT FACTOR	DISCOUNTED COST (\$ K)
		1-TIME	RECURRING		
<u>One Time Costs</u>					
0	Construction	3,800K		1.0000	3,800K
0	Design Services	389K		1.0000	389K
0	Land Acquisition	200K		1.0000	200K
<u>Annual Recurring Costs</u>					
1-25	AFC-30 (Non-Energy)		103K	11.6532	1,200K
1-25	AFC-30 (Energy)		36K	11.6532	420K
1-25	AFC-42		1K	11.6532	12K
1-25	AFC-43		28K	11.6532	326K
NET LIFE CYCLE COST					\$5,927K

NOTES

1. Utilized annual discount rate of 7% and economic life of 25 years in accordance with Chapter 5 of the Planning and Programming Manual - Volume II (Field Planning Manual), COMDTINST M16010.6.
2. All dollar figures in FY94 dollars.
3. See Section 3.4 for cost estimate breakdown.

3.13.3 ALTERNATIVE 3 (SECOND PREFERRED ALTERNATIVE): Construct a new 9000 GSF UPH with 19 betting rooms (4 Watchstander, 11 Permanent Party, 3 Transient and 1 Male/Female Separation). Renovate existing Station Building, Boathouse, Garage and waterfront facilities.

PROJECT YR	ACTIVITY TO BE COMPLETED	ESTIMATED COSTS		DISCOUNT FACTOR	DISCOUNTED COST (\$ K)
		1-TIME	RECURRING		
<u>One Time Costs</u>					
0	Construction	3,300K		1.0000	3,300K
0	Design Services	338K		1.0000	338K
0	Land Acquisition	OK		1.0000	OK
<u>Annual Recurring Costs</u>					
1-25	AFC-30 (Non-Energy)		155K	11.6532	1,806K
1-25	AFC-30 (Energy)		89K	11.6532	1,037K
1-25	AFC-42		1K	11.6532	12K
1-25	AFC-43		43K	11.6532	501K
NET LIFE CYCLE COST					\$6,994K

NOTES

- Utilized annual discount rate of 7% and economic life of 25 years in accordance with Chapter 5 of the Planning and Programming Manual - Volume II (Field Planning Manual), COMDTINST M16010.6.
- All dollar figures in FY94 dollars.
- See following pages for cost estimate breakdown.

ALTERNATIVE 3 COST ESTIMATE BREAKDOWN

Item No.	Construction Contract Items	Unit of Measure	Qty	Total Cost \$/Unit (\$000)
1.0	DEMOLITION			
1.1	Piers, Railway, Catwalks	LS		28
1.2	Fuel Tank	LS		<u>3</u>
				Subtotal 31
2.0	SITWORK			
2.1	Fencing & Gates	LS		3
2.2	Clearing	LS		2
2.3	Concrete Walks	LS		1
2.4	Landscaping	LS		8
2.5	Roadway, Curb & Gutter	LS		24
2.6	Parking	LS		<u>0</u>
2.7	Soil Remediation	LS		Subtotal 40
3.0	EXTERIOR UTILITIES			
3.1	Electrical Power	LS		50
3.2	Exterior Lighting	LS		10
3.3	Telephone	LS		5
3.4	Water	LS		8
3.5	Storm Sewer	LS		14
3.6	Sanitary Sewer	LS		11
3.7	Fuel Storage/Dispensing	LS		<u>26</u>
				Subtotal 124
4.0	WATERFRONT/MARINE CONSTRUCTION			
4.1	Jib Crane/Bulkhead Repair	LS		15
4.2	Piers	LS		250
4.3	Shore Ties	LS		<u>60</u>
				Subtotal 325
5.0	BUILDING CONSTRUCTION			
5.1	Const UPH	GSF	9,000	132 1,188
5.2	Rehab Station Building	GSF	6,500	50 325
5.3	Rehab Boathouse & Garage	LS		<u>75</u>
				Subtotal 1,588
				SUBTOTAL: 2,108
	ESCALATION FROM JUN91 to JUN94 (See Note 2)			16%: <u>337</u>
	ESTIMATED CONSTRUCTION COST:			\$2,445

Item No.	Non-Construction Contract Items	Unit of Measure	Qty	Total Cost \$/Unit	Total Cost (\$000)
6.0	FURNISHINGS/EQUIPMENT				
6.1	Furnishings	LS			100
6.2	Computers	LS			<u>15</u>
				Subtotal	115
7.0	ELECTRONICS OUTFITTING				
7.1	Telephone System	LS			10
7.2	Command Center Console	LS			6
7.3	Radio Antennas & Cables	LS			4
7.4	Circuit Relocation	LS			<u>5</u>
				Subtotal	25
8.0	OTHER				
8.1	Temporary Moorings	LS			3
8.2	Temporary Trailers	LS			60
8.2	Relocation Expenses	LS			<u>0</u>
				Subtotal	63
				SUBTOTAL:	203
	ESCALATION FROM JUN91 to JUN94 (See Note 2)			16%:	<u>32</u>
				SUBTOTAL:	235
	ESTIMATED CONSTRUCTION COST (from previous page)				<u>2,445</u>
				GRAND SUBTOTAL:	2,780
	CONTINGENCY (See Note 3)			18%:	<u>500</u>
				PROJECT TOTAL:	\$3,280
	ESTIMATED PROJECT COST:				\$3,300

OTHER COSTS

0-10% Design	\$73K
10-100% Design	\$155K
Construct'n Surveillance	\$65K
Submittal Review	\$16K
As-Built Drawings	\$5K
Outfitting Services	\$24K

FOLLOW-ON COSTS (See Note 4)

AFC 30 (Non-Energy)	\$155K
AFC 30 (Energy)	\$89K
AFC 42	\$1K
AFC 43	\$43K

ALTERNATIVE 3 COST ESTIMATE NOTES

1. Line items include a geographic cost factor and are in June 1991 dollars.
2. Costs are escalated from June 1991 to the mid-point of construction of June 1994 at a rate of 5%/year, which equals 16% after compounding. Rate was obtained using NAVFAC Construction Cost Escalation Index, as published in MIL-HDBK-1010, Cost Estimating: Policy and Procedures.
3. A 13% design contingency and 5% construction contingency are added to the estimate in accordance with Table 7-1 of the Civil Engineering Manual, COMDTINST 11000.11. The design contingency of 13% is a weighted average obtained by applying a 10% contingency to the new UPH Building Construction and 15% contingency to the Rehab Building Construction and all other items. The scope of the UPH is fairly well known, while the remaining items are relatively uncertain since a detailed investigation of existing conditions such as topographic, geologic, hydrographic, and utility surveys has not been performed to date.
4. Follow-on costs for AFC 30 (non-energy) and AFC 43 were calculated in accordance with Table 7-2 of the Civil Engineering Manual, COMDTINST 11000.11, as follows:

Percentages of Construction Cost

	<u>Const Cost</u>		<u>AFC-30</u>		<u>AFC-43</u>
Demolition	\$0K	(5%)	(\$0K)	(1%)	(\$0K)
Sitework	\$40K	2%	\$1K	1%	\$1K
Ext Utilities	\$124K	2%	\$3K	1.5%	\$2K
Waterfront	\$325K	2%	\$7K	1.5%	\$5K
Building	\$1,588K	6%	\$95K	1.5%	\$24K
Furnishings/Equip	\$115K	5%	+ \$6K	1.5%	+ \$2K
Sub-Total			<u>\$112K</u>		<u>\$34K</u>
Escalation from Jun91 to Jun94		16%	+ <u>\$18K</u>	16%	+ <u>\$5K</u>
Sub-Total			<u>\$130K</u>		<u>\$39K</u>
PPR(A) Contingency		18%	+ <u>\$23K</u>	18%	+ <u>\$4K</u>
Total			<u>\$155K</u>		<u>\$43K</u>

Follow-on cost for AFC 30 (Energy) was calculated as follows:

New UPH:

$$\begin{aligned} \$/\text{yr} &= 9,000 \text{ GSF} \times 42 \text{ kBtu/GSF/yr} \times 0.293 \text{ KWH/kBtu} \times \$0.80/\text{KWH} \\ \$/\text{yr} &= \$89\text{K} \end{aligned}$$

Follow-on costs for AFC 42 were obtained from MLC(t) Electronics Input (see Attachment 2).

4 PROJECT DESIGN PARAMETERS

4.1 CIVIL SYSTEMS

- 4.1.1 SANITARY SEWER SYSTEM: Investigate the existing sanitary sewer system at the site to determine its adequacy for handling the anticipated flows from both the structures and vessels.
- 4.1.2 POTABLE WATER: Provide water service as required for the new facilities. Ensure that potable water lines are designed for frost protection and that adequate pressure and flow are available.
- 4.1.3 FIRE PROTECTION: Provide hydrants to ensure adequate coverage for the new facilities/waterfront. Investigate the water supply line to ensure that it provides sufficient pressure and flow.
- 4.1.4 STORM DRAINAGE: Storm drainage design shall be based on a 10-year storm and shall be in accordance with all state and local requirements. Provide for existing, adjacent storm sewer systems which may be affected by construction of this project.
- 4.1.5 ROADWAYS/PARKING: Pavement shall be designed for local frost conditions. During field investigations, note if any forklifts, etc., are to be used on the site and design roadways accordingly. Provide paving and parking spaces as required. Parking spaces shall typically be 9-foot wide and 19-foot long (or 16-foot long with 3-foot overhang). Provide handicapped spaces as required by the Uniform Federal Accessibility Standards.
- 4.1.6 MISCELLANEOUS SITE WORK: Provide chain-link fencing and gates for security and traffic control.

4.2 WATERFRONT

- 4.2.1 PIER: The piers shall be designed to accommodate all assigned vessels. The piers must have sufficient lateral strength to withstand the impact of any assigned vessel mooring against it and to hold a boat secure in a severe storm 70 mph wind. Piers must be designed for freeze up-lift.
- 4.2.2 LIGHTING: Lighting shall provide a fairly uniform level of 2-5 footcandles on the piers and immediately adjacent approaches. Walkway lighting to the waterfront area shall provide an average level of 1 footcandle. Ensure lighting does not cause glare problems for vessel pilots docking against the pier.
- 4.2.3 COMMUNICATIONS: The unit PA system is required to provide coverage to the entire waterfront area.
- 4.2.4 ELECTRICAL REQUIREMENTS: A power outlet must be provided to service each boat assigned to the facility and to allow for

expansion for the requirements of additional non-trailerable boats that may be assigned to the unit in the future. Provide power for fuel and other pumps, 120-V general purpose receptacles, and pier and adjacent area lighting. Vessel shore tie power outlets, pier lighting, and fuel pumps shall be connected to emergency power circuits. Provide ground fault protection for general purpose receptacles. Boat power outlets shall be mechanically inter-locked, gated dead front, circuit breaker and pin and sleeve receptacle type.

4.2.5 FUELING SYSTEM: See Section 4.6.4.2.2

4.2.6 DREDGING: None in project.

4.2.7 VESSEL REQUIREMENTS: The following are dimensions and shore tie requirements for each vessel:

110-Foot Patrol Boat (110' WPB):

Dimensions	Requirements
Draft - 7'-3"	Water - 1-1/2" @ Frame 14, 500 gpd
Beam - 21'-1"	Electrical - 460VAC/60Hz/200A/3P
Length - 110'	Sewage - 4" camlock; 500 gpd
Height - 19'-4" (from DWL)	Phone - 2 pair

41-Foot Utility Boat (41' UTB):

Dimensions	Requirements
Draft - 4'-1"	Potable Water-hose bibb
Beam - 13'-6"	Electrical-115VAC/1PH/70 amps
Length - 41'	Compressed Air
Height - 13'4" (from DWL)	

4.3 LANDSCAPING

4.3.1 LANDSCAPING: The removal of natural vegetation on site is permissible. However, landscaping should be well thought out and consistent with the local area, using native or urban hardy plants.

4.4 ARCHITECTURAL

4.4.1 All building construction shall conform to the Space Allocations Lists, Functional Relationship Diagrams, and Space Criteria Sheets provided in Section 3. Exterior of the facilities shall be sensitive to and reflect the surrounding architecture, yet maintain the identity of a U.S. Coast Guard unit. The facility shall conform to applicable national, state and local building codes, NFPA Codes, and Uniform Federal Handicap Accessibility Standards. Finish floor elevations for all new habitable spaces shall be at least 1-foot above the 100-year flood plain.

4.5 STRUCTURAL SYSTEMS

4.5.1 LOADS: All structures shall be designed for the loading criteria given in "Minimum Design Loads for Buildings and Other Structures", ANSI/ASCE 7-93 (or state/local codes if they are more conservative).

4.6 MECHANICAL SYSTEMS

4.6.1 PLUMBING SYSTEMS: Design shall meet the applicable national, state and local plumbing codes. Ensure freeze protection is provided for all piping susceptible to freezing.

4.6.1.1 Potable Water Piping Systems: Provide copper potable cold and hot water piping for all plumbing fixtures. Insulate all hot water piping and any cold water piping susceptible to freezing or sweating. Provide branch piping and fixture isolation valves. The potable cold water shall be supplied from the existing or new supply mains as required.

4.6.1.2 Domestic (service hot) Water Heating System: The system shall be designed in accordance with the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Handbooks and Standards. All water heaters shall meet efficiencies of ASHRAE 90A. Water heaters shall be gas-fired storage type.

4.6.1.3 Sanitary Sewer: Cast iron pipe above- and below-ground shall be provided within the building confines as required for gravity draining of the plumbing fixtures and equipment. The new systems shall be drained to existing or new sewer mains. PVC pipe may be considered for use where permitted by the applicable national plumbing code and National Fire Protection Association (NFPA) code. Oily-water separators are only to be used where required by EPA and Building Codes and no other reasonable means of containment of spills, etc., is possible.

4.6.2 HEATING, VENTILATING AND AIR CONDITIONING (HVAC) SYSTEMS: Designs shall meet American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE) Handbooks and Standards, National Fire Protection Association (NFPA) Codes, Occupational Safety and Health Administration (OSHA) Standards, Industrial Ventilation Handbook, applicable national mechanical code, and the USCG Shore Facilities Energy Management Manual, COMDTINST M11000.6. The design shall consider energy conservation to meet the target energy budget along with ease of operation, maintainability and reliability. All design considerations shall be included in the life cycle analysis (Economic Analysis) for the following systems:

4.6.2.1 Heating Systems - Natural gas and fuel oil shall be the energy sources considered for the following types of systems:

4.6.2.1.1 Gas-fired boiler, circulating pumps, hot water coils in air handling units, cabinet unit heaters, or finned tube radiation.

- 4.6.2.1.2 Oil-fired boiler with similar provisions as 4.6.2.1.1.
- 4.6.2.1.3 Above systems, only hot air distribution.
- 4.6.2.2 Ventilation Systems - Ventilation rates in all spaces shall meet ASHRAE-62 and applicable national mechanical code. Particular attention shall be placed on hazardous locations to maintain positive or negative pressures in spaces per NFPA 70 requirements. Battery rooms shall be provided with negative pressure with door only to the exterior. Provide a hood over battery charging areas. Provide ventilation in industrial areas per Industrial Ventilation Handbook and ASHRAE Handbooks and Standards. Ensure galley supply and exhaust systems meet NFPA 96.
- 4.6.2.3 Air Conditioning Systems - Electric motor driven equipment shall be the energy source for DX types of cooling systems:
 - 4.6.2.3.1 Split system DX type cooling systems with air handlers, outdoor air cooled condensing units and gas-fired hydronic system of air system.
 - 4.6.2.3.2 Same as above with oil-fired systems.
 - 4.6.2.3.3 Air conditioning shall be provided for all areas with exception of areas where personnel or equipment do not require it such as Storerooms, Generator Room, Toilet or Wetrooms. Toilet and Locker Rooms may draw conditioned exhaust through them from the corridors.
- 4.6.2.4 Controls and Systems - Electric/electronic type of controls shall be used. Direct digital controls (DDC) and variable air volume (VAV) systems are not permitted.
- 4.6.2.5 Special Features - Provide dehumidification for armories. Provide separate air conditioning systems for communications centers.
- 4.6.2.6 Energy Conservation Features - Additional energy conservation features such as high efficiency equipment, boiler outdoor temperature reset, outdoor and set back thermostats, and exhaust fan timers shall be considered and incorporated into the design, where economically feasible by life-cycle cost analysis.
- 4.6.2.7 Hazardous Locations - Hazardous locations shall be classified according to NFPA 70, Article 500. Areas that shall be considered for hazardous classification include battery charging areas, flammable storage areas, and boat maintenance shop and operational bays. Areas shall be classified on the basis of the operations and materials used or stored in that area. Battery chargers shall be interlocked with the shop ventilation system so batteries cannot be charged unless the

ventilation system is operating, as determined by an air flow switch.

4.6.3 FIRE PROTECTION: Design shall meet NFPA Codes.

4.6.3.1 Interior Fire Protection System - Provide fire extinguishers as required by NFPA 101 and NFPA 10. Provide wet pipe sprinkler systems per NFPA 13.

4.6.3.2 Exterior Fire Protection System - Ensure adequate number of fire hydrants are located at the site.

4.6.4 FUELING SYSTEMS

4.6.4.1 Fuel and Waste Oil Storage - All tanks shall be aboveground. The fuel and waste oil storage areas shall be near the system served. Fueling facilities shall meet NFPA 30 and 30A and EPA spill prevention and monitoring requirements. All fuel tanks shall be in an enclosed area with retention basin (impervious to oil), roof and ventilated (louvered) walls to prevent the accumulation of rain water or shall be a concrete enclosed type with continuous monitoring (preferred method). All underground fuel piping shall be provided with secondary containment and be continuously monitored.

4.6.4.2 Fuel Dispensing and Handling - Provide fuel dispensing at the designated fueling berth.

4.6.4.2.1 Dispensing of fuels, diesel and gasoline, shall be provided at the piers for fueling assigned boats. The refueling stations shall include filters, totalizing meters with card printout, dispensing pumps, high flow nozzles for diesel dispensing and high flow nozzles for gasoline dispensing. Provide 2" I.D. hose for the diesel dispensers and 3/4" hose for the gasoline boats on hose reels for reaching the boats at the fueling berth. The gasoline dispensing equipment shall be capable of fueling the station maintenance equipment and the gasoline powered boats on their trailers. Dispensing pumps shall be automatic shut off type. Dispensing areas shall be classified as hazardous locations.

4.6.4.2.2 Provide a bilge water pump out system with hose reel and pumps located next to the fuel dispensers. Storage tank to be located in vicinity of the gasoline and diesel fuel tanks.

4.7 ELECTRICAL SYSTEMS

Design shall be in accordance with NFPA 70 (National Electrical Code) and ANSI C2 (National Electrical Safety Code) requirements and shall be in compliance with 29 CFR 1910 and 1926 (OSHA).

4.7.1 MAIN ELECTRICAL SERVICE: Evaluate the existing service location and capacity for reuse; provide a new service if indicated by the results of the evaluation. If a new service is

required provide an economic analysis with the conceptual design submittal, evaluating available service voltages with recommendations. New services should run underground. Coordinate with the utility company to determine the size, cost and location of the new electrical service, including service transformers, removal of the existing service and construction required by them for installation of the new service. Meet with and provide the utility company with electrical site plan drawings, load breakdown and other information as required by them for electrical service modifications. Provide for temporary services during construction as required for temporary facilities and the station building. New electrical services and all modifications to existing service and distribution lines or poles shall meet utility company requirements.

- 4.7.2 FACILITY ELECTRICAL POWER DISTRIBUTION SYSTEM: Provide a new electrical power distribution system from the new (or existing) utility company service. Provide service to all electrical loads from the new distribution system. The service shall be run underground in conduit with manholes or handholes as required. Provide removal of the existing system. Provide individual watt-hour meters with demand registers for the new building electrical service and for the vessel shore tie outlets.
- 4.7.3 BUILDING ELECTRICAL SYSTEMS: Locate main electrical service equipment in a Mechanical/Electrical Equipment Room. A separate electrical space shall be provided if boiler, fuel, or water sources are in the Mechanical Room. Service equipment shall consist of panelboards with molded case circuit breakers. Fault current rating and bracing of all equipment shall exceed the available fault current by at least 10%. Voltage drops on all service, feeder, and branch circuit wiring shall be less than that recommended in the National Electrical Code. Electrical service to main electrical service equipment shall meet power company requirements. Consider future growth of at least 25 percent when sizing service equipment. Provide a one line diagram on the design drawings.
- 4.7.4 NORMAL LIGHTING SYSTEMS DESIGN: Design shall meet the current editions of the IES Lighting Handbooks. The use of incandescent lighting is required in the Berthing rooms only; otherwise, it shall be minimized. Use energy saving fluorescent fixtures and ballasts and High Intensity Discharge fixtures as the primary sources of interior lighting. Do not use Low Pressure Sodium or mercury vapor lighting. Use the lighting fixture sketches provided by FDCC in Division 16 of the Guide Specifications. Do not show lighting fixture sketches on the drawings. Details of other fixtures required shall be provided by the A/E and included with the other sketches in the specifications. Lighting fixture schedules shall be included on the design drawings.
- 4.7.5 EXIT AND EMERGENCY LIGHTING SYSTEMS: Design shall meet applicable codes which govern emergency lighting systems.

Provide exit lighting and emergency lighting with emergency power sources. Show lighting fixtures on the plan view of drawings. Provide emergency lighting in critical areas and in general purpose corridors leading to exits. Batteries used for emergency lighting shall be sealed maintenance-free type.

- 4.7.6 EMERGENCY POWER: Provide a separate emergency power distribution system with distribution panelboards, wiring and raceway. Provide at least one emergency power panelboard in the command center for electrical distribution of circuits within the command center. The emergency power distribution system shall be normally powered from commercial power; upon loss of commercial power the system shall be powered from the generator via an automatic load transfer switch. Emergency power loads shall include all critical operational loads such as lighting in critical operational areas, exit lighting, public address system, sewage lift stations, obstruction lights, communications equipment, non-electrical heating in critical operational areas and as required to prevent pipe freezing, fire alarm and extinguishing equipment, pier diesel fuel pump, shore ties for boats, and selected freezers and refrigerators and one receptacle in the galley area for general use.
- 4.7.7 SITE LIGHTING: Exterior pole mounted lighting shall contain individual photo-electric devices mounted at each fixture. Exterior building/entrance lighting may be controlled by a master or individual photo-electric devices. Provide lighting for parking and waterfront areas, including piers. Evaluate existing site lighting for reuse. Ensure pier lighting does not cause glare problems for pilots of vessels docking at the pier. Poles and light fixtures shall be non-corrosive construction or coated to be rust proof and designed to withstand a steady 100 mph wind with a 1.3 gust factor.
- 4.7.8 WIRING METHODS AND SYSTEMS: All wiring for lighting, Dower, and control wiring shall meet applicable codes. Wire count shall be identified on all circuit runs and referenced by the legend covering that particular work. A separate equipment grounding conductor shall be included in the wire count, and identified in the applicable legend. Provide a complete single line wiring diagram indicating available fault current at all buses, the characteristics of all protective devices, interconnecting wiring, and wire size. All electrical conductors shall be copper. Do not allow the option for aluminum wiring in this design.
- 4.7.9 CONTROL WIRING: Control wiring for electrical equipment (electric heaters, lighting control, circuit breaker control wiring, etc.) shall be shown on electrical drawings. Control wiring for mechanical equipment (HVAC systems, boiler controls, etc.) shall be shown on mechanical drawings and included in the appropriate sections of the specifications.
- 4.7.10 FIRE DETECTION AND ALARM SYSTEM: Provide an automatic, local uncoded, auxiliary type low voltage system in each new

building to meet applicable codes. Locate the control panel where designated by the unit; the panel shall function as the central alarm system for the facility. Provide remote pull stations in exterior locations at the fueling and vessel shoretie locations. Provide a flush mounted fire alarm annunciator in a remote location if required by the local fire department. Provide a riser diagram on the design drawings.

- 4.7.11 TELEPHONE SYSTEM: Provide a telephone company service to each new building telecommunication equipment room according to telephone company requirements. Provide an underground conduit distribution system for providing telephone service to existing and new structures from the new telephone Main Distribution Frame. Basic guidelines for the telephone/data system are as follow; more specific details will be provided as design progresses. Telecommunications and public address systems shall be on separate plan drawings from power and lighting system drawings. Provide a riser diagram on the drawings.
- 4.7.11.1 Provide a telephone/data wiring system in new buildings complete with raceway, cable, terminal blocks, backboards, cabinets and outlets in accordance with Federal Building Telecommunications Wiring Standard (FIPS Pub 174) and Federal Building Standard for Telecommunications Pathways and Spaces (FIPS Pub 175 and 176). Provide double RJ-45 jacks at each administrative area outlet and single RJ-45 jacks elsewhere. Provide 4 pair UTP cable for voice at the top jack and 4 pair UTP cable for data at the lower jack of each double jack outlet. Provide an electrical outlet adjacent to each data outlet. Provide a riser diagram on the design drawings.
- 4.7.11.2 One and two person offices should have a minimum of two conduit outlets, located on opposite walls to allow for various office arrangements and future moves. Larger offices should have voice outlet every 8 feet.
- 4.7.11.3 Shop spaces should have a minimum of one voice/data conduit outlet.
- 4.7.11.4 The galley and mess deck should have one wall voice outlet, mounted 60" above the finished floor and a PA speaker, and the galley office area one regular voice/data outlet.
- 4.7.11.5 All recreation areas, classrooms, and TV rooms should have one wall phone outlet mounted 60" above the finished floor. All betting rooms should have one phone outlet.
- 4.7.11.6 No conduit should be smaller than 3/4". If outlets are ganged together, no more than two outlets should share the same conduit run.
- 4.7.11.7 The conduit leading to the command center should be a minimum 1-1/2" diameter due to the number of circuits that must enter the space.

- 4.7.11.8 A minimum of two each three inch diameter conduits must be installed between the telecommunications equipment room and each of the telecommunications closets.
- 4.7.11.9 Provide wall and/or ceiling outlet/distribution boxes as required for connection to systems furniture in open office areas; layout should minimize the need to run multiple cables through modular wall sections.
- 4.7.11.10 The telecommunications equipment room should be at least 10 feet by 10 feet (100 square feet) to provide for the telephone distribution frame, the PA system distribution frame, and the Coast Guard Data Network (CGDN) equipment racks. Additional 15 NSF telecommunications closets for installation of intermediate distribution frames should be located in each of the three modules in the area of highest telecommunications usage.
- 4.7.11.10.1 A four- by eight-foot sheet of 3/4 inch plywood must be mounted on the wall in the telephone equipment room and closets for the distribution frames. The telephone equipment room should have an additional four- by eight-foot sheet of 3/4 inch plywood for the public address and fire alarm systems distribution frames.
- 4.7.11.10.2 The telephone equipment room and vital communications equipment must have emergency power from dedicated electrical circuits. Separate circuit breakers must be provided for the telephone system, public address system, computer network equipment and convenience outlets. Each circuit should be capable of providing at least 20 amps of current.
- 4.7.11.10.3 All telecommunications spaces must meet the environmental requirements of FIPS 175.
- 4.7.11.10.4 An appropriate equipment ground of no more than 10 Ohms must be provided in station command centers and telephone equipment rooms.
- 4.7.11.11 A 4" underground conduit should be installed to pier locations. To accommodate ship requirements, the pier must be wired using the standard shore tie as shown on MLCLANT (t) drawing "SHIP TO SHORE TIE (TELEPHONE)" number PA-0096 Rev A, dtd 12/10/91. Only one shore tie connector is required at each shore tie position, however wiring should be provided to allow the addition of a second connector should one be required at a later date. This will require routing of 12 cable pair to each shore tie position. Gel filled, direct burial rated, telephone cable of at least 24 AWG must be used. Wiring to the pier should be terminated in a 12" x 12" fiberglass box installed at each pier position. The box should be placed to allow easy accessibility, but should be protected from accidental damage from either the ship or shore side. All conduits should stub up through the boxes as close to the center as possible.

- 4.7.12 PUBLIC ADDRESS SYSTEM: Provide a hardwired PA system complete with conduit, cable, amplifiers and speakers that will cover all offices, passage ways, shops, and all outside property. P.A. conduits may run next to, but must be separate from, the telephone conduits. The System must be capable of accepting an input from the telephone system. Microphone input should be provided in station command centers. Zone the system into inside, outside, and "all call" zones. Provide waterproof speakers in each of the wetrooms and locker rooms. The speaker wire shall consist of one 20 gauge, stranded, twisted, shielded pair and one bare drain wire. The public address amplifier and main distribution frame should be located in the telephone equipment room. Provide riser diagrams on design drawings. Provide a tone generator with the PA system activated by a toggle switch in the command center to be used for the station SAR alarm. The SAR alarm must over-ride all other inputs.
- 4.7.13 CABLE TV SYSTEM: Provide a complete cable TV system in new buildings with conduit and TV plug outlets in berthing rooms, TV rooms, classrooms, command centers, MSO conference rooms, mess decks, and fitness rooms. The conduit system shall contain the required splitters and RG-59 Coax TV cable terminated at TV plug-in wall outlets. Arrange with the local cable TV company to install cable TV to the unit. Provide an empty conduit with pull wire meeting their requirements to the nearest point of connection. Provide riser diagrams on design drawings. Provide for cable TV company service to the building according to the cable TV company requirements. Provide cable TV service to cutter shoretie locations.
- 4.7.14 ANTENNA CONDUIT SYSTEMS: Provide multiple conduit access from station command centers to all antenna locations. These conduits should be galvanized steel with a diameter of at least three inches; all exterior joints should be waterproofed and nylon pull strings should be installed. Because of the size and bend radius of the cables, there should be no more than two 90-degree swept bends without a handhole.
- 4.7.15 RECEPTACLE OUTLETS AND CONNECTIONS: Provide outlets and direct wired connections as required for fixed and portable equipment. Provide general purpose duplex receptacle outlets in shops, office, administration, berthing and recreation areas. Provide ground fault protection for outlets in shops, kitchens, outdoors and bathrooms. Provide shore-ties on the waterfront to support vessels assigned to the station.
- 4.7.16 HAZARDOUS LOCATIONS: Hazardous locations shall be classified according to NFPA 70, Article 500. Areas that shall be considered for hazardous classification include battery charging areas, flammable storage areas, fuel dispensing, tank and pump areas and boat bay/MK shop. Areas shall be classified on the basis of the operations and materials used or stored in that area. Battery chargers shall be interlocked with the shop

ventilation system so batteries cannot be charged unless the ventilation system is operating.

- 4.7.17 INTRUSION DETECTION AND ALARM SYSTEMS: Provide an intrusion detection and alarm system for coverage of armories and command centers. The spaces shall have magnetic door switches and volumetric detectors to detect unauthorized entry. The systems shall be designed so that volumetric detectors may be disconnected when a space is occupied. Provide a duress alarm and keypad in armory(s) for access without alarming the system. Locate the control panel in the command center with remote alarming the OOD berthing room. Provide riser diagram on the design drawings.
- 4.7.18 TEMPORARY SERVICES: Provide temporary power, telephone cabling, and re-routing of antenna cables during the construction period for the temporary trailers. Provide temporary power as required for all existing electrical items that must remain operational during construction and for new equipment required for the trailer operations.

4.8 HAZARDOUS MATERIALS INVESTIGATION

- 4.8.1 Perform a hazardous materials survey of existing facilities involved in the project to determine existence of the hazardous material.

U. S. COAST GUARD
CATEGORICAL EXCLUSION DETERMINATION
FOR

the proposed new facilities construction at STATION LITTLE CREEK, VA (05-X0819). The proposed action includes the demolition of the existing Station Building, construction of a new Station Building, renovation of an existing Boathouse and Garage, construction of new waterfront facilities, and removal and replacement of two (2) above-ground fuel storage tanks.

This action has been thoroughly reviewed by the Coast Guard and it has been determined, by the undersigned, to be categorically excluded from further environmental documentation, in accordance with 2.B.2, subsection (d), of the NEPA Implementing Procedures, COMDTINST M16475.1B, since implementation of this action will not result in any:

1. Significant cumulative impacts on the human environment;
2. Substantial controversy or substantial change to existing environmental conditions;
3. Impacts which are more than minimal on properties protected under 4(f) of the DOT Act as superseded by Public Law 97-449, and Section 106 of the National Historic Preservation Act;
4. Inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment.

_____	_____	Environmental Specialist
Date	Preparer	Title/Position
_____	_____	Chief, Environmental Branch
Date	Environmental Reviewer	Title/Position
_____	_____	Commanding Officer
Date	Responsible Official	Title/Position

ATTACHMENT 1

Exhibit 6-1
Page 51

CATEGORICAL EXCLUSION CHECKLIST

1. Project: Demolish existing Station Building; construct new Station Building; demolish existing piers and construct new piers; remove and replace above-ground fuel storage tanks.
2. Location: USCG Station Little Creek, VA
3. Basis for C.E.D.: Commandant Instruction M16475. 1B. paragraph 2.B.2(d)
4. Other Federal Agency Involvement: Coordination with the U.S. Army Corps of Engineers is required for waterfront improvements.
5. Environmental Setting:
 - X Urban
 - Suburban
 - Agricultural
 - Industrial
 - Rural
 - Other: USCG Communications Station

6. Investigation for involvement with:

	<u>NO EFFECT</u>	<u>COMMENTS</u>
Section 4(f) of the DOT Act	<u> X </u>	The action does not involve the construction of transportation facilities. No public lands are involved.
Wetlands DOTORDER 5660.1A	<u> X </u>	There are no wetlands on-site. Waterfront work will be permitted.
Floodplains DOTORDER 5650.2	<u> X </u>	The action requires construction within a portion of the coastal floodplain. Design features will minimize impacts. Private property will not be affected.

Section 106 of NHPA and E.O. 11593	<u>X</u>	There are no historic properties involved. The station is not within nor adjacent to a historic district.
CWA	<u>X</u>	The U.S. Army Corps of Engineers and the Virginia Department of Environmental Regulation will be consulted on permit conditions for the proposed waterfront improvements.
Endangered Species Act	<u>X</u>	No habitats for T&E species exists on or adjacent to the station.
Fish and Wildlife Coordination Act	<u>N/A</u>	
CZMA	<u>X</u>	The action is consistent. A determination to that effect will be offered to the State of Virginia for concurrence.
C.A.A	<u>X</u>	Effects to air quality will be minor in scope and of brief duration.
Noise Control Act	<u>N/A</u>	Noise from construction is within acceptable limits for an urban industrial area.
Wild and Scenic Rivers Act	<u>N/A</u>	
Prime and Unique Farmlands	<u>N/A</u>	
Uniform Relocation and Assistance Act	<u>N/A</u>	
E.O. 12372	<u>X</u>	Intergovernmental review is not required.

	<u>NO EFFECT</u>	<u>COMMENTS</u>
RCRA	<u>X</u>	Above-Ground fuel tanks will be removed and replaced. Tests will be conducted to determine if fuel contamination is present in soil and groundwater.
CERCLA	<u>X</u>	
TSCA	<u>X</u>	
OSHA	<u>X</u>	Follow COMDTINST M5100.47
Other	<u>None</u>	

Evaluation of criteria for Categorical Exclusion

1. This action or group of actions would have a significant effect on the quality of the human environment. No X Uncertain _____ Yes _____
2. This action or group of actions would involve unresolved conflicts concerning alternative uses of available resources. No X Uncertain _____ Yes _____

Evaluation of exceptions to actions within Categorical Exclusion

1. This action would have significant adverse effects on public health or safety. No X Uncertain _____ Yes _____
2. The action will have highly controversial environmental effects. No X Uncertain _____ Yes _____
3. The action will have highly uncertain environmental effects or involve unique or unknown environmental risk. No X Uncertain _____ Yes _____

MLCLANT (tst)
Electronic Outfitting Guidelines
for United States Coast Guard
Station Little Creek, Virginia

MLCA(t) Project tst-91-1049
SFRL 05-X0819

ATTACHMENT 2

Exhibit 6-1
Page 57

SFRL 05-X0819

1. Telephone System

a. My previous estimate for the electronics outfitting funds required, assumed that a new phone system would have been purchased and installed prior to construction of the new station. This has not happened. A new phone system is required and must be included in this project. I will conduct a requirements survey/cost analysis and initiate the required requests for authority to install the new system. I have increased my cost estimate to include purchase of the new system. A more exact estimate will be available after the cost analysis is completed.

b. All conduits must meet the requirements of Standard ANSI/EIA/TIA-569-1990, Commercial Building Standard for Telecommunications Pathways and Spaces, except that no conduit should be less than 3/4 of an inch in diameter. Outlet boxes shall be 4 inches square with appropriate cover plates installed. If outlets are ganged together, no more than two outlets should share the same conduit run.

c. A minimum of one three inch diameter conduit must be installed between the telecommunications equipment room and each of the telecommunications closets.

d. Provide wiring for telephones in the watchstander berthing rooms that will allow connection to the Stations Telephone switchboard. Wiring to other berthing rooms in the UPH area should be pre-wired for installation of individual private lines by the room occupants. Telephone cabling and connecting blocks shall remain separate from the stations operational communications system.

e. A single wiring system capable of supporting data and voice requirements is necessary. The system cannot rely on vendor specific hardware that precludes industry standard end user equipment of any manufacture. Consequently, this system must be compliant with standard ANSI/EIA/TIA-568-1991 (Commercial Building Telecommunications Wiring Standard). Double RJ-45 style jacks should be provided for each location. Jacks should be wired in accordance with EIA/TIA standard T568A. Twisted pair wiring must provide at least four pairs of wire for voice wired to the top jack of each double jack outlet. Cabling required to support data requirements will be terminated at the lower jack position of each double jack outlet. To provide for future compatibility with ISDN, an AC power outlet (20A, 120V) must be provided next to each jack.

f. A conduit system and cabling will be required to relocate the telephone company's demarcation to the new building, all questions concerning new requirements should be addressed to the telephone company directly. Proposed installation plans should be submitted to MLCLANT (tst-2) for approval.

g. To accommodate ship requirements, the pier must be wired using the Lant Area standard shore tie as shown on MLCA (t)

drawing "SHIP TO SHORE TIE (TELEPHONE)" number PA-0096 Rev A, did 12/10/91. Presently only one shore tie connector at each 110' cutter berthing space is required, however, wiring should be provided to allow the addition of a second connector should one be required at a later date. This will require routing 12 cable pair to each shore tie position. Gel filled, direct burial, telephone cable of at least 24 AWG must be used. Splices should be avoided wherever possible.

h. Wiring to the pier should be terminated in a 12" x 12" fiberglass Carlon box installed at each pier position. The box should be placed to allow cash accessibility, but should be protected from accidental damage from either the ship or shore side. All conduits should stub up through the boxes as close to the center as possible.

i. As previously requested, the main conduit leading to the piers should be 4 inches in diameter. Two inch conduits may be used for routing of cables on each pier.

j. Paragraph 12 of my previous electronics input requested the installation of a conduit and mounting post for installation of a waterproof telephone at the pier head. The phone and required cabling should also be installed.

k. Industry standard voltage and current protection devices shall be provided on all cables that enter or exit buildings.

2. **Public Address Syst**

a. The contractor should install a complete conduit, cable, amplifier and speaker system that will cover all offices, passage ways, shops, and all outside property. P.A. conduits may run next to, but must be separate from, the telephone conduits.

b. The system must be capable of accepting an input from the telephone system. In addition, a microphone input should be provided in the Station Communications Center.

c. In the Communications Center console provide zone control switches providing the capability to page in the following zones:

- (1) Admin (interior, first floor)
- (2) Garage and workshops
- (3) Berthing spaces (second floor)
- (4) Grounds and docks
- (5) All call

d. Provide an integral alarm generator for producing a claxton type SAR alarm. Activation of the alarm shall be enabled at the communications console only.

e. The speaker wire shall consist of one 20 gauge, stranded, twisted, shielded pair and one bare drain wire. Beldon trade no. 9154 or equal meets these requirements.

f. The public address amplifier and main distribution frame should be located in the telephone equipment room.

3. Equipment Spaces

a. The 8' x 10' (80sf) telecommunications equipment room previously requested, and shown in the authorized area column of the area tabulations, is not shown on the design plans. This space is required, and is smaller than the design guidelines for a telecommunications equipment room in Standard ANSI/EIA/TIA-569-1990, Commercial Building Standard for Telecommunications Pathways and Spaces. This space will be used for the telephone distribution frame, the PA system distribution frame, and any required LAN/WAN equipment.

b. A 15 NSF telecommunications closet for installation of an intermediate distribution frame should be located on the second floor for routing of cables to berthing rooms.

c. A four- by eight-foot sheet of 3/4-inch plywood must be mounted on the wall in the telephone equipment room and closets for the distribution frames. The telephone equipment room should have an additional four- by eight-foot sheet of 3/4-inch plywood for the public address system distribution frame.

d. The telephone equipment room must have a dedicated electrical circuit. Separate circuit breakers must be provided for the telephone system, public address system, computer network equipment and convenience outlets. Each circuit should be capable of providing at least 20 amps of current. If emergency power is available in the building, the equipment room panel must be connected to the emergency supply. A UPS capable of supporting vital telecommunications equipment for a minimum of one hour is required. The UPS will provide power during shifts to and from emergency power, and protect equipment from damage due to voltage spikes and/or brown outs. I have included the cost of the UPS in my electronics outfitting estimate.

e. All telecommunications spaces must meet the environmental requirements of Standard ANSI/EIA/TIA-569-1990, Commercial Building Standard for Telecommunications Pathways and Spaces.

f. An appropriate equipment ground of no more than 10 Ohms must be provided in the Station Command Center and the Telephone equipment room. MIL-HDBK-419 refers.

4. Command Center

a. Because of continual moves and re-configurations, along with LANTAREA command center guidelines, the OPCEN/COMMCEN should have a raised flooring system to provide flexibility of equipment location and for power, signal, and antenna lead distribution. The floor system should be mechanically attached to each other

and grounded together to provide a continuous ground plane for the equipment in the OPCEN/COMMEN. An internal ground bus should be run by the contractor so that all pieces of equipment can be connected to it. MIL-HDBK-419 refers.

b. A minimum of two conduit access MUST be provided from the Station Command Center to all antenna locations. All conduits leading from the OPCEN/COMMEN radio transmitter room to the tower location should be a minimum 4" galvanized steel with all exterior joints waterproofed and nylon pull strings installed. Because of the size and bend radius of the cables, there should be no more than two 90 degree swept bends without a manhole. All signal, antenna and electrical conduit runs should terminate in a position under a console.

c. A four bay communications console will be provided in the communications center at the new facility. The communications console will provide operator access to the radio systems. In addition to radio responsibilities, the operator will obtain access to the following:

- (1) Telephone systems
- (2) Secure telephone
- (3) Public address system
- (4) CCTV
- (5) CG Standard Workstation
- (6) VHF-FM direction finder
- (7) Alarm panels
- (8) Weather indicators
- (9) MCX-1000 transceiver
- (10) Auxiliary VHF-FM transceiver
- (11) T-1616 remote control
- (12) Two digital clocks
- (13) Microphone & foot pedal switch
- (14) Select & unselect speakers and other equipment

5. Antenna Installation

The antennas installation will include, but not limited to, the following: VHF-FM and DF antennas, sidemount brackets, grounding straps, cables, cable hangers, connectors, lightning protectors and associated hardware for each equipment at the communications console. If required, antennas, cables and associated hardware on existing tower will be removed and reinstalled on new one.

6. Antenna Support Facilities

a. The tower should be an 100' self-supporting structure capable of supporting a projected area of 5 square feet of antennas at the top. Note that the tower should be planned according to wind load, site and soils report. The tower should be located next to the new structure, on the same side of the building as the OPCEN/COMEN due to the length restrictions of

the antenna cables. The length of the transmission line(s) between the transmitter and the antenna(s) must not exceed 250 feet. We propose that the tower be placed in the north east corner of the building. If the tower requires lighting, care should be taken not to interfere with or obstruct an existing range light configuration. The tower should also support one CCTV camera and weather equipment.

b. The tower should be contractor procured and installed. It must have a Coast Guard approved safety climbing device over the full length of the tower as specified in COMDTINST M11000.4 (Coast Guard Tower Manual). If required, contractor should remove and dispose of existing tower and associated hardware.

7. Coast Guard Standard Workstation (CCSW)

a. The design must provide for the installation of outlets and wiring for Coast Guard Standard Workstations, and related networking equipment. Due to the rapidly changing computer environment, and the upcoming re-award of the Coast Guard Standard Workstation contract, exact design specifications are not available at this time. We will provide updated computer guidance and a revised cost estimate at the 10% design stage. It is anticipated that a computer terminal will be eventually located at each desk position, and that the standard terminal wiring will be included in the telephone conduit system. Wiring for computer equipment should be installed as discussed in paragraph 1(f). Installation of separate conduits for computer wiring, as previously requested, is not required. I have changed my initial electronics outfitting estimate for Standard Terminal System cabling to an estimate of the funds required to install the local area network equipment necessary to interconnect terminals using twisted pair wiring.

b. Local Area Network (LAN) equipment will be located in the telephone equipment room.

c. The standard terminal display to be located on the communications center console shall be custom fit in a recessed opening. A display will be made available to the contractor so that measurements can be made to ensure a finished appearance.

8. Facilities Moves

a. Time must be included in the contract for cutover from the existing facility to the new building. The move should be accomplished in thirty days assuming Group and Support Center personnel are available to execute an MLC work order to assist them. Additional funds may be required to subcontract an electronics engineering firm should these personnel be unavailable.

b. The contractor should install any required temporary telephone cabling between buildings, temporary locations, and any

required entrance facilities. These costs are not included in the following electronics outfitting estimates. It should also be his responsibility to coordinate all installations between the Coast Guard, telephone company, and construction schedule. A minimum of 90 days notice is required for MLCLANT to process circuit move requests.

c. The contractor should install any required temporary communications cabling between the tower and temporary facility. The existing communications equipment and associated wiring will be relocated to a temporary operating facility during construction of the new station building. Upon completion of the new facility, communications equipment must be installed permanently in the new communications center console.

d. The contractor should install any required public address system cabling at the temporary facility. The existing public address equipment will be relocated to a temporary operating facility during construction of the new station building. Upon completion of the new facility, a new public address system will be permanently installed in the new facility. The public address amplifiers must be mounted in the telephone frame room.

e. Communications equipment that include, but not limited to, the following: MCX-1000 radio, T1616 remote control, CG Standard Workstation, auxiliary VHF-FM transceiver, DF radio, Polaris (RDF) equipment, associated wiring and antennas will be relocated to a temporary operating facility during construction of the new building. Upon completion of the new building this equipment will be permanently relocated to the new communications center.

9. Drawings

a. A separate telecommunications/electronics drawing showing all wiring, conduit runs and associated terminal boxes, should be provided as separate documents or as a separate sheet to other drawings. These drawings will be used by maintenance personnel for the life of the building

b. A complete list of all contractor installed equipment and cabling should be provided. This list should include the item description, model or type, part number and quantity installed (indicate the number of spares provided). This list may be included on the drawing sheets required above.

10. Technical Manuals and Spare Parts

a. A complete set of manufacturers technical manuals and compliment of spare parts shall be provided for all contractor provided/installed equipment. If no recommended spare parts allowance is available from the manufacturer, the following minimum guidelines should be followed:

(1) At least one of each type of small piece part type, e.g., PA speaker, microphone, telephone, connecting block, connector, etc.

(2) At least one of each major printed circuit board in larger equipment, e.g., PA amplifier or zone control device.

11. Revised Electronic Outfitting Cost Estimate

Telephone System	\$15,000.00
Command Center Console	\$ 6,000.00
Antennas, cables and associated hardware	\$ 4,000.00
Circuit relocation costs (if N.I.C.)	<u>\$ 5,000.00</u>
Total Electronic Outfitting Cost:	\$30,000.00
AFC 42 Annual Follow-on Cost:	1,000.00

**FACILITY ARCHITECTURAL PROGRAM
INDIVIDUAL SPACE CRITERIA**

FACILITY: MULTI MISSION STATION
SPACE NAME: STATION XPO OFFICE

PROPERTY USE CODE: 610
SPACE CODE: 610.052

General

Required at all Multi-Mission Stations. Size: 9m.

Function/Users

Administrative space for the Executive Petty Officer. Should reflect an efficient, yet comfortable atmosphere. In addition to administrative duty space, should accommodate one or two visitors.

Adjacency/Accessibility

Should be adjacent to the Officer in Charge (OIC) Office and access controlled through the general office. Should be securely lockable. Windows desirable but not necessary.

Spacial Definition

Ceiling height: 2400mm. Square or rectangular room configuration acceptable.

Durability

Provide medium duty commercial finishes. Work surfaces should be stain resistant and cleanable with standard janitorial products and methods.

Acoustics

Sound-reduction measures should make conversations in adjacent spaces unintelligible.

Communications/Computers

Voice/data outlet on opposite wall. Provide PA speaker.

Electrical Power

Provide 120 VAC outlets on each wall for office equipment, lamps and cleaning equipment.

Lighting

Area lighting: 500 lux. Provide overhead fluorescent lighting. Task lighting will be provided as furnishings.

HVAC

Must have heating. Fresh air for occupants per ASHAE 62 Standards. Air Conditioning should be provided when justified by wet bulb criteria.

Plumbing

None.

Special Conditions

None.

Furnishings/Equipment

Conventional office furniture equipment and drapes will be provided as outfitting items see layout on adjacent page. Provide window blinds or shades.

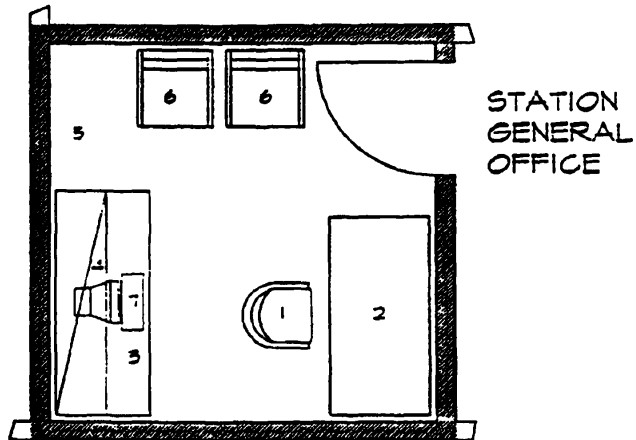
INDIVIDUAL SPACE CRITERIA

ADMINISTRATIVE

610.052 STATION XFO OFFICE

FOR THE EXECUTIVE PETTY OFFICER

9 m²



FURNISHINGS AND EQUIPMENT:

- 1 OFFICE CHAIR
- 2 DOUBLE PEDESTAL DESK
- 3 WORKSTATION CREDENZA
- 4 UPPER SHELF/STORAGE UNIT
- 5 BOOKCASE
- 6 SIDE ARM CHAIR
- 7 COAST GUARD STANDARD COMPUTER WORKSTATION

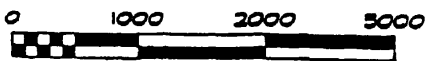


Exhibit 6-1

CHAPTER 7. PROJECT PROPOSAL REPORT - PART B

- A. Purpose.** The Project Proposal Report - Part B submittal, (PPR(B)), is the design development (35%) stage of project documentation. The PPR(B) presents the design solution to meet the operational/support needs identified in the Planning Proposal and PPR(A). The PPR(B), when approved, confirms the design intent and provides clear direction to the Architect/Engineer (AGE) (in-house or private sector) for the preparation of construction documents. The field endorsement of this document confirms that the project scope meets the customer's needs. The PPR(B) is forwarded to Commandant (G-EC under a cover letter which includes a certification that the project is within the approved scope and budget of the PPR(A) or identifies specific project elements which are outside that approved scope. Upon approval by Commandant, the PPR(B) finalizes the project scope and sets the budget for the project.
- B. Basis of Submittal.** PPR(B)s will be prepared for projects for which Project Proposal Reports - Part A (PPR(A))s have been approved. The target date for PPR(B) submittal for fiscal year (FY 0) projects is 1 March (FY-2) (e.g. 1 Mar 96 for FY98 projects). For Minor AC&I and CGES projects, the target date is 1 March (FY-1) (e.g. 1 March 97 for FY98 projects).
- C. Content.** The PPR(B) is a design development level document which translates the architectural program approved in the PPR(A) into a design solution with a budget level construction cost estimate. The document format for the PPR(B) is essentially the same as the PPR(A), the difference being that Part A defines the client's project requirements, while Part B defines the designer's proposed design solution. The PPR(B) shall be in the format of Exhibit 7-1 and contain the following:
1. **Cover**
 2. **Table of Contents**
 3. **Project Summary**
 - a. **Executive Summary** - Narrative style history/description of the project including an overview of location, existing facilities, proposed facilities, community concerns, project logistics and total project cost.
 - b. **Confirmation of Planning Factors** - The original planning factors presented and approved in the Planning Proposal and confirmed in the PPR(A) shall be reconfirmed. This is done to help ensure that the project is tracking properly with respect to the originally approved scope of work and any planning factor modifications which may have taken place since PP/PPR(A) approval. Planning factors include unit status, personnel complement, operational platform complement, policies, and other planning guidance. Any variation in planning factors shall be indicated with an explanation of the variation. Supporting documentation may be attached. A market survey must be included for all housing projects in accordance with the Housing Manual.
 - c. **Salient Project Elements** - Description of major project elements including demolition, sitework, utilities, waterfront, building construction, furnishings/equipment, electronics, and other items (e.g. moving expenses, temporary facilities, etc). The format for discussion shall follow, in outline form, the items enumerated in the cost estimate.

- d. **Cost Estimate** - PPR(B) estimates should identify all associated project costs including environmental, construction phasing, temporary facilities, moving expenses, and outfitting, as well as those costs associated with local conditions affecting labor and materials.
- (1) **Format** - Format and content shall be in accordance with Chapter 7, Civil Engineering Manual, COMDTINST M11000.11 (series). In addition, Item Numbers 1.0 through 5.0 shall be sub-totalled on page 1 of the estimate with escalation included as a line item. This represents the Estimated Construction Cost. Item numbers 6.0 through 8.0 shall be sub-totalled on page 2 with escalation included as a line item. This represents project costs beyond the construction contract. The summation of sub-totals from pages 1 and 2 (items 1.0 through 8.0) represents the Estimated Project Cost.
 - (2) **Contingency** - Contingency shall be included to cover unforeseen conditions and to ensure the project remains within budget, including the effects of construction change orders after contract award. The recommended contingency factors are listed in Chapter 7 of the Civil Engineering Manual, COMDTINST M11000.11 (series). The contingency should be identified and listed as a separate line item on both pages of the cost estimate.
 - (3) **Follow-on Costs** - Follow-on estimates shall be provided calculating the net effect of the project on the operating expenses (AFC-30, AFC-30 Energy, and AFC-42/43) in the follow-on years. Follow-on cost calculations shall be included and prepared in accordance with Chapter 7 of the Civil Engineering Manual. The net change in follow-on costs should reflect savings in providing more efficient facilities whenever possible.
 - (4) **Draft Budget Sheet** - The budget sheet is the formal document submitted to Congress as part of the Coast Guard's annual budget request. It is a one page form which defines the project, its impact on operations and its estimated cost. The major items on the form are as follows:
 - a) **Reason for Request** - Brief description of the intent of the project, and the overall mission of the facility.
 - b) **Description of Problem** - Summary justification of project need.
 - c) **Description of Solution** - Brief description of proposed project.
 - d) **Benefits** - Brief description of benefits which will accrue as a result of the project.
 - e) **Impact on Staffing** - List current and proposed changes to staffing levels.
 - f) **Appropriation History** - List of projects currently approved and under design or constructed within the last 5 years, AC&I and/or AFC.

- g) **Summary** - Summary of costs for this project, future costs for this project (follow-on phases), and future costs for the entire facility.
- h) **Cost Estimate** - Cost estimate summary for major work items.

e. Graphics

- (1) **Photographs** - Existing site, waterfront facilities, elements scheduled for demolition, additions, rehabilitation. 8" x 10" maximum, 4" x 6" color prints preferred.
 - (2) **Location/Vicinity Map** - Graphic layout to scale showing project location. Format shall be 8-1/2" x 11" (or 11" x 17" maximum folded to 8-1/2" x 11").
 - (3) **Existing Site Plan** - Graphic layout to scale (maximum of 40:1) showing site location with existing improvements, contour lines, survey control points, and utility runs. Format shall be 8-1/2" x 11" (or 11" x 17" maximum folded to 8-1/2" x 11").
 - (4) **Site Development Plan** - Graphic layout to scale. Format shall be 8-1/2" x 11" (or 11" x 17" maximum folded to 8-1/2" x 11").
 - (5) **Architectural Design** - Full size drawings shall be reduced to 11" x 17" maximum folded to 8-1/2" x 11". Typically the following drawings are required:
 - a) **Floor Plan** - double line dimensioned plans, including major structural and built-in elements, plumbing fixtures, and indication of fire egress corridors.
 - b) **Building Elevations.**
 - c) **Major Building Sections.**
 - (6) **Furnishings/Equipment Placement Plan** - Full size drawings shall be reduced to 11" x 17" maximum folded to 8-1/2" x 11". Indicate new and reused furnishings and equipment.
- f. Space Allocations Ust (SAL)** - An itemized list which compares spaces approved in the PPR(A) to "as designed" spaces (given in Net Square Feet/Meters). This list establishes the definitive project design program. The reference shall be given for each space listed.
- g. Individual Space Criteria** - The design criteria for each space in the project design program shall be listed with all space, environmental and adjacency requirements. When individual space criteria data is not provided in the PPR(A), it shall be included in the PPR(B).
- h. Environmental** - Narrative discussion of the permit/regulatory actions required under provisions of the National Environmental Policy Act (NEPA) and a summary of the hazardous material investigation.

- (1) **Environmental Documentation** - A statement should be made that completed NEPA documentation was included in the PP/PPR(A). The status of follow-on actions required by the NEPA process should be identified. Include revised NEPA documentation if major project scope changes have occurred.
 - (2) **Permitting** - Narrative discussion of all required permits and/or clearances shall be included. The mitigation required by permitting agencies to offset shoreline development often has a major impact on the project cost, and must therefore, be included in the project design at this stage.
 - (3) **Hazardous Material Investigation Results** - Narrative discussion of site contamination and/or hazardous materials (asbestos, PCBs, lead paint) in buildings to be demolished or rehabilitated. Applicable testing results should be referenced. Costs for abatement of these hazardous materials should be included in the cost estimate as a separate line item under Sitework.
- i. **Electronics Input** - This input is provided by MLC(t) and constitutes standard guidelines for systems installations and electronic outfitting cost estimates (to be included in the project cost estimate) and an estimate of AFC-42 follow-on costs. A clear understanding of responsibility for installation of electronics equipment and/or cabling is essential to preparing an accurate cost estimate. Specific items which should be addressed are as follows:
 - (1) **Radios/Communications Equipment** - A BESEP (Base Electronic Systems Engineering Plan) or similar level of documentation should be prepared to identify specific communications equipment, consoles and antenna/tower requirements.
 - (2) **Telephone/Data/PA Systems** - A plan identifying telephone/data outlets should be included, as well as any special filters, cabling and/or switching requirements.
 - j. **Real Property Issues** - Discussion of any land acquisition, disposal, easements, Boards of Survey (BOS), lease and/or other agreement which affects project development. See the Real Property Manual, COMDTINST M11011.9C, for specific documentation requirements. Options to purchase or lease agreements must be in place prior to submittal of the PPR(B). Required access and utility easements should be identified. Boards of Survey for facilities to be demolished as part of the project should be underway.
 - k. **Target Project Schedule** - The schedule projects the dates for each of the major milestones of the shore facility project development.
 - l. **Furnishings/Equipment (Outfitting) List** - A tabular list of major (cost more than \$1000 each) equipment/furnishings for the facility, indicating the quantity and cost for each piece. Standard furnishings for a typical space should be grouped together (ie. bed, wardrobe, desk, chair, and lamp for a berthing room). The listing should correspond with the Furnishings/Equipment Placement Plan and the cost estimate line item listing provided in Chap. 7 of the Civil Engineering Manual, COMDTINST M11000.11 (series) and include additional F&E such as health care equipment, shop tools & equipment, educational furnishings, etc. A listing of existing F&E which will be re-used shall be included as applicable.

- m. Deviations from PPR(A)** - Significant deviations in project scope from the approved PPR(A) shall be indicated and an explanation provided. Significant deviations include:
- (1) Changes in the project cost estimate exceeding 10%.
 - (2) Changes in the engineering solution (e.g. partial rehab instead of all new construction), or changes in the functions or elements included in the project (e.g. additional waterfront work, unforeseen utilities and/or foundation upgrades, etc.).
 - (3) Changes in the space allocations list exceeding 20% for individual net space sizes, or 10% for total building gross size.
 - (4) Changes in project scope resulting from authorized variances from the approved PPR(A). Copies of the correspondence should be included as an enclosure to the submittal.
 - (5) Economic Revalidation - A revised PP economic analysis shall be included when the PPR(B) cost estimate exceeds the PPR(A) cost estimate by 25%.

4. Project Design Parameters

a. Civil Systems

- (1) Detailed analysis, including calculations, of utility systems, fire protection, storm water management, paving, sitework, and parking proposed for the project. Capacity of existing utility systems to handle the new facility must be investigated. Coordination with electrical and mechanical systems should be discussed.
- (2) Graphic layout to scale. Format shall be 8-1/2" x 11" (or 11" x 17" maximum folded to 8-1/2" x 11").
 - a) Demolition Plan (if required)
 - b) Site Utilities Plan
 - c) Grading and Paving Plan

b. Waterfront

- (1) Detailed analysis, including calculations, of assigned vessels, dimensions and shore tie requirements of each type, features of existing/new shore ties, description of existing pier/wharf construction, description of proposed pier/wharf/ramp/travel lift, any demolition/dredging/phasing requirements of construction and tidal range/100 year flood plain and wave climate information.
- (2) Graphic layout to scale. Format shall be 8-1/2" x 11" (or 11" x 17" maximum folded to 8-1/2" x 11").
 - a) Pier plan and sections.
 - b) Seawall plan and sections.

c. Architectural

- (1) Detailed analysis and description of design intent including siting, building aesthetics and relationship with surrounding structures, building materials (both interior and exterior), handicap accessibility, and fire code analysis. This section should also address physical/visual security requirements for the project.
- (2) Longitudinal and transverse building and wall sections identifying major structural elements, roof and wall materials, and proposed interior finishes. Graphic layout to scale. Format shall be 8-1/2" x 11" (or 11" x 17" maximum folded to 8-1/2" x 11").

d. Landscaping

- (1) Detailed analysis and discussion of design intent, identifying proposed plant species, sprinkler system and maintenance requirements.
- (2) Landscaping Plan indicating proposed planting scheme and irrigation (if required). Format shall be 8-1/2" x 11" (or 11" x 17" maximum folded to 8-1/2" x 11").

e. Structural Systems

- (1) Detailed analysis, including calculations, of design intent identifying applicable building and seismic codes, design criteria, site soils conditions, existing conditions/systems for rehabilitation/addition, and proposed systems and materials.
- (2) Graphic layout to scale. Format shall be 8-1/2" x 11" (or 11" x 17" maximum folded to 8-1/2" x 11").
 - a) Foundation and Roof Framing Plans (if cannot be adequately shown on the architectural building sections).

f. Mechanical Systems

- (1) Detailed analysis and discussion of design intent including applicable codes, environmental conditions, unique or special system requirements, piping and HVAC systems, controls, energy conservation, hazardous locations, energy budget requirements and load analysis, fire protection systems, and fuel storage and dispensing. Coordination of HVAC system with structural and architectural systems should be discussed. Design calculations and catalog cuts for major equipment and system components should be included.
- (2) Graphic layout to scale. Plans showing major mechanical equipment, plumbing fixtures and major duct and plumbing runs. Format shall be 8-1/2" x 11" (or 11"x 17" maximum folded to 8-1/2" x 11").

Typically the following drawings are required:

 - a) HVAC Plan
 - b) Plumbing Plan
 - c) Mechanical Room Layout

g. Electrical Systems

- (1) Detailed analysis, including calculations, of design intent including applicable codes, local power sources, utility company coordination, building electrical/lighting/data/telephone/PA systems, site lighting, exit and emergency lighting, lightning protection, emergency power, wiring, fire detection/alarm system, electronics, CCTV, cable TV, hazardous locations and intrusion detection/alarm system. Design calculations for major equipment sizing should be included. Capacity of existing utility systems to handle the new facility must be investigated.
- (2) Graphic layout to scale. Single line power, communications and lighting plans showing data/telephone and power outlet locations and identification of any special equipment. Format shall be 8-1/2" x 11" (or 11" x 17" maximum folded to 8-1/2" x 11"). Typically the following drawings are required:
 - a) Site Electrical Plan
 - b) Power and Communications Plan

h. Hazardous Materials Investigation - Report summarizing field investigation, sampling locations and techniques, lab test results, and federal and local cleanup thresholds. As a minimum, building inspections should check for asbestos, lead paint and PCB materials.

i. Geotechnical/Environmental Investigation - Geotechnical investigations should address building foundation and site/waterfront development and dredging requirements. As a minimum, environmental investigations should check for hydrocarbon contamination. Additionally, heavy metal, groundwater and other contamination should be investigated for sites with known or suspected contamination.

j. Detailed Cost Estimate - Estimate shall be prepared in CSI format, and presented in accordance with Chapter 7 of the Civil Engineering Manual, COMDTINST M11000.11 (Series). The estimate should be broken down by structure, if multiple structures are included in the project.

D. Process. The following steps and their typical durations are involved in preparation and approval of a PPR(B).

1. **MLC(s):** Task FDCC with preparation of PPR(B). Duration - Based on SFRL priority, approval of PPR(A) and AC&I Strategic Calendar.
2. **FDCC:** Assign an in-house project team or contract with an A-E designer. Duration - 4 months.
3. **FDCC:** Develop preliminary concepts. Conduct PPR(B) site visit with design team to gather site specific data, discuss proposed facility operations and solicit input from all involved parties. Duration - 2 weeks.
4. **FDCC:** Initiate geotechnical and environmental investigations and topographic/boundary surveys. Duration - 2 months (concurrent with 35% design).
5. **FDCC:** Complete Conceptual Design (if necessary) and review with District, Group and Unit. Duration - 1 month (concurrent with 35% design).

6. **FDCC:** Complete design to 35% (Design Development) stage. Distribute to all involved parties for comment. If revalidation of the Economic Analysis is required, solicit input from the submitter. Duration - 2 months.
7. **District (dpl)/HQ Unit (FE):** Assist the FD&CC Project Manager with completion of the Planning Factor Revalidation section of the PPR(B). Duration - 1 week.
8. **MLC (s/t/k), CEU, District, Group, Unit:** Provide comments on the draft PPR(B). Duration - 2 weeks.
9. **FDCC:** Conduct a Customer Design Review (CDR) meeting with all involved parties. Duration- 1 day.
10. **FDCC:** Finalize PPR(B) and forward to MLC, Area, District, Headquarters unit for submission. Duration- 2 weeks.
11. **District (dcs)** (for district unit projects), **Area Chief of Staff** (for Area unit projects), **MLC(s)** (for Support Center projects), **or HQ Unit Commanding Officers** (for HQ unit projects): Endorse the PPR(B), and forward to Commandant (G-EC for approval). Duration - 1 month.
12. **G-ECV:** Distribute PPR(B) to all appropriate Headquarters Planning Coordinators (HQPC) for confirmation of project Scope and comments. Duration - 1 week.
13. **Headquarters Planning Coordinators (HQPC):** Review PPR(B) to insure that all operational and support program requirements necessary to support the approved PPR(A) are identified and documented in the PPR(B). Duration - 3 weeks.
14. **G-ECV:** The G-ECV project reviewer drafts a reply for Commandant (G-ECV) signature. Commandant (G-ECV) approval of the PPR(B) shall ensure conformance with overall Civil Engineering policy goals, finalize overall project scope and costs, and address any requested deviations from the approved PPR(A). Duration - 1 week.
15. **G-ECV:** Review the PPR(B) Budget Sheet submittal and revise as necessary for formal budget submission. Generate a supplemental information Facing Page to accompany the budget sheet.

TABLE OF CONTENTS

1	COVER	1
2	TABLE OF CONTENTS	3
3	PROJECT SUMMARY	4
3.1	EXECUTIVE SUMMARY	4
3.2	CONFIRMATION OF PLANNING FACTORS (USCG use only)....	5
3.3	SALIENT PROJECT ELEMENTS	7
3.4	COST ESTIMATE	11
3.5	GRAPHICS	16
3.6	SPACE ALLOCATIONS LIST	30
3.7	ENVIRONMENTAL DOCUMENTATION AND PERMITTING	34
3.8	ELECTRONICS REQUIREMENTS	36
3.9	REAL PROPERTY ISSUES	36
3.10	TARGET PROJECT SCHEDULE (USCG use only)	37
3.11	FURNISHINGS/EQUIPMENT (OUTFITTING)	38
3.12	DEVIATIONS FROM PLANNING PROPOSAL (USCG use only)...	39
3.13	ECONOMIC REVALIDATION (USCG use only)	41
4	PROJECT DESIGN DATA	46
4.1	INTRODUCTION	46
4.2	35% CONSTRUCTION DOCUMENTS TASK-TABLE OF CONTENTS ...	42
5	ATTACHMENTS	
1	MLC(tst) ELECTRONICS REQUIREMENTS	
2	INDIVIDUAL SPACE CRITERIA	
3	SITE EVALUATION REPORT (if applicable)	

3. PROJECT SUMMARY

3.1 EXECUTIVE SUMMARY

3.1.1 The scope of this project consists of the construction of a 13,390 GSF Station Building to house the Station Little Creek's administrative and communications functions, unaccompanied personnel berthing, dining and recreation, as well as office space for two 110-foot patrol boats (WPBs). Upon beneficial occupancy of the new building, the existing Station Building shall be demolished.

3.1.2 The existing Boathouse and Garage shall be partially renovated by reroofing, painting the exterior, and replacing all exterior doors, windows and shutters. A portion of the existing Boathouse shall be converted to the boat crew wetroom.

3.1.3 Waterfront work includes the demolition of three existing wood piers, a marine railway and catwalks. New construction includes a 270-foot concrete pier with shore ties to accommodate two 110-foot WPB boat berths, construction of a new 60-foot pier with concrete piles and deck as a refueling station and a 56-foot floating finger pier for berthing two 41-foot utility boats (UTBs), and a new boat ramp and timber catwalk. Additionally, the plate cap at the bulkhead approximately 10-feet on either side of the existing 3ib crane shall be repaired and re-anchored to the bulkhead, and the crane shall be re-anchored.

3.1.4 Land acquisition is underway for an additional 1.87 acres of land which is needed to allow orderly demolition, expansion and construction. Parking for station personnel and visitors shall be provided adjacent to the new station building. Vehicular access shall require the construction of a new access road across the new property.

3.1.5 The Station property is bordered on the southeast by the U.S. Naval Amphibious Base, the southwest by Jonathan Corporation, the northwest by Jonathan Corporation, and northeast by Little Creek Cove. Current access is across Jonathan Corporation property on the northwest. The new plan will use a gate at the southeast corner of the Station property as the main access point to Abbott Road on the Naval Amphibious Base.

3.1.6 Civil Engineering Unit (CEU) Cleveland is performing all real property actions required to acquire the property from Jonathan Corporation, lease temporary mooring facilities from the Navy Amphibious Base, and complete Board of Survey and McKinney Act documentation for demolition of the existing Station Building.

3.1.7 Assuming funding in FY94, the Estimated Construction Cost is \$3,885K. The Estimated Project Cost is \$4,500K which includes outfitting, electronics and other costs.

3.2 CONFIRMATION OF PLANNING FACTORS (USCG use only)

3.2.0 GENERAL. This section is for USCG use only, but is provided for reference to the designer. It summarizes the current planning factors which were used in the development of this document. The planning factors include unit status, personnel complement, operational platform complement, policies, and other planning guidance. This project shall accommodate all these requirements unless noted otherwise. Any changes in these planning factors which have occurred since the Project Proposal Report Part A are provided for Coast Guard comparison purposes.

3.2.1 UNIT STATUS

3.2.1.1 Operational Readiness Status: Station Little Creek is a 1-B0 unit. This means they must have one small boat ready for immediate response at any time.

3.2.1.2 Organizational Stability: Station Little Creek has been at its current location since the 1930's and will be required well into the 21st century. However Station Little Creek, along with most stations and groups in the Coast Guard, are currently being evaluated by Commandant as part of the Small Boat Station Releveling Study. No decisions have currently been made effecting these units and therefore this PPR(B) assumes no change.

3.2.1.3 Operational Missions/Functions: Station Little Creek performs the following missions/functions:

- 66% SAR - Search and Rescue
- 33% ELT - Enforcement of Laws and Treaties

3.2.1.4 Support Missions/Functions: Station Little Creek is the host command for two 82-foot patrol boats: Coast Guard Cutter (CGC) Point Arena and CGC Point Huron.

3.2.2 PERSONNEL COMPLEMENT

3.2.2.1 Total Number Of Personnel: No change since PPR(A). Total personnel remains as follows:

Complement	Officer	Warrants	Enlisted	Civilian	Total
Station	0	0	25	0	25
CGC Point Arena	1	0	9	0	10
CGC Point Huron	<u>1</u>	<u>0</u>	<u>9</u>	<u>0</u>	<u>10</u>
TOTAL	2	0	43	0	45

3.2.2.2 Rankings/Ratings: No change since PPR(A). Personnel complement remains as follows:

Qty	Rank/ Rate	Rank/Rate Name	Position
1	BMCM	Boatswains Mate, Master Chief	Officer-In-Charge
1	BM1	Boatswains Mate, 1st Class	Exec Petty Officer
2	BM2	Boatswains Mate, 2nd Class	
4	BM3	Boatswains Mate, 3rd Class	
8	SN	Seaman	
1	MKC	Machinists Mate, Chief	Eng Petty Officer
2	MK2	Machinists Mate, 2nd Class	
3	MK3	Machinists Mate, 3rd Class	
2	FN	Fireman	
1	SS2	Subsistence Specialist, 2nd Class	

3.2.3 OPERATIONAL PLATFORM COMPLEMENT

3.2.3.1 Small Boats: Complement is two 41-foot utility boats (UTBs).

3.2.3.2 Cutters: Two 82-foot patrol boats (WPBs), CGC Point Arena and CGC Point Huron, are tenants of the station. The moorings shall however be designed to accommodate two 110-foot WPBs to replace the current WPBs.

3.2.3.3 Aircraft: No aircraft assigned to this unit.

3.2.4 POLICIES

3.2.4.1 Congressional/DOT Mandates: Nothing specific to this unit or project.

3.2.4.2 CG Policies & Directives: Nothing specific to this unit or project.

3.2.4.3 CG Strategic Agenda: Nothing specific to this unit or project.

3.2.4.4 Other: Nothing specific to this unit or project.

3.2.5 OTHER PLANNING GUIDANCE

3.2.5.1 Master Plan: No master plan exists or is required for this site.

3.2.5.2 Housing Market Survey: A housing market survey is not required since the only permanent party being berthed in the UPH are E-3 and below.

3.3 SALIENT PROJECT ELEMENTS

3.3.0 GENERAL. This section defines the major elements of the project scope. Items are listed in the same order that they appear in the Cost Estimate in the following section. These items are based on preliminary design information. Final scope may vary based on the Coast Guard project funding approval, however the changes in scope should be minimized.

3.3.1 DEMOLITION

3.3.1.1 Buildings - The operational requirements/logistics of this project require that the existing Station Building remain in operation during the construction of the new Station Building. The existing Station Building shall be demolished after the new Station Building is operational.

3.3.1.2 Waterfront - Three existing wood piers, the marine railway from the existing boathouse, and associated wood catwalks shall be demolished. The boat operations will continue during demolition/construction by temporarily berthing the boats at the Amphibious Base. A lease agreement with the Little Creek Naval Amphibious Base will be required.

3.3.1.3 Fuel Tanks - An existing 2,000 gallon aboveground diesel fuel tank shall be removed in preparation for the installation of a new 2,000 gallon aboveground diesel fuel tank.

3.3.2 SITEWORK

3.3.2.1 Fencing & Gates - Remove and close off existing gate. A gateway opening but no gate is provided at the new entrance on Abbott Road at the Little Creek Naval Amphibious Base.

3.3.2.2 Clearing - After demolition of existing buildings, clearing shall include removal of existing power poles, fencing, utility screening and minimal vegetation.

3.3.2.3 Concrete Walks - Concrete walks shall be provided in all pedestrian areas between building, parking and ancillary service areas. Right-of-way improvements at the new Abbott Road entrance shall require concrete walks.

3.3.2.4 Landscaping - Landscaping shall be established around the new building, parking areas and at the new entrance to the Station. The plantings shall be consistent with the Base Beautification Program now in effect for the Naval Amphibious Base.

3.3.2.5 Roadway, Curb & Gutter - Roadway (access and transition) areas shall be bituminous concrete pavement over a stone base. Areas requiring higher bearing capacities shall be concrete. Curb and gutter will assist in controlling surface water run-off and shall be concrete.

3.3.2.6 Piling - The building foundation is supported on round timber piles and pile caps with load distribution by grade beams.

3.3.2.7 Parking - The parking area will be utilized by visitors as well as staff/employees and government vehicles. The design should include a bituminous concrete surface over a stone base with appropriate concrete curb, gutter and sub-surface drainage.

3.3.2.8 Soil Remediation - No remediation of contaminated soil is anticipated.

3.3.3 EXTERIOR UTILITIES

3.3.3.1 Electrical Power - Existing 240/120 volt 3 phase open delta service on the site is provided by Virginia Power Company. A completely new underground distribution system shall be provided.

3.3.3.2 Exterior Lighting - Exterior lighting shall consist of pole mounted fixtures and appropriate building mounted fixtures. Provide adequate lighting levels for pedestrians, parking areas, waterfront areas and piers.

3.3.3.3 Telephone - Telephone service is provided by Chesapeake and Potomac Telephone. New underground service shall be provided with the main telephone service located in the new Station Building.

3.3.3.4 Water - Potable water is available at the site and is supplied from the U.S. Naval Amphibious Base. Service to the new Station Building and piers can be tied to the existing service lines.

3.3.3.5 Storm Sewer - The system shall consist of surface collection and an underground transfer to discharge.

3.3.3.6 Sanitary Sewer - The existing sanitary sewer system capacity is adequate for the new project. The new sanitary system shall be collected with a 6" gravity line and tie into the Navy's sanitary manhole off site.

3.3.3.7 Fuel Storage/Dispensing - Fuel storage/dispensing shall be provided by a 2000 gallon diesel fuel and a 500 gallon gasoline tank. Co-located storage facilities shall include the diesel and gasoline above-ground storage tanks. The new tanks shall be a double-walled, self-monitoring type system. Waste oil storage shall be located near the waterfront for boat bilge water collection.

3.3.4 WATERFRONT/MARINE CONSTRUCTION

3.3.4.1 Jib Crane - The plate cap at the bulkhead approximately 10-feet on either side of the existing jib crane shall be

repaired and re-anchored to the bulkhead. The existing jib crane shall be re-attached to the existing bulkhead.

3.3.4.2 Piers - A new 15' x 270' concrete main pier shall be provided for berthing of two 110-foot WPB's. A new 8' x 60' concrete finger pier shall be provided for fueling. A new 8 1'2' x 56' floating finger pier shall be provided for berthing of two 41-foot UTB boats. Steel sheet piles laterally supported at the top of the concrete main pier constitutes the wave barrier for the boat basin.

3.3.4.3 Shore Ties - Shore ties shall be provided for the new pier/berthing for two 110-foot WPB boats and two 41-foot UTB boats. The required ties include telephone, electrical, diesel and gasoline fueling, compressed air, sewage disposal and potable water.

3.3.4.4 Dredging - The dredging for the boat basin to -13 and -10 feet shall be provided to allow access and maneuverability, respectively, for the 110-foot patrol and 41-foot utility boats. The estimated material to be dredged is 4500 cy.

3.3.4.5 Bulkhead - Steel sheet piles comprise the bulkhead which is tied back by earth anchors.

3.3.5 BUILDING CONSTRUCTION

3.3.5.1 Station Building - The proposed 13,390 GSF Station Building shall house Station Little Creek and Reserve Offices. Major components of construction include reinforced concrete spread footings, framed exterior bearing walls, interior wood frame with wood joist floor framing, framed interior partitions, gable framed roof with composition shingles. The non-process target energy budget for the building is 42 kBtu/sf/year.

3.3.5.2 Boathouse & Garage Buildings - All windows and doors in the existing Boathouse and Garage shall be replaced and the roofs on both buildings repaired and re-roofed. Exterior shutters in the appropriate style shall be installed at all the windows and doors of the Boathouse and Garage. The exterior of the two buildings shall be painted. A portion of the existing Boathouse shall be converted to the boat crew wetroom.

3.3.6 FURNISHINGS/EQUIPMENT - The following items will be furnished and installed separately from the construction contract by the USCG FDCC.

3.3.6.1 Furnishings - Furnishings will be provided to include the total interior furnishing of the new facility.

3.3.6.2 Computers - Computers will be provided at each desk location within the new facility.

3.3.7 ELECTRONICS OUTFITTING - The following items will be furnished and installed separately from the construction contract

by the USCG MLC (t). MLC (t) letter of 16 Oct 92 provides additional BESEP requirements for the project and these are enclosed as Attachment 1.

3.3.7.1 Telephone System - A new telephone system will be required for the entire facility. An electronic key telephone system shall be used. Telephone service will be provided at each desk location, betting space, shop space, galley and mess deck, all recreation areas, classrooms and TV rooms. All conduit and wiring will be installed by the building construction contract.

3.3.7.2 Command Center Console - Command Center Consoles will be installed in the Command Center.

3.3.7.3 Radio Antenna & Cable - Radio antennas and cabling will be provided for the new facility. A raised antenna mount platform or tower is to support the antennas now located on the existing building roofs will be installed by the building construction contract.

3.3.7.4 Circuit Relocation - MLC (t) will relocate all existing telephone and radio circuits to the new systems once they are completed.

3.3.8 OTHER - The following items will be accomplished separately from the construction contract by the USCG FDCC.

3.3.8.1 Temporary Moorings - Temporary moorings will be available free of charge at the Naval Amphibious Base through an Inter-Service Support Agreement (ISSA). However, temporary utilities will be required at these moorings and will be installed by the unit.

3.3.8.2 Relocation Expenses - Station personnel will relocate all necessary equipment and furnishings from the existing station building to the new facilities. No moving contractor will be required.

3.4 COST ESTIMATE

3.4.1 COST ESTIMATE SUMMARY

Item No.	Construction Contract Items	Unit of Measure*	Qty		Total Cost \$/Unit (\$000)
1.0	DEMOLITION				
1.1	Station Building	LS			100
1.2	Piers, Railway, Catwalks	LS			18
1.3	Fuel Tank	LS			<u>6</u>
				Subtotal	124
2.0	SITWORK				
2.1	Fencing & Gates	LF	220	18.18	4
2.2	Clearing/Earthwork	SY	9670	11.07	107
2.3	Concrete Slabs	SY	1030	27.00	28
2.4	Landscaping	LS			18
2.5	Roadway, Curb & Gutter	SY	3490	17.50	61
2.6	Piling	LF	6500	18.00	117
2.7	Soil Remediation	LS			<u>5</u>
				Subtotal	340
3.0	EXTERIOR UTILITIES				
3.1	Electrical Power	LS	22	3,545.00	16
3.2	Exterior Lighting	EA			78
3.3	Compressed Air	LS	525	32.38	3
3.4	Water	LF	775	34.83	17
3.5	Storm Sewer	LF	725	46.89	27
3.6	Sanitary Sewer	LF			34
3.7	Fuel Storage/Dispensing	LS			100
3.8	Oily waste Tank/System	LS			<u>17</u>
				Subtotal	292
4.0	WATERFRONT/MARINE CONSTRUCTION				
4.1	Jib Crane/Bulkhead Repair	LS			63
4.2	Piers	SY	575	1,086.96	625
4.3	Shore Ties	LS			69
4.4	Dredging	CY	4500	8.40	<u>38</u>
				Subtotal	795
5.0	BUILDING CONSTRUCTION				
5.1	Station Building	SF	13,390	115.25	1,543
5.2	Boathouse & Garage	LS			<u>255</u>
				Subtotal	1,798
				SUBTOTAL:	3,349
	ESCALATION FROM JUN91 to JUN94 (See Note 2)16%:				<u>536</u>
	ESTIMATED CONSTRUCTION COST:				\$3,885

(This page for USCG use only)

Item No.	Non-Construction Contract Items	Unit of Measure	Qty	\$/Unit	Total Cost (\$000)
6.0	FURNISHINGS/EQUIPMENT	LS			8
6.1	Exist. Furniture/Equip.	LS			165
6.2	New Furniture/Equipment	EA		15% (new F/E)	25
6.3	Shipping	Trailer	18	100/mo.	2
6.4	Storage			Subtotal	200
7.0	ELECTRONICS OUTFITTING				
7.1	Telephone System	LS			15
7.2	Command Center Console	LS			6
7.3	Radio Antennas & Cables	LS			4
7.4	Circuit Relocation	LS			5
7.5	Standard Workstation	LS			10
7.6	Cable/LAN Equipment				
7.6	UPS	LS			2
				Subtotal	42
8.0	OTHER				
8.1	Temporary Moorings	LS			3
8.2	Relocation Mooring Expenses	LS			0
				Subtotal	3
				SUBTOTAL:	245
	ESCALATION FROM JUN91 to JUN94 (See Note 2)		16%:		39
				SUBTOTAL:	284
	ESTIMATED CONSTRUCTION COST (from previous page)				3,885
				GRAND SUBTOTAL:	4,169
	CONTINGENCY (See Note 3)		9%:		375
				PROJECT TOTAL:	\$4,544
	ESTIMATED PROJECT COST:				\$4,500

FOLLOW-ON COSTS (See Note 4)

AFC 30 (Non-Energy)	\$94K
AFC 30 (Energy)	\$31K
AFC 42	\$2K
AFC 43	834K

*Unit of Measure, "Qty," and "\$/Unit" shall be given for items in cost estimate that are known and can be quantified.

OTHER COSTS (Delete these figures from A/E Scope of Services)

0-10% Design	\$84K
10-100% Design	\$178K
Construct'n Surveillance	\$75K
Submittal Review	\$18K
As-Built Drawings	\$6K
Outfitting Services	\$28K
Land Acquisition	\$200K

3.4.2 COST ESTIMATE NOTES

1. Line items include a geographic cost factor and are in June 1991 dollars.

2. Costs are escalated from June 1991 to the mid-point of construction of June 1994 at a rate of 5%/year, which equals 16% after compounding. Rate was obtained using NAVFAC Construction Cost Escalation Index, as published in MIL-HDBK-1010, Cost Estimating: Policy and Procedures.

3. A 4% design contingency and 5% construction contingency are added to the estimate in accordance with Table 7-1 of the Civil Engineering Manual, COMDTINST 11000.11. The design contingency of 4% is a weighted average obtained by applying a 2% contingency to Building Construction and 5% contingency to all other items. The scope of the Building Construction is better defined, while a few unknown variables still remain in the site and waterfront design.

4. Follow-on costs for AFC 30 (non-energy) and AFC 43 were calculated in accordance with Table 7-2 of the Civil Engineering Manual, COMDTINST 11000.11, as follows:

Replacement Cost of Demolished Facilities

Station Building	6,500 GSF x 890.00/SF =	\$585K
Wetroom/Locker Space	780 GSF x \$55.00/SF =	\$42K
	Replacement Costs	<u>\$627K</u>

Percentages of Construction Cost

	<u>Const Cost</u>	<u>AFC-30</u>	<u>AFC-43</u>
Demolition	\$627K	(5%) (\$31K)	(1%) (\$6K)
Sitework	\$340K	1% \$3K	5% \$2K
Ext Utilities	\$292K	1% \$3K	1% \$3K
Waterfront	\$795K	1% \$8K	1% \$8K
Building	\$1,798K	5% \$90K	1% \$18K
Furnishings/Equip	\$200K	4% + \$8K	1% + \$2K
Sub-Total		\$81K	\$27K
Escalation from Jun91 to Jun94		16% + \$13K	16% + \$4K
Total		<u>\$94K</u>	<u>\$31K</u>

Follow-on cost for AFC 30 (Energy) was calculated as follows:

Existing Station Building:

$$\begin{aligned} \$/\text{yr} &= 6,500 \text{ GSF} \times 65 \text{ kBtu/GSF/yr} \times 0.293 \text{ KWH/kBtu} \times \$0.80/\text{KWH} \\ \$/\text{yr} &= \$99\text{K} \end{aligned}$$

New Station Building:

$$\begin{aligned} \$/\text{yr} &= 13,390 \text{ GSF} \times 42 \text{ kBtu/GSF/yr} \times 0.293 \text{ KWH/kBtu} \times \$0.80/\text{KWH} \\ \$/\text{yr} &= \$132\text{K} \end{aligned}$$

Net change in AFC 30 (Energy):

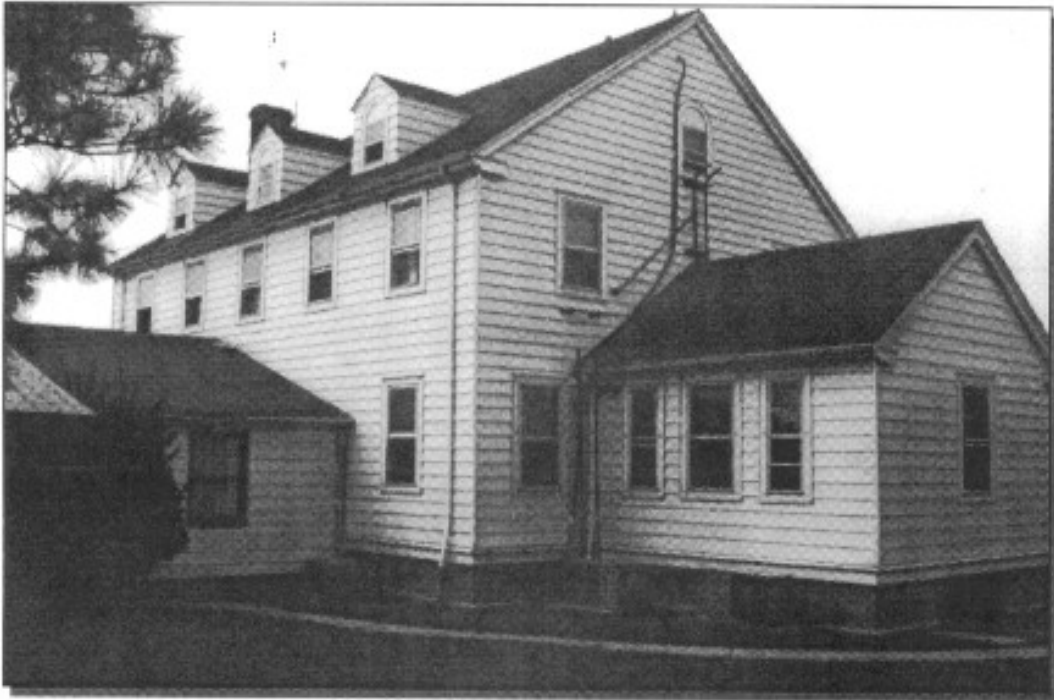
$$\$132\text{K} - \$99\text{K} = +\$33\text{K}$$

Follow-on costs for AFC 42 were obtained from MLC(t) Electronics Input (see Attachment 1).

3.5 GRAPHICS
3.5.1 PHOTOGRAPHS



EXISTING STATION BUILDING



EXISTING STATION BUILDING

3.5.1 PHOTOGRAPHS (CON'T)



EXISTING BOATHOUSE

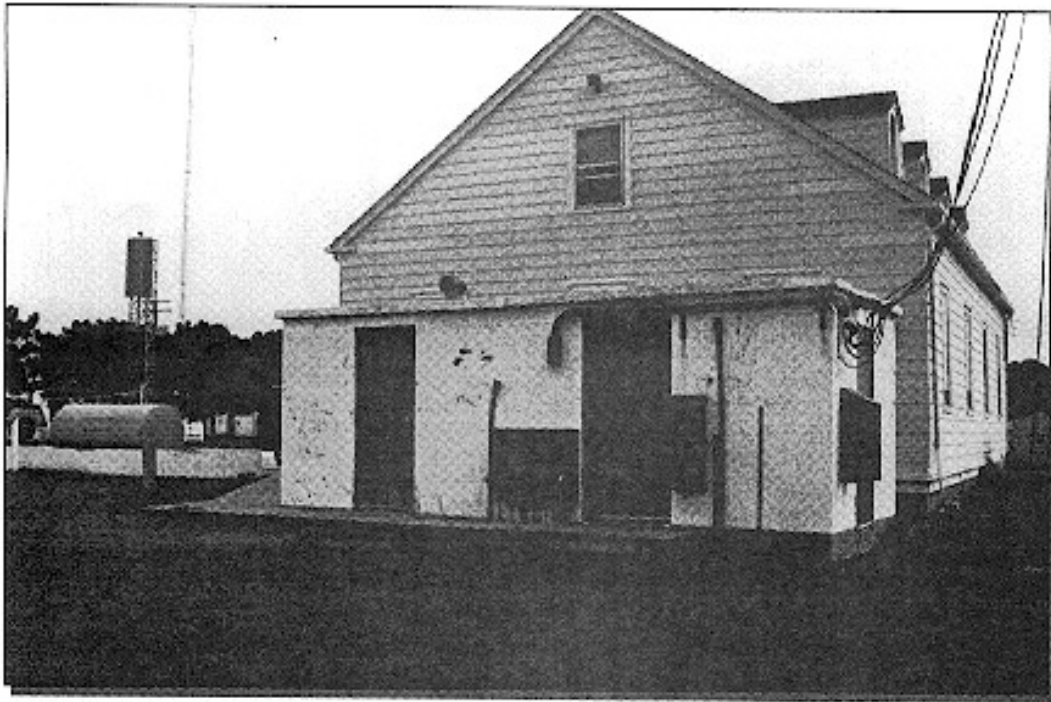


EXISTING BOATHOUSE

PHOTOGRAPHS (CON'T)

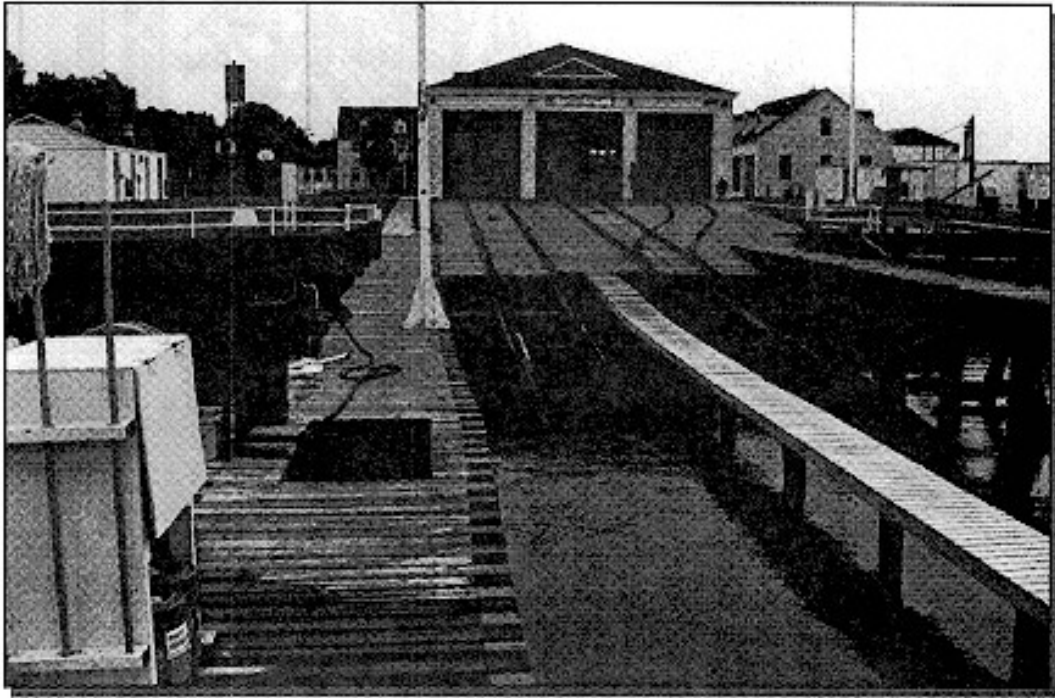


EXISTING GARAGE



EXISTING GARAGE

3.5.1 PHOTOGRAPHS (CON'T)



EXISTING WATERFRONT



EXISTING WATERFRONT

3.5.2 VICINITY MAP



Exhibit 7-1

3.5.3 LOCATION MAP

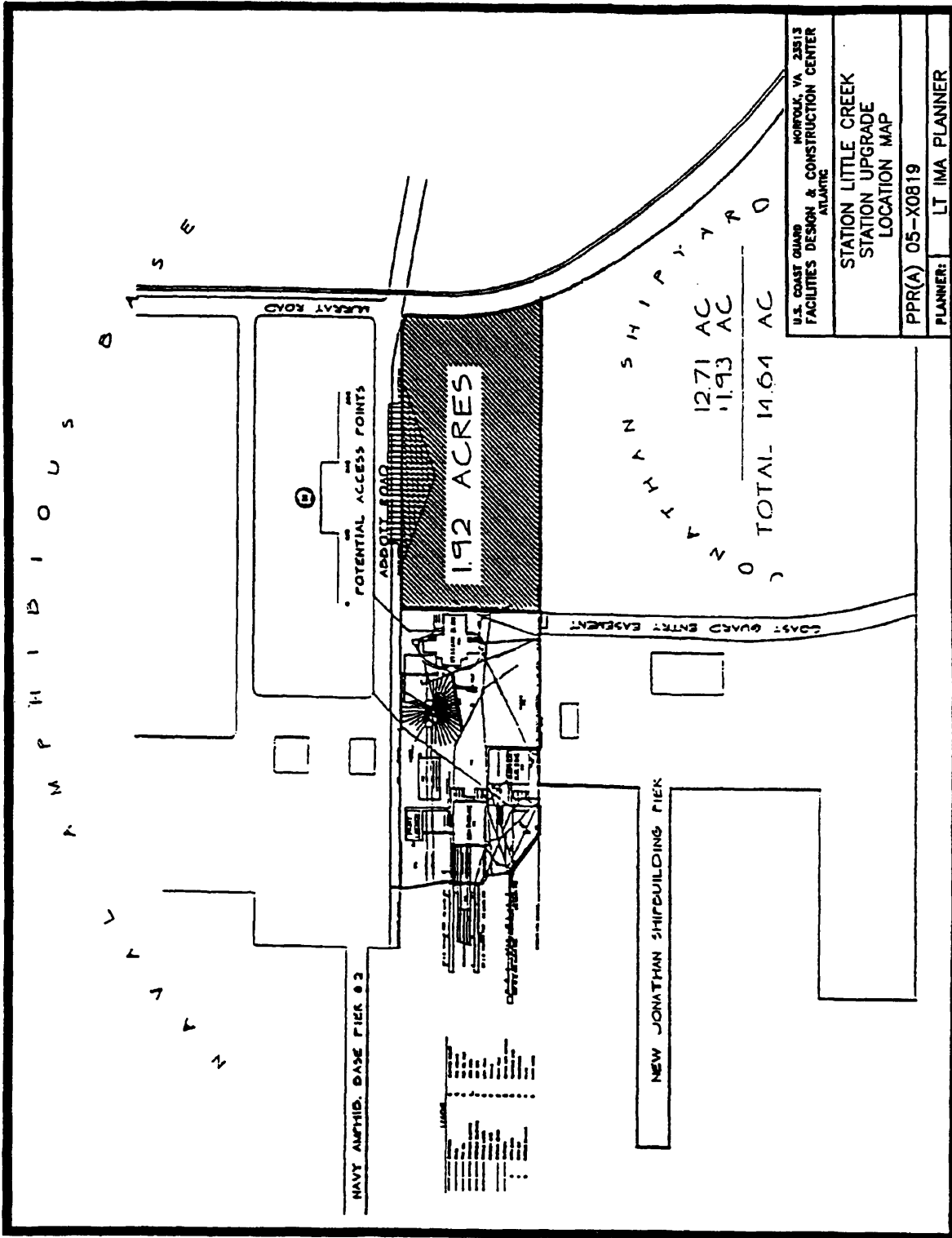


Exhibit 7-1

3.5.5 PARTIAL PIER PLAN

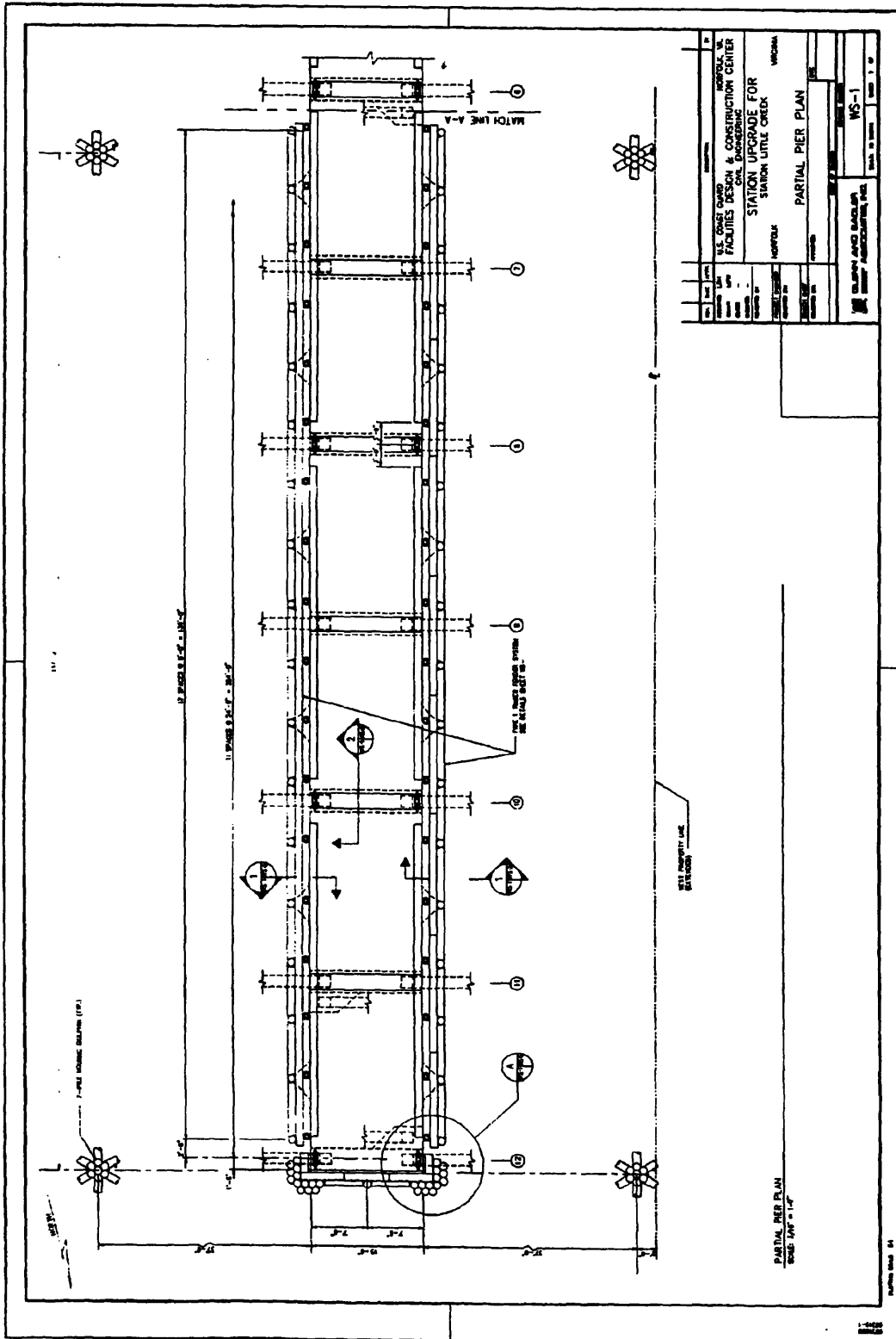


Exhibit 7-1

3.5.7 FLOOR PLANS - STATION BUILDING

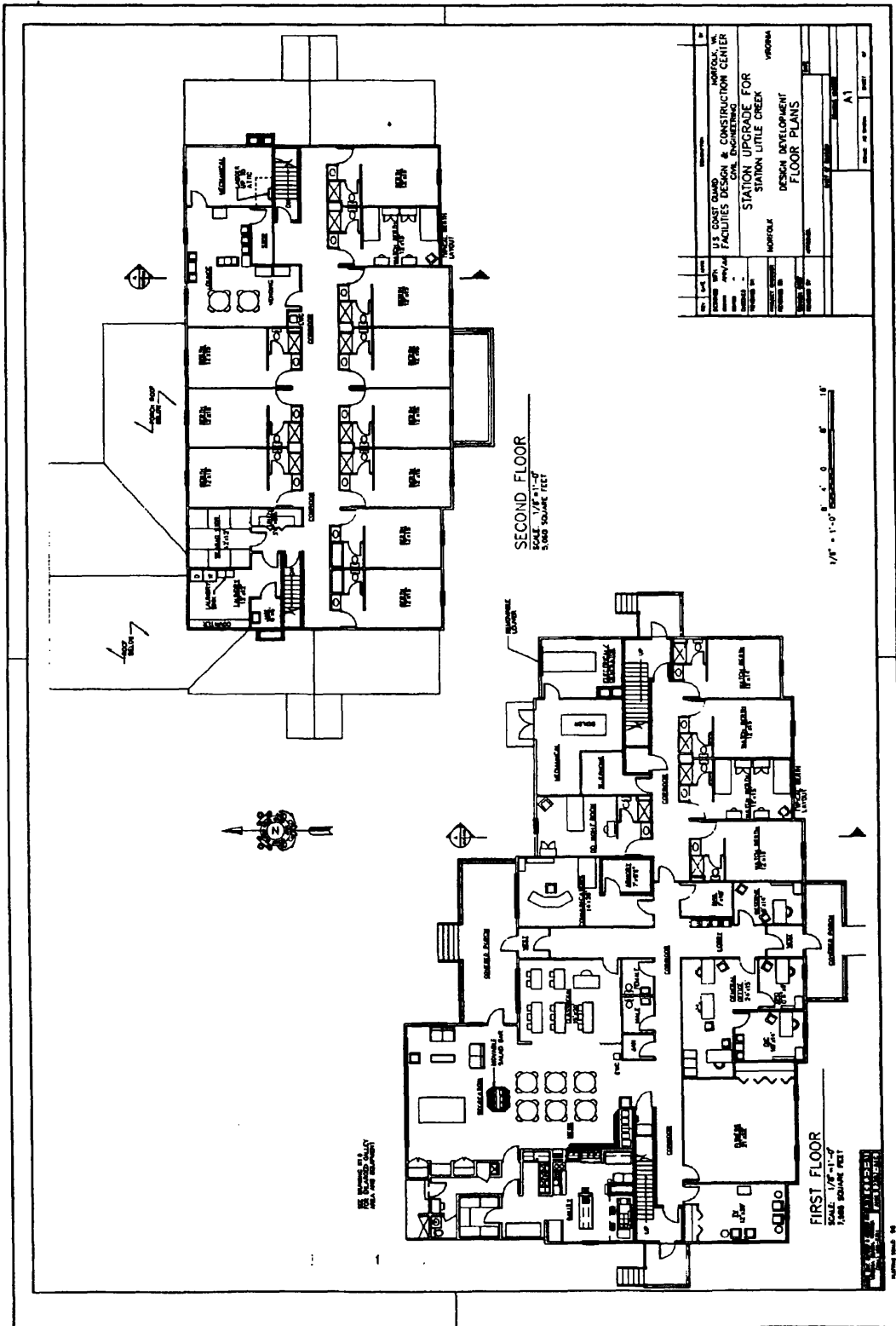


Exhibit 7-1
Page 24

5.5.8 BUILDING ELEVATIONS - SATION BUILDING

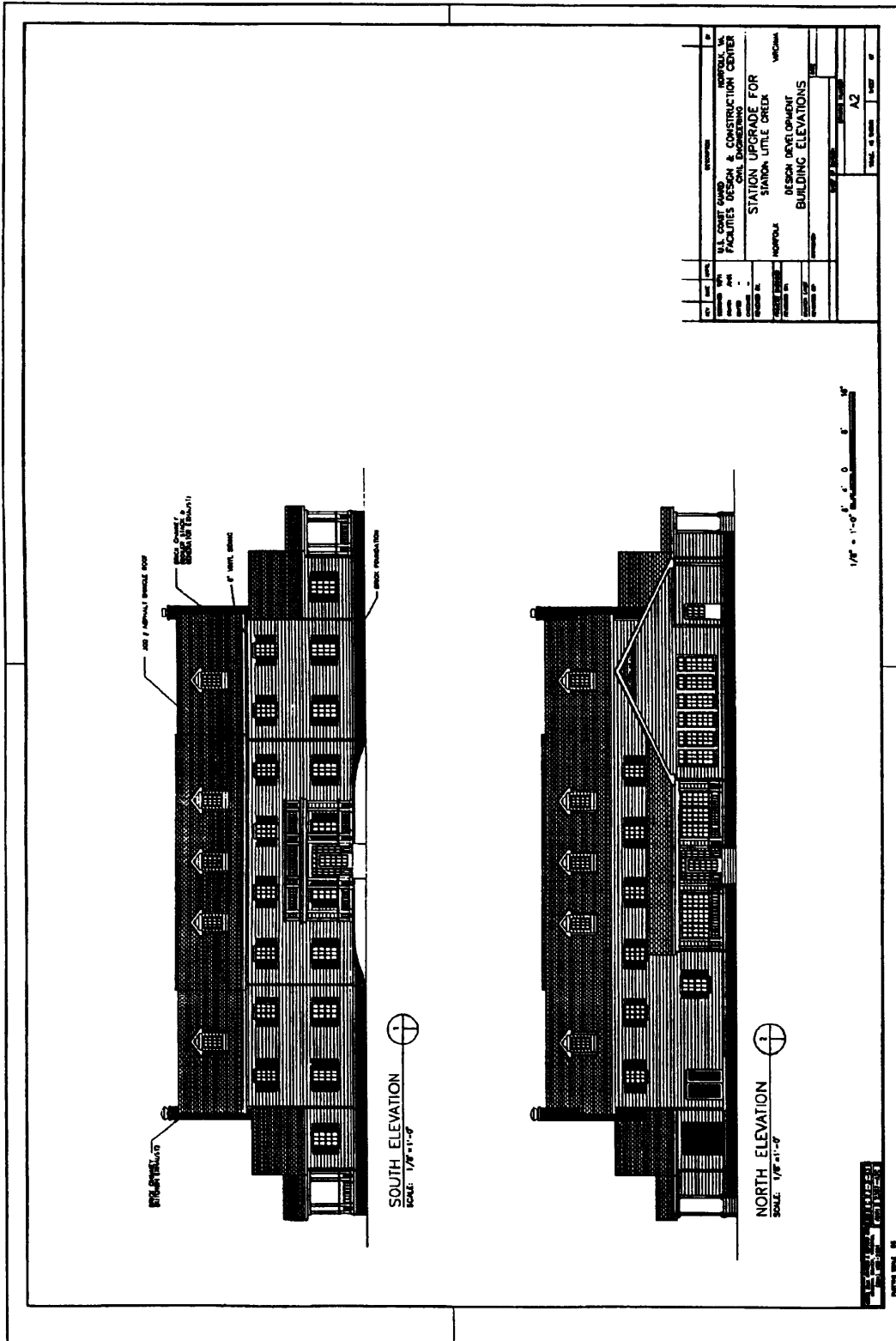


Exhibit 7-1

3.5.9 BUILDING SECTION - STATION BUILDING

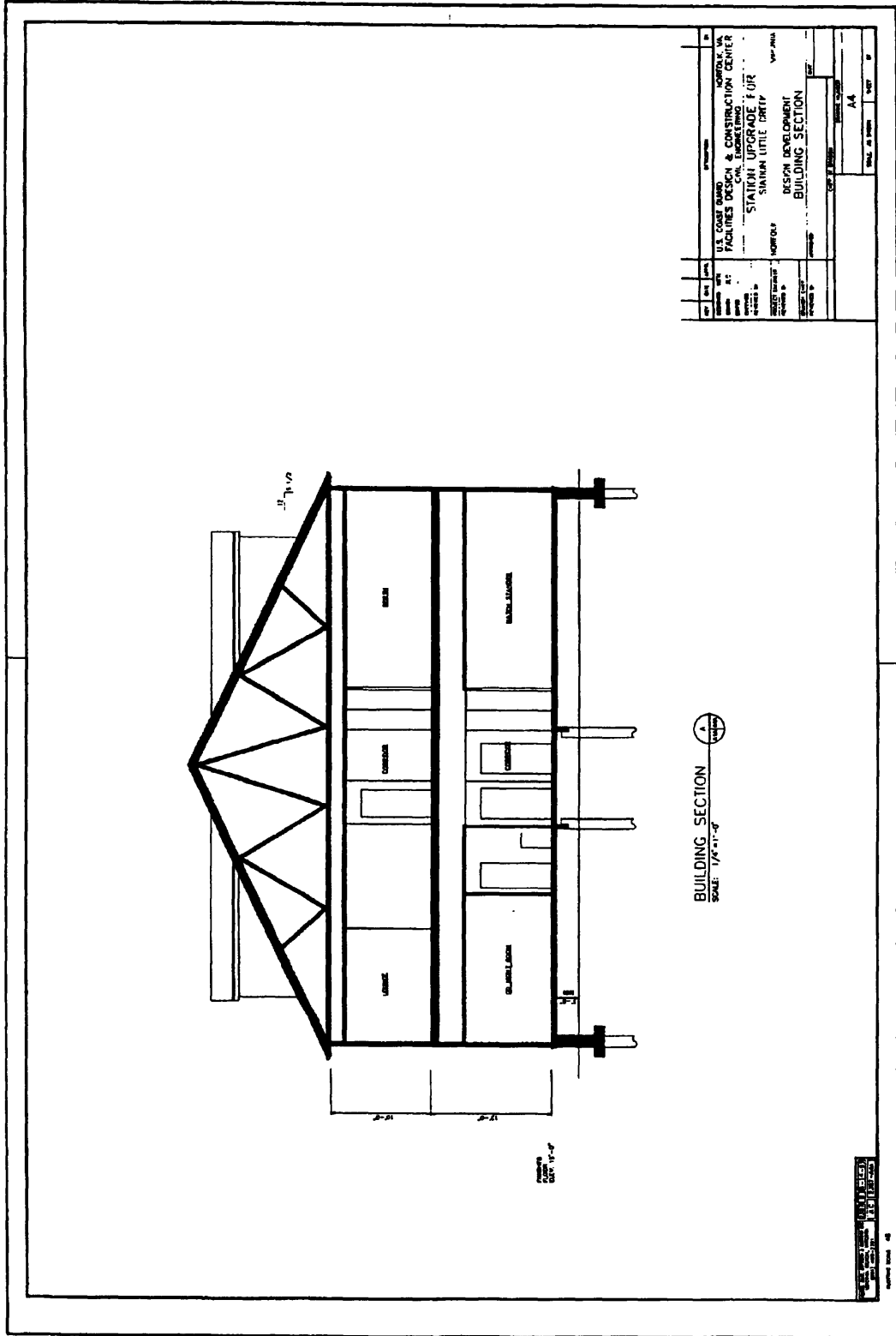


Exhibit 7-1
Page 26

3.5.10 FLOOR PLAN AND ELEVATION - BOATHOUSE

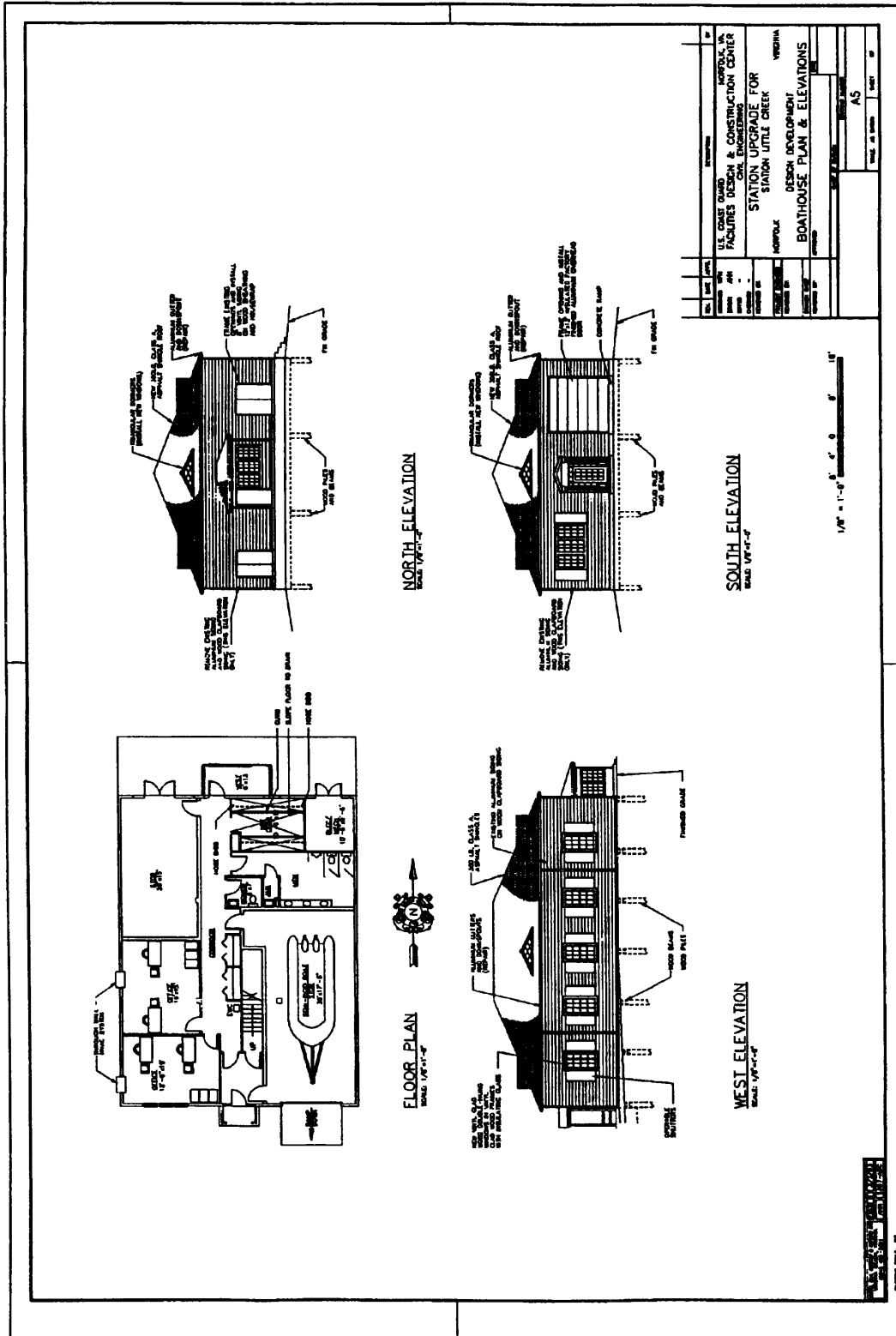


Exhibit 7-1
Page 27

3.6 SPACE ALLOCATIONS LIST

3.6.0 GENERAL

The designer used the PPR(A)'s listing of the individual space allocations to the greatest extent possible in the project development. The designer adjusted net areas of individual spaces to develop a workable floor plan however, the total gross area for the entire building was strictly adhered to. All sizes are listed in Net Square Feet (NSF) unless otherwise noted.

The PPR(B) COLUMN lists the sizes proposed in this Project Proposal Report - Part B. This shall be used by the designer to complete the final design drawings.

The PPR(A) COLUMN lists the sizes that were indicated in the Project Proposal Report - Part A dated 12/24/91. This is for USCG comparison purposes only.

The REFERENCE COLUMN indicates the Commandant standard, reference, and/or note used in determining the space size. Notes are provided whenever the PPR(B) size differs from either the PPR(A) size, or the Commandant standard by more than 20% for individual net space sizes, or 10% for total building gross size. The references used included:

- SFSM: Shore Facilities Standards Manual, COMDTINST M11012.9
- MMSDG*: Multi-Mission Station Design Guide, COMDTINST M11012.3
- SCS*: Space Component Standards, COMDTINST M11012.7

* Note: The MMSDG and SCS are currently being phased Out and replaced entirely by the SFSM. However, the MMSDG and SCS were in use when this project was under development.

The designer shall use the Individual Space Criteria provided in Attachment 2 for the project completion. If criteria sheets are not provided for each space on the Space Allocations List, then the designer shall develop one using the format provided.

3.6.1 STATION BUILDING

<u>SPACE</u>	PPR (B)	PPR (A)	REFERENCE
ADMIN/OPERATIONS CLUSTER			
Main Lobby	126	150	MMSDG
Toilets	84	100	MMSDG
General Office	290	300	MMSDG
OIC Office	140	150	SCS (1-1A)
XPO Office	95	100	SCS (1-1a)
Mail Room	70	80	SCS (10-3A)
Classroom	300	300	MMSDG
Communications/Operations	284	300	MMSDG
Weapons Storage (Armory)	67	80	MMSDG
Reserve Office	126	120	SCS (1-2A)
Cutter Offices (2 WPB's)	0	500	1
Water Cooler	8	10	SCS (6-4A)
ADMIN/OPERATIONS PARTIAL NSF:	<u>1,540</u>	<u>2,190</u>	
<u>DINING/RECREATION</u>			
Galley	676	540	MMSDG, 2
Mess Deck	400	360	MMSDG
Recreation Room	624	600	MMSDG
Fitness Room	498	480	MMSDG
DINING/RECREATION PARTIAL NSF:	<u>2,198</u>	<u>1,980</u>	
<u>UPH CLUSTER</u>			
Lounge	8	0	5
Permanent Party Berthing (11 @ 240)	2,904	2,640	SCS (2-1a)
Transient/Reserve Berthing (3 @ 240)	0	720	MMSDG, 3
Male/Female Separation Berthing	0	0	
OOD Night Room	264	240	MMSDG
Watchstander Berthing (4 @ 240)	1,056	960	MMSDG
TV Room	240	195	MMSDG, 4
Seabag Locker	144	144	MMSDG
Linen Locker	30	30	MMSDG
Laundry	198	120	MMSDG, 5
Vending	57	60	SCS (10-3a)
Janitor	66	60	SCS (6-4a)
Water Cooler	408	10	SCS (6-4a)
UPH PARTIAL NSF:	<u>5,375</u>	<u>5,179</u>	
<u>SHOPS</u>			
MK Shop			
Work Area	0	0	(If Shop Build-
Storage	0	0	ing in project,
Office	0	0	place data here)
BM Shop			
Office	0	0	
Storage	0	0	
Wetrooms	0	0	
Tenant Vessel Storage	0	0	
SHOPS PARTIAL NSF:	<u>0</u>	<u>0</u>	

FACILITIES SUPPORT

Cleaning Supplies	10	30	MMSDG, 6
General Building Storage	70	100	MMSDG, 6
Mechanical Space	464	415	SCS (6-8a)
Emergency Generator	192	270	SCS (6-3a), 7
Electrical Equipment	20	20	SCS (6-10a)
Telephone Equipment	72	20	SCS (6-11a), 8
FACILITIES SUPPORT PARTIAL NSF:	<u>828</u>	<u>855</u>	

TOTAL NSF: 9,991 10,204

NET-TO-GROSS MULTIPLIERS:

Thicker Exterior Walls (0.020)	200	204	SCS
Interior Masonry Ptns (0.010)	100	102	SCS
Multi-Mission Station (0.31)	<u>3,097</u>	<u>3,163</u>	SCS

TOTAL GSF: 13,388 13,673

SAY: 13,390 13,670

3.6.2 BOATHOUSE RENOVATION

Wetroom/Lockers	425	780	MMSDG, 5
Cutter Officers (2 WPB's)	500	0	1

3.6.3 SPACE ALLOCATIONS LIST NOTES

1. Moved from Station Building to Boathouse as directed by Fifth Coast Guard District PPR(A) approval letter dated 4/13/92.
2. Further project development required additional space for equipment and operational functions.
3. G-ECV letter dated 5/28/93 stated that project scope would include total of 11 rooms for both permanent and transient party berthing.
4. Increased S.F. dictated by building envelope.
5. Requested by Station Little Creek at CDR 1/7/93 to better meet their needs.
6. Difference in S.F. dictated by building envelopes.
7. Further project development required less space for equipment and operational functions.
8. The space size has been revised to most current MLC(t) requirements.

3.7 ENVIRONMENTAL DOCUMENTATION AND PERMITTING

3.7.1 ENVIRONMENTAL DOCUMENTATION: A Categorical Exclusion was completed by FDCC on 2 Mar 90 and currently meets all NEPA requirements. The document is enclosed in this PPR(A).

3.8.2 PERMITTING: Work shall be in accordance with all federal, state and local environmental regulations. Permits and/or approvals anticipated are listed.

3.7.2.1 (USAGE) permits from the U.S. Army Corps of Engineers are required for dredging and waterfront construction. We anticipate this work to be covered under existing nationwide and regional permits therefore the more lengthy individual permit process will not be required. The issuance of these permits will be contingent upon the State of Virginia Water Quality Certification, approval by the State Historic Preservation Office (SHPO) and Virginia Marine Resources Commission (VMRC). No payment of fees or public notices are anticipated.

3.7.2.2 A Water Quality Permit from the Virginia Department of Environmental Quality (DEQ) is required for the dredging portion of this project. This permit will require payment of fees and placement of a public notice. When issued, the Water Quality Permit will serve as the water quality certification.

3.7.2.3 A Commonwealth of Virginia Marine Resources Commission (VMRC) Authorization is required for the dredging and waterfront construction. This permit will require payment of fees and placement of a public notice.

3.7.2.4 Review of the project by the Virginia DEQ, Office of Intergovernmental Affairs is required to ensure project is consistent with coastal zone management policies. No payment of fees or public notice is anticipated.

3.7.2.5 Review of the project by the Virginia Department of Historic Resources is required to determine if the site (Station Building) is eligible for National Register listing or if there is a high probability of the presence of archeological resources on the land or water portions of the site. No payment of fees or public notice is anticipated. The ACOE, Virginia DEQ or VMRC will not issue permits or approvals until approval of Department of Historic Resources is obtained.

3.7.2.6 Construction of new storm water outfalls (point sources) may require issuance of a Virginia Pollutant Discharge Elimination System (VPDES) permit by the Virginia DEQ. Coordination with this agency during the design phase will be required to determine requirements. Station Little Creek does not currently have a VPDES permit.

3.7.2.7 Modifications to the sewage collection system that modify the quantity or quality of the sanitary sewage will

require approval by Hampton Roads Sanitation District. For example, inclusion of an oily water separator connected to the sanitary sewer would require approval by this agency. Coordination during the design phase will be required to determine requirements.

3.7.2.8 Sanitary facilities located on the piers will not require approval by the Virginia Department of Health because our facility must meet the definition of a "marina" to be included in their jurisdiction. The Station and facilities do not meet this definition. Concurrence by the agency of this determination will be required before the ACOE, VDEQ and VMRC will issue their permits.

3.7.2.9 Construction of the antenna tower will require approval by the Federal Aviation Administration and Virginia Department of Aviation to ensure no obstruction to the flight paths of nearby Norfolk International Airport. No fees or public notice are anticipated.

3.7.2.10 The Chesapeake Bay Protection Act (CBPA) was enacted to protect the water quality of the Chesapeake Bay. The requirements of this Act are enforced by local governments. This Act does not at this time apply jurisdiction to federal facilities. We anticipate as a voluntary measure to design our facilities in compliance with the Act and to submit the plans to the cities of Norfolk and Virginia Beach for a courtesy review.

3.7.2.11 Inclusion and/or modifications of above ground petroleum product storage may require modification/preparation of Spill Prevention control and/or Virginia Oil Pollution Prevention Plans. Exact requirements will be determined during design.

3.7.2.12 Demolition of existing station building and renovation of other facilities will probably generate a hazardous waste stream such as lead paint contaminated construction debris. The status of the waste stream must be determined during design and appropriate disposal methods selected. Care should be taken to prevent the classification of the entire quantity of the buildings to be demolished or rehabilitated from becoming hazardous waste. Pre-demolition lead paint abatement may or may not be required.

Station Little Creek is a "satellite" hazardous waste site for Naval Amphibious Base Little Creek and comes under their jurisdiction for handling and disposal of hazardous wastes. The design documents must reflect any requirements necessary to ensure proper handling and disposal of any hazardous waste generated by this project. Any modifications to the hazardous waste storage area will require approval by Naval Amphibious Base Little Creek.

3.7.3 HAZARDOUS MATERIALS INVESTIGATION:

3.7.3.1 Hazardous Material Investigation Results - (None in this project but if hazardous materials found, the following is required.) Narrative discussion of site contamination and/or hazardous materials (asbestos, PCBs, lead paint) in buildings to be demolished or rehabilitated. Applicable testing results should be referenced. Costs for abatement of these hazardous materials should be included in the cost estimate as a separate line item under Sitework.

3.8 ELECTRONICS REQUIREMENTS

MLC (t) letter of 16 Oct 92 provides additional BESEP requirements for the project and these are enclosed as Attachment 1.

3.9 REAL PROPERTY ISSUES

3.9.1 CEU Cleveland is responsible for purchasing the additional 1.87 acres of land to the southwest of the existing Station from the Jonathan Corporation. A Site Evaluation Report was completed by CEU Cleveland and was approved the Department of Transportation on 27 September 1990. A copy of the SER and its approval are provided as Attachment 3, if available. The land acquisition is scheduled for completion by July 1993.

3.9.2 This project will require the demolition of the existing Station Building thereby necessitating the requirement for a Board of Survey and McKinney Act documentation. This documentation will be accomplished by CEU Cleveland.

3.9.3 CEU Cleveland will obtain a no cost Inter-Service Support Agreement (ISSA) for temporary mooring facilities at the Navy Amphibious Base.

3.10 **TARGET PROJECT SCHEDULE** (USCG use only)

This section is provided for USCG use only, but is provided as a reference to the designer. Architectural/ Engineering (A/E) firms under contract with the USCG shall adhere to the schedule in their contract.

Receive A/E Funds for 0-35% Design.....	May 1992
A/E Contract Award.....	May 1992
Customer Design Review (CDR).....	Nov 1992
PPR(B) Complete.....	Dec 1992
PPR(B) Approval.....	Feb 1993
Receive A/E Funds for 35-100% Design.....	Feb 1993
100% Design Complete.....	Sep 1993
BOS/McKinney Act Approval.....	Sep 1993
Beginning of Target FY (FY94).....	Oct 1993
Receive IFB Authority.....	Oct 1993
Issue IFB.....	Nov 1993
Bid Opening Date.....	Dec 1993
Receive Construction Funds.....	Dec 1993
Construction Award.....	Dec 1993
Notice to Proceed.....	Jan 1994
Beneficial Occupancy Date.....	Jan 1995
Warranty Expires/Post Occupancy Evaluation.....	Jan 1996

3.11 FURNISHINGS/EQUIPMENT (OUTFITTING)

3.11.0 General

The outfitting process shall include a tabular list, floor plan layout, and a cost estimate for all the furnishings and equipment (F/E). This process is initiated by the A/E forwarding 10% floor plans to our Interior Design Indefinite Delivery Contract (IDC), via the Coast Guard. The project manager organizes the IDC site visit which determines the needs of the unit through personnel interviews and inventories of existing F/E. The IDC prepares F/E layout showing new and existing outfitting with a cost estimate of the new items to be procured. This estimate with associated existing F/E, storage, shipping, contingency, and escalation cost will determine the outfitting budget. The IDC forwards this outfitting layout and estimate via the Coast Guard to the A/E for incorporation into the final PPR(B) submittal.

3.11.1 EXISTING FURNISHINGS/EQUIPMENT INVENTORY

FURNISHINGS & EQUIPMENT LIST		Station Little Creek Exg. Sta. General Office													
	NAME	QUANTITY			SIZE				MOBILITY				POWER		MISC
		E	RE	N	W	D	H	WT	ST	PO	WH	AT	HZ/V/PH		
F	Furnishing														
E	Equipment														
S	Storage Unit														
C	Cabinets														
	Cradenza														
E10	Desk	2			60	30	30								
E12	Chair	2			22	20									1-Blue, 1 Green
E14	Guest Chair	1			22	20									Blue Fabric
	File Cabinet			1	36	18									3-Drawer
	Book Shelves			1	36	12									5-6 Shelves
	Fax Stand			1											
E15	Stor Cabinet	1			36	18									
	Office Chair			2											
	Guest Chair			1											
E20	Bulletin Board	1			36	30									
	Phone	2													
	T.V.														
E44	Computer	2													
E52	Fax Machine	1													
	Laser Printer			1											
E17	Copy Machine	1			26	20							110v		
E18	Copy Stand	1			30	24	30								
E21	Clock, Wall	1			8	3	8								Batt. Powered

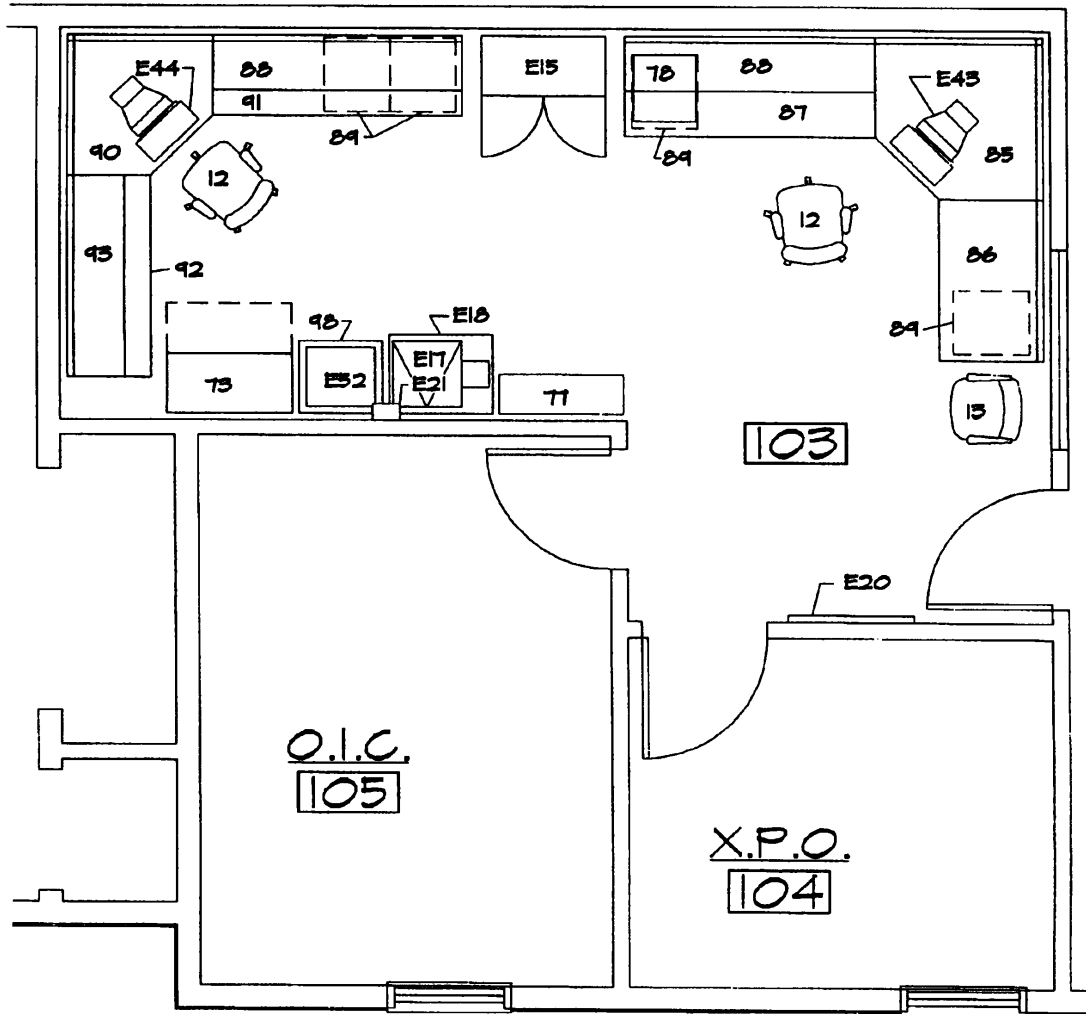
Notes

1. Use systems type furniture or stack-on furniture in office to max OH storage. Existing desks can be used in other areas.
2. Need new chairs - 1 of Existing is broken down, can use others in other areas.
3. Would like to have as much storage space as possible.

3.11.2 PROPOSED FURNISHINGS/EQUIPMENT LAYOUT

3.11.2.1 GENERAL OFFICE LAYOUT

PROJECT NO./ SFRL 05-X0819 (05-03-19) UPGRADE MULTI-MISSION STATION LITTLE CREEK, VIRGINIA



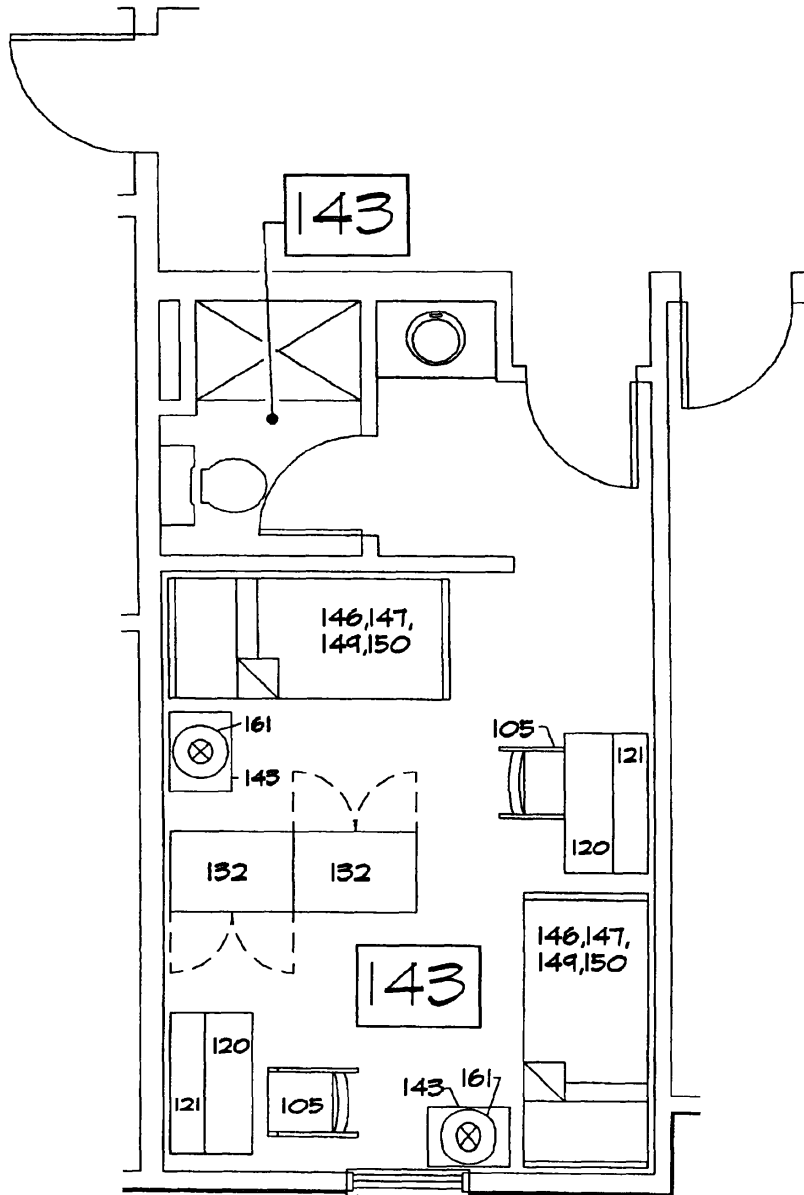
PROPOSED OUTFITTING (F/E) LAYOUT - PARTIAL FLOOR PLAN

RM 103 GENERAL OFFICE

- NOTES: ■ NUMBERED ITEMS ARE KEYED TO COST SUMMARY AND ROOM INVENTORY REPORT, MASTER INDEX AND FURNITURE PLACEMENT LIST AND INDIVIDUAL PROCUREMENT SHEETS
■ ITEMS WITH AN "E" PREFIX ARE EXISTING, INVENTORIED ITEMS

3.11.2.2 WATCHSTANDER BERTHING LAYOUT

PROJECT NO./SFRL 05-X0819 (05-03-19) UPGRADE MULTI-MISSION STATION LITTLE CREEK, VIRGINIA



PROPOSED OUTFITTING (F/E) LAYOUT - PARTIAL FLOOR PLAN

RM 143 WATCHSTANDER BERTHING

NOTES: ■ NUMBERED ITEMS ARE KEYED TO COST SUMMARY AND ROOM INVENTORY REPORT, MASTER INDEX AND FURNITURE PLACEMENT LIST AND INDIVIDUAL PROCUREMENT SHEETS
■ ITEMS WITH AN "E" PREFIX ARE EXISTING, INVENTORIED ITEMS

3.11.3 COST SUMMARY AND ROOM BY ROOM INVENTORY REPORT
 MULTI-MISSION STATION LITTLE CREEK, VIRGINIA

3.11.3.1 General Office

Rm. No.: 103 Room Name: General Office Total Cost for Room No. 103: \$9,009.37

<u>KEY NO.</u>	<u>ITEM DESCRIPTION</u>	<u>MODEL NO.</u>	<u>SOURCE</u>	<u>QTY</u>	<u>UNIT COST</u>	<u>TOTAL</u>
E15	Cabinet, Storage, Dbl Dr	-	Existing	1	-	-
E17	Copy Machine	-	Existing	1	-	-
E18	Copy Machine Stand	-	Existing	1	-	-
E20	Bulletin/Status Board	-	Existing	1	-	-
E21	Clock, Wall	-	Existing	1	-	-
E43	Standard CG Computer Workstation	-	Existing	1	-	-
E44	Standard CG Computer Workstation	-	Existing	1	-	-
E52	FAX Machine	-	Existing	1	-	-
12	Desk Chair	TPN-6918	Unicor	2	388.00	776.00
13	Guest Chair	292-AP	Westin-Nielsen	1	325.62	325.62
73	File, Lateral, 3-Dr.	NCC-5230 L0	Unicor	1	370.00	370.00
78	Laser Printer	CA 5073-B	Cannon	1	986.00	986.00
79	Bookcase, 6-Sh.	NCC-8600 L0	Unicor	1	275.00	275.00
85	Corner Worktop, 48x48	CWU 4848	G-F Office	1	730.00	730.00
86	Workunit w/C-Legs, 30x48	CL 4830/00	G-F Office	1	395.25	395.25
87	Workunit w/C-Legs, 30x72	CL 7230/00	G-F Office	1	462.50	462.50
88	Closed Riser, 14.5x72	CL 1472	G-F Office	2	425.00	850.00
89	Mobile Storage Pedestal	MP 22K	G-F Office	4	356.50	1426.00
90	Corner Worktop, 42x42	CMU 4242	G-F Office	1	670.00	670.00
91	Workunit w/C-Legs, 24x72	CL 7224/00	G-F Office	1	418.50	418.50
92	Workunit w/C-Legs, 24x60	CL 6024/00	G-F Office	1	385.50	385.50
93	Closed Riser, 14.5x60	CR 1460	G-F Office	1	389.00	389.00
94	Installation for 85-92	JOB	G-F Office	1	550.00	550.00

3.11.3.2 WATCHSTANDER BERTHING

Rm. No.: 144 Room Name: Watchstander Berthing Total Cost for Room No. 144: \$4,836.34

KEY NO.	ITEM DESCRIPTION	MODEL NO.	SOURCE	QTY	UNIT COST	TOTAL
105	Chair, 2-Position w/Arms	LS.17	Adden	2	115.00	310.00
120	Desk W/3-Dr.	RM.06	Adden	2	400.00	800.00
121	Desktop Bookcase	RM.090T18	Adden	2	175.00	350.00
132	Wardrobe w/2-Dr, 2-Drws	RM.02	Adden	2	720.00	1440.00
143	Nightstand w/l-Dr.	RM 10	Adden	2	160.00	320.00
146	Platform Bed w/2-Dr.	RM.08	Adden	2	422.00	844.00
147	Pillow	7210-00-894-1104	GSA Supply	2	7.94	15.88
149	Mattress	7210-01-77-1504	GSA Supply	2	98.98	197.96
150	Bedsread	Quote 5-0016	Unicor	2	115.95	231.90
161	Table Lamp	345	Adjustable Fix	2	163.30	326.60

Notes:

- (1) This report generates lists which show how the two example rooms would be seen in a finished outfitting procurement binder. The prices are obtained from current (FY) GSA schedules or commercial sources, for the specific manufacturer's model numbered item. The cost per item and room total do not include shipping, storage, escalation, contingencies, or costs for existing F/E.
- (2) For planning purposes, historical data compiled on similar rooms from similar projects would result in an estimated cost for that type of space. Example, three jobs whose cost per room were \$4,500, \$5,200 and \$4,800, respectively, would result in an estimated cost of \$4,833 per that type of space.
- (3) Remember the quantity of new items to existing items will vary from project to project.

3.11.4 Cost Estimate for Furnishings/Equipment

	<u>QTY</u>	<u>\$/Unit</u>	<u>Total Cost</u> <u>\$(000)</u>	<u>Note</u>
Existing Furniture/ Equipment			8	1
New Furnishings/ Equipment			165	2
Shipping		15%	25	3
Storage	18	100/mo./Trailer	<u>2</u>	4
		SUBTOTAL	200	5
Escalation from Jun 91 to Jun 94		16%	<u>32</u>	
		SUBTOTAL	232	
Contingency		9%	<u>21</u>	
		TOTAL	253	

Notes:

- (1) Includes refinishing, moving and installation cost.
- (2) Cost summary of Rooms 103 and 143 and all additional spaces.
- (3) 15% of new F/E.
- (4) Estimated 3 trailers for 6 months at \$100/month/trailer.
- (5) Subtotal cost transferred to 3.4.1 Section 6.0 of the Cost Estimate Summary. The \$200K is \$60K over the suggested 3% limitation but is justified by the additional cost of new equipment for the boathouse and garage.

3.12 **DEVIATIONS FROM PROJECT PROPOSAL REPORT - PART A**
 (USCG use only)

This section is provided for USCG use only, but is provided for reference to the designer. It is a comparison between this PPR(B) and the PPR(A). The PPR(A) dated 24 December 1991 was approved on 13 April, 1992, initiating the PPR(B) process. While the elements of the project for the PPR(B) remain essentially unchanged, the Scope Comparison in 3.13.2 enumerates the differences between these two documents.

3.12.1 COST ESTIMATE COMPARISON

	<u>PPR(B) Est</u>	<u>PPR(A) Est</u>
1. Demolition	\$124K	\$80K
2. Sitework	\$340K	\$80K
3. Utilities	\$292K	\$250K
4. Waterfront	\$795K	\$325K
5. Buildings	+ \$1,798K	+ \$1,875K
Subtotal	<u>\$3,349K</u>	<u>\$2,610K</u>
Escalation	+ \$536K	+ \$391K
Est Const Cost	<u>\$3,885K</u>	<u>\$3,002K</u>
6. Furnishings/Equip	\$200K	\$200K
7. Electronics	\$42K	\$30K
8. Other	+ \$3K	+ \$3K
Subtotal	<u>\$245K</u>	<u>\$233K</u>
Escalation	+ \$39K	+ \$37K
Subtotal	<u>\$284K</u>	<u>\$270K</u>
Est Const Cost (from above)	+ \$3,885K	+ \$3,002K
Grand Subtotal	<u>\$4,169K</u>	<u>\$3,372K</u>
Contingency	+ \$375K	+ \$556K
Est Project Cost	<u>\$4,544K</u>	<u>\$3,828K</u>
ROUND TO	\$4,500K	\$3,800K

3.12.2 SCOPE COMPARISON

3.12.2.1 Demolition: The PPR(B) construction cost estimate for demolition has increased over the PPR(A) for this estimate reflects a 35% design effort and additional costs for demolishing the existing station building.

3.12.2.2 Sitework: This PPR(B) cost for sitework is significantly higher since the parking area was increased as requested by the customer, and additional length of entry road and earthwork quantities was required.

3.12.2.3 Utilities: This PPR(B) cost differed due to relocation of the power easement and this fuel storage/dispensing cost.

3.12.2.4 Waterfront: This PPR(B) higher cost is directly related to the addition of a wave barrier, rehabilitation of the bulkhead' tie back system, higher estimate for fender system, and the new requirement for boat basin dredging.

3.12.2.5 Buildings: This PPR(B) station building SF was reduced from 19 to 16 berthing rooms and the boatcrew wet rooms were moved to the boathouse. These changes reduced the overall cost for building.

3.12.2.6 Furnishings/Equipment: No difference in scope or costs.

3.12.2.7 Electronics: An increase to scope and budget at the PPR(B) design stage relates to the addition of a standard workstation and the UPS.

3.12.2.8 Other: No difference in scope or costs.

3.12.2.9 Escalation: No change at the PPR(B) for 16% reflects the escalation from June 1991 to mid-point construction of June 1994.

3.12.2.10 Contingency: The PPR(B) includes a 9% contingency factor.

3.12.2.11 Total Project Cost: This PPR(B) estimate exceeded the PPR(A) estimate by 18%. The major increase in this project is centered in the waterfront and the sitework segments. The total building construction cost is slightly reduced from the PPR(A).

3.13 ECONOMIC REVALIDATION (USCG use only)

This section is provided for USCG use only, but is provided for reference to the designer. Since the PPR(B) cost estimate did not exceed the PPR(A) cost estimate by more than 25% a revised economic analysis was not required.

4 PROJECT DESIGN DATA

4.1 INTRODUCTION: The design details located in the 35% Construction Documents Task is very comprehensive and too massive to include in the PPR(B). If more information is required of the project design elements such as:

- Landscaping
- Civil Systems
- Waterfront
- Architectural
- Structural Systems
- Mechanical Systems
- Electrical Systems
- Hazardous Materials Investigation

The data is available by request. The Table of contents for the 35% Construction Documents Task is given in 4.2 to assist you in this selection.

4.2 35% Construction Documents Task - Table of Contents:

TABLE OF CONTENTS

LANDSIDE

- I. Summary
- II. Codes and Permits
- III. Location Map
- IV. Landside Basis of Design
 - A. Area Tabulation
 - B. Exterior Envelope
 - C. Interior Finishes
 - D. Structural System
 - E. Mechanical Systems
 - F. Plumbing Systems
 - G. Electrical Systems
 - H. Energy Conservation
 - I. Economic Analysis Summary (HVAC Systems)
 - J. Building Economic Analysis

- K. Economic Analysis for System Voltage Selection
- L. Site Development
- V. Specifications Sections
- VI. List of Drawings

WATERFRONT

- I. General Discussion of Structural Systems
- II. Discussion of Design Concepts and Economic Considerations
- III. Evaluation of Existing Bulkhead
- IV. Wave Mindcast

Appendix

Appendix A
Structural Design Calculations

Appendix B
Structural Design Calculations for Piers

Appendix C
Plumbing and Fire Suppression Calculations

Appendix D
Subsurface Exploration and Geotechnical Report

Appendix E
Facility Predesign Program (This is now the PPR(A))

MLCLANT (tst)
Electronic Outfitting Guidelines
for United States Coast Guard
Station Little Creek, Virginia

MLCA(t) Project tst- 91-1049
SFRL 05-X0819

ATTACHMENT 1

MLCLANT (tst)
Electronic Outfitting Guidelines for
USCC Station Little Creek, Virginia

1. Telephone System

- a. The design guidelines listed in the Telephone section of enclosure (1) to my letter 11000, Ser 91/405 of 20 May 1991 have been incorporated in the design package. These design guidelines remain largely unchanged, and should be incorporated in the final design unless they are superseded in the following paragraphs.
- b. My previous estimate for the electronics outfitting funds required, assumed that a new phone system would have been purchased and installed prior to construction of the new station. This has not happened. A new phone system is required and must be included in this project. I will conduct a requirements survey/cost analysis and initiate the required requests for authority to install the new system. I have increased my cost estimate to include purchase of the new system. A more exact estimate will be available after the cost analysis is completed.
- c. All conduits must meet the requirements of Standard ANSI/EIA/TIA-569-1990, Commercial Building Standard for Telecommunications Pathways and Spaces, except that no conduit should be less than 3/4 of an inch in diameter. Outlet boxes shall be 4 inches square with appropriate cover plates installed. If outlets are ganged together, no more than two outlets should share the same conduit run.
- d. A minimum of one three inch diameter conduit must be installed between the telecommunications equipment room and each of the telecommunications closets.
- e. Provide wiring for telephones in the watchstander berthing rooms that will allow connection to the Stations telephone switchboard. Wiring to other berthing rooms in the UPH area should be pre-wired for installation of individual private lines by the room occupants. Telephone cabling and connecting blocks shall remain separate from the stations operational communications system.
- f. A single wiring system capable of supporting data and voice requirements is necessary. The system cannot rely on vendor specific hardware that precludes industry standard end user equipment of any manufacture. Consequently, this system must be

MLCLANT (tst)
Electronic Outfitting Guidelines for
USCC Station Little Creek, Virginia

compliant with standard ANSI/EIA/TIA-568-1991 (Commercial Building Telecommunications Wiring Standard). Double RJ-45 style jacks should be provided for each location. Jacks should be wired in accordance with EIA/TIA standard T568A. Twisted pair wiring must provide at least four pairs of wire for voice wired to the top jack of each double jack outlet. Cabling required to support data requirements will be terminated at the lower jack position of each double jack outlet. To provide for future compatibility with ISDN, an AC power outlet (20V, 120V) must be provided next to each jack.

- g. A conduit system and cabling will be required to relocate the telephone company's demarcation to the new building, all questions concerning new requirements should be addressed to the telephone company directly. Proposed installation plans should be submitted to MLCLANT (tst-2) for approval.
- h. To accommodate ship requirements, the pier must be wired using the LANT Area standard shore tie as shown on MLCA (t) drawing "SHIP TO SHORE TIE (TELEPHONE)" number PA-0096 Rev A, dtd 12/10/91. Presently only one shore tie connector at each 110' cutter berthing space is required, however wiring should be provided to allow the addition of a second connector should one be required at a later date. This will require routing of 12 cable pair to each shore tie position. Gel filled, direct burial, telephone cable of at least 24 AWG must be used. Splices should be avoided wherever possible.
- i. Wiring to the pier should be terminated in a 12" x 12" fiberglass Carlon box installed at each pier position. The box should be placed to allow easy accessibility, but should be protected from accidental damage from either the ship or shore side. All conduits should stub up through the boxes as close to the center as possible.
- j. As previously requested, the main conduit leading to the piers should be 4 inches in diameter. Two inch conduits may be used for routing of cables on each pier.
- k. Paragraph 12 of my previous electronics input requested the installation of a conduit and mounting post for installation of a waterproof telephone at the pier head. The phone and required cabling should also be installed.

MLCLANT (tst)
Electronic Outfitting Guidelines for
USCC Station Little Creek, Virginia

1. Industry standard voltage and current protection devices shall be provided on all cables that enter or exit buildings.

2. Public Address System

- a. The contractor should install a complete conduit, cable, amplifier and speaker system that will cover all offices, passage ways, shops, and all outside property shall be provided. P.A. conduits may run next to, but must be separate from, the telephone conduits.
- b. The system must be capable of accepting an input from the telephone system. In addition, a microphone input should be provided in the Station Communications Center.
- c. In the Communications Center console provide zone control switches providing the capability to page in the following zones:
 - (1) Admin (interior, first floor)
 - (2) Garage and workshops
 - (3) Berthing spaces (second floor)
 - (4) Grounds and docks
 - (5) All call
- d. Provide an integral alarm generator for producing a claxton type SAR alarm. Activation of the alarm shall be enabled at the communications console only.
- e. The speaker wire shall consist of one 20 gauge, stranded, twisted, shielded pair and one bare drain wire. Beldon trade no. 9154 or equal meets these requirements.
- f. The public address amplifier and main distribution frame should be located in the telephone equipment room.

3. Equipment Spaces

- a. The 8'x10' (80sf) telecommunications equipment room previously requested, and shown in the authorized area column of the area tabulations, is not shown on the design plans. This space is required, and is smaller than the design guidelines for a telecommunications

equipment room in Standard ANSI/EIA/TIA-569-1990, Commercial Building Standard for Telecommunications Pathways and Spaces. This space will be used for the telephone distribution frame, the PA system distribution frame, and any required LAN/WAN equipment.

- b. A 15 NSF telecommunications closet for installation of an intermediate distribution frame should be located on the second floor for routing of cables to berthing rooms.
- c. A four- by eight-foot sheet of 3/4-inch plywood must be mounted on the wall in the telephone equipment room and closets for the distribution frames. The telephone equipment room should have an additional four- by eight-foot sheet of 3/4-inch plywood for the public address system distribution frame.
- d. The telephone equipment room must have a dedicated electrical circuit. Separate circuit breakers must be provided for the telephone system, public address system, computer network equipment and convenience outlets. Each circuit should be capable of providing at least 20 amps of current. If emergency power is available in the building, the equipment room panel must be connected to the emergency supply. A UPS capable of supporting vital telecommunications equipment for a minimum of one hour is required. The UPS will provide power during shifts to and from emergency power, and protect equipment from damage due to voltage spikes and/or brown outs. I have included the cost of the UPS in my electronics outfitting estimate.
- e. All telecommunications spaces must meet the environmental requirements of Standard ANSI/EIA/TIA-569-1990, commercial Building Standard for Telecommunications Pathways and Spaces.
- f. An appropriate equipment ground of no more than 10 Ohms must be provided in the Station Command Center and the Telephone Equipment Room. MIL-HDBK-419 refers.

4. Command Center

- a. Because of continual moves and re-configurations, along with LANTAREA command center guidelines, the OPCEN/COMMCEN should have a raised flooring system to provide flexibility of equipment location and for power, signal, and antenna lead distribution. The floor system should all be mechanically attached to each other and grounded together to provide a continuous ground plane

MLCLANT (tst)
Electronic Outfitting Guidelines for
USCC Station Little Creek, Virginia

for the equipment in the OPCEN/COMMCEN. An internal ground bus should be run by the contractor so that all pieces of equipment can be connected to it. MIL-HDBK-419 refers.

- b. A minimum of two conduit access MUST be provided from the Station Command Center to all antennas location. All conduits leading from the OPCEN/COMMCEN radio transmitter room to the tower location should be a minimum 4" galvanized steel with all exterior joints waterproofed and nylon pull strings installed. Because of the size and bend radius of the cables, there should be no more than two 90-degree swept bends without a handhole. All signal, antenna and electrical conduit runs should terminate in a position under console.

- c. A four bay communications console will be provided in the communications center at the new facility. The communications console will provide operator access to the radio systems. In addition to radio responsibilities, the operator will obtain access to the following:
 - (1) Telephone systems
 - (2) Secure telephone
 - (3) Public address system
 - (4) CCTV
 - (5) CG standard workstation
 - (6) VHF-FM direction finder
 - (7) Alarm panels
 - (8) Weather indicators
 - (9) MCX-1000 transceiver
 - (10) Auxiliary VHF-FM transceiver
 - (11) T-1616 remote control
 - (12) Two digital clocks
 - (13) Microphone and foot pedal switch
 - (14) Select and unselect speakers and other equipment

5. Antennas Installation

- a. The antennas installation will include but not be limited to the following: VHF-FM and DF antennas, sidemount brackets, grounding straps, cables, cable hangers, connectors, lightning protectors and associated hardware for each equipment at the communications console. If required, antennas, cables and associated hardware on existing tower will be removed and reinstalled on proposed one.

MLCLANT (tst)
Electronic Outfitting Guidelines for
USCC Station Little Creek, Virginia

6. Antenna Support Facilities

- a. The tower should be a 100' self supporting structure capable of support a projected area of 5 sq ft of antennas at the top. Note that the tower should be planned according to wind load site and soil report. The tower should be located next to the new structure, on the same side of the building as the OPCEN/COMMCEN due to the length restrictions of the antenna cables. The length of the transmission line(s) between the transmitter and the antenna(s) must not exceed 250 feet. We propose that the tower be placed in the northeast corner of the building. If the tower requires lighting, care should be taken not to interfere with or obstruct an existing range light configuration. The tower will be used to support two VHF-FM broadcast and one VHF-FM DF antennas. The tower should also support one CCTV camera and weather equipment.
- b. The tower should be contractor procured and installed. It must have a Coast Guard-approved safety climbing device over the full length of the tower as specified in COMDTINST M11000.4 (Coast Guard Tower Manual). If required, contractor should remove and dispose of existing tower and associated hardware.

7. Coast Guard Standard Workstation (CGSW)

- a. The design must provide for the installation of outlets and wiring for Coast Guard Standard workstations, and related networking equipment. Due to the rapidly changing computer environment, and the upcoming re-award of the Coast Guard Standard Workstation contract, exact design specifications are not available at this time. We will provide updated computer guidance and a revised cost estimate at the 10% design stage. It is anticipated that a computer terminal will eventually be located at each desk position, and that the standard terminal wiring will be included in the telephone conduit system. Wiring for computer equipment should be installed as discussed in paragraph 1(f). Installation of separate conduits for computer wiring, as previously requested, is not required. I have changed my initial electronics outfitting estimate for Standard Terminal System cabling to an estimate of the funds required to install the local area network equipment necessary to interconnect terminals using twisted pair wiring.

MLCLANT (tst)
Electronic Outfitting Guidelines for
USCC Station Little Creek, Virginia

- b. Local Area Network (LAN) equipment will be located in the telephone equipment room.
- c. The standard terminal display to be located on the communications center console shall be custom fit in a recessed opening. A display will be made available to the contractor so that measurements can be made to ensure a finished appearance.

8. Facilities Moves

- a. Time must be included in the contract for cutover from the existing facilities to the new building. The move should be accomplished in thirty days assuming Group and Support Center Personnel are available to execute an MLC work order to assist them. Additional funds may be required to subcontract an electronics engineering firm, should these personnel be unavailable.
- b. The contractor should install any required temporary telephone cabling between buildings, temporary locations, and any required entrance facilities. These costs are not included in the following electronics outfitting estimates. It should also be his responsibility to coordinate all installations between the Coast Guard, telephone company, and construction schedule. A minimum of 90 days notice is required for MLCLANT to process circuit move requests.
- c. The contractor should install any required temporary communications cabling between the tower and temporary facility. The existing communications equipment and associated wiring will be relocated to a temporary operating facility during construction of the new station building. Upon completion of the new facility, communications equipment must be installed permanently in the new communications center console.
- d. The contractor should install any required public address system cabling at the temporary facility. The existing public address equipment will be relocated to a temporary operating facility during construction of the new station building. Upon completion of the new facility, a new public address system will be permanently installed in the new facility. The public address amplifiers must be mounted in the telephone frame room.

MLCLANT (tst)
Electronic Outfitting Guidelines for
USCC Station Little Creek, Virginia

- e. Communications equipment that include but not limited to the following: MCX-1000 radio, T1616 remote control, CG standard workstation, auxiliary VHF-FM transceiver, DF radio, Polaris (RDF) equipment, associated wiring and antennas will be relocated to a temporary operating facility during construction of the new building. Upon completion of the new building this equipment will be permanently relocated to the new communications center

9. Drawings

- a. A separate telecommunications/electronics drawing showing all wiring, conduit runs and associated terminal boxes, should be provided as separate documents or as a separate sheet to other drawings. These drawings will be used by maintenance personnel for the life of the building.
- b. A complete list of all contract installed equipment and cabling should be provided. This list should include the item description, model or type, part number and quantity installed (indicate the number of spares provided). This list may be included on the drawing sheets required above.

10. Technical Manuals and Spare Parts

- a. A complete set of manufacturer's technical manuals and complement of spare parts shall be provided for all provided/installed equipment. If no recommended spare parts allowance is available from the manufacturer the following minimum guidelines should be followed:
 - (1) At least one of each type of small piece part type, e.g., PA speaker, microphone, telephone, connecting block, connector, etc..
 - (2) At least one of each major printed circuit board in larger equipment, e.g., PA amplifier or zone control device.

MLCLANT (tst)
Electronic Outfitting Guidelines for
USCC Station Little Creek, Virginia

11. Revised Electronic Outfitting Cost Estimate

Telephone System	\$15,000.00
Standard workstation cable and LAN equipment	\$10,000.00
UPS	\$2,000.00
Command center console	\$6,000.00
Antennas, cables and associated hardware	\$4,000.00
Circuit relocation costs (if not included in contract)	<u>\$5,000.00</u>
Total Electronic Outfit Cost:	\$42,000.00
AFC 42 Annual Follow-On Cost:	\$2,000.00

SHORE FACILITY STANDARDS MANUAL

INDIVIDUAL SPACE CRITERIA

NOTES:

- THE FOLLOWING MULTI-MISSION SPACE, ALLOCATION LIST, SPACE RELATIONSHIP DIAGRAMS AND INDIVIDUAL SPACE CRITERIA SHEET FOR THE TATION ENEAL OFFICE (ADMINISTRATIVE) AND WATCHSTANDER'S BEDROOM (BACHELOR HOUSING) HAVE BEEN DEVELOPED BY FDCC (LANT) A PART OF THE MULTI-MISSION STATION, ROUTE AND COLLECTED GROUPS AND STATIONS SECTION OF A REVISED SHORE FACILITY STANDARD MANUAL. INDIVIDUAL SPACE CRITERIA IS BEING DEVELOPED FOR ALL TYPES OF COAST GUARD FACILITIES.
- THE INDIVIDUAL SPACE CRITERIA LAYOUT AND SUPPORTING TEXT PROVIDE AN EFFECTIVE METHOD TO EVALUATE THE ACTUAL REQUIREMENTS OF THE CUSTOMER AGAINST THE SPACE ALLOWANCE STANDARDS.
- THE INFORMATION ON THE INDIVIDUAL CRITERIA SHEET CAN BE USED THROUGHOUT THE ENTIRE FACILITY PROJECT BY ALL PARTNERS IN THAT PROCESS AND SUPPORTS THE PURPOSE OF THE SHORE FACILITY STANDARDS PROGRAM.
- THE PURPOSE OF THE SHORE FACILITY STANDARDS IS TO PROVIDE EFFECTIVE METHODS TO FOCUS THE OPTIONS OF SHORE FACILITY PLANNER AND DESIGNERS, AND TO REDUCE THE TIME AND RESOURCE SPENT ON PROJECT DOCUMENTATION AND REVIEW.

FACILITY ARCHITECTURAL PROGRAM
SPACE ALLOCATIONS LIST

FACILITY: MULTI-MISSION STATION

<u>SPACE NAME</u>	<u>SIZE (NET)</u>		<u>SPACE</u>
	<u>METRIC</u> (m2)	<u>ENGLISH</u> (sf)	<u>CODE</u> <u>NOTE</u>
<u>ADMINISTRATIVE</u>			
OIC Office	15	(161)	610.005
XPO Office	9	(97)	610.052
General Office	38	(409)	610.200
Admin Storage	6	(65)	800.016
<u>BACHELOR HOUSING</u>			
E1 - E3 Bedrooms (12@23) (2/rm)	276	(2,971)	721.003
+ M/F Separation (1@23) (1/rm)	23	(248)	721.000
Transient Bedroom (1@23) (2/rm)	23	(248)	721.015
Watchstanders (4@23) (2/rm)	92	(990)	721.013
OOD Night Bedroom (1@23) (1/rm)	23	(248)	721.010
Reserve Bedroom (3@23) (2/rm)	69	(743)	721.011
+ M/F Separation (1@23) (1/rm)	23	(248)	721.000
Seabag Storage (for 12 personnel)	20	(215)	721.402
Laundry (2 washers/2 dryers)	12	(129)	721.903
Vending Area	6	(65)	791.902
Linen Closet	5	(54)	721.401
<u>COMMUNITY SUPPORT</u>			
Exchange	38	(409)	740.100
<u>DINING</u>			
Mess Deck	48	(517)	722.050
Galley	64	(689)	722.060
<u>EDUCATIONAL</u>			
Classroom w/Storage	45	(484)	171.009
<u>HEALTH CARE</u>			
Dispensary	40	(431)	500.095

FACILITY ARCHITECTURAL PROGRAM
SPACE ALLOCATIONS LIST

FACILITY: MULTI-MISSION STATION

<u>SPACE NAME</u>	<u>SIZE (NET)</u>		<u>SPACE</u>
	<u>METRIC</u> (m2)	<u>ENGLISH</u> (sf)	<u>CODE</u> <u>NOTE</u>
<u>LAND OPERATIONS</u>			
Command Center	28	(301)	140.011
Weapons Storage	8	(86)	140.008
Wetroom with Toilets	114	(1,227)	140.910
<u>MAINTENANCE</u>			
Boatswain's Shop w/Storage	42	(452)	213.010
ET Shop	50	(538)	213.035
MK Shop w/Storage & Office Space	97	(1,044)	213.020
SUBTOTAL (Partial Net Area)	1,214	(13,069)	
NET TO GROSS FACTOR	1.28	1.28	
SUBTOTAL MULTI-MISSION STATION (Gross Area)	1,554	(16,728)	
<u>PERSONNEL SUPPORT</u>			
Public/Staff Toilets for Males/Females	26	(280)	900.143
Lobby	14	(151)	900.001
Fitness Room	46	(495)	900.024
TV Lounge	28	(301)	900.027
Recreation Room	56	(603)	900.026
SUBTOTAL (Partial Net Area)	170	(1,830)	
NET TO GROSS FACTOR	1.28	1.28	
SUBTOTAL PERSONNEL SUPPORT (Gross Area)	218	2,342	

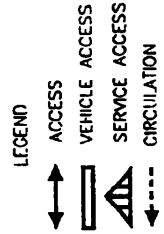
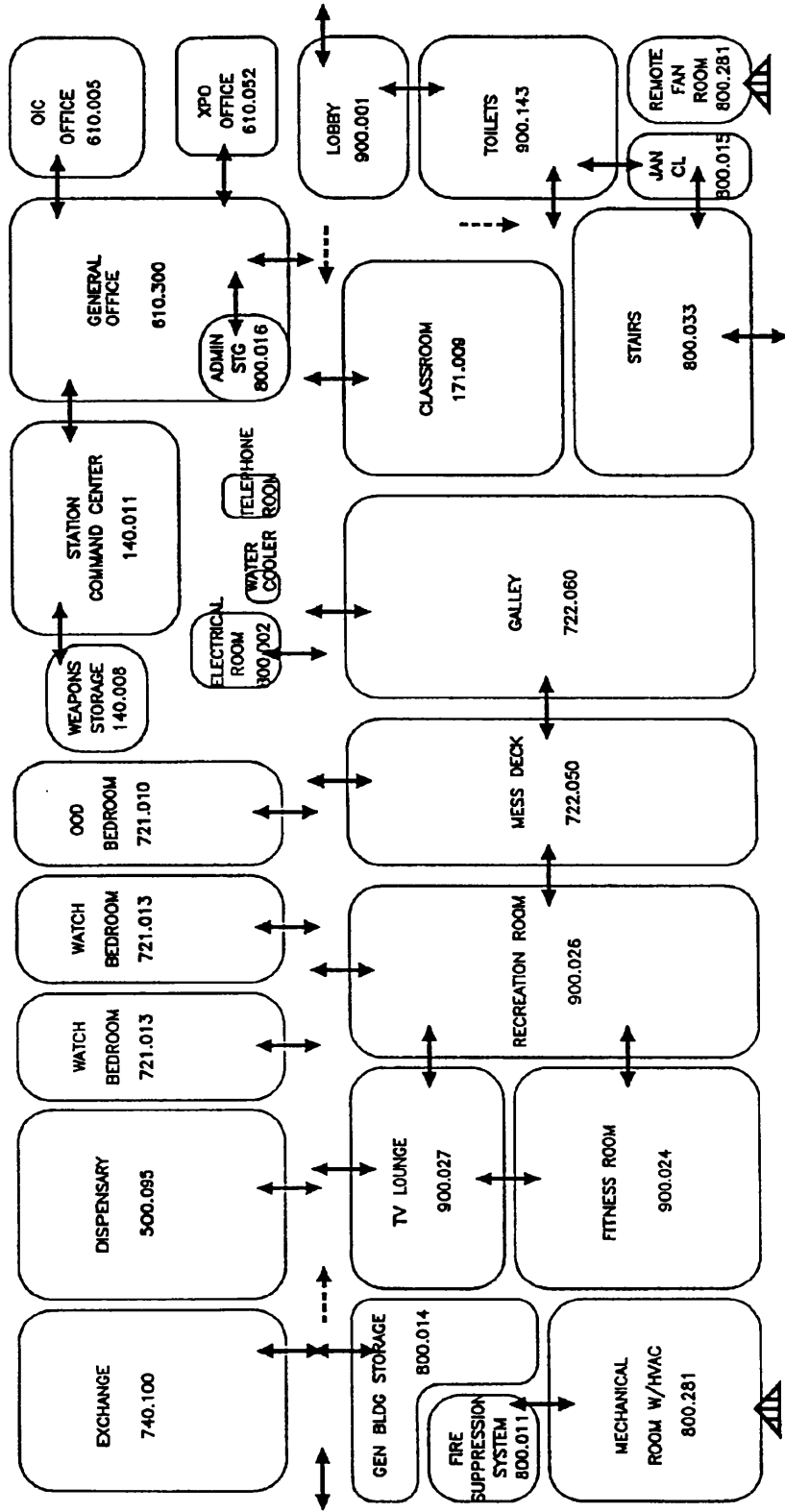
FACILITY ARCHITECTURAL PROGRAM
SPACE ALLOCATIONS LIST

FACILITY: MULTI-MISSION STATION

<u>SPACE NAME</u>	<u>SIZE (NET)</u>		<u>SPACE</u>
	<u>METRIC</u> (m2)	<u>ENGLISH</u> (sf)	<u>CODE</u> <u>NOTE</u>
<u>FACILITY SUPPORT</u>			
Janitor's Closet	5	(54)	800.015
Hazardous Material Locker	5	(54)	213.416
Flammable Storage Room	5	(54)	213.415
Maintenance Equipment Storage	19	(205)	213.417
Mechanical Room (HVAC)	34	(366)	800.281
w/2 Remote Fan Rooms (2@8)	16	(172)	
Electrical Equipment Room	5	(54)	800.002
Standby Generator	14	(151)	800.004
Fire Suppression System	9	(97)	800.011
Fire Pump Room	27	(291)	800.020
Telephone Equipment Room	6	(65)	800.012
Electric Water Cooler (2@2)	4	(43)	800.013
General Building Storage	28	(301)	800.014
Vehicle Storage Garage	24	(258)	800.030
Boat Storage Garage	39	(420)	800.032
Stairs (40 per floor)	80	(861)	800.033
If elevators are used include the following space:			
Elevators (8 per floor + 4 for Machinery)	20	(215)	800.034
Outdoor General Storage Area			800.031
(Fenced Area w/Gravel - Do not include in space calculations)			
SUBTOTAL (Partial Net Area)	320	(3,446)	
NET TO GROSS FACTOR	1.28	1.28	
SUBTOTAL FACILITY SUPPORT (Gross Area)	410	(4,411)	
<u>TOTAL GROSS AREA</u>			
Multi-Mission Station	1,554	(16,728)	
Personnel Support	218	(2,342)	
Facility Support	410	(4,411)	
GRAND TOTAL (Gross Area)	2,182	(23,481)	

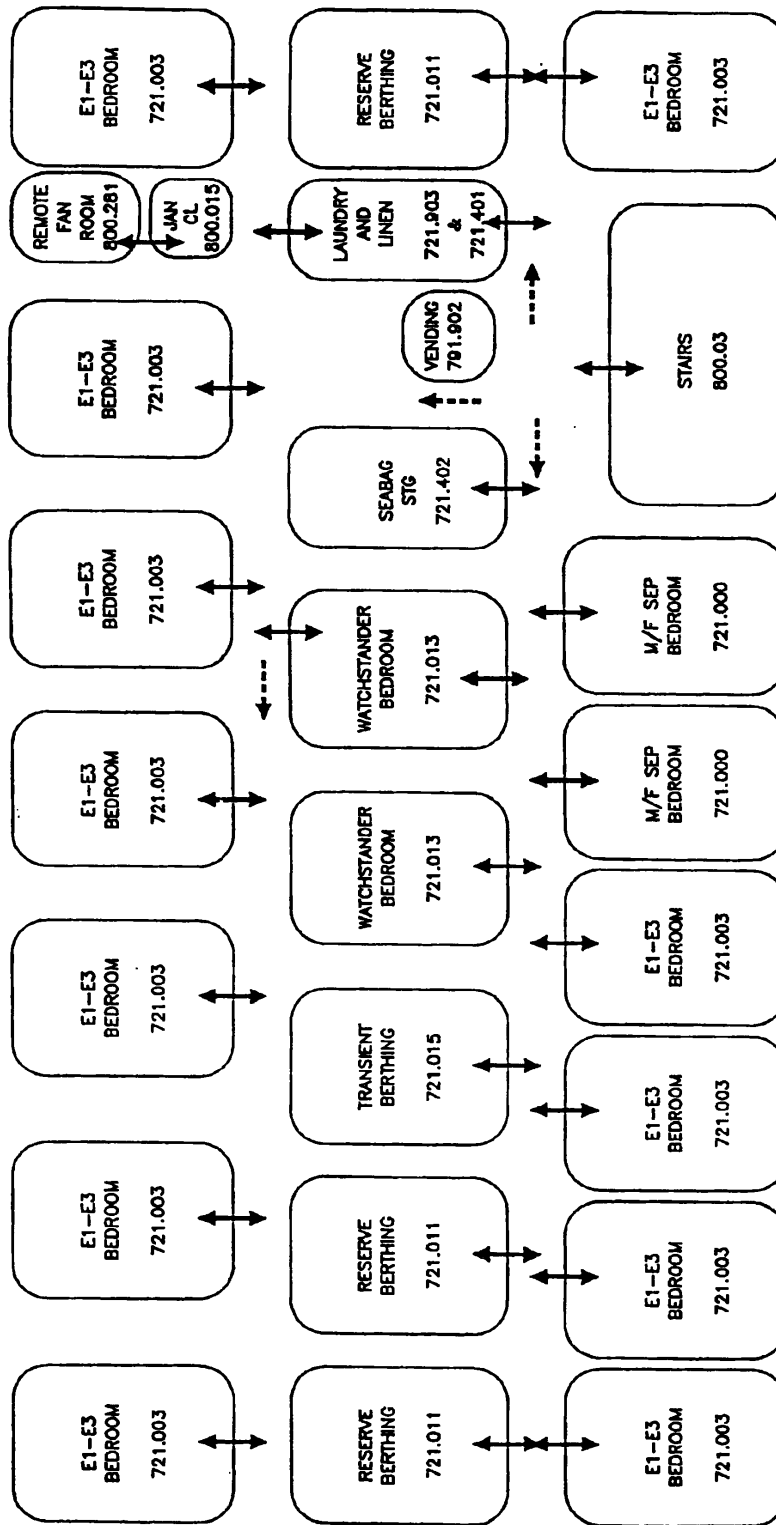
Example above is general in nature and assumes the following:
- Fire Pump Room is required
- One bay vehicle and one bay boat storage is required
- 2-story facility w/stairs and no elevator

MULTI MISSION STATION FIRST FLOOR



NOTE: DIAGRAM SHOWS FUNCTIONAL RELATIONSHIPS AND RELATIVE SPACE SIZES. THE FINAL ALIGNMENT AND DIMENSIONS WILL BE DETERMINED DURING THE DESIGN PHASE.

MULTI MISSION STATION SECOND FLOOR



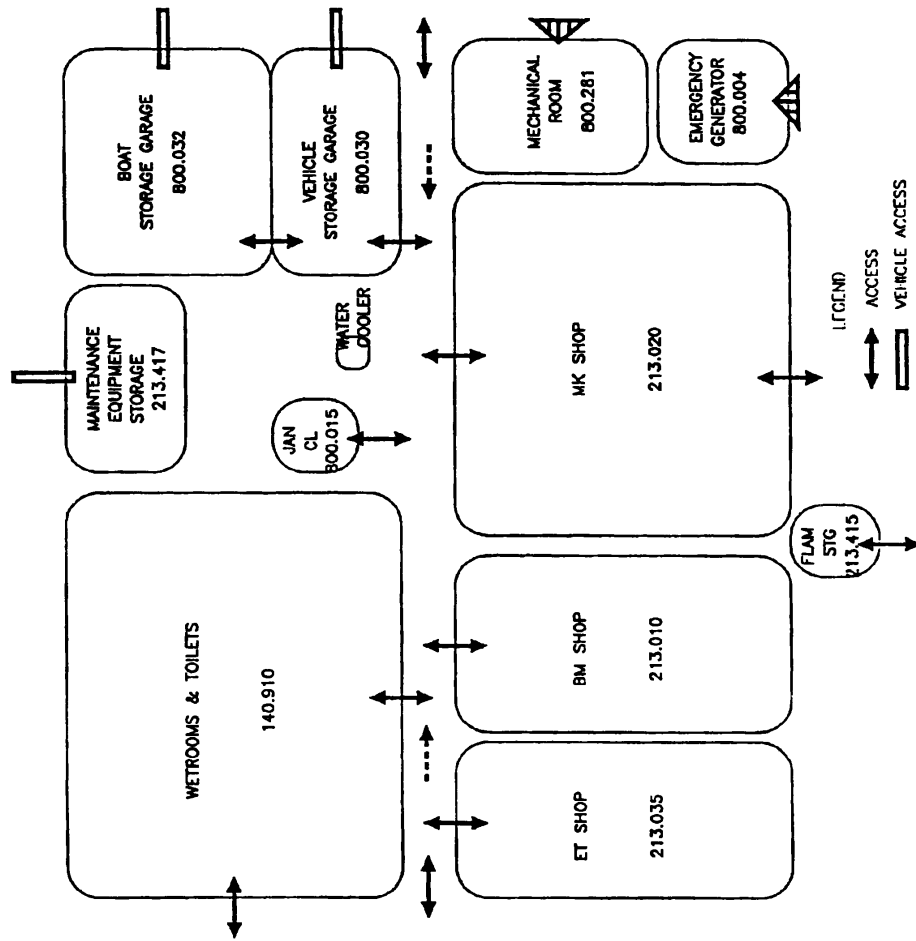
LEGEND

- ↔ ACCESS
- ▢ VEHICLE ACCESS
- ▴ SERVICE ACCESS
- - - - CIRCULATION

NOTE: DIAGRAM SHOWS FUNCTIONAL RELATIONSHIPS AND RELATIVE SPACE SIZES. THE FINAL ALIGNMENT AND DIMENSIONS WILL BE DETERMINED DURING THE DESIGN PHASE.

MULTI MISSION STATION

SHOPS



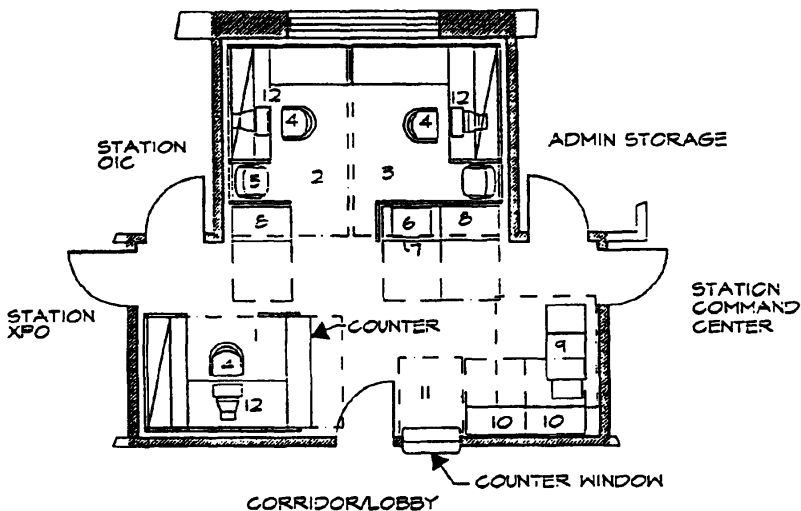
NOTE: DIAGRAM SHOWS FUNCTIONAL RELATIONSHIPS AND RELATIVE SPACE SIZES. THE FINAL ALIGNMENT AND DIMENSIONS WILL BE DETERMINED DURING THE DESIGN PHASE.

INDIVIDUAL SPACE CRITERIA

ADMINISTRATIVE

610.200 STATION GENERAL OFFICE

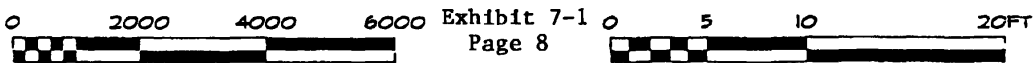
38 m²



FURNISHINGS AND EQUIPMENT:

- 1 ADP WORKSTATION, SYSTEMS FURNITURE (5.6 m² AREA) WITH RECEPTION COUNTER
- 2 NON-SUPERVISORY WORKSTATION, SYSTEMS FURNITURE (5.6m² AREA)
- 3 SUPERVISORY WORKSTATION, SYSTEMS FURNITURE (7.0m² AREA)
- 4 OFFICE ARM CHAIR
- 5 SIDE CHAIR
- 6 PRINTER
- 7 PRINTER CABINET OR 2-DRAWER LATERAL FILE
- 8 LATERAL FILE, 2 TO 5-DRAWER, UNICOR TYPE (1.4m² AREA)
- 9 COPY MACHINE WITH COLLATOR
- 10 BOOKCASE, TALL, UNICOR TYPE
- 11 COUNTER WINDOW WITH PASS THROUGH
- 12 COAST GUARD STANDARD COMPUTER WORKSTATION

NOTE: QUANTITIES AND TYPES OF FURNISHINGS AND EQUIPMENT MAY VARY. MANY OTHER CONFIGURATIONS OF SYSTEMS FURNITURE ARE POSSIBLE. OFFICE SIZE BASED ON NUMBER OF WORKSTATIONS SHOWN AND MAY VARY DEPENDING ON UNIT'S MISSION AND BILLET ORGANIZATION. STACK-ON FURNITURE MAY BE USED INSTEAD OF OR IN COMBINATION WITH SYSTEMS FURNITURE.



FACILITY ARCHITECTURAL PROGRAM INDIVIDUAL SPACE CRITERIA

FACILITY: MULTI-MISSION STATION
SPACE NAME: STATION GENERAL OFFICE

PROPERTY USE CODE: 610
SPACE CODE: 610.200

General

Required at all Multi-Mission Stations whether or not collocated with a Group Command. Size: 38m2.

Function/Users

Primary administrative office and reception/control point for station business. Should reflect a businesslike atmosphere and have comfortable, efficient work spaces. Will have three work spaces including operational and administrative assistants and a common use ADP workstation. Two to three full time personnel with occasional use by other station personnel. Should accommodate at least two visitors.

Adjacency/Accessibility

Should be adjacent to and control access to OIC Office, XPO Office, Station Administration storage and Command Center. Should be immediately adjacent to main entrance and lobby. Should be securely lockable from access to lobby and corridor. View of lobby essential (unless collocated with Group). Windows desirable.

Spatial Definition

Ceiling height: 2400mm minimum. Workstation partitions or dividers shall not extend to ceiling.

Durability

Medium duty commercial finishes. Work surfaces should be stain resistant and cleanable with standard janitorial products and methods.

Acoustics

Sound-reduction measures should make conversations in adjacent spaces unintelligible. Should have acoustical contact with lobby.

Communications/Computers

Provide voice/data outlets at each workstation and PA speaker(s). Provide a voice outlet for the fax machine.

Electrical

Provide outlets adjacent to each voice/data outlet and on each wall for office equipment, task lighting, and cleaning equipment. Provide a dedicated outlet for the copy machine.

Lighting

Area lighting: 500 lux. Provide overhead fluorescent lighting. Task lighting will be provided with systems furnishings.

HVAC

Room should be heated. Fresh air for occupants per ASHRAE 62 Standards. Air conditioning should be provided when justified by wet bulb criteria.

FACILITY ARCHITECTURAL PROGRAM INDIVIDUAL SPACE CRITERIA

FACILITY: MULTI-MISSION STATION
SPACE NAME: STATION GENERAL OFFICE

PROPERTY USE CODE: 610
SPACE CODE: 610.200

Plumbing
None.

Special Conditions
Provide a counter and vision window with pass-through between office and lobby.

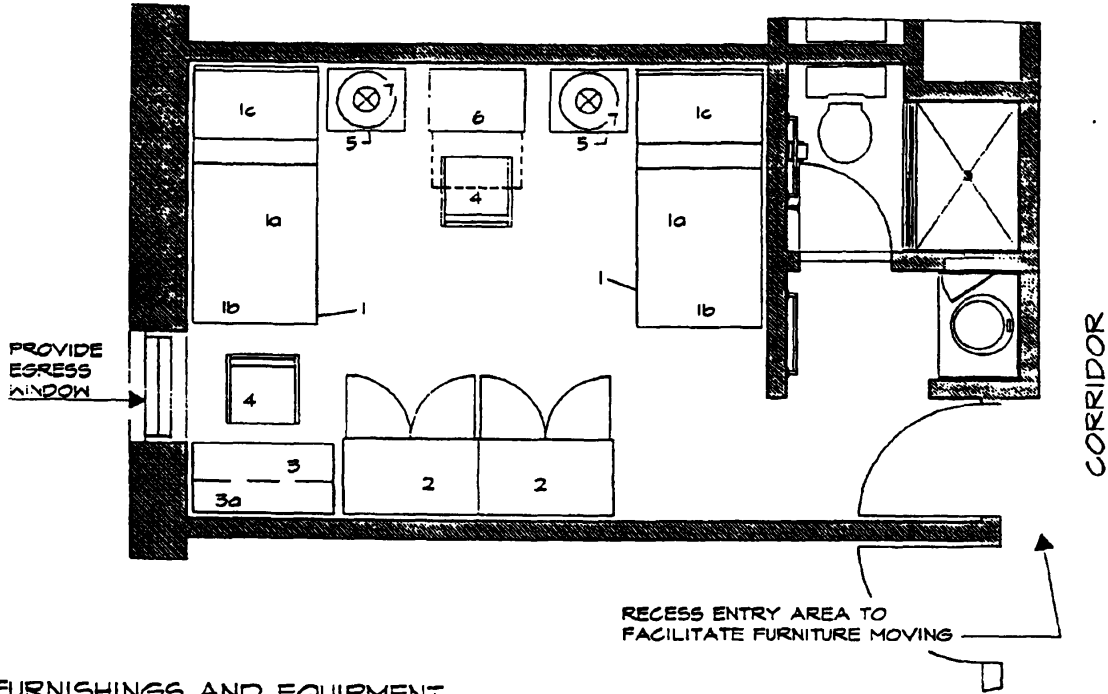
Furnishings/Equipment
Conventional office furnishings, equipment and drapes will be provided as outfitting items-see layout on drawing page. Provide window blinds, shades or shutters.

INDIVIDUAL SPACE CRITERIA

BACHELOR HOUSING

721.013 WATCHSTANDER'S BEDROOM

23 m²



FURNISHINGS AND EQUIPMENT:

- 1 BED, TWIN SIZE (CHOICES: BED FRAME, BED FRAME w/ HEADBOARD, CLOSED BASE w/ STORAGE DRAWERS IN BASE [WITH OR WITHOUT HEADBOARD] OR BUNK BED FRAMES, RAILS AND SPRINGS) NOTE: MATTRESSES (1a), BEDSPREADS (1b) AND PILLOWS (1c) ARE TYPICALLY PROVIDED.
- 2 WARDROBE, DOUBLE-DOOR, LOCKABLE (APPROXIMATELY 1067 W x 610 mm D)
- 3 DESK (APX 1067 W x 610 mm D)
- 3a DESK CARREL(SHELF UNIT) w/TASK LIGHT
- 4 DESK CHAIR (WITH OR WITHOUT ARMS)
- 5 NIGHT STAND
- 6 BOOKCASE/STORAGE UNIT w/DRCP-LID DESK (APX 762 W x 508/965 mm D)
- 7 TABLE LAMP

NOTES:

- A THE FURNITURE ARRANGEMENT SHOWN IS ONE OF MANY POSSIBLE LAYOUTS AND SHOWS FURNISHINGS TYPICALLY ORDERED AS OUTFITTING. OCCUPANTS MAY ARRANGE FURNISHINGS TO MEET THEIR INDIVIDUAL REQUIREMENTS.
- B PROVIDE CERAMIC TILE FLOOR AND BASE FINISHES. SHOWER FLOOR MAY BE CERAMIC TILE OR CAST RECEPTOR. SHOWER AND/OR BATHTUB ENCLOSURES SHOULD BE FULL HEIGHT CERAMIC TILE. SET AND GROUT ALL TILE WITH EPOXY MORTAR. PROVIDE MARBLE THRESHOLD AT BATHROOM DOOR
- C TOILET AND BATH COMPARTMENT ACCESSORIES SHOULD INCLUDE A 600 mm TOWEL BAR, TOILET PAPER HOLDER, AND DOOR MOUNTED ROBE HOOK. PROVIDE A TEMPERED GLASS DOOR AT SHOWER AND/OR BATHTUB.
- D THE LAVATORY AREA SHOULD HAVE A VANITY/LAVATORY WITH STORAGE CABINET, FULL-WIDTH MIRROR ABOVE VANITY, A SIDE WALL MEDICINE CHEST w/ FRAMED MIRROR DOOR AND A 600 mm TOWEL BAR.



Exhibit 7-1
Page 11

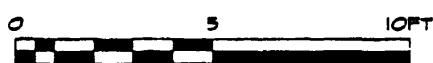


Exhibit 7-1

Page 69

FACILITY ARCHITECTURAL PROGRAM

INDIVIDUAL SPACE CRITERIA

FACILITY: MULTI-MISSION STATION
SPACE NAME: WATCHSTANDER BERTHING

PROPERTY USE CODE: 721
SPACE CODE: 721.013

General

The typical berthing space is a 23m² bedroom and bathroom. The layout shown indicates just one of several possibilities. Although the sample depicts a fixed size standard, the designer should not be restricted to any particular layout.

Functions/Users

Berthing spaces, used by station personnel who have 24 hour duty, should provide an inviting, relaxing, and comfortable atmosphere. The majority of occupants will be 18 to 30 years of age. Male and female personnel are berthed utilizing the same standard.

Adjacency/Accessibility

The berthing space should be convenient to the watchstation. The door should be securely lockable. Access from public areas is not desirable.

Spatial Definition

Ceiling height is 2400mm. Room dimensions should allow for two personnel.

Durability

All carpets and wall finishes should be cleanable and durable.

Acoustics

Sound reduction must be considered to provide privacy for occupants; should stop internally generated noise (voices, TV, radio) from transmitting to other rooms.

Communications/Computers

Provide a voice jack and television outlet.

Electrical

Provide at least one outlet per every 3600mm along walls, one GFCI outlet at bathroom sink location.

Lighting

Bedroom area lighting: 100 lx. Provide overhead incandescent or compact type fluorescent residential type fixture(s). Provide entry area light unless bathroom light can be utilized as a night light. Bathroom area lighting: 200 lx, also provide red night light. Provide overhead and over mirror incandescent or fluorescent residential fixtures.

HVAC

Room should be heated. Fresh air for occupants and bath exhaust shall be provided per ASHRAE 62 standards. Air conditioning should be provided when justified by wet bulb criteria.

Plumbing

The bathroom should have water conserving water closet, countertop lav and shower.

Special Conditions

Provide vanity for lavs.

Furnishings & Equipment

Rooms will include carpet and curtains.

CHAPTER 8. PROJECT EXECUTION

- A. The Invitation for Bid (IFB) Package.** To be developed.
- B. The Final AC&I Data Sheet.** To be developed.

CHAPTER 9. POST OCCUPANCY EVALUATION (POE)

A. To Be Developed

CHAPTER 10. GLOSSARY

A. Glossary of terms.

AC&I	Acquisition, Construction and Improvement
AFC	Allotment Fund Code
ATU	Allotment Target Unit
A/E	Architect/Engineer
BOS	Board Of Survey
BOD	Bid Opening Date
CAA	Clean Air Act
CATEX	Categorical Exclusion
CBD	Commence Business Daily
CDR	Customer Design Review
CEDS	Civil Engineering Data System
CEU	Civil Engineering Unit
CGC	Coast Guard Cutter
CGES	Coast Guard Exchange System
CIP	Capital Investment Plan
CWA	Clean Water Act
CZMA	Coastal Zone Management Act
DDS	Design Development Submittal
DOT	Department Of Transportation
EA	Environmental Assessment
EC&R	Environmental Compliance & Restoration
EO	Executive Order
FDCC	Facilities Design and Construction Center
FONSI	Finding Of No Significant Impact
FPP	Facilities Predesign Program
GSF	Gross Square Feet
FAM	Family Housing AC&I
FE	Facilities Engineer
FY	Fiscal Year
HQPC	Headquarters Planning Coordinator
HQPM	Headquarters Program Manager
HQU	Headquarters Unit
HVAC	Heating, Ventilation and Air Conditioning
IDC	Indefinite Delivery Contract
IFB	Invitation For Bid
ISSA	InterService Support Agreement
MAJ	Major AC&I
MIN	Minor AC&I
MLC	Maintenance and Logistics Command
NEPA	National Environmental Policy Act
NSF	Net Square Feet
NTP	Notice To Proceed
OOD	Officer Of the Day
OSHA	Occupational Safety and Health Administration
PP	Planning Proposal
PPR(A)	Project Proposal Report - Part A
PPR(B)	Project Proposal Report - Part B
PS	Problem Statement
RCP	Resource Change Proposal
RFP	Request For Proposal
SAL	Space Allocations List

SAR Search And Rescue
SER Site Evaluation Report
SFRL Shore Facilities Requirements List
SFPDM Shore Facilities Project Development Manual
SFPDP Shore Facilities Project Development Process
SFPP Shore Facilities Planning Process
SHPO State Historic Preservation Officer
SPPBEES Strategic Planning, Programming, Budgeting, Execution and
Evaluation System
SOS Scope Of Services
TQM Total Quality Management
UPH Unaccompanied Personnel Housing
USCG United States Coast Guard
UTB Utility Boat
VE Value Engineer
WPB Patrol Boat
8 (a) Disadvantaged Business Program Contract
254/255 A/E Design Qualification Applications