

## SPECIFICATIONS FOR GSA SITE INVESTIGATION REPORT

**FORMAT.** The report shall be bound in book fashion in the left margin, in a durable cover with identification of the project for which the Site Investigation is being made on the face of the cover. The paper used shall be of size 8 x 10 1/2 inches. All pages shall be numbered consecutively including all exhibits. Each important heading shall be shown in the Table of Contents. The report shall contain tabulations, schedules, exhibits, and other data necessary to set forth all the site selection factors considered by the Site Investigation Team. In order to facilitate their removal for study and review purposes, maps, photographs, and other exhibits included in the addenda shall be placed in 8 1/4 x 11 1/4 inch envelopes which are bound into the report in book fashion in the left margin.

**OUTLINE.** To provide uniformity for GSA files, the report will be divided into four parts as outlined below. Within these parts the outline may vary to the extent that the character and size of the project and the community in which it is to be located may be such as to call for additional data in some cases, and less data in others. Generally, however, all items must be considered by the Site Investigation Team and included in the report. The omission of any item shall be explained in the report.

### PART I - INTRODUCTION

**1. TITLE PAGE.** The Title Page shall include the same information that is shown on the cover, i.e., (1) the name of the project, (2) the name of the city, county and state.

**2. TABLE OF CONTENTS.**

**3. LETTER OF TRANSMITTAL.** The letter of transmittal shall be in the form of a memorandum from the responsible GSA Regional Administrator to the Commissioner, PBS. It shall contain the following information:

- a. The identity of the project.
- b. The date(s) on which the site investigation was made.
- c. The identity of the three outstanding potential sites recommended by the Site Investigation Team, and the estimated

acquisition, relocation, and special preparation costs of each of those sites.

d. Total amount of funds available for site acquisition and relocation.

e. The recommendations of the Regional Administrator and the effective date of those recommendations

f. The signature of the Regional Administrator.

**4. AERIAL PHOTOGRAPH OR MAP.** The delineated area, Federal buildings, civic centers, the central business district of the city, urban renewal projects, in or on the periphery of the delineated area, all sites investigated, and the three recommended sites are to be identified on the photo or or map.

### PART II - FACTUAL DATA

**5. SITE REQUIREMENTS.** This shall be a statement of the specific site requirements as stated in the Site Investigation Directive issued by the Commissioner, Public Buildings Service.

**6. THE SITE INVESTIGATION.**

- a. The date on which the Site Investigation Directive was issued.
- b. The date of notification to planning agencies and local elected officials, and a brief summary of results of

consultations (FPMR Sec. 101-19.100). Include in Part IV a listing of parties notified.

c. The date(s) on which the appropriate public notices and/or advertisements soliciting offers (if any) were issued.

d. The date(s) on which the Site Investigation was conducted.

e. The name and official position of each member of the Site Investigation Team. (Include members from other agencies).

f. Total number of offered, and unoffered but potential sites inspected by the site team.

### PART III - ANALYSIS AND CONCLUSIONS

**7. SYNOPSIS OF PROPERTIES OFFERED FOR INSPECTION.** In this section of the report, list the properties offered for inspection, stating the following for each property:

- a. Location.
- b. Size (dimensions and square footage).
- c. Name of offeror(s) and the capacity in which he (they) acted in making the offer.
- d. Name of purported owner(s).
- e. Asking price, if known.
- f. Whether the offered site within the delineated area.

**8. SYNOPSIS OF UNOFFERED BUT POTENTIAL SITES**

**INSPECTED.** The following information shall be given for each property inspected.

- a. Location.
- b. Size (dimensions and square footage).
- c. Name of purported owner(s).
- d. Whether property is within the delineated area.

**9. ELIMINATION OF UNDESIRABLE SITES.**

a. A tabulation, giving the reasons for the elimination of undesirable sites shall be prepared. Sites having similar adverse characteristics, such as too remote, too small, unfavorable topography, too costly, unfavorable surroundings, etc., may be grouped under the appropriate classification. List each site under as many definite classifications as are reasons for its elimination.

b. All sites, except the three outstanding locations that meet the minimum site requirements as stated in the Site Investigation Directive, and are in conformance with GSA policy in respect to the location of Federal buildings as stated in PBS P 1600.5A, shall be eliminated.

**10. EVALUATION OF SOCIOECONOMIC FACTORS CONCERNING THE THREE RECOMMENDED SITES.**

a. These sites shall be evaluated in terms of (a) accessibility by the general public by auto, (b) accessibility by the agency's

employees by: 1) Public transportation and by 2) auto, (c) accessibility by public transportation to low and moderate income housing, (d) availability of off-street parking, (e) safety for the facility and agency personnel, (f) unemployment, and (g) median family income, to satisfy E.O. 11512. Where applicable the GSA Evaluation Model will be utilized. Evaluation will include consultation with Federal agencies as appropriate.

b. Summarize results of consultation with HUD regarding availability of low and moderate income housing for employees. (GSA Order PBS 7000.11).

c. Only the conclusions of a. and b. above are to be included in the narrative portion of the report.

**11. RECOMMENDED SITES.** Each of the recommended sites shall be discussed in respect to conformity to site specifications as set forth in the Site Investigation Directive, and conformity with GSA policy in respect to the location of Federal buildings. The narrative concerning each of the recommended sites shall describe the dimensions of the site, its shape and total area, street frontages, estimated cost including severance damages, if any, and topographical characteristics, and shall discuss whether the recommended site is at a location or within an area for which civic officials have expressed a preference. GSA Form 1239, Construction Management Site Data Inventory, shall be completed for each recommended site and included as an exhibit in Part IV of the report. Any conditions which will result in the expenditure of funds for retaining walls, rock excavation, construction, removal, or relocation of utilities, demolition of structures, special construction features, or sub-surface conditions shall be explained in detail. An estimate as to the cost of performing any or all necessary work of this type in connection with the construction of the proposed building or preparation of the site, shall be furnished. The most significant advantages and disadvantages of each of the recommended sites shall be discussed. The discussion of the advantages and disadvantages of each site may consider the following, as well as other appropriate factors:

a. Project-environmental impact evaluation (GSA Order PBS P 1095.1C).

b. Neighborhood environment, and the existence of objectionable smoke, noise, dust, obnoxious odors, as to effect on project.

c. Sub-surface conditions.

d. The nature of existing on-site improvements and the number of owners and/or tenants to be relocated if the property is acquired. Include statement regarding the availability of decent, safe, and sanitary housing to accommodate relocatees.

e. Location in relation to the central business district and the direction and rate of growth (decline) of that area.

f. Zoning and planning consideration having a significant effect on the site and design of the building.

g. Public sentiment. (Include a statement as to the results of contacts with owners of parcels in the site to determine whether they are interested in selling their property to the Government).

h. Flood plain evaluation.

i. Historic properties evaluation (GSA Order PBS 1022.1).

j. Energy conservation.

Only the conclusion of the evaluation of the above factors are to be included in the narrative portion of the report.

**12. CORRELATION.** The relative advantages and disadvantages of the recommended sites shall be weighed, due consideration being given to all factors pertinent to the selection of a site. In determining total estimated site costs, those elements of cost set forth on GSA Form 1239 shall be considered together with the estimated site acquisition cost.

**13. CONCLUSIONS AND RECOMMENDATIONS.** Under this heading, the conclusion of the site team in respect to the first, second and third choice sites shall be stated.

**14. APPROVAL BY REGIONAL COMMISSIONER, PBS.** The Regional Commissioner, PBS, shall indicate approval of the conclusions and recommendations of the Site Investigation Team by affixing his signature to the report. The report shall be forwarded by the Regional Commissioner, PBS, to the Regional Administrator for signature and transmittal to the Commissioner, PBS.

**15. FORMAT FOR SITE SELECTION BY THE REGIONAL ADMINISTRATOR.** The procedure outlined in item 14 above shall be applicable, except that the Regional Administrator shall make the site selection when he has been delegated such authority by the Commissioner, PBS.

#### **PART IV - EXHIBITS AND ADDENDA**

The following exhibits, appearing in the order as listed below, should be included in each Site Investigation Report. In those instances where a public notice of an intent to conduct a site investigation was not issued, or appropriate maps are not available, such items may be excluded from the report provided the reason for the exclusion is stated.

**16. GSA FORM 1239.** Construction Management Site Data Inventory, and supplemental data.

**17.** Photographs of the three recommended sites.

**18.** Drawing showing types of improvements on the three recommended sites.

**19.** Development plan for each of the three recommended sites.

**20.** Copy of HUD's written report on housing for employees (GSA Order PBS 7000.1)

**21.** Copy of evaluation matrix of Site Evaluation Model.

**22.** Copy of current report from the State Historic Preservation Officer (GSA Order PBS 1022.1).

**23.** References: identity of persons, public records and other sources providing data which was included in the report.

**24.** Other appropriate exhibits.