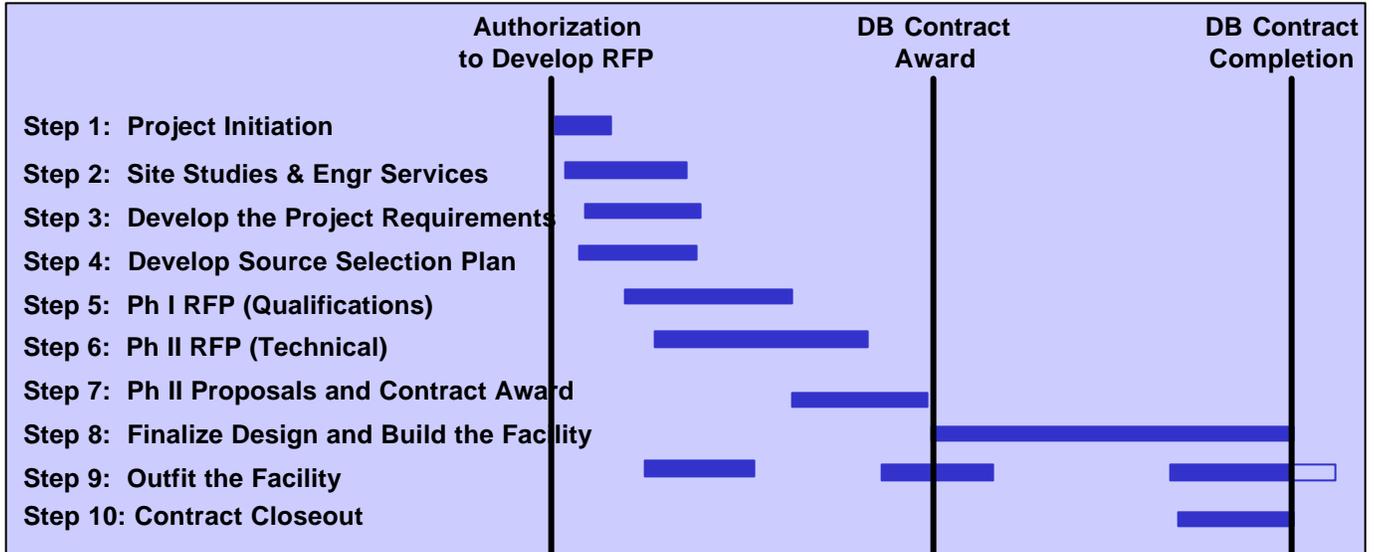


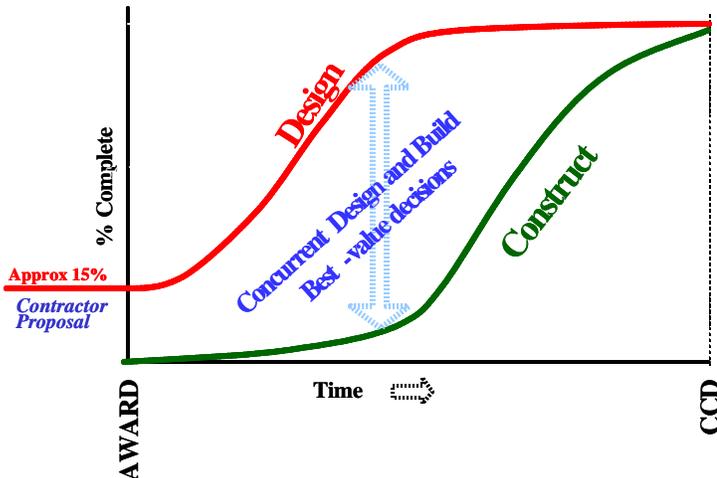
DesignBuild Manual

The 10 Step Macro Process

Status of Manual



The DB Model



SODIV

DesignBuild Team Members

Jimmy Stewart, Team Leader
 Chip Bailey
 CDR John Coronado
 Debbie Mattingly
 Bill Sloan
 David Warren
 Robbie Wiksell

The DesignBuild Manual is available for download as a guide for you to engage in the DesignBuild process. It is designed to provide valuable insight to all parties including EFD Hq and Field Offices, clients, and contractors (including design and construction subcontractors).

This manual is a work in progress and will be updated with new sub-processes and standard operating procedures being added as they are developed. So please visit this site frequently and download the latest version on a regular basis.

The manual has been developed in Adobe Acrobat with bookmarks and links to guide you through the publication.

Schedule for Deployment of 10 Step DB Process

***** GOAL: Fully deployed by Dec 2001**

Macro Step	Start Date	Completion Target	Leader	Notes
1 & 2	Dec-00	7/01	<i>Bill Sloan</i>	Subteam of LDI candidates with heavy 07 participation
3	Jan-01	7/01	<i>Jimmy Stewart</i>	Significant support from Code 07
4&5	Dec-00	11/01	<i>Bill Anonie (link) Dave Demoske (lead)</i>	Significant support from Code 02.
7	Dec-00	11/01	<i>Bill Anonie (link)</i>	Significant support from Code 02.
6		12/00	<i>Bill Sloan</i>	SDIV U broadcast 12 Dec.
8	Dec-00	10/01	<i>Joe Cirvello</i>	Support from 05 & 07.
9	Jun-01	10/01	<i>Ronnie Bostain</i>	
10	Oct-01	02/02	<i>Joe Hedges</i>	Subteam of LDI candidates with heavy 05/07 participation
All	Jun-01	12/01	<i>DB Team</i>	Summary presentation that briefly reviews entire process

Step 1: Project Initiation

Operational Definition:

Project initiation is the activity to layout and documents the acquisition strategy and schedule milestones so a project may proceed.

Goal:

Develop a deliberate plan that effectively guides all team members to achieve a quality project meeting the client's Initial Operating Capability (IOC).

Policy:

- a) A CPM schedule, from authorization to contract closeout, will be developed and maintained utilizing SureTrak software.
- b) Each Department will assign the appropriate staff to execute the project.
- c) The project team shall meet and affirm whether DesignBuild is the appropriate strategy, and if not bring an alternative strategy to the CIBL.

References:

- a) FAR ????, Defining Acquisition Strategies

Standard Operation Practices for:

- a) Team assignments
- b) Team kickoff meeting
- c) CPM Schedule
- d) Client orientation

1.a. Team Assignments

1) Operational Definition:

Identify and establish the team that will execute the project.

2) Goals:

- a) Establish a trained and capable project team with the appropriate expertise and time availability to execute the project.

3) Policies:

- a) The PM leads the project team during all activities before award of the DB contract.
- b) Each department/division/ROICC will assign the appropriate staff to execute the project.
- c) The client(s) will identify a single point of contact.

4) References:

5) Procedure:

- a) Team assignments –
 - i) PM shall review the project scope and determine the required in-house team composition. Considerations shall include:
 - (a) Design representatives responsible for preparing the RFP
 - (b) Other support disciplines
 - (i) Base Operations Support
 - (ii) Environmental
 - (iii) Real Estate
 - (iv) NEPA
 - (v) Contracts
 - (vi) Construction (HQ and ROICC)
 - (vii) Legal
 - (viii) Small Business Advocate
 - (ix) Other
 - ii) PMs shall request project assignments from appropriate Department/Branch Heads.
 - iii) Department/Branch Heads shall record all team member assignments in the Command's project database.
 - iv) Activity and claimant members are as assigned by their leadership.

1. b Team Kickoff Meeting

- 1) Operational Definition:
The initial project team meeting
- 2) Goals:
 - a) Develop a deliberate plan that effectively guides all team members to achieve a quality project meeting the client's IOC and budget.
- 3) Policies:
 - a. The PM will arrange and lead the Team Kickoff Meeting.
 - b. The PM will develop an initial schedule to present to the team utilizing the SureTrak CIBL templates.
 - c. The project team will affirm that DesignBuild is the appropriate procurement method. Deviations from the [CIBL Vision](#) must be approved by the CIBL.
- 4) References:
- 5) Procedure
 - a) Prior to the meeting the PM shall prepare an initial project schedule following SOP 1.c.
 - b) Team kickoff meeting will include the entire team, and will cover the following agenda items ([link to downloadable agenda/minutes](#))
 1. Project information and cost
 2. Project documents
 3. Project scope/description
 4. Special requirements
 5. Studies/surveys required
 6. Contract strategy
 7. Project team
 8. Schedule/milestones (PM presents the draft SureTrak schedule and leads the team to consensus on the detailed schedule to be presented to the client.)
 - b) Discuss and make preliminary plans for the on-site programming session with the client (see Macro Step 3).
 - c) PM shall prepare and distribute minutes to all project team members.

Capital Improvements Business Line Acquisition Vision

Global Acquisition Vision

The Capital Improvements Business Line provides Project Documents, Designs and Constructed Facilities in the Southern Division's 26 State Area of Responsibility. Delivering those products for a diverse workload of about \$800,000,000 per year requires a number of acquisition tools that are tailored to the type of work, volume of work, industry capabilities, and socioeconomic policies. The acquisition toolbox must be robustly populated with both Task Order type contracts for small to mid size routine work as well as stand-alone contracts for large or specialized procurements. Task Order type contracts must be formulated to address both the needs of our Clients, socioeconomic policies, and Industry capacities & capabilities. There will be multiple Task Order type contracts awarded to address each type of work in each region or at each Base. The Capital Improvements Business Line has established a design-build strategy as the "default" or preferred strategy for major construction work and the Solution Order Concept as the "default" or preferred strategy for renovations and minor alterations. The "default" or preferred strategy for Design & Engineering Services is the A/E IDQ contract.

PCO functions, including award of task orders on IDQ, IDR and MACC contracts, for Engineering Services, A/E Design and Construction will reside at the EFD when the Statements of Work, including designs, are generated in Charleston. PCO functions for these services will reside at the EFAs or Field Offices when the Statements of Work, including designs, are assigned to the EFA or Field Office for execution and management. ACO functions for all construction will reside at the Field Offices. ACO functions for Engineering Services and A/E Design will reside with the awarding (PCO) office. PCO functions, including award of task orders on IDQ contracts, for BOS Engineering Services will reside at the EFD when the Statements of Work are generated in Charleston. PCO functions for these services will reside at the EFAs or Field Offices when the Statements of Work are assigned to the EFA or Field Office for execution and management. ACO functions for Engineering Services will reside with the awarding (PCO) office.

Row "W" (Project Development) Acquisition Strategy

In-house Engineers, Architects and Planners accomplish the vast majority of Project Development work. On occasion, contracted facility studies and project documentation will be executed through the same general IDQ A/E contracts used for design and engineering services.

Row "E" (A/E Design) Acquisition Strategy

The majority of the major A/E Design is accomplished through design-build contracts. In-house architects and engineers typically prepare the RFPs prepared for design-build contracts. Engineering Services for soils borings, topographic surveys,

hydrographic surveys, testing and discipline specific engineering services that support the in-house development of RFPs will be provided by the same general IDQ A/E and environmental services contracts used for design and environmental services.

A/E prepared design services are accomplished by IDQ A/E design contracts procured through the Brooks Act with consideration given to 8(a), HUBZone, and Small Businesses. Each Activity and base will be covered by one or more IDQ A/E services contracts for design services that can be used by any NAVFAC or PW component, which is approved to manage A/E design by the EFD Chief Engineer. Typically, task orders will be issued by the Field Offices for locally accepted work (typically O&M) and by the EFD for centrally accepted work (typically MILCON & NAF). IDQ A/E contracts will not have duplicate coverage, but will have “back up” coverage by adjacent IDQ A/E contracts. IDQ A/E contracts will usually be one-year contracts with four option years. Geographic coverage for general A/E design services will be mostly restricted to the local commuting A/E industry to maintain local knowledge, minimize travel costs, and enhance participation of Small Business firms in the local area.

Specialty A/E services, such as forensic engineering, fire protection engineering, Utilities and U/G object identification, and cost/value engineering will be awarded through IDR or IDQ regional A/E contracts as needed. Usually the region for such specialized services will be the entire Southern Division AOR.

Row “F” (In-house Design) Acquisition Strategy

In-house Engineers & Architects prepare plans & specifications for award; however typically engineering services (soil borings, topographic surveys, hydrographic surveys, hazardous materials testing, etc) are acquired through the same A/E IDQ contracts used for A/E design services.

Row “G” (Construction) Acquisition Strategy

Row “G” contracts are generally categorized by the degree of design or scope definition required as well as the general size of the contract. There are seven general types of construction contracts used for the majority of the work:

1. The single award IFB or RFP construction contract is used with fully developed designs or statements of work. Selected projects will be set aside for Small Businesses (SB) consistent with socioeconomic programs established by the Small Business Administration.
2. The Multiple Award Contract – Construction that supports the Solution Order Concept (SOC) for renovations where the “statement of Work” can be generated by a walkthrough of the facility & a written “to do” list. Usually involves significant quantities of materials Vs replacement of one or two at a time (See JOC for small quantity type work). MACCs supporting the Solution Order Concept are prime candidates for 8(a) and/or HUBZone set asides. Serious consideration to setting aside at least one of the contracts for 8(a) and/or HUBZone is required for each MACC supporting SOC.

3. The Multiple Award Contract – Construction that supports small sized design build type statements of work where the RFPs are generally performance based requirements. These contracts are typically for task orders of \$100K to \$2mm and are focused on small businesses in a reasonable commuting distance from the work (usually 50 miles). MACCs supporting small sized design build projects are good candidates for 8(a) and HUBZone set asides. Consideration to setting aside at least one of the contracts is appropriate for MACCs supporting small sized design build projects where there are significant 8(a) and HUBZone design and construction firms in a commuting area.
4. The Multiple Award Contract – Construction that supports mid sized design build type statements of work where the RFPs are generally performance based requirements. These contracts are typically for task orders of \$2mm to \$15mm and are focused on regional contractors doing business in a region (usually no more than 200 miles).
5. The single award Two Phase Design Build Contract that supports large design build type statements of work where the RFPs are generally performance based requirements. These contracts are typically for task orders over \$15mm.
6. The SAP (Simplified Acquisition Purchase) for construction of less than \$100K. SAPs are prime candidates for Small Businesses. 8(a), HUBZone, and SB firms are the preferred source for SAPs.
7. The JOC (Job Order Contract) for miscellaneous construction involving small quantities of materials, such as one or two windows or doors to be replaced Vs all the windows or doors in a building. JOCs are also prime candidates for Small Businesses. 8(a), HUBZone, and SB firms are the preferred source for JOCs.
8. Orders for construction up to the Micro Purchase threshold (\$2000 for construction) are purchased in the Field using Government Purchase Cards.

1.c. CPM Schedule

- 1) Operational Definition:
A Critical Path Method (CPM) schedule documents the inter-relationships of project milestones and activities.
- 2) Goals:
 - a. Provide the project team a tool to identify the required sequence of activities and to manage the critical path to completion.
 - b. Facilitate communication among the project team regarding current status and required actions.
- 3) Policies:
 - a. A project CPM schedule, from authorization to closeout, will be established for each project using SureTrak software. This schedule will show detailed design activities (level 3) from project initiation to contract award, and major milestones (level 2) from contract award to project closeout.
 - b. The project team has the responsibility to develop and maintain scheduled activities until award of the DB contract.
 - c. All project team members shall proactively plan their work according to the project schedule, and identify and resolve conflicts with other scheduled commitments.
 - d. Project scheduling and use of SureTrak software are core capabilities of the project manager.
 - e. The PM shall lead the team to develop and manage the schedule. The PM is responsible for initial inputs and updates to the project schedule.
 - f. The PM shall regularly communicate project schedule requirements to all team members.
 - g. Upon award of the DB contract, the contract schedule will be developed and maintained by the contractor-government team. [\(see SOP 8.f\)](#)
- 4) References:
- 5) Procedure:
 - a. The PM requests the SureTrak system administrator to create the project SureTrak file and load the appropriate template.
 - b. The PM edits the assigned template to develop the initial project schedule for presentation at the Team Kickoff Meeting.
 - c. The team provides input to the initial project schedule, and the PM revises and issues the team-approved schedule.
 - d. The PM updates the schedule as necessary to drive critical path activities, facilitate team communication, develop monthly management briefs and inform clients.

1.d Client Orientation

- 1) Operational Definition:
Communication with the client, usually in the form of a brief, providing an overview of the DesignBuild process tailored to their project.
- 2) Goals:
 - a) The client will have a macro understanding of the DesignBuild process and a detailed understanding of project programming prior to the on-site project programming session.
- 3) Policies:
 - a) The PM and [project programmer](#) will provide the orientation approximately two weeks prior to the on-site session.
- 4) References:
 - a) [Project Programming for DesignBuild](#)
- 5) Procedures:
 - a) The project programmer and PM (via phonecon) will explain the role and process of project programming and direct the client to “Project Programming for DesignBuild”, reference (a), presentation on the Internet.
 - b) The PM will review the CPM Schedule with Client.
 - c) The PM and client will agree on the DD1391 scope to be provided.

Step 2 : Site Studies & Engineering Services

Operational Definition:

Execution of real estate actions, topographical surveys, site utility surveys, wetlands delineation, geotechnical investigations, hazardous material assessment, and continuation and completion of NEPA actions.

Goal:

Finalize site analysis prior to development of project requirements.

Policy:

The PM is responsible to coordinate the site analysis.

Standard Operation Practices for:

- a) Obtain environmental services
- b) Achieve NEPA Compliance
- c) Finalize Real Estate actions
- d) Obtain engineering services

2.a. Obtain Environmental Services

- 1) Operational Definition:
 - Hazardous material assessments and contracting for these studies and services
- 2) Goal:
 - a) Complete as much of the site analysis as possible during the preparation of the PCE.
 - b) Finalize the site analysis prior to program development.
 - c) Avoid any unexpected site condition or environmental requirement which would jeopardize the project execution schedule or result in a delay and/or additional cost during construction.
- 3) Policies:
 - a) Code 06 and a Code 18 team members are required for all projects.
 - b) The site data obtained by the Government will be as required to allow proposers to determine the cost of the project
 - c) Environmental services are normally contracted for by the environmental team member using the appropriate IDIQ contract.
- 4) References:
 - a)
- 5) Procedure:
 - a) The PM shall coordinate with the environmental team member(s) to insure that environmental services are scheduled and obtained on schedule to identify and comply with applicable regulations for the following items:
 1. Hazardous and regulated materials (radioactive materials, mercury, infectious and biological wastes, asbestos, PCB, ODS, lead and lead-based paint)
 2. Soil and groundwater contamination
 3. Radon
 4. Construction and operating permits
 5. Existing operational/regulatory constraints

2.b. Achieve NEPA Compliance

- 1) Operational Definition:
Confirm that the National Environmental Policy Act (NEPA) requirements have been completed. If the NEPA process has not been completed, identify and accomplish all required NEPA analyses.
- 2) Goal:
Ensure the NEPA process has been completed and applicable requirements have been incorporated into the RFP prior to award of the DesignBuild contract.
- 3) Policies:
 - a) NEPA compliance is required for *all projects* with one of the following levels of analysis and final documentation:
 - i) Categorical exclusion (CATEX)
 - ii) Environmental Assessment (EA)- Finding Of No Significant Impact (FONSI)
 - iii) Environmental Impact Statement (EIS)- Record of Decision (ROD)
 - b) Environmental Planning Division will:
 - i) Verify NEPA compliance.
 - ii) Execute all NEPA analyses and obtain final documents.
 - c) NEPA analyses must be funded by the claimant or activity, not MILCON Design funds.
- 4) References:
 - a) OPNAVINST 5090.1B Change 2, Environmental and Natural Resources Manual, Chapter 2 (<http://neds.nebt.daps.mil/directives/5090/two.pdf>)
 - b) Council on Environmental Quality Regulations for Implementing NEPA (http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm)
- 5) Procedure:
 - a) The PM shall obtain a copy of the NEPA final documentation and, if necessary, the analysis from the activity or EFD Environmental Planner.
 - b) The PM shall verify that this NEPA documentation is valid for the current project scope.
 - c) If NEPA documentation has not been completed, the PM shall coordinate with the activity and EFD Environmental Planners to ensure that:
 - i) The appropriate level of analysis addresses the following areas:
 - (1) Physical (historical, cultural, and archeological site investigations);
 - (2) Biological (wetlands, critical habitats, and protected/endangered species identification)
 - (3) Socio-economic (traffic, schools, community services, utilities)
 - ii) Client funds are provided to the Environmental Planner to perform the NEPA analyses.
 - iii) NEPA process schedule is incorporated into the overall project schedule.
 - iv) NEPA documentation is completed prior to award.
 - v) The project team updates the preliminary PROD. **(SOP 1.b)**

- d) The PM will coordinate with the Environmental Planner and Project Team to ensure NEPA restrictions and mitigation requirements are appropriately included in the RFP.

2.c Finalize Real Estate Actions

- 1) Operational Definition:
Complete all required real estate requirements
- 2) Goal:
 - a) complete as much of the site analysis as possible during the preparation of the PCE and to finalize the site analysis prior to program development.
 - b) avoid any unexpected real estate requirements which would jeopardize the project execution schedule or result in a delay and/or additional cost during construction.
- 3) Policies:
 - a) Code 06 team members are required for all projects involving real estate actions.
 - b) The site data obtained by the Government will be as required to allow the proposers to determine the cost of the project.
 - c) Real Estate actions are the responsibility of Code 06.
- 4) References:
 - a)
- 5) Procedure:
 - a. Real estate actions, if required, are scheduled and incorporated into the CPM schedule.

2.d Obtain Engineering Services

1) Operational Definition:

Contracting or in-house performance of topographical surveys, site utility surveys, wetland delineation, geotechnical investigations and other miscellaneous services.

2) Goal:

Include all known project site information in the RFP in order to avoid unexpected site conditions or environmental requirements that would impact the project schedule or cost.

3) Policies:

- a) Complete engineering services during the preparation of the PCE.
- b) If a PCE was not performed, initiate all engineering service actions upon design authorization.
- c) If the project schedule permits, complete engineering services prior to project programming.
- d) Project site information will be in sufficient detail to allow development of a firm, fixed-price proposal.
- e) Engineering services are normally contracted using an IDIQ contract. Statement of work shall be prepared by the PM. Project design funds are used for this effort.

4) References:

- a)

5) Procedure:

revalidate the site analysis prior to program development

- c) The PM shall coordinate with the following to identify and obtain required engineering services:
 1. Topographic survey – Code 0753 team member will complete the survey in house or prepare the SOW for AE to accomplish survey. If the survey is by AE the 0753 member will normally incorporate other required engineering services into the SOW.
 2. Geotechnical investigation – the Code 0754 team member will prepare the SOW.
 3. Fire protection investigations – the Code 0743 team member will prepare the SOW or conduct the investigations and tests in house.
 4. Electrical and mechanical investigations will normally be conducted in house by the Code 0733 and 0742 team members.

DRAFT

Step 3: Develop the Project Requirements

Operational Definition:

An analysis of the project that describes the operational, functional, and space planning aspects from an architectural and engineering perspective.

Goal:

Document a thorough understanding of the project requirements so that the technical sections of the RFP can be written.

Policy:

The project program will be developed for all DB projects with fully empowered client participation.

Standard Operation Practices for:

- a) Preparation for On-site Work Session
- b) On-site Work Session
- c) Engineering Work Session
- d) Client Review Work Session
- e) Publish Project Program Document

A Client's Guide to:

Project Programming for DesignBuild



[Click to download](#)

3.a. Preparation for On-site Work Session

- 1) Operational Definition:
The process of preparing for the On-site programming session with the client.
- 2) Goal: To have the logistics in place to allow for a successful programming session.
- 3) Policies:
 - a) **Project Programmer** will provide logistical requirements (**develop list and link**) to Project Manager (PM)
 - b) Project Manager will arrange logistics with POC at location.
- 4) References:
- 5) Procedure:
 - a) The EFD Design Staff will provide the programmer questions related to their disciplines for inclusion in the questionnaire and/or client information request form.
 1. Design Staff may want to review the Master Outfitting Matrix- Building Systems for their specific design discipline when generating questions to be asked at the On-site session.
 - b) Programmer will develop questionnaire and/or client information request form and provide to PM.
 - c) PM and Programmer will establish agenda (**link to template**) and set dates for meeting. They will obtain client concurrence on date and agenda.
 - d) PM will identify the participants of the on-site session with input from the programmer, technical staff, and client. Typically the technical staff will not attend this meeting.
 - e) PM will arrange the on-site work session by sending out invitations and setting up logistical requirements with the client and/or host of the meeting.
 - f) PM will send questionnaires, if applicable, and/or client information request form to the client prior to meeting for distribution to the appropriate user representatives..
 - g) Approximately two weeks prior to the meeting, the PM and Programmer will Review “Project Programming for DesignBuild with the client (See SOP 1.d) via phone conference.

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3.b. On-site Work Session

- 1) Operational Definition:
Initial meeting to develop the goals, facts, concepts, needs, and problem statements.
- 2) Goal: To obtain the client information needed to develop the program that includes goals, facts, concepts, needs and problem statements.
- 3) Policies:
 - a) Programmer will lead the on-site work session.
 - b) PM will ensure scope compliance.
- 4) References:
- 5) Procedure:
 - a) Programmer will present **Programming Brief**.
 - b) PM will present pre-award designbuild process overview. *(develop and link)*
 - c) CM will present post-award designbuild process overview. *(develop and link)*
 - d) PM will provide project overview
 1. Review DD1391 documentation especially square footage limits and funding amount
 2. Project History
 3. Determine method of review and preferred distribution, i.e. electronic or paper.
 - e) Programmer will conduct interviews with the client following meeting agenda.
 - f) PM will support Programmer by assisting with various tasks such as space tabulations, photos of existing spaces, pulling drawings, etc.
 - g) PM will conduct engineering interviews with assistance from programmer.
 - h) PM will determine utility requirements, utility company POC's, and local ordinances that may impose site restrictions.
 - i) CM will provide field input to the programming document such as lay-down area requirements, utility connections, etc.
 - j) Programmer will develop Initial Draft Program 5 to 10 days following the on-site session in preparation for the Engineering Work Session. *(link to index and template)*

3.c. Engineering Work Session

- 1) Operational Definition:
Briefing of the program to the entire EFD design/technical support team and individual programming sessions with each project design/technical team member to develop a need statement for each building service.
- 2) Goal: Provide as much data as possible to allow the design staff to develop and validate their discipline need statement and begin preparing the technical sections of the RFP (See Macro Step 6).
- 3) Policies:
 - a) Programmer will lead engineering session.
 - b) Project Manager will set up and facilitate work session.
 - c) Work session will be held approximately two weeks after on-site session.
- 4) References:
- 5) Procedure:
 - a) PM will set up a one-day session and distribute Initial draft program to design staff.
 - b) Programmer will debrief the design staff (approximately two hours) on contents of Initial program.
 - c) Programmer will brief each design staff member individually on their building system requirements contained in the Program..
 - d) Individual design team members will interview clients (via telephone, E-mail, faxes, or site visits) as needed to obtain required information for validating the program for building systems for their specific discipline. Design staff members will forward their individual program requirements to the Programmer for inclusion into the Final Draft Program. This effort should be done within 2 to 4 weeks after the Engineering Work Session. Time depends on the amount of additional engineering data that is needed.
 - f) The design staff will forward the engineering information to the programmer via the established filing system.
 - g) Programmer will incorporate engineering input into the Concepts statements and in the outfitting matrix for building systems in the Needs Section.
 - h) PM will set up and facilitate a meeting with the Programmer, Cost Engineer and required design staff to provide input to the cost engineer. The cost engineer will develop a cost estimate for the Final Draft Program.

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3.d. Client Review Work Session

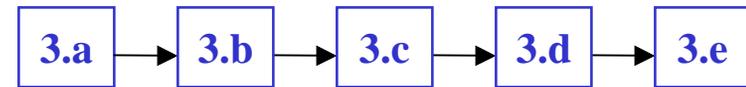
- 1) Operational Definition:
Presentation and review of the draft program to the client.
- 2) Goal: Obtain approval from the client to allow finalization of the program.
“Approval” is defined as concurrence that the requirements contained in the program are consistent with the Goal (to document a thorough understanding of the project requirements so that the technical sections of the RFP can be written
- 3) Policies:
 - a) Have on-site work session when required to review program and cost.
 - b) Prioritize project elements based on cost.
- 4) References:
- 5) Procedure:
 - a) PM will arrange work session.
 - b) Programmer will provide Final Draft Program to PM.
 - c) Cost Engineer will provide Government Cost Estimate to PM.
 - d) PM will distribute Final Draft Program and cost estimate to client at least 1 week prior to session.
 - e) Programmer will lead Client Review Work Session.
 - f) Programmer will resolve client comments.
 - g) PM will obtain concurrence from the client that the Project Program thoroughly documents the project requirements.

Draft

3.e. Publish Project Program Document

- 1) Operational Definition: Release the Project Program for inclusion into the RFP.
- 2) Goal: Document the project goals, facts, concepts, needs and problem statement. Explain “WHAT” the project will accomplish.
- 3) Policies:
 - a) Programmer will finalize and forward Project Program to the PM.
- 4) References:
- 5) Procedure:
 - a) Programmer will incorporate any changes from the client work session into the Program document.
 - b) Programmer will forward the Project Program to the PM.
 - c) PM will review the Project Program and forward to the Specification Engineer.
 - d) Specification Engineer will incorporate the Project Program into the Scope of Work and post the Project Program on the Intranet.
 - e) PM will forward Final Program to the Client.

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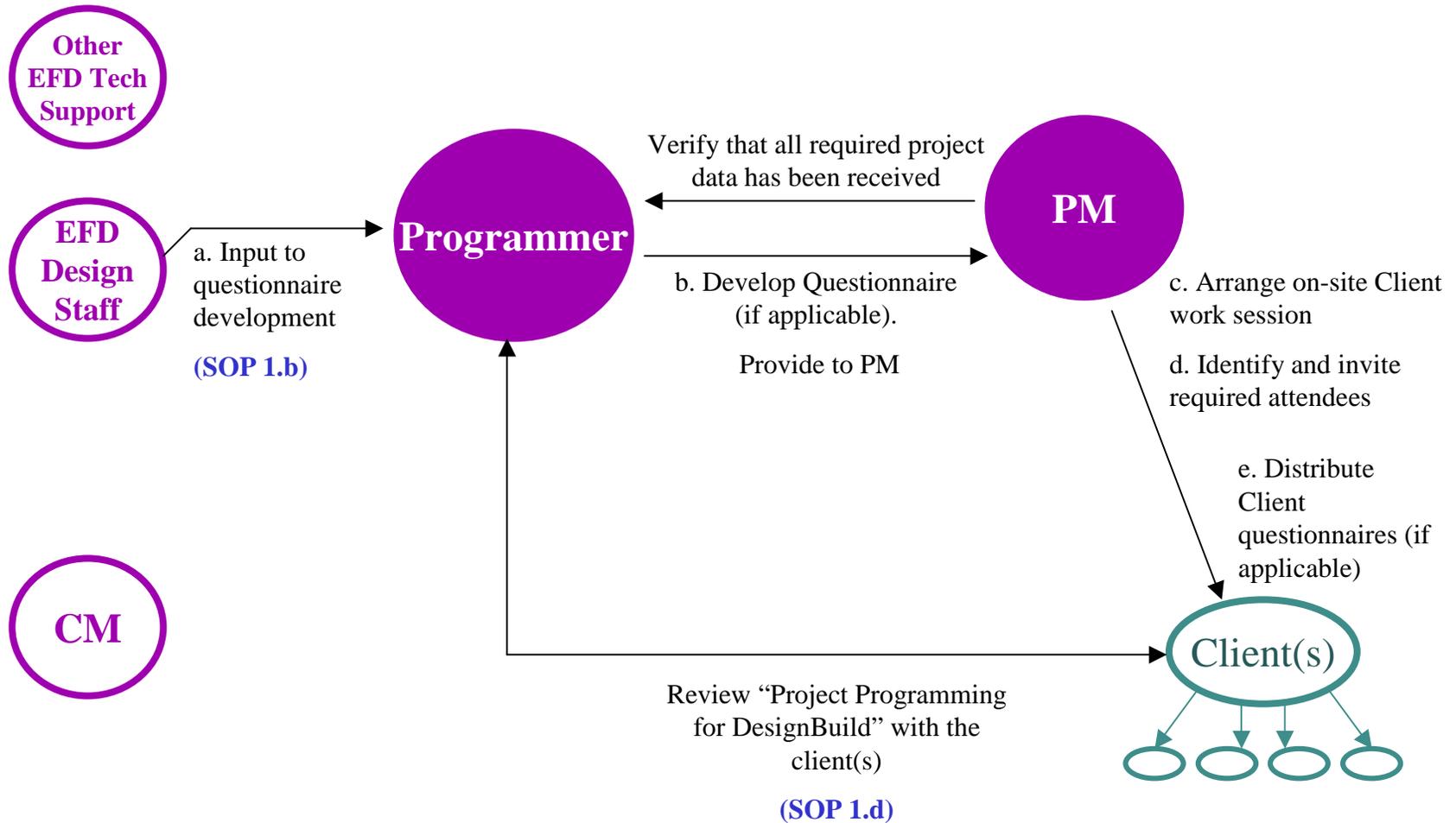
Project Program

Goal: Document a thorough understanding of the project requirements so that the technical sections of the RFP can be written.

Product/Service: Project Program which includes GOALS, FACTS, CONCEPTS, NEEDS AND PROBLEM STATEMENT in the [Index Format](#).

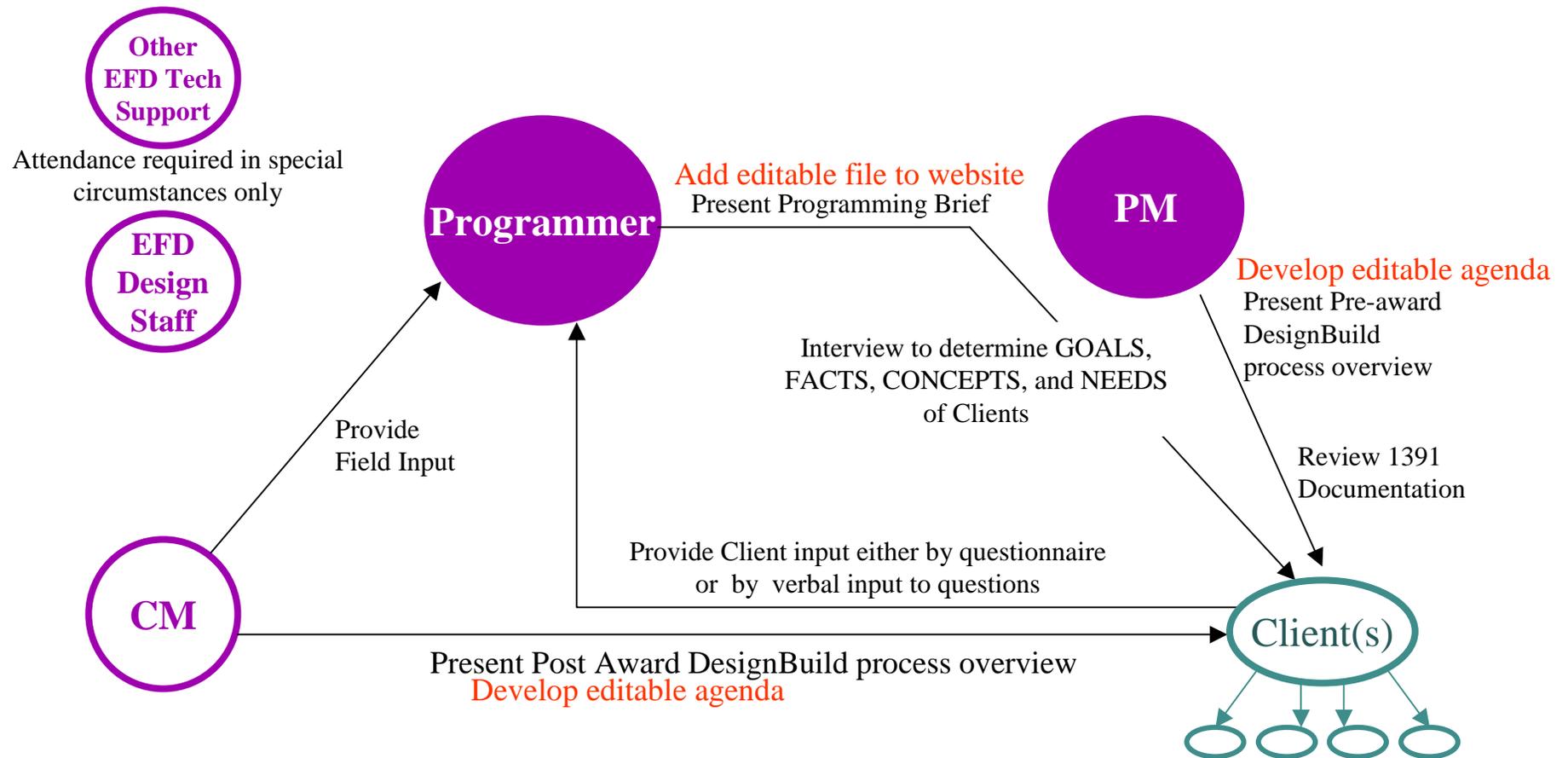


a. Preparation for On-site Work Session



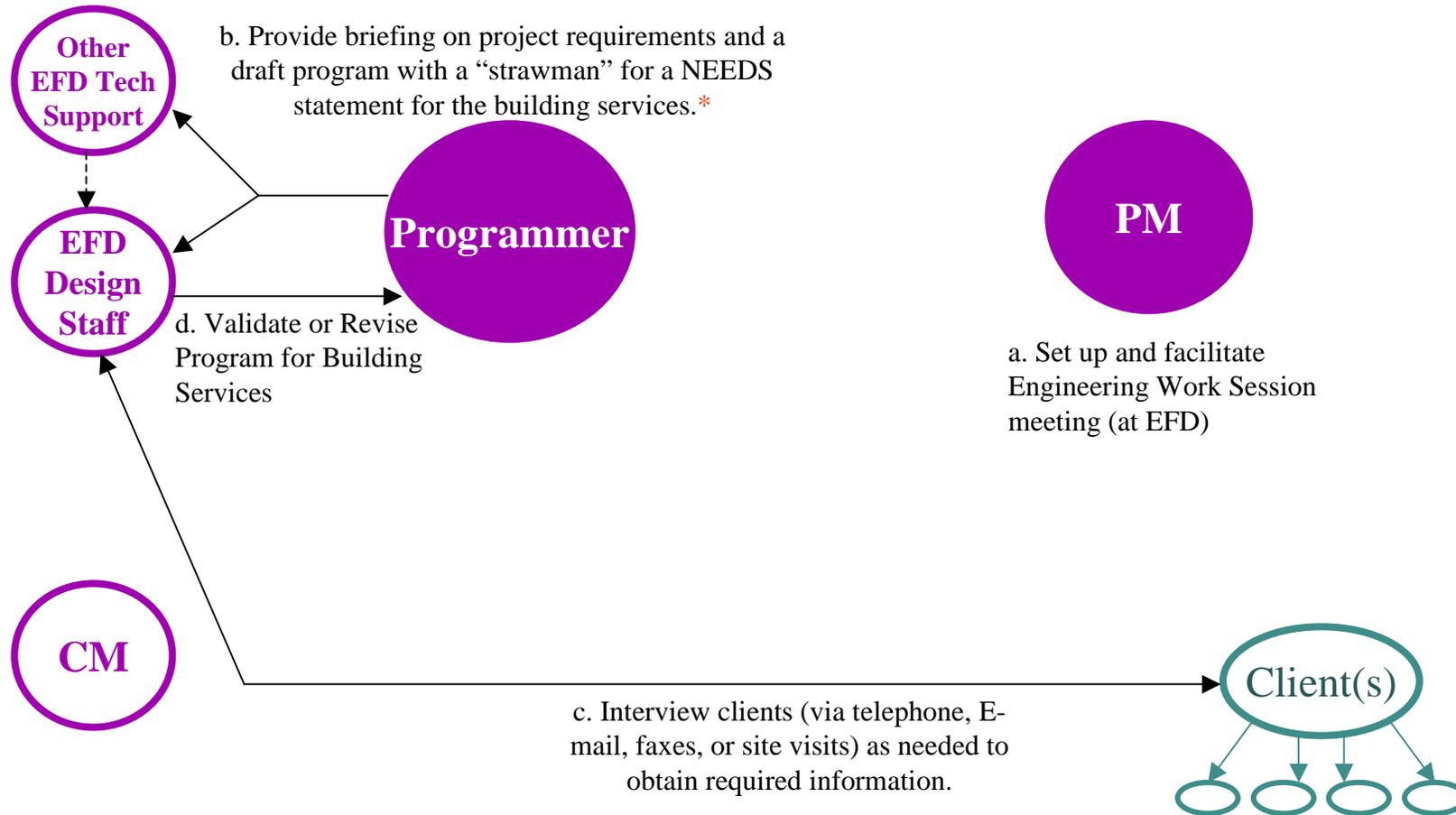


b. On-Site Work Sessions





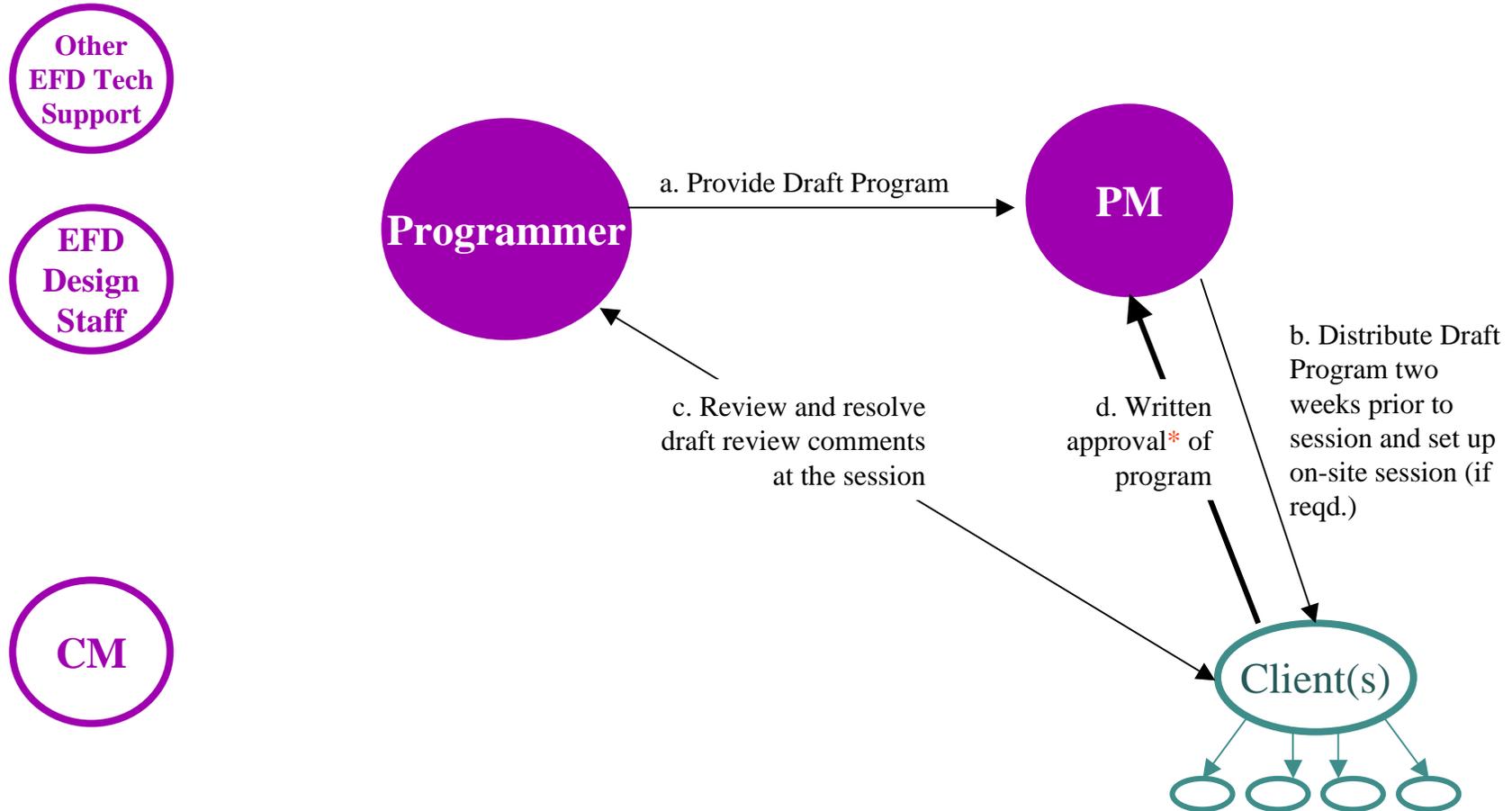
c. Engineering Work Session



*** The Engineering Work Session consists of an overview briefing of the program to the entire EFD design/technical support team and individual programming sessions with each project design/technical team member to develop a need statement for each building service.**



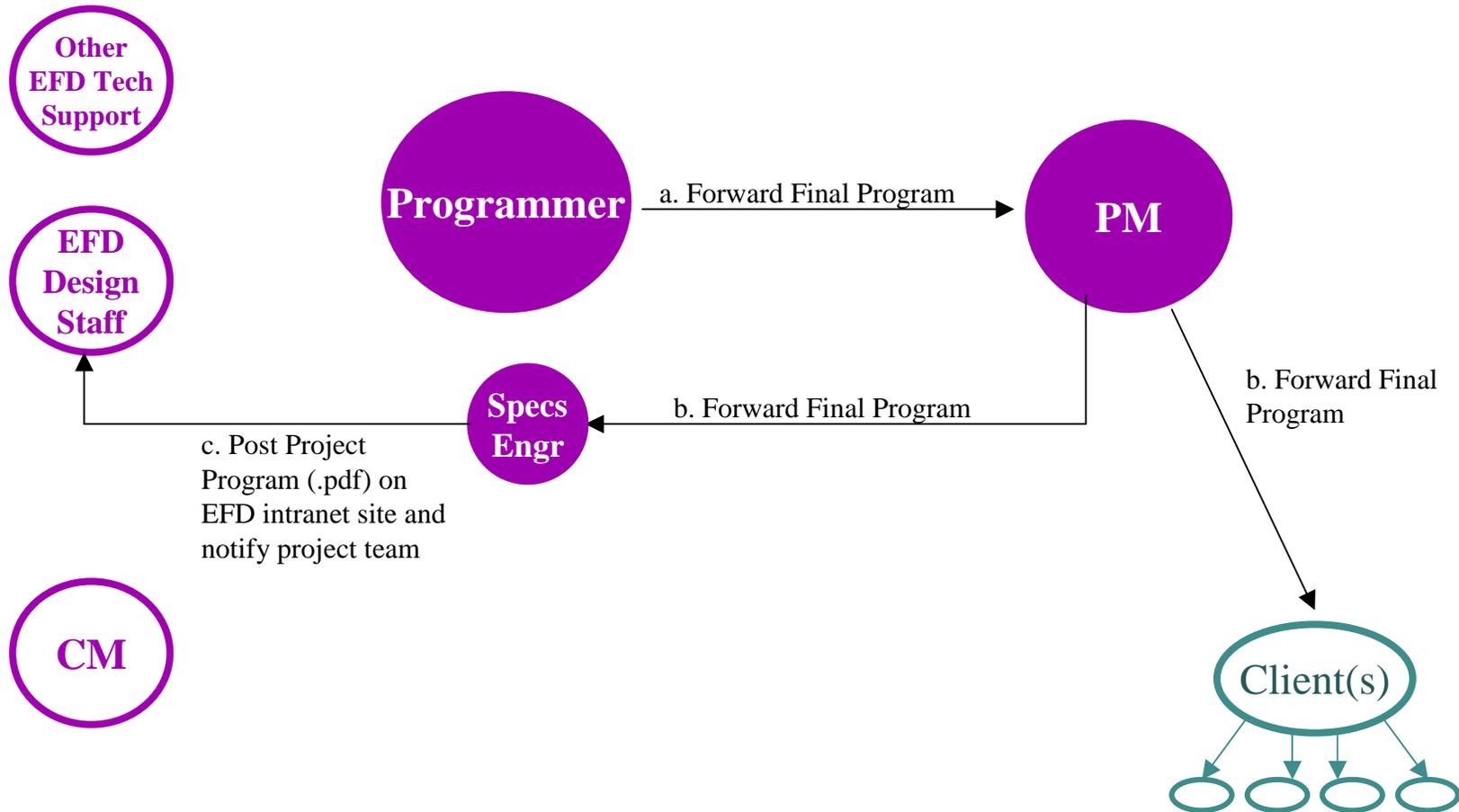
d. Client Review Work Session



* “Approval” is defined as concurrence that the requirements contained in the program are consistent with the Goal (to document a thorough understanding of the project requirements so that the technical sections of the RFP can be written.)



e. Publish Project Program Document





Program Development Roles and Responsibilities

• Project Manager (PM)

- Maintain high level of communication with full team
- Lead Client interface
- Ensure process steps are occurring.
- Ensure pertinent project and client information (gatekeeper and team members identified) was received in Macro Step 1.
- Arrange, set up and make invitations to all work sessions
- Distribute questionnaires to clients
- Provide Programmer with all site inventory and investigation documents obtained in Macro Step 2.

• Programmer

- Author the program
- Edit and finalize the program
- Prepare questionnaire and provide to PM
- Determine and provide the PM work session room set up and electronic requirements
- Resolve client questions on “Project Programming for DesignBuild”

(The programmer for buildings will be an architect. The programmer for other projects will be determined by the type and complexity of the facility and may be an architect or other technical team member.)



Program Development Roles and Responsibilities

- **Client**

- Identify key representatives to serve on the project team. (Macro Step 1)
- Designate a chief spokesperson (gatekeeper) to expedite and coordinate client decisions. (Macro Step 1)
- Complete questionnaires (if applicable) prior to On-site program session.
- View “Project Programming for DesignBuild” on the internet.
- Provide written approval of program

- **Construction Area Manager (CAM)**

- **EFD Technical Staff**

- Provide technical input to all elements of the program, i.e. goals, facts, concepts, problem statement and visioning (if applicable).
- Validate or revise “strawman” NEED statements as related to their discipline (building service)
- Specs Engr posts approved program on intranet site

- **Construction Manager (CM)**

- Participate in the On-Site Work Session in-brief and out-brief to obtain a working knowledge of the project and to become prepared to take chief responsibility in Post award (Macro Step 8).
- Provide input to the NEEDS working session as related to coordination with other contracts (including FSC) and field issues affecting the programming of this project.

Step 4: Develop Source Selection Plan

Operational Definition:

The government's plan that defines the participants in the selection process and their duties, the evaluation criteria, the method of evaluation, and the milestones from solicitation to award.

Goal:

Develop an evaluation plan that will lead to the award of the proposal that is considered in the best interest of the government using the best value continuum and tradeoff process in the negotiated acquisition.

Policy:

The contracting officer has responsibility for obtaining an approved plan. Include all project stakeholders in the selection process.

Standard Operation Practices for:

- a) Determining Board membership
- b) Determining evaluation factors
- c) Obtaining an approved plan

Step 5: Phase I RFP (Qualifications)

Operational Definition:

The process used to determine the most highly qualified firms who will be asked to submit a proposal in response to a Phase II Request for Proposal (RFP).

Goal:

Select up to 5 best-qualified firms to compete in the Phase II process.

Policy:

Evaluate the proposals in accordance with the Source Selection Plan

Standard Operation Practices for:

- a) Use of the Phase I template, section 00150
- b) Conducting Boards (TEB, PEB & SSB)
 - i) Oral presentation(s)
 - ii) Conducting discussions
 - iii) Writing the board report
- c) Conducting de-briefs

Step 6: Phase II RFP (Technical)

Operational Definition:

Prepare the Phase II RFP, which is a document that includes contract clauses, contract administration procedures, evaluation procedures, performance and prescriptive specifications, project requirements, site information, and other attachments.

Goal:

Communicate project requirements to offerers; define contractor evaluation criteria, and define administrative and technical contract compliance procedures.

Policy:

The RFP will be developed using in-house staff, unless approved by the Capital Improvements Business Line. The project team will utilize the DB Master to develop the RFP.

Standard Operation Practices for:

- a) Guidelines for RFP development
- b) Prepare Parts 1-2 of the RFP
- c) Prepare Parts 3-6 of the RFP
- d) Assemble Parts 1 - 6 into a draft RFP
- e) Review and finaliz the RFP
- f) Figures:
 - 6.1 Arrangement of the RFP
 - 6.2 RFP Development Flowchart
 - 6.3 Use of PDD in Generating the RFP

Macro Step 6:
Prepare Request for Proposal (RFP)

Standard Operation Procedures
(SOPs)

- a. Guidelines for RFP development**
- b. Prepare Parts 1 and 2 of the RFP**
- c. Prepare Parts 3-6 of the RFP**
- d. Assemble Parts 1-6 into a draft RFP**
- e. Review and finalize the RFP**

Macro Step 6:
Prepare Request for Proposal (RFP)

Figures

6.1 Arrangement of the RFP

6.2 RFP Development Flowchart

6.3 Use of PDD in Generating the RFP

6.a. Guidelines for RFP Development

1) Operational Definition:

The process of preparation and review of a Request for Proposal that is ready to be issued to proposers. See Figure 6.1- Arrangement of the RFP for details on the six parts of the RFP:

PART 1 - PROPOSAL DOCUMENTS

PART 2 - CONTRACT FORMS & CONDITIONS

PART 3 - GENERAL REQUIREMENTS (Division 1)

PART 4 - PRESCRIPTIVE TECHNICAL SPECIFICATIONS

PART 5 - PERFORMANCE TECHNICAL SPECIFICATIONS

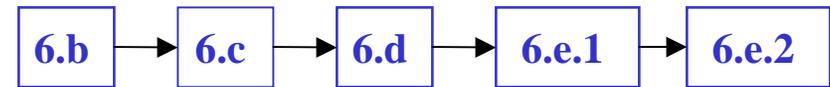
PART 6 - ATTACHMENTS

2) Goal: The goal is to provide a brief, thorough, correct, understandable, and contractually enforceable RFP that includes all client needs and technical and contractual requirements.

3) Policies:

- a) The Project Manager (PM) is responsible for preparation and review coordination of the RFP.
- b) The RFP should be completed and issued as soon as possible after Phase I is complete. The successful proposers have developed a high level of interest in the project during Phase I that should be maintained.
- c) A new or updated parametric cost estimate must be prepared for all projects upon completion of the project program.
- d) The range of funds available for construction should be included in the RFP so that proposers can design to the project budget.
- e) The RFP should include only the requirements critical to the function or appearance of the facility and those identified as necessary to the client during the project programming phase.
- f) The RFP should be in an (8 ½ x 11) format with larger sheets included in Part 6-Attachments.
- g) Preparation of the RFP should be based on the SSP, the project program, the engineering services data, and careful editing of the DB Master (SouthDiv Regional Guides) to suit the project.
- h) Prescriptive specifications (Part 4) are not generally used, but may be when specialized equipment and/or furnishings are required.
- i) Comprehensive Interior Design (CID) is normally included in the RFP requirement as a responsibility of the DB contractor.
- j) Outfitting of buildings will be in accordance with the SSP. Our intent is to provide to the extent possible a complete facility to the client. SOP 9.a further addresses this issue.
- k) Contractor evaluation factors (Document 00202) shall be as indicated in the SSP (normally Past Performance, Small Business Contracting, Technical Qualifications, Technical Solutions and Price).
- l) Sustainable design requirements shall be included in the technical evaluation factors.

- 4) Reference: None
- 5) Procedure:
 - a) See [Figure 6.2- RFP Development Flowchart](#) for a graphic representation of the RFP process. The flowchart includes links to applicable required forms.
 - b) The Specifications Engineer will assemble the RFP, prepare it in a CD (compact disk) format and transmit it to the Contract Specialist (CS). The CS will post the CD to the NAVFAC E-SOL website.
 - c) The Phase II Pre-Proposal conference with the proposers should normally be held within 10 working days after issue of the RFP.
 - d) Upon contract award, the PM shall notify the Specifications Engineer to incorporate pre-award amendments into a conformed RFP. The PM shall issue copies of the conformed RFP to all parties (contractor, team members, field offices, client, etc.) prior to or at the Post Award Kickoff (PAK).



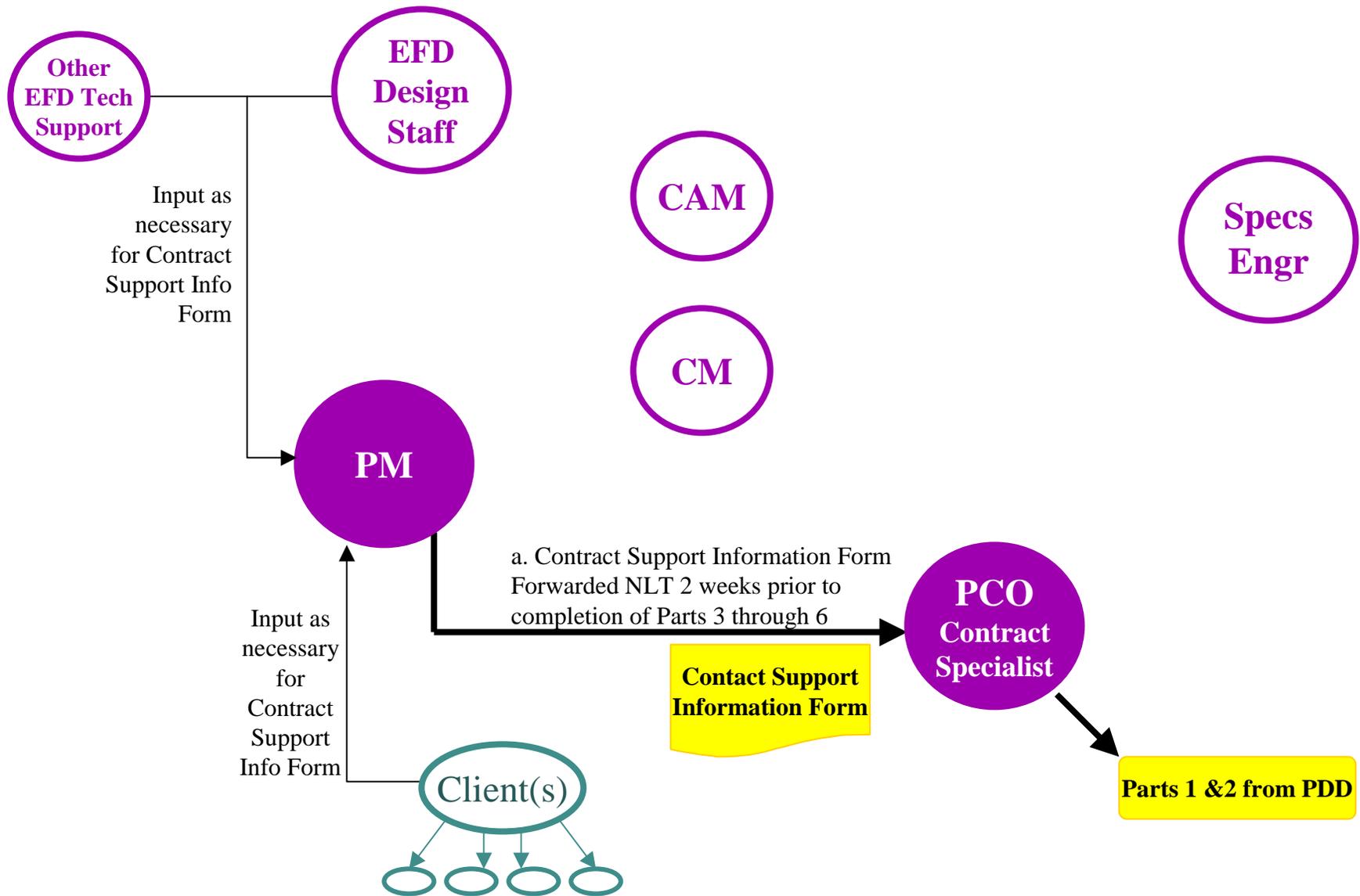
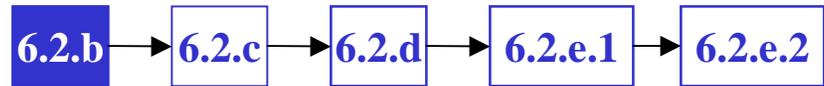
RFP Development Flowchart

Purpose: Develop, review, and issue an RFP that; communicates project requirements to proposers; defines contractor selection criteria, and defines administrative and technical contract compliance procedures

Product/Service: Final RFP ready to be issued.

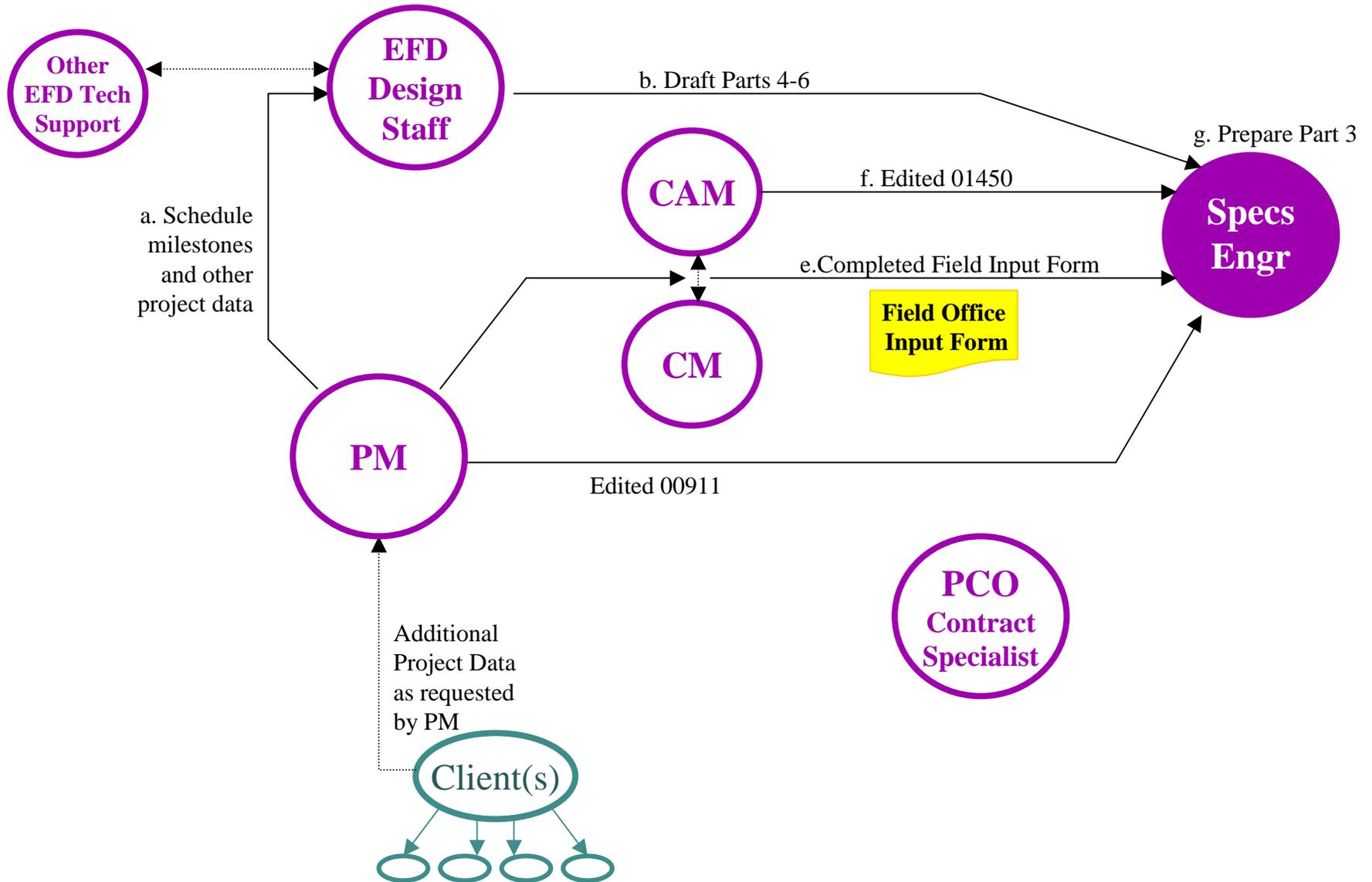
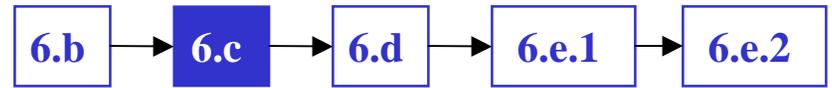


Prepare Parts 1 & 2



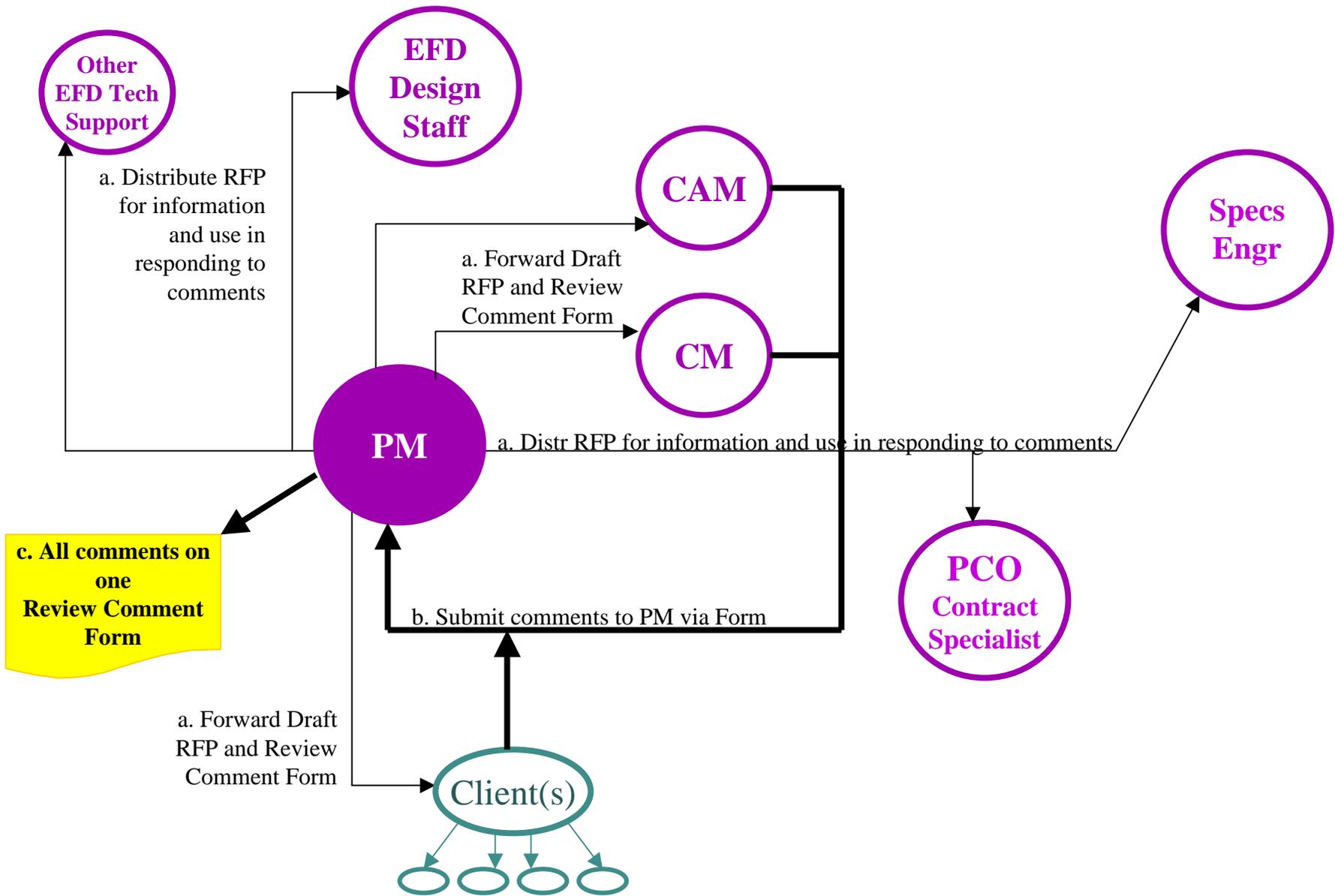
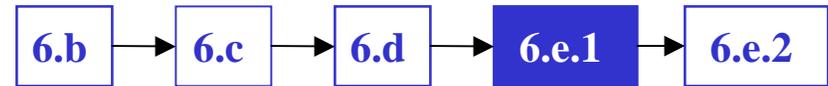


Prepare Parts 3 - 6





Review the RFP





RFP Development

Roles and Responsibilities

• Project Manager (PM)

- Maintain high level of communication with full team
- Lead for Client interface
- Receive and distribute Draft RFP for external review; include electronic Review Comment Form
- Establish the date all comments are due back to PM (both EFD and client comments)
- Review the Draft RFP for correctness, completeness and consistency
- Consolidate all comments into a single Review Comment Form and provide to section authors
 - Resolve conflicting comments
 - Delete invalid comments
 - Determine whether or not comment is within scope
 - Assure comment is in compliance with project scope
- Discuss significant issues
- Provide written feedback to reviewers (via Review Comment Form) on the resolution of their comments (especially clients)
- Notify the (delete-?Release the RFP to) PCO Contract Specialist that the final Parts 3-6 are on the file server and the project is authorized for advertisement.

• Specifications Engineer

- Prepare Part 3
- Receive other Parts of SOW from Technical Team
- Assemble the draft Parts 3-6 and forward to PM
- Resolve & incorporate comments relating to Part 3
- Provide written comments to the PM via the review comment form
- Edit and Assemble the Final Parts 3-6
- Place Parts 3-6 on share drive and notify PM (delete?- PCO Contract Specialist)

• EFD Technical Team

- Provide their discipline sections to Specification Engineer
- Resolve and incorporate comments relating to their disciplines
- Provide written comments to the PM via the review comment form
- Provide revised sections to Specification Engineer
- (many places elsewhere call this person the “author”- need to be consistent)



RFP Development

Roles and Responsibilities

- **Client**

- Review draft RFP to insure all requirements are included.
- Provide written comments in the Review Comment Form and submit to the PM

- **Construction Area Manager (CAM)**

- Review draft RFP to insure all requirements are included.
- Provide written comments in the Review Comment Form and submit to the PM

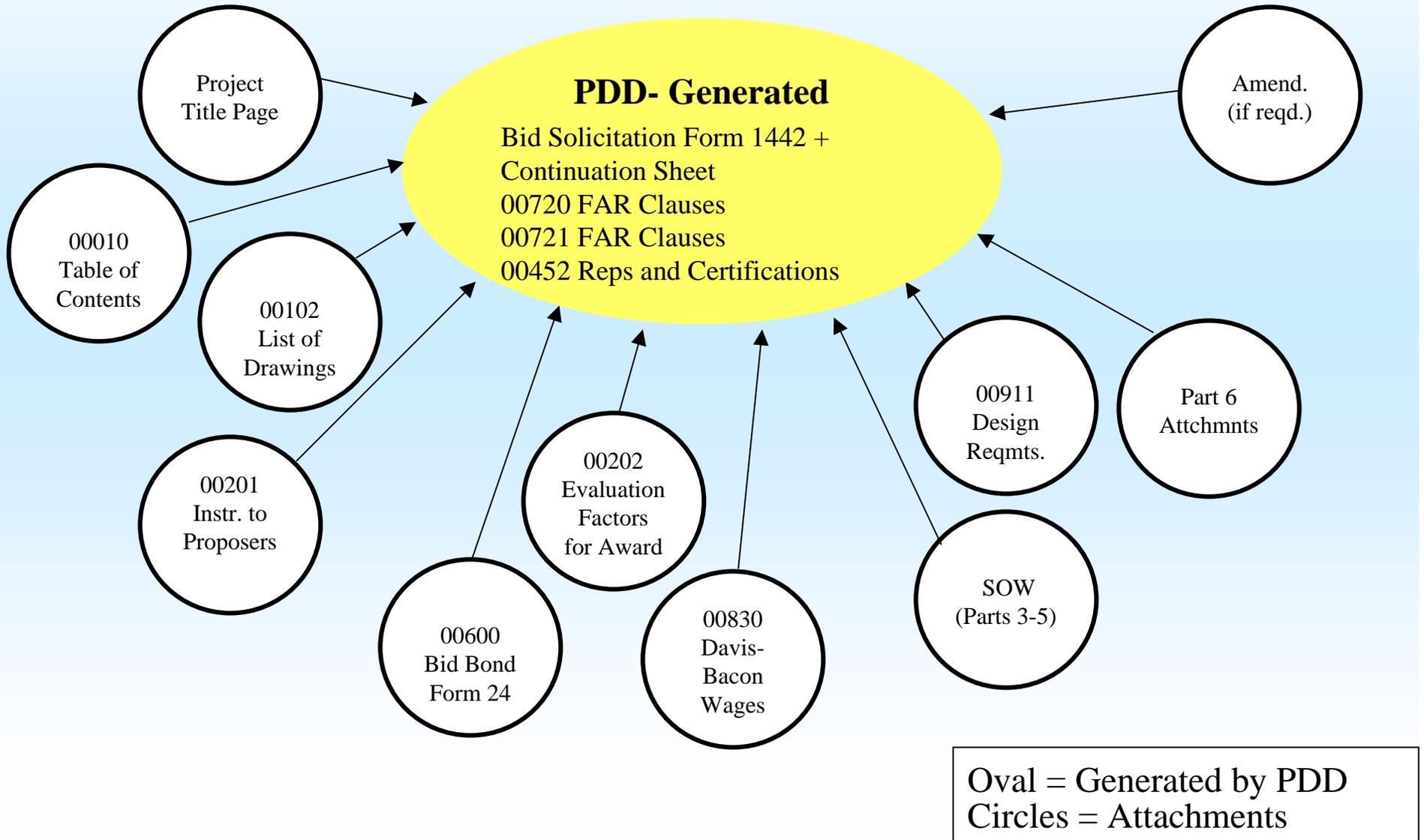
- **Construction Manager (CM)**

- Review draft RFP to insure all requirements are included.
- Provide written comments in the Review Comment Form and submit to the PM

- **Contract Specialist**

- Prepare Parts 1 & 2 of the RFP using PDD
- Insure RFP is in accordance with the Source Selection Plan
- Compile draft RFP into a single Adobe Acrobat (.pdf) document
- Forward final RFP to DAPS and post on E-SOL; copy to Specifications Branch

Figure 6.3
Use of PDD in Generating the RFP



6.b. Prepare Parts 1 and 2 of the RFP

- 1) Operational Definition:
The process of preparing the contractual portion (Parts 1 &2) of a Request for Proposal.
- 2) Goal: The goal is to provide a brief thorough, correct, understandable and enforceable contractual portion of the RFP .
- 3) Policies:
 - a) Parts 1 and 2 (Proposal Documents and Contract Forms and Conditions) are prepared by the Contract Specialist.
 - b) Procurement Desktop – Defense, (PDD or PD2 or PDSquare) shall be used to develop the electronic contract file.
 - c) The RFP shall be in accordance with the Source Selection Plan (SSP).
- 4) References:
 - Part 1 -- Proposal Documents
 - Section 00010 Proposal Solicitation, Form 1442
 - Section 00102 List of Drawings
 - Section 00100 Instructions to Proposers
 - Section 00202 Evaluation Factors for Award
 - Section 00600 Representations and Certifications for Contracting by Negotiations
 - Part 2 -- Contract Forms and Conditions
 - Section 00601 Bonds
 - Section 00700 Contract Clauses
 - Section 00830 Davis-Bacon Wage Determination
- 5) Procedure:
 - a) The PM will complete the Contract Supporting Information Form (see link to form on [Figure 6.2- RFP Development Flowchart](#)), forward it to the Contract Specialist at least 2 weeks before the Draft RFP is due to be complete and notify the CS when Parts 1 and 2 are to be submitted to the PM.
 - b) The [Contract Supporting Information Form](#) includes the following:
 - 1) The Project Title
 - 2) The Construction Contract Number
 - 3) The name of the Project Manager
 - 4) The name of the Contract Specialist

- 5) A Description of the Project
 - 6) The Time of Completion (phased if applicable)
 - 7) The Liquidated Damages (by phase if applicable)
 - 8) Bid Line Item Description(s)
 - 9) Option Item Description(s)
 - 10) List of Drawings
 - 11) Cover Sheet for the RFP
 - 12) Printing Distribution List
 - 13) Links to Contract Files
 - 14) Remarks/Special Instruction/Award Fee
- c) The Contract Specialist will use PDD to generate Part 1 and 2 documents.
 - d) The Evaluation Factors for Award shall be in accordance with the SSP.
 - e) Include a range for the estimate cost – upper limit shall be the funds available for construction, the lower limit shall be 10% less than the upper limit.
 - f) See [Figure 6.1- Arrangement of the RFP](#), for a summary of all parts of the RFP and lead responsibilities.

6.c. Prepare Draft Parts 3-6 of the RFP

1) Operational Definition:

The process of producing the Statement of Work (Parts 3-6) of the Request for Proposal.

2) Goal:

a) Assure functional requirements are merged with other technical criteria to produce a performance based Statement of Work.

3) Policy:

The Statement of Work shall require the project to be designed and constructed in accordance with the client's requirements as defined by the Project Program, and good engineering and architectural practice.

4) References:

a) DB Master Technical Sections maintained on the file server (SODIV at w:DB Master):

SECTION	A1000 FOUNDATIONS
SECTION	B1000 SUPERSTRUCTURE
SECTION	B2000 EXTERIOR CLOSURE
SECTION	B3000 ROOFING
SECTION	C1000 INTERIOR CONSTRUCTION
SECTION	C2000 STAIRWAYS
SECTION	C3000 INTERIOR FINISHES
SECTION	D1000 CONVEYING SYSTEMS
SECTION	D2000 PLUMBING SYSTEMS
SECTION	D3000 HEATING, VENTILATING, AND AIR CONDITIONING
SECTION	D4000 FIRE PROTECTION SYSTEMS
SECTION	D5000 ELECTRICAL SYSTEMS
SECTION	E2000 FURNISHINGS
SECTION	F1000 SPECIAL CONSTRUCTION
SECTION	F2000 SELECTIVE DEMOLITION
SECTION	G1000 SITE PREPARATION
SECTION	G2000 SITE IMPROVEMENTS
SECTION	G3000 SITE PLUMBING UTILITIES
SECTION	G4000 SITE HEATING, VENTILATING, AND AIR CONDITIONING
SECTION	G5000 SITE ELECTRICAL UTILITIES

5) Procedure:

- a) The PM shall review and update the project schedule and communicate the RFP completion milestones and due dates to the Design Staff for preparation of the technical sections.
- b) Design Staff shall prepare Parts 4-6 using the latest DB Master guide. Technical Branch head concurrence is required prior to sending (electronically in MS Word)

- the completed Parts 4-6 to the Specifications Engineer for assembly into the Draft RFP.
- c) Part 6 shall include as applicable:
 - 1. The Permit Record of Decision (PROD)
 - 2. Special Project Requirements or “Project Statements”
 - 3. The Spatial Program
 - 4. An Adjacency Diagram
 - 5. Photographs and architectural compatibility requirements
 - 6. Site drawings (editable versions preferred – see SOP 6.e.)
 - 7. Drawings of existing buildings to be renovated or demolished (editable versions preferred – see SOP 6.e.)
 - 8. Geotechnical data
 - 9. Hazardous Materials report
 - d) The Mechanical Engineer will prepare the Ozone Depleting Substance (ODS) memorandum.
 - e) The PM shall request that the ROICC Advocate (RA) and the Construction Manager (CM) coordinate to provide a completed **Field Office Input Form** for use in preparing Part 3.
(See link to form on [Figure 6.2- RFP Development Flowchart](#)).
 - f) The RA will provide input on the editing of Section 01450 QUALITY CONTROL for Part 3.
 - g) The Specifications Engineer shall edit and prepare all Part 3 Sections, coordinate and edit the headers and footers, format all of Parts 4 through 6, and assemble the sections.
 - h) The Specifications Division is responsible for maintaining an electronic version of the DB Master sections on the SOUTHDIV file server(W/:DB Master).
 - i) Technical Branch Heads are responsible for the content of the DB Master sections within their respective disciplines. Technical Branch Heads are responsible for periodic review of their sections and for providing updates or revisions to the Specifications Division for incorporation into the DB Master files.
 - j) PM provides edited Section 00911 to Specifications Engineer.

6.d Assemble Parts 1 - 6 into a draft RFP

- 1) Operational Definition:
The process of compiling the Contractual parts and the Statement of Work into a complete Request for Proposal.
- 2) Goal:
 - a) The goal is to compile the Parts 1-6 into a single, complete document that clearly demonstrates the scope and intent of the solicitation.
- 3) Policies:
The Draft RFP shall not be released for external review until a project scope/client requirements and coordination review has been completed by the PM.
- 4) References:
none
- 5) Procedure:
 - a) The Specifications Engineer shall provide a paper copy of Parts 3-6 to the PM.
 - b) The Contract Specialist shall provide a paper copy of Parts 1 & 2 to the PM.
 - c) The PM shall review the RFP in its entirety for scope/client requirements and coordination between the sections, and provides review comments to the appropriate team member.
 - d) The revised completed technical sections shall be provided to the Specifications Engineer. The Contract Specialist shall revise Parts 1 & 2 as appropriate.
 - e) The Specifications Engineer shall compile Parts 3-6 into a single PDF document and make it available to the Contract Specialist through the file server.
 - f) The Contract Specialist compiles Parts 1-6 into a single PDF document and provides it to the PM.

6.e. Review and Finalize the RFP

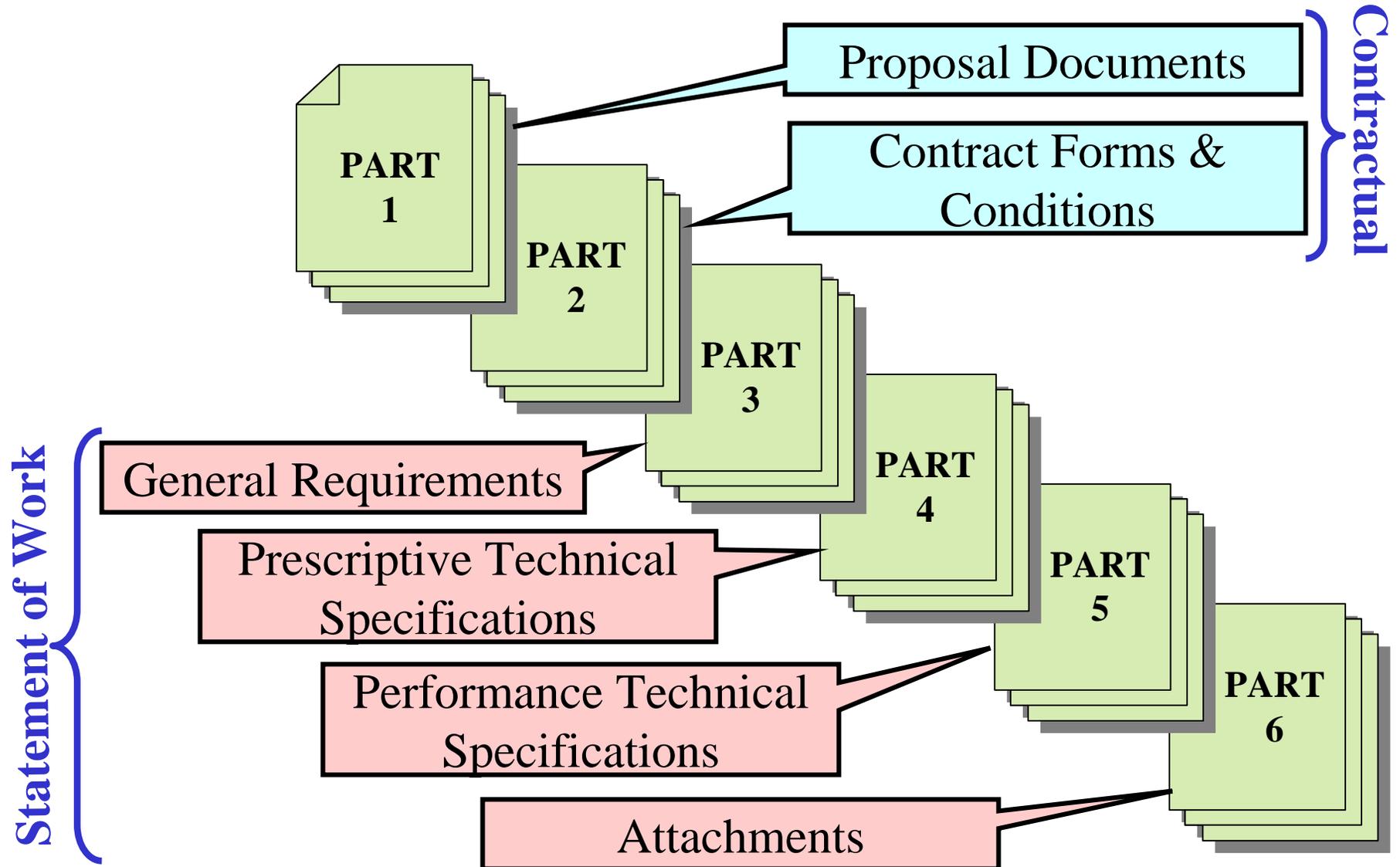
- 1) Operational Definition: The process used to submit the draft RFP to all appropriate reviewers, obtain comments, finalize the RFP, and provide feedback to reviewers.
- 2) Goal: The goal is to provide an accurate, understandable, and contractually enforceable RFP that includes all client needs and technical requirements.
- 3) Policies:
 - a) We will not release an RFP for proposals until it has been reviewed by clients and other applicable reviewers, agreement has been obtained on the functional requirements, and no other outstanding issues exist.
 - b) We will provide written feedback to all reviewers regarding their comments and resolve (or provide a plan to resolve) all outstanding issues to their satisfaction prior to releasing the RFP to proposers.
- 4) References:

none
- 5) Procedure:
 - a) The PM will route copies of the draft RFP and review comment sheet (paper or electronic copies) and cost estimate to the following:
 1. PM's Branch Head
 2. Environmental Dept
 3. ROICC Advocate (RA)
 4. Other appropriate EFD Depts.
 5. PCO (Contract Specialist)
 6. ROICC (3 copies or as requested)
 7. Claimant/Command (as requested)
 8. Public Works/BCE (# copies as requested)
 9. Facility User (# copies as requested)
 10. Technical design staff (Copy to for information and for responding to review comments)
 - b) All reviewers will submit comments to the PM, preferably using the electronic Review Comment Sheet. **Note- we are in the process of converting to use of the COE web-based system, DR Checks which will streamline steps b)-e).*
 - c) The PM will receive and consolidate all reviewer comments into one Review Comment Sheet and forward to the Design Staff.

- d) Design Staff will annotate their response/resolution on the Review Comment Sheet and return to the PM. Revised technical sections shall be forwarded to the Specifications Engineer.
- e) The PM will consolidate all responses onto one Review Comment Sheet and provide feedback to all reviewers.
- f) The Specifications Engineer will finalize and assemble Parts 3-6 into a PDF file and place it on the file server (SODIV H:/ drive) and notify the PM.
- g) Each team member plays a specific role in assuring quality of the RFP. Quality Control procedures are defined in the **Quality of RFP Policy**. Individual roles and responsibilities are outlined in detail and should be implemented at the appropriate time.
- h) **Release of the RFP.** The PM will notify the Contract Specialist that the final solicitation documents are ready for advertisement via the **CIBL RFP Transmittal Sheet to Acquisition**. This form includes validation from each technical team member that the above QC procedures have been performed. All approval signatures must be by registered architects/engineers. The **Government Estimate Memo** shall also be included with the above transmittal sheet. Parts 3-6 will be posted on the file server (SODIV H:/ drive).
- i) The Contract Specialist will assemble the entire RFP into one PDF document; send an electronic copy to DAPS; post it on E-SOL; and send an archive electronic copy to the Specifications Engineer.
- j) Attachments:
 - 1. **Review Comment Sheet (electronic)**
 - 2. Review Comment Sheet Transmittal Letter

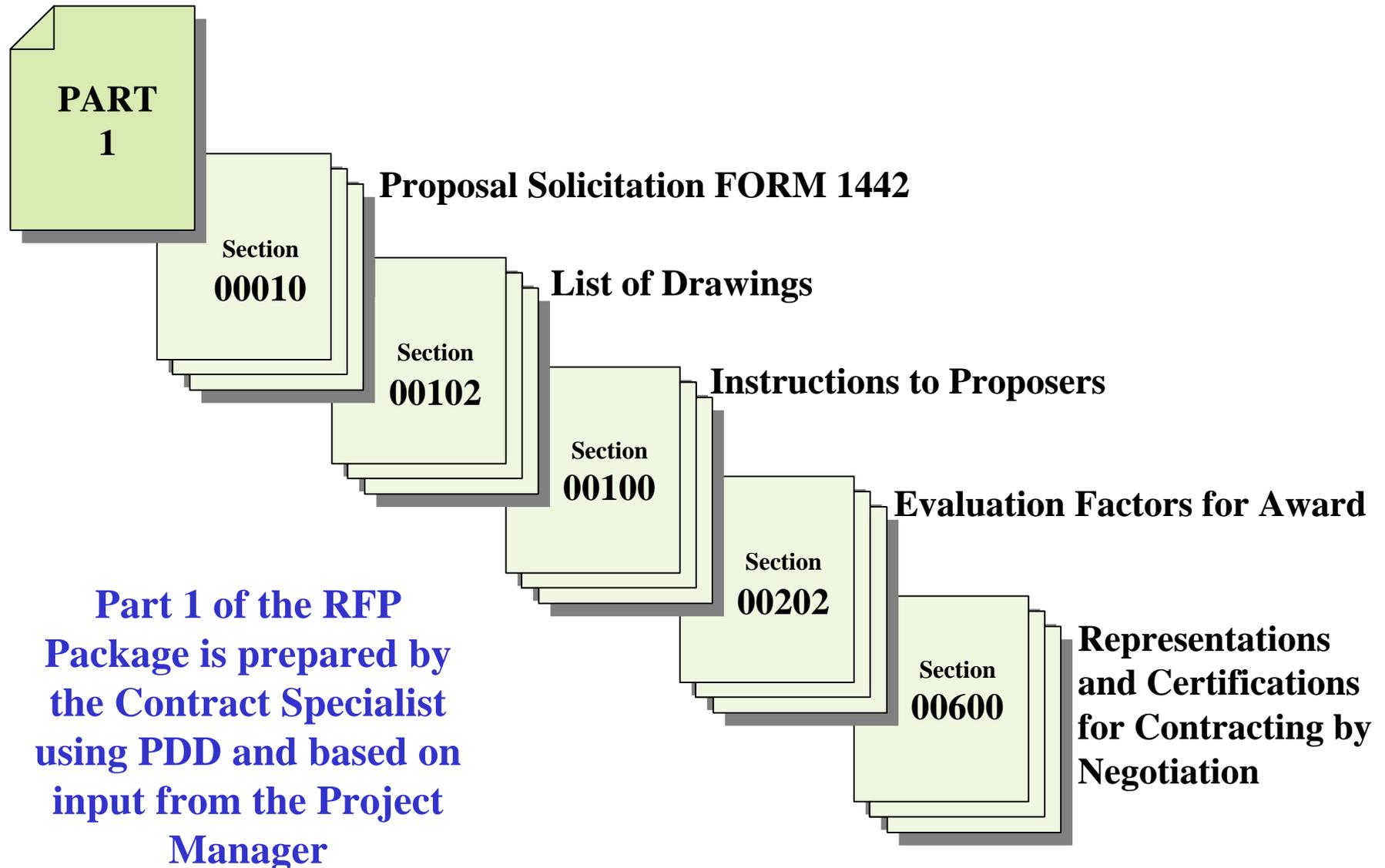


Arrangement of the RFP Package



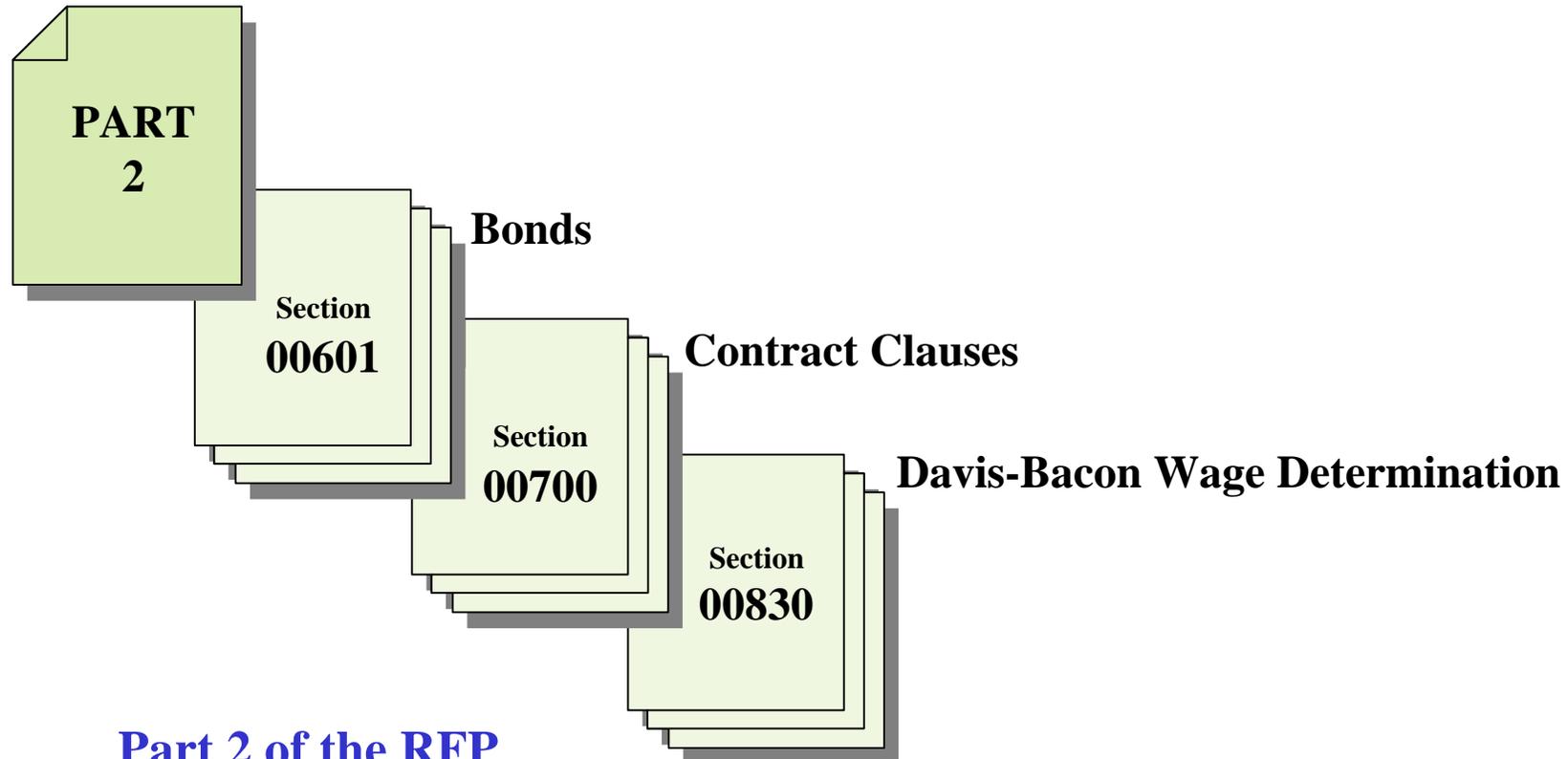


Part 1 Proposal Documents





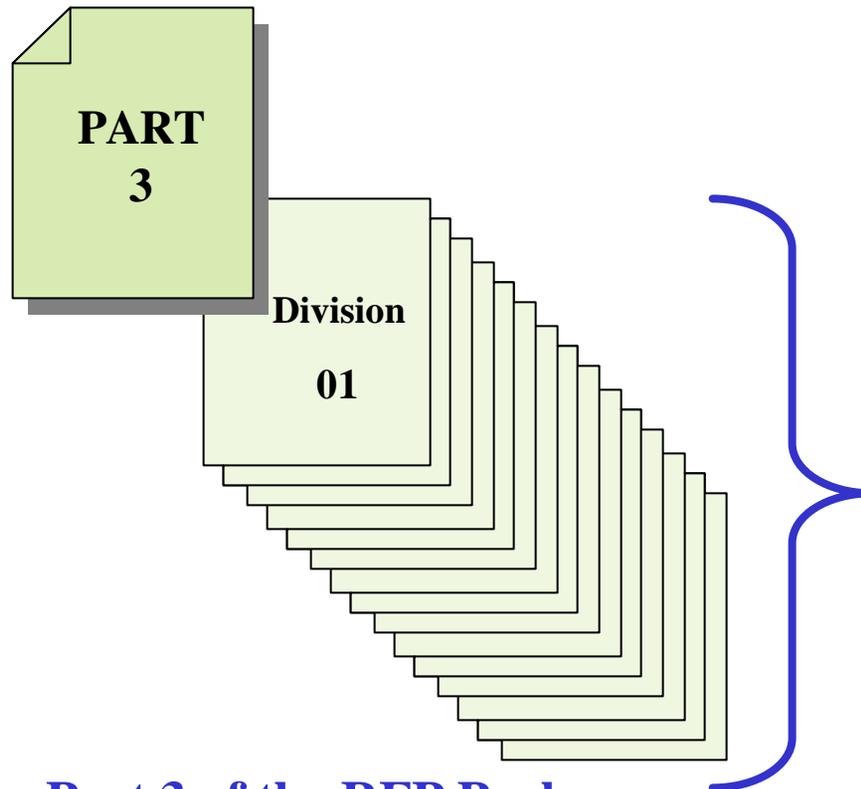
Part 2 Contract Forms and Conditions



**Part 2 of the RFP
Package is prepared by
the Contract Specialist
using PDD and based on
input from the Project
Manager**



Part 3 General Requirements



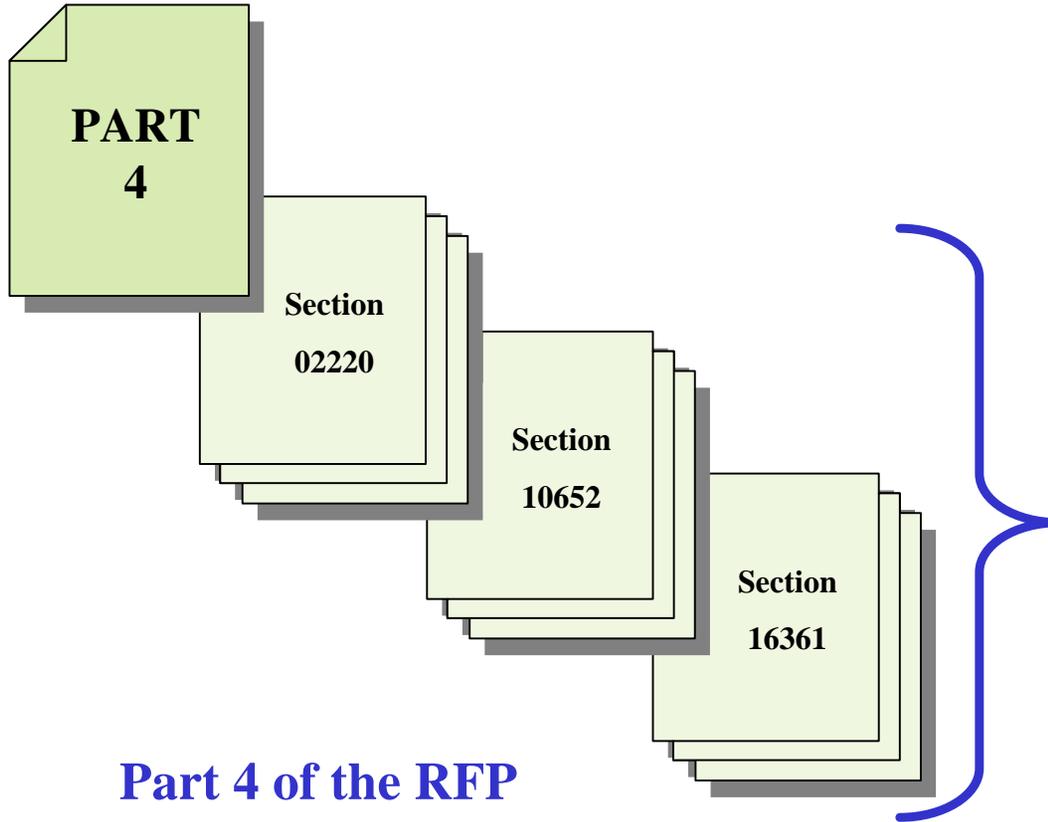
Part 3 of the RFP Package is prepared by the Specifications Engineer based on input from the Project Manager and Field Office

- Document 00911 Project Kickoff and Design Completion
- Section 01110 Summary of Work
- Section 01140 Work Restrictions
- Section 01150 Special Project Procedures
- Section 01200 Price and Payment Procedures
- Section 01310 Administrative Requirements
- Section 01321 Network Analysis Schedules
- Section 01330 Submittal Procedures
- Section 01450 Quality Control
- Section 01500 Temporary Facilities and Controls
- Section 01525 Safety Requirements
- Section 01571 Additional Temporary Controls
- Section 01572 Waste Management
- Section 01575 Temporary Environmental Controls
- Section 01580 Project Identification
- Section 01770 Closeout Procedures
- Section 01782 OMSI Manual for Design/Build

(Note: All Sections may not be included.)



Part 4 Prescriptive Technical Specifications

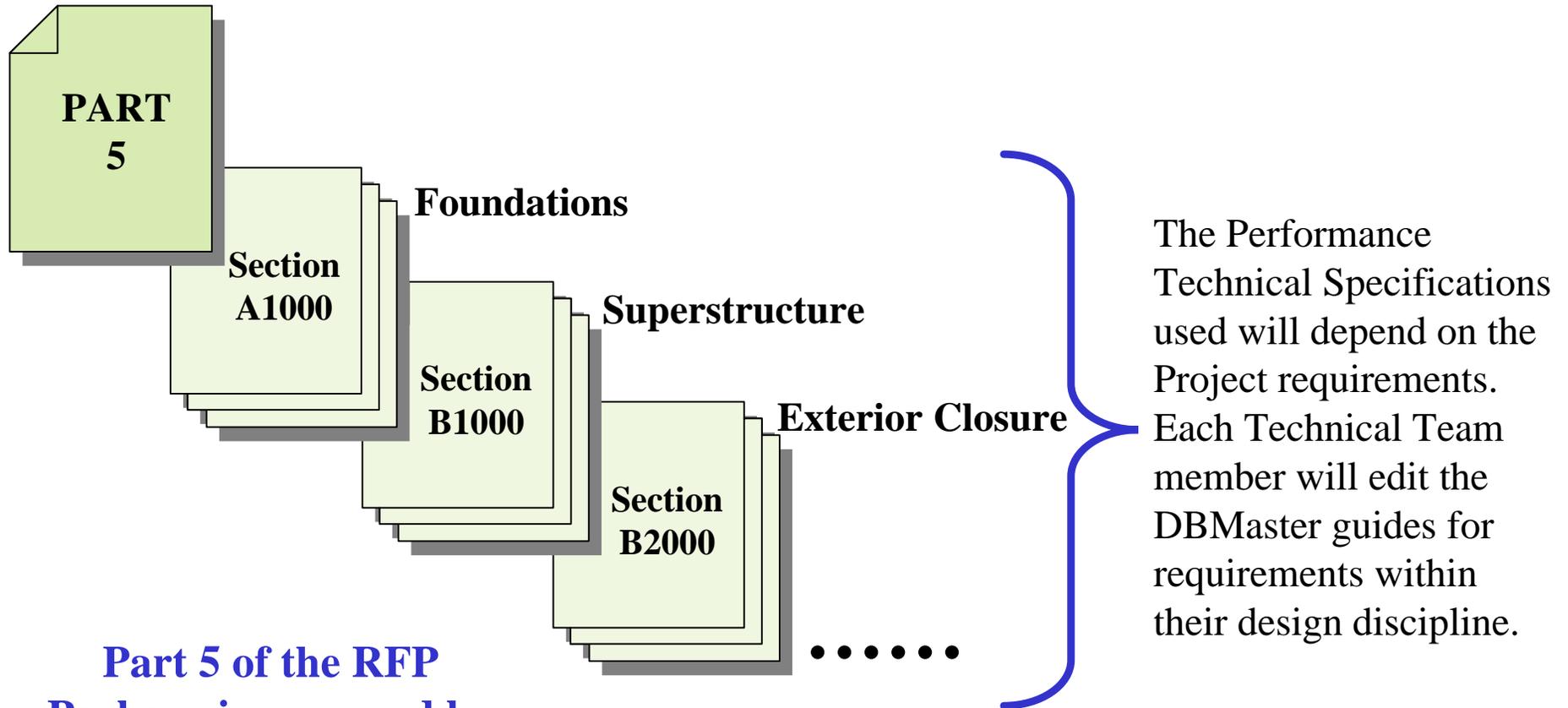


The Sections shown are an example. The number and type of Prescriptive Technical Specifications used will vary based on the Project requirements. Prescriptive Specifications will only be used when Performance Specifications will not meet the particular Project requirements.

Part 4 of the RFP Package is prepared by the project Technical Team members and assembled by the Specifications Engineer



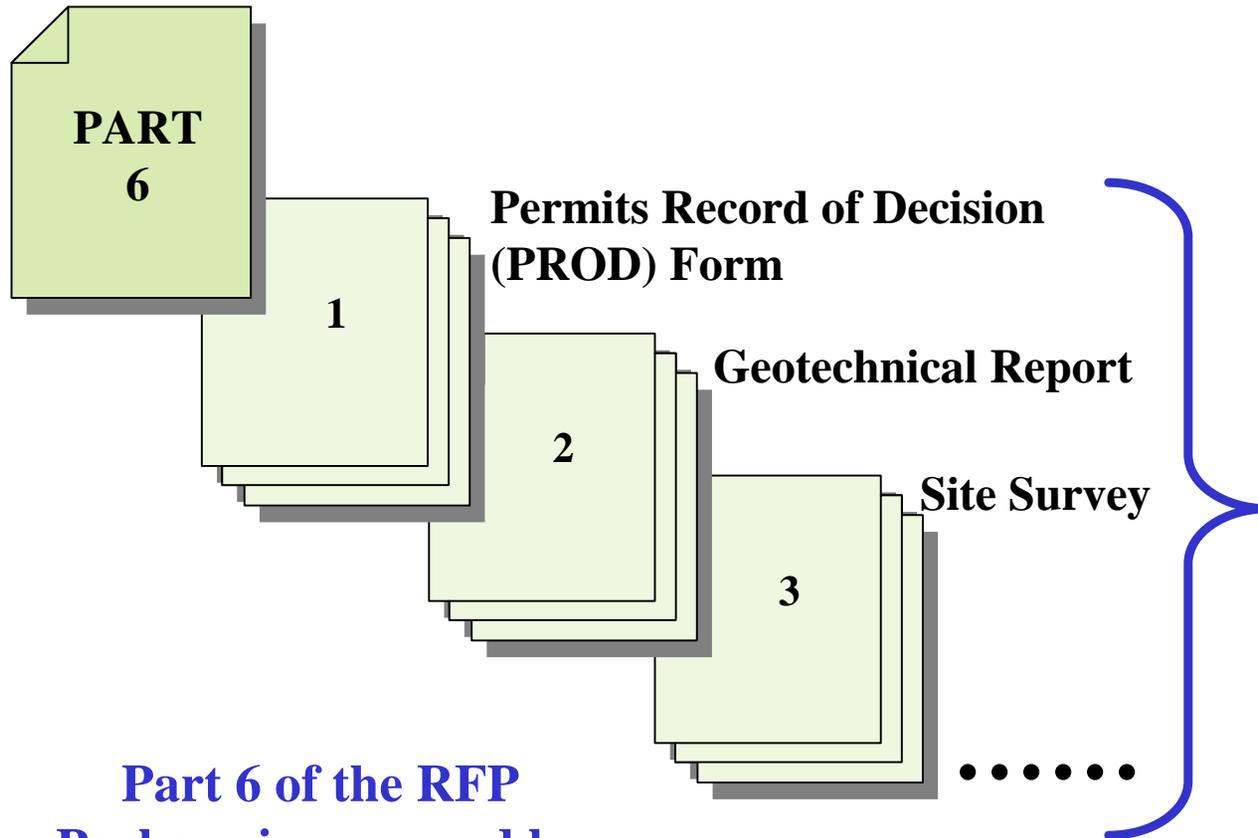
Part 5 Performance Technical Specifications



Part 5 of the RFP Package is prepared by the project Technical Team members and assembled by the Specifications Engineer



Part 6 Attachments



Part 6 of the RFP Package is prepared by the project Technical Team members and assembled by the Specifications Engineer

The Attachments used will depend on the Project requirements but generally include the ones shown along with Project programming data. Each Technical Team member will prepare attachments required for their discipline. Attachments may be in 8-1/2 X 11, 11 X 17 or D-size drawing format.

Step 7: Phase II Proposals and Contract Award

Operational Definition:

The process used to determine the proposal providing the best value to the government and to award the contract.

Goal:

To award a DB contract to the best value proposer.

Policy:

Utilize two independent boards (Price and Technical) to evaluate proposals. The Source Selection Board and Source Selection Authority will use this information to determine the best value for contract award.

Standard Operation Practices for:

- a) Solicitation and receipt of proposals
- b) Technical Evaluation Board procedures
 - i) Oral presentation(s)
- c) Price Evaluation Board procedures
- d) Source Selection Board procedures
- e) A Pre-proposal conference
 - i) Appropriate participation
- f) RFIs
- g) **Amendments**
- h) Contract award procedures
 - i) CHINFO
 - ii) SBA checks
 - iii) FIS §
- i) Conformed documents
- j) Contractor de-briefs

6.f. Amendments

- 1) Operational Definitions:
 - a) Amendments - Once a project has been advertised, changes or additions to the RFP documents are accomplished by issuing “amendments” for pre-award changes or “modifications” for post-award changes.
- 2) Goal:
 - a) The goal is to provide a consistent method and format for incorporating required pre-award changes into the RFP documents.
- 3) Policies
 - a) The Code 07 Project Manager is responsible for coordinating the preparation of RFP Amendments.
 - b) The Code 02 Contract Specialist is responsible for issuing Amendments to Proposers and posting Amendments on the Web.
 - c) The formatting of all RFP Amendments shall follow the same format as the original RFP.
- 4) References:
 - a) Amendment Sketch format. Drawing file "amend-sk.dwg" can be found on the SOUTHDIV INTERNET site at:
<http://www.efdsouth.navy.mil/FacAcq/criteria/>
- 5) Procedures:
 - a) The Code 07 Project Manager shall coordinate with the Code 02 Contract Specialist to establish schedules for Amendments.
 - b) The Code 07 Project Manager shall prepare Amendments as a Word document and provide to the Code 02 Contract Specialist for importing into PDD. Drawings and other Attachments shall be provided as PDF files.
 - c) The following format shall be used for numbering and designating the Sections, Parts and Attachments affected by the Amendment:

AMENDMENT FORMAT: Amendments must follow the same order as the RFP documents, with each amended item referencing the appropriate Section, Part and Attachment by number and title. Some typical examples follow.

Adding Paragraphs, or Subparagraphs, Part 4 Prescriptive Specifications

SECTION 03300 CAST-IN-PLACE-CONCRETE

2.2 MATERIALS

Add the following paragraph:

"2.2.3 Aggregates

ASTM C33, except as modified herein. Obtain aggregates for exposed concrete surfaces from one source. Aggregates shall not contain any substance which deleteriously reactive with the alkalis in the cement."

Omitting Paragraphs, or Subparagraph, Part 4 Prescriptive Specifications

SECTION 02742 HOT MIX BITUMINOUS PAVEMENT

3.5.1 Sampling

Delete this paragraph complete with its subparagraphs and substitute:

"3.5.1 OMITTED."

Word Changes, Part 4 Prescriptive Specifications

SECTION 13930 WET-PIPE FIRE SUPPRESSION SPRINKLERS

1.3 SPRINKLER SYSTEM DESIGN

In line 3, change "ordinary hazard" to "extra hazard".

To Change a Previously Amended Specification

SECTION 09310 CERAMIC TILE, QUARRY TILE, AND PAVER TILE

2.1.1 Tile (See previously amended specification)

First line, change "ANSI 137.2" to "ANSI 137.1".

NOTE: In this example, paragraph 2.1.1 was amended previously, and therefore reference is made to the previously amended specification.

Adding a Section, Part 5 Performance Specifications

In the "TABLE OF CONTENTS", add:

"F1000 SPECIAL CONSTRUCTION FEATURES"

This section is attached.

NOTE: The section to be added should be prepared as a separate section in the normal manner.

Substitution of a Section, Part 5 Performance Specifications

DELETE "Section B2000 EXTERIOR" and substitute attached "Section B2000 EXTERIOR."

Amending Drawings, Part 6 Attachments

Adding Drawings

SECTION 00102 LIST OF DRAWINGS

1.2 CONTRACT DRAWINGS

Add the following to the list of drawings:

<i>NAVFAC DRAWING NO.</i>	<i>TITLE</i>
<i>"5060012</i>	<i>REVISED FLOOR PLAN - AREA A</i>
<i>5060013</i>	<i>LIGHTING FIXTURE DETAILS"</i>

Revised Drawings

SECTION 00102 LIST OF DRAWINGS

1.2 CONTRACT DRAWINGS

The following drawings, bearing revision date of 07/27/00, supersede drawings bearing the same number and title:

<u><i>NAVFAC DRAWING NO.</i></u>	<u><i>TITLE</i></u>
<i>5060002</i>	<i>FOUNDATION PLAN</i>
<i>5060003</i>	<i>FLOOR PLAN</i>

NOTE: Complete the "REVISIONS" block on the drawings with letter designation, description, by whom prepared, and date. "Approved" block is completed by the SOUTH DIV PM. Denote revisions by distinctive symbol at the appropriate locations on the drawings.

Written Changes to Drawings, Part 6 Attachments:

SECTION 00102 LIST OF DRAWINGS

1.2 CONTRACT DRAWINGS

Add the following paragraph:

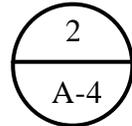
“1.2.1 Changes

Make the following changes:

<u>NAVFAC DRAWING NO.</u>	<u>CHANGE</u>	<u>TITLE/DESCRIPTION OF CHANGE</u>
5060015		<u>PLAN AND DETAILS</u>
	1.	On "2/A-4 Enlarged Plan": in Room "301", delete "FDV Cabinet"; in Room "302", note north wall along column Line "2" as "6-inch CMU".
	2.	On "3/A-4 Enlarged Partial Floor Plan", relocate door "l06" approximately 6-inches west and adjacent to D.F.
5060020		<u>SITE DETAILS</u>
	1.	Add “Detail of Interceptor Catch Basin” as shown on Sketch A, attached.”

NOTE: Change Numbers: Assign number for each separate plan, section, or other detail amended as shown in the above example.

Symbol Designations: Note that circular symbol shown on drawings as is typed as 2/A-4.



NOTE: Once the above paragraph “Changes” has been added by a previous amendment, subsequent amendments shall reference this paragraph for additional word changes to the drawings - Example:

SECTION 00102 LIST OF DRAWINGS

1.2 CONTRACT DRAWINGS

1.2.1 Changes (See previously amended specification)

Add the following changes:

<u>NAVFAC DRAWING NO.</u>	<u>CHANGE</u>	<u>TITLE/DESCRIPTION OF CHANGE</u>
---------------------------	---------------	------------------------------------

(Changes are then continued in the same format as above.)

Sketch Sheets, Part 6 Attachments:

When written changes to the drawings are not feasible, 8-1/2" x 11" sketches may be issued. Title block shall be completed as shown on the Sample Sketch included herein.

Step 8: Finalize Design and Build the Facility

Operational Definition:

The process used to finalize design and build the facility.

Goals:

Integrate the design and build processes to complete an optimum quality facility.

Policy:

- a) We will never compromise safety!
- b) We will never compromise environmental compliance!
- c) A Post Award Kickoff (PAK) meeting will be held for every DesignBuild project.
- d) Encourage use of commercial standards and product specific designs to the maximum extent possible.
- e) Allow the contractor to produce the minimum documentation required to demonstrate compliance with the contract, construct the facility and facilitate acceptance by the government.
- f) Maximize the contractor's "single point of responsibility" for design and construction.
- g) Effectively utilize the contractor's dual responsibility for design & construction to promote more effective and efficient use of proactive problem solving by the contractor.
- h) Use interim KTR evaluations to communicate with and maximize the KTR's production and quality/safety.
- i) Be ***Schedule Driven*** through the use of Critical Path Method scheduling (SureTrak/Primavera). Account for production (design and construction), construction quality management, RFIs, contract modifications & submittals, permitting and KTR performance evaluation within a single project schedule.
- j) Be ***Quality Focused*** through a consistent, continuous quality process utilizing a 3-phase approach (preparatory, initial and follow-up/finalization) to integrate design and construction.

Standard Operation Practices for:

- a) Design & Construction Mgt. Overview Responsibilities
- b) Partnering
- c) Post Award Kickoff
- d) Production meetings

- e) Preparatory meeting for construction
- f) **Schedule**
- g) **Quality Management**
 - i) Mutual Understanding meeting
 - ii) Develop new performance based QA/QC spec (design + constr)
- h) **Design Development and acceptance**
- i) **Submittals**
 - i) Rewrite 0911 and 01330
- j) Permits
- k) Safety
- l) Invoices and Payments
- m) Evaluation of Contractor Performance
- n) Request for Information (RFI)
- o) Modifications to Contracts
- p) Dispute Resolution
- q) Final acceptance and turnover
 - i) Facility Commissioning

8.c Post Award Kickoff (PAK)

- 1) Operational Definition
Post Award Kickoff: The initial conference held after contract award.
- 2) Goals
 - a) Integrate the contractor and all client representatives into the project team.
 - b) Achieve consensus from the project team on any issues and concerns on the Phase II technical proposal.
 - c) Establish and explain policies and procedures for completion of a successful project.
 - d) Establish clear (government voice) direction and communication to the contractor.
 - e) Establish clear (contractor voice) communication to the government.
 - f) Obtain approved conceptual site and floor plans upon completion of the PAK.
- 3) Policy
 - a) The Construction Manager (CM) is responsible to schedule and chair the post award kickoff meeting and ensure that all stakeholders are present. The contracting officer and PM shall lead discussions on their areas of expertise.
 - b) The PCO, with appropriate technical support, shall debrief the contractor regarding the strengths and weaknesses of his proposal at least one week prior to the PAK.
 - c) Changes to the contractor's proposal that result in cost and time growth should be avoided. Minor adjustments are anticipated that do not result in cost and time growth to the contract.
 - d) If the contract requires formal partnering sessions, the initial meeting should be held in conjunction with the PAK.
- 4) References
 - a) [Post Award Kickoff Meeting Agenda](#)
 - b) RFP Part 3, Specification Section 00911, Design Requirements
 - c) [Electronic Review Comment form](#)
 - d) [Request for Information \(RFI\) form](#)
- 5) Procedure
 - a) The government should conduct the PAK meeting by customizing the agenda defined by Ref (a). The CM shall provide PAK meeting minutes. The PM will provide written input to the CM for use in producing the minutes. The following issues should be discussed:
 - 1) **Introduction and Overview**
 - i) Introductions & agenda
 - ii) Contract overview
 - iii) DB model & website
 - 2) **Local Issues**
 - i) Badges & vehicle passes
 - ii) Welding permits

- iii) Photographs
 - iv) Outages
 - v) Forms
 - vi) Railroad cars
- 3) ***Scheduling & Submittals***
- i) Contractor schedule presentation
 - ii) Product data & specifications
 - iii) Design submittals & reviews
 - iv) Shop drawings & samples
 - v) Schedule management
- 4) ***Presentation and discussion of design concept***
- i) Contractor's conceptual design solution presentation
 - ii) Client input to the design concept.
 - iii) Designer working session
- 5) ***Contract Administration***
- i) Insurance & bond
 - ii) Schedule of prices
 - iii) Progress payments
 - iv) Labor laws
 - v) Evaluations
 - vi) Contract modifications
 - vii) Disputes
 - viii) Buy American
 - ix) Other contracts
 - x) Differing site conditions
- 6) ***Construction Management***
- i) Job safety
 - ii) Permits
 - iii) Photographs
 - iv) Environmental protection
 - v) Protection of existing vegetation, structures, equipment, utilities & improvements
 - vi) Disposal of construction debris
 - vii) Asbestos abatement
 - viii) Operation and storage areas
 - ix) Contractor quality control
 - x) Inspection of construction
 - xi) Production meetings
 - xii) Work outside normal working hours
 - xiii) RFIs
 - xiv) Record / as-built drawings
 - xv) Order of precedence
- 7) ***Final Concept Design Approval***
- i) Final design concept solution and signatures
- 8) ***Initial Partnering (if applicable)***

8.d. Production Meetings

1) Operational Definition

Regularly scheduled meetings throughout the contract duration conducted with key members of the DesignBuild team where an established agenda of fundamental production issues is reviewed.

2) Goal:

To optimize the Government/Contractor team's performance by having a regularly planned session that directs the collective focus of the team on essential items necessary for the successful execution of the contract.

3) Policies:

- a) The CM will chair the Production Meetings and produce the meeting minutes.
- b) The PM will participate in all Production Meetings (via telephone or in person).
- c) Production Meetings shall commence two weeks after the PAK, and will be conducted on a weekly or bi-weekly basis, as appropriate.

4) References:

- a) SOUTHDIV 05 guidance on Production Meetings for Construction Contracts

5) Procedures:

- a) The following personnel shall attend these meetings (via telephone or in person) based on need as determined by the CM:
 - CM
 - PM
 - SOUTHDIV Tech Staff
 - ROICC ConRep
 - Contractor's PM
 - Contractor's scheduler
 - Contractor's QC Manager
 - Contractor's Design Manager
 - Contractor's Superintendent
 - other members of contractor's design & construction team
- b) The PM shall lead discussions pertaining to design, coordinate with A/E and resolve design follow-up issues. The PM will provide written input to the CM for use in producing the meeting minutes.
- c) The agenda for these meetings shall be the same during all phases of the project (design, design & construction, construction), and shall be as follows:
 - I. Safety
 - II. Current schedule status (what got done and didn't get done)
 - III. Submittals status

- IV. RFI status
- V. Pending modifications
- VI. Quality issues/concerns
- VII. Schedule analysis and planning

**** Downloadable detailed description of the discussions to be covered during each of the agenda topics and meeting minutes template can be viewed and printed: [editable Production Meeting Guide](#)

d) The meeting minutes shall:

- Identify attendees
- Document the discussions under each agenda heading.
- Make specific reference to the RFI log, modification log, submittal log, deficiency/rework log, and activities within the CPM schedule when necessary.
- Assign responsible parties for all action items that are identified.
- Be accurate (tell the whole story... both government and contractor concerns).
- Be prompt (publish within 1 week of the meeting).

8.f. Schedule

- 1) Operational Definition:
The deliberate plan, built in critical path logic, which will guide the actions of DesignBuild team from contract award through design finalization and construction completion.
- 2) Goal:
The schedule is the tool used by all DesignBuild team members for effective production planning, quality management, performance and payment evaluation, and Government (including client)/Contractor coordination.
- 3) Policies:
 - a) Be ***Schedule Driven***. Use the schedule as the basis for prioritizing production actions, planning quality management, coordinating Government/Contractor efforts and informing our client.
 - b) A comprehensive critical-path-method (CPM) schedule will be developed on all projects by the Contractor and approved by the CM with support from PM and CONREP.
 - c) CPM schedules will be developed using Primavera SureTrak scheduling software (as described in the contract specification). Be realistic when developing the baseline schedule... don't over-promise and under-deliver.
 - d) CM and PM must both be competent in their knowledge of Primavera SureTrak
 - e) The CM, PM, CONREP and the Contractor share responsibility to keep the project on schedule.
- 4) References:
 - a) **Specification Section 01321, Contract Schedule for DesignBuild Contracts.** [To be revised by 076]
- 5) Procedures:
 - a) Use the **sample template** “[[hot-link here/template to be developed by Joe H](#)]” as an example of the essential elements required in a DesignBuild contract schedule.
 - b) See reference (a) for review/approval guidance. [Note: If your contract was awarded with the old version of this spec section, not specifically tailored for DesignBuild, please click here “[[hot-link here/see above](#)]” for a direct link to the new guide spec.]

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- c) As part of the source selection process, the Contractor's initial schedule was submitted and evaluated. At the PAK meeting a schedule will be submitted showing full detail (Level III) for all design activities and concurrent construction activities and summary detail (Level I) for all remaining construction events/milestones as defined in reference (a). See SOP 8.c. [[hot link to SOP 8.c](#)] A critical path will be clearly identified.
- d) Fifteen days prior to the completion of the Level III construction activities outlined in paragraph (c), the CM shall schedule a one-day Baseline Schedule Finalization Session (BSFS). This is a **critical event** in the project timeline and must be given **high priority** attention. At the BSFS, the Government will review the contractor's detailed, Level III construction schedule for all events which were not covered in Level III detail on the contractor's initial schedule submission (refer to PAK S.O.P. ... [hot-link again](#)) For complete guidance regarding the BSFS, see reference (a).
- e) The contractor shall incorporate all elements discussed during the BSFS into the final baseline schedule within 5 days and submit to the CM for review and approval.
- f) CM is the approving authority for the baseline schedule. The PM is responsible for reviewing and providing comments to CM regarding design elements during baseline schedule development.
- g) Exercise great caution when considering accepting a schedule that shows early completion (prior to the CCD) by the contractor. These schedules are often compressed to the point that an overabundance of activities resides on the critical path. This condition increases the chance that government caused delays will impact the critical path, resulting in increased exposure to extended overhead claims.
- h) The CM (together with ROICC Scheduling Engineer, if present on staff) is responsible for reviewing and accepting the contractor's schedule updates. The PM will review and comment (to the CM) on all design elements of the schedule update until final design acceptance.
- i) Schedule updates must incorporate rework activities identified by the Quality Management team. Potential impact of rework activities to the project's critical path must be evaluated and closely tracked.
- j) Since the CPM schedule serves as the primary planning tool for an effective CQM program, all Preparatory and Initial inspections from the contractor's 3-phase control program must be shown on the schedule. See Quality Management S.O.P. [{make "Quality Management S.O.P." a hot-link}](#) for further detail.
- k) The CPM schedule serves as the basis for prioritizing production actions and shall be reviewed at the bi-weekly Production Meetings. See Production Meetings S.O.P. [{make "Production Meetings S.O.P." a hot-link}](#) for further detail.
- l) In the event that the contractor falls behind by greater than 5% at any time during the contract, both parties shall review the approved schedule to determine the causes of delay and develop remedies and/or a recovery schedule.

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Over-edges

8.g Quality Management

1) Operational Definition

Quality Management is an effective, interdependent partnership between Contractor Quality Control (CQC) and Government Quality Assurance (QA) encompassing both the design and construction phases of a DesignBuild project.

2) Goal

- a) Maintain a *proactive* focus on *prevention* rather than a reactive reliance on inspection.
- b) Establish a harmonious, balanced relationship between quality and production/schedule without allowing one to be compromised for the other.
- c) Minimize rework and thoroughly verify performance requirements throughout contract duration.
- d) Produce quality products through acceptable *workmanship and material standards, on-time performance completion, adherence to the budget, and effective team communication.*

3) Policies

- a) The Government/Contractor quality processes will initiate at contract award and encompass design and construction phases.
- b) A single CQC Manager will be responsible for quality control oversight of the design and construction through out the entire contract duration.
- c) The CQC Manager will be independent of the production chain of command, and report to, and be appointed by a principal of the Contractor.
- d) The CQC Manager will have adequate support staff to provide specialized design and construction expertise (i.e. architectural, mechanical, electrical, roofing, etc.) as required for each project.
- e) The Government will provide Quality Assurance (QA) through verification and oversight of the CQC processes.
- f) The Government and Contractor will engage in deliberate planning to create an effective three-phase control program (Preparatory, Initial, follow-up/Finalization) thereby reducing the need for end-of-the-line type inspection (*proactive prevention vs. reactive inspection*).
- g) ***The Government's primary QA representative for design activities is the PM. The CONREP is the primary QA representative for construction activities.***

4) References

- a) NAVFAC P-445 Construction Quality Management Manual

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5) Procedures

- a) The CQC Manager will write a Quality Control Plan, covering both design and construction activities, and organized around Definable Features of Work (DFOW). The CQC plan shall be submitted in phases coincident with the phased project schedule as the design is developed and construction activities are defined. (Refer to Schedule SOP) [\[Link schedule SOP\]](#) The design CQC plan will be submitted during the proposal process. Refer to Macro Step 4 for content. The CQC plan for the initial construction activities concurrent with design will be submitted at the PAK. The final CQC plan will be submitted and approved after final design acceptance. No work on any construction activities can begin prior to the approval of their relevant CQC plan.
- b) The PM shall develop the design portion of the QA plan and the CONREP(s) shall develop the construction portion. The CM will correlate and finalize the QA Plan to include design activities. [\[Link to editable file for QA template to be created – Joe H to develop. Kathy work on design part\]](#). The QA plan for design and the initial construction activities shall be completed by the Mutual Understanding Meeting. The final QA plan shall be completed immediately following design acceptance.
- c) Design portion of the CQC plan shall be developed utilizing the three-phase control program (Preparatory, Initial, follow-up/Finalization) as described in Section 01450.
- d) The contractor will show all Preparatory and Initial inspections on the project schedule.
- e) The CQC organization will maintain the Rework List for all ongoing design and construction work in the follow-up/Finalization phase. The Rework List for design packages will consist principally of design submittal review comments generated by the CQC staff and the government team.
- f) During construction activities, newly identified rework items by DFOW will be reported in the Contractor's Daily Report.
- g) All rework activities will be incorporated into the project schedule.
- h) DFOW are considered complete when the Rework List is zero.
- i) Mutual Understanding Meeting. See reference (a). [\[Need template agenda specifically to guide design QC discussions – Joe H to develop\]](#)
 1. The Mutual Understanding Meeting could be, but is not limited to a single meeting. The first Mutual Meeting will occur within the first 21 calendar days of award and, if conducive, will be part of a Post-Award Conference. [\[Link back to Overview SOP\]](#) The first meeting will focus on design phases and early start construction activities. Follow-on meetings will focus on the construction phases if required.
 2. The purpose of the Mutual Understanding Meeting is to:
 - a. Discuss the function and responsibility of QA and CQC.
 - b. Verify an in-depth Government/Contractor understanding of an effective Three Phase Quality Program as defined by reference (a).
 - c. Integrate the QA Plan and CQC Plan into a interdependent Quality Management Program.
 3. The MUM chair will produce meeting minutes (published within 1 week of the meeting).
 4. The follow-up person will attend person

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- a. CQC Manager
 - b. CQC support staff
 - c. Contractor Jobsite Superintendent
 - d. Contractor Scheduler
 - e. Contractor Project Manager
 - f. PM (via phone conference when appropriate)
 - g. CM
 - h. CONREP
- j) Quality Program Coordination (QPC) Meeting.
1. Onsite QPC Meeting will be held bi-weekly starting no later than two weeks after the Mutual Understanding Meeting.
 2. The purpose of this meeting is to deliberately plan and coordinate the quality management program.
 3. The CQC Manager will chair this meeting and produce meeting minutes.
 4. The following personnel will attend (in-person or via telephone conference call):
 - a. CQC Manager
 - b. Contractor Jobsite Superintendent
 - c. CQC support staff
 - d. * Contractor Scheduler
 - e. * Contractor Project Manager
 - f. * PM
 - g. * CM
 - h. CONREP

* Indicates personnel who may not be required at the QPC meeting.
 5. The agenda (**create downloadable file**) for these meetings shall be:
 - Review what got done and what didn't get done in the quality program for the last 2 weeks.
 - Review deficiency/rework list and pending actions.
 - Plan 3-Phase quality control events for the upcoming two weeks.
 - Coordinate any special quality program requirements (special testing, off-site inspections, etc.)
 6. The meeting minutes shall:
 - Identify attendees
 - Document the discussions under each agenda heading.
 - Make specific reference to the RFI log, modification log, submittal log, deficiency/rework log, and activities within the CPM schedule when necessary.
 - Assign responsible parties for all action items, which are identified.
 - Be prompt (published within 1 week of the meeting).

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8.h. Design Development and Acceptance

1) Operational Definition

The process of transforming the KTR's conceptual design accepted in his RFP proposal into a final design that is accepted by the government as being ready for construction

2) Goals

- a) Ensure the final design for each Design Package:
 - i) Conforms to requirements of the RFP to include appropriate drawings specifications, manufacturer data sheets, design analysis and calculations
 - ii) Satisfies the Client's requirements within the authorized scope and available funds
 - iii) Meets all codes, criteria, and good engineering practice
 - iv) Is constructible (adequately detailed)
- b) Define as much information as possible regarding function, materials and methods in what we call the "design" stage (the decision making and documentation prior to the actual start of construction for a definable feature of work DFOW).
- c) Encourage the use of Early Start Design Packages as appropriate. (RFP Part 3, Specification Document 00911)
- d) Administer the design process in a manner that facilitates timely and suitable construction.

3) Policies

- a) Consensus among the Client, EFD technical personnel, and ROICC must be achieved prior to design acceptance.
- b) The accepted design shall satisfy the facility functions described in the project program, and define the required means, methods and materials for construction.
- c) The construction shall match the accepted design and the contractor shall not deviate from the accepted design without govt approval.
- d) Streamline the DesignBuild process by encouraging final product and material selections and fabrication drawings during the design phase to minimize additional submittals during the construction phase.
- e) The ACO is the accepting authority for U.S. Gov't and notifies the contractor of each accepted design package.
- f) The PM is responsible to lead the government team in all design activities and recommend ACO acceptance of design packages.

4) References

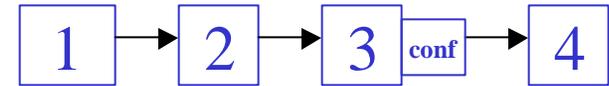
- a) SOUTHDIV A/E Guide

5) Procedures

- a) The PM shall lead the Gov't team through the design development process. PM coordinates/monitors/drives all design actions in close coordination with Gov't construction manager (CM).
- b) **Developing the design**

- i) Direct interaction between the contractor's design team and the EFD technical staff is encouraged during design development.
 - ii) The Post-Award Kick-off (PAK) meeting is the formal start of the post-award design development process.
 - (1) KTR shall facilitate a discussion to develop Final floor plans and other critical functional features at the PAK (see [SOP 8.c, PAK](#)).
 - (2) KTR is encouraged to develop Early Start Design Submittal Packages for project elements that can be shown to impact the critical path schedule. (e.g. demolition, site work, exterior utilities, foundation, building structure) See RFP Part 3, Specification Document 00911.
 - (3) KTR shall present a detailed schedule defining design milestones and completion dates as part of the PAK ([SOP 8.c, PAK and 8.f, Schedule](#)).
 - iii) KTR is required to maintain consistency of accepted systems, components and materials contained in the accepted proposal throughout the design development stages.
 - iv) Content of drawings for each submittal stage is defined in A/E Guide, Sections 12-17.
 - v) The principles and methodology of Quality Control (QC) shall be applied throughout the design development process (see SOP 8, Quality Management).
 - vi) KTR encouraged to make **FINAL** product and material selections during the design phase, and where practical, submit manufacturer's data sheets and/or fabrication drawings in the design submittal, in lieu of developing a prescriptive product and material specification. The intent of this action is to receive approval for materials & equipment during the design phase, thereby eliminating the need for additional submittals during construction. See RFP Part 3, Specification Document 00911 for specific design submittal requirements.
 - vii) KTR shall format drawings in the manner considered standard industry practice by "The Architect's Handbook of Industry Practice" by The American Institute of Architects. Drawings shall be prepared using computer-aided design and AutoCad format.
 - viii) KTR shall include the seal and signature of the registered architect or professional engineer on final drawings.
 - ix) KTR design efforts shall include special considerations for safety requirements during construction (see [SOP 8.k, Safety](#)). This shall include identification of inherently dangerous operations and description of the safety precautions required during their construction (which may include multiple options).
- c) **Submitting the design**
- i) KTR shall submit the design package indicating whether the package is an early start, a progress review, or a final design.
 - ii) KTR shall distribute design submittal packages IAW RFP Part 3, Specification Document 00911
 - iii) See [SOP 8.i, Submittals](#) (to be developed) for detailed submission, review and acceptance procedures.
- d) **Reviewing the design**
- i) The PM is the Govt's principle Quality Assurance (QA) representative for design activities and is responsible for assuring that the appropriate EFD and client staff review each design submittal for compliance with the SOP goals.

- ii) Throughout the design review process, the KTR/Govt team shall ensure that adequate detailing is provided to allow both the Contractor's QC organization and the Govt's QA team to perform effectively during construction.
 - iii) CM is responsible for coordinating constructability reviews.
 - iv) PM will receive all comments from all parties and will review and consolidate all comments into a single set of government comments.
 - v) PM shall return a single set of comments to the KTR (either via or "copy to" the CM) with specific direction regarding any requirement for future submittals. (Future use of Dr. Checks?)
 - vi) PM shall distribute the final submittal to the EFD technical team for verification that all prior comments have been adequately addressed and the design is ready for acceptance. Normally the client does not receive or review the final submittal.
- e) **Accepting Early Start and final design packages**
- i) An acceptable design shall:
 - (1) Include all necessary drawings, specifications, manufacturer data sheets (if applicable), design analysis, and calculations.
 - (2) Satisfy the Client's requirements within the authorized scope and available funds.
 - (3) Meet all codes, criteria, and good engineering practice.
 - (4) Be constructible (adequately detailed).
 - (5) Conform to requirements of the RFP.
 - ii) (Need to document a process to handle unresolved final comments)
 - iii) PM shall ensure that the appropriate government official signs the accepted design. The PM shall sign all drawings in the "For EFD Commander" block and the technical reviewer shall sign the first sheet of their discipline in the "Technical Branch" block. The fire protection engineer shall sign in the "FPE" block on the first sheet. (Need to change title block from "Approved" to "Accepted")
 - iv) The PM will forward the accepted and signed drawing and specifications to the ACO via the CM.
 - v) ACO shall forward the accepted drawings and specifications to the KTR with a written notice of "Design Acceptance".
 - vi) Design Acceptance is required for Early Start Design Packages and each accepted package must follow the process for a final design package.
- f) Adherence to the Accepted Design during Construction:
- i) **KTR shall not proceed with construction of any Definable Feature of Work without Design Acceptance from the ACO.**
 - ii) **KTR shall not deviate from the accepted final design during construction unless approved by the ACO.**
 - iii) Any changes to the accepted design must be coordinated between the CM, the ACO, and the PM to assure the completed facility meets the goals listed above.



SOP 8.i

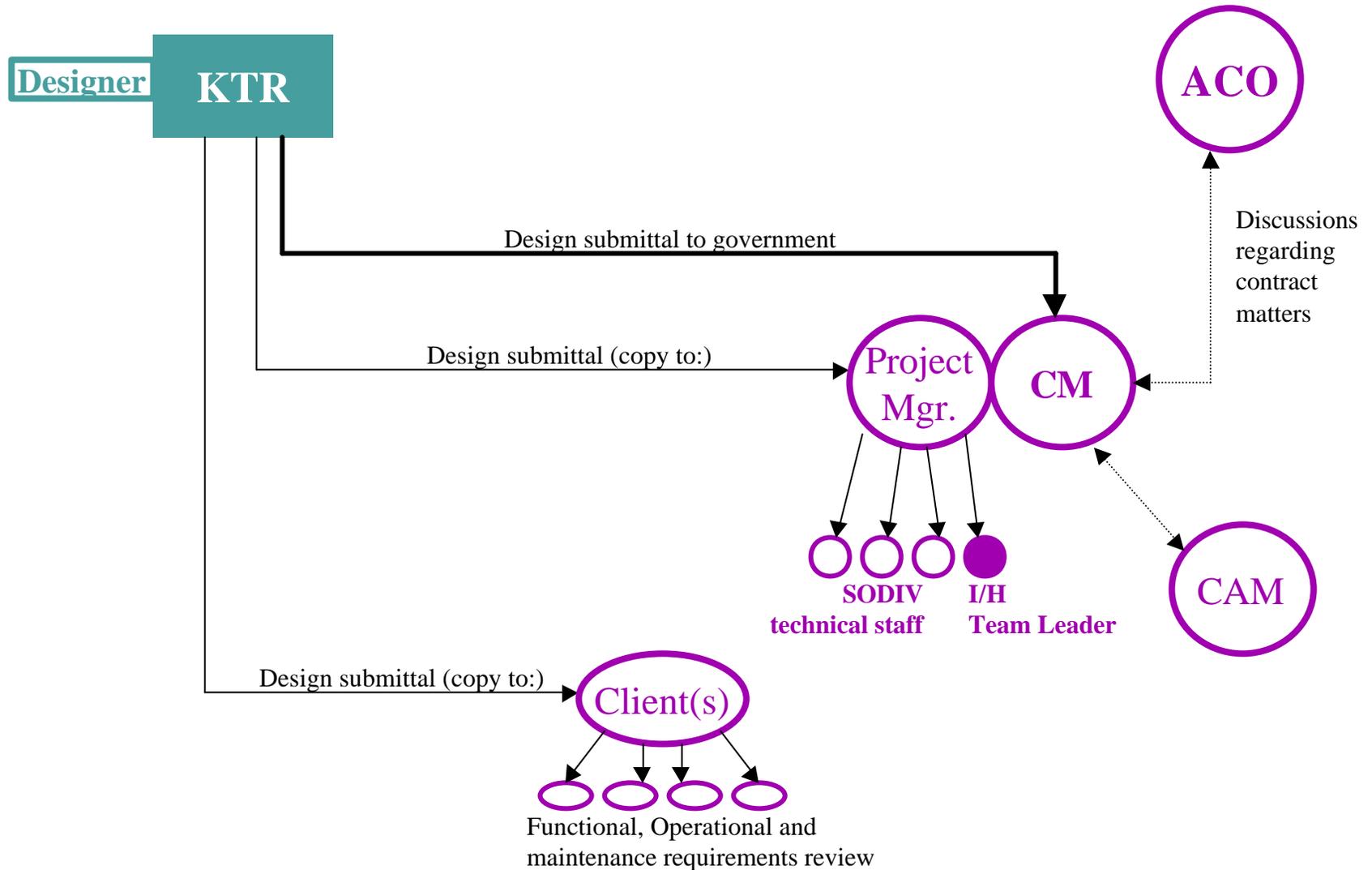
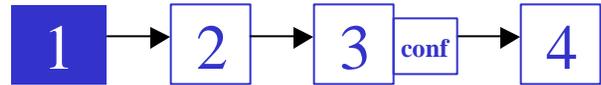
Design Submittal Review Process

Purpose: Receive and route contractor design submittals to the appropriate govt. parties to assure compliance with the RFP. Facilitate discussions between the govt and contractor to resolve discrepancies and to allow final acceptance of the design.

Product/Service:

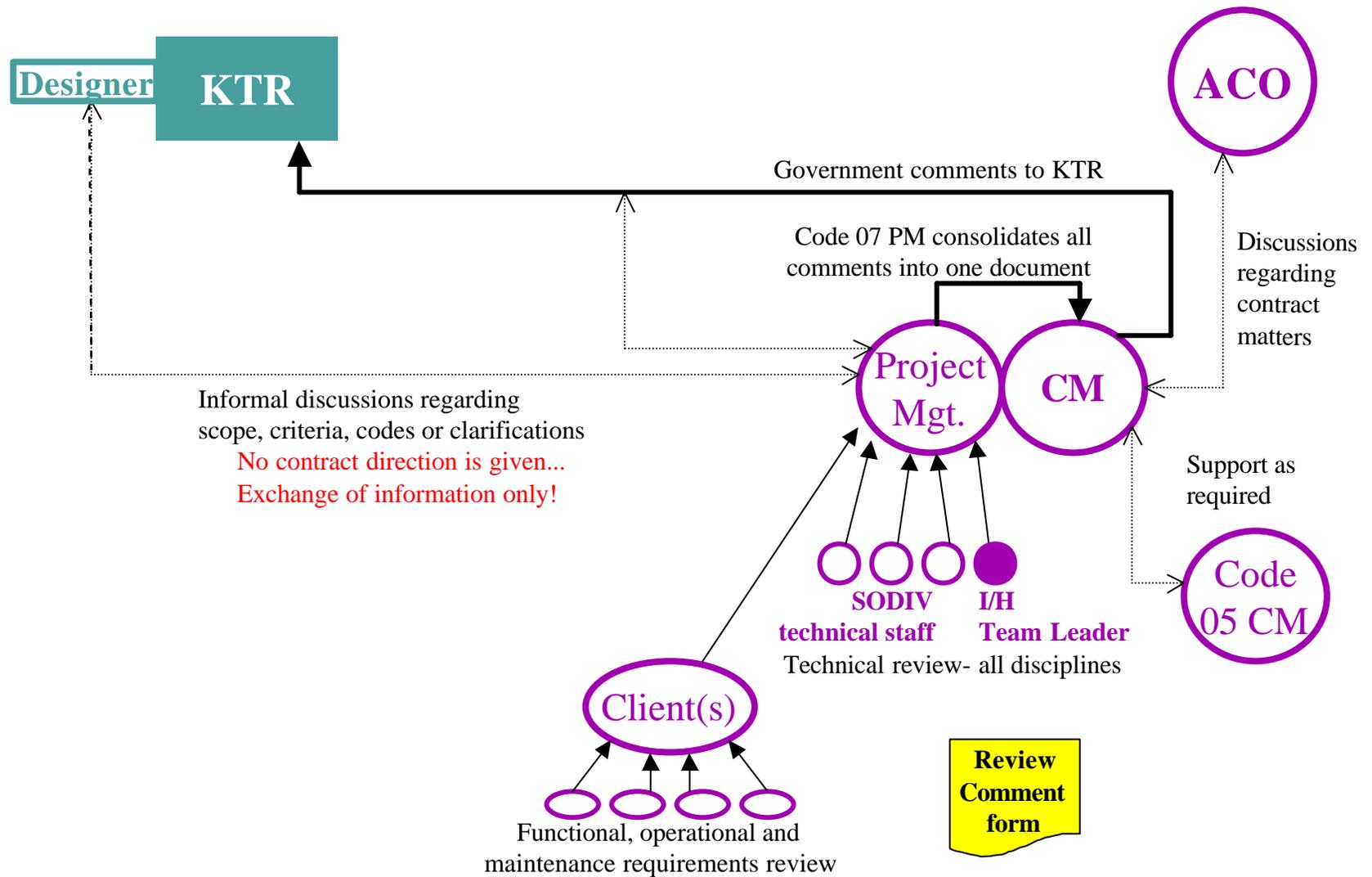
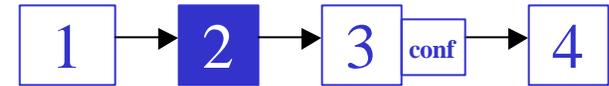


Contractor Submittal



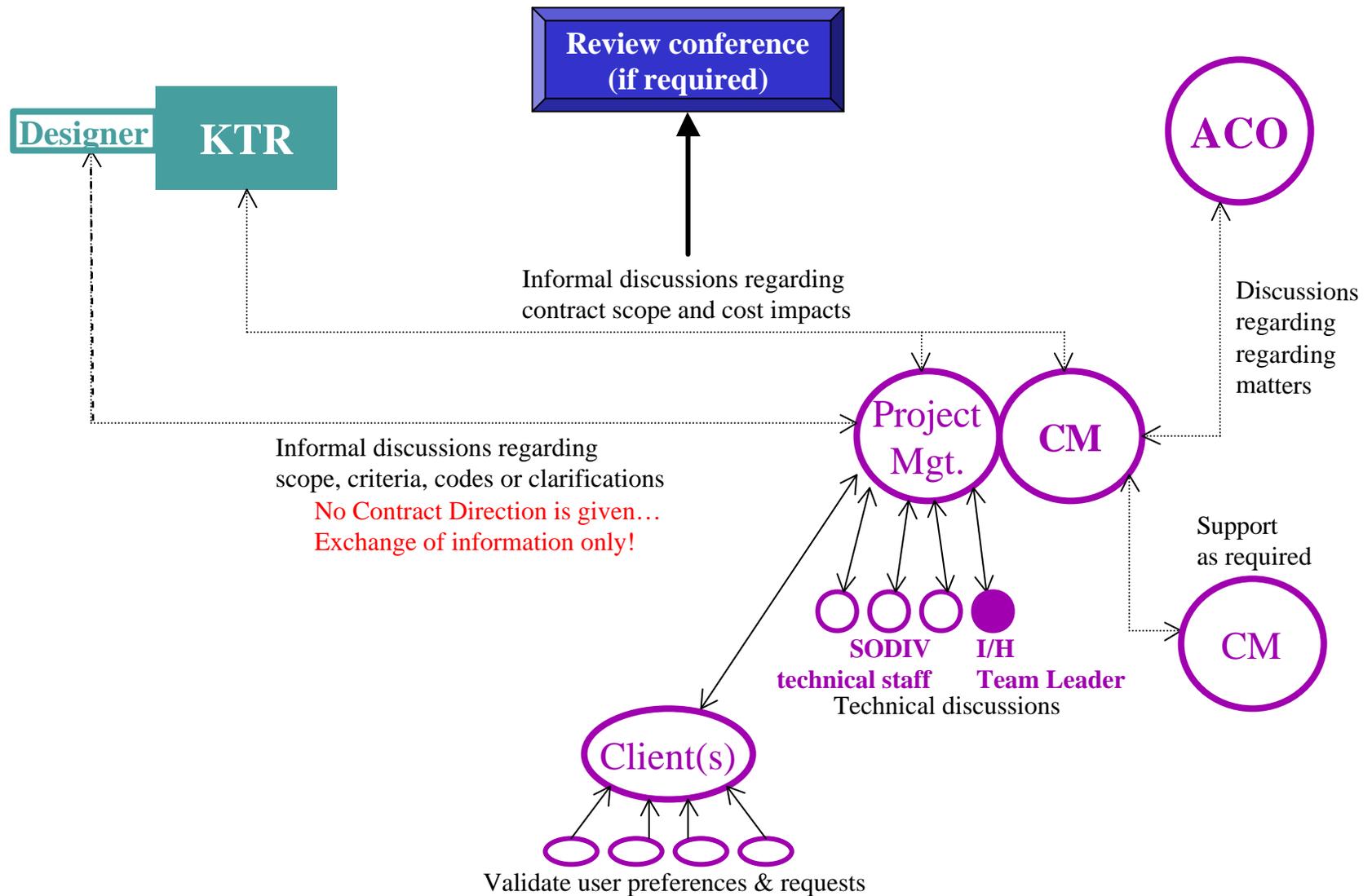
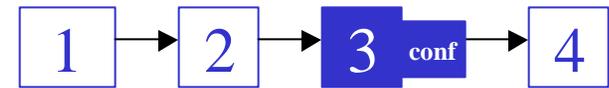


Govt. Comments



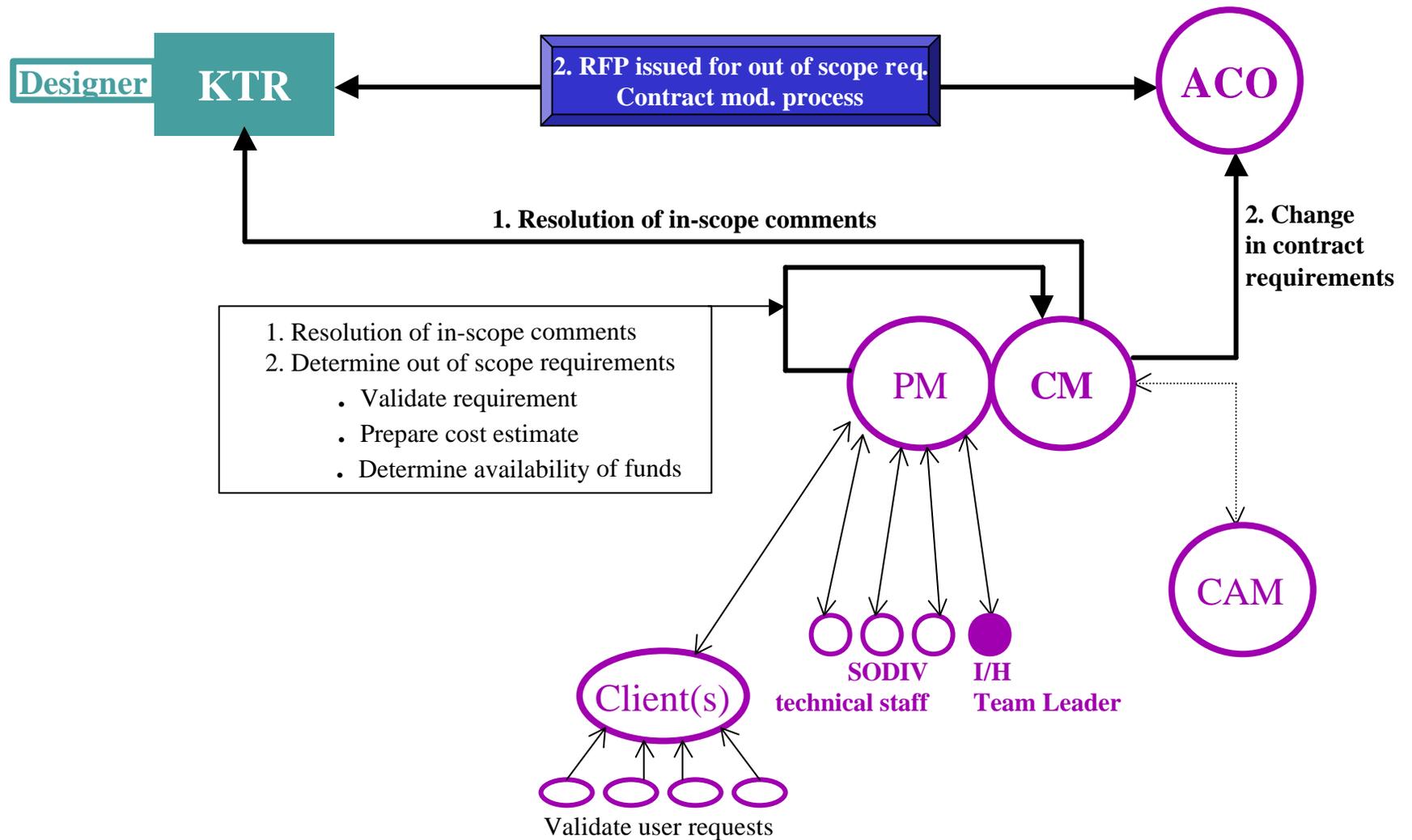
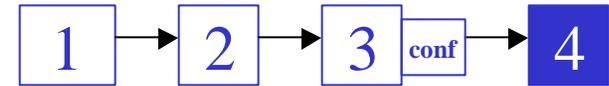


Discussion





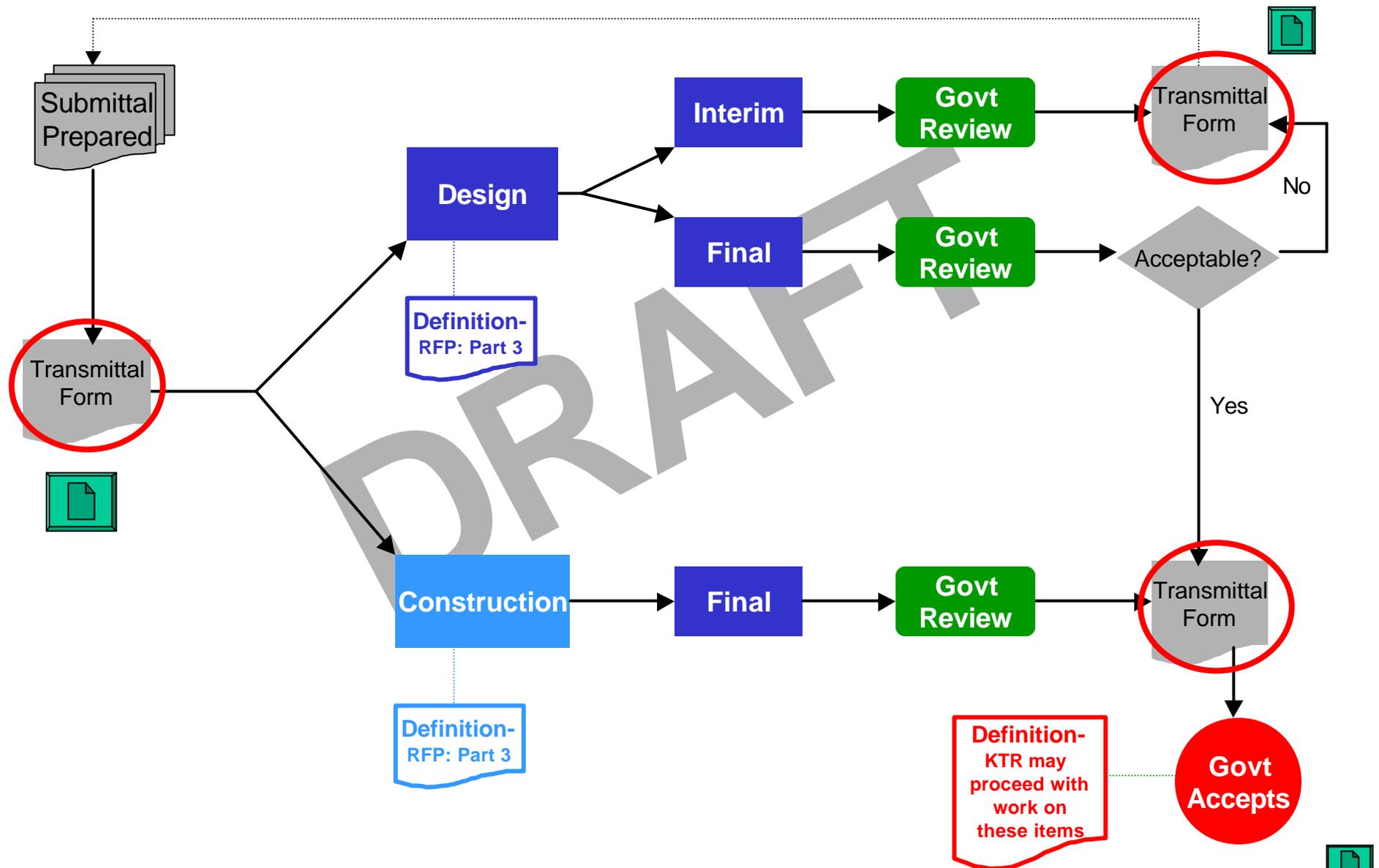
Resolution





DB Submittal Process Overview

***** Need to develop new transmittal / acceptance form *****





Acceptance of a submittal & "What is the contract?"

Acceptance

1. The government agrees that the submittal appears to meet the intent of the contract requirements.
2. The KTR is obligated to provide the items specified within the submittal, unless a variance is requested by KTR and accepted by govt.
3. The KTR may order materials and proceed with construction for the items contained within this submittal.
4. The KTR is still fully responsible for the performance outcome of the facility.

What is the Contract?

1. At time of award = Govt RFP + KTR Proposal
2. At time of submittal acceptance =
Govt RFP + KTR Proposal + accepted submittals



Submittal Review

Roles and Responsibilities

• Project Manager (PM)

- Work in tandem with FCM
- Maintain high level of communication with full team
- Lead for Client interface
- Receive and distribute KTR submittals to the SODIV technical team
- Establish the date comments are due back to PM (both SODIV and client comments)
- Provide consolidated comments to CM
 - Consolidate all comments (I-H and client) into one review comment form
 - Resolve conflicting comments
 - Delete invalid comments
 - Determine whether or not comment is within scope
 - Assure design is in compliance with project scope
- Discuss significant issues
- Support contract modification process
 - Support development of statement of work (amendment)
 - Support development of govt. estimate
 - Support Field Office during negotiations
 - Attain required funds

• Construction Manager (CM)

- Work in tandem with PM
- Maintain high level of communication with full team
- Review contract compliance regarding:
 - Safety
 - Quality
 - Environmental controls
 - Design/Construction schedule
 - Permits
 - Compliance with local base procedures and operations
- Discuss significant issues with PM
- Discuss significant issues with O5CM
- Provide consolidated comments to KTR
 - Add Field Office comments to review comment form provided by PM
- Support ACO for contract modifications
 - Provide scope and govt. estimate to ACO
 - Request Promise to Pay and receive funds from PM (or other fund source)
 - Participate in negotiations



Submittal Review

Roles and Responsibilities

• EFD Technical Team

- Review the submittal for compliance with:
 - Design acceptance- does the design meet or exceed the requirements of the RFP and other contract documents?
 - Design Practice- does the design provide quality solutions consistent with standard engineering practice?
 - Code / Criteria Acceptance- does the design meet all applicable code and criteria requirements?
- Provide written comments to the PM via the review comment form

• In-House Team Leader

- Review submittal to determine compliance with the RFP and other contract documents:
 - Function of the facility
 - Special concerns of the client
- Support PM to resolve technical discrepancies



Submittal Review

Roles and Responsibilities

- **Construction Area Manager (CAM)**

- Provide full constr. support to the field
 - Corporate knowledge
 - Lessons learned networking with other O5CMs
 - Technical support staff
- Insure constr. practices are compatible with
 - Base procedures and operations
 - Constr and Field Ops Dept. policies
- Serve as a prime point of contact for field issues needing to be resolved at headquarters.

- **Clients**

- Review functional and operational features of the submittal
- Provide written comments in the Design Review Form and submit to the PM

- **Contractor(KTR) and subcontractor team**

- Provide drawings and product data and minimal specifications which describe the work to be accomplished
- Submit the design documents to the appropriate govt. parties for review
- Support informal dialogue with the PM, SODIV Technical Team and CM during the review process
- Respond to written comments from the PM/CM on the Design Review form
- Incorporate in-scope comments into the final design
- Promptly negotiate changes to the contract with the ACO

8.k. Safety & Health

- 1) Operational Definition:
Principles and practices based on established standards & regulations that protect Government & contractor personnel from unreasonable risk & injury during execution of design and construction activities.
- 2) Goals:
 - (a) Guarantee a safe working environment for Government and contractor personnel.
 - (b) Establish an integrated approach to safety & health on DesignBuild projects which addresses the activities of the designer, builder, and Government personnel.
- 3) Policies:
 - a) Ensuring safety & health is our highest priority.
 - b) Safety standards & regulations apply to all members of the DesignBuild team (designer, builder, and Government personnel).
 - c) The contractor is responsible for implementation and execution of the safety program. The Government is responsible to monitor the program's effectiveness and take action when necessary.
- 4) References:
 - a) OSHA Construction Industry Standard 29 CFR 1926
 - b) Corps of Engineers Safety & Health Manual, EM 385-1-1 (latest version)
 - c) Mishap Reporting, ([SOUTHNAVFACENGINSTR 5102.1](#))
- 5) Procedures:
 - a) IAW specification section 01525, the contractor shall prepare and submit for Government acceptance a detailed Safety Plan. This plan shall address all operations on-site to include site investigations for design, and construction activities.
 - b) Prior to commencing any operations on-site (including site investigations for design), the contractor's Safety Plan must be accepted by the Government.
 - c) At design acceptance, the contractor shall amend the safety plan to address any new requirements.
 - d) The design process shall consider and incorporate construction and operational safety requirements ([SOP 8.h, Design Development & Acceptance](#)).
 - e) The contractor's Safety Manager, or the approved alternate, shall be present on-site when any construction work is performed. This requirement does not apply to design site investigation activities prior to construction activities.
 - f) Once construction has begun, all personnel initially reporting for work on the site, including the design team, shall receive thorough safety indoctrination from the Safety Manager that shall be documented in the contractor's project safety records.
 - g) Throughout the construction phase of the project, the Safety manager shall conduct weekly safety meetings. The strategy and methodology for these meetings will vary based on project size and will be as agreed upon with the ConRep.

- h) On no less than a monthly basis throughout the construction period, the ConRep shall conduct a safety audit of the project site together with the contractor's Superintendent. A standard **Contractor Site Safety Assessment** form shall be used and the results shall be attached with the contractor's Daily Production Report. Any serious or repetitive items shall be brought to the attention of the CM for appropriate action.
- i) For every Definable Feature of Work, the Preparatory phase of the Three-Phase Quality Control Program shall include an Activity Hazard Analysis (AHA). This AHA shall be conducted and documented as required by the contract specification and reference (b).
- j) Procedures guiding mishap/accident investigation and reporting shall comply with reference (c) and shall be applicable to design site investigation and construction activities. Reports shall be submitted using the **Contractor Significant Incident Report**.

8.m Evaluation of the Contractor

1) Operational Definition:

Use of Construction Contractor Appraisal Support System (CCASS) to evaluate and document contractor performance per NAVFACINST 4335.4.

2) Goal:

Fairly evaluate contractor design and construction performance, motivate and enhance ongoing performance, and document performance for future procurement evaluation criteria.

3) Policies:

- a. The Government will evaluate contractor design and construction performance on all DB contracts/delivery orders using interim and final CCASS evaluation form **DD2626 (modified by SOUTHDIV for DB) (need to link to an editable version)** regardless of value. Do not use form DD2631 to evaluate the design independently from construction.
- b. The Government will issue a final evaluation no later than sixty days after Beneficial Occupancy Date. No contract/delivery order will be considered closed until issuance of final evaluation.
- c. The Government can issue interim evaluations at its discretion. All contractors performing a DesignBuild contract/delivery order in excess of \$1.5M will receive at least one interim evaluation, typically at design acceptance.
- d. All contractor evaluations will be formally entered into the U.S. Army Corps of Engineers' CCASS within five working days of evaluation issuance.
- e. The CCASS form shall be used to evaluate contractor performance. Do not use any other derived evaluations.
- f. Interim evaluations are superseded by the final evaluation and shall be removed from CCASS.

4) References:

- a. [NAVFACINST 4335.4](#)

5) Procedures:

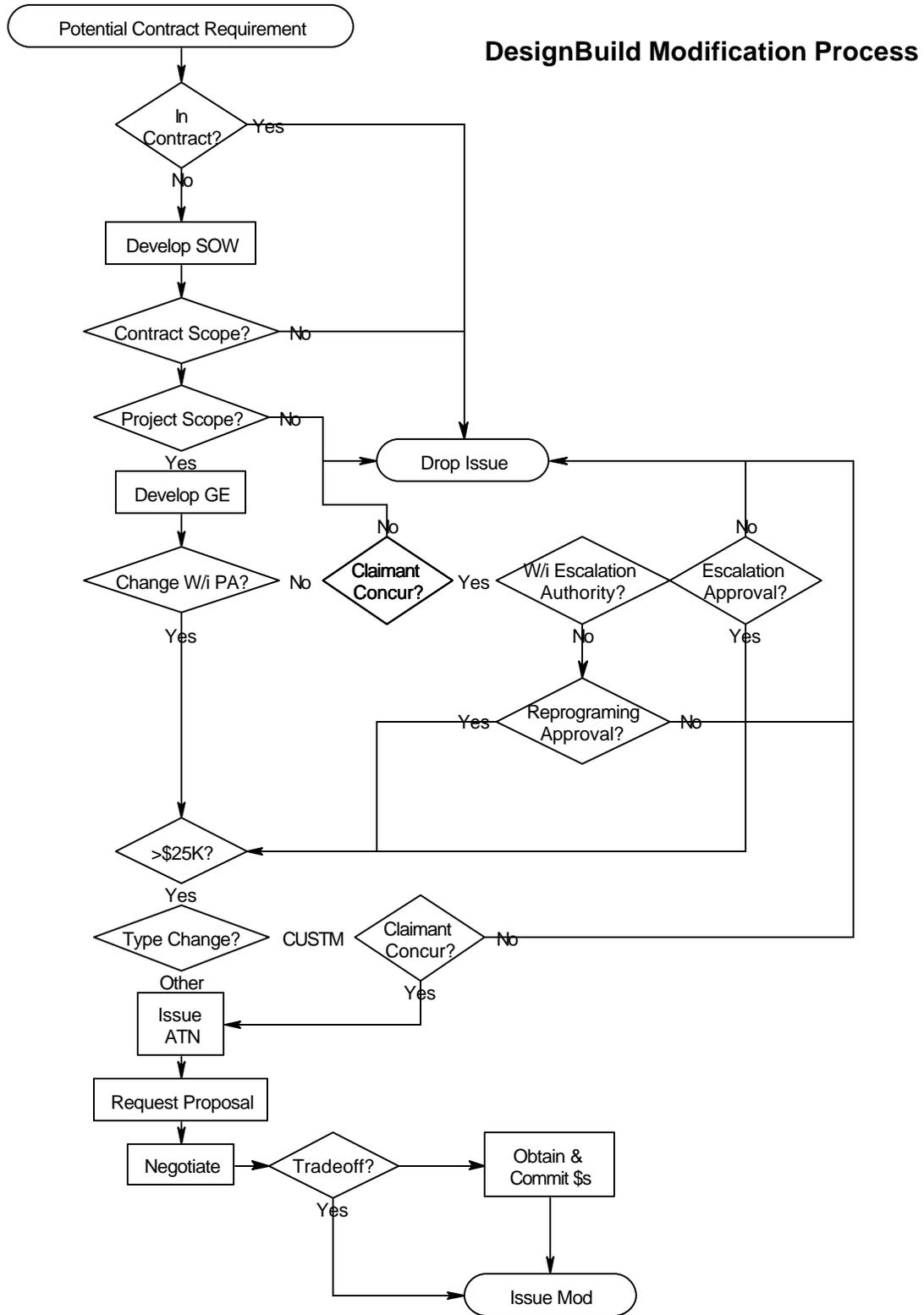
- a. The CM will partner with contractor to determine frequency of interim evaluations, and show interim evaluations as milestone events on the project schedule.
- b. The CM will prepare all evaluations with input from the entire Government Team.
- c. The CM will use the **form DD2626, modified by SOUTHDIV**, to evaluate the contractor's performance, including design.
- d. The ROICC shall be the reviewing official and sign the CCASS evaluation accordingly.
- e. For marginal or unsatisfactory evaluations the following pertains:

- 1) CM will justify the evaluation rating in the “Remarks” of the CCASS form.
- 2) The ROICC will forward the unsigned evaluation form to the contractor using a **standard form letter** stating:
 1. The contractor has thirty calendar days after receipt of the evaluation to submit rebuttal comments to the ROICC. The ROICC will enter these comments into the CCASS “Remarks” field (limited to 40 lines, 70 characters/line).
 2. The contractor has thirty calendar days after receipt of the evaluation to submit a written response to the ROICC supporting their position.
 3. The contractor has seven calendar days to submit a written request for a debrief.
- 3) With contractor provided rebuttal information, the ROICC will revalidate the marginal or unsatisfactory rating.
- 4) The CM will prepare and forward a factual package to the Head, Acquisition for concurrence. This factual package will outline and document the Government’s position along with all contractor provided information.
- 5) With the Head, Acquisition concurrence, the ROICC will sign out the evaluation as the Reviewing Official.
- f. The ROICC will forward all interim and final evaluations to the contractor with a **cover letter**.
- g. The ACO will verify the issuance of a final evaluation prior to contract closeout.

8.0 Modifications to the Contract

- 1) Operational Definition: A potential change to the contract requirement is identified, evaluated and, if applicable, incorporated into the contract.
- 2) Goals
 - a) Promptly address and process potential modifications to avoid unnecessary time and cost impacts.
 - b) Be flexible and responsive to client needs through creative technical solutions that minimize cost and time growth and achieve maximum value.
- 3) Policies
 - a) **THINK DIFFERENTLY**- The project team must evaluate each potential change from the perspective of a performance specification (vice prescriptive) to decide whether or not the DB contractor already has the responsibility to perform the work.
 - b) All modifications shall be processed IAW the contract clauses and **FAR Part 43**.
 - c) Roles and Responsibilities:
 - i) The ACO has sole responsibility to authorize contract modifications, lead negotiations, obligate the Government and make contract scope determinations.
 - ii) The CM has lead responsibility to manage this process, lead negotiations within COAR authority and shall be notified when a potential modification is identified.
 - iii) The PM has responsibility for obtaining funds, project scope determinations, and obtaining technical support for modifications.
 - iv) Government technical team members are:
 - (1) Recognized experts within their discipline
 - (2) Responsible for evaluation of contractor's proposed solutions
 - (3) Responsible for development of technical solutions to be included in the statement of work to be issued to the contractor as an RFP
 - v) ConRep provides support to the CM throughout the modification process and will ensure the constructability of the resulting modification.
 - vi) ROICC Advocate provides support to the CM in executing this process. RA will process funds requests and coordinate mod processing issues at the EFD/A as necessary.
 - vii) Contractor's Team: Works in partnership with the government team throughout this process; of specific importance is their assistance in developing alternative technical solutions.
 - d) When the modification involves a technical issue, the CM must determine the level of coordination and consultation required with the PM and the technical project team members in the development of the most appropriate solution and reach team consensus prior to modification issuance.
 - e) When obligation of additional funds is required, the CM/PM/ACO will jointly determine the appropriate course of action prior to allowing the contractor to proceed.
 - f) All client requested modifications (MILCON) greater than \$25,000 must have major claimant concurrence.
 - g) The government shall not unduly exercise the contractor by requesting (verbal or written) proposals without clear intent and available funding for a potential contract mod.

- h) For potential changes where the critical path is adversely impacted and normal modification processing time is not available, **undefinitized modifications Far 43.103** will be utilized.
- 4) References
- a) Glossary of Terms
- i) Project scope- A project is a single planned undertaking of construction, repair, maintenance, or equipment installation, performed either separately or in combination to satisfy a finite requirement of work (to satisfy a Navy client mission- see OPNAVINST 11010.20f, paragraph 2.1.1). It may be executed through one or more contracts.
- ii) Contract scope- The volume of work and type of work to be completed under the terms of the contract. Contract scope may contain all or part of project scope. Contract scope may also combine requirements from multiple projects into one contract.
5. Procedure
- a) The CM becomes aware of a potential contract modification.
- b) Evaluate scope issues:
- i) CM/PM evaluate the technical validity of the potential contract modification. If valid, then proceed to ii). If not technically valid, no further action is required.
- ii) PM/CM/ACO determine if the potential modification is in the contract requirements. If so, no contractual modification is necessary and the government will provide contractual direction as required. If not, then proceed to iii).
- iii) CM/PM/ government technical team defines the potential modification scope, develops the statement of work (including design submittal and acceptance requirements IAW SOP 8.h) and preliminary cost estimate, appropriately engaging the contractor to explore alternative solutions including deletion of current contract requirements. Considerations should include: project & contract scope, time, cost, operational and maintenance implications.
- iv) If the statement of work is out of contract scope, the ACO/CM/PM will determine the appropriate acquisition strategy (**Justification & Approval** or another contract action). If in the contract scope, proceed to v).
- v) If the statement of work is out of project scope, PM consults the funding agent for further direction. If in project scope, proceed to c).
- c) Evaluate funding issues:
- i) CM develops the government estimate with the PM/government technical team support as necessary.
- ii) The PM consults the funding agent for fund availability. If funds are available, PM provides a promise to pay to the CM/ACO and, at the conclusion of negotiations; the PM obtains funds and forwards to ACO. If funds are not available to modify this contract, the PM/CM re-evaluate the necessity of the potential modification. If still required, develop an alternate strategy that could include deletion of current contract requirements.
- iii) If the change is a client request and >\$25K, obtain IMC concurrence. Issue will drop if IMC does not concur.
- iv) If escalation or reprogramming is required, follow the funding agent's guidance.
- d) Request a proposal/negotiate/award modification (**BMS S-17**).



Issuing a designbuild modification requires:

1. Finalizing a design that responds to the amendment proposal/SOW.
2. Review & acceptance of the design by the cognizant technical authority.
3. Notice to proceed with the accepted design.

Step 9: Outfit the Facility

Operational Definition:

The process used to purchase and/or install the client's operational equipment, furnishings and coordinate utilities/communications activation.

Goal:

Assist the client in achieving their IOC date.

Policy:

Procurement of furnishings and equipment is a NAVSUP mission. NAVFAC may obtain waivers on a case by case basis.

Standard Operation Practices for:

a) **Collateral Equipment Procurement**

9.a Collateral Equipment Procurement

- 1) Operational Definition:
 - a) Built-in Equipment: Equipment and furnishings that are attached to or built into the building, including de-mountable partitions, and are project funded.
 - b) Collateral Equipment: Loose equipment and furnishings that are not built into the building and are funded by the claimant with O&MN funds.
 - c) Collateral Equipment Procurement: The process used to purchase and install the client's operational equipment and furnishings.

- 2) Goal:

Assist the client in achieving their Initial Operating Capability date through a coordinated installation of the equipment and furnishings.

- 3) Policies:
 - a) The Major Claimant is responsible for defining, budgeting, and funding collateral equipment. NAVSUP has contracting authority for collateral equipment procurement. NAVFAC must obtain a waiver from NAVSUP to contract for the procurement of collateral equipment.
 - b) The PM coordinates with the client/Major Claimant to develop a collateral equipment acquisition strategy for each project. Discuss procurement responsibility and the need for SouthDiv interior design services. Consider procurement of collateral equipment through the D/B contract when the project has a critical BOD date or complicated building/equipment interfaces. Ensure NAVSUP waivers are obtained, if appropriate.

- 4) References:
 - a) RFP Part 5, Specification Section E2000, Furnishings
 - b) "Interior Design Services" matrix
 - c) Collateral Equipment Budgeting Cost Factors
 - d) Sample NAVSUP waiver request letter
 - e) Sample letter authoring contractor to purchase from GSA

- 5) Procedure:

See the attached "Interior Design Services" matrix.

Step10: Contract Closeout

Operational Definition:

Executing the contractor's final performance evaluation, final release and payment.

Goal:

Insure that all contractual and administrative requirements are complete.

Policy:

Complete all closeout work as soon as possible after BOD.

Standard Operation Practices for:

- a) Final Contractor Performance Evaluation
- b) As-built drawings
- c) OMSI and other maintenance information
 - i. Submittal transfers
- d) Warranty documents
- e) Permits closeout
- f) Second season Testing, Adjusting, Balance and Startup (TABS)
- g) Contractor final release
- h) Ribbon Cutting



10.b. As-Built Drawings

- 1) Operational Definitions:
 - a) As-built Drawings
A set of the Contract Design Drawings that have been updated at the completion of construction to reflect the as-constructed conditions. All Amendments, Modifications and field changes shall be incorporated.
- 2) Goal:
 - a) The goal is to provide the building owner with a complete set of drawings that accurately reflect the construction completed by the project.
- 3) Policies:
 - a) The Contractor is responsible for providing the Field Office Project Manager a complete set of as-built drawings.
 - b) The Code 07 Project Manager is responsible for reviewing the As-builts and forwarding to the Activity Public Works office or facility owner.
- 4) References:
 - a) NFGS-S-00911. The Word file "00911.doc" Can be found on the SOUTHDIV INTERNET site at:

<http://www.efdsouth.navfac.navy.mil/FacAcq/criteria/>
- 5) Procedure:
 - a) The Contractor shall provide, to the Field Office Project Manager, a completed conformed set of the Design drawings which incorporates as-built construction. Include an updated CAD CD-ROM disk along with D-size mylar drawing originals made from the updated CAD CD-ROM disk and two copies of half-size as-built drawings made from the mylars. Include NAVFAC title blocks, drawing numbers, seals, and signatures on the as-built drawings. Format for title block is available at:

<http://www.efdsouth.navfac.navy.mil/FacAcq/criteria/Default.htm#SDTB>

under file name "ae-dsize.dwg". NAVFAC drawing numbers will be made available approximately 30 days prior to scheduled contract completion date. Instructions on how to fill-in the spaces shown on the title block can be found in the Word file "titleblk.doc" at:

<http://www.efdsouth.navfac.navy.mil/FacAcq/criteria/Default.htm#TBI>
 - b) The Project Manager shall review the As-builts and coordinate with the Code 07 Plan Files room to forward them to the Activity Public Works Office or the Facility owner.

Terms and Definitions

Administrative Contract Officer	ACO	The contracting officer responsible to administer contracts, issue in-scope modifications, and issue pre-priced task orders.
Capital Improvements Business Line Construction Manager	CIBL	The NAVFAC Business Line responsible for the development and delivery of facility designs and associated construction.
	CM	The position resides in the Field Office and is responsible for leading the construction aspects of the project. Close coordination with the client, PM and CAM is critical to assure successful completion of the contract.
Design Build Master Spec	DBMaster	A set of regional, performance-based, guide specifications used for preparation of the Statement of Work (SOW) in Phase II Request for Proposal (RFP) documents.
Environmental Services Business Line Funding Agent	ESBL	The NAVFAC Business Line responsible for the development and delivery of environmental products and services.
Initial Operating Capability	IOC	The government office responsible for providing funding for a project
	IOC	The start date a client begins its operational mission at a new site and all facilities and support functions need to be functional.
Installation Major Claimant	IMC	Major property holder- claimant or major command; program sponsor for projects
Price Evaluation Board	PEB	The group of individuals identified in the Source Selection Plan to evaluate the technical solutions proposed by the responsive contractors.
Procuring Contract Officer	PCO	The contracting officer responsible to award basic contracts, task orders, simplified acquisition procurements, and out of scope modifications.
Project Manager	PM	The position responsible for client interface throughout the life of the project. PM leads the team of technical and contractual associates to assure development of client functional requirements, timely product delivery and cost effective and affordable solutions.
ROICC Advocate	RA	The position is located in the EFD and is responsible for supporting the CM by providing corporate experience and policy guides.
Request for Proposal	RFP	The document which includes contract clauses, contract administration procedures, performance and prescriptive specifications, project program, site information, and other attachments. The RFP is issued to contractors in Phase II of the 2 Phase DB contract and requests price and technical proposals.
Request Solicitation of Qualifications	RSOQ	The Phase I portion of the 2 Phase DB contract where potential proposers are asked to submit their qualifications to perform the work. Submittals are reviewed by the govt. and a small number (usually 3-5) are allowed to continue into the Phase II RFP stage of the Two Phase DB Process.
Source Selection Authority	SSA	The individual identified in the SSP who has ultimate and authority and responsibility to determine Best Value to the government and approve contract award.
Source Selection Board	SSB	The group of individuals identified in the Source Selection Plan to evaluate the reports submitted by the TEB and PEB. The SSB recommends to the Best Value (technical and price combination) proposal to the SSA.
Source Selection Plan	SSP	The procurement plan developed by the PM and Contract Specialist which outlines team assignments, responsibilities, evaluation criteria and other key data to be used to procure the Design-Build, Best Value, Source Selection contract.
Statement of Work	SOW	The documents within the RFP which define the technical work to be accomplished.
Technical Evaluation Board	TEB	The group of individuals identified in the Source Selection Plan to evaluate the technical proposals submitted by the responsive contractors.

SOUTHDIV DesignBuild Responsibility Matrix

L - Lead P - Production I - Input A - Agree	Project Manager	Construction Manager	EFD Technical Staff	RA	PCO-Note 3	PCO Contract Spec.	ROICC/REICC	ACO	Client			DB Contractor
									Claimant/Command	Public Works / BCE	Facility User	
Step 1- Project Initiation												
a) Team assignments	L		I		I							
b) Team kickoff meeting	L	I	I	I		I						
c) Acquisition Strategy	L	I	I	I	I	I				I	I	
d) CPM Schedule	L	I	I	I		I	I			I	I	
d) Client Orientation	L	I							A	A	A	
Step 2- Site Studies & Engr Services												
a) Obtain Engr Services	L	I	P (St&C)	I		P				I	I	
b) Obtain Environmental Services	L	I	I (EnvE)	I		P				I	I	
c) Finalize NEPA actions	L	I	P (EnvP)						A	I	I	
d) Finalize Real Estate actions	L	I	P (RE)	I		P				I	I	
Step 3 - Develop the Project Rqmnts												
a) Conduct On-site work session	I	I	L (A)	I		I				I	I	I
b) Obtain Final Project Rqmnts Doc	I	I	L (A)	I		I				A	A	A
c) Client template (SOUTHDIV)	I	I	L (A)	I		I				I	I	I
Step 4 - Develop Source Selection Plan												
a) Determine Board membership	P	I	I	I	A	L	I	I		I	I	I
b) Determine Evaluation Factors	P	I	I	I	A	L		I		I	I	I
c) Obtain Approved Plan	P	I		I	L	P						
Step 5 - Phase I RFP (Qualifications)												
a) Use of the Phase I template	P				P	L						
b) Conduct Boards (TEB & SSB)	P	I	I	I	A	L	I	I		I	I	I
c) Conduct De-briefs	P	I		I	L	P						
Step 6 - Phase II RFP (Technical)												
a) Perpare Parts 1 & 2	P	I	I		P	L				I	I	I
b) Prepare Parts 3 - 6	L	P	P	P	I	I				I	I	I
c) Assimilate Parts 1-6	P		L (Sp)									
d) Review & Finalize RFP	P	I	P	I	L	P	I	I		A	A	A

SOUTHDIV DesignBuild Responsibility Matrix

L - Lead P - Production I - Input A - Agree	Project Manager	Construction Manager	EFD Technical Staff	RA	PCO-Note 3	PCO Contract Spec.	ROICC/REICC	ACO	Client			DB Contractor
									Claimant/Command	Public Works / BCE	Facility User	
Step 7 - Ph II Proposals & Contract Awd												
a) Request & recieve proposals	I	I			I	L						P
b) Conduct Pre-proposal conference	P	I	I	I	I	L	I	I	I	I	I	I
c) Manage Offeror inquiries	P	I	I	I	I	L	I		I	I	I	I
d) Issue Amendments	P	I	I	I	I	L	I	I	I	I	I	I
e) Conduct Tech Eval Board	L	I	I	I	I	I			I	I	I	P
f) Conduct Price Eval Board			I (Ct)		I	L						P
g) Conduct Source Selection Board	I				L	I	I		I	I	I	
h) Award contract	P				L	P						
i) Conduct Offeror de-briefs	P	I		I	L	P						
Step 8 - Finalize Design and Build the Facility												
a) Dsgn & Constr Mgt. Overview Respons.	L	I	I	I			I	I	I	A	A	P
b) Partnering	I	L	I	I			I	I	I	I	I	P
c) Post Award Kickoff	P	L	P	I			I	P	I	I	I	P
d) Production meetings	I	L	I									P
e) Preparatory meetings for constr (precon)		L										P
f) Schedule	P, A	P, A	I	I			I	I	I	I	I	L
g) Quality Management	P	L		I			I					P
h) Design development & acceptance	L- Input	I	I	I			I	L- acpt	I	A	A	L- Prod
i) Submittals	P	L	P	I			I	I		I		P
j) Permits	I	L	I (EnvE)	I			I			I		P
k) Safety	I	L		I			I					P
l) Invoices and Payments	P	P		I			I	L				P
m) Evaluation of Contractor Performance	I	L- Prod		I			L	I				I
n) Request for Information (RFI)	P	L	I	I			I	I	I	I	I	P
o) Modifications to Contracts	P	P	I	I			I	L		I		P
p) Dispute Resolution	P	P	I	I			I	L		I	I	P
q) Final acceptance and turnover	I	L	I						I	I	I	P

SOUTHDIV DesignBuild Responsibility Matrix

L - Lead P - Production I - Input A - Agree	Project Manager	Construction Manager	EFD Technical Staff	RA	PCO-Note 3	PCO Contract Spec.	ROICC/REICC	ACO	Client			DB Contractor
									Claimant/Command	Public Works / BCE	Facility User	
Step 9 - Outfit the Facility												
a) Collateral Equip Procurment & Install	P	P	I	I			I	L	I	I	I	P
b) Utilities coord, procurement & activation	I	L								P	I	P
c) Communications coord, proc & activation	I	L								P	I	
Step 10 - Contract Closeout												
a) Final contractor evaluation	I	L	I	I			A	I		I	I	I
b) As-built drawings	L	P										P
c) OMSI & other maintenance info	I	L	I (FM)							I	I	P
e) Permits closeout	I	L	I (EnvE)									P
f) 2nd sesaon TABS		L	I (M)							I	I	P
g) Contractor final release	I	P						L				P
h) Final Payment	I	P						L				P
i) Ribbon cutting	I	P						I	I	P	L	P

Position responsibility:

- L - Lead:** CIBL position responsible for coordination & product delivery
- P - Production:** Position responsible to provide a deliverable
- I - Input:** Position where input may be required to produce deliverable
- A - Agree:** Position where agreement is desired

Notes:

- (1) In absence of a P on a specific line the L is soley responsible for production
- (2) In absence of a A on a specific line the L agrees with the delieverable
- (3) PCO/ PCO Contr Specialist may be same person

EFD Technical Staff Legend:

- A** - Architect
- St** - Structural Engineer
- C** - Civil Engineer
- EE** - Electrical Engineer
- M** - Mechanical Engineer
- FP** - Fire Protection Engineer
- Sp** - Specification Engineer
- Ct** - Cost Engineer
- ID** - Interior Designer
- EnvE** - Environmental Engineer
- EnvP** - Environmental Planner
- FM** - Facility Maintenance Engineer
- RE** - Real Estate Specialist

Recent Changes to the DB Website

- 11/00 Added Responsibility Matrix to indicate the role of each team member during each step of the process.
- 12/12/00 Added detail process instructions for Step 6- Develop the RFP.
- 3/21/01 Modified 10 Macro Step titles to be consistent with NAVFAC corporate practice
- 3/21/01 Added SOP 8.c Post Award Kickoff
- 3/22/01 Added:
 - Step 1 (draft)
 - Step 2 (draft)
 - Step 3 (draft)
 - Links for Contract Supporting Information Document & Field Office Input form
- 5/2/01 Added:
 - Step 8.d Production Meetings SOP and Agenda Guide
 - Step 8.f Schedule (draft version)Corrected linking errors for SOP 6
- 6/4/01 Added:
 - Step 1
 - Step 8.g (draft) Quality Management
- 6/20/01 Revised Step 2 List of SOPs and Draft SOPs
 - Added SOP 2.b Achieve NEPA Compliance
 - Reposted Step 3 (Develop Project Requirements) Flowcharts
- 7/16/01 Added: SOP 8.m Evaluation of Contractor Performance
 - Reposted Step 3 SOPs (draft)Revised:
 - Roles and Responsibility Matrix to use correct SOP titles
 - Title page to add DB graphic
- 7/24/01 Revised: SOPs for step 3
- 8/1/01 Revised: Figure 6.1 Arrangement of the RFP Package
 - Revised: Macro Steps 2, 3, 9 & 10
- 5/29/02 Revised: Terms and Definitions
 - Revised: Step 8.m Evaluations (pages were out of order)
- 10/8/02 Revised: Step 6.3 Review & Finalize RFP; included QA procedures
- 1/6/03 Revised: Roles & Responsibilities Matrix
 - Revised: PAK Agenda to match Doc 00911 Scheduling & CQC requirements

Posted: SOP Step 8.k Safety
Posted: SOP Step 8.o Modifications

3/5/03 Revised: SOP Step 6.c ; PM notifies RA & CM to complete Field Input Form
Revised: SOP Step 6.e ; Changed # of copies for ROICC to "(3) or as requested"