MEMORANDUM FOR DoDEA MILCON Project Management Teams

FROM: HQDoDEA
4800 Mark Center Drive
Alexandria, VA 22350

SUBJECT: DoDEA Facilities Planning Charrette Instruction, Version 1.4

1. The following is a section by section listing of major changes to the instruction that are reflected in the Version 1.4 update, dated May 8, 2015. This version is applicable to all projects from FY 2017 and beyond until such time another version is released. The changes reflect lessons learned from charrette execution and Office of the Secretary of Defense (OSD) direction.

Universal

Removed references to Code 0 and Operations and Maintenance (O&M).

Section 1.0

Added the following objective:

Develop the facility requirement, based on a justified projected enrollment.

Section 3.0

Added the Administrative Instruction, Planning, Designing and Construction 21st Century School Facilities, 4300.01, 24 February 2015 to the list of references.

Section 5.1.4.1.

Added the requirement that the enrollment basis shall be based on the actual five year average enrollment of the school. Additionally, in case of deviations from the five year average, a justification required based on criteria listed in the section.

Added a statement highlighting the requirement of strict adherence to the instructions and templates. Further, any submission not in complete conformance will be rejected.
Section 5.1.4.2.

Added a statement that requires the PDT to document any existing environmental site constraints.

Added a statement indicating the site planning checklist (app 8) must be completed in the submittal.

Added a requirement for the PDT to populate the Guidance Unit Cost (GUC) worksheet in appendix 12. Justification will be required if the unit cost developed as part of the cost estimate deviates by +/- 5%.

Section 5.1.4.3.

Added a statement emphasizing that the report must follow the template (appendix 2), no deviations are permitted.

Added a requirement for the PDT must complete the Planning Charrette sign off form (Appendix 9) and the DD1390/1391 QA/QC form (Appendix 10).

Section 6.1

Clarified that the Pres Bud Date on the DD1390 shall be February.

Clarified in Block 6 row a of the DD 1390 form that the current enrollment is for all schools located on the subject installation. Block 6 row b is the school’s projected enrollment plus the current enrollment for all schools on the installation.

Project Title – Will be Full name of the school then the action (replacement, consolidation, etc.)

Section 6.2

Clarified for the primary facility the Category Code Number (CCN) has to be in parentheses.

For SDD and Federal Energy Actions compliance, clarified that it is the cost to meet Federal mandates regardless of LEED Certification level.

SDD cost shall be no more than 3% of the primary facility cost.

Demolition – In Block 10, clarified that a table is no longer required. Need to note the number of buildings and the approximate SF.

Block 9 - In the line after total request, a new line is required. Equipment from other Appropriations (Non-ADD) – The sum of the O&M items listed in Block 12b.
Current Situation – Provide the condition of the school, utilizing text rather than Q rating. List systems that are failing or expired.

Updated the sample impact statement.

Appendix 1

Replaced the sample directive with a HQ originated sample directive.

Appendix 2

Section 3.0 – Provided a table to develop the average 5 yr. enrollment used for the basis of enrollment.

Section 5.0 – New section that discusses environmental hazards. Samples are provided.

Section 8.0 – Added language detailing the GUC worksheet requirement.

Added the requirement to analyze all demolitions to ensure repair costs would exceed 50% of its PRV.

Appendix 6 and 7 –

Updated DD1390 and DD1391 Templates with the following changes:

DD 1390

Block 6a and b. Personnel strength numbers should be the sum of the projected enrollment of the new school and the total enrollment of all schools located on the Installation.

DD1391Form

Block 9 - Need to have the CCN in parentheses for all new primary facilities.
Block 10 - Remove Demo table – Insert statement – The project will require demolition of # buildings for a total of approximately XXX SF.
Block 9 – Add a line item for – “equipment from Other Appropriations (NON-ADD)
Block 10 – Do not use Q rating – just the Q description – List systems failing or expired
Reorder of the 1391 titles to start with the School Name then the action per OSD-C.

Appendix 10
New DD1390/DD1391 QA/QC Sign off template

Appendix 12
New GUC Worksheet

2. Please contact me should you have any questions or concerns by email at paul.hughey@hq.dodea.edu, or by telephone at (571) 372-1349.

[Signature]

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MILCON Program Manager

Attachments: Final Planning Charrette Instruction Document