



# DoDEA FACILITIES MANAGEMENT GUIDE: PARAMETRIC DESIGN CHARRETTE INSTRUCTION, VERSION 1.6

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DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

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March 2017  
FINAL

# DoDEA Headquarters Facilities Division Management Guide

## Parametric Design Charrette Instruction

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### ACRONYMS

A/E	Architect/Engineer
ACF	Area Cost Factor
AFCEC	Air Force Civil Engineer Center
AT/FP	Antiterrorism Force Protection
BLCC	Building Life-Cycle Cost
CAPM	Construction Agent Project Manager
CCN	Category Code Number
COR	Contracting Officer's Representative
DD Form 1391	Military Construction Project Data Sheet
DoDEA-Americas	Department of Defense Education Activity-Americas
DoDEA-Pacific	Department of Defense Education Activity-Pacific
DoDEA-Europe	Department of Defense Education Activity-Europe
DoDEA	Department of Defense Education Activity
FY	Fiscal Year
HQ	Head Quarters
LCCA	Lifecycle Cost Analysis
LID	Low Impact Development
MILCON	Military Construction
MSC	Major Subordinate Command(s)
NAVFAC	Naval Facilities Engineering Command
O&M	Operations and Maintenance
OSD	Office of the Secretary of Defense
P&D	Planning & Design
PDCR	Parametric Design Charrette Report
PDT	Project Delivery Team

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PRV	Plant Replacement Value
SIOH	Supervision, Inspection and Overhead
USACE	United States Army Corps of Engineers
WBS	Work Breakdown Structure
UXO	Unexploded Ordnance

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### 1.0 PURPOSE

The purpose of these instructions is to provide parametric design policy and guidance for Department of Defense Education Activity (DoDEA) Military Construction (MILCON) projects when Parametric Design Charrette directives are released. Parametric Design Charrette directives are intended to accelerate early execution of project design, provide better definition of customer requirements, improve customer involvement, and implement the use of parametric estimating, with a minimal expenditure of Planning and Design (P&D) funds. Below are the objectives of the Parametric Design Charrette:

- Verify that all information identified in the Planning Charrette Report is still correct, applicable to the project and that all follow on actions have been completed.
- Obtain installation and user input and approval for a conceptual level building and site design of sufficient detail to perform the parametric cost estimate.
- Develop a parametric cost estimate with sufficient supporting documentation to be defensible and ensure an executable project.
- Develop project execution schedule, key milestones, and required follow on actions.
- Provide the Office of the Secretary of Defense (OSD) and the Congress sufficient detail to ensure that DoDEA has an executable project.

### 2.0 APPLICABILITY

These instructions apply to DoDEA, the US Army Corps of Engineers (USACE) Norfolk DoDEA Design Center, and Construction Agents having DoDEA Military Construction (MILCON) responsibilities to include USACE, Naval Facilities Command (NAVFAC), and Air Force Civil Engineer Center (AFCEC). They are intended to be used for DoDEA MILCON projects, as appropriate, when Parametric Design Charrette directives are released. Design directives authorize various stages of project design, indicate project scope and cost, and provide special instructions for the design of the project.

### 3.0 REFERENCES

Defense Federal Acquisition Regulation Supplement 236.601

DoD Directive 4270.5, Military Construction

Title 10 U.S.C. Sec. 2807(b), Architectural and Engineering Services and Construction Design.  
Defense Federal Acquisition Regulation Supplement 236.601

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Administrative Instruction, Planning, Designing and Constructing 21<sup>st</sup> Century School Facilities, 4300.01

DoDEA MILCON Program, Program Management Plan (PgMP) with HQUSACE

DoDEA Sustainability and Energy Efficiency Program

DoDEA 21<sup>st</sup> Century Education Facilities Specifications

Installation Real Property Master Plan

DoDEA Master Plans (if available)

Department of the Army, Navy, and/or Air Force standards, when applicable

Approved Installation Design Guide (when applicable)

## **4.0 RESPONSIBILITIES**

### **4.1. Department of Defense Education Activity, Headquarters (HQ DoDEA)**

HQ DoDEA Facilities Division is responsible for program management by providing scope, direction, funding, and financial management of the entire DoDEA MILCON program. HQ DoDEA Facilities Division, in coordination with each DoDEA Regional Chief of Facilities, will determine which projects will be funded for a Parametric Design Charrette Report (PDCR). HQ DoDEA Facilities Division will issue P&D funding for the PDCR, and will conduct a programmatic level review of all PDCR Reports before they are accepted and finalized.

### **4.2. DoDEA Region Offices (DoDEA-Americas, DoDEA-Europe, DoDEA-Pacific)**

The DoDEA Regional Offices will provide a Project Manager (PM) who will coordinate with the School Superintendent and local staff to discuss their involvement in the PDCR. The DoDEA PM will also ensure that the latest DoDEA school criteria and guidance documentation are available to the design team. The DoDEA PM is responsible for reviewing all PDCR design documents for technical, specification, and criteria (i.e., 21st Century Schools) compliance.

### **4.3. User**

The User is defined as a representative(s) from the intended occupant of the facilities included in this project. This may consist of an individual, or team of individuals, that are integral in

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conveying and determining the requirements, the foundation of which are based on the Education Facility Specifications, of the group. The DoDEA PM can assist the User in determining the required representatives by describing the types of information and inputs required. This group should include school administration including; District Superintendent's Office, Information Technology, Safety/Security, Logistics, and Facilities.

### 4.4. Construction Agent

The Construction Agent Project Manager (CAPM), for USACE, NAVFAC, or AFCEC is responsible for the development and completion of the Parametric Design Charrette in accordance with PDCR directives and guidance instructions. The CAPM is responsible for managing all activities of the PDCR process to include coordination with the installation as directed by the DoDEA Area Office PM. The CAPM is responsible for managing the technical team (A/E or in-house team). The CAPM must get approval from HQ DoDEA Facilities Division to execute PDCRs with in-house resources. The CAPM should be proactive in engaging the Installation and ensuring their participation in the PDCR process. The CAPM, who may also serve as the Charrette facilitator, is held accountable for the final deliverables required upon completion of the PDCR. The PDCR team is typically composed of, but not limited to, a combination of the various disciplines listed below. The makeup of the charrette team will depend on the type and scope of the project. A single person can be responsible for multiple disciplines. The remaining team members are responsible for providing technical input during the charrette report development process and assisting in the deliverables preparation:

- 1) Facilitator/Project Manager\*
  - 2) Planner/Programmer\*
  - 3) Architect\*
  - 4) Structural Engineer
  - 5) Mechanical Engineer
  - 6) Civil Engineer\*
  - 7) Cost Engineer\*
  - 8) Electrical Engineer
- \* = Required team members

### 4.5. Installation

The Installation is responsible for preconstruction environmental surveys, AT, environmental, NEPA, UXO, cultural issues, real estate, utilities, IS, economic analysis, etc. Team participants may include a representative from the staff elements/office listed below:

- 1) Master Planning, or assigned Installation Project Manager (IPM)
- 2) Environmental

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- 3) Information Management/Communications
- 4) Public Safety, Fire Department, Law Enforcement
- 5) Utilities and/or Maintenance
- 6) Real Property
- 7) Anti-Terrorism/ Force Protection (AT/FP)
- 8) Historic Preservation
- 9) Resource Management
- 10) Housing Office

### **4.6. DoDEA Design Center – Norfolk District Technical Manager (TM)**

The Norfolk District TM supports both the Construction Agent PM and DoDEA Regional Office PM as a technical subject matter expert. The Norfolk District TM shall provide design reviews on both functional and programmatic levels to verify compliance with DoDEA 21st Century Education Facilities Specifications, DoDEA Policy, and DoDEA Energy and Sustainability goals. The Design Center shall participate as a member of Project Delivery Team (PDT); attend select design meetings via telecom, web or video conferencing to ensure best practices; and collect lessons learned for application to future projects.

## **5.0 PROCEDURES**

### **5.1. The PDCR Report Process**

The process begins when the construction agent receives a Parametric Design Charrette directive from HQ DoDEA Facilities Division and ends upon validation of the PDCR report by HQ DoDEA Facilities Division.

#### **5.1.1. Project Delivery Team (PDT)**

When a Parametric Design Charrette directive is received by the Construction Agent, a PDT will be established with a designated team leader and representatives from the construction agent, the DoDEA Regional Office, the Norfolk District DoDEA Design Center, and the A-E. The Installation will be involved throughout the PDCR Process and included as a member of the PDT. Whenever practical, the same design entity (in-house personnel and A-E firm) will be encouraged to do the complete design of a project, including both the PDCR and final design. This approach maintains continuous design responsibility, and reduced design cost, risk, and time.

#### **5.1.2. The Installation**

When a PDCR directive is received by the construction agent, the Installation will be

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immediately notified by the CAPM. The Construction Agent will ensure that the Installation is involved at every stage of project development. Installation input is critical to validate accurate project requirements that can be translated and quantified.

### 5.1.3. Schedule

The PDCR schedule is framed by three key milestones.

- DoDEA HQ Facilities Division release of the PDCR Directive
- PDT Conduct PDCR
- PDT submit Draft/Final Report for approval

#### 5.1.3.1. Directive Issuance (Milestone 1)

The first phase of the process begins with the release of a Parametric Design Charrette directive to the construction agent. The directive authorizes the construction agent to begin site investigation work, prescribed pre-design effort, and selection/negotiation and award of an architect engineer contract utilizing a minimal expenditure of P&D funds. In direct collaboration with the Design Center and the DoDEA Regional Office PM, the CAPM will coordinate requirements with members of the PDT.

The CAPM will initiate a project kickoff meeting to be attended by the DoDEA Regional Office PM, a Design Center representative, and the A/E PM. The kickoff meeting may be held in person or by teleconference based upon project logistics and needs. The purpose of the kickoff meeting is to establish project roles and responsibilities, the schedule, and data collection.

The A/E PM will present their draft schedule to include tentative dates for the Parametric Design Charrette and the draft and final report milestones for review and approval. The DoDEA Regional Office PM will provide a synopsis of the project and will identify any project challenges the PDT should be aware of. The DoDEA PM will provide all project documentation to the CAPM and PDT including the initial DD Form 1391 programming documents, Planning Charrette report and site approval documentation. The CAPM will provide the DoDEA PM with a draft Project Management Plan (PMP) no later than 30 days after A/E selection.

#### 5.1.3.2. PDCR (Milestone 2)

The second phase of the process begins once the project schedule has been coordinated and approved by the PDT. During this phase, the PDT is responsible for conducting a Parametric Design Charrette at the Installation where the project is sited. The charrette is a process where the PDT reviews and validates the facility and supporting infrastructure requirements to ensure the project meets all requirements and is within established budgetary controls. Part of the charrette process is to build a parametric cost estimate and draft programming documents for

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the project. This phase includes the execution of a parametric design with a focus on validation of facility requirements, criteria compliance, building and site functional relationships, supporting infrastructure, and associated costs.

**Floor plan development will be minimal and limited to general massing and functional adjacencies. There should be no development of renderings or elevation drawings at this stage in the process. The PDT should place the most emphasis during the charrette on obtaining all project requirements and ensuring that adequate costs have been captured to support submission of a complete, accurate, and justifiable parametric estimate.**

All parametric cost estimates should be produced using DOD approved software and methods. DoDEA is required to utilize the cost estimate provided by the CAPM. No changes to the cost estimate are authorized without a written justification provided to HQ DoDEA Facilities Division for approval.

The A/E will perform Lifecycle Cost Analysis (LCCA) that conforms to Sections 433 and 438 of Public Law 110-140, "Energy Independence and Security Act of 2007," December 19, 2007 and Subparts 436.1 through 436.24 of title 10, Code of Federal Regulations. An initial LCCA will be performed during the 15% Parametric Design to determine initial feasibility of all sustainability and energy efficiency strategies. If it is determined that a requirement is not life cycle cost effective, then the highest level of cost effectiveness that is feasible for that requirement will be accomplished based upon an LCCA for less than full compliance as determined by the A/E and approved by the PDT.

The A/E will be required to use the latest version available of the Applied Economics Office Engineering Laboratory National Institute of Standards software, BLCC (Building Life-Cycle Cost) 5, located at: [http://www1.eere.energy.gov/femp/information/download\\_blcc.html](http://www1.eere.energy.gov/femp/information/download_blcc.html). The output reports from the BLCC5 software will be an appendix item to the Charrette Report.

DoDEA schools should always be included in the Installation's master planning efforts. Any offsite infrastructure required to support the DoDEA specific project shall be brought to the attention of the DoDEA and Construction Agent Project Managers, prior to the DD Form 1391 development, to determine if it shall be included within the supporting facilities costs in block 9 of the DD Form 1391.

The DoDEA PM has the authority to approve up to \$25,000.00 per utility line item for infrastructure located offsite. Any proposed offsite infrastructure identified above this threshold must be submitted to HQ DoDEA Facilities Division for review and approval. In order for the costs to be considered, the installation must clearly demonstrate the need for the

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infrastructure, demonstrate why other alternatives are not feasible, and why cost sharing is not being considered.

The PDT should elevate any site conditions that have a high level of execution risk and cost uncertainty immediately to HQ DoDEA Facilities Division. HQ DoDEA Facilities Division can authorize the PDT to conduct additional analysis to mitigate risk such as a geo-technical study if warranted. The additional analysis must be conducted prior to the PDCR being finalized so that all associated documentation and cost data reflect the findings of the additional analysis.

The CAPM is responsible for scheduling the charrette in-brief with the Installation leadership to inform them of the process, goals and objectives, and to request their support. The CAPM will schedule a mid-week teleconference with HQ DoDEA Facilities Division to review progress and any scope discrepancies. The CAPM will schedule an out-brief with the Installation leadership to inform them on progress, and any scope discrepancies requiring coordination and resolution. The DoDEA Regional Office PM will forward any scope discrepancy through the DoDEA chain of command for resolution as soon as it is identified. A change in scope is defined as any changes to scope that are not solely predicated on compliance with current 21<sup>st</sup> Century Education Specifications, or other DoDEA criterion and federal law/mandates.

The PDT will maintain and circulate a sign in sheet for all meetings with stakeholders during the charrette. The A/E will include copies of the sign in sheet, the in-brief, and the out-brief in the appendices of the report. Refer to the detailed production instructions in section 5.1.3.3.

### 5.1.3.3. PDCR Draft/Final Report (Milestone 3)

Once the Parametric Design Charrette has been completed, a Draft Report will be produced.

**Please refer to the example detailed PDCR Report Table of Contents and Instructions Template in Appendix 1. All reports must follow the template; no deviations are permitted.**

The Draft PDCR must be submitted within twenty (20) working days of completion of the Parametric Design Charrette. The CAPM will provide an electronic version of the Draft Report for review and comment to the DoDEA Regional Office PM, the Design Center, HQ DoDEA Facilities Division, DSO, and the Installation. The CAPM will consolidate all government review comments and forward to the PDT for revision as applicable. The CAPM will provide a courtesy copy of the consolidated comments to the DoDEA Regional Office PM, Design Center, and HQ DoDEA Facilities Division. The review comments should be focused on ensuring accurate data and requirements have been collected and documented to form an accurate and adequate basis for the parametric cost estimate.

Upon receipt of the Draft Report review comments, the PDT will review the comments and

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revise the contents of the Draft Report as applicable. The CAPM will resolve any ongoing content and or cost issues through periodic teleconferences, as necessary with the PDT. The PDT will revise the Draft Report and submit a Pre-Final Report. The CAPM will forward the Pre-Final Report to DoDEA HQ Facilities Division. Upon acceptance of the Pre-Final report the PDT will provide an electronic version of the Final Report to DoDEA Regional Office PM, Design Center, and HQ DoDEA Facilities Division.

**The PDCR Charrette Validation Form (Appendix 4) form must be provided to DoDEA HQ Facilities Division which acknowledges concurrence to the findings and recommendations of the PDCR.**

### 6.0 DD Form 1390 and 1391 Preparation Instructions

The DD Form 1391 is used by the Department of Defense (DoD) to submit to Congress requirements and justification in support of funding requests for military construction. DD Form 1390 is a summary of projects by installation, Fiscal Year (FY) and program. DD Form 1390 also consolidates information on real property, personnel strength and installation missions. Both DD Form 1391 and DD Form 1390 are required for new construction over \$1,000,000.

#### 6.1. DD FORM 1390 Instructions

This section includes step by step instructions to complete DD Form 1390. The required DoDEA template is attached as Appendix 2 and is available on the DoDEA website. One (1) DD Form 1390 is required per installation per fiscal year. If there are two or more DoDEA projects at a single installation then one (1) DD Form 1390 is required.

It is important to ensure consistency with repetitive data fields for DD Form 1390 and DD Form 1391.

**Block 1.** Component – DoDEA

**Block 2.** Date – Headquarters will enter in the date, per the directions below:

The Month should be for the month the DD Form 1391 is being submitted to OSD.

- February for President Budget Submittal
- September for BES and POM
- Be sure to spell out the month and use the four digit year. Do not use dashes or commas.
  - Example: January 2012
- Must be consistent with Block 2 of DD Form 1391

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**Block 3.** Installation and Location - Enter in the official name of the installation, spell out the title. Spell out the Country or State.

- Example – Naval Support Facility Dahlgren, Virginia
- Example – Spangdahlem Air Base, Germany
- Must be consistent with Block 3 of DD Form 1391

**Block 4.** Command – DoDEA

**Block 5.** Area Construction Cost Index – Enter in the Area Cost Factor (ACF). ACFs are updated annually, and can be found in UFC 3-701-01 DoD Facilities Pricing Guide located at:

[http://www.wbdg.org/ccb/DOD/UFC/ufc\\_3\\_701\\_01.pdf](http://www.wbdg.org/ccb/DOD/UFC/ufc_3_701_01.pdf)

**Block 6.** Personnel Strength

- a. As of Sep 30 - enter the current enrollment year
  - b. End of FY – enter the year of projected building occupancy
- Permanent – If the project is constructing a support office enter the current loading numbers in row a. and the projected loading in row b.

Students – If the project is constructing a school then enter the current enrollment for all schools currently located on the installation in row a. Enter in the schools projected enrollment plus current enrollments for all schools on the installation in row b.

**Block 7.** Inventory data –Two lines need to be completed. The rest will remain 0. For Authorization Requested in this Program, enter in the program amount of the project. If there are two or more projects, then enter in the sum of the program amounts. Enter in the same number in the final line, grand total.

Need to ensure the program amounts are consistent with block 8 of DD Form 1391.

**Block 8.** Projects Requested in this Program– Provide the following information for each project.

- Category Code Number (CCN) - no less than three digits and no more than six digits. This number must be consistent with block 6 on DD Form 1391.
  - Schools
    - Navy/Marine Corps – 73061
    - Army – 73046
    - Air Force – 730787

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- Administration – (Freestanding District Superintendent Office (DSO) for example)
  - Navy/Marine Corps – 61010
  - Army – 61050
  - Air Force – 610811
  
- Project Title - Enter the action (Replacement, Consolidation, Renovation, Addition, and Construct) then full name of the school. For school support facilities, such as a DSO, the title should reflect the future use of the new facility. Be sure this is consistent with block 4 of the DD Form 1391 and PFD.
  - Example – Replace Bitburg Elementary School
  - Example – Renovate Faith Middle School
  
- Scope – Enter the total square footage, consistent with the approved PFD. The value should match in block 9 and the text in block 11, 12 in for DD Form 1391.
- Cost – Enter the total program amount for each project.
- Design Start – Enter in the design start date, consistent with block 12 of form DD Form 1391. Abbreviate the name of the month using the first three letters.
- Status Complete – Enter the construction complete date, consistent with block 12 of form DD Form 1391. Abbreviate the name of the month using the first three letters.

### **Block 9. Future Projects**

- a. Included in following program – Enter in the title of any future DoDEA MILCON project on the subject installation programmed for the next fiscal year.
- b. Planned in the next three years - Enter in the title of any future DoDEA MILCON

**Block 10. Mission or Major Functions** – Enter “Military Dependent Education”

**Block 11. Outstanding pollution and safety deficiencies** – Enter “none”

### **6.2. DD FORM 1391 Instructions**

Step by step directions to fill out DD Form 1391 are provided below. The required DoDEA DD Form 1391 template is attached as Appendix 3.

**Block 1.** Enter “DoDEA”

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**Block 2.** Headquarters will enter in the date, per the below directions:

- Enter the Month and Year – The Month should be for the month the DD Form 1391 is being submitted to Office of Secretary of Defense (OSD).
  - February for President Budget Submittal
  - September for BES and POM
  - Be sure to spell out the month and use the four digit year. Do not use dashes or commas. All caps for the month.
    - Example: FEBRUARY 2012
  - Must be consistent with Block 2 of DD Form 1390

**Block 3.** Enter the official name of the installation, spell out the title. Spell out Country or State. Must be consistent with Block 3 of DD Form 1390. All Caps.

- Example – NAVAL SUPPORT FACILITY DAHLGREN, VIRGINIA
- Example – SPANGDAHLEM AIR BASE, GERMANY

**Block 4.** Project Title. - Enter the action (Replacement, Consolidation, Renovation, Addition, and New) then the full name of the school. For school support facilities, such as a DSO, the title should reflect the future use of the new facility. The project title should match the title on the design directive issued from HQDoDEA.

- Example – REPLACE BITBURG ELEMENTARY SCHOOL
- Example – RENOVATE FAITH MIDDLE SCHOOL

**Block 5.** Program Element – Completed by OSD

**Block 6.** CCN, no less than three digits and no more than six digits. This number must be consistent with block 8 Column 1 on DD Form 1390.

- Schools
  - Navy/Marine Corps – 73061
  - Army – 73046
  - Air Force – 730787
- Administration – (Freestanding DSO for example)
  - Navy/Marine Corps – 61010
  - Army – 61050
  - Air Force – 610811

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**Block 7.** Enter project number provided by HQ DoDEA Facilities Division in the design Directive.

**Block 8.** Enter the estimated project cost in thousands of dollars, rounded to the nearest \$10,000. This number should match the “Total Request Rounded” in block 9.

- Example – \$31,410,000

**Block 9.** Block 9 of DD Form 1391 provides a summary of the estimated construction costs for the project. There are two major components, primary facility (five feet and within the building envelope) and the support facilities (outside the five feet building envelope). Section 5.1.3.2 provides detailed instructions for preparing cost estimates. All cost estimates should be rounded to the nearest \$10,000 with the exception of the following cost: the “Equipment from other appropriations” cost should match the total cost of equipment outlined in Section B of Block 12, Supplemental Data. This cost should be rounded to the nearest \$1,000.

- **Primary Facility**

Enter the item, the CCN in parentheses, the unit of measure, quantity (if it is not lump sum) and the required tabular data to the right. Note, the CCN is not required for AT/FP and SDD and Federal Energy Acts Compliance. The items under primary facility could include one or more of the below (Note – Do not enter just “construction”);

- School Name (CCN)
- School Renovation (CCN)
- District Superintendent office (CCN)
- Regional Office (CCN)
- Stadium (CCN)
- Field (CCN)
- SDD And Federal Energy Acts Compliance – The cost to meet all federal energy and sustainability mandates regardless of LEED certification. Costs should be tabulated as no more than 3% of the primary facility cost. A detailed, per credit cost estimate is required during this phase of design.
- Antiterrorism AT/FP – Costs for AT/FP measures, within five feet of the building envelope, are included in the unit cost guidance when minimum standards are required and achieved. However, if the following conditions are present, then additional AT/FP costs can be entered as part of this line item:
  - Minimum standoff distances cannot be achieved
  - The structure is three stories or greater, thus, requiring progressive collapse measures.
  - Installation security determines additional measures are required, in addition to the minimum AT/FP standards, due to specific threat and vulnerability assessments.
  - DoDEA requirements greater than the minimum requirements required by the UFC.

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- Cybersecurity Measures – The cost to meet DoD Cybersecurity requirements outlined in DoDI 8500.01 and UFC 4-010-06.
- Special Costs line item includes additional functional features such as elevators and built in equipment. Please note; Temporary Facilities are listed under special costs, under the primary facility.

- **Support Facilities**

This section describes the items that are directly related to and are required to support the primary facility. Generally, these are items located greater than five feet from the building envelope. Only outside utilities should be listed under the supporting costs. Utilities within five feet of the building envelope should be included under the primary facilities. **All DoDEA DD Form 1391s should list supporting facilities in the same order below:**

- Special Construction Features
- Special Foundation Features – (piles, spread footings, seismic, fill, etc.)
- Electrical/Gas Utilities
- Communication Utilities
- Water/Sewer Utilities
- Site Preparation (includes non-building demolition)
- Site Improvements – Canopies, Covered Walkways, Landscaping, seeding, sodding, playgrounds, fencing and lighting, Roads, Sidewalks and Parking, low impact development as required by EISA 2007, all Federal facilities must use all known, available, and reasonable methods of storm water retention and/or reuse to prevent the off-site discharge of storm water runoff.
- AT/FP – Outside of the five (5) foot building envelope, items such as blast mitigation, vehicle barriers, berms, etc., if required and validated by the HQ DoDEA Office of Safety and Security.
- Demolition – Lump sum, the approximate square footage total must be identified in Block 10.
- Environmental Mitigation – includes any unusual mitigation required for the project

- **Totals**

- Estimated Contract Cost- Enter the sum of the costs for all primary and supporting facilities.
- Contingency – 5% of the Estimated Contract Cost.
- Subtotal – Sum of the Estimated Contract Cost and the Contingency costs.
- Supervision, Inspection and Overhead (SIOH) – Enter the appropriate rate in parentheses and the cost equivalent in the cost column. The rate is of the subtotal. Rates are as follows:
- CONUS – 5.7% of the subtotal - For installations located within the contiguous 48 United States.

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- OCONUS – 6.5% of the subtotal- For installations locate outside the contiguous 48 United States. This included Puerto Rico, Guantanamo Bay, Hawaii, Guam and Alaska.
- If the project is Design/Build – Use 4.0% of the subtotal cost
- Engineering During Construction (Design/Bid/Build) – 1% of the subtotal
- Total Request Rounded – The sum of the Total Contract Cost, SIOH and design/build cost (if applicable). This total should be identical to the number in item 8.
- Equipment from Other Appropriations (NON-ADD) – This is the sum of the O&M items listed in Block 12b. This is the only cost in Block 9 rounded to the nearest \$1,000.

**Block 10.** Description of Proposed Construction. This is a technical narrative describing the ‘bricks and mortar’ and functional spaces of the facility. Include a full description of the project scope including demolition, utilities, special costs and other items. Do not list square footages for proposed facilities or utility quantities. For demolition, approximate total square footage to be demolished. The description in this block needs to tie directly back to the items listed in block 9. Standardized language is provided in the accompanying DD Form 1391 template (Appendix 3).

Specifically block 10 should include:

- Type of work (alteration, modernization, addition, new construction, other)
- Interior spaces/functions to be included
- Construction materials to be used for the foundation, floors, frame, walls and roof; pilings or special foundation features. Detailed design information is not required.
- Provide approximate square footage for any demolition.
- Describe special construction features and special costs.
- The DD Form 1391 template will provide standard statement concerning principles for high performance and sustainable building requirements.
- Required environmental mitigation. Environmental documentation, such as Environmental Impact Statements (EIS), or environmental permitting costs, cannot be MILCON funded.

**Block 11. Requirements.** Block 11 is divided into several subsections, that require descriptions of the requirement, current situation, the impact if not provided and additional information. Do not use repetitive statements.

- **REQUIREMENT** – Enter in the project’s total required square footage which should match the total SF listed under the primary facility line item(s) in Block 9. If there is renovation and new construction, it should be the sum of both.
- **ADQT**- Enter in the portion of the total required square footage that is currently located in adequate facilities, if applicable.

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- **SUBSTD**-Enter in the portion of the total required square footage that is currently located in substandard facilities, if applicable. This should match the demolition SF listed in supporting facilities.
- **Project** - Provide a one sentence statement indicating what this project provides.

Example: This project constructs a Middle School by replacing the existing school (s) and associated support facilities.

- **Requirement**

Complete the sentence provided in the template.

Example: The new school is required to provide adequate academic facilities for 200 students in grades kindergarten through fifth. School population is based on the projected enrollment for 2018/2019 school year.

- **Current Situation**

Describe how and under what conditions the requirement is presently being met. Need to support the stated requirement above and specifically identify and describe the condition of the current assets and why they are unsuitable for continued use. Provide the condition of the school (utilize the text rather than the Q rating). List the systems that are failing or expired. List the impact on school functions/mission due to failing or expired systems.

Example current situation statement is provided on the DD1391 template.

### **Impact if not provided**

Explanation requires the input from teachers and administrators on how not replacing the facility will impact the learning environment and why the dependents of service members will not be receiving an adequate level of service in terms of education.

Describe the manner and extent to which mission accomplishment would be affected if the project were not approved.

Discuss in detail the effects of the current conditions on the ability to learn, the health of students and on maintenance costs. If enrollments are expected to increase, then discuss the accommodation of additional students in temporary facilities and how that will negatively affect the learning environment.

Sample impact if not provided statement is on the DD1391 template.

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### Block 12. Supplemental Data

**Block 12A.** Design Data. This section requires the input of major design and construction milestones. For schools, the target construction complete date is June 1, two years after the MILCON year. The June 1 date is to ensure the school is ready for occupancy at the start of the school year. Be sure to work backwards from this June 1 date to ensure design is completed with enough time to advertise and have the contractor mobilize.

- **Status:**
  - Design Start Date – Date when DoDEA issues instructions to the construction agent.
  - Parametric Cost Estimate Used to Develop Costs – YES
  - Percent of Design completed as of 1 Jan (Year (YR)) – Enter in % complete as of the date. Must be at 15% prior to the President’s Budget Submission.
  - 35% Design Date – Enter in date
  - 100% Design Date – Enter in Date
  - Type of Design Contract – All DoDEA projects are typically executed as Design-Bid-Build. Use of other acquisition methods requires HQ DoDEA Facilities Division approval.
  
- **Basis**
  - Standard or Definitive Design – In most cases the answer is no.
  - Date Design was Most Recently Used – If yes, above, provide the date.
  
- **Total Design Cost** – The total design cost will normally be 10% of the total programmed amount. Enter this amount in line C. Of the 10%, 6% should be allocated for contract and 4% for in house. The amount of C should be the sum of 5 and 6.
  
- **Contract Award date** – Allow at least three to four months after design is complete to accommodate time for advertisement and award of a contractor.
  
- **Construction Start Date** – Allow two months after award for the contractor to mobilize and get on site.
  
- **Construction Complete Date** – Anticipated BOD based upon the scheduled developed by the A/E.

### Block 12 B. O&M Appropriated Equipment

Coordinate with the appropriate personnel in logistics, IT, Education and Safety and Security to estimate O&M expenditures for the new school or Office. Only costs of \$10,000 or more should be included in this section.

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Provide the FY ordering date and the cost for the following categories. Only costs of \$10,000 or more should be included in this section:

- Furnishings
  - Kitchen
  - IT
  - Education Supplies
  - Safety equipment
  - Security equipment
- Joint Use Certification:
    - The following language is included in the DD Form 1391 template.

“This facility can be used by other components on an “as available” basis; however, the scope of the project is based on DoDEA requirements.”

Insert: DODEA POC: (571) 372-1405

## APPENDICES

- Appendix 1 – PDCR Table of Contents and Instructions Template
- Appendix 2 – DD Form 1390 Template
- Appendix 3 – DD Form 1391 Template
- Appendix 4 –Charrette Validation Form Template

**APPENDIX 1**

**PARAMETRIC DESIGN CHARRETTE REPORT TABLE  
OF CONTENTS AND INSTRUCTIONS TEMPLATE**

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### APPENDIX 1 PARAMETRIC DESIGN CHARRETTE REPORT TABLE OF CONTENTS AND INSTRUCTIONS TEMPLATE

The instructions below provide the PDT a prescriptive outline with specific guidance to be utilized to ensure consistent, accurate, and concise reporting. The objective is to provide enough detail to establish a clear understanding of project requirements and their associated costs. The report is an executive summary level of detail and is not intended to be an all-inclusive design specification.

#### CONTENTS

**Tables..... (Self-Explanatory)**

**Figures..... (Self-Explanatory)**

**Acronyms and Abbreviations..... (Self-Explanatory)**

#### CONTENTS

### 1.0 INTRODUCTION

#### **A Purpose (Insert the following below)**

This report provides a basis for understanding project development history, requirements tabulation, and execution strategy for the proposed (Insert Title of Project) at (Insert Installation Name & Location). Active involvement by the user during all phases of project development, design, and construction is essential to ensure the facility meets all Department of Defense Education Activity (DoDEA) criteria and functional requirements. The following design assumptions were used to establish a basis for the programming cost estimate only. The design assumptions are not intended to be prescriptive and are included to provide the basis for the cost estimate. The Design Agent is responsible for verifying that all requirements have been identified accurately during the Design Phase of the project.

#### **B Goals and Objectives (Insert the following below)**

The goal of DoDEA is to design schools to meet 21<sup>st</sup> century learning objectives to include innovation in education, curriculum delivery, use of technology, and the requirements for sustainability and energy conservation. DoDEA requires schools of the future to be flexible and adaptable, allowing adjustments to new and innovative ways to deliver instruction and meet the needs of all students. A focus on quality must be maintained throughout the project including design and construction. The ultimate objectives for DoDEA are to deliver a project on time, within available funds, and in a safe manner that satisfies the needs of the users.

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### 2.0 BACKGROUND (Provide a summary narrative of the bulleted topics below)

- Identify the building numbers age, and size of all facilities
- Identify any life safety issues and substandard degraded conditions
- Identify new educational program initiatives requirements
- Identify inadequate space to accommodate current enrollments
- Identify any new service mission requirements driving an increase to population numbers

#### (Example)

Blank Elementary School was constructed in 1971 (Building 1234), and is 40 years old. The school gymnasium (Building 4321) is a temporary building constructed in 1995 surpassing the five year temporary building time restriction by 11 years. The school was assessed this year and has a Q-4 (Failing –safe but more cost effective to replace) rating. The condition of the school is inadequate; the interior finishes are degraded and the Heating, Ventilation, and Air Conditioning (HVAC) and electrical systems are not sufficient and do not meet federally mandated energy performance requirements. The school was built with a capacity of 400 students and current enrollment over the last five years has been 450 students which does not comply with student/teacher ratios resulting in overcrowding of classrooms and multipurpose areas.

### 3.0 REQUIREMENT (Insert the following below)

The proposed Blank School has a projected population of XXX students and will meet the standards outlined in the DoDEA Facilities Education Specifications. The Blank School is authorized XXX,XXX gross square feet (GSF). The authorization is consistent with the approved Program For Design (PFD).

**\*\* (Include a full copy of the approved PFD in this report) \*\***

### 4.0 CONCEPTUAL RELATIONSHIPS AND ADJACENCIES

#### A. Space Adjacency (Insert the following below)

Each school type with its grades configuration will have a specific layout to provide appropriate space adjacencies. Space adjacencies should reflect the DoDEA 21<sup>st</sup> Century Education Facilities Specifications requirements. The adjacencies contained within the floor plan in Figure 1 are conceptual in nature to help formulate the basis of project cost. The designer of record will ultimately be responsible for ensuring the school has appropriate and functional adjacencies.

### 5.0 SCHEMATIC FLOOR PLANS (Provide a summary narrative of the bulleted

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### topics below)

- General description of the construction materials/methods for the building envelope, structure, and finishes used as a basis of cost
- General description of the floor plan adjacencies and interior finishes used as a basis of cost
- Document conformance to 21st Century Education Facilities Specifications, and any installation specific design guidelines
- Content is intended to provide an overview not a complete room by room description of finishes and specifications

### (Example)

Based on site constraints, adjacency requirements, and building area limitation, the schematic design for the Blank School has an asymmetrical footprint. The overall dimensions are approximately 340 feet long (in the east to west direction) by 350 feet wide (in the north to south direction). It is proposed to be situated on a very uneven site with a considerable amount of slope change; careful consideration to the topography will need to be employed during the design phase of the project. The proposed Elementary School is a two story structure with several single story volumes. The entire second floor will be accessible by both stairs and elevator. Delivery aisles and maintenance drives are required to serve the mechanical rooms, school supply area, and food service receiving area.

The cost estimate is based on the Elementary School being designed and built using concrete masonry units (CMU) with brick veneer at pedestrian level and cementitious stucco Finish System construction for the exterior envelope. Exterior walls are furred out with 3 5/8" metal studs and full batt insulation for energy compliance. The roof systems are a combination of flat roof for the majority and sloped standing seam for accent. The slope of the accent roofs will match that of adjacent buildings. The materials will be consistent on all facades of the facility. Mechanical screen wall materials should match those of the Elementary School. The perimeter walls will be articulated with score lines or reveals to create a sense of proportion and scale (reference the Blank AB Architectural Compatibility Plan, March 2008). The entire facility will be handicap accessible and comply with requirements of the Uniform Federal Accessibility Standard and ADA Accessibility Guidelines. All exterior finishes will comply with the Installation Architectural Compatibility Plan, March 2008. All interior finishes will comply with the DoDEA Education Facilities Specifications – Elementary School.

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Many different functions in the Elementary School have an adjacency requirement to other functions. These adjacencies are addressed in the DoDEA Education Facilities Specifications –Elementary School design guidance document. These should be carefully considered during the design phase. In addition to adjacency requirements, the Elementary School has functions that must be located on the first floor when possible.

### **FIGURE 1 SCHEMATIC FLOOR PLAN (Insert using the following bulleted format requirements below):**

- Scale floor plan to print on 11" X 17", Landscape orientation
- Include a rooms legend that corresponds with the areas identified in Table 1 Authorizations Tabulation and include the GSF total for each area
- Show second floor volumes on a separate 11" X 17" sheet
- Do not include placement of FFE, this is a conceptual level plan only

### **6.0 SCHEMATIC SITE PLAN (Provide a summary narrative of the bulleted topics below)**

- General description of the site and the orientation of the facility on the site.
- Indicate concurrence with the installation master plans and document site approval date
- Indicate concurrence with installation environmental requirements
- Include a discussion of all site features and adjacencies
- Include a discussion of vehicular and pedestrian ingress/ egress features and compliance with 21st Century Education Facilities Specifications
- Indicate the installation required standoff distances
- Indicate the disposition of the existing facilities, are they going to be demolished, retained, or turned over to the installation. Provide a table indicating the disposition of all existing facilities.

#### **(Example)**

The proposed site for the new Blank School is located on the former housing complex, on the north side of Franklin Boulevard near the Main Gate. The footprint of the new Blank School will occupy the center one-third of the site, with the front of the building facing to the east. The play area will occupy the west portion of the site.

The proposed Blank School is in compliance with the Installation master plan and is appropriately sited in an area zoned for community support functions. The site

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plan developed for this charrette is compatible with future comprehensive plan capital improvement project concepts adjacent to the school to include future housing development and playing fields. All NEPA documentation is complete and applicable environmental clearances have been provided.

Parking for staff and visitors is proposed to be at the eastern edge, in the front of the school. The bus loading and unloading area will be located on the northern edge of the site requiring a covered walkway connecting to a main entrance to the school. Two parent drop locations are included, one on the south side of the school, and one for kindergarten students on the southwest side of the school. Both parent drop locations require connectivity to a covered walkway into a primary entrance to the school. Primary access for school buses will be located off Lincoln Boulevard. The entry point for the bus route will be one-way access, 16 feet wide. The road will be controlled with a drop arm or traffic light to slow traffic during peak traffic hours. The bus drop off zone is sized for nine buses and will provide three entry points to the school through covered walkways. The buses will exit the bus drop off zone and continue east and then south on the existing two-way access road back to Lincoln Boulevard avoiding traffic conflicts with the staff and visitor parking areas.

The minimum standoff distance from the Elementary School to adjacent roads and parking areas is a minimum of 10 meters (33 feet). There must be a 10 meter unobstructed space around the entire perimeter of the Elementary School for fire access and visibility. Please refer to Section 9 Safety and Security for detailed requirement.

All existing facilities will be demolished with the project (indicate if any of the facilities will contain lead based paint and or asbestos):

DISPOSITION OF EXISTING FACILITIES		
Demolition	Retain	Turn Over to Installation
Building # 1598 (45,567 SF)	None	None

### **FIGURE 2 SCHEMATIC SITE PLAN (Insert using the following bulleted format requirements below):**

- Scale floor plan to print on 11" X 17", Landscape orientation
- Include all buildings and roadways within the immediate vicinity of the school site and label them for orientation
- Include a North Arrow and scale bar.

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- Show all critical dimensions to include setbacks from the school to roads, parking and adjacent structures and clearly identify all proposed construction features used as a basis for cost.
- Aerial imagery in the background is preferred but not required

### 7.0 Environmental Hazards

Provide a discussion on how environmental hazards and constraints discovered during the Planning Charrette process have been mitigated. Be sure to cover the site and the site vicinity. Cover the following:

- UXO concerns – Project area should be thoroughly investigated for potential UXO if there is potential for discovery. UXO mitigation costs may be prohibitive depending on quantity and type of UXO encountered.

#### (Example)

Investigation for possible UXO at project site determined that potential for discovery is low to nonexistent due to no history of UXO on site for either storage or training.

- Floodplains – Site should be located outside of the 100 year flood plain. New development in the 100 year flood plain requires a permit and adoption of measures to avoid short and long term adverse impacts associated with flood plain occupancy and development.

#### (Example)

After review of local, state, and federal regulations and FEMA mapping it was determined that the project is located outside of the 100 year flood plain.

- Cultural Resources – Project should be in compliance with National Historic Preservation Act policy. Federal projects are required to identify, evaluate and register “historic properties” and requires Federal agencies to evaluate the impact on all federally funded or permitted projects. Projects affecting historic structures must be coordinated with the State Historic Preservation Office (SHPO) and be appropriate for these resources.

#### (Example)

A Section 106 submission for the project site was submitted to the SHPO for review and comment. Results of SHPO review determined that no historic properties will be affected.

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- Wetlands – Site should be located outside of known wetland areas. New development is required to minimize the destruction of wetland and to preserve and enhance natural and beneficial values of wetlands. Development within wetlands or wetland buffers may require delineation, permitting and mitigation.

#### (Example)

A wetland delineation report was prepared and determined that the project does not occupy or disturb any known wetlands or wetland buffers.

- Critical zones/buffers (stream beds, coastal areas) – Project should be located outside of any Coastal Zone Management Area or riparian buffer. New development should be evaluated for its effect on coastal and riparian resources for consistency with local, state or federal regulations.

#### (Example)

After review of available documentation and consulting with affected regulatory agencies it was determined that the project is not occupy or disturb any Coastal Zone Management or Riparian buffer areas.

- Vegetation – Project should not be located in areas that will impact any Forest Impact Buffers, or threatened, endangered and rare flora species areas. If avoidance is not possible then similar areas with that listed species should be conserved.

#### (Example)

Project will affect a small portion of a delineated Forested Buffer. Proposed conservation of similar Forested Buffer in adjacent site was accepted and approved by regulatory agencies.

- Operational constraints (other than AT/FP) (Airfield flight paths, explosive arcs, etc.) – Project should be located as not to encroach on operational constraints such as Airfield Primary and Clear Zone Surfaces, Approach/ Departure and Transitional surfaces, Explosive Distance Arc's, Solid Waste Landfills or other site specific Land Use Controls.

#### (Example)

A determination was made after review and consultation with all potential effected parties that the project will not encroach or constrain any current or planned future operations.

- Hazardous Materials Storage - Hazardous materials and waste storage should

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comply with the latest guidelines and regulations of the Resource Conservation and Recovery Act (RCRA), Army Regulation 200-1 and COMAR Title 26, Subtitle 12 – Disposal of Controlled Hazardous Substances.

### (Example)

All hazardous wastes shall be managed as specified and regulated in the latest Hazardous Materials Management Procedures Program (HMMP). Practices detailed in the HMMP will be followed in reference to receipt, distribution, storage and use of all hazardous materials for the project.

## 8.0 Construction Phasing

### A Site Access

- Provide a description of the proposed construction haul route to get vehicles and materials to and from the site.
- Describe the gates that will be used and any specific requirements or constraints related to the proposed route to include any installation imposed quiet hours, closures, or reduction in utilization. Describe any impact to the project duration as a result of reduced utilization of the haul route or gate access.

### (Example)

Construction vehicles will utilize the commercial gate and traverse Grant Avenue to get to the construction site and adjacent laydown area. The Installation will not allow construction vehicle traffic on weekends. Should the project require a recovery schedule, the Installation is willing to grant exceptions for Saturdays with enough advance notification. Typically construction traffic will be allowed through the commercial gate from 0700 to 1800 hours Monday through Friday. There will be no impact to the schedule with the restrictions described above.

### B Laydown Area

- Describe the area that will be utilized for construction laydown and specific requirements or constraints related to the site to include any installation imposed quiet hours or reduction in utilization. Describe requirements to restore the site after completion of the project.

### (Example)

The construction laydown area is west of and immediately adjacent to the proposed construction site for the school. The five acre site is adequate for staging the required vehicles and materials. The site will be secured by the construction contractor with temporary fencing throughout the duration of the project. The area will be restored to the condition it was provided to the

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contractor at the completion of the project. The hours of construction operation are the same as for the access road above.

### C Temporaries/Swing Space

- Provide a statement identifying if the project will require temporaries or swing space during construction.
- Describe the number of temporaries, the location, and any requirements for supporting infrastructure.
- Describe the planning assumptions that support swing space during construction. Include the enrollment and capacity analysis that supports the ability to provide the swing space. Include a statement that confirms that the swing space analysis has been approved by Education leadership.

#### (Example)

The project will require the use of temporary facilities for grades 1-4 and the 5<sup>th</sup> grade will be accommodated in swing space available in the existing middle school. 14 Temporary classroom buildings are required as well as a temporary kitchen with adequate seating for 50 students for three meal periods. A modular temporary gym will also be required on the temporary facilities campus.

The temporary facilities campus will be located to the north of the project site off of Lincoln road. All supporting infrastructure and utilities are available at the site and only minor site work will be required, as well as 20 temporary parking stalls and a bus loop.

The existing middle school has a validated capacity of 400 students. The middle school currently has an enrollment of 350 students. The five year average enrollment is 355 students. The current enrollment of the 5<sup>th</sup> grade is 86 students. The five year average for the 5<sup>th</sup> grade is 100 students. The existing middle school has adequate space available to house the fifth grade population. The swing space plan has been reviewed and approved by the school administration and Center of Excellence.

## 9.0 SUPPORTING INFRASTRUCTURE (Provide a summary narrative of the topics below)

### A Site Preparation/Grading

- General description of the site topography including slope and terrain conditions
- Describe any natural or manmade features that will be demolished with the project

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- Provide a summary of the proposed Low Impact Development (LID) sustainable storm water management strategy to include conceptual cut/fill requirements

### (Example)

Currently the site elevation drops approximately 11 feet from the west to the east. Sufficient grading will be required to minimize earthwork. Retaining walls will be utilized at the northwest portion of the access road to accommodate for the elevation differences. To minimize the environmental impacts LID Storm water management will be accomplished by adding storm sewers to collect water running across the pavements. Site grading cut and fill should be balanced as well to limit importing fill materials to the site. Sufficient grading is required to channel rainfall away from the building foundation through shallow, grassy drainage swales to area catch basins or roadway basins that will then be connected to the existing storm water drainage system via reinforced concrete pipe and open channels.

## B Structural (Loads & Seismic)

- General description of the site geology and soil conditions
- Provide a summary of construction requirements used as a basis of cost to mitigate any unique site constraints

### (Example)

The two-story Elementary School foundation will require additional support (special foundations) due to the poor soil conditions on the installation. The additional support will consist of strategically located pre-stressed straight cylinder concrete piles with reinforced concrete caps. Depth and locations will be determined during the design phase based on results of soil investigation and analysis performed at the site of the new Elementary School.

## C Water/Sewer

- General description of the schematic plan to provide potable water and fire suppression to the site to include approximate size of lines and connection distances used as a basis for cost
- General description of the sewer conveyance and approximate size and method of disposal/discharge used as a basis for cost.

### (Example)

An 8-inch water line from the west extends into the site from the water tanks north of Building 490 along the north side of the site and loops south to tie into the water line in Franklin Boulevard. The northwest leg of the line will need to be moved approximately 250 feet south to make room for the footprint of the

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Elementary School. Fire flow tests in the area show static and residual pressures as low as 45 and 10 psi, respectively, at a flow rate of 335 gallons per minute (gpm). According to UFC 3-600-01, all parts of the building exterior must be within 350 feet of a hydrant, which results in the addition of three hydrants to service the Elementary School.

The wastewater collection system piping is old and was evaluated in 1999 as having major rainwater infiltration problems. A new five-year five-phase Operation and Maintenance plan is in place for scheduled replacement. Upgrades to the proposed site are planned for fiscal year 2010 (FY10) and FY11. The Elementary School will be serviced by an 8-inch gravity sewer line in Franklin Boulevard that flows west then north along Washington Road, then west along Sanders Road to Lincoln Boulevard. Approximately 270 feet of new 6-inch service lateral with associated cleanouts will be constructed to support the new Elementary School.

### D Pavements

General description of all pavements anticipated on the site and composition.

#### (Example)

Pavements for site access, site circulation, service entry area, and parking for the Elementary School will be installed as a part of this facility. All circulation roads require a 12 foot wide lane in each direction. All circulation roads are proposed to be made of 3 inches of asphalt over 6 inches of aggregate base. Typical sections will include curbs and gutters. Parking lot pavement is proposed to consist of 3 inches of asphalt over 6 inches of aggregate base. Hardened playground will also be paved with 1-1/2 inches of asphalt over 4 inches of aggregate base.

### E Electrical

- General description of the electrical service on the installation
- General description of any site related distribution system improvements required
- General description of the anticipated electrical systems directly associated with the facility used as a basis of cost.

#### (Example)

Electric service on base is provided from two substations and a combination of overhead and underground distribution circuits. Each substation has two 15/20 megavolt Ampere (MVA) transformers feeding metal clad switchgear with

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vacuum breakers on the outgoing feeder circuits. The total demand on the base is currently approximately 25 MVA. Anticipated distribution system improvements associated with the site include:

- Approximately 2,575 feet of new duct-bank
- Approximately 2,575 feet of new 3-phase, 15kV cable
- Three electric man-holes
- Three pad-mounted switches
- One 37.5kV pad-mounted transformer to serve an existing sewer lift station
- Three connections to existing overhead circuits

A single line diagram of the proposed equipment arrangement for the school has been prepared and included in the appendices.

It is proposed that most of the lighting loads be served at 277 V, motor loads (larger than 1 horsepower [HP]) be served at 480 V, and receptacle and miscellaneous loads be served at 120 V. The electric service equipment was sized based on HVAC loads, motor loads, and other loads as shown on the single line diagram. As a comparison, the load was also estimated using nominal Watts per square foot data from Table D5010-1151 in the 2009 R.S. Means Electrical Cost Data book. Watts per square foot data for elementary schools are as follows:

- Lighting, 3 Watts
- Devices, 1.9 Watts
- HVAC, 5.3 Watts
- Miscellaneous, 1.3 Watts

The total estimate is 11.5 Watts per square foot. The anticipated building size is approximately 131,458 square feet, for a total electrical load estimate of approximately 1400 kW. This estimate is consistent with the estimate established in the single-line diagram.

### **F Communications**

- General description of the communication infrastructure on the installation
- General description of any site related distribution system improvements required
- General description of the anticipated communications infrastructure directly associated with the facility used as a basis of cost.

#### **(Example)**

Communication infrastructure on base consists of a dedicated duct-bank and

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manhole system with both copper cable and fiber optic cable distribution. It is anticipated that a 100-pair copper cable and a 12-strand fiber optic cable will be adequate for the Elementary School requirements. It is estimated that approximately 500 feet of new duct-bank and a new communications vault will be constructed to serve the new Elementary School. In addition to the fiber optic connection to the base network, it is anticipated that approximately 2,000 feet of 12-strand fiber optic cable will be installed from the elementary school to the school (in existing duct-bank) to connect to the school system network.

### G HVAC

- General description of the anticipated heating, ventilation, and air conditioning construction requirements used as a basis of cost.

#### (Example)

HVAC for the new Elementary School is anticipated to consist of two air-cooled chillers with a capacity of 250 tons each. Heating equipment will consist of two hot water boilers with a capacity of 3,100 thousand British Thermal Units per hour (mBh) each. There will be four air handling units with a heating and cooling coil that will serve the school, one of which will be a dedicated unit for the gymnasium. There will also be variable air volume boxes with heating coils serving the different spaces in the building. An alternative system for classrooms is to provide unit ventilators with heating and cooling coils instead of variable volume boxes.

The controls will include a thermostat for each unit and will be a programmable remote wall-mounted type. It will also include a humidistat. The chillers will use environmentally friendly hydro fluorocarbon refrigerant and will be selected for their low noise sound level capability. Special coil coatings will be specified to mitigate coil corrosion and substantially lengthen equipment life. The ventilation requirement for the space will be in compliance with latest version of American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) 62.

### H Fire Protection

- General description of the emergency vehicle site access and response requirements
- General description of the anticipated structural requirements used as a basis of cost

#### (Example)

In accordance with DoD Instruction 6055.6, the Elementary School will be serviced by the nearest fire station on the Installation. Responding fire and

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emergency services vehicles require 33 feet (10 meters) of unobstructed access from all four sides of the facility. An automatic sprinkler system that complies with requirements of National Fire Protection Association (NFPA) 101, Life Safety Code, is required. The sprinkler system will be a wet-type zoned system supported by four fire hydrants located on the site.

Areas containing hazardous quantities of combustible supplies, service equipment (except air-handling equipment) subject to possible explosion, and commercial refrigerating machinery, will be enclosed by construction having not less than a one-hour fire-resistant rating. Openings in such construction will be protected by self-closing or smoke-activated fire doors. The service entry for the fire lines and the fire riser will be located in the mechanical room. The fire alarm and detection system will be provided for the Elementary School in accordance with NFPA 72 and 101. The fire alarm will connect directly to building 671, Fire Department 911 Center.

### **FIGURE 3 SCHEMATIC SITE UTILITY PLAN (Insert using the following bulleted format requirements below):**

- Scale floor plan to print on 11" X 17", Landscape orientation
- Include all buildings and roadways within the immediate vicinity of the school site and label them for orientation
- Include a North Arrow and scale bar.
- Show all existing and proposed utilities to include water, sewer, storm, electric, and communications lines.
- Provide a legend that distinguishes existing from proposed by utilizing a combination of color and line types.

## **10.0 SECURITY/FORCE PROTECTION (FP)**

- General description of the security and FP requirements
- General description of any structural and or supporting infrastructure requirements required for security and FP used for the basis of cost
- Statement documenting understanding and consensus of the installation anti-terrorism requirements
- Statement documenting controlled or uncontrolled perimeter status for the installation
- Confirm the explosive weight with the Installation Anti-Terrorism Officer and the DoDEA Office of Safety and Security

**(Example)**

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The site is in compliance with all applicable anti-terrorism/force protection (AT/FP) criteria as outlined in Unified Facilities Criteria (UFC) 4-010-01 DoD Minimum Anti-terrorism Standards for Buildings and the Physical Security and Antiterrorism Design Guide for DoDEA Educational Facilities. Automated active barriers are required for access roads that provide entry and egress to loading docks (service roads). Manually operated active barriers are required for emergency service access roads. Situation where service and emergency access roads are synonymous will be outfitted with an automated active barrier. It was confirmed with the Installation Antiterrorism office during the charrette that the site is located within a controlled perimeter and that Explosive Weight II will be used to determine minimum standoff distances. Minimum standoff distances as identified in UFC 4-010-01, Table B-1 in concert with the applicable wall type, Controlled or Uncontrolled Perimeter, and identification of Explosive Weight II as prescribed in Table B-2 apply. Tables B-1 and B-2 also apply to the minimum standoff distance from the Elementary School to adjacent roads, parking areas, trash containers (Standard 1), and unobstructed spaces (Standard 2).

Drive-Up/Drop-Off Areas and Bus Loops that infringe upon minimum standoff distances will be marked in accordance with the Manual on Uniform Traffic Control Devices as prescribed in UFC 4-010-01, Standard 3.

The ground safety office requires crosswalks and signage at all key intersections, parking lots and crossings within the perimeter of the school site. The USACE has identified that within the last four years the security engineering requirements for new construction include structural support of frames, doors, and windows. It is recommended that the design agent coordinate with the installation and the DoDEA safety/security offices early in the design process to establish the design specifications required for the project.

### **11.0 SUSTAINABLE DESIGN (Insert the following narrative and include a description of the bulleted items below)**

#### **A Applicability**

All DoDEA projects are required to meet the requirements of the DoDEA Administrative Instruction Sustainability and Energy Efficiency Program. This program applies to the execution of all DoDEA military construction (MILCON) projects, sustainment, restoration and modernization (SRM) projects that include the replacement or improvement of building energy systems (including the building envelope, lighting, and HVAC), and minor construction projects that exceed 25% of the current replacement value and includes the replacement or improvement of building energy systems (including the building envelope, lighting, and HVAC). This regulation will apply to construction activities outside the continental United States (OCONUS) to the extent possible considering mission objectives

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and Host Nation Agreements.

To accomplish this goal, DoDEA will document Sustainability Program costs on DD Form 1391, with a separate line item under primary facility costs identified as “SDD AND FEDERAL ENERGY ACTS COMPLIANCE”. These costs will be programmed at no more than five percent of the primary facility cost and specific detailed costs are must be provided in the cost estimate.

**\*\*Insert to what standard the project is being designed and how the project will meet the requirements outlined in DoDEA Administrative Instruction Sustainability and Energy Efficiency Program. \*\***

### **12.0 COST ESTIMATE (Provide a summary narrative of the bulleted topics below)**

- Provide a description of all assumptions used to establish the basis of the costs included
- Should include at a minimum the Parametric Model utilized and the year of the cost model
- Description of all markups and assumptions to include but not limited to yearly inflation, mid- point of construction, area cost factors, local resource/materials trends, and any other assumption used to base the total cost included in the DD Form 1391.
- Provide Plant Replacement Value (PRV) analysis and calculations for all structures proposed to be demolished. Analysis should show that the cost of renovating the structures will exceed the PRV by more than 50%.
- LCCA analysis for sustainable technologies. BLCC5 output.

### **13.0 DD FORM 1390/1391 (Insert completed template from Appendix 2 and 3)**

DoDEA is required to utilize the cost estimate provided by the CAPM. No changes to the cost estimate are authorized without a written justification provided to HQ DoDEA Facilities Branch for approval.

### **APPENDICES**

- **Charrette Agenda**
- **Sign-In Sheets**
- **In-Brief Slides**
- **Out-Brief Slides**
- **Approved Program For Design**

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- **Parametric Cost Estimate WBS summary (Unifomat)**
- **Sustainable Design Support Documentation**
- **Back-up calculations**
- **Owners Project Requirements**
- **BLCC5 Output**

**APPENDIX 2**  
**DD FORM 1390 TEMPLATE**

1. COMPONENT DoDEA	<b>FY 20</b> <span style="background-color: yellow;">    </span> <b>MILITARY CONSTRUCTION PROGRAM</b>						2. Date <b>INSERT DATE</b> - HQ				
3. Installation and Location  <b>INSERT INSTALLATION NAME, STATE or COUNTRY</b> <small>(Same as DD1391)</small>				4. COMMAND  DoDEA		5. AREA CONSTRUCTION COST INDEX <b>ENTER IN ACF</b>					
6. PERSONNEL STRENGTH		PERMANENT			STUDENTS			SUPPORTED			TOTAL
		OFFICER	ENLISTED	CIVILIAN	OFFICER	ENLISTED	CIVILIAN	OFFICER	ENLISTED	CIVILIAN	
a. AS OF 30 SEP 20							##				##
b. END FY 201							##				##
7. INVENTORY DATA (\$000)											
TOTAL ACREAGE .....						0					
INVENTORY TOTAL AS OF .....						0					
AUTHORIZATION NOT YET IN INVENTORY .....						0					
AUTHORIZATION REQUESTED IN THIS PROGRAM .....						<b>TOTAL PA AMOUNT</b>					
AUTHORIZATION INCLUDED IN FOLLOWING PROGRAM .....						0					
PLANNED IN NEXT THREE PROGRAM YEARS .....						0					
REMAINING DEFICIENCY .....						0					
GRAND TOTAL .....						<b>TOTAL PA AMOUNT</b>					
8. PROJECTS REQUESTED IN THIS PROGRAM											
CATEGORY CODE  <b>ENTER NUMBER</b>	PROJECT TITLE  <b>ENTER TITLE FROM 1391</b>	SCOPE  <b>XXX,XXX SF</b>	COST (\$000)  <b>XX,XXX</b>	DESIGN START <b>From Block 12</b> Sept 13	STATUS COMPLETE <b>From Block 12</b> June 17						
9. FUTURE PROJECTS											
a. INCLUDED IN FOLLOWING PROGRAM None											
b. PLANNED IN NEXT THREE YEARS None											
10. MISSION OR MAJOR FUNCTIONS Military Dependent Education											
11. OUTSTANDING POLLUTION AND SAFETY DEFICIENCIES: None											

**APPENDIX 3**  
**DD FORM 1391 TEMPLATE**

1. COMPONENT DoDEA		FY 20 MILITARY CONSTRUCTION PROJECT DATA		2. Date MONTH YEAR	
3. INSTALLATION AND LOCATION OFFICIAL INSTALLATION NAME, CITY OR COUNTY, COUNTRY OR STATE			4. PROJECT TITLE: ACTION, NAME OF FACILITY, TYPE OF SCHOOL		
5. PROGRAM ELEMENT	6. CATEGORY CODE SERVICE BASED	7. PROJECT NUMBER FROM HQ DoDEA	8. PROJECT COST (\$000) TOTAL REQUEST ROUNDED		
9. COST ESTIMATES					
Item		U/M	Quantity	Unit Cost	Cost (\$000)
<b>PRIMARY FACILITIES</b>					<b>00,000</b>
SCHOOL NAME or FACILITY NAME(CCN)		SF	00,000	000.00	00,000
BUILDING NAME RENOVATION (if applicable) (CCN)		SF	00,000	000.00	0,000
SUPPORT FACILITY (CCN) (if applicable)		SF	00,000	000.00	0,000
SDD AND FEDERAL ENERGY ACTS COMPLIANCE		LS			000
ANTITERRORISM (AT/FP) MEASURES (if applicable)		LS			000
CYBERSECURITY MEASURES		LS			000
SPECIAL COSTS (if applicable)		LS			000
<b>SUPPORTING FACILITIES</b>					<b>0,000</b>
SPECIAL CONSTRUCTION FEATURES (if applicable)		LS			000
SPECIAL FOUNDATION FEATURES (if applicable)		LS			000
ELECTRICAL/GAS UTILITIES		LS			000
COMMUNICATION UTILITIES		LS			000
WATER/SEWER UTILITIES		LS			000
SITE PREPARATION (includes non-building demolition)		LS			000
SITE IMPROVEMENTS (includes low impact development)		LS			000
AT/FP (outside features if applicable)		LS			000
DEMOLITION (if applicable)		LS			000
ENVIRONMENTAL MITIGATION (if applicable)		LS			000
ESTIMATED CONTRACT COST (sum of primary and supporting)					<b>00,000</b>
CONTINGENCY PERCENT (5%)					<b>0,000</b>
SUBTOTAL					<b>00,000</b>
SUPERVISION, INSPECTION & OVERHEAD (5.7% , 6.2%, OR 6.5%)					<b>0,000</b>
DESIGN/BUILD (4% if applicable)					<b>0,000</b>
ENGINEERING DURING CONSTRUCTION (1%)					<b>0,000</b>
POST CONSTRUCTION AWARD SERVICES (2% if applicable)					<b>0,000</b>
TOTAL REQUEST ROUNDED					<b>0,000</b>
EQUIPMENT FROM OTHER APPROPRIATIONS (NON ADD)					<b>0,000</b>
10. DESCRIPTION OF PROPOSED CONSTRUCTION:					
<p>Construct a (school type or building type) with functional areas containing (list interior spaces – neighborhoods, studios, learning hubs, staff collaboration areas, a career technical education lab, computing center, science labs, art room, music suites, OT/PT, a commons area, performance space, information center, a physical education area with gymnasium, food service, administrative offices, guidance counseling center, a special education office, health services area, maintenance support, central storage area, technology service center), and other required areas for a fully functioning (school type of building type). Typical construction is anticipated to consist of (foundation type), (frame type), (exterior wall materials), (interior wall materials, and must include operable/movable partition walls).</p> <p>Department of Defense (DoD) and Department of Defense Education Activity (DoDEA) principles for high performance and sustainable building requirements will be included in the design and construction of the project in accordance with federal laws and Executive Orders. Low Impact Development will be included in the design and</p>					

Comment [AWK1]: Round all costs to nearest \$10k

Comment [AWK2]: This cost is the only one to the nearest \$1k. All others rounded to nearest \$10k.

1. COMPONENT DoDEA	FY 20 MILITARY CONSTRUCTION PROJECT DATA		2. Date MONTH YEAR
3. INSTALLATION AND LOCATION OFFICIAL INSTALLATION NAME, CITY OR COUNTY, COUNTRY OR STATE		4. PROJECT TITLE: ACTION, NAME OF FACILITY, TYPE OF SCHOOL	
5. PROGRAM ELEMENT	6. CATEGORY CODE SERVICE BASED	7. PROJECT NUMBER FROM HQ DoDEA	8. PROJECT COST (\$000) TOTAL REQUEST ROUNDED
<p>construction of this project as appropriate.</p> <p>This project will provide Anti-Terrorism/Force Protection (AT/FP) features and comply with AT/FP regulations, and physical security mitigation in accordance with DoD Minimum Anti-Terrorism Standards for Buildings. (Include if antiterrorism is include in block 9)</p> <p>Facilities will be designed to provide cyber security engineering and validation as specified in DoD Unified Facility Criteria. (Include if Cybersecurity is included in block 9)</p> <p>Provide descriptions on special costs, if any. List in the same order as in block 9 of the form above</p> <p>Provide descriptions on special construction features, if any. List in the same order as in block 9 of the form above</p> <p>The project includes related infrastructure such as (examples: water, sewer, electrical, staff and visitor parking areas, parent drop off lane, mechanical rooms, emergency access lanes, bus loading/unloading areas, and delivery areas.</p> <p>The project includes site work such as (list – examples include – tie to block 9 -signage, fencing, paving, landscaping, covered walkways, canopies, exterior lighting, utilities, and playground area, site prep, site improvements, storm water, low impact development, external AT/FP).</p> <p>The project will require demolition of approximately (SF) rounded up to the nearest 1,000SF.</p> <p>Provide description of environmental mitigation, if required. List in the same order as in block 9 of the form above</p> <p>Facilities will be designed in accordance with DoDEA Education Facilities Specifications and (Include applicable Host Nation standards, if any).</p> <p>Facilities will be designed to meet or exceed the useful service life specified in DoD Unified Facility Criteria. Facilities will incorporate features that provide the lowest practical life cycle cost solutions satisfying the facility requirements with the goal of maximizing energy efficiency.</p>			
<p>11. REQUIREMENT: 00,000 SF (From PFD) ADQT: 00,000 SF SUBSTD: 00,000 SF</p> <p><u>PROJECT:</u></p> <p>This project constructs a (school type or building type) by replacing the existing (school type or building type) and associated support facilities.</p> <p><u>REQUIREMENT:</u></p> <p>The new (school type or building type) is required to provide adequate academic facilities for (000) students in grades (enter in grade levels). School population based on the projected enrollment for 20XX/20XX school year. (include additional explanation if school is sized to support non-DOD students)</p> <p>This project will not be sited in a 100-year flood plain.</p> <p><u>CURRENT SITUATION:</u></p> <p>The current (school type or building type) was originally constructed in 19XX. List any major additions and or alterations since the original construction and the year added. The facility is in (insert poor or failing based upon rating – no Q rating) condition. The following systems are expired or are failing; List failing or expired systems. List impact</p>			

1. COMPONENT DoDEA	FY 20 MILITARY CONSTRUCTION PROJECT DATA		2. Date MONTH YEAR
3. INSTALLATION AND LOCATION OFFICIAL INSTALLATION NAME, CITY OR COUNTY, COUNTRY OR STATE		4. PROJECT TITLE: ACTION, NAME OF FACILITY, TYPE OF SCHOOL	
5. PROGRAM ELEMENT	6. CATEGORY CODE SERVICE BASED	7. PROJECT NUMBER FROM HQ DoDEA	8. PROJECT COST (\$000) TOTAL REQUEST ROUNDED
on school functions/mission due to failing or expired systems.			
IMPACT IF NOT PROVIDED:  If a new facility is not provided, the substandard environment will continue to hamper the educational process and the (school type or building type) will not be able to support the DoDEA curriculum and provide for a safe facility. The required maintenance and repair of expired and failing systems will continue to strain maintenance capabilities and budgets. Include any unique or outstanding measures that will have to be taken in order to support the school/education mission if project is not approved			
12. Supplemental Data:			
A. Design Data (Estimated):			
(1) Status:			
(a) Design Start Date			Abbreviated MO/YR
(b) Parametric Cost Estimate Used to Develop Costs			(YES if Code 3 complete)
(c) Percent of Design Completed as of 1 JAN 201			15% if Code 3 complete or 5% if only a Code 0 complete
(d) Expected 35% Design Date			Abbreviated MO/YR
(e) 100% Design Completion Date			Abbreviated MO/YR
(f) Type of Design Contract:			Design/Bid/Build
(2) Basis:			
(a) Standard or Definitive Design - (YES/NO)			NO
(b) Date Design was Most Recently Used			N/A
(3) Total Design Cost (c)=(a)+(b) OR (d)+(e):			
(a) Production of Plans and Specifications			
(b) All Other Design Costs			
(c) Total Design Cost (10% of the PA)			0,000
(d) Contract (60% of the 10% in line c)			0,000
(e) In-house (40% of the 10% in line c)			0,000
(4) Construction Contract Award Date			Abbreviated MO/YR
(5) Construction Start Date			Abbreviated MO/YR
(6) Construction Completion Date			Abbreviated MO/YR
B. Equipment associated with this project which will be provided from other appropriations: (The table below should be populated with the numbers generated from the O&M Appropriated Equipment Estimating Sheet.)			
		Fiscal Year	
Equipment	Procuring	Appropriated	Cost
<u>Nomenclature</u>	<u>Appropriation</u>	<u>Or Requested</u>	<u>(\$000)</u>
Furnishings	O&M	20XX	000
Kitchen	O&M	20XX	000
IT	O&M	20XX	000
Education Supplies	O&M	20XX	000
Safety Equipment	O&M	20XX	000
Security Equipment	O&M	20XX	000
JOINT USE CERTIFICATION:			

1. COMPONENT DoDEA	<b>FY 20</b> <b>MILITARY CONSTRUCTION PROJECT DATA</b>		2. Date <b>MONTH YEAR</b>
3. INSTALLATION AND LOCATION <b>OFFICIAL INSTALLATION NAME,</b> <b>CITY OR COUNTY, COUNTRY OR STATE</b>		4. PROJECT TITLE: <b>ACTION, NAME OF FACILITY, TYPE OF SCHOOL</b>	
5. PROGRAM ELEMENT	6. CATEGORY CODE <b>SERVICE BASED</b>	7. PROJECT NUMBER <b>FROM HQ DoDEA</b>	8. PROJECT COST (\$000) <b>TOTAL REQUEST ROUNDED</b>
This facility can be used by other components on an "as available" basis; however, the scope of the project is based on DoDEA requirements.			
DoDEA POC (571) 372-1405			

**APPENDIX 4**

**PARAMETRIC DESIGN CHARRETTE VALIDATION  
FORM TEMPLATE**

**Parametric Design Charrette Validation Form**

**Project Data**

Project Number:	
Project Title:	
Installation:	
Dates of the Charrette:	

**Planning Charrette Team Members – Approval and Concurrence:**

<b>Title/Organization</b>	<b>Printed Name</b>	<b>Phone/Email</b>	<b>Signature</b>
Installation Commander (or delegated representative)			
District Superintendent			
Master Planner			
Environmental Officer			
Force Protection Officer			
Engineering/Public Works			
Information Systems			
Construction Agent PM			
Design Center PM			
DoDEA Area Office PM			