Discussion Topics

1) DD-1391 Development
   a) Have AE firms assist in the development of DD-1391.

2) Statement of Architectural and Engineering Services (SAES); DD-1391
   a) Have AE’s assist or see a draft of the SAES to deconflict discrepancies that can cause delays.
   b) Ensure the design schedule is reasonable
      i) Work backwards from the date the contract must be awarded or constructed to determine if it’s a realistic design schedule
      ii) Need to ensure sufficient time in design schedule to include Quality Control measures
      iii) Ensure design review by Gov’t stakeholders is sufficient
   c) Validate unit of measure (English vs. Metric) and make consistent
   d) Validate 1391 at various stages to account for changes in requirements
      i) Conduct upfront planning engineering and design
         (1) Planning and programing workshop; Pre-engineering utilities assessment; vehicle access, engage with stakeholders
   e) Ensure onsite access is available at appropriate time in design schedule for Geotechnical and Topo Surveys.

3) Scheduling the Charrette/FACD
   a) Close coordinate required with PM, DM, other stakeholders so doesn’t impact design schedule.
   b) Length of charrette should correspond with difficulty of project/number of stakeholders
   c) Logistics must be coordinated, especially if concurrent with other charrettes
   d) One charrette at a time; break it up; not overlapping; break for the team to work; revalidation. More time to prep.
   e) Allow design team sufficient time after TO award to prepare for charrette.
   f) Important to have Way Forward – all criteria and issues have been resolved.

4) Conducting the Charrette/FACD
   a) Coordinate Hotel availability and have everyone in the same hotel or in close proximity
   b) Site visit in conjunction with, preferable before the charrette; coordinate base passes/facility access
   c) Key stakeholders available and attend the entire charrette/FACD
   d) During the charrette/FACD—Be flexible—The A/E will have a charrette schedule but it will change during the charrette/FACD
   e) Review the DD-1391 requirements with the stakeholders. Determine if the project is complete and usable as identified or if changes will need to be made and costs added or deleted
   f) Identify the person who must authorize deviation from requirements to change the DD-1391 and allow a reduction in scope and cost
   g) Prior to the charrette the A/E team and cost estimator must review the project requirements in the DD-1391 and determine if any requirements are missing or any can be deleted.
h) Update the cost estimate on the fly; Ensure that the estimators attend the charrettes and FACD’s.

i) Have an updated cost estimate on an excel spreadsheet based upon the DD-1391 before you arrive for the charrette. Properly cost the DD-1391 requirements in present day dollars.

j) If sufficient funding is not available, move into a Value Engineering exercise to determine what is needed for a complete and usable project that can be executed with the authorized funding.

k) Cost estimators to also comment on different options and assist in decision making during the charrettes/FACD

l) Conduct a back-to-front scheduling exercise. Begin with date of contract award and work back through the design schedule to ensure the schedule works.

m) Identify the decisions that are pending, who has action and when the action will be complete

5) Design Process

a) Have RFP developers submit 35% for permit review

b) Continue to monitor J-001B changes as construction progresses/ Asbuilt topo

c) Ensure have the most current design submittal, will continue to change as construction progresses and program evolves.

d) Consider maintenance (consistency in materials and details for easier repairs and stocking of materials.) Work with UEM to develop template specs, details for certain materials.

e) Design assumptions, site constraints, change log need to be built into design phase.

f) Coordinate J-001B change request with DOD project managers to avoid potential reconstruction of J-001B improvements.

g) Have a utility manager for just the Finegyan infrastructure: water, sewer, FP, drainage, electrical, comms;

h) AEs need to be more proactive; need to prevent the silo.

i) Maintain/update risk register developed during Charrettee/FACD.

j) Have a process to transfer knowledge to new players/stakeholders.

k) Summary of issues to be aware of for OICC personnel; come up during construction such as cultural resources, list of long lead items, construction schedule.

6) Bid/Construction Support

a) Capture lessons learned for next project,

b) Identify keeper of lesson learned from OICC back to the designer