

SECTION 4-3: PROJECT DESIGN REVIEW

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4-3-00 POLICY

The purpose of this section is to provide general guidance to the OPDIVS for reviewing projects during the design phase. This policy applies to federally-owned real property assets.

The OPDIV has the overall responsibility to provide Government oversight for the design of an HHS facility. The OPDIV review and comment on the Architect/Engineers (A/E) design submittal is vital to the success of the project.

The A/E is contractually responsible to design the project within the specified scope, budget and schedule. This is not only a Government requirement, but it is a common practice within the industry. The OPDIV shall ensure that the A/E fulfills their contractual responsibility to deliver a design of the approved HHS facility within Scope, Budget and Schedule.

4-3-10 PROCEDURES

The OPDIV determines the number of design submittals based on size and complexity of the project. The Project Officer (PO) holds and chairs design review meetings with technical and program review staffs at each specified design submittal stage. The A/E and the PO shall certify that the Project is within the Scope, Schedule and Budget per the approved FPPA at each submittal. If a submittal is found to be deficient and does not meet contractual obligations, the Government must reject the submittal. The A/E will revise and resubmit the submittal at No Additional Cost to the Government.

4-3-20 GUIDANCE AND INFORMATION

ROLES AND RESPONSIBILITIES

A. Architect/Engineer - The A/E shall submit completed progress designs in accordance with their contract to the Government for review and comment. The OPDIV shall require their A/E to provide the following minimum milestone submittals for all projects with a cost of \$ 5,000,000 or more:

1. Schematic Design
2. Design Development
3. Construction Documents

The A/E shall not proceed to the next phase of project design until written approval of the current submittal is received from the approval authority.

B. Project Officer - The Project Officer (PO) serves as the Contracting Officer's Technical Representative (COTR). The PO leads, directs and controls the Government's activities as they relate to the design review of an HHS facility. The PO is the focal point for the Government and as the COTR, the PO serves as the Government's authorized representative with respect to communicating and distributing comments to the A/E. The PO holds and chairs design review meetings with OPDIV

program and technical staff to evaluate design review comments. The PO determines if the review comments are within the scope of the A/E's contract. If comments are not within the scope, the PO will reject the comments and does not forward them to the A/E.

- C. OPDIV Technical Review Staff - The OPDIVS are encouraged to select senior design discipline experts who have experience in preparing contract documents to assist the PO in reviewing and evaluating the A/E's work. The technical review staff should be very familiar with the A/E scope and contract, and should be allowed to interact with the A/E when it is appropriate. Comments should be recommendations and suggestions to ensure the success of the project. Comments that are directives should be avoided unless items within the design submittal are not in accordance with the scope of contract.
- D. OPDIV Program Staff - Care and deference must be given to OPDIV Program staff as the end-users, customers, and clients. However, they are not the A/E's customer or client. The A/E's client is the Contracting Officer (CO) or the COTR acting as the CO's designated representative. OPDIV program staffs are generally not familiar with the A/E contract and their comments may be programmatic without consideration of A/E - Government contractual obligations. Care must be taken to ensure the OPDIV program staff's comments are within contract scope. OPDIVs are encouraged to establish internal procedures to ensure that the PO is the communications conduit between the program staff and the A/E.