

This directive remains in effect until it is replaced

June 18, 2009

Major Construction Design Review Procedure

1. **Purpose:** This procedure is issued to improve the quality and VA-A/E (Architect Engineer) communication in the design and construction process. The current submission requirements, Program Guide 18-15, remain unchanged unless specifically mentioned herein.

2. **Action:** The Office of Construction & Facilities Management defines the procedure for managing the design review and quality assurance for major construction design review as follows:

A. Project Design Review:

1. This procedure outlines the specific design reviews by CFM technical representatives. Project Management will schedule and implement the number of reviews required and will set-up and maintain monthly schedule updates of events. The PM will coordinate scheduling at least two months in advance with the Chief of Consulting Support Service (00CFM3A) to confirm participation. The Service Delivery Office has the option of omitting any of the project reviews or review elements, depending on the project complexity or schedule conflicts.

2. Project Reviews discussed in this procedure are:

- a. Pre-negotiation Design Kickoff Meeting
- b. Conceptual Design Review
- c. Schematic Development 1 (SD 1)
- d. Schematic Development 2 (SD 2)
- e. Design Development 1 (DD 1)

3. Project Reviews shall be conducted by Consulting Support Service and Project Managers in the Central Office for the following submissions:

- a. Pre-negotiation Design Kickoff Meeting
- b. Schematic Development 2 (SD 2)
- c. Design Development 1 (DD 1)

Note: The CPM group within Consulting Support Service shall review all SD, DD submissions, Construction Documents, CPM schedules and monthly updates throughout the project development and construction.

4. The Director of Service Delivery, Office of Construction & Facilities Management, may determine that a project warrants an executive overview presentation. The PM will arrange for the presentation, to include the Under Secretary for Health, or their designated representative. Executive presentations will utilize appropriate visual communication tools and/or equipment to facilitate a full understanding of the design elements by the attendees.

B. Pre-negotiation Design Kickoff Meeting:

1. After A/E selection, but prior to fee negotiations, there will be a technical Pre-negotiation meeting in VACO between A/E, Peer Reviewers, CFM, VACO Program Officials, VISN and VAMC. The meeting shall be scheduled with all parties two weeks in advance to allow attendance of critical officials. The purpose of this meeting is to create a consensus among all parties as to project design intent, scope and limitations. This includes the VA standards and requirements for facility design and construction. Roles, responsibilities, points-of-contact and project objectives will be established. VA design and construction standard documentation and deliverables will be defined.

2. The Pre-negotiation meeting shall consist of an introduction by the PM and the A/E of the project scope and overview of technical disciplines. The Consulting Support Service and the Strategic Management Office will then offer technical guidance for the following disciplines:

- a) Architecture
- b) Civil/Structural Engineering
- c) Mechanical Engineering
- d) Electrical Engineering
- e) Physical Security and Sustainability

3. The kick-off meeting agenda shall include an exit meeting with all participants present to summarize relevant project comments, technical requirements and issues.

4. After the Pre-negotiation Design Kickoff meeting but prior to preparation of the fee proposal, the A/E shall provide Project Management with a written response summarizing their understanding of the design and construction standards and requirements for each technical discipline that were discussed and agreed upon in the meeting.

C. Conceptual Design Review:

1. The design team will provide a group presentation of the overall design scope, including the construction phasing and the relative advantages and disadvantages of the competing design concepts. Travel to VACO may be required for this review.

2. The design team must demonstrate that it has fully investigated the design issues, has determined the key design variables and can show appropriate solutions. The presentation must indicate a comprehensive grasp of space requirements, functional adjacencies, environmental impact, building envelop and orientation, energy efficiency, sustainability, seismic corrections (where necessary) and physical security requirements. The presentation must include required surveys such as Asbestos, Lead, Site Borings, Geo-tech and any other services required to facilitate a complete and well-coordinated design.

3. Recommended attendees:

- CFM Project Manager (PM)
- VAMC Director and Facility Engineer
- VISN Capital Asset Manager (CAM)
- VHA CAMPS Office
- CFM: Contracting Officer, Team Leader, Chief Consulting Support Service and Staff, Cost Estimator, and Office of Strategic Management
- A/E: Project Manager, Senior Project Architect, Structural, Mechanical and Electrical Engineer, Site Planner, Historic Preservation Officer, Cost Estimator and Project Scheduler.
- Peer Reviewer
- Commissioning Agent

4. The review meeting agenda shall include an exit meeting with all participants present to summarize relevant project comments, technical requirements and issues.

D. Schematic Design Review 1 (SD-1):

1. This review will take place at the VAMC or other site determined by the PM with a mailed submission to VACO for review.

2. Recommended attendees:

- CFM Project Manager (PM)
- VAMC Director and Facility Engineer
- VISN Capital Asset Manager (CAM)
- VHA CAMPS Office
- CFM: Office of Strategic Management and Contracting Officer
- A/E: Project Manager, Senior Project Architect, Structural, Mechanical and Electrical Engineer, Site Planner, Historic Preservation Officer, Cost Estimator and Project Scheduler.
- Peer Reviewer

3. All design review comments shall be tracked in the Dr. Checks web-based system. The PM is responsible for assuring that access is available to all required users. Peer review comments must be entered in Dr. Checks before the review.

4. The review meeting agenda shall include an exit meeting with all participants present to summarize relevant project comments, technical requirements and issues.

E. Schematic Design Review 2 (SD-2):

1. This review will be conducted in VACO.

2. The peer reviewer shall enter comments in Dr. Checks three days prior to the review meeting at VACO. The PM is responsible for coordinating the agenda to include Technical/Peer breakout periods as well as the Group Exterior and Interior design presentation. The A/E will start the group presentation with a brief summary of the project scope and design philosophy. The discussion will include site features, physical security strategies,

sustainability, energy conservation, mechanical engineering, electrical engineering, structural engineering, security, phasing, functional adjacencies, traffic patterns and cost estimating. The PM shall then appropriately pair/group the technical disciplines to focus on specific design element/features with the area of expertise.

3. Recommended attendees:

- CFM Director
- VAMC Director and Facility Engineer
- VISN Capital Asset Manager (CAM)
- CFM: Service Delivery Office, Chief Consulting Support Services and Staff, Project Manager (PM), Contracting Officer, Team Leader, Cost Estimator, Historic Preservation Officer, Interior Designer, and Office of Strategic Management
- A/E: Project Manager, Senior Project Architect, Structural, Mechanical and Electrical Engineer, Site Planner, Historic Preservation Officer, Cost Estimator and Project Scheduler.
- Peer Reviewer
- Commissioning Agent

4. All design review comments shall be entered and tracked in the Dr. Checks web-based system. The PM is responsible for assuring that access is available to all required users. Peer review comments must be in Dr. Checks before the VACO review. Consulting Support Service (00CFM3A) shall have their review comments in Dr. Checks no later than five (5) working days after the review meeting.

5. The review meeting agenda shall include an exit meeting with all participants present to summarize relevant project comments, technical requirements and issues.

F. Design Development 1 (DD-1):

1. This review will be conducted in VACO.

2. The peer reviewer shall enter comments in Dr. Checks three days prior to the review meeting at VACO. The PM is responsible for coordinating the agenda to include Group Exterior and Interior design presentations and Technical/Peer breakout periods. The A/E will start the group presentation with a brief

summary of the project scope and design philosophy. The ensuing discussion will include site features, physical security strategies, sustainability, energy conservation, mechanical engineering, electrical engineering, structural engineering, security, phasing, functional adjacencies, traffic patterns and cost estimating. The PM shall then appropriately pair/group the technical disciplines to focus on specific design element/features within the area of expertise.

3. Recommended attendees:

- CFM Director
- VAMC Director and Facility Engineer
- VISN Capital Asset Manager (CAM)
- CFM: Service Delivery Office, Chief Consulting Support Services and Staff, Project Manager (PM), Contracting Officer, Team Leader, Cost Estimator, Historic Preservation Officer, Interior Designer, and Office of Strategic Management
- A/E: Project Manager, Senior Project Architect, Structural, Mechanical and Electrical Engineer, Site Planner, Historic Preservation Officer, Cost Estimator and Project Scheduler.
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5. The review meeting agenda shall include an exit meeting with all participants present to summarize relevant project comments, technical requirements and issues.

G. Evaluation of Peer Reviewers:

1. The Consulting Support Service (00CFM3A) in conjunction with the Project Manager shall review, evaluate, and document performance of the Peer Reviews as required by the contract.

H. **Submission Requirements:**

A/E submissions for reviews shall be received a minimum of two weeks in advance of the design review meetings. The Required numbers of copies and distribution for each review is given below:

1. Conceptual Design Review
 - a. One (1) complete set of documents to the VMAC
 - b. One (1) complete set of documents to the Project Manager.
 - c. Six (6) complete half size sets and one (1) full size set to the Chief, Consulting Support Service (00CFM3A).
 - d. One (1) half size set of Architectural, Site and Space Planning documents only directly to Daniel Colagrande, 2730 Coulterville Road, White Oak, PA 15131.
2. Schematic Design Review 1 (SD-1) – Same as (Conceptual Design)
3. Schematic Design Review 2 (SD-2) – Same as (Conceptual Design)
4. Design Development Review 1 (DD-1) - Same as (Conceptual Design)
5. Peer group submissions shall be as required by Program Guide 18-15.

/s/

Robert L. Neary, Jr.
Director, Service Delivery Office