



**US Army Corps
of Engineers®**

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2009-10

Issuing Office: CECW-CE

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Subject: HQUSACE Led Design and Construction Evaluations

Applicability: Directive

1. Reference:
 - a. [ER 415-1-13](#), Design and Construction Evaluation, 29 February 1996
 - b. [ER 1110-2-1150](#), Engineering and Design for Civil Works Projects, 31 August 1999
2. Purpose: The purpose of this ECB is to announce the initiation of the FY09 HQUSACE led Design and Construction Evaluations of select projects/programs throughout the command.
3. Background: ER 415-1-13 prescribes evaluation and reporting systems for Design and Construction (DCE) Evaluations, for both Military and Civil Works Programs. The ER is based on a HQUSACE team conducting evaluations of management effectiveness in delivering quality products and services during all phases of project execution and providing feedback to MSC Commanders for the purpose of effecting quality improvements. The traditional HQUSACE responsibility for DCEs has been delegated to the MSCs and the HQUSACE role has seriously diminished over the past several years.
4. MSC Roles: Major Subordinate Commands retain the primary responsibility for scheduling and conducting DCEs consistent with the referenced ER. Design and Construction Evaluation is a key Business Process in support of the MSC primary mission area of quality assurance oversight of processes, procedures, and activities necessary to ensure that quality products and services are delivered in a timely, reliable and cost effective manner. Each MSC shall provide a schedule of its planned DCEs to Paul Parsonault by email within 30 days of any scheduled evaluations to afford a member of the HQ E&C CoP the opportunity to participate in the evaluation.
5. HQUSACE led DCEs: HQUSACE E&C will lead select DCEs in FY09 to ensure the outcome of the MSC DCE process provides visibility to USACE leaders, is effective in identifying systemic problem areas, and to support Campaign Plan goals and objectives. A list of projects is attached. CECW-CE has coordinated project selection and schedules with the associated HQUSACE RIT teams and the MSC Regional Business Directorates. Evaluations will be performed onsite and virtually. HQUSACE DCE team composition will be determined based on the particular phase and complexity of the selected projects/programs and will include E&C CoP Subject Matter Experts (SMEs) from across the command as well as SMEs from other CoPs.

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6. HQUSACE led DCE process description: The evaluation process will require some review of project specific documents and features. However, it will be primarily focused on the processes and controls in place to ensure the entire spectrum of USACE design and construction processes, systems, products and services are consistent and produce positive outcomes. The HQUSACE DCE team will evaluate whether programming document criteria resulted in a coherent design; the design or design criteria is adequate; the acquisition strategy is appropriate; and processes and systems are adequate to produce products and services that meet the customer's budget, schedule and mission requirements. Document and process reviews will include the Project Management Plans, Agency Technical Reviews, pre-award contract formation documents, contracts, plans, specifications, deliverables, constructed works and closeout procedures.
7. The MSC Chief, Business Technical Division will be the primary recipient of the team findings. While specific deficiencies or weaknesses will be used to illustrate findings, observation cards (ENG Form 4072R) will not be issued for upward reporting and tracking. A summary of the findings of the evaluation team will be briefed to the MSC Regional Business Director (RBD). The MSC Chief, Business Technical Division will work with its subordinate field elements to formulate an appropriate response, action plan and metrics. The plan and metrics to measure the success of any proposed remedial action, will be forwarded to CECW-CE for information. The RBD will periodically track and report progress until all findings are addressed. Significant systemic findings with broad implications across the command will be processed in the Enterprise Lessons Learned System.
8. Typical activities envisioned for HQUSACE led DCE visits onsite and/or virtually include:
 - a. For projects in the design phase:
 - i. Review of Programming Information (DD Form 1391, Feasibility Study, etc.)
 - ii. Review of design charrette documents, or other customer-provided input which might clarify or change the basic programming documents.
 - iii. Interview with the Project Manager, Design Team Leader and other design team members to determine how the design efforts are funded, executed, distributed, and reviewed. This may include review and discussions with in-house or A/E personnel; review of budgeting and staffing information; adherence to design guides, Engineer Regulations, Unified Facilities Criteria, International Building Codes; adherence to P2 schedules; use of Dr Checks etc.
 - iv. Team review of design documents from various design stages, including: selection and editing of appropriate UFGS specifications; appropriate use of the MILCON Transformation RFP Wizard; appropriateness of the level of prescription (design-build); adequacy of design calculations, narratives, and other analyses to support the overall design intent; review and internal

checks of design work products by designated registered professionals; and overall compliance by the “designer of record” (design-build). This step will also include customer/site unique requirements and adherence to the latest energy and LEED requirements where applicable.

- v. Review of A/E acquisition plans and A/E management.
- vi. Review of the BCOE process, including satisfaction of comments from the construction function and customer elements.
- vii. Review of Independent Government Estimates and certification; comparison to the Programmed Amount and other funding constraints; and any actions taken to reconcile or change project scope to achieve budget performance.
- viii. Review of the procurement process and consistency with PARC and Director of Contracting policy

b. For a project under construction or recently completed:

- i. Review of the design documents and solicitation which comprise the acquisition. Comparison with the approved Project Management Plan, Acquisition Plan and other relevant documents.
- ii. Interviews with PM, Chief of Construction, Area/Resident Engineer to determine adherence to plans for BCOE reviews, Quality Assurance, staffing requirements, training needs and funding requirements.
- iii. Review of field office personnel adherence to DAWIA certification, DAWIA training and continuous learning; COR training; Professional Registration; Individual Development Plans; and Intern Training Plans.
- iv. Review of contractor provided designs (design-build); technical submittals; Accident Prevention Plans; Quality Control Plans; Safety Plans; Commissioning Plans; and LEED documentation.
- v. Review of ongoing and completed construction, with emphasis on how well the Quality Control and Quality Assurance systems are controlling the quality of the work.
- vi. Records and documents review in support of progress payments and contract modifications.
- vii. Review of project network schedule submissions and updating process.
- viii. Review of procedures and records for project turnover, including the adequacy of O&M data and manuals; test and balance reports; commissioning records and procedures; training and customer representative involvement; and timely fiscal closeout.
- ix. Review of construction contractor evaluations.
- x. Review of construction closeout procedures.
- xi. Review of warranty inspection records.
- xii. Interviews with customers, including “end user” personnel, to determine level of satisfaction.
- xiii. For design-build, Early Contractor Involvement (ECI), and other innovative acquisition methods, variations and combinations of the above listed activities will be required.

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9. Funding for HQUSACE led DCE Evaluations: Team members from HQUSACE, MSCs Center of Expertise or Center of Standardization will be funded from normal operating budgets. Team members from Districts/Centers who are normally project funded will be funded by the projects evaluated. For evaluated projects in the design phase, P&D (MILCON) or appropriate Civil Works design funds are authorized for use. For projects in the construction phase, S&A (MILCON) or appropriate Civil Works construction funds are authorized for use. HQUSACE RIT teams will coordinate the funding requirements for funding District team members participating in the evaluations. Cross charging is the preferred method of funding but MIPRs will be used for travel until CEFMS functionality changes includes cross charging travel.
10. Point of contact for ECB program is [Paul Parsonault](#), 202-761-7423.

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Enclosure

HQUSACE LED DCE SCHEDULE FY 09

New Orleans HPO Selected Projects

May 11 thru 15

Design: LPV 144 Levee Gate
Construction: LPV 108 Levee,
Sector Gate to Boomtown Floodwall
ECI: LPV 111, 145, 146, 148

Ft. Carson Selected Projects

June 8 thru 12

Design: 47th D-B Brigade Complex (UEPH, COF, BBHQ)
Construction: UEPH and TEMFs – various locations to illustrate
foundation, superstructure, and finishes.
Completed: UEPH – Include one Modular and one Panelized Construction

LRL Selected USAR Projects

August 10 thru 15

Design: FY10 BRAC, Armed Forces Reserve Center Kirksville, MO
FY10 Ft. McCoy Combined Arms Collective Training Facility
Construction: AFRC Bristol or Letterkenny PA
Completed: Regional Support Command HQ, Ft Dix NJ or State College PA

CESAJ Selected Project

September 14 thru 18

Portuguese Dam