

CHAPTER A-3

IN-HOUSE DESIGN CRITERIA DATABASE

1. Purpose. Engineering Division prepares in-house designs on selected projects in order to develop and retain technically competent staff necessary to meet the demands of evolving programs in the areas of military construction; civil works; hazardous, toxic, and radiological waste (HTRW); operating and maintaining (O&M); and support for others. The quality of these designs is a priority of the division. To assist the architects and engineers in the completion of their design, an electronic database, containing information needed for the design, will be created on the EN fileserver for each in-house design. The Project Engineers in Project Engineering Section (EN-EP) will be responsible for the management of the database for each project.
2. Applicability. This SOP is applicable to all elements within Engineering Division preparing in-house designs in support of military construction. Databases for designs prepared for civil works; HTRW; O&M; and support for others programs will be phased in at a later date.
3. References. CHAPTER C-1, MANAGEMENT OF WORK WITHIN ENGINEERING DIVISION.
4. Procedures. Following the agreement by Project and Program Management Division and Engineering Division to prepare the design in-house, the Project Engineers will setup the framework for the database in the \PROJECTS sub-directory on the EN fileserver. Exhibit 1 shows the framework, definitions for the database, and assignment of responsibilities as to who develops which files. The naming convention of the files will be based on the CADD filename convention in order to minimize difficulties of designers in remembering the filenames. All electronic data, with the exception of the drawings and specifications, developed during the design of the project will be entered into the database. The Project Engineers will have the responsibility to insure that all electronic data gets entered into the database. Upon completion of the design, the database, which will include electronic design analyses, CADD drawings, and specifications, which will be in WordPerfect or SPECSINTACT format, will be archived on CDROM for future site-adapts and distribution to the DPWE and BCE .

EXHIBIT 1

IN-HOUSE DESIGN CRITERIA DATABASE FRAMEWORK, DEFINITIONS, AND RESPONSIBILITIES

1. The database will be located on the EN fileserver in the \PROJECTS sub-directory. The specific project database will be located in a sub-directory, named the same as the CADD project sub-directory, to \PROJECTS. Under the specific project sub-directory (example: \PROJECTS\BR298), sub-directories will be created for design criteria (\DES_DATA), specific instructions (\SPEC_INS), manday estimates (\MD_EST), minutes of meetings and conferences (\MINUTES), design narratives submitted at each design phase (\NARRATIV), correspondence created during the design (\MEMOS), trip reports (\TRIP_RPS), changes in scope and lost effort (\CHANGES), and amendments (\AMENDMTS). Additional sub-directories will be added as other information is included in the database.

2. The files, developed by the designers within each sub-directory, will be named utilizing the last two letters of the section's organizational symbol, which is represented by "nn" in the following examples and the three numbers of the five alphanumeric project sub-directory, which is represented by "xxx" in the following examples. General filenames are designated by "aaaaaaa.xxx" in following examples. The responsibility for creating the files is designated after each filename using the following abbreviations: "TM" for Project Engineers and "D" for designer. A description of the file follows the "TM" or "D" designation.

a. \DES_DATA

- (1) ADDITIVE.xxx - TM - List of additives
- (2) CADD_DAT.xxx - TM - Drawing information for site-adapts and file structure
- (3) DD1391.xxx - TM - Current project scope of work
- (4) DSG_SCH.xxx - TM - Design schedule
- (5) DSG_TM.xxx - TM - Design team
- (6) DWG_INDX.xxx - D - Index of drawings
- (7) REVIEWER.xxx - TM - List of reviewers outside Engineering Division
- (8) SPC_INDX.xxx - D - Index of specifications

- (9) SUB_REQD.xxx - TM - Submittals required during design
- b. \SPEC_INS\SI_nn.xxx - D - Specific instructions by section
- c. \MD_EST\MD_nn.xxx - D - Manday estimates by section
- d. \MINUTES
 - (1) CRITERIA.xxx - TM - Criteria review minutes
 - (2) PREDSGN.xxx - TM - Predesign conference minutes
 - (3) CONCEPT.xxx - TM - Concept review minutes
 - (4) PRELIM.xxx - TM - Preliminary review minutes
 - (5) FINAL.xxx - TM - Final review minutes
- e. \NARRATIV
 - (1) CONCEPT.xxx - D - Narrative for concept submittal
 - (2) PRELIM.xxx - D - Narrative for preliminary submittal
 - (3) FINAL.xxx - D - Narrative for final submittal
- f. \MEMOS\MEMO_nn\aaaaaaaaa.xxx - D, TM - Correspondence developed during the design
- g. \TRIP_RPS\TRIP_nn\aaaaaaaaa.xxx - D - Trip reports
- h. \CHANGES
 - (1) CHANGE_1.xxx - TM - Changes to the scope of work
 - (2) LE_1_nn.xxx - D - Lost effort by section
 - (3) VE_ITEMS.xxx - TM - List of those items being changed as a result of Value Engineering
- i. \AMENDMTS\0001.xxx - TM - Scope of each amendment