

## CHAPTER C-4

### REVIEW OF A-E AND IN-HOUSE DESIGNS

1. Background and Purpose. The level of review for A-E designs has ranged from requiring a detail check to performing no review at all. As funding and staffing have continued to decrease, we have lost the ability to do detail reviews in all but exceptional cases. This condition has necessitated the development of new review procedures, which put more emphasis on A-E responsibility and less emphasis on Engineering Division review. The review of in-house design was previously the responsibility of the South Atlantic Division. This review function is now the responsibility of the District Office. The purpose of this procedure is to outline the process by which a verification of criteria and compliance with overall direction can be obtained for A-E and in-house projects.
2. Applicability. This policy is applicable to all Savannah District Engineering Division elements.
3. Procedures.
  - a. A-E Designs.
    - (1) Determination of Review Levels and Cost.

After the completion of A-E fee negotiation, the negotiator in EN-EP will extract the A-E's drawing list and a summary of the man-days for each discipline. The drawing list and man-day summary will be provided to the section chiefs involved in A-E review on a biweekly basis. Each section chief shall review these summaries prior to the weekly task meeting and shall determine the need for review. At the task meeting the projects will be briefly discussed and a final agreement will be reached on the sections to review the project, the level at which the project will be reviewed, and the man-day estimate to accomplish the review.

- (2) Scheduling of Reviews.

The initial scheduling of A-E review shall be the responsibility of the Project Manager in PPMD and shall be input into AMPRS. EN-EP will extract from the AMPRS data bases the submittal dates for each military project. These dates will be summarized and provided to each section on a biweekly basis. The summary shall provide an overall listing for each project which will indicate the scheduled date of all submittals. A breakdown will be provided to indicate the submittals due during each month. All reviews will be scheduled on Tuesday, Wednesday, and Thursday of each week. On the Friday prior to the weekly reviews a listing of the projects to be reviewed shall be provided in electronic form to each section.

(3) Review Process.

Three days have been established to perform tasks relative to A-E projects via a team approach. The tasks to be performed will vary (A-E review, VE review, A-E instructions, man-day estimates, etc.), as will the number of hours required to perform the tasks. Initially the maximum time per week per discipline will be 24 hours. Each section involved with the military program shall schedule a team member to perform A-E related tasks on Tuesdays, Wednesdays, and Thursdays. As the work load is not constant, all three days may not be required nor may eight hours per day be required. Not later than close of business each Friday, a description of the task to be performed the next week will be provided to branch and section level. At 1545 hours on the day after the tasks are to be accomplished, a consolidated package will be picked up from each branch chief. On the day after the receipt of the consolidated packages, a division response will be provided to the Project Manager. In the case of A-E review tasks, neither the Project Manager nor EN-EP will be at the pick-up location. When the designated effort pertains to specific instructions preparation or VE review, the Project Manager (or the Value Engineer Officer) and an EN-EP representative will be present to explain the task and to provide documents/criteria.

b. In-house Designs.

The review process contained in paragraph 3.a.(3) shall also be utilized for the review of in-house designs. A team of reviewers who were not involved in the design will be selected for the review. Further, the review comments produced will be provided to each Branch Chief and the Assistant Chief of Engineering instead of the Project Manager.

c. Design Quality Check.

The technical review of A-E and in-house designs shall be performed utilizing the discipline checklists contained in Appendix K-3. Although not all inclusive, they represent the basic minimum review established by each review organization.

d. Resubmittals of A-E Designs.

In the event that a submittal is determined to be unsatisfactory, a meeting shall be convened between the PPMD Project Manager, EN-EP, and the Branch requiring a resubmission. The need for the resubmission shall be verified and a course of action to correct the deficiencies shall be determined. The cost of the additional review and the schedule for resubmission shall be established and agreed upon. EN-EP shall enter the resubmission requirement into a data base and track the completion of the A-E's efforts.

e. Advertisement.

Prior to advertisement a verification shall be made by EN-EP that no resubmittals are outstanding and that all comments have been addressed. Further, that all reviewers have been informed of the

resolution of their comments. The Chief/Assistant Chief of Engineering Division shall sign the release of all projects after this verification has been made.

4. Responsibilities.

a. Project Engineering Section (EN-EP).

- Assemble the packages provided by the Project Manager.
- Perform a cursory review to determine which branches/section are involved in the task.
- Establish a schedule of tasks and hours for the next week's cycle.
- Input the task to EN-STAT for the branches/sections involved.
- Input the funding into EN-FUNDS for the tasks.
- Send a Lotus Notes message to each of the branches/section.
- Send a hard form tasking document with return endorsement to branch chiefs.
- Place packages with section identification in the pick up area by 1700 hours one week prior to the scheduled review.
- Verify ARMS input and endorsement from each branch at 1545 hours the day after a task is to be completed.
- Report any missing or incomplete responses to EN-X by 1615 hours on the due date.
- Transmit division response to the Project Manager.
- Track resubmission of A-E submittals.
- Prior to the release of projects for advisement, verify that all comments have been addressed and that all resubmittal actions have been cleared.

b. Branch Chiefs.

- Insure that designated representation is provide for the assigned task.
- Review request for additional funding and coordinate with EN-EP.
- Review and approve/disapprove any requests for a re-submittal.
- Complete endorsement with consolidated comments by 1545 hours on the day after a task is to be completed.
- Verify that any resubmission request is valid and required.

c. Section Chiefs.

- Designate a team member to perform the A-E task provided on Tuesdays, Wednesdays and Thursdays.
- Instruct the team member to pick up the task at the designated area.
- Explain to the team member that an EN-EP representative will not be at the pick up location unless specifically stated.
- Explain to the team member the requirement to complete the task by the end of the established period.
- Explain to the team member that the designated funding for the task can not be exceeded

- without the branch chief's approval.
- Prepare a prioritized listing of items which are considered the most significant for review. Provide the listing to reviewers with instructions to accomplish them in order until the review is completed or time is exhausted.
  - Instruct team members to check their packages to insure that their discipline is properly represented.
  - Contact EN-EP for additional tasking if your discipline is not properly represented.
  - Provide comments to the branch chief for consolidation into a branch response.
  - Log the task out of EN-STAT when completed.