

## CHAPTER F-1

### DESIGNER SITE VISITS

1. Purpose. The purpose of this policy letter is to affirm and supplement existing Engineering Division policy regarding site visits by designers during the planning, design, and construction phases of projects.
2. Applicability. This policy is applicable to all programs executed within or supported by Engineering Division. These include all engineering aspects of civil works, military construction, and Hazardous, Toxic, and Radioactive Waste (HTRW) program execution.
3. Background. Site visits are one of the most valuable tools to producing a quality design. They are valuable on all projects, but are essential for certain disciplines, depending upon the nature of the project. They also serve as an important learning tool once a project is under construction. They benefit experienced designers but are especially helpful to designers and technicians who have not reached a journeyman level of experience.
4. Procedures. During the design phase of in-house and critical A-E designed military projects and during the planning and design phases of civil works and HTRW projects, site visits are required for the following conditions:
  - a. Geotechnical and Civil Designers. All new projects involving Geotechnical investigations and /or site work of significance or where there is no institutional knowledge of the site and adjacent areas or where there is no knowledge of the regional sub-surface conditions. This requirement pertains to hydraulic designers as necessary for civil projects, including the planning and design of confined disposal facilities for dredged materials.
  - b. Mechanical, Electrical, Structural, as required, and Cost Engineers and Architectural Designers. All in-house designed rehabilitation projects and major new sites where the design would benefit from some destructive testing or field application. Requests for such access should be made through the Project Manager. Request for destructive testing shall include a plan of action for the testing, including repairs. Failure to receive approval or denial of access should be documented in the project file.
  - c. Plan-in-Hand Reviews. These reviews shall be conducted for all in-house designs of rehabilitation projects and for other designs that would benefit from checking the design against site conditions.
  - d. Construction Phases. Site visits by designers during construction are to be accomplished on civil works and HTRW projects in accordance with applicable ER's, TM's and other headquarters requirements. Such visits are also considered essential for HTRW projects to determine if conditions are as assumed during design and to modify processes as required. For military projects designed in-house, field visits by designers are required at critical phases during construction depending upon discipline. Each section will define those phases where visits should be conducted. For unique design features, visits are required.

These visits will be made in accordance with Engineering Division memorandum of 25 Feb 92, subject: Field Visits by In-House Designers. Visits to major projects designed by AE's are encouraged as a learning experience subject to time and budget constraints. The memo mentioned above discusses funding such visits.

e. Post Construction Visits. Post construction visits are required for civil works projects under the Periodic Inspection (PICES) program. Similarly, post construction monitoring and operation of HTRW remediation systems may be required as an extension of the design and construction effort. For major military projects, a post construction "walk through" with users should be accomplished consistent with funding and time constraints. These visits should be used to assess adequacy of the design, obtain customer satisfaction information, and develop lessons learned for use in improving design details.

5. Documentation. All field visits will be documented by a field trip report which is to be made a part of the project file. Distribution for information or appropriate action shall be made where necessary. The use of photographs and video taping shall be made when careful documentation of site conditions or construction conditions is needed.