

## **CHAPTER F-2**

# **Savannah District Modification Review Board Implementation Plan**

**5 March 1999**

Military Modification Review Board  
Implementation Plan

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# Modification Review Board Implementation Plan

## PURPOSE:

- Control cost and time growth.
- Within scope.
- Uniform policy on reasons for issuance of the modification.
- Greater level of communication between Area/Resident Engineers, Users, Project Managers, Engineering Division, and Contracting Division.

## 1. Charter:

1.1 CESAS-PM-M memo dated 25 Nov 1998 signed by SASDE establishing Modification Review Board (MMRB).

1.2 Applicability of this plan:

All modifications on all Construction projects. Except contracts on which SAS is not the contracting officer, e.g. NAF.

## 2. Board Membership:

2.1 Permanent Members:

- Chief, PM-M, Chair
- Chief, PM-H
- Chief, CD-C
- Chief, CT-C
- Chief, CT-CE
- Chief, EN-X

2.2 Ad Hoc Members:

- Area/Resident Engineers
- Installation Managers
- Project Manager
- Technical Managers
- Recording Secretary-PM-MS (Shoemaker)
- Other Supporting Team Members deemed appropriate

### **3. Board Meetings:**

3.1 Regularly Scheduled. Monday, 1330 hrs, Savannah Room (When a holiday falls on a Monday, the Board will meet the next day.).

3.2 Special meetings will be called and held as necessary to meet urgent requirements. Any Board member and/or Area/Resident may request a special meeting when deemed appropriate. Special meetings will not be held merely to accommodate tardiness or inappropriate adherence to the procedures outlined below.

3.3 The Board will not meet unless all Board members or their designees are present. The Board will not meet unless at least one permanent member is present. Board members who are unable to attend will assign a designated representative in their absence.

3.4 Area/Resident Engineers or their designee should be available for telephonic consultation. Should consultation be required, the PM will schedule the phone calls in advance of the meetings in order to minimize the impact of time.

### **4. Review of Modifications:**

4.1 Reference:

- Construction Bulletin No.94-12 Simplification of construction Modification Reasons, CEMP-CP dated 26 May 1994

4.2 The following types of modifications (see above reference) will be reviewed by the MRB:

(a) Modifications considered by the Area/Resident Engineers as needing to be reviewed by the District.

(b) Engineering Changes-Reason code 1

(c) User Changes (Discretionary) - Reason code 4

(d) Miscellaneous Changes- Reason code 6 (only for those increases while the Government had possession or use of completed or partially completed parts of the contractors work) (see reference, par 3b6c).

(e) Differing Site Conditions- Reason code 7

(f) Variation in Estimated quantities-Reason code Q

(g) Suspension or Termination- Reason code S

4.3 All modifications issuing time extensions for weather and other non-compensable delays will be furnished by CD-CE to the Installation Managers in Project Management for information.

**5. Procedures:** An overall MRB flow chart is provided as Attachment 2.

**6. Reporting:**

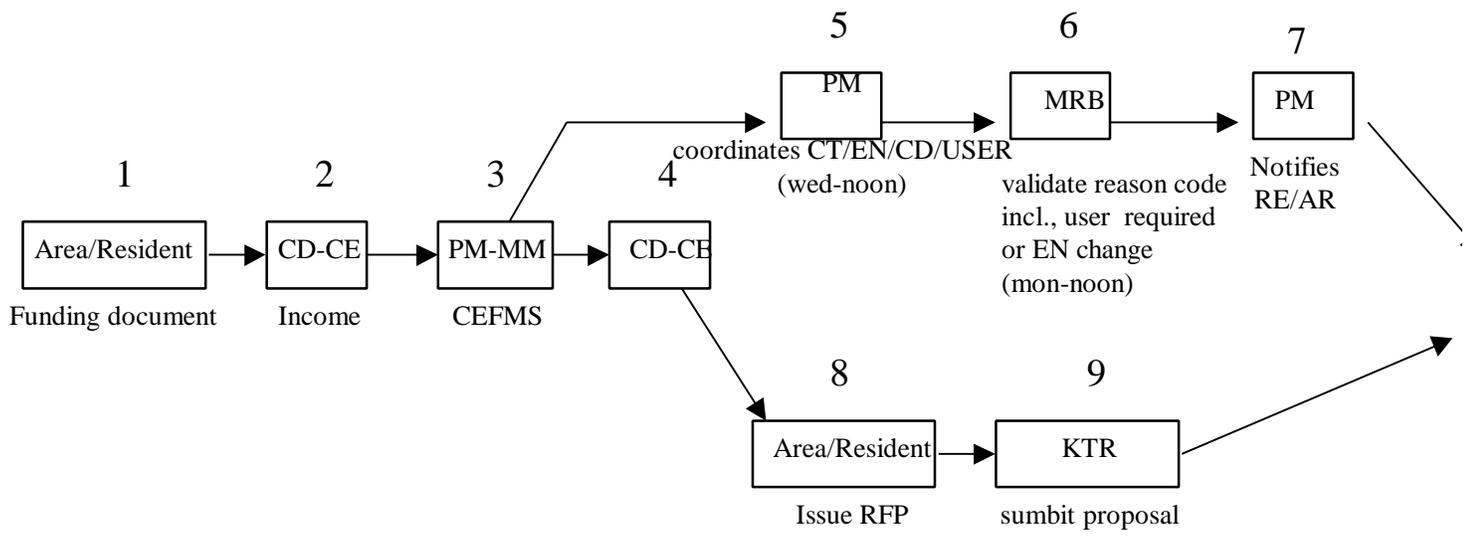
A monthly report will be forwarded on the Friday after the last Board meeting of each month to the following:

District Engineer  
Deputy District Engineer  
Deputy District Engineer for Programs  
and Project Management  
Chief Construction  
Chief Contracting Division  
Chief Engineering Division  
Area/Resident Engineer

The report will be a recap of the summary sheets (Attachment 3).

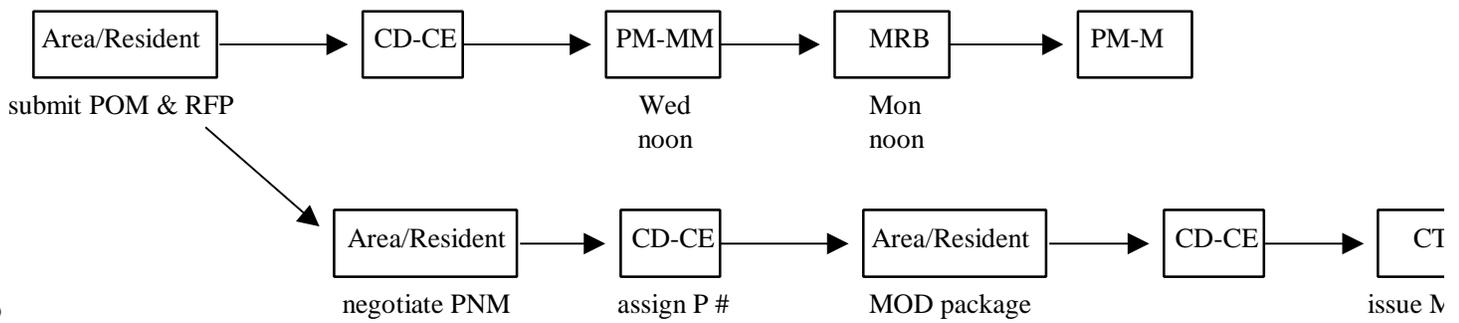
The Board Chairman will brief the District Engineer after 120 days. Input will be solicited from all offices as to suggestions for improvements in the process.

MODIFICATION / PURCHASE ORDER FUNDING DOCUMENT				MCB:	
Location: Ft. Benning / W. Ga Area, Ga.		Current Completion Date:		DATE: 18-Aug-99	
Contract No.:		Current BOD:		P#	
Contract Title:					
PM-MM POC & Phone Karlyn Avant x5460		District POC & Phone: Jack Cook x5004		Mod POC: Phone: CEFMS User ID:	
Estimated	Cost: \$	Time Ext./SCD:	Final	Cost: \$	Time Ext./SCD:
<p><u>MODIFICATION TITLE:</u> (max 40 char)</p> <p><u>DESCRIPTION OF CHANGE:</u> (list each separate scope item)</p> <p>1.</p>					
<p><u>NECESSITY:</u> (explain the reason why each item identified above is required)</p> <p>1.</p>					
<p>ORIGINATOR: (pick one option) C = Corps of Engineers</p> <p>TYPE: (pick one option) Supplemental Agreement</p> <p>Applicable Contract Article: (pick one option) Changes - FAR 52.243-4</p> <p><u>REASON:</u> (pick one option) <b>REVIEW FULL DEFINITION OF CODES TO ENSURE CORRECT SELECTION</b></p> <p>1= Engineering Changes</p> <p>Is Modification a result of Design Error/Omission? (check one): YES <input type="checkbox"/> NO <input type="checkbox"/></p>					
FUNDS CERTIFICATION:					
(Field: Fill in only LI #, OWI, and FWI. Provide both BI#'s for credits)					
	First Funding Account	Second Funding Account	Third Funding Account	Fourth Funding Account	Fifth Funding Account
Line Item No:					
INCOME BI #					
CEFMS BI#					
OWI:					
FWI:					
PR&C No.	W33SJG	W33SJG	W33SJG	W33SJG	W33SJG
PR&C LI:	1 & 2				
Amount (Const):					
(S&A):					
Comment:					
PM-MM: (Check when completed)	CEFMS <input type="checkbox"/> <input type="checkbox"/> INCOME <input type="checkbox"/> <input type="checkbox"/>	CEFMS <input type="checkbox"/> <input type="checkbox"/> INCOME <input type="checkbox"/> <input type="checkbox"/>	CEFMS <input type="checkbox"/> <input type="checkbox"/> INCOME <input type="checkbox"/> <input type="checkbox"/>	CEFMS <input type="checkbox"/> <input type="checkbox"/> INCOME <input type="checkbox"/> <input type="checkbox"/>	CEFMS <input type="checkbox"/> <input type="checkbox"/> INCOME <input type="checkbox"/> <input type="checkbox"/>
CESAS 4 JAN 99					



**ONLY ALL MODS OVER 100K/TIME IMPACTS**  
 for time impacts <\$100,000 and within ACO authority,  
 ACO issues mod at step #18

Attachment 2





## Procedure Flow diagram

The following items are keyed to the numbering contained on the boxes in the flow diagram

1. The modification process is initiated by the Field office by preparing a funding document in accordance with CD SOP 02-16.
2. The funding document is transmitted to CD-CE for input into the INCOME CEFMS system and forwarded to PM-MM (will use MRB Data Base as soon as operational).
3. PM-MM reserves funds and furnishes a copy of the completed funding document to CD-CE and PM-M.
4. CD-CE then transmits the completed funding document to the field office.

Note: Activities listed in blocks 5, 6, 7 can be performed concurrently with those activities contained in blocks 8 & 9. It is not necessary to wait for validation by the MRB prior to issuance of a RFP to the contractor.

5. Upon receipt of the completed funding document from PM-MM, PM-M or PM-H will have either the Installation Manager or the respective Project Manager coordinate with EN/CT/CD and User if required. Attachment 5 is the Engineering Division checklist and should be compiled by appropriate individuals.
6. All funding documents (attachment 1) received by noon on Wednesday will be presented on the following Monday afternoon to the Project Review Board by the Modification Managers, or Installation Managers. The Review board will validate the reason code, review and coordinate user requested changes, and or Engineering changes.
7. As soon as the Board has completed its action, PM will notify the Field Office and CD-CE via E-mail as to the board's action.

### **Concurrently with activities in Blocks 5/6 &7:**

8. The Field Office issues the RFP.
9. The Contractor submits proposal. **After being notified of the boards action and receipt of the contractors proposal (blocks 7 &9).**

10. The Field Office prepares the Pre-negotiation Objectives memorandum (POM)(CD SOP- 02-03)

**Field Office proceeds with negotiation. If a proposal is over \$100,000, or the contractor's proposal requests a time extension, proceed to activity 11. If the proposal is not over \$100,000 or the POM shows the contractors proposal does not request a time extension, proceed to issue the modification without further submission to the MRB.**

11. Field Office will forward RFP & POM to the appropriate PM via "e" mail (will use MRB Data Base as soon as operational).

12. Upon receipt of the RFP and POM from PM-M or PM-H will have either the Installation Manager or the respective Project Manager coordinate with EN/CT/ and CD.

**13. All questioned RFP's and POM's received by noon on Wednesday, will be presented on the following Monday afternoon to the Modification Review Board by the Project Managers, or Installation Managers. The Review board will review for cost and time impacts to the overall project.**

14. As soon as the Board has completed its action, PM will notify the Field Office and CD-CE via E-mail as to the decision approved, disapproved, or revision required).

CONCURRENTLY WITH ACTIVITIES IN BLOCKS 11/12/13/14 & 15:

15. The Field Office proceeds with and concludes negotiations with the Contractor and requests a modification number from CD-CE.

16. PM reconciles any action from the board with the Field Office.

17. Field Office completes Modification package and issues mod or forwards to CD-CE.

18. CD-CE Reviews Modification package and forwards to CT.

19. CT Issues Mod.



## Attachment 4

### PM Checklist

#### 1. Scope:

(a) Does the change appear to be within the authorized scope of this project?

(b) Is a modification the correct contract vehicle to accomplish the work? Explain\_\_\_\_\_

(c) Has the proposed modification been properly classified?

(d) If the proposed modification is an Engineering change, does EN-EP agree the change is necessary and has it been designed by the appropriate technical elements (designers of record)?

(e) If the proposed modification is a User Requested Change, did the Installation manager receive a formal request from the proponent? Has it been properly coordinated and approved? Is the proponent aware of the time and cost impact?

#### 2. Time:

(a) Does the proposed modification involve a time extension?

(b) Does the proposed time extension appear reasonable?

(c) How much time is involved?

(d) Was the technical solution provided in a timely manner? (Check RFI system in EN-EP)

(e) Was the modification issued in a timely manner?

#### 3. Funds:

(a) Is the proposed cost commensurate with the proposed change?

(b) What is the current CWE % of the PA?

(c) Is the cost within the funds available?

(d) Are funds available within the District to cover Construction modification?

(e) Have funds been requested? If not, when?

(f) Is reprogramming likely? Explain\_\_\_\_\_

(g) Has the reprogramming action been discussed with the Customer, Command, BCE, and DPW?

**4. Other:**

(a) Design error or omissions? yes\_\_\_ no\_\_\_\_\_

(b) Is the modification properly classified as an Engineering change, does it appear to be the result of a design error and/or omission?

(c) What are the impacts if the modification is not issued or delayed?

(d) Any complications, phasing, urgencies, coordination with other contractors? Describe\_\_\_\_\_

The proposed modification has been discussed with the following individuals in:

EN \_\_\_\_\_

CD \_\_\_\_\_

CT \_\_\_\_\_

Remarks are as follows:

EN CHECKLIST