

# DoDEA Facilities Management Guide

## Planning Charrette (O&M) Instruction

Version 1.3 – September 17, 2013



dodea

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

# DoDEA Headquarters Facilities Management Guide

## Planning Charrette (O&M) Instruction

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### ACRONYMS

A/E	Architect/Engineer
ACF	Area Cost Factor
AFCEC	Air Force Civil Engineer Center
AT/FP	Antiterrorism Force Protection
CAPM	Construction Agent Project Manager
CCN	Category Code Number
COR	Contracting Officer's Representative
DDESS	Domestic Dependent Elementary and Secondary Schools
DD Form 1391	Military Construction Project Data Sheet
DoD	Department of Defense
DoDDS-Pacific	Department of Defense Dependent Schools-Pacific
DoDDS-Europe	Department of Defense Dependent Schools-Europe
DoDEA	Department of Defense Education Activity
DPW	Department of Public Works
FY	Fiscal Year
HQ	Head Quarters
IRP	Installation Restoration Program
LID	Low Impact Development
MILCON	Military Construction
NAVFAC	Naval Facilities Command
NEPA	National Environmental Policy Act
O&M	Operations and Maintenance
OSD	Office of Secretary of Defense
PDT	Project Delivery Team
PFD	Program for Design

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PM	Project Manager
SIOH	Supervision, Inspection and Overhead
USACE	United States Army Corps of Engineers
UXO	Unexploded Ordnance

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### 1.0 PURPOSE

The purpose of these instructions is to provide planning charrette (O&M) policy and guidance for the Department of Defense Education Activity (DoDEA). Planning Charrette (O&M) directives are intended to provide definition of customer requirements, identify an adequate site with supporting infrastructure, begin customer involvement, and develop a DD Form 1391 and cost estimate, with a minimal expenditure of Operations and Maintenance (O&M) funds. Below are the objectives for the Planning Charrette:

- Identify a functionally adequate site that meets all DoDEA criteria and is in compliance with the Installation Master Plan
- Ensure all supporting infrastructure is available at the site boundary with adequate carrying capacity
- Identify supporting costs and actions the installation is responsible to support and fund such as demolition and utility/infrastructure upgrades
- Develop a unit cost basis estimate and DD Form 1391 based upon site conditions
- Obtain installation/service level site approval
- Develop project execution schedule, key milestones, and required follow on actions

A Planning Charrette (O&M) must be completed before a project can progress to the Parametric Design Charrette (15%) phase.

### 2.0 APPLICABILITY

These instructions apply to the Department of Defense Education Activity, the US Army Corps of Engineers (USACE) Norfolk DoDEA Design Center, and construction agents having DoDEA Military Construction (MILCON) responsibilities to include USACE, Naval Facilities Command (NAVFAC), and Air Force Civil Engineer Center (AFCEC). They are intended to be used for the DoDEA MILCON projects, as appropriate, when Planning Charrette (O&M) directives are released. The directive indicates project scope and cost, and provides special instructions for the development of the project. The directive authorizes site selection and scope development, which is required before a project can advance to the design phase of development.

### 3.0 REFERENCES

DoD Directive 1342.6-M, Administrative and Logistics Responsibilities for DoD Dependents Schools, August 1995

DoD Directive 4270.5, Military Construction, February 15, 2005

Title 10 U.S.C. Sec. 2807(b), Architectural and Engineering Services and Construction Design. Defense Federal Acquisition Regulation Supplement 236.601, September 20, 2011

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DoDEA MILCON Program, Program Management Plan (PgMP) with HQUSACE, December 2012

DoDEA MILCON Program, Program Management Plan (PgMP) with NAVFAC, DRAFT

DoDEA Sustainability and Energy Efficiency Program

DoDEA 21<sup>st</sup> Century Education Facilities Specifications

Installation Real Property Master Plan

DoDEA Master Plans (if available)

Department of the Army, Navy, and/or Air Force standards, when applicable

Approved Installation Design Guide (when applicable)

## 4.0 RESPONSIBILITIES

### 4.1. Department of Defense Education Activity, Headquarters (HQ DoDEA)

HQ DoDEA is responsible for program management by providing scope, direction, funding, and financial management of the entire DoDEA MILCON design and construction program. HQ DoDEA Facilities Branch, in coordination with each DoDEA Area Office Chief of Facilities, will determine which projects will be funded for a Planning Charrette (O&M) Report. DoDEA will conduct a programmatic level review of all Planning Charrette (O&M) Reports before they are accepted and finalized.

### 4.2. DoDEA Area Offices (DDESS, DoDDS-Europe, DoDDS-Pacific)

The DoDEA Area Office Chief of Facilities will provide a Project Manager (PM) who will coordinate with the School Superintendent and local logistics staff to ensure they are adequately involved in the Planning team. The DoDEA PM is responsible for reviewing all Planning Charrette documents for functional/technical, specifications, and criteria (i.e., 21<sup>st</sup> Century Schools) compliance.

### 4.3. User

The User is defined as a representative(s) from the intended occupant of the facilities included

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in this project. This may consist of an individual, or team of individuals, that are integral in conveying and determining the requirements, the foundation of which are based on the Education Facility Specifications, of the group. The DoDEA PM can assist the User in determining the required representatives by describing the types of information and inputs required. This group should include school faculty and administration, District Superintendents Office, Information Technology, Safety/Security, and Logistics/Facilities.

### 4.4. Construction Agent

The Construction Agent Project Manager (CAPM), for USACE, NAVFAC, or AFCEC is responsible for the development and completion of the Planning Charrette in accordance with Planning Charrette (O&M) directives and guidance instructions. The CAPM is responsible for selecting the required Project Delivery Team (PDT) members and managing all activities of the Planning Charrette process to include coordination with the installation as directed by the DoDEA Area Office PM. The CAPM is responsible for managing the technical team (A/E or in-house team). The CAPM must get approval from HQ DoDEA to execute Planning Charettes with in-house resources. The CAPM should be proactive in engaging the Installation and ensuring their participation in the Planning Charrette process. The CAPM, who may also serve as the Charrette facilitator, is held accountable for the final deliverables required upon completion of the Planning Charrette (O&M). The CAPM will assess each project and determine which disciplines are required for successful project development and will determine whether the Planning Charrette will be conducted utilizing in-house resources or contractor support. The Planning Charrette team is typically composed of, but not limited to, a combination of the various disciplines listed below. The makeup of the charrette team will depend on the type and scope of the project. A single person can be responsible for multiple disciplines. The remaining team members are responsible for providing technical input during the charrette report development process and assisting in the deliverables preparation:

- 1) Facilitator/Project Manager\*
  - 2) Planner/Programmer\*
  - 3) Architect
  - 4) Environmental Planner\*
  - 5) Structural Engineer
  - 6) Civil Engineer\*
  - 7) Cost Engineer\*
  - 8) Leadership in Energy and Environmental Design (LEED) Accredited Professional.
  - 9) Electrical Engineer
- \* = Required team members

### 4.5. Installation

The Installation is responsible for working with the DoDEA Area Office to identify a project site.



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The Installation is responsible for anti-terrorism/ force protection, environmental & NEPA, UXO, cultural issues, real estate, utilities, information systems, economic analysis and other show-stopper issues that need to be addressed. Team participants may include a representative from the staff elements/office listed below:

- 1) Master Planning, or assigned Installation Project Manager (IPM)
- 2) Environmental
- 3) Directorate of Information Management (DOIM)
- 4) Public Safety, Fire Department, Law Enforcement
- 5) Utilities and/or Maintenance
- 6) Real Property
- 7) Anti-Terrorism/ Force Protection (AT/FP)
- 8) Historic Preservation
- 9) Resource Management
- 10) Housing Office

### **4.6. DoDEA Design Center – Norfolk District Technical Manager (TM)**

The Norfolk District TM supports both the Geographic PM and DoDEA Area Office PM as a technical subject matter expert. The Norfolk District TM shall provide planning reviews on both functional and programmatic levels to verify compliance with DoDEA 21<sup>st</sup> Century Education Facilities Specifications, DoDEA policy, and DoDEA energy and sustainability goals. The Design Center shall participate as a member of Project Delivery Teams (PDTs); attend select planning meetings to ensure best practices; and collect lessons learned for application to future projects. The Design Center will provide training as required on the Planning Charrette process.

## **5.0 PROCEDURES**

### **5.1. The Planning Charrette (O&M) Report Process**

The process begins when the construction agent receives a Planning Charrette (O&M) directive from HQ DoDEA Facilities Branch and ends upon validation of the Planning Charrette report by HQ DoDEA Facilities Branch. A sample Planning Charrette (O&M) Directive is provided as Appendix 1 in this document. A Planning Charrette (O&M) directive cannot be released to the Construction Agent until the DoDEA Area Office PM has prepared and submitted the initial DD Form 1390/1391 programming documentation.

#### **5.1.1. Planning Charrette**

A Planning Charrette is a collaborative process that reviews and validates facility/infrastructure requirements to ensure a project scope meets the requirement and is within authorization. This process also develops budget level cost estimates and draft programming documents. The

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goals of the charrette are to review and validate the school facility requirements, functional relationships, site plan elements including supporting infrastructure and project costs. The objective is to develop the necessary supporting documentation for the project including Site Approval to help advocate for the required funding and support as the project moves through the corporate process.

### 5.1.2. Project Delivery Team (PDT)

When a Planning Charrette directive is received by the construction agent, a PDT will be established with a designated team leader and representatives from the construction agent, the DoDEA Area Office, the Norfolk District DoDEA Design Center, and the A/E. The Installation will be involved throughout the process and included as a member of the PDT.

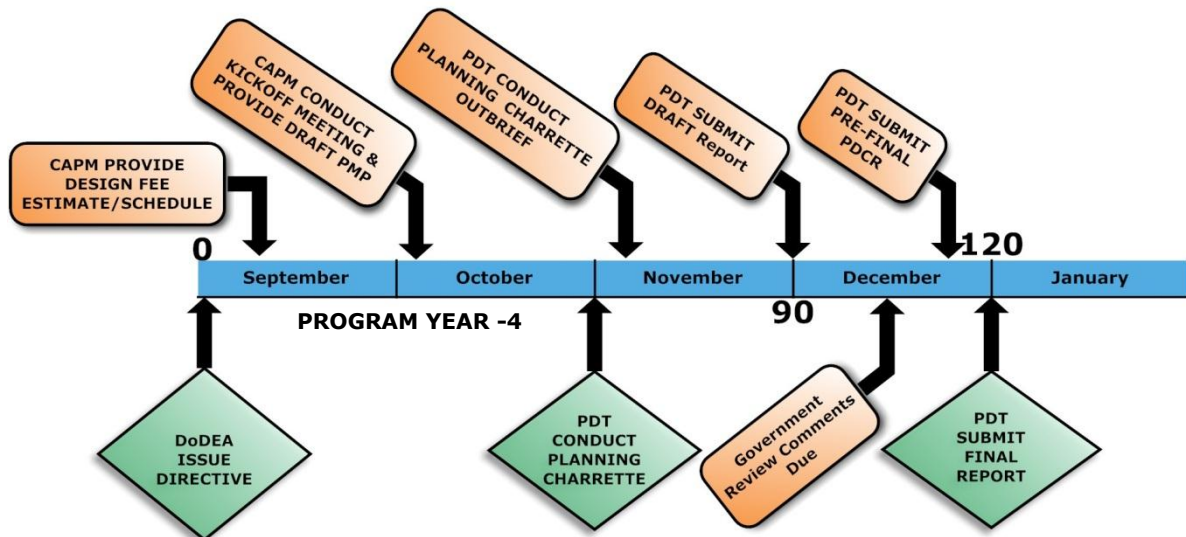
### 5.1.3. The Installation

When a Planning Charrette directive is received by the construction agent, the Installation will be immediately notified by the CAPM. The design agency will ensure that the Installation is involved at every state of project development. Installation input is critical to validate accurate project requirements that can be translated and quantified.

### 5.1.4. Schedule

The Planning Charrette schedule is framed by three key milestones.

- DoDEA HQ release of the Planning Charrette (O&M) Directive
- PDT Conduct Planning Charrette
- PDT submit Draft/Final Report for approval



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The schedule above represents the ideal scenario; program requirements may require a deviation of the schedule to meet execution timelines. Process and deliverable instructions for each milestone are included in the sections below.

### **5.1.4.1. Directive Issuance (Milestone 1)**

The process begins when the construction agent receives a Planning Charrette (O&M) directive from HQ DoDEA. The directive authorizes the construction agent to begin site investigation work, prescribed planning efforts, and selection/negotiation and award of an architect engineer contract. In direct collaboration with the Design Center and the DoDEA Area Office PM, the CAPM will select and assemble the PDT. The CAPM will initiate a project kickoff meeting to be attended by the DoDEA Area Office PM, a Design Center representative, and the A/E PM. The kickoff meeting may be held in person or by teleconference based upon project logistics and needs. The purpose of the kickoff meeting is to establish project roles and responsibilities, the schedule, and data collection.

At this stage, the draft Program for Design (PFD) is developed. The DoDEA Area Office PM submits the projected enrollment basis for the year the school is anticipated to be occupied to HQ DoDEA Facilities Branch, who then will request HQ DoDEA Resource Management to produce a draft Staffing Document based upon current staffing standards. The draft staffing document is reviewed by HQ DoDEA Education Division. After all revisions have been made, HQ DoDEA Facilities Branch will send the Draft Staffing Document to the DoDEA Design Center who will create a draft PFD. The DoDEA Design Center will submit the draft PFD to the DoDEA Area Office PM for their review, coordination, and approval. The PFD will be utilized by the PDT to execute the planning charrette.

The A/E PM will present their draft schedule to include tentative dates for the Planning Charrette and the draft and final report milestones for review and approval. The DoDEA Area Office PM will provide a synopsis of the project and will identify any project challenges the PDT should be aware of. The DoDEA PM will provide all project documentation to the CAPM and PDT including the staffing document, PFD and initial DD Form 1391 programming documentation. DD form 1390 and 1391 preparation instructions are provided in Section 6 of this document. The CAPM will provide DoDEA with a draft Project Management Plan (PMP) no later than 30 days after A/E selection.

### **5.1.4.2. Planning Charrette (Milestone 2)**

The second phase of the process begins once the project schedule has been coordinated and approved by the PDT. During this phase, the PDT is responsible for conducting a Planning Charrette at the Installation where the project is located. The charrette is a process where the

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PDT reviews and validates the facility and supporting infrastructure requirements to ensure the project meets all requirements and is within authorization. Part of the charrette process is to identify a functionally adequate site and to develop a cost estimate for the project.

To identify a functionally adequate site, the DoDEA Area Office PM needs to work in conjunction with the installation and the CAPM. The site should include the following:

- Direct access to installation roadways and sidewalks;
- Available and adequate utilities in close proximity;
- Existing and/or proposed land uses that are compatible with schools (i.e. housing areas, low traffic generating uses, away from operational/training areas, etc);
- Suitable soil and topographic conditions;
- Not located in a floodplain, wetland or an Installation Restoration Program (IRP) site;
- Adequate size to accommodate the school buildings, support buildings, parking, bus loading, internal circulation, athletic fields, play areas and AT/FP standoffs;
- Outside of explosive safety clear zones and clear of any UXO;
- The site does not include historical, archeological, or cultural resources;
- The site is does not have environmental encumbrances such as, endangered species, critical habitats, original growth forest.

DoDEA schools should always be included in the Installation's master planning efforts. Any offsite infrastructure required to support the DoDEA specific project shall be brought to the attention of the DoDEA and Construction Agent Project Managers, prior to the DD Form 1391 development, to determine if it shall be included within the supporting facilities costs in block 9 of the DD Form 1391.

The DoDEA PM has the authority to approve up to \$25,000.00 per utility line item for infrastructure located offsite. Any proposed offsite infrastructure identified above this threshold must be submitted to HQ DoDEA Facilities Branch for review and approval. In order for the costs to be considered, the installation must clearly demonstrate the need for the infrastructure, demonstrate why other alternatives are not feasible, and why cost sharing is not being considered.

A site planning checklist is included in Appendix 8. DoDEA Area PM's must submit the complete checklist as part of the report submittal.

All cost estimates should be produced with unit cost per \$SF/CY references from the most current version of UFC 3-701-01(DoD Facilities Pricing Guide). DoDEA is required to utilize the cost estimate provided by the CAPM. No changes to the cost estimate are authorized without a written justification provided to HQ DoDEA Facilities Branch for approval. An order of magnitude estimate, based upon known data and estimated quantity take off distances, is

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acceptable during this phase. Room types and spaces will be further defined during the Parametric Design Charrette (15%).

The CAPM is responsible for scheduling the charrette in-brief with the Installation leadership to inform them of the process, goals and objectives, and to request their support. The CAPM will schedule an out-brief with the Installation leadership to inform them on progress, obtain site approval, discuss project timeline, milestones, and follow on actions. Installation leadership and DoDEA must be in agreement with the out-brief findings and recommendations. The DoDEA Area Office PM will forward any scope discrepancy or changes through the DoDEA chain of command for resolution as soon as it is identified. A change in scope is defined as any changes to scope that are not solely predicated on compliance with current 21<sup>st</sup> Century Education Specifications, or other DoDEA criterion and federal law/mandates.

The authority having jurisdiction (Installation, Service HQ) must provide site approval documentation to DoDEA prior to progression to a Parametric Design Charrette (15%) effort. If a site approval is not granted, the project may be deferred until site approval has been provided.

The PDT will maintain and circulate a sign in sheet for all meetings with stakeholders during the charrette. The PDT will include copies of the sign in sheet, the in-brief, and the out-brief in the appendices of the report. Refer to the detailed production instructions in section 5.1.4.3.

### **5.1.4.3. Planning Charrette Draft/Final Report (Milestone 3)**

Once the Planning Charrette has been completed, a Draft Report will be produced consisting of the following contents:

- Introduction
- Background
- Requirement/ Authorizations Tabulation
- Schematic Site Plan
- Supporting Infrastructure
- Fire Protection
- Safety & Security
- Cost Estimate
- DD Form 1391
- Appendices

Please refer to the example detailed Planning Charrette Report Table of Contents and Instructions Template in the appendices. All reports must follow the template, no deviations are permitted.

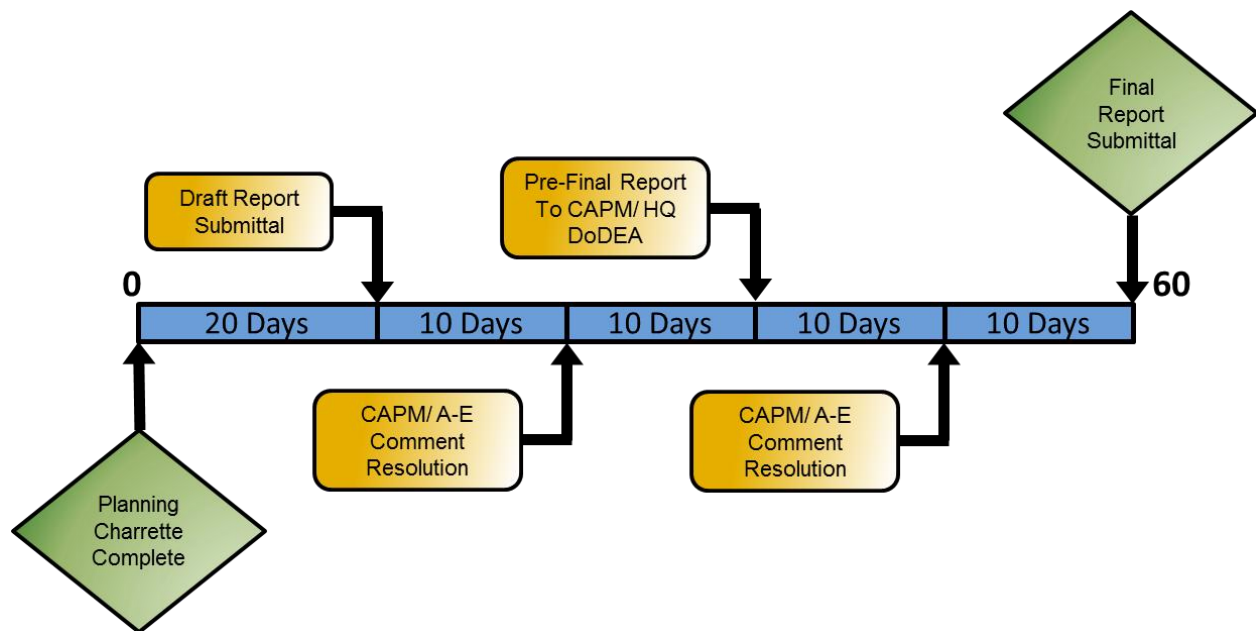
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The Draft Planning Charrette Report must be completed within twenty (20) working days of completion of the Planning Charrette. The CAPM will provide an electronic version of the Draft Report for review and comment to the PDT, DoDEA Area Office PM, DSO, and DPW. The government review period will be 10 days after receipt of the Draft Report. The CAPM will consolidate all government review comments and forward to the PDT for revision as applicable. The CAPM will provide a courtesy copy of the consolidated comments to the DoDEA Area office PM and the Design Center. The review comments should be focused on ensuring accurate data and requirements have been collected and documented to form an accurate and adequate basis for the cost estimate.

Upon receipt of the Draft Report review comments the PDT will review the comments and revise the contents of the Draft Report as applicable. The CAPM will resolve any ongoing content and or cost issues through periodic teleconferences, as necessary with the PDT. The PDT will revise the Draft Report and submit a Pre-Final Report within ten (10) working days upon receipt of the Draft Report review comments from the CAPM. The CAPM will forward the Pre-Final Report to DoDEA HQ, with a review period of 10 days after receipt. Upon acceptance of the Pre-Final report the PDT will provide an electronic version of the Final Report to DoDEA Area office PM, Design Center, and HQ DoDEA.



The Planning Charrette sign off (Appendix 9) form must be provided to DoDEA HQ which acknowledges concurrence to the findings and recommendations of the planning charrette.

### 6.0 DD Form 1390 and 1391 Preparation Instructions

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The DD Form 1391 is used by the Department of Defense (DoD) to submit to Congress requirements and justification in support of funding requests for military construction. DD Form 1390 is a summary of projects by installation, Fiscal Year (FY) and program. DD Form 1390 also consolidates information on real property, personnel strength and installation missions. Both DD Form 1391 and DD Form 1390 are required for new construction over \$750,000. New construction can either be the construction of a new school and/or addition. Unspecified Minor MILCONs are any project ranging from \$750,000 to \$1,500,000. A Major MILCON project has construction costs over \$1,500,000.

### 6.1. DD FORM 1390 Instructions

This section includes step by step instructions to complete DD Form 1390. The required DoDEA template is attached as Appendix 6. One (1) DD Form 1390 is required per installation per fiscal year. If there are two or more DoDEA projects at a single installation then one (1) DD Form 1390 is required.

It is important to ensure consistency with repetitive data fields for DD Form 1390 and DD Form 1391.

**Block 1.** Component – DoDEA

**Block 2.** Date – Headquarters will enter in the date, per the directions below:

The Month should be for the month the DD Form 1391 is being submitted to OSD.

- January for President Budget Submittal
- September for BES and POM
- Be sure to spell out the month and use the four digit year. Do not use dashes or commas.
  - Example: January 2012
- Must be consistent with Block 2 of DD Form 1391

**Block 3.** Installation and Location - Enter in the official name of the installation, spell out the title. Spell out the Country or State.

- Example – Naval Support Facility Dahlgren, Virginia
- Example – Spangdahlem Air Base, Germany
- Must be consistent with Block 3 of DD Form 1391

**Block 4.** Command – DoDEA



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**Block 5.** Area Construction Cost Index – Enter in the Area Cost Factor (ACF). ACFs are updated annually, and can be found in UFC 3-701-01 DoD Facilities Pricing Guide located at: [http://www.wbdg.org/ccb/DOD/UFC/ufc\\_3\\_701\\_01.pdf](http://www.wbdg.org/ccb/DOD/UFC/ufc_3_701_01.pdf)

### **Block 6.** Personnel Strength

- a. As of Sep 30 - enter the current year
  - b. End of FY – enter the year of projected building occupancy
- Permanent – If the project is constructing a support office enter the current loading numbers in row a. and the projected loading in row b.
- Students – If the project is constructing a school then enter the current enrollment in the row a. and the projected enrollment in row b.

Be sure the personnel numbers are consistent with text in blocks 10 and 11 of the DD Form 1391.

**Block 7.** Inventory data –Two lines need to be completed. The rest can remain 0. For Authorization Requested in this Program, enter in the program amount of the project. If there are two or more projects, then enter in the sum of the program amounts. Enter in the same number in the final line, grand total.

Need to ensure the program amounts are consistent with block 8 of DD Form 1391.

**Block 8.** Projects Requested in this Program– Provide the following information for each project.

- Category Code Number (CCN) - no less than three digits and no more than six digits. This number must be consistent with block 6 on DD Form 1391.
  - Schools
    - Navy/Marine Corps – 73061
    - Army – 73046
    - Air Force – 730787
  - Administration – (Freestanding District Superintendant Office (DSO) for example)
    - Navy/Marine Corps – 61010
    - Army – 61050
    - Air Force – 610811



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- Project Title - Enter action (Replace, Consolidate, Renovate, Addition, New) then full name of the school. For school support facilities, such as a DSO, the title should reflect the future use of the new facility. Be sure this is consistent with block 4 of for DD Form 1391.
  - Example – Replace Bitburg Elementary School
  - Example – Addition to Faith Middle School
- Scope – Enter the total square footage, consistent with block 9 and the text in block 11, 12 in for DD Form 1391.
- Cost – Enter the total program amount for each project.
- Design Start – Enter in the design start date, consistent with block 12 of form DD Form 1391. Abbreviate the name of the month using the first three letters.
- Status Complete – Enter the construction complete date, consistent with block 12 of form DD Form 1391. Abbreviate the name of the month using the first three letters.

### **Block 9.** Future Projects

- a. Included in following program – Enter in the title of any future DoDEA MILCON project on the subject installation programmed for the next fiscal year.
- b. Planned in the next three years - Enter in the title of any future DoDEA MILCON

**Block 10.** Mission or Major Functions – Enter “Military Dependant Education”

**Block 11.** Outstanding pollution and safety deficiencies – Enter “none”

### **6.2. DD FORM 1391 Instructions**

Step by step directions to fill out DD Form 1391 are provided below. The required DoDEA DD Form 1391 template is attached as Appendix 7.

**Block 1.** Enter “DoDEA”

**Block 2.** Headquarters will enter in the date, per the below directions:

- Enter the Month and Year – The Month should be for the month the DD Form 1391 is being submitted to Office of Secretary of Defense (OSD).
  - January for President Budget Submittal
  - September for BES and POM

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- Be sure to spell out the month and use the four digit year. Do not use dashes or commas.
  - Example: January 2012
- Must be consistent with Block 2 of DD Form 1390

**Block 3.** Enter the official name of the installation, spell out the title. Spell out Country or State. Must be consistent with Block 3 of DD Form 1390.

- Example – Naval Support Facility Dahlgren, Virginia
- Example – Spangdahlem Air Base, Germany

**Block 4.** Project Title. Enter action (Replace, Consolidate, Renovate, Addition, New) then full name of the school. For school support facilities, such as a DSO, the title should reflect the preponderate use.

- Example – Replace Bitburg Elementary School
- Example – Addition to Faith Middle School

**Block 5.** Program Element – Completed by OSD

**Block 6.** CCN, no less than three digits and no more than six digits. This number must be consistent with block 8 Column 1 on DD Form 1390.

- Schools
  - Navy/Marine Corps – 73061
  - Army – 73046
  - Air Force – 730787
- Administration – (Freestanding DSO for example)
  - Navy/Marine Corps – 61010
  - Army – 61050
  - Air Force – 610811

**Block 7.** Project number as generated only by DoDEA HQ. Do not use a project number provided by the construction agent or any other party.

**Block 8.** Enter the estimated project cost in thousands of dollars. This number should be consistent with item 8, column 4, of DD Form 1390 and should include the costs of primary facilities, supporting facilities, contingencies, supervision, inspection and overhead.

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**Block 9.** Block 9 of DD Form 1391 provides a summary of the estimated construction costs for the project. There are two major components, primary facility (five feet and within the building envelope) and the support facilities (outside the five feet building envelope). Section 5.1.4.2 provides detailed instructions for preparing cost estimates.

- **Primary Facility**

Enter the item, the unit of measure, quantity (if it is not lump sum) and the required tabular data to the right. The items under primary facility could include one or more of the below (Note – Do not enter just “construction”);

- School
- School Renovation
- District Superintendent office
- Area Office
- Stadium
- Field
- AT/FP – Costs for AT/FP measures, within five feet of the building envelope, are included in the unit cost guidance when minimum standards are required and achieved. However, if the following conditions are present, then additional AT/FP costs can be entered as part of this line item:
  - Minimum standoff distances cannot be achieved
  - The structure is three stories or greater, thus, requiring progressive collapse measures
  - Installation security determines additional measures are required, in addition to the minimum AT/FP standards, due to specific threat and vulnerability assessments.
- SDD And Federal Energy Acts Compliance – The costs to achieve LEED Silver, the minimum certification for projects within the Continental United States (CONUS) and for DoDDS-Europe. For DoDDS-Pacific the requirement is a minimum of LEED Silver certifiable. SDD costs should be tabulated as no more than 3% of the primary facility cost as a placeholder for planning purposes. A detailed, per credit cost estimate is required during all subsequent phases of design.
- Special Costs line item includes additional functional features such as elevators and built in equipment. Please note; Temporary Facilities are listed under special costs, under the primary facility.
- All construction has to have a unit of measure of square feet, quantity and a unit cost.
- SDD and AT/FP can have a lump sum cost if details are provided in the cost estimate.

- **Support Facilities**

This section describes the Items that are directly related to and are required to support the primary facility. Generally, these are items located greater than five feet from the building envelope. Only outside utilities should be listed under the supporting costs. Utilities within five

# DoDEA Headquarters Facilities Management Guide

## Planning Charrette (O&M) Instruction

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feet of the building envelope should be included under the primary facilities. All DoDEA DD Form 1391s should list supporting facilities in the same order below:

- Special Construction Features – (piles, spread footings, seismic, fill, etc) Line item details should be included as part of the basis of estimate in section 7 of the report
  - Canopies
  - Electrical Utilities
  - Communication Utilities
  - Water/Sewer (includes storm drainage)
  - Mechanical Utilities
  - Site Preparation
  - Roads, Sidewalks and Parking
  - Site Improvements – Landscaping, seeding, sodding, playgrounds, fencing and lighting
  - AT/FP – Outside of the five (5) foot building envelope, items such as blast mitigation, vehicle barriers, berms, etc, if required by the installation security officer
  - Demolition – No lump sum, all buildings and associated square footage totals must be identified in Block 10
  - Low Impact Development (LID) - Required by EISA 2007, all Federal facilities must use all known, available, and reasonable methods of storm water retention and/or reuse to prevent the off-site discharge of storm water runoff.
- **Totals**
    - Subtotal – Enter the sum of the costs for all primary and supporting facilities.
    - Contingency – 5% of the Subtotal.
    - Total Contract Cost – Sum of the Subtotal and the Contingency costs.
    - Supervision, Inspection and Overhead (SIOH) – Enter the appropriate rate in parentheses and the cost equivalent in the cost column. The rate is of the total contract cost. Rates are as follows:
      - CONUS – 5.7% of the total contract cost - For installation located within the contiguous 48 United States.
      - OCONUS – 6.5% of the total contract cost- For installations locate outside the contiguous 48 United States. This included Puerto Rico, Guantanamo Bay, Hawaii, Guam and Alaska.
    - If the project is Design/Build – Use 4.0% of the subtotal cost (before contingency)
    - Engineering During Construction (Design/Bid/Build) – 1% of the Total Contract Cost
    - Total Request – The sum of the Total Contract Cost, SIOH and design/build cost (if applicable). This total should be identical to the number in item 8. Enter the cost in thousands of dollars (\$000).

**Block 10.** Description of Proposed Construction. This is a technical narrative describing the “bricks and mortar” and functional spaces of the facility. Include a full description of the project scope including demolition, utilities, special costs and other items. Do not list square footages for proposed facilities or utility quantities. For demolition, list building/facility numbers, square feet and provide the total square footage to be demolished. Do not specify any sustainable

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features and or strategies in this block. The description in this block needs to tie directly back to the items listed in block 9. Language is provided in the accompanying DD Form 1391 template (Appendix 7).

Specifically block 10 should include:

- Type of work (alteration, modernization, addition, new construction, other)
- Specify whether the project will be single or multi-story
- Construction materials to be used for the foundation, floors, frame, walls and roof; pilings or special foundation features. Detailed design information is not required
- Provide building numbers, year built, square footage for any demolition
- Describe special construction features and special costs
- The DD Form 1391 template will provide standard statement concerning LEED and square foot deviations
- Required environmental mitigation. Environmental documentation, such as Environmental Impact Statements (EIS), or environmental permitting costs, cannot be MILCON funded
- Enter in the Air Conditioning load in tons. This input is required in the Financial Management Regulation (FMR) volume 2B, Chapter 6.

**Block 11. Requirements.** Block 11 is divided into several subsections, that require descriptions of the requirement, current situation, the impact if not provided and additional information. Do not use repetitive statements.

- **REQUIREMENT** – Enter in the project’s total required square footage based on the projected student enrollment and curriculum.
- **ADQT**- Enter in the portion of the total required square footage that is currently located in adequate facilities.
- **SUBSTD**-Enter in the portion of the total required square footage that is currently located in substandard facilities.
- **Project** - Provide a one sentence statement indicating what this project provides.

Example: Replace the existing Smith Middle School facility by constructing a new middle school facility.

- **Requirement**

Provide detailed informative statements as to precisely why the project is needed, using positive statements to support the requirement. State the mission/function of the building, such as “adequate facilities for 1,000 students in grades two thru four”.

State why this project fulfills the requirement. For an existing school replacement provide explanation as to why the square footage is increasing, i.e. increased enrollment, previous square footage was inadequate, etc.

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For a support or admin facility, state the need for adequate and efficiently configured facilities and then the mission of the users.

- **Current Situation**

Describe how and under what conditions the requirement is presently being met. Need to support the stated requirement above and specifically identify and describe the condition of the current assets and why they are unsuitable for continued use. Provide the Q-rating for the school. Be cautious of painting a poor picture of our internal facility maintenance practices.

Sample current situation statement:

The existing facilities were built in 1962 and have a, Q-4 (failing) facility condition rating, meaning it is more economical in the long term to replace the facility rather than paying maintenance and repair costs. Additionally, undersized classrooms and the current layout of the facility reduce efficiencies and fail to meet the standards of the DoDEA Education Facilities Specifications. Aging building systems result in excessive maintenance costs and interrupt school operations. There are numerous NFPA Life Safety and ADA code violations and no fire suppression systems, as the facility was constructed under different code requirements. Bathrooms and plumbing are in severe need of replacement. The facilities do not meet construction standards for energy efficiency. The existing facilities do not meet AT/FP requirements. Additionally, temporary facilities are currently being used to accommodate enrollment that exceeds the existing capacity.

- **Impact if not provided**

Explanation requires the input from Education on how not replacing the facility will impact the learning environment and why the dependants of service members will not be receiving an adequate level of service in terms of education.

Describe the manner and extent to which mission accomplishment would be affected if the project were not approved.

Discuss in detail the effects of the current conditions on the ability to learn, the health of students and on maintenance costs. If enrollments are expected to increase, then discuss the accommodation of additional students in temporary facilities and how that will negatively affect the learning environment.

Sample impact if not provided statement:

The continued use of inadequate and undersized facilities will continue to impair the overall educational program for students. If new facilities are not provided, the substandard environment will continue to hamper student education, motivation, and inspiration. The current facility will not be able to support a 21<sup>st</sup> Century Curriculum and

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## Planning Charrette (O&M) Instruction

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DoD's energy savings and sustainability initiatives. Yearly maintenance and utility costs will continue to compound and interrupt school operations.

- **Additional**

Under the additional section there are several subsections. First the following statement is included;

“This project has been coordinated with the installation physical security plans and all AT/FP measures are included.”

- Economic Alternatives:

For school projects, utilize the below statement contained in the DD Form 1391 template.

“All known alternatives were considered during the development of this project. No other option could meet the mission requirements; therefore, no economic analysis was needed or performed. ”

For administrative facilities, an economic analysis is required. The analysis must utilize the Economic Analysis Package (ECONPAK) and state net present values of each option. Alternatives to be considered include:

- a. Status Quo – Provide a narrative of what is wrong with the operation today and projected O&M costs to maintain the facility.
- b. Renovation – Can the existing facility or another available facility be renovated for less than 75% of the new construction cost?
- c. Leasing/renting – Are there other nearby facilities or facilities owned by other agencies?
- d. New Construction – Is new construction the only viable alternative.
- e. Analysis/Results – Is the proposed project the best alternative?

- Joint Use Certification:

The following language is included in the DD Form 1391 template.

“This facility can be used by other components on an “as available” basis; however, the scope of the project is based on DoDEA requirements.”

Insert: DODEA POC: (571) 372-1405

### **Block 12. Supplemental Data**

- Site Approval – place an X in the appropriate box. Then enter in the date obtained or the expected site approval date. The date must be prior to the Budget Estimate submission for the FY of the project.

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### Planning Charrette (O&M) Instruction

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- Issues – After each of the lines, indicate yes or no if an issue exists. If yes, please add in a very brief explanation.
- Planning – Indicate, yes or no, if the project is consistent with the installation master plan and the year of the master plan. If no, explain the issues and mitigations.
- Host Nation approval – Fill in the country and date of approval. If not approved, list the actions needed to get approval, if applicable. If CONUS this is N/A.
- National Environmental Policy Act (NEPA) – Indicate if NEPA documentation is required and the current status. Select the level of NEPA, if it is required.
- Mitigation Issues – Indicate any issues with mitigating environmental concerns. If the answer is yes, include a very brief explanation.

**Block 12A.** Design Data. This section requires the input of major design and construction milestones. For schools, the target construction complete date is July 15, two years after the MILCON year. The July 15 date is to ensure the school is ready for occupancy at the start of the school year. Be sure to work backwards from this July 15 date to ensure design is completed with enough time to advertise and have the contractor mobilize.

- **Status:**

- Design Start Date – Date when DoDEA issues instructions to the construction agent.
- Parametric Cost Estimate Used to Develop Costs – For planning charrettes the answer is no. This is required to be updated to Yes during the parametric design charrette.
- Percent of Design completed as of 1 Jan (Year (YR)) – Enter in % complete as of the date. Must be at 15% prior to the President’s Budget Submission.
- 35% Design Date – Enter in date
- 100% Design Date – Enter in Date
- Type of Design Contract – All DoDEA projects shall be executed as Design-Bid-Build, unless extenuating circumstances prevent this type of acquisition. Use of other acquisition methods requires Headquarters approval.

- **Basis**

- Standard or Definitive Design – In most cases the answer is no.
- Date Design was Most Recently Used – If yes, above, provide the date.

- **Total Design Cost** – The total design cost will normally be 10% of the total programmed amount. Enter this amount in line C. Of the 10%, 6% should be allocated for contract and 4% for in house. The amount of C should be the sum of 5 and 6.

- **Contract Award date** – Allow at least three to four months after design is complete to accommodate time for advertisement and award of a contractor.



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## Planning Charrette (O&M) Instruction

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- **Construction Start Date** – Allow two months after award for the contractor to mobilize and get on site.
- **Construction Complete Date** – Anticipated BOD.

### **Block 12 B. O&M Appropriated Equipment**

Coordinate with the appropriate personnel in logistics, IT, Education and Safety and Security to estimate O&M expenditures for the new school or Office. Refer to Appendix 10, for an estimating sheet provided by DODEA HQ.

Provide the FY ordering date and the cost for the following categories:

- Furnishings
- Kitchen
- IT
- Education Supplies
- Safety equipment
- Security equipment

### **Attachments**

With the Planning Charrette DD Form 1391 submission to DoDEA HQ, the area service center should also submit the full report and its attachments.

## **APPENDICES**

Appendix 1 – Sample Planning Charrette (O&M) Directive

Appendix 2 – Planning Charrette Table of Contents and Instructions Template

Appendix 3 – Sample Planning Charrette Checklist

Appendix 4 – Sample Planning Charrette Agenda

Appendix 5 – Action Items List

Appendix 6 – DD Form 1390 Template

Appendix 7 – DD Form 1391 Template

Appendix 8 – Site Planning Checklist

Appendix 9 – Planning Charrette Sign Off Template

Appendix 10 – O&M Appropriated Equipment Estimating Template

**APPENDIX 1**

**SAMPLE DESIGN DIRECTIVE**



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VA 22350-1400

17 September 2013

MEMORANDUM FOR USACE DISTRICT Savannah (ATTN: Jimmy Jones)

FROM: HQ DoDEA Facilities

SUBJECT: Planning Charrette (O&M) Directive for FY16, Replace Loyd Elementary School, Fort Benning, GA

1. You are hereby authorized **seed funds** for Planning Charrette, on the subject project as described below:

Installation	Fort Benning, GA
Program Year	2016
DoDEA Project Number	AM00055
Project Title	Replace Loyd Elementary School
Program Amount	\$58,972,000
Category Code	73046
DoDEA Area Office Project Manager	Christopher E. Gilley
Project Manager Phone	678-364-6568
Project Manager Email	chris.gilley@am.dodea.edu

2. We request USACE proceed with initial procurement of A/E services with the following instructions:

- We request USACE proceed with preparation and negotiation of a Planning Charrette contract.
- Award of an architect-engineer (A-E) contract for a Planning Charrette is not authorized.
- Provide the DoDEA PM the fee requirement to award a Planning Charrette within 30 days of receipt of this directive.

3. Christopher Gilley will serve as the DoDEA Project Manager for this project. In this capacity, Christopher Gilley is the DoDEA lead regarding all RFP development actions for the particular project, and he will serve as the DoDEA lead for eventual source selection on this project. If you have any questions or comments regarding this design directive, please contact Christopher Gilley. Thanks in advance for your design and construction efforts in support of this project.

Paul Hughey  
MILCON Program Manager

CC:  
DoDEA Area Office Facilities Branch Chief  
DoDEA Area Office Project Manager

**MILCON P&D FUNDING REQUEST FORM**

**PROJECT NAME:** Replace Loyd Elementary School

**LOCATION:** Fort Benning, GA

**PROJECT NUMBER:** AM00055

**PROGRAMMED AMOUNT:** \$58,972,000

**APPROVED BY:** DODEA AREA OFFICE  
DDESS

**AREA POC NAME**  
Christopher E. Gilley

**RECEIVING AGENCY POC: (NAVFAC or Army COE; add rows as needed)**

Name: USACE: Jimmy Jones (PM)  
Phone: 912-652-5909  
Email Address: [James.F.Jones@usace.army.mil](mailto:James.F.Jones@usace.army.mil)

**ADDRESS(ES) OF THE RECEIVING AGENCY('S): (add rows as needed)**

USACE DISTRICT: Savannah  
Attn: Jimmy Jones (PM)  
100 W Oglethorpe Avenue  
Savannah, Georgia 31401  
Phone: 912-652-5909  
E-mail: [James.F.Jones@usace.army.mil](mailto:James.F.Jones@usace.army.mil)

**FUNDING BREAK DOWN (Important! Separate out, In-House Effort, A/E Services, Contingency, EDC, SIOH, PCAS, S&A, In-House Efforts in support of the "Incorporation of 21st Century School" themes, etc):**

	Requested Funding Amount	Previously Funded Total Amount	% Funded To Date
USACE FAD TOTAL:	\$10,000.00	0	0.02%
Geographic District			
In-House Support			
A/E Services			
S&A			
Contingency			

**HAS A PLANNING CHARRETTE TAKEN PLACE?:**      N      Date :  
**HAS A PROJECT DEVELOPMENT REVIEW BEEN ACCOMPLISHED?:**      N

**ABOVE FUNDING WILL ACCOMPLISH:** (Examples: xx % Design, Seed, Planning Charrette, Design Charrette, Contract Mod, Pre-Design Planning, etc)

(add lines as needed. Go to additional sheets if needed.)  
Seed funds are provided for Code 0 Directive, total request is \$10,000.

**APPENDIX 2**

**PLANNING CHARRETTE TABLE OF CONTENTS AND  
INSTRUCTIONS TEMPLATE**

# DoDEA Headquarters Facilities Management Guide

## Planning Charrette (O&M) Instruction

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### APPENDIX 2 PLANNING CHARRETTE TABLE OF CONTENTS AND INSTRUCTIONS TEMPLATE

The instructions below provide the PDT an outline with specific guidance to be utilized to ensure consistent, accurate, and concise reporting. The objective is to provide enough detail to establish a clear understanding of project requirements and their associated costs. The report is an executive summary level of detail and is not intended to be an all inclusive design specification.

#### CONTENTS

**Tables..... (Self-Explanatory)**

**Figures..... (Self-Explanatory)**

**Acronyms and Abbreviations..... (Self-Explanatory)**

#### CONTENTS

### 1.0 INTRODUCTION

#### **A Purpose (Insert the following below)**

This report provides a basis for understanding project development history, requirements tabulation, and execution strategy for the proposed (Insert Title of Project) at (Insert Installation Name & Location). Active involvement by the user during all phases of project development, design, and construction is essential to ensure the facility meets all Department of Defense Education Activity (DoDEA) criteria and functional requirements. The following design assumptions were used to establish a basis for the programming cost estimate only. The design assumptions are not intended to be prescriptive and are included to provide the basis for the cost estimate. The Design Agent is responsible for verifying that all requirements have been identified accurately during the Design Phase of the project.

#### **B Goals and Objectives (Insert the following below)**

The goal of DoDEA is to design schools to meet 21<sup>st</sup> century learning objectives to include innovation in education, curriculum delivery, use of technology, and the requirements for sustainability and energy conservation. DoDEA requires schools of the future to be flexible and adaptable, allowing adjustments to new and innovative ways to deliver instruction and meet the needs of all students. A focus on quality must be maintained throughout the project including design and construction. The ultimate objectives for DoDEA are to deliver a project on time, within available funds, and in a safe manner that satisfies the needs of the users.

# DoDEA Headquarters Facilities Management Guide

## Planning Charrette (O&M) Instruction

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### 2.0 BACKGROUND (Provide a summary narrative of the bulleted topics below)

- Identify the building numbers age, and size of all facilities
- Identify any life safety issues and substandard degraded conditions
- Identify new educational program initiatives requirements
- Identify inadequate space to accommodate current enrollments
- Identify any new service mission requirements driving an increase to population numbers

#### (Example)

Blank Elementary School was constructed in 1971 (Building 1234), and is 40 years old. The school gymnasium (Building 4321) is a temporary building constructed in 1995 surpassing the five year temporary building time restriction by 11 years. The school was assessed this year and has a Q-4 (Failing –safe but more cost effective to replace) rating. The condition of the school is inadequate; the interior finishes are degraded and the Heating, Ventilation, and Air Conditioning (HVAC) and electrical systems are not sufficient and do not meet federally mandated energy performance requirements. The school was built with a capacity of 400 students and current enrollment over the last five years has been 450 students which does not comply with student/teacher ratios resulting in overcrowding of classrooms and multipurpose areas.

### 3.0 REQUIREMENT/ AUTHORIZATIONS TABULATION (Insert the following below)

The proposed Blank School has a projected population of XXX students and will meet the standards outlined in the DoDEA Facilities Education Specifications. The Blank School is authorized XXX,XXX gross square feet (GSF), as broken out by area, category code, and unit of measure in Table 1 below.

Parking for the Blank School is authorized at a ratio of XXXXXX (insert new 21 Century Education Facilities Specification). Therefore the total parking authorization is XXX spaces. Five percent of the total spaces are required to be Americans with Disabilities Act (ADA) accessible.

**TABLE 1 AUTHORIZATIONS TABULATION (Insert area requirements from DoDEA Education Facilities Specifications in the format below):**

Area Description	Primary Category Code	SF	SM	Remarks
Learning Impaired Moderate/Severe				



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1. Learning Impaired Moderate/ Severe	Insert Service Code for School Here	1,800	167	Insert comments on any special requirements/ breakouts
2. OT/PT Laboratory	Insert Service Code for School Here	900	84	Insert comments on any special requirements/ breakouts
3. Learning Setting/Instructional Storage	Insert Service Code for School Here	200	19	Insert comments on any special requirements/ breakouts
4. Restroom, Student - Both Sexes	Insert Service Code for School Here	200	19	Insert comments on any special requirements/ breakouts
<b>Sub-Total</b>		<b>3,100</b>	<b>289</b>	

### Music - ES

1. Music Room	Insert Service Code for School Here	1,250	116	Insert comments on any special requirements/ breakouts
2. Music Storage Room	Insert Service Code for School Here	250	23	Insert comments on any special requirements/ breakouts
<b>Sub-Total</b>		<b>1,500</b>	<b>139</b>	

<b>Total Net SF</b>	Total From All Sub-Totals	Total From All Sub-Totals	
<b>Net To Gross Allowance</b>	XXX	XXX	Use current DoDEA Education Facilities Specification allocation
<b>Total Authorization</b>	XXX	XXX	



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## Planning Charrette (O&M) Instruction

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### 4.0 SCHEMATIC SITE PLAN (Provide a summary narrative of the bulleted topics below)

- General description of the site and the orientation of the facility on the site.
- Indicate concurrence with the installation master plans
- Indicate concurrence with installation environmental requirements
- Include a discussion of all site features and adjacencies
- Include a discussion of vehicular and pedestrian ingress/ egress features and compliance with DoDEA Education Facilities Specifications
- Indicate the installation required standoff distances
- Indicate any construction phasing requirements or temporary facilities locations on the plan
- Indicate the disposition of the existing facilities, are they going to be demolished, retained, or turned over to the installation. Provide a table indicating the disposition of all existing facilities.

#### (Example)

The proposed site for the new Blank School is located on the former housing complex, on the north side of Franklin Boulevard near the Main Gate. The footprint of the new Blank School will occupy the center one-third of the site, with the front of the building facing to the east. The play area will occupy the west portion of the site.

The proposed Blank School is in compliance with the Installation master plan and is appropriately sited in an area zoned for community support functions. The site plan developed for this charrette is compatible with future comprehensive plan capital improvement project concepts adjacent to the school to include future housing development and playing fields.

Parking for staff and visitors is proposed to be at the eastern edge, in the front of the school. The bus loading and unloading area will be located on the northern edge of the site requiring a covered walkway connecting to a main entrance to the school. Two parent drop locations are included, one on the south side of the school, and one for kindergarten students on the southwest side of the school. Both parent drop locations require connectivity to a covered walkway into a primary entrance to the school. Primary access for school buses will be located off Lincoln Boulevard. The entry point for the bus route will be one-way access, 16 feet wide. The road will be controlled with a drop arm or traffic light to slow traffic during peak traffic hours. The bus drop off zone is sized for nine buses and will provide three entry points to the school through covered walkways. The buses will exit the bus drop off zone and continue east and then south on the existing two-way access road back to Lincoln Boulevard avoiding traffic conflicts

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with the staff and visitor parking areas.

The minimum standoff distance from the Elementary School to adjacent roads and parking areas is a minimum of 10 meters (33 feet). There must be a 10 meter unobstructed space around the entire perimeter of the Elementary School for fire access and visibility. Please refer to Section 10 Safety and Security for detailed requirement.

All existing facilities will be demolished with the project:

DISPOSITION OF EXISTING FACILITIES		
Demolition	Retain	Turn Over to Installation
Building # 1598 (45,567 SF)	None	None

### FIGURE 3 SCHEMATIC SITE PLAN (Insert using the following bulleted format requirements below):

- Scale floor plan to print on 11" X 17", Landscape orientation
- Include all buildings and roadways within the immediate vicinity of the school site and label them for orientation
- Include a North Arrow and scale bar.
- Show all critical dimensions to include setbacks from the school to roads, parking and adjacent structures and clearly identify all proposed construction features used as a basis for cost.
- Aerial imagery in the background is preferred but not required

## 5.0 SUPPORTING INFRASTRUCTURE (Provide a summary narrative of the topics below)

### A Site Preparation/Grading

- General description of the site topography including slope and terrain conditions
- Describe any natural or manmade features that will be demolished with the project

#### (Example)

Currently the site elevation drops approximately 11 feet from the west to the east. Sufficient grading will be required to minimize earthwork and may require use of retaining walls.

### B Structural (Loads & Seismic)

- General description of the site geology and soil conditions

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### (Example)

The two-story Elementary School foundation will require additional support (special foundations) due to the poor soil conditions on the installation. Depth and locations will be determined during the design phase based on results of soil investigation and analysis performed at the site of the new Elementary School.

### C Water/Sewer

- General description of the schematic plan to provide potable water and fire suppression to the site to include approximate size of lines and connection distances used as a basis for cost
- General description of the sewer conveyance and approximate size and method of disposal/discharge used as a basis for cost.

### (Example)

An 8-inch water line from the west extends into the site from the water tanks north of Building 490 along the north side of the site and loops south to tie into the water line in Franklin Boulevard. Approximately 250 feet of line are required for the project.

The Elementary School will be serviced by an 8-inch gravity sewer line in Franklin Boulevard that flows west then north along Washington Road, then west along Sanders Road to Lincoln Boulevard. Approximately 270 feet of new 6-inch service lateral with associated cleanouts will be constructed to support the new Elementary School.

### D Electrical

- General description of the electrical service on the installation
- General description of any site related distribution system improvements required
- General description of the anticipated electrical systems directly associated with the facility used as a basis of cost.

### (Example)

Electric service on base is provided from two substations and a combination of overhead and underground distribution circuits. Each substation has two 15/20 megavolt Ampere (MVA) transformers feeding metal clad switchgear with vacuum breakers on the outgoing feeder circuits. The total demand on the base is currently approximately 25 MVA. Anticipated distribution system improvements associated with the site include:

- Approximately 2,575 feet of new duct-bank
- Approximately 2,575 feet of new 3-phase, 15kV cable

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### E Communications

- General description of the communication infrastructure on the installation
- General description of any site related distribution system improvements required
- General description of the anticipated communications infrastructure directly associated with the facility used as a basis of cost.

#### (Example)

Communication infrastructure on base consists of a dedicated duct-bank and manhole system with both copper cable and fiber optic cable distribution. It is anticipated that a 100-pair copper cable and a 12-strand fiber optic cable will be adequate for the Elementary School requirements. It is estimated that approximately 500 feet of new duct-bank and a new communications vault will be constructed to serve the new Elementary School. In addition to the fiber optic connection to the base network, it is anticipated that approximately 2,000 feet of 12-strand fiber optic cable will be installed from the elementary school to the school (in existing duct-bank) to connect to the school system network.

### F Fire Protection

- General description of the emergency vehicle site access and response requirements

#### (Example)

In accordance with DoD Instruction 6055.6, the Elementary School will be serviced by the nearest fire station on the Installation. Responding fire and emergency services vehicles require 33 feet (10 meters) of unobstructed access from all four sides of the facility.

### FIGURE 4 SCHEMATIC SITE UTILITY PLAN (Insert using the following bulleted format requirements below):

- Scale floor plan to print on 11" X 17", Landscape orientation
- Include all buildings and roadways within the immediate vicinity of the school site and label them for orientation
- Include a North Arrow and scale bar.
- Show all existing and proposed utilities to include water, sewer, storm, electric, and communications lines.
- Provide a legend that distinguishes existing from proposed by utilizing a combination of color and line types.

## 6.0 SAFETY/SECURITY

- General description of the safety and security requirements

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- General description of any structural and or supporting infrastructure requirements required for safety and or security used for the basis of cost
- Statement documenting understanding and consensus of the installation anti-terrorism and safety requirements
- Confirm the explosive weight with the Installation Anti-Terrorism Officer and the DoDEA Office of Safety and Security

### **(Example)**

The site is in compliance with all applicable anti-terrorism/force protection (AT/FP) criteria as outlined in Unified Facilities Criteria (UFC) 4-010-01 DoD Minimum Anti-terrorism Standards for Buildings. All roads with adjoining sidewalks within the school campus will have raised curbs inch curbs as a protective and safety measure. It was confirmed with the Installation Antiterrorism office and the DoDEA Office of Safety and Security during the charrette that the site is located within a controlled perimeter, explosive weight and standoff distances in the UFC Table B-1 apply. The minimum standoff distance from the Elementary School to adjacent roads and parking areas is a minimum of 10 meters (33 feet). There must be a 10 meter unobstructed space around the entire perimeter of the Elementary School for fire access and visibility.

## **7.0 DD FORM 1390/1391 (Insert completed template from Appendix 6 and 7)**

Provide a brief explanation establishing the basis of the estimate. The explanation at a minimum should include the primary facility unit cost baseline, the Area Cost Factor (ACF), the inflation (to the mid-point of construction) number used and special cost line items need to be identified. The explanation should also include the methodology for how supporting facilities costs were included and special construction features to be identified.

DoDEA is required to utilize the cost estimate provided by the CAPM. No changes to the cost estimate are authorized without a written justification provided to HQ DoDEA Facilities Branch for approval.

## **APPENDICES**

- **Charrette Agenda**
- **Sign-In Sheets**
- **In-Brief Slides**
- **Out-Brief Slides (With Acceptance Signatures)**
- **Staffing Authorization Document**
- **Unit \$SF/CY Cost Estimate**

## DoDEA Headquarters Facilities Management Guide Planning Charrette (O&M) Instruction

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- [Action Items List](#)
- [Back-up information](#)

**APPENDIX 3**

**SAMPLE PLANNING CHARRETTE CHECKLIST**

# Appendix A

## PLANNING CHARRETTE CHECKLIST

PROJECT TITLE		FY: 20XX	
PROJECT NUMBER	XXXXXXXX	CHARRETTE DATE	Y = Obtained R = Required NA = Not Applicable
<b>1. Area Level Draft DD Form 1391</b>			
<b>2. Design Student Enrollment</b>			
<b>3. Staffing Document</b>			
<b>4. 21C Space Calculator</b>			
<b>5. Existing Facilities</b>			
a. Demolition/Disposal			
b. Required for Swing Space			
<b>6. Primary Facilities</b>			
a. Specialized Construction			
b. AT/FP Structural Requirements			
c. Temporary Facilities			
<b>7. Site/Supporting Facilities</b>			
a. Site Approval			
b. Extensive Cut/Fill			
c. Temporary Facilities			
d. Extensive Electrical Generation/Distribution			
e. Extensive Water Storage/Distribution			
f. Extensive Sanitary Sewer Improvements			
g. Extensive Storm Water Improvements			
h. Extensive Fire Protection Improvements			
<b>8. Fuels</b>			
a. Natural Gas			
b. Propane			
c. Fuel Oil			
d. Storage Tanks			
<b>9. Environmental</b>			
a. Environmental Assessment			
b. Environmental Impact Statement			
c. CATEX			
d. Wetlands or Floodplain Mitigation			
e. Archeological or Historic Site Mitigation			
f. Noise Mitigation			
g. Endangered Habitat or Species Mitigation			
h. Contaminated Soils Mitigation			
<b>10. Document Collection</b>			
a. Installation Master Plan/ Mapping			
b. Site Utilities Drawings/Plans			
c. Applicable As-builts			
d. Photos			
<b>11. Additional</b>			
a.			
b.			
c.			



**APPENDIX 4**

**SAMPLE PLANNING CHARRETTE AGENDA**

**Appendix B  
Sample Planning Charrette Agenda**

**AGENDA**

# Planning Charrette for

---

Date: \_\_\_\_\_

Time: \_\_\_\_\_

All sessions will be held in Building \_\_\_\_\_

**Meeting called by:**

**Type of meeting: Planning Charrette**

**Attendees:**

	<b>Agenda topics</b>	<b>Facilitator</b>
<b>Mon, 1:00 – 4:00</b>	Kickoff/ Review Requirements Analysis Results	
<b>Tue, 8:00 – 11:00</b>	Scope/Project Development	Charrette Team/Master Planning
<b>Tue, 1:00 – 3:00</b>	User Interview	Exec. Officer
<b>Tue, 3:00 – 4:00</b>	Site Visit	
<b>Wed, 8:00 – 11:30</b>	Site Plan/Project Development	Charrette Team
<b>Wed, 1:00 – 1:30</b>	Design Intent	
<b>Wed, 1:30 – 2:30</b>	Sustainability	
<b>Wed, 2:30 – 3:30</b>	Environmental/NEPA Requirements	
<b>Thur, 8:00 – 9:00</b>	Information Systems Requirements	
<b>Thur, 9:15 – 10:00</b>	Antiterrorism Issues	
<b>Thur, 10:00 – 12:00</b>	Utility Requirements	
<b>Thur, 1:30 – 2:00</b>	Fire Protection/Safety	Fire & Police Dept Representatives
<b>Fri, 8:30 – 9:30</b>	Outbrief	All

**Special notes:**

**Kickoff/ Review Requirements Analysis****Results:**

Discuss results of Requirements Analysis and determine impacts to exiting programming plan.

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

Action items:	Person responsible:	Deadline:

**Scope/Project Development:** Evaluate criteria, guidance, and results of Requirements Analysis and develop scope.

Charrette Team/Master Planning

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**User Interview:** Discuss user requirements, project scope, and functional relationship requirements.

Executive Officer

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**Site Visit:** Review proposed site to assist with development of Site Plan

Charrette Team

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**Site Plan/Project:** Development: Begin Site plan development and phasing strategy.

Charrette Team

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**Design Intent** – Discuss design methodologies.

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:




**Sustainability:** Evaluate means to incorporate sustainable measures into the project scope.  
Complete preliminary SpiRiT Rating.

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**Environmental/NEPA Requirements:** Discuss environmental impacts and issues. Determine NEPA and CSC requirements.

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**Information Systems Requirements:** Determine the users information systems requirements.

Project User

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**Antiterrorism Issues:** Evaluate project and determine antiterrorism and physical security requirements.

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

Action items:	Person responsible:	Deadline:



**Fire Protection/Safety:** Discuss fire protection and safety requirements.

Fire & Police Dept  
Representatives

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**Outbrief:** Provide summary briefing of project requirements, issues, and proposed completion schedule.

All

Discussion:

Conclusions:

Action items:

Person responsible:

Deadline:

**Special notes:**

**APPENDIX 5**  
**ACTION ITEMS LIST**





**APPENDIX 6**  
**DD FORM 1390 TEMPLATE**

1. COMPONENT DoDEA		<b>FY 20 <span style="background-color: yellow;">    </span> MILITARY CONSTRUCTION PROGRAM</b>					2. Date <b>INSERT DATE</b> - HQ																																																																																														
3. Installation and Location <b>INSERT INSTALLATION NAME, STATE or COUNTRY</b>			4. COMMAND DoDEA			5. AREA CONSTRUCTION COST INDEX <b>ENTER IN ACF</b>																																																																																															
6. PERSONNEL STRENGTH		PERMANENT			STUDENTS			SUPPORTED			TOTAL																																																																																										
		OFFICER	ENLISTED	CIVILIAN	OFFICER	ENLISTED	CIVILIAN	OFFICER	ENLISTED	CIVILIAN																																																																																											
a. AS OF 30 SEP 20 <span style="background-color: yellow;">    </span>							<b>##</b>				<b>##</b>																																																																																										
b. END FY 2017							<b>##</b>				<b>##</b>																																																																																										
7. INVENTORY DATA (\$000)																																																																																																					
<table border="1"> <tr> <td>TOTAL</td> <td colspan="11" rowspan="7"> <ul style="list-style-type: none"> <li>• <b>This MS Word DD Form 1390 template is required for all DoDEA MILCON projects, no exceptions are allowed.</b></li> <li>• <b>When using this template do not change the margins, borders, font size or type.</b></li> <li>• <b>Do not change, alter, or delete text that is not highlighted in yellow. This text is required and no exceptions are allowed.</b></li> <li>• <b>Do not add \$ signs to any quantity required in the form.</b></li> <li>• <b>Do not start populating this template until you have read Section 6.0 in the DoDEA Facilities Management Guides for Planning Charrettes or Parametric Design Charrettes.</b></li> <li>• <b>QC everything and ensure all quantity totals are accurate and add up when totaled.</b></li> <li>• <b>Delete this text box after reading and understanding the requirements.</b></li> </ul> </td> </tr> <tr><td>INVE</td></tr> <tr><td>AUTH</td></tr> <tr><td>AUTH</td></tr> <tr><td>PLAN</td></tr> <tr><td>REM</td></tr> <tr><td>GRAN</td></tr> <tr> <td>8. PR</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="12">9. FUTURE PROJECTS</td> </tr> <tr> <td colspan="12">a. INCLUDED IN FOLLOWING PROGRAM None</td> </tr> <tr> <td colspan="12">b. PLANNED IN NEXT THREE YEARS None</td> </tr> <tr> <td colspan="12">10. MISSION OR MAJOR FUNCTIONS Military Dependent Education</td> </tr> <tr> <td colspan="12">11. OUTSTANDING POLLUTION AND SAFETY DEFICIENCIES: None</td> </tr> </table>												TOTAL	<ul style="list-style-type: none"> <li>• <b>This MS Word DD Form 1390 template is required for all DoDEA MILCON projects, no exceptions are allowed.</b></li> <li>• <b>When using this template do not change the margins, borders, font size or type.</b></li> <li>• <b>Do not change, alter, or delete text that is not highlighted in yellow. This text is required and no exceptions are allowed.</b></li> <li>• <b>Do not add \$ signs to any quantity required in the form.</b></li> <li>• <b>Do not start populating this template until you have read Section 6.0 in the DoDEA Facilities Management Guides for Planning Charrettes or Parametric Design Charrettes.</b></li> <li>• <b>QC everything and ensure all quantity totals are accurate and add up when totaled.</b></li> <li>• <b>Delete this text box after reading and understanding the requirements.</b></li> </ul>											INVE	AUTH	AUTH	PLAN	REM	GRAN	8. PR												9. FUTURE PROJECTS												a. INCLUDED IN FOLLOWING PROGRAM None												b. PLANNED IN NEXT THREE YEARS None												10. MISSION OR MAJOR FUNCTIONS Military Dependent Education												11. OUTSTANDING POLLUTION AND SAFETY DEFICIENCIES: None											
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17

**APPENDIX 7**  
**DD FORM 1391 TEMPLATE**

1. COMPONENT DoDEA	<b>FY 20 MILITARY CONSTRUCTION PROJECT DATA</b>			2. Date <b>INSERT</b> MONTH/YR HQ
3. INSTALLATION AND LOCATION <b>OFFICIAL INSTALLATION NAME, COUNTRY or STATE</b>		4. PROJECT TITLE: <b>ACTION, NAME OF FACILITY</b>		
<ul style="list-style-type: none"> <li><b>This MS Word DD Form 1391 template is required for all DoDEA MILCON projects, no exceptions are allowed.</b></li> <li><b>When using this template do not change the margins, borders, font size or type.</b></li> <li><b>Do not change, alter, or delete text that is not highlighted in yellow. This text is required and no exceptions are allowed.</b></li> <li><b>Do not add \$ signs to any quantity required in the form.</b></li> <li><b>Do not start populating this template until you have read Section 6.0 in the DoDEA Facilities Management Guides for Planning Charrettes or Parametric Design Charrettes.</b></li> <li><b>QC everything and ensure all quantity totals are accurate and add up when totaled.</b></li> <li><b>Delete this text box after reading and understanding the requirements.</b></li> </ul>				
SITE PREPARATION ROADS, SIDEWALKS AND PARKING SITE IMPROVEMENTS AT/FP DEMOLITION (If Required) LOW IMPACT DEVELOPMENT (Federal Requirement) ENVIRONMENTAL MITIGATION (Includes historic, tree, and wetland mitigation costs ONLY IF REQUIRED)	LS LS LS LS SF LS LS	    <b>00,000</b>   	    <b>000.00</b>   	<b>000</b> <b>000</b> <b>000</b> <b>000</b> <b>000</b> <b>000</b> <b>000</b>
ESTIMATED CONTRACT COST (sum of primary and supporting) CONTINGENCY PERCENT (5%) SUBTOTAL SUPERVISION, INSPECTION & OVERHEAD (5.7% OR 6.5%) DESIGN/BUILD(4% of subtotal IF applicable) ENGINEERING DURING CONSTRUCTION (1%) (of subtotal) TOTAL REQUEST (sum of total contract cost, SIOH and design build)				<b>00,000</b> <b>0,000</b> <b>00,000</b> <b>0,000</b> <b>0,000</b> <b>000</b> <b>00,000</b>
10. DESCRIPTION OF PROPOSED CONSTRUCTION:  Construct a (single or multi-story, elementary, middle, or high) school composed of (foundation type), (frame type), and (exterior materials). Interior construction will consist of (wall materials and must include operable/movable partition walls). Interior spaces include (list interior spaces – neighborhoods, studios, learning hubs, staff collaboration areas, a career technical education lab, computing center, science labs, art room, music suites, OT/PT, a commons area, performance space, information center, a physical education area with gymnasium, food service, administrative offices, guidance counseling center, a special education office, health services area, maintenance support, central storage area, technology service center), and other required areas for a fully functioning (TYPE) school. The project includes site improvements such as (list – examples include – tie to block 9 -signage, fencing, paving, landscaping, covered walkways, exterior lighting, utilities, and playground area). Cafeteria, food service and information center areas were sized for the future (TYPE ES, MS, HS) School population.  The project includes related infrastructure such as (examples: water, sewer, electrical, staff and visitor parking areas,				

1. COMPONENT DoDEA	<b>FY 20</b> MILITARY CONSTRUCTION PROJECT DATA	2. Date INSERT MONTH/YR HQ
3. INSTALLATION AND LOCATION <b>OFFICIAL INSTALLATION NAME, COUNTRY or STATE</b>		4. PROJECT TITLE: <b>ACTION, NAME OF FACILITY</b>
<ul style="list-style-type: none"> <li><b>This MS Word DD Form 1391 template is required for all DoDEA MILCON projects, no exceptions are allowed.</b></li> <li><b>When using this template do not change the margins, borders, font size or type.</b></li> <li><b>Do not change, alter, or delete text that is not highlighted in yellow. This text is required and no exceptions are allowed.</b></li> <li><b>Do not add \$ signs to any quantity required in the form.</b></li> <li><b>Do not start populating this template until you have read Section 6.0 in the DoDEA Facilities Management Guides for Planning Charrettes or Parametric Design Charrettes.</b></li> <li><b>QC everything and ensure all quantity totals are accurate and add up when totaled.</b></li> <li><b>Delete this text box after reading and understanding the requirements.</b></li> </ul>		
<p>Facilities will be designed in accordance with DoDEA Education Facilities Specifications, Americans with Disabilities Act (ADA) Accessibility Guidelines/Architectural Barriers Act (ABA), National Fire Protection Association (NFPA) Life Safety Code, <b>(Include applicable Host Nation standards if required)</b>, Standards of Seismic Safety for Federally Owned Buildings, and energy and water conservation standards.</p> <p>Air Conditioning Load: <b>000</b> Tons</p>		
<p>11. REQUIREMENT: <b>00,000 SF (From PFD)</b> ADQT: <b>00,000 SF</b> SUBSTD: <b>00,000 SF</b></p> <p><u>PROJECT:</u> Replace the existing <b>(school type ES, MS, HS)</b> facility by constructing a new <b>(school type)</b> facility.</p> <p>This project constructs a new <b>(school type or building type)</b>.</p> <p><u>REQUIREMENT:</u></p> <p>The new school is required to provide adequate academic facilities for <b>(000)</b> students in grades <b>(enter in grade levels)</b>. School population based on <b>(20XX)(Year should be the year of occupancy)</b> school year.</p> <p>Admin facility (Area office, DSO)<b>(Only include if project is for a DSO)</b> An adequate and efficiently configured facility is required to provide administrative support for <b>(number of schools), (# of teachers) (# of students/parents)</b>. The <b>(organization)</b> provides <b>(enter in mission of the organization)</b>.</p> <p><u>CURRENT SITUATION:</u></p> <p>The current <b>(list school name)</b> is a <b>00,000</b> SF facility that was originally constructed in 19<b>XX</b>. <b>List any major additions and or alterations since the original construction and the year added</b>. The school has a facility condition rating of <b>Q-X (insert poor or failing based upon rating)</b> quality condition rating; it is more economical to replace than to repair. The facility does not meet the DoDEA's Education Facilities Specifications to include <b>(list curriculum areas or supporting functions such as parking that are deficient and rationale)</b>. The facility does not meet current <b>(insert AT/FP, ADA, NFPA as applicable)</b> and does not meet current federal energy and sustainability mandates.</p>		

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requirements; therefore, no economic analysis was needed or performed.		
For non-school projects (see DoDEA Facilities Management Guide for detailed instructions) Delete this section if the project is for a school:		
a. Status Quo		
b. Renovation/Modernization		
c. Lease		
d. New Construction		
f. Analysis/Results		
<u>JOINT USE CERTIFICATION:</u>		
This facility can be used by other components on an “as available” basis; however, the scope of the project is based on DoDEA requirements.		
DoDEA POC (571) 372-1405		
12. Supplemental Data:		
Site Approval: Yes <input checked="" type="checkbox"/> Obtained Date: (List the Month and Year)		
No <input type="checkbox"/> Expected Date: (If no list the Month and Year anticipated)		
Issues: (state no issue or BRIEFLY explain the issue below)		
a. DDESAB, AICUZ, Airfield, EMR, or wetlands		
b. Endangered species/sensitive habitat		
c. Air quality		
d. Cultural/archeological resources		
e. Clearing of trees		
f. Known contamination at selected site		
g. Operational problems		

1. COMPONENT DoDEA	<b>FY 20 MILITARY CONSTRUCTION PROJECT DATA</b>	2. Date <b>INSERT</b> <b>MONTH/YR</b> HQ																										
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<p>b. Hazardous Waste – <b>Y or N</b></p> <p>c. Contaminated soil/water – <b>Y or N</b></p> <p>d. Other – <b>Y or N</b></p>																												
<p>A. Design Data (Estimated):</p> <p>(1) Status:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(a) Design Start Date</td> <td style="text-align: right;"><b>Abbreviated</b></td> </tr> <tr> <td>(b) Parametric Cost Estimate Used to Develop Costs</td> <td style="text-align: right;"><b>(YES if Code 3 complete)</b></td> </tr> <tr> <td>(c) Percent of Design Completed as of 1 Jan 201_</td> <td style="text-align: right;"><b>15% if Code 3 complete or 5% if only a Code 0 complete</b></td> </tr> <tr> <td>(d) Expected 35% Design Date</td> <td style="text-align: right;"><b>Abbreviated</b></td> </tr> <tr> <td>(e) 100% Design Completion Date</td> <td style="text-align: right;"><b>Abbreviated</b></td> </tr> <tr> <td>(f) Type of Design Contract:</td> <td style="text-align: right;">Design/Bid/Build</td> </tr> </table> <p>(2) Basis:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(a) Standard or Definitive Design - (YES/NO)</td> <td style="text-align: right;">NO</td> </tr> <tr> <td>(b) Date Design was Most Recently Used</td> <td style="text-align: right;">N/A</td> </tr> </table> <p>(3) Total Design Cost (c)=(a)+(b) OR (d)+(e):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(a) Production of Plans and Specifications</td> <td></td> </tr> <tr> <td>(b) All Other Design Costs</td> <td></td> </tr> <tr> <td>(c) Total Design Cost <b>(10% of the PA)</b></td> <td style="text-align: right;"><b>0,000</b></td> </tr> <tr> <td>(d) Contract <b>(60% of the 10% in line c)</b></td> <td style="text-align: right;"><b>0,000</b></td> </tr> <tr> <td>(e) In-house <b>(40% of the 10% in line c)</b></td> <td style="text-align: right;"><b>0,000</b></td> </tr> </table> <p>(4) Construction Contract Award Date <b>Abbreviated MO/YR</b></p> <p>(5) Construction Start Date <b>Abbreviated MO/YR</b></p> <p>(6) Construction Completion Date <b>Abbreviated MO/YR</b></p>			(a) Design Start Date	<b>Abbreviated</b>	(b) Parametric Cost Estimate Used to Develop Costs	<b>(YES if Code 3 complete)</b>	(c) Percent of Design Completed as of 1 Jan 201_	<b>15% if Code 3 complete or 5% if only a Code 0 complete</b>	(d) Expected 35% Design Date	<b>Abbreviated</b>	(e) 100% Design Completion Date	<b>Abbreviated</b>	(f) Type of Design Contract:	Design/Bid/Build	(a) Standard or Definitive Design - (YES/NO)	NO	(b) Date Design was Most Recently Used	N/A	(a) Production of Plans and Specifications		(b) All Other Design Costs		(c) Total Design Cost <b>(10% of the PA)</b>	<b>0,000</b>	(d) Contract <b>(60% of the 10% in line c)</b>	<b>0,000</b>	(e) In-house <b>(40% of the 10% in line c)</b>	<b>0,000</b>
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(c) Total Design Cost <b>(10% of the PA)</b>	<b>0,000</b>																											
(d) Contract <b>(60% of the 10% in line c)</b>	<b>0,000</b>																											
(e) In-house <b>(40% of the 10% in line c)</b>	<b>0,000</b>																											



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3. INSTALLATION AND LOCATION <b>OFFICIAL INSTALLATION NAME, COUNTRY or STATE</b>		4. PROJECT TITLE: <b>ACTION, NAME OF FACILITY</b>
<ul style="list-style-type: none"> <li>• <b>This MS Word DD Form 1391 template is required for all DoDEA MILCON projects, no exceptions are allowed.</b></li> <li>• <b>When using this template do not change the margins, borders, font size or type.</b></li> <li>• <b>Do not change, alter, or delete text that is not highlighted in yellow. This text is required and no exceptions are allowed.</b></li> <li>• <b>Do not add \$ signs to any quantity required in the form.</b></li> <li>• <b>Do not start populating this template until you have read Section 6.0 in the DoDEA Facilities Management Guides for Planning Charrettes or Parametric Design Charrettes.</b></li> <li>• <b>QC everything and ensure all quantity totals are accurate and add up when totaled.</b></li> <li>• <b>Delete this text box after reading and understanding the requirements.</b></li> </ul>		
<input type="checkbox"/> 1. Code 6 Charrette Report (If completed) <input checked="" type="checkbox"/> 2. Code 3 Charrette Report (If completed)		

**APPENDIX 8**  
**SITE PLANNING CHECKLIST**

## DoDEA Site Planning Checklist

---

PROJECT TITLE:

FISCAL YEAR:

PROJECT NUMBER:

---

### Site Overview

The Installation has provided an approved site.

The adjacent site's current and proposed uses are compatible with a School.

Describe the adjacent site uses, both existing and proposed uses from the Installation Master Plan.

The site size is adequate to accommodate school buildings, support buildings, parking, bus loading, internal circulation, athletic fields, play areas and AT/FP standoffs.

The Design Basis Threat (DBT) (Explosive Weight) and setbacks have been determined.

The site is outside of explosive safety clear zones and is clear of any UXO.

---

### Site Infrastructure

The Site has direct access to installation roadways.

If the site does not have direct access, how far is the nearest roadway connection?

The site located in a high traffic area (i.e Exchange, Commissary etc).

The Site has direct access to installation sidewalks and bike paths.

If the site does not have direct access far is the nearest connection?

The Site has available and adequate access to utilities.

If the site does not have access to utilities, how far is the nearest connection?

---

## Environmental

The site is not an Installation Restoration Program (IRP) site.

There are no endangered species on site.

There are no critical habitats on site.

There are no historical, cultural or archeological resources.

The site is not on a floodplain or a wetland.

The site has suitable soil and topographic conditions.

**APPENDIX 9**

**PLANNING CHARRETTE SIGN OFF TEMPLATE**

## Planning Charrette Validation Form

### Project Data

Project Number:	
Project Title:	
Installation:	
Dates of the Charrette:	

### Planning Charrette Team Members – Approval and Concurrence:

<b>Title/Organization</b>	<b>Printed Name</b>	<b>Phone/Email</b>	<b>Signature</b>
Installation Commander			
District Superintendent			
Master Planner			
Environmental Officer			
Anti-Terrorism Officer			
Engineering/Public Works			
Information Systems			
Construction Agent PM			
Design Center PM			
DoDEA Area Office PM			

**APPENDIX 10**

**O&M APPROPRIATED EQUIPMENT ESTIMATING  
SHEET**

DoDEA Equipment Appropriations

Only Enter in fields in Yellow

PROJECT TITLE	
FISCAL YEAR	
PROJECTED ENROLLMENT	0
SCHOOL CONFIGURATION (based on the highest grade)	Middle School

PROGRAM AREA	Value
<b>IT</b>	
Network Equipment	\$ 350,000.00
PC Hardware	\$ -
Bandwidth Start Up	\$ 30,000.00
Bandwidth First Year	\$ 240,000.00
Printers	\$ -
Software	\$ -
<b>TOTAL</b>	<b>\$ 620,000.00</b>
<b>Furnishings</b>	
Furniture/Office Equipment	\$ -
<b>TOTAL</b>	<b>\$ -</b>
<b>Kitchen</b>	
Durables	\$ -
Equipment	\$ -
<b>TOTAL</b>	<b>\$ -</b>
<b>Education Supplies</b>	
Education Equipment	\$ -
Text Books	\$ -
Band Equipment	\$ -
Information Center	\$ -
Supplies and Materials	\$ -
<b>TOTAL</b>	<b>\$ -</b>
<b>Safety Equipment</b>	\$ 5,000.00
<b>Security Equipment</b>	\$ -