

Regulation
No. 1110-2-1

21 July 1994

Engineering and Design
DESIGN REQUESTS FOR
OPERATIONAL PROJECTS AND FACILITIES

1. Purpose. To establish basic procedures for requesting and coordinating design work for O&M funded projects.
2. Applicability. This office memorandum applies to all organizational elements of the Little Rock District.
3. Related References.
 - a. Office Memorandum No. 1110-1-5 Engineering and Design.
 - b. ER 10-1-3 Organizations and Functions, Divisions and Districts.
 - c. ER 415-1-11 Biddability, Constructibility, Operability.
4. Responsibilities.
 - a. The Chief, Construction-Operations Division (Con-Ops), is the approval authority for all design requests for O&M funded projects in the Little Rock District. The Chief, Con-Ops, must approve all design requests prior to being submitted to Chief, Engineering Division.
 - b. The Assistant Chief for Operations, Con-Ops, is the final reviewer/endorser for all design requests before being submitted to the Chief, Con-Ops, for approval. The Assistant Chief for Operations will assign the Con-Ops Point of Contact (POC) (item 4.b. of the design request), review and recommend approval/disapproval for all design requests and represent Con-Ops at the monthly review meeting.
 - c. The Resident Engineers/Managers are responsible for submitting design requests (SWL 414-R FL) for work items that will be funded from field work allowances, performed by hired labor, or designed "for the shelf." They will also assign Resident Office POC, resolve design problems, review plans and specifications and submit consolidated comments.
 - d. The District Office Branch Chiefs are responsible for submitting all design requests for items funded from Con-Ops work allowance that originate within their branch.

e. Con-Ops POC is responsible for being Construction-Operations District Office representative for the request; coordinating changes in the scope of work; reviewing the request for content, authorizations, and staffing; completing paragraph 4.b. of the request and adding additional comments, if needed; endorsing the request for approval of the Chief, Con-Ops; coordinating any comments or changes to the design request with the originator; and attending monthly review meetings. The Con-Ops POC will be a representative from Navigation and Maintenance Branch for all design requests related to bank stabilization and operation and maintenance programs; Hydropower Branch for all design requests related to powerplants; and Natural Resources Management Branch for all design requests related to "Special Recreation Use Fee (SRUF)" funds.

f. Resident Office POC is responsible for being the Resident Office representative for the request; the liaison between the Resident Office and District Office; completing the design request for the Resident Engineer/Manager to submit.

g. Chief, Office Operations Branch, is responsible for final funding verification for all design requests.

h. Chief, Quality Assurance Section, is responsible for distributing plans and specifications within the District Office for review; coordinating review comments with the civil works project manager; and reviewing and distributing the annotated review comments.

i. Engineering Division Civil Works Project Managers are responsible for coordinating the design request and design schedule with the technical manager and/or design engineer; preparing and distributing a design schedule; monitoring the status of the design of the project; coordinating changes in the scope of work with the Con-Ops POC; and coordinating design problems with the Resident Office POC.

5. Procedures. The procedures given below will be the standard procedure for requesting and coordinating design work. The scope of work for all requests shall be clearly stated. All requests shall be identified as either Funds Available, For the Shelf or Hired Labor. "For the Shelf" plans and specifications will be for work that is not funded.

a. Submitting: A request for design shall be submitted on form SWL 414-R FL, Appendix 1. The form shall be submitted by a Resident Engineer/Manager or District Office Branch Chief.

b. Routing: The originating office shall route design requests through the Chief, Con-Ops Division, to the civil works project manager. A copy of each approved design request shall be provided to the appropriate Resident Engineer/Manager; Chief, Quality Assurance Section; and Chief, Office Operations Branch. A copy of any design request related to bank stabilization shall be sent to Chief, Real Estate Division.

c. Pre-design meeting: A pre-design meeting may be requested in the design request. The civil works project manager shall coordinate and hold the meeting with the designer, Con-Ops POC, and design request originator.

d. Schedule: The civil works project manager shall develop a design schedule for each item being designed after the pre-design meeting and/or site visit and route it for approval. The approved design schedule shall be distributed to Chief, Con-Ops Division; Chief, Office Operations Branch; Chief, Contracting Division; Chief, Engineering Division; Chief, Safety Office; Chief, Office of Counsel; Chief, Quality Assurance Section; Con-Ops POC; Resident Engineer/Manager; and Resident Office POC. Any changes that effect the "Desired Advertising Date" listed on the design request and/or changes in the schedule shall be coordinated through Con-Ops POC to Resident Office POC, Technical Manager, Design Engineer, and Specification Unit.

e. Tracking: The civil works project manager shall monitor the status of the design of the project and coordinate the status and all changes with the Con-Ops POC. Monthly review meetings shall be held to discuss the status of all projects being designed. The Con-Ops POC or a representative will attend the meetings. The Resident Engineer/Manager will be informed on the current status of their projects.

f. Field trips: Field trips conducted during the design phase to investigate the work shall be coordinated with the Con-Ops POC and the Resident Office POC.

g. Design Ready to Advertise:

(1) Purchase Orders: Completed plans and specifications for purchase order contracts shall be routed through the Chief, Con-Ops, to the Resident Engineer/Manager. The Resident Engineer/Manager will submit the plans and specifications with requisition form DA 3953.

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(2) Formal Contracts: Engineering Division will prepare the requisition form DA 3953 for formal contracts. The completed plans, specifications and requisition form DA 3953 will be submitted by the civil works project manager.

FOR THE DISTRICT ENGINEER:



R. E. Rogers
Corps of Engineers
Acting Deputy District
Engineer

APP
Appendix A, Design
Request Form

DISTRIBUTION:

All Division Chiefs
All Resident Engineers/Managers
Chief, Office Operations Branch
Chief, Natural Resources Management Branch
Chief, Hydropower Branch
Chief, Quality Assurance Section
Chief, Design Branch
Chief, Engineering Management Branch
Chief, Geotechnical Branch
CESWL-IM-PP, Attn: Dee Albraella (Original & 2 copies)
CESWL-IM-PP, Attn: Judy Bullwinkle

CESWL-_____ DATE: _____
Request initiated by _____, Ext _____

MEMORANDUM THRU Chief, Construction-Operations Division
Chief, Engineering Division

FOR Civil Works Project Manager, _____

SUBJECT: DESIGN REQUEST - Project: _____
Project Title: _____

Reference SWLR 1110-2-1

1. Project Location: _____

2. Funding information: Total Estimated Cost: \$ _____
Type of Funding (Circle One): SRUF, O&M, Other _____

(Mark One)

- a. Funds available.
 - Amount available \$ _____ FY _____
 - \$ _____ FY _____
 - TOTAL - \$ _____
 - Source of Funds: (Mark One)
 - Field Work Allowance
 - Con-Ops Work Allowance

b. Hired Labor.

c. For The Shelf.
Fiscal Year When Funds Will Be Available - FY _____

3. a. Desired Advertising Date: _____
b. Estimated Construction Time: (No. Of Days) _____

4. a. Resident Office POC: _____, Ext _____
b. Con-Ops POC: _____, Ext _____

5. Scope of Work: _____

6. Will this project require any unusual construction features?
_____ If yes, please explain. _____

7. Please indicate the utilities available:
Water _____, Sanitary Sewer _____, Gas _____, Electricity _____

8. List any known government-furnished supplies and/or
equipment. _____

9. Special design for individuals with disabilities requested? _____
If yes, please explain. _____

SUBJECT: Design Request - Project Title: _____

10. Will this project require coordination with any other project currently being designed? _____ If yes, please specify.

11. Will a disposal and/or borrow site be furnished by the government? _____ If yes, please give the approximate location/s.

12. Describe any demolition work required (include any known hazardous materials involved) and any known items involved in the demolition work which will be retained by the government. _____

13. Remarks/Comments. _____

Signature

Submitting Official

Title

14. Recommend Approval: _____ Asst. Chief for Operations

15. Approval:

KEITH THONEN, P.E.
Chief, Construction-
Operations Division

CF:
Res Engr/Mgr _____
Chief, Quality Assurance Section
Chief, Office Operations Branch