

TABLE OF CONTENTS

<u>CHAPTER</u>	<u>SUBJECT</u>	<u>PAGE</u>
I	GENERAL INFORMATION	
	1.0 Objective of Guide	I-1
	2.0 Coordination with the COE	I-1
	3.0 Predesign Conference	I-2
	4.0 Prenegotiation Conference	I-2
	5.0 Negotiation Conference	I-2
	6.0 Criteria	I-3
	6.1 Functional Criteria	I-3
	6.2 Technical Criteria	I-3
	6.3 Informational Material	I-3
	7.0 Trade Names and Proprietary Items	I-3
	8.0 Design Excellence	I-3
	8.1 Things to Consider	I-3
	9.0 Environmental Considerations	I-4
	10.0 Design Quality Control	I-4
	10.1 Purpose	I-4
	10.2 Design Quality Control Plan	I-4
	11.0 Conduct of Work	I-6
	12.0 Review Process	I-6
	12.1 Automated Review Management System (ARMS)	I-6
	12.2 Review Comments	I-7
	13.0 Value Engineering	I-8
	14.0 Site Visits	I-8
	15.0 Contract Payments	I-9
	16.0 Responsibility After Design Completion	I-9
	17.0 Electronic Bulletin Board	I-9
	Figure 1 - Typical Project Milestones	
	Figure 2 - Typical Project Documents	
	Prepared by A-E	
II	PRESENTATION OF DATA	
	1.0 General	II-1
	2.0 Drawings	II-1
	2.1 Drawing Media	II-1
	2.2 Drawing Preparation	II-2
	2.2.1. Unacceptable Processes and Techniques	II-2
	2.2.2. Numbering of Drawings	II-2
	2.2.3. Signature	II-3
	2.2.4. Orientation	II-3
	2.2.5. Cross-References	II-3
	2.2.6. "Keyed" Notes	II-3
	2.2.7. Scales	II-3
	2.2.8. Legends	II-5
	2.2.9. Abbreviations	II-5

CHAPTER

SUBJECT

PAGE

2.2.10. Schedules	II-5
2.2.11. Room Numbering	II-6
2.2.12. Key Plans	II-6
2.3 General Information Sheets (G-1, G-2, etc.)	II-6
2.3.1. Schedule of Drawings	II-6
2.3.2. Vicinity Map	II-6
2.3.3. Location Map	II-7
2.4 Revisions to Drawings After Project has Advertised for Construction	II-7
2.5 Definitive, Standard and Site Adaptive Drawings	II-8
3.0 Specifications	II-9
4.0 Cost Estimate	II-10
5.0 Design Analysis - Content	II-10
6.0 Design Analysis - Preparation and Assembly	II-12
Figure 3 - Typical Drawing Set	
Figure 4 - Typical Design Analysis Assembly	

III

SUBMITTAL REQUIREMENTS

Section 1 - Concept Design

1.0 Concept Design Submittal	III-1
1.1 Objective	III-1
1.2 Design Analysis - General	III-1
1.2.1 Project Description	III-1
1.2.2 Economic Summary	III-2
1.2.3 Energy Conservation	III-2
1.2.4 Asbestos Removal	III-2
1.3 Drawings-General Requirements	III-3
1.4 Civil Design	III-3
1.4.1 Design Analysis - Narrative/Calculations	III-3
1.4.2 Drawings	III-6
1.5 Landscaping Design	III-6
1.5.1 Design Analysis - Narrative/Calculations	III-6
1.5.2 Drawings	III-6
1.6 Architectural Design	III-7
1.6.1 Design Analysis - Narrative/Calculations	III-7
1.6.2 Drawings	III-9
1.7 Structural Design	III-10
1.7.1 Design Analysis - Narrative/Calculations	III-10
1.7.2 Drawings	III-12

CHAPTERSUBJECTPAGE

1.8 Mechanical Design	III-12
1.8.1 Design Analysis - Narrative/Calculations	III-12
1.8.2 Drawings	III-15
1.9 Electrical Design	III-16
1.9.1 Design Analysis - Narrative/Calculations	III-16
1.9.2 Drawings	III-18
Section 2 - Preliminary Design	
2.0 Preliminary Design Submittal	III-20
2.1 Objective	III-20
2.2 Design Analysis - General Requirements	III-20
2.3 Civil Design	III-21
2.3.1. Design Analysis - Narrative/Calculations	III-21
2.3.2. Drawings	III-27
2.4 Landscaping Design	III-29
2.4.1. Design Analysis - Narrative	III-29
2.4.2. Design Analysis - Calculations	III-29
2.4.3. Drawings	III-29
2.5 Architectural Design	III-29
2.5.1. Design Analysis - Narrative	III-29
2.5.2 Design Analysis - Calculations	III-32
2.5.3. Drawings	III-32
2.6 Structural Design	III-32
2.6.1. Design Analysis - Narrative	III-32
2.6.2. Design Analysis - Calculations	III-32
2.6.3. Drawings	III-32
2.7 Mechanical Design	III-33
2.7.1. Design Analysis - Narrative	III-33
2.7.2. Design Analysis - Calculations	III-33
2.7.3. Drawings	III-33
2.8 Electrical Design	III-34
2.8.1. Design Analysis - Narrative	III-34
2.8.2. Design Analysis - Calculations	III-36
2.8.3. Drawings	III-36
Section 3 - Final Design	
3.0 Final Design Submittal	III-38
3.1 Objective	III-38
3.2 Changes to Basic Design	III-38
3.3 Design Analysis - General Requirements	III-38
3.4 Drawings - General Requirements	III-39
3.5 Civil Design	III-39
3.5.1. Design Analysis - Narrative	III-39
3.5.2. Design Analysis - Calculations	III-39
3.5.3. Drawings	III-39

CHAPTERSUBJECTPAGE

3.6	Landscaping Design	III-39
3.6.1.	Design Analysis - Narrative	III-39
3.6.2.	Design Analysis - Calculations	III-39
3.6.3.	Drawings	III-39
3.7	Architectural Design	III-41
3.7.1.	Design Analysis - Narrative	III-41
3.7.2.	Design Analysis - Calculations	III-41
3.7.3.	Drawings	III-41
3.8	Structural Design	III-41
3.8.1.	Design Analysis - Narrative	III-41
3.8.2.	Design Analysis - Calculations	III-41
3.8.3.	Drawings	III-42
3.9	Mechanical Design	III-43
3.9.1.	Design Analysis - Narrative	III-43
3.9.2.	Design Analysis - Calculations	III-43
3.9.3.	Drawings	III-43
3.10	Electrical Design	III-46
3.10.1.	Design Analysis - Narrative	III-46
3.10.2.	Design Analysis - Calculations	III-46
3.10.3.	Drawings	III-47

IV

REFERENCE PLATES

- #1 Title Block (Cover Sheet Only)
- #2 Title Block
- #3 Title Block (COE Prepared Topo.
or Log of Borings Drawings)
- #4 Title Block (Site Adaptation -
Cover Sheet)
- #5 Title Block (Site Adaptation -
Other than Cover Sheet)
- #6 Schedule of Drawings
- #7 Graphic Scales
- #8 Door Schedule
- #9 Window Types
- #10 Finish Schedule, Finish Legend and
Color Scheme Instructions
- #11 Sample Schedule for Plate #10
- #12 Example Floor Plan for Plate #10
- #13 Sample Exterior Color Schedule
- #14 Sample Vicinity Map
- #15 Sample Location Map
- #16 Handicapped Checklist (Blank)
- #17 Environmental Permit Matrix (Blank)
- #18 Gross Area Takeoff
- #19 Support Document Cover Sheet (Blank)
- #20 Air Force Form 108 - Air Conditioning
Load Estimate
- #21 Life Cycle Cost Summary Form

CHAPTER I
GENERAL INFORMATION

<u>PARAGRAPH</u>	<u>SUBJECT</u>	<u>PAGE</u>
1.0	Objective of Guide	I-1
2.0	Coordination with the COE	I-1
3.0	Predesign Conference	I-2
4.0	Prenegotiation Conference	I-2
5.0	Negotiation Conference	I-2
6.0	Criteria	I-3
7.0	Trade Names and Proprietary Items	I-3
8.0	Design Excellence	I-3
9.0	Environmental Considerations	I-4
10.0	Design Quality Control	I-4
11.0	Conduct of Work	I-6
12.0	Review Process	I-6
13.0	Value Engineering	I-8
14.0	Site Visits	I-8
15.0	Contract Payments	I-9
16.0	Responsibility after Design Completion	I-9
17.0	Electronic Bulletin Board	I-9
Figure 1	Typical Project Milestones	
Figure 2	Typical Project Documents Prepared by A-E	

"Plan and control your progress,
lest you be through before you finish."