

FACILITY SUSTAINMENT, RESTORATION, AND MODERNIZATION (FSRM) PLANNING CHARRETTE REPORT (PCR)

Project Title

XXXX AFB, XX

Project Number

DATE

**UNIT/OFFICE SYMBOL**

Point of Contact:

First Last Name

Phone Number

Email

*EDITING INSTRUCTIONS*

*Red text indicates fill in the blank portions. Delete ALL Italicized text and replace with narrative as appropriate. Italicized text contains notes to the planning team intended to aid the completion and documentation of the planning effort.*

*The PCR’s primary purpose is to clearly identify all the project requirements and associated scope. Address all items and identify any elements that impact cost, functional/operational relationships, maintenance, energy and life cycle costs, utilities, environmental/historical issues, aesthetics and design standards, engineering systems, and other specific items. Validate/draft the 1391 and/or form the basis to adjust the programming document for both cost and scope.*

*Narrative must use clear, concise wording, succinctly stating requirements in active voice. Write in a direct, active voice with simple, concise sentences. Avoid ambiguous, indefinite terms. Use the word “must” only as necessary where criteria is mandatory. “May” and “should” are used to convey a discretionary option or recommendation respectively.*

**1.0 Introduction**

This document provides the Facility Sustainment, Restoration, and Modernization (FSRM) Planning Charrette Report (PCR) for the Project Title at Location.

The primary purpose of the PCR is to validate the project scope, site, and costs and to refine the programming documentation in preparation for possible submission for project approval; DD Form 1391. It also provides the designer a basis for understanding the project requirements and establishes a framework for project execution.

The PCR development was accomplished by insert development organization. Key users included in developing this document included names, functions, organizations.

The project scope and costs are described below and in the Appendix. The draft / revised / approved DD Form 1391 is provided in appendix B.

The following is a summary of the basic project information:

Project Name:

Project Number:

Installation:

Requiring Command:

Host Command:

Fiscal Year (FY) Planned:

Category Code(s):

Proposed Acquisition Method: (DB or DBB)

Status of Design: (A&E acquisition or XX% complete)

Design Agent: (Base or AFCEC or Other)

Construction Agent: (Base or AFCEC or Other)

**2.0 Project Description**

**2.1 General Description**

*Provide a paragraph containing overall project description. Identify any previous efforts to address the requirement including any AE products that were completed.*

*Provide a paragraph containing overall functional description of the facility. Include description of user’s needs and operations. Identify any specific functional relationships critical to the user’s needs. Include a discussion of operational and facility need dates if applicable.*

*Provide a paragraph containing any relevant information about the project site and its surroundings.* See Figure XX, Vicinity Map, for location of the project site. See Figure XX, Project Site Map, which illustrates the project site location and surrounding area.

**2.2 Current Situation**

*Provide a paragraph describing current situation and deficiencies, elaborating on information provided in DD 1391.*

**2.3 Impact if Not Provided**

*Paragraph describing impact if not provided, elaborating on information provided in DD 1391.*

**2.5 Cost Estimate**

*Describe methods used to develop the parametric cost estimate and provide a summary of the results. Per UFC 3-740-05, section 2-4.3, expected accuracy range for parametric level estimates is between -10% to +15%. If the estimate is based on a more accurate method, such as a quantity take off, note so and explain the source documents. Ensure accuracy range is identified so that end users are made aware of the wide fluctuation in cost at the Planning Charrette stage. If a draft or approved 1391 exists, make a comparison to the approved scope, identify any conflicts or recommendations for changes or re-approval. Identify any unfunded costs if requiring design including non-RPIE communications cost, user equipment costs, FF&E, etc. Ensure the following items are addressed either in this section of the report or directly in the cost estimate report:*

* *If estimating software such as PACES is used, ensure the version number of the software and date of the Cost Book are identified. If PACES is used, provide an Assembly Detail Cost Report.*
* *Avoid lump sum (LS) cost items. To the extent possible, indicate quantities such as building sizes, assemblies, pavement area, lengths of utilities, etc.*
* *If work is required to comply with AT/FP requirements, clearly indicate if and how AT/FP related costs have been incorporated into the estimate.*
* *If appreciable costs are anticipated to comply with sustainability requirements, clearly indicate if and how these costs have been incorporated into the estimate. If these costs cannot be directly determined at this level of project definition, a maximum of 2% can be applied per the AF SDD Implementing Guidance Memorandum.*
* *Provide anticipated midpoint of construction and show cost escalation factor applied to the estimate.*
* *If the cost estimate does not include contractor overhead and profit (OH&P) and intent is to apply it on the 1391 Block 9, ensure the cost estimate clearly indicates it is not already included in the estimate itself.*
* *If the cost estimate itself includes marked up costs, such as Contingency and SIOH, ensure they are clearly indicated along with the percentages applied. Ensure these costs are not applied a second time on the DD1391, Block 9.*
* *If deviating from standard subcontractor and GC mark-ups included with estimating software, such as PACES, identify which items were modified and provide reasoning for the deviation.*
* *Provide a list of the parametric inputs used to develop the cost estimate.*

**2.6 Concept Sketches**

*Include description here of sketches that were developed as part of this planning effort and include them in the appendix or after the site map below. Provide 5% level of effort for site plan, relationship/adjacency diagrams, preliminary floor plan, and concept exterior elevations as applicable and include in the appendix. Note any features that are deemed critical by the project stakeholders. Include in the appendix any other viable alternatives considered. All alternatives must solve functional requirements within limits per AFI 32-1084.*

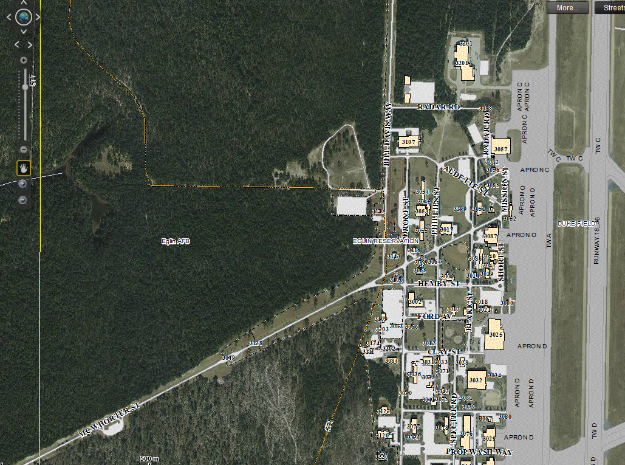
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FIGURE XX: VICINITY MAP



FIGURE XX: PROJECT SITE MAP

**3.0 Scope Analysis**

**3.1 Cost and Scope Thresholds**

| **Item** | **Value** | **Remarks** |
| --- | --- | --- |
| Project Program Amount (PA) | $XX | *Report PA per AFI 32-1032* |
| Maintenance  EEIC 521xx | $XX | *Part of PA falling into this work classification* |
| Repair (Sustainment)  EEIC 524xx | $XX | *Part of PA falling into this work classification/EEIC* |
| Repair (Restoration &  Modernization)  EEIC 522xx | $XX | *Part of PA falling into this work classification/EEIC* |
| Minor Construction  EEIC 529xx | $XX | *Part of PA falling into this work classification* |
| Plant Replacement Value (PRV) | $XX | *Per UFC 3-701-01, paragraph 3-2.2; refer to details in AFI 32-1032 paragraph 3.5.1* |
| PA / PRV ratio | XX% | *Coordinate with AT/FP requirements below in Section 2.5.* |
| Estimated Replacement Cost (ERC) | $XX | *Report ERC as stipulated by AFI 32-1032 paragraph 3.5.1; applies a factor to PRV to account for additional costs of a construction project such as supporting structures and demolition.* |
| PA / ratioERC | XX% | *If required, provide status of the economic analysis. Also ensure coordination with criteria triggers and mandatory scope items below in Section 2.5.* |
| Existing Building Area, Gross | XX SF |  |
| Size of Addition, Gross | XX SF | *If applicable* |
| Addition/Existing Ratio | XX% | *Coordinate with requirements for Fire Protection, Minimum Antiterrorism Standards, and Sustainability below in Section 2.5.* |

**3.2 User and Facility Requirements**

*Complete the table below to clarify requirements and criteria that support the project scope. For any items that are not applicable, do not delete the item but place an “N/A” in the remarks section. The intent of this section is not to design the solution, but to identify major scope items and design inputs in order to build an accurate parametric cost estimate, assist in building a complete statement of work, and reduce future cost/schedule growth. Note that this is not a complete list of requirements and design criteria. These are items which have a larger potential to cause cost/schedule growth during design and execution if not identified early in the project life.*

| **Requirements** | **Remarks** |
| --- | --- |
| **GENERAL** |  |
| As-Built Drawings | *Confirm as-builts exist. Assess accuracy of as-builts (age, number of renovations/alterations, etc.) and state the design scope addressing site investigations to validate existing conditions.* |
| Site Accessibility Concerns | *Describe access requirements if very remote or other limitations on access may impact cost.* |
| Construction Security | *If applicable, outline requirements (escorts, material sources, etc.) here including anticipated cost impact.* |
| Temporary user space | *Discuss the move-out plan and temporary facilities required. Discuss the strategy for design and/or construction of the temporary facility (base internal design, base-executed AE design, design agent executed design, etc.). Address the requirement for temporary trailers, siting, and utilities.* |
| Facility Addition | *Describe scope and funding/programming considerations* |
| Allied Support Requirements | *Coordinate with section “DESIGN AND ACQUISITION OF UNFUNDED REQUIREMENTS.” Describe scope required to accommodate unfunded project requirements.* |
| **SITE, CIVIL, AND GEOTECHNICAL** | *If any civil, geotechnical or environmental scope is required, briefly list here (includes any new foundations or civil paving).* |
| Existing Site Conditions | *Provide a description of current site conditions at the project location* |
| Facility Siting | *If minor construction or an addition, address siting concerns such as traffic, orientation, etc. If facility is near the airfield, identify any pertinent restrictions such as accident potential zones, clear zones, transitional surface, building restriction lines, wingtip clearance, etc.* |
| Removals/Demolition | *Identify any existing facilities or site demolition required as part of the scope. Coordinate with Hazardous Substances section.* |
| Geotechnical Report Required | *If a geotechnical report will be used for the design, indicate whether an investigation is already complete or to be accomplished during design.* |
| Special soil conditions | *Identify any known geotechnical conditions that may affect project cost.* |
| Roads and Drives | *Describe scope if applicable* |
| Vehicle Parking | *Describe scope if applicable* |
| Site Work | *If included, describe scope of requirements. Consider items such as Pavement, Parking, Landscaping, Sidewalks, etc.* |
| Grading & Storm Water | *Identify any known issues and proposed improvements.* |
| **UTILITIES** | *Indicate scope of work for each utility system. If a facility project, identify if repairs are driven by deteriorated condition of the systems themselves, or by increased demand caused by the primary scope. If an infrastructure project, document condition and consider opportunities for more efficient routing. List any available infrastructure studies and attach.* |
| Water Distribution | *Indicate required scope; explain any known deficiencies.* |
| Sanitary Sewer | *Indicate required scope; explain any known deficiencies.* |
| Natural Gas | *Indicate required scope; explain any known deficiencies.* |
| Exterior Electrical | *Indicate required scope; explain any known deficiencies.* |
| Exterior Communications | *Indicate required scope; explain any known deficiencies.* |
| Cathodic Protection | *Indicate required scope; explain any known deficiencies.* |
| **ARCHITECTURAL REQUIREMENTS** | *For projects where no facility work is applicable to the project (horizontal, industrial, or civil projects), indicate N/A. Otherwise, complete all sections.* |
| Air Force Corporate Facility Standards (AFCFS) | *Review AFCFS for applicability to the project scope. http://afcfs.wbdg.org/* |
| Air Force Standard Designs | *Reference SAF/IEE Memo “Policy on use of Air Force Corporate Facilities Standards and Standard Designs” dated 09 May 2016. Although applicable to MILCON consider use of standard designs for major renovations or additions. https://www.wbdg.org/ccb/browse\_cat.php?c=129* |
| Installation Facilities Standards (IFS) | *Identify the standard and describe design requirements that may have a cost impact to facility* |
| Space Requirement Analysis | *If space requirements are driving the project, such as a conversion, mission change, or addition, attach summary of space requirements consistent with AFMAN 32-1084.* |
|  |  |
| Finishes (exterior walls, interior walls, ceilings) | *If significant scope is driven by deficiencies of existing finishes, describe requirements here* |
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|  |  |
| SCIF/VAULT | *If yes, indicate size, type, including open, closed, continuous operation, etc. Include SSO name and contact information in the list of Project Team members.* |
| Sound Attenuation | *Document any special user requirements and consult the latest Air Installations Compatible Use Zones (AICUZ) report; include required STC ratings if known.* |
| Elevators | *Identify elevators in scope of the project. Describe whether a new elevator or repair/replacement of existing is included. If existing, describe deficiencies.* |
| Correction of Architectural Barriers Act (ABA) Deficiencies | *Describe known corrections required in this scope; all renovations modifying architectural layout or bathrooms must include ABA compliant corrections.* |
| State Historical Preservation Office Review | *Indicate the registry (state, national, other) the facility is listed on and a base POC. If known, list any constraints or additional requirements this will put on the project scope.* |
| **STRUCTURAL REQUIREMENTS** | *If anticipated, describe the modifications. Identify and describe any deterioration or distress observed, and attach pictures if available.* |
| Foundation | *Describe scope. Explain any known problems such as (differential) settlement, heaving, etc.* |
| Roof | *Indicate whether greater than 50% of the roofing is being replaced and wind speeds are greater than 115 mph. If so, UFC 3-300-01 adopts IEBC, requiring full structural analysis and retrofit of the roof structure (including deck, deck attachments, and deck support). Advise contacting the AFCEC Reachback Center for confirmation of requirements.* |
| Structure | *See below* |
| - Modification/increase in loads | *Describe modifications such as cranes, additional roof loads, installation of rooftop equipment, new access flooring, large/special user equipment, etc.* |
| - Structural Repairs | *Provide narrative description of distresses or deterioration observed; Attach pictures in appendix, if available.* |
| - Seismic Evaluation Required | *Evaluate triggers for seismic evaluation as mandated by UFC 3-310-04 Seismic Engineering. Triggers vary based on Seismic Design Category and PA/FRC ratio, but may either be not required, required if PA>30% FRC, or required if PA>50% FRC. Contact AFCEC Reachback Center for support in determining Seismic Design Category, if needed.* |
| **MECHANICAL & PLUMBING SYSTEMS** | *Briefly describe scope here. Identify if capacity or systems are being added/upgraded and evaluate the associated work classification to ensure any minor construction is identified.* |
| HVAC system or component modifications | *Describe planned modifications. Coordinate with AT/FP requirements. Validate cost and scope for UFC 4-010-01, Min AT Standards, Standard 18 for all HVAC replacements.* |
| - Unusual ventilation | *Describe user operations/equipment that drive the requirement such as fume hoods, corrosion control hangars, etc. Attach equipment spec sheets if available.* |
| - Special heating/cooling loads | *Describe user operations/equipment that drive the requirement such as lab equipment, refrigeration, etc. Attach equipment spec sheets if available.* |
| - Temp/humidity control | *Describe user operations/equipment that drive the requirement such as lab equipment, production/maintenance processes, etc. Attach equipment spec sheets or process requirements if available.* |
| Plumbing system or component modifications | *If replacing systems, consider sustainability opportunities per the next section. Consider special requirements for industrial and maintenance operations.* |
| **FIRE PROTECTION REQUIREMENTS** | *Include known fire protection systems project scope. Describe existing and proposed fire protection systems in the facility, to include detection and suppression. Consider coordination with any MNS requirements. Use the below criteria to assist in developing the scope.* |
| Category of Work | *Indicate Repair, Renovation, Modification, Reconstruction, or Addition as defined in Chapter 2 and as outlined in Chapter 34 of UFC 3-600-01] Chapter 34. Indicate anticipated project scope impact. Note, all existing facilities must meet NFPA 101 for existing facilities.* |
| Fire Safety Deficiencies (FSDs)  And Corrective Action Plans (CAPs) | *Refer to AFI 32-10141. List and attach all known FSDs & CAPs. Determine what level of analysis is required per attachment 3.* |
| Changes to facility egress | *Identify anticipated changes such as number of exits, changes in corridor geometry, changes in doorway dimensions, etc.* |
| Changes to occupant density | *Identify major changes in room use such as office space to conference room, storage to office, etc.* |
| Facility houses Mission-Support or Mission-Essential Equipment | *Identify whether any facility equipment triggers special fire protection measures for electronic equipment installations as identified in the ETL 01-18.* |
| Hangar | *Identify known fire suppression requirements. Attach Hangar Assessment Report. If deficiencies exist, discuss which COA for repair has been selected.* |
| **ELECTRICAL SYSTEMS** | *Briefly describe here; if not applicable, indicate No and skip to next section.* |
| Primary Power Services | *Indicate adequacy of existing service and any scope required.* |
| Interior Electrical | *Indicate scope of interior work to include panels, receptacles, etc. Identify and atypical requirements and coordinate with list of user equipment.* |
| Lighting | *Indicate scope of work; consider interior and exterior requirements.* |
| Lightning Protection | *Indicate whether a lighting protection system is required, already functioning on the facility, or requires repair/replacement; If a new system is desired, indicate whether a study has been completed.* |
| RPIE Generators | *Refer to AFI 32-1062. Identify type and whether new or replacement. Discuss approval status and attach approval documentation if available.* |
| Special user requirements | *Describe user operations/equipment that drive the requirement. Consider voltage/current of source and the user’s need. Attach equipment spec sheets if available.* |
| **ANTITERRORISM / FORCE PROTECTION** | *Complete this block for all projects, even if scope does not trigger upgrades. Refer to UFC 4-010-01, section 2-4.10*  Current number of occupants: ##  Current occupancy level: Low/ Inhabited/ Primary Gathering/ Billeting/ High Occupancy Family Housing  Planned number of occupants: ##  Planned occupancy level: Low/ Inhabited/ Primary Gathering/ Billeting/ High Occupancy Family Housing |
| UFC 4-010-01 Antiterrorism Minimum Standards; project scope requires full mandatory compliance | *Refer to section 1-8 and 1-9 of the UFC. If yes, identify the trigger for compliance. If no, identify applicable exemption. Common triggers for existing buildings are Major Renovations (PA > 50% PRV), change in occupancy level, or additions greater than 50% of existing area.* |
| - Unique Occupancy Factors | *Include here discussion of any special distribution of occupants that may affect standoff distances. For example: facility is a combined hangar and office with 11 occupants in the office but only 3 in the hangar bay.* |
| - Standoff Distances | *Refer to section B-1.1 of the UFC. Identify construction type, if load-bearing, and distance to controlled perimeter. Describe required minimum distances and any areas of non-compliance. Describe proposed solutions to meet compliance such as road/parking relocation, retrofits, and operational controls if allowed.* |
| - Window or Glazed Door Replacement | *Refer to para 1-8.2.3 of the UFC. Regardless of cost thresholds, all window and glazed door replacements of inhabited buildings must comply with Minimum AT Standards for those systems. Indicate here the total estimated number of windows and doors to be replaced.* |
| - HVAC replacement or upgrade | *Refer to para B-4.1.3 & B-4.3 of the UFC. Regardless of cost thresholds, all major HVAC work must comply with Minimum AT Standards for those systems. Indicate any needed modifications such as air intakes or emergency shutoff.* |
| - Mass Notification System (MNS) | *Refer to section B-4.6 of the UFC. Major renovations of primary gathering, billeting, and High Occupancy Family Housing must include compliant MNS. Identify whether a compliant system exists, whether an existing system must be modified, or whether a new system is to be installed.* |
| Antiterrorism or Force Protection Requirements beyond Minimum AT Standards | *Refer to UFC 4-020-01. Identify any applicable AT or Force protection requirements beyond the AT Minimum Standards. When a planning team has been convened, provide a completed Security Engineering Planning Worksheet or refer to its availability if classified.* |
| **SUSTAINABILTY REQUIREMENTS** | *Complete this section for every project; all projects must be evaluated against both criteria listed below regardless of work class or magnitude of scope. For clarifications, contact AFCEC/CFTP at AFCEC.CF.SustainableRpt@us.af.mil* |
| UFC 1-200-02, HPSB Requirements | Tracking / Reporting/ Third Party Certification Required  *All projects must comply with this UFC, though requirements may be limited depending on the applicable chapters. Identify Chapter 4 requirements per Table 1-1 and include narrative describing determination. For projects that don’t include vertical construction, tracking, reporting and third party certification is not required; however, design and construction must still comply.*  *Provide discussion of anticipated impacts to the project scope. If OCONUS, these requirements are to “the greatest extent practical;” include discussion of extent practical.* |
| Compliance with AF SDD Implementing Guidance Memorandum | *All projects regardless of work class must comply with SDD Implementing Guidance memo, though requirements may be limited depending on the project scope. If OCONUS, these requirements are to “the greatest extent practical;” include discussion of extent practical. For projects that don’t include vertical construction, refer to SDD memo to determine project requirements.* |
| Third-Party Certification | *Note that DoD HPSB requirements have recently changed with an updated version of UFC 1-200-02, dated 1 Dec 16. For USAF, LEED certification is no longer required, however third party validation that the Federal/UFC requirements have been met using either the USGBC or GBI GPC systems is now required IAW Table 1-1.* |
| **ENVIRONMENTAL REQUIREMENTS AND HAZARDOUS SUBSTANCES** |  |
| Environmental Permitting Required | *Indicate type (air quality, water quality, waste water, storm water, solid waste, hazardous waste, etc.) and discuss permitting requirements. Identify OPR for obtaining any permits.* |
| Hazardous Materials Remediation | *If applicable, complete Section 2.4 below and attach any existing reports; otherwise, delete Section 2.4 below. If unknown, determine need and acquisition method for a survey.* |
| Environmental Impact Analysis Process (EIAP) | *If a CATEX applies, identify the CATEX. If not, identify the EIAP process required and current status.* |
| **DESIGN AND ACQUISITION OF UNFUNDED REQUIREMENTS** | *Evaluate user requirements and scope for items that may be considered unfunded costs. Some of the below items could be funded or unfunded depending on specifics. For each item, determine and discuss the design & acquisition plan; (user self-performed, user contracted, or through this construction project’s design/construction agent, etc.). Coordinate with list of user equipment in Section 2.3* |
| Furniture Fixtures and Equipment (FF&E) Acquisition | *Summarize scope and budget for FF&E.* |
| Existing FF&E Reuse | *Address items intended for reuse, need for temporary storage, and move plan.* |
| Non-RPIE Communications Acquisition | *Summarize scope and budget anticipated for all non-RPIE communications equipment (including cabling and termination devices).* |
| Non-RPIE Generators/UPS/other backup power storage or capability | *Describe requirements. If generator is required, review AFI 32-1062 and provide justification that approval is not required.* |
| Raised Access Flooring | *Indicate whether new raised access flooring or replacement of existing. Determine if the type of flooring is RPIE or not.* |
| TEMPEST / HEMP / RF Shielding | *If yes, indicate if existing or new.* |
| Intrusion Detection Systems (IDS) | *Indicate whether the IDS is funded (RPIE, transmits only within the building) or unfunded* |
| Closed Circuit TV | *If yes, indicate if existing or new.* |
| Other User Equipment, Including Special Computer Systems or Support | *Include this statement only if equipment is applicable*. Reference Section 3.1. |
| **AIRFIELDS** |  |
| Existing Structure | *Provide description of existing pavement structure to be repaired. Attach sketch or as-builts if available.* |
| Repair Alternatives | *Refer to AFI 32-1041 to determine the appropriate repair action for each section in the project; e.g. full depth vs. partial depth repair; patching and sealing vs. replacement. Detailed recommendations can be found in the installation’s latest Airfield Pavement Evaluation and Pavement Condition Index (PCI) Reports, located here:* [*https://tyndall.eim.acc.hedc.af.mil/apps/afcec/Pavement%20Reports/default.aspx*](https://tyndall.eim.acc.hedc.af.mil/apps/afcec/Pavement%20Reports/default.aspx) *Provide a map of the airfield sections indicating the proposed repair action for each section. Provide a sketch of the proposed concept cross section that was the basis for the PA. Ensure project documents do not restrict designer to this concept in order to allow further engineering efforts to refine the most life cycle cost effective solution.* |
| Evaluation of Excess Pavement Facilities | *Consider opportunities to demolish pavement facilities that are no longer needed due to past changes in mission; e.g. arm/disarm pads at an installation with no armed aircraft missions. In addition to local operational units, ensure coordination with installation/command community planner and OPLANs to ensure all mission requirements are considered.* |
| Course of Action Analysis | *If proposing maintenance or repair (M&R) actions other than those recommended in the latest PCI Report, or pulling forward future requirements in order to aggregate maintenance and repair actions for reasons such as economy of scale or reduction of operational impacts, provide justification for doing so. The analysis should follow a process similar to that of an Economic Analysis, but is not required to comply with AFI 65-501; show that at least 3 separate courses of action were considered to achieve the project objectives. For instance, if relocating the mission for the repair, compare the cost-benefit relationship of a single mission relocation that results in additional life cycle costs due to performing major M&R on some sections earlier than recommended to the cost-benefit relationship of two separate mission relocations in order to perform the repairs in the separate recommended years. If the repair action is counter to the PCI report recommendations or AFI 32-1041 guidance, provide specific justification for the proposed action; e.g. localized areas of high severity distresses within a section, multiple high severity patches on single slabs, faster deterioration than the report projected, etc.* |
| Lighting and NAVAIDS | *If not an explicit part of scope, will they be disturbed by the planned scope? If also in poor condition, consider adding to scope to gain cost efficiencies and reduce airfield closures. If adding fixtures or circuits, check if lighting vault requires upgrades.* |
| Airfield Waivers | *Refer to UFC 3-260-01. Are there any existing waivers that are impacted by this work? Are there others that are out of initial scope but could be cost effectively added to the project? Note that “grandfathered” deviations/violations may not need to be corrected. If a full replacement, does a survey exist to determine if there are any undocumented grade deviations?* |
| Phasing and Mission Work-Arounds | *Begin coordination with airfield management and determine initial phasing options; evaluate cost and mission impact for each. Chopping a large surface into many small pieces will extend schedule, increase cost, and likely result in a slightly lower quality. Evaluate need for temporary taxiways. Determine if missions will need to be relocated locally or to another airfield.* |
| Staging/Laydown | *Evaluate site for adequate size, power, and water availability. Account for batch plant height and airfield imaginary surfaces.* |
| Base Access | *Evaluate if existing gates can be used or if temporary access will be needed. Begin initial coordination with Security Forces to determine impacts to government manning and project scope to ensure inspection rate will meet material delivery demand, particularly during paving operations.* |
| Design Traffic; Structural and Geometric | *Identify the standard airfield traffic mix per UFC 3-260-02, Chapter 3. If unknown or a custom mix is desired, coordinate with MAJCOM and/or AFIMSC. Determine design aircraft for geometric purposes, which may be different from the traffic used in the structural design.* |
| Tiedowns and Grounding | *Refer to UFC 3-260-01. If needed, review mission aircraft Technical Order to determine number and location.* |
| Problem Soils | *Refer to UFC 3-260-02. Mitigating expansive, collapsing, or quick soils may require treatment/replacement to depth, which could increase cost. Discuss any known issues and historically successful methods of dealing with them.* |
| Frost | *Refer to UFC 3-260-02. Locations with significant frost depth will likely need to account for increased pavement cross section and associated cost. Identify frost depth at project location; use MODBERG values for the specific pavement structure if known.* |
| Inlets, Manholes, and Other Utility Structures | *Refer to UFC 3-260-01. Do structures within project area require replacement to comply with aircraft wheel load requirements?* |
| Storm Water | *If correcting ponding issues, evaluate if a localized problem (grading, undersized culvert, etc.) or if an issue with the full system. Before planning major modifications to the system, evaluate maintenance history; sustainment may be adequate to resolve the issue rather than restoration & modernization. Determine if coordination is needed with off-base entities to resolve the root cause. Consider a full hydrologic analysis prior to entering design if the cause is unknown and solution is not obvious.* |
| OTHER (specify) *Delete line if not used* | *Include here any other special requirements that impact cost or scope of projects.* |

**3.3 User Equipment**

*Delete this section if no user equipment is required. If equipment is required, describe special equipment, associated facility support requirements, and acquisitions source; Government Furnished/Government Installed (GF/GI), Contractor Furnished/Contractor Installed (CF/CI), or GF/CI. Not stating equipment requirements early could impact usable space and result in a design change. If GF or GI, identify the office responsible for the action. If specific requirements are unknown, state so, and give a general idea of what is expected based on work activities planned. Examples of items to include are kitchen, laboratory and special audiovisual requirements, special communication systems, and special computer system requirements. Identify the rooms, spaces or areas impacted. Describe special floor and wall space requirements for the equipment in the remarks column.*

| **Description** | **Quantity** | **Remarks (including supporting utilities, supply source, and acquisition/installation method, i.e. GF/GI, CF/CI, GF/CI, etc.)** |
| --- | --- | --- |
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**3.4 Hazardous Substances**

| **Hazardous Substances** | **Y / N / Unknown** | **Remarks (date of last survey)** |
| --- | --- | --- |
| Asbestos |  |  |
| Lead Based Paint |  |  |
| PCB |  |  |
| Radon |  |  |
| IRP Sites |  |  |
| Toxic industrial waste |  |  |
| Radiological |  |  |
| Heavy Metals |  |  |
| Ozone Depleting Substances (refrigerants) |  |  |
| Medical gases |  |  |
| Other (specify) |  |  |

| **Known Abatement Considerations** | **Y / N / Unknown** | **Remarks** |
| --- | --- | --- |
| Asbestos |  |  |
| Lead Based Paint |  |  |
| PCB |  |  |
| Radon |  |  |
| Hazardous Waste (RCRA) |  |  |
| Heavy Metals |  |  |
| Aqueous Film-Forming Foam (AFFF) |  |  |

**3.5 Approvals/Exemptions/Waivers**

*Briefly describe any deviations from standard policies, such as UFCs and AFIs that will need to be obtained or have already been approved for this project. Identify the OPR to submit the request, the approval authority, and expected timelines. Provide draft justification for the waiver if enough information is available to do so at this level of definition.*

**APPENDICIES**

**List of Participants**

**Updated DD Form 1391 Draft/Revised/Approved**

**Maps/Plats/Utility/Demolition/Site Sketches/Plans**

**Photos**

**Parametric Cost Estimate**

**List of Participants**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Function** | **Organization** | **Name** | **Phone #** | **Email** |
| Project Manger |  |  |  |  |
| MAJCOM POC |  |  |  |  |
| Document Preparer |  |  |  |  |
| Using Agency |  |  |  |  |
| Base Civil Engineer |  |  |  |  |
| Engineering Flight Chief |  |  |  |  |
| Project Programmer |  |  |  |  |
| Utilities POC |  |  |  |  |
| Fire Department POC |  |  |  |  |
| Communications POC |  |  |  |  |
| Ground Safety POC |  |  |  |  |
| Security Forces POC |  |  |  |  |
| Community Planner |  |  |  |  |
| Airfield Operations POC |  |  |  |  |
| AT/FP Officer |  |  |  |  |
| Base Programmer |  |  |  |  |
| Base Environmental |  |  |  |  |
| Other Key Members as Necessary |  |  |  |  |