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| CEMP-EM Engineer Regulation 1110-345-721 | Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000 | ER 1110-345-721 30 November 1983 |
| | Engineering and Design ARCHITECT-ENGINEER SELECTION AND DESIGN PROCEDURES FOR MEDICAL FACILITIES | |
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Engineer Regulation
No. 1110-345-721

30 November 1983

Engineering and Design
ARCHITECT-ENGINEER SELECTION AND DESIGN
PROCEDURES FOR MEDICAL FACILITIES

1. Purpose. This regulation establishes policy and procedures for Architect-Engineer (A-E) firm selection and design procedures for medical facilities. Medical facilities are Category Code 500 and include hospitals, dental and health clinics, and designated special facilities.

2. Applicability. This regulation applies to all HQUSACE/OCE elements and all field operating activities (FOA) having military construction design responsibility.

3. References.

- a. DAR 18-402.
- b. ER 1180-1-1.
- c. ER 1110-345-100.

4. Background.

a. During February 1976, the House Congressional Subcommittee, on Installations and Facilities, directed the Department of Defense (DOD) to undertake a study of the health facilities acquisition process and related regulations, standards, and design criteria. The study entitled, Comparative Health Facility Acquisition Methodology Study (CHFAMS) was completed in August 1977.

b. As a result of the study, on 15 August 1978, the Office, Assistant Secretary of Defense (OASD) directed the Army to establish a centralized Corps of Engineers Medical Facility Design Office (CEMFDO) along the guidelines recommended in CEFAMS, and authorized the immediate implementation of the A-E selection and design procedures, as indicated in Appendix A.

This regulation supersedes ER 1110-345-721, 31 July 1980.

c. During the summer and fall of 1981, a Memorandum of Understanding (MOU) was developed between the Air Force Directorate of Engineering and Services and the Army Directorate of Military Programs (now the Directorate of Engineering and Construction). The MOU established guidelines for the design of Air Force medical projects when the Army is designated design and/or construction agent.

5. Policy. The selection of architect-engineers for medical facility designs will be in accordance with this regulation and ER 1180-1-1, Section 75-200, as applicable. The design of medical facilities will be in accordance with this regulation and ER 1110-345-100, as applicable.

a. The selection of A-Es for medical facility design will be accomplished by a board constituted in HQUSACE. The selection of A-Es for design of small medical facilities may be made by the appropriate FOA, when authorized by the Chief, Engineering Division, Directorate of Engineering and Construction (DAEN-ECE).

b. The Corps of Engineers Medical Facility Design Office is considered to be an extension of a District/Operating Division for medical facilities design management, functional coordination, and medical-technical design. The CEMFDO will be responsible for the accomplishment of work through the approved concept design; will continuously monitor final design services being accomplished by the Districts/Operating Divisions; and will perform limited reviews of this work at appropriate stages in its development. On matters of policy, correspondence will be submitted through the Division. All direction from the CEMFDO to the District which requires management or control, will be submitted through the Division. Information copies of correspondence between the CEMFDO and the District will be provided to the Division. Correspondence with the A-E by the CEMFDO will be coordinated with the District, as normal Contracting Officers Representative (COR) responsibilities are executed.

6. Objectives and Responsibilities. The major objectives and responsibilities involved in the A-E selection and design procedures are identified in Appendix A, which illustrates the activity sequence of the various offices. Appendix B is a graphic description of agency involvement in the acquisition process. The appendixes establish operational guidelines and place an emphasis on collaboration between HQUSACE, Districts, Divisions, and Using Service. Special requirements in the method of A-E selection and the design procedures for medical facilities are as follows: (Item numbers will correspond to those given in Appendix A.)

a. Item 3, Commerce Business Daily (CBD) Advertisement. DAEN-ECE-M will participate in development of the synopsis to assist in defining the project. The CBD announcement will include a requirement for A-Es to submit names and phone numbers of clients as

references on their five most recent medical facility designs. It is expected that a more detailed unified definition of the proposed project and reference requirements in the CBD will result in a wider A-E response and improved selection information.

b. Item 4, Establishment of the Preselection Board. The District/Operating Division will establish an A-E preselection board for each project. The members of the board will be selected from the District/Operating Division and the Using Service. (For Army projects the Using Service is the Office of the Surgeon General (OTSG); for Air Force projects the Using Service is represented by the Air Force Medical Facilities Design Office (AFMFDO) or their designated field office). All coordination with the Using Service or their representative will be accomplished through DAEN-ECE-M. The members of the board will be provided a 10-day notification prior to the convening of an A-E preselection board, except that a 35 day notification will be required for OCONUS preselections.

c. Item 6. Preselection Names. To facilitate an information search and preparation for the selection board, the District/Operating Division will forward the names of the preselected A-Es to DAEN-ECE-M, as soon as possible after the preselection. At least eight, but not more than twelve firms will be preselected except that under no circumstances will firms not considered to be fully qualified be forwarded to the selection board. Release of the names of the preselected firms to the selection board by the Contracting Officer or his authorized representative will constitute authorization for the selection board to list the firms in an order of preference and to forward the ordered slate directly to the approval authority in accordance with DAR 18-402. The minutes of the preselection board (RCS exempt: AR 335-15, paragraph 5-2e(7)), the letter of transmittal to DAEN-ECE-M, the Standard Forms 254 and 255 for each firm, and binders of selection information for each firm will be handcarried to the selection board by the District/Operating Division member. See Appendix C for details of selection information requirements.

d. Item 7, Selection Board. The selection of the A-E firm will be the responsibility of DAEN-ECE-M. The selected A-E firm will be chosen from the preselected list submitted to DAEN-ECE-M by the District/Operating Division, as explained under paragraph 6c. DAEN-ECE-M will propose a selection board for DAEN-ECE approval. The members of the board will be selected from the District/ Operating Division, Using Service, and DAEN-ECE-M. The Chief, CEMFDO is normally designated as Chairman. The District/Operating Division will provide the recording member of the selection board, unless otherwise directed by DAEN-ECE.

e. Item 8, Selection of the A-E. The selection board proceedings will be prepared in accordance with ER 1180-1-1, Section 75-200. Unless otherwise directed by the selection board, a draft of


the proceedings (selection board minutes) will be prepared by the recorder during and immediately following the selection. The draft selection board minutes will be reviewed, revised as necessary, and the final wording approved by the convened board. The approved draft of the selection board minutes and/or the typed copy will be signed by the board members and the recorder and processed for approval

f. Item 10, A-E Prenegotiation Meeting. The A-E prenegotiation meeting will be held at DAEN-ECE-M with participating members from DAEN-ECE-M, the District, the Division, the Using Service and the A-E firm. The principal negotiators from the District/Operating Division and the A-E firm will attend the meeting. The draft Appendix A to the A-E contract will be coordinated by Government personnel, prior to the prenegotiation conference.

g. Item 15, Appointment of the Contracting Officers Representative. The District/Operating Division will be the contracting authority, with all of the administrative and technical responsibilities, except the District/Operating Division will appoint the Chief, DAEN-ECE-M, as the COR. The COR will be granted the authority to coordinate the concept design development, e.g., work directly with the A-E, provide guidance and interpret criteria, as required, conduct concept development reviews, and obtain necessary approvals and correspond with the A-E on matters within the scope of the design contract. If the scope of work changes during the concept design development, DAEN-ECE-M will furnish guidance to the District/Operating Division, as required to implement the modification. The modification will be implemented by the Contracting Officer before the A-E is allowed to proceed with any new work under the modified scope. At designated stages, DAEN-ECE-M will monitor the final design for conformance with the approved concept design and design criteria.

FOR THE COMMANDER:

3 Appendixes
APP A Sequence and
Guideline Matrix
APP B Agency
Involvement
APP C Selection Information
Requirements


PAUL F. KAVANAUGH
Colonel, Corps of Engineers
Chief of Staff

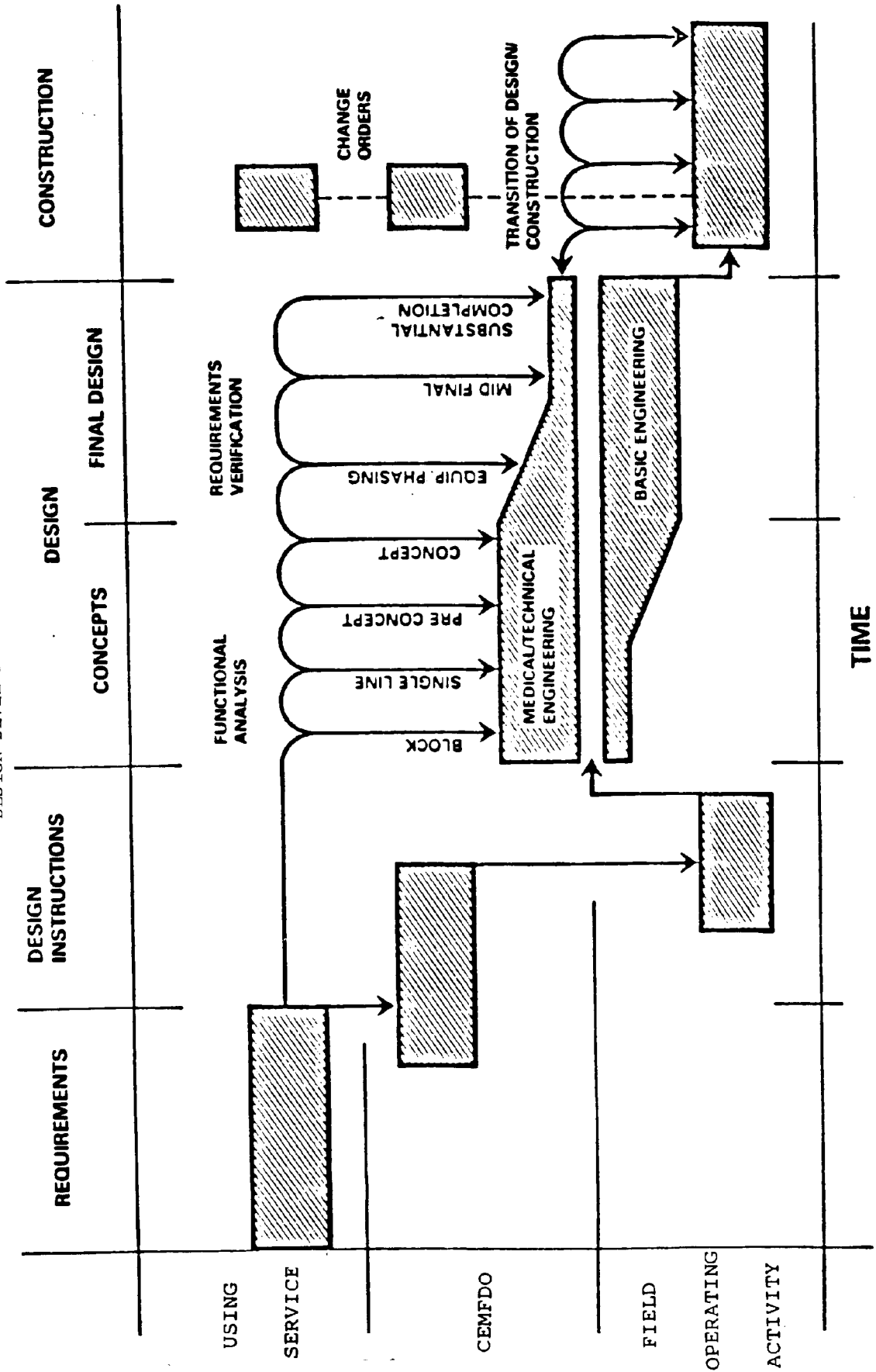
APPENDIX A
ASSIGNED RESPONSIBILITIES AND ACTION SEQUENCE

ER 1110-345-721
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| ACTIVITY | * DISTRICT | † DIVISION | HQUSACE | USER | REMARKS |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--|
| 1. 723a Action (Prev. 612) | | | <input type="radio"/> | | ZCZ-C is action office for Army projects. |
| 2. Appointment of Project Manager for interface with ECE-M. | <input type="radio"/> | | <input type="checkbox"/> | | |
| 3. CBD Advertisement | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> | | ECE-M will assist in defining the project. |
| 4. Establishment of A-E Preselection board. | <input type="radio"/> | | <input type="checkbox"/> | <input type="checkbox"/> | Inform ECE-M of time and place of preselection meeting. ECE-M will arrange optional using service participation. |
| 5. Preselect A-Es. | <input type="radio"/> | | | <input type="checkbox"/> | The preselection criteria will be in accordance with the CBD announcement. The board may include additional supplemental criteria pertinent to the preselection process. |
| 6. Forward names of preselected A-Es to ECE-M. | <input type="radio"/> | <input type="checkbox"/> | | | Forward 8 to 12 A-E names for evaluation and final selection |
| 7. Establish A-E selection board. | <input type="checkbox"/> | | <input type="radio"/> | | ECE-M is action office. |
| 8. Selection of A-E. | <input type="checkbox"/> | | <input type="radio"/> | <input type="checkbox"/> | ECE-M is action office. |
| 9. A-E final selection approval. | | | <input type="radio"/> | | ECE-M will initiate approval. |
| 10. A-E prenegotiation meetings. | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Meetings will be held at HQUSACE and chaired by ECE-M. |
| 11. Request A-E submit cost proposal. | <input type="radio"/> | | | | |
| 12. Audit of A-E cost proposal. | <input type="radio"/> | | | | DCAA performs the audit. |
| 13. A-E negotiation. | <input type="radio"/> | | | | |
| 14. Award of A-E contract. | <input type="radio"/> | | | | |
| 15. Appointment of Contracting Officers Representative. | <input type="radio"/> | | <input type="checkbox"/> | | Appointment of Chief, ECE-M as Contracting Officers Representative. Contract administration remains with the Contracting office. |
| 16. Administration of contract. | <input type="radio"/> | | <input type="checkbox"/> | | |
| 17. Continuous evaluation of A-E performance. | <input type="radio"/> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18. Close out of A-E contract. | <input type="radio"/> | | <input type="checkbox"/> | | |

- * = responsibility similar for an operating division
- † = responsibility will be per ER 1110-345-100, except as modified herein
- = action office
- = participating office

APPENDIX B
AGENCY INVOLVEMENT
DESIGN DEVELOPMENT CHART



APPENDIX C

SELECTION INFORMATION REQUIREMENTS

GENERAL INFORMATION. (One binder for each board member and the recorder)

1. Commerce Business Daily Announcement
2. DD Form 1391
3. Preselection Minutes
4. List of Qualifications and requirements for consideration in selection

FIRM INFORMATION. A section will be included for each A-E firm on the preselection list; firm*s will be presented in alphabetical order. Information required for each firm includes:

1. Standard Form 254 (Architect-Engineer Related Services for Specific Project)
2. Standard Form 255 (Architect-Engineer and Related Services Questionnaire) and A-E Transmittal Letter
3. Design Management Plan
4. A-E performance evaluations on file from previous projects. (Including applicable Architect-Engineer Contract Administration Support System (ACASS) information).
5. Record of District/Operating Division*s check of the A-E*s references (previous clients) stating A-E*s qualifications and performance. A minimum of two (2) independent references will be contacted. Reference checks may be waived by DAEN-ECE-M for smaller projects. The following items should be included in the reference check record:
 - a. What was your involvement in the project?
 - b. Was the design schedule met?
 - c. Was the project kept on budget?
 - d. Was the design completed with a minimum of errors and omissions?
 - e. Is the staff satisfied with the facility?
 - f. What was the major weak point of the A-E on your project?
 - g. What was the major strong point of the A-E on your project?
 - h. Would you hire this A-E again on another similar project?