

## **ENGINEERING CONSIDERATIONS AND INSTRUCTIONS FOR FIELD PERSONNEL**

**1.0 Purpose:** The “Engineering Considerations and Instructions for Field Personnel” provides a standard risk assessment/evaluation tool to reduce risk of cost and time growth during the construction process. It forms an information bridge between designers and construction personnel who administer the contract. High-risk items in the checklist are the result a district cost and time growth evaluation of many projects at several customer locations. The completed evaluation transmits design assumptions and site conditions to construction field personnel who oversee construction progress. The completed checklist shall be reviewed during each project design review meeting, with the intention of reducing the unknown details and reducing construction phase risk. High risk issues should be discussed at the district PRB for senior leadership input.

**2.0 Report Format and Content:** Engineering Considerations and Instructions are a required designer submittal that is required by Engineering Regulations and USACE policy documents for all Design-Build (DB/RFP) packages and Design-Bid-Build (D-B-B) projects. The RFP Preparer or D-B-B Designer of Record (DOR) shall complete all 3 sections of the tool. If an item does not apply to a specific project, then it is annotated as such.

- a. Part 1, requests general project identification information and high risk execution variables.
- b. Part 2A, requests design discipline specific information, data and evaluation.
- c. Part 2B, requests environmental related information, data and evaluation.

**3.0 Final Report Delivery:** The completed report shall be delivered to the PE/A, who will forward the package to the PM as a separate deliverable. The final version with all attachments is delivered to the project Construction Field Engineer. A copy shall also be included as an appendix within the Design Analysis.

**4.0 Attachments:** Supply additional documentation to explain, clarify or resolve annotations and comments. Attach the supplemental info at the end of the Engineering Instructions.

**5.0 Easements, Permits and Fees:** Develop a list of all project specific required easements and permits and reviews and fees. This includes submittals, approvals received or requested, and fee requirements and fees paid. Provide the status of all these requirements such as applications made, approvals received or requested, and fee requirements or fees paid, etc.. This information shall be attached as part of the Engineering Considerations submission.

**6.0 Post-Award Construction Phase Design Services:** Identify the specific designer services recommended during the construction phase. Examples include:

- Shop Drawing Reviews
- Scheduled periodic or as-needed site visits
- Design/Build Design reviews
- Weekly teleconference status discussions
- Partnering sessions
- Etc.