

**Forest Service Handbook  
National Headquarters - Washington Office  
Washington, DC**

**Forest Service Handbook 7309.11 – Buildings and Related Facilities Handbook  
Chapter 30 - Development**

**Amendment:** 7309.11-2004-3

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**Approved by:** Frederick L. Norbury, Associate Deputy Chief, NFS

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**Responsible Staff:**

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**Digest:** Following is an explanation of the changes throughout the directive by section.

**30:** In the introductory paragraph, adds direction to include preliminary planning analysis approval to the facility development process.

**34:** Corrects a cross reference.

**34.11:** Changes the reference from the “Uniform Building Code” to the “International Family of Building and Related Codes.”

**34.14:** Establishes this code and provides direction on space planning offices.

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In relationship to the facility management process (FSM 7311), the scope of this chapter begins with the decision to proceed with the acquisition of a specific project and continues to the occupancy of the facility. The chapter discusses commensurate duties and responsibilities of four potential acquisition possibilities.

Facility development is a logical extension of planning, but the distinction between the two phases is not always apparent. Facility development includes additional finite project planning.

If the time lapse between planning and development is more than 3 years, consider reviewing the planning stage. As needed, update the study data to consider changed or additional needs, new options, changes in benefit/cost computations, and the program responsiveness of alternatives.

A draft preliminary project analysis (PPA) should be prepared prior to beginning development. The facility master plan must be completed and approved in accordance with FSM 7312.1, FSM 1241, and FSH 7309.11 section 22. The PPA should be finalized and approved prior to finalizing contract documents and procurement procedures. A draft project prospectus is a starting point for the designer or leasing officer to refine specific needs. The lease/purchase/construction option survey serves as a rough guide to the availability of facilities and as a starting point for more specific development planning.

## **30.2 - Objective**

To provide guidance and requirements for the development of facilities.

## **31 - Lease**

### **31.04 - Responsibility**

#### **31.04a - Regional Foresters, Station Directors, Area Director, and International Institute of Tropical Forestry (IITF)**

Regional Foresters, Station Directors, Area Director, and the Director of the IITF are responsible for determining local guidelines, practices, and procedures for coordinating the development of leased facilities.

#### **31.04b - Station Directors and Director of International Institute of Tropical Forestry (IITF)**

The Station Directors and Director of IITF are responsible for ensuring that personnel assigned responsibility for engineering activities provide technical expertise for the management and development of leases.

#### **31.04c - Forest Supervisors**

Forest Supervisors are responsible for ensuring that staff officers responsible for engineering activities provide technical expertise for the management and development of leases.

### **31.04d - Leasing Officer**

Leasing Officers are responsible for negotiating leases and the legal aspects of lease development.

#### **31.1 - Coordination for Sites and Facilities**

Development of leased facilities requires the combined expertise of contractual, architectural, safety, and engineering personnel. However, because the facility is not Federal property, the relationship between and the procedures and role of contractual and technical personnel differ from those of a Government-owned and -operated facility.

Facility leases are negotiated contracts. The leasing officer must have considerable contractual and technical information available for analysis.

Contractual requirements and procedures are primary considerations for facility and equipment leasing. The leasing officer has the authority to negotiate the lease and is responsible for leasing development. This is to ensure that the facilities and equipment leased are acquired in accordance with contract law. See FSM 6440, FSH 6409.31, and FSH 6409.12 for a description of the contractual requirements and procedures.

#### **31.2 - Lease Considerations**

Location and program needs significantly influence leasing. Location affects the geographic area considered in the request for proposals. Tightly restricted location criteria may materially affect competition, price, and availability. Location is the key factor in public contact and service. Some locations may be more cost-effective even if they are more expensive. Because location affects overall cost, sufficiently document specific location requirements to respond to appeals and protests.

Various factors, such as access and location, may affect some program needs. Some program needs can only be efficiently met if size, quality, and adjacency of the offices or workstations of line and staff are considered relative to coordination and communication needs. Although it is easy to measure the quantity of space, the quality and arrangement of the space may be of equal or greater importance. Because some activities require special space, equipment connections, and unique layouts for work or process flow, describe the desired relationships between functional areas in offices. Document critical program requirements used for selection.

#### **31.3 - Technical Requirements and Practices**

Technical requirements are similar to contractual requirements and are negotiable. Ensure that the space, buildings, or facilities meet or can meet health, safety, program, and functional needs and overall quality standards in a cost-effective manner. Exercise care in the design and specification of leased space requirements to reflect the Government's occupancy and period of interest.

The leasing process involves several administrative and technical activities. These activities generally follow a specific pattern:

1. The Government identifies facility needs and, along with other requirements, specifies the needs in a formal request for proposal.
2. The leasing officer evaluates offerings resulting from the request for proposal, ranks them for negotiation, and negotiates the lease.
3. The lessor prepares the facility for Government occupancy in accordance with the negotiated agreement.
4. The Government conducts a preoccupancy inspection to ensure that the lessor meets the technical requirements.
5. The Government occupies the facilities and begins management of the facility to meet Government needs.

### **31.31 - Lease Prospectus**

A prospectus provides facility needs and a detailed listing of requirements. The lease prospectus is an expansion of the prospectus used in the preliminary project analysis and is tailored to the selected acquisition method. The prospectus is the key source of information for developing program-related specifications and for selecting the criteria used in evaluating and ranking offers. See section 34.21 for suggested contents of a prospectus.

### **31.32 - Lease Specifications**

To ensure operational cost-effectiveness, use performance and prescriptive requirements, conceptual designs, diagrams, flow charts, and other formats to effectively communicate facility needs. Ensure that the facility meets design standards, required codes (sec. 06), and program objectives.

Because the Forest Service places considerable reliance on local codes enforced in the area under consideration, review the codes and practices of local building and fire officials. Cite locally adopted national codes in the specifications. In the absence of locally enforced codes, apply Forest Service standards (sec. 06). Highlight departures from local practices in the request for proposal requirements.

### **31.4 - Evaluation and Ranking**

The leasing officer must have access to considerable information to ensure a sound basis for negotiation. Evaluate and rank each offer according to the ability of the space to meet stated requirements, quality of space or facilities, and cost-effectiveness.

Technical evaluation normally involves onsite inspections, review of drawings and specifications, and analysis of proposals. Request clarifying information through the leasing officer.

If considered cost-effective to the Government, inform the leasing officer of suggested changes to improve suitability or quality, or to reduce operating investment or other costs in offered facilities. Describe these changes in performance terms and provide cost-benefit estimates.

Note improvements required to meet standards. Usually, all requirements are mandatory or at least highly desirable. There may be circumstances when the leasing officer waives or reduces mandatory requirements. Make appropriate adjustments in the evaluation process to treat these waivers uniformly among offers.

Contracting officers rank the offers as described in FSH 6409.12.

### **31.5 - Preoccupancy Inspection**

Conduct a preoccupancy inspection to ensure that the lessor has met the conditions of the negotiated lease, at least substantially, before the Government takes occupancy. The inspection team should be made up of members with knowledge in facilities construction, accessibility, safety, and leasing. Notify the leasing officer of items requiring attention, correction, or installation.

## **32 - Site and Structure Purchase or Exchange**

This section pertains to the purchase or exchange of sites and structures proposed for Government occupancy and use, that is, administrative facilities, historical sites, or program support facilities. This section does not pertain to land exchanges, purchases, or other activities conducted for the purposes of consolidating ownership and similar land management objectives.

The Forest Service may purchase or, under certain circumstances, exchange improved or unimproved property for administrative site purposes. Although the long-range planning procedures are similar for all types of facility acquisition methods, purchase and exchange methods require certain Congressional or Departmental approvals or actions to provide a similar advise/consent opportunity already available for constructed facilities within the budget approval process.

Before expenditure of funds to acquire real property, obtain preliminary approval from the Assistant Secretary for Administration when land is valued at more than \$25,000 or for completed buildings when valued at more than \$250,000 (FSH 5409.13, sec. 13). Most acquisitions require Congressional oversight (FSM 5404).

Facility planning involving the acquisition of property through purchase or exchange requires close coordination and a team effort. The parties concerned must understand the enabling authority, the type and timing of approvals, the purpose and conduct of site visits, appraisals, contracting considerations, and the confidentiality of information related to appraisals for facility

purchases or exchanges. Because each situation differs and may involve the interpretation of regulations or may require specific legislation, develop separate project milestones on a case-by-case basis. When applicable, do not make commitments or announcements under any circumstances about the proposal prior to the Assistant Secretary's approval.

### **32.1 - Submittal Requirements**

In addition to the requirements in FSH 5409.13, submit the following information for all purchases or exchanges involving buildings or facility sites:

1. Forest/station facilities master plan.
2. Preliminary project analysis of proposal.

### **32.2 - Purchase Alternative**

See FSM 5420 for specific details of purchase procedures. To assist in the development of the purchase proposal:

1. Conduct the preliminary project analysis (FSM 7312.2) in a manner that satisfies the requirements of FSM 5420.14g and FSH 6409.31, section 104-18.5003. The Lands Staff Officer negotiating the case should secure access to the property for inspection and testing.

The technical evaluation and viability of a particular proposal is sensitive to these three factors:

- a. Investment (purchase) costs.
- b. Renovation costs required to modify the facility to meet Agency or program needs.
- c. Life-cycle costs.

If the sum of the costs of these factors exceeds those of alternative acquisition options available, the alternative may be dropped. The purchase price generally cannot exceed the fair market value of the property. The Government approved appraisal report estimates the property's value (derived by using a market data approach, cost approach, or income approach). This appraisal does not consider the merits of the property to the Government. Use comparative costs of alternatives in requesting approval to negotiate above the fair market value. The facility evaluation report (ch. 20, sec. 23.51) shall be used to document the suitability or adaptability of the facility or site for meeting program needs and potential long-term costs. These two reports provide the information for computing life-cycle costs.

If the findings of investigations of the facility indicate that purchase is unwarranted, the investigator shall alert the line officer. The line officer determines whether to continue, modify the proposed use, or discontinue.

2. If the purchase alternative is selected, secure (through Lands Staff) an appraisal of the property for inclusion in the purchase proposal. The Forest Supervisor submits the purchase



proposal to the Secretary of Agriculture for approval. Transmit the preliminary project analysis along with other pertinent data (Agricultural Procurement Management Regulation, sec. 104-18.5003).

3. Begin the development phase after receiving the Secretary's approval of the purchase proposal. The Lands Staff secures the property for the Government. Design and budget activities involving renovation before occupancy may run concurrently if the lead time for renovation or additional construction is short. Budget requests for acquisition funds for the facility should include funds needed for renovation. Renovation includes all major interior and exterior improvements necessary to meet code requirements, accessibility, cost-effectiveness, and functional requirements of the facility. Base budget estimates on preliminary designs.

4. Secure original drawings, specifications, as-built drawings, and other pertinent facility records through the purchase contract, if possible, to aid in the design of renovation work and management of the facility.

5. Begin renovation work only after the title is conveyed to the Government.

### **32.3 - Exchange Alternative**

The procedures and approval process for exchanges of properties are the same as for purchases (sec. 32.1) but include some additional requirements.

Exchanges of properties for administrative or program support purposes may require specific enabling legislation if not covered under existing authorization. Either the party involved in the exchange or the Forest Service may sponsor such legislation. Encourage interest when recognized public benefits to both parties exist.

Both parties may exchange either improved or unimproved properties. In situations in which the character and general use of the surrounding area has changed, where changes in agency activities and/or needs to reduce operating costs exist, or where changes in planned land use prevail, it may be in the best interest of the Government to relinquish ownership of the land. Except for special cases, Federal lands proposed for conveyance in exchange for administrative sites should be limited to unneeded administrative sites and other lands not designated as National Forest status lands. See FSM 5403 and FSM 5404 for policy related to exchanges.

An exchange may involve unneeded Forest Service property that has appreciated in value because of urban or suburban expansion and general market conditions. Several exchange possibilities exist when the value of the land and improvements offered by the Government are substantial. Subsequent development activities are the same as for owned facilities.

The Forest Service may also receive existing or proposed buildings and related improvements or a combination of property and cash in exchange for Government property. In either situation, the value of the offer must be equal to the fair market value of the Government property.

### 32.31 - Exchange Development Procedures

When exchanging properties, facility development is guided by procurement procedures and contractual requirements (FSH 6309.32). These procedures are highlighted below:

1. Procurement Procedures. The Forest Service ordinarily executes an exchange through a two-step request for proposal rather than through a sealed invitation for bids. In the sealed bid method, bid price is a dominant consideration for a product firmly identified by drawings, specifications, or other contract documents. Under the competitively negotiated procurement system using the request for proposal method, the product description is a combination of objective statements, spatial needs, and functional relationships, as well as performance and specific prescriptive specifications. These should be sufficient to ascertain the value of the proposal.

In addition to technical requirements, the request for proposal must contain the criteria for evaluating the proposal. Development of the criteria is a joint effort of the technical staff and the contracting officer.

Offers may be evaluated by the use of competitive negotiation procedures. The first step is the evaluation of technical aspects of the proposal. The Contracting Officer may call a technical review board to evaluate the proposals to determine whether there is substantial compliance with the technical requirements and whether the offeror has the understanding, experience, and the technical and financial capabilities to perform the work. The review board does not consider the price or value in this step.

In the second step, the offerors of acceptable proposals resubmit, with clarifying technical data, a firm cash offer, if applicable. Proposals are then reevaluated to ensure that offerors meet the technical requirements.

Rank the offers according to the selection criteria of the request for proposal. Select the offer that provides the best value to the Government, price (or value of property), and other relevant factors.

Use procedures, including developing a competitive range, holding discussions, and requesting a best and final offer, as prescribed in FSH 6309.32, Federal Acquisition Regulation (GSA).

2. Quality Assurance. While the contract provisions protect Government interests, the exchange agreement provides an opportunity to reduce much of the time and effort usually involved in construction projects. Because the proposer is responsible for delivering the end product, the proposer also bears the cost of quality control throughout the project.

To protect the Government's interest, require:

- a. An architectural or engineering firm licensed to practice in the State where the work is proposed to prepare all design drawings and specifications.

- b. The firm or individuals designing the project to supervise all construction or installation of components. As a condition of Government acceptance of the property, request a certificate of project completion and compliance with the drawings, specifications, all applicable codes and regulations. Also, request material certificates, tests, warranties, manufacturers' operation and maintenance literature, and other information normally necessary for operation of the facility (sec. 32-33).
- c. A reservation in the contract for the right to inspect the progress of the work. This stipulation should be stated in the body of the exchange request for proposal. (Government inspection does not relieve the proposer of any performance responsibility.)

### **33 - Forest Service-Constructed Facilities**

The Forest Service is authorized to plan, design, and construct facilities as necessary to accomplish the agency's mission.

Design and construction may be accomplished through the use of in-Service personnel, contractors, or other similar methods as long as the following criteria are met:

1. Project Site Plans. Complete project site plans in concert with long-range site development planning. Modify existing site development plans prior to or concurrent with the preliminary design stages of specific facilities. Verify actual ground condition, elevations, and features affected by or to be connected with the proposed project.

Seek approval of the revised site development plan and the project site plan before completion of the final design. The approved site development plan and project site plan are part of the construction documents.

Chapter 20, section 24 provides direction on the requirements of the site development plans.

2. Design Standards. Use qualified professionals and recognized practices and procedures of the design disciplines for the development of designs, drawings, and specifications. Use design standards and processes in section 34 and applicable standards and codes listed in section 06.

3. Drawings and Specifications. Prepare appropriate drawings and specifications for all construction and renovation work.

4. Construction and Renovation Activities. Use qualified construction trades people, supervisors, and inspection personnel for all Forest Service construction. See FSM 7115 for requirements for inspection and supervision personnel. Document approved changes on drawings for facility records.

## **34 - Design Standards**

The standards or criteria in FSM 7313.3 and this section provide basic design philosophies and policies that guide design work in the Forest Service. Section 06 lists the technical codes and standards applicable to Forest Service facilities. These apply to all occupied facilities whether owned or leased. Because it is impossible to provide criteria or guidelines for all activities or conditions that confront designers, only those with particular relevance to Forest Service work or conditions are listed. All criteria must be consistent with recognized professional design practices.

### **34.1 - General Facility Design Standards**

#### **34.11 - Security**

1. Fire Protection. Unless circumstances or risk analysis warrant a water hose and hydrant system for suppression of fires on Forest Service-owned buildings and related properties, limit facility fire protection measures to prevention and containment of structural fires and to the protection and safe evacuation of personnel.

Ordinarily, property loss control is achieved by appropriately spacing buildings and through the use of fire-resistant construction materials. Ensure that buildings are spaced at least 40 feet apart and that all flammable or pesticide storage buildings are 50 feet away from all other buildings. This spacing may be reduced if the building design and operation conform with the International Family of Building and Related Codes Published by the International Code Council. In addition:

- a. Ensure that all sleeping quarters have photo cell or ionization-type smoke detectors/ alarms (FSH 6709.11, sec. 39.21).
  - b. Use risk/consequence and benefit/cost analysis to evaluate effectiveness of Forest Service hose and hydrant systems. Consider the actual time the facility may receive visual surveillance, detection methods, response time, capability of local fire companies, and other factors. Weigh these factors against the cost of providing onsite fire flows and the cost of an occasional loss in accordance with the Sanitary Engineering and Public Health Handbook (FSH 7409.11).
2. Other Security Needs. Regions, Stations, and other organizational units shall develop facility guidelines and procedures to meet situations as needed (31.04a).

#### **34.12 - Public Service**

Design and locate offices and other facilities to effectively accommodate public service needs. Consider incorporating in designs for major operational facilities, opportunities to provide the public with interpretive services, such as viewing areas and auditoriums. These opportunities include nurseries, orchards, research laboratories, and permanent air and fire operations facilities. Consider user health and safety protection requirements and costs.

### **34.13 - Government-Furnished Quarters**

#### **34.13a - Dwellings and Employee Housing**

Standards that govern the design, construction, operation, and maintenance of Forest Service employee housing include:

1. Limits, size, and features of housing directed by Administration and Congressional authorities.
2. Minimum general requirements, provisions, and conditions that affect the suitability of housing. Design, operate, and maintain Forest Service employee housing to meet or exceed these minimum suitability standards. Rate housing that does not meet minimum suitability standards as substandard and designate such housing as unsuitable facilities until conditions warrant re-rating (FSM 6445 and FSH 6409.11).

#### **34.13b - Standards for Construction of Government-Owned Housing**

Policy on Rental and Construction of Government Quarters, OMB Circular A-45 (10/20/1993), provides technical instructions for design standards on government-owned housing. Federal Property Management Regulation, 41 CFR part 102-76 provides supporting instructions.

#### **34.13c - Minimum Suitability Standards for Forest Service-Furnished Quarters**

Exhibit 01 lists the minimum, basic criteria for determining the suitability of Government-furnished quarters. These items should be available through commercial sources at reasonable cost and convenience to sites where the Government provides housing for crews, employees, and families of employees. If unavailable because of the site's remote location or other factors, the Government shall furnish the items.

The term "suitability" describes the general quality of the facilities. See FSM 6445 and FSH 6409.11 for policies that prohibit employees from occupying unsuitable quarters.

The number of employees or persons using common or shared facilities, buildings, or groups of buildings and the length of occupancy are major considerations in designing and operating the facility.

Because of the variety of work and employee housing situations, standards are categorized into three combinations of length of stay and type of use.

As the number of people occupying a facility has an exponential effect on health, sanitation, service, maintenance, and general liability of the quarters, the descriptions of the standards are adjusted to reflect the higher risk associated with length of occupancy and the size of population served.

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All items provided must meet applicable health and safety codes and be maintained in good operating condition. Also see zero code, section 06, for information on the International Building Code.

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**34.13c - Exhibit 01**

MINIMUM SUITABILITY STANDARDS FOR GOVERNMENT FURNISHED HOUSING			
ITEM	FIELD HOUSING	SEASONAL HOUSING	PERMANENT HOUSING
Definitions (examples)	Max. cont. occupancy 30 days. (tent camps, recreation vehicles, bus, travel trailers, boats.)	Maximum continuous occupancy - 6 mos. (cabins, lookouts, unweatherized bunkhouses. Standards not applicable to quarters for 3 or fewer adults are noted by (*) asterisk.	Occupancy - 6 mos. or longer residences, dormitories, apartments, barracks, & bunkhouses.
Sanitation & Waste Disposal	Provision for heating water. Wash basins provided. Pit or vault toilet facilities. Use "Pack-It-In-Pack-It-out" system for solid waste or conventional collection and disposal.	Hot & Cold running water. Shower, toilet, & laboratory facilities for each sex when more than 5 unrelated adults are quartered. "Occupied" signage may be used to provide privacy for shared facilities in 1-5 person quarters. Self disposing waste water system for toilet & plumbing fixtures. Closed respectable for solid waste & refuse - weekly pickup & disposal available. Provide laundry facilities (*) if unavailable commercially.	Hot & cold running water, laundry, shower, toilet & laboratory facilities for each residential unit.  Liquid & Solid waste disposal -same as for seasonal housing.
Potable Water Supply	Bottled, hauled & treated	Bottled, hauled & treated up to 5 persons. If more than 6 persons, piped pressurized system.	Hipped, pressurized system. Fire protection flows should be considered and provided.

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**34.13c - Exhibit 01—Continued**

ITEM	FIELD HOUSING	SEASONAL HOUSING	PERMANENT HOUSING
Space allowances, Ventilation & Emergency Exiting	This standard does not apply to tents. Provide sleeping space on a ration of 40 ft. 2 person see FSH 6709.11, Ch. 60, for exit requirements for boats recreation vehicles & trailers.	See sections of ch. 12 UBC for - - fire exiting (sec. 1204 and ch. 33) - Light & ventilation (sec. 1205(a)) - Room dimensions (sec. 1210(a) and FSH 6709.11, sec. ch. 60.)  See sec. 1208 for minimum size of cabins & efficiency dwelling units. Group sleeping rooms shall have a minimum of 60 ft. per person or bed space.	Same as seasonal housing. Family members are exempt from group living standards.
Fire Alarm Requirements	Fire alarms may be installed as practical.	Fire alarms shall be installed in all quarters. Sec. 210 UBC & FSH 6709.11.	Same as for seasonal housing.
Electrical Power Supply	Emergency safety lighting and communications, minimum employee leisure time convenience use.	General building lighting and outlets for leisure time convenience, comfort and discretionary employee use. Employee appliances restricted to personal entertainment.	Minimum 100 amp, 120 v service to permanent residences. Employee use not limited.



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**34.13c - Exhibit 01--Continued**

ITEM	FIELD HOUSING	SEASONAL HOUSING	PERMANENT HOUSING
Energy Efficiency	Terms & season of use preclude the need for standards.	Term & normal season of use preclude the need for standards.	Energy retrofit measures shall be installed if life cycle cost is effective. Life cycle costs should be computed on fuel & potential savings irrespective of payee. Cost of retrofitting will be borne by the government. See FSM 6445.13 for rental rate adjustment if retrofit measures are not cost effective.
Heating & Cooling System	Heating appliances should be able to maintain 50°F when manually stoked by resident. No cooling provided.	Heat appliances should be capable of maintaining a 70°F temperature, 3 ft. above the floor in habitable rooms. Cooling is normally not provided.	Heating appliances shall be capable of maintaining a 70°F temperature at a point 3 ft. above the floor in habitable rooms. Cooling appliances, where approved, shall be capable of maintaining 80°F in rooms where cooling is provided.
Equipment/ Appliances provided, for employee use	If commercial mess unavailable -Provide complete crew meal preparation facilities - cook stoves, pots & pans, dishes, utensils.	If commercial messing is unavailable at reasonable prices.  -Provide complete meal preparation facilities, residential type appliances for cooking & refrigeration, pots, pans, dishes & utensils.	Provide refrigeration, stove kitchen area, & laundry room for permanently occupied residences & apartments. Occupants provide pots, pans, dishes, & utensils.

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**34.13c - Exhibit 01--Continued**

ITEM	FIELD HOUSING	SEASONAL HOUSING	PERMANENT HOUSING
Equipment/ Appliances provided, for employee use	<p>-Refrigeration must be provided if perishable, potentially hazardous, food products are used. (FSH 7409.11, sec. 31-32.)</p> <p>Sleeping - Cots &amp; sleeping bag</p>	<p>-Provide group mess if over 10 persons are quartered or provide duplicate mess facilities for every group of 6 persons quartered in the same building. FSH 7409.11, sec. 31-32.</p> <p>Sleeping - Frame beds with springs &amp; mattresses, sleeping bags, reading lamps &amp; night stands. See storage requirements for lockers, and other equipment.</p>	<p>Dormitories &amp; bunkhouses are provided a group mess.</p> <p>Sleeping - Group living same as seasonal housing, except employee furnishes bedding.</p> <p>Residential units: employee provides bedroom furnishing &amp; bedding.</p>
Off-Duty hours Recreation & Communication Facilities	<p>Table &amp; Chairs, which may be used for meals; for reading &amp; writing. Space is generally limited.</p> <p>Shared facilities are the norm.</p>	<p>Provide separate lounge area in each building quartering 4 or more persons for reading, writing, conversation, and leisure time activities. Minimum area shall be computed at a rate of 20 sq. ft. per person, except that the minimum lounge area shall be 100 sq. ft.</p> <p>Provide a color television set with appropriate reception for each lounge area.</p>	<p>For all group living of 4 or more unrelated adults, the standards are the same as for seasonal living.</p> <p>For individual residential units, telephone &amp; television reception facilities shall be provided if unavailable from commercial sources at reasonable rates. Telephone and television sets are not provided.</p>

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ITEM	FIELD HOUSING	SEASONAL HOUSING	PERMANENT HOUSING
Janitorial Facilities	Generally not applicable.	Mop & mop bucket, brooms, & detergents (including storage area) shall be provided for employee use.	Standards for group living quarters of 4 or more unrelated adults are the same as for seasonal housing.  For individual residential units, a closeted laundry tray shall be provided.
Storage and Security of Personal Property	Lockable cabinets, lockers, or storage area shall be provided within quarters as practical. Provide secure storage for personal gear in a central location with reasonable access. Do not provide vehicle storage.	Lockable cabinets, lockers, or storage area shall be provided within the quarters. Large items such as luggage, appliances, and so forth should be provided in a central location with reasonable employee access. Vehicle parking shall be provided.	Same as seasonal housing.
Liability for Personal Property Stored	Except for major structural fire, tornado, or similar incidents, the government assumes no responsibility for the damage or loss of personal property stored in government facilities.		

#### **34.14 - Offices**

Federal Property Management Regulation 41 CFR part 101-17.000 establishes standards for space planning for Forest Service field offices. Facility designers and managers:

1. Use the following for space planning:
  - a. A 10-year projection of needs for proposed Forest Service-owned offices.
  - b. At minimum, the lease term and probable renewal periods for all leased office space.
2. Design office space to efficiently accommodate communications among line and staff officers, public service needs, individual workstation needs, specialized activities, and overall accomplishment of work.
3. Ensure that Service-wide per capita space planning allowances for office space are reasonably close to the General Service Administration's objective. Restrooms, mechanical and janitorial rooms, automatic data processing rooms, and major fire egress corridors may be excluded from this allowance.

#### **34.15 - Human Resource Program Facilities**

Human Resource Programs (HRP) use as guidance various laws that set forth social, developmental, and training objectives that are usually directed at a specific segment of the population. While some programs have been discontinued, others still exist. In addition, there are proposals for establishing similar programs from time to time. Use the following documents for general guidance in evaluating applicability and design of HRP support facilities to meet program objectives and to address the needs of program enrollees:

1. Job Corps. (FSM 1850). Facility Standards Handbook for Civilian Conservation Centers, Job Corps Handbook 814, Department of Labor, Washington, DC.
2. Youth Conservation Corps. Facility Planning and Design Guide for Youth Conservation Corps Residential Camps. Engineering Management Series EM 7300-1. U.S. Department of Agriculture, Forest Service, Engineering Staff, Mail Stop 1101, 1400 Independence Avenue, SW, Washington DC, 20250.
3. Young Adult Conservation Corps. Facility Planning and Design Guide for the Young Adult Conservation Corps. Engineering Management Series EM 7300-2. U.S. Department of Agriculture, Forest Service, Engineering Staff, Mail Stop 1101, 1400 Independence Avenue, SW, Washington DC, 20250.

### 34.16 - Access for Persons With Disabilities

See FSM 6133.1 for further direction on reasonable accommodations. Consistent with and in support of other Forest Service policies and direction regarding workforce diversity, program access, and to comply with existing laws and regulations, the Forest Service has set forth direction governing access for persons with disabilities for all facilities owned, occupied, and permitted by the Forest Service. Ensure that Forest Service grant recipients comply with the direction found in FSM 1760, Equal Employment Opportunity.

Follow these policies, principles, and guidelines:

#### 1. All Applications.

a. Policy. Provide, as a general policy, access for all persons to all facilities owned or occupied through lease or similar document, in accordance with directions cited herein.

b. Standards and Guidelines. Design, construct, alter, and operate new and existing buildings in accordance with the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act Access Guidelines (ADAAG).

If directions between the standards and guidelines conflict, follow the procedures in the ADAAG. As ADAAG exceeds UFAS, compliance with UFAS is also accomplished, with this exception: the elevator exemptions identified in section 4.1.3 (5) and 4.1.6 (1)k of ADAAG do not apply to Federal, State, and local entities.

c. Sites for serving the public and employees. Provide full access to sites for serving the public and employees. Include appliances, surfaces, and devices for persons with physical, hearing, and sight impairments. Equip facilities as soon as practical.

d. Residential housing. Design new dwellings to be adaptable for mobility access. Make hallways, doorways, bathrooms, and kitchens large enough to accommodate wheelchair use. Provide audible/visual emergency systems and egress for safety. Renovate existing residences for access as opportunity and needs require.

e. Safety. When barrier removal appears to jeopardize safety of disabled or other employees, consult the unit Safety Officer to determine the best solution.

f. Definitions. See section 05 for definitions of the following terms: accessible, reasonable accommodations, and technically infeasible.

g. Exceptions. The following general exceptions to access needs apply to both new and existing buildings:

(1) Observation galleries, mechanical building equipment rooms, and similar spaces. Access is not required to locations such as observation galleries used primarily for

security purposes or in non-occupiable spaces accessible only by ladders, catwalks, crawlspaces, very narrow passageways, or freight non-passenger elevators, and frequented only by servicing personnel for repair purposes. Such places may include elevator pits, elevator penthouses, piping, or equipment catwalks.

In addition, exceptions to the general access policy may be exercised for spaces or facilities designed for use by employees needing considerable dexterity and special abilities. Examples include lookout towers, parachute inspection loft towers, smoke-jumper training facilities, remote telecommunications sites, underground pumping stations, mechanical penthouses, and so forth. Performance elements of the position descriptions of employees assigned to work in such facilities should reflect these abilities.

Make reasonable accommodations when a disabled individual is employed in such a situation and access is warranted.

(2) Toilet rooms for general use by the public. Accessible unisex toilets (which include a water closet, lavatory, and privacy latched door) may be provided for use by both genders in addition to accessible public toilets provided for each sex. In many smaller offices, provide one set of restrooms for both public and employee use.

(3) Alterations to existing buildings. If compliance with 4.1.6 UFAS, (sec. 06) is technically infeasible, the alteration shall provide access to the maximum extent feasible. Any elements or features of the building that are being altered and can be made accessible shall be made accessible within the scope of the alteration. Where modifications are technically infeasible, alternative accommodations shall be provided.

(4) Crew housing provided in multi-story buildings. Only one floor of the crew quarters needs to be accessible provided that all essential services and accommodations are accessible on that floor and that only private or semi-private quarters and services (such as sleeping, toilet, shower, laundry rooms, kitchen, and lounge areas) are provided on inaccessible floors and interfloor access is not essential.

(5) Other exceptions. Refer any other exceptions, where the applicability of UFAS or ADAAG standards are in question, to the Regional Office or Washington Office facilities staff specialists for clarification.

2. New Buildings. Provide access to all floors and all spaces on all floors, except those areas and spaces designed and designated as building equipment spaces, elevator pits, catwalks, and so forth. Design facilities in accordance with UFAS and ADAAG. Consider both access within the building site and to adjacent buildings on the site.

3. Existing Buildings.

a. Priorities for altering buildings and removing barriers. Plan, renovate, retrofit, and operate existing buildings and sites using the following priorities:

(1) Alterations to all buildings and facilities constructed or leased after August 7, 1968 (Architectural Barriers Act, Title 42 United States Code, Part 4151-4156.)

(2) Alterations to facilities constructed and owned prior to August 7, 1968.

(3) Removal of any barrier blocking or prohibiting employment, advancement, or service to an individual seeking services provided by the Forest Service. Where an employee or customer requires such barriers to be removed for equal access or opportunity, this priority shall become priority one.

b. Access to existing buildings. Provide access to existing buildings to the highest extent practicable and as further directed in this section. There may be instances where complete compliance is not possible. In these situations, provide the highest attainable access until alternatives to achieve full access can be met. The long-term goal shall be to relocate activities from facilities providing limited access and/or providing full access to facilities for employees and the public.

c. Access to spaces within existing buildings. Provide access to all floors and all spaces on all floors with the same exceptions listed for new building construction and in addition to the following:

(1) Toilet rooms for employees. Where it is technically infeasible to comply with new construction toilet facility standards, installation of at least one unisex bathroom per floor located in the same area as the existing toilet facilities may be permitted in lieu of modifying existing toilet facilities. Each unisex toilet room shall contain an accessible water closet, lavatory, and privacy latch door. If separate toilet facilities for male and female employees (sec. 34.18) cannot be constructed, accessible unisex toilet facilities may be provided.

(2) Buildings with occupants on more than one story or floor level. Provide persons with disabilities access on a given floor and between floors to all primary work locations, general office spaces, conference rooms, libraries, computer rooms, lunch rooms, toilet rooms, and other commonly occupied spaces within a building, except those specifically designed or designated as mechanical building equipment rooms, or similar space, exempted in section 4.1.2 of the UFAS.

Exceptions to providing access between floors may be authorized, as a temporary measure, where the floor to be accessed through renovation is occupied by five or fewer employees or one-quarter of the total number of building occupants. In these situations, employees occupying the lower occupancy floors may be directed to

initiate and/or accommodate special communications and other coordination needs with disabled employees.

Consider prudent assignment and use of spaces within a building to avoid the need for access between floors as a temporary solution until adequate access is obtained.

Access between floors should be from within the interior of the building and practical. Elevators and other devices and access routes to these devices shall meet UFAS. Enclose access ways to and from freestanding elevator or lift-devices to protect users from inclement weather.

(3) Crew quarters buildings. Laundry, toilet rooms, and shower rooms in crew quarters shall be accessible to all employees (sec. 34.18).

(4) Warehouse and shop buildings. All warehouse and shop buildings shall be accessible on the first floor. Evaluate interfloor and other accessibility needs on a case-by-case basis. Consider arrangement of supplies, tools, equipment, controls, and other work needs to accommodate persons with disabilities.

(5) Historic and potentially historic structures. Evaluate each historic and potentially historic structure on a case-by-case basis following the National Park Service evaluation guidelines for section 106 of the Historic Preservation Act (sec. 01). Involve Historic Preservation Officers, Access Specialists, and disabled users. (See section 4.1.7, of UFAS for applicability and minimum requirements.)

Consider building reuse potential and accessibility to the site, workstations, and programs in a manner to prevent irreversible damage to the historic character of the facility.

#### 4. Other.

a. Curbs and site features. Newly constructed or altered streets, roads, or highways must provide curb ramps or sloped areas at any intersection having curbs or other barriers to entry from a street level pedestrian walkway to Federal facilities.

Existing access routes from parking areas and all walkways to the building and within all spaces shall meet UFAS.

b. Communications. For appropriate auxiliary communications aids and services, see FSM 6640.

c. Telecommunications. For text telephone, telecommunication devices for the deaf, or equally effective devices, see FSM 6640. Appropriate signage shall be provided for these devices (sec. 06).



- d. Information and signage. Ensure that interested persons, including persons with impaired vision or hearing, can obtain information about the existence and location of access services, activities, and facilities. Provide signage at all inaccessible entrances to each facility directing users to an accessible entrance or to a location where information can be obtained about accessible facilities. Use the international symbol for accessibility at each accessible entrance. Follow additional buildings/facilities signage requirements as outlined in Uniform Federal Accessibility Standard (UFAS), and Disabilities Act Access Guidelines (ADAAG).
5. Waivers. The Director of the Office of Operations, United States Department of Agriculture, has been delegated the authority to approve waivers of the Uniform Federal Accessibility Standard, on a case-by-case basis, upon application made by the Chief of the Forest Service. Submit requests in writing to the Chief.

### **34.17 - Recreation Facilities**

See FSM 2330 for further direction.

### **34.18 - Gender-related Facilities**

All Forest Service-owned and -leased facilities shall:

1. Provide separate sleeping, bathing, and toilet facilities of equal quality for male and female personnel at all sites used to house work crews or other groups of Forest Service personnel.
2. Provide separate toilet facilities of equal quality for male and female personnel:
  - a. At all administrative sites that are operated on a 24-hour basis.
  - b. At day use administrative sites routinely occupied by 5 or more personnel daily or used as crew dispatch points. Examples include field offices, laboratories, shops, and warehouses.
3. Ensure access for employees with disabilities to all single stall toilets and shower rooms. Apply the Uniform Federal Accessibility Standards (sec. 04) for multiple stall toilets and shower rooms to determine the number of separate stalls required to be accessible for male and female personnel (sec. 34.16).

### **34.19 - Child Care Facilities**

FSM 6444, Government Sponsored Child Care Facilities, provides the primary direction on provision of space by Forest Service units for child care facilities and includes policies on allowable costs, analysis of need for Government sponsored care in the community, conditions on providers, and so forth. In addition, the facilities must meet the following physical requirements:

1. State and local municipal requirements. All child care facilities must be licensed by municipal, county, or State authorities. Therefore, ensure that maximum capacity, spatial use, size and type of equipment, rest rooms, food storage and preparation areas, teaching and play areas, and other features meet the requirements set by the licensing authority.

2. Federal requirements.

a. Child care facilities must be on the ground floor of the building for ease of ingress and egress. Separate routes of egress are required for adults and children to prevent "bottle-necks" in egress paths.

b. Forest Service child-care facilities must meet or exceed the Uniform Federal Accessibility Standards (sec. 06) to ensure safe evacuation of infants and small children during emergencies. Ensure that facility design allows evacuation of infants in cribs.

c. The immediate facility shall not contain any lead-base paints. Asbestos containing materials shall be encapsulated, enclosed, or removed.

d. The outside play area shall be in close proximity to indoor facilities.

3. Other Considerations. When establishing a center:

a. Consider viable alternatives to on-site child care as provided in the preliminary project analysis evaluation (FSH 7309.11, sec. 23).

b. Consider 20-year projections of future needs. For example, small staffs with limited employee turnover may not require child care as the work force ages.

## **34.2 - Design Process**

This section sets forth the design process and the roles and duties of the requesting unit and the designer during the design and review of the project. The design process applies to Forest Service-owned facilities, but it may also apply to leased facilities.

### **34.21 - Prospectus**

A prospectus describes project criteria and functional needs necessary to analyze alternatives, support funding requests, and design and develop the project. Complete the prospectus in stages to satisfy specific uses, such as leaseholding or ownership. Use a draft prospectus in the preliminary project analysis (sec. 22). Subsequent to approval of a preferred alternative, the draft may be adapted for use with a specific acquisition process. When completed, the prospectus documents the project needs and development requirements and may be used to evaluate facility performance.

**Forest Service Handbook 7309.11 – Buildings and Related Facilities Handbook**

**Chapter 30 – Development**

**Amendment:** 7309.11-2004-3

**Effective date:** December 06, 2004

A prospectus is not complete and valid until it includes the signature of the line officer of the requesting unit. Staff of the requesting unit usually develops the prospectus. However, a designer may assist in the prospectus development.

Recommendations and actions proposed from the preliminary project analysis determine the content of the final prospectus. Leasing requires less site-specific data than acquisition by purchase, exchange, or construction.

Exhibit 01 provides a suggested format for both the draft and final (lease or design) prospectus. During the draft stage, identify the program, purpose, and need for the facility (ex. 01, sec. I) and provide a general description of the project, objectives, location requirements, and space and functional needs (ex. 01, sec. II). Document the preliminary project analysis (ex. 01, sec. III) and the proposed source of project funding (final prospectus only; ex. 01, sec. IV). For a final prospectus only, ensure that the funding corresponds with the appropriation and program criteria in FSM 6510 and FSH 6509.11g, chapter 40 (ex. 01, sec. IV). Complete the development considerations section (ex. 01, sec. V) when evaluating either ownership or leasehold situations as applicable (ex. 01, sec. V).

**34.21 - Exhibit 01**

**Suggested Project Prospectus Format**

I. INTRODUCTION.

Project Name:

Unit/Subunit: \_\_\_\_\_

Approved: \_\_\_\_\_ Date:

A. General background information on program and purpose of facility.

B. Need for facility.

II. DESCRIPTION OF PROJECT.

Describe the project in terms of the objectives the project is to meet. Because alternatives are to be evaluated, write the objectives irrespective of specific method of acquisition.

A. General Description.

B. Objectives.

C. General Location Requirements. Based on public service and program support, consider local zoning requirements and employee needs.

D. Space/Functional Needs.

1. Organization charts of unit.

2. Tabular listing of space needs by position, group, type, function, or other descriptors.

3. Relational/workflow patterns. Use bubble or line diagrams. Summary of space needs and/or staff population may be included in diagrams.

**34.21 - Exhibit 01--Continued**

4. Specific design needs, conditions, space, site or user considerations. Note as applicable:

- a. Architectural.
- b. Structural loading.
- c. Utilities.
- d. Mechanical/electrical.
- e. Pedestrian/vehicle circulation.
- f. Access for persons with disabilities.
- g. Computer Room environment/power supply.
- h. Hazardous materials/activities.
- i. Off-hour access, security.
- j. Storage.
- k. Parking - public/employee.
- l. Eating facilities.
- m. Commercial services needed.
- n. Hotel/motel accommodations.

**III. SUMMARY OF PRELIMINARY PROJECT ANALYSIS.**

Briefly state recommended alternatives and proposed actions. List alternatives evaluated and/or refer to the study report for details.

(Content of the following sections is determined by the selected alternative and method of acquisition involved. Sufficient data will be provided for design/construct, lease, purchase, or exchange methods.)

**34.21 - Exhibit 01--Continued**

IV. PROJECT FUNDING ANALYSIS. (Final prospectus only).

Provide a statement assigning responsibilities to the program area that is to fund the project. Provide breakdown and rationale for multi-program financial projects (FSM 6510 and FSH 6509.11g, ch. 40).

V. DEVELOPMENT CONSIDERATIONS.

A. Construction, purchase, or exchange sites.

1. Site Considerations.

- a. Site development plan.
- b. Visual suitability.
- c. Existing utilities (power, water, wastewater).
- d. Soils, (also possible improperly disposed hazardous wastes).
- e. Climatological data.
- f. Engineering report on water, wastewater systems (existing, feasibility analysis for proposed use).
- g. Historic-cultural analysis related to design.
- h. Vehicular/pedestrian access and circulation.

2. Design Considerations.

- a. General.
- b. Architectural.
- c. Structural.
- d. Building code requirements.
- e. Mechanical/electrical requirements.
- f. Energy costs.

**34.21 - Exhibit 01--Continued**

- g. Utility connections.
- h. Coordination with local/State building officials.
- 3. Specific Considerations.
  - a. Map cases.
  - b. Office equipment.
  - c. Computer equipment.
  - d. Displays, information services.
- 4. Proposed Method of Construction/Quality Control.
- B. Lease or Lease/Construction Acquisition.
  - 1. Specific Location Needs.
    - a. Program related needs.
    - b. Public service/visibility.
  - 2. Site Needs.
    - a. Parking (employee/public).
    - b. Lighting.
    - c. Security.
    - d. Access for persons with disabilities.
    - e. Signs, flag pole.
    - f. Landscaping.
    - g. Vehicle loading/unloading.

**34.21 - Exhibit 01--Continued**

3. Building Needs.

- a. Codes that must be met.
- b. Type of occupancy proposed.
- c. Desired floor plan (new construction only).
- d. Energy conservation.
- e. Exterior finishes desired (new construction).
- f. Interior finishes, floor covering.
- g. Special space requirements (in addition to those in sec. II, para. D).

4. Services Required.

- a. Custodial.
- b. Maintenance.
- c. Debris/snow removal.
- d. Security.

VI. PROFESSIONAL SERVICES REQUIRED.

Use this section to describe and designate various design activities to be accomplished by District, Forest, Regional Office/Station technical staff and/or Architectural-Engineering consultants.



### **34.22 - Conceptual Design**

A conceptual design is the designer's initial communication to convey proposed design solutions. Conceptual designs for a facility may consist of diagrammatic sketches, bubble diagrams, line diagrams, preliminary floor plans, or renderings.

Prepare a conceptual site plan to illustrate the relationships between proposed structure(s) and existing and proposed site conditions. Structures that make up logical building groupings should be of similar architectural character and appearance. Adjacent existing structures that are unworthy of retention should not affect the planning and design of proposed structures. The requesting line officer must approve the project's conceptual design before preliminary design begins.

Consider various contracting methods, procedures, document types, and/or combinations thereof, as appropriate, including but not limited to:

1. Design/construct.
2. Performance requirements.
3. Prescriptive requirements.
4. Purchase of pre-engineered, pre-manufactured systems.
5. Fast track construction.
6. Contractor turn-key construction.

Consider these procedures and methods and their effectiveness in meeting program and functional objectives, and facility life cycle costs as well as their efficiency in terms of procurement and control or elimination of fraud, waste, or abuse of Government funds or property. Consider using Value Engineering methods approved by the Society of American Value Engineers (sec. 05) and as described in OMB Circular A-131 to determine the optimal procedures and methods for facility acquisitions.

### **34.23 - Preliminary Design**

The preliminary design stage varies with the complexity of the project, but usually represents drawings at 30- to 50-percent completion of design development. Specifications may be in draft form. This stage provides management and technical staff specialists with the opportunity to check the design solution to ensure that it meets program and functional needs. Additional design and review stages may be advisable, depending on the complexity and scope of the project.

#### **34.24 - Final Design**

The final design consists of complete construction documents including construction site plans, landscape plans, working drawings, specifications, cost estimates, and contract requirements, as applicable. The design team is responsible for completing all project design documents and collaborating with the contracting officer about developing contract requirements. Develop operations and maintenance plans (sec. 44.1) concurrently with the design.

#### **34.25 - Drawings and Specifications**

Each project should have drawings and specifications applicable to the work. Use the Construction Specifications Institute (information available at [http://www.csinet.org/s\\_csi/index.asp](http://www.csinet.org/s_csi/index.asp)) format for construction specifications for all buildings, structures, electrical and mechanical systems, special systems, water and sewage systems, driveways, and parking lots associated with the construction of administrative and recreation complexes. Regions are encouraged to establish base layering and software criteria to facilitate intra-Regional sharing of software and CAD-based standard drawings throughout the Forest Service.

#### **34.26 - Design Review and Approval**

A review team should review each project designed for construction by the Forest Service to ensure that it is technically adequate and fulfills program needs.

Review and document the findings at each of the conceptual, preliminary, and final design stages. Review stages may be combined for minor projects.

The review team should consist of persons with a level of expertise commensurate with the project and possessing an appropriate mix of experience and technical skills. Consider using value engineering concepts in all reviews.

Project design is not final until the final drawings include the signature of the Regional Staff Director for engineering activities or individuals delegated specific authority to act on these matters.

#### **34.27 - Coordination with State and Local Authorities**

Federal agencies are required to coordinate with State and local zoning and building officials prior to commencing construction of Federal facilities (Public Buildings Act Amendments of 1988 (PBAA), Title 40 United States Code 601 Note, 617-619, 619 Note).

Although contract clauses require contractors to comply with all local codes and permits, coordination of drawings during planning and design reviews should be done by the owner rather than construction contractors. See section 35 for direction on construction permits.

Even though specific recommendations for the project provided by the local jurisdiction are of an advisory nature, be sure to cooperate with local jurisdictions.

Local managers should consider developing a Memorandum of Agreement (MOA) or other specific written protocol for local coordination in accordance with the Public Buildings Act (Public Buildings Act Amendments of 1988 (PBAA), Title 40 United States Code 601 Note, 617-619, 619 Note). As the law specifically prohibits local jurisdictions from assessing the Federal government fees for plan reviews, inspection services, or building permits, some authorities may not wish to participate in such a MOA. Document in the project records if the local jurisdiction declines to review project drawings.

Technical services requested by the Forest Service, such as checking plans and specific inspections to supplement or in lieu of Federal reviews, may be purchased from local building departments.

### **35 - Construction**

Execute construction through contract, force account, or other appropriate methods. Review force account construction in accordance with Office of Management and Budget Circular A-76. Regardless of the method of construction, include appropriate drawings, specifications, construction administration, and inspection for each project. Assign to each project an individual certified to inspect the work (FSM 7115).

Contractors must abide by all local and State laws including securing building, utility, and other permits to execute the work. This requirement is covered by Federal Acquisition Regulation Clause 52.236-7 and applies to fixed-price contracts. Building permit coordination prior to construction shall be done by the Forest Service and specific permits required to execute the work shall be secured by the contractor. If the State or local authorities provide inspection services as a part of permit requirements, the Forest Service may consider those services as part of the contractor-provided quality control.

The responsible official approves all changes in drawings and specifications (FSM 7313.3). Significant changes shall be discussed with the designer.

Conduct a final construction inspection to determine whether the project work is substantially in compliance with project drawings and specifications. Do not permit occupancy or use of the facility until code requirements for the proposed occupancy are met.

Complete record drawings of the structure (as built) and include them in the facility records (ch. 60).