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USACE / NAVFAC / AFCEC UFGS-01 31 19.05 20 (February 2021)

Preparing Activity: NAVFAC

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Superseding  
UFGS-01 31 19.05 20 (September 2015)

UNIFIED FACILITIES GUIDE SPECIFICATIONS

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02/21

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SECTION 01 31 19.05 20

CONCEPT DESIGN WORKSHOP (CDW)  
02/21

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NOTE: This guide specification covers the requirements for a Concept Design Workshop. For other post award meetings see Section 01 30 00 ADMINISTRATIVE REQUIREMENTS.

Adhere to UFC 1-300-02 Unified Facilities Guide Specifications (UFGS) Format Standard when editing this guide specification or preparing new project specifications sections. Edit this guide specification for project specific requirements by adding, deleting, or revising text. For bracketed items, choose applicable item(s) or insert appropriate information.

Remove information and requirements not required in respective project, whether or not brackets are present.

Comments, suggestions and recommended changes for this guide specification are welcome and should be submitted as a Criteria Change Request (CCR).

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PART 1 GENERAL

1.1 SUMMARY

This document includes post-award requirements for the concept design workshop.

1.2 SUBMITTALS

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NOTE: Review Submittal Description (SD) definitions in Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES and 01 33 10.05 20 DESIGN SUBMITTAL PROCEDURES and edit the following list to reflect only the submittals required for the project. Keep submittals to the minimum required for quality control.

The Guide Specification technical editors have designated those items that require Government approval, due to their complexity or criticality, with a "G." Generally, other submittal items can be reviewed by the Contractor's Quality Control System. Only add a "G" to an item, if the submittal is sufficiently important or complex in context of the project.

An "S" following a submittal item indicates that the submittal is required for the Sustainability eNotebook to fulfill federally mandated sustainable requirements in accordance with Section 01 33 29 SUSTAINABILITY REPORTING. Coordinate all Part 2 and Part 4 Specification Sections with 01 33 29 SUSTAINABILITY REQUIREMENTS AND REPORTING.

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Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for Contractor Quality Control approval. Submittals with an "S" are for inclusion in the Sustainability eNotebook, in conformance with Section 01 33 29 REQUIREMENTS AND REPORTING. Submit the following in accordance with Section 01 33 00.05 20 CONSTRUCTION SUBMITTAL PROCEDURES and 01 33 10.05 20 DESIGN SUBMITTAL PROCEDURES:

**SD-01 Preconstruction Submittals**

CDW Facilitator Experience Resume; G

CDW Preliminary Concept Design; G

CDW Report; G

**1.3 CONCEPT DESIGN WORKSHOP (CDW)**

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**NOTE: Define specific project requirements in the CDW below. Coordinate with Section 01 30 00 ADMINISTRATIVE REQUIREMENTS and delete the DP/P if a CDW is required and this section is inserted.**

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Provide a CONCEPT DESIGN WORKSHOP that meets the following requirements:

**1.3.1 CDW General Requirements**

- a. Methodology. Conduct a CDW for this project. This effort will examine programmatic functions, review project requirements, ensure life and operational safety requirements are met, analyze alternate design concepts, expose and resolve project issues, and develop the final conceptual design.
- b. Facilitator. Provide a Facilitator who is experienced in conducting Concept Design Workshops. Submit a [CDW Facilitator Experience Resume](#) to the Contracting Officer describing experience with facilitation including a minimum of three examples. He or she will be responsible for leading the team in a timely manner, making sure issues are addressed and resolved during the CDW, documenting meetings held

throughout the CDW, organizing concept design documents for on-site presentations and endorsement, and providing the Concept Design Workshop Report.

- c. Contractor's Design Team. The primary functions of the Design Team will be to investigate, develop and present alternate design solutions. The entire Design Team must participate in all phases of the Concept Design Workshop and assist the Facilitator in developing the Concept Design Workshop Report.
- d. Concept Design Workshop Report. Summarize the workshop including the various concepts developed and presented. Include a copy of the signature/endorsement sheet prepared and signed at the end of the on-site CDW.
- e. Award Amount. Confirm the final concept is within the contract award amount.

#### 1.3.2 CDW Procedures

##### a. Preliminary Work.

Complete the following prior to the on-site workshop:

- (1) Review the contract documents and references explaining the project scope and history.
- (2) Prepare and submit, at least 14 days in advance of the CDW, electronic copies[ and [\_\_\_\_\_] [an agreed upon number] of hard copies ]of a [CDW Preliminary Concept Design](#) (Concept #1) and a Basis of Design.

As a minimum, include the following in the CDW Preliminary Concept Design:

- (a) Site Plan
  - (b) Building Floor Plans
  - (c) Building Elevations
  - (d) Mechanical Plans
  - (e) Electrical Plans
- (3) Make arrangements for and provide an appropriately sized conference room convenient to the project site and Users for use by the Design Team and government participants during the workshop.
  - (4) Incorporate any government comments received prior to the CDW into a revised Concept #1 and provide at least [\_\_\_\_\_] [20] hard copies of the revised Concept #1 documents for distribution at the workshop. If there are no revisions to the CDW Preliminary Concept Design provide at least 20 hard copies of the original Concept #1 documents for distribution at the workshop.
  - (5) Facilitator conducts meeting with NAVFAC representatives before the CDW to review preparations, relationships, and the status of work to be accomplished.

##### b. On-Site Workshop.

On-site CDWs are typically conducted over three to five working days

with minimal breaks throughout the workshop. The Design Team can expect longer than normal workdays. Accomplish the following during the on-site CDW.

- (1) On the first day of the workshop, meet with the using activity, Station and other Government representatives. The Facilitator will describe the CDW process and review the workshop agenda. The User(s) may provide a functional presentation to review User(s) requirements to aid in further development of the conceptual design.
- (2) Present the revised Concept #1 and respond to questions.
- (3) (3) Conduct a comment/creative session to generate ideas to improve the conceptual design within the award amount. Document or request User and Government comments in writing so they may be considered, responded to, and presented at subsequent presentations.
- (4) Develop a new concept design based on comments and feedback received from the Concept #1 presentation on the first day of the CDW. Include drawings, sketches, and other graphics as necessary to describe the concept design. Prepare at least [\_\_\_\_][20] hard copies for distribution at all presentations.
- (5) Repeat applicable steps as necessary. Three concepts are typically required.
- (6) The final concept must include the following:
  - (a) Site Plan: Show the layout of the proposed facility in relation to major landmarks. Show all buildings, access roads, parking, pedestrian walkways, roads, sidewalks, landscaping, and major utilities. Indicate major dimensions and orientation. Provide a building code analysis, relating the proposed building site, size, and construction type to maximum allowable limits of the International Building Code.
  - (b) Building Floor Plans: Provide floor plans depicting functional utilization of spaces including furniture and equipment layouts. Show room sizes or dimensions. Provide a Life Safety Code analysis with the floor plan to identify required life safety and egress features.
  - (c) Perspective Sketches: Provide at least one sketch to show a perspective of major buildings. Show the proposed form and massing, construction materials and colors on the sketches.
  - (d) Mechanical Plans: Provide plans to show the essential work and intent of the design. Include HVAC systems, equipment layouts and locations, zones, etc.
  - (e) Electrical Plans: Provide plans to show the essential work and intent of the design.
  - (f) Basis of Design: Describe the intent of the design by discipline. Address material quality, energy efficiency and life cycle costs.

- (g) Sustainable Design: Demonstrate ability to achieve identified Guiding Principle sustainability goals and also Third Party Certification sustainability goals, if applicable.
- (7) Prepare [\_\_\_\_\_] [20] hard copies of the final concept for distribution at the final presentation.
- (8) Submit the Concept Design Workshop Report with all items included in the final concept design and the following:
- (a) Endorsements: Include a copy of the signature/endorsement sheet.
  - (b) Comments: Include comments and resolutions concerning the final concept design.
  - (c) Executive Summary: Summarize the workshop including the various concepts developed and presented.
  - (d) Special Design Features: Identify any special design features, e.g., pile foundations, physical security, intrusion detection systems, access control, TEMPEST, HEMP, etc.
  - (e) Architectural Compatibility Statement: Identify architectural style, materials, color scheme, and indicate their compatibility with installation planning and design concepts established in the Base Exterior Architectural Plan.
  - (f) Environmental Summary: Provide a summary identifying any environmental issues, listing completed actions and items requiring further coordination, waivers or permits.
  - (g) Supporting Project Documentation: Provide backup documentation supporting development of the concept design, layout, and special features. Include project scope discussion, comment/resolution sheets, meeting minutes, function analysis work sheets, and economic and technical analyses if alternatives evaluated.
- (9) Except for final comments, responses and endorsements, the final report should be prepared on site, before the final presentation.
- (10) Conduct a comprehensive presentation of the final concept. Obtain user signatures on an endorsement sheet, signifying approval of the final concept design, subject to any final comments and agreed upon resolutions at the final presentation meeting.
- (11) Endorsement sheet must include a statement confirming that the final concept is within the contract award amount and performance period.

### 1.3.3 CDW Report

Within 14 calendar days of completion of the on-site Concept Design Workshop, submit an electronic copy of the Concept Design Workshop Report as one file in .PDF format to the Contracting Officer. Report must include confirmation that the final concept is within the contract award amount and performance period.

#### 1.3.4 CDW Meeting Attendees

The following Contractor personnel must attend the CDW: Project Manager, Lead Designer of Record, Design Staff representing each architectural/engineering/design discipline, Superintendent, QC and DQC Managers, and Major Subcontractors that are agreed to as necessary and authorized to conclude the CDW.

#### PART 2 PRODUCTS

Not Used.

#### PART 3 EXECUTION

Not Used.

-- End of Section --