

**REVIEW OF
GUIDANCE FOR INITIATION OF
PRECONSTRUCTION, ENGINEERING AND DESIGN (PED) PHASE
(Civil Works General Investigations)
26 APRIL 2001**

Step 1. Development of the Project Management Plan (PMP) for the PED Phase:

The PMP, describing activities through project completion with emphasis on tasks to be conducted during the Preconstruction, Engineering and Design (PED) phase, should be completed concurrent with the completion of the project feasibility report.

a. The main components of the PMP (per RPMBP SOP 4.e and draft Corps Business Process) are:

- (1) Description of Project, Clients need and objectives, and quality objectives
- (2) WBS
- (3) Network Analysis
- (4) Scope, Costs and Schedule for Individual Taskings
- (5) Quality Control Plan
- (6) Acquisition Strategy
- (7) Change Management Plan

b. Independent Technical Review (ITR) of the PMP should be performed per the requirements of CESP D R 1110-1-8, South Pacific Division (SPD) Quality Management Plan (QMP)

c. Members of the Project Review Board (PRB) and the Local Sponsor approve the PMP.

Step 2. Development of Project Design Agreement:

a. The Design Agreement could/should be developed concurrent with the PMP.

b. Districts should initiate preparation of the PMP and Design Agreement prior to the DE's notice (i.e. during the Feasibility Phase). The cost of development of the PMP but not the Design Agreement would be cost shared at the Feasibility cost share ratio (i.e. 50/50). Within three months of the DE's notice, the cost of development and execution of the Design Agreement would be from advanced PED funds not to

exceed \$ 50,000, placed into an account separate from Feasibility phase funds, that is cost shared in the PED ratio. The Design Agreement should be executed at the time of the DE's notice in order to continue into the PED phase as expeditiously as possible. There shall not be any PED activities conducted prior to the execution of a design agreement.

c. Minimum requirements for Design Agreements are outlined in CECW-AG Memorandum, SUBJECT: Model Design Agreement, dated 03 August 1998 (see <http://www.usace.army.mil/inet/functions/cw/cecwa/branches/guidance/pdf/mdesagr m.pdf>). A Design Agreement Checklist should accompany the Design Agreement (see checklist at <http://www.usace.army.mil/inet/functions/cw/cecwa/branches/guidance/pdf/deschk.p df>)

d. An approved PMP, in full conformance with established guidance and upon which the Design Agreement is based, should always accompany the Design Agreement.

e. Independent Technical Review (ITR) of the Design Agreement should be performed per the requirements of CESP R 1110-1-8, South Pacific Division (SPD) Quality Management Plan (QMP)

f. Districts may execute Design Agreements which follow the "model" following a 30 day notification period to SPD; Design Agreements not following the model are executed by HQUSACE.

Step 3. **Initiation of PED Phase:**

a. Design may start the day after the DE's notice is signed, if an approved PMP and fully executed Design Agreement are in place.

b. If an approved PMP and/or executed Design Agreement are not in place after the DE's notice is signed, PED funds may be used to conduct activities necessary to finalize these documents and initiate PED activities. There should not be any PED activities conducted prior to the execution of a design agreement.

Step 4: **Conduct Technical Review Conference (TRC)**

a. This step follows immediately after initiation of PED phase (assuming the project Design Agreement has been executed)

b. Design and Independent Technical Review Teams and Sponsor representatives meet to view the project site and review PED activities and goals as well as other activities through project completion.

- c. Principle Planner should present the project plan as presented in the approved Feasibility Report .
- d. Representatives of District Support Team (DST) should participate in the TRC.

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