



United States Department of
Health & Human Services

HHS Facilities Program Manual



Volume I

May 19, 2006

Office for Facilities Management and Policy

Office of the Assistant Secretary for Administration and Management



United States Department of
Health & Human Services

Preface, Table of Contents and Acknowledgements



Office for Facilities Management and Policy

Office of the Assistant Secretary for Administration and Management



PREFACE

The HHS Facilities Program Manual sets forth overall general Departmental policy and guidance to HHS personnel who are responsible for directing and managing HHS facility activities. The intent of this manual is to promote excellence in the management and good stewardship of HHS facilities from facilities budget formulation to facility remediation and disposal.

The HHS Facilities Program Manual succeeds the Public Health Services (PHS) Facilities Manual that was last updated in early 1995. Since the 1995 update there have been numerous changes in the way the Federal Government procures, plans, designs, constructs, operates, maintains, and remediates its facilities. Federal facilities are major assets and facilities management is no longer an afterthought at the highest levels in the Federal Government. On February 4, 2004, The President signed Executive Order 13327 entitled "Federal Real Property Asset Management" requiring executive branch departments and agencies to recognize the importance of real property resources through increased management attention, the establishment of clear goals and objectives, improved policies and levels of accountability, and other appropriate action. In this regard, updating the PHS Manual is one of the initial steps the Department has taken to comply with the Executive Order and its issuance is a key element of the HHS Management Plan for implementing the President's Management Agenda on Real Property Asset Management. The HHS Facilities Manual consists of two volumes. Volume I provides policy and guidance on the delivery of new and renovated HHS facilities from budget formulation to occupancy. Volume II addresses operations and maintenance.

Volume I of the manual is intended to assist HHS facilities personnel in understanding and better managing the fiscal and capital assets entrusted to them by the American taxpayer. It emphasizes early planning and the importance of project definition. This volume addresses major Federal initiatives and concerns such as protecting the environment; sustainable design; historic preservation; accessibility for persons with disabilities; and value engineering.

The HHS Facilities Program Manual aligns the HHS facilities program with the HHS mission, "protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves." This manual also aligns the Department with a national imperative for good stewardship of America's real property assets. I extend my sincerest thanks to all of the people who helped to make the HHS Facilities Program Manual a reality.

A handwritten signature in blue ink that reads "William C. Stamper".

William C. Stamper, PE
Deputy Assistant Secretary for Facilities Management and Policy

Date: May 19, 2006

TABLE OF CONTENTS

PREFACE

TABLE OF CONTENTS

ACKNOWLEDGEMENTS

CHAPTER 1 ADMINISTRATION

- Section 1-1: Plan of the Manual
- Section 1-2: Definitions
- Section 1-3: Abbreviations and Acronyms
- Section 1-4: Facility Acquisition, Planning, and Development Reporting Requirements
- Section 1-5: Roles and Responsibilities

CHAPTER 2 PROJECT PLANNING AND APPROVAL

- Section 2-1: Funding Sources for Facilities Projects
- Section 2-2: Annual Facilities Plan
- Section 2-3: HHS Facility Project Approval Agreements
- Section 2-4: Pre-Project Planning and the Project Definition Rating Index
- Section 2-5: Planning and Programming Documents
- Section 2-6: Site Selection
- Section 2-7: Definition and Measurement of Space

CHAPTER 3 PLANNING AND DESIGN CONSIDERATIONS

- Section 3-1: Facility Master Planning
- Section 3-2: Environmental Impact Analysis Procedures
- Section 3-3: Historic and Archeological Preservation
- Section 3-4: Design Guidelines
- Section 3-5: Sustainable Design
- Section 3-6: Accessibility Requirements for Persons with Disabilities
- Section 3-7: Facility Security
- Section 3-8: Value Engineering
- Section 3-9: Partnering
- Section 3-10: Commissioning
- Section 3-11: Feasibility and Other Facilities Studies

CHAPTER 4 PROJECT DELIVERY

- Section 4-1: Acquisition Planning
- Section 4-2: Real Estate Acquisition
- Section 4-3: Project Design Review
- Section 4-4: Project Cost Monitoring and Cost Control
- Section 4-5: Design-Build
- Section 4-6: Design-Bid-Build
- Section 4-7: Lease Acquisition

CHAPTER 5 OCCUPANCY

- Section 5-1: Acceptance and Occupancy
- Section 5-2: Post-Occupancy Evaluation Survey

LIST OF EXHIBITS (exhibits are located immediately after the applicable section)

X2-2-A	NIH Buildings and Facilities Plan
X2-2-B	IHS Buildings and Facilities Plan
X2-3-A	HHS Form 300 – HHS Facility Project Approval Agreement
X2-3-B	Instructions for HHS Facility Project Approval Agreement
X2-3-C	Changes to Facility Project Approval Agreement
X3-2-A	Sample Environmental Assessment Criteria
X3-2-B	Sample Categorical Exclusion Criteria Checklist
X3-2-C	Sample National Environmental Policy Act Flow Chart
X3-3-A	Sample 106 Report, NIH George Freeland Peter Estate
X3-3-B	Sample Memorandum of Agreement, NIH Building 6
X4-5-A	General Design-Build Guidance and Considerations
X4-5-B	Sample Design-Build Qualifications Questionnaire
X4-5-C	Sample Phase Two Design-Build Proposal Selection Criteria
X4-6-A	Checklist to Award Architect/Engineer Design Contract
X4-6-B	Sample Statement of Work
X4-6-C	Sample Selection Evaluation Form
X4-6-D	Sample Bid Report Form
X4-7-A	Suggested Award Factors
X4-7-B	List of Leasing Forms and Clauses

ACKNOWLEDGEMENTS

The Office for Facilities Management and Policy would like to thank the following individuals for their contribution in knowledge and time to make the HHS Facilities Program Manual possible.

CDC

Tanya A. Bertsch, R.A.
George F. Chandler
Julia P. Chlarson
Buddy Evans
James T. Ku, AIA
LCDR Mathew Martinson, P.E.
James C. Maxwell,
Vanessa J. McCants
Stephen C. Milby, R.A.
Marcus E. Whatley
Cyndi Williams

FDA

Andrew B. Dempster
Clyde L. Messerly, R.A.
Patricia G. Calhoun

IHS

Tommy Bowman, R.A.
Raymond P. Cooke, P.E.
Joseph J. Corliss P.E.
CDR Randall J. Gardner P.E.
Eleanor Matney
CDR Jacqui Parker, P.E
Suresh Shah, P.E.
CAPT Kevin Stover, P.E

NIH

Clarence Dukes
Rozario Francis
Anna Franz, R.A.
Howard L. Hochman, CGFM
Eric Livingston
Kristy Long, R.A.
Valerie Nottingham
James Phelan
Ronald E. Wilson

PSC

Joyce A. Chomko
John G. Hicks
Heather Ransom

HHS

Kenn Cones, OFMP
Ricardo C. Herring, FAIA, OFMP
Edward King, ASBTF
Ed Martin, ASBTF
Diane E. Stewart, AIA, OFMP

The Office for Facilities Management and Policy would also like to thank the HHS Facilities Directors and their management for allowing their staff the time and resources to help develop the HHS Facilities Program Manual.

Edward J. Stehmeyer, Jr., P.E., CDC
David E. Dwyer, FDA
CAPT Bruce R Chelikowsky, R.S., IHS

Juanita M. Mildenberg, FAIA, NIH
Leonard Taylor, Jr. R.A., NIH

We would also like to thank our consultants Plexus Scientific for their expertise and assistance in preparing this document.

Daniel Geldermann, P.E.
Lisa Freeland, P.E.