

FACILITIES ENGINEERING

Table of Contents

1. General
 - .1 Purpose
 - .2 Objectives
 - .3 Authority
 - .4 Policies
 - A. New Construction
 - B. Existing Physical Plant Facilities
 - C. Technical Assistance to Indians
 - .5 Responsibility
 - A. Central Office
 - (1) Commissioner
 - (2) Chief, Facilities Engineering Staff
 - (3) Facilities Engineering Staff
 - B. Field Offices
 - (1) Area Director
 - (2) Area Facilities Management Officer
 - (3) Agency Facilities Management Officer
 - (4) Location
2. Organization
 - .1 Organizational Functions
 - .2 Facilities Engineering Staff
 - A. Chief's Office (Albuquerque, New Mexico)
 - B. Program/Evaluation Services Branch
 - C. Architectural/Engineering Services Branch
 - D. Construction Services Branch
 - E. Contract Services Branch
 - F. Facilities Management Services Branch
 - G. Liaison Officer (Washington, D.C.)
 - .3 Facilities Management, Field Level
 - A. Area Office
 - B. Agency/Work Center
3. Development of Programs
 - .1 Objectives of Program Development
 - .2 New Construction Program (Element 61)
 - A. Educational Facilities
 - B. Non-Educational Facilities
 - C. Unified Program
 - .3 Facilities Improvement & Repair Program (Element 62)
 - A. Categories of Work

FACILITIES ENGINEERING

Table of Contents

- B. Selective Parameters
- C. Determination of Need
- D. Project Justification
- E. Program Preparation
- F. Facilities Management Order (FMO)
- G. Program Approval
- H. Coding Data
- I. Unfunded Work
- .4 Facilities Maintenance Program (Element 65)
 - A. Categories of Work
 - B. Selective Parameters
 - C. Project Justification
 - D. Program Preparation
 - E. Facilities Management Order (FMO)
 - F. Program Approval
 - G. Coding Data
- .5 Facilities Operation Program (Element 64)
 - A. Categories of Work
 - B. Program Preparation
 - C. Reimbursements
 - D. Supplements
 - E. Program Approval
 - F. Coding Data
- .6 Facilities Inventory System
 - A. Facilities Inventory Data Listing
 - B. Facilities Inventory Books
 - C. Master Site Plans
 - D. As-Built Drawings
- .7 Employee Housing
 - A. Criteria
 - B. Non-Remote Locations
 - C. In-Town Locations
 - D. Bedroom Capacity
 - E. Housing Study Procedure
 - F. Policy Review
- 4. Execution of Programs
 - .1 Objectives
 - .2 New Construction Program (Element 61)
 - A. Design Handbook
 - B. Design Standards

FACILITIES ENGINEERING

Table of Contents

- C. Codes, Laws, and Regulations
- D. Review
- E. Design Work Order
- F. Design of Projects
- G. Project Drawings and Specifications
- H. Development, Cost Control, and Approvals
- I. Coordination with Other Programs
- J. Cooperation with Other Activities
- .3 Facilities Management Programs (Elements 62, 64, & 65)
 - A. Central Office
 - B. Area Office
 - C. Agency
 - D. Reporting Expenditures
- .4 Construction by Force Account
 - A. Definition of Force Account Construction
 - B. Decision to Use Force Account Method
 - C. Authority to Proceed
 - D. Employment Practices
 - E. Authority for Hiring of Temporary Employees
 - F. Supervisory Inspection
 - G. Cost Accounting
 - H. Final Inspection
 - I. Turn Over to Using Agency
 - J. Completion Notice
- .5 Construction by Contract
 - A. Definition of Contract Construction
 - B. Authority to Proceed
 - C. Inspection
 - D. Preconstruction Conference
 - E. Administration
 - F. Cost Accounting
 - G. Final Inspection
 - H. Turn Over to Using Agency
 - I. Completion Notice
- 5. Administration
 - .1 General Statement
 - .2 Annual Budget Submission
 - .3 Program Funding Control
 - A. Allocation of Funds
 - B. Project Numbers and Titles

FACILITIES ENGINEERING
Table of Contents

- .4 Financial Control
 - A. General
 - B. Construction Accounts
 - C. Office Accounts
 - D. Final Project Costs
- .5 Reports Summary

- 6. Contracting
 - .1 General
 - .2 Federal Procurement Regulations (FPR)
 - .3 Interior Procurement Regulations (IPR)
 - .4 Precedent
 - .5 Legal Review
 - .6 Architect-Engineering Contracting
 - .7 Formal Advertising, Construction Contracting
 - A. Unrestricted Advertising
 - B. Special Set-Asides
 - C. Buy-Indian Set-Asides
 - .8 Self-Determination Contracting

Illustrations 1 - 2

Supplements to 46 BIAM

<u>No.</u>	<u>Title</u>
1	Facilities Management Coding Structure
2	Telecommunications
3	Technical Assistance
4	Priority Process, Non-Education Construction
5	Energy Conservation/Management

FACILITIES ENGINEERING

General

1. GENERAL

1.1 Purpose. This part of the Bureau Manual provides objectives, authority, policies, and responsibility for the execution of the Bureau's Facilities Engineering function. This function encompasses the accomplishment of all Bureau Buildings and Utilities programs, including planning, design, construction, improvement, repair, operation, maintenance, energy conservation and management, utilizing force account and contract methods at both Central Office and Field levels. See 46 BIAM, Supp. 2, Telecommunications; 46 BIAM, Supp. 3, Technical Assistance; and 46 BIAM, Supp. 5, Energy Conservation/Management.

1.2 Objectives. The objectives of the Bureau are to determine the requirements for buildings and related utilities necessary to the operation of Bureau programs; to present these needs through the Department to the Office of Management and Budget and to the Congress of the United States; and to provide such facilities when and to the extent funds are authorized by that Congress.

1.3 Authority. The Bureau's authority for carrying out its stated objectives and policies is identified in 25 USC 13 and 25, USC 295, and under general authority contained in legislation and in the annual Department of the Interior and Related Agencies Appropriation Acts for new construction, improvement and repair, operation and maintenance, and technical assistance. Among the applicable manual sections and statutes are: (1) 205 DM 10, authorizing charges to non-Government employees for utilities; (2) Act of June 7, 1924, (43 Stat. 634), authorizing the Government to provide fuel and light for employee quarters; (3) Act of May 17, 1926, (44 Stat. 560), authorizing the collection of funds paid for utility services furnished non-Government entities; and (4) 66 Stat. 661, Sec. 1413 (see Office of Management and Budget Circular A45) authorizing charges to be made for utilities furnished in connection with rental of quarters. Under these various statutes, funds are provided and collected for the construction, improvement, repair, operation, and maintenance of the Bureau's physical facilities located throughout the United States.

1.4 Policies.

A. New Construction. The policy of the Bureau is to limit new construction to that absolutely essential to the efficient operation of programs. It is also a policy to encourage participation by Indian tribal organizations in the development of the construction

FACILITIES ENGINEERING
General

programs. The policy is to plan, design, and construct new buildings and utilities as required by the operating programs to secure the most effective, economical, and efficient facilities.

B. Existing Physical Plant Facilities. The policy of the Bureau is to best utilize existing facilities by maintaining them in a substantially original condition and to modernize, renovate and/or expand them when necessary to ensure safe, sanitary, and functional physical plants. When this is not feasible, new facilities are provided.

C. Technical Assistance to Indians. The policy of the Bureau is to provide technical assistance, as appropriate, to Indian Tribes, groups and individuals concerning the planning, design construction, improvement and repair, or operation and maintenance of facilities which can provide opportunities for economic development of Indian resources and improvement of the social environment of Indians. Technical assistance is also provided to other agencies of the Government, when requested, on a reimbursable basis, to the extent possible with existing staff, consistent with applicable laws and regulations and in the interest of the Government.

1.5 Responsibility.

A. Central Office.

(1) Commissioner. The Commissioner is the responsible line officer for the Bureau's New Construction Program, Facilities Improvement and Repair Program, Facilities Operation Program, Facilities Maintenance Program, and the Technical Assistance Program.

(2) Chief, Facilities Engineering Staff. The Chief is responsible for implementing directives mandating compliance with requirements for safety, energy conservation and management, environmental health; for providing access to programs by the handicapped; for complying with codes and standards not included in the above categories for all existing facilities and proposed construction projects.

(3) Facilities Engineering Staff. The Facilities Engineering Staff is responsible for the formulation of technical, educational, and management programs.

BIAM REISSUE
FEBRUARY 1984

FACILITIES ENGINEERING

General

B. Field Offices.

(1) Area Director. The Area Director is the responsible Bureau line officer for the Area's Facilities Improvement and Repair, Operation, Maintenance, and Technical Assistance Programs.

(2) Area Facilities Management Officer. The Area Facilities Management Officer is responsible for the implementation of the Facilities Improvement and Repair, Operation, Maintenance, and Technical Assistance Programs.

(3) Agency Facilities Management Officer. The Agency Facilities Management Officer is responsible for implementation of the Operation and Maintenance Programs at the individual locations.

(4) Location. The officer in charge at each Location is responsible for the following: operation, maintenance, project needs identification, working with local Tribal groups, etc.; providing technical assistance within the Location capability; and referring needs which cannot be met at the Location level to the Agency Facilities Management Officer.

FACILITIES ENGINEERING
Organization

2. ORGANIZATION

2.1 Organizational Functions. The Central Office functions are performed by the Facilities Engineering Staff, located in Albuquerque, New Mexico (with a liaison office in Washington, D.C.), while the field functions are performed by facilities management personnel on the staff at each Area, Agency, or Location office. See Illustration 1, Organization Chart.

2.2 Facilities Engineering Staff. The Facilities Engineering Staff provides support to the Commissioner for Bureau programs designed to provide architectural, engineering, construction management, contract, facilities management, and other technical services related to the construction of new facilities. The staff coordinates the Bureau's program for major rehabilitation, alteration, improvement, repair, operation, and maintenance of existing buildings, utilities, grounds and other facilities; it provides technical services to Tribes on design and construction. The staff provides design, construction and technical assistance on interdepartmental agreements. The staff is also responsible for developing and recommending the Bureau's basic policies, objectives, procedures, guidelines and technical instructions for the above functions. The staff evaluates implementation as performed by field personnel.

A. Chief's Office (Albuquerque, New Mexico). The Chief, Facilities Engineering Staff, serves in a staff capacity to the Commissioner and is responsible for the functions assigned and as described herein.

B. Program/Evaluation Services Branch. The Program/Evaluation Services Branch is responsible for program coordination and evaluation and for support services to the Building and Utilities programs. It provides related staff coordination and assistance to the Chief and the Branches of the Staff. Responsibilities include development and management of schedules and budget, general planning and information coordination.

C. Architectural/Engineering Services Branch. The Architectural/Engineering Services Branch is responsible for providing technical expertise in the architectural and engineering disciplines for new construction, facility improvement and repair, operation, and maintenance programs. Branch personnel prepare planning programs and budget material, serve on A-E evaluation and negotiation teams, serve as A-E project managers, and provide technical assistance to the Central Office, Area Offices, and Indian Tribes.

FACILITIES ENGINEERING
Organization

D. Construction Services Branch. The Construction Services Branch is responsible for supervision and administration of construction and inspection of construction, utilizing contract and/or force account methods of construction. Branch personnel serve as construction project managers with responsibility over Bureau on-site inspectors or A-E consultants under contract with the Bureau for the inspection of specific contract construction projects. Other Branch personnel serve as construction project managers and construction superintendents on construction projects to be built using Bureau force account staff.

E. Contract Services Branch. The Contract Services Branch is responsible for providing technical expertise in accomplishing contract actions pertaining to new construction and facility improvement and repair programs. Branch personnel assemble bidding and negotiation packages; obtain clearance, effect award, and monitor contracts; investigate claims and disputes; prepare findings of fact and Contracting Officer's Decisions; and oversee labor standards and equal employment opportunity enforcement.

F. Facilities Management Services Branch. The Facilities Management Services Branch is responsible for developing and recommending the Bureau's basic policies, objectives, procedures, guidelines, and technical instructions, coordinating the Bureau's Facilities Management responsibilities within the Bureau and with other Federal agencies and evaluating implementation by field personnel. The following functions and responsibilities range from policy development to assistance in implementation at the field level:

- (1) Recommending Bureau-wide policies and objectives.
- (2) Developing the Bureau-wide Facilities Management portion of the Bureau Manual (46 BIAM), Supplements and handbooks.
- (3) Coordinating Bureau-wide development of Facilities Management Programs.
- (4) Providing management guidance and technical assistance.
- (5) Evaluating Area performance.
- (6) Coordinating compliance with Federal Regulations affecting air, water, and other forms of pollution emanating from Bureau facilities.

BIAM REISSUE
FEBRUARY 1984

FACILITIES ENGINEERING

Organization

(7) Coordinating training programs for craftsmen, operators, servicemen, and maintenance persons.

(8) Coordinating the Bureau's telecommunications program, particularly radiocommunications.

(9) Establishing standards for the operation and maintenance of facilities.

(10) Performing engineering feasibility studies.

(11) Coordinating energy conservation and management programs.

G. Liaison Office (Washington, D.C.). The Liaison office is responsible for representing the Chief in providing staff assistance to the Commissioner relative to the Bureau Buildings and Utilities programs. The Liaison office serves as coordinator between the Facilities Engineering Staff (Albuquerque) and other organizations and Central Office functions in Washington, D.C.

2.3 Facilities Management, Field Level.

A. Area Office. Facilities Management activities are under the direction of the Area Director who is the line officer responsible to the Commissioner for all matters relating to Facilities Management activities within the Area. It is recommended that the Area Director delegate the authority for administering facilities management activities to an Assistant or Deputy Area Director, or to an Area Facilities Management Officer. The Area Facilities Management Officer or other official designated by the Area Director is responsible for two major organizational functions: program management and engineering. These functions are accomplished either directly (by staff) or indirectly (by others). The Area Office, or the delegated officer, is responsible for:

(1) Program Management.

(a) Program Development. Develops the Facilities Improvement and Repair Program from information submitted by the Agencies; provides overall guidance, coordination, and technical assistance in a staff capacity to facilitate the development of effective Facilities Operation and Facilities Maintenance Programs.

BIAM REISSUE
FEBRUARY 1984

FACILITIES ENGINEERING
Organization

(b) Distribution of Available Funds. Acts to review, analyze, and evaluate operation and maintenance costs within the Area and recommend equitable distribution of available funds to assure proper execution and conformance with Facilities Management Program objectives.

(c) Technical Guidance and Assistance. Provides technical guidance and assistance to Agencies in the formulation of programs and budget estimates for the improvement, repair, operation, and maintenance of physical plant facilities and for other required programs. Furnishes technical guidance and assistance to Indian tribes, groups, and individuals.

(d) Inspection and Evaluation. Conducts periodic inspections of Agency facilities and evaluates the performance of the Agency Facilities Management programs.

(2) Engineering.

(a) Engineering Surveys. Conducts engineering surveys and/or studies to determine the feasibility of proposed work.

(b) Architectural-Engineering Services. Provides various architectural and engineering services for planning, cost estimates, working drawings, specifications, and related services.

(c) Construction Management. Provides technical assistance to the contracting officer to ensure compliance with contract requirements. Provides similar services for force account construction work.

B. Agency/Work Center. Depending upon the plant complexity at each location, the topography, isolation, weather, staffing, and other factors, the responsibilities for each location's Facilities Management programs may be assigned to either an Agency or Work Center. The Agency Facilities Manager or other officer in charge is responsible for two major functions: planning, and work management. These functions are accomplished by each Work Center as necessary and appropriate, depending upon the magnitude and complexity of the physical plant facilities to be maintained.

BIAM REISSUE
FEBRUARY 1984

FACILITIES ENGINEERING

Organization

(1) Programming. Develops improvement and repair backlog and estimates of operation and maintenance workload. Assists the Superintendent in working with the Tribe(s) in establishing program and project priorities. Prepares a proposed program based on workload, priorities, and anticipated funding levels.

(2) Coordination. Coordinates Facilities Management activities with the line officer, Agency, Area Office officials, and other branches to ensure that the Facilities Management Programs reflect the needs of all activities.

(3) Supervision. Provides supervision, administrative and technical direction, guidance, and assistance in the improvement, repair, operation, and maintenance of plant facilities.

(4) Training. Organizes and conducts on-the-job training.

(5) Safety. Promotes personal safety, plant protection, and elimination of unsafe conditions.

(6) Inspections.

(a) Existing Facilities. Inspects existing facilities to identify deficiencies; initiates corrective action.

(b) Work in Progress. Inspects work in progress to insure program requirements are fulfilled regarding quality and schedule of work.

(7) Scheduled Maintenance. Implements a comprehensive preventive maintenance program.

(8) Other Work Programs. Coordinates with other work and training programs.

(9) Energy Conservation. Promotes and implements an energy conservation and management program.

BIAM REISSUE
FEBRUARY 1984

FACILITIES ENGINEERING
Development of Programs

3. DEVELOPMENT OF PROGRAMS

3.1 Objectives of Program Development. The objectives of program development are to analyze and appraise the needs of the Bureau with respect to the continuing use, expansion or curtailment of present facilities required for program activities based on present goals and to develop programs to accomplish the desired end result in logical order.

3.2 New Construction Program (Element 61). The new construction program is prepared and submitted in accordance with the following instructions:

A. Educational Facilities. Application for construction of educational facilities is made in accordance with the provisions described in 61 BIAM School Facilities.

B. Non-Educational Facilities. Application for construction of all non-educational facilities, estimated to cost \$250,000 or more, is made in accordance with the Priority Process, Non-Educational Construction. See 46 BIAM Supplement 4 and examples contained therein.

C. Unified Program. The final combined Bureau construction program for each fiscal year, generated from the highest priority projects of both education and non-education requests, is determined by the Commissioner.

3.3 Facilities Improvement and Repair Program (Element 62). Facilities Improvement and Repair is defined as a program function to plan, design, and perform major alterations, improvements and renovation to existing Bureau-owned facilities and equipment, and to construct minor new buildings and utility systems. Major alterations, improvements and renovation are projects of work that substantially alter or change a functional area or use of an existing facility, provide for an overall environmental improvement, or restore existing facilities to original condition. Existing Bureau-owned facilities include buildings, utility systems, structures, and grounds and streets or their component parts.

A. Categories of Work. The projects are identified according to the following categories:

(1) ENERGY (Category E). Work required on existing facilities which is performed for the purpose of energy conservation.

Release 46-3, 5/23/80

FACILITIES ENGINEERING
Development of Programs

(2) HANDICAPPED (Category H). Work required to bring buildings, utilities, curbs, and grounds into compliance with public laws relating to handicapped persons including physically and mentally disabled.

(3) GENERAL (Category M). Work required to modernize, correct functional deficiencies, and to otherwise bring buildings, utilities, and grounds into compliance with codes and standards not included in categories E, H, S or X.

(4) SAFETY (Category S). Work required to bring buildings, utilities and grounds into compliance with public laws and directives relating to safety and health.

(5) ENVIRONMENTAL (Category X). Work required to bring buildings, utilities, and grounds into compliance with public laws relating to air quality, solid waste disposal, wastewater, drinking water, and any other environmental requirements.

B. Selective Parameters

(1) Existing Facilities. Facilities improvement and repair costs for an existing building, structure, utility, or grounds area over a three-year period shall not exceed 50% of the current new construction replacement cost of a facility of the same functional use and size, without conducting a feasibility study.

(2) Life of Facility. Facilities Improvement and Repair Program funds are expended only on those facilities which are to be used for three or more years.

(3) Cost Range. Projects are normally in the base range of \$5,000 to \$250,000.

C. Determination of Need. Project needs are to be determined jointly by Area and Agency staffs on a continuing basis and must reflect the needs of all programs.

D. Project Justification. As the need to accomplish facilities improvement and repair work (projects) is identified, reported, or requested, the Agency, Work Center, or Area shall document the need by preparing a Project Justification Form 5-4601 (Apr 1975) setting forth

FACILITIES ENGINEERING
Development of Programs

the existing condition, a description of the proposed work, a justification supporting the need, and the estimated cost to accomplish the proposed work. A computer Backlog listing of unfunded facilities improvement and repair work will be maintained and updated by the Agency and Area.

E. Program Preparation. The Facilities Improvement and Repair Program is prepared by the Agency and Area making manual changes to the Facilities Improvement and Repair Backlog listing of unfunded work. The Backlog listing will be provided annually by the Central Office for the purpose of adding or deleting projects and assigning priorities.

(1) Priority Assignment. It is recommended that Agency Superintendents and Area Directors establish Boards of Review to review the Facilities Improvement and Repair Backlog and to establish priorities.

(a) Agency. Through the Facilities Improvement and Repair Backlog, the Agency Superintendent is informed of the extent of needed facilities improvement and repair work and assigns Agency priorities to projects and submits them to the Area Office.

(b) Area. The Area Director reviews all Agency facilities improvement and repair projects and priorities, establishes Area Priorities and submits them to the Central Office.

(c) Central Office. A Central Office Board of Review will review all Area facilities improvement and repair projects and priorities, and establish Bureau-wide priorities. The membership of the Board of Review will be determined by the Commissioner, and members are notified by memorandum.

(2) Priority Approval. The Commissioner will approve the facilities improvement and repair priorities as recommended by the Central Office Board of Review with such modifications as are necessary. A copy of each Area's approved priority listing will be provided the Area Directors.

F. Facilities Mangement Order (FMO). For each item of facilities improvement and repair work (project) for which it is anticipated funds will be allotted during the next fiscal year, the Area shall prepare an FMO setting forth in detail the scope, work sequence, method of

FACILITIES ENGINEERING
Development of Programs

accomplishment, and the estimated cost for personal services, travel and transportation, supplies, miscellaneous items, contracts, and capital assets.

G. Program Approval. The Area Facilities Improvement and Repair Program, based on final allocation of funds, shall be approved by the Area Director.

H. Coding Data. See Financial Management Accounts Handbook (42 BIAM Supplement 2) and Facilities Management Coding Structure (46 BIAM Supplement 1).

I. Unfunded Work. The Bureau-wide computer listing of unfunded facilities improvement and repair work will be used to justify requests for funds during budget hearings.

~~374 Facilities Maintenance Program (Element 65). Facilities Maintenance is defined as a program function to maintain existing Bureau-owned or operated plant facilities and equipment to keep them in a condition substantially equivalent to their original status or design capacity for the conduct of Bureau programs. Facilities operated but not owned by the Bureau are limited to those provided on a rent-free basis, and to those that, except for unusual circumstances such as program retrocession, would normally be owned by the Bureau. Existing Bureau-owned facilities include buildings, utility systems, structures, and grounds and streets or their component parts.~~

~~A. Categories of Work. Maintenance work is identified according to the following categories.~~

~~(1) Emergency Service. Immediate action (work) required to prevent loss or damage to Government property, to restore essential service, and/or to eliminate hazards to personnel or damage to equipment.~~

~~(2) Service Calls. Unscheduled work estimated to require up to 16 manhours to accomplish; normally requested by facility users and not emergency work by nature. Included are such items as replacement of broken windows, damaged screens, defective light switches, bib washers, patching small wall areas, etc. This work cannot be planned for on an individual basis due to the unpredictability of occurrence.~~

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46 BIAM
10/2/84*

FACILITIES ENGINEERING
Development of Programs

(3) Preventive Maintenance. Work required to prevent premature deterioration and breakdown of equipment and utility systems. This work consists of scheduled inspection, examination, cleaning, lubrication, and minor adjustment not to exceed \$500 per occurrence.

(4) Minor Repair and Improvement. Work (projects) of a minor nature required to repair, restore or modify plant facilities and equipment to their original condition. This work requires planning for successful accomplishment. The cost of such work ranges from \$500 to \$5,000 per occurrence. A Project Justification Form 5-4601 is required for work costing from \$500 to \$5,000. Included are such items as replacement of emergency exit hardware, plumbing hardware; roof patching; equipment repair; utility system repair; erection or relocation of partitions; fabrication of shelves, cabinets and safety devices; installation of additional lights or outlets; etc.

B. Selective Parameters.

(1) Emergency service, service calls and preventive maintenance work shall not exceed \$500 per occurrence.

(2) Minor repair and improvement work (projects) shall be in the \$500 to \$5,000 range per project.

C. Project Justification. As the need to accomplish minor repair and improvement work (projects) is identified, reported, or requested, the Agency shall document the need by preparing a Project Justification Form 5-4601 for projects ranging from \$1,000 to \$5,000, setting forth the existing condition, a description of the proposed work, a justification supporting the need, and the estimated cost to accomplish the proposed work.

D. Program Preparation.

(1) Agency. The Facilities Maintenance Program is an Agency program and the responsibility for program development and execution is at that level. The Area acts in a staff capacity providing overall guidance, coordination, and technical assistance to facilitate the development of effective maintenance programs for all Agencies. The Agency, with Tribal input, coordinates with users of facilities to determine and recommend Agency priorities for minor repair and improvement work.

BIAM REISSUE
FEBRUARY 1984

Release 46-3, 5/23/80

*Delete per
46 BIAM
10/2/84*

FACILITIES ENGINEERING
Development of Programs

The Agency Facilities Maintenance Program documents the maintenance and minor repair and improvement work required at each location within the Agency or work center. The work is recommended by the Agency and submitted to the Area Director for approval. The Facilities Maintenance Program also provides a guideline for the Agency in setting priorities.

(2) Area. The Agency Facilities Maintenance Programs are used by the Area Office to evaluate performance and determine technical assistance needed.

(3) Central Office. The Bureau-wide Facilities Maintenance Programs are used by the Central Office for evaluation and for justifying requests for funds during budget hearings.

E. Facilities Management Order (FMO). For each item of minor repair and improvement work (project), for which it is anticipated funds will be allotted during the next fiscal year, the Area or Agency shall prepare an FMO setting forth in detail the scope, work sequence, method of accomplishment, and the estimated cost for personal services, travel and transportation, supplies and miscellaneous items, contracts, and capital assets.

F. Program Approval. The Agency Facilities Maintenance Program, based on final allocation of funds, shall be approved by the Agency Superintendent and the Area Director.

G. Coding Data. See Financial Management Accounts Handbook (42 BIAM Supplement 2), and Facilities Management Coding Structure (46 BIAM Supplement 1).

3.5 Facilities Operation Program (Element 66). Facilities Operation is defined as a program function to provide for the production and/or procurement as well as the distribution of utilities and furnishing of services essential to Bureau programs, at all Bureau installations, and to other Federal Government users. Where Bureau facilities have been established at isolated locations not serviced by commercial utilities, and the Bureau's utility systems are of a greater capacity than required for Bureau needs, the surplus utilities may be made available to non-Federal entities located at or immediately adjacent to the Bureau's facility, provided that the non-Federal entity would be denied utility services if Bureau utilities were not made available.

Maintenance and Repair Program (Element 66)

*per 46 BIAM
10/2/84*

FACILITIES ENGINEERING
Development of Programs

A. Categories of Work. Operation work, which is highly repetitive work and is characterized by having standard job performance standards, is identified according to the following categories:

(1) Utility Operation. Work or other costs to produce, procure, distribute, and furnish utilities including heating, cooling, electricity, water, sewer, and communications. Includes minor repair of equipment used in providing utilities, not to exceed \$500 per occurrence.

(2) Service Operation. Work or other costs to provide refuse disposal, janitorial, protection, and grounds and streets services. Includes minor repair of equipment used in providing services, not to exceed \$500 per occurrence.

B. Program Preparation.

(1) Agency. The Facilities Operation Program is an Agency program, and the responsibility for program preparation and execution is at that level. The Area Facilities Management Branch acts in a staff capacity providing overall guidance, coordination, and technical assistance to facilitate the development of an effective Facilities Operation Program for each Agency within the Area. The Agency or work center Facilities Management Branch shall be responsible for supplying current data such as the square footage occupied by each program, coordinating participation with each program, etc., and recommending the Facilities Operation Program to the Superintendent for approval.

The Agency Facilities Operation Program documents the operation work required at each location within the Agency or work center.

(2) Area. The Agency Facilities Operation Programs are used by the Area Office to evaluate performance and determine technical assistance needed.

(3) Central Office. Bureau-wide Facilities Operation Programs are used by the Central Office for evaluation and to justify requests for funds.

BIAM REISSUE
FEBRUARY 1984

FACILITIES ENGINEERING
Development of Programs

C. Reimbursements. When the Bureau provides utilities or services to other Federal Government users their cost is considered a Fixed Charge. The Fixed Charge is established on the basis of estimated annual volume of utilities and services to be provided and includes the cost of labor, materials, and supplies. An amount equal to 30% of the basic cost shall be added to cover maintenance, replacement of equipment, and overhead directly applicable to providing the utilities or services. The total amount is considered as a Fixed Charge Reimbursement to the Facilities Operation Program. A BIA-PHS Reimbursement Agreement summarizing the costs shall be prepared by each Area each year by November 15 in accordance with the July 6, 1964, Memorandum of Agreement between the Bureau of Indian Affairs and the Public Health Service and shall be signed by the Area Director, Bureau of Indian Affairs, and the Area Medical Officer, Public Health Service. Similar annual written agreements shall be prepared annually with all other Government agencies receiving utilities or services.

D. Supplements. When the Bureau provides utilities or services to non-Federal entities, their cost is considered as a Fixed Charge, and is established either on the same basis as other Federal Government users or based on commercial rates. Commercial rates are the rates charged by the nearest commercial firm or public utility for comparable utilities and services. A Miscellaneous Service Agreement indicating the Fixed Charge for each utility and service provided each Non-Federal entity shall be made each year and signed by the Agency Officer-in-Charge and the user.

E. Program Approval. The Agency Facilities Operation Program, based on final allocation of funds, shall be approved by the Agency Superintendent and the Area Director.

F. Coding Data. See Financial Management Accounts Handbook (42 BIAM Supplement 2), and Facilities Management Coding Structure (46 BIAM Supplement 1).

3.5
3.6 Facilities Inventory System. The collection and maintenance of statistical data on all Bureau-owned facilities, for which Facilities Management is responsible, is essential for the development of Facilities Management Programs. All levels of management must recognize this need for maintaining valid facilities inventory data. The information contained in the Facilities Inventory System includes buildings, utility systems, grounds and streets, and equipment, and is used as

*Rev 46 BIAM
10/2/84*

FACILITIES ENGINEERING
Development of Programs

the basis for developing maintenance funding and staffing requirements and justifying requests for funds and staff during budget hearings. It comprises the following:

A. Facilities Inventory Data Listings. The data listings are computer reports which reflect the actual inventory of all Bureau facilities--buildings, structures, utility systems, and grounds and streets--for which Facilities Management has operation and maintenance responsibilities.

B. Facilities Inventory Books. The inventory books contain plot plans with utility layouts, building floor plans, building photographs and building construction data.

C. Master Site Plans. Master site plans identify existing plant facilities and Government-owned lands and reflect projected long-range planning.

D. As-Built Drawings. As-built drawings reflect the physical location and arrangement of plant facilities and related components, both hidden and exposed.

3.6
~~3.7~~ Employee Housing. The policy governing construction of employee housing at Bureau facilities requires that a study be made to determine whether the location is remote or non-remote prior to the inclusion of a project in a budget estimate. The number of quarters that can be constructed at a given location will be determined as set forth below.

A. Criteria. Standards and polices established by the Office of Management and Budget Circular A-18, as revised and amended, are followed. For each project which is determined by study to be at a remote location, necessary Government housing will be provided for the estimated funded staff only.

(1) Remote Defined. Circular A-18, as revised and amended defines "remote" as requiring travel time of more than two hours per round trip by automobile or public transportation from a community having an available supply of adequate housing.

B. Non-Remote Locations. For each project which is determined by a study to be at a non-remote location, the guidelines for construction of Government housing are as follows:

per 46 BIAM
10/2/84

FACILITIES ENGINEERING
Development of Programs

(1) Required Occupancy. Government housing is provided only for employees in the job categories shown in (a), (b), (c), and (d) below. Persons employed in these categories are required to live in Government housing units provided at the site. Employees in the categories listed are determined to be needed to provide protection of Government property, responsible leadership for students, and emergency care involving student sickness, discipline, firefighting, or other disaster rescue work.

(a) Boarding Schools

<u>Job Categories</u>	<u>1-12 CR</u>	<u>13-22 CR</u>	<u>23-34 CR</u>
Superintendent or Principal	1	1	1
Guidance Counselors and Dept. Heads	2	3	4
Instructional Aides Recreation Leaders, Cooks and Teacher Advisors	5	10	15
Facilities Management	2	2	2
Social Worker	0	1	1
TOTAL	10	17	23

(b) Day Schools

<u>Job Categories</u>	<u>1-12 CR</u>	<u>13-22 CR</u>	<u>23-34 CR</u>
Superintendent or Principal	1	1	1
Facilities Management	2	2	2
TOTAL	3	3	3

(c) Boarding Dormitories

<u>Job Categories</u>	<u>50 - 360 Students</u>	<u>361-660 Students</u>	<u>661-1020 Students</u>
Superintendent or Principal	1	1	1

FACILITIES ENGINEERING
Development of Programs

Guidance Counselors and Dept. Heads	1	3	4
Instructional Aides, Recreation Leaders, Cooks, and Teacher Advisors	2	4	6
Facilities Management	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	<u>6</u>	<u>10</u>	<u>13</u>

(d) Agency Facilities at Other Than In-town Locations.

<u>Job Categories</u>	<u>Up to 100 Employees</u>	<u>Over 100 Employees</u>
Superintendent or Administrative Asst.	1	1
Facilities Management	2	2
Land Operations, Transportation, Forestry, Social Services, Property Management, and Law Enforcement	<u>4</u>	<u>6</u>
TOTAL	<u>7</u>	<u>9</u>

(2) Exemption. An employee whose job responsibility requires occupancy of Government housing at the site, as determined under "Required Occupancy" above, is exempt from that requirement if the employee owns and resides in a home at a location within the two-hour round trip commuting distance. In this case, another employee who does not reside in his or her own home, with comparable duties or substitute capabilities, will be required to occupy the Government housing at the site.

C. In-town Locations. No Government quarters are provided.

D. Bedroom Capacity. At all locations, regardless of program activity, the ratio for one, two and three-bedroom houses at a location is 20, 15, 65 percent, respectively, unless other ratios are determined to be more appropriate by the housing studies.

FACILITIES ENGINEERING
Development of Programs

E. Housing Study Procedure. The Central Office advises the Area Director of the need for making a housing study for each proposed project which includes employee housing. The housing study is conducted by an appraisal firm located in the general area of the proposed project. The appraisal firm is selected in accordance with appropriate selection criteria. The Area Director furnishes information to the appraisal firm on the estimated number of employees at the project location and such other information as may be necessary. A copy of the study is furnished to the Central Office.

F. Policy Review. The housing policy will be reviewed by the Central Office every three years to ascertain its effectiveness. The policy will be modified when the review indicates a change is necessary.

FACILITIES ENGINEERING
Execution of Programs

4. EXECUTION OF PROGRAMS

4.1 Objectives. The objectives are to provide the most useful facility in the most economical manner in an orderly and logical sequence of production in completing each phase while maintaining cost control; and to continually study and evaluate alternative facilities or products available to perform the necessary functions and to utilize those most economical and compatible with the desired result.

4.2 New Construction Program (Element 61).

A. Design Handbook. The design handbook provides architects and engineers with helpful guidelines in the design phase by delineating drafting standards, outlining basic requirements, specifying procedures, and, in general, covering the important features to be considered or included in drawings and specifications. A copy of the Design Handbook is furnished each contract architect-engineer performing design work. The design handbook is also used in "in-house" design to effect standardization.

B. Design Standards. The Office of Management and Budget Circular A-18, as revised and amended, "Design Standards for Construction of Permanent Family Housing for Federal Personnel," and the directives by the Department and Appropriation Committees of the United States Congress provide minimum and maximum design standards for employee housing.

C. Codes, Laws, and Regulations. All recognized codes, laws, and regulations applicable to specific projects shall be incorporated into design and specification documents.

D. Review. The completed construction documents shall be revised by local, state, and federal agencies for compliance with design standards and other governing regulations.

E. Design Work Order. A design work order is established within the accounting system to provide a means of recording design cost by project.

F. Design of Projects. The basis for the design, drawings, and specification for a project is the approved Program of Requirements. The work may be performed by one of the following methods or a combination of both.

FACILITIES ENGINEERING
Execution of Programs

(1) In-House Design. A project designed in-house requires no special procedures for its accomplishment.

(2) Architect-Engineer Design. A project designed by a contract architect-engineer, firm or individual, is accomplished in much the same manner as one designed in-house. The procedures required for negotiation with and selection of the A-E are defined under P.L. 92-582.

G. Project Drawings and Specifications. The drawings and specifications for a project consist of the following:

(1) General Requirements. The work performed shall consist of all services necessary to produce complete and satisfactory designs, drawings, specifications, estimates and analysis for the construction of the project, including appurtenances, as described in the Program of Requirements.

(a) General Purpose of Drawings. The primary purpose served by drawings is to convey information in graphic form to show how buildings, utility systems or other facilities look, function, or are to be constructed. Drawings also show the kinds of materials to be used and the method of construction or installation to be employed. They also form a basis for determining quantities of materials needed for construction and in preparing estimates of cost.

(b) General Purposes of Specifications. Specifications are used to describe the kinds of materials and equipment and their method of installation in the construction of a building, utility, or specific item of equipment. Specifications are used to supplement the drawings and describe the details and the kind of materials and workmanship to be used in installation. The Construction Specifications Institute (CSI) format is adopted for use in the development of the technical specifications. General policies prescribed in FPR 1-1.305, 1-1.306, and 1-1.307, with respect to specifications, standards, and purchase descriptions will be observed where applicable.

H. Development, Cost Control, and Approvals. From the approved Program of Requirements, the development, control, and approval of plans will be completed in the following order regardless of whether the work is performed "In-House" or by an "A-E firm."

FACILITIES ENGINEERING
Execution of Programs

(1) Conceptual Sketches. On single building projects, the conceptual sketch may be included in the Program of Requirements. On larger projects, separate conceptual sketches are prepared. Review and approval of the sketches shall be obtained from designated representatives of the Agency, Area, Tribe and Central Office. The next step will not be started until all are in agreement.

(2) Diagrammatic Drawings. Review and approval of the drawings shall take place by the same group as indicated for conceptual sketches. In addition, a cost estimate is prepared at this stage to determine that the programmed budget is not being exceeded. Should the cost estimate exceed the programmed budget, steps shall be taken in cooperation with the using activity to redesign for lower cost or determine what alternates are possible and still provide a workable program. The next step will not be started until all are in agreement.

(3) Tentative Drawings. The drawings at this stage have all the major determinations of space allocations, clearances, major mechanical and electrical requirements, etc., included. The drafting of details and final schedules and completion of the drawings will not change the functional arrangements or programmed use of the facility. Therefore, at this stage the review of all interested parties should be very comprehensive and any changes after this review require strong justification. A cost estimate by Trades is required at this stage.

(4) Cost Estimate. A cost estimate is prepared for the entire project. The estimate is broken down into the same elements or items that will form the basis on which bids will be received.

I. Coordination with Other Programs. Coordination with other programs or activities is as follows.

(1) Technical Assistance. Provide technical assistance as defined in 46 BIAM Supplement 3.

(2) Tribal. Apprise Tribal authorities, through appropriate channels, of projects to be initiated by the Bureau and inform them of the general scope of the project including the extent of utility service development. Invite Tribal representative to attend planning conferences to assure consideration of planned Tribal enterprises.

(3) Indian Housing. Include provisions in planning developments for future expansion to include Indian housing as appropriate.

FACILITIES ENGINEERING
Execution of Programs

J. Cooperation with Other Authorities. In the design of various facilities, cooperation is required with others, such as those listed below.

(1) Public Health Service. By memorandum of Understanding between the Public Health Service, Department of Health, Education and Welfare (Department of Health and Human Resources) and the Bureau of Indian Affairs, Department of the Interior, the Bureau furnishes to the appropriate Public Health Service Office, for review, the design data, plans, and specifications for construction projects involving water and sewerage systems. See Illustration No. 2, Memorandum of Understanding.

(2) Environmental Protection Agency. Coordinates with regional offices concerning the type of sewage disposal plants and their location, providing design data, plans, and specifications for review. Implements EPA recommendations when feasible.

(3) United States Geological Survey. Arrangements have been made with the United States Geological Survey to make studies of geologic conditions, recommendations for drilling, and interpretation of results of test well drilling at proposed construction sites for obtaining water supplies. Reports of well drilling data are furnished to the United States Geological Survey District Offices for their information and use in developing area reports.

(4) Other Government Agencies. Cooperates with other Government agencies by furnishing design and construction service, as requested, on a reimbursable basis when such assistance does not interfere with the development and execution of the Bureau's program.

4.3 Facilities Management Programs (Elements 62, 64 & 65).

A. Central Office. The Chief, Facilities Engineering Staff, is responsible for providing guidance and technical assistance, on request, to Areas and Agencies in executing (accomplishing) their approved Facilities Management Programs.

B. Area Office. The Area Director is responsible for providing guidance and technical assistance, on request, to Agencies in executing their approved Facilities Management Programs.

C. Agency. Each Agency Superintendent is responsible for executing the approved Agency Facilities Management Programs. The Superintendent shall periodically review the execution of the programs to assure that the essential work is being performed, revising the approved programs as necessary.

Release 46-3. 5/23/80

FACILITIES ENGINEERING

Execution of Programs

D. Reporting Expenditures. All expenditures (obligations) are coded to an appropriate Work Order. Expenditures chargeable to a project are coded to the specific Work Order number assigned the project. Coding of the Program Detail field is optional. See 42 BIAM Supplement 2 and 46 BIAM Supplement 1 for detailed coding instructions.

4.4 Construction By Force Account.

A. Force Account Construction. Force Account Construction is defined as the complete prosecution of a construction project using Federal Government forces from the time actual construction work starts until final turnover of the project to the user activity.

B. Decision to Use Force Account Method. A recommendation to use the force account method of construction is generally based on a number of factors which may include location, estimate of cost, type of project, interest and capabilities of Indians available for local hire, and size of project.

C. Authority to Proceed. Authority to proceed using the force account method is given by the Office of Management and Budget Circular No. A-76, "Policies for Acquiring Commercial or Industrial Products or Services for Government Use." This authority may be granted only under one or more of the following conditions:

- (1) Procurement of the service from a commercial source would disrupt or materially delay the work.
- (2) A satisfactory commercial source is not available and cannot be developed in time to provide the service when needed.
- (3) The service is available from another Federal agency and the agency supplying the service can justify compliance with Circular A-76.
- (4) Procurement of the service from a commercial source will result in higher cost to the Government.

FACILITIES ENGINEERING
Execution of Programs

D. Employment Practices. In line with established Bureau policies to recruit and train Indians and Alaska Natives, every effort shall be made to employ local Indians and Alaska Natives to the greatest extent possible by coordinating employment with local groups, Tribes and the Agency/Area.

E. Authority for Hiring of Temporary Employees. Delegation of authority to the foreman level is given for temporary appointments of Indians and Alaska Natives. Appointments for all non-Indians will be handled by the personnel office in Albuquerque, Washington, or in the Area.

F. Supervisory Inspection. Periodic inspections will be made of the work in progress at project sites by supervisory personnel. The inspections are made to assure that workmanship and materials are in conformance with plans and specifications for the project.

G. Cost Accounting. Accounts will be established so that unit costs of material and labor may be obtained for job control as well as for future information. The accounts will be maintained and will reflect all project expenditures.

H. Final Inspection. When the project is completed, a final inspection is made by representatives of the Facilities Engineering Staff along with representatives of the Area, Agency of other local group. A written list of deficiencies of workmanship and materials is prepared at this time. All deficiencies will be corrected to the representative's satisfaction.

I. Turn Over to Using Agency. The facility is turned over to the using agency after final inspection if the deficiencies are minor and will not interfere with normal occupancy and operation of the facility. If the deficiencies are major, the turnover to the using agency will be made after correction of all deficiencies.

J. Completion Notice. A "Completion Notice," Form 5-4234 (formerly Form 5-1031), is prepared upon completion of the total project. The completion notice signals the completion of all activity on the project to all parties. See 42 BIAM Financial Management for further instructions on completing the form.

FACILITIES ENGINEERING
Execution of Programs

4.5 Construction By Contract.

A. Contract Construction. Contract Construction is defined as complete prosecution of a construction project using private contractors and controlled by Government-wide regulations known as Federal Procurement Regulations (FPR) and Department and Bureau supplements.

B. Authority to Proceed. After receiving bids and all FPR provisions are met, bids are evaluated. If adequate funding is available, notice is given to the Central Office, and the successful low bidder will be given notification of award, and a construction contract will be executed. Upon receipt of signed contract, bonds, etc., notice to proceed will be given to the contractor.

C. Inspection. A full time qualified on-site inspector(s) is provided on all construction projects in excess of \$1,000,000. Inspection on smaller construction projects can be accomplished on an intermittent on-site inspection basis depending on available funding, availability of resources, or complexity of the project.

Inspection is accomplished using Facilities Engineering staff, Area or local Agency staff, or by A-E consultant contract, in that order of preference, depending on availability of resources.

D. Preconstruction Conference. A preconstruction conference is held with the contractor, subcontractors, and representatives of the Facilities Engineering Staff, the Area, and Agency as appropriate, to acquaint all parties involved with the required policies and procedures in the administration of the construction contract prior to commencing work.

E. Administration. The administration of the contract work will require on-site technical inspection, monitoring progress of the work, and maintaining accurate records. The following minimum records will be kept on all projects.

- Daily construction reports.
- Daily project logs.
- Photographs.
- Material and equipment submittal approvals.
- Monthly construction report (Contractor's Payment Estimate).
- Change order documentation.
- Correspondence to contractor.
- Completion and final acceptance report.

FACILITIES ENGINEERING
Execution of Programs

F. Cost Accounting. Accounts are established so that all expenditures are monitored. Changes to the project and payment to the contractor are made by utilizing the Monthly Construction Report (Contractor's Payment Estimate) after all items are verified to reflect the work in place. Charges for extra work not covered in the contract work are not made unless authorized through a properly executed change order.

G. Final Inspection. When the project is completed a final inspection is made by representatives of the Contracting Authority. A written list of deficiencies of workmanship and materials is prepared at this time. All deficiencies will subsequently be corrected to the using agency's satisfaction.

H. Turn Over to Using Agency. The facility can be turned over to the using agency after final inspection if the deficiencies are minor and will not interfere with the normal occupancy and operation of facilities. If the deficiencies are major, the turnover to the using agency will be made after correction of all deficiencies.

I. Completion Notice. A "Completion Notice," Form 5-4234 (formerly Form 5-1031), is prepared upon completion of the total project. The completion notice signals the completion of all activity on the project, by the Contracting Authority, to all parties. See 42 BIAM Financial Management for further instructions on completing the form.

FACILITIES ENGINEERING
Administration

5. ADMINISTRATION

5.1 General Statement. Administrative direction, records, and reports facilitate the productive work by making operations smoother, more efficient and effective within the limitations of existing policies and regulations. The purpose of these services is to provide information, analysis, advice, and assistance so that the mission performed may be accomplished in the best possible way.

5.2 Annual Budget Submission. The preparation, assembly and submission of annual budget material pertaining to the appropriation, "Construction, Buildings and Utilities," is a part of the administrative process. The manner of submission and scheduling are done in accordance with the instructions issued for all Bureau activities.

5.3 Program Funding Control. Control and monitoring of funding is accomplished as follows:

A. Allocation of Funds. After receipt of the annual proceeds of appropriations, allocation accounts are established for each new project or item. Project titles and numbers are assigned to identify obligations and monitor the expenditure of funds. Allocation accounts are maintained at the project level, with work orders issued within the project scope detailing specific work packages scheduled for separate completion.

B. Project Numbers and Titles. Project numbers consist of an alpha-numeric prefix and a three-digit numeric suffix. The project title is kept as brief as possible and normally contains a location name followed by a project type description. There is only one official title for each project number. Example: "Project No. W56/711, Chemawa Boarding High School (Educational Facilities)."

5.4 Financial Control. Financial control is exercised in the following manner.

A. General. A Bureau-wide financial management system is used for information and control. In addition, a "work program" report is selectively used by operating managers to monitor manpower and money use compared with initial estimates. There are distinctive features about the use of the system that pertain to the construction program. To evaluate efficiency, management employs financial information and control techniques related to the construction of the project,

FACILITIES ENGINEERING

Administration

as well as the direct cost of construction, either as payments to contractors or as the cost of materials, supplies, and services required in force account construction. The basic technique is the establishment of an allotment account for a project based on an estimate of the costs that will be incurred, subdividing the project into time-phased work orders capable of separate completion which will allow documentation and accumulation of the cost for items of interest to management.

B. Construction Accounts. These accounts record the actual costs of the construction of a project in the field. They include such items as payments to general contractors; expenses for the on-site supervision of project inspectors; the cost of the equipment that is included in the construction appropriation, installation of the equipment, freight; miscellaneous charges for utility connections and laboratory tests; the materials and labor for force account construction; and any other direct project expenses.

C. Office Accounts. There are basically two distinct categories of office expense: (1) personal services and (2) supplies, materials, contractual services, etc.

D. Final Project Costs. When a project is financially complete, the capital costs of identifiable property units, such as individual buildings and utilities, are identified and tabulated; costs incurred which do not contribute to the capital value of the property are expensed. The accounts of construction work in progress are cleared and the value of the real property is transferred to the using agency.

5.5 Reports Summary. A tabulation of the reports regularly requiring input follows:

Monthly Journal of Transactions.

General Ledger Detail List.

Construction Project Status Report: Area/Agency/Project/
Work Order Levels.

Accounts Payable and Undelivered Orders.

Travel Advance Report.

Document Records Purged from Document Master List.

Budget Status Report.

FACILITIES ENGINEERING

Administration

Report of Obligations.
Reports on Operating Budget: Area/Agency/Project/Work.
Order Levels.
Income Report.
Table 01.
Table 05 Updated.
Area Construction Priority List.
Cost Estimates for Project Justifications.
Force Account Construction Report.
Construction Status Report.
Evaluation Survey Data.
Daily Reports.
Weekly Payroll Affidavit.
Final Inspection Report--Contract.

FACILITIES ENGINEERING

Contracting

6. CONTRACTING

6.1 General. All contracting is controlled and governed by the Federal Procurement Regulations (FPR). The FPR are further supplemented by the Interior Procurement Regulations (IPR) to meet the unique needs of the Department of the Interior. Further refinements are contained in issuances of the Bureau of Indian Affairs Manual (BIAM). The IPR and the BIAM are designed to permit deviations from the FPR under special circumstances. The FPR are developed in cooperation with the Administrator for Procurement Policy.

6.2 Federal Procurement Regulations (FPR). The FPR are issued by the General Services Administration under the authority of the Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended. The FPR include all circulars and amendments. Authority for contracting is Title 41, Code of Federal Regulations, Chapters 1, 2, and 14 (Department of the Interior). Chapter 14 H, Bureau of Indian Affairs, contains regulations peculiar to this organization's contracting, including contracts under P.L. 93-638. Additional guidelines are found in 25 C.F.R., Subchapter Y, Indian Self-Determination and Education Assistance Act Programs.

6.3 Interior Procurement Regulations (IPR). The IPR are issued by the Secretary of the Interior. An Interior Procurement Regulations Committee develops and proposes policies and procedures for IPR. IPR releases are published in the Federal Register. Bulletins or special issuances are also included in the IPR and designated as "401 DM Addition to IPR."

6.4 Precedent. Contracting in the organization is subject to interpretations rendered by the Comptroller General, Board of Contract Appeals, and the U. S. Courts. The precedent is used to further implement and interpret regulations and contracting laws as promulgated.

6.5 Legal Review. All formally advertised Invitations for Bid (IFB) in excess of \$100,000 are subject to the review and approval of the Field Solicitor. All negotiated contracts in excess of \$50,000 and contracting or bidding problems are subject to legal review. Legal sufficiency is mandatory.

FACILITIES ENGINEERING

Contracting

6.6 Architect-Engineering Contracting. All A-E contracting is subject to the requirements of the Brooks Bill, Public Law 92-582 (10-27-72). The establishment of a standing board in the organization satisfies the requirements. Internal procedures follow the selection procedures and functions of the evaluation boards as specified in 41 C.F.R., Subpart 14-4.10, Architect-Engineer Services. A-E contracts are subject to relevant negotiation procedures.

6.7 Formal Advertising - Construction Contracting. Formal advertising for construction and non-construction contracting is subject to 41 C.F.R., Part 1-2, Procurement By Formal Advertising, and Part 1-18 and Part 14-18, Procurement of Construction, and portions of C.F.R. Chapter 14, Subpart 14-7.6, Fixed Price Construction Contracts. Basically, all contracting is in accordance with Chapter 1, 41 C.F.R., Federal Procurement Regulations.

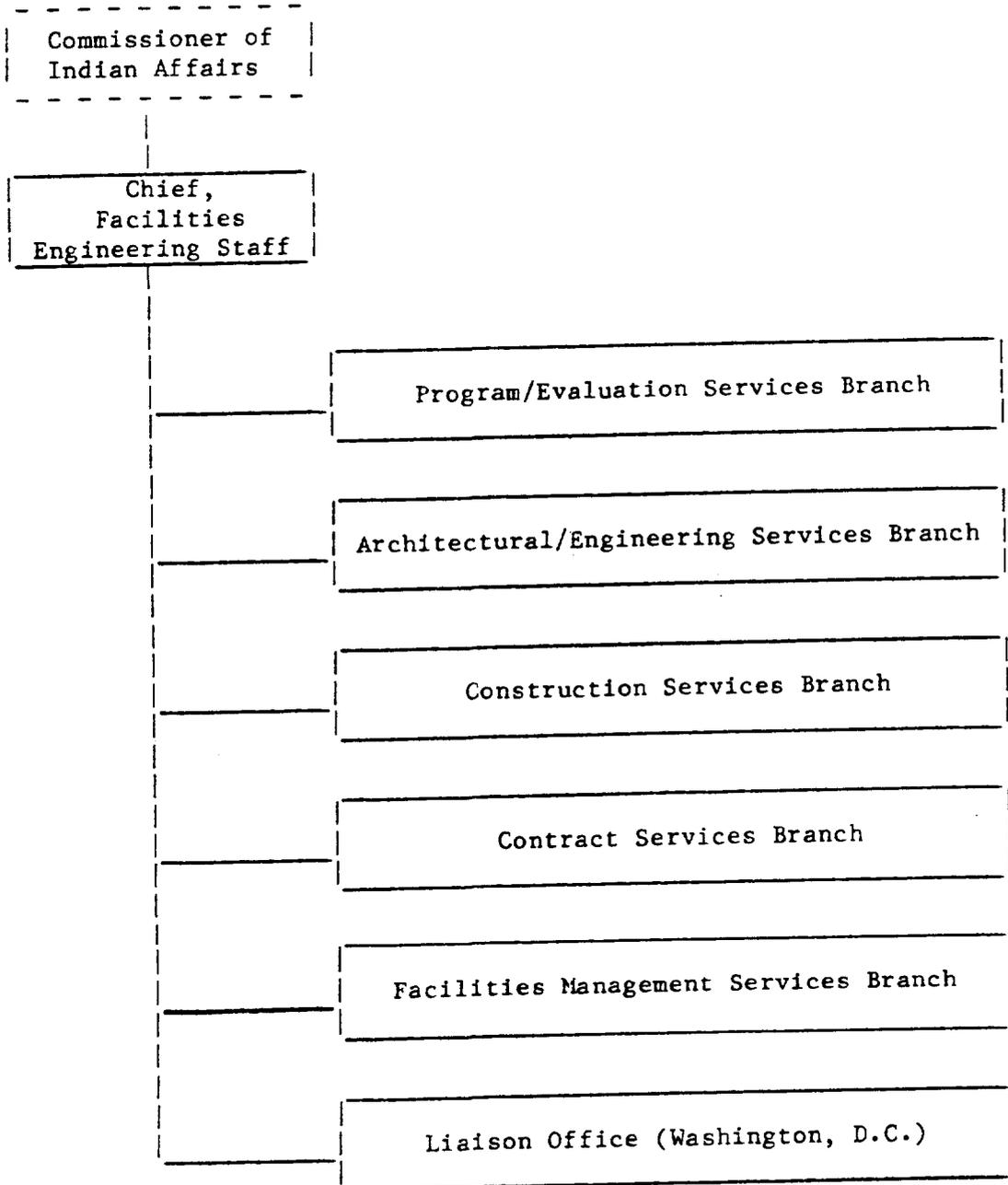
A. Unrestricted Advertising. Depending on the nature of the procurement or dollar size of the project, unrestricted advertising is utilized. There is open market solicitation and no set-asides are involved.

B. Special Set-Asides. Under regulations of the Small Business Act of 1978, partial set-asides or 100% set-asides are authorized. These small business set-asides are coordinated with the Small Business Administration's representative.

C. Buy-Indian Set-Asides. Under the Buy Indian Act (25 U.S.C. 47), the organization solicits Indians for A-E and construction services. Normal procurement procedures of advertising and awarding are followed in accordance with 20 BIAM Release 5, dated July 20, 1979.

6.8 Self-Determination Contracting. Pursuant to Public Law 93-638, Indian Self-Determination and Education Assistance Act, 88 Stat. 2203, the Bureau contracts for design services and construction services. A-E design services are contracted to Tribal entities. Construction projects are contracted to school districts under Title II of P.L. 93-638, as further implemented by 25 C.F.R., Part 277, School Construction Contracts for Public Schools.

ORGANIZATION CHART
FACILITIES ENGINEERING STAFF
CENTRAL OFFICE



MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PUBLIC HEALTH SERVICE
DEPARTMENT OF HEALTH, EDUCATION AND WELFARE
AND
THE BUREAU OF INDIAN AFFAIRS
DEPARTMENT OF THE INTERIOR

Changes in organization and basic responsibilities for the conservation of the health of Indians transferred to the Public Health Service by virtue of Public Law 568 enacted during the Second Session of the 83rd Congress render desirable a revision of the previous Memorandum of Understanding negotiated between the Public Health Service and the U. S. Indian Service and approved by both agencies under date of May 8, 1947. In accordance with the provisions of Public Law 568 and for the purpose of defining more accurately their respective functions in the field of environmental sanitation insofar as it affects the health of Indians, the Public Health Service and the Bureau of Indian Affairs do hereby mutually agree as follows:

A. The Public Health Service agrees:

- (1) To be responsible for making recommendations with respect to the safety and adequacy of the sanitation aspects at Government-owned facilities of the various Bureau of Indian Affairs installations in continental United States and Alaska. This will include, but is not limited to, domestic water supply and distribution systems, sewerage systems, garbage and refuse collection and disposal systems, the source of milk and food supplies serving these installations, food handling and preparation facilities, programs for the control of rodent and insect vectors of disease and various trade and occupational wastes, and housing at agency headquarters, schools, dormitories and other installations.
- (2) To make regular periodic surveys of Bureau of Indian Affairs sanitary facilities outlined under (1) above without formal request and special surveys on request. The Area Directors and Agency Superintendents of the Bureau of Indian Affairs should be notified as far in advance as possible of proposed visits for surveys of these facilities.

- (3) To prepare reports of each sanitary survey which shall include a complete description of insanitary conditions existing at Bureau of Indian Affairs installations and a progress report concerning the degree of compliance effected as a result of previous recommendations made. Each report shall incorporate recommendations for scheduling corrective measures necessary and indicate the priority in which these corrections should be undertaken. Reports of these surveys should be prepared promptly and submitted in accordance with the following instructions:

3 copies to the Commissioner, Bureau of Indian Affairs, Washington, D. C., attention Engineering Assistant to the Assistant Commissioner for Administration for appropriate distribution within the Bureau.

1 copy to the Chief, Branch of Buildings and Utilities, Division of Administration, Bureau of Indian Affairs, Albuquerque, New Mexico. These reports shall be transmitted through the Division of Indian Health, Bureau of Medical Services, Public Health Service, for review and further comments as deemed necessary.

1 copy to the Division of Indian Health to be retained in the files of the Sanitation Services Branch.

1 copy to be retained by the Indian Health Area or Sub-Area Office.

- (4) When sanitary deficiencies requiring emergency corrective measures are found to exist or when violations of proper sanitary practices by personnel operating sanitary facilities are observed, written instructions shall be given to the Bureau of Indian Affairs Agency Superintendent or other official in charge before departure from an agency and such instruction shall be confirmed in the formal report. These reports of necessity will deal with items which do not require a large outlay of funds or which can be corrected by furnishing instructions to operating personnel. Where deficiencies are observed during the period of construction of sanitary facilities projects,

such deficiencies shall be immediately brought to the attention of the Chief, Branch of Buildings and Utilities, Bureau of Indian Affairs for corrective action.

- (5) The Public Health Service sanitary engineers of the Indian Health Area and Sub-Area Offices shall assume responsibility to review functional designs and plans prepared by the Bureau of Indian Affairs for major items of construction, repair or improvement of facilities outlined under (1) above. Such reviews may involve consultations with State Health Departments and shall include comments giving approval or recommendations for revisions with explanation therefor. Comments should be forwarded direct to the Branch of Buildings and Utilities, Bureau of Indian Affairs, with copies to the Sanitation Services Branch, Division of Indian Health, Public Health Service, for further follow-up when deemed necessary with and by the Branch of Buildings and Utilities. In instances where special technical problems arise in the above connection, the Division of Indian Health (Sanitation Services Branch) will be available for consultative purposes and for obtaining the services of technical specialists that may be required. Regional Office sanitation personnel of the Public Health Service may also be requested by the sanitary engineers of the Indian Health Area and Sub-Area Offices to furnish such special consultative services.

Major items of construction, repair and improvement may include treatment facilities and their relative location as applied to domestic water supply and sewerage installations, garbage and refuse collection and disposal and food handling and preparation facilities including the type and arrangement of sanitary equipment.

- (6) The Public Health Service sanitary engineers of the Indian Health Area and Sub-Area Offices shall develop and conduct training programs in sanitary operating procedures adapted to the needs of maintenance and operating personnel at Bureau of Indian Affairs installations.
- (7) The Public Health Service through the Division of Indian Health shall recommend annually to the Bureau of Indian Affairs priorities for the major repair and improvement of existing sanitary facilities and for new construction projects on the basis of information obtained through

surveys and special field investigations. Such priorities shall be based upon and indicate the degree of urgency from the standpoint of public health protection.

- (8) The Public Health Service, through appropriate documentation, shall support the Bureau of Indian Affairs in its annual requests for appropriations adequate to secure sanitary improvements including new sanitation facilities where required. Such documentation shall include, but need not be limited to, annual reports showing in consolidated form total sanitation improvements needed at all Bureau of Indian Affairs installations classified as to relative urgency.

B. The Bureau of Indian Affairs agrees:

- (1) To cooperate with the Public Health Service in the conduct of surveys by furnishing all known information and technical data available necessary for an accurate evaluation of sanitary conditions at the various Government-owned installations of the Bureau.
- (2) To act promptly on the recommendations contained in sanitary survey reports submitted by the Public Health Service by providing funds within the limit of available appropriations and assigning responsibility for carrying out needed repair and improvement of the sanitary features of existing installations.
- (3) To perform all functions involved in the development, design and construction of domestic water supply and sewerage systems and garbage and refuse collection and disposal systems including the preparation of plans and specifications. Functional designs of these systems shall be in accordance with the basic criteria established jointly with the Public Health Service.
- (4) To submit to the Public Health Service Indian Health Area or Sub-Area Sanitary Engineers for review and approval three sets of plans for proposed major sanitary projects including field and design data pertinent thereto. One set of plans will be returned to the Branch of Buildings and Utilities promptly with approval, comment or recommendations. One set will be retained in the files of the Indian Health Area or Sub-Area Office and the third set may be employed in supplying information to the state health authorities.

- (5) To act upon reviews made by the Indian Area and Sub-Area Offices of the Public Health Service with respect to the functional design of the sanitation features of projects proposed for major repair, improvement or new construction.
- (6) To permit no changes to be made in the functional designs of approved plans for major repair and improvement or new construction of sanitary facilities projects without prior approval of previous approving officers.
- (7) To provide general supervision during the construction of major sanitary projects and, upon completion, initiate jointly with the Public Health Service Area and Sub-Area sanitary engineers proper operating techniques prior to the transfer of such projects to the Bureau of Indian Affairs agency personnel for operation and maintenance.

C. The Public Health Service and the Bureau of Indian Affairs agree that:

- (1) The Public Health Service will assume complete responsibility for the sanitary features of installations transferred to the Public Health Service under provisions of Public Law 568 and which are serving strictly hospital, clinical and related health facilities.
- (2) The sanitary engineers and their staffs which are headquartered at the various Indian Health Area and Sub-Area Offices will serve as the Public Health Service field representatives for direct sanitation services to the Bureau of Indian Affairs offices and installations. These engineers will maintain liaison with the Regional Offices of the Public Health Service and through these offices with other organizational entities of the Service for special consultative purposes.
- (3) The sanitary engineers of the Indian Health Area and Sub-Area Offices of the Public Health Service will be responsible for the development of sound environmental sanitation programs for Indian homes and communities. In the furtherance of this objective, planned promotional programs will be carried out and continued support, training and supervision will be given to Indian sanitarians assigned to major reservation areas.

- (4) Current Memoranda of Understanding between the Bureau of Indian Affairs and State Health Departments relative to matters of sanitation shall be honored in addition to other agreements which may be negotiated.
- (5) The sanitary engineers of the Indian Health Area and Sub-Area Offices will consult periodically with state and local health agencies on matters pertaining to their respective functions in Indian Health and Sanitation activities. This will include joint participation with State Health Departments in the conduct of sanitary surveys carried out under terms of Memoranda of Understanding with the Bureau of Indian Affairs. In instances where sanitation problems originating within Indian reservations are affecting areas beyond the reservation boundaries, consultation with states in resolving such problems shall be arranged through appropriate Public Health Service Regional Offices. Information concerning the results of such consultations shall be furnished to the Chief, Branch of Buildings and Utilities and the Area Director of the Bureau of Indian Affairs concerned.

This Memorandum of Understanding supersedes the Memorandum negotiated between the U. S. Public Health Service and the U. S. Indian Service under date of May 8, 1947.

U. S. PUBLIC HEALTH SERVICE

BUREAU OF INDIAN AFFAIRS

APPROVED:

APPROVED:

(Signed) Leonard A. Scheele
Surgeon General

(Signed) Glenn L. Emmons
Commissioner

January 26, 1956
Date

March 5, 1956
Date