
FACILITIES ENGINEERING
Priority Process, Non-Education Construction

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1. PROCESS

1.1 Process. Steps for including non-education construction projects in the Bureau's budgeting process are as follows:

A. Agency Level Requirements.

(1) Projects will be selected at the Agency level by a committee appointed by the Agency Superintendent. Normally, such a committee would include tribal representatives, program managers, and the Superintendent. Five new construction projects, or major renovation projects in the category of \$250,000 or more estimated cost, which are of the highest priority to the Agency, shall be selected. A decision package document for each of the selected projects will be prepared. Each decision package document will contain the following information:

Project title, location, estimated cost, Agency priority, and Area priority. (To be established by the Area. See 1.2 Area Level Requirements).

(2) Background: Include a brief description of the geographic area, the people served, a demographic statement, a brief description of the facility or facilities to be replaced (where applicable), or a brief discussion of need if the facility is completely new.

(3) Proposed Program Objectives: Provide a brief statement defining the purpose of the new construction.

(4) Options: Describe the alternatives which may be available in lieu of new construction, or proposed courses of action which may be considered if funding is not forthcoming.

(5) Impact: Briefly describe the advantages and benefits anticipated from the proposed project.

(6) Project Description: Describe the project in terms of activities housed, square footage estimate, land availability, etc., along with estimated project construction costs. Design costs, construction or design contingencies, and costs for on site supervision will be estimated and added by Central Office. The Project Schedule and Outlay Plan, required in the decision package document, will also be added by Central Office.

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(7) Future Considerations: Briefly include future additions or construction; such as roads, utilities, housing; which may be generated by this project. Also include the anticipated annual operation and maintenance costs.

(8) An example of a decision package is enclosed (Western Navajo Agency Administration Building) as Illustration 1.

1.2 Area Level Requirements. The decision packages for each project will be forwarded to the Area Director. Each project will then be rated numerically on a Non-Education Construction Rating Form (enclosed) by the Area Director. For each portion of the rating form for which numerical weighting is selected a brief justification will be required. (Example: If "Handicapped Requirements" is selected for points, a brief statement such as "second floor completely inaccessible to handicapped staff or clientel served" will be necessary.) Elements of the rating form are briefly explained as follows:

A. Regulatory Requirements.

(1) Code Deficiencies.

(a) Fire Safety - Deficiencies in accordance with the latest National Fire Protection Association Code.

(b) Uniform Building Code - Deficiencies in accordance with the latest applicable State of local building code.

(c) Plumbing and Mechanical Deficiencies - Deficiencies in accordance with the latest National Plumbing Code or boiler and mechanical equipment codes authorized by the American Society of Mechanical Engineers.

(d) Electrical Deficiencies - Deficiencies in accordance with the latest National Electric Code.

(e) Occupational Safety and Health Administration (OSHA) Deficiencies in accordance with OSHA regulations.

(2) Energy Conservation Requirements. High energy consumption due to inefficiencies of structure or equipment.

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(3) Handicapped or Barrier-Free Requirements. Extreme or high cost considerations to provide barrier-free access.

(4) Environmental Protection Agency Requirements: Deficiencies in accordance with EPA code requirements.

B. Operational Deficiencies.

(1) Functional or Spatial Inadequacies or Obsolescence. (Self explanatory)

(2) Excessive Operation & Maintenance Costs. (Self explanatory.)

(3) Geographic Considerations. (Poor existing placement in relation to the community, accessibility, expansion, future planning or anticipated community change, etc.)

C. Other.

(1) Political Considerations. Considerations relating to self determination policies, Federal-Tribal coordination, Tribal economics, etc.

(2) Historic Preservation. Considerations related to Federal or State laws or regulations relating to historic buildings or places.

(3) Agency Priority Placement. Agency project priority Number 1 will receive 5 points; Number 2, 4 points; Number 3, 3 points; Number 4, 2 points; and Number 5, 1 point.

D. Projects receiving the highest number of points will receive the highest priority ratings. The five projects receiving the highest total points will be forwarded to the Facilities Engineering Staff, Bureau of Indian Affairs, Albuquerque, NM. The package for each submitted project will consist of the Decision Package, the Non-Education Construction Rating Form, Illustration 2, along with the justifying statements for selecting the various numerical rating portions of the rating form. Where an equal number of points are generated for more than one project, the Area will assign a priority rating to each project and forward each of the numerically equal projects, with a brief justification for the priority assignment, (but not more than eight projects) to the Facilities Engineering Staff. Final Bureau priority assignment, as with all submittals, will be made by the Commissioner.

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1.3 Central Office Level Requirements.

A. Each of the five projects submitted by each of the Areas will be assigned a Bureau-wide priority rating based upon its numerical rating; the higher the numerical scoring the higher its relative position on the priority listing. Projects of equal numerical ratings will be considered for placement on the listing relative to their level of Area priority assignment and justification, and if further differentiation is necessary, by a cost-benefit ratio. This ratio will be calculated by dividing the estimated cost by the numbers of people served; the lowest cost per person to be given the higher priority listing. (Please note the demographic statement requirements of the decision package document under I. Background.)

B. The final priority listing approved by the Commissioner will be forwarded to each Area Director as soon as completed. The first ten projects appearing on the priority list will then be validated by on-site visits by Central Office staff. (A greater number of projects may be validated if anticipated funding levels or other policy determinations should so warrant.) Where project information submitted by the Agency or the Area is found to be invalid by the visiting validation staff, the project will be dropped from the priority list for that fiscal year and re-submittal will be necessary.

C. Subsequent to selection of non-education projects for funding, the immediately following ten projects will be considered as the high ten for the following fiscal year. Their position in the priority order will remain unless removal is requested and justified by the responsible Area Director or by direction and justification of the Commissioner. Projects may also be inserted in the ranking by the Commissioner under justifiable emergency or unique circumstances. All other projects must be resubmitted for reconsideration as outlined herein.

D. Complete submittal packages must be received by the Facilities Engineering Staff by February 28 of each year.

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PROJECT TITLE: Western Navajo Agency (Administration Building)

LOCATION: Tuba City, Arizona

ESTIMATED COST: \$2,000,000

I. Background:

The Western Navajo Agency, located at Tuba City is one of the largest agencies, in terms of geographic area and population, in the Bureau. The administrative functions of this large agency are presently located in 7 different locations in Tuba City. The main office building, of 1930 vintage, has become totally inadequate to house the more than 14 administrative branches of the agency. The structure itself contains numerous structural problems and plumbing inadequacies of the building, in relation to occupancy and use, are in violation of State and Public Health Service codes. Due to the physical location of the building enlarging by renovation is prohibited. The distribution of the various service branches of the agency throughout Tuba City causes considerable confusion among the Indian community members served. Administrative efficiency and proper communication between branches has become extremely difficult.

II. Proposed Program Objectives:

Construction of the proposed agency office will centralize Bureau agency functions. Proper management and administration function would be realized and efficient operations enhanced. Services provided the Indian people of this agency could be coordinated more efficiently.

III. Options:

1) Smaller scale construction efforts to renovate the existing agency office building and other office locations as necessary.
2) Renovation of presently condemned structures at Tuba City. Presently, two old dormitories and portions of the old school are closed. Renovation of these buildings is possible but considered expensive. Proposed expansion of the Tuba City Elementary Boarding School will also require space presently occupied by these structures.
3) Continue operations at present.
4) Develop the proposed new agency office structure.

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IV. Impact:

The construction of the new office building will greatly benefit the agency operation and the Indian people served in terms of more efficient operation. The social services provided will be better coordinated and allow a much broader scope of investigation and operation.

V. Project Description:

The proposed 28,680 sq. ft. office structure will house the agency staff of more than 120 people. The several branches of the agency organization will include the Superintendent and his staff, Employment Assistance, Education, Social Services, Judicial, Prevention and Enforcement, Housing, Credit, Land Operations, Resource Development, Transportation (Roads), Plant Management and Safety. The site has been selected and is available. Necessary utilities are also immediate to the site.

Planning is complete and approved. Design funds have been appropriated.

Estimated project cost	\$1,800,000
Contingencies	120,000
On-site supervision	<u>80,000</u>
Total	\$2,000,000

Project Schedule

Construction start	1st Quarter FY 79
Construction completion	2nd Quarter FY 80

Outlay Plan

FY 1979	\$1,400,000
FY 1980	\$ 600,000

VI. Future Considerations:

Useful life of the proposed building is projected to thirty years. Annual operation and maintenance costs for the facility are estimated at \$86,000.

U. S. Department of the Interior
Bureau of Indian Affairs

NON-EDUCATION CONSTRUCTION RATING FORM

Project Title: _____

Location: _____

Estimated Cost: _____

A. Regulatory Requirements (130 points available)

- (1) Code Deficiencies
 - (a) Fire Safety (25 points) _____
 - (b) Uniform Building Code (20 points) _____
 - (c) Plumbing and Mechanical Deficiencies (15 points) _____
 - (d) Electrical Deficiencies (10 points) _____
 - (e) OSHA Deficiencies (5 points) _____
- (2) Energy Conservation Requirements (20 points) _____
- (3) Handicapped or Barrier-Free Requirements (20 points) _____
- (4) EPA Requirements (15 points) _____

B. Operational Deficiencies (40 points available)

- (1) Functional or Spatial Inadequacies (20 points) _____
- (2) Excessive Operation & Maintenance Costs (15 points) _____
- (3) Geographic Considerations (5 points) _____

C. Other (11 to 15 points available)

- (1) Political Considerations (5 points) _____
- (2) Historic Preservation (5 points) _____
- (3) Agency Priority Placement (1 to 5 points) _____

TOTAL POINTS (Maximum 185 points available)

Agency Priority Date

Area Priority Date

Bureau Priority Date