



**US Army Corps
of Engineers®**

Enterprise Standard (ES)- 07052 Instructions for Parametric Design (Code3)

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1.0 Purpose. The purpose of these instructions is to provide parametric design policy and guidance for Army Military Construction (MILCON) projects when Code 3 design directives are released. Code 3 design directives are intended to accelerate early execution of project design, provide better definition of customer requirements, improve customer involvement, and implement the use of parametric estimating, with a minimal expenditure of Planning and Design (P&D) funds. In addition, these instructions define the process for developing the scope, site and cost requirements of a project. This will be done in sufficient detail to assure the Office of the Secretary of Defense (OSD) and the Congress that the Army has an executable project.

2.0 Applicability. These instructions apply to U.S. Army Corps of Engineers (USACE) Major Subordinate Commands (MSC), Districts, and technical centers, Centers of Standardization (COS), and other USACE field offices having Army Military Construction (MILCON) responsibilities. They are intended to be used by USACE for the Army MILCON projects in support of Army installations, as appropriate, when Code 3 design directives are released. Design directives authorize various stages of project design, indicate project scope and cost, and provide special instructions for the design of the project. A Code 3 design directive authorizes parametric design, which is 15 percent of the total design effort.

3.0 References.

Project DD Form 1391, Military Construction Project Data.

Installation Real Property Master Plan.

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Approved Installation Design Guide (if available)

Department of the Army (DA) standards, when applicable.

Technical Instructions (TI), Design Criteria, latest edition, and the criteria documents referenced therein.

Corps of Engineers Cost Engineering Instructions and Regulations

Engineering Regulations, ER 1110-3-1300, Military Programs Cost Engineering

AR 420-1, Army Facilities Management, Chapter 4 - Army Military Construction and Non-appropriated-Funded Construction Program Development and Execution.

http://www.apd.army.mil/pdffiles/r420_1.pdf

Title 10 U.S.C. Sec. 2807(b), Architectural and Engineering Services and Construction Design. Defense Federal Acquisition Regulation Supplement 236.601EX

ER 5-1-11, U.S. Army Corps of Engineers (USACE) Business Process

Programming, Administration, and Execution System (PAX) Newsletters 3.2.1 (DoD Area Cost Factors and 3.2.2 (Unit Cost for Army Facilities, Military Construction).

[Headquarters U.S. Army Corps of Engineers > Cost Engineering](#)

Appendix 4 to Annex N (MILITARY CONSTRUCTION (MILCON)) TO OPORD 2013-18 (FY2014 MILITARY PROGRAMS DELIVERY)

<https://kme.usace.army.mil/mp/OPORD/default.aspx>

TMA DD1391 Cost Estimating Guidance for Medical Projects (June 2009)

DA PAM 420-1-2, Army Military Construction and Nonappropriated-Funded Construction Program Development and Execution

DASA Memo on Sustainable Design and Development Policy Update, dated 8 Jul 2010

UFC 3-210-10 Low Impact Development, dated 15 Nov 2010

Army Low Impact Development Technical User Guide, Jan 2013

LID Planning Tool:

<https://ten.usace.army.mil/TechExNet.aspx?p=s&a=AREASOFEXPERTISE;1209>

ECB #2013-25 Implementation of the Energy & Sustainability Record Card (issued 6 Sept 2013)

ECB #2014-12 MCA Building Energy and Sustainability Policy

ECB #2024-16 High Performance Building Envelop

ECB #2014-17 Energy Modeling

ECB #2014-19 LEED Version 4

ECB #2015-1 SCIF Planning and Design

ASA(IEE) Sustainable Design and Policy Update (16 Dec 2013)

Unified Facilities Criteria (UFC) 1-200-02, Change 3 7 Nov 2014, Subject: High Performance and Sustainable Building Requirements

The Parametric Design Report System (PDRS) website:

<http://mrsi.usace.army.mil/pdrs/SitePages/Home.aspx>

MILCON Requirements and Standardization Integration home which has links to the RFP Wizard Home Page, PDRS Home Page, COS Home Page, Facility Design Teams and more can be found at: <http://mrsi.usace.army.mil/SitePages/Home.aspx>

4.0 Related Procedures.

Appendix J ENG3086 Instructions

5.0 Definitions. See [Glossary](#) for definitions and acronyms. See Appendix B for additional information.

6.0 Responsibilities.

ACSIM

- Facilitate timely release of Code 0 to Code 9 directives through CAPCES updates.
- Provide P&D funding for PDR and ENG3086 development.
- Establish milestones for deliverables.
- Provide the USACE Instructions for Parametric Design (Code3) guidance to IMCOM and Army Commands
- Facilitate/coordinate with facility proponents, approval of scope changes via PDR process and ensure 1391's are corrected to reflect changes.
- Provide final list of projects receiving code 3s to HQUSACE
- Participate in periodic teleconferences.

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- Participate in scope discrepancy issues.

HQIMCOM/IMCOM Regions

- Provide written documentation of an approved site or provide project location on an Approved Master Plan.
- Ensure that the Installation completes project siting, site approvals, pre-construction environmental surveys-PESs, AT, SDD, environmental, NEPA, UXO, cultural issues, real estate utilities, economic analysis, demolition requirements and other show-stopper issues that need to be addressed.
- Validate scope requirements during PCs and all subsequent design Charrettes.
- Participate in scope discrepancy issues.
- Participate in weekly teleconferences, as necessary.
- Notify ACSIM and coordinate 1391 changes identified during Parametric Design Process.

INSTALLATION

- Responsible for project siting, PESs, AT, SDD, environmental, NEPA, UXO, cultural issues, real estate, utilities, economic analysis, demolition requirements and other show-stopper issues that need to be addressed.
- Participate in the Parametric Design Charrette at the Installation.
- Review PDRs.
- Participate in weekly teleconferences, as necessary.

HQUSACE

- Issue Design Directives to the GD and COS in a timely manner upon CAPCES release, report and track status of staggered submission of PDRs and ENG3086, participate in periodic teleconferences and ensure all issues resolved and milestones are met.
- Develop and update guidance on the PDR and ENG3086.
- Coordinate with ACSIM and IMCOM on PDR and ENG3086 issues (scope, site, etc).
- Brief the status of the PDR/ENG3086 at the DMR and to ACSIM.
- Provide training as required on Parametric Process.
- Develop and publish (CECW-CE) in a timely manner appropriate facilities unit pricing guide and area cost factors in order to complete validation in a timely manner as directed by ACSIM.
- Confirm final acquisition strategies for each project.
- Collect Energy and Sustainability (E&S) Record Card for each project facility type.
- Ensure availability of products to Army team.
- Participate in weekly teleconferences.
- Participate in scope discrepancy issues, to include Energy and LID.
- Convene AAR as appropriate.

HNC (Program Management Execution Agent)

- Provide timely review of PDR and recommendation to HQUSACE (CEMP-IA)

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- Return incomplete submittals without review.
- Facilitate and coordinate PDR scope discrepancy resolution.
- Review draft ENG3086, coordinate with GD and approve final ENG3086 in coordination with HQUSACE. Brief (by exception) projects with outstanding scope or cost issues at teleconferences with HQUSACE/ACSIM/IMCOM.
- Notify HQUSACE, RIT, MSC and COS of approved ENG3086.
- Lead/Setup/Participate in weekly PDR/3086 teleconference.
- Maintain and distribute other reports on PDR and 3086 status as requested to include meeting minutes such as Scope Discrepancy discussions
- Run official weekly report and post on PDRS website (days to be determined by CEMP-IA as part of PDR/3086 battle rhythm).
- Adjust ENG3086's to incorporate final unit pricing, acquisition strategy, area cost factors, and escalation factors. Notify the Geographic District and MSC of 3086s that are revised.
- Prioritize reviews and ensure quality assurance processes are followed.
- Provide yearly program statistics.
- Ensure adequate resources are available to complete the mission.

MSC

- Ensure all GD PDR and ENG3086 milestones are met and instructions are followed.
- Ensure that latest Parametric Design (code 3) Instructions and any other related supplemental instructions are distributed to the GD.
- Review project list, develop and track status of staggered submission of PDR and ENG3086 as per code 3 directives.
- Late starts/adds, projects with issues, etc. are to be completed per design directives and ENG3086 validated per HQUSACE instructions.
- Ensure that adequate resources are available in the AOR to assist GD as necessary to meet timelines
- Upward reporting of any issues that impact milestone completion.
- Participate in weekly teleconferences.
- Contact RIT/HQUSACE PID/E&C to help resolve show stopper issues.
- Facilitate training for Geographic Districts on the PDR/ENG3086 process.
- Gather/share Lessons Learned within their AOR, publish in their QMS and submit via the USACE Lessons Learned System.

GEOGRAPHIC DISTRICT (GD)

- Responsible for scheduling, leading and vetting the final acquisition strategy for execution of the Code 3 Directive (PDR/ENG3086 completion).
- Overall responsibility for the development and completion of the PDR and ENG3086 in accordance with code 3 directives and guidance instructions.
- Manage the technical team (A/E or in-house team).
- Overall responsibility for the PDT to answer questions and engage in telecons. Cannot be delegated to A/E team.

- Engage the COS and Installation and ensure their participation in the Parametric Design process.
- Coordinate with the COS to ensure that scope validation occurs in a timely manner.
- Coordinate with the Installation to ensure that IMCOM site approval is complete.
- Immediately notify HNC, MSC, HQUSACE (RIT and CEMP-IA) once a scope discrepancy is identified. Per Appendix C, provide all necessary information as required in the scope discrepancy document.
- Submit complete PDR in accordance with code 3 directives and guidance instructions Responsible for providing final copy of PDR to Installation.
- When PM realizes there are not enough resources/time to execute all of their PDRs, be proactive and ask for help from the MSC at the earliest possible time. Therefore, the MSC is aware and can engage to deploy resources across their AOR.
- Rather than submitting PDR with "show stopper" issues, PM will not hesitate to notify and call MSC/RIT/HQUSACE for guidance to resolve these issues.
- As the design/technical agent, District PM shall advise:
 - ✓ Customer/Installation that it cannot move sites w/out the approval in writing from the IMCOM per AR 420-1. Appendix F, Authority for Approval of Changes. Per ACSIM, changes in site after Planning Charrette constitute user requested change.
 - ✓ Customer/Installation that the ENG3086 process is not the avenue for adding more scope than had been approved in the planning/design charrette or PDR and District shall comply with process as well.
 - ✓ Customer/Installation that "new" scope (not shown on the DD1391) proposed for addition and associated ROM estimate must be submitted, coordinated and approved ahead of time through their regional IMCOM for endorsement to ACSIM before inclusion in the PDR. {see Installation requirements in para. 4.3}
- Ensure that quality control processes are followed.
- Conduct the Parametric Design charrette and coordinate with Installation POCs to obtain required engineering data/information required for the PDR.
- Address Energy enhancements that are cost effective and are supported by LCCA to meet energy goals.
- Based on PDR approved by HQUSACE, prepare the draft and final ENG3086 using the latest PAX pricing guide and or instructions from HQUSACE.
- Submit draft ENG3086s to HNC. Final ENG3086 submission to the PAX system must be not later than two weeks before validation date or as directed by HQUSACE.
- Utilize Lessons Learned/After Action Reports to improve performance.

COS {applicable for standard facility types and Major MILCON renovation }

- Responsible for validating and providing quantified scope (i.e. PN, sq. ft., etc) and date in the PAX system for MILCON standard facility types. Validate each applicable cat code and provide COS POC name at end of validation for reference.
- If the COS cannot concur with the project scope, provide an explanation for the non-concurrence.
- Participate in scope discrepancy meetings and weekly teleconferences as necessary.
- Identify a Primary POC for PDRs at each COS, post contact info to COS website.
- As a member of PDT, provide recommendation Energy enhancements that are cost effective to meet energy goals.

- As a member of PDT, provide recommendation for the acquisition strategy of standard design facilities.
- Maintain COS website to reflect latest approved standards.

Transportation and Airfield MCX

- Responsible for validating and providing quantified scope (i.e. PN, sq. ft., etc) and date. Validate each applicable cat code and provide POC name at end of validation for reference.
- If the MCX cannot concur with the project scope, provide an explanation for the non-concurrence.
- Participate in scope discrepancy meetings and weekly teleconferences as necessary.

ISEC

- Participate as part of the Project Delivery Team.
- Participate in all Design Charrettes.
- Participate in all PDR/ENG 3086 Reviews.
- Participate in scope discrepancy meetings, as necessary.
- Provide validation and certification of all TAB F IT costs.
- Provide continual up-to-date IT costs.
- Coordinate IT costs with the site NEC.
- Participate in teleconference calls.

7.0 Procedures.

7.1 The Parametric Design (Code 3) Process. The process begins when USACE receives a Code 3 release from OACSIM and ends upon validation of the Parametric Design Cost Estimate (ENG Form 3086). A sample Code 3 Design Directive is included in Appendix F.

7.1.1 Project Delivery Team (PDT). When a Code 3 Parametric design directive is received by the Geographic District, a PDT will be established with a designated team leader and representatives from all of the engineering disciplines, architectural, cost engineering, and COS representatives (as required for new and major MILCON renovation of standard facility types), in accordance with ER 5-1-11, U.S. Army Corps of Engineers (USACE) Business Process. The Installation will be involved throughout the Parametric Design (Code 3) Process and included as a member of the PDT. Whenever practical, the same design entity (in-house personnel or an A-E firm) will be encouraged to do the complete design of a project, including both the Code 3 design and final design. This approach maintains continuous design responsibility, and reduces design cost and time.

7.1.2 The Installation. When a Code 3 design directive is received by the design agency, the Installation will be immediately notified by the Geographic District Project Manager. The design agency will ensure that the Installation is involved at every stage of project development. Installation input is critical to validate accurate project requirements that can be translated into quality Parametric Designs.

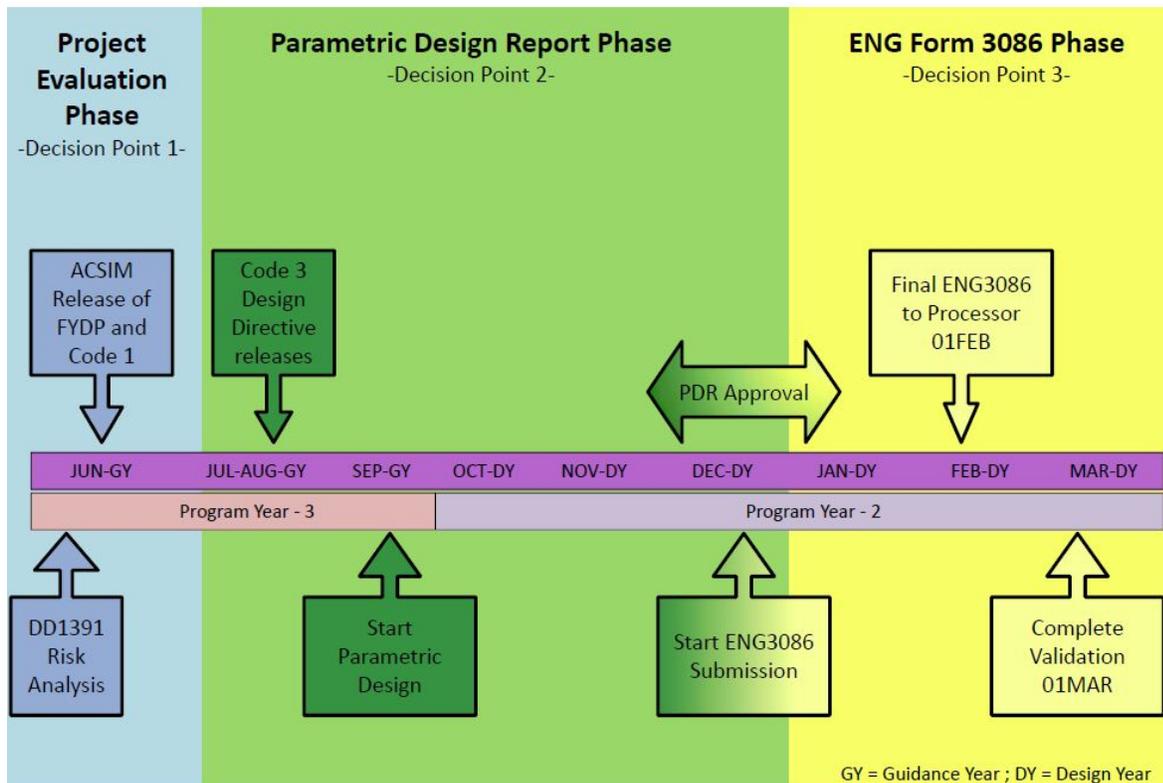
7.1.3 **Code 3 Design Charrette.** A meeting will be held with the Installation, Geographical District Project Manager, and the PDT at the project site to discuss and develop the following items for inclusion into the Parametric Design Report:

- 7.1.3.1 Project scope requirements.
- 7.1.3.2. Site and other contributing data.
- 7.1.3.3. Project acquisition strategy, costs and schedule.
- 7.1.3.4 Address Energy enhancements that are cost effective to meet energy goals.
- 7.1.3.5 Address items to be documented as part of a LCCA.

7.1.4. **Parametric Design Package.** Once all the project data has been gathered, project scope validation has been finalized and PDR approved by HQUSACE (CEMP-IA), a parametric design cost estimate (ENG Form 3086) will be completed and submitted for approval. The Parametric Design Package will consist of the following products: a Parametric Design Report (PDR) and a parametric design cost estimate (ENG Form 3086). These products shall be submitted in accordance with the process schedule shown below.

7.1.5. **The Parametric Design Process Schedule.** The notional Parametric Design Process Schedule shown below is framed by three key decision points. Various milestones are to be accomplished within each decision point are shown below. Specific instructions on preparation of the products can be found in the Parametric Design Package (section 7.2) of these instructions.

FY 201X PARAMETRIC DESIGN (Code 3) PROCESS SCHEDULE



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7.1.5.1. Program Release/Project Evaluation (Decision Point 1). The first phase of the process begins with the release of the finalized Future Year Defense Plan (FYDP) by OACSIM in June/July timeframe of the Guidance Year (GY). OACSIM may release a code 1 directive to HQUSACE at this point. In collaboration with the Installations, the Code 1 directive authorizes the geographic district to begin site investigation work, prescribed pre-design effort, and selection/negotiation (not award) of an architect engineer contract. Issues that could impede the start of the parametric design process may include substantially incomplete DD Form 1391s, lack of project site approval, or other significant issues. The code 1 instructions may stipulate that District coordinate with Installations to ensure scope in the DD Form 1391 is correct prior to start of parametric design. If revisions are needed to the DD Form 1391, HQUSACE will provide instructions on the specific course of action to undertake. At this same time, the geographic districts or other assigned geographic district shall be reviewing the FYDP to ascertain and prepare for the upcoming workload. This phase ends with the issuance of a Code 3 Directive release to the geographic district. The intent of this phase is to have the Code 3 directive released no later than 1 July of the GY.

7.1.5.2. Parametric Design Report Preparation (Decision Point 2). The second phase of the process begins once the Code 3 design directive is released. OACSIM updates CAPCES and notifies HQUSACE Regional Integration Teams (RIT) to issue the Code 3 design directive to their geographical district. The RIT will include the approved 1391 with the Code 3 design directive. During this phase, the geographic district is responsible for preparation of the Parametric Design Report (PDR) using the web-based tool called Parametric Design Report System (PDRS). This phase includes the geographic district's execution of a parametric design with a focus on validation of project scope, criteria compliance, and validation or development of all other information required for completion of a parametric design cost estimate (ENG Form 3086). One of the requirements of this phase includes review and validation of the project scope by the applicable Center of Standardization (COS) for new and major MILCON renovation of standard design facilities or the geographic district for non-standard design facilities. The geographic district is responsible for ensuring that COS scope validation through the PAX DD1391 Processor is obtained and included in the PDR. Any scope discrepancy shall be entered into PDRS and submitted as soon as identified. A change in scope is defined as changing the facilities and or their associated quantities, as shown on the approved DD 1391 for any feature of work that is/will be included as a Primary Facility line item. If the scope change is predicated solely on compliance with a current standard design, then evidence of the COS Concurrence in the PAX system and PDR, is all that is required. Any changes to scope that are not solely predicated on compliance with a current standard design, to include non standard facilities, shall be documented and processed for approval in accordance with the Scope Discrepancy Notification Process described as follows:

If the change in scope, from the approved 1391, is predicated on anything other than compliance with a current standard design, the Scope Discrepancy Notification Process outlined in Attachment B must be followed. Notification by the District shall include supporting justification and authority for the recommended scope change via submission of the Scope Discrepancy Notification Form (Attachment C) in PDRS. This document must be submitted for scope changes for either standard or non-standard facilities. HQUSACE will provide feedback to the geographic

district, and COS for issues involving standard design facilities, regarding the ACSIM approved scope.

Scope Discrepancies are major issues that prevent the final submissions and approvals of PDRs. Therefore, it is imperative that once a scope discrepancy has been identified by the District that it will become a top priority to complete the notification form.

For the overall process to be successful, it is critical that all scoping and related issues be thoroughly defined and resolved during the Parametric Design Report preparation phase. This includes changes to siting as well. Resolution of these issues *prior* to beginning the preparation of the parametric design cost estimate is critical to meet the timeframes required by OACSIM for the MILCON budget book finalization. This phase (Parametric Design Report) must be completed within 120 days of receipt of the design release by ACSIM. When Code 3 design directives are received after 1 Dec of the Guidance Year, special instructions will be provided in the directive to include guidance for completion of PDR and ENG Form 3086. This phase ends with the completion of the PDR quality assurance reviews by HNC and PDR approval by HQUSACE (CEMP-IA). HNC will notify the geographic district Project Manager of PDR review completion as quickly as possible, but not later than two weeks of submission. It shall be noted that the geographic district Project Manager must immediately notify the cost engineer to ensure that the ENG Form 3086 includes any approved changes or corrections and that selected acquisition strategy has been fully vetted within the District.

7.1.5.3. Parametric Design Cost Estimate (ENG Form 3086) Preparation and Approval

(Decision Point 3). The focus of this third phase is the preparation of a realistic parametric design cost estimate (ENG Form 3086) in accordance with the ENG Form 3086 Instructions (see Attachment J). Although USACE has 60 days to prepare, review and validate ENG3086 after PDR approval, every District must ensure that all of their ENG Form 3086s are in the 3086 processor by 1 February.

7.2 Parametric Design Package. The package is intended to provide the information required to support the programming and budget process in advance of the budget lock for the upcoming MILCON program. The scope and cost validations completed as part of this process is the last opportunity to ensure that each project has the correct scope and programmed amount (PA), and to put the Army in a posture to ensure successful program execution.

7.2.1. Products. The package will consist of the following products: 1) Parametric Design Report (PDR) and 2) parametric design cost estimate (ENG Form 3086). These products shall be clear, concise, and provide the required information in accordance with the format contained herein.

7.2.1.1 Parametric Design Report (PDR). The intent of the PDR is three fold. First is to demonstrate compliance with AR 420-1 to perform the Parametric Design services as applicable in response to a Code 3 design release. Second is to validate that the project requirements and required coordination included in the DD Form 1391 are accurate and valid. If these items are not included in the DD Form 1391, they must be addressed as part of the PDR document. Third is to provide the cost engineers with a validated scope and adequate project details to ensure their ability to prepare a realistic parametric design cost

estimate. The PDR shall be prepared using templates available at PDRS Documents section at: <http://mrsi.usace.army.mil/pdrs/SitePages/Home.aspx> . It should be noted that projects developed by a Planning Charrette and/or covered by a Department of the Army standard design, likely have a great deal of information that can be validated and utilized in preparation of this report. If such documentation already is included in the approved DD Form 1391 or a standard design, it may be referenced in the report. It is not necessary to include or repeat the entire standard design requirements as part of the PDR. Only those items required to convey a clear understanding need to be included in their entirety, all other materials may be addressed by reference. Once HNC CX completes the PDR reviews as part of the quality assurance process and the PDR is approved, District/PDT cost engineer can then complete the parametric design cost estimate (ENG Form 3086).

Published guidance on Sustainable Design, to include Environmental and Energy Performance and Low Impact Development must be incorporated into military construction projects. The latest Engineering and Construction Bulletins (listed in 3.0 References) shall be consulted during this phase of design and shall be integrated during preparation of the parametric design documents. Per ECB 2013-25, the Energy and Sustainability (E&S) Record Card is a requirement at Code 3. An example E&S card is provided in the attachments. The following guidelines shall be utilized in incorporating SDD features into the PDR's for the FY 17 projects:

- a. SDD features, to include, Environmental and Energy Performance and Low Impact Development should be examined at the Design Charrette and a discussion of potentially implementable features included in the PDR.
- b. PDTs are to perform a Life Cycle Cost Analysis (LCCA) on energy-related decisions in accordance with ECB 2014-12, MCA Building Energy and Sustainability Policy.
- c. GDs are encouraged to engage Installations to identify renewable energy requirements to serve multiple buildings/projects.
- d. Incorporation of Low Impact Development features identified for implementation may be incorporated through adjustments to the Storm Drainage or Site Development subsections of the Supporting Facilities section of the 1391. The PDR will include data output from the LID Planning Tool that reflects the 95th percentage storm event, type of soil, pre-project and post project percentage of each type of site condition, the volume of storm water required to be managed, and the LID features used in cost development. Estimated design costs shall be documented in the project cost estimate as a separate "LID" line item. PDTs are to provide justification for LID items that exceed 2% of the Supporting Facilities cost of the 1391.
- e. If individual SDD features can be identified based on valid designs and compliant life cycle cost analysis, then such changes will be detailed and submitted for adjudication by ACSIM, HQIMCOM and HQUSACE following the Scope Discrepancy Approval process. These features should not be included in the PDR until an Approved Scope Discrepancy is obtained.

- f. A separate E&S Record card is required for each facility type and will be included in the PDR submittal.

Incorporating these principles into the design of projects is imperative for successful execution in accordance with Energy mandates.

7.2.1.2. Parametric Design Cost Estimate (ENG Form 3086). The parametric design cost estimate (ENG Form 3086), will be prepared utilizing the scope from the approved and per ENG Form 3086 Guidance (see Attachment J). The ENG Form 3086 will be prepared using the latest version of the PC-COST estimating software and uploaded/submitted electronically to the ENG 3086 Module of the 1391 Processor. Final ENG Form 3086 must be submitted in the PAX system by 1 February or as directed by HQUSACE.

7.2.3. Package Schedule. The PDR shall be prepared and approved within 120 days from code 3 release by ACSIM or as directed by HQUSACE. Scope, and other cost related issues, shall be resolved and validated as part of the design development process and not left for resolution by the District Cost Engineer during the ENG Form 3086 development. The final ENG Form 3086 must be submitted to HNC CX by 1 February or as directed by HQUSACE.

7.3 Parametric Design Report Submittal. The PDR shall be uploaded using Parametric Design Report System (PDRS) that is available at: <http://mrsi.usace.army.mil/pdrs/SitePages/Home.aspx> All completed PDRs (full blown PDR or PDR-lite) must be in PDRS by the date provided in the directive but not later than 16 Jan 2015. The PDR will be checked for completeness and for previous concurrence of ACSIM, IMCOM, and USACE, of any scope deviations as noted earlier in these instructions. Notification of completion of review by HNC CX will be as soon as possible but not later than 2 weeks after submission. HNC CX will respond to the submission to the Geographic District and recommendation to HQUSACE (CEMP-IA) with an e-mail noting that “This PDR is complete and will serve as the basis for the Parametric Design Cost Estimate (ENG Form 3086)”. If the PDR is incomplete and has unresolved scope issues, HNC CX will respond to the submission with an e-mail noting that “This Parametric Design Package is incomplete or requires revision before it can be utilized as the basis for the Parametric Design Cost Estimate (ENG Form 3086)”.

7.3.1. Parametric Design Cost Estimate (ENG Form 3086) Submittal. Based on approved PDR, the District cost engineer will upload and submit the cost estimate into the ENG Form 3086 Module of the DD Form 1391 Processor. When the estimate is ready for submission, a “Notice of Submission” e-mail will be sent to the designated ACSIM, IMCOM, HQUSACE, Major Subordinate Command (MSC), HQUSACE RIT and HNC CX points of contact. The e-mail will include the statement, “The ENG Form 3086 has been reviewed and certified by the District Chief Cost Engineer and submitted on (indicate the date of submission)”. In addition, a completed Tab B Template shall be submitted along with the “Notice of Submission” e-mail.

7.3.2. Points of Contact. See Appendix A.

8.0 Records and Measurements. All records will be filed in accordance with [ES-QMS140, “Records Management.”](#) Required records are listed in the following table. Retention and

deposition shall be based on Region/MSC/District/Center/Lab/HPO records management requirements, local requirements (LR).

Type	Description	Responsible Office	Location (This should be the specific location such as a drive or web link)	Record Media	Retention	Disposition
R	PDR (Parametric Design Report)	CEHNC	http://mrsi.usace.army.mil/pdrs/SitePages/Home.aspx	E & P	5 yrs	Delete from website
M	DMR and CMR metric		CEMP-IA	N/A	N/A	N/A

Description of Terms

Type:

R Record
M Measurement
LR Local Requirements (location and disposition of records)

Record Media

E Electronic
P Paper

Measurement: DMR and CMR metric

9.0 Attachments.

Attachments can be found in “Category Policy” at the following location:

<http://mrsi.usace.army.mil/pdrs/Shared%20Documents/Forms/AllItems.aspx>

[Appendix A – Points of Contacts](#)

[Appendix B – Acronyms and Abbreviations](#)

[Appendix C – Scope Discrepancy Guidance \(see PDRS instructions online\)](#)

[Appendix D – Planning and Design Data \(Tab B\) Templates](#)

[Appendix E – Sample ENG Form 3086](#)

[Appendix F – Parametric Design Report Format,](#)

[Appendix G – Design Directive, Code 3 Sample](#)

[Appendix H – PDR-lite Process Instructions](#)

[Appendix J – ENG3086 Instructions](#)

[Appendix K – Energy & Sustainability Record Card](#)

10.0 Flow Chart.

NA