



United States Department of the Interior
FISH AND WILDLIFE SERVICE
Mountain-Prairie Region

Date: **SEP 26 2006**

REGIONAL DIRECTOR'S ORDER NO. 8

Subject: Streamlining and Improving Efficiency of Construction Projects and Regional Business Practices

Sec. 1. What is the purpose of this Order? To provide guidance to field stations regarding construction projects and to implement the FWS Asset Management Plan per the Director's memorandum of June 14, 2006.

Sec. 2. To whom does this Order apply? Region 6, Project Leaders.

Sec. 3. What are the authorities for taking this action? FWS Asset Management Plan (June 7, 2006) transmitted by memorandum from the Director dated June 14, 2006 (see attachment 1; page 16 contains information specific to this Order).

Sec. 4. How was this Order developed? Through consultation between Engineering, CGS, Safety, and the programs, this guidance was developed for field stations to use for completing construction projects. Streamlining procedures will provide Project Leaders flexibility to address station needs in a timely manner.

Sec. 5. What is the Project Leader's responsibility for completing construction projects, if Engineering Services are not used? The Project Leader is responsible for completing projects safely and within prescribed guidelines. Each station will have to secure various approvals and permits such as Safety, Archeological Clearance, NEPA, and Water Rights. This documentation must accompany the Purchase Request and be available for review. All small projects must meet all applicable local, State, and Federal building codes. Stations will ensure all tradesmen are licensed and bonded. Primary consideration will be given to accessibility on all projects. Additional information regarding Accessibility Guidelines and Standards can be found at <http://www.access-board.gov/ada-aba/final.htm>.

It is very important for Project Leaders and staff to only complete projects which are within their capabilities and authorities. The health and safety of employees and visitors, as well as the structural integrity of assets, remain a top concern. The contractor shall assume full responsibility and liability for compliance with all applicable Federal, State, and local regulations pertaining to the protection of workers, visitors to the site, and persons occupying areas adjacent to the site (i.e., 29CFR1910 and 29CFR 1926 of the Code of Federal Regulations). The contractor is responsible for providing medical examinations and maintaining medical records of personnel as required by the regulations. The contractor shall hold harmless the Government for

failure to comply with any applicable safety and health regulation on the part of himself, his employees, or his subcontractors. Every employee is responsible for complying with applicable safety requirements, wearing prescribed safety equipment, and preventing avoidable accidents and property damage.

Sec 6. What projects, generally, can a field station do without the assistance of Engineering Services? Types of projects, with some caveats, which may be completed by the field stations without engineering assistance (not all inclusive), are listed below:

- Fencing.
- Painting – Lead-based paint concerns must be addressed and handled properly, please consult with the Regional Safety Office.
- Roofing – With the exception of flat roofs or roofs containing asbestos shingles. Consult with Engineering regarding flat roofs, and the Safety Office regarding the proper handling of asbestos shingles.
- Water lines that are less than 2 inches in diameter.
- Water weirs and low-head water control structures which are being replaced with in-kind materials/structures – Any new or modification to existing structures may require construction and water permits.
- Gutters/downspouts.
- Repair or replacement of general maintenance items such as: decking, fencing, siding, lighting fixtures, small electrical and plumbing repairs, motors, overhead doors, garage door operators, pumps, and window and door replacements (lead-based paint concerns must be addressed and handled properly, consult with the Safety Office). These types of items must be replaced/repared with identical or equivalent items.
- Siding – Except where asbestos is present, consult with the Safety Office regarding siding containing asbestos. Engineering recommends using cementitious board or steel siding, especially in cold climates.
- Pump replacement – If replacing existing pumps, make sure that you use the identical or equivalent pump system.
- Drilling non-domestic wells – Well permits will be required; please coordinate with the Water Resources office.
- Installing small appliances such as dishwashers.
- Concrete projects – Structural concrete projects must be approved by the Regional Engineering Office.
- Non-structural concrete projects such as sidewalks or kiosks may be done by the station. Standard specifications for accessible kiosk concrete bases are included in attachment 2.
- Minor earthwork projects where less than 1 acre is disturbed and there are no safety, water rights, environmental, or other issues (e.g., wetland restoration projects).
- Road repaving/repair projects that do not involve substantial changes to alignment and drainage.
- Signage.
- Repair or replacement of exterior public-use facilities such as kiosks (see specifications contained in attachments 3a-d), trails, and viewing blinds where there are no safety issues involved.

- Prefabricated or small storage buildings – Stations must refer to the State engineering and architectural licensing board’s website to determine whether professional design is required. If professional design is required, then the Regional Engineering Office must be involved.
- Prefabricated vault toilets.
- Renovations to building interiors that do not involve structural modifications or changes to mechanical, electrical, and plumbing systems or impact safety.

If the station is doing a **complex project with several trades**, it may be wise to have **Engineering review the project**. Please keep in mind that Field Station Warranted Contracting Officer authority for construction is limited to \$2,000. **However, if in doubt:** contact CGS, Engineering, Safety, or your program contact.

Sec. 7. What are the required facility designs to use for construction projects? The following guides must be used in all construction projects:

1. All field stations will use the Site Adaptable Facility Design Guide for offices, housing, maintenance and storage buildings, and comfort stations. Exceptions to this are prefabricated vault toilets and prefabricated storage buildings previously listed in this order. The Site-Adaptable Facility Design Guide can be accessed by Service employees at <https://intranet.fws.gov/region9/engineering/ECB/SiteAdaptable2005.pdf>
2. All field stations will use NWRS Standardized Facility Conceptual Designs for all new office/visitor center combination facilities. The NWRS Standardized Facility Conceptual Designs are available from the Region 6, Chief of Education and Visitor Services. A Director’s Order will be issued within the next few months providing further guidance on the use of these designs.

If the two options above do not have the type of structure you are building, we strongly encourage the use of design-build contracts. Service Engineering staff will provide a conceptual design, not to exceed approximately 35% to facilitate this option.

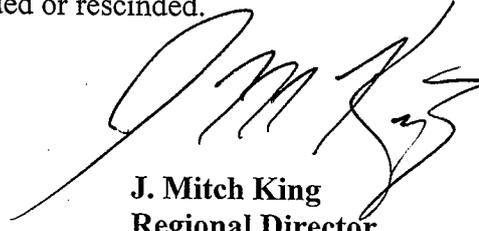
Use of standardized designs and design-build contracts will reduce costs substantially, save precious funds, staff time, expedite the process, and provide quality facilities for all stations. We will continue to seek ways of improving Regional Office efficiency and provide quality support to the field stations. If you have any questions about these new guidelines, please contact the appropriate person listed below.

Sec. 8. Who can I call for help?

- NWRS – Branch Chief, RMIS; SAMMS Coordinator; Refuge Roads Coordinator; or Chief, Program and Budget Development
- Education and Visitor Services – Regional Accessibility Coordinator, Chief EVS for Standard Facility Conceptual Design information
- Fisheries and Ecological Services – Maintenance and Construction Coordinator, Program Supervisors

- CGS – Chief of Construction, Construction Team Leader
- Engineering – Regional Engineer or Branch Chiefs
- Regional Safety Office – Safety and Occupational Health Specialist, Environmental Compliance Coordinator

Sec. 9. When is this Order effective? This order is effective immediately. This order does not expire, unless amended, superseded or rescinded.

A handwritten signature in black ink, appearing to read 'J. Mitch King', is written over the typed name and title.

J. Mitch King
Regional Director

Attachments