

FACILITIES DIVISION
Facilities Contracts Branch
Standard Operating Procedures

DATE:	10/11/2001
SUBJECT:	PROJECT NUMBERING SYSTEM
NUMBER:	CSOP-02-001
EFFECTIVE DATE:	October 1, 2001

1. Purpose

This document outlines the new procedures that must be used for numbering facilities construction projects handled by the Facilities Contracts Branch (FCB).

2. Background

There are eight (8) construction programs within ARS (excluding Headquarters Projects) and described in Attachment 1. These programs are subject to appropriation authorization and/or funding limitations. The list of programs with their project series designator is below. This list has been realigned to reflect changes in their use within FD.

<u>Program</u>	<u>Series</u>
Repair and Maintenance (R&M)	1000
Modernization	2000
Major Construction	3000
Headhouse/Greenhouse	4000
Miscellaneous Construction	5000
Headquarters Projects	6000
Unlimited Small Buildings	7000
Ten Percent Alteration	8000
Ten Small Buildings	9000

3. Procedures

A single project number will be used for all phases of a facilities project, from the study and pre-design phases through construction and warranty periods. Each Construction Program will have its own section in the Project Numbering Log for each fiscal year. The Log requires the project title, location, and name of the responsible Contract Specialist/

Contracting Officer (CS/CO). The Log will be maintained by FCB. The CS/CO will assign a project number following the sequential order listed in the Log. Sequential numbers will continue into each fiscal year. The new numbering sequence will begin with XXX1. For example, the first project in the R&M program will be "1001," the first project for Miscellaneous Construction will be "5001," and so on for other programs.

4. Applicability

These procedures apply only to new projects arising on or after October 1, 2001. Project numbers from the old system already in use for existing requirements may continue to be used.

5. Point of Contact

For further information, please contact the Facilities Contracts Branch at (301) 504-1171.

ATTACHMENT 1

ARS Construction Programs

1. Repair and Maintenance (R&M)

The R&M Program (1000 series designation) is a budget line item in ARS's appropriation. This is a national program managed by ARS Headquarters and implemented by the Areas and Facilities Division. The Areas and Locations are also required to utilize 4% of their base funds on an annual basis for repair and maintenance of their local facilities. The R&M program is specifically intended to improve ARS facilities within guidelines for the protection of life and/or property, implementation of mandated regulations, compliance with building codes, more effective space utilization, and implementation of energy conservation. The definition of repair, as applied to ARS facilities, is the restoration and renovation of components of an existing facility to a condition that is substantially equivalent to its original state and efficiency with the repair work complying with the requirements contained in current applicable codes and standards. Examples of projects within this authority include HVAC or other mechanical system replacement, roof replacement, etc. There are no funding limitations on this authority.

1. Modernization

This program (2000 series designation) is intended to enhance deteriorating facilities or utility systems on a large scale, priority basis. Research locations are identified by the Areas, prioritized by the National Program Staff (NPS), and approved by the Administrator. The objective of this program is not to expand or build new ARS facilities but, on a priority basis, to correct, improve, or upgrade existing facilities to current standards. Examples of projects in this program include the modernization of an entire wing(s) of a research laboratory, replacement of an entire power plant, etc. There are no funding limitations on this program.

1. Major Construction

This program (3000 series designation) is for the design and construction of new major facilities or modernization of existing facilities. Each major project is funded from an appropriation that is made available specifically for such purposes. These appropriations are normally specified under the Buildings and Facilities heading in the Agency's appropriation bill. Funding for such projects may not be supplemented with other sources (i.e., location base funds) without specific authorization from Congress. Specific language will state whether the appropriation is for planning, design, construction, or a combination of the three.

1. Headhouse/Greenhouse (HH/GH)

This program (4000 series designation) is for the design and construction of an unlimited number of headhouses and/or greenhouses subject to the funding limitation identified in the applicable annual appropriation bill language. Annual base funding at the Area or Location level is normally used for this program. Current funding limitation (as of October 1, 2001) is \$1.2 million. This limitation includes both design and construction costs.

1. Miscellaneous Construction

This is a construction program (5000 series designation) to design and construct new non-building type facilities, such as roads, wells, fences, irrigation systems, etc. It is not for the replacement or repair of these types of facilities. Annual Area or location base funds are used for this program. There are no funding limitations on this program.

2. Headquarters Projects

This program (6000 series designation) includes projects initiated and/or accomplished by FD for such projects as indefinite-quantity contracts for nation-wide and Area-wide Architect-Engineering and construction requirements, environmental cleanup and studies, and other types of studies of a one-time nature not associated with a future project, e.g., Facilities Deficiency Studies, Development of 10-Year Facilities Plans, etc. There are no funding limitations on this program.

3. Unlimited Small Buildings (USB)

This construction authority (7000 series designation) is for the design and construction of an unlimited number of small buildings at a cost not to exceed the authorized limitation identified in the applicable annual appropriation act language. Each building must serve to further enhance, pursue, and conduct immediate research program needs. An animal shelter and a chemical storage building are examples of projects within this authority. Current funding limitation (as of October 1, 2001) for this authority is \$375,000 per structure.

4. Ten Percent Alteration (TPA)

This authority (8000 series designation) is for the design and construction of an alteration to any one ARS building at a cost not to exceed 10 percent of the building replacement value or the dollar limitation specified in the applicable annual appropriation act language, whichever is greater. Current funding limitation (as of October 1, 2001) for this authority is \$375,000 per project.

5. Ten Small Buildings (TSB)

This is an authorization (9000 series designation) to design and construct or improve no more than 10 (ten) small buildings throughout the Agency at an annual cost not to exceed the authorized limitation identified in the applicable annual appropriation act language. Each building or addition to an existing building must serve to further enhance, pursue, and conduct the immediate research program needs. A large feed storage building is one example of a TSB. The Area Office must obtain approval of the proposed TSB project from the National Program Staff (NPS) and request one of the TSB slots from the Facilities Division (FD). Current funding limitation (as of October 1, 2001) for this authority is \$750,000 per structure.