

Client Enrichment Series – Q & A



Topic: *Demystifying Design Intent Drawings*

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Link to Series Information: *www.gsa.gov/ces*

1. How can we get a copy of the DID review guide?

Answer: Please see our gsa.gov website link - [DID Review Guide](#)

2. How do we know whether a Level 1 or Level 2 DID is required? Who makes the decision on the level?

*Answer:*The current GSA Pricing Desk Guide indicates that DIDs should be as detailed as what is described as "Level 1 DIDs" in the DID Review Guide." Please note that the 2010 Pricing Desk Guide does not reference the "Level 1" nomenclature, but the level of content described in both is essentially the same. The 2010 GSA Pricing Desk Guide DID description applies to both Lease and Federal spaces. The additional content shown in a Level 2 DID set as listed within the DID Review Guide isn't fully referenced in the 2010 GSA Pricing Desk Guide, but may be interpreted as "extensive program development," whereby RWA funding may be required to include that content within the DIDs.

Please note that the Lease template has been revised (as of October, 2017) to define DIDs in accordance with the DID Review Guide. Level 1 DIDs are the default. The Lease template includes instructions (in blue text) that indicate when to choose Level 2 DIDs. Level 2 DIDs should only be used when the agency requires this level of detail before proceeding to CDs. It may be prudent to request Level 2 when one of the following occurs: Client Request with Justification, Complex or Very detailed requirements, or projects with extensive security requirements.

3. Is this level of DIDs required in GSA owned space, such as a courthouse?

Answer: DIDs are not required for federal space. However, they are helpful in the initiation and planning phases, especially for furniture planning and test fits.

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4. Does the agency specify the level of DID in the lease so that the lessor can price appropriately?

Answer: DIDs at level 1 are included in lease negotiation and planning. Level 2 may be designated but would be considered above standard and like CDs, fees for level 2 elements would come from the TI Allowance.

5. Are Level 1 DIDs included as part of the project, or does the lessor have to fund them?

Answer: Level 1 is what a Lessor is required to provide. The level 2 details may be above standard and additional or rolled into CDs.

6. Is Level I DID is inclusive in GSA Pricing Policy for Leased and Federal Space? Who currently pays for Level II?

Answer: Level I is what is noted in the PDG as minimum requirement.

7. Why are we asking the agency to pay for level 2 when the private sector doesn't make a distinction between level 1 and level 2?

Answer: Level II is above standard. If the project is funded via RWA, the Client Agency would provide funding for Level II development.

8. Why are DIDs inconsistent across the regions?

Answer: The current GSA Pricing Desk Guide definitions for DIDs is not specific in defining what should be included within DIDs. We can't know for certain, but it's possible that part of the current definition noting to include "any additional details necessary to communicate the design intent...for the purpose of preparing the construction documents" could have led to different interpretations in different regions. The folks developing the new GSA Pricing Desk Guide are aware of these differences and recently reached out to the DID Review Guide team for insights about clarifying the definition(s) and coordinating the nomenclature so it more clearly aligns with what is represented within the DID Review Guide. The final, revised/new GSA Pricing Guide is currently still under development/revision.

9. Is there an AutoCAD block library available for symbols & DID templates?

Answer: AutoCAD would provide all the elements, symbols and assembly details necessary for the drawings. However, a DID "template" is not available. Each project is unique and you would have to draw the key elements for Level 1 using the AutoCAD tools. Furniture

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vendors provide templates for their systems which can be loaded into your AutoCAD for future use. Otherwise, DIDs are your floor plans with unique layouts of partitions, data and electrical drops and furniture which comprise all the key elements of Level 1 or more detailed Level 2.

10. Is there a "ACRONYM" Guide (IE: what is RWA?)

Answer: Yes. See the Glossary starting on page 37.

11. Not real familiar with DIDs and GSA requirements yet. Will there be contacts for future questions and guidance?

Answer: Feel free to contact the presenters, Jennifer Hammell, Region 5, Real Estate Division, jennifer.hammell@gsa.gov, Jessica Sellers, National Office of Leasing jessica.sellers@gsa.gov, Steve Anderson, Region 10, Design and Construction stephen.anderson@gsa.gov.

12. Where might someone who is not familiar with GSA / Leased or Federal Owned design and construction projects go to for more understanding of process, protocol and direction?

Answer: The National Institute of Building Sciences has an informative website offering for the "[Whole Building Design Guide](#)"; you can search for Architectural Programming or Design Charrettes and any site that assists with development of requirements.

13. Can Federal Security requirements be required as part of Level 1?

Answer: Per the current Pricing Desk Guide, security requirements are typically included in all DIDs to the extent of showing electrical requirements and locations for security equipment (cameras, alarms, etc.) and showing infrastructure required for build out on the Construction Plan (reference made to security wall construction, etc.). Per the Pricing Desk Guide, the inclusion of additional security information may be considered "extensive program development" and may require funding via RWA.

14. Will DIDs include Intrusion Detection System (IDS) and surveillance cameras -- also Enhanced Security elements - can DIDs expand to include site work for this?

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Answer: Security equipment (cameras, alarm bells, etc.) locations and electrical connection requirements are typically included in DIDs (also see Question #11). Site work cannot be included in DIDs.

15. If the requirement is in the ASR but both the lessor and agency miss it in the DIDs and CDs and issue notice to proceed and find it later, prior to acceptance, who is responsible for it?

Answer: This is a Contracting Officer call. However, if the ASRs are called out in the requirements documents (Scope of Work, PWS, POR or adopted by reference with a link) or provided as an attachment to the project, then it is the lessor's responsibility to include the information in the CDs. They provide the design team and expertise and need to review all requirements.

16. If you have a requirement in the ASRs, but you don't catch that it isn't provided until construction, how is it dealt with?

Answer: Per the Leasing Desk Guide: an oversight in the Lessor's preparation of TI pricing does not constitute a change in costs to the Government. However, if a Lessor's request for additional payment in a particular instance is fair and reasonable considering the total TI costs, and if funding is available from the client agency, the Lease Contracting Officer may consider it prudent to compensate the Lessor.

17. Are Level 1 DIDs and Level 2 DIDs as shown on Pg 63 considered Industry Standards or a GSA variation of industry standards?

Answer: Level 1 and 2 are our expression of the elements and the elements are for the descriptive purposes of the guide. We wanted to demonstrate that there are key elements to a basic DID (level 1), but also recognized that some regions include more details, RCP, hardware etc. (if it is in the ASR or the Security Scopes of Work, for instance). One day level 1 and 2 may be a part of the industry standard, but for now, it is a GSA variant to demonstrate different elements of the design.

18. Do you have a recommended review template for DIDs and CDs?

Answer: We do not include a template for CDs, but take a look at section VI. We provide a downloadable checklist for Level 1 and 2.

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19. I was told that for leases we DO NOT sign off on DIDs. We accept them, but do not sign off.

Answer: A “signature” is not required, as long as the client agency approval is documented in writing. Per Leasing Desk Guide Chapter 2, page 2.6-8, “The client agency must approve DIDs by signature or email, and the Lessor cannot proceed to other steps until DIDs are approved by the Lease Contracting Officer.” Please note that there is a distinction between the review/approval process for DIDs and Construction Drawings (CDs). DIDs communicate the “design intent,” while CDs provide the specifications, engineering calculations, and construction details necessary to construct the space. While the Government reviews and comments on both DIDs and CDs, the Government only approves DIDs. We do not approve CDs.

20. Does GSA require the business partner to sign the DID prior to preparation of the Construction Drawings in Federal space?

Answer: For projects (typically, but not necessarily exclusively, in Federal space) where GSA provides the DIDs, GSA may require the tenant agency to sign-off/“approve” the final DID submittal. This acknowledges their review and acceptance that the agency’s requirements that were provided for the DID development are accurately reflected within the DID set. Additional modifications or changes to the design, however, can be addressed/resolved during the CD development phase.

21. Could Level 1 DIDs be considered Bridging Docs?

Answer: Bridging documents and Level 1 DIDs both express the intent of the project. However, Level 1 documents are basic expressions of the intent, leading to much more detailed construction documents. Bridging documents are usually the owner’s design consultants’ Design Development documents; they are a part of the traditional construction document phases which include Schematic Design, Design Development and Construction Documents, and are often a part of the Design-Build delivery method. In this application the bridging documents express design intent, but at a very high level of specificity that is sufficient for a design-build proposal.

22. I have a question regarding classes that teach you how to prepare DIDs. Is there any training classes that you are aware of that teach CAD for creating the DIDs?

Answer: Specialized training in AutoCAD isn’t needed to create DIDs, although GSA does have CAD Standards that should be followed. These standards can be found on the

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gsa.gov website and provide direction on (among other things) how drawings should be formatted, layer and sheet naming conventions, etc. For general training in how to use AutoCAD, a formal class is recommended as AutoCAD is a very detailed electronic drafting program. Classes can often be found at local schools or colleges and, although we can't vouch for them, some tutorials are also now offered online. However, GSA has also sponsored targeted AutoCAD training in the past. Contact the training/acquisition POC in your region to inquire about current AutoCAD training opportunities.