

**UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT**

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GENERAL INFORMATION FOR ARCHITECTS
MULTIFAMILY and COMMUNITY FACILITY PROJECTS
(Architectural Projects)

ARCHITECTURAL SERVICES

RD Instructions require "full architectural services" for all RD Loans & Grants. In accordance with Washington State law, persons practicing architecture in the Washington State must be registered with & licensed by the Washington State Board for Architects.

ARCHITECTURAL FEES

RD Instructions state: "Fees for architectural services shall not exceed the fee ordinarily charged by the profession for similar work when RD financing is not involved." The Architect should set a fee sufficient to allow him to provide the full service expected by the Owner/Borrower and RD. Fees should be negotiated by the RD Borrower and the Architect and shall be adjusted accordingly for repetitive work. The fees should be consistent with the RD program objectives and the basic design considerations. These fees may be included in the RD loan.

AGREEMENT BETWEEN BORROWER AND ARCHITECT

A written agreement will be required between the RD Borrower and the Architect. The form of Agreement must conform to standard professional practices. AIA Document B141 Owner/Architect Agreement, with RD Guide 27 Attachment 1 (available from the RD State and Area Offices) should include the following. See **Attachment B** for guidance on completing the Agreement.

1. Full Architectural Services (see **Attachment A**). Engineers, landscape architects and other consultants should be coordinated and paid by the Architect.
2. The fee for basic services shall be a Fixed Fee based on a percentage of the estimated construction cost.
3. The Agreement and any amendments to the Agreement shall not be in full force and effect until concurred with in writing by RD. Submit two (2) originals to the RD Area Office for acceptance.

CODES AND STANDARDS

Projects must be designed in conformance with the following codes and standards (as applicable):

1. International Building Codes, adopted by Washington State, including Thermal, Energy and Ventilation, Plumbing, and Mechanical, current edition.
2. Life Safety Code (NFPA 101).
3. Guidelines for Construction and Equipment of Hospital and Medical Facilities, 2010 Edition, AIA Press.
4. Uniform Federal Accessibility Standards (UFAS).
5. Americans with Disabilities Act (ADA).
6. Fair Housing Act.
7. Secretary of Interior's "Standards for Rehabilitation" - for Historic Buildings.
8. Community Facilities - Planning, Bidding, Contracting, Constructing (RD Instruction 1942-A, 1942.18).
9. Multifamily Housing - Planning, Bidding, Contracting, Constructing (RD Instruction 1924-A, 1924.13).

10. State and local codes and standards. Most stringent rule prevails.

SITE APPROVAL

The Architect should be assured that his client has received RD acceptance of the site, prior to proceeding with design development. Environmental issues to be considered include: historic preservation, flood plains, wetlands, farmland, etc.

SUBSURFACE SOILS INVESTIGATION

A Subsurface Soils Investigation Report shall be prepared by a Professional Soils Engineer for each project. The report should include foundation, compaction, and drainage recommendations. These costs may be included in the RD loan.

DESIGN CRITERIA

1. **General:** The Architect is to design the facility for the particular site and Owner's needs. Cost containment is obviously a prime consideration, but function, safety, esthetics, and durability are equally important.
2. **Flood Plains:** Projects should not be located in the 100 year flood plain (500 year flood plain for emergency service facilities). If near the flood plain, finish floor elevations must be at least one (1) foot above the 100/500 year flood plain elevation. Provide RD with special design considerations of engineers, USDA/NRCS, or responsible state agencies, and comply with eligibility and insurance requirements.
3. **Grading, Drainage and Excavation:** Surface and subsurface drainage systems shall be provided, as appropriate, for collection and disposal of storm drainage and subsurface water. These systems shall provide for the safety and convenience of occupants and protection of buildings, other improvements, and usable lot areas from water damage, flooding, and erosion. All excavation shall be unclassified.
4. **Handicap Accessibility:** All facilities intended for, or accessible to, the public or in which physically disabled persons may be employed or reside must be developed in compliance with the Architectural Barriers Act of 1968, Section 504 of the Rehabilitation Act of 1973, the Fair Housing Amendments Act of 1988 (FHAA), & the Americans with Disabilities Act (ADA).
5. **Historic Preservation:** Facilities should be designed and constructed in a manner which will contribute to the preservation and enhancement of sites, structures, and objects of historical, architectural, and archaeological significance. All facilities must comply with the National Historic Preservation Act of 1966.
6. **Health Care Facilities:** All such facilities must conform with Standards 2 and 3 of the above Codes and Standards. A statement in the WA Department of Health plan approval letter that the facility meets the these standards is required.
7. **Energy Conservation:** Give maximum consideration to cost effective energy saving measures or devices in the project design. See Building Code.
8. **Water Conservation:** Where economically feasible, incorporate water conservation practices and devices into the facility's design. See Building Code.
9. **Lead Base Paints:** Lead based paints shall not be used in facilities designed for human habitation.

DESIGN SUBMITTALS / REVIEWS

1. **Feasibility Report / Schematic Design:** An Architectural Feasibility Report with Schematic Design Drawings and Cost Estimates (**Attachment C**) shall be prepared as part of the Pre-application process. Two (2) copies shall be submitted to the Area Office. The CF Area Specialist will provide one (1) copy with his/her comments and recommendations to the RD State Architect. When appropriate, the Architect should meet with the RD State Architect for a pre-design conference. Before proceeding with Design Development, obtain RD acceptance of the schematic design concept. Provide the Subsurface Soils Investigation Report to the RD State Architect as early as possible.

2. **Design Development Phase:** Prepare design development documents based on the RD accepted schematic design concept. Review with the State Architect. Site or architectural Mitigating Measures identified in the Environmental Review Documents must be included in the design development documents.

3. **Final/Construction Documents:** Prepare complete Working Drawings and Specifications, including bidding documents, for RD acceptance (**Attachment D**). Provide RD with copies of ALL state and local approvals. Submit three (3) copies of all documents to the Area Office, and obtain RD acceptance of the construction documents prior to bidding or contract negotiation.

WAGE RATE: For projects requiring compliance with the Davis-Bacon Act, wage rates paid for labor must not be less than the prevailing area wages as determined by the Secretary of Labor and these wage rates must be embodied in the construction contract. Wage Rates are not triggered by RD Loans, but may be required for other funding sources. Consult/verify with Legal Counsel. A project wage determination is effective 120 calendar days from the date of determination. The wage determination should include a list of crafts that will be required to complete construction of the project. Contracts must be executed before the determination expires.

BIDDING

Following acceptance of the plans and specifications by RD and completion of administrative requirements, the Area Office will authorize the RD Borrower to Advertise for Bids. Upon receipt of Bids, the Architect will prepare Bid Tabulations and recommendations for the Owner. Two (2) copies of the following shall be forwarded to the Area Office for review and concurrence. One (1) of these copies will be forwarded to the State Office with the recommendations of the Area Office:

1. Proofs of Publication.
2. Bid Tabulations.
3. Architect's Letter of Recommendations to the Owner.
4. Low Bidder's Bid and Bid Bond with Power of Attorney.
5. Contractor's Compliance Statement (RD 400-6).
6. Contractor's Qualification Statement (AIA Doc. A305).

No contract shall be awarded without RD concurrence. All projects must be competitively bid. All addenda issued during bidding must be acceptable to RD.

CONTRACT REVIEW

Five (5) complete sets of original Contract Documents for construction shall be submitted to the Area Office for review and concurrence. One (1) of these copies will be forwarded to the State Office with the recommendations of the Area Office. The Owner/Contractor Agreement and any amendments to the Agreement shall not be in full force and effect until concurred with in writing by RD. The Contract Documents include the following:

1. Notice of Award.
2. Owner/Contractor Agreement with RD Guide 27 Attachment 3.
3. Performance and Payment Bonds with Power of Attorney attached to each Bond, executed in 5 counterparts. Use RD Forms.
4. Certificate of Owner's Attorney.
5. Insurance Certificates.
6. Contractor's Certificates regarding Lobbying, Debarment and Identity of Interest.

PRE-CONSTRUCTION CONFERENCE

Prior to beginning construction, the Architect and RD will review the planned development with the Contractor(s), RD Borrower, Resident Inspector, Attorney, and other interested parties. At this time, the nature of the inspections and each party's responsibilities during the construction process will be discussed. The Notice to Proceed may be issued following this meeting.

RESIDENT INSPECTION

Full-time resident inspection is required for all construction of Community Facility and Multifamily projects unless a written exception is made by the State Director. Unless otherwise agreed, the Resident Inspector will be employed by the Architect or Borrower. Prior to the pre-construction conference, the Architect or Borrower will submit a resume of the proposed Resident Inspector's qualifications, with recommendations, to RD for review and acceptance. The Resident Inspector will work under the general supervision of the Architect. Daily inspection report form (RD Guide 11) is available from RD on request.

INSPECTIONS AND REPORTS

To assure that materials, equipment and workmanship are of acceptable quality, RD will expect the Architect to inspect the project on a weekly basis and prepare reports for each inspection and job conference. RD will make inspections only as required to satisfy itself as to the progress and quality of the Work, and will visit the site at least once per month to review the contractor's request for payment with the Architect. The Architect is to be considered totally responsible for project inspection and administration.

Inspection reports should list the status of the project, instructions given, upcoming change orders, nature of the deficiencies, those present at the site, and any additional information that should be recorded. Copies of each inspection report, compaction test and concrete test are to be sent to the RD Area and State Offices on a timely basis.

Punch list and final inspections will be conducted by the Architect. Representatives of RD and the Borrower will be present. A Certificate of Substantial Completion will be prepared upon completion of the project. See **Attachment E** for a checklist of Final Project Approvals and Documents.

All Plumbing and Electrical work installed underground within the contract limits on the site and inside of all buildings, shall be inspected and approved in writing, (prior to cover up and at final completion), by an Independent Inspection Agency approved by the Architect. The Agency approved shall retain qualified inspectors, certified and licensed by the National Certification Program for Construction Code Inspectors (NCPCCI). See **Attachment D** for the required specification language.

CORRESPONDENCE All correspondence and drawings must be identified by the name of the loan applicant and location. Provide a transmittal letter for drawings, reports, etc., sent to RD. The Architect may discuss the status of RD review with the State Architect at any time.

Agnieszka Kiswa
Washington State Architect
USDA RD