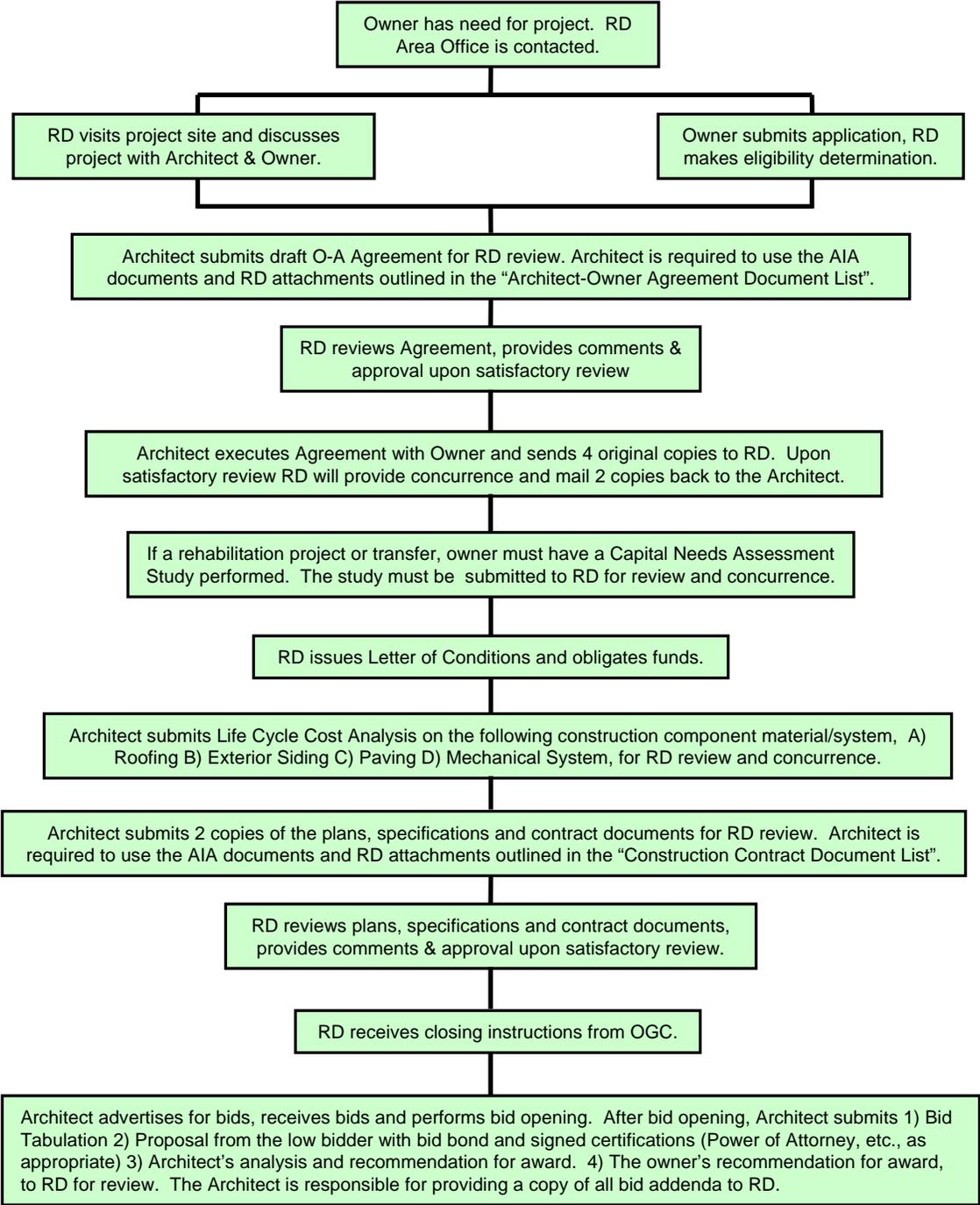


# Multi-Family Housing Architect Flow Chart



**Flow Chart continued  
on next page**

**Flow Chart continued  
from previous page**



Upon satisfactory review of the bid documents, RD will provide a letter of concurrence for award.

Owner issues Notice of Award. Architect prepares and sends RD 5 original copies of the Agreement (signed by owner and contractor), Performance and Payment bonds, Power of Attorney, Certificates of Insurance (as required in contract) and Certificate of Owner's Attorney. All items must be bound with the contract documents and sent through the RD Area Office, then forwarded to State Office for concurrence.

Upon satisfactory review of bound contracts, RD will sign for agency concurrence and mail 3 originals back to the Architect for distribution to owner and contractor.

Prior to the preconstruction conference, the Architect must submit a resume of qualifications of the resident inspector to the owner and to RD for acceptance in writing. Full-time resident inspection is required for all construction unless a written exception is made by RD upon written request of the owner. The resident inspector is required to maintain a record of daily construction progress.

Pre-construction conference is held with Architect, RD, other funding agencies, owner, contractor, significant subcontractors and others as needed.

Owner issues Notice to Proceed.

Invoices for payment of construction costs must be approved by the owner, Architect and concurred in by RD. Typically this will be done on a monthly basis.

Any change orders that may arise during the course of construction must be clearly identified and explained through use of USDA RD Form 1924-16. All change orders must be approved by the owner, Architect and concurred in by RD. In order to be approved, the change order must be justified and the cost must be reasonable.

A prefinal inspection will be made by the owner, resident inspector, Architect, contractor, representatives of other agencies involved and RD representatives, generally both Area and State Office. The inspection results will be recorded by the Architect and a copy provided to all interested parties.

Architect executes AIA G704 "Certificate of Substantial Completion" and provides a copy to RD.

A final inspection will be made by the owner, Architect and RD before final payment is made.

Architect delivers as-built plans and O&M manuals to the owner.

Submit completed 1924-13 to owner and Rural Development

Architect, Owner and RD representative perform 11 month inspection. If no items of concern are noted during the inspection the project is complete.