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The Engineer/Architect (E/A) is responsible for the design, management, and supervision of the construction project. Rural Development (RD) regulations require the project be of modest design, size and cost. The following is a brief outline of major steps in the completion of a project. This is not an all inclusive list of items to be covered but the general progress, and may vary from project to project.

1. Initial project concept and estimate of probable cost.
2. RD reviews and comments on proposed project.
3. Preliminary E/A report following RUS Bulletin 1780-2, and Iowa Guide A-5 (WEP) or RD Guide 6 (CF).
4. Ensure compliance with American Iron and Steel requirements by following RUS Bulletin 1780-35 (WEP)
5. RD review of preliminary E/A report and completion of environmental assessment.
6. E/A Agreement: It is suggested the E/A review the agreement with the RD prior to submittal to Owner.
7. RD funding and Owner authorization to proceed with design.
8. Design project.
9. Rights of Way: The E/A works in cooperation with the Attorney in acquiring the Right of Way. Refer to Iowa Guide C-1. The exact duties of each are determined in the agreements.
10. Final plans and specifications submittal to RD and appropriate state agencies. E/A submits RD Contract Document Certification with Plans to RD.
11. Bidding: All applicable items on Iowa Guide D-6 completed prior to authorization to bid.
12. RD Area Office will provide authorization to bid.
13. Bid Letting Procedures: Contact Owner's legal counsel for assistance.
14. E/A Bid Review: The owner's E/A shall check all bid proposal extensions and prepare a certified bid tabulation of all bids. The E/A shall file a recommendation for Award of Contract and submit the certified bid tabulation, bid proposals, bid bonds, and contractor's qualifications to the Owner and RD Office within 3 days after taking bids.

15. RD and other funding agencies will review the E/A's recommendations.
16. Owner will Award Contract after concurrence by RD.
17. E/A shall send original sets of Contract Documents to the successful bidder(s) within one day of Notice of Award.
18. Contractor shall execute and return to the E/A the Contract Documents within 10 days upon receipt of Notice of Award.
19. E/A shall review the executed documents and submit them to the Owner's Attorney and email a copy to RD for review within 3 days of receipt.
20. Owner and Attorney shall review and execute the Contract Documents. Return bid security.
21. Bond Counsel shall review proceedings and provide an opinion.
22. E/A to submit resumes of inspectors with hourly rates to Owner and Rural Development.
23. Preconstruction conference date shall be set only after RD has received all documents. The Owner, E/A, Attorney, Contractor, Utilities, RD, and other funding agencies shall be notified of meeting.
24. The E/A shall be responsible for contract administration. Refer to the E/A agreement. Monthly progress meetings will take place.
25. Prefinal Inspection.
26. Final Inspection.
27. E/A shall issue certification letter to Owner indicating work has been completed in accordance with the approved plans.
28. Owner shall accept work.
29. 11th Month Warranty Inspection.