

# GUIDE FOR CONSTRUCTION

## **Preliminary Feasibility**

A preliminary outline scope of work should clearly describe the present situation, analyze, and propose the specific course of action from the architect's perspective. The level of effort required to prepare the report and the depth of analysis within the report are proportional to the complexity of the proposed project. Construction should be modest in design, and be constructed and operated in an environmentally responsible manner.

**Existing Facilities:** Describe the present condition; suitability for use; required changes in code compliance; environmental conditions; health and safety; growth capacity of the building; parking and accessibility.

**Alternatives Considered:** Describe alternatives to your proposed project such as the complexity of the proposal, level of development, and if volunteer support is proposed and what role they will play in the projects development.

## **PRELIMINARY SCHEMATIC DESIGN PHASE**

Once the Architect's agreement AIA B141 has been accepted and the provisions of our attachment Guide 27 are contained in the agreement the owner and architect will receive a notice from our agency that we concur giving them the okay to continue with the design.

- Once the preliminary design is complete and Rural Development has given its acceptance the owner will proceed to the final construction design phase.

## **CONSTRUCTION DESIGN PHASE**

During this phase the designer updates the cost estimate, and outlines the project cost budget. Construction documents (Plans & Specifications) are completed and sent to Rural Development for review and concurrence. The Architect must provide a plan certification of his drawings for conformance to state, local, and federal law and codes, and stamp & sign all drawings.

- After the final plan review Rural Development will issue its final plan concurrence.

## **BIDDING**

Rural Development prefers that bids be awarded on the basis of competitive bidding with public notice. The contract will be awarded on the sum of the base bid and the alternates accepted in order. For contracts over \$100,000 a bid bond is required from each bidder in the amount of five percent of the bid price as assurance that the bidder will, upon acceptance of the bid, execute the required contract documents within the time specified.

## **CONTRACT SIGNING**

1. After the bid opening the Architect will review all bids and will forward a summary recommending award.
2. An updated project cost summary should be prepared at this time and reviewed. Once all the information is reviewed and acceptable Rural Development will give authorization to award the contract.
3. A contract signing and pre-construction conference will be held at the same time if possible executing a contract and notice to proceed. Rural Development concurrence of the contract will be given at this time if the applicants attorney has reviewed and has certifies to the correctness of the contract and bonding.

## **MONTHLY PROGRESS MEETING'S**

The architect, local building officials and state officials will provide monitoring the construction. Rural Development will attend monthly progress meetings, complete an inspection report (1924-12), approve all pay request and review and approve all change orders.

The architect and resident inspector's reports, along with the monthly meeting notes should be sent to the Rural Development office providing oversight of the project.

- All projects are required to have a resident inspector.
- (Exception) If the project is small and being inspected by the architect or engineer as part of their agreement the exception may be granted. However, documentation must be provided and outlined within the file.

## **PRE-FINAL INSPECTION**

A pre-final inspection or substantial will be completed at the time of occupancy. At this inspection the architect will complete all the specific paperwork, and provide all the certifications that are required prior to release of the contract funds. (The Rural Development Architect or Analyst should be in attendance for this visit.)

## **FINAL INSPECTION**

A final inspection will be completed upon the completion of all the work. Final payment of the remaining funds shall be made within thirty days. At this time the architect will provide his certification that all work accomplished meets the contract documents, and code.

- The use of the Guide for Final Payment should be used and signed by the owner, architect, and contractor.
- The ADA compliance form must also be completed and signed that the site and building is in conformance with all ADA and UFAS Standards.