



# COMMUNITY FACILITIES PROJECT GUIDE

October 2013

## 1 Instructions

This guide is to assist Owners and Architects with USDA Rural Development requirements for Community Facilities. It is arranged in the general order that a project will follow from Preliminary Studies to Final Construction. RD Documents are identified and the internet link locations are identified where specific instructions, attachments, and other requirements can be found.

The regulation that applies to Community Facilities – Planning, Bidding, Contracting, and Construction is RD Instruction 1942-A, Section 1942.18. Please contact the Area Office Specialist for any additional information.

Web Site Location of RD Instruction 1942-A, Section 1942.18:

<http://www.rurdev.usda.gov/SupportDocuments/1942a.pdf>

Scroll down and print pages 94 thru 117 on the document page counter.

## 2 Owner-Architect Agreement

The regulations do not require a specific Agreement. It does, however, have requirements that must be within each Agreement. In order to expedite the review of Agreements, the Agency at a national level has adopted an industry standard Agreement with USDA modifications.

The preferred Owner-Architect Agreement is AIA Document B101-2007, Standard Form of Agreement between Owner and Architect. Note that there is a three page, B101-2007 Exhibit A (initial information) which may also be a part of the Agreement. The inclusion of Exhibit A is an Owner/Architect decision. RD Instruction 1942-A, Guide 27, Attachment 1 must be physically attached to the AIA Document B101-2007 to comply with Agency requirements. Please do not edit the Attachment text into the text of the Agreement.

An unsigned B101-2007 (with or without Exhibit A) with the contract terms completed with a RD Instruction 1942-A, Guide 27, Attachment 1 (fill-in the blanks) may be sent to the State Office for preliminary review and comment. The B101-2007 may be edited, but the Agency Attachment may not.

The final submittal to the Agency shall be three original (not copies) completed, executed, and attested AIA Document B101-2007 Agreements with the completed Attachments. The State Office will concur by signature, retain one copy, and return the other two Agreements to the Owner. It is important that all Agreements are signed by



the Owner and Architect on the Attachment signature sheet and each has an attested signature. While the Agency concurs with the Agreement, the Agency is not a party to the Agreement. The intent of the review is to assure that federally funded projects have the proper professional design services for the scope of work required.

Should the Owner or Architect want to use a different AIA Document Agreement or a custom contract, it is allowed by the Agency regulations. The drawback to this approach is that a custom Agency Attachment will have to be created and reviewed by the area Office of General Counsel (OGC). Because of the volume of work that OGC performs, this could delay the project by several weeks. This is not recommended. Architects may believe that a particular project is too small for the B101-2007, but the delay in the review will offset any gain in using another Agreement.

It is important to note that the Agency Attachments are specific to the Agreement type and year. Attachments can only be used with Agreements for which they were intended; otherwise the legal references to do not align with the proper paragraphs.

The Architect should also prepare an additional attachment to the Agreement as noted in RD Instruction 1924-A, Guide 27, Attachment 1, Paragraph 11.10.5. The attachment content is well described there with the intended purpose of establishing pre-agreed upon reimbursable costs. These costs are tracked as a Project line item expense and many times Owners rely on Agency funds to cover these costs.

Web Site Location of AIA Document B101-2007 Attachment:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_AgencyAttachmenttoB101-2007.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_AgencyAttachmenttoB101-2007.pdf)

### **3 Financial Feasibility Report**

Owners may use RD Instruction 1942-A, Guide 5 for submitting the Financial Feasibility Report. The information listed in the Guide must be within the report. It is recommended that the Report be complete, concise, and professionally produced. An indexed or tab report that follows Guide 5 allows for faster review. The report may be bound or within a three ring binder. Any additional supporting documents may be located in an appendix and referenced.

The Owner should be aware that Reports that are organized and present clear data are faster to review and process. The information should be Owner detailed and Project specific. The Projects must be supported financially and make economical sense for the Community.

It is important that the Financial Feasibility Report be submitted in a timely manner. The architectural design of the Project should not move ahead if the financial component of the Project has not been approved by USDA Rural Development.

A Financial Feasibility Analysis is allowed for certain projects as an alternative for the Financial Feasibility Report. The Analysis is less detailed than the Report. These



include fire and rescue projects, non-dependent revenue projects, and low budget projects with the Owner having a history of operation. The Area Office should be consulted to see if an Analysis can be submitted for the Report.

Web Site Location of Guide for the Financial Feasibility Report:

<http://www.rurdev.usda.gov/SupportDocuments/1942a.pdf>

Scroll down and print pages 156 and 157 on the document page counter.

#### **4 Preliminary Architectural Feasibility Report**

Architects must use RD Instruction 1942-A, Guide 6 for submitting the Preliminary Architectural Feasibility Report. It is recommended that the Report be complete, concise, and professionally produced. While the report is titled, “Architectural”, the Owner must participate with the financial portions that are beyond normal architectural services. It will be a joint effort between the Owner and Architect.

An indexed or tab report that follows Guide 6 allows for faster review. The report may be bound or within a three ring binder. All Project Costs should be considered not just Construction Cost. Any additional supporting documents may be located in an appendix and referenced.

Often times, the existing facility is only noted as old or outdated. It is generally understood that this is usually the case. The Agency is interested in why the existing facility cannot be renovated or why it may need to be demolished within the current Scope of Work. The city centers of many Rural Communities are being abandoned. USDA Rural Development needs to understand what the best design solution is for each Community.

All Project Costs need to be identified that will use Agency funds. Equipment, furnishing, off site utilities, and other items that may be required to make the facility function should be included. Any sustainable design issues considered or other “green technologies” should also be noted. USDA supports sustainable design when the Owner can support any associated cost that may come with the initial construction.

Photos are encouraged to facilitate the review. These may be of existing facilities, site location, similar facilities, project models, or any picture that enhances a desk review of the Scope of Work.

Architects are reminded that the Texas Administrative Code, Title 22, Part 1, Chapter 1, Subchapter F, Rule 1.103(b)(2) requires drawings and specifications included in a Feasibility Study issued by or under the authority of the Architect must be sealed, signed, and dated.

Web Site Location of Guide for the Preliminary Architectural Feasibility Report:

<http://www.rurdev.usda.gov/SupportDocuments/1942a.pdf>

Scroll down and print pages 158 and 159 on the document page counter.



## 5 Project Cost Estimate

Owners must provide a *Total Overall Project Cost Estimate* to the Agency. The Project Architect must provide a *Total Construction Cost Estimate*. The Agency often receives just the Total Construction Cost Estimate. It is important that the Owner and Architect (Engineer) coordinate the Total Overall Project Cost because Agency funds are obligated based on this estimate. Future adjustments in obligated funds are possible, but the process may delay the project timeline and could be denied by the National Office.

There is no mandatory format for Community Facility estimates, but USDA recommends that Owners break down the cost into major categories such as; Land, Site Construction, Building Construction, Design fees, Legal fees, Equipment, Furnishings, Moving Cost, Testing, Survey, and other Soft cost. Architects may use a Construction Specification Institute (CSI) format Estimate of Probable Cost.

Budget Information, Cost Estimate, Opinion of Probable Cost and similar wording should be considered to have the same meaning as the Project Cost. Owners must include all cost regardless of funding.

USDA needs to understand the full Scope of the Project. Be sure to include often overlooked items such as equipment, soft cost, off-site utility construction cost (project related) and others. Davis-Bacon wage rates may apply to some funded projects. The Project Cost Estimate is to be incorporated with any Preliminary or Design Development Submittals and must be updated in the Final Design Submittal.

## 6 Construction Drawings and Project Manual

Architects and Engineers are expected to submit quality professional documents which are normally produced in the construction industry. The documents must show enough detail to be bid by general contractors unfamiliar with the Project Scope of Work. USDA Rural Development must accept the final drawings and specifications before bidding is allowed.

The Architectural fee should be adequate to produce quality documents. All local and national building codes that have jurisdiction shall be applied. If none exist for the area, the latest edition of the International Building Codes should be followed.

The applicable energy codes shall be used and documents submitted that the design complies. All handicap standards that have jurisdiction shall be applied. Agency funded projects must comply with the *Uniform Federal Accessibility Standards* (UFAS).

The documents must be signed, sealed, and dated by a current Texas licensed Architect or current Texas licensed Engineer. The design professional shall follow all regulations that the State of Texas requires for the profession.



## **Drawings**

The drawings shall consist of a site plan, floor plans, building elevations, wall sections, schedules, details, and corresponding Mechanical, Electrical, Plumbing, Structural and Civil drawings. The quantity of the drawings required shall correlate with the size and complexity of the specific Project Type.

A signature block for the Owner, Architect, Contractor, and Agency to execute and date during the Preconstruction Conference shall be included on the cover sheet.

## **Project Manual**

The Project Manual shall include the appropriate technical specification sections in the CSI format along with the Architects front end division instructions. *USDA, Rural Development has an extensive number of required forms for insertion into the Project Manual.* Since the Agency has unique requirements that Architects may not be aware of, they are covered in some detail.

For Community Facility Projects the Architect shall assemble the Project Manual in the CSI format and incorporate the required forms in the order as follows. The Project Check List can be used to help assemble the Project Manual.

Note, that some national web based standard forms may have fill-in dates that indicate 19\_\_ for the year. If this is the case, it does not void the form. Simply strike the 19 and add the appropriate year.

## **Title Page**

This shall include the Architect/Engineer seal, signature, and date. A signature block for the Owner, Architect, Contractor and Agency to execute and date during the Preconstruction Conference shall be included. The balance of the page may be of any design which includes the project title and location.

## **Table of Contents**

This shall include all the Project Manual content and may be of any design.

## **Architect's Certification**

This shall be prepared on the Architectural Firm's letterhead with the Architect/Engineer's seal, signature and date. Any changes to the standard Agency forms are to be noted. For example, if the bid form required adjustment for an alternate bid, this would be acceptable if the change is identified. The Architect/Engineer shall edit as required. The italicized words on the sample are instructions only and should be followed and then deleted.



Web Site Location of Sample:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_Architect's%20Certification.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_Architect's%20Certification.pdf)

### **Plan Certification**

This shall be Form RD TX 1942-44 as completed by the Architect/Engineer.

Web Site Location of Form:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_RDTX1942-44.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_RDTX1942-44.pdf)

### **Advertisement for Bids**

This shall be RD Instruction 1942-A, Guide 19, Attachment 1 (1-15-79) as completed by the Architect/Engineer.

Web Site Location of Forms:

<http://www.rurdev.usda.gov/SupportDocuments/1942a.pdf>

Scroll down and print pages 231 and 232 on the document page counter.

### **Information for Bidders**

This shall be RD Instruction 1942-A, Guide 19, Attachment 2 (1-15-79) as completed by the Architect/Engineer.

Web Site Location of Forms:

<http://www.rurdev.usda.gov/SupportDocuments/1942a.pdf>

Scroll down and print pages 233 and 235 on the document page counter.

### **Instruction to Bidders**

This shall be AIA Document A701- 1997 with RD Instruction 1942-A, Guide 27, Attachment 2 (08-26-98).

Web Site Location of Forms:

<http://www.rurdev.usda.gov/SupportDocuments/1942a.pdf>

Scroll down and print pages 288 and 290 on the document page counter.

### **Supplemental Information for Bidders**

This shall be reproduced and included without change.

Web Site Location of Form:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_Supplemental%20Information%20For%20Bidders.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_Supplemental%20Information%20For%20Bidders.pdf)



## **Bid Bond**

This may be AIA Document A310 as completed by the Architect/Engineer with the following statement added, “IMPORTANT – Surety companies executing bonds must appear on the Treasury Department’s most current list (Circular 570 as amended) **and** be authorized to transact business in the State where the Project is located.”

This shall be included in the Bid Documents. *The bidding Contractors shall execute and submit it with the bid.* The selected Contractor’s executed originals shall be replaced in the Contract Documents.

Or

This may be RD Instruction 1942-A, Guide 19, Attachment 4 (1-15-79). This shall be included in the Bid Documents. *The bidding Contractors shall execute and submit it with the bid.* The selected Contractor’s executed originals shall be replaced in the Contract Documents.

Web Site Location of Forms:

<http://www.rurdev.usda.gov/SupportDocuments/1942a.pdf>

Scroll down and print pages 239 and 240 on the document page counter.

## **Bid**

This shall be RD Instruction 1942-A, Guide 19, Attachment 3 (1-15-79). This shall be included in the Bid Documents. *The bidding Contractors shall execute and submit it with the bid.* The selected Contractor’s executed originals shall be replaced in the Contract Documents.

Web Site Location of Forms:

<http://www.rurdev.usda.gov/SupportDocuments/1942a.pdf>

Scroll down and print pages 236 thru 238 on the document page counter.

## **Certification for Contracts, Grants, and Loans**

This shall be RD Instruction 1940-Q, Exhibit A-1 (08-21-91). This shall be included in the Bid Documents. *The bidding Contractors shall execute and submit it with the bid.* The selected Contractor’s executed original shall be replaced in the Contract Documents.

Web Site Location of Form:

<http://www.rurdev.usda.gov/SupportDocuments/1940q.pdf>

Scroll down and print page 6 only on the document page counter.





## Notice of Award

This shall be RD Instruction 1942-A, Guide 19, Attachment 7 (1-15-79). This shall be reproduced and included without change in the Bid Documents. It shall be replaced in the Contract Documents with an executed original.

Web Site Location of Form:

<http://www.rurdev.usda.gov/SupportDocuments/1942a.pdf>

Scroll down and print page 247 on the document page counter.

## Standard Form of Agreement between Owner and Contractor

This shall be AIA Document A101-2007 with RD Instruction 1942-A, Guide 27, Attachment 3. *The Architect/Engineer shall add the liquidated damages amount in the blank space in the attachment.* This shall be reproduced and included without change in the Bid Documents. It shall be replaced in the Contract Documents with executed originals.

Web Site Location of Forms:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_AgencyAttachmenttoA101-2007.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_AgencyAttachmenttoA101-2007.pdf)

## Payment and Performance Bonds

These shall be reproduced and included without change in the Bid Documents. If the Owner is a Public Body, then use the Public Body forms. If the Owner is a Private Corporation, then use the Private Corporation forms. They shall be replaced in the Contract Documents with executed originals.

### Payment Bond – Private Corporation

This shall be Form RD-TX 1924-12A (04-2005).

Web Site Location of Forms:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_RDTX1924-12A.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_RDTX1924-12A.pdf)

### Performance Bond – Private Corporation

This shall be Form RD-TX 1924-12B (04-2005).

Web Site Location of Forms:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_RDTX1924-12B.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_RDTX1924-12B.pdf)

### Payment Bond – Public Body

This shall be Form RD-TX 1924-13A (04-2005).

Web Site Location of Forms:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_RDTX1924-13A.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_RDTX1924-13A.pdf)





### **Performance Bond – Public Body**

This shall be Form RD-TX 1924-13B (04-2005).

Web Site Location of Forms:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_RDTX1924-13B.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_RDTX1924-13B.pdf)

### **Power of Attorney for Agent of Bonding Company**

This Place Holder shall be reproduced and included without change in the Bid Documents. It shall be replaced in the Contract Documents with executed originals provided from the bonding company. Provide one for each bond if signed on different dates.

Web Site Location of Place Holder:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_Power%20of%20Attorney%20for%20Agent%20of%20Bonding%20Company.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_Power%20of%20Attorney%20for%20Agent%20of%20Bonding%20Company.pdf)

### **Certificate of Power of Attorney**

This Place Holder shall be reproduced and included without change in the Bid Documents. It shall be replaced in the Contract Documents with executed originals provided from the bonding company. Provide one for each bond if signed on different dates.

Web Site Location of Place Holder:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_Certificate%20of%20Power%20of%20Attorney.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_Certificate%20of%20Power%20of%20Attorney.pdf)

### **Certificates of Insurance**

This Place Holder shall be reproduced and included without change in the Bid Documents. It shall be replaced in the Contract Documents with executed originals provided from the insurance company as required in AIA Document A201 with RD Instruction 1942-A, Guide 27, Attachment 4 (08-26-98) **or** RD Instruction 1942-A, Guide 19, Attachment 9 (1-15-79).

Web Site Location of Place Holder:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_Certificates%20of%20Insurance.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_Certificates%20of%20Insurance.pdf)

### **Certificate of Owner's Attorney**

This shall be RD Instruction 1942-A, Guide 18, Page 7 (02-19-86). This shall be reproduced and included without change in the Bid Documents. It shall be replaced in the Contract Documents with executed originals.

Web Site Location of Form:

<http://www.rurdev.usda.gov/SupportDocuments/1942a.pdf>

Scroll down and print page 225 on the document page counter.



### **Disclosure of Lobbying Activities**

This shall be Standard Form LLL (Rev.7-97). This shall be reproduced and included without change in the Bid Documents. It shall be replaced in the Contract Documents with executed originals.

Web Site Location of Forms:

<http://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/SFLLL.PDF>

Document is two pages.

### **Compliance Statement**

This shall be USDA, Form RD 400-6 (Rev. 4-00). This shall be reproduced and included without change in the Bid Documents. It shall be replaced in the Contract Documents with executed originals.

Web Site Location of Forms:

<http://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD400-6.PDF>

Document is two pages.

### **Certificate Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

This shall be USDA, Form RD 1048 (Rev. 1-92). This shall be included in the Bid Documents. *The bidding Contractors shall execute and submit it with the bid.* The selected Contractor's executed original shall be replaced in the Contract Documents.

Web Site Location of Forms:

<http://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD1048.PDF>

Document is two pages.

### **Contract Concurrence**

This shall be RD Instruction 1942-A, Guide 18, Page 8. This shall be reproduced and included without change in the Bid Documents. It shall be executed during the Preconstruction Conference.

Web Site Location of Form:

<http://www.rurdev.usda.gov/SupportDocuments/1942a.pdf>

Scroll down and print page 226 on the document page counter.

### **Notice to Proceed**

This shall be RD Instruction 1942-A, Guide 19, Attachment 8 (1-28-81). This shall be reproduced and included without change in the Bid Documents. It shall be executed during the Preconstruction Conference.



Web Site Location of Form:

<http://www.rurdev.usda.gov/SupportDocuments/1942a.pdf>

Scroll down and print page 248 on the document page counter.

### **General Conditions of the Contract for Construction**

This shall be AIA Document A201-2007 with RD Instruction 1942-A, Guide 27, Attachment 4. *The Architect/Engineer shall add the number of copies provided in the attachment blank space.* This shall be reproduced and included without other changes in the Bid Documents.

Web Site Location of Attachment:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_AgencyAttachmenttoA201-2007.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_AgencyAttachmenttoA201-2007.pdf)

### **Labor Standards Provisions (if required)**

This shall be RD Instruction 1940-C, Exhibit A (10-30-96). This shall be reproduced and included without change in the Bid Documents only if Davis-Bacon wage rates apply to the Project. *The funding source will determine if this is applicable.* Contact the Area Office of USDA Rural Development for additional information.

Web Site Location of Forms:

<http://www.rurdev.usda.gov/SupportDocuments/1940c.pdf>

Scroll down and print pages 10 thru 18 on the document page counter.

The appropriate (construction type and construction location) and current wage rates shall be downloaded from the Department of Labor web page and included in the Project Manual. The wage rates must be within two weeks of the bid opening date. If wages change after the documents are released for bidding and before two weeks of the bid opening date, then an addendum must be issued to update the wages.

Web Site Location of Wage Rates:

<http://www.wdol.gov/dba.aspx#0>

Follow the instructions. USDA does not control/assure this web site or content.

### **Discovery of Cultural Materials**

This page shall be reproduced and included without change in the Bid Documents. Confirm if the phone numbers listed are current.

Web Site Location of Statement:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_Discovery%20of%20Cultural%20Materials.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_Discovery%20of%20Cultural%20Materials.pdf)

### **Clean Air Act and Water Pollution Control Act Requirements**

This page shall be reproduced and included without change in the Bid Documents. It shall be replaced in the Contract Documents with the executed original.



Web Site Location of Form:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_Clean%20Water%20Act.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_Clean%20Water%20Act.pdf)

### **Change Order**

This may be AIA Document G701 with USDA Rural Development signature page attached.

Web Site Location of Signature Page:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_G701%20Change%20Order%20Attachment.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_G701%20Change%20Order%20Attachment.pdf)

Or

This may be Form RD 1924-7 (2-97).

Web Site Location of Form:

<http://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD1924-7.PDF>

### **Application and Certification for Payment**

This shall be AIA Documents G702, Application and Certification for Payment and G703, Continuation Sheet, with USDA Rural Development signature page attached.

Web Site Location of Signature Page:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_G702%20Application%20for%20Payment%20Attachment.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_G702%20Application%20for%20Payment%20Attachment.pdf)

### **Certificate of Contractor's Release**

This shall be Form RD 1924-9 (1-98).

Web Site Location of Form:

<http://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD1924-9.PDF>

### **Release by Claimants**

This shall be Form RD 1924-10 (1-98).

Web Site Location of Form:

<http://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD1924-10.PDF>

### **Builder's Warranty**

This shall be Form RD 1924-19 (1-00).

Web Site Location of Form:

<http://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD1924-19.PDF>



## **Certificate of Substantial Completion**

This shall be AIA Document G704 with USDA, Rural Development signature page attached.

Web Site Location of Signature Page:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_G704%20Certification%20of%20Substantial%20Completion%20Attachment.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_G704%20Certification%20of%20Substantial%20Completion%20Attachment.pdf)

## **Addenda**

Addenda are issued after the Plans and Specification have been released for bidding, but before the bid opening. Any that may be issued shall be placed in the Contract Documents. USDA must review and approve all addenda.

Web Site Location of Place Holder:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_Addenda%20Place%20Holder.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_Addenda%20Place%20Holder.pdf)

## **Trade or Technical Specifications**

The Architect/Engineer shall include sections in the Construction Specification Institute (CSI) format that apply to the Project's Scope of Work. Closed specifications are not allowed for Agency funded projects. There must be maximum open and free competitive bidding.

Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make clear and accurate description of the technical requirements, a "brand name or equal" description may be used to define the performance or other salient requirements of a procurement. The specific features of the named brands which must be met by offerors shall be clearly stated.

## **7 Construction Methods**

The options available for construction procurement are identified in RD Instruction 1942-A, 1942.18(k) thru 1942.18 (l)(8). The regulations cover this subject relatively well and the web link is noted below. The preferred method is by competitive sealed bids.

Design/Build contracts, Construction Manager at risk contracts, and Construction Manager as advisor contracts are allowed under the regulations. The Agency has seen an increase in these procurement methods in recent years, but still considers them to be unconventional. National Office approval is required for larger projects using these methods and this will add additional time and effort to the Project. Owners should decide if these methods warrant the additional effort. Contact the Area Office in regard to an Administrative Notice issued on this subject for additional information.

Web Site Location of Regulations:

<http://www.rurdev.usda.gov/SupportDocuments/1942a.pdf>

Scroll down and print page 106 thru 111 on the document page counter.



## 8 Preconstruction Conference

Prior to beginning construction, the Owner will schedule a preconstruction conference where Rural Development will review the planned development with the Owner, the Architect or Engineer, Resident Inspector, Attorney, Contractor(s), and other interested parties.

The conference will thoroughly cover applicable items included in Form RD 1924-16, "Record of Pre-construction Conference", and the discussions and agreements will be documented. It is important that all parties come prepared to answer questions regarding their portion of the work.

The Contractor shall present a proposed Construction Schedule and Schedule of Values for the parties to review. The Notice to Proceed is issued during the conference and the schedule is directly affected by that Notice. Some pre-meeting communication should occur that allows some assumptions about the Construction Schedule.

The intent of the conference is to move the Project forward with a real exchange and understanding of information. This is the only time that all parties involved in the Project may be together in the same location. Any items that could be discussed should be, so all parties hear and understand the same information.

The Architect/Engineer shall lead the conference and may use Form RD 1924-16 as an outline and record. The documented record shall be copied, signed by the appropriate parties and distributed.

Web Site Location of Forms:

<http://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD1924-16.PDF>

## 9 Daily Inspection Report

A Resident Inspector is required for all construction unless a written exception is made by Rural Development upon request of the Owner. The Owner shall submit a resume of the inspector's qualifications to the Architect/Engineer and Rural Development for acceptance. The resume should explain the level of construction knowledge and provide verifiable references.

The inspector may be supplied by the Architect, Engineer, Owner, or other individuals that have construction knowledge. The cost, if any, shall be identified in the Project Cost. The experience level of the Resident Inspector shall be appropriate for the complexity of the Project.



The Resident Inspector shall maintain a record of the daily construction progress in the form of a daily diary and daily inspection report. Form RD 1942-A, Guide 11 may be used as a guide for this report.

A complete set of all daily construction records will be maintained and the original set furnished to the Owner upon completion of construction. All entries shall be legible and shall be made in ink. Daily entries shall include but not be limited to the date, weather conditions, number and classification of personnel working on the site, equipment being used to perform the work, persons visiting the site, accounts of substantive discussions, instructions given to the contractors, directions received, all significant or unusual happenings involving the work, any delays, and daily work accomplished. The daily entries shall be made available to Rural Development personnel and will be reviewed during project inspections.

Web Site Location of Form:

<http://www.rurdev.usda.gov/SupportDocuments/1942a.pdf>

Scroll down and print page 176 on the document page counter.

## 10 Project Check List

The Project Check List may be used to organize the documents and check submittals. They act as a quick reference for understanding what requirements are included or missing in the documents.

Web Site Location of the Preliminary Architectural Feasibility Report Check List:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_Preliminary%20Architectural%20Feasibility%20Report%20Check%20List.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_Preliminary%20Architectural%20Feasibility%20Report%20Check%20List.pdf)

The major categories should be addressed for each Project. The sub-categories may not apply to all Projects.

Web Site Location of the Bid Documents Check List:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_Bid%20Documents%20Check%20List.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_Bid%20Documents%20Check%20List.pdf)

This is what will be made available to the contractors to bid on the Project. Many Architects use this to assist them in organizing the Project Manual index. The Architect will complete their portion of the forms specific to the Project.

Web Site Location of the Construction Documents Check List:

[http://www.rurdev.usda.gov/SupportDocuments/TX\\_CF\\_Construction%20Documents%20Check%20List.pdf](http://www.rurdev.usda.gov/SupportDocuments/TX_CF_Construction%20Documents%20Check%20List.pdf)

This is what will be made available to the selected contractor awarded the contract to build the Project. The Architect and Contractor will update portions of the forms. The Contractor will replace some Place Holder "Bid Forms" with the proper documents (example: Certificate of Insurance).