

SUBMISSION GUIDE FOR ARCHITECTS

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SECTION 4.01.2

SUBMISSION REQUIREMENTS FOR SMALL PROJECTS

Since the size and complexity may vary widely among individual projects, the final level of technical requirements cannot be identified until a site inspection is completed by PHFA.

4.01.2.1. DRAWINGS - Where required, must clearly define the concept of the rehabilitation and/or new construction. All demolition as well as repairs and replacements must be shown.

A. Complete Drawings and Details are required for new construction and for rehabilitation projects where:

1. The structure will be gutted; or
2. There will be extensive structural modifications; or
3. There are additions to the existing structure.

B. Only drawings sufficient to show existing conditions and proposed new work are required for projects with minor changes in space arrangement, structural or mechanical systems.

C. Scaled Floor Plans Only (one line drawings) are required for rehabilitation projects where:

1. The rehabilitation can be clearly and completely described in a specification format and in a detailed work write-up; and
2. There is no change from existing occupancy; and
3. Detailed drawings are not needed for obtaining other required approvals, mainly - the local building permit.

4.01.2.2. SPECIFICATIONS - Are always required and must clearly define the scope of the rehabilitation, establish the quality of materials and workmanship, and the general conditions of construction. The specifications and the work write-up may be combined when practicable.

4.01.2.3. A WORK WRITE-UP FORMAT - Fully describing the rehabilitation work in narrative form may be used when complete drawings are not required. The work write-up must be divided as follows:

A. General Requirements - Include work items applicable to all elements in the project. For example: site work, exterior work, painting and decorating, roofing, mechanical systems, electrical systems, interior walls, floors, windows, doors, and remodeling of kitchens and bathrooms.

B. Special Requirements - Describe work for a specific item, room, unit, space or building. For example: the general requirements would state, "Sand and refinish wood floors", but a special requirement would be, "Sand and refinish the living room floor in Apt. 201".

4.01.2.4. REQUIRED PROFESSIONAL SERVICES - The services of a professional architect or engineer registered in the Commonwealth of Pennsylvania are required for design services when:

- A. Working Drawings and Specifications** are necessary to properly define the scope and concept of the rehabilitation; or
- B. A Change of Building Use** is proposed altering space and structure; or
- C. Additions** are proposed to the existing building(s); or
- D. Drawings** are required for obtaining other required approvals, e.g., local building permits and Pennsylvania Department of Labor & Industry's Fire & Panic Regulations.

4.01.2.5. CONSTRUCTION CONTRACT ADMINISTRATION - The services of a professional Architect or Engineer registered in the Commonwealth of Pennsylvania are required for the construction phase unless a local building official inspects the work on a regular basis and signs off for code compliance.

SECTION 4.01.5
PROCEDURE - SPECIFICATIONS
(Format of Materials to be Bound in Specifications)

4.01.5.1 COVER OR TITLE PAGE - Include the following:

- A. Name of Project
- B. Location
- C. PHFA Number
- D. Date (same as on Drawings)
- E. Name, Address & Telephone Number of:
 - 1. Architect
 - 2. Developer
 - 3. All Consulting Engineers

4.01.5.2 SIGNATURE PAGE - Print names of entities and provide space for signature and date for the following:

- A. Architect
- B. Owner
- C. Contractor
- D. Mortgagee

4.01.5.3 INDEX

4.01.5.4 AIA DOCUMENT A201, 1997 Edition

4.01.5.5 PHFA SUPPLEMENTARY GENERAL CONDITIONS

4.01.5.6 ALL APPLICABLE COMPLIANCE REQUIREMENTS for projects with federal or state funds used for construction including:

- A. Non Discrimination Clause
- B. Section 8 Affirmative Action Plan
- C. MBE/WBE/SERB Plan

4.01.5.7 GENERAL CONDUCT OF THE WORK

4.01.5.8 WARRANTY, GUARANTEE & MANUAL REQUIREMENTS (Section 2.03.C.2)

4.01.5.9 SUBSOIL INVESTIGATION REPORT - New Construction

4.01.5.10 TECHNICAL SPECIFICATIONS - CSI Format 1-16: Specify the manufacturer and model number and two (2) "equal" manufacturers and model numbers, wherever possible.

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