

SUBMISSION GUIDE FOR ARCHITECTS
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TAB 4 – SUBMISSION GUIDE FOR SMALL DEVELOPMENTS

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SECTION 4.01.2

SUBMISSION REQUIREMENTS FOR SMALL DEVELOPMENTS (11 Units or Less)

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

- 4.01.2.1. DRAWINGS** – 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:
 - 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.
- 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. REQUIRED PROFESSIONAL SERVICES** – The services of a professional Architect or Engineer registered in the Commonwealth of Pennsylvania are required for design services for all projects. The PHFA Addendum to the Owner-Architect Agreement, found in Tab 3 of this Guide, shall be attached to each contract for professional services.
- 4.01.2.4. CONSTRUCTION CONTRACT ADMINISTRATION** – The services of a professional Architect or Engineer registered in the Commonwealth of Pennsylvania are required for the construction phase. The specific requirements during construction are the same as for larger PHFA projects (See Article IV of the PHFA Addendum to the Owner-Architect Agreement for specific requirements)

SECTION 4.01.5
PROCEDURES – 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, 2007 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 AND MANUAL REQUIREMENTS (Section 1.24)

4.01.5.9 SUBSOIL INVESTIGATION REPORT – New Construction and additions

4.01.5.10 TECHNICAL SPECIFICATIONS – CSI 16 Division, 3-Part Format: