

**SUBMISSION GUIDE FOR ARCHITECTS**

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**SECTION 4.01**  
**SUBMISSION REQUIREMENTS FOR**  
**PRESERVATION DEVELOPMENTS**

**4.01.1 OBJECTIVE**

For purposes of this document, the term “Preservation” refers to PHFA’s goal of preserving existing developments as affordable housing by renovating them to the extent necessary for them to remain decent, safe and sanitary housing for the next twenty years.

**Preservation Developments must follow these guidelines to the greatest extent practical. It is not the intent to burden a development with unnecessary work; however, we do expect the development to have a minimum twenty (20) year life expectancy after preservation work is completed.**

Any individual amenity scheduled for replacement must meet the requirements for new construction, to the maximum extent possible (Refer to Sections 2.02.B and 2.02.C).

**4.01.2 PHYSICAL NEEDS ASSESSMENT**

- A. A Physical Needs Assessment of the development was procured by the Owner and included in the application to PHFA. It was prepared by an independent third party consultant not involved with the design or preparation of drawings and specification for the project. The Assessment must follow the requirements set forth in the Multifamily Housing Application & Guidelines.
- B. During the application process, PHFA staff visited the site and compared the physical needs assessment to the physical condition of the building(s) in question. The staff may have added, subtracted, and/or altered the work outlined in the Scope of Work submitted in the application to better suit the intent of the preservation program.
- C. It is the Sponsors responsibility to assure that the Architect is given a copy of the physical needs assessment to incorporate its findings into the Scope of Work. It is the intent of the program that all work identified for the first five years in the Replacement Reserve Schedule is included in the Scope of Work for the construction project.
- D. It is the Sponsors and the Architects responsibility to assure that the Scope of Work is adequately communicated to the Contractor so they can prepare a cost estimate for the work.
- E. Allowances in the construction budget are not permitted. The Architect must clearly identify the scope of all work in the Contract Documents.

**4.01.3 ENERGY AUDIT**

- A. A diagnostic energy audit was performed by a Building Performance Institute (BPI) certified Multifamily Building Analyst in conformance with PHFA Audit Guidelines and included in the application to PHFA.
- B. The energy audit report included the findings of the on-site observations and testing, an analysis of past energy use, and a list of energy conservation measures that were evaluated.
- C. In general, recommended energy conservation measures identified in the energy audit report with a savings-to-investment ratio (SIR) greater than 1.0 should be included in the scope of work.

**4.01.4. ENVIRONMENTAL REQUIREMENTS**

- A. As part of the PHFA application, testing for the environmental hazards listed below was performed and the results reported in the application. The architect shall familiarize himself with these results. Remediation measures for any hazardous materials found shall be included in the Scope of Work prepared by the architect or through a separate contract between the Owner and an environmental abatement firm.
  - 1. Lead-based paint

2. Lead in the water
3. Asbestos containing materials
4. Radon.

**4.01.5** **ACCESSIBILITY REQUIREMENTS:** The scope of work should comply with the requirements outlined below and as certified in the PHFA application.

- A.** Conform to the requirements of the Pennsylvania Uniform Construction Code.
- B.** Section 504 of the Rehabilitation Act of 1973, as amended, requires that if the project consists of fifteen (15) or more dwelling units and the cost of the alterations is 75% or more of the replacement costs, the new construction provisions for accessibility shall apply.

Section 504 further states that alterations to dwelling units in a multifamily housing project shall, to the extent feasible, be made accessible when single elements are replaced. If alterations of several single elements or spaces of a dwelling unit, when considered together, amount to an alteration of a dwelling unit, the entire unit shall be made accessible, until 5% of the units in a project are accessible. Alterations to common areas shall likewise be made accessible, to the maximum extent feasible.

- C.** In order to provide equal housing opportunities to all residents of the Commonwealth, PHFA strongly suggests that Accessibility Standards for new construction be followed to the greatest extent possible for all preservation developments. Applicants will be asked to explain why these requirements cannot be met if it appears that they have not been met to the greatest extent possible by the reviewing staff.

**SECTION 4.02**  
**SCHEMATIC SUBMISSION REQUIREMENTS**  
**FOR PRESERVATION DEVELOPMENTS**

**4.02.1 SUBMISSION PROCESS**

Some form of Schematic Design documents are typically included with the PHFA Application. Usually, these documents are insufficient to describe the development adequately. A Schematic Design Submission should be made to PHFA as soon as practical. Contact the Technical Services Division Review Architect for approval of the scope of documentation acceptable to PHFA for submission. Based on the completeness of the architectural documents submitted with the Application, the Schematic Design Submission may be waived at the discretion of the PHFA Technical Services staff. PDF files are not an acceptable form for review documents. Only full size drawings will be accepted.

**4.02.2. GENERAL REQUIREMENTS** – The Schematic Submission must include the following in duplicate:

- A. Schematic Drawings** – Maximum drawing size shall be 30" x 42" and the minimum size shall be 24" x 36". All drawing sheets must be of the same size and bound together in the set.
- B. Outline Specifications** as per *CSI 50-Division MasterFormat 2004 edition*.
- C. Schematic Design Construction Cost Estimate (See Section 2.01.C).**

**4.02.3. DRAWING REQUIREMENTS.**

**A. Site Plans:**

- 1. Minimum scale of 1" = 30'.
- 2. Indicate property lines indicate all buildings, sidewalks, paved areas and site features such as trash enclosures and recreation areas.
- 3. Indicate proposed Sitework, if applicable.

**C. Floor Plans:**

- 1. Building Floor Plans:
  - a. Scale: 1/8" = 1'-0".
  - b. Include all floor plans necessary to convey the scope of work proposed
  - c. Indicate locations of accessible and hearing/vision units.
  - d. Include a scope of work matrix, if applicable
- 2. Dwelling Unit Plans:
  - a. Scale: 1/4" = 1'-0".
  - b. Provide plans for all unit types and sizes, including accessible units.
  - c. Indicate furnishings.
  - d. Indicate clear floor area requirements in accessible and VisitAble units.
  - e. Indicate gross and net square footage for each unit plan.

**D. Elevations:**

1. Include typical elevations to convey the proposed scope of work.
2. Photos with notes may be used.

**E. Typical Exterior Wall Section:**

1. Provide only if work is proposed,
2. Scale:  $\frac{3}{4}'' = 1'-0''$ .
2. Distinguish new from existing materials.

**F. Mechanical and Electrical Plans:**

1. If available, provide building plans showing schematic layout of mechanical and electrical systems indicating proposed work.
2. If available, provide unit plans showing preliminary mechanical and electrical layouts indicating proposed work.

**G. Specifications:**

1. Provide outline specifications as per *CSI 50-Division MasterFormat 2004 edition*.
2. Include a brief description of all major materials, finishes, products, equipment and systems proposed.

**SECTION 4.03**  
**DESIGN DEVELOPMENT SUBMISSION REQUIREMENTS**  
**FOR PRESERVATION DEVELOPMENTS**

**4.03.1 GENERAL**

After PHFA has reviewed the Schematic Submission, the Owner must direct the Design Architect to prepare the Design Development Drawings and Specifications. The same level of documentation is required to be submitted for design-bid-build, negotiated and design-build methods of development delivery. Contact the Technical Services Division Review Architect for approval of the scope of documentation acceptable to PHFA for submission. If insufficient documentation is submitted, PHFA Staff will notify the Sponsor indicating the deficiencies. A review will only be performed when sufficient documentation is received by PHFA. PDF files are not an acceptable form of review. Hard copies will only be accepted. The Design Development Submission must include, but is not limited to, the following:

1. Two (2) sets of drawings. The level of completion must be sufficient (90% - 100% of contract drawings) for the Contractor to prepare the Construction Cost Estimate and for PHFA to conduct a cost review. The maximum drawing size shall be 30" X 42" and the minimum size shall be 24" x 36". All drawing sheets must be of the same size and bound together in the set.
2. Two (2) sets of specifications of an equal level of completion as the drawings. Please refer to the enclosed Specifications Procedures.
3. Where additions are proposed or sitework is proposed, one (1) copy of an ALTA Land Title Survey and boundary outline survey, surveyor's report and legal description. The survey must conform to the instructions listed on the back of the Surveyor's Report in Section **2.02.H**. The survey must be signed and sealed by a surveyor registered in the Commonwealth of Pennsylvania.
4. Structural Engineer's Report by a registered Structural Engineer, if required by PHFA.
5. Subsoil Investigation Report with design recommendations by a qualified geotechnical firm (for new construction and new additions only).
6. One (1) completed copy of each of the following checklists included in this Guide as they apply to the preservation project. Mark "N/A" to items that do not apply.
  - a. Design Development Requirements Checklist for Preservation Developments (Section 4.04).
  - b. Design Development Requirements Checklist for Green Building Criteria (Section 2.02.C).
  - c. Development Tabular Schedule (Section 2.02.D) (also include the same information on the cover sheet of the drawings).
  - d. Mechanical Requirements Checklist (Section 2.02.F).
  - e. Electrical Requirements Checklist (Section 2.02.G).
  - f. Estimated Utility Costs (Section 2.02.I).
  - h. Design Development Construction Cost Estimate Form (Section 2.02.J).
7. Proof of compliance with all certificates submitted as part of the loan application.

**4.03.2. DRAWING REQUIREMENTS – ARCHITECTURAL**

**A. Cover and Title Sheet –**

1. Name and address of proposed development

2. PHFA development Number
3. Developer's name
4. Design architect's name
5. Location map encompassing an area of ½ mile radius around the site
6. Development Tabular Schedule
7. Tabulation or copy of Architect's Certifications from the PHFA application
8. Drawing index

**B. Site Plan** – Same as for the Schematic Submission with the following added:

1. Minimum scale of 1" = 30',
2. Indicate property lines with bearings and distances,
3. Indicate all building, sidewalks, paved areas and site features such as trash enclosures and recreation areas,
4. Existing and proposed contours at one-foot intervals at areas where sitework is planned and as required to confirm accessibility. Include spot grades as necessary,
5. Indicate ground floor elevations for any new buildings or additions and areas within buildings where a change in elevation occurs,
6. Identify all buildings,
7. On single family home, duplex, and townhouse developments, identify the locations of accessible units and those equipped for the hearing/vision impaired,
8. Provide other site plans to suit the proposed scope of work, such as landscaping, electrical, or plumbing, site plans,
9. Indicate building setbacks if new construction or additions are proposed.

**C. Typical Floor Plans** – Same as for the Schematic Drawings with all dimensions shown.

1. Provide building plans for all floors. Basement and roof plans must be included where applicable,
2. Provide dwelling unit plans for all unit types drawn at ¼" = 1'0" scale.
3. All dwelling units, rooms and spaces shall be identified.

**D. Schedules and Details** – Include the following, as applicable:

1. Provide matrix of work items for each unit and common areas,
2. Room finish schedule.
2. Door and window schedules as applicable. Provide elevations, and jamb, sill and head details (for new windows and doors). Key to floor plans and building elevations.
3. Other as applicable.

**E. Elevations** – Must include:

1. Exterior Elevations – For new additions and where work is proposed:
  - a. Exterior elevations for each orientation clearly indicating:
    - 1) All exterior finishes, openings and fenestrations and all new work. Differentiate between new and existing materials and finishes,

- 2) Relationship of finished floor to finished grade for ground floor basements.
  - 3) Approximate height of each story (floor-to-floor) or parapet or roof.
  - 4) Photographs with notes may be used where the scope of work can be clearly identified.
2. Interior Elevations:
    - a. For all new kitchens and bathrooms, including dimensions, materials and mounting heights.
    - b. Any other new work required, (e.g., gang mailboxes, lobbies, etc.).
- F. Building Sections** – Must include the following as applicable to the scope of work:
1. Typical exterior walls (including roof and foundation). Distinguish new work from existing.
  2. All typical new interior walls, partitions and chases.
- G. Building Details** – Must be included as necessary for any new construction.
- H. Specifications** – Must be prepared in accordance with the *CSI 50-Division MasterFormat 2004 edition*.

#### **4.03.3. DRAWING REQUIREMENTS – STRUCTURAL**

- A. Plans, Sections, Details and Notes** – Must be included in a scope sufficient to construct the particular development. The scope will vary depending upon the type of development. At a minimum, the following must be included where alterations to the existing structure are proposed:
1. Design loads.
  2. Framing systems, sizes of members and details.
  3. Governing codes, regulations and standards.

#### **4.03.4. DRAWING REQUIREMENTS – MECHANICAL**

- A. General** – The intent of this submission is to set forth Design Development for mechanical work in sufficient detail to:
1. Clearly define the concept and elements of the mechanical systems proposed for the development.
  2. Provide proper coordination with architectural, structural and electrical specifications.
  3. Allow for technical review of adequacy, economy and compliance of proposed design with applicable regulations and codes.
  4. Prepare a detailed cost estimate for mechanical work in accordance with cost estimate requirements specified above.
  5. Identify specific items of material and equipment contained in specifications for the work prepared in accordance with instructions noted above.
- B. Mechanical Plans:**
1. The orientation of mechanical drawings must follow the same pattern as established on the architectural drawings. Titles of rooms corresponding to titles on the architectural drawings must be noted on the mechanical plans.
  2. In general, Design Development Drawings must include site plans, floor plans, schematic and riser diagrams, necessary equipment schedules and pertinent details as required for the work proposed.

3. Site plans must show the routing of all new underground services, site drainage, manholes, catch basins and connections to existing systems, meter locations, etc. Crossovers which are possible points of conflict with work to be done by other trades, existing conditions, or under different contracts must be shown with inverts given and clearances worked out. Details of connections to utility company lines, building entrances and manholes must be shown.
4. Floor plans must show each typical area indicating location and space requirements for equipment, fixtures, piping, air ducts, grilles, diffusers and any other pieces of equipment. Care should be taken in working out hung ceiling depth, equipment rooms and shafts with adequate clearances provided
5. Routing of major ductwork and piping may be shown as single line. Schematic and/or riser diagrams must show all major pieces of equipment, piping, ductwork, etc., with capacities and sizes listed for each. A schedule of all pertinent data for each piece of equipment proposed must be provided.
6. Drawings must be checked for completeness, clearness, interference with structural features and other branches of the electrical or mechanical equipment, and coordinated with the architectural drawings.

**C. Other Requirements** – The enclosed Mechanical Requirements Checklist and applicable portions of the Estimated Utility Costs must be completed and submitted to PHFA.

#### **4.03.5. DRAWING REQUIREMENTS – ELECTRICAL**

**A. General** – The intent of this submission is to set forth Design Development for electrical work in sufficient detail to:

1. Clearly define the concept and elements of the electrical systems proposed for the development.
2. Provide proper coordination with architectural, structural and mechanical drawings and specifications.
3. Allow for technical review of adequacy, economy and compliance of proposed design with applicable regulations and codes.
4. Prepare a detailed cost estimate for electrical work in accordance with cost estimate requirements specified above.
5. Identify specific items of material and equipment contained in the specifications for the work prepared in accordance with instructions noted above.

**B. Electrical Plans:**

1. The orientation of electrical drawings must follow the same pattern as established on the architectural drawings. Titles of rooms corresponding to titles on the architectural drawings must be noted on the electrical plans.
2. In general, Design Development electrical drawings must include site plan, floor plans, details, schedules and a one-line schematic, all as outlined below.
3. Site plans must show:
  - a. Utilities – proposed and existing.
  - b. Site lighting and circuitry.
  - c. Meter locations.
  - d. Building outline.
  - e. Pertinent dimensions.
4. Floor plans must show each typical area indicating the location and electrical circuitry for work involving:

Outlets	Electrical equipment
Switches	Receptacles
Special systems	Lighting fixtures
Mechanical equipment	Panel boards
Smoke detectors	Hearing and vision fixtures

5. Details (as required by individual development) for new work must include:

Transformer pads	Site luminaries
Counterpoise	Emergency system
Grounding	Generator including:
Manholes	duct systems
Concrete structures	exhaust systems
	and fuel systems

6. Schedules (as required by individual development) for new work must include:

Lighting fixtures	Transformers
Electrical equipment	Special apparatus
Panel boards	Mechanical equipment
Main distribution board	requiring electrical service
Heat transfer appliance	

Schedules must show (as applicable) symbols, abbreviations, interrupting capacity, etc.

6. One-line schematic (depending upon the scope of the development) for new work must show:

Service entrance	Security
Power distribution	Fire alarms
Grounding	TV system
Telephone	Heat and smoke detectors
Communications	

7. Other requirements:

The enclosed ELECTRICAL REQUIREMENTS CHECKLIST and the applicable portions of the ESTIMATED UTILITY COSTS must be completed and submitted to PHFA.

#### 4.03.6 **SPECIFICATIONS**

- A. *Specifications must be prepared in accordance with CSI 50-Division MasterFormat 2004 edition.* Masterspec version or similar templates may be used. Outline specifications template may not be used.

**SECTION 4.04**  
**DESIGN DEVELOPMENT REQUIREMENTS CHECKLIST**  
**FOR PRESERVATION DEVELOPMENTS**

Development Name: \_\_\_\_\_ PHFA No.: \_\_\_\_\_

The undersigned certifies that all items checked have been provided in the drawings and/or the specifications.

Design Architect (Print or type): \_\_\_\_\_

Design Architect (Signature): \_\_\_\_\_

Date: \_\_\_\_\_

**Check the appropriate line if the development conforms to the requirement. Note N/A if it is not applicable.**

**The Design Development requirements for Preservation Developments will be reviewed on an individual development basis, but the below listed requirements will apply to the greatest extent possible. It is not the intention of PHFA to require changes to existing building layouts to conform to these standards. Where the level of rehab is substantial, the requirements of Section 2 of these Guidelines should be followed.**

- Unit Size Requirements** – The following matrix indicates the recommended minimum and maximum net square footage area recommended for units funded by PHFA. Preservation developments may vary from these ranges based on acceptable furnishability plans. List the actual net square footage for each unit size. If sizes vary, list the minimum and maximum. *An Efficiency Dwelling Unit is defined as having a single habitable room without demising walls/doors separating the Living, Dining, Kitchen and Sleeping areas.*

	<b><u>FLATS</u></b>	<b><u>MULTI-FLOOR UNITS</u></b>	<b><u>ACTUAL</u></b>
___ SRO	90 to 200		_____
___ EFF	400 to 600		_____
___ 1 BR	550 to 850	650 to 950	_____
___ 2 BR	700 to 1,100	850 to 1,300	_____
___ 3 BR	950 to 1,350	1,000 to 1,550	_____
___ 4 BR	1,100 to 1,550	1,200 to 1,750	_____
___ 5 BR	1,300 to 1,750	1,400 to 2,000	_____

- Room Size Requirements** – Furnishability plans must be submitted for all dwelling units. The acceptance of room sizes will be based on these plans. Where new dwelling units are proposed or where existing units will be reconfigured, the requirements for new construction shall be met to the greatest extent possible.

**Other Unit Space:**

\_\_\_ A. Dwelling unit corridors and stairs – 36” minimum width.

- Accessibility (Facilities, Apartments and Parking)** – All applicable Local, State and Federal regulations and PHFA requirements shall be met to the greatest extent possible. Refer to Section 1.02, Accessibility Requirements, for additional information.

- \_\_\_\_\_ 4. **Community Space** – All developments, except for scattered sites and those with 11 units or less, should be designed with adequate community space to accommodate functions and services offered at the facility. Developments should also provide a public restroom. Community rooms should be a single room sized to provide at least fifteen (15) sq. ft. per unit, for developments with 12 to 50 units. Community rooms in developments with more than 50 units shall be a minimum of 750 sq. ft. in size. A kitchen or kitchenette should be provided in elderly occupancy developments. Developments without an existing community space should strive to provide this amenity.
- \_\_\_\_\_ 5. **Management Office** – An on-site management office should be provided if one does not already exist.
- \_\_\_\_\_ 6. **VisitAbilitycm\* Goal** – PHFA has adopted the goal of providing visitability to as many units as possible for the purpose of allowing persons with disabilities the ability to visit neighbors and friends. Please refer to our VisitAbilitycm\* Guidelines, Section 1.08, included within this *Guide*.

#### 7. **Kitchens**

- \_\_\_\_\_ A. Ranges must be provided in all units except SROs with common cooking facilities. All units with two or more bedrooms must be equipped with 30" wide ranges. Ranges less than 30" in width must not be located abutting partitions. Where cabinetry is being replaced, a protective shield must be provided on the section of wall directly behind all ranges and beside ranges abutting partitions or cabinetry. The protection must extend from the top of the range to the underside of the hood or cabinet above for the width of the range or more. Protective shields must be high pressure plastic laminate, enameled steel or stainless steel.
- \_\_\_\_\_ B. Consideration should be given to the installation of electronic high temperature limiting devices on the stovetop elements of electric ranges, or the installation of powder based stovetop fire suppression canisters above electric or gas ranges.

#### 8. **Flooring:**

The following apply to new flooring only:

- \_\_\_\_\_ A. Carpet must meet the acceptance criterion of Federal Standard DOCF1-70 for flammability or Class II, 0.22 watts/cm<sup>2</sup> per the International Building Code, whichever is greater. Carpeting in units must be a minimum of 24 oz. goods, and in public spaces, a minimum of 28 oz. goods. Carpet must meet HUD UM-44D requirements. Parquet, hardwood, tile or equal quality flooring may be substituted where sound transmission is not a factor.
- \_\_\_\_\_ B. Where provided, carpet padding must be a minimum of Class 2, 8.5 lb./cu.ft. (32 oz./sq.yd.) density goods meeting HUD UM-72 requirements.
- \_\_\_\_\_ C. Direct glued-down carpet must be used in units for persons with disabilities.
- \_\_\_\_\_ D. Provide carpeting in public corridors and lobbies with the exception of the entrance vestibules where a hard surface and a floor mat must be provided.
- \_\_\_\_\_ E. Carpeting is recommended throughout the apartments with the exception of utility closets, laundry areas, bathrooms, kitchens and entrance foyers where entry is directly from outside, (e.g., as in townhouses). Hard surface flooring may be substituted for carpet *if documentation, which verifies that sound transmission ratings and impact isolation ratings will be met, is provided.*
- \_\_\_\_\_ F. Sheet Vinyl must be full spread adhesive installation, using maximum width possible to avoid seams.
- \_\_\_\_\_ G. Vinyl Composition Tile (VCT) cannot be used in bathrooms or living rooms. It may be used in public spaces.
- \_\_\_\_\_ H. *Luxury Vinyl Tile (LVT) is permitted in Baths only if manufacturer's documentation, which specifically indicates the product is permitted in Baths, is provided.*

**9. Furnishings:**

- \_\_\_ A. All windows, sliding doors and patio doors within habitable spaces must be equipped with: (1) curtain rod and *horizontal blinds, vertical blinds, or other opaque blinds. (Roller shades are not permitted).*
- \_\_\_ B. Community areas must be furnished with drapery tracks, drapes and liners, blinds, shades, etc., as appropriate for the intended use of the space.

**10. Closets and Storage:** Where new dwelling units are proposed or where existing units will be reconfigured, the following shall apply to the extent possible:

- \_\_\_ A. Provide adequate storage space: all unit types (except SRO's) must have a minimum of 10 sq. ft. plus an additional 5 lineal feet of full height hanging space in each bedroom within a unit.

**11. Natural Light and Ventilation:**

- \_\_\_ A. Must be provided in all living rooms and bedrooms. Skylights are not acceptable as the only source of light and ventilation in a room.
- \_\_\_ B. At least one window per room must be a ventilating type window with a full screen for the open area of window.

**12. Interior Painting:**

- \_\_\_ A. A semi-gloss, egg shell or equivalent high quality washable latex paint should be specified for all kitchens, bathrooms and public restrooms throughout the unit and for all public stairs, corridors and vestibules, unless a protective wall covering such as vinyl wall covering or paneling is provided.
- \_\_\_ B. Semi-gloss or high-gloss enamel must be specified for laundry, maintenance, storage and utility rooms in common areas.

\_\_\_ 13. **Substrates** – Ceramic tile or EIFS (Dryvit) interior or exterior finishes shall only be installed over cementitious or masonry substrates. Moisture-resistant gypsum board is NOT allowed.

\_\_\_ 14. **Ice Dam Protection** – Where roof shingles will be replaced, a self adhesive membrane underlayment shall be installed at all roof eaves and valleys. At eaves, membrane shall extend up roof for a horizontal distance of 24" from interior face of outside wall.

\_\_\_ 15. **Drainage Barrier** – A drainage barrier is required behind all new siding and masonry veneer in wood framed construction.

\_\_\_ 16. **Reroofing** – All reroofing applications must include the removal of the existing roofing system down to the roof deck.

\_\_\_ 17. **The Architect has reviewed the Design Architect's Certifications for Threshold and Selection Criteria** submitted in the loan application and hereby confirms that he/she has incorporated all certified amenities into the Contract Documents.

**SECTION 4.05**  
**CONTRACT DOCUMENT SUBMISSION**  
**REQUIREMENTS FOR PRESERVATION DEVELOPMENTS**

**4.05.1**     **GENERAL**

- A. After the Design Development Submission has been reviewed and approved by the Agency staff, the Developer must direct the Design Architect to prepare the Contract Document Drawings and Specifications. These drawings and specifications must be consistent with the approved Schematic and Design Development drawings and specifications, including the project construction costs established during these phases. The same level of documentation is required to be submitted for design-bid-build, negotiated, and design-build methods of development delivery. Preservation developments shall include the following documentation as applies to each development. Contact the Technical Services Division Review Architect for approval of the scope of documentation acceptable to the Agency for submission.
- B. During this phase, the Architect must notify the Developer and PHFA in writing of any significant changes to the Design Development Documents. Such notification must be made as soon as the extent of the changes is known and their effect on the construction cost is determined. No significant changes to the preliminary documents may be included in the Contract Documents unless prior approval is obtained from the Developer and PHFA.
- C. Before a development will be considered for a Loan Commitment, the Agency must receive, review, and approve the documents listed below. Electronic copies of contract documents will not be accepted.
  - 1. Two (2) complete sets of Contract Document Drawings must be submitted and must correspond with the specifications.
  - 2. Two (2) complete sets of Contract Document Specifications must be submitted and must correspond with the drawings.
  - 3. One (1) Final Construction Cost Breakdown (See Section 2.03.B).
  - 4. One (1) Owner/Architect Agreement with PHFA Addendum and all exhibits and attachments.
  - 5. One (1) Draft Owner/Contractor Agreement with PHFA Addendum and all exhibits and attachments.

**4.05.2**     **DRAWING REQUIREMENTS**

- A. The drawings must be basically the same as submitted at the Design Development stage with all revisions and additions included to bring the drawings to a 100% level of completion for construction. Any changes made to the previously reviewed documents must be identified in writing.
- B. It is recommended that the same date appear on all drawing sheets for reference and identification purposes.

**4.05.3**     **SPECIFICATION REQUIREMENTS**

- A. The specifications must be basically the same as submitted at the Design Development stage with all revisions and additions included to bring the specifications to a 100% level of completion for construction. Any changes made to the previously reviewed documents must be identified in writing.
- B. All Addenda must be bound into the specifications, numbered and dated.
- C. It is recommended that the specifications be dated the same as the drawings.

- D. Any value engineering list issued must be included with submission.

**4.05.4 OTHER REQUIREMENTS**

- A. Proof of local site plan approvals (land development plan, storm water management, zoning, and subdivision).

## **SECTION 4.06**

### **CLOSING REQUIREMENTS FOR PRESERVATION DEVELOPMENTS**

- A.** Pre-Closing and Closing Requirements (See Section 3.05.2).
- B.** Requirements for Final Closing after Construction (See Section 3.06).
- C.** Architect's Certification (See Section 3.07).
- D.** Architect's Certification of Compliance with Design Requirements for Accessible Housing (See Section 3.08).

The PHFA Addendums can be found in Section 3 and must be attached to the respective contracts.