

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
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GENERAL INFORMATION FOR ARCHITECTS
COMMUNITY FACILITIES - ARCHITECTURAL PROJECTS

ARCHITECTURAL SERVICES

RD Instructions require "full architectural services" for all RD Loans & Grants. In accordance with Pennsylvania law, persons practicing architecture in the Commonwealth of Pennsylvania must be registered with & licensed by the Pennsylvania *State Board of Examiners of Architects*.

ARCHITECTURAL FEES

RD Instructions state: "Fees for architectural services shall not exceed the fee ordinarily charged by the profession for similar work when RD financing is not involved." The Architect should set a fee sufficient to allow him to provide the full service expected by the Owner/Borrower and RD. Fees should be negotiated by the RD Borrower and the Architect and shall be adjusted accordingly for repetitive work. The fees should be consistent with the RD program objectives and the basic design considerations. These fees may be included in the RD loan.

AGREEMENT BETWEEN BORROWER AND ARCHITECT

A written agreement will be required between the RD Borrower and the Architect. The form of Agreement must conform to standard professional practices. AIA Document B101 Owner/Architect Agreement, with RD Guide 27 Attachment 1 (available from the RD State and Area Offices) should include the following. See **Attachment B** for guidance on completing the Agreement.

1. Full Architectural Services (see **Attachment A**). Engineers, landscape architects and other consultants should be coordinated and paid by the Architect.
2. The fee for basic services shall be a Fixed Fee based on a percentage of the estimated construction cost.
3. The Agreement and any amendments to the Agreement shall not be in full force and effect until concurred with in writing by RD. Submit four (4) originals to the RD Area Office for acceptance.

CODES AND STANDARDS

Projects must be designed in conformance with the following codes and standards (as applicable):

1. PA Uniform Construction Code, i.e., International Building (including Thermal/Energy standards), Plumbing, and Mechanical Codes, current edition, & National Electrical Code (NEC), current edition.
2. Life Safety Code (NFPA 101).
3. Guidelines for Construction and Equipment of Hospital and Medical Facilities, 1992-93 Edition, AIA Press (ISBN 1-55835-086-1).
4. Uniform Federal Accessibility Standards (UFAS).
5. Americans with Disabilities Act (ADA).
6. Secretary of Interior's "Standards for Rehabilitation" - for Historic Buildings.
7. Community Facilities - Planning, Bidding, Contracting, Constructing (RD Instruction 1942-A, 1942.18).
8. State and local codes and standards.

SITE APPROVAL

The Architect should be assured that his client has received RD acceptance of the site, prior to proceeding with design development. Environmental issues to be considered include: historic preservation, flood plains, wetlands, farmland, etc.

SUBSURFACE SOILS INVESTIGATION

A Subsurface Soils Investigation Report shall be prepared by a Professional Soils Engineer for each project. The report should include foundation, compaction, and drainage recommendations. These costs may be included in the RD loan.

DESIGN CRITERIA

1. **General:** The Architect is to design the facility for the particular site and Owner's needs. Cost containment is obviously a prime consideration, but function, safety, esthetics, and durability are equally important.
2. **Flood Plains:** Projects should not be located in the 100 year flood plain (500 year flood plain for emergency service facilities). If near the flood plain, finish floor elevations must be at least one (1) foot above the 100/500 year flood plain elevation. Provide RD with special design considerations of engineers, USDA/NRCS, or responsible state agencies, and comply with eligibility and insurance requirements.
3. **Grading, Drainage and Excavation:** Surface and subsurface drainage systems shall be provided, as appropriate, for collection and disposal of storm drainage and subsurface water. These systems shall provide for the safety and convenience of occupants and protection of buildings, other improvements, and usable lot areas from water damage, flooding, and erosion. All excavation shall be unclassified.

4. **Handicap Accessibility:** All facilities intended for, or accessible to, the public or in which physically disabled persons may be employed or reside must be developed in compliance with the Architectural Barriers Act of 1968, Section 504 of the Rehabilitation Act of 1973, the Fair Housing Amendments Act of 1988 (FHAA), & the Americans with Disabilities Act (ADA).
5. **Historic Preservation:** Facilities should be designed and constructed in a manner which will contribute to the preservation and enhancement of sites, structures, and objects of historical, architectural, and archaeological significance. All facilities must comply with the National Historic Preservation Act of 1966.
6. **Health Care Facilities:** All such facilities must conform with Standards 2 and 3 of the above Codes and Standards. A statement in the PA Department of Health plan approval letter that the facility meets the these standards is required.
7. **Energy Conservation:** Give maximum consideration to cost effective energy saving measures or devices in the project design. See the PA Uniform Construction Code.
8. **Water Conservation:** Incorporate water conservation practices and devices into the facility's design. See the PA Uniform Construction Code.
9. **Lead Base Paints:** Lead based paints shall not be permitted in facilities designed for human habitation.

DESIGN SUBMITTALS / REVIEWS

1. **Feasibility Report / Schematic Design:** An Architectural Feasibility Report with Schematic Design Drawings and Cost Estimates (Attachment C) shall be prepared as part of the Pre-application process. Two (2) copies shall be submitted to the Area Office. The CF Area Specialist will provide one (1) copy with his/her comments and recommendations to the RD State Architect. When appropriate, the Architect should meet with the RD State Architect for a pre-design conference. Before proceeding with Design Development, obtain RD acceptance of the schematic design concept. Provide the Subsurface Soils Investigation Report to the RD State Architect as early as possible.
2. **Design Development Phase:** Prepare design development documents based on the RD accepted schematic design concept. Review with the State Architect. Site or architectural Mitigating Measures identified in the Environmental Review (ER) Documents must be included in the design development documents.
3. **Final/Construction Documents:** Prepare complete Working Drawings and Specifications, including bidding documents, for RD acceptance (**Attachment D**). Provide RD with copies of ALL state and local approvals. Submit three (3) copies of all documents to the Area Office, and obtain RD acceptance of the construction documents prior to bidding or contract negotiation.

WAGE RATES

For projects requiring compliance with the Davis-Bacon Act, wage rates paid for labor must not be less than the prevailing area wages as determined by the Secretary of Labor and these wage rates must be embodied in the construction contract. Wage Rates are not triggered by RD Loans, but may be required for other funding sources. Consult/verify with Legal Counsel. A project wage determination is effective 120 calendar days from the date of determination. The wage determination should include a list of crafts that will be required to complete construction of the project. Contracts must be executed before the determination expires.

BIDDING

Following acceptance of the plans and specifications by RD and completion of Loan/Administrative requirements, the Area Office will authorize the RD Borrower to Advertise for Bids. Upon receipt of Bids, the Architect will prepare Bid Tabulations and Recommendations for the Owner. Two (2) copies of the following shall be forwarded to the Area Office for review and concurrence. One (1) of these copies will be forwarded to the State Office with the recommendations of the Area Office:

1. Proofs of Publication.
2. Bid Tabulations.
3. Architect's Letter of Recommendations to the Owner.
4. Low Bidder's Bid and Bid Bond with Power of Attorney.
5. Contractor's Compliance Statement (RD 400-6).
6. Contractor's Qualification Statement (AIA Doc. A305).

No contract shall be awarded without RD concurrence. All projects must be competitively bid. All addenda issued during bidding must be acceptable to RD.

CONTRACT REVIEW

Five (5) complete sets of original Contract Documents for construction shall be submitted to the Area Office for review and concurrence. One (1) of these copies will be forwarded to the State Office with the recommendations of the Area Office. The Owner/Contractor Agreement and any amendments to the Agreement shall not be in full force and effect until concurred with in writing by RD. The Contract Documents include the following:

1. Notice of Award.
2. Owner/Contractor Agreement with RD Guide 27 Attachment 3.
3. Performance and Payment Bonds with Power of Attorney attached to each Bond, executed in 5 counterparts. Use RD Forms.
4. Certificate of Owner's Attorney.
5. Insurance Certificates.
6. Contractor's Certificates regarding Lobbying and Debarment.

PRE-CONSTRUCTION CONFERENCE

Prior to beginning construction, the Architect and RD will review the planned development with the Contractor(s), RD Borrower, Resident Inspector, Attorney, and other interested parties. At this time, the nature of the inspections and each party's responsibilities during the construction process will be discussed. The Notice to Proceed may be issued following this meeting.

RESIDENT INSPECTION

Full-time resident inspection is required for all construction of Community Facility projects unless a written exception is made by the State Director. Unless otherwise agreed, the Resident Inspector will be employed by the Architect or Borrower. Prior to the pre-construction conference, the Architect or Borrower will submit a resume of the proposed Resident Inspector's qualifications, with recommendations, to RD for review and acceptance. The Resident Inspector will work under the general supervision of the Architect. Daily inspection report form (RD Guide 11) is available from RD on request.

INSPECTIONS AND REPORTS

To assure that materials, equipment and workmanship are of acceptable quality, RD will expect the Architect to inspect the project on a weekly basis and prepare reports for each inspection and job conference. RD will make inspections only as required to satisfy itself as to the progress and quality of the Work, and will visit the site at least once per month to review the contractor's request for payment with the Architect. The Architect is to be considered totally responsible for project inspection and administration.

Inspection reports should list the status of the project, instructions given, upcoming change orders, nature of the deficiencies, those present at the site, and any additional information that should be recorded. Copies of each inspection report, compaction test and concrete test are to be sent to the RD Area and State Offices on a timely basis.

Punch list and final inspections will be conducted by the Architect. Representatives of RD and the Borrower will be present. A Certificate of Substantial Completion will be prepared upon completion of the project. See **Attachment E** for a checklist of Final Project Approvals and Documents.

All Plumbing and Electrical work installed underground within the contract limits on the site and inside of all buildings, shall be inspected and approved in writing, (prior to cover up and at final completion), by an Independent Inspection Agency approved by the Architect. See **Attachment D** for the required specification language.

CORRESPONDENCE

All correspondence and drawings must be identified by the name of the loan applicant and location. Provide a transmittal letter for drawings, reports, etc., sent to RD. The Architect may discuss the status of RD review with the State Architect at any time.

ARCHITECTURAL SERVICES

(Excerpt from RD Instruction 1924-A)

The following specific services are required:

I. Schematic design phase. The architect will:

- (A) Consult with the applicant to obtain available information pertinent to the project requirements.
- (B) Consult with RD State Architect about RD requirements and procedures.
- (C) Assist in preparing the project design after analyzing engineering and survey data on the site selected by the applicant.
- (D) Prepare schematic design studies consisting of drawings and other documents illustrating the scale and relationship of project components for the applicant's approval.
- (E) Submit estimates of current development costs based on current area, volume, or other unit costs.
- (F) When the applicant and RD have accepted the schematic design studies and estimated development costs, the project architect may be authorized to proceed with the next phase.

II. Design development phase. The architect will:

- (A) Prepare the design development exhibits from the accepted schematic design studies for approval by the applicant. These exhibits should consist of drawings and other documents to fix and describe the size and character of the entire project as to structural, mechanical, and electrical systems, materials, and other essentials as appropriate.
- (B) Submit a further statement of probable construction cost.
- (C) Obtain applicant and RD approval of drawings, specifications, and authorization to proceed with next phase.

III. Construction documents phase. The architect will:

- (A) Prepare the working drawings and specifications from the approved design development drawings and set forth in detail the requirements for the construction of the entire project in accordance with applicable regulations and codes; for example, necessary bidding information, assistance in preparing bidding forms, conditions of the construction contract, and the form of agreement between applicant/owner and contractor.
- (B) Submit a final and more comprehensive statement of probable development cost. It should show a breakdown of the estimated total development cost of the project and the various trades in enough detail for an adequate review.
- (C) Obtain the acceptance of the applicant and RD for contract documents, including approval of the final drawings and specifications and authorization to proceed.
- (D) Discuss with the applicant various items as they develop.

IV. Bidding or negotiation phase. The architect will, as appropriate, for a bid or negotiated contract:

- (A) Assist in review and selection of bidders and submission of contract documents to selected bidders.
- (B) Assist in the interpretation of drawings and specifications, and other contract documents.
- (C) Receive and tabulate all bids.
- (D) Review the bids and the negotiated proposals and assist in the award and preparation of construction contracts.

V. Construction phase. This phase includes the administration of the construction contract. It will commence with the award of the construction contract and end when the borrower makes final payment to the contractor. The architect will:

- (A) Attend the preconstruction conference. Advise and consult with the borrower (or the borrower's representative) and issue the borrower's instructions to the contractor.
- (B) Prepare change orders.

- (C) Keep construction accounts and work as the general administrator of the project during construction.
 - (D) Interpret the contract documents and have the authority to reject all work and materials which do not comply.
 - (E) Review and approve shop drawings, samples, and other submissions of the contractor for conformance with the design concept and for compliance with the contract documents.
 - (F) Conduct periodic inspections of all phases of construction to determine compliance with the contract documents and certify as to the amount of work that is in place and materials suitably stored on site for partial payment estimates. These inspections will be augmented, when necessary, by inspections performed by structural, mechanical, and electrical representatives. Periodic inspections should be made as frequently as is necessary to verify that the work conforms with the intent of the contract documents and that a high quality of workmanship is maintained. The State Director may require a full-time project representative on projects, when in the opinion of the State Director there is a need for such representative.
 - (G) Determine, based on the inspections, the dates of substantial completion and final completion; receive on the borrower's behalf all written guarantees and related documents assembled by the contractor; and issue a final certificate for payment.
- VI. Warranty phase. The architect will advise and consult with the borrower, as the borrower's representative, about items to be corrected within the warranty period. The architect will accompany the RD representative during the inspection required one month prior to expiration of the warranty period.

**OWNER/ARCHITECT AGREEMENT
FULL SERVICE GUIDE
COMMUNITY FACILITIES**

AIA Document **B101-2007 Standard Form of Agreement Between Owner and Architect**, with **RD Guide 27 Attachment 1 (2007)**, Attachment to AIA Document **B101-2007**, must be used in connection with CF Architectural Projects funded by the USDA/Rural Development. AIA forms are to be provided by the Project Architect.

Notes To The Architect. The Agreement shall contain the following provisions:

1. **Article 11.1:** Include the following.

“Basic Compensation shall be a FIXED FEE of _____ Dollars (\$ _____) being approximately _____% of the estimated construction cost.”

2. **Article 4.3.3:** Modify as follows.

- .1 Shop Drawings, Product Data, etc. will be reviewed as needed for acceptance.
- .2 Visits to the site by the Project Architect during construction will be weekly.

3. **Article 4.3.4:** The Agreement should be for 24 months or more, depending upon the scope of the Project.

4. **Article 8.2.4:** Arbitration is the preferred method of binding dispute resolution.

5. **Article 11.8.1:** Items .1, .2, .4, .5, & .9 shall be considered part of Basic Services. Document.

6. **Article 12:** Include the following.

“**12.1** This Agreement is modified and supplemented by RD Instruction 1942-A, Guide 27, Attachment 1 (2007), Attachment to AIA Document B101-2007.”

7. Attach **RD Guide 27 Attachment 1 (2007)**, Attachment to AIA Document **B101-2007** to the Owner/Architect Agreement AIA Document B101-2007. **Do not otherwise modify the body of the Agreement.**

Note: A minimum of four (4) fully executed copies of the Agreement (one of which is an **original** as required by copyright law) must be submitted to the USDA/RD Area Office for concurrence. All four (4) copies should have **original** signatures.

Note: Where appropriate, a copy of the resolution authorizing the individual to act on behalf of the firm or entity should be attached.

Note: **This instruction sheet shall not become part of the Agreement.**

Owner/Architect Agreement
FULL SERVICE - CF
RD PA CF (3/10)

Instruction sheet for
Document **AIA B101-2007**

ARCHITECTURAL FEASIBILITY REPORT COMMUNITY FACILITIES
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GENERAL. The following shall be used as a guide for preparation of an Architectural Feasibility Report for Community Facilities proposed to be funded by the United States Department of Agriculture / Rural Development (RD). Provide 1 copy to the RD State Architect and 1 copy to the RD Area Office.

1. **Need for the Facility:** Document.
2. **Existing Facilities:** Describe - include condition, adequacy, suitability for continued use and other pertinent information.
3. **Proposed Facility:**
 - a. General description of the proposed facility, construction and design.
 - b. Design requirements (site area, zoning, fire zone, use group classification, construction classification, etc.).
4. **Building Site:**
 - a. Amount of land required for intended use.
 - b. Location Map of area indicating site location, shopping areas, churches, schools, hospital, residential areas, etc. Alternate locations which have been considered.
 - c. Flood Plain Report - NRCS or HUD Flood Map.
 - d. Zoning Compliance - (local and/or county).
 - e. Evidence that public water and sewer services are available for the proposed project. Include water pressure available at the site.
5. **Site Plan:** (as available)
 - a. Site plan including existing contours, trees and other natural features.
 - b. Location of building(s), streets, walks, ramps, steps, curbs, parking, and related site improvements.
 - c. Finish floor elevations.

- d. Proposed surface and subsurface drainage systems (on and off site).
- e. Existing site utilities underground (on and off site).
- f. Include adjacent land use and building locations, flood plains, sight distances at streets, etc.
- g. Indicate existing rights-of-way and easements.
- h. Provide photographs of the site and adjacent areas.

6. **Schematic Building Plans and Elevations:**

- a. Building plans with overall dimensions.
- b. Building elevations.
- c. Typical wall section (bearing and non-bearing), including foundation.

7. **Construction Problems:** Indicate in detail - include information on items which may effect the cost of construction and/or acceptability of the site.

- a. Mine subsidence. Existing deep coal or subsurface coal (mined, unmined or stripped) Coal Status Report from Bureau of Mines.
- b. High water table or flood plain.
- c. Land fill or unstable soils.
- d. Natural gas and mineral rights (indicate owner or lessee).
- e. Other.

8. **Preliminary Cost Estimate:**

- a. Building Construction (including fixed equipment).
- b. Site Development.
- c. Land and Rights.
- d. Architect Fees (Fixed Fee Amount).
- e. On site Resident Inspector during construction.

- f. Engineering Costs (explain).
- g. Movable equipment.
- h. Legal services.
- i. Interest during construction.
- j. Contingencies (10% of a & b).
- k. Initial operating and maintenance.
- l. Initial reserve.
- m. Others (explain).
- n. Total of all above.

9. **Conclusions and Recommendations**: Include site suitability and/or possible alternatives to the proposed plans.

<p style="text-align: center;">FINAL DESIGN SUBMITTAL</p> <p style="text-align: center;">COMMUNITY FACILITIES</p>

1. Cover sheet which includes:
 - a. Index of drawings and symbols.
 - b. Location map.
 - c. Design requirements (site area, fire zone, use group classification, construction classification, etc.).
2. Subsurface Soils Investigation Report. Report may be included on drawings or in the specification manual.
3. Site plan which includes:
 - a. Property and topographic survey including existing contours, trees and other natural features.
 - b. Rights-of-way and easements.
 - c. Location of building(s), streets, walks, ramps, steps, curbs, parking and related site improvement details.
 - d. Finish grade contours, spot elevations, first floor elevations, sewer inverts, storm sewer inverts, etc.
 - e. Surface and subsurface drainage systems including headwalls, catch basins, gutters, curbs, sodding, etc.
 - f. All site utilities underground (on and off site).
 - g. Approval by local zoning authority on site plan.
 - h. Limits of construction.
4. Sedimentation and Erosion Control Plan (approval by Conservation District or DER).

5. Landscape planting plan and schedule.
6. Floor plans.
7. Exterior elevations.
8. Wall sections and details (including kitchen and bath elevations).
9. Roof plan.
10. Schedules - door (including hardware), window, finish, etc.
11. Foundation plans.
12. Structural and/or framing plans.
13. Heating and ventilating plans and schedules.
14. Plumbing plans, (including site plan and plumbing riser diagrams).
15. Electrical plans, (including electrical riser diagrams and site lighting).
16. Bidding documents and technical specifications (in CSI format). Use RD Guide for the "Front End" Bidding/Contract section (available from the RD State Office).
17. All final plans and specifications shall bear the seal of the Design Architect. In addition, consultants shall affix their seal to the documents prepared by them. The following shall appear on each drawing and the cover sheet of the specification manual:

DESIGN ARCHITECT'S CERTIFICATION

This project has been designed by me, or under my supervision, in accordance with the 20__ International Building, Plumbing, and Mechanical Codes, the 20__ National Electrical Code, and applicable Federal, State and local laws, codes and regulations; and to the best of my knowledge and belief, these construction documents are in conformance therewith.

Registered Architect

PA Reg. No.

Date

18. Include the following language relative to plumbing and electrical inspections and final certifications in the Specifications:

All Plumbing and Electrical work installed underground, within the contract limits on the site, and inside of all buildings shall be inspected and approved in writing (prior to cover up and at final completion) by an Independent Inspection Agency approved by the Architect. Approval of the Work shall be documented with the Agency's Approval Sticker on the Job Set of drawings. Provide Certifications of Code Conformance upon completion.

All costs for the services of the Independent Inspection Agency shall be the responsibility of the Contractor.

19. Final plan and specification approvals required (as applicable):

- a. PA Uniform Construction Code (UCC) Building Approval.
- b. PA Department of Health Approval.
- c. Erosion and Sedimentation Control Approval by the Soil Conservation District.
- d. PennDot Approval (Occupancy Permit) of the entrance access to the property.
- e. PA DER Sewer Module Approval.
- f. Zoning approval.
- g. Local Approvals, as applicable.

FINAL PROJECT APPROVALS AND DOCUMENTS CHECKLIST UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT
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PROJECT: _____

LOCATION: _____ RD AREA OFFICE: _____

PROJECT TYPE: Rental Housing (RRH/GRRH) Community Facility (CF) DATE: _____**REQ'D REC'D OCCUPANCY**

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. PennDOT Highway Occupancy Permit. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Building Certificate of Occupancy. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. PA Dept. of Health Certificate of Occupancy. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. PA Dept. of Labor & Industry Elevator Certificate. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. PA Dept. of Labor & Industry Boiler Approval. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Electrical Certificate of Code Conformance. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Plumbing Certificate of Code Conformance. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Sprinkler System Test Certificate. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Water quality test and evidence of plumbing sanitizing. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Certificate of Substantial Completion (AIA Document G704) with Punch List. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Owner's insurance coverage on the buildings to be occupied. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. _____ |

FINAL ACCEPTANCE AND CLOSING

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Final Inspection Report (Form RD 1924-12) with all signatures (by RD). |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Executed copies of all Contract Change Orders (Form RD 1924-7). |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Consent of Surety to Final Payment (AIA Document G707). |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Contractor's Affidavit of Payment of Debts and Claims (AIA Document G706). |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Contractor's Affidavit of Release of Liens (AIA Document G706A). |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Contractor's Release (Form RD 1924-9). |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Release of Claimants (Form RD 1924-10). |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Builder's Warranty (Form RD 1924-19). |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Contractor's Certificate of Actual Cost (Form RD 1924-13). |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. PA SHPO Certification of Completed Work (for Historic Preservation). |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Termite Treatment Certificate (Forms NPCA-99a & NPCA-99b, See RD AN 3516). |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Soil Compaction Certification. |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Insulation Certification. _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. Cabinet Certification (NKCA Seal). _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Carpet Certification (backstamped carpet). _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Evidence that the Owner has received As-Built Drawings and Warranty Manual. |
| <input type="checkbox"/> | <input type="checkbox"/> | 29. Documentation of compliance with Environmental Assessment Mitigation Measures. |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. _____ |

Note: ALL approvals and documents should be provided to RD prior to Final Payment on the Contract.