

INSTRUCTIONS

MULTI-FAMILY HOUSING 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.

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 amount of the drawings required shall match the size and complexity of the specific Project Type.

The Project Manual shall include the appropriate technical specification sections in the Construction Specification Institute (CSI) format along with the Architects front end division instructions. USDA, Rural Development has extensive required forms for this portion of the Project Manual. Since the Agency has unique requirements that Architects may not be aware, they are covered in some detail.

For Multi-family Housing 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's seal, signature and date. Any changes are to be noted. The Architect shall edit as required. The italicized words on the sample are instructions only and should be followed, but not typed onto the page.

Plan Certification

This shall be Form RD TX 1924-25 as completed by the Architect. It is important to provide the correct building code (development standard) and energy standard used at the site location. If sites do not have local adopted building codes, the most recent addition of the International Building Code (IBC) should be followed. The state of Texas is currently using the 2009 International Energy Conservation Code as a minimum code statewide or locally adopted more stringent code.

Advertisement for Bids

This shall be RD Instruction 1924-A, Guide 1, Attachment 1 (2-16-83) as completed by the Architect.

This item is not required if wavier of bidding is requested in writing by the Owner and granted by the Agency.

Instruction to Bidders

This shall be AIA Document A701-1997 as provided and completed by the Architect with RD Instruction 1924-A, Guide 1, Attachment 2 (8-26-98).

This item is not required if wavier of bidding is requested in writing by the Owner and granted by the Agency.

Supplemental Information for Bidders

This shall be reproduced and included without change.

This item is not required if wavier of bidding is requested in writing by the Owner and granted by the Agency.

Bid Bond

This may be AIA Document A310 as provided and completed by the Architect 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 1924-A, Guide 1, Attachment 4 (2-16-83). 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.

This item is not required if wavier of bidding is requested in writing by the Owner and granted by the Agency.

Bid

This shall be RD Instruction 1924-A, Guide 1, Attachment 3 (2-16-83). 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.

This item is not required if wavier of bidding is requested in writing by the Owner and granted by the Agency.

Certification for Contracts, Grants, and Loans

This shall be RD Instruction 1940-Q, Exhibit A-1 (08-21-91). This shall be reproduced and included without change in the Bid Documents. *The Contractor shall execute and submit with the Bid.* It shall later be placed in the Contract Documents.

Notice of Award

This shall be RD Instruction 1924-A, Guide 1, Attachment 5 (2-16-83). This shall be reproduced and included without change in the Bid Documents. It shall be replaced in the Contract Documents with executed originals.

This item is not required if wavier of bidding is requested in writing by the Owner and granted by the Agency.

Standard Form of Agreement Between Owner and Contractor

This shall be AIA Document A101-2007 as provided and completed by the Architect with RD Instruction 1924-A, Appendix D, Guide 3. The Architect shall add the liquidated damages amount in the blank space. This shall be reproduced and included without change in the Bid Documents. It shall be replaced in the Contract Documents with executed originals.

Payment and Performance Bonds

These shall be reproduced and included without change in the Bid Documents. They shall be replaced in the Contract Documents with executed originals that apply.

Payment Bond – Private Corporation

This shall be Form RD-TX 1924-12A (04-2005). Use this form if the Owner is a private corporation

Performance Bond – Private Corporation

This shall be Form RD-TX 1924-12B (04-2005). Use this form if the Owner is a private corporation

Payment Bond – Public Body

This shall be Form RD-TX 1924-13A (04-2005). Use this form if the Owner is a public body.

Performance Bond – Public Body

This shall be Form RD-TX 1924-13B (04-2005). Use this form if the Owner is a public body.

These items are not required if waiver of surety is requested in writing by the Owner and granted by the Agency.

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.

These items are not required if waiver of surety is requested in writing by the Owner and granted by the Agency.

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.

These items are not required if waiver of surety is requested in writing by the Owner and granted by the Agency.

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 the General Conditions of the Contract for Construction.

Certificate of Owner's Attorney

This shall be RD Instruction 1924-A, Guide 1, Attachment 7 (02-16-83). This shall be reproduced and included without change in the Bid Documents. It shall be replaced in the Contract Documents with executed originals.

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. If not applicable, this should be indicated and the Contractor sign and date the form.

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.

Agreement to Comply with Executive Order 11246

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

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. Document is two pages.

Certification of no Identity of Interest

This shall be USDA, Form RD 3560-30 (02-05). This shall be reproduced and included without change in the Bid Documents. It shall be replaced in the Contract Documents with executed originals. If not applicable, this should be indicated and the Contractor sign and date the form.

Identity of Interest Disclosure/Qualification Certification

This shall be USDA, Form RD 3560-31 (02-05). This shall be reproduced and included without change in the Bid Documents. It shall be replaced in the Contract Documents with executed originals. If not applicable, this should be indicated and the Contractor sign and date the form.

Contract Concurrence

This shall be RD Instruction 1924-A, Guide 1, Attachment 8. This shall be reproduced and included without change in the Bid Documents. It shall be executed during the Preconstruction Conference.

Notice to Proceed

This shall be RD Instruction 1924-A, Guide 1, Attachment 9 (2-16-83). This shall be reproduced and included without change in the Bid Documents. It shall be executed during the Preconstruction Conference.

General Conditions of the Contract for Construction

This shall be AIA Document A201-2007 as provided and completed by the Architect with RD Instruction 1942-A, Appendix D, Guide 4. This shall be reproduced and included without other change in the Bid Documents.

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 Agency for additional information.

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. The Agency 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.

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 executed original.

Change Order

This may be AIA Document G701 as provided by the Architect with the Agency signature page attached.

Or

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

Application and Certification for Payment

This shall be AIA Document G702, and continuation sheet as provided by the Architect with the Agency signature page attached.

Certificate of Contractor's Release

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

Release by Claimants

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

Builder's Warranty

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

Certificate of Substantial Completion

This shall be AIA Document G704 as provided by the Architect with the Agency signature page attached.

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. The Agency must review and approve all addenda before issuing.

Trade or Technical Specifications

The Architect shall include sections in the Construction Specification Institute (CSI) format that apply to the Project's Scope of Work.