

## **PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT**

**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). **The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.**

Please provide the following information as it applies to the proposed project. The level of detail commensurate with the project type and complexity.

1. **Need for the Facility:** Indicate why the proposed facility, new construction and/or rehabilitation is needed?
2. **Existing Facilities:** Describe: include condition, size inadequacy, suitability for continued use, is the facility owned or leased and other pertinent information. Include accessibility concerns/noncompliant issues. Include any structural evaluation reports, hazardous material (i.e., lead based paint, asbestos containing materials, etc.) reports, etc. if available or required.
3. **Proposed Facility:** Provide a description of the new facilities and proposed features. Will the existing facilities be rehabilitated, added to, or demolished and removed? Will the new proposed facility be owned or leased by the applicant?
  - a. Describe the proposed spaces and their functions. Has a program been developed to identify the actual needs of the owner?
  - b. Are there any other construction projects not financed by Rural Development, that will coincide with the execution of this project?
  - c. Will any space be leased to other entities? If yes, please identify the entity leasing the space and the square footage of space being leased. What percentage of the facility is being leased? Note: Percentage of the leased space cannot exceed 25% if leasing to ineligible entities.
  - d. Describe proposed interior materials and finishes, if known. Identify any portion of the facility that will remain unfinished for future improvement/development/expansion and the area of unfinished space (in square feet).
  - e. Include a description of the proposed structural framing and exterior wall construction, if known, or what alternatives are being considered:
    - Foundation and footing materials
    - Exterior wall construction: i.e., CMU, wood stud, steel stud, etc.
    - Exterior wall finishes: i.e., wood siding, metal siding, vinyl siding, brick, metal panel, etc.
    - Roof type
    - Describe proposed structural framing: Pre-engineered metal building, stick built wood framing, structural steel, pre-engineered wood trusses, etc.
    - Proposed mechanical systems, energy efficiency rating, green or sustainable technology.
  - f. Design requirements. List all applicable codes and standards. List applicable accessibility standards to include American Barriers Act ABA.
  - g. Include building area (square footage).
  - h. Include a description of any accessory buildings, i.e., combustible material storage buildings, sheds, carport, garages, helipad, etc.
  - i. Required state or local permits or approvals.
4. **Building Site:** Describe the proposed site.
  - a. Is the applicant considering multiple sites? Have they selected a site and why is the chosen site the

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- preferred option? Indicate site zoning and whether a zoning change is needed (if zoned).
- b. Indicate the status of required environmental reports and assessments. Describe how NEPA mitigation measures and Section 106 Memorandum of Agreement (MOA) stipulations, if any, are met. Describe any site contamination and remediation required.
  - c. Amount of land required for intended use. Is there sufficient space on the site for future expansion?
  - d. Location Map of area indicating site location, shopping areas, churches, schools, hospital, residential areas, etc.
  - e. Flood Plain Report - FEMA Flood Map. Projects built in a floodplain must meet the mitigation measures from the NEPA environmental review (e.g., elevation out of the floodplain, flood-proof construction, etc.). Ingress/egress routes for critical infrastructure must be elevated above the **500-year** floodplain [schools, hospitals, nursing homes, childcare facilities, housing for the elderly, etc. per 1970-F, 1970.255(h)].
  - f. Geotechnical subsurface investigation, include if complete.
  - g. Will any wetlands be impacted by this development? Note that RD Community Facility funds cannot be used to impact a wetland, except for utility lines. This restriction applies regardless of 404 permits.
  - h. Discuss utilities needed to operate the facility. Available utilities: i.e., natural gas availability, public water and sewer services, new or existing well is planned, etc.
  - i. Include a description of previous use of the site, existing buildings, foundations, underground fuel storage, etc. that may still be present on the site.
  - j. Does the site have access to a public right of way?
  - k. Does the applicant own the proposed site or is the purchase price included in the project cost? What is the timeline to purchase the property?
5. **Schematic Site Plan:** Provide the following information if known or available:
- a. Site plan including existing trees and other natural features (i.e., streams, wetlands).
  - b. Location of building(s) and proposed site improvements (i.e., parking, sidewalks, etc.).
  - c. Include adjacent land use and building locations, etc.
  - d. Indicate existing rights-of-way and easements.
6. **Schematic Building Plans and Elevations:**
- a. Building plans with overall dimensions.
  - b. Building elevations.
7. **Construction Problems:** Indicate (in detail) information on items which may affect the cost of construction and/or acceptability of the site (i.e., presence of rock, high water table or flood plain, Land fill or unstable soils, natural gas and mineral rights (indicate owner or lessee), hilly site or flat site (potential difficulty surface water drainage), difficulty accessing the site, hazardous materials, cultural or historical considerations, supply chain issues, contractor mobilization, etc.
8. **Preliminary Cost Estimate:**
- a. Building Construction (including fixed equipment).
  - b. Site Development.
  - c. Land and Rights.

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- d. Architect Fees (Fixed Fee Amount) and NTE for reimbursable expenses.
- e. Construction Monitoring (including BABAA)
- f. Engineering Costs (explain i.e., subsurface investigation, hazardous material evaluation, etc.)
- g. Environmental
- h. Direct Expenditures including tests and special inspections and utility hook-ups.
- i. Movable equipment: Furnishings, fixtures, and equipment.
- j. Legal services/Bond Counsel services
- k. Interim financing interest and detailed list on the cost of issuance during construction.
- l. Administrative
- m. Contingencies (10% of building construction and site development, up to 20% for rehab work).
- n. Others (explain).
- o. Total of all above.

**9. Annual Operating Budget:**

- a. Income: Include rate schedule. Project income realistically. Discuss the source of revenue and how the new facility would increase or reduce operating income.
- b. Operation and maintenance costs - Project costs realistically. In the absence of other data, base on actual costs of other existing facilities of similar size and complexity. Include facts in the report to substantiate operation and maintenance cost estimates.
- c. Debt Service or Rental Cost (if applicable) - Costs for Proposed Facility.
- d. USDA requires borrowers to establish a capital asset replacement reserve with deposits annually for the life of the loan to pay for repairs and/or replacement of capital assets. Identify all short-lived capital assets for the project (i.e., roof, HVAC equipment, flooring, etc.), the frequency of replacement, cost of replacement, and the annual reserve deposit required to cover scheduled repairs and/or replacements.

**10. Proposed Construction Contract Method:**

- a. Include a description of the proposed construction contract method. Competitive sealed bids, publicly advertised, will be required for most construction projects. When proposing an alternate contracting method, prior written approval by Rural Housing Service, National Office is required. Please indicate if Construction Manager as Constructor (CMc), Construction Manager as Advisor (CMA) or Design Build (DB) (contract methods other than design-bid-build) is being considered for this project. All procurement transactions, without regard to dollar value, shall be conducted in a manner that provides maximum open and free competition.
- b. Describe the current design phase and, if any, approvals to date. Estimated timeframes for project development (i.e., design, plans and specs, bid, permitting, review periods, contracts, legal reviews, project closeout, etc.)
- c. Construction Monitoring Services: Please provide a description of the proposed full-time construction monitoring in accordance with RD Instruction 1942-A, § 1942.18(o)(2)(iii)(3), Full-Time Resident Inspection is required during construction.

**11. Build America, Buy America Act: 2 CFR 200 and 2 CFR 184.**

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- a. Indicate the amount of federal funding requested.
  - RD funding:
  - Funds from other federal agencies (list each agency and amount from each):
- b. Indicate the Applicant's entity type:
  - Nonprofit organization
  - State or Local Government
  - Indian Tribe
  - Institution of Higher Education
- c. More information regarding BABAA is available at:
  - <https://www.rd.usda.gov/build-america-buy-america>
  - <https://www.rd.usda.gov/media/file/download/babaa-customers-guide-02-27-23.pdf>

**12. Photographs:**

- a. Provide photographs of the site and adjacent areas.
- b. If an existing building, include interior and exterior of the existing building and note location of any proposed additions.

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