

Georgia Department of Community Affairs

Office of Housing and Finance

## 2013 DCA DESIGN & CONSTRUCTION SUBMISSION PROCEDURES

(form date: 02.06.14)

In order to ensure compliance with Georgia DCA's Architectural Standards for safe, decent, affordable housing, DCA monitors the design and construction of all projects awarded tax credits. As such, the project team is required to submit documents to DCA throughout the design and construction process for review.

It is the strict policy of DCA that all applicants will be held to all representations made in the OAH 2013 Core Application Form and all supporting documentation, whether the representations apply to specific competitive selection criteria or not, for the duration of the greater of either the Credit Compliance Period or term of the HOME loan. Changes of any Project Participant after submission of Application to DCA must be approved in writing by DCA prior to the change. Failure to obtain the appropriate approvals can result in DCA determining that an entity is no longer eligible to participate.

All design/construction submittals must be accompanied by the proper **2013 Design & Construction Transmittal** form and all of its listed documents. There are two transmittal forms located in the workbook at the DCA OHF Design & Construction website. One for projects that have received HOME commitments, and one for projects that have received a 9% tax credit allocation only. These transmittal forms provide program-specific deadline dates and document requirements. Documents may be submitted earlier than the deadlines. Do not submit documents **piecemeal** (request an extension if needed). DCA will not begin its review until all documents required for a particular submission have been submitted.

All **extension requests** must be submitted in writing to: Michael Collins, Architectural Services Department, michael.collins@dca.ga.gov, (404) 679-4898.

### Assembly Instructions

All projects must submit one hard copy (paper) and one soft copy (electronic) of the required documents to DCA. The submissions need to be submitted from **one source** in lieu of the Architect submitting their scope of documents directly to DCA. Do not **combine** multiple DCA submissions into one binder and one flash drive.

The following forms must be provided in DCA's format and are available on the Architectural Services Dept. website page:

<http://www.dca.ga.gov/housing/housingdevelopment/programs/architecturaldesignandconstruction.asp>

- DCA Design & Construction Transmittal form
- DCA Amenities & Design Options Re-certification form
- DCA Schedule of Values form
- DCA Construction Document Log
- E-verify affidavits (owner, developer & contractor)

### Requirements for Paper Submissions

For each required submission submit one **hard cover binder** that contains all of the necessary forms and supporting documentation according to the DCA Design & Construction Transmittal form (additional instructions can be found in the 2013 Architectural Manual). The **binder** must be clearly labeled with the DCA project number, project name and submission type located on both the front cover and spine areas. Use double sided printing where feasible and do not use oversized binders (binder thickness should approximately match document thickness in order to conserve DCA storage space). The binder should have plastic insert sleeves on the cover and spine areas.

The binder should include a **Table of Contents** and each section should be separated by numbered **dividers** and include **section index** pages that list each item in the section. The sections should follow the order of the Transmittal form (similar to the electronic submission layout). A clear plastic “zip lock” folder insert should be included inside the binder to contain the flash drive.

The **drawing sheets** must be printed in **12x18 half-size scalable format**. All the drawings should be **bound** together as one set with one **common cover sheet**. The binder should include a tabbed section for the DCA Construction Document Log (with log inserted) but also include separate tabbed sections both for the drawings and project manual and include pages that notes the two documents are attached as separate packages (do not include plans and specs in the binder). The Project Manual (specs) should be **soft bound** with **double sided printing**. The DCA project number and name should be prominently displayed on the cover of both the Drawings and Project Manual (specs) and should identify that it is either the “DCA Review Set” or the “DCA Contract Set”.

### Requirements for Electronic Submission

For each required submission submit one VIRUS-FREE **USB flash drive** in a small, protective re-sealable container with a built-in fastener - e.g., Velcro, zipper, Ziploc, string or metal clasp - containing exact electronic copies of all of the same items described above, arranged in the same order. The flash drive

should contain extra storage space so that DCA may add additional documents to the drive as needed.  
**Do not attempt to email these files.**

Upon opening the flash drive, the submitted items should be organized using the following folder and file extension names and layout method. All file extensions should begin with the DCA project number (13-0xx) with the exception of the drawings and specifications. For drawings, each file should have an individual file extension that is labeled similar to the title block info contained on the drawing sheet. The file names should be **short** as possible and not contain **special characters** (\$, &, #, etc.). The project manual (specs) would typically be one file but may be subdivided as long as it is in a user friendly format.

Folder Layout for Electronic Submission (binder layout should be similar)

### **60 DAY SUBMISSION**

#### **Folder Name “13-0xx 60 Day”**

**Folder Name “Transmittals”** (include both DCA and Project Team transmittals)

13-0xx DCtrans (Excel format)

13-0xx Other (project team may modify file name)

#### **Folder Name “BT Survey”**

13-0xx BTsurvey (TC) (Tax Credit only)

#### **Folder Name “ALTA Survey”**

13-0xx ALTAsurvey (HOME only)

#### **Folder Name “GeoTech Rpt”**

13-0xx GeoTechRpt (HOME only)

**Folder Name “Other”** (other docs submitted by the project team)

13-0xx Other (project team may modify file name)

### **DCA REVIEW SUBMISSION** (Step II)

#### **Folder Name “13-0xx DCA Review”**

**Folder Name “Transmittals”** (include both DCA and Project Team transmittals)

13-0xx DCtrans (Excel format)

13-0xx Other (project team may modify file name)

**Folder Name "Review Set of CDs"** (see directions for definition of "Review Set")

**Folder Name "CD Log"** (DCA Construction Document Log)

13-0xx CDlog (Excel format)

**Folder Name "Plans"**

**Folder Name "Cover"**

**Folder Name "Civil"**

**Folder Name "LS"** ("Landscaping")

**Folder Name "HS"** ("Hardscaping")

**Folder Name "Arch"**

**Folder Name "Struct"**

**Folder Name "Mech"**

**Folder Name "Elec"**

**Folder Name "Plumb"**

**Folder Name "Other"**

**Folder Name "Specs"**

**Folder Name "Other"**

**Folder Name "Access Plan Review"** (Qualified accessibility consultant's plan review comments)

13-0xx AccessPlanRvw

**Folder Name "DCA SoV"** (DCA Schedule of Values)

13-0xx SoV (Excel format)

**Folder Name "2009 IECC Compliance"** (evidence of compliance with the GA State energy code)

13-0xx 2009IECCcompl

**Folder Name "E-Verify"** (federal work authorization affidavits)

13-0xx eVerifyOwner

13-0xx eVerifyDeveloper

13-0xx eVerifyContractor

**Folder Name “Contractor Package”** (HOME only) contractor approval package

13-0xx ContractorPack

**Folder Name “Front End Cost Review”** (identity of interest front-end third party cost review)

13-0xx feCostRev (Tax Credit only)

**Folder Name “DCA ADO Recert”** (DCA Amenities & Design Option Re-certification form)

13-0xx ADOfecert (Excel format)

**Folder Name “Green Bldg Narrative”** (status update)

13-0xx GrnBldgNarr

**Folder Name “CoF Narrative”** (restate conditions of funding from carryover doc & note status)

13-0xx COFnarr

**Folder Name “Access Contract”** (executed contract with qualified accessibility consultant)

13-0xx AccesContract (HOME only)

**Folder Name “Draft OC Agrmnt”** (draft owner/contractor agreement including exhibits)

13-0xx DraftOCAgree

13-0xx DraftExhibits

13-0xx DraftGenCond

**Folder Name “Draft Schedule”** (draft copy of the preliminary construction schedule)

13-0xx DraftSchedule

**Folder Name “OA Agreement”** (executed owner/architect agreement)

13-0xx OAagrmt (HOME only)

**Folder Name “Other”** (other docs submitted by the project team)

13-0xx Other (project team may modify file name)

**LOAN CLOSING SUBMISSION** (Step III)

**Folder Name “13-xxx Loan Closing”**

**Folder Name “ Transmittals”** (include both DCA and Project Team transmittals)

13-0xx DCtrans (Excel format)

13-0xx Other (project team may modify file name)

**Folder Name “Contract Set of CDs”**

**Folder Name “CD Log”** (DCA Construction Document Log)

13-0xx CDlog (Excel format)

**Folder Name “Plans”**

**Folder Name “Cover”**

**Folder Name “Civil”**

**Folder Name “LS”** (“Landscaping”)

**Folder Name “HS”** (“Hardscaping”)

**Folder Name “Arch”**

**Folder Name “Strcut”**

**Folder Name “Mech”**

**Folder Name “Elec”**

**Folder Name “Plumb”**

**Folder Name “Other”**

**Folder Name “Specs”**

**Folder Name “Addendum”**

**Folder Name “Other”** (other docs submitted by the architect)

**Folder Name “Exec OC Agrmt”** (executed owner/contractor agreement)

13-0xx ExecOCAgrmt

**Folder Name “DCA SoV”** (DCA Schedule of Values)

13-0xx SoV (Excel format)

**Folder Name “Other”** (other docs submitted by the project team)

13-0xx Other (project team may modify file name)

**COMMENCEMENT SUBMISSION** (Step III)

**Folder Name “13-000 Commencement”**

**Folder Name “Transmittals”** (include both DCA and Project Team transmittals)

13-0xx DCtrans (Excel format)

13-0xx Other (project team may modify file name)

**Folder Name “Notice to Proceed”**

13-0xx NTP

**Folder Name “Final Schedule”**

13-0xx FinalSchedule

**Folder Name “Permits”**

13-0xx BldgPermits

13-0xx OtherPermits

**Folder Name “Other Docs”** (other docs submitted by the project team)

13-0xx Other (project team may modify file name)

**OTHER SUBMISSIONS** (other docs submitted by the project team throughout the project period)

**Folder Name “13-000 Other Submissions”** (project team may modify folder name and add folders)

**Folder Name “Transmittals”** (include both DCA and Project Team transmittals)

13-0xx DCtrans (Excel format)

13-0xx Other (project team may modify file name)

**Folder Name “Other Docs”** (project team may modify folder name)

13-0xx Other (project team may modify file name)

### Additional Electronic Submission Instructions

- If a folder will be empty, include “**NA**” at the end of the folder name.
- Double-check the flash drive. Verify that it contains all required files and that it operates properly. Check for “junk files” that have been added by software or other non Windows operating systems and remove as needed.
- PDF files should be searchable/editable where feasible
- Electronic drawing files must be labeled, at minimum, with the drawing page number which corresponds to the DCA Construction Document Log.
- One project submission per flash drive.
- Both the small, protective re-sealable container and the external casing of the flash drive itself must be labeled with the DCA project name and number.
- Copies of all submitted paper documents should be included on the flash drive including any delivery cover letters.

### Mailing Instructions

DELIVER TO: Georgia Department of Community Affairs

**Architectural Services Department**

Attn: Administration

60 Executive Park South NE

Atlanta, Georgia 30329-2231

### Definitions

- **DCA Review Set:** The set of Construction Documents (CDs) that will be submitted to the local building authority for review in order to obtain the permit for construction. These Construction Documents would be expected to be at least 90-95% complete.
- **DCA Contract Set** (100% CDs): The set of Construction Documents (CDs) would be expected to have incorporated the local building authority comments from the permitting process, syndicator and/or lender review, DCA review, accessibility consultant review, and all other consultant's design comments (green building, historic preservation, etc.) and are an exhibit to the executed Owner/Contractor agreement.



*Note: If special circumstances arise where not all of the review comments/revisions are incorporated into the Contract Set at the time of the execution of the Owner/Contractor Agreement, then the **Architect** should provide a document identifying the missing elements.*

### Identities of Interest

If an identity of interest exists between any Project Participant and the contractor, than a pre-construction third-party cost review must be conducted. For **HOME projects**, the third-party cost review will be ordered by DCA upon submittal of the DCA Schedule of Values. For **Tax Credit only** projects, the qualifications of the proposed third-party reviewer must be submitted to DCA by **March 01, 2014** and approved before the review is conducted. Once a firm is qualified for one project, it will be qualified for all 2013 round projects. Approval for any **prior funding rounds** does NOT constitute approval for the 2013 round. Both a hard copy and a soft copy of the qualification packages should be submitted to DCA (binder and a flash drive similar to the other submission procedures).

The required **qualifications** are as follows: the consulting firm must have completed three (3) or more Architecture/Engineering Reviews and Cost Estimate Reviews for lenders pursuant to the HUD MAP (multifamily accelerated processing) program for the Atlanta Multifamily Hub since 2008. Consideration may be given to firms that have similar experience with other HUD Multifamily Hub offices. Consideration will also be given to firms that have prepared a review for a project that has HUD funding in conjunction with Low Income Housing Tax Credits.

Requests for consideration must contain, at minimum:

- Resumes of firm team members that will conduct the review;
- Description of relevant past work conducting architecture/engineering reviews and cost estimate reviews for HUD and Low Income Housing Tax Credit projects (project list);
- A (sample) copy of a cost estimate review performed for the HUD MAP program.