Technical Services Documents and Standards

All Documents to be provided in PDF form

AT DECLARATION OF INTENT

- **Project Narrative (necessary prior to pre-submission meeting) prepared by the Architect of Record.**

There is no specific format. The project narrative is a general description of the project, which is usually a page or two that includes project location, relevant property information, number of buildings/stories, number of units, breakdown of unit types, supporting spaces, onsite and offsite amenities, general project scope information, funding information, general information regarding tenants to be served, development team, including gross and net square footage of units.

- **Summary Trade Payment Breakdown**
- **Preliminary Drawings in pdf format**
    - Submitted in advance of the pre-submission meeting with enough time for staff review.

AT COMMITMENT

- **Narrative Scope of Work**

Document should be prepared by the Designer(s) of Record. The scope of work is a breakdown of the individual project scope items. It can be provided in a simple bullet point form, spreadsheet, and/or CSI format. The purpose of the document is to outline the project scope in detail. Preliminary costs associated with each item are encouraged to be included but are not required. The scope of work document gives the Agency a clearer understanding of what is going into the project and is useful to compare against the information in the construction documents, as well as the contactor's detailed trade payment breakdown/schedule of values.

- For projects anticipating the use of LIHTC subsidy, incorporate Energy Star and any targeted energy programs for prerequisite green requirements and incorporate recommended energy conservation measures into the scope of work.
- For projects seeking Historic Tax Credits, provide the National Park Service's Part II application, and NJ State Historic Preservation Office review and approval letters.

➢ Pre-submission Meeting (schedule early, after D.O.I. has occurred)

The pre-submission meeting, scheduled via MS Teams, is a requirement to review and discuss the project drawings and specifications with the owner, contractor, and design professionals. It is encouraged to schedule early in the design process, before the project becomes more developed. The objective of the meeting is to get an overview of the drawings and specifications, clarify design items associated with HMFA and/or tax credit requirements, and minimize any potential issues that may delay the review process. Sample agenda:
https://www.nj.gov/dca/hmfa/developers/docs/techservices/ts_presubmission_mtg_agenda_april2021.pdf

➢ Architect's Contract

- Must be an unaltered AIA B101 (most current adopted version) Owner-Architect Agreement for any project with construction costs over $1,000,000. For projects under $1,000,000 use the AIA B104 (most current adopted version) Standard Abbreviated Form of Agreement Between Owner and Architect.
- Must include Agency Required addenda (CDBG and/or Agency addendum).
- Work scope must contain Construction Administration services.
- Work scope must include a minimum of 2 field visits/month.
- The architect's services are to remain in place until the Certificate of Occupancy is obtained or until the work is complete.
- Must delineate scope of services in each phase and show percentage cost of each phase.
- Must be a lump sum contract based on the Agency's fee schedule (Appendix A).
- As-built drawings, in PDF format, must be included in fee. These drawings shall include all scanned drawings from the contractor, the record copy from the field, and shall represent all changes to the building and site.
- Contract must list *NJHMFA Addendum to Architect's Contract* as forming part of agreement.

➢ Architect's E&O Insurance

- Refer to https://www.nj.gov/dca/hmfa/developers/insurance/

➢ Architect's Certification (Appendix B)

- Signed and sealed letter from the architect of record, stating that drawings and specifications (give exact dates) have been reviewed and are complete, code compliant, consistent across the disciplines, have been issued for construction, and are the basis for the construction contract; must include the latest civil drawings depicting the latest revision date, inclusive of any municipal Resolutions.

➢ 100% Drawings and Specifications in CSI format

- At Commitment: Via pdf copy for review. Must include Civil, all MEP's, structural, fire suppression drawings, and specifications.
- All NPS Part II, SHPO, Energy Star, and green program items, as required by financing, must be incorporated into the drawings and specifications, in order for TS to complete review.

- Include Geotechnical Report

- At Closing (or at preconstruction for permanent loans): Pdf copy of permit-approved construction drawings, signed, sealed and certified complete by the Architect of Record.
- Signed and sealed half-size hard copy set will be requested by the Agency's project representative.
- At Final Mortgage Closeout: As-built set via pdf, with field markings, electronically signed and sealed. These drawings shall include all scanned drawings from the contractor, the record copy from the field, and shall represent all changes to the building and site and be labelled "AS BUILT"

➢ Construction Contract

- Use AIA A101-2017, (or most current adopted version) with AIA 201 General Conditions, along with Agency Addendum **without modifications**. ***Alterations will result in a rejection of the document and delays to the review process. If the applicant believes the alterations are justified, an explanatory document must be submitted for review.***
    - Exclusions:
        - Conduit Bond Program projects without any Agency construction funds. (Consult Multifamily credit officer for acceptable form).
        - PHA projects that use HUD model contracts (If asked for a waiver – Executive Director and A.G.'s Office and/or the Agency Board may approve a form of contract other than the standard Agency contract).
- Must contain the Detailed Trade Payment Breakdown for closing.
- Must list dates of the **current and 100% complete** contract drawings and specifications.
- Must show length of construction period.
- Include the correct wage rate determination, if Davis Bacon or NJ Prevailing wages are required.
- 10% Retainage is required throughout construction.

  Requests can be made for reduction once the architect and NJHMFA Field Representative agree that construction has reached 50% completion. If all parties agree, a request for reduction will be considered.
    - *'Retainage shall mean an amount equal to (a)10% of the aggregate construction costs of the first 50% of the Work and Contract Sum and with the approval of NJHMFA and the architect of record, (b) 5% of the aggregate construction costs for the last 50% of the Work and the Contract Sum, it being the intent that the total Retainage held by the Owner upon completion of the Work in accordance with the plans and specifications shall be equal to 7.5% of the aggregate total construction costs.'*
- Completion Guarantee: P&P Bond for 100% of construction contract cost during construction, which may be converted to a Warranty Bond for 30% of the original construction contract amount, after the Certificate of Occupancy and the Architect's Substantial Completion letter have been received, to be in place for 2 years.

- NJHMFA shall only approve up to a maximum of 2% of the total hard costs for general contractor overhead expenses, and up to a maximum of 6% of the total hard costs for general contractor profit fees. Bonding and permitting fees are not permitted in calculations of overhead and profit costs. General requirements and/or general conditions are indirect costs incurred during the execution of a project, exclusive of material and labor costs. These are administrative and facilitatory project costs, generally spread out over the course of construction. NJHMFA shall only approve up to a maximum of 6% of the total hard costs for general requirements and/or general conditions. Limits apply to applications submitted for NHMFA and/or LIHTC funding.
- Contract must list *NJHMFA Addendum to Construction Contract* as forming part of agreement.

➢ Detailed Trade Payment Breakdown (Appendix C)

- Must include **Unit prices, quantities,** and **labor** for each line item.
- Indicate which type of wages apply: ◯ Non-Union ◯ Union ◯ Prevailing ◯ Davis Bacon
- Off-site Improvements: refer to the Multifamily Underwriting Guidelines for details.
- For projects with multiple buildings, itemize scope of work costs for each building individually.

➢ Minimum Net Square Foot Units Sizes for New Construction

Net Square Feet (NSF) shall mean the total square footage of the occupied area of a unit, excluding fixed assemblies such as walls and partitions (inside face of all walls).

MINIMUM REQUIRED UNIT SIZES			
UNIT TYPE	**MULTIFAMILY GUIDELINES**	**QAP**	
Efficiency/Studio	550 sf	550 sf	Provide furniture layouts for all unit types
One bedroom	600 sf	650 sf	
Two-bedroom	850 sf	875 sf	
Three-bedroom	1150 sf	1150 sf	
Four-bedroom	1250 sf	1250 sf	
Money Follows the Person requirements	https://www.nj.gov/dca/hmfa/developers/supportivehousing/		

➢ Age Restricted Buildings

- Provide an emergency alert call system with a central notification location or device.
- Provide grab bar(s), with blocking, to facilitate entering and exiting a bathtub or shower.
- Provide handrails on both sides of common corridors.
- Provide an emergency generator serving common areas and elevators.

➢ Rehab Projects

- Provide a matrix of work to be done in each unit and common space.
- For gut rehabilitation projects, a structural engineering report on the existing structure, acceptable to the HMFA and prepared by an appropriately licensed professional, must be submitted. All existing mechanical, plumbing, and electric systems must be replaced. If the degree of rehabilitation to be accomplished is less than substantial, a NJ licensed engineer's report describing the condition of these building systems, and listing their recommendations, must be submitted. For definitions of Rehabilitation, refer to the Multifamily Underwriting Guidelines.
- "As needed" is not an acceptable note on the drawings. The architect and owner should determine the full scope of work for each unit, and for all interior and exterior elements.
- In addition to a Phase I environmental study and a Phase II environmental study, if needed, provide evidence of testing for asbestos, lead in paint and water and radon (to the applicable regulations and standards). Provide abatement plans, to current NJ standards, if any contamination is found.

➢ Forms of Payment/Performance Bond or Letter of Credit, Cash Guarantee

- Agency is to be listed as Dual Obligee on the bonds.
- Payment & Performance Bonds shall be in the amount of 100% of the Agency-approved Construction Contract. At the end of construction, once the Certificate of Occupancy and Architect's Letter of Substantial Completion have been received, the P&P Bond may be replaced with a 30% Warranty Bond, (based on 30% of the original Construction Contract, not including any Change Order amounts). The payment and performance guarantee may be posted in the form of a 10% Letter of Credit or equivalent cash amount.

Project Standards

(These standards are subject to change. Be sure you are using the most current version)

- No TPO, PVC or Spray foam Roofing.
- EIFS must be water-managed (provide all proprietary manufacturer's details).
- Packaged Terminal Heat Pump's shall be inverter driven and designed to meet an ambient winter design temp of 10 degrees F without electric resistance backup.

- In all **Multi-story** buildings that contain an elevator, a trash chute and compactor are to be installed. Compactors and compactor rooms are recommended to be conveniently located for usage and waste removal.
- Fire sprinkler system: provide certification that system is in accordance with standards of utility having jurisdiction. Verify whether a holding tank or separate water line is required. Assure adequacy of the existing water supply to provide pressure and flow required for design flow. Show placement and sizing of sprinkler water tank, if required.
- Follow the QAP green and energy efficiency requirements guidelines, located at https://www.nj.gov/dca/hmfa/developers/lihtc/greenpoints/
- Provide a three-way switch for hallways and vestibules in apartments, with second switch near bedrooms, or wherever a room can be exited and entered through different portals.
- Cabinets must be installed using screws specifically designed for cabinet use. (Usually #8 or #10 washer-head screws with a minimum of 2 ½" length.)

Recommendations

- Provide overflow pans, with connected drain, under washing machines and water heaters above the first floor.
- Employ HUD KCMA Extreme Use/Severe Use cabinet specifications.

ACCESSIBILITY

Owners and design professionals are responsible for ensuring that all applicable federal, state, and local accessibility requirements are thoroughly evaluated and appropriately applied to each project. This includes, but is not limited to, the design and construction provisions and standards established under Title 24 of the Code of Federal Regulations, the Fair Housing Act, the Uniform Federal Accessibility Standards (UFAS), the Fair Housing Accessibility Guidelines, the Barrier Free Subcode (N.J.A.C. 5:23-7), which incorporates accessibility criteria from the IBC-NJ 2021 (N.J.A.C. 5:23-3.14) and ICC A117.1-2017, and the Rehabilitation Subcode (N.J.A.C. 5:23-6). It is the responsibility of the owner and their design team to assess the project's funding sources, building type, scope of work, and whether the project involves new construction and/or rehabilitation, to ensure that all applicable accessibility requirements are met accordingly. Failure to meet these requirements may result in non-compliance with local and federal regulations and could impact project progression and funding.

➢ Change Orders (does not apply to Conduit or Perm take outs)

- Are intended to be used only for unforeseen circumstances.
- Must be approved by the Architect of Record and/or the responsible design professional of record, e.g. civil engineer), Owner, NJHMFA field representative, and the Director of Technical Services before the work is completed and is not to be added to a requisition before the approval of all the above.
- No material changes will be approved without the design professionals' approval of the change.

- A change order must be accompanied by the signed AIA G701, along with a justification for the request. Explain why the condition could not have been foreseen during design.
- Maximum fees are 2% Overhead, 6% Profit, and 6% General Conditions each of which is to be calculated upon the base amount of the change order before totaling.
- General Conditions and Overhead & Profit are not to be added to items such as additional insurance and bonding.
- A credit must be included for the original specified item(s), along with the Net Change Order amount.

➢ Subcontractors

- The Architect shall provide a letter certifying that no subcontractor is on the NJ debarred list.

➢ Stored Materials

- Must be properly stored and protected on site.
- A requisition may be prepared in advance, and released upon verification of onsite materials, including modular boxes.

➢ Phase I and Phase II Environmental Assessments

- Provide, in pdf format, a Phase I Environmental Assessment in accordance with ASTM E1527-13, and, if recommended, a Phase II Assessment in accordance with ASTM E1903-11, or the most current adopted version.
- Provide the "Non Scope" items: Lead, Asbestos, Radon, and Water testing reports, and abatement, when required.

ADDITIONAL DOCUMENTS:

- Technical Services Requirements for Monitoring Project Construction:

https://www.nj.gov/dca/hmfa/developers/docs/techservices/ts_field_monitoring_reqs_2019nov.pdf

- Architect's Certification of Substantial Completion: use AIA form.

At Closing:

For small projects, if the permit fees will not be paid until Closing, please use the following "But For" letter format:

MUNICIPALITY

LETTERHEAD

CONSTRUCTION DIVISION

DATE

DEVELOPER NAME

DEVELOPER ADDRESS

RE: PROJECT NAME

PROJECT ADDRESS

BLOCK LOT

Dear DEVELOPER:

This letter will confirm that construction documents for the subject project have been received by this office, and have been reviewed for content necessary to be considered complete and code-compliant drawings and specifications.

Based upon that review, permits for the project's construction will be issued upon receipt of all required permit and inspection fees.

Yours truly,

Name of Official Signing

Title (Construction Official Building Subcode Official, etc.)