

Technical Services Presubmission Meeting Agenda

DATE: _____

Project: _____ HMFA#: _____

Sponsor: _____ Architect: _____

Contractor: _____

- Introduction of the design team and sponsor.
- Design team shall present a general overview of the drawings and specifications.
 - Scope of Work
 - Civil details: grading, drainage, utilities, etc. along with Site Costs separate from structures.
 - DOT approvals
 - DEP approvals
 - Hydraulic calculations
 - Sprinkler pump
 - Site specifications
 - Structure
 - Any significant details
 - Major materials
 - ADA features/requirements and any special units (Money Follows the Person units?)
 - Any cost concerns
 - Are Davis Bacon or Prevailing Wages required?
- HMFA design and documentation requirements
- Minimum net square footage requirements: Multifamily & Tax Credits
- Tax Credit green requirements
- Timing for 100% **signed and sealed** submissions
- Architects' certification of drawings, **including coordination of latest civil drawings.**
- Architect's insurance requirements
- Architect's Contract requirements

Developer, Architect, and Contractor have read and understand the NJHMFA Technical Services requirements:

Architect

Date

Developer

Date
