

2015

PAAO GRANT MANAGEMENT

W  **R** **I** **K** **S** **H**  **P**

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Managing Community Facilities Projects



Presented by:

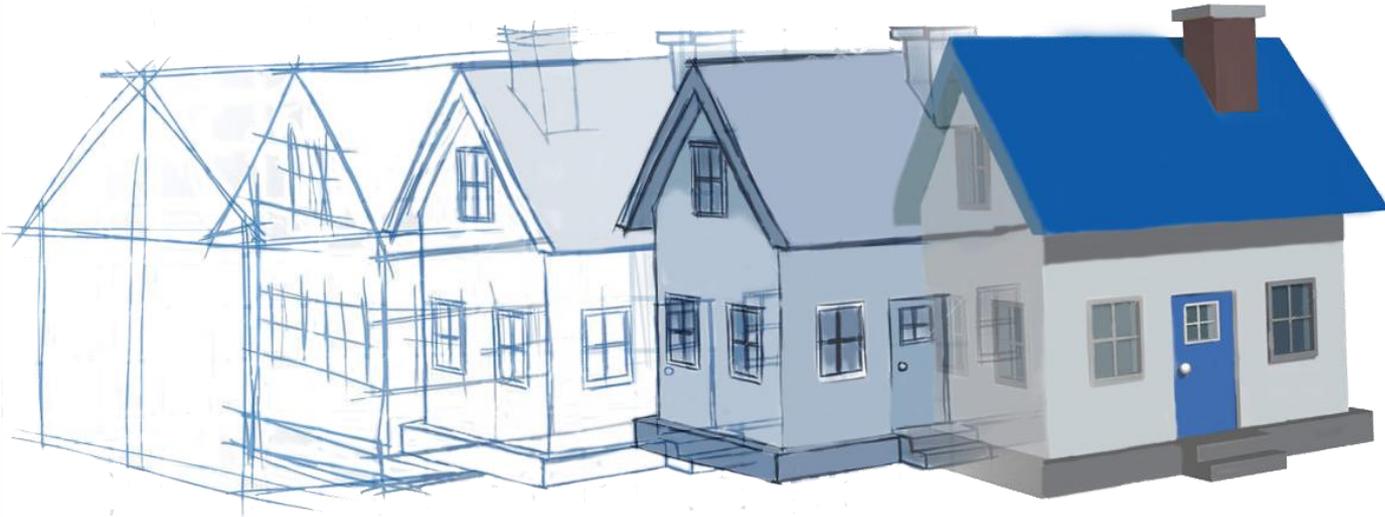
Mr. Jeff Cochran, P.E.

THE LANE GROUP

jcochran@thelanegroupinc.com

276.523.3771

- Have a Funded Project – Congratulations
- Properly Procured Your A/E
- Signed your Agreement with VDHCD
- Established your Management Team
- What Comes Next **??**
- A/E Service Agreement



FUNDING AGENCY EDITION PROFESSIONAL SERVICES AGREEMENTS

- American Institute of Architects (AIA) B-101
- Engineer Joint Council Construction Documents Committee (EJCDC) E-500

VDHCD APPENDIX K – ENGINEERING FEE SCHEDULE

- Determination of Basic A/E Fees
- aka “Fee Curve”
- Design Phase - 70%
- Bidding & Contracting Phase – 10%
- Construction Administration Phases – 20%

ADDITIONAL SERVICES

- Non-Government Permits, i.e. Railroad, Air Emissions...
- Geotechnical Investigations
- Property Acquisition & Easements, Surveys/Documents
- As-Built Drawings
- Asbestos & Lead Based Paint Surveys
- Archaeological Surveys
- ASTM Phase I Environmental Site Assessments
- Environmental Reports/Assessments - Species-Specific
- Other Specific Studies, i.e. Structural Analysis, Light Pollution...
- Additional Services Have to be Pre-Approved by VDHCD
- **VDHCD Allows up to 20 Percent of Basic Fee**

THESE ARE NOT ADDITIONAL SERVICES

- Design Topographic & Field Surveys
- VMRC Joint Permit Application (VMRC, VDEQ and USACE)
- Erosion & Sediment Control Permits
- VDEQ Stormwater Management Permits
- VDOT Land-Use Permit
- Review & Approval of Government Authorities Having Jurisdiction over the Final Design.

MULTIPLE FUNDERS

- Federal – USDA RD, ARC, HUD, EPA, TVA....
- State – VDEQ, VDH, VDOT, TICRC, VDCR....
- Private Foundations & 501.3.C's
- Local Match
- Funding Cycles
- Davis-Bacon Wage Rates
- Buy American Iron & Steel
- MBE/WBE Goals & Compliance
- Project Signs

PROJECT MANUAL

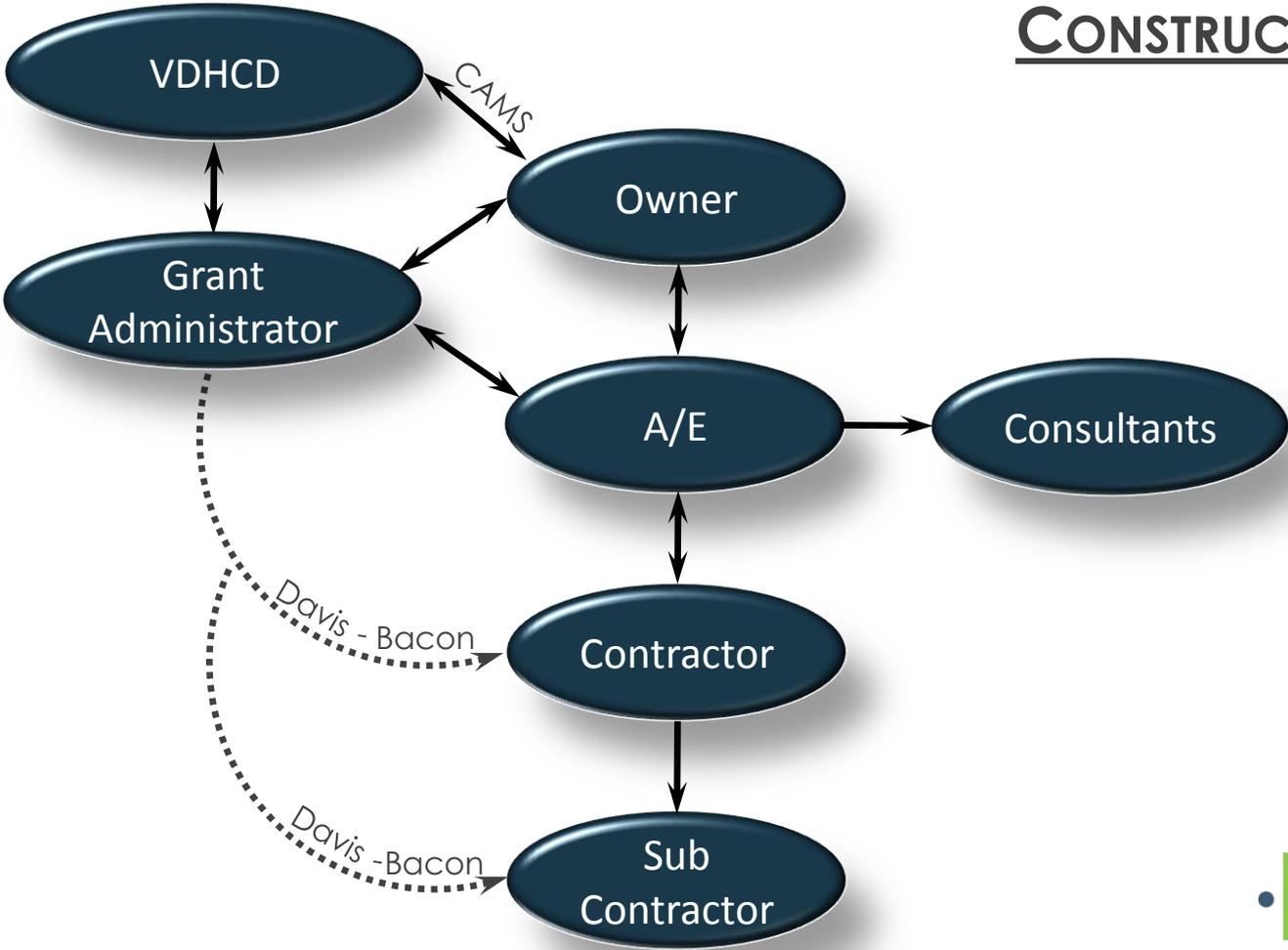
- Bid Documents (AIA/EJCDC)
 - ✓ Instructions to Bidders
 - ✓ Bid Form
- Contract Documents (AIA/EJCDC)
 - ✓ Owner-Contractor Agreement
 - ✓ General Conditions
 - ✓ Supplementary Conditions
 - ✓ Contract Administration Documents
- Agency Inserts (VDHCD, USDA RD, ARC, VDEQ, VDH, VDOT....)
 - ✓ Can be Multiple Funders
 - ✓ MBE/WBE Compliance
 - ✓ Davis-Bacon Wage Rates
 - ✓ Buy American Iron & Steel
 - ✓ Labor Standards
 - ✓ Etc.

MANAGEMENT TEAM

- Owner
- VDHCD Community Development Specialist
- Grant Administrator
- “Sparkplugs” & Stakeholders
- A/E Firm
- Other Consultants
- **Management Team DOES NOT Manage Design or Construction**



CONSTRUCTION TEAM



RESIDENT PROJECT REPRESENTATION (RPR)

- A/E May Provide Full-Time Representation or Periodic
- Water & Sewer – Full Time
- Buildings/Facilities - Periodic
- Services Performed by RPR:
 - ✓ A/E's Representative
 - ✓ Observes the Work
 - ✓ Directed by and Under the Supervision of A/E PM
 - ✓ Serves as A/E's Contractor Liaison
 - ✓ Deals with Subcontractors only Contractor Full Knowledge and Approval
- Services and Duties **NOT** Performed by the RPR:
 - ✓ Authorize any Deviation From the Contract Documents
 - ✓ Undertake any Contractor, Subcontractors, or Suppliers Responsibilities
 - ✓ Advise/Direct Work Means, Methods, Techniques, Sequences or Procedures
 - ✓ Advise or Issue Directives Regarding or Assuming Control over Security or Safety Practices
 - ✓ Authorize Owner to Occupy the Project in Whole or Part



BIDDING AND NEGOTIATIONS

- 30-Day Bid Advertisement
- A/E Reviews Bid/Recommends Award
- VDHCD Reviews Bids/Approves Contractor
- Verify Sufficient Funds
 - ✓ **VDHCD Does Not Allow Contingency**
- Contractor Insurance Confirmation
- Bids Can be Held up to 60 Days
- Other Agency Compliance Reviews
- Notice of Award (...Pending Loan Closing)
- Allow Other Funders Loan Closing(s)



NOTICE TO PROCEED

- Upon Securing All Funds
- Sets Contract Completion Date

CONTRACTOR-PAID PERMITS, BONDS & FEES

- Bid, Payment & Performance Bonds
- Erosion & Sediment Control Bond
- VDEQ Stormwater Management Permit Fee
- VDOT Land-Use Permit Bond & Inspection Fee
- Building Permits
- Railroad Insurance



CONSTRUCTION ADMINISTRATION

- Progress Meetings
 - ✓ Scheduled Monthly
 - ✓ Key Management Team, Contractor(s) and Regulatory Agencies
- Shop Drawings
 - ✓ Contractor Submits
 - ✓ A/E Reviews and Accepts
 - ✓ Acceptance Required Before Installing
 - ✓ Copies to Owner, Contractor, Vendor, RPR
 - ✓ Buy American Iron & Steel
- Pay Request
 - ✓ Generally Submitted Monthly
 - ✓ Retainage – 5.00%
 - ✓ A/E Field Reviews Installed Quantities
 - ✓ A/E Approves, Signs & Process Owner Signature
 - ✓ Grant Administrator Processes to VDHCD via CAMS
 - ✓ Multiple Funders and/or Divisions (Contracts)



CONSTRUCTION ADMINISTRATION - CONTINUED

- Change Orders (CO)
 - ✓ Contract Amendment or Supplement
 - ✓ Any Contract Change – Quantities, Cost, Scope, Schedule....
 - ✓ Cannot Proceed Without **ALL** Parties Signatures
 - ✓ Closeout CO Balances All Quantities
- Work Change Directive
 - ✓ Contractor Submits
 - ✓ A/E Reviews and Accepts
 - ✓ Acceptance Required Before Installing
 - ✓ Copies to Owner, Contractor, Vendor, RPR
- Field Orders
 - ✓ Minor Changes in Work

CONSTRUCTION ADMINISTRATION - CONTINUED

- Force Majeure (French – “Superior Force”)
 - ✓ Act of God
 - ✓ Extraordinary Event or Circumstance Beyond Parties Control
 - ✓ Prevents Parties from Fulfilling Obligations
 - ✓ Flood, Tornado, Earthquake, War, Strike, Riot, Crime....
 - ✓ Term Generally Not Used in Current Contract Language
- Certificate of Substantial Completion
 - ✓ Contract Schedule Compliance
 - ✓ Project Essentially Ready for Use/Occupancy
 - ✓ Can Be Partial Use/Occupancy
 - ✓ May List Addition Owner or Contractor Obligations
- Punch List
 - ✓ Generated at Substantial Completion Inspection
 - ✓ Documents Final Defective or Repair Items
 - ✓ Must Be Completed Before Final Payment Approval

CONSTRUCTION ADMINISTRATION - CONTINUED

- Final Pay Request/Closeout Change Order
 - ✓ Contractor Clean-Up
 - ✓ Contractor Provides Record Drawings
 - ✓ “Consent of Surety as to Final Payment”
 - ✓ A/E “Notice of Acceptability of Work”
 - ✓ Release of VDOT and Other Bonds/Permits
 - ✓ Closeout CO Adjusts Final Quantities/Time
 - ✓ Final Pay Request plus Retainage
 - ✓ Owner & Funder(s) Approve
- Warranty
 - ✓ Generally One Year – Materials & Labor
 - ✓ Can be Longer, If in Contract
 - ✓ Starts Over with Repairs
 - ✓ Requires Contractor Maintaining Insurance

CONSTRUCTION ADMINISTRATION - CONTINUED

- Recordkeeping
 - ✓ Vital to Effective Project Management
 - ✓ Multiple Funders

PROJECT ADMINISTRATIVE CLOSEOUT

- Not an A/E Function - Thank Goodness
- **GOOD LUCK**

