

# Rental Production Division: Architecture Department



*Strength, Dignity, Quality of Life*

**MISSOURI HOUSING**

DEVELOPMENT COMMISSION





# Architecture Department:

Aids the Development Team with:

- Firm Submission
- Construction Loan Closing
- The Construction Period
- Construction Completion
- Construction Close Out
- Loan Conversion



## Architecture Department:

Provides assistance with MHDC's  
Construction Compliance requirements.

Refer to MHDC's:

**DESIGN/CONSTRUCTION  
COMPLIANCE GUIDELINES  
(MHDC FORM 1200)**

Amended January 1, 2020  
(On the MHDC Website)

# Architecture Department: Architectural Review

- First submittal to MHDC is for Firm Submission Review:
  - **One** PDF copy of full sized Plans and Specifications is required to be uploaded to the MHDC Hightail site. Email Michael Zeigler for uploading directions.
  - Submitted to the MHDC Kansas City office as part of the Owner's Firm Submission package.



# Architecture Department: Architectural Review

- MHDC requirements for submission of architectural items can be found in the Design/Construction Compliance Guidelines.
- Architectural Staff reviews Architectural Construction Documents and Cost Exhibits included as part of the Firm Submission.



# Architecture Department: Architectural Review

- All reviews are assigned, monitored, tracked, and reported in MHDC's Kansas City Office.
- Plans and specifications are reviewed in the order received.
- Timing on resubmittal reviews will be determined on a case by case basis.



# Architecture Department: Architectural Review

- Architectural Firm Submission review comments on the construction documents are sent to the underwriter for issuance to the developer.
- A written response addressing each review comment shall be provided and submitted to MHDC's Architectural staff for review prior to closing.



# Architecture Department: Architectural Review

- MHDC engages an independent third party company to perform an upfront construction cost analysis for all approved developments in excess of six units.
- Should a cost analysis report be required by another lender or investor, we will work with that party to avoid duplicate costs.





# **Architecture Department: FIN-115 Contractor's/Mortgagor's Cost Breakdown**

- The FIN-115 is our reference form for hard construction costs.
- This form is used during all reviews and must be filled out in its entirety.
- Any changes to the plans and specifications after Firm Submission that affect costs must be adjusted on the FIN-115 and resubmitted.



# Architecture Department: FIN-115 Contractor's/Mortgagor's Cost Breakdown

- It is important the FIN-115 accurately reflects costs associated with each line item in the Contractor's/Mortgager's Cost Breakdown.



# Architecture Department: Architectural Review

- Plans and specifications must be fully complete, accurate, incorporate all reviews, and when feasible be ‘Permit Ready’ in order to be reviewed.
- To avoid delays, changes to the plans or issuance of addenda are discouraged after Firm Submission.



# Architecture Department: Architectural Review

- For expediency, our goal is to review the plans and specifications once.
- Revisiting the plans due to changes prolongs the review process.
- Poorly executed or incomplete plans delay the process and slows funding.



# Architecture Department: Architectural Review

- MHDC anticipates two addenda at most after Firm Submission.
- First addendum is in response to the Architectural Firm Submission Review Memo.
- Second addendum is when Davis-Bacon Wage Determination is pulled (if required) and bound into the specifications.



# Architecture Department: Architectural Review

- Provide a Signature Block on the Cover Sheet of the plans and a Signature Sheet as the first sheet of the Specifications.
- Required signatures are Owner, Architect of Record, General Contractor, and MHDC.
- Signature Block/Sheet shall have signature lines with addresses for each party.



# Architecture Department: Architectural Review

- All construction shall comply with the construction codes and ordinances of the Authority Having Jurisdiction and as such take precedence.
- MHDC will require the use of the 2018 International Building Codes if there is no code locally enforced.



# Architecture Department: Architectural Review

- All developments shall meet MHDC's recognized accessibility requirements.
- All new construction shall be designed using the principles of Universal Design.
- MHDC requirements for Universal Design can be found within the Design/Construction Compliance Guidelines, Exhibit 'D'.





# Architecture Department: Architectural Review

- A description of the Universal Design principles incorporated into the development must be provided on the plan cover sheet or submitted as a written document.
- In addition, Universal Design elements should be clearly noted and visible within the drawings.



# Architecture Department: Architectural Review

- A copy of the AIA Document A201-2007, General Conditions of the Contract for Construction, shall be bound into the specifications.
- A copy of the Federal Labor Standard Provisions, form HUD 4010, shall also be bound into the specifications.



# **Architecture Department: Development Characteristics Worksheet**

- Green Building or Sustainability remains an important component in MHDC Developments.
- Sustainable Housing Election is made on the Development Characteristics Worksheet.



# Architecture Department: Construction Loan Closing

- Second submittal to MHDC for Pre-Closing:
  - **One** PDF copy of the fully executed Plans and Specifications is required to be uploaded to the MHDC Hightail site. Email Michael Zeigler for uploading directions.



# Architecture Department: Construction Period

- Preconstruction Conference
- Monthly Draw Meetings
- Architect's Field Reports



# Preconstruction Conference

- MHDC requires a preconstruction meeting before work can begin on every MHDC project
  - Meetings are held after construction closing
  - Agenda is created and the meeting is facilitated by the General Contractor
  - Meetings are to be held at or near the project
  - Should have a majority of the subcontractors in attendance
  - MHDC may attend along with third party inspector

# Preconstruction Conference

- Agenda items to cover
  - How to handle change orders
  - Communication procedures
  - Hours of operation and construction schedule
  - Safety regulations
  - Certified payroll requirements if required - MHDC
  - Site visits/inspections
  - Payment request process
  - Contact Michael Zeigler at MHDC for a sample agenda



# Preconstruction Conference

- Meetings scheduled through Michael Zeigler and John Driver
- Usually once construction closing has occurred
  - Email Michael Zeigler: [michael.zeigler@mhdc.com](mailto:michael.zeigler@mhdc.com)
  - Include John Driver ([jdriver@mhdc.com](mailto:jdriver@mhdc.com)) and third-party inspector in communication
  - Present information on prevailing wage if required
  - Establish a monthly date and time agreeable to all parties for the monthly draw meetings.
  - A construction schedule shall be established and provided to our third party inspector





## Architecture Department: Construction Period

- After the Preconstruction Conference the Construction Phase of a project begins with a Notice to Proceed, with start date, that is issued by the Owner to the General Contractor.
- A copy of the Notice to Proceed must be provided to MHDC's Architecture Department and third party inspector.



# Architecture Department: Construction Period

- Monthly Draw Meetings:
  - It is the General Contractor's responsibility to have the G702-1992 (Application and Certification for Payment) ready for review and discussion at the meeting.
  - It is the Owner's responsibility to have the Architect of Record be in attendance at each draw meeting to review and discuss the G702.

# Architecture Department: Construction Period

- Monthly Draw meetings:
  - Provide MHDC's third party inspector with a draft copy of the pay app and schedule of values three days prior to the meeting.
  - **Note:** Draw meetings may require decisions to be made. So it is important that they be attended by all **Senior Team Members** if delays are to be avoided.

# Architecture Department: Construction Period

- Monthly Draw Meetings:
  - MHDC's third party inspector is required to review and discuss items in the G702/G703 during the meeting.
  - Not having these documents prepared and ready delays MHDC's third party inspector from preparing the Site Observation Report.
  - **Note:** Delays in the report equal **delays in disbursement of funds.**



# Architecture Department: Construction Period

- MHDC's third party inspectors are retained by MHDC as independent advisors to provide a monthly Site Observation Report.
- They act as MHDC's 'Eyes and Ears' in the field and should be treated as befits any representative of MHDC.



# Architecture Department: Construction Period

- Observations and concerns noted during inspections appear in the reports.
- These reports are read and reviewed.
- Issues will be addressed, performance noted.
- Being attentive to our third party inspector's comments and concerns is in everyone's best interest.



# Architecture Department: Construction Period

- Architect's Field Reports:
  - The Architect of Record is under contract via the B108 and MHDC's Rider (Exhibit 'A') to provide MHDC's Architectural Department with a minimum of one monthly Field Report throughout the construction period.
  - It is the Owner's responsibility to ensure that the Field Reports are submitted on a monthly basis and in electronic format.



## **Architecture Department: Construction Period**

- During the construction period all work is monitored, tracked, and processed in MHDC's Kansas City office.
- All communication, emails, submittals, etc. shall be directed to MHDC's Kansas City office Architecture Department.





## **Architecture Department: Construction Completion**

- Exhibit “B” Sample Punch List: Submit a Final Punchlist with initials & dates by the Contractor and Architect on all items to be completed or corrected by the Contractor prior to final acceptance of the development.
- Exhibit “C”: Submit Final Architects Certification; this is an MHDC form that we use to advance the final installment of permanent loan proceeds.

# Architecture Department: Construction Completion

- The owner shall submit a fully executed and signed AIA Document G704 Certificate of Substantial Completion for the entire project to MHDC at construction completion.
- At that time the owner will schedule a final inspection with the MHDC third party inspector assigned to the development.



# Architecture Department: Construction Completion

- The owner will submit copies of the Certificate of Occupancy permits to MHDC at completion of construction.
- If applicable, the owner will coordinate the list of incomplete work and the approximate dollar value per each line item.
- The list of incomplete items will be used to establish an escrow account for that work.



## **Construction Closeout: Latent Defects Inspection**

- The Owner, General Contractor, Architect, the Development Manager and MHDC shall be a part of the nine month warranty inspection scheduled by MHDC's compliance staff in our St. Louis office.
- Defects noted shall be documented by the Architect and issued to all parties. MHDC shall be notified once all corrections have been completed and signed off.



## **Construction Closeout: Construction Warranty Period**

- **Regardless of the actual date of unit occupancy, the Owner and/or Contractor shall warranty the work for a full 12 months after the “total development wide G704” Certificate of Substantial Completion is issued.**



# **Construction Closeout: Latent Defects Inspection**

- The twelve month warranty period starts on the date noted on the Certificate of Substantial Completion.



## **Architecture Department Issues to address:**

- **Each project is a TEAM effort!**
- **We are calling on the entire Development Team to assist with the following issues:**

# Architecture Department Safety Issues:

- Trip Hazards:







# Architecture Department Safety Issues:

- According to the CDC, falls are the leading cause of injury and injury related deaths among those 65 and older.



# Architecture Department Safety Issues:

- The ADA defines a trip hazard as any vertical change of 1/4" or more at any exterior joint or crack.
- Trip hazards are a serious issue.

# Architecture Department Safety Issues:





# Architecture Department

## Item of note:

- MHDC does not access **Shared File Sites** such as 'Dropbox'.
- Please do not send a link to documentation.
- Upload large documents to the MHDC Hightail site.
- We have a **75MB** size limit on emails.



# Architecture Department

## Item of note:

- Once an application is approved, MHDC shall be a participant in cost reduction changes to what was submitted.

# Architecture Department

## Item of note:

- The Architect that attends site meetings should be familiar enough with the project to make simple decisions.
- Needing to 'Present the issue' back at the office on every question delays the process.
- Often the 'issue' is overlooked completely.



# Architecture Department

## Item of note:

- There has been an increase of lack of attendance of 'Key' personnel at the time of the meetings.
- Cancellations: There have been numerous occasions when meetings have been cancelled without notifying MHDC's 3<sup>rd</sup> party inspector.



# Architecture Department

## Item of note:

- This situation results in an unnecessary trip to the site.
- This situation can be avoided with better communication.





# Architecture Department

## On the bright side!

“Overall this has some of the best finish carpentry seen on a tax credit project. As completion nears, it should be noted that this project is an excellent example of MHDC funding creating high quality affordable rental units.” (A note in an MHDC Report.)



# Architecture Department

- Only with YOUR help can we achieve better performance in procedures and quality in MHDC Developments!



## Contact Us:

For questions related to construction compliance you can contact the following persons by email or phone:

Kansas City Office

**Michael Zeigler, LEED  
Green Associate**

Architect

Missouri Housing  
Development Commission

920 Main, Suite 1400

Kansas City, MO 64105

816.759.6678 Direct

[michael.zeigler@mhdc.com](mailto:michael.zeigler@mhdc.com)

St. Louis Office

**Percy Bishop, AIA**  
Architect

Missouri Housing  
Development  
Commission

505 N 7<sup>th</sup> St, Suite 2000

St. Louis, MO 63101

314.877.1387 Direct

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**THANK YOU!**

