

# CONN-NAHRO 10<sup>TH</sup> ANNUAL CONVENTION AND EXHIBITION

## Hiring an Architect

– An Overview –

Presented by the

Connecticut Housing Finance Authority



# Seminar Purpose

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- To provide guidance to Housing Authorities on the Selection of An Architect.

# Technical Services Overview

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- Technical Services Staff
  - Mark Hirsch – Manager, Architectural & Construction Development
  - August Sarno – Senior Architect & Environmental Reviewer
  - Charles Emerson – Architect
  - Orrie Vardar – Field Observer
  - Robert Ottiano – Development Cost Analyst

# What is an Architect?

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- The architect is a professional who guides the Owner through the design and construction process. Licensed by the State of Connecticut, the architect is the only professional specifically trained to manage all aspects of the process from its initial design through the completion of construction

# What is the Architect's Function?

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- The architect solves space problems, manages your budget, protects your project from unreasonable extra costs, and resolves disputes that may arise with your town, other consultants or your builder

# General Background

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- Licensure as an architect is the result of a special educational process, rigorous training, and completion of a complex series of exams.
- An architect usually has a minimum of five years of professional schooling and three years' experience in the workplace before becoming eligible to take the licensing examination.
- Only licensed architects may use the title "architect" and their construction documents are required to bear the architect's seal before construction may begin.

# General Background

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- What Architects Do:
  - Translate your wishes and needs into plans for construction
  - Design custom work & installation
  - Prepare Contract Documents
  - Help you address building codes and regulations
  - Coordinate the work of consultants
  - Help you secure a contractor
  - Administers the Construction Contract

# Do You Need An Architect?

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- Items not requiring an architect:
  - Storm door replacement
  - Appliance replacement
  - Kitchen sink/fixture replacement
  - Minor kitchen cabinet replacement
  - Smoke detector replacement, unless a new hard wired system is installed

# Do You Need An Architect?

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- Items not requiring an architect:
  - Bathroom lavatory/fixture replacement
  - Toilet replacement
  - Termite treatment
  - Kitchen countertop replacement
- All other construction projects should utilize the services of an architect

# General Background

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- How to be a Good Client:
  - Good communication: Be clear about needs, preferences, intended use of space/building
  - Determine construction budget at onset
  - Do not begin any work until a signed agreement is in place
  - Review all information received from the architect promptly
  - Make decisions in a timely manner

# Hiring an Architect

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- The Owner hires an Architect:
  - Selection should be based upon qualifications, not the lowest fee proposal
  - The Architect is required to be licensed in the State of Connecticut
  - The Architect should have a track record of work similar in size, complexity and type
  - You should be convinced that the architect will listen to you
  - Check the Architect's references

# Hiring an Architect

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- CHFA Architect Qualification Requirements:
  - Licensed by the State of Connecticut
  - 5 years of relevant, multi-family residential design and construction experience

# Hiring an Architect

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- Sample questions to ask the Architect:
  - Does the Architect have specific design style? Can the Architect show examples of past design work on similar projects?
  - Who in the firm will you be dealing with directly? Is it the same person who will be designing the project? If not, who will be designing it?
  - How interested, and how busy is the Architect?
  - What would the Architect expect the scope of work and fee to be for this project?
  - What is the Architect's experience/track record with cost-estimating, and maintaining project budgets and construction schedules?

# Hiring an Architect

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- The Owner hires an Architect:
  - Be sure that your project will be a priority for the architect
  - Your architect should be philosophically, aesthetically and ethically compatible
  - Architect's services can vary. Match your preferences and the architect's.
  - Variations in cost reflect variations in service. You need to carefully define the scope of service, such as use of consulting engineers.

# Hiring an Architect

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- Negotiating a Contract:
  - Establish project requirements
    - Project Use
    - Project Site
    - Levels of Quality/Amenities
      - [CHFA Standards]
    - Role of the Project in the Community
    - Schedule Requirements/Constraints
    - Target Date for Completion
    - Budget Sources and Financing
    - Anticipated Development Team Members

# Hiring an Architect

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- Negotiating a Contract:
  - Describe Project Tasks and assign Responsibilities for each
    - Administrative
    - Design
    - Construction
    - Facility Operation

# Hiring an Architect

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- Negotiating a Contract:
  - Analyze Your Schedule Requirements
    - Establish a timeline for all tasks and responsibilities
    - Identify the tasks that, if delayed for any reason, will delay project completion
    - Take a critical view – allow enough time to review the Architect’s submissions, receive regulatory agency approvals, seek recommendations and make decisions
    - Make the Architect, and other key team members who must live with the final project schedule, aware of these requirements

# Hiring an Architect

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- Negotiating a Contract:
  - Use the results of your planning as a basis for the Architect's compensation
    - Ask the Architect to provide you with a compensation proposal that is based on the assigned project task responsibilities and final project schedule requirements

# Hiring an Architect

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- Negotiating a Contract:
  - The Owner-Architect Agreement
    - You and your Architect should now be of common mind on the key issues:
      - Project scope
      - Services
      - Responsibilities
      - Schedule
      - Construction Budget
      - Architect's Compensation

# Hiring an Architect

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- Negotiating a Contract:
  - The Owner-Architect Agreement
    - Use a written contract
    - Use AIA documents – the current consensus in the construction industry among organizations representing Owners, Lawyers, Contractors, Engineers and Architects
    - Consult legal and insurance counsel before signing any agreement
  - Understand that your Architect cannot warrant or guarantee results

# Hiring an Architect

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- CHFA Owner/Architect Agreement Requirements:
  - AIA Document B101-2007 Part 1 – Standard Form of Agreement Between Owner and Architect with Standard Form of Architect's Services
  - AIA Document B201-2007 Part 2 – Standard Form of Architect's Services: Design and Construction Administration (C/A)

# Hiring an Architect

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- CHFA Professional Liability Insurance Requirements:
  - \$1,000,000 (min.) for projects with construction costs of up to \$5,000,000
  - \$2,000,000 (min.) for projects with construction costs of up to \$10,000,000
  - \$3,000,000 (min.) for projects with construction costs over \$10,000,000, or as otherwise determined by CHFA on a case-by-case basis

# Hiring an Architect

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- CHFA Professional Liability Insurance Requirements:
  - All Professional Liability Insurance policies must be in effect as of the date of the Design Development document submission, and must remain in effect for a period of 7 years after substantial completion of construction
  - CHFA must be a named certificate holder on all Professional Liability Insurance policies

# Hiring an Architect

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- Owner/Architect Agreement
  - Submit draft of contract to Asset Management for review and comment
  - Submit a copy of the signed contract to CHFA Asset Management
  - Other professional consulting services may be required. If not provided under sub-contracts to the Architect, utilize a similar qualification-based selection process

# Hiring an Architect

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- Owner/Architect Agreement
  - Potential Additional Prime Consultants:
    - Licensed Land Surveyors
    - Soils Scientist/Geo-technical Engineer
    - Environmental Professionals

# Hiring an Architect

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- Owner/Architect Agreement
  - Potential Additional Architect's Sub-Consultants
    - Building Code Consultant
    - Energy Consultant
    - Site/Civil Engineer
    - Structural Engineer
    - Plumbing/Fire Protection Engineer
    - Mechanical Engineer
    - Electrical Engineer

# Role of the Architect

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- Construction Document Submission
  - The Architect submits one copy of all proposed Construction Documents to Asset Management
  - CHFA Technical Services conducts a review
  - Technical Services issues written comments to the Owner and Architect
  - The Architect responds as required:
    - Submits a written response and/or
    - Submits revised Construction Documents
  - Asset Management & Technical Services accept the final Construction Documents

# Role of the Architect

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- Owner's Bid Procedures
  - The Owner and Architect commence the Bid Phase based on the Owner's particular processes and requirements which may include:
    - Advertise for qualified General Contractors
    - Conduct a Pre-Bid Meeting
    - Review Requests for Information ("RFI")
    - Issue Addenda
    - Accept Bid Proposals

# Role of the Architect

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## ■ Construction Starts

- The Architects provides construction phase services:
  - Sets agenda/runs weekly job meetings
  - Prepares meeting minutes/progress reports with photos
  - Reviews/approves change orders and progress payment requisitions
- Technical Services may provide a Field Observer who will represent CHFA at weekly job meetings

# Construction Starts

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- The Owner determines how to monitor the scope of contract work on a daily basis
  - Clerk of the Works
  - Owner's Representative
  - In-house Construction Specialist
  - Collective on-site observations of the Executive Director and Staff

# Construction Contract Close-Out

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- The Architect provides construction contract close-out services
  - Prepares a Punch List
  - Collects/organizes required submissions
  - Equipment/system manuals
  - As-built-drawings
  - Reduction of Retainage

# Construction Contract Close-Out

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- The Architect provides construction contract close-out services
  - Releases of Liens
  - Certificate of Occupancy
  - Other permits as may be required
  - Final Payment Requisition

# Technical Services Overview

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- CHFA Technical Services' Role:
  - Implements CHFA Standards of Design and Construction through:
    - Design Review
    - Construction Contract Documents Review
    - Construction Cost Review
    - Construction Observation

# Technical Services Overview

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- CHFA Technical Services' Role:
  - General Review Considerations for Design and Construction Documents:
    - Utility
    - Convenience
    - Health and Safety
    - Accessibility
    - Comfort
    - Indoor Air Quality

# Technical Services Overview

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- CHFA Technical Services' Role:
  - General Review Considerations for Design and Construction Documents:
    - Quality Materials
    - Durable Details
    - Energy Efficiency/Lower Operation Costs
    - Sustainability/Resource Conservation

# Technical Services Overview

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- CHFA Technical Services' Role:
  - Specific Review Considerations for Design and Construction Documents:
    - Standards and Codes Considerations
      - Current annual update of CHFA Standards of Design and Construction, which incorporate:
        - DECD Standards
        - Current State of Connecticut Building Code
        - Federal Housing and Equal Opportunity Laws

# Technical Services Process

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# QUESTIONS?

