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# Connecticut Housing Finance Authority

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Pre-Construction  
Guidelines

2018

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**These Guidelines are effective January 2018**

## TABLE OF CONTENTS

I.	GENERAL INFORMATION .....	3
II.	JOB MEETINGS.....	3
III.	CHANGE ORDERS .....	5
IV.	PROJECT SIGN.....	7
V.	TESTING OF MATERIALS .....	7
VI.	STORED MATERIALS .....	7
VII.	PERMISSION to OCCUPY .....	8
VIII.	REDUCTION/RELEASE of RETAINAGE.....	8
IX.	FINAL CLOSING.....	9
X.	PUNCH LIST ITEMS.....	10
XI.	CHFA FIELD OBSERVER SCOPE OF SERVICES.....	14
XII.	ACKNOWLEDGEMENT AND ACCEPTANCE.....	15
XIII.	CHFA FIELD OBSERVER LIMIT OF AUTHORITY GUIDELINES.....	16

## **I. GENERAL INFORMATION**

Attendance at the Pre-Construction meeting is important to the construction of the project. Attendees at the meeting should include the owner/developer, architect, general contractor, and CHFA staff including the Technical Services staff member, Field Observer and Underwriter.

### **A. Payment and Performance Bonds, Permits and Construction Period**

The GC shall provide Payment and Performance Bonds for the full (100%) value of the Construction Contract. For reimbursement at Initial Closing, the Contractor shall provide proof of payment such as a paid receipt or paid invoice. The GC shall provide a Building Permit from the city or town where the development is being constructed. For reimbursement at Initial Closing, the GC shall provide verification that the permit has been paid for with a paid receipt or invoice detailing the amount paid for the permit. The Project Cost Summary submitted at Initial Closing shall be updated to reflect these amounts.

The construction period is XX months as agreed in the General Contractor's (GC) contract. CHFA requires that the contractor divide the total amount of general requirements by the number of months expected for construction. The contractor is permitted to include one month's general requirements in each requisition. Overhead and profit shall be calculated using the percent complete for the construction project.

### **B. Construction Progress**

Each development has an assumed monthly contractor requisition draw amount. As the project progresses, CHFA will compare the actual requisition amounts against the assumed monthly construction cash flow. If a large enough difference begins to appear between the two amounts, the development team (developer/owner, GC, and architect) will be asked to explain the construction delay and to generate a recovery plan or a schedule to get the project back on the originally expected completion path. Note: The completion/occupancy date becomes very important for projects that use tax credits as part of their funding source.

## **II. JOB MEETINGS**

- A. The CHFA Field Observer will travel with his/her office supplies (laptop computer, etc. if necessary). It is expected that the CHFA Field Observer will have a place to sit (a table or desk) when they make their site visits.
- B. Job meetings conducted by the architect, and attended by the project manager, job superintendent and developer/owner, shall be held weekly, or more frequently as required by the field conditions. The CHFA Field Observer will attend job meetings bi-weekly or as otherwise may be required by CHFA. Notice of job meeting dates and times shall be forwarded to the Field Observer and CHFA Technical Services at least one week prior to each meeting, and any changes shall be communicated promptly to all team members.

- C. Job meetings shall be conducted according to an agenda prepared by the architect, who will record and distribute meeting minutes to all attendees, the CHFA Field Observer and CHFA Technical Services. It is expected that this meeting will occur in a job trailer located on the construction site or in a room or area that is used as a contract field office in an existing building on site.
- D. It is expected that job meetings will also be held weekly between the contractor and their subcontractors. Meeting minutes for these meetings should be kept by the GC/construction manager. These minutes are not required to be distributed to CHFA or the rest of the project team but should be available to CHFA, if requested.
- E. The architect and GC shall adhere strictly to the contracted 5-party stamped and signed plans and specifications, as well as federal, state, and municipal codes and regulations. Changes to the contract drawings and specifications shall occur only through the change order process. The contract drawings and specifications that the team initialed as part of the initial closing serve as the basis for the contract scope, including any stamped/signed addenda.
- F. The architect shall conduct a weekly field inspection and send an observation report to the CHFA Field Observer and CHFA Technical Services. The architect's field observations/inspections can be noted in the weekly project meeting minutes that are distributed to the development team.
- G. The project superintendent will maintain daily logs in the field office, which shall be available to the CHFA Field Observer during working hours. Logs shall include a list of subcontractors, on-site manpower, quantities of materials delivered, work performed, light and heavy equipment in operation on the job (scaffolding, hoists, etc.). The GC's standard format for this information is acceptable to CHFA.
- H. Copies of all communications concerning project construction shall be given to the CHFA Field Observer and CHFA Technical Services. All architects' field orders shall be reviewed by the CHFA Field Observer prior to submission to CHFA. The development team is required to keep the CHFA Field Observer in the loop with issues that can potentially affect the contract scope, contract time, contract amount or adherence to the CHFA Multifamily Design, Construction and Sustainability Standards.
- I. Types of Communications may include:
  - 1) Architect's Supplemental Instructions (ASI's);
  - 2) Construction Change Directives (CCD's);
  - 3) Proposal Requests (PR's);
  - 4) Requests for Information (RFI's) and RFI Logs;
  - 5) Proposed Change Orders (PCOs) and PCO logs; and,
  - 6) E-mails that relate to the above.

### **III. CHANGE ORDERS**

There are two types of Change Orders: Typical Proposed Change Orders and Owner's Change Orders. An Owner's Change Order (OCO) is used for work proposed to be done by an entity other than the contracted GC for the project which is also outside of the GC's Contracted scope of work. The funding source for this work may be different, or it may still be CHFA funding. Therefore, the GC will NOT include the cost of this work in their Cost Certification since they did not perform the work or receive payment for it. The Mortgagor can include the cost of this work on their Cost Certification, however.

The Owner should still sign the Owner's Change Order form; however, the entity performing the work shall also sign, as well as the architect, unless the architect is not involved with the Change Order.

If the Owner requests that additional work be done by the GC, and this work is outside of the contracted scope of work, this is considered a typical Change Order and is NOT considered an Owner's Change Order. The cost of this work will be included in the GC's Cost Certification since they performed the work and were paid for it.

All owner's change orders (OCO) should be noted as such on the CHFA Change Order Form. The typical designation of PCO would be changed to OCO and be numbered separately from the PCOs.

- A. CHFA may consider PCOs to the contract documents. PCOs will be prepared on CHFA's "Construction Change Order Request – Form 2437". The PCO package including Form 2437, letter from the Architect and any back-up documentation associated with the PCO will be uploaded by the owner/developer to CHFA ShareFile. Electronic package must be submitted in color and all signature documents must be executed in blue ink. If the owner/developer is unable to upload the package via ShareFile, original copies must be delivered to CHFA.
- B. The project architect is required to provide a cover letter stating his/her opinion on the acceptability of the PCO, which shall include an explanation as to the necessity of the work and why the work was excluded from the original plans and specifications.
- C. CHFA will only fund that portion of the PCO that would be the expected cost, as if the proposed changes were originally scheduled and bid. Any costs in excess of that amount will be funded by the developer/owner. PCOs submitted due to errors and omissions in the Contract Documents shall NOT be approved for payment and will be the responsibility of the architect. CHFA reserves the right to determine if approval of a change order is warranted and each request will be reviewed on a case-by-case basis.
- D. All PCOs regarding construction design or substitution of specified materials shall be accompanied by sketches and appropriate back-up information to include quantities, sizes, unit prices, subcontractor and/or material suppliers' quotes. Labor costs shall be shown as number of hours times rate as shown on payroll forms. The percentage for overhead & profit and general requirements shall be at or below the amount accepted in the original contract as shown on the exploded trade payment breakdown.

- E. Additional payment and performance bond and building permit costs that have been incurred through the Change Order process may be funded with each PCO request. The GC is to provide proof of payment of these items; must be attached as part of the required PCO backup material. If the backup material does not include adequate proof of payment, CHFA will remove the bond and building permit costs from the PCO and continue with the review of the PCO. Additional payment and performance bond and building permit costs may be funded once, at the completion of construction. CHFA will require proof of payment of these costs before the PCO will be accepted and funded.
- F. If hard cost savings have been realized and submitting 100% lien waivers for the prior months requisition is not possible, a credit change order documenting this savings is recommended so this savings can be used in the project for additional betterments. Otherwise, the contractor should submit a lien waiver for this differential to document the profit received.
- G. A copy of the approved change order will be forwarded to the owner upon approval by CHFA. The owner shall note that only the front page of the change order form is required to be forwarded to the GC.
- H. No work on a proposed construction change will be approved for funding by CHFA unless an executed CHFA approved PCO is obtained PRIOR to the commencement of the work. In addition, a PCO may not be accepted for review and funding if submitted following completion of 95% of the work (any exceptions to be solely determined by CHFA).**
- 1) Each PCO must be reviewed, approved and signed by the entire development team, including the CHFA Field Observer, before submittal to CHFA Technical Services. Once submitted to CHFA, each PCO will be reviewed by the following:
    1. CHFA Technical Services (who signs the form); and,
    2. CHFA Underwriter or Asset Manager (who signs the form).
  - 2) All calculations must be shown on a PCO summary page that precedes the backup information. The GC must show the costs for each subcontractor as well as the calculations for the overhead and profit proposed in the proposed change.
  - 3) The GC must make sure the backup information is complete and clear:
    1. If multiple costs are shown on backup material, mark or highlight the cost being carried in the PCO; and,
    2. Make sure each subcontractor's backup cost is on their letterhead and is signed by someone who represents the company. If the signature is not legible, ask that they print their name under their signature.
  - 4) When the PCO is citing unit prices that were part of the original contract, please attach a copy of the page from the original contract that shows the unit price. CHFA review time will be expedited if CHFA does not have to retrieve the original contract to research the validity of each unit price.
  - 5) CHFA Construction Change Order Request – Form 2437 is a one page form located on the CHFA website.
  - 6) Technical Services should be provided the contact names and information of the Development Team members who should receive change order information once approved or denied.

#### **IV. PROJECT SIGN**

The GC shall post a sign as required by CHFA prior to or upon the start of construction. Any other construction signs, including the municipality's, should be separate from the CHFA sign. The specific sign requirements and specifications can be obtained from CHFA Technical Services.

#### **V. TESTING OF MATERIALS**

- A. Tests of materials used in construction shall be conducted by an approved testing laboratory. If deemed necessary by the CHFA Field Observer, additional tests may be required. Test results must be mailed directly from the testing laboratory to the CHFA Technical Services assigned to the construction phase project review, the CHFA Field Observer, the architect, and the engineer. Third party testing is usually outlined in the statement of special inspections as required by the State of Connecticut building code. Third party testing that may be required by CHFA, but not by the local Connecticut building departments, may include but are not limited to: window air and water infiltration tests and blower door tests of select apartments.
- B. It is expected that the GC will comply with safety regulations and housekeeping requirements as set forth in the contract general conditions and according to industry standards.
- C. The GC shall provide a complete list of subcontractors to CHFA Technical Services, prior to the start of construction. This list must be updated throughout construction if there are any changes or substitutions in subcontractors or vendors.
- D. Copies of all approved shop drawings shall be made available to the CHFA Field Observer at the field office. A copy of transmittal sheets for shop drawings shall also be provided to the CHFA Field Observer, as requested.

#### **VI. STORED MATERIALS**

- A. Stored materials may be funded by CHFA only if there is a long lead-time. Site-specific items include precast concrete, structural steel, elevators, and large project-specific mechanical equipment. Acceptable storage space with appropriate security measures must be available on-site. Off-site storage anywhere other than a manufacturer's facility is unacceptable. Such funding is not meant to finance contractors for materials easily obtained and readily incorporated into the work. The development team must submit a request noting the list of items and a rationale for specific items to be considered for funding as stored materials prior to the start of construction. CHFA will consider such requests on a case-by-case basis.

Upon acceptance by CHFA, the GC shall provide the following:

- 1) Insurance, including, but not limited to, casualty and theft for the stored materials and the storage facility (if the materials are stored anywhere other than the manufacturer's facility). Please check CHFA's website for insurance requirements;
- 2) Bonding company's consent to the off-site storage;
- 3) UCC-1's for the stored materials creating a security interest for CHFA;
- 4) The CHFA Field Observer's report which approves the storage environment and confirms acceptable delivery to the facility of the subject items; and,

- 5) All materials must be readily available for inspection by the CHFA Field Observer and CHFA. Once the stored materials request is approved by CHFA and construction commences, a “Contractor’s On-site Inventory Requisition – Form 5372 MR11” must be completed and attached to each monthly requisition. This form captures the listing of all stored materials and charts how much has been installed from month to month. Once this form starts being used in the construction phase, it must continue to be included until all the stored materials have been installed even if there was not a change from the previous month. All new inventory must be accompanied by copies of invoices or paid receipts. This form must be signed by the same team who sign the GC’s requisition.

## **VII. PERMISSION to OCCUPY**

In the case of new construction, gut or substantial rehabilitation, Permission to Occupy (PTO) forms shall be accompanied by the signed Certificate of Substantial Completion and the Final Certificate of Occupancy from the jurisdiction, in addition to all completed punch lists. Temporary Certificates of Occupancy are NOT acceptable.

- A. The PTO site visit will be conducted by the assigned CHFA Field Observer after items on the architect’s and GC’s punch-lists have been amended and the units are cleaned.
- B. The CHFA Field Observer will conduct a site visit of each completed apartment and check items as outlined on the CHFA punch list inspections report. The CHFA Field Observer may generate another punch list based upon the site visit that will have to be addressed before the PTO paperwork can be signed off. The CHFA Field Observer may discontinue the site visit at any time when the items on the list are too long or repetitive in nature.
- C. When the project is ready for occupancy, after all punch-list items have been completed, the architect shall assist the developer/owner in preparing and executing a CHFA PTO form which shall be signed by the owner/developer, GC, architect and CHFA Field Observer. The PTO form and all associated backup documents shall be submitted to CHFA Technical Services for review and approval.
- D. In cases of minor or moderate rehabilitation when residents do not vacate units during the renovation work, Permission to Occupy forms shall not be required. However, the Certificate of Substantial Completion is still required for the project. Also, the jurisdiction may issue an inspection notification letter in lieu of the typical Certificate of Occupancy if the residents did not vacate the units during the construction. A notification from the jurisdiction indicating a final inspection is required in lieu of a Certificate of Occupancy.

## **VIII. REDUCTION/RELEASE of RETAINAGE**

After the PTO request has been submitted, reviewed and approved by CHFA, the GC may request a reduction in retainage from 5% to 2½%, subject to CHFA’s approval.

The following items need to be obtained before the PTO request will be considered:



- 1) Certification from the GC of its current list of payables;
- 2) Certification from the GC stating that sub-contractor and suppliers will share in the reduction of retainage on a pro-rata basis;  
Written consent from the bonding company to the reduction of retainage (consent form must include CHFA as dual obligee). The consent shall be an original document signed and sealed;
- 3) 100% lien waivers from all subcontractors and suppliers (this is the same requirement as for the monthly requisitions);  
Certificate of Substantial Completion issued by the architect (AIA Form G704) and signed by the developer/owner, architect and GC);  
Final Certificate of Occupancy or inspection report issued by the governing building department for moderate rehab projects where residents remained in place during construction;
- 4) Statement of Compliance from the mortgagor's CT-licensed environmental professional stating that all remediation work has been performed according to all local, state and federal regulations. This includes statements from CT licensed asbestos and lead-based paint contractors, and in addition, shall include radon testing results at all ground level units after substantial completion has been achieved;
- 5) Certificate of Actual Cost from the GC, which has been certified to by an independent certified accountant; and,
- 6) The GC and owner/developer shall be in compliance with all CHFA procedures and policies including the CHFA VLI policy requirements and all affirmative action requirements.

## **IX. FINAL CLOSING**

When the project is ready for final closing and the GC has requested the reduction and/or release of the balance of the retainage, the following documents shall be submitted:

- 1) Certificate of GC confirming final payments to subcontractors and suppliers;
- 2) Bonding company consent to the release of retainage (original signed, sealed consent form, with CHFA noted as obligee);
- 3) 100% final lien waivers from all subcontractors, vendors and suppliers;
- 4) Statement of Compliance from the mortgagor's CT-licensed environmental professional which includes radon testing results at all ground level units;
- 5) Certificate of Substantial Completion issued by the architect (AIA Form G704 and signed by the developer/owner, architect and GC);
- 6) One (1) electronic copy (CD or ShareFile upload) of the owner's operating and maintenance manuals, warranties for labor, material and equipment for building components identified in the project manual;
- 7) One (1) signed and sealed copy and (1) electronic copy (CD or ShareFile upload) of the As-Built A-2 Survey, including the specific survey certification statement language that can be found in the latest CHFA "Construction Guidelines: Project Planning and Technical Review Process";
- 8) One (1) electronic copy (CD or ShareFile upload) of the as-built drawings and specifications prepared by the GC, as verified and approved by the architect; and,
- 9) Any other documents required pursuant to the construction contract or as may be required by CHFA.
- 10) The GC and owner/developer shall be in compliance with all CHFA procedures and policies including the CHFA VLI policy requirements and all affirmative action requirements.

## **X. PUNCH LIST ITEMS**

The CHFA Field Observer may review items including but not limited to those listed on this summary. This list is not intended to be “all inclusive” for every type of project. It is intended to serve as guideline for what types of things the CHFA Field Observer will be looking for during the final punch list phase of the project.

In general, the CHFA Field Observer will be looking to ensure that the items outlined in the contract documents have been installed in the project. The workmanship and quality must be consistent with the contract documents and that of the construction industry.

Below are specific items that will be reviewed.

### **I. Bathrooms:**

#### **1) Toilet:**

- a. Check that the toilet is seated firmly on the floor with no movement.
- b. Check that the toilet is caulked to the floor (and the wall if appropriate) all the way around the toilet base.
- c. Check toilet operation – flush three times to make sure the toilet tank fills in a reasonable amount of time and shuts off automatically.
- d. Check inside the toilet tank to see that components appear in order and that “cold” water is used for the toilet. (In the past, we have seen the hot water was mistakenly piped to the toilet).
- e. Check that seat is installed and securely attached.
- f. Check that the water supply stop is functional and that it does not leak when shut off and turned back on.

#### **2) Shower:**

- a. Check operation of the shower control/diverter. Make sure hot water comes out when set to hot (check for anti-scald operation) and cold water comes out when set to cold. Exercise diverter tub fill to shower operation.
- b. Check and exercise tub stopper function and let the tub fill (when checking the water temperature) to make sure the stopper works properly.
- c. Check that the drain assembly is caulked to the tub/shower.
- d. Check that all grab bars are secure and do not move.
- e. Check the top of the shower surround to ensure that it is clean and free of drywall compound, dried paint drips and most importantly, caulked to the wall.
- f. Check the face of the shower/tub enclosure to make sure it is caulked to the walls and the floor.

#### **3) Lavatory:**

- a. Check that the hot and cold water are piped to the correct faucet.
- b. Check that the hot water gets hot and that anti-scald operation keeps the water from getting too hot.
- c. Check the function of the stopper and the overflow – let the lavatory fill when testing the water faucet function.
- d. Check under the cabinet when the lavatory is draining for leaks. Check waste trap for leaks when water is draining from the lavatory.
- e. Exercise both water supply stops to make sure they hold and do not leak.
- f. Check top of lavatory:
  - i. Make sure sink is caulked to the counter/wall.
  - ii. Make sure back and side splashes are caulked to the walls and the counter.

- g. Check to make sure that escutcheon plates are properly installed around the supplies and the waste line so there are no openings in the wall under the sink.
- 4) Exhaust Fan/Light:
  - a. Turn on light and fan - check for proper operation.
  - b. If the unit has a heating lamp - check operation.
  - c. If there is central system toilet exhaust, place a piece of toilet paper over the grille to make sure it is drawing air. (Also obtain a copy of the final testing and balance report if required by the contract documents).
- 5) Medicine Cabinet:
  - a. Make sure the light functions (if attached).
  - b. Make sure shelves are included and in good condition (contractor must replace broken or chipped shelves and mirror glass).
  - c. Test function of door to make sure it opens and closes easily and latches closed.
  - d. Check mounting height in accessible units.
- 6) Receptacles:
  - a. Check that there is a GFI near the lavatory.

## II. Kitchen:

- 1) Range:
  - a. Check to make sure the racks are included in the storage drawer under the range.
  - b. Check to see that the owner's manual is included in the nearest base cabinet drawer.
  - c. Check that the anti-tip bracket is installed so the unit will not tip forward if weight is applied to the open oven door.
  - d. Check operation of all burners and the oven.
  - e. Check that the oven light comes on.
- 2) Microwave:
  - a. Check that the glass revolving platter is included.
  - b. Check that the owner's manual is located in the nearest base cabinet drawer.
  - c. Check that the clock function works properly.
  - d. Check that the unit is functional and that the light comes on when the door is opened.
- 3) Refrigerator:
  - a. Check to make sure all the drawers and shelves are included in the refrigerator and the freezer.
  - b. Check that the unit is functional (cold inside) and that the light comes on when the door(s) are opened.
  - c. Wheel out the unit and view the rear of the unit to make sure the coils are not bent and damaged.
  - d. View the gasket around both doors and make sure it is in good condition.
  - e. View the surfaces of the refrigerator to make sure it is not dented, scratched or damaged.
- 4) 4) Exhaust/Range Hood:
  - a. Check operation of light and fan.
  - b. Make sure the filter is included in the unit (and that the filter is clean and free of construction dust).
  - c. Check the exhaust duct as it rises through the upper cabinet – make sure it is connected and the duct is sealed around the opening through the cabinet.
- 5) Kitchen cabinets:
  - a. Check operation of all drawers and doors. All must be plumb, level and secure.
  - b. Check for Lazy Susan unit in the corner if specified.

- c. Check that shelves are included in each cabinet unit. Check that they are properly supported with minimum of four clips per shelf. Longer shelves have an intermediate shelf support behind the center cabinet post.
  - d. Check that vinyl base is installed in the kick space.
  - e. Check that the kick is continuous in the corner where the base cabinet units come together.
  - f. Check counter surface for defects and flaws.
  - g. Check that counter backsplash and side splash is caulked to the wall (and counter if appropriate).
  - h. Check that GFI receptacles have been installed above the backsplash (check for code required spacing).
- 6) Kitchen Sink:
- a. Check operation of the faucet – hot/cold water on the proper side - make sure water gets hot (check anti-scald to make sure water does not get too hot).
  - b. Check to make sure stopper functions and the water fills.
  - c. Check the underside of the cabinet as the water drains for leaks and that the waste line is secure.
  - d. Check the operation of the disposal unit (if provided).
  - e. Look under the sink to ensure there at least two hold down clips per side of the sink unit and that the unit is sealed to the counter with plumber's putty.

### **III. Doors:**

- 1) Hardware:
  - a. Check the function of the passage/locksets. Make sure the doors close and latch freely. Make sure strike plate is installed.
  - b. Check that all hinges have screws installed and that hinge pins are fully seated.
  - c. Make sure a floor or wall stop is installed to protect adjacent walls from door lever/handle.
- 2) Doors and frames:
  - a. For wood doors, make sure top, bottom and edges of each door are finished as well as the faces.
  - b. On the top and side corners of the door frame trim, make sure the factory staple/nail holes are filled and sanded then painted. These holes should not be visible after the frame is finished.
  - c. Make sure stops are continuous and secure.
  - d. Check for trim on the inside of the closet door frame.
  - e. Check for weather stripping on exterior doors.
  - f. Check that the exterior doors close tightly to the bottom threshold.
- 3) 3) Bi-fold Closet doors:
  - a. Bi-fold closet door must sit square in the cased opening. The space between the door and the cased opening must be uniform.
  - b. The door must have a pull placed such that the doors can be easily opened.
  - c. The top track must be set level and square in the cased opening.

### **IV. Closets:**

- 1) Must have a coat rod and shelf. Brackets need to be able to support hanging clothes so should not be spaced more than two stud spaces apart.

### **V. Windows:**

- 1) Check operation of each window.
- 2) Make sure each window unit can lock/unlock freely.

- 3) Check that insect screens are installed in all windows.
- 4) Check that all window glass units are clean, not damaged, cracked or clouded (broken seals).
- 5) Check operation of the window treatments – blinds, curtains, etc. Make sure all wands are included.
- 6) Make sure the window sill is caulked to the window.
- 7) Check the paint around the window unit to ensure paint stops on the trim and does not get on the window unit (if factory finished window units are used).

**VI. Receptacles and switches:**

- 1) All wall receptacles and switches must be square and plumb.
- 2) Receptacles and switches must not have any paint on them.
- 3) Cover plates must completely cover the hole in the wall.
- 4) Screws in the cover plates should all be facing the same direction.
- 5) Receptacles and switches must be flush with the cover plate and secured in the workbox.
- 6) Receptacle and switch cover plates must be flush with the wall. The corners cannot be away from the wall such that a resident can cut their fingers on the cover plates.
- 7) Randomly test receptacles with plug in tester (test the GFI function as well).

**VII. Carpet/Vinyl Tile/Sheet Goods/Base:**

- 1) Make sure flooring is free of defects.
- 2) Make sure there are no foreign objects under the flooring that create a visible bump or tripping hazard.
- 3) See that the base is straight and is tight to the flooring.
- 4) Check each corner to make sure the base is tight inside the corner. Rounded base installations in a square corner will need to be corrected.
- 5) Vinyl base must be tight to all door frames, millwork, etc. Spaces between the end of the base and an adjoining material or surface are not acceptable and will need to be corrected.

**VIII. Walls and ceilings:**

- 1) Nail/screw pops are an unacceptable condition. Walls and ceilings must be free of these defects, smooth and evenly painted.
- 2) Wall surfaces must be straight and free of “bows” and “bulges”.
- 3) There cannot be dried paint drips on any painted finish.
- 4) All drywall seams and patches must be smooth and blend into the wall finish – visible seams are not acceptable.

**IX. Light Fixtures:**

- 1) Lenses and/or globes must be clean.
- 2) Must have bulbs of the correct wattage for the fixture.

**X. Clean Project:**

- 1) The project must be completely clean and ready for occupancy when the CHFA Field Observer makes his/her inspection. This applies to the apartments, common spaces, building exterior and site.

**END OF PUNCH LIST**

## **XI. CHFA FIELD OBSERVER SCOPE OF SERVICES**

- 1) Attend the Pre-Construction Project Meeting:
  - a. Assist CHFA by distributing the project forms to the owner and GC and explaining how they are to be filled out.
- 2) Visit the job site bi-weekly (or other agreed-upon interval):
  - a. Meet with the owner/developer, architect and GC to review project progress; and,
  - b. Monitor any issues that have arisen that may impact the construction quality or scheduling while keeping CHFA Technical Services staff updated.
- 3) Tour the construction site to observe:
  - a. Project progress as compared to the original construction schedule;
  - b. Project quality;
  - c. Conformance with the construction documents; and,
  - d. Conformance with the current CHFA Multifamily Design, Construction and Sustainability Standards and Guidelines.
- 4) Track the construction progress, and for projects with multiple buildings, review CHFA Site Tracking sheets prepared by the GC.
  - a. Distribute the Site Tracking sheets to CHFA so the construction completion percentage is accurately recorded.
- 5) Review all applicable reports from independent testing agencies, which may include:
  - a. Concrete compression tests;
  - b. Soils compaction tests;
  - c. Soil/rock anchor pull out test reports;
  - d. Spray fireproofing density tests;
  - e. Steel weld infrared test results; and,
  - f. Reinforcing steel reports prior to concrete pours.
- 6) Review the proposed contractor's requisition each month to ensure the amount requested does not exceed the amount of work that is in place.
- 7) Review PCOs and determine whether the PCO is legitimate. PCOs submitted due to errors and omissions to the Contract Documents should NOT be approved for payment.
- 8) Deliver and prepare (each site visit):
  - a. A field report documenting the above items;
    - i. Report shall be the property of CHFA;
    - ii. Report is not prepared for general distribution;
  - b. Photographic portion of the field report and distribute to CHFA; and,
  - c. A report which shall include overall construction progress and specific items that may need attention or correction, including any on-site issues or concerns.
- 9) For final completion shall:
  - a. Tour each apartment after the architect's punch list has been completely addressed by the GC; and,
  - b. Create a new punch list (if necessary) for use by the GC.
- 10) At the completion of all punch lists, assist in the completion of the PTO, which shall be submitted to CHFA with Final CO, and Certificate of Substantial Completion.

## **XII. ACKNOWLEDGEMENT AND ACCEPTANCE**

The undersigned hereby acknowledges receipt and acceptance of the above CHFA-required terms and conditions, and agrees to fully comply with all such requirements throughout the construction development period for [Development Name] – CHFA # [XX-XXXX]

ACKNOWLEDGED and ACCEPTED this [XX] day of [Month], [Year].

For: **[Contracting Owner/Development Entity]:**

By:

Title: \_\_\_\_\_

For: **[Contracted General Contracting Firm]:**

By:

Title: \_\_\_\_\_

For: **[Contracted Architectural Firm]:**

By:

Title: \_\_\_\_\_

### **XIII. CHFA FIELD OBSERVER LIMIT OF AUTHORITY GUIDELINES**

The CHFA Field Observer **will**:

- 1) Observe and provide a general oversight of construction progress; and,
- 2) Be the representative of CHFA only, and will not participate in resolution of construction issues.

The CHFA Field Observer **will not**:

- 1) Offer opinions, make judgments or characterizations on any owner or contractor comments or discussions undertaken during the project meeting. The Field Observer shall provide only factual statements without any personal commentary;
- 2) Render opinions on construction means and methods;
- 3) Provide direction on construction means and methods;
- 4) Be responsible for issues or decisions which are the responsibility of the architect of record or other design team members;
- 5) Be responsible for responding to development team questions on the Multifamily Design, Construction and Sustainability Standards (“Standards”), or for resolving conflicts or issues between the Construction Documents and the Standards. All such issues will be forwarded to CHFA Technical Services assigned to construction phase project review and CHFA’s Assistant Director – Multifamily Housing (Technical Services) for resolution;
- 6) Provide approval for changes to the Construction Documents. Resolution will be through the Proposed Change Order process with final acceptance by the CHFA’s Assistant Director – Multifamily Housing (Technical Services); and,
- 7) Provide counsel to development team members.