

U.S. Department of Housing and Urban Development
PUBLIC AND INDIAN HOUSING

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CHAPTER 3. DEVELOPMENT REQUIREMENTS

Section 1. General

3-16. Architects. Project planning, design, and administration of construction contracts require the services of an architect or other professional registered to provide the necessary services in the State in which the project will be located. The PHA shall determine the services required and shall select a qualified individual in compliance with the program requirements.

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a. Scope of Services. The extent of architectural services will vary depending on the development method selected by the PHA.

(1) Conventional Method: Under the conventional method, the architect provides all required professional services for project planning, design, and administration of the construction contract. This includes the development of design concepts, preparation of design and construction documents, rehabilitation work write-ups, and project cost estimates; evaluation of construction bids; inspection of materials and workmanship during construction; notifying the contractor and the PHA of problems observed; and certification that construction is performed in accordance with the construction contract.

(2) Turnkey Method: Under the turnkey method, the architect is generally responsible only for performing construction

inspections and certifying that construction is performed in accordance with the contract of sale.

(3) Acquisition Method: Under the acquisition method, an architect usually is not necessary due to the limited scope of repair work. However, the PHA may employ an architect for project planning and administration of the repair contract, if appropriate.

b. Selection. The PHA shall select an architect on the basis of professional and technical competence, experience, knowledge of local building codes, and capability to provide professional services in a timely manner. Every effort should be made to retain an architect prior to the project planning conference (Chapter 6).

c. Area Office Approval. The PHA, upon selecting an architect, shall prepare and submit the PHA architect's contract to the Area Office for approval prior to execution by the PHA. The Agreement Between Owner and Architect (Form HUD 51915) is used for projects being developed under the conventional and acquisition methods. The Contract for Inspection Services (Form HUD 5084) is used for projects being developed under the turnkey method.

d. Compensation. At the time the contract for architectural services is prepared the PHA and the architect, subject to Area Office approval, shall agree upon the compensation to be specified in the contract. Architectural fees shall be consistent with those which prevail for similar projects and services in the area. The amount of compensation is usually stated as a percent of the estimated construction cost for the project, an hourly rate, per sheet fee or lump sum amount. In determining fees, consideration should be given to the following:

(1) scope of basic services;

(2) type of project, size, and complexity of design;

- (3) extent that previously completed architectural drawings are being used;
- (4) extent that prefabricated or modular components are being used;
- (5) extent that a project consists of repetitive basic structures;
- (6) the number of construction contracts - prime and separate trades contracts - to be administered; and
- (7) anticipated complexity of the Turnkey Developer's Packet and developer response.