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October 7, 2024

Request for Proposals (RFP) for Civil Engineering Services

Community Ventures (CV), a non-profit, 501(c)(3) developer and property manager, requests proposals from qualified professionals to conduct Civil Engineering Services for eighty-seven (87) units located across three existing developments constructed in the 1920s and located in the Port Richmond neighborhood of Philadelphia (see Exhibit A – Property List and Map).

Project Information

The intent of this RFP is to have firms under consideration provide proposals for Civil Engineering services, an Existing Conditions Survey, and an ALTA survey in accordance with PHFA's Submission Guide for Architects for Preservation project (Exhibit B)¹. The services provided will be used for the renovation of the existing units.

Community Ventures, on behalf of The Octavia Hill Association, intends to apply to the Pennsylvania Housing Finance Agency (PHFA) for 4% Low Income Housing Tax Credits (LIHTC) for the funding of the rehabilitation of these units.

General Requirements

A Proposer may be an individual or a business corporation, partnership, firm, joint venture or other legal entity duly organized and authorized to do business in the City of Philadelphia, financially sound and able to provide the services being procured by Community Ventures.

If a Proposer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, such firm shall disclose that information in its proposal and such information may be sufficient grounds for disqualification. If the selected firm fails to disclose such information and Community Ventures discovers it thereafter, then CV may terminate the contract.

Each Proposer must be in good standing with any Federal, State or Municipality which currently has or has previously had a contracting relationship with the Proposer. If a Federal, State or Municipal entity

¹ Selected vendor should reference the 2025 PHFA Submission Guide for Architects for Preservation projects. PHFA had not released this documentation at the writing of this RFP.

has terminated any contract with a Proposer for deficiencies or defaults, that proposer must disclose this information as part of its proposal.

Proposer must have and maintain all necessary insurance to cover malpractice, liability, and workers' compensation and submit proof of coverage upon selection as the vendor/service provider.

Services included in RFP:

I. Civil Engineering Services

- Preparation of site plans based on existing conditions survey
- Review of existing sidewalks, curb cuts, driveways and site pathways for code compliance and provide proposed designs to correct any non-compliance.
- Provide design for maintenance or redesign of interior property pathways and parking, as required.
- Provide zoning drawings, if necessary, based on the final proposed scope of work
- Coordinate with architectural team (separately contracted by Community Ventures) for coordination between site/civil scope and architectural/MEP scope of work.

II. Existing Conditions Survey

- Conduct a comprehensive survey of the existing site conditions.
- Coordinate site and unit access with Community Ventures, as necessary.
- Document existing structures, topography, vegetation, utilities, and any other relevant features.
- Provide a detailed written report of findings with maps, drawings, and digital files as needed.

III. ALTA Survey

- Perform an ALTA survey in accordance with the current ALTA/NSPS Land Title Survey Standards.
- Identify and locate all existing boundaries, easements, rights-of-way, and encroachments.
- Provide a final ALTA survey map, complete with the necessary certifications and reports.
- Provide a written report outlining findings and any potential issues.
- Provide an add alternate fee for a second ALTA survey upon completion of the renovation project, if needed.

Proposal Contents

Offerors submitting proposals should fully read and comprehend all materials. Proposals received without all of the required information may be deemed non-responsive. Offerors must submit one (1) electronic copy of their proposal in PDF format to the email listed on page 4. Proposals must include, in the same order as below, the following information.

1) General Information

Provide a Letter of Interest (Cover letter) that includes the Type of Organization: Corporation, Partnership, Joint Venture or Sole Proprietorship. Names of shareholders, partners, principal and any other persons exercising control over the Firm.

2) Statement of Qualifications/Previous Related Experience

Provide a description of the offeror's capacity. Include staff resources and qualifications. Respond to the offeror's experience with the scope of work for Civil Engineering Services, Existing Conditions Surveys, and ATLA Surveys in Philadelphia under similar conditions.

Please include a list of similar projects (with dates and locations) your firm has completed in Philadelphia.

3) References

Offerors shall list three (3) firms, governmental units, or persons for whom the bidder has previously performed work of the nature requested under this RFP. Include the name of the contracting entity, the direct contact person's name, title, telephone number, and e-mail address to permit reference checks to be performed. The identified party must have first-hand knowledge of the operation of the contracted facility or project and was involved in managing the contract between the Offeror and the contracting entity.

4) Personnel Resumes

Include the resumes of each principal and staff member assigned to the project. Include the firms and individual's experience with Civil Engineering, Existing Condition and ALTA surveys.

5) Methodology

Project Approach: Provide a brief narrative of the Offeror's approach to the services described in this Request for Proposals.

Availability: Describe the availability of the Staff proposed to demonstrate the ability to complete the scope of work within the project schedule.

6) Legal Concerns

Provide a summary of any legal concerns including the circumstances and outcome of any litigation, arbitration or claims filed against your company by any client or any of the same you have filed in the last 10 years.

7) Fee Structure

Provide a detailed breakdown of costs of services and surveys based on the scope indicated above. Include anticipated reimbursable costs and include any required subconsultants to complete the scope of work.

Project Schedule

- October 9, 2024 – RFP Issued
- October 10 – 16, 2024 – Question-Answer Period
- October 23, 2024 – Proposals Due
- October 28 – November 8, 2024 – Team Selected and Contracted
- Mid-November to End of December 2024 – Completion of Services, Surveys, and Deliverables

Submit RFP questions and proposals to:

Troy Hannigan, Director of Development
Community Ventures

thannigan@community-ventures.org

List of Exhibits

Exhibit A: Property List Site Map

Exhibit B: PHFA Submission Guide for Architects - Preservation

Port Richmond Properties Site Map



- Model Homes
- Yeatman Court
- Cambria Operations

The Port Richmond portfolio consists of 87 rental units located across three properties. Model Homes is a 32 unit 2- and 3-bedroom single family row home development. Yeatman Court is a 39 unit 1,2-, and 3-bedroom duplex style development. Cambria Operation is a 16-unit 2-bedroom single family row home development.

	Units	Buildings
Model Homes	32	32
Yeatman Court	39	20
Cambria Operations	16	16



SUBMISSION GUIDE FOR ARCHITECTS

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For Specifications Format - See Section 2.01, page 57

For the Development Submission Checklist – See Section 2.02, pg. 59

Also refer to and submit:

Note: The Design Development requirements for Preservation Developments will be reviewed on an individual development basis, but the requirements included in Section 2.05, 2.06 and 2.07 will apply to the greatest extent possible.

2.05 Development Security and Maintenance Requirements Checklist for Urban Locations

2.06 Mechanical Requirements Checklist

2.07 Electrical Requirements Checklist

2.08 Surveyor’s Report

2.09 Optional Survey Responsibilities and Specifications

2.10 Survey Instructions and Certificate

2.11 Estimated Utility Costs

For Supplemental General Conditions – Section 5.05

For the Development Construction Cost Estimate and Loan Closing Construction Cost Breakdown - *See PHFA’s website at <https://www.phfa.org/mhp/technicalservices/>.*

For PHFA Addendums – See Section 5 (addendums must be attached to the respective contracts)

For Closing Requirements - See Section 6

For the Architects Certification – See Section 6.03

For the Architects Certification for Compliance with Design Requirements for Accessible Housing – See Section 6.04

3.01 PRESERVATION SUBMISSION REQUIREMENTS

OBJECTIVE

For purposes of this document, the term “Preservation” refers to PHFA’s goal of preserving existing developments as affordable housing by renovating them to the extent necessary for them to remain decent, safe, and sanitary housing for the next twenty years.

Preservation Developments must follow these guidelines to the greatest extent possible. It is not the intent to burden a development with unnecessary work; however, we do expect the development to have a minimum 20-year life expectancy after preservation work is completed.

Any individual amenity scheduled for replacement must meet the requirements for new construction to the maximum extent possible (refer to Section 2.04).

PHYSICAL NEEDS ASSESSMENT

1. A Physical Needs Assessment of the development was procured by Owner and included in the application to PHFA. It was prepared by an independent third-party consultant not involved with the design or preparation of drawings and specification for the development. The Assessment must follow the requirements set forth in the Multifamily Housing Application & Guidelines.
2. During the application process, PHFA staff may have visited the site and compared the physical needs assessment to the physical condition of the building(s) in question. The staff may have added, subtracted and/or altered the work outlined in the Scope of Work submitted in the application to better suit the intent of the preservation program.
3. It is the Owners responsibility to assure that the Architect is given a copy of the physical needs assessment to incorporate its findings into the Scope of Work. It is the intent of the program that all work identified for the first 5 years in the Replacement Reserve Schedule is included in the Scope of Work for the construction development.
4. It is the Owners and the Architects responsibility to assure that the Scope of Work is adequately communicated to the Contractor so they can prepare a construction cost estimate for the work.
5. Allowances in the construction budget are not permitted. The Architect must clearly identify the scope of all work in the Contract Documents.

ENERGY AUDIT

1. A diagnostic energy audit was performed by a Building Performance Institute (BPI) certified Multifamily Building Analyst in conformance with PHFA Audit Guidelines and included in the application to PHFA.
2. The energy audit report included the findings of the on-site observations and testing, an analysis of past energy use and a list of energy conservation measure were evaluated.
3. In general, recommended energy conservation measures identified in the energy audit report with a savings-to-investment ratio (SIR) greater than 1.0 should be included in the Scope of Work.

ENVIRONMENTAL REQUIREMENTS

1. As part of the PHFA application, testing for the environmental hazards listed below was performed and the results reported in the application. The Architect shall familiarize himself/herself with these results. Remediation measures for any hazardous materials found shall be included in the Scope of Work prepared by the Architect or through a separate contract between the Owner and Environmental Abatement Firm.
 - A. Lead-based paint.
 - B. Lead in the water.

- C. Asbestos containing materials.
- D. Radon.

ACCESSIBILITY REQUIREMENTS – The Scope of Work should comply with the requirements outlined below and as certified in the PHFA application.

1. Conform to the requirements of the Pennsylvania Uniform Construction Code.
2. Section 504 of the Rehabilitation Act of 1973, as amended, applies to all developments receiving federal funding or a federal subsidy. Section 504 requires that if the development consists of 15 or more dwelling units and the cost of the alterations is 75% or more of the replacement cost, the new construction provisions for accessibility shall apply.

Section 504 further states that alterations to dwelling units in a multifamily housing development shall, to the extent feasible be made accessible when single elements are replaced. If alterations of several single elements or spaces of a dwelling unit, when considered together, amount to an alteration of a dwelling unit, the entire unit shall be made accessible, until 5% of the units in a development are accessible. Alterations to common areas shall likewise be made accessible to the maximum extent feasible.

HUD allows conformance with the 2010 ADA in lieu of UFAS, with a few limitations.

3. In order to provide equal housing opportunities to all residents of the Commonwealth, PHFA strongly suggest that Accessibility Standards for new construction be followed to the greatest extent possible for all preservation developments. Applicants will be asked to explain why these requirements cannot be met if it appears that they have not been met to the greatest extent possible by the reviewing staff.

3.02 DEVELOPMENT SUBMISSION REQUIREMENTS

FOR PRESERVATION DEVELOPMENTS

GENERAL

DRAWING REQUIREMENTS – ARCHITECTURAL

Cover and Title Sheet –

1. Name and address of the proposed development & PHFA development number.
2. Developer's name and/or entity.
3. Design Architect's name.
4. *Contractor's name and address.*
5. Date of submission.
6. A location map encompassing an area of ½ mile radius of the site.
7. Development Tabular Schedule.
8. Signature and date space for the Owner, Architect and Contractor.
9. Design Architects Certifications for Threshold and Selection Criteria from the PHFA loan application.
10. Building code analysis.
11. Table which lists all unit, common area rooms/spaces and commercial/condo spaces, along with the associated gross and net square footage of each.

Site Plan –

1. Minimum scale of 1" = 30'.
2. Indicate property lines with bearings and distances.
3. Indicate building setback lines if new construction or additions are proposed.
4. Indicate all buildings, sidewalks, paved areas, and site features such as dumpster enclosures and recreation areas.
5. Identify public streets and rights-of-way.
6. Existing and proposed grade elevation contours at one foot intervals at areas where site work is planned and as required to confirm accessibility. Include spot elevations as necessary.
7. Ground floor finish elevations for new buildings or additions and areas within buildings where a change in elevation occurs.
8. Identify the locations of accessible, VisitAble (if applicable) and hearing/vision impaired units for townhouse developments and accessible parking spaces.
9. Accessible route details to accessible, adaptable, and VisitAble (if applicable) units. Include slope percentage on sidewalks.
10. Indicate site acreage.
11. Landscape plan including details and plant schedule (common name, number, and size for all materials) for new landscaping.
12. See the Surveyor's Report, Section 2.12, for additional requirements (if applicable).

Typical Building Floor Plans –

1. All Floors, Basement and Roof plans (if applicable) drawn at 1/8" =1'-0"
2. Indicate locations of accessible, VisitAble (if applicable) and hearing/vision impaired units.
3. Indicate gross square footage per floor.
4. All rooms and spaces must be identified.
5. A "North" reference on all building floor plans.

Typical Dwelling Unit Plans-

1. Unit plans drawn at $\frac{1}{4}'' = 1'-0''$.
2. Provide plans for all unit types and sizes, including accessible units.
3. Provide furniture layouts.
4. Indicate clear floor area requirements in accessible units.
5. Indicate gross and net square footage for each unit plan.

Schedules and Details –

6. A Scope of Work of work items for each unit and common areas. Percentages of material or products to be replaced will not be accepted.
7. Room finish schedule.
8. Bath Accessory Schedule.
9. Door and window schedules, elevations, jamb, sill, and head details for new work. Key to floor plans and building elevations.
10. Other as applicable.

Elevations –

1. Exterior elevations for each orientation
 - A. All exterior finishes, openings and penetrations and all new work. Differentiate between new and existing materials and finishes.
 - B. Approximate relationship of finished floor to finished grade for units partially below grade.
 - C. Approximate height of each story (floor to floor) parapet or roof.
 - D. Photographs with notes may be used where the scope of work can be clearly identified.
2. Interior elevations drawn at $\frac{1}{4}''=1'-0''$ minimum.
 - A. For all new kitchens and bathrooms, include dimensions, materials, and mounting heights.
 - B. All other new work as required (e.g. gang mailboxes, lobbies, etc.).

Building Sections – as applicable to the scope of work:

1. Typical exterior wall sections (including roof and foundation). Distinguish new work from existing.
2. All typical new interior walls, partitions, and chases.
3. Indicate insulation levels with R-values.

Building Details – Must be included as necessary for any new construction.

DRAWING REQUIREMENTS – STRUCTURAL

Plans, Sections, Details and Notes – Must be included in a scope sufficient to construct the particular development. The scope will vary depending upon the type of development (e.g. 1 and 2-story wood frame townhouses to steel and concrete high rises). At a minimum, the following must be included for any new construction or replacement of existing construction:

1. Design loads.
2. Framing systems and size of members.
3. Foundation design consistent with recommendations made in the subsoil investigation report.
4. Governing codes, regulations, and standards.

DRAWING REQUIREMENTS – MECHANICAL

General – The intent of this submission is to set forth Design Development for mechanical work in sufficient detail to:

1. Clearly define the concept and elements of the mechanical systems proposed for the development.
2. Provide proper coordination with architectural, structural, and electrical specifications.
3. Allow for technical review of adequacy, economy, and compliance of proposed design with applicable regulations and codes.
4. Prepare a detailed cost estimate for mechanical work in accordance with cost estimate requirements specified above.
5. Identify specific items of material and equipment contained in specifications for electrical work prepared in accordance with instructions noted above.

Mechanical Plans:

1. The orientation of mechanical drawings must follow the same pattern as established on the architectural drawings. Titles of rooms corresponding to titles on the architectural drawings must be noted on the mechanical plans.
2. In general, Design Development drawings must include site plans, floor plans, schematic and riser diagrams, necessary equipment schedules and pertinent details as required for the work proposed.
3. Site plans must show the routing of all underground services, site drainage, manholes, catch basins and connections to existing systems, meter locations, etc. Crossovers which are possible points of conflict with work to be done by other trades or under different contracts must be shown with inverts given and clearances worked out. Details of connections to utility company lines, building entrances and manholes must be shown.
4. Floor plans must show each typical area indicating location and space requirements for equipment, fixtures, piping, air ducts, grilles, diffusers, and any other pieces of equipment. Care should be taken in working out hung ceiling depth, equipment rooms and shafts with adequate clearances provided.
5. Routing of major ductwork and piping may be shown as single line. Schematic and/or riser diagrams must show all major pieces of equipment, piping, ductwork, etc. with capacities and sizes listed for each. A schedule of all pertinent data for each piece of equipment proposed must be provided.
6. Drawings must be checked for completeness, clearness, interference with structural features and other branches of the electrical or mechanical equipment and coordinated with the architectural drawings.

Other Requirements – The enclosed *Mechanical Requirements Checklist* and applicable portions of the *Estimated Utility Costs* must be completed and submitted to PHFA.

DRAWING REQUIREMENTS – ELECTRICAL

General – The intent of this submittal is to set forth Design Development for electrical work in sufficient detail to:

1. Clearly define the concept and elements of the electrical systems proposed for the development.
2. Provide proper coordination with architectural, structural, and mechanical drawings and specifications.
3. Allow for technical review of adequacy, economy, and compliance if proposed design with applicable regulations and codes.
4. Prepare a detailed cost estimate for electrical work in accordance with cost estimate requirements specified above.
5. Identify specific items of material and equipment contained in the specifications for electrical work prepared in accordance with instructions noted above.

Electrical Plans:

1. The orientation of electrical drawings must follow the same pattern as established on the architectural drawings. Titles of rooms corresponding to titles on the Architectural drawings must be noted on the Electrical plans.
2. In general, Design Development electrical drawings must include site plan, floor plans, details, schedules, riser diagram and a one-line schematic, all as outlined below.
3. Site plans must show:
 - A. Utilities – proposed and existing.
 - B. Topography – proposed and existing.
 - C. Site lighting and circuitry.
 - D. Meter locations.
 - E. Building outline.
 - F. Pertinent dimensions.
4. Floor plans must show each typical area in indicating the location and electrical circuitry to:
 - A. Outlets, Switches, Special systems, Mechanical equipment, Smoke detectors, Electrical equipment, Receptacles, Lighting fixtures, Panel boards, Hearing and Vision fixtures.
5. Details (as required by individual development) must include:
 - A. Transformer, Grounding, Site luminaries, Emergency system, Manholes and Concrete structures.
 - B. Generator including: Duct systems, Exhaust systems and Fuel systems.
6. Schedules (as required by individual development) must include:
 - A. Lighting fixtures, Electrical equipment, Main distribution boards, Panel boards, Heat transfer appliance, Transformers, Special apparatus, and Mechanical equipment (requiring electrical service).
 - B. Schedules must show (as applicable) symbols, abbreviations, interrupting capacity, etc.
7. One-line schematic (depending upon the scope of the development) must show:
 - A. Service entrance, Power distribution, Grounding, Telephone, Communications, Security, Fire alarms, TV system, Heat and Smoke detectors.
8. Other requirements:
 - A. Catalog cuts or manufacturer’s descriptive literature must be provided for all major equipment items.
 - B. The enclosed *Electrical Requirements Checklist* and the applicable portions of the *Estimated Utility Cost* must be completed and submitted to PHFA.

SPECIFICATIONS

1. Specifications must be prepared in accordance with the CSI 50-Division MasterFormat 2004 Edition. Masterspec version or similar templates may be used. Outline specifications template may not be used.

3.03 DEVELOPMENT REQUIREMENTS CHECKLIST

FOR PRESERVATION DEVELOPMENTS

Development Name: _____ PHFA No.: _____

The undersigned certifies that all items have been provided in the drawings and/or the specifications.

Design Architect (Print or type): _____

Design Architect (Signature): _____

Date: _____

Check the appropriate box if the development conforms to the requirement. Check A if it is applicable or NA if it is not applicable.

The Design Development requirements for Preservation Developments will be reviewed on an individual development basis, but the below listed requirements will apply to the greatest extent possible. It is not the intention of PHFA to require changes to existing building layouts to conform to these standards. Where the level of rehabilitation is substantial, the requirements of Section 2 of these Guidelines should be followed. Preservation developments undergoing major rehab where a majority or all interior walls, systems, etc. are scheduled to be replaced, will be considered a "gut preservation" development, and reviewed under the guidelines for New Construction/Substantial Rehabilitation. Waivers will not be required for Dwelling Unit size, Room size, Corridor/Stair width and Closet doors/shelves unless interior spaces are proposed to be redesigned. Refer to Section 1 for additional requirements.

1. Dwelling Unit Size Requirements

The following matrix indicates the recommended minimum and maximum net square footage area recommended for units funded by PHFA. Preservation developments may vary from these ranges based on acceptable furnishability plans. List the actual net square footage for each unit size. If sizes vary, list the minimum and maximum. **Refer to Section 1 "Definitions" for SRO and Efficiency Unit designations.**

			<u>Flats</u>	<u>Multi-Floor Units</u>	<u>Actual</u>
A <input type="checkbox"/>	NA <input type="checkbox"/>	SRO	90 to 200		_____
A <input type="checkbox"/>	NA <input type="checkbox"/>	EFF	400 to 600		_____
A <input type="checkbox"/>	NA <input type="checkbox"/>	1 BR	550 to 850	650 to 950	_____
A <input type="checkbox"/>	NA <input type="checkbox"/>	2 BR	700 to 1,100	850 to 1,300	_____
A <input type="checkbox"/>	NA <input type="checkbox"/>	3 BR	950 to 1,350	1,000 to 1,550	_____
A <input type="checkbox"/>	NA <input type="checkbox"/>	4 BR	1,100 to 1,550	1,200 to 1,750	_____
A <input type="checkbox"/>	NA <input type="checkbox"/>	5 BR	1,300 to 1,750	1,400 to 2,000	_____

2. Room Size Requirements

Furnishability plans must be submitted for all dwelling units. The acceptance of room sizes will be based on these plans. Where new dwelling units are proposed or where existing units will be reconfigured, the requirements for new construction shall be met to the greatest extent possible.

Other Unit Space:

A NA Dwelling unit corridors and stairs – 36” min. width.

3. **PHFA Supplemental Accessibility Requirements:**

1. Common Areas Designed for Mobility Impairments

- A. A NA A full width kick plate must be provided on both sides of all exterior doors, all Accessible unit entrance doors and all common area doors that permit tenant access.
- B. A NA Wall corner guards (textured vinyl 1-1/2” x 1-1/2” minimum) must be provided at all outside wall corners in all common areas.
- C. A NA All developments must be designed with a minimum of 5% accessible units and an additional minimum of 2% hearing/vision impaired units.

2. Accessible Dwelling Units - All newly created accessible units shall conform to the requirements for ICC/ANSI A117.1-2009 (or edition currently adopted by the PA UCC). “Type A Units”. For developments with federal funding and subject to the Uniform Federal Accessibility Standards (UFAS), note that HUD allows conformance with the 2010 ADA in lieu of UFAS, with a few limitations. In addition, the following PHFA provisions are required:

- A. A NA A full width kick plate must be provided on both sides of all entrance doors, interior doors that permit passage and on one side of all other doors.
- B. A NA Wall corner guards (textured, vinyl 1½” x 1½” minimum) must be provided at all outside wall corners within accessible units.
- C. A NA Grab bars must be installed at all required locations.
- D. A NA A minimum of 50% of the accessible units shall include a bathroom with an accessible shower (not applicable to dwelling units in General Occupancy developments with only one bathing fixture). The remaining accessible units shall have an accessible tub/shower. Accessible showers shall have a curb height of ½”. The shower shall include a built-in folding seat, shower controls and an adjustable height hand-held shower head within reach of the seat and a collapsible dam at the shower entrance. All bathrooms with ½” curbed showers shall have a floor drain provided in the bathroom floor outside of the shower. *Trench drains will not be permitted.* A removable seat, as shown in ANSI Figure 610.2, shall be provided in all accessible tub/showers. **Elderly developments are encouraged to provide accessible showers in 100% of the Units.**
- E. A NA Shower heads and mirrors in accessible units shall be mounted to permit use by those with mobility impairments and those without.
- F. A NA Due to the requirement for knee space beneath the sink and work counter in accessible kitchens and the lavatory in accessible baths and the minimal accessibility of wall cabinets, pantry and linen cabinets or closets must be provided in accessible units.
- G. A NA Removable kitchen and bath base cabinets may be installed at the areas requiring knee space. These cabinets must be removable without disconnection of any plumbing lines. The walls, floor and sides of adjacent cabinets must be finished and wall base installed during the initial construction.

- H. **A** **NA** Refrigerators should be located to allow doors to open 180°.
- J. **A** **NA** The range must be a self-cleaning type in accessible dwelling units and common Kitchens/Kitchenettes.
- K. **A** **NA** A 30" work surface with knee space (or removable cabinet) beneath must be provided beside the oven in all accessible kitchens.
- L. **A** **NA** Knee and leg protection must be provided at all exposed plumbing beneath accessible kitchen sinks and lavatories, even if removable cabinets are installed.
- M. **A** **NA** An accessible route must be provided to all spaces and elements in an accessible unit, in accordance with ANSI A117.1-2009 *(or edition currently adopted by PA UCC)*. Accessible bedrooms must have a minimum 30" access aisle on both sides and at the foot of the bed. The primary bedroom must accommodate a queen size bed. All other bedrooms must accommodate a twin bed.
- N. **A** **NA** At the exterior entrance to an accessible, adaptable or VISIBLE unit, minimum 30" overhang or porch roof is required to protect the entrance door from rain and snow.
- P. **A** **NA** The accessible dwelling units should be distributed throughout the building(s) and site in a sufficient range of sizes and amenities to allow a choice of living arrangements for persons with disabilities, generally comparable to that of other persons, to the greatest extent possible.
- Q. **A** **NA** *Pantry storage must be provided and must be concealed (2 lineal feet minimum x 18" minimum depth closet or an 18" minimum width pantry cabinet) in units where kitchens are being completely remodeled.*
4. **A** **NA** **Community Room Space** – All developments, except for scattered sites, should be designed with adequate community space to accommodate functions and services offered at the facility. Developments should also provide a public restroom. Community rooms should be a single room sized to provide at least 15 SF per unit, for developments up to 50 units. Community rooms in developments with more than 50 units shall be a minimum of 750 SF in size. A kitchen or kitchenette should be provided in elderly developments. Developments without existing community space should strive to provide this amenity.
5. **A** **NA** **Management Office** – An on-site office management office should be provided if one does not already exist.
6. **A** **NA** **VisitAbilitycm* Goal** – PHFA has adopted the goal of providing access to as many units as possible for the purpose of allowing persons with disabilities the ability to visit neighbors and friends. Refer to Section 1.08, VisitAbilitycm* Guidelines.
7. **Bathrooms:**
- A. **A** **NA** Vanity bases must be provided for all bathrooms. Vanity bases are recommended in powder rooms unless an additional storage cabinet or closet is provided. Removable fronts are suggested for handicapped adaptable units.
- B. **A** **NA** All bathrooms must have a minimum of (2) 24" towel bars, a toilet paper holder, a shower rod in the tub/shower unit or shower unit, a medicine cabinet with a mirror and a light fixture located over the mirror. Towel bars in bathrooms must be able to

accommodate a full-size towels. *A 24" double towel bar is acceptable in lieu of (2) – 24" towel bars.* Powder rooms must have a minimum of (1) 12" towel bar or towel ring, toilet paper holder and a mirror with a light fixture located over the mirror. Towel bars shall not be mounted less than 28" AFF or higher than 56" AFF.

8. **Kitchens:**

- A. **NA** Ranges must be provided in all units and community room kitchens and kitchenettes, except SROs with common cooking facilities. *All ranges must be self-cleaning.* A protective shield must be provided on the section of wall directly behind all ranges. The protection must extend from the top of the range to the underside of the hood or cabinet above for the width of the range or more. Protective shields must be high pressure plastic laminate, enameled steel, or stainless steel.
- B. **NA** Consideration should be given to the installation of electronic high temperature limiting devices on the stovetop elements of electric ranges, or the installation of powder-based stovetop fire suppression canisters above electric or gas ranges.
- C. **NA** If new cabinets are proposed, they must comply with Section 1.25 Kitchen Cabinet Minimum Standards.

9. **Flooring – The following applies to new flooring only.**

- A. **NA** Carpet must meet the acceptance criterion of Federal Standard DOCF1-70 for flammability or Class II, 0.22watts/cm² per the International Building Code, whichever is greater. Carpeting in units must be a minimum of 24 oz. goods and in public spaces, a minimum of 28 oz. goods. Parquet, hardwood, tile, or equal quality flooring may be substituted where sound transmission is not a factor.
- B. **NA** Where provided, carpet padding must be a minimum of Class 2, 8.5 lb./cu. ft. (32 oz./sq. yd.) density goods meeting HUD UM-72 requirements.
- C. **NA** Where carpet is proposed in accessible dwelling Units, direct glued down carpet must be used.
- D. **NA** Provide carpeting in public corridors and lobbies with the exception of entrance vestibules where a hard surface and a floor mat must be provided. Hard surface flooring may be substituted for carpet if documentation, which verifies that sound transmission ratings and impact isolation ratings will be met, is provided.
- E. **NA** Carpeting is recommended throughout the apartments with the exception of utility closets, laundry areas, bathrooms, kitchens, and entrance foyers where entry is directly from the outside (e.g. as in townhouses). Hard surface flooring may be substituted for carpet if documentation, which verifies that sound transmission ratings and impact isolation ratings will be met, is provided.
- F. **NA** Sheet vinyl must be full spread adhesive installation, using maximum width possible to avoid seams.
- G. **NA** Vinyl composition tile (VCT) cannot be used in bathrooms, bedrooms or living rooms. It may be used in public spaces.
- H. **NA** Luxury Vinyl Tile (LVT) is permitted in bathrooms, only if the manufacturer's documentation specifically indicates the product is permitted in bathrooms and is provided in the specifications.

10. **Furnishings:**

- A. **NA** All window, half-lite (minimum) entrance doors, sliding glass door and patio doors within habitable spaces must be equipped with horizontal blinds, vertical blinds, or other opaque blinds. (High quality, commercial grade roller shades are permitted at large expanses of glass).

- B. **A** **NA** Community spaces must be furnished with horizontal blinds, vertical blinds, or other opaque blinds. (High quality, commercial grade roller shades are permitted at large expanses of glass).
11. **11. Closet Doors and Shelves** – Where new dwelling units are proposed or where existing units will be reconfigured, the following shall apply to the greatest extent possible:
- A **NA** Provide adequate storage space: all unit types (except SRO's) must have a minimum of 6 SF of miscellaneous storage plus an additional 5' lineal feet of full height hanging space in the primary bedroom and 3' lineal feet in each additional bedroom within the unit.
12. **12. Natural Light and Ventilation:**
- A. **A** **NA** Must be provided in all living rooms and bedrooms. Skylights are not acceptable as the only source of light and ventilation in a room.
- B. **A** **NA** At least one window per room must be ventilating type window with a full screen for the operable portion of the window.
13. **13. Interior Finishes:**
- A. **A** **NA** A semi-gloss, egg shell or equivalent high quality washable latex paint must be specified for all kitchens and bathrooms in dwelling units and all restrooms, stairs, corridors, and vestibules in public or common areas, unless a protective wall covering is installed.
- B. **A** **NA** Semi-gloss or high-gloss enamel must be specified for laundry, maintenance, storage, and utility rooms in common areas.
- C. **A** **NA** A level 4 minimum drywall finish must be installed when drywall is replaced.
14. **A** **NA** **Substrates** – Ceramic tile or EIFS (Dryvit) interior or exterior finishes shall only be installed over cementitious or masonry substrates. Moisture-resistant gypsum board is NOT allowed.
15. **A** **NA** **Ice Dam Protection** – A self-adhesive membrane underlayment shall be installed at all roof eaves and valleys. At eaves, membrane shall extend up roof for a horizontal distance of 24" from interior face of outside wall.
16. **A** **NA** **Drainage Barrier** – A drainage barrier is required behind all siding and masonry veneer in wood framed construction.
17. **A** **NA** **Reroofing** – All reroofing applications must include the removal of the existing roofing system down to the roof deck.
- 18. A NA Radon-Refer to Section 1.21**
19. **A** **The Architect has reviewed the Design Architect's Certifications for Threshold and Selection Criteria** submitted in the loan application and hereby confirms that he/she has incorporated all certified amenities into the Contract Documents and that the checklists have been included on the drawings.
- 19. A The Architect has reviewed the Project Capital Needs Assessment, submitted in the loan application, and hereby confirms that he/she has included all items identified as Critical Repair, items identified in the 12 Month Physical Needs and items shown for replacement within the first five (5) years of the Long-Term Physical Needs on the plans and in the specification manual.**