

DESCRIPTION/SPECIFICATION/WORK STATEMENT

I. PURPOSE & OUTLINE OF SERVICES

To provide construction inspection services per HUD inspection procedures, between and inclusive of the initial start of construction and substantial completion of work under Sections: 221 (New or Substantial Rehabilitation), 232 (Nursing, Intermediate Care or Board & Care Facilities), or 223 (f) (Existing Projects without Substantial Rehabilitation) insured projects (To be determined after contract award per the issuance of task orders) Substantial Rehabilitation is defined in HUD-4460.1 Rev-2, Para. 5-6A. and HUD MAP Manual Page 5-17 of 32, Paragraph 5.12.

Project Name: **Alden Estates of Shorewood**
Project No.: **071-43218**
Street Address: **710 Black Road (NWC Black Road & Shorewood Drive)**
Location: **Shorewood, Will County, IL 60404**
Type of Facility: **Skilled Nursing Facility**
No. of Units/Beds: **100 Beds**
Type of Project: **New Construction**
Scope, if Rehab: **N/A**
Structure Type(s): **Steel Frame & Concrete Masonry**
Number of Primary Buildings: **1**
Number and Type of Accessory Buildings: **None**
Foundation System: **Slab on Grade**
Structural System: **Steel Frame & Concrete Masonry**
HVAC System: **Central Heat/AC**
Public &/or Private Utility Systems: **Public**
Off-site Work: **None**
Project Owner: **Alden Estates of Shorewood I, LLC**
General Contractor (G.C.): **Alden Bennett Construction Co.**
Design Architect (D.A.): **Alden Design Group, Ltd.**
Supervisory/Inspecting Architect (S.A.): **Richard T. Hansen Architect**
Scheduled Construction Period: **14 Months, 04/01/2010-05/31/2011**
Construction Cost: **\$11,177,391**
Scheduled Start of Construction: **TBD**
Total Number of Inspections (*2/month plus 9 & 12-month guarantee inspections*): **30**
Average Number of hours to make one inspection is estimated at (*Not including travel time or report preparation*): **1 hour**

THIS CONTRACTOR OR SUBCONTRACTOR/INSPECTOR MAY NOT HAVE AN IDENTITY-OF-INTEREST WITH THE OWNER, SUPERVISORY ARCHITECT, OR GENERAL CONTRACTOR.

II. DEFINITIONS FOR THIS PURCHASE ORDER:

- A. Construction Inspection Services means monitoring the construction and contract administration, and performing related functions for the purpose of protecting HUD's project interests. Major functions include:
1. Review and report to the GTR/GTM on the completeness of the assignment documents for the purpose of project inspection;
 2. Participate in the pre-construction conference as deemed appropriate by the GTR/GTM;
 3. Participate in periodic job meetings;
 4. Make periodic observations at the site of the multifamily housing/care facility project and report on on-site and corollary off-site construction and architectural contract administration;
 5. Request Field Office specialized engineering assistance, where required due to unique or complex systems;

6. Advise the GTR/GTM on the need/general acceptability of proposed change orders;
 7. Maintain a set of "As Built" drawings and specifications, and monitor the General Contractor's record set of drawings and specifications;
 8. Certify on the periodic pay request to the reasonableness of the amount requested by the General Contractor and recommended by the Supervisory Architect for progress payment; observe the work, and complete and sign the inspector's portion of the Permission to Occupy form relating to acceptability of the work, including list of incomplete items, for facilities tendered for occupancy;
 9. Report, where applicable, the list of delayed completion item(s) at substantial completion of the Work, the estimated cost for completing each of the item (s) and the recommended completion date for each item;
 10. Certify to the acceptability of the work, connection of all required utilities, and property ingress/egress at substantial completion of the Work;
 11. Meet at the Field Office with HUD staff and/or parties involved in the project, where necessary, to resolve project issues;
 12. Attend periodic training sessions conducted at the Field Office by HUD staff;
 13. Assist any HUD official conduct an on-site review of the project construction and architectural contract administration for the purpose of assessing performance under this Order or other areas of concern.
- B. HUD Inspection Procedures are as provided in paragraphs 3-1 through 3-16 inclusively of Chapter 3, Architectural Inspection, HUD Handbook 4460.1 REV 2, Architectural Analysis and Inspections for Project Mortgage Insurance. Required reporting forms and instructions are provided with the forms and in HUD Multifamily Accelerated Processing (MAP) Forms Book (May 17, 2000 & applicable revisions).
- C. Specifically, as per HUD Handbook 4460.1 Rev-2, Para. 3-7B, should the General Contractor wish to request payment of construction materials stored off-site (HUD-92448), this contractor/sub-contractor/inspector shall consult with the GTR/GTM for guidance and approval before proceeding and/or accepting such request claims by the General Contractor.
- D. Start of Construction is the date when the construction contract work commences, including demolition for substantial rehabilitation projects and site clearance or other preliminary site work for proposed construction projects.

"Start of Construction" shall be documented on Inspector's HUD Trip Report.

"Initial Start of Construction" (Non-Physical permanent improvements) starts Labor Standards and Prevailing Wage Requirements. Initial Start is defined as beginning of site clearance and/or preparation for construction when pursued diligently without appreciable delay.

"Permanent Start of Construction" is defined as the first day that permanent on-site building elements were put in place such as footings and/or foundations, pilings, utility lines, etc. Excavation itself, does not constitute "Start of Permanent Construction".

- E. Substantial Completion of the Work is when all the construction contract work has been completed, except work beyond the General Contractor's control to complete, and when delayed completion items, if any, are acceptable to HUD and a proper escrow is established for these, delayed items.

Project Substantial Completion is to be formalized as the date this contractor/inspector signs the final HUD Representative 's Trip report, provided the Trip Report is subsequently endorsed by HUD/FHA Authorized Agent. This inspector verifies and documents, on Trip Report, that specific buildings (s) are suitable for occupancy. General Contractor's defined "punch list" items, if any, are submitted to Architect, for review, modification and determination before signing/dating the HUD 92485; this finalized list is not to include items which preclude occupancy. This inspector reviews acceptability of proposed these delayed completion items and verifies work is suitable for occupancy before signing/dating HUD-92485 Permission to Occupy (PTO) form. All other, non HUD, related federal, state, local code

acceptable completion documents need to be prudently finalized/documentated, as well as ensuring all health, safety and reasonable livability conditions are met, prior to this contractor/inspector signing the PTO. Generally, "delayed completion" items should not be within the dwelling units to avoid disrupting residents and to help avoid future potential contract completion disputes.

If acceptable, Substantial Completion "Permission to Occupy" (PTO) (HUD-92485) form(s); i.e., by building or complete project, are to be signed by this inspector after the inspecting Architect signs and dates the required forms. HUD's PTO becomes official provided the HUD-922485 is subsequently endorsed by HUD/FHA Authorized Agent.

F. Serious Construction Problems That Might Lead to Default must be specifically identified in the HUD Representatives Trip Report, and include but are not limited to :

- Work stoppage,
- General Contractor abandons job,
- A change in the General Contractor, Owner or Architect during construction,
- Construction defects untreated for 30 days,
- General Contractor cannot or will not correct any construction defect(s) or latent defect (s) in timely manner; i.e. 30 days after 1st notification to General Contractor and Architect. RE: HUD-4460.1 Rev 2, Para. 3-14 B4. ,
- Extended periods of bad weather, strikes, etc.,
- Controlling jurisdiction issues a "stop-order",
- Slow start or progress of off-site work that would impair project occupancy,
- Other conditions of such nature or magnitude as to potentially cause a default, and warranting immediate attention by HUD personnel.

III. SPECIFIC TASKS. This contractor, sub-contractor and/or inspector covered under this Order, must furnish its own materials, equipment, services, and facilities; provide its own transportation; and otherwise do all things necessary for or incident to the following tasks, except that the construction General Contractor must provide an acceptable enclosed secure working space at the job-site of such size, accommodations and furnishings as HUD may require for the discharge of these inspection functions. Official "Drawing & Specification Set No. 3." and the "Architect's Log" are two examples of materials to be in the secured space. This contractor/sub-contractor/inspector, covered under this Order, has the right of entry and free access to the project and to inspect all work done and materials, equipment and fixtures furnished, installed or stored in and about the project at all (normal working hour) times during the construction period.

A. Assignment. Meet at the HUD Field Office with the GTR/GTM and other HUD staff designated by the GTR/GTM within one week of the award of this Order, unless other provisions, acceptable to HUD, are made. The GTR/GTM will orally brief this contractor and answer questions to assist the contractor to fully understand the requirements of this Order. The GTR/GTM will provide this contractor with the assignment documents, and a copy of each referenced handbook or assist with obtaining necessary materials through HUD's automated procurement system. See: www.hud.gov/hudclips, <http://www.hud.gov/offices/adm/dds/index.cfm>, or telephone (800) 767-7468.

B. Assignment Documents. Review the HUD & construction contract assignment documents; report on any observed noncompliance between the assignment documents, site conditions, completeness and coordination of the HUD official (signed) drawings and specifications and/or HUD requirements consistent with Handbook 4460.1 REV 2, paragraph 3-4.A. This review is intended to locate readily identifiable oversights in document preparation, but is not the type of document analysis required during the design stages.

1. Report any findings of nonconformity between the contract documents and observed site conditions and/or known HUD design requirements to the GTR/GTM by USPS letter, fax, delivery confirmed email, or other transmission mode acceptable to HUD.
2. Advise the Supervisory Architect of any noted incompleteness, contradictions or ambiguities in the drawings and specifications for his action in accordance with the construction contract documents; i.e. HUD 4460.1 Rev-2 and Appendix 2 "Amendment to AIA Document B181". Record the event, any such subsequent event and the issues discussed on Form HUD 5379.
3. The standard for completeness and arrangement of the drawings and specifications is Handbook 4460.1 REV 2, paragraph 2-7.B. through 2-7.D.

4. Assignment documents (see Handbook 4460.1 REV 2, paragraph 3-3.D.) include:

- Set No 3 (Official Job Site-site set) of the construction contract set of drawings and specifications; Reference HUD-4460.1 Rev-2, Paragraph 2-9 E.3
- Copy of the Construction Contract, Form HUD 92442 or HUD 92442A;
- Schedule of Values/General Contractor's and/or Mortgagor's cost Breakdown--Form HUD 2328,
- General Contractor's and/or Mortgagor's Cost Breakdown;
- General Contractor's Progress Schedule;
- Contract or agreement for off-site construction, if applicable;
- and Drawings and specifications for off-site construction, if applicable.

C. Construction Record. Maintain a file of project documents from project assignment through substantial completion of this Statement of Work (SOW). Incorporate all the documents listed in Handbook 4460.1 Rev-2, paragraphs 3-4.L.2. to 3-4.L.13. inclusively, plus the set of assigned on-site and off-site construction contract drawings and specifications. Use the official signed HUD (Set #2 [Official HUD Inspector's set] or #3 [Official Job Site-site set], as provided by HUD) construction record documents, as the official set of documents, against which all project observations and reporting is made. Documents related to this contract should be prudently used and secured.

D. Pre-construction Conference.

1. Attend the pre-construction conference, conducted by HUD staff at the Field Office, prior to the "start of construction". Retain a copy of the minutes of the meeting, handouts and list of attendees for use in addressing subsequent questions on the issues during the construction period.
2. Conduct any additional required pre-construction conferences at the job site, e.g., for major subcontractors that did not attend the Field Office session. Record on Form HUD 5379, HUD Representatives Trip Report, any such field conference and attendees.
3. Answer job-site questions pertaining to labor and EEO contract provisions, administration of the construction contract, and cost certification submissions. Request Field Office assistance, where required, for in-depth questions.

E. Construction Progress Meetings. See Handbook 4460.1 REV 2, paragraph 3-3.E. for detailed instructions.

1. Schedule and participate in job-site meetings to coincide with the monthly review of the General Contractor's requisitions (pay draws).
2. Apprise the major participants of observed deficiencies and problem areas in the progress of the work and contract administration; clarify HUD procedures applicable to the issues raised; and guide the appropriate parties to the extent necessary to address and resolve outstanding issues.
3. Remind the participants at each meeting and GTR/GTM after 80 percent project completion:
 - Of the Construction Contract, Article 2.D., definition of Substantial Completion of the Work, and
 - That the Owner (in all cases) and General Contractor (where the Cost Plus Contract is used) must meet with HUD's mortgage credit and construction cost analysts respectively before 90 percent project completion to

review cost certification submission requirements.

- At HUD's discretion, a conference call or similar may be used vs. having a meeting.

Reference: HUD-92442 or HUD-92442A

4. Record the meeting, issues discussed and conclusions reached on Form HUD 5379.

F. Inspections. Visit the project job-site as required for the type, stage and condition of construction, but not less often than two (2) times each month at approximately ten (10+) plus day intervals to observe and report on job conditions construction and the Supervisory Architect's contract administration. See Handbook 4460.1 REV 2, paragraphs 3-4. and 3-4.C. through 3-4. K. Schedule one (1) inspection visit to coincide with the monthly pay-draw. This contractor/subcontractor/inspector shall consult with the GTR/GTM for approval and confirm basis/need for more than the two (2) standard monthly inspections.

1. Using the HUD-5379 form and format, the major functions during inspection are to:

- Evaluate and report on the General Contractor's organization, operations and supervision;
- Evaluate and report on the Supervisory Architect's administration of the contract and services;
- Report on special circumstances; i.e. the date of the start of initial and permanent construction, occupancy, delays, disputes, changes, etc. Specifically identify and report serious construction problems that may lead to default;
- Report noncompliance in the work from the contract documents observed by this inspector and/or the Supervisory Architect:
- Determine that the amounts requested by the General Contractor and recommended by the Architect for payment are reasonable;
- This HUD representative completes the HUD-11 Reports entitled: "Record of Employee Interview" for HUD's Wage and Labor Division's use. Sign/date and attach to each HUD-5379 submission to HUD.
- Report on labor and EEO compliance issues. Document number of HUD-11 wage interviews conducted on HUD 5379;
- Report on the percentage of project completion and scheduled completion, and the percentage of completion of each additive change order; and
- Report on compliance with each off-site work contract, if applicable, and the percent completion for each.
- Report anything that may delay occupancy; i.e., slow start or progress of on-site and/or off-site work.

2. Record each inspection finding on Form HUD 5379, HUD Representative's Trip Report. Incorporate findings of any HUD specialist sent to the project to assess unique or complex conditions or systems requiring engineering or other specialized skills in a unified report in accordance with Handbook 4460.1 REV 2, paragraph 3-14. See Reference: Multifamily Accelerated Processing (MAP) Forms Book, dated May 17, 2000, as revised..

3. Discuss and document adverse findings with the Supervisory Architect at the job site, or by phone if the Supervisory Architect is not present when the site visit is made. Give a copy of Form HUD 5379 to the Supervisory Architect, if present at the job-site; if not mail by USPS, fax it, or leave it in a secure location at the job-site. See Section III B.1. above.

At bottom of HUD-5379 Report, before signing and dating, this inspector documents how/when Report was provided to Supervising inspecting Architect and others receiving the report; i.e. USPS mail or fax. Show the transmission mode and actual mailing date.

4. Advise the GTR/GTM, by USPS letter, fax or confirmed delivery email, in addition to recording the findings on HUD 5379 form, where there is premature occupancy of any part of the Work for which HUD has not executed form HUD-92485, Permission to Occupy (PTO) form. See Handbook 4460.1 Rev-2.paragraph 3-4J for additional details. To finalize, the HUD-92485 is to be signed by: HUD/FHA Authorized agent.
5. Perform the final inspection (Final HUD Representative's Trip Report) upon Substantial Completion of the Work, defined in paragraph II.E. of this Order, in accordance with instructions in Handbook 4460.1REV 2, paragraphs 3-16.A. and B.
 - a. This final inspection report must include the following statements & any clarifying details:

"Construction acceptably completed", or "Construction acceptably completed subject to withholding disbursement or escrowing funds for completion of the listed items of delayed completion." List any items of delayed completion, their location(s), the estimated cost(s) and recommended time for completing the work. Clearly reference this list in the report or make part of the report by a clearly referenced attachment.

"Utility services: (list services including electricity, gas, water, sanitary sewer, storm sewer, telephone, and cable TV as applicable), are complete, connected, and operable." Where connection is precluded by incomplete off-site work add to the statement "Connection for (list any services & locations) are awaiting installation of off-site lines."

"Safe and adequate *ingress/egress* have been installed to the site and all units and facilities. "Where ingress or egress is precluded in part, for otherwise acceptable building areas, add to the statement "...except as follows and provide an itemized list with appropriate qualifying details:" Such exceptions should be avoided, as practicable; exceptions are specifically subject to Supervising Architect's prior formal written approval.
 - b. Complete, sign and date the "HUD Representative's Trip Report" on the day of the site visit. An original signature is requested in addition to any other formal; i.e. faxed copy that may be sent to HUD, except as otherwise specifically noted.

HUD is receptive to this contractor's use of legal authenticated signatures; i.e., "E-Signature", but acceptability of its use and its compatibility with HUD's system is to be discussed and approved by the GTR/GTM prior to using for official HUD/FHA documents. Basic routine informational email communications do not require this standard.
- G. Wage Interviews. Conduct wage interviews during the course of construction. Interview a representative number of workers in each of the various trades and report on Form HUD 11, Record of Employee Interview, in accordance with HUD Handbook 1344.1 REV 1, paragraphs 3-1 and 3-2. This reference is available on request from HUD's Labor Relations Division. Where appropriate, at least two (2) HUD-11's are requested.
- H. General Contractor's Monthly Requisition For Payment: Review the General Contractor's Requisition, Form HUD 92448, and supporting documents against the Schedule of Values, Form HUD 92328, and the observed acceptably completed work and acceptably stored material. Payment for stored materials must be supported and conform with Handbook 4460.1, REV 2, paragraphs 3-7.to3-8, and HUD 92448 form and its 2 pages of instructions as found in "Multifamily Accelerated Processing Forms Book" (MAP) dated May 17, 2000. Request a current site survey from General Contractor/Architect with the first requisition including a building foundation not covered by a previous survey, where the survey shows the foundation's site location and top of foundation elevation or finish floor elevation.
 1. Modify the requisition as appropriate in accordance with instructions in Handbook 4460.1 2. REV 2, paragraph 3-6. Report any modifications to the requisition on Form HUD 5379.
 2. Complete and sign the Inspector's Certification on the reverse of Form HUD 92448.
- I. Supervisory Architect's Services. Advise the Supervisory Architect on HUD requirements, monitor his performance against provisions of the Owner Architect Agreement, AIA Doc B181, HUD amendment to AIA Doc B181, and report on the Supervisory Architect's performance in accordance with Handbook 4460.1 REV 2, paragraphs 3-4.K.,3-10., and 3-11 Report inadequate performance on Form HUD 5379.

- J. Construction Changes. Determine preliminary acceptability for proposed change orders before their submission for the mortgagee's and HUD's approval in accordance with Handbook 4460.1 REV 2, paragraph 3-12. and completion instructions on the Request For Construction Changes-Project Mortgages, Form HUD 92437. Additional instructions Form HUD-92437 can be found in HUD Multifamily Accelerated Processing (MAP) Forms Book dated May 17, 2000, as revised.
- K. Architect's Supplemental Instructions. Monitor the proper use of Architect's Supplemental Instructions, AIA Document G710, for compliance with Handbook 4460.1 REV 2, paragraph 3-13, and assure distribution to the Field Office. Report the Architect's improper use or distribution of AIA Document G710 on Form HUD 5379.
- L. Serious Construction Problems. Report serious construction problems, defined in paragraph II.F. of this Order, on Form HUD 5379 in accordance with Handbook 4460.1 REV 2, paragraph 3-14.A
- M. Permission to Occupy.
1. Complete and sign the HUD Representative's portion of the Permission To Occupy, HUD 92485, subject to procedures provided in Handbook 4460.1 REV 2, paragraph 3-15, where the owner requests occupancy for any or all dwelling units or facilities.
 2. Report on all requests for permission to occupy on Form HUD 5379.
- N. Training and Field Office Liaison. Attend HUD conducted training sessions at the HUD Field Office, as scheduled by the GTR/GTM during the term of this Order. Such training sessions shall be approximately four hours in duration for the purpose of addressing programmatic and technical issues relevant to the project inspection. Concurrently, review and update the Field Office Construction Record, consistent with Handbook 4460.1 REV 2, paragraph 3-4.L., and direct HUD's GTR/GTM/Chief Architect's attention to any known open issue requiring Field Office's action.

IV **DELIVERY SCHEDULE OF OFFICIAL DOCUMENTS OF THIS WORK:** A timely delivery mode may be by US Mail, in person or other delivery service acceptable to HUD.

A. Assignment Document Review Report.

Before formally delivering the first inspection report, Form HUD 5379 HUD Representative's Trip Report, discuss any format or improvement to this 1st and future reports with the GTR/GTM.

B. HUD Representative's Trip Report Form HUD 5379.

Deliver one signed and dated original copy at the job-site to the Supervisory Architect or leave it in a secure location; i.e. with the Architect's official log-book. At the bottom of the finalized report show how (delivery mode) and when delivery was made to Architect, HUD and any other report recipients. Provide three (3) copies signed/dated to HUD's GTR/GTM within five (5) working days of the site visit.

C. Record of Employee Wage Interview, Form HUD 11. Attach signed and dated completed HUD- 11's to above HUD- 5379 Reports and deliver the original and one (2 total) signed/dated copy to the HUD GTR/GTM within five (5) working days of the site visit. Attach to HUD-5379 Trip Report .

D. General Contractor's Requisition Form HUD 92448. Return the original and seven (7) copies to the Owner's representative at the job-site upon completion of the pay draw review and signing/dating of the documents; and deliver one copy to the GTR/GTM within five (5) working days of the site visit. Attach to HUD-5379 Trip Report and HUD-11's.

E. Permission To Occupy, Form HUD 92485. Return the original and seven (7) copies to the Owner's representative at the job-site after acceptable review, signing and dating of the form; the form is to identify specific units and/or facilities proposed for acceptance. Deliver one (1) copy signed/dated to the GTR/GTM within five (5) working days of the site visit. Attach to HUD 5379 Trip Report. Include a specific list, with location(s) of incomplete or deficient work to be made a part of the Permission to Occupy.

F. "As Built" Drawings and Specifications. Return Set #2 and 3 of the contract drawings and specifications, conformed to the construction General Contractor's record set, to the GTR/GTM within 30 days of the Final HUD Representative's Trip Report, or at such later date directed by the GTR/GTM where additional services for monitoring completion of items of delayed completion are directed by the GTR/GTM. Return to HUD as noted above along with any other official contract/construction documents provided to inspector by HUD.

G. Optional Photographs: At HUD's discretion, this contractor, if specifically approved in advance by the GTR/GTM, will provide one (1) copy of standard 35MM developed color photographs or digital photos. Photos are to be clear, provide clear documentation for a specific noteworthy purpose; i.e. construction (potential) problem(s); each photo is to be date stamped on the film print, or digital print or file, showing when and where the photo was taken. The written focus (purpose) of each photo is to be neatly documented on the photo or clearly tied to each specific photo. Each photo is to be sequentially and consecutively numbered throughout the project's construction period, not just for a particular site visit. Prudent minimal use of this photo option is expected, unless otherwise determined and authorized by HUD.

Should digital photos be specifically acceptable and approved by the GTR/GTM, the following applies unless specifically authorized differently by the GTR/GTM. Photos and disks are to be completed similar to above. Each CD-R disk(s) is to be sequentially numbered and labeled with: FHA #, Project Name & City/State. At the completion of this FHA project's work, provide and deliver consolidated collective photo disk(s) with the last HUD Trip Report. Final disk(s) are to be sequentially filled with a clear identifiable track able numbering system or date photo was taken. These disks are to be substantially filled to minimize the number of disks. HUD retains the right to curtail this photo option. E-mail photo attachments are to specifically be approved by GTM/GTR due to computer storage limitations and virus controls.

A flat all-inclusive cost, per photograph, is requested under the heading: "SUPPLIES OR SERVICES AND PRICES/COSTS", "PRICES": When specifically approved by GTR/GTM, an additional flat all-inclusive cost for any CD-R disk(s) is requested. Final submission is to be of a CD type acceptable to the GTR/GTM. All photos and photo storage disks become the sole property of HUD for its use and disposition.

V. PAYMENT FOR SERVICES. This contractor shall be paid the firm fixed unit price per inspection specified on the face page of the Purchase Order. For payment purposes, each of the following shall be considered an inspection for which this contractor shall be paid the specified fixed unit price. Basic services include all services required under paragraphs I through IV inclusively of the Order, including all travel required for their completion.

When officially requested and authorized by HUD, this contractor/subcontractor/ inspector will attend related project meetings, training. Off-site "stored materials" inspections, when approved by GTR/GTM, not in the immediate proximity or adjacent area of the construction site are considered as a separate inspection. These inspections, visits, and/or meetings will be counted and paid at the same rate as a separate construction site inspection visit. All regular off-site "stored construction material" inspections, construction inspections and/or meetings in the immediate proximity or adjacent to the construction site are considered part of a regular on-site construction site/inspection.

Travel distance, at the specified rate, for other than to the regular construction site inspections/visits will not be more than the travel distance covered by this contract.

A. Each job-site visit and work between the initial start of construction and substantial completion of the work to perform services will be at the frequency defined are in paragraph III. of this Order. This also includes job-site visits where required by the GTR/GTM, to redo an incomplete or inadequately performed inspection, report, pay-draw, permission to occupy or other document or service required under terms of this Order.

B. HUD Meetings.

1. Meet with the GTR/GTM and other HUD staff at the HUD Field Office to receive the assignment documents and an oral briefing on the Order requirements.
2. Meet at the HUD Field Office to participate in the pre-construction conference on the date scheduled by the GTR/GTM.

3. Meet at the HUD Field Office as specified by the GTR/GTM during the term of this Order to attend training.
4. Meet at the HUD Field Office with the GTR/GTM, other HUD staff and /or parties to the construction contract, as scheduled by the GTR/GTM, where required to discuss construction and/or contract administration programs not resolved on the job-site
5. Meet at the HUD Field Office with the GTR/GTM, other HUD staff and /or parties to resolve issues arising from this contractor's performance under this order.

VI **SUSPENSION OF SERVICES.** Services under this Order may be suspended for up to 120 calendar days in any combination of periods, not to exceed three periods, after any event leading to cessation of work at the project site. Services may be suspended for any longer aggregate number of days subject to this contractor's mutual consent with HUD.

- A. **Time Adjustment.** In the event of any services suspension, the basic services period shall be extended by a corresponding period.
- B. **Price Adjustment.** There shall be no compensatory price adjustment for any suspension of basic services.

VII. **REFERENCE HANDBOOKS:**

Official references are for current versions based on date of HUD's "FIRM" Commitment to Owner.

- A. Architectural Analysis and Inspections for Project Mortgage Insurance, Handbook 4460.1 REV 2.
- B. Minimum Property Standards (MPS) HUD 4910.1
- C. Multifamily Accelerated Processing (MAP) Forms Book dated 5/17/2000 and MAP Guide dated 5/17/2000.
- D. Fair Housing Act Design Manual Aug. 1996 HUD-1618-FHEO (for first occupancy after March 13, 1991)
- E. Uniform Federal Accessibility Standards (UFAS) (Accessibility standards apply where there is "federal financial assistance" other than Mortgage Insurance)
- F. Federal Labor Standards Compliance in Housing and Community Development Programs, Handbook 1344.1REV 1. GTR/GTM can provide HUD's Labor Relations Division contact person and assistance, as necessary, for needed references from this Handbook.