

## HPD BLDS Construction Monitoring Request Form & Checklist for New Construction Projects

Note: This is a multi-part document consisting of the request form and submission checklists. Sections will be required before and during the construction term, as outlined below. The HPD Project Manager can request monitoring by submitting this form, along with the completed Pre-Construction Meeting checklist, to the email address indicated below. Meetings will not be scheduled until all required items have been submitted.

### Overview:

1. HPD PM to fill out this request form with project information and gather all Pre-Construction Meeting Checklist items as outlined below. Send complete submissions to the email address below, with subject line: [Project ID] [Project Name] NEW CONSTRUCTION.
2. BLDS to schedule a Pre-Construction ("kick-off") meeting upon receiving a complete submission, including: BLDS, HPD Program, HPD Conversions, General Contractor, Architect of Record, Owner's Rep, and Bank Rep (if applicable).
3. General Contractor to submit additional Construction Monitoring Checklist items throughout construction phase as applicable or as requested by the BLDS Construction Project Manager (CPM).

Date: \_\_\_\_\_ To: BLDS\_MonitorRequest@hpd.nyc.gov

Project Manager: \_\_\_\_\_

Program Director: \_\_\_\_\_

**PROJECT INFORMATION** (as entered in HPDWorks) HPDWorks Project ID: \_\_\_\_\_

Project Name: \_\_\_\_\_

HPD Primary Program: \_\_\_\_\_

HPD Secondary Program: \_\_\_\_\_

# of Buildings: \_\_\_\_\_ # of Dwelling Units: \_\_\_\_\_ Overlay Units: \_\_\_\_\_

Residential SF: \_\_\_\_\_ Commercial SF: \_\_\_\_\_ Community Facility SF: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Construction Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Critical Date Type: \_\_\_\_\_ Critical Date: \_\_\_\_\_

Requisition Sign-off Required? YES NO

Prevailing Wage? YES NO

Land Disposition Agreement? YES NO

Entity	Company Name	Contact Name	Contact E-mail	Contact Phone
Developer				
Architect				
General Contractor				

**BUILDING INFORMATION** (as entered in HPDWorks. For projects with more than 3 buildings, PMs may export a Closing Report from HPDWorks showing all buildings and adding the number of floors and units per building, as below.)

Building Address	Boro	Block/ Lot	# Floors	# Units

**Notes**

*HPD Program to provide additional comments or special instructions about the project/buildings, including project description, unique site conditions, and phase description here:*

## Pre-Construction Meeting Checklist

The HPD PM must submit all items at the time of requesting a construction kick-off meeting. BLDS will not schedule a meeting unless requests include a complete Pre-Construction Meeting Checklist submission.

- HPD BLDS Construction Monitoring Request Form** *completely filled-out by HPD Program*
- DOB Drawings** all approved documents from the NYC Department of Buildings (DOB)
- DOB Permits** NB permit or other permits that authorize the commencement of the stated task
- Specifications** included in contract documents that define qualitative requirements of materials, systems, and general installation for the project that is to be built
- Owner/Contractor Agreement – including HPD Rider** legal agreement between Owner and Contractor as per the terms and conditions defined in the contract. The HPD Rider are supplementary terms, conditions, and requirements that are specific to project and contract
- Owner/Architect Agreement** legal agreement between Owner and Architect for building design and construction contract administration
- Trade Value Breakdown** detailed statement outlining the construction components and the related contract sum that is provided by the Contractor
- AIA Payment Requisitions** proposed sample of or any executed AIA/G702 requisitions, with applicable lien waivers and change orders (requisitions are required in the Construction Monitoring Checklist, below)
- Project Schedule** timetable that outlines the start and end dates, milestones, and sequence of operations that must be met for the project to be completed on time
- Notice to Proceed** the issuance of a formal letter/document from the Owner or Architect to the Contractor for the commencement of the work under contract
- Pre-Construction Accessibility Statement** designating the UFAS units for Mobility and Hearing/Visually impaired, and to attest that the project will comply with federal laws and regulations
- Access Agreements/Easements** for all neighboring properties (NOTE: for city-owned land, if these are not yet available (i.e., Owner has yet to take possession of land), they must be submitted during construction as part of the Construction Monitoring Checklist, below)
- Pre-Construction Surveys of Neighboring Buildings** including photos and a record of conditions prior to start of construction. It is recommended that the Contractor notify the building owners of their observations before commencement of work.

## Construction Monitoring Checklist

The Project General Contractor must submit the below items during the construction phase, as necessary, or as instructed by BLDS.

- Approved and Executed Contract Amendments** as applicable, provided by the Contractor
- Approved Architectural Design Changes** as applicable, provided by the Architect
- Approved Submittals** for all items based on the initial contract and all approved substitutions
- Shop Drawings**
- Homeless Units** identifying and locating all set aside units for formerly homeless households, if applicable
- RFI/RFP** as applicable
- Access Agreements/Easements** for all neighboring properties, if not yet available for the construction kick-off meeting (for projects on City-Owned land)
- Sub-Contractor List** document with detailed contact information for all specialty trade contractors that is provided by the General Contractor, including those retained by the Owner or Architect, such as Expeditors, Special Inspection Agencies, Consultants, Engineers, etc., to be updated with new contractors, as needed
- Agency Approvals** for MTA, SCA, DOT, Parks etc., as applicable
- Meeting Minutes** provided by Contractor/Architect
- AIA Payment Requisitions** executed with applicable lien waivers and change orders
- Change Orders** executed with applicable lien waivers and change orders
- Controlled Inspections & Non-Conformance Reports (NCRs)** provided monthly, at minimum
- Incident/Accident Reports** submitted within 24 hours
- Stop Work Orders** submitted within 24 hours
- Field Reports** as applicable, from relevant entities
- Consultant Reports** as applicable, from relevant entities
- Accessibility Reports** as applicable, from relevant entities