

## HPD BLDS Cost Review Submission Checklist

PROJECT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

HPD PROGRAM(S) \_\_\_\_\_

Each submission shall include one multi-page PDF, compiling all required items (“Documents”) in the order outlined below, and one Excel file (“Detailed Cost Breakdown”). In addition, Cost Review requests must include Construction Docs Checklist requirements (added to the end of this Checklist). All files must be submitted through the eBLDS process, and each file must be less than 50 MB in size.

Cost Review Documents: [borough]\_[block]\_[project name]\_COST-REVIEW.pdf

Detailed Cost Breakdown: [borough]\_[block]\_[project name]\_COST-DETAIL.xlsx

Construction Docs Drawings: [borough]\_[block]\_[project name]\_CD-DWGS.pdf

Construction Docs Documents: [borough]\_[block]\_[project name]\_CD-DOCS.pdf

### DOCUMENTS (combined as a single PDF)

- HPD BLDS Project Summary** completely filled-out (not required for BLDS Moderate Rehabilitation Review)
- Submission Checklist** (this document, filled-out)
- Detailed Cost Breakdown** representing complete scope of work for the proposed project. Cost breakdown shall provide quantities and unit prices and be detailed as much as possible. Document shall be dated and include project name and preparer’s name. Both PDF and Excel formats must be submitted.
- Contractor Cost Proposal** stating the total proposed cost and dated drawings that were used for pricing. This proposal shall list all add and deduct alternates, value engineered items, and cost clarifications that are part of the planned cost, if applicable.
- Architect Cost Statement** confirming the Contractor Cost Proposal fully represents work shown on Construction Documents, including the date of the latest contract documents. If there are add and deduct alternates, value engineered items, and/or contractor clarifications that are not already shown on construction documents, Architect shall issue a separate detailed document describing all the changes for implementation to final Construction Documents.
- Developer Cost Statement** approving the Contractor Cost Proposal and additional charges such as add and deduct alternates, value engineered items, and contractor’s cost clarifications.

### INCLUDE IF APPLICABLE:

- Asbestos Report**
- Lead Paint Report**

## HPD BLDS Construction Docs (Engineering) Review Submission Checklist

Each submission shall include two multi-page PDFs, the first shall contain all design drawings ("Drawings"), and the second shall contain all supporting documents ("Documents"), unless otherwise noted. All files must be submitted through the eBLDS process, and each file must be less than 50 MB in size.

Construction Docs Drawings: [borough]\_[block]\_[project name]\_CD-DWGS.pdf

Construction Docs Documents: [borough]\_[block]\_[project name]\_CD-DOCS.pdf

### DRAWINGS (combined as a single PDF)

- HPD BLDS Project Summary** completely filled-out
- Site Plan** indicating the context of the development within nearest street intersection(s), including site boundaries & restrictions, buildings, access points, adjacent structures, roads, sidewalks, parking, driveways, elevation grades, hard and soft surfaces, tree locations, landscaping, fences, gates, lighting, easements, and encroachments; including Topographic & Utility Survey by a licensed land surveyor
- Zoning Analysis** citing all pertinent sections of the zoning resolution, and including permitted and proposed uses, unit density, FAR, bulk, lot coverage, height, setbacks, vehicle and bicycle parking, etc.
- Building Code Summary** indicating occupancy group and capacity, construction classification, fire resistance ratings, fire division diagrams, egress/access requirements, and occupant load. The summary must cite pertinent sections of *the New York City Building Code, the Housing Maintenance Code, and the New York State Multiple Dwelling Law*
- Architectural Drawings** representing all floors of the proposed development (cellar/basement, street level, typical floor, upper floors, and roof plan, etc.); clear labeling of all community and common spaces; clear labeling of all rooms with names, dimensions, and area; large-scale plans for every unit type; and clear labeling of each unit with a unique name and total net area. Building elevations, cross sections, all applicable material schedules, interior elevations, reflected ceiling plans, etc. Elevation Drawings representing all exterior elevations of the proposed development; indicating finishes, materials, ceiling heights, floor elevation levels, and total building height; labeling all elements; and indicating existing adjacent and proximate buildings to illustrate the context.
- Structural Drawings** representing all elements of the structural system, including foundation work; with dimensions indicating spans and spacing of elements; labeling all elements; locating and describing site work related to structural construction (e.g. extent of excavation, shoring, underpinning, etc.)
- HVAC Drawings** representing all equipment information (including but not limited to space heating and domestic hot water units, heat pumps, ventilation systems, pumps, etc.), riser diagram(s), equipment schedules, controls, equipment sequence of operation, piping distribution, ductwork layouts, equipment clearance requirements, and sizes. Incorporate Enterprise Green Communities criteria & associated NYC overlay scope as required on plans.
- Plumbing Drawings** representing piping layout and sizes, all equipment information (including but not limited to domestic booster pumps, backflow preventers, etc.), riser diagram(s), gas piping, stormwater management system and service entry locations. Separate out if included in Architectural Drawings. Incorporate Enterprise Green Communities criteria & associated NYC overlay scope as required on plans.
- Electrical Drawings** representing electrical device locations based on National Electrical Code and service entry locations. Incorporate Enterprise Green Communities criteria & associated NYC overlay scope as required on plans. If electrical work is included in Architectural Drawings, please separate.
- Fire Suppression Drawings** (sprinkler and standpipe) representing piping layout, all equipment (including but not limited to sprinkler booster pump, pump controller, heads, hose cabinets, etc.) sprinkler head locations and service entry locations. If seeking exemption from fire suppression scope, justification must be provided via applicable provisions in Chapter 9 of *the New York City Building Code*. If the value of the proposed alteration exceeds 50% of the value of the existing building, then the entire building must comply with fire protection requirements.

- Fire Alarm Drawings** representing device locations and types. Provide justification via relevant code section(s) if seeking exemption from scope for substantial rehabilitation projects.

**INCLUDE IF APPLICABLE:**

- Builders Pavement Plan** (for New Construction projects only)
- Boring Drawings**
- Support of Excavation Drawings** (for New Construction projects only) representing location and entire nature and extent of the work proposed. Show support of adjoining properties and structures during excavation including sheeting, shoring, bracing, underpinning, etc.
- ARC Drawings** (for New Construction projects only)

**DOCUMENTS** (combined as a single PDF)

- Submission Checklist** (this document, filled-out). This must be the first sheet in the 'Documents' file.
- Project Specifications** for all construction materials and processes
- Cut Sheets** for 1) Appliances from apartment kitchen and public use kitchen or pantry including refrigerators, dishwashers, ranges, range hoods, microwaves, and sinks; 2) bathroom, half bath, and public toilet fixtures including bath tubs, showers, water closets, urinals, and lavatory/vanities, baby changing stations, toilet paper holders, toilet seat cover dispensers, soap dispensers, hand dryers, garbage disposal units; 3) washers & dryers in dwelling units and common/public laundry, laundry-product vending machines, laundry sinks; 4) drinking fountains, mailboxes, recycling bins in trash/recycling rooms and 5) finishes for exteriors, such as roofs, facades, pavements, and for interiors, such as floors.
- Scope of Work** (for Rehab projects only) describing the entire project. This should follow the HPD standard specifications for rehab projects.
- Geotechnical Report** including Existing Field Conditions Report describing locations and conditions of existing structures, potential sources of contamination, rock outcroppings, and additional salient site information.
- Integrated Physical Needs Assessment (IPNA) Report**
- Cut Sheets / Submittal** with performance parameters of MEP equipment shown on plans and schedule. Include boilers, fans, air separators, pumps, hot water heaters, storage tanks, backflow prevention devices, sprinkler heads, domestic booster and sprinkler pumps.

**INCLUDE IF APPLICABLE:**

- Hydrant Flow Test** (required if not indicated on plans)
- Sprinkler Hydraulic Design Calculations** (required if not indicated on plans)
- Mechanical System Design Load Calculations & Equipment Sizing Criteria** (in accordance with NYCECC 403.2 if specifying new equipment)