

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

No. 29 Revised

January 13, 1989

POLICY MEMORANDUM

TO: All Departments, Boards, Agencies and Commissions

FROM: Kurt D. Steiner, Chief Administrative Officer

SUBJECT: Instructions to Architects (Architectural and Landscape) and Engineers (A&E).

1. **PURPOSE**

To amend, revise and update certain procedures and instructions for municipal construction projects, as they relate to A&E services and plans and specifications reviewed by the Capital Projects Administration Unit of the Chief Administrative Office or other Coordinating Agency. The Capital Projects Administration Unit will act as Coordinating Agency unless otherwise indicated. The Coordinating Agency will oversee the delivery of professional design/consultant services to the City of New Orleans including the review of schematic design, design development, construction plans and specifications with the necessary City agencies and departments for compliance with all city codes, ordinances, standards, and budget requirements that are applicable. To assist in expediting these procedures and the coordination of the Bidding and Contract Administration phases, these instructions have been developed and revised.

2. **EXCEPTIONS**

The following are exceptions to the procedures of this policy memorandum.

- a.) Department of Streets: surfacing, paving, and related street work undertaken and coordinated by that department.
- b.) Sewerage & Water Board: drainage and related work undertaken and coordinated by the Sewerage & Water Board of New Orleans.
- c.) Office of Housing and Urban Affairs (O.H.U.A.): federally funded construction projects undertaken and coordinated by that department. If the projects are not exempt under one or more of the following items (a), (b), (d), (e), or (f), then the requirements of this policy memorandum shall

apply with the exception that the Office of Housing and Urban affairs (OHUA) shall act as Coordination Agency in lieu of the Capital Projects Administration Unit.

- d.) Mayor's Office: federally funded construction projects undertaken and coordinated by a Division of the Mayor's Office. The requirements of this policy memorandum shall apply with the exception that the particular Division of the Mayor's Office in question shall act as Coordinating Agency in lieu of the Capital Projects Administration Unit.
- e.) Property Management: projects undertaken by and coordinated through that department.
- f.) Aviation Board: projects undertaken and coordinated by the New Orleans Aviation Board.

3. DISTRIBUTION

A copy of his policy memorandum and attachments shall be given to the A/E and the representative of the Using Agency and discussed at the first meeting with the City's representatives to help clarify the responsibilities of each party. Together with this policy memorandum the A&E shall be given a copy of the City's Front-End Documents referred to in item No. 10 and pertinent information from the Design Standards Handbook, item no. 30.

4. PROCEDURE

The A&E is requested to meet with the head of the Capital Projects Administration Unit, Representative of the Mayor's Office, OHUA, or other Coordinating Agency as applicable, the affected Department Director, (Using Agency) prior to submitting his proposed contract. The A&E will be provided with a typical form of proposed contract to be completed, executed and returned to the Coordinating Agency.

The A&E is also required, as part of basic contract services, to meet with the Design Advisory Committee to determine preliminary design objectives unless the project is exempted as provided for in item No. 5 of this policy memo.

Depending on the scope and nature of the capital construction project in question, the Capital Projects Administrator shall be authorized to determine whether the scope of A/E services required necessitates two or three document submittals (plans & specifications). Upon authorization of the Capital Projects Administrator, the scope of services required in articles 5, 6, & 7 may be combined into two rather than three submittals. If the services are combined, the fees for A/E services shall be adjusted appropriately.

The A&E within three (3) weeks of the last of these meetings or an agreed upon reasonable time shall submit his proposed contract to the Coordinating Agency for the review and approval. The A&E contract shall include the following solicitor to secure contract, no participation of elected official or City Employee in benefits and applicable federal requirements. The A&E shall submit 7 copies of the proposed contract, each with original signatures. If the A&E firm is a corporation, a resolution empowering the individual representing the firm to enter into contract shall be attached to each copy. The “Date Blank” on the first page of the contract should be left blank. A date will be inserted after the contract is executed by the City.

It shall also be the A&E’s responsibility to clearly define in letter form his understanding of the following:

- a. Scope of the project.
- b. Cost estimate with criteria used for preparing the estimate.
- c. The relationship of the scope of the project and the cost estimate to the budget allocation.
- d. The A&E’s responsibility to contain the project within the budget limits.
- e. Recommended alternates to budget limit constraints.
- f. Redesign of the project at A&E’s expense if the low bid exceeds an agreed upon estimate.
- g. The inclusion of a bar graph or other suitable documentation clearly defining completion of each phase of the Project.
- h. Compliance with ANSI A117 specifications for making buildings and facilities accessible to and usable by physically handicapped people, and related handicap standards as adopted by City Policy Memorandum 54, City’s Affirmative Action and Equal Employment Policies and State and local building and Life Safety Codes, and the latest adopted edition of the Official Manual of the Louisiana Fire Marshal.
- i. His understanding of the intent of Series O, Section 00820 (Executive Order 83-02) and Series O, Section 00822 (Executive Order 84-01).
- j. His understanding of the procedures for obtaining wage rates.

The A&E is required to meet with the chief Engineer, Planning and Design section of the Department of Streets, for requirement before preparation of any site plans.

The A&E is required to meet with Systems Engineer of the Sewerage and Water Board for requirements before preparation of any site plan.

When the contracts for services have been signed a notice to proceed will be issued by the Coordinating Agency. The A&E shall prepare several schematic design studies consisting of drawings and other documents illustrating the scale and relationship of project components, and the project construction cost of each design scheme.

5. DESIGN ADVISORY COMMITTEE

The Design Advisory Committee is a committee established by action of the City Planning Commission and CAO Policy Memorandum to review and approve design aspects of public construction projects. Members of the committee include the following:

- a) Director of the Planning Commission – Chairman
- b) Capital Projects Administrator – Vice Chairman
- c) Chief Urban Designer of City Planning Commission
- d) Director of Historic District Landmarks Commission
- e) Chief Landscape Architect of Parkway and Park Commission
- f) Others as warranted by the specifics of the project in question and as invited by the Committee Chairman

All construction projects accomplished under the procedures of this policy memorandum funded after December 1988 and with A&E contracts issued after December 1988 shall be reviewed by the Design Advisory Committee unless exempted under one or more of the following exceptions.

- Roofing and Waterproofing work
- Mechanical and Electrical work
- Interior renovations with an estimated construction cost less than \$250,000
- Projects with an estimated construction cost less than \$100,000

6. SCHEMATICS

When completed, the schematic design shall be submitted to the Coordinating Agency with the number of sets required (8 sets). The design studies will be distributed by the Coordinating Agency for review and comment by the appropriate City departments. A preliminary statement of probable cost must accompany the schematic design submittal. The Schematic Design Studies will also be reviewed by the Design Advisory Committee.

The Capital Projects Administrator will not issue a written notice to proceed into the Design Phase without the approval of the Schematics by the Design Review Committee unless so instructed by the Chief Administrative Officer after

appropriate review. A “Community Information Hearing” may be conducted by the Design Advisory Committee in the immediate neighborhood in which the facility is to be located. The “Hearing” will be used to gain community input related to the design of the facility. After review, the A&E will receive written notice to proceed with the design Development Phase together with the review comments and recommendations which are to be incorporated into the Design Development phase.

7. DESIGN DEVELOPMENT

The A&E shall prepare from the approved schematic design study the design development documents consisting of drawings and other documents to fix and describe the size and character of the entire project as to structural, mechanical and electrical systems, materials, and such other essentials as may be appropriate.

The A&E shall advise the Coordinating Agency of any adjustments to previous statements of probable construction cost indicated by changes in design requirements or general market conditions. If at any time during the development of the design development documents, the A&E feels the probable construction cost of the project will exceed the funds available, he should notify the Coordinating Agency of his concern. The coordinating Agency will meet with the A&E and determine the appropriate course of action.

The Design Development documents shall also include outline or preliminary specifications detailed by project section describing the materials and procedures anticipated to be used on the project. The outline specifications shall be in the CSI (Construction Specification Institute) 16 Division **MasterFormat**. Any City “Front End” documents which are proposed to be included without changes may be included by referencing the appropriate section number.

Any modifications, changes, or additions which are proposed to the City’s “Front End” documents shall be indicated by including the entire section article, clearly identified, with the proposed changes indicated. Any and all technical material sections should be included in the preliminary specifications in outline-form, clearly describing the scope of work and the materials proposed to be used.

When completed, the Design Development Documents shall be submitted to the Coordinating Agency with the number of sets required (8 sets). The plans and specifications will be reviewed by the appropriate City departments. Should the Design Advisory Committee Chairman determine that the Design Development drawings differ substantially from those approved in the Schematic Phase, he shall reconvene the Design Advisory Committee to review the plans. After review, the A&E will receive written review comments for incorporation into the documents or response as indicated. Notice will be given to the A&E to proceed with construction documents once the A&E has responded to and acknowledged in written form the review comments on an individual item basis.

8. CONSTRUCTION DOCUMENTS

When completed, the construction documents shall be submitted to the Coordinating Agency with the number of sets required (8 sets). The documents will be distributed by the Coordinating Agency. The plans and specifications will be reviewed by the appropriate City departments. An updated statement of probable cost must accompany the construction document submittal. All costs shall be current as of the date of submission, escalated to anticipated date of award, show unit quantities, unit costs, and total cost of labor and materials for each subheading, including subcontractor's markup. Escalation, Contractor's overhead and profit shall be shown as line items. Probable cost of items of work anticipated to be alternates shall be shown as separate items providing the same estimating methods and procedures as used for the other subheadings in the statement of Probable Construction Cost.

The A&E shall prior to the completion and submittal of the construction documents consult with the Coordinating Agency regarding alternates to be included in the documents. The specifications (Project Manual) for the project shall be developed in accordance with the CSI 16 Division MasterFormat using a three (3) part format for each section.

The technical sections of the specifications (Project Manual) shall be based upon a recognized master guide specifications such as AIA's (American Institute of Architects) MasterSpec, CSI's Spectext, or the A&E's office master specifications based upon such a guide master specifications as indicated above.

Wage Rates, for inclusion in the specifications, shall be obtained as provided for elsewhere in this memorandum. The construction specifications shall also include the "Front-end" documents referred to in item a below. The Coordinating Agency will provide the A&E one (1) clean copy of the "Front-end" documents to be used as a master in preparation of the construction specifications.

Depending on the size and nature of the project, the "Permit Review" process may occur simultaneous with the "Construction Documents" review or it may occur separately. This decision will be made by the Coordinating Agency after consultation with the A&E.

After review the A&E will receive comments to be incorporated into the documents.

9. PERMIT REVIEW DOCUMENTS

It is the responsibility of the A&E to provide as part of the basic contract services construction documents which meet all applicable code, regulatory, and permit requirements. The documents indicated shall be provided for code compliance

and permit issuance review either simultaneous with the “Construction documents” review or after the inclusion of the review comments directed by the Coordinating Agency.

The A&E shall provide the Coordinating Agency with four (4) sets of completed plans and specifications. One (1) set shall be retained by the Coordinating Agency and three (3) sets shall be sent by the Coordinating Agency to Safety & Permits for Code Compliance and Permit issuance review. This review will include Fire Prevention and the State Health Department. The A&E shall not, therefore, submit directly to these agencies.

The A&E shall be responsible for the submittal to and reviews of the documents by the Fire Marshal. The A&E shall also submit directly to other regulatory agencies as directed by the Coordinating Agency. The A&E shall pay any fees charged by the agencies, and the direct cost of these fees shall be reimbursed to the A&E by the City.

10. FRONT-END DOCUMENTS

The A&E will include in his construction specifications the front-end documents Series O Specifications Documents, City of New Orleans, Fifth Edition, dated August 1985 and any subsequent revisions as issued by the Capital Projects Administration Unit. The documents include, but are not limited to the items indicated below. The A&E must, with the approval of the Capital Projects Administrator, modify the documents to meet the specific requirements of each individual project.

On projects funded by sources other than or in addition to City Bond Funds additional Front-End Documents describing additional bidding and construction requirements may be needed. It shall be the responsibility of the A&E to work with the Using Agency and the funding agency to identify and obtain any other bidding documents required.

SERIES O CITY DOCUMENTS

- Section 00010 – Advertisement for Bids
- Section 00110 – Instructions to Bidders
- Section 00300 – Form of Proposal
- Section 00410 – Bid Bond
- Section 00480 – Non-Collusion Affidavit
- Section 00500 – Sample Agreement Form
- Section 00600 – Bonds and Certificates
- Section 00620 – Payroll Reporting Form
- Section 00622 – Minority and Women’s Business Enterprise Reporting Form

- Section 00624 – Minority and Women’s Business Enterprise Certification Form
- Section 00626 – Jobs Equity Weekly Summary and Certification Form
- Section 00628 – Contract and Sub-Contract Activity Form
- Section 00630 – Executive Order 83-02 Confirmation Form
- Section 00720 – General Conditions
- Section 00820 – Employment and Residency Requirements
- Section 00822 – Business Preference Program

ADDITIONAL SERIES O DOCUMENTS
OHUA FEDERALLY FUNDED PROJECTS

- Section 00660 – Contractor’s Certification
- Section 00670 – Subcontractor’s Certification
- Section 00680 – Employment Utilization Report
- Section 00800 – Section 3 Plan
- Section 00810 – Affirmative Action Requirements
- Section 00824 – General Terms and Conditions
- Section 00830 – Supplementary General Terms and Conditions

11. WAGE RATES

On projects using City Wage rates, the A/E shall request the wage rates of the Coordinating Agency. On projects coordinated by the Office of Housing and Urban Affairs (OHUA) wage rates shall be requested of the Department of Housing and Urban Development by OHCD. On all other federally funded projects wage rates shall be requested through the Coordinating Division of the Mayor’s Office. The request for these Wage Rates shall be made a minimum of sixty (60) days prior to the expected date of release for bids by the Bureau of Purchasing. The information necessary for requesting prevailing wages is as follows:

- a) City project number and name and federal agency number where applicable federally funded projects
- b) Source of funds
- c) Location of project including complete address or description of location;
- d) Specific description of proposed work by trade including unusual work items such as pile foundation or a bridge as part of a street project;

- e) Cost estimate of proposed work;
- f) Proposed date of advertising for bids;
- g) Proposed bid opening date; and,
- h) List of laborers and mechanics to be employed on the project.
- i) Unusual work to be performed & the mechanics and laborers who will do the work.

This procedure shall be handled by the office of Housing and Urban Affairs for projects on which they are Coordinating Agency.

Ten days prior to the bid opening, the A&E or the Coordinating Agency, in the case of a specifically funded federal project, shall request an update of the area wage rates. If the wage determinations for the project have been superseded, the A&E shall issue the latest revision by addendum.

12. BIDDING

Once wage rates and review and regulatory agencies comments have been included in the construction documents, the A&E shall provide the Coordinating Agency four (4) complete sets of plans and specifications. These sets shall be distributed as follows two (2) to Bureau of Purchasing, One (1) set for Coordinating Agency, and one (1) to Using Agency. The cost of these documents shall be reimbursable to the A&E. The Coordinating Agency shall authorize the Bureau of Purchasing to release the project for bids when all previously indicated requirements have been completed. The Coordinating Agency shall send the Purchasing Agent, Bureau of Purchasing a memo requesting the project to be released for bids and providing the following information.

- a) Estimated construction cost
- b) Requested bid time (30 days minimum time required under state bid laws)
- c) Number of times the project is to be advertised in City's official journal (normally 3 times required for not federally funded projects, and 4 times for federally funded projects)
- d) Source of construction money and whether the construction is federally funded or not
- e) Using agency
- f) Department and person to whom bid results should be reported.

13. ADDENDA

All modifications and clarifications to the bidding documents shall be issued by the A&E in the form of addenda. The addendum shall be written on letterhead stationary, signed by the A&E, stamped when required by code, and shall include the following information at the beginning of the Addenda.

- 1) Proposal "F" number issued by the Bureau of Purchasing
- 2) Preliminary review "P" number issued by Safety and Permits
- 3) State Fire Marshal review number

Copies of the addendum shall be issued by the A&E to the following parties. The A&E shall receive approval (verbal or written) from the Coordinating Agency prior to issuing an addendum.

- a) Capital Projects Administration Unit
or other Coordinating Agency
- b) Bureau of Purchasing (2 sets)
- c) Safety and Permits (2 sets)
- d) State Fire Marshal
- e) Using Agency
- f) Bidders of record
- g) Any plan review rooms of record
- h) Office of Housing and Urban Affairs, if
applicable

14. PRE-BID CONFERENCE

A pre-bid conference is required on every project. The A&E shall arrange a time mutually agreeable with the Coordinating Agency and shall announce the pre-bid conference date, time and location by addendum. The conference shall be scheduled 10-14 days prior to the bid opening and the A&E should notify in writing the following parties.

- a) Capital Projects Administration Unit
or other Coordinating Agency
- b) Office of Housing and Urban Affairs, if
applicable
- c) Bidders of record

The A&E shall prepare and distribute a report of the pre-bid conference to the Coordinating Agency.

15. BID OPENING & CONTRACT AWARD

The bid opening shall be attended by the A&E. He shall prepare tabulation sheets to be used at the bid opening. The A&E will review the bid tabulations and send his recommendations to Capital Projects Administration Unit or other applicable Coordinating Agency and the Office of Housing and Urban Affairs, if applicable.

The A&E shall verify on OHUA or other federally funded projects that the Contractor has signed and complied with all federal requirements, affirmative

action requirements, certification reports, etc. included in the specifications prior to award of contract.

16. PRE-CONSTRUCTION CONFERENCE

A pre-construction conference is required on every project' the A&E shall arrange a time, date and location mutually agreeable with the Coordinating Agency. If feasible, the meeting should be held at the site. In addition the A&E shall notify the Contractor and the following parties. The Contractor shall notify the appropriate Subcontractors. The A&E shall have his prime consultant in attendance at the pre-construction meeting.

- a) Capital Projects Administration Unit
or other Coordinating Agency
- b) Office of Housing and Urban Affairs, if
applicable

17. NOTICE TO PROCEED

After notification from the City that the Contractor has signed the construction contract and submitted all necessary bonds, etc, the A&E shall send the contractor a written "Notice to proceed" by registered, return receipt, mail. The "Notice to proceed" shall include the following information.

- 1) Number of calendar days in the construction contract
- 2) Date of the beginning and end of the contract time
- 3) Liquidated damages
- 4) A statement indicating the City's intention to assess
liquidated damages if the contractor exceeds the
contract time and any approved extensions.

Copies of the "Notice to Proceed" should be sent to the following agencies.

- a) Capital Projects Administration
or other Coordinating Agency
- b) Using Agency
- c) Office of Housing and Urban Affairs if
Applicable

18. CONTRACT ADMINISTRATION

After award of the construction contract, the Contractor shall prepare a progress bar graph with the knowledge and approval of the A&E. The A&E shall visit the site weekly and submit a weekly construction report to the Capital Projects Administration Unit or other Coordinating Agency and OHUA, if applicable. The report shall note general progress of the work and explain any deviations from the

projected progress schedule. The remainder of the A&E's responsibilities and duties during the contract administration phase of the project are set forth in the contract between the City and the A&E and in the General and any Supplemental Conditions of the construction documents.

19. FIELD AND CHANGE ORDERS

During the construction of the project, clarifications and minor modifications in the work which do not entail changes in the scope, contract time, and/or contract amount must be issued as field orders from the A&E's office, signed by the A&E, agreed to and counter-signed by the contractor. Copies of such field orders should be sent to the Coordinating Agency.

Changes in the work which change the scope of the project, contract amount and/or time shall be issued as change orders. The A&E shall not issue a change order without approval of the Coordinating Agency.

The change order shall not be considered binding and approved until it has been signed by the Contractor, the A&E and the representative of the City of New Orleans. Seven (7) copies of the change order are required to be submitted to the Coordinating Agency. All copies of a proposed change order shall have the following reference information in the upper right hand corner of the first page of change order.

- a) Construction contract purchase order (P.O.) number
- b) Proposal "F" number as assigned by the Bureau of Purchasing at the time the project was issued for bids.

The availability of funds must be verified and approved by the Coordinating Agency prior to the Contractor being authorized to perform the work. When submitted, the change orders must be complete with material and labor break downs from the contractor and letters of description and explanation from both the Contractor and the A&E. The A&E may use the AIA form of change order or he may use a similar format, containing the same basic information on his own letterhead.

20. TESTING

The Owner with input from the A&E will select and pay for a competent testing laboratory of recognized standing for all testing hereinafter specified and/or required.

The Contractor shall furnish all construction materials for the independent testing laboratories for the inspection and testing laboratory to facilitate the taking of samples to be tested.

21. PROJECT CLOSEOUT

After verification of the Contractor's notification that the building is substantially complete the A&E shall arrange a meeting at the building site for the purposes of reviewing and accepting the project. The meeting shall be arranged at a date and time mutually agreeable with the Coordinating Agency. The A&E shall arrange for notification of the following parties to be in attendance at the meeting.

- a) Contractor
- b) Major Subcontractors and Systems Specialists
- c) A&E
- d) Major Consultants & Engineers
- e) Capital Projects Administration Unit
or other Coordinating Agency
- f) Property Management
- g) Using Agency
- h) Office of Housing and Urban Affairs, if
Applicable

If the City's representatives determine that the project can not be accepted as substantially complete, the A&E shall schedule a subsequent meeting at the site when the deficiencies have been corrected.

If all parties agree that the project is substantially complete, the A&E shall prepare a certificate of substantial completion, co-signed by the Contractor, to be sent by Coordinating Agency to the Director of Property Management, notifying him of the same and requesting that the acceptance be recorded in order for the lien period to begin. Copies of the substantial completion acceptance shall be sent to the parties listed above.

The A&E shall sign all review certificates required by governing agencies, as required of the design professional of record such as the Fire Marshal, for the construction work administered under his contract.

22. SUBSTANTIAL COMPLETION

The specific procedures and items to be included at the substantial completion site visit and meeting shall be included in the construction documents but shall encompass the following items, as applicable to the project, which must be submitted in order for the project to be accepted as substantially complete.

- a) Mechanical, Plumbing, electrical Inspection Certificates
- b) Maintenance & User's manuals, brochures, instructions
- c) Keys
- d) Record drawings
- e) Executed copies of all warranties

- f) State regulatory inspection reports
- g) Punch list o incomplete or acceptable items with values.

23. LIQUIDATED DAMAGES

Should the Contractor exceed the agreed upon construction time and any approved extensions, the A&E shall arrange to have a registered letter delivered to the Contractor the day after his established completion date notifying him that he is in default and that the City intends to withhold (where available funds are sufficient) Liquidated Damages and/or seek compensation from the Contractor for each day that the project remains incomplete beyond the completion as established by contract and/or approved change order.

The letter must reference the rate of damages to be assessed and the date at which liquidated Damages begin. The A/E shall send his letter to the Contractor by registered, return receipt mail.

24. FINAL ACCEPTANCE

Upon completion of all incomplete or “Punch-list” items the A&E shall visit the site to verify that all work has been completed in accordance with the contract documents. Once completed the A&E shall issue a letter of final acceptance to the Capital Projects Administration Unit or other Coordinating Agency, Department Director (Using Agency), and the Office of Housing and Urban Affairs, if applicable.

Prior to requesting Final Acceptance, the Contractor shall file for a Use and Occupancy Certificate, if applicable to the project. The A&E shall confirm with the Coordinating Agency that a Use and Occupancy Certificate has been issued prior to recommendation of Final Acceptance and payment.

Upon completion of the lien period and receipt of the L&P (Lien & Privilege) Certificate from the Contractor, the A&E shall forward the certificate to the Coordinating Agency along with the Contractor’s final payment request and a letter indicating the A&E’s concurrence with the Contractor’s request.

25. ONE YEAR WARRANTY REVIEW

Approximately ten (10) months after substantial completion acceptance of the project, the A&E shall contact the Coordinating Agency, the Using Agency and the Contractor and shall conduct a One Year Warranty review close out meeting at the site.

The A&E shall at the conclusion of the closeout review provide the Contractor with a written list of items to be corrected under the terms of the project

warranties. The A&E shall send copies of his correspondence and minutes of the meeting to all parties and agencies involved.

26. ENERGY AND INSULATION STANDARDS

Energy efficiency in City buildings is of vital importance and the A&E is directed to pay particular attention to the projected energy consumption and the insulation values of the construction materials and assemblies used on City buildings. The insulation values of exterior walls shall be minimum of R-14 with a value of R-16 to R-19 preferable where practical and economically feasible. The value of the ceiling/roof construction shall be a minimum of R-22 with R-24 to R-28 preferable where feasible.

The impact and requirements of these standards shall be reviewed on each project and any deviation necessitated by restraints on the project shall be issued and authorized by Capital Projects Administrator. The A&E is encouraged to consult with the Capital Projects Administration unit when necessary.

27. ROOFING STANDARDS

The integrity of built-up roofs used on City projects is of vital importance and concern to the city. Built-up roofs shall have a minimum slope of ¼"/foot unless otherwise agreed to by the Coordinating Agency.

Permanent access to building roofs to facilitate periodic inspections is required. On buildings where stairways do not provide a permanent access to the roof, roof access hatches with a permanent ladder shall be provided in the building. If at all possible this ladder shall be an inclined, "Ship's type" ladder.

If this is not done and a vertical ladder is used, precautions and care should be taken concerning clearances between the ladder and the supporting wall, clearance between the ladder and the hatch frame, and as much over run of the railings as possible to facilitate safe transfer to and from the ladder at the roof level.

Where the re-roofing of an existing project with inadequate slope involved, retrofitting of the roof with tapered insulation to achieve minimum slope is recommended if existing structural conditions permit.

28. CORRESPONDENCE

All correspondence, transmittals, field reports, change orders, etc, issues on the project shall reference the project name and the "F" number assigned by the Bureau of Purchasing.

29. INVOICES FOR PROFESSIONAL SERVICES

Invoices for services rendered by the A&E firm should be sent to the Coordinating Agency for review and processing. When submitting an invoice, the invoice should be signed and submitted as an original and two (2) copies. The invoice should indicate the following information.

- a) Total fees encumbered by means of the Contract.
- b) Fees earned to date
- c) Fees previously billed
- d) Amount due for that particular invoice

When submitting an invoice for basic services provided through the A&E contract, the invoice must reference the name of the project and the Purchase Order (P.O.) number assigned by the Department of Finance for the contract through which the services being billed have been rendered.

Invoices for reimbursable items such as printing must be billed separately and should not reference the P.O. number. The invoices for reimbursement should also be submitted to the Coordinating Agency as a signed original and two (2) copies with attachments and supporting documents.

30. CITY OF NEW ORLEANS DESIGN STANDARDS HANDBOOK

Additional information concerning procedures for executing the “Agreement for services of Architects & Engineers” and additional contract administration design standards and billing information is contained in the City of New Orleans Design Standards Handbook. This handbook will be maintained and issued through the Capital Projects Administration Unit of the Chief Administrative Office and a copy will be given to each A&E at the beginning of each project.

31. INSURANCE

The A&E shall submit to the Coordinating Agency certificates of professional liability insurance coverage as provided for in the contract between the City and the A&E. The insurance certificates shall be submitted within thirty (30) days of receipt of the executed contract from the City. Failure to comply with this requirement may subject the contract to cancellation by the Owner on seven days written notice.

32. INQUIRIES

Any questions concerning this memorandum should be addressed to the Capital Projects Administration Unit of the Chief Administrative Office.

Kurt D. Steiner
Chief Administrative Officer

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