ALPENA
COMMUNITY COLLEGE

REQUEST FOR PROPOSALS

Three-track professional services solicitation

Environmental / SHPO Section 106 • PAFR • Full Design & Construction Administration

Charles R. Donnelly Life Sciences and STEM Innovation Center | Donnelly Natural Resources Center (NRC)

Center for Student Success and Innovation | NRC 101

Alpena Community College

665 Johnson Street

Alpena, Michigan 49707

Solicitation Details	ACC Information & Deadlines
RFP Publish Date	10/23/2026
Written questions deadline	11/4/2026 2 PM, EASTERN [Responses provided by 11/6/2026]
Site visit	By arrangement with ACC Facilities
Proposals due	Friday 11/13/2026 at 2:00 p.m. Eastern Time
Submission	Lyn Kowalewsky, Controller - VLH 110 | kowalewl@alpenacc.edu
Technical contact	Kurt Konieczny, Director of Facilities Management | konieczk@alpenacc.edu | 989-358-7202
Target Completion	Submit proposed phased schedule for ACC/USDA review and approval
	NRC 101 - Completion by 09/30/2027 per funding source
	NRC Renovation - Completion date will be negotiated

1. Invitation and project purpose

Alpena Community College (ACC) solicits submissions from qualified firms and teams to provide the professional services needed for the Charles R. Donnelly Life Sciences and STEM Innovation Center renovation and modernization. The College seeks coordinated delivery of three distinct, separately evaluated work tracks: (1) environmental review and Section 106 services, (2) the USDA Rural Development Preliminary Architectural Feasibility Report (PAFR), and (3) architectural/engineering design, bidding and construction-phase services.

Firms may respond to any one track, two tracks, or all three; a lead firm may propose qualified subconsultants. ACC may award separate contracts by track or a coordinated agreement to a qualified team. A single response covering multiple tracks must clearly separate personnel, responsibilities, qualifications, deliverables and fee treatment for each track. No construction work is being procured through this RFP.

2. Project background, Scope of Work, and funding

The Donnelly Natural Resources Center was built in 1972 and is a four-story academic facility of 39,520 square feet. It supports natural sciences instruction, teaching laboratories, a first-floor lecture hall (NRC 101), classrooms, offices, and the ACC Board of Trustees room. The 2024 facility condition assessment identifies deficiencies involving the roof, exterior concrete and masonry, existing elevator, finishes, HVAC and controls, and life-safety systems.

ACC intends to renovate and modernize this existing facility to better serve student collaboration, life sciences and STEM instruction, and campus operations. Appendix A is the Owner-defined Scope of Work. Neither the condition assessment nor the broader federal application authorizes unlisted construction as a base scope item. Design professionals shall identify mandatory code-related, system-dependency or environmental requirements and obtain ACC's written disposition before incorporating a material scope change.

2.1 Federal funding and grant-specific interfaces

- USDA Rural Development (RD): FY2026 Community Facilities Congressional-Directed Spending / Community Facilities Program funding is presently shown in the ACC project materials as $3,527,100, subject to final award documents and approved cost allocation.
- Strengthening Institutions Program (SIP): The project planning schedule identifies $709,811 in SIP construction/technology funds for FY2026 (October 1, 2026–September 30, 2027). ACC reports that a portion of the NRC 101 Renovation will be funded in part by the U.S. Department of Labor on behalf of the U.S. Department of Education through the Strengthening Institutions Program grant. The precise award structure is subject to final award documents and approved cost allocation.

The SIP funding is NOT an addition to the $4,705,000 building-wide planning estimate. Proposers must identify shared roofing, HVAC, electrical and technology work to prevent double counting. The NRC 101 completion date must be coordinated with SIP eligibility and grant-period constraints.

- Other funding: The ACC will secure a minimum additional $468,089 of funding. Actual funding availability, local match, project cost allocation and reimbursement eligibility will be confirmed by ACC and applicable funders.

3. Procurement tracks, award approach and coordination

Track	Principal service	Selection / pricing
1 – Environmental / Section 106	Archaeology and historian/architectural history; USDA environmental survey support; Section 106 package and agency responses	Competitive technical/price evaluation; submit track-specific fixed-fee price
2 – USDA PAFR	Existing conditions, programming, schematic feasibility, Guide 6 PAFR, full project cost/schedule and RD coordination	A/E qualifications-based selection; submit track-specific cost estimate
3 – Design / bidding / construction	Licensed multi-discipline design, documents, bid support, construction administration, closeout	A/E qualifications-based selection; submit track-specific cost estimate

Tracks 2 and 3 are professional architectural/engineering work and may be selected using qualifications-based competitive proposals under 2 CFR 200.320(b)(2)(iv), consistent with ACC policy, and any DOL, DOE and USDA

concurrence requirements. Track 1 must be priced separately and will not be treated automatically as A/E qualifications-based procurement simply because an A/E firm offers it.

- Designate a primary coordination lead, named point of contact for each track, document-control procedure and responsibility matrix; include a strategy for joint meetings and shared data.
- Provide one consistent site/building and ground-disturbance description to ACC. Avoid advancing final design or project activities in ways that could prejudice the federal environmental review.
- Identify which scope overlaps between PAFR and design work, which outputs will be carried forward, and how duplicate site visits, drawing preparation, assessments and charging will be avoided.
- ACC retains authority over grant submissions, final scope decisions, contract award, agency correspondence and construction procurement. Consultant preparation of an application or report does not constitute DOL, DOE, USDA or SHPO approval.

4. TRACK 1 - Environmental review and Section 106

4.1 Early USDA scoping and project definition

- Before launching field investigation, coordinate with ACC and Andy Granskog, USDA Rural Development State Environmental Coordinator, at andy.granskog@usda.gov or 517-324-5209; document his guidance and confirm required environmental survey, eligibility review, APE, deliverables, submission format and consultation routing.
- Prepare a defensible undertaking description covering all work in Appendix A, NRC 101 renovation, exterior treatments, roof/RTU, any excavation/utility connections, façade alterations, access routes, any reasonably foreseeable off-site effects, and associated construction phasing.
- Identify direct, indirect, above-ground and archaeological effects areas in consultation with USDA. Obtain maps, prior site drawings and existing cultural-resource records; determine and justify any needed field work.

4.2 Historian / architectural-history investigation and signed report

- Provide a standalone historian/architectural-historian report by a professionally qualified consultant, including the 1972 NRC, exterior architectural elements, current project APE, historic context, National Register eligibility evaluation, potential visual/physical effects, required SHPO survey forms and a supported recommendation.

4.3 Archaeological investigation and signed report (if required)

- Provide a standalone archaeological report prepared or directed by a professional meeting applicable 36 CFR Part 61 Secretary of the Interior qualifications; include records/background review, disturbance assessment, survey methods and results, sensitive resource handling, NRHP considerations and any additional investigation recommendations.
- Assess proposed work near existing foundations, landscaping, utility trenches and other disturbance areas. Field-testing scope, collection, curation, permits and site visits shall follow written USDA direction and legal requirements; price extraordinary field investigations separately if not definable at solicitation.

4.4 Complete Section 106 application and routing

- Prepare the Michigan SHPO Section 106 application and checklist, historian/architectural-history report, archaeological report (if needed), project location / APE maps, photographs, construction-effect descriptions, site forms, references, findings recommendation, consultant credentials and correspondence record.
- Transmit ALL environmental and cultural-resource deliverables through ACC directly to Andy Granskog at USDA Rural Development. Mr. Granskog will forward the application and related documents to SHPO.
- Respond to reasonable technical comments and provide revised final packages a record of agency determinations/conditions.

4.5 Broader environmental survey support

- Inventory and screen available FEMA flood information, wetlands and surface-water resources, project site history/contaminants, hazardous building materials, known threatened/endangered species constraints, relevant permits and utilities, and prior environmental reports to the extent USDA requests for the undertaking.
- Describe data gaps and distinguish the base environmental information package from separately authorized specialized services, such as Phase I environmental site assessment, wetland delineation, geotechnical borings, asbestos sampling, lead-based paint testing, regulated-material survey, or expanded archaeological testing.
- Coordinate with USDA on the applicable federal environmental framework, including 7 CFR Part 1b as presently implemented for RD, and any transitional, grant-specific, or Section 106 requirements the agency identifies. USDA makes the environmental determination; consultant will assemble supporting documentation.

4.6 Environmental deliverables

Required: scoping memo and schedule; undertaking / ground-disturbance description; mapped APE; independently signed archaeology and history reports; completed SHPO application with forms, photographs and GIS/map files; environmental inventory/gap matrix; consolidated USDA submission package; comment-response log; final agency-status memo and accessible PDF copies.

4.7 Additional Requests

Agreeance to support additional field work and documentation as may be requested by USDA RD, MI SHPO, etc.

5. TRACK 2 - USDA Preliminary Architectural Feasibility Report (PAFR)

5.1 Existing conditions and program

- Conduct on-site review of NRC structural/exterior masonry and balconies, roof and drainage, windows/doors, instructional rooms (including NRC 101), restrooms, elevator/stairs, HVAC/BAS, electrical distribution, fire alarm and accessible routes. Review building plans and the 2024 condition assessment; identify additional testing required.
- Meet with ACC Facilities, applicable ACC staff and relevant faculty/user representatives to confirm use of renovated spaces, square footage, occupancy, operation during construction, any co-funded work and any overlap with the NRC 101 component.

- Prepare an item-by-item Scope of Work validation matrix, code/life-safety and accessibility evaluation, building-system dependency matrix, and a specific list of proposed corrections or separately authorized additional work.

5.2 Schematic feasibility products

- Prepare schematic site plan, dimensioned plans of affected floors, key building elevations, system narratives, preliminary structural/MEP considerations and proposed project phasing sufficient to support a defensible feasibility report and environmental undertaking description.
- Provide site suitability, zoning/permitting, utilities, site/floodplain/wetland/ownership-easement analysis and realistic reuse versus replacement considerations to the level required by USDA Guide 6 for this renovation project.

5.3 Complete Guide 6 report and itemized estimate

Prepare a complete, professionally authored PAFR using USDA RD Instruction 1942-A Guide 6 (updated October 24, 2023). It must cover all 13 sections and applicable subparts enumerated in Appendix B. Clearly state “not applicable” and rationale when a requirement does not relate to a renovation-only project; do not omit sections without explanation.

- Provide independent opinion of probable project cost broken down by construction/fixed equipment, site improvements, land/rights, architect fixed fee and reimbursables, construction monitoring inspection and BABAA documentation, specialized engineering, environmental investigations, testing/permits, movable equipment, legal/bond costs, financing/interest if applicable, administration, contingencies and other explainable costs.
- Include owner Scope of Work as the cost baseline, identify scope additions mandated by code or environmental reviews separately, and explicitly reconcile the $4,705,000 planning total, clearly defining NRC 101 renovations (SIP Funded) and remaining NRC renovations (USDA RD and Owner Funded).
- Describe design-bid-build, anticipated public competitive sealed construction bidding, required approvals and major milestones; assess USDA-required construction monitoring, including full-time resident inspection under RD Instruction 1942-A § 1942.18 when applicable.
- Address BABAA applicability under 2 CFR Part 184 and USDA instructions; list federal funding sources and entity type accurately; identify materials documentation and construction monitoring implications, rather than promising waivers or exemptions.

5.4 PAFR deliverables and review

Submit early existing conditions / program memo, draft schematic plans/elevations and cost report, outline, review draft, and a corrected final signed PAFR with exhibits, site photos, independent estimate spreadsheet, agency comments matrix and native/editable source files. Support ACC and USDA RD review, including reasonable clarifications and resubmission.

6. TRACK 3 - Architectural and engineering design, bidding and construction services

6.1 Design professional team and general expectations

Provide a Michigan-licensed architect of record and appropriately registered structural, mechanical, electrical and other engineering professionals necessary to deliver coordinated, code-compliant, permit-ready and competitively biddable documents for the ACC-defined Scope of Work. The design must minimize disruption to an occupied college campus and allow phasing of co-funded components. Any required permits and authority-having-jurisdiction approvals shall be identified and coordinated.

6.2 Design of the overall Scope of Work

- Verify and design façade/balcony remediation and metal panel work, masonry repointing/cleaning, joint caulking, exposed-steel work, entrances/storefront, exterior doors/glazing, roof replacement, targeted restroom renovation, painting/finishes, ACM-flooring work coordination, stair-tread replacement and elevator replacement.
- Design required related systems for the specific approved scope, including lecture-hall HVAC/RTU and duct/gas/roof coordination, chemical storage cabinet exhaust, BAS/pneumatic replacement, security cameras, fire-alarm modernization and all building-power, life-safety and mechanical integrations needed for a complete functioning project.
- Coordinate design and engineering with the environmental consultants, including protection or mitigation measures and limits on work prior to Section 106 completion and any USDA environmental clearance.

6.3 NRC 101 design-specific work and funding allocation

The NRC 101 portion of the NRC Renovation project shall receive concentrated existing-conditions investigation, layout/programming, classroom collaboration and technology coordination, and designs for ceilings and finishes; new ducted packaged rooftop unit; associated roof replacement/structural rooftop curbs and penetrations; distribution, controls, gas, electrical and balancing; and coordination with fire/life-safety and accessibility systems. The design team shall identify which roof and RTU work is NRC 101 specific or building-wide, included as separate Scope of Work items and shall avoid duplication in estimates, fee proposals and construction bid packaging.

The NRC 101 portion of the NRC Renovation project requires investigation, load analysis and a recommendation in the basic design coordination. Prepare a discrete cost, schedule and grant-funding impact for any such work.

The architectural team shall coordinate NRC 101 renovation costs, schedule and deliverables with the SIP-funded component and the applicable documentation confirming that the work is NRC 101 renovation required in accordance with the U.S. Department of Labor on behalf of the U.S. Department of Education Strengthening Institutions Program grant. Identify the funding attribution of construction, technology, and professional services packages. The design is to aim for NRC 101 readiness for intended use by October 1, 2027, per SIP grant period, year 1 budget.

6.4 Design phases and documentation

- Provide schematic/preliminary design with user review; design development; detailed quantity/assumption-based estimates at least at schematic, 60% and 90% stages; value engineering;

project phasing and temporary access; construction documents; and final signed/sealed plans and technical specifications.

- Provide demolition plans, architectural / structural drawings, roofing/envelope details, mechanical/electrical/fire-alarm/security/low-voltage details, elevator coordination, equipment and finish schedules, hazardous-material notes, energy/accessibility/life-safety code summaries, permit applications as agreed, and operation/maintenance requirements.
- Include appropriate grant-specific construction clauses and documentation for BABAA, any Davis-Bacon prevailing-wage determination (required by SIP Funding), bonding/insurance, civil rights, labor compliance and audit/record retention, as established by ACC and each funding agency. Contractors must document actual manufactured products and construction materials as required; consultant does not certify exemptions without agency instruction.

6.5 Construction bidding and award assistance

- Prepare complete competitive sealed bid package suitable for ACC public advertisement under design-bid-build, including Instructions to Bidders, bid form, schedule of values, unit prices/alternates if authorized, addenda, wage provisions where applicable and clear separable funding/contract work packages.
- Assist with pre-bid site walk, bidder questions, written addenda, bid tabulation, bid responsiveness/responsibility review, value engineering after bid as permissible, and recommendations to ACC. ACC makes final procurement and award decisions; alternate construction delivery requires USDA review/prior approval where required.

6.6 Construction administration and closeout

- Participate in preconstruction and construction meetings; process RFIs, submittals, shop drawings, substitutions, construction interpretations, potential change orders and pay applications; conduct periodic design-professional site observations; monitor the schedule; document funding-specific compliance issues.
- Review special inspections, commissioning/startup, HVAC testing and balancing, accessibility/egress and fire-alarm acceptance tests, equipment manuals, warranties, record drawings, training, punch lists and substantial/final completion documentation. Coordinate RD prefinal/final inspections and required lender/agency documents.

6.7 Design deliverables

Required: conditions report; programming/coordination matrix; SD/DD drawings and estimates; 60%/90% review sets; stamped construction/bid set and native files; procurement and addendum files; construction-administration logs; final closeout and record documentation. Provide separate reporting of NRC 101 funded work and the remainder of the NRC project.

7. Applicable grant, regulatory and contract conditions

The selected firms shall comply with the final signed agreements and applicable award conditions. The following are to be evaluated and incorporated where applicable to the relevant work and federal dollars; ACC and funding agencies determine final coverage and approvals:

- 2 CFR Part 200: procurement, cost principles, conflict of interest, records, contractor eligibility/debarment, mandatory clauses in Appendix II, and appropriate affirmative steps/competition provisions.

- USDA RD Community Facilities Program: 7 CFR § 1942.18 and current RD architectural requirements; RD Instruction 1942-A Guide 6 PAFR and reviews; agency concurrence/approval of agreements and bidding/construction documents when required.
- Environmental/historic: NHPA Section 106 and 36 CFR Part 800; 36 CFR Part 61 professional qualification guidance; USDA NEPA review under current 7 CFR Part 1b as directed for the award; site and resource protection conditions.
- Build America, Buy America Act and 2 CFR Part 184; funding-specific domestic content / waiver / certification requirements; identify which work and awards trigger requirements and how procurement documents, submittals and inspections verify compliance.
- Applicable prevailing wage and labor rules, including Davis-Bacon and any agency-specific cross-cutting requirements only as legally applicable to the relevant grant/funded construction activities; obtain and use the correct agency determination and contract provisions before bidding.
- Compliance with Michigan professional licensure, state building/electrical/mechanical/plumbing/fire codes, accessibility standards, applicable federal ABA/Section 504/ADA requirements, permits, environmental safety and occupational safety requirements. Identify jurisdiction/standard for each.
- SIP and U.S. Department of Labor / U.S. Department of Education requirements: confirm the operative federal award and administrative arrangement, authorized activities, period of performance, expenditure and procurement conditions, BABAA and wage clauses if any, reporting/documentation requirements and distinct audit trail for NRC 101 expenditures. Do not assume USDA rules supersede other funding conditions or vice versa.

Where federal or program requirements differ, identify the affected construction line items and seek written ACC/agency direction before finalizing specifications. Consultants shall assist in preparing agency concurrence and prior-approval packages as directed; no consultant may represent approval as granted without a documented agency decision.

8. Deliverable milestones and schedule expectations

Stage	Track 1: Environmental	Track 2: PAFR	Track 3: Design/Construction
Kickoff	USDA consultation plan; project/APE input	Building data request; PAFR plan	Existing conditions & design plan
Scope confirmation	APE and survey approach approved for work	Owner Scope of Work and grant/code matrix	Confirm NRC 101 coordination & phases
Drafts	Historian (archeology if needed) reports; environmental inventory	Schematic site/floor plans and initial estimate	SD set and independent estimate
Agency review	Complete Section 106 to Andy Granskog	90% PAFR to ACC/RD	DD / construction documents; permits
Final	Final reports/status and mitigation conditions	Signed final Guide 6 PAFR	Biddable set after agency/ACC approvals
Construction / closeout	Agency follow-up for unresolved conditions	PAFR clarifications as directed	Bid support; inspections; construction admin; NRC 101 10/1/27

Proposals shall include a realistic integrated milestone schedule identifying agency review periods, school-year operational constraints, survey seasonality, design approvals, construction bidding, substantial completion and final closeout. Applicants must identify the critical path to NRC 101 completion and the SIP

funding deadline, 9/30/2027. The remaining NRC schedule will be agreed after ACC and funding-agency review.

9. Required contents of each proposal

- Signed cover letter naming all tracks offered, contracting entity, principal contact, authorized signatory and full list of intended subconsultants.
- Firm and named staff resumes; Michigan architect and engineering registrations for Tracks 2/3, and archaeologist and historian/architectural-historian qualifications meeting 36 CFR Part 61 for Track 1; identify which staff appear on current Michigan SHPO courtesy list or supply equivalent qualifications.
- Work plan by track, project interpretation, detailed methodology, specific deliverables, inter-track responsibility matrix, schedule and capacity to meet NRC 101 target.
- At least three comparable references, including owner, location, construction/consultant cost, project delivery dates, relevant USDA/SHPO/ED/DOL funding experience and reachable contact information.
- Description of cost-control and change-control methods; experience in occupied higher-education renovations, mechanical/roof/elevator design, federal procurement, BABAA, Section 106 and relevant prevailing wage requirements.
- List of assumptions, proposed additional investigations, exclusions, requested owner-provided data, potential conflicts and conflicts-of-interest disclosures; proof of insurance or commitment to maintain coverage.
- Track specific cost estimates.

10. Evaluation and selection

ACC may evaluate each track independently and interview shortlisted firms. Evaluation factors and relative weighting below apply separately to the proposed tracks. ACC may reject incomplete or nonresponsive submissions, require clarifications, negotiate a scope and fee consistent with procurement rules, or make one or multiple awards.

10.1 Track 1 environmental / Section 106

Criterion	Points
Demonstrated qualifications and comparable archaeology / architectural-history experience	15
Technical approach to APE, required reports, USDA coordination and Section 106 submission	20
Named project staff, documented availability, capacity and continuity	20
Realistic project schedule, milestones, deadlines and available workload capacity	20
Communication plan and responsiveness to ACC, USDA and agency comments	10
Quality of past performance, sample reports and client references	5
Reasonableness and clarity of fixed fee, reimbursables and optional rates	10
TOTAL	100

10.2 Tracks 2 and 3 — A/E qualifications

Criterion	Points
Comparable experience relevant to the track: renovation, Guide 6 PAFR and/or A/E design	15
Technical approach to the Scope of Work, code, design integration and cost control	15
Named key staff, disciplinary coverage, committed availability and team continuity	25
Feasible schedule, milestones, workload capacity and contingency planning	20
Communication plan and responsiveness to ACC, USDA and funding-agency requests	10
Experience with federal grant documentation, BABAA and agency review	10
Past performance and client references	5
TOTAL	100

For A/E qualifications-based Tracks 2/3, price is not an initial selection factor; ACC will attempt to negotiate reasonable compensation with the most qualified firm(s).

11. Fee proposal and contract approach

Track 1: Submit a fixed total fee with component breakdown and not-to-exceed reimbursable expenses, assumptions and unit/rate schedule for optional additional archaeological report, field testing, environmental reports, special surveys and agency comment cycles beyond the included baseline. No report or field extra may proceed without ACC written authorization.

Tracks 2 and 3: Provide proposed fixed fees by phase, discipline, subconsultant, reimbursables NTE, construction monitoring, optional services and rate card. Each phase of Track 3 may be authorized separately. The architect shall distinguish work also performed under Track 2 for clarity.

All awards will be subject to approved funds, satisfactory written contract, proof of insurance, eligibility/debarment screening, required federal provisions, agency concurrence or prior approval when applicable, clear project deliverables, ownership/licensing of deliverables for project use, record retention, change authorization and termination provisions.

12. Questions, site visit, submission and reservations

Technical questions and site access: Kurt Konieczny, Director of Facilities Management, 989-358-7202, konieczk@alpenacc.edu. Formal written questions and issued addenda will be handled by ACC as instructed in the solicitation cover information. A walkthrough may be arranged; ACC will publish any material clarification to all prospective respondents.

Proposals: Lyn Kowalewsky, Controller – VLH 110, Alpena Community College, 665 Johnson Street, Alpena, MI 49707; kowalewl@alpenacc.edu. Proposal deadline: Friday 11/13/2026 2:00 p.m. Eastern. Label: “NRC Professional Services RFP – Environmental / PAFR / Design – [TRACK(S) OFFERED]”.

ACC reserves the right to reject any/all proposals, waive nonmaterial irregularities, verify references, request clarifications, determine best value within each permitted procurement method, conduct interviews and negotiate/award in the College’s interest, subject to federal procurement requirements. ACC Policy 5009 local vendor preference applies only to the extent consistent with applicable federal requirements; no proposer is promised award, compensation for bid preparation or authorization to start work.

APPENDIX A — OWNER-DEFINED SCOPE OF WORK

The following items are the College's selected Scope of Work for preliminary budgeting and consultant scoping. Retain the line-item separation in the PAFR, design estimates, bid strategy and grant cost allocation.

No.	Approved planning Scope of Work item
1	Exterior balconies: remove deteriorated balconies and install metal wall panels
2	Repoint / grout missing masonry
3	Masonry cleaning
4	Replace metal panels at receiving area
5	Recaulk exterior expansion joints
6	Replace main-entrance windows and storefront
7	Replace exterior doors and associated glazing
8	Replace roof system
9	Touch up exposed steel beams
10	Renovate NRC 101 - SIP Allocation
11	NRC 101 instructional/collaboration technology - SIP allocation
12	Renovate designated original restrooms; extent to be verified
13	Paint walls and ceilings where needed
14	Replace designated asbestos-containing material (ACM) flooring
15	Replace rubber stair treads
16	Replace elevator
17	Replace NRC 101 AHU/crawl-space and exterior condenser with ducted RTU, related ducting and gas piping
18	Vent chemical storage cabinet directly to exterior at code-compliant location
19	Replace pneumatic/legacy BAS controls with controls consistent with campus system
20	Provide interior/exterior security cameras
21	Replace existing fire-alarm system with modern voice-annunciation system
22	Asbestos Abatement

APPENDIX B — USDA RD GUIDE 6: PAFR REQUIRED CONTENT

Track 2 shall respond to the following complete thirteen-section sequence and the 2023 Guide 6 subparts; use meaningful "not applicable" explanations for individual subitems that do not apply.

RD Instruction 1942-A
Guide 6

PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT

GENERAL. The following shall be used as a guide for preparation of an Architectural Feasibility Report for Community Facilities proposed to be funded by the United States Department of Agriculture / Rural Development (RD). **The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.**

Please provide the following information as it applies to the proposed project. The level of detail commensurate with the project type and complexity.

1. **Need for the Facility**: Indicate why the proposed facility, new construction and/or rehabilitation is needed? Identify service area of the facility.
2. **Existing Facilities**: Describe: include condition, size inadequacy, suitability for continued use, is the facility owned or leased and other pertinent information. Include accessibility concerns/noncompliant issues. Include any structural evaluation reports, hazardous material (i.e., lead based paint, asbestos containing materials, etc.) reports, etc. if available or required.
3. **Proposed Facility:** Provide a description of the new facilities and proposed features. Will the existing facilities be rehabilitated, added to, or demolished and removed? Will the new proposed facility be owned or leased by the applicant?
   a. Describe the proposed spaces and their functions. Has a program been developed to identify the actual needs of the owner?
   b. Are there any other construction projects not financed by Rural Development, that will coincide with the execution of this project?
   c. Will any space be leased to other entities? If yes, please identify the entity leasing the space and the square footage of space being leased. What percentage of the facility is being leased? Note: Percentage of the leased space cannot exceed 25% if leasing to ineligible entities.
   d. Describe proposed interior materials and finishes, if known. Identify any portion of the facility that will remain unfinished for future improvement/development/expansion and the area of unfinished space (in square feet).
   e. Include a description of the proposed structural framing and exterior wall construction, if known, or what alternatives are being considered:
      - Foundation and footing materials
      - Exterior wall construction: i.e., CMU, wood stud, steel stud, etc.
      - Exterior wall finishes: i.e., wood siding, metal siding, vinyl siding, brick, metal panel, etc.
      - Roof type
      - Describe proposed structural framing: Pre-engineered metal building, stick built wood framing, structural steel, pre-engineered wood trusses, etc.
      - Proposed mechanical systems, energy efficiency rating, green or sustainable technology.
   f. Design requirements. List all applicable codes and standards. List applicable accessibility standards to include American Barriers Act ABA.
   g. Include building area (square footage).
   h. Include a description of any accessory buildings, i.e., combustible material storage buildings, sheds, carport, garages, helipad, etc.
   i. Required state or local permits or approvals.
4. **Building Site**: Describe the proposed site.
   a. Is the applicant considering multiple sites? Have they selected a site and why is the chosen site the

PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT

preferred option? Indicate site zoning and whether a zoning change is needed (if zoned).

b. Indicate the status of required environmental reports and assessments. Describe how NEPA mitigation measures and Section 106 Memorandum of Agreement (MOA) stipulations, if any, are met. Describe any site contamination and remediation required.

c. Amount of land required for intended use. Is there sufficient space on the site for future expansion?

d. Location Map of area indicating site location, shopping areas, churches, schools, hospital, residential areas, etc.

e. Flood Plain Report - FEMA Flood Map. Projects built in a floodplain must meet the mitigation measures from the NEPA environmental review (e.g., elevation out of the floodplain, flood-proof construction, etc.). Ingress/egress routes for critical infrastructure must be elevated above the **500-year** floodplain [schools, hospitals, nursing homes, childcare facilities, housing for the elderly, etc. per 1970-F, 1970.255(h)].

f. Geotechnical subsurface investigation, include if complete.

g. Will any wetlands be impacted by this development? Note that RD Community Facility funds cannot be used to impact a wetland, except for utility lines. This restriction applies regardless of 404 permits.

h. Discuss utilities needed to operate the facility. Available utilities: i.e., natural gas availability, public water and sewer services, new or existing well is planned, etc.

i. Include a description of previous use of the site, existing buildings, foundations,underground fuel storage, etc. that may still be present on the site.

j. Does the site have access to a public right of way?

k. Does the applicant own the proposed site or is the purchase price included in the project cost? What is the timeline to purchase the property?

5. **Schematic Site Plan**: Provide the following information if known or available:

   a. Site plan including existing trees and other natural features (i.e., streams, wetlands).

   b. Location of building(s) and proposed site improvements (I.e., parking, sidewalks, etc.).

   c. Include adjacent land use and building locations, etc.

   d. Indicate existing rights-of-way and easements.

6. **Schematic Building Plans and Elevations:**

   a. Building plans with overall dimensions.

   b. Building elevations.

7. **Construction Problems:** Indicate (in detail) information on items which may affect the cost of construction and/or acceptability of the site (i.e., presence of rock, high water table or flood plain, Land fill or unstable soils, natural gas and mineral rights (indicate owner or lessee), hilly site or flat site (potential difficulty surface water drainage), difficulty accessing the site, hazardous materials, cultural or historical considerations, supply chain issues, contractor mobilization, etc.

8. **Preliminary Cost Estimate**:

   a. Building Construction (including fixed equipment).

   b. Site Development.

   c. Land and Rights.

PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT

d. Architect Fees (Fixed Fee Amount) and NTE for reimbursable expenses.

e. Construction Monitoring (including BABAA)

f. Engineering Costs (explain i.e., subsurface investigation, hazardous material evaluation, etc.)

g. Environmental

h. Direct Expenditures including tests and special inspections and utility hook-ups.

i. Movable equipment: Furnishings, fixtures, and equipment.

j. Legal services/Bond Counsel services

k. Interim financing interest and detailed list on the cost of issuance during construction.

l. Administrative

m. Contingencies (10% of building construction and site development, up to 20% for rehab work).

n. Others (explain).

o. Total of all above.

9. **Annual Operating Budget:** Include if CF Loan

   a. Income: Include rate schedule. Project income realistically. Discuss the source of revenue and how the new facility would increase or reduce operating income.

   b. Operation and maintenance costs - Project costs realistically. In the absence of other data, base on actual costs of other existing facilities of similar size and complexity. Include facts in the report to substantiate operation and maintenance cost estimates.

   c. Debt Service or Rental Cost (if applicable) - Costs for Proposed Facility.

   d. USDA requires borrowers to establish a capital asset replacement reserve with deposits annually for the life of the loan to pay for repairs and/or replacement of capital assets. Identify all short-lived capital assets for the project (i.e., roof, HVAC equipment, flooring, etc.), the frequency of replacement, cost of replacement, and the annual reserve deposit required to cover scheduled repairs and/or replacements.

10. **Proposed Construction Contract Method:**

   a. Include a description of the proposed construction contract method. Competitive sealed bids, publicly advertised, will be required for most construction projects. When proposing an alternate contracting method, prior written approval by Rural Housing Service, National Office is required. Please indicate if Construction Manager as Constructor (CMc), Construction Manager as Advisor (CMa) or Design Build (DB) (contract methods other than design-bid-build) is being considered for this project. All procurement transactions, without regard to dollar value, shall be conducted in a manner that provides maximum open and free competition.

   b. Describe the current design phase and, if any, approvals to date. Estimated timeframes for project development (i.e., design, plans and specs, bid, permitting, review periods, contracts, legal reviews, project closeout, etc.)

   c. Construction Monitoring Services: Please provide a description of the proposed full-time construction monitoring in accordance with RD Instruction 1942-A, § 1942.18(o)(2)(iii)(3), Full-Time Resident Inspection is required during construction.

11. **Build America, Buy America Act:** 2 CFR 200 and 2 CFR 184.

PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT

a. Indicate the amount of federal funding requested.
   - RD funding:
   - Funds from other federal agencies (list each agency and amount from each):

b. Indicate the Applicant's entity type:
   - Nonprofit organization
   - State or Local Government
   - Indian Tribe
   - Institution of Higher Education

c. More information regarding BABAA is available at:
   - https://www.rd.usda.gov/build-america-buy-america
   - https://www.rd.usda.gov/media/file/download/babaa-customers-guide-02-27-23.pdf

12. **Photographs:**

    a. Provide photographs of the site and adjacent areas.

    b. If an existing building, include interior and exterior of the existing building and note location of any proposed additions.

13. **Conclusions and Recommendations:** Include site suitability and/or possible alternatives to the proposed plan.

APPENDIX C - DOCUMENTS AND AUTHORITIES FOR RESPONDENTS

- USDA RD PAFR guide: https://www.rd.usda.gov/media/file/download/pafr-guide-6-10242023.pdf
- USDA RD Section 106 overview: https://www.rd.usda.gov/section-106-review-basics
- Michigan SHPO federal-qualified consultants list: https://www.miplace.org/historic-preservation/archaeology/archaeology-contacts-and-consultants/ Michigan SHPO's consultant list is informational and not licensure or endorsement.
- Applicable authorities: 36 CFR Part 800; 36 CFR Part 61 qualifications; 2 CFR Parts 184 and 200; 7 CFR § 1942.18; 7 CFR Part 1b; current RD policies and signed grant conditions. https://www.ecfr.gov/