

2025 Draft Architectural Technical Standards Manual Chicago Department of Housing





CITY OF CHICAGO Department of Housing

Construction Services

2025 Draft: Architectural Technical Standards Manual (ATSM)



City of Chicago Department of Housing 2025 Draft Architectural and Technical Standards Manual does not replace all prior documents and is not an official effective change.



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The illustrations included within this document are intended merely to assist in navigating the various requirements and architectural/technical standards; to aid staff during the plan review for projects participating in DOH programs and activities; and to add clarity and transparency to designers responding to DOH design review comments.

This document is not meant to offer a design template, but rather to document and illustrate some of the design controls and potential outcomes. The Architect of Record is responsible to ensure a project is designed in a manner to comply with the applicable laws, regulations, codes, and design standards including, but not limited to, those related to non-discrimination.



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TO: Chicago Affordable Housing Development Community

FROM: Lissette Castañeda, Chicago Housing Commissioner

DATE: June 16, 2025

RE: Release of Draft 2025 DOH Architectural & Technical Standards Manual

Introduction

The Chicago Department of Housing (DOH) is pleased to announce the release of the **Draft 2025 Architectural & Technical Standards Manual (ATSM)**. This release represents the second phase in our planned update of the ATSM, part of DOH's broader effort to streamline development requirements, clarify design expectations, and align with the goals of Mayor Brandon Johnson's *Cut the Tape* initiative and Executive Order 2023-21.

Since 2019, the ATSM has been DOH's primary policy framework for design, construction, and contracting standards in City-supported affordable housing projects. Over the past year, DOH has worked closely with the development community—including the 15 members of the ATSM Steering Committee, all developers, architects, general contractors, and representatives of sister agencies and departments involved in affordable housing development—to pinpoint policies requiring updates and to craft revisions that enhance process transparency, encourage high-quality design, and increase opportunities for emerging developers and contractors while reducing costs and streamlining the development process.

The **Draft 2025 ATSM** incorporates significant updates to general contractor (GC) selection options, contingency and contract management practices, and design standards. These updates are designed to respond to feedback from developers, architects, and GCs and better support the timely and effective delivery of affordable housing projects.

Public Comment & Engagement

The Draft 2025 ATSM is now available for review. DOH invites all stakeholders to review the draft and submit formal feedback during the public comment period, which will remain open through **Monday**, July 7, 2025. Comments can be submitted via email to DOH2025ATSM@cityofchicago.org until the deadline. DOH will also hold a virtual public comment meeting on June 26, 2025, at 10am – registration is available <u>here</u>. Following this



engagement period, DOH will finalize and publish the **Final 2025 ATSM** in Fall 2025, aligned with the full application release of the 2025 Qualified Allocation Plan (QAP).

This draft does not yet include content for two chapters, establishing the process associated with the preconstruction phase (colloquially, the "milestone process") and the construction phase. DOH will develop revisions to these processes over the coming months, incorporating feedback from this engagement period as well as ongoing coordination with sister departments such as DPD, DOB, and MOPD.

Key Topics Addressed in the Draft 2025 ATSM

The Draft 2025 ATSM reflects a comprehensive overhaul of DOH's design and technical requirements, including but not limited to:

- Lifted the three-bid requirement for general contractor (GC) selection, reducing administrative burden while still encouraging transparency and competition
- Introduced alternative GC selection pathways, allowing developers to engage GCs earlier in the process and better align teams from project inception
- Launched a pilot for Construction Manager At-Risk (CMAR) contracts to support earlier contractor involvement and improve cost and schedule management
- Created stronger definitions and expectations for project team roles, including developers, architects of record, and general contractors
- Provided clear expectations for design-phase construction consultants and/or managers, helping to formalize responsibilities and streamline oversight
- **Completely overhauls DOH's approach to contingency management** to allow for additional developer control over spending decisions and to reestablish DOH construction management's focus on ensuring quality construction, maintaining policy compliance, and providing expert resources to project teams.
- Substantially reduced mandated use of third-party cost estimators, with a shift toward alternative cost reasonableness evaluation methods
- **Revisited all of DOH's design standards** to reduce ambiguity, present standards in a more easily referenceable manner, and better align certain standards with other regulatory bodies

These updates are intended to improve coordination between DOH and development teams while upholding high standards in construction quality, cost control, and equitable contracting.

Next Steps



We are deeply grateful to the development community—including developers, members of the ATSM Steering Committee, and other key stakeholders—for continued collaboration and candid feedback throughout this process. Your engagement has been instrumental in shaping the Draft 2025 ATSM, and we look forward to your continued participation during the upcoming public comment period.

This work aligns with the goals of Mayor Brandon Johnson's Cut the Tape initiative, which aims to accelerate the delivery of affordable housing by reducing unnecessary delays and modernizing key development processes.

Because of the depth of policy change and a restructuring of how these policies are presented, we are certain to have made both errors and omissions in the current draft. We look forward to thorough, constructive feedback on this draft and as we continue to refine our policies in a manner that most effectively achieve the City's and the affordable housing development community's shared goals of quality construction, cost and timeline control, and contracting equity.

Sincerely,

Lissette Castañeda

Chicago Housing Commissioner

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1.0 Introduction

1.1 Purpose of the Manual

Since 2019, the Chicago Department of Housing (DOH) has documented and centralized existing design and contracting requirements, as well as other policies and guidelines that govern the construction of multifamily affordable housing development projects in Chicago, into the Architectural and Technical Standards Manual (ATSM). These policies and standards exist to:

- 1. ensure that City-funded investments in affordable housing produce high-quality, safe, dignified homes for residents and families and result in durable and long-lasting buildings;
- 2. set transparent expectations for development teams to contain project costs, streamline development timelines, and enable consistent policy application across all projects; and
- 3. provide for fair and competitive construction contracting with opportunities for emerging vendors.

The ATSM applies to any multifamily construction or rehabilitation project receiving financial assistance from DOH, and to select other projects and programs, as defined in **Section 1.3**. Pertinent laws, rules, regulations, and codes promulgated by other agencies and jurisdictions, many of which are described in **Section 1.7**, must also be adhered to throughout the development process. Development teams are encouraged to exceed the minimum requirements established in this document and relevant code where doing so is cost-effective and in the best interest of building residents, especially when incorporating accessibility, innovation, and creativity in design to provide long-lasting benefits. The City and the development team are in partnership on development projects and are jointly invested in successful outcomes. To that end, DOH staff is committed to open and clear communication, regular touch points at the request of the development team, and flexibility when feasible.

1.2 ATSM Update Standard and Version Compliance

The 2025 ATSM is the fourth version of the City of Chicago's manual for architectural and technical standards. ATSM updates will be promulgated using simple decimal versioning, with minor updates demarcated by increments "before the dot" (major changes) and "after the dot" (minor changes).

This version of the ATSM is: 4.0 -- Draft

The standards and guidelines established by this document are subject to modification. Project teams must comply with the major version of the ATSM (5.0, 6.0, etc.) that existed at the time when their project was approved and accepted for City financing. Major policy changes will generally be reserved for these updates, which are expected to be released in alignment with DOH's Qualified Allocation Plan (QAP). Developers may request to adhere to the standards of a newer ATSM major

version if one is published after a development is approved for financing by the City but before closing. In addition, DOH reserves the right to obligate developments to comply with a newer ATSM major version after acceptance for City financing but prior to financial closing in select instances—for example developments that have remained in DOH's underwriting pipeline for a long period of time.

Minor version updates (4.1, 4.2, etc.) may be promulgated by DOH at any time to correct errors and inconsistencies, address emergent concerns or market dynamics, and/or to make minor policy tweaks as the need for additional clarity or policy refinement arises. These updates will be immediately applicable to any projects that are subject to this version of the ATSM. Any minor version update will be distributed to all project teams currently in DOH's development pipeline, with a cover sheet highlighting changes.

NEW IN 2025: UPDATE STANDARD

This 2025 ATSM is now referred to as version 4.0. This ATSM version includes for the first time a clear update standard, provides for minor updates to the ATSM between QAP release cycles, and clearly describes which version of the ATSM is applicable to various developments.

1.3 Applicability of the ATSM

The ATSM describes design and construction requirements for multifamily affordable housing developments receiving City Financial Assistance. The provisions of the ATSM apply in full to any development proposal that is conditionally awarded or awarded City Financial Assistance through a Funding Round, as well as to multifamily projects funded by the Department outside of a Funding Round, including those funded by Low Income Housing Tax Credits (LIHTC), Tax Increment Financing (TIF), Illinois Affordable Housing Tax Credits (commonly known as Donation Tax Credits), Community Development Block Grant (CDBG) or HOME Investment Partnership (HOME) loans, and any other City Financial Assistance administered by the Department such as Housing & Economic Development Bond funds. The ATSM may also apply, in whole or in part, to other developments and programs as determined by those programs' published rules and guidance.

Deviations from the requirements and standards set forth in this manual may be considered by the Department on a case-by-case basis through the Department's waiver request process (to be included in the forthcoming Construction Activities section).

1.4 How to Use the Manual

Project team members are expected to review the ATSM before submitting any application for financial support to the Department of Housing, and to ensure all members of the development team involved in the development, financing, and construction process are familiar with the

requirements outlined in this document. It is the sole obligation of the developer to ensure that all aspects of the ATSM are complied with for each project they are working on from the initial phase of the development process through project closeout.

HOW TO USE THIS MANUAL IN 2025

Due to the high volume of input collected from a wide range of stakeholders ahead of publishing revisions to the ATSM this cycle, the ATSM publication cycle trails that for the QAP, which may create challenges in responding to the QAP.

Developers preparing their PPAs for the 2025 QAP round should review this Draft ATSM and use it as the definitive standard for *PPA submission only*. DOH has endeavored to provide all necessary information for completing a PPA submission in this draft. DOH will release a final ATSM 4.0 prior to announcing which PPAs will advance to the FPA stage. DOH understands that changes between this draft and final ATSM may require developers to alter designs or change certain project assumptions in a manner that would not be otherwise allowable between the PPA and FPA stages.

Parallel release of the QAP and ATSM is anticipated for future years.

1.5 Engaging with the Department of Housing

DOH encourages engagement with departmental staff wherever possible. Transparency and open communication between the development team and the City of Chicago is welcomed by all divisions within DOH to ensure that all requirements throughout the process are met in a timely manner.

Several divisions within the Chicago Department of Housing (DOH) are referenced throughout the manual. The divisions of DOH that pertain to the oversight of multifamily housing development at all its stages reside in two bureaus, Construction and Compliance (CAC) and Housing Development. The structure of these bureaus is described in the following organizational chart:



1.6 Stages of Development

The development of affordable housing projects funded by the Department of Housing (DOH) generally follows a four-stage process as outlined below. Throughout this process, development teams work with various City staff to advance projects from initial application to financial closing, construction, and closeout. This section is meant to provide a high-level overview of the development process, enabling readers to place each stage in a broader context; it does not modify or remove the Pre-Construction Milestone process administered by DOH Construction and Compliance.

Stage 1: Application and Pre-Design (Closing Event: Conditional Funding Award)

This stage encompasses activities that occur prior to a project receiving a conditional funding award from DOH. These activities include DOH intake meetings, the successful completion of the Preliminary Project Application (PPA) and Full Project Application (FPA), and/or non-Funding Round-based selection such as via an individual Request for Proposals. Some early project activities may also occur during this stage, such as a Planned Development application or Zoning Intake meeting, as applicable.

Stage 2: Pre-Construction (Closing Event: Notice to Proceed and Financial Closing)

The pre-construction stage encompasses all activities between a conditional funding award and the start of construction, including design approval, underwriting, City Council approval, if necessary, financial closing, property acquisition if necessary, and the provision of a "Notice to Proceed with Construction."

Stage 3: Construction (Closing Event: Certificate of Construction Completion)

The construction stage encompasses all activities between construction start and the Certificate of Construction Completion issued by DOH. During this stage, DOH will work with the development team to monitor construction; monitor compliance with labor programs and regulations such as City Residency, Prevailing Wage, and M/WBE participation; process change orders and approve construction draws; and otherwise ensure that construction activities are compliant the proposed design and all relevant regulations (including those stipulated in this manual). This stage is further described in the next chapter.

Stage 4: Post-Construction Monitoring (Closing Event: End of Monitoring Period)

The post-construction monitoring stage encompasses the ongoing monitoring and compliance activities undertaken by DOH and the project owner (or their assignee, such as a property manager) after a building has been put into service. Long-term monitoring requirements may be different depending on project funding sources and grant/loan terms.

1.7 Regulatory Context and Code Compliance

Affordable housing development projects in the City of Chicago must comply with applicable regulations at the federal, state, and local levels as they relate to accessibility, fair housing, zoning, and health and safety in housing. While the ATSM provides the minimum guidelines and standards for affordable housing projects, developers must be mindful of other regulations and laws that may apply to their development projects and ensure compliance throughout the development process.

To provide a resource for development teams, this section provides an overview of commonly applicable laws and regulations. It is the development team's responsibility to identify and comply with all relevant and applicable regulations. When conflicts arise between overlapping requirements, the most stringent policy will apply.

- Architectural Technical Standards Manual (ATSM): All affordable housing development projects within the City of Chicago receiving financial assistance funded by LIHTC through the QAP process as well as multifamily affordable housing projects that receive tax credits and other means of financing from Chicago must comply with the ATSM.
- Americans with Disabilities Act (ADA): Areas of public accommodation, common use areas, and facilities (e.g., property management/leasing offices, multi-purpose rooms, etc.) must comply with the ADA standards and guidelines for accessible design.
- Fair Housing Act (FHA): All new construction projects built after March 13, 1991, with four or more dwelling units must comply with the design and construction requirements of the FHA.
- **2022 Energy Transformation Code Residential Provisions:** All building permit applications started on or after November 1, 2022, must comply with the 2022 Chicago Energy Transformation Code.
- Illinois Accessibility Code: All multi-story housing units, as defined and governed by the Environmental Barriers Act (EBA), must comply with the State's Accessibility Code.
- Section 504 of the Rehabilitation Act of 1973: All developments receiving federal funds with five or more dwelling units must comply with the accessibility requirements of Section

504 of the Rehabilitation Act of 1973. Section 504 requires that a minimum of 5% of the total number of dwelling units be accessible and designated for households with a person with a mobility impairment. An additional 2% of the total dwelling units must be designated for households with a person with hearing or vision impairment.

- Minimum Property Standards for Housing (MPS): Developments constructed under housing programs funded by the US Department of Housing and Urban Development (HUD) are subject to certain minimum standards for buildings under the MPS.
- **Title 89 Illinois Administrative Code, Subpart B:** Supportive Living Facilities (SLF) must comply with the requirements outlined in Title 89 of the State's Administrative Code which outlines the requirements for SLF participation, resident participation, reimbursement for Medicaid residents, and standards for facilities. More specifically, Subpart B provides details on SLFs, structural requirements and definitions, and standards for services.
- **Multifamily Accelerated Processing (MAP) Guide:** Lenders must meet the financial and professional qualifications for participation and adhere to the application requirements and processes for mortgage insurance as outlined in the MAP Guide.
- **Title X of the Housing and Community Redevelopment Act of 1992:** All developments receiving federal funds and assistance with dwelling units constructed before 1978 must comply with the lead-based paint provisions under Title X of the Housing and Community Redevelopment Act of 1992. Additionally, developments must meet all other local, state, and federal requirements related to lead-based paint as they apply to disclosure, testing, professional qualifications, and lead-safe work practices.
- Illinois Emergency Management Agency Radon Program: All developments receiving federal funds must comply with the guidelines established under the Illinois Emergency Management Agency Radon Program as well as the Environmental Protection Agency's (EPA) guidelines, standards, and practices for radon prevention, mitigation, and reduction. For development projects that require radon mitigation, an active system must be installed at minimum.
- EPA 40 CFR § 61.145: All developments that receive federal funds must comply with Title 40 of the Code of Federal Regulations (CFR), specifically CFR 61.145 which establishes the standards for demolition and renovation activities when asbestos is present including notification requirements, procedures for asbestos emission control, timelines for activities, and tools for developers. Additionally, developments must meet other applicable regulations as established by HUD, EPA, Illinois Environmental Protection Agency (IEPA), Illinois Department of Public Health (IDPH), and the City of Chicago.
- **Mold Regulations:** Rehabilitations of existing buildings are required to follow the ANSI/IICRC S520-2024 standard for professional mold remediation in residential properties.

In addition to the above regulations that facilitate the construction and design of housing development projects in the City of Chicago, developers must follow any applicable regulations governing wages and hiring as well as local codes related to Minority Business Enterprises (MBE) and Women Business Enterprises (WBE). Commonly applicable laws and regulations include:

- Illinois Prevailing Wage Act (PWA): All development projects with DOH funds must comply with the State of Illinois Prevailing Wage Act which requires that contractors and subcontractors on construction projects pay laborers, workers, and mechanics no less than the general prevailing rate of wages for similar work in the county in which the work is being performed including hourly cash wages and fringe benefits.
- **Davis Bacon Act:** All developments that receive federal assistance must comply with the Davis Bacon Act which requires contractors and subcontractors on construction projects that receive federal funds to pay laborers and mechanics the same prevailing wage (including hourly wage rate and fringe benefits) as workers on similar projects in the same location.
- **MBE/WBE Program:** Developments receiving funds from the City of Chicago must comply with Section 2-92-650 *et seq.* of the Municipal Code of Chicago which states that all certified MBEs and WBEs must have full and fair opportunities to participate in the performance of a bidding contract and that bidders must not discriminate against any person or business based on race, color, national origin, or sex. Additionally, development teams must take affirmative actions to ensure that MBEs and WBEs have fair opportunities to compete for and perform subcontracts for supplies and services.
- Local Hiring: In accordance with MCC 2-92-330, on general construction contracts over \$100,000, 50% of the onsite employee hours must be performed by City of Chicago Residents.

2.0 Project Team

2.1 Assembling the Team: General Expectations

The project team is a critical component of a successful multifamily development project. This chapter provides guidance on what roles and responsibilities fall within the scope of different project team members, and how the team may be assembled.

The core project team is comprised of the following members:

- 1. The project sponsor ("developer")
- 2. The architect of record (AOR)
- 3. The general contractor (GC)

Responsibilities of all members of the project team include, but are not limited to, the following:

- 1. Work collaboratively with all members of the project team and DOH staff throughout all phases of the development process to design and develop housing that is dignified, cost-effective, high-quality, functional, and durable.
- 2. Ensure adherence to the Chicago Building Code, this ATSM, and all other relevant regulations and legal obligations.
- 3. Implement reasonable cost containment via proactive analysis of cost estimates, responsible value engineering, transparent vetting of construction costs, and enforcement of all contractual obligations.
- 4. Ensure construction compliance requirements (M/WBE, City Residency, Prevailing Wage) are met.
- 5. Maintain an efficient timeline to financial closing and construction completion by ensuring documentation is thorough, responsive to DOH comments, and submitted in a timely manner.

As indicated in the QAP, DOH requires that no Identity of Interest exist between the Project general contractor and the Project Owner/Sponsor ("developer"). Project sponsors/developers should refer to the DOH QAP and the DOH Underwriting Standards Guide for specific guidance related to this requirement.

2.2 The Project Sponsor

The project Sponsor, colloquially known as the "developer," is the entity that has been awarded City Financial Assistance and controls the owner of the development. The Sponsor leads the project from application to construction closeout and must control the owner for the term of the Compliance Period. Elements of this role include the following expectations:

- Take primary and ultimate responsibility for ensuring the project is delivered on-time and on-budget, including maintaining accountability for the performance of all members of the development team.
- Be financially responsible, ensuring costs are managed efficiently and effectively.

- Communicate regularly with DOH to ensure alignment with project goals and funding requirements.
- Guide the design process, manage approvals, and ensure compliance with local codes and regulations.
- Manage lease-up and tenant occupancy and ensure that all requirements of funding sources are met.

It is the sponsor's responsibility to ensure they and their development team members are providing all requested and required documentation to DOH Construction & Compliance for review, comment, and written approval in a timely and professional manner.

2.3 The Architect of Record

The architect of record (AOR) must be licensed to perform architectural services in the State of Illinois. The AOR is responsible for the development's design, producing all necessary construction documents, and ensuring compliance with all relevant building codes, this ATSM, zoning regulations, and accessibility standards. The AOR is also responsible and providing construction administration services for the project, including ensuring that the development is built as designed.

The AOR preparing the bid & construction documents must be the same entity providing construction administration services. The architect's license number, signature/seal, and the design firm registration number (if not a sole proprietorship) must be provided on all drawings issued for permit and for construction. The architect must also provide proof of professional liability insurance.

Beyond technical compliance, the AOR plays a key role in supporting the project sponsor in achieving DOH's goals of enhancing livability, containing costs, and transforming communities through thoughtful architectural design.

The following activities will typically be the responsibility of the AOR:

- Assist the Sponsor in creating a proposal that meets the requirements and intent outlined in the ATSM. To that end, the AOR is encouraged to request clarification or interpretation from DOH staff to help ensure compliance.
- Prepare all plans and specifications in accordance with the Architectural Practice Act, including interim/internal drafts, and plans and specifications for cost estimation, bidding, permitting, and construction
- Coordinate with engineers and consultants, including those providing structural and landscape architecture services
- Participate in the project kickoff meeting, design review meetings, and preconstruction meeting.
- Provide periodic updates to DOH on the drawing development status and building permit application process and ensure these processes are coordinated with the Sponsor's development schedule and DOH milestones
- Facilitate and implement Quality Assurance and Quality Control procedures of the design documents in coordination with the Sponsor and General Contractor

- Procure a third-party cost estimate as outlined in **Section 2.3.2**, if applicable based on the GC procurement method outlined in **Section 3.0**.
- During Construction: not withstanding the construction administration services outlined in the Owner-Architect agreement, the AOR must provide the following services, at minimum:
 - Certify that all work requested for payment is accurate, complete, and in general accordance with the progress of construction
 - Attend and actively participate in the pencil/draft pay application meetings and conduct on-site observations, with a minimum of one visit per pay application
 - Assist the Sponsor in proactively and clearly communicating with DOH regarding project changes (e.g. change orders, supplemental instructions) and the general progress of the construction schedule.

2.3.1 Eligibility, Qualifications, and Selection

The AOR should be the same entity throughout a development's full life cycle. In accordance with the QAP, the AOR must be identified in the project application. The AOR must be appropriately registered & licensed to do work in Illinois and have a history of similar work as required for the project.

The AOR will not be permitted to act as the General Contractor or Sponsor.

The Sponsor must contract the with the AOR using an AIA B101 template contract.

2.3.2 Third-Party Cost Estimate (Cost Estimation)

For projects that select a GC at application, the Architect of Record must retain a cost estimating firm not otherwise involved with the project to provide an independent cost estimate prior to Milestone 2 (City Council submission).

NEW IN 2025: REDUCTION OF THIRD-PARTY COST ESTIMATE REQUIREMENTS

The 2023 ATSM required all projects to obtain two independent third party cost estimates during the pre-construction stage of project development. This policy has been changed. Projects that select a general contractor through a bidding process after application (Pathway 1) are no longer required to procure a third-party cost estimate. Projects that selected pre-selected a general contractor must obtain one cost estimate, not two.

The cost estimating firm selected by the applicant must meet the standards for construction cost estimating listed below:

Scope of Services

Cost estimating firms must provide estimating costs for all aspects a development, including demolition, remodeling and new construction, including associated site work.

Estimates must include:

• Direct costs of proposed materials and equipment

- Federal and state labor rates
- Construction equipment and tools
- Indirect expenses, such as general conditions, overhead, profit, inflation and market conditions

For direct costs, the cost estimator is required to quantify the materials, labor, and equipment required by the scope of a project and then price these items. The cost estimate should also consider any environmental related costs such as lead-based paint, asbestos-containing materials removal, radon mitigation, etc., if apparent.

The Sponsor must supply the selected cost estimating firm with the necessary documents to perform the tasks, such as a full set of plans and specifications, as well as all documents (aerial photos, surveys, soils reports etc.) relevant to assisting in the identification of existing conditions, the nature of the project, and other site building restraints which may have cost impacts.

Fee Basis

Fees for all costs and expenses related to the performance of the scope of services must be determined between the cost estimating firm and the AOR. The AOR is responsible for payment of fees and entering into a written agreement with the selected cost estimating firm. The cost estimator fees are to be listed under the architect of record fee for other professional services.

Other Cost Estimate Requirements

- **Sources:** Cost estimates must be prepared using a recognized construction cost source such as RS Means Building Construction Cost Data (BCCD), most recent edition.
- Format: Cost data must be organized according to the Construction Specifications Institute's 16-division Master Format or the 44-division 2004 CSI Master Format numbering system.
- **Certification**: Estimates must be prepared by professional cost estimators with either a Certified Estimating Professional certificate issued by the Association for the Advancement of Cost Engineering (AACE), a Certified Professional Estimator certificate issued by the American Society of Professional Estimators (ASPE) or be a State of Illinois Licensed Architect or Engineer. The standards of practice in the Canons of Ethics published by the AACE and the ASPE apply to all estimating services.
- **Compensation:** "Kickbacks" or incentives for providing specific or inflated values are not permitted under any circumstances.
- **Conflicts of interest:** The cost estimating firm may be a general contractor, but may not be involved, legally connected to, or have an identity of interest with any other firm on the project team.

2.4 The General Contractor

The General Contractor (GC) is responsible for overall construction management and tasks involved from the project's start-up through final completion. The GC, together with

subcontractors the GC arranges for and contracts with, and under direction from the sponsor and architect of record, implements all aspects of construction.

It is the responsibility of the GC to familiarize themselves with the project site including but not limited to the site conditions, soil reports, utility locations and services, logistics and material deliveries and staging.

The general contractor is solely responsible for securing the project throughout the construction period. Throughout the project, the general contractor, together with the sponsor, must secure and maintain sufficient insurance coverage to fund any losses due to damage, theft or other occurrences covered in their policy, which must be approved by the City prior to closing.

GC project functions include (but are not limited to):

- Coordinate all trades and subcontractors
- Provide on-site management to implement contract administration as an agent of the sponsor (the GC is expected to be on the site during construction and maintain a daily log documenting the progress of the work to be available for review upon DOH request)
- Establish and implement procedures for reviewing and processing RFIs, RFCs, shop drawings, samples, proposals for substitutions, change orders, payment applications, and logs
- Review RFIs, RFCs, shop drawings, and other submittals and make recommendations before passing them on to the appropriate party (architect, engineer, inspector, or sponsor)
- Conduct project site meetings, and prepare meeting minutes and distribute to all concerned parties
- Review the contents of all change orders, whether generated by the sponsor, architect, general contractor, or subcontractor, and make the necessary recommendations to the sponsor
- Receive all Operation and Maintenance manuals and warranties, and deliver to the sponsor and architect
- Any other means and methods required to complete the construction of the project

2.4.1 Eligibility and Qualifications

Prospective contractors must be licensed by the City of Chicago for their applicable trade. GCs must submit a statement of qualifications for review by DOH.

DOH does not allow for a "Straw" GC or a firm which reaps the benefits and fees associated with the GC title but subcontracts these functions to another GC or separately contracted individual to perform these duties in place of a primary employee of the GC. Any side agreements or kickbacks contrary to this policy will result in forfeiture of any future work with the City of Chicago.

2.4.2 Joint Ventures

DOH encourages GC joint ventures (JV), especially ones that include a junior partner general contractor firm classified as emerging, as defined in the QAP. If working with an emerging firm, they must have a minimum of 25% ownership interest in the JV (Any proposed partnerships less than

25% are subject to DOH approval). The emerging firm should be certified as a MBE, WBE, VBE, or DBE, if applicable, by the City of Chicago or Cook County.

The following requirements apply to any JV general contracting arrangement:

- JVs may be proposed at the GC bidding stage (Selection Pathway 1, see <u>Section 3.1.1</u>) or in the Project Application (Selection Pathway 2, see <u>Section 3.1.2</u>) before they are legally established. However, once selected, the JV must be legally established before the next relevant milestone.
- JVs must create a single purpose entity; this entity must be named on the building permit and construction contract.
- JVs must be governed by a formal JV contract and must submit a Joint Venture Affidavit and executed JV contract to DOH for review.
- The junior JV partner must actively participate in the functions described above in a manner that contributes to the overall construction project. Representatives from all parties must document their project activities.

2.4.3 Additional GC policies

DOH enforces policies related to GC selection, compensation, contracting requirements, and subcontracting obligations, which are described at length in the following Chapter.



3.0 Additional General Contractor Policies

3.1 General Contractor Selection Pathways

Sponsors may select general contractors for work on DOH-funded projects through two selection pathways. Requirements for each pathway are outlined in the following sections.

NEW IN 2025: ALLOWANCE FOR GC PRE-SELECTION

The 2023 ATSM required that Sponsors conduct a competitive bidding process to identify a general contractor after selection by DOH for financing and prior to City Council introduction. DOH now allows two options for GC selection: sponsors may choose to conduct a bidding process after being selected for financial assistance by DOH (the only previously allowable approach), or alternatively they may apply to DOH for assistance with a GC already identified.

This new approach allows GCs to formally support project design and pre-development activities, including contributing to value engineering and cost containment discussions. Related policies regarding price controls, such as third-party cost estimation, have been modified to apply to each of these selection pathways as relevant.

Regardless of selection pathway, a project sponsor may not change a project's general contractor (or the makeup of a joint venture general contractor), without submitting, and receiving approval for, a written Project Modification request as defined in the QAP. If a Project Participant directs, engages in, or allows any Project Modification that has not been reviewed or approved by DOH, DOH may take appropriate action in its discretion and to the maximum extent permitted by the Project's financing documents, law, and equity, including the loss of project financing.

3.1.1 Pathway 1: GC Bidding

Sponsors may elect to apply for financial support from DOH without an identified GC. In this case, the sponsor must select a GC through a formal bidding process carried out prior to City Council introduction. General contractor selection in this manner must comply with the following requirements:

- General Contractors involved in the project formally or informally (compensated or not) prior to the bidding stage must be identified by the Sponsor and are not eligible to bid as a GC on the project unless a waiver is approved by DOH prior to the bidding process.
- At least three qualified general contractor bids must be procured. The results of the bidding process will be documented via a bid tabulation and summary sheet submitted as part of DOH's Milestone 2 review process.
- The sponsor must host at least one pre-bid conference or forum.
- The sponsor must send a bid announcement to the entities on the Department of Procurement Services (DPS) assist agency list found here: <u>https://www.chicago.gov/city/en/depts/dps/supp_info/city-of-chicago-assist-agencies.html</u>

- The sponsor must notify The DOH Construction Compliance team must be notified of the bid process by sending a bid announcement form to: <u>DOHcontructioncompliance@cityofchicago.org</u>
- The sponsor must complete the Developer Outreach Summary form to demonstrate that the MBE and WBE community was involved in outreach to potential bidders.

The project sponsor is not obligated to select the lowest bidder but must share all bids collected and rationale for selecting the GC from the pool of applicants. In the case that the lowest, qualified bidder is not selected, DOH reserves the right to withhold Milestone 2 Approval pending review and approval of selection rationale.

3.1.2 Pathway 2: GC Pre-selection

Sponsors may alternatively choose to select the General Contractor prior to conditional approval for funding, as part of the development team identified at application. This approach allows the Sponsor to engage the General Contractor in a defined preconstruction consulting role, advising on project constructability and helping to contain project costs, shorten pre-development timelines, and increase collaboration amongst team members (see <u>Section 3.3</u>).

Project sponsors intending to select a general contractor prior to or at application must comply with the following requirements:

- Sponsors must identify their selected general contractor in the description of their project team when applying for financial support. Any sponsor who does not identify a general contractor in this way is expected to follow Pathway 1 (Bidding) if selected for financing.
 - Sponsors applying for City Financial Assistance may identify a GC in their Preliminary Project Application but must do so no later than their Full Project Application.
- Sponsors are expected to explain why each Participant was chosen for the project team, what skills/trades/experience they will contribute, and relevant past project experience. Any developer applying with a GC preselected will be expected to document their GC selection process in this narrative.
 - A thorough response will include a description of the GC selection process that was employed, including whether the developer employed a RFI, RFQ, RFP, or other open procurement tool, and motivations for the choice made, including documenting the GC's qualifications and any price commitments made.

3.2 Preconstruction Consulting Services

Regardless of selection pathway, once added to the project team general contractors are expected to support the Sponsor and AOR during preconstruction by providing construction consulting services in a manner that improves project design, increases the speed of project delivery, and contains costs through early identification of possible construction efficiencies.

The provision of such services, if provided on a fee basis, is expected to be governed by a preconstruction services agreement (unless the development is participating in the CMAR Pilot Program outlined in **Section 3.3.1**). This agreement may be in any format mutually acceptable to the project sponsor and general contractor and is not subject to the approval of DOH. However, the agreement is required to be submitted to DOH prior to design approval for the Department's records.

The purpose of this requirement is to establish an understanding amongst all parties as to the services being provided by the General Contractor during the application and preconstruction phases of the project.

Any fees paid for pre-construction services, such as to a general contractor, construction consultant, or similar entity, must be paid from Developer Fee and may not be added to any other line item in the project budget. The sole exception to this policy is developments participating in the CMAR Pilot Program, as defined below.

3.3 Acceptable GC Contract Types & Terms

GC obligations and compensation be governed by an Owner-Contractor Agreement (or "construction contract") in the form of a *cost of the work plus fee with a guaranteed maximum price* contract. It is the Sponsor's responsibility to ensure that the terms of the construction contract are consistent with the ATSM's GC contracting requirements and construction procedures.

The following requirements apply to all GC contracts:

- The construction contract must be an agreement through the American Institute of Architects (AIA) most appropriate to the project:
 - The A102-2017 "Cost of the work plus fee with Guaranteed Maximum Price" is generally required.
 - The A133-2019 "Construction Manager as constructor where the basis of payment is the Cost of the work plus fee with a Guaranteed Maximum Price" is alternatively required if participating in the CMAR Pilot as specified in **Section 3.3.1**.
 - The A201-2017 General Conditions of the Contract for Construction must accompany the Owner-Contractor Agreement. This may be done by reference or exhibit attachment. Any modifications or extension of the general conditions must be via supplementary conditions or an attached AIA "Additions and Deletions" report.
- Prior to execution, the construction contract and all exhibits must be submitted to DOH for review and approval, with edits tracked. All modifications to the standard form agreements must, when fully completed and executed, be acceptable to DOH in form and substance.
- The contract sum must provide for all labor, material, supervision, and services necessary for the contractor to complete the project, pursuant to the approved-for-construction documents.
- The contract's exhibits must include (a) the DOH's most current construction contract rider, to be supplied by the City prior to contract execution, and (b) the version of the ATSM that the development is obligated to comply with. These documents must be in first and second position, or some other positioned deemed appropriate by DOH, in the contract's order of precedence.

• No language added to any project documents, including that of the GC contract or any subcontracts, may override this manual's requirements.

3.3.1 Construction Manager At-Risk: Collaborative Pilot Program

As a complement to the allowance for GC Pre-selection introduced in this ATSM v4.0, DOH is launching a Construction Manager At-Risk Pilot Program (CMAR Pilot Program).

GC-preselection will enable GCs to serve in a preconstruction consultation role to project sponsors, with the ultimate goal of reducing project costs and shortening preconstruction timelines by facilitating collaboration between designers and builders during the pre-construction stage. DOH is interested in working with a limited number of project teams who choose to pre-select their GC prior to application to expand this pre-construction role from construction consulting to full-fledged construction management.

Development teams participating in the CMAR Pilot Program will execute an AIA A133 ("Construction Manager as constructor where the basis of payment is the Cost of the work plus fee with a Guaranteed Maximum Price") contract between the project sponsor (owner) and general contractor, in lieu of the otherwise-required AIA A102 contact. In an exception to Section 3.2 Preconstruction Consulting Services, the costs of these pre-construction management services under the terms of the A133 may be included in the project budget (outside of Developer Fee) for pilot participants.

NEW IN 2025: CMAR CONTRACT PILOT

This ATSM creates a pathway for a GC to join the project earlier than previously allowed in order to provide construction management and advisory services to the project team. To complement this new option, DOH will also conduct a construction manager at risk (CMAR) pilot with volunteer project sponsors.

Participants in this pilot will execute an AIA A133 contract between the project sponsor and GC (as construction manager), rather than an AIA A102. Pilot participants will work collaboratively with DOH to help shape future DOH policy.

During this collaborative pilot, CAC will work with participating sponsors and general contractors to identify reasonable contract terms. Feedback from this pilot will inform DOH's position on acceptable contract types in the future.

General Contractor as Construction Manager

The A133 is designed to be executed early in project development to codify the general contractor's dual role: first as construction manager during preconstruction, and then as general contractor during construction. The A133 is initially executed to govern the general contractor's preconstruction role only, then may be modified to include a GMP amendment once the project scope is determined and pricing negotiated.

DOH is interested in whether the CMAR approach to contracting enables the provision of the following types of services, and whether such services reduce project costs and increase speed of delivery:

- Preparing and managing a Construction Management Plan and the project's Master Schedule
- Preparing and updating a Project and Construction Budget based upon the Construction Specifications Institute's (CSI) divisions of work and identifying contingencies.
- Reporting to the Sponsor and AOR the estimated cost of various design and construction alternatives and make recommendations to the budget, including performing market surveys related to current labor and materials costs, and evaluating cost tradeoffs relating to energy efficiency, usable life, maintenance, and operational costs of proposed components
- Develop a management information system (MIS) between the owner, CM, architects and other parties to the project. The MIS must include procedures for reporting and communication during the design phase.
- Conduct an initial Project Conference, and conduct progress meetings with the owner and architect to review the Plan, schedule, design phase schedule, budget, and MIS
- Monitor the design to ensure compliance with the Plan, and coordinating the flow of information between the sponsor, architect, and others as required, including implementing a Management Information System (MIS)
- Review the design documents, and make recommendations on constructability, scheduling, clarity, consistency, and coordination of the design documents
- Coordinate the transmittal of design documents to the various regulatory agencies
- For cost management, prepare an estimate for each submittal of the design development drawings and facilitate decisions by the owner when changes are required to the program Provide value engineering recommendations to the owner
- Facilitate the outreach to potential subcontractor bidders and assist the owner in preparing and placing notices to solicit bids
- Conduct pre-bid conference(s) and coordinate procedures to answer questions and disseminate bid documents

3.3.2 Construction Contingency and Cost Savings

DOH allows a maximum construction contingency of 5% of the total construction budget for new construction, and 10% of the total construction budget for rehabilitation and adaptive reuse projects. Contingency is available to address:

- issues that arise within the scope of the construction contract (i.e. unfinalized scope, missed scope or estimating errors, labor and material cost escalation, acceleration expenses, correction of defective or non-conforming work, subcontractor defaults, general conditions overruns), and
- betterments or other scope changes made to the construction contract.

To the extent that it doesn't conflict with other agency requirements, contingency is controlled by the Sponsor. Contingency control is limited by the following restrictions:

- Contingency may not be used for off-site improvements
- Contingency may not be used for soft costs, vehicles, resident services, management and operations, items not related to the project, or other non-construction items.
- If, in accordance with the Underwriting Standards Guide, any amount of construction contingency is included in the calculation of Eligible Basis, the use of such construction contingency is subject to Internal Revenue Code requirements to be included in Eligible Basis.

NEW IN 2025: DEVELOPER-CONTROLLED CONTINGENCY

Beginning in this ATSM v4.0, contingency will be controlled by the project sponsor, who may allow some contingency to be carried by the general contractor. The developer will have agency to negotiate financial agreements with their general contractor where permissible, such as shared-savings clauses, in order to create shared financial incentives to keep the project under budget. Unspent contingency, as well as any project savings, now accrues to the sponsor for specified permitted uses. DOH will retain authority to approve or deny change orders that impact project scope and design.

The Sponsor may elect to allocate up to a maximum of 50% of the available contingency to be held within the GC contract, thus creating a separate construction contingency and owner contingency. The sponsor and GC may also negotiate any legally permissible arrangement related to contingency use and cost savings as long as they are acceptable to all project funders, including shared savings clauses that define the financial benefits of minimizing contingency use and identifying savings elsewhere in the project. Any such arrangement must be codified in the construction contract prior to financial closing.

DOH maintains approval authority for any change orders that modify project scope and/or design

At the conclusion of the project, cost savings and unspent contingency not awarded to the GC through an arrangement described above may be retained by the Sponsor. Allowable uses of cost savings and unspent contingency that accrue to the sponsor are "de-deferring" any deferred developer fee and/or funding the development's capital reserve account.

DOH will hold the sponsor financially responsible for delivering the agreed construction scope. Increases in construction costs that exceed the guaranteed maximum price and exhaust project contingencies are the ultimate responsibility of the sponsor. DOH will not provide additional funding in the event that the cost of delivering the project as designed exceed the project costs established at financial closing, including available contingency.

3.3.3 Overhead, Profit, and General Conditions

In alignment with federal guidelines, DOH limits the amount of general contractor overhead, general contractor profit, and general conditions that may be present in a construction contract to a total of 14% of the combined sum of trade payments and site work costs (in other words,

construction costs net overhead, GC profit, and general conditions). Typical and expected markups for each of these categories are defined as follows:

- Contractor's Profit: 6% of net construction costs (reduced by 2% for the value of selfperformed line items.)
- Contractor's Overhead: 2% of net construction costs.
- General Conditions: 6% of net construction costs, reduced to 0% for the value of selfperformed line items.

Development teams may propose to modify this fee structure as long as the cumulative sum of all three fees does not exceed 14%; the self-performance reductions may not be modified. Any modified fee structure is subject to the approval of DOH CAC and Multifamily Finance.

Contractor Profit

Contractor profit is defined as the proceed of the transaction, minus the cost, including intangibles such as contract incentives.

Contractor Overhead

Contractor's overhead is defined as the operational costs required to run a business ("indirect costs"). Certain project-specific costs ("direct costs") must also be included in calculations of overhead, including transportation, travel expenses, and temporary housing.

General Conditions

General conditions are defined as the set of operations, procedures, and indirect costs that are essential for successfully executing the construction of the project.

With the submission of a bid or proposal, the general contractor must provide a list of items included in general conditions. The following costs if accrued must be included within the General Conditions allocation and not in any other project budget line item:

- Items identified in Division 00 and 01 of the Project Manual provided by the AOR
- General Contractor Insurance*
- Payment and Performance Bond*
- Project manager and superintendent
- Draw-related paperwork
- Layout
- Surveys
- Plans/printing
- Material testing
- Communications
- Mobilization
- Temporary heat and utilities
- Temporary fencing
- OSHA protection
- Field office

- Hoisting equipment
- Site security
- Small tools
- Disposal
- Construction photography
- Cost certifications
- Audits
- Mock-ups
- Daily construction site cleaning
- Final cleaning
- General labor
- Portable toilets

All of the above costs must be included within General Conditions and cannot be held as an additional markup. The general contractor is responsible for the above items. In the event that any of the above costs are undertaken by subcontractors or any other party, the amount of allowable GC general conditions must be reduced accordingly.

<u>Payment and Performance Bond:</u> costs associated with the General Contractor's required payment & performance bond are considered General Conditions costs and must be included within the allowed 6% markup outlined above. Under no circumstances may these costs be held as an additional markup. With DOH approval, bond costs may be broken out as a separate line item, provided that there is a requisite reduction in General Conditions.

<u>General Contractor Insurance</u>: costs associated with the General Contractor's required insurance (including, but not limited to, General Liability Insurance) are considered General Conditions costs and must be included within the allowed 6% markup outlined above. Under no circumstances may these costs be held as an additional markup. With DOH approval, insurance costs may be broken out as a separate line item, provided that there is a requisite reduction in General Conditions.

With DOH approval, project-specific builder's risk insurance may be held by the Owner as a softcost line item. In this case, the insurance would be listed in the insurance carrier's name on the owner's sworn statement. Builder's risk insurance held by the General Contractor must be held within the markups noted above. If values for these items in excess of the allowable percentage are identified, the individual line-item values must be removed from the budget. Redistribution of these values through the remaining trades after being removed from the contract is prohibited.

3.3.4 Construction Performance Surety (P&P Bond)

The General Contractor must obtain a Payment and Performance (P&P) bond equal to 100% of the cost of construction of the development from a company acceptable to the City of Chicago.

3.3.5 Other DOH policies related to GC Contracts and Compensation

Other construction contract stipulations:

- <u>Unauthorized Activity:</u> City of Chicago will not be responsible for payment, compensation, or loss of funding due to unauthorized work or activity prior to financial closing, the issuance of relevant building permits, and DOH CAC's Notice to Proceed.
- <u>Winter Conditions:</u> if applicable, winter conditions must be carried on the owner's sworn statement and will be treated as a contingency item.
- <u>Allowances:</u> Allowances are not allowed for biddable and definable portions of the project except where discussed and approved by DOH Construction Services prior to closing. An allowance list identifying the allowances included in the contract and a detailed summary of how the allowance was created must be provided to DOH Construction Services for review.
- <u>Alternates:</u> If indicated on the plans, alternates must be identified in separate line items. The Sponsor and AOR must establish procedures for when and how alternates will be incorporated into the project.
- <u>Shop drawings:</u> Payment for any shop drawings will be limited to 5% of the total cost for that line item.
- <u>Deposits:</u> Payment for material deposits will be limited to 15% of the total cost for that line item.
- <u>Elevators:</u> Prior to installation, elevator line items will only be paid up to 50% of the contract value. Once installation of the elevators has begun, the balance will be paid out based on the percentage of installation.
- <u>Retainage</u>: The Owner-Contractor agreement must include 10% retention on all line items withheld from each progress payment for work completed and materials presently stored (on-site or off-site). This retention must also apply to GC's General Conditions, Overhead, and Profit. Retention must remain at 10% until 90% completion of the project. A reduction to 5% can be made at the 90% completion of the entire project where it must stay until 100% project completion.
- <u>Retainage reduction for completed work:</u> Early retention reduction to allow complete payment to a subcontractor who has completed all project work may be approved at DOH CAC's sole discretion when the following conditions met:
 - The subcontractor requesting the retention reduction must be 100% complete for the total contract amount and scope of work on their agreement.
 - All construction compliance obligations have been met for that subcontractor.
 - AOR must issue a letter stating they have reviewed the completed work, and no outstanding corrective work/punch list remains for the subcontractor.
 - A retention reduction form must be filled out and submitted to DOH Construction Services for each subcontractor request.
- <u>Material Storage</u>: Materials and equipment stored on-site or off-site for longer than one pay application must submit a stored materials request to DOH for approval. All material storage requests must be reviewed and approved by DOH prior to inclusion in a pay application.

- Payments for stored materials will only be paid out to a maximum of 50% of the corresponding line item. Any requests for material storage requests and prepurchase of materials for reimbursement must follow these procedures.
- <u>GC Clarifications and Exclusions</u>: Must be carefully considered to address the specific conditions of the project, coordinated with the requirements outlined in the construction documents, and must be reviewed thoroughly by the Sponsor and the AOR.

3.4 Subcontractor Engagement & Self-Performed Work

Subcontractor selection requirements are outlined below:

3.4.1 Self-Performed Work

Self-performed work is defined as any work that the general contractor intends to perform with its own staff, in lieu of being performed by a subcontractor. In order to expand opportunities for subcontractors, it is the preference of DOH that self-performed work be minimized.

NEW IN 2025: LIMITATIONS ON SELF-PERFORMED WORK

The Department of Housing is committed to ensuring that small or emerging subcontractors have access to opportunities on City-funded developments. In line with that commitment, the 2025 ATSM introduces a cap on the total value of work that a general contractor is able to self-perform. General contractors will not be permitted to selfperform more than 10% of the contract value without the explicit approval of DOH Construction and Compliance.

Self-performed work is subject to the following requirements:

- The general contractor may not self-perform more than 10% of the contract value, unless a project-specific waiver has been granted by CAC.
- If a general contractor wishes to self-perform work, those line items must be competitively bid in a closed bidding process carried out and managed by the Sponsor. The general contractor may not manage the bidding for line items they wish to self-perform.
- Self-performed work must be completed under a cost-plus-fee contract with a guaranteed maximum price arrangement and is subject to audit by DOH. Self-performed work is not permitted to be completed under a lump sum contract.

3.4.2 Subcontractor Eligibility, Qualifications, and Selection

- All construction related costs required to complete the project must be determined by receiving bids from all trades identified on the GC's sworn statement prior to the project obtaining DOH construction approval
- A minimum of three (3) submissions per trade is required through the bidding process
- The DOH Construction and Compliance team must be notified of the bid process by sending bid announcement form to: <u>DOHcontructioncompliance@cityofchicago.org</u>

- The GC must host at least one pre-bid conference/forum. The bid conference or forum outreach must include a bid announcement sent to the entities on the Department of Procurement Services (DPS) assist agency list found <u>here</u>.
- Subcontractor bids must be submitted in a digital binder format that is fully text searchable, indexed and bookmarked. The digital binder index/tabs/bookmarks must correspond to the GC's sworn statement. Every line item on the GC's sworn statement must have a corresponding index/bookmark/tab including a bid tabulation sheet and the prospective subcontractor bids. Sworn statements and successful subcontractor bids must be updated accordingly to reflect the issued for construction drawings prior to closing.
- Prospective subcontractors must be licensed by the City of Chicago for their applicable trade.

4.0 Design Guidelines and Requirements

High quality design is a cornerstone of Chicago's affordable housing developments. The goal of DOH's design guidelines and requirements is to create affordable housing that is safe, functional, appealing, energy efficient, accessible, visitable, and durable, while balancing these pursuits with cost reasonableness.

DOH encourages architects and development teams to understand local conditions and design buildings that create healthy living environments, enhance neighborhood surroundings through design consistency, neighborhood appropriateness, and distinctive architectural characteristics. Design choices should seek to balance the goals of up-front cost containment, reducing long-term maintenance costs, and building with high quality design and materials. In addition to this section, development teams are also encouraged to review and incorporate the <u>Department of Planning</u> and <u>Development's Design Excellence: Neighborhood Design Guidelines</u> into the building and site design.

NEW IN 2025: DESIGN GUIDELINES REORGANIZATION

The design guidelines portion of the ATSM has been entirely revamped for version 4.0. Content has been reorganized to be more easily referenced, with consistent section layouts and table design to allow for relevant policies to be quickly identified. DOH invites continued feedback on the usability of this section.

DOH values engaging in a collaborative design process with the development team. DOH and the development teams should work together to find solutions that best address the needs of residents, and strive for consistent, timely communication throughout the process.

Many sections in this chapter include two types of design requirements: functional guidelines and minimum requirements. All designs must comply with both types of requirements where listed. These two approaches are intended to work together to create maximum design flexibility while ensuring a high standard for building quality is consistently upheld.

- **Minimum Requirements:** These are objective, measurable standards that are required in all instances. A design that meets minimum specifications does not automatically meet all related functional guidelines.
- **Functional Guidelines:** These requirements describe functionality, usability, and/or userfriendliness of various spaces. These guidelines are more subjective in nature but must be met in all circumstances. In addition to confirming designs meet minimum specifications, CAC will evaluate proposed designs against these functional requirements and provide deliberative feedback to project teams where concerns arise. The goal is to ensure all building spaces can comfortably accommodate their intended use.

NEW IN 2025: A FOCUS ON FUNCTIONALITY AND REDUCED MINIMUM REQUIREMENTS Room size requirements and various other minimum requirements have been reduced in the 2025 ATSM. Often, these changes align DOH construction policies with those promulgated by IHDA. In addition, this ATSM places a renewed focus on *functional* expectations for various physical spaces in any development. The reduction in minimums and new focus on functionality provide greater flexibility to development teams to produce dignified, durable, user-friendly housing.

DOH CAC retains the ultimate authority to determine whether a design meets both the minimum requirements and functional guidelines described in this chapter. DOH expects applicants to be responsive to comments regarding design and reserves the right to request additional items or revision at DOH's discretion to maximize functional life, quality of life, and overall building durability. Developments that do not meet these requirements will not advance to financial closing.

4.1 General Unit Information

The following table provides bedroom, bathroom, and square footage requirements for DOH affordable housing developments.

Unit Size	Intended Residents	Minimum Bathrooms	Maximum Bathrooms	Minimum Square Footage
SRO	1	0	1	300
0 bedroom	1	1	1	400
1 bedroom	1-2	1	1	525
2 bedroom	2 - 4	1	1.5	750
3 bedroom	3 - 6	1.75	2	950
4 bedroom	5-8	2	2	1100

TABLE 1

Clarifying definitions for sub-1-bedroom units:

- SRO (Single Room Occupancy): A residential property that includes multiple single room dwelling units may be classified as an SRO. In SRO buildings the units need not, but may, contain food preparation or sanitary facilities.
- **O bedroom:** A dwelling unit, often referred to as an efficiency or a studio apartment, that has combined sleeping, living, and dining areas. O-bedroom units must include food preparation and sanitary facilities in each unit.

4.2 All Interior Spaces

The following functional guidelines and minimum requirements are required throughout the unit.

Functional Guidelines:

- Demonstrate compliance with all guidelines and requirements, including appropriate furniture and associated maneuvering clearances, via clearly dimensioned drawings, shaded areas/clearances/turning radii, written notes, schedules.
- Oddly shaped spaces should be avoided or reserved for studios and utility spaces
- □ Provide necessary maneuvering clearances around furniture to allow visitability (defined in Accessibility section), with clear width of circulation path of 36 inches minimum
- Dedicated storage rooms must be fully accessible with adequate maneuvering spaces once "storage cages/spaces" installed

Minimum Requirements:

These minimum requirements apply to all rooms and common areas as applicable. Additional room-specific requirements are included in further sections, which must be considered in concert with these general requirements. Minimum requirements should also follow these parameters:

- Dimension and area requirements must be taken from the finish face of walls
- Closets and door swing alcoves are not counted towards usable room square footage

Feature	Requirement	Not Permitted
Cabinet boxes & vanities	Solid plywood box construction	MDF, particle board, laminate
Cabinet doors and drawer	Solid wood face or high-pressure	MDF, particle board, laminate
fronts	laminate (HPL)	
Drawer boxes	Dovetail or reinforced joint	
	construction	
Hardware	Accessible hardware on all cabinet	
	doors and drawers	-
Countertops	Solid-surface material (granite,	Plastic laminate
	quartz, Corian, or similar)	
Closets Doors	Minimum grade 2 (light commercial)	Conventional, residential grade
	hardware	(Grade 3) hardware
Interior Doors	Solid Core or solid wood doors	Hollow core doors
Closets	Adjustable Shelving	Stationary, built in shelves or
		similar.
Heating and Cooling	All units must be heated and air-	Seasonal window A/C units
	conditioned	
Windows	Insect screens on all operable	
	windows, except those more than 50'	
	above the ground.	
Window treatments	Blinds and curtains	Aluminum "mini blinds"
Ceilings	Drywall finished with 2 coats primed	Unfinished or painted concrete,
	and 1 coat painted.	exposed MEPs
Walls	Drywall finished with 2 coats primed	Unfinished or finished brick,
	and 1 coat painted	concrete block, or similar
Electrical Outlets and	All outlets, switches, controls, and	No raceways, exposed
Switches, Environmental	panelboards to be at accessible	conduits, outlet extension
Controls, Electrical	reach ranges	boxes, or similar
panelboards		

TABLE 2

4.3 Room-Specific Requirements

All rooms must meet minimum requirements in Table 2 in addition to the room-specific information presented below.

4.3.1 Bedrooms

Functional Guidelines:

- □ The bedroom must be easy to maneuver within
- □ The bedroom must fit the appropriate furniture for the intended number of residents, and include sufficient space for dressing
- □ The bedroom must be built with high-quality materials and fixtures

Minimum Requirements:

All bedrooms, with the exception of SRO and 0-bedroom units, must fit the following furniture and meet the minimum square footage and wall dimensions:

Bedroom	Bed Size	Nightstands	Closets,	Square	Shortest wall
			minimum width	Footage	minimum dimension
Primary	queen	2	5'	110	10'
Non-primary	full	2	4'	100	9'

TABLE 3

All bedrooms, including the sleeping area within SRO and efficiency units, must meet the following additional requirements:

Feature	Requirement	Not Permitted
Maneuvering	30" of space around 3 sides of the bed	
Space		
Walls	Extend to ceiling for privacy, with door to each	
	bedroom	
Flooring 2mm to 4mm LVT, 4mm to 5mm plank flooring, o		Carpet
	solid wood	
Lighting	Primary lighting is switched ceiling fixture	
Light and Vent	An operable window to the exterior for access to	borrowed-light or window-less
	natural light and ventilation	bedrooms

TABLE 4

4.3.2 Living Room

Functional Guidelines:

- □ Appropriately sized for intended household size
- □ Comfortably contain the furniture described in the minimum specifications table below
- □ Recommended minimum wall dimensions of at least 11'6"

Minimum Requirements:

Feature	Requirement	Not Permitted
Furniture	Must be able to fit: 7' couch, 1 chair, 2 side	
	tables, coffee table, TV console	
Flooring 6mm to 8mm LVT, 4mm to 6mm plank flooring,		Carpet
	solid wood	
Lighting	Primary lighting is switched ceiling fixture	

TABLE 5

4.3.3 Dining Area

Functional Guidelines:

- Adequate space for eating based on the intended household size
- Adequate maneuvering space around dining table/island/peninsula

Minimum Requirements:

Unit Size	Seating Required*	Eat-in kitchen / Separate Dining Room	Peninsula / Kitchen Island
SRO, 0 bed	3 chairs	Not Re	equired
1 bed	4 chairs	Eit	her
2 bed	6 chairs	Eit	her
3 bed	8 chairs	Required	Optional
4 bed	8 chairs	Required	Optional
TABLES			

TABLE 6

*In the event multiple dining areas are provided, at least one must entirely satisfy the seating requirement. The seating requirement may not be cumulatively met across multiple dining areas.

Feature	Requirement	Not Permitted
Flooring	6mm to 8mm LVT, 4mm to 6mm plank flooring, solid wood	Carpet
Lighting	Primary lighting is switched ceiling fixture	

TABLE 7

4.3.4 Kitchens

Functional Guidelines:

- □ Kitchen design should provide adequate food storage for size of unit, including sufficient cabinet and/or pantry space for the number of intended residents
- □ Kitchen design should be organized to support easy unloading of groceries (e.g. the provision of counter space adjacent to refrigerator)
- Kitchen should be organized in a manner that facilitates food preparation, including (but not limited to) the provision of sufficient countertop space and the placement of countertops on both sides of cooking range and sink wherever possible
- □ Pantries, if provided, should be distinct from general storage and other storage elements such as broom closet, utility closet, etc.

Minimum Requirements:

General requirements:

Feature	Requirement	Not Permitted
Flooring	6mm to 8mm LVT, 4mm to 6mm plank flooring, or	Carpet
	solid wood	
Lighting	Primary lighting is switched ceiling fixture; Task	
	lighting above kitchen ranges and sinks	
Appliances	Provide a grease shield behind all ovens or ranges	Painted wall at range or
	and on abutting partitions. Protective shields must	cooktop
	be high-pressure plastic laminate, ceramic tile,	
	enameled steel, stainless steel, or similar.	
	Range exhaust must be provided (recirculating or	
	vented exhaust). Vented exhaust preferred.	
Windows	Must have window to exterior or a visual opening to	
	living space larger than a standard doorway	

TABLE 8

Countertop and Cabinetry Minimum Requirements:

Unit Size	Countertop Lineal Feet	Total Cabinet Lineal Feet
		(recommended base and upper)
SRO	3	5 (3 base, 2 upper)
0 bedroom	4	7 (4 base, 3 upper)
1 Bedroom	6	9 (5 base, 4 upper)
2 Bedroom	7	11 (6 base, 5 upper)
3 Bedroom	7	13 (7 base, 6 upper)
4 Bedroom	8	13 (7 base, 6 upper)

TABLE 9

Measurement Information:

- Cabinet and countertop linear feet measurements are taken from the front face of the cabinet (not the wall)
- Cabinet and countertop measurements exclude the sink/sink base and appliances that interrupt the work surface
- If a pantry is provided, the cabinet lineal feet may be reduced by a proportional amount

Appliance Minimum Requirements:		
	Unit Size	Range/Oven

Unit Size	Range/Oven	Refrigerator / Freezer	Sink
SRO	Permitted but not required	Permitted but not	Permitted but not
		required	required
0 bed / 1 bed	24" self-cleaning	14 cu. Ft	Single or double bowl
			sink; dishwasher optional
2 bed and larger	30" self-cleaning	Larger than 14 cu. ft	Double bowl sink OR single bowl sink and dishwasher

4.3.5 Bathrooms

Functional Guidelines:

- □ Have the necessary fixtures and amenities to be functional and easily utilized
- □ Must have at least a linen closet, a medicine cabinet, or a vanity with storage (except as specified by accessibility classification)
- □ In 3-bedroom or larger dwelling units, compartmentalizing at least one full bathroom for simultaneous multiple use is encouraged

Minimum Requirements:

For the purposes of this document, half, three-quarter, and full bathrooms contain the following elements:

	Lavatory Sink	Toilet	Tub and shower (combined or separate)	Shower
Half (½)	Х	Х		
Three-quarter (¾)	Х	Х		Х
Full	Х	Х	X	

TABLE 11

Feature	Requirement	Not Permitted
Fixtures	Towel bar(s), toilet paper holder,	
	shower curtain rod	
Bathroom Flooring	Tile or water-resistant plank, 6mm	Sheet vinyl
	minimum	
Bathroom Lighting	Vanity lighting centered above the	
	mirror and either a ceiling fixture or a	
	combo vent light	
Medicine Storage	Drawer, cabinet, or shelf space in at	Surface-mounted medicine
	least one bathroom;	cabinets
	If there is a medicine cabinet, must be	
	recessed	

TABLE 12

Linen Closets Minimum Requirements:

If a linen closet is provided:

- □ Can be in the bathroom or just outside
- □ Minimum width 30". Minimum depth 15"
- □ If linen closet is located outside a bathroom, a door must be provided. Linen closets inside bathrooms may be doorless.
- □ Linen closets should be equipped with adjustable shelving

4.3.6 In-Unit Laundry

Minimum Requirements for In-Unit Laundry Area:

□ Floor Finish: 2mm to 4mm LVT, 4mm to 5mm plank flooring (carpet and solid wood not permitted)

- Must include a floor drain
- No bifold doors
- Switched lighting required; switches should be at accessible reach range heights and location
- □ If shelving is provided in non-accessible units (Type B), then comparable shelving at accessible approach and reach range must provided for accessible units (Type A and 504)
- □ In-unit laundry areas cannot count toward bulk storage requirements

4.3.7 Storage

Functional Guidelines:

- General storage should be provided to safely and sufficiently address household storage needs, such as cleaning supplies, vacuums, children's bikes, toys, seasonal items, etc.
- □ The amount of storage should be proportionate to the unit size
- □ Storage space provided for each unit should be *versatile* (functional for a range of uses) and *diverse* (multiple types and locations of storage preferred, especially for larger units)

Entry Closet Minimum Requirements:

- All units must include an entry closet located near the unit's front door
- Equipped with, at minimum, a single adjustable hanging rod and shelf

Unit Size	Minimum closet depth	Minimum closet width
Efficiency & SRO	24"	2.5'
1 + 2 Bedroom	24"	3'
3 + 4 Bedroom	24"	4'

TABLE 14

Bulk Storage Minimum Requirements:

All units must provide sufficient bulk storage, which may be calculated cumulatively across the following in-unit and out-of-unit storage solutions:

- Any entry or bedroom closet space beyond the minimum size
- Any laundry closet space not occupied by appliances
- Any linen closet
- Any in-unit general storage closet provided
- Any dedicated storage provided outside the unit, including space in any provided garage not reasonably expected to be occupied by a vehicle
- Adjustable shelving is optional, fixed shelving not allowed
- Any general storage closet in the unit, and any out-of-unit storage area, must be on an accessible route.

Minimum storage space is expressed in terms of square feet of floor area, assuming a standard height ceiling:

Unit Size	Square Feet
SRO	5
Efficiency/Studio	6
1 Bedroom	10
2 Bedroom	25
3 Bedroom	30
4 Bedroom	33

TABLE 13

HVAC Closets, Minimum Specifications

- □ HVAC closets must lock
- HVAC closets must have a floor drain
- HVAC closets are not allowed to be used for storage of any kind.

4.4 Common Area Requirements

Ground floor and shared spaces should be designed to maximize functional use, safety, and easy maneuverability.

4.4.1 Security

Prior to GC contract execution, a detailed security plan must be in place with all security features incorporated in the construction documents and included in the general contractor scope. DOH CAC will work collaboratively with the project team to discuss the adequate scope of a security plan, which is expected to vary by development.

Functional Guidelines:

Security plans should incorporate a combination of components most appropriate to the project and location, including but not limited to the following:

- □ Camera system and locations
- □ Alarm systems
- □ Security doors
- Access control systems (access card, keyed, or fobbed door hardware)

4.4.2 Broadband Internet

Broadband installation that meets the following requirements is required in all DOH-funded developments.

Functional Guidelines:

- Installed broadband infrastructure should accommodate all elements of a development's security system
- □ In-unit wiring connection point(s) should be accessible in a centralized part of the unit for maximum wireless reach

Minimum Requirements:

- □ All developments must include unit-based broadband infrastructure. This means tenants must be able to obtain a contract for broadband internet from at least one internet service provider without the installation of additional cables or infrastructure.
- □ Broadband internet service is required for all PSH units. This means tenants of PSH units must be provided broadband internet, including wireless connectivity, without individually obtaining or paying for a contract from an internet service provider.
- Broadband infrastructure must accommodate Federal Communication Commission (FCC) minimum speed requirements (at time of writing, 100 Megabits per second [Mbps] download and 20 Mbps upload). If receiving federal assistance, greater speed minimums may be mandated by HUD.

4.4.3. Waste Disposal (Trash and Recycling)

All multi-floor developments must incorporate one or more rooms for trash and source-separated single-stream recycling on the ground floor, and each floor must have an enclosed trash chute room on each floor.

Functional Guidelines:

- □ Trash chute rooms should be centrally located on building floors near other common areas such as laundry rooms, elevators, etc.
- Ground floor trash rooms should be adequately sized to accommodate the quantity of trash/recycling containers required to serve the building, a trash compactor (if provided), and adequate maneuvering space
- Ground floor trash rooms should not share space with any other program spaces or usage

Feature	Requirement
Doors	Double doors or garage-style overhead doors to exterior and from trash/recycling
	room; with protective bollards, corner guards, door guards
Concrete Slab	Directly link access from trash/recycling area to the exterior pick up point with all
	required curb depressions, ramps, etc.
Plumbing	Floor drains and hose bibs for maintenance and cleaning
Mechanical	Adequate mechanical ventilation and mechanical heating/cooling must be
	incorporated.
Walls and Flooring	Trash/recycling rooms and any route from room to exterior pickup point or
	enclosure wall protection must be provided (corner guards, wall coverings,
	exterior bollards, etc.)
Direct Route	A direct route from the collection room to the exterior loading or dumpster
	location must be provided.

Ground Floor Trash Room Minimum Requirements:

TABLE 15

4.4.4 Laundry

Laundry facilities with washing machines and dryers are required in every building. If all units are not provided with in-unit laundry, a common laundry room must be provided.

Functional Guidelines for Common Laundry Room:

- □ Laundry facilities should have visual connections to common areas and corridors
- □ Laundry facilities preferentially have some access to natural light
- □ Laundry facilities should be easily accessed by building tenants and should be accessible without leaving the conditioned area of the building
- □ Laundry facilities or areas should provide a mix of front-loading washer and dryers with toploading units

Minimum Requirements for Common Laundry Room:

- An adequate "folding area," in the form of tables and/or counter space, must be provided in all shared laundry areas
- □ Count of washer and dryers to be installed must be greater than or equal to results of the following formula, in which each "#" is the total number of units of the specified size expected to be served by the common laundry room:

Formula = (SRO+0bd)/14 + 1bd/12 + 2bd/10 + (3bd+4bd)/8 (see table breakdown below)

Unit Type	Unit Count (Variable)	Divisor	Formula Component
SROs + 0 Bedrooms	А	14	(SRO + 0bd) / 14
1 Bedrooms	В	12	1bd / 12
2 Bedrooms	С	10	2bd / 10
3 Bedrooms + 4 Bedrooms	D	8	(3bd + 4bd) / 8
Total # Washer and Dryers			A /14 + B/12 + C/10 + D/8

TABLE 16

4.4.5 Elevators

All multifamily and senior buildings must have at least two accessible elevators serving all floors.

Functional Guidelines:

DOH has a strong preference for one elevator in every building to function as a service elevator, meeting the following guidelines:

- Adequately sized (taller cab size and wider doors) to accommodate furniture, move-ins and maintenance-related tasks
- Dual-sided at the ground floor
- □ A basis of design for this service elevator are defined by the following specifications: 5'-7-1/8" x 7'-7 -7/8" interior cab dimension and 4000# capacity.

4.4.6 Entrances

All tenant entry points must meet the following guidelines:

Functional Guidelines:

- □ Entry points are easily identifiable from all directions, parking areas, and public ways
- □ Building address and signage are illuminated and easily identifiable
- □ Illumination is provided for resident safety and to highlight architectural characteristics
- □ All entry points must provide adequate sheltering from the elements. Sheltering strategies include entrance canopies, recessed entries, or other sheltering strategies should be used at primary and secondary building entrances

4.4.7 Amenities and Common Areas

Functional Guidelines:

□ All common and flexible amenity spaces should be intentionally designed and furnished to be utilized by tenant population for services, activities, and other uses

All Developments Minimum Requirements:

- All developments must include a common, flexible amenity space with a kitchen that a minimum has a sink, cooktop oven, refrigerator, base and overhead cabinets
 - □ A flexible amenity space is a versatile area within a building designed to serve multiple purposes and adapt to various needs. These spaces offer residents and employees a range of options for work, relaxation, and social interaction. Examples include lounge areas that can transform into event spaces, coworking areas with adaptable furniture, and outdoor spaces used for yoga, movie nights, or casual gatherings.
- □ Reference Table 2 for finishes and other requirements

Family-Oriented Developments Minimum Requirements:

In addition to all development requirements:

- Must provide an interactive indoor or outdoor play space that can be programmed for children to be active and provides interactive landscape elements
 - □ Minimum of 600 square feet
 - □ Centrally located, shielded from outside view, adjacent to dwelling units and visually connect to the building
 - Ground surface must be stable, firm, and slip resistant

Non-Family Oriented Minimum Requirements:

In addition to all development requirements:

- □ At least one program-specific amenity space, designed and furnished to meet the needs of the intended tenant population.
 - Examples include a workshop, library, vegetable garden, business center with usable phone and conference spaces
 - □ Minimum 600 square feet

Maintenance and Office Spaces

Functional Guidelines:

- □ The primary function of a maintenance workshop and/or office space is for property management and must be appropriately sized for its intended use
- □ These areas may be in separate buildings, such as a clubhouse, or on the ground floor to allow for maximum site and building surveillance

Office Space Minimum Requirements:

- □ If office space is provided, it must be for the exclusive use of property managers, tenant service providers, or building operations staff
- □ If the size of the project warrants a separate common space for the management staff and rental office, it must include an office large enough to accommodate a secretarial space, a waiting/reception area, at least one accessible public restroom, and a storage/coat closet
- Any office space, or any space designed for interaction with tenants or the public, must be located on an accessible route from the point of arrival and accessible to persons with disabilities

Maintenance/Repair Shop Minimum Requirements:

 Must be provided for staff to include storage facilities for attic stock and fire cabinets, desk, a utility sink, toilet facilities, and work bench

4.5 Trauma-Informed Design Guidelines

Trauma-informed design (TID) is a framework combining trauma-informed care with the design process. TID takes into account the physical effects that trauma can cause in a person's body and uses this information to shape a built environment to better meet people's needs. DOH requires that all developments meet certain TID standards as documented in this section and strongly recommends the adoption of as many TID standards wherever possible.

4.5.1 TID principles

As a practice, trauma-informed design extends broadly across a wide array of design and architectural standards. Four key tenets guide the design principles:

- **Choice and Autonomy**: Residents feel a sense of control and power within and over the environment
- **Health and Safety**: Residents feel safe and secure interacting throughout the environment, and their health and safety is promoted through the design of individual and common spaces.
- **Community and Collaboration**: Residents can participate in shared community space and supportive services within the environment, offering the opportunity to belong and helping to build relationships based on trust.
- **Beauty and Well-Being**: Residents can find dignity, self-esteem, empowerment, and meaning within the environment.

4.5.2 TID requirements

Across the four principles defined above, DOH has identified 24 specific TID standards. Required adoption of these standards depends on project type.

Buildings that meet the definition of Permanent Supportive Housing must meet the following standards:

- **Newly Constructed PSH Developments** must meet 100% (16) of the required standards under each of the four TID categories and may include additional optional standards.
- **Rehab or Preservation PSH Developments** must meet a minimum of at least 50% (8) of the required standards under each of the four TID categories and should preferentially meet as many of the required standards as reasonably possible.

Other developments not classified as Permanent Supportive Housing developments—especially those required to meet the CoC set-aside requirements, must meet the following standards:

- **Newly constructed non-PSH developments** must meet the 6 residential unit-specific standards indicated with an asterisk (*).
- **Rehab or Preservation non-PSH developments** should meet the standards indicated with an asterisk (*) where reasonably possible.

For any project unable to meet the relevant requirement above, a justification of standards not met and proposed alternatives (optional standards below are acceptable) should be provided and require DOH approval.

Choice and Autonomy	Health and Safety	Community and Collaboration	Beauty and Well-Being
	Req	uired	
Residential units contain tenant-controlled heating and cooling*	Non obstructed lines of sight in common areas and hallways	Enclosed outdoor area for smoking in conformity with other funding requirements (i.e., HUD definition of smoke-free housing)	All residential unit light and vent requirements per CBC are exceeded by at least 20%*
Sound insulation in all interior bedroom walls in addition to insulation of all exterior walls in all units*	All entry, exit, and common area residential use rooms have a minimum of 30% glazing of the total area of the door or a full- length sidelight to improve sightlines	Provide a de-escalation room and/or sensory sensitive room near public/common spaces to serve as an area of refuge	Trauma-informed interior finishes are welcoming, calming, and non-institutional (i.e. not all white), in cool light color spectrum throughout the project*
Variable lighting in all bedrooms as well as living areas*	A diverse array of wayfinding markers is utilized throughout common area hallways and common spaces	At least one multi-use resident services space for use by on-site and visiting service provider partners for resident services such as for	Residential studio units are at least 15% larger than the minimum requirement*

Free internet access per unit	The building(s) is oriented and provides fenestration for	healthcare, employment training, or counseling Design, art, or decorative elements are welcoming to those with	Substantial outdoor space or all-season area
	maximum solar gain	a variety of cultural	
		abilities, and other	
	Opti	ional	
All residential units contain in-unit washers and dryers	Full security proposal includes, at minimum, a security camera system, security desk, and key fobs or other entry mechanism	At least one common area residential space that reflects the tenant population and community served and is flexible for multiple uses and users	Looped walking paths or connected sidewalks throughout the site
Computer room equipped with one (1) computer for every three (3) units	Exercise / fitness center with at least one (1) machine per five (5) units	Fully equipped indoor or outdoor playground or tot lot appropriately sized for the development	Connections to nature, including balconies, Juliets, sliders, or porches are included for each unit

TABLE 17

4.6 Accessibility

Accessibility is a key component of the City's affordable housing goals. All Housing developments covered by this manual must address the following accessibility standards:

Accessibility Standard	As defined in:	Federally-assisted development	Non-federally assisted development requirement
		requirement	
Туре В	Chicago Building Code	A	ll units
Туре А	Chicago Building Code	31% of units	36% of units
504-Mobility	Rehabilitation Act of 1973	10% of units	0% of units
504-Hearing/visual	Rehabilitation Act of 1973	4% of units	0% of units
impairment			

TABLE 18

Many of the accessibility guidelines are highlighted in the functional guidelines and minimum requirements throughout the design guidelines section, however, development teams should consult with relevant regulations and guidance to ensure compliance.

4.7 Senior Housing

Buildings designed for senior living must comply with the following requirements:

The following items are required **both in-unit and in common areas** for senior buildings:

- Sprinkler system
- Fire alarm system with central annunciator panel

- Hard wired smoke and heat detectors would require strobe warning light
- Hardwired carbon monoxide detectors, unless a valid exemption in 14B-9-915.1.4 applies
- Lever type door handles on all doors
- Grab bars with reinforcement
- Single lever faucets on all plumbing fixtures
- Soft-close cabinet door hardware throughout the unit
- Sound Transmission Coefficient (STC) sound rated glass for all windows*
- Emergency call system/pull cord in all bathrooms

The following additional items are required **in common areas** of senior buildings:

- Emergency backup generator to service all common areas
- Emergency lights
- Emergency exit signs
- Emergency HVAC system capable of servicing common area for at least 3 hours

*Please refer to <u>HUD Sound Transmission Classification Assessment Tool (STraCAT) users guide</u> on the HUD Exchange website

4.8 Multi-Family Rehabilitation

Rehabilitation projects funded by DOH are expected to result in housing that is high-quality, safe, dignified, and durable. In addition to addressing known issues and replacing equipment at the end of its useful life, rehabilitation should focus on the reduction of long-term maintenance costs, address energy needs, and ensure alignment with the existing environment.

4.8.1 Evaluation of rehabilitation proposals

DOH's review of rehabilitation projects prioritizes building durability, sustainability, tenant experience, and safety. The scope of work for any proposed rehabilitation project should improve overall building performance and reduce the long-term operating and maintenance costs for both tenants and owners and ensure long term viability and use of the building for affordable housing.

Rehabilitations should include evaluations of the efficiency of the building and propose as many enhancements as feasible in providing a more sustainable energy efficient building. These enhancements may include, but are not limited to:

- Perimeter insulation
- Efficient windows and roofing
- Insulated doors
- Energy-efficient mechanical systems
- Energy-efficient plumbing systems

Rehabilitations should additionally incorporate features that can offset operating costs. These features may include, but are not limited to:

- Photovoltaic systems
- Solar thermal panels

• Smart building items

4.8.2 Rehabilitation classifications

The design requirements apply to projects at varying degrees based on the level of rehabilitation needed. The table below defines four classifications of rehabilitation, each associated with ATSM compliance guidance. DOH has discretion to approve the rehabilitation classification for a redevelopment using DOH funds and encourages touchpoints with the development team to review the determined classification based on the exploratory survey and physical needs assessment described in this section. The classification assigned by DOH may not necessarily align with building code definitions.

Classification	Definition	ATSM compliance
Adaptive Reuse	Rehabilitation of an existing building where the use of the building is being substantially altered	All design requirements apply
Substantial (or "gut") rehabilitation	A project that meets either of the following: 1. The work area exceeds 50% of the aggregate area of the building per the current Chicago Building Rehabilitation Code Section 604 Level 3 Alteration. 2. Includes the replacement or improvements or	All design requirements apply
	both of at least two major systems of the building, including its envelope (air and thermal barrier). Major building systems also include roof structures, wall or floor structures, foundations, plumbing, HVAC, electrical systems, and fire protection systems.	
Moderate rehabilitation	 A project that is not classified as a substantial rehab or adaptive re-use and meets the following: 1. The work area does not exceed 50% of the aggregate area of the building. 2. Where the work is limited to the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment per the current Chicago Building Rehabilitation. 	All design requirements apply, except that where existing conditions that prohibit compliance with full standards. Living rooms and bedrooms may have minimum dimension(s) and area smaller by 15%, if they maintain functional requirements and are approved by DOH.
Limited scope rehabilitation	A rehabilitation work scope considered by DOH to be limited and not considered substantial or moderate rehabilitation. A minor rehabilitation includes a work area with the removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements,	All design requirements apply where technically feasible, except for requirements documented in the sustainability and accessibility sections, which do not apply. Additionally, where existing conditions at prohibit compliance with full standards, living rooms and bedrooms may have minimum

equipment, or fixtures that serve the same purpose. Applicants should consider the 'Construction Cost Minimum Thresholds' outlined in the QAP and the 15-year RUL requirements when proposing a limited scope rehabilitation project	dimension(s) and area smaller by 15%, if they maintain functional requirements and are approved by DOH.
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TABLE 19

4.8.3 General standards for all rehabilitations

Rehabilitation General Expectations:

- 1. Address identified issues: All outstanding needs identified by the following assessment activities must be addressed in the project scope: physical needs assessment (PNA), accessibility assessment (if not included in PNA), energy audit, preliminary scope of work/cost estimate, and other inspections that may be deemed necessary.
- 2. **Replacement standard:** Any building components or systems being replaced/installed new must also meet the ATSM Design Guidelines and Requirements. For example: roofing, kitchen cabinets, windows, etc.
- 3. Accessibility: In buildings without an elevator, all ground-floor units must meet Type B standards for limited and moderate classified projects.

Any exceptions to the provisions of the manual for the proposed project must receive written approval from DOH CAC.

Exploratory Survey

As part of developing the rehabilitation scope the sponsor should perform exploratory investigation including, but not limited to, light demolition of key areas in vacant residential units and select interior common and exterior areas. This exploration helps ensure building needs not identified in the physical needs assessment (described below) are accounted for.

4.8.4 Physical Needs Assessment (Property Needs Assessment)

DOH-funded multifamily projects requiring rehabilitation must submit a Physical Needs Assessment prepared by an independent third-party consultant that is unaffiliated with the ownership and property management entities. The submitted PNA must meet the requirements of **ASTM E2018-15 Standard Guide for Property Condition Assessment: Baseline Property Condition Assessment Process**.

All PNAs must be accompanied by a full energy audit following ISO 50002: 2014 Energy Audit Procedures or ASHRAE Energy Audit Level 2 minimum.

DOH will accept a PNA or Condition Needs Assessment (CNA) report prepared under other similar formats including USDA Rural Development, Fannie Mae, or Freddie Mac, to avoid duplication of work prepared under similar formats. The use of other formats not mentioned must receive DOH approval.

Walk-through audits will not be accepted.

PNA Scope

The PNA report should investigate and document the existing conditions of the building in its current state, largely independent of the proposed scope of work except where specifically relevant to assess existing building elements. For adaptive re-use projects, there should be detailed information about the conditions of all elements that are to remain.

Age of PNA Report

The age of any PNA report **from the time of full application** (FPA)must be 180 days or less. If over 180 days, but less than one year, the needs assessment report may be used to comply with this needs assessment requirement; however, an updated 20-Year Capital Expenditure report must be included. Provide a new PNA if older than one year.

Minimum Observation Requirements

Residential Units:

Number of Units	Minimum Unit Observations
4 - 75	50%
76+	25%

TABLE 20

- 1. For every PNA report, the consultant must include a residential unit matrix detailing the existing units—specifying unit type, approximate square footage, occupancy status, and identifying which units were observed during the walkthrough.
- 2. At each property, observations must include a minimum of 25% of every unit type.
- 3. For scattered site properties (those consisting of multiple apartment buildings), the minimum unit observation requirement applies individually to each building.
- 4. Across all properties, up to 50% of the observed units may be vacant.
- 5. All units classified as non-rentable must be observed in full at each property. A nonrentable unit is defined as one that is uninhabitable due to damage (e.g., fire, mold) or is currently undergoing renovation or repair.

Effective Useful Life

The PNA must include a life expectancy analysis for all building elements, systems, and components. This analysis should include the estimated age, Expected Useful Life (EUL), and Effective Remaining Life (ERL). These metrics will be used as the basis for assessing the condition of building elements and their eligibility for replacement.

Requirement for Replacement
Must be replaced and included in the rehab scope of work
Written request required for replacement*
Ineligible for replacement and use of DOH funds except as

General Note: Any elements that do not meet or exceed 15 years EUL must be included in the rehabilitation scope of work.

*written requests should be placed in context with the overall project scope and include justification for the replacement (example: integrating a new building system that requires replacement of a relatively new piece of equipment)

** DOH will review on a case-by-case basis for replacement of items with 75% EUL or more when required to obtain a green building certification or other extenuating circumstance.

TABLE 21

These ERL guidelines attempt to balance creating a comprehensive scope of work that accurately addresses the building's short and long-term needs while being conscious of the financial cost and environmental impact of replacing items with adequate useful life remaining. Applicants should be prepared to describe the work described in the PNA and how it influenced the development of the scope

Additional Information

The PNA must include the following elements:

- Site and Roof Drainage
- Structural Integrity
- Building Envelope
- Common Areas Interior Finishes, Appliances
- Common Areas Laundry Facilities
- Common Areas Trash Facilities
- Dwelling Units
- Stairs (interior and exterior)
- Plumbing and Sanitation Systems
- HVAC Systems
- Electrical Systems
- Elevators
- Fire Protection & Life Safety Protection Systems
- Environmental Standards (Remediation)
- Flood Risk Assessment
- Building Code Violations
- Accessibility
- Accessory Structures

Incomplete Needs Assessment

• DOH reserves the right not to accept any PNA if it does not adequately include a complete assessment of a property's condition, determined at DOH's sole discretion.

- DOH reserves the right to have any incomplete PNA updated and re-submitted.
- The cost for new or updated PNAs will be the responsibility of the Sponsor.

4.9 Sustainable Building Requirements

In alignment with the City of Chicago's 2022 Climate Action Plan, and in recognition that the climate crisis places a disproportionate burden on low-income residents and communities of color, the ATSM includes baseline sustainability requirements for all construction funded by the Department of Housing. These requirements are intended to increase energy efficiency, reduce utility bills and operating costs for tenants and building owners, reduce the city's overall carbon emissions, reduce pollution, increase air quality, and support the decarbonization of Chicago's residential building stock.

The following requirements apply:

• All developments subject to the ATSM (new construction and rehabilitation) are required to comply with the 2024 Sustainable Development Policy. The Sustainable Development Policy (SDP), administered by the Department of Planning and Development, is a point-based system that assigns values to strategies and building certifications for projects receiving City funding and zoning approvals. More information about the Sustainable Development Policy can be found on the <u>website</u> of the Department of Planning and Development.

For the purposes of determining Sustainable Development Policy compliance, DPD will determine whether a project involving existing buildings is considered a "Moderate Renovation Project" or a "Substantial Renovation Project." This determination may not coincide with the determination of rehabilitation scope made by DOH. The DPD determination will govern compliance with the SDP, while the DOH determination will govern all other aspects of ATSM applicability and compliance.

- All buildings subject to the ATSM (new construction and rehabilitation) with final total square footage of over 10,000 square feet must comply with the policies outlined in the Chicago Energy Benchmarking Ordinance. This program mandates annual reporting of total energy use and data verification every three years. More information about the Chicago Energy Benchmarking Ordinance can be found on the <u>website</u> of the Office of the Mayor.
- New construction developments subject to the ATSM are not permitted to include fuel combustion in any residential units and residential common spaces. Developments may not contain tenant gas hookups nor any other source of combustion inside residential units or residential common spaces, and all appliances must be electric including cooktops, hot water heaters, clothes dryers, and heating sources.

In addition to these requirements, DOH also encourages developers to consider implementing other cost-effective interventions to meet the City's climate goals. Possible strategies include:

- Utilize onsite renewable energy production or transfer, including solar arrays or geothermal heating and cooling.
- Make new construction developments "all electric" or "all-electric-ready," meaning that all building electrical service must be sufficiently sized to accommodate all electric appliances, and physical building design provides sufficient space and capacity for all-electric systems.
- **Prepare existing buildings for future conversion where work is already being performed:** Any required electrical work, such as a building electrical service upgrade or replacement, should preferentially be sized to enable all-electric appliances and building systems, except where explicitly approved by DOH.
- Maximize rehab opportunities to improve energy efficiency: All perimeter/building envelope work should include insulation and air sealing to the highest possible R value within reasonable cost.

DOH strongly encourages developers to consider all ways to advance energy efficiency and decarbonization goals in new construction and rehabilitation scopes and reserves the right to require developers to implement particular design elements after reviewing a development's scope, and design, and PNA if applicable.

5.0 Pre-Construction Activities

This chapter will focus on outlining the phases and milestones associated with the preconstruction stage of project development (beginning with notice of conditional award, ending with a notice to proceed with construction). It will include an identification of specific pre-construction phases and expected documents required for submission to DOH during each phase.

The contents of this chapter are under development and are contingent on both feedback collected during the draft ATSM public comment period and ongoing interdepartmental Cut the Tape work.

6.0 Construction Activities

This chapter will focus on outlining the phases and milestones associated with the construction stage of project development (beginning with a notice to proceed with construction, ending with the issuance of a certificate of completion). It will include documentation of change orders, draw reviews, construction close-out, retainage, and certificate of completion processes.

The contents of this chapter are under development and are contingent on both feedback collected during the draft ATSM public comment period and ongoing interdepartmental Cut the Tape work.

