

REQUEST FOR DESIGNER SERVICES (RFS) Attachment A

DHCD’s Bureau of Housing Development and Construction Designer Selection Committee

100 Cambridge Street, Suite 300, Boston MA 02108

Contact: DHCDDesignerSelectionCoordinator@mass.gov

DHCD Webpage: Designer Selection | Mass.gov

PUBLIC NOTICE DATE: August 3, 2022

APPLICATION DUE DATE & TIME: August 24, 2022–2:00PM

LOCAL HOUSING AUTHORITY: Needham Housing Authority

PROJECT #: 203090

PROJECT TITLE: Redevelopment at Linden Street and Chambers Street Elderly Development

DEVELOPMENT #: 667-01, 667-02 & 667-3

ESTIMATED CONSTRUCTION BUDGET: \$16,000,000 for Phase 2 of Project

DESIGN FEE FOR RFS BASIC SERVICE, excluding reimbursables, based on the scope of work and service authorized, **shall not exceed:**

\$2,274,250.00 for both Phase 1 and Phase 2

PROJECT TYPE: **Phase 1:** Feasibility Studies, Facility Investigation and Condition Assessment, Site Redevelopment Design for Full Site, at Linden and Chambers
Phase 2: Further Phases of design and New Construction at Linden only

PRIME FIRM REQUIRED:

A qualified Architectural firm (within the meaning of M.G.L. Chapter 7C, Section 44), with Massachusetts registration.

SUB CONSULTANTS’ DISCIPLINES REQUIRED:

Massachusetts licensed or registered member(s) of the design team who will be responsible for the following:

1. Architecture
2. Mitigating Site Contamination (must be a Licensed Site Professional)
3. Lead-based paint inspection, testing and abatement specification
4. Asbestos inspection, testing and abatement specification
5. Landscape architecture
6. Civil (Sitework/Septic)
7. Land Surveyor
8. Geotechnical
9. Plumbing
10. Structural
11. Fire protection

12. HVAC
13. Electrical
14. Independent Cost Estimating (License or registration not required)
15. Vertical transportation

INVITATION: The Needham Housing Authority Housing Authority, through the Massachusetts Department of Housing and Community Development (Department) is seeking the services of a qualified “Designer” within the meaning of M.G.L. Chapter 7C, Section 44, to provide professional design and construction administration services for Redevelopment and possible Renovation of the elderly developments at the Linden Street Elderly Development (667 1 &2) and Chambers Street Elderly Development (667-3) in Needham, Massachusetts.

As the Fee for Basic Services for this Contract is **\$100,000 or more**, MBE/WBE Participation applies to the project. The **minimum MBE and WBE participation goals are 6.6% MBE and 15% WBE** of the overall value of the design contracts for this Contract/project. See Section G. Experience and Factors and Section H. Affirmative Marketing for further information.

For additional information on Designer Qualifications and Requirements see the Sections G and H in this RFS.

The Authority has recently hired the Cambridge Housing Authority (CHA) to provide planning and development consulting services towards to repositioning of its federal and state assisted public housing portfolio. As such, while the NHA Board of Commissioners will ultimately select a firm to provide the architectural & engineering services outlined below, the CHA will serve as the primary point of contact to respondents during the application and selection process, and will coordinate proposals, site visits, questions between the applicants and the NHA and assist NHA in the selection of the Architectural and Engineering team. The contact at the CHA is Nathalie Janson njanson@cambridge-housing.org, The contact at DHCD is David Cann david.cann@mass.gov.

A **Local Screening Committee** will be used in the designer selection process. The DSC will select up to 4 consultants to be interviewed.

A. Background:

The Needham Housing Authority (NHA) has two state-assisted public housing properties on Linden Street and Chambers Street, which consist of 152 units of elderly/disabled housing. Linden Street was built between 1959 and 1962 and consists of 18 one-story buildings making up 72 studio apartments. Construction is wood framing with brick veneer on slab on grade. Chambers Street was built in 1972 and consists of 5 two-story buildings making up 80 studio units. Their construction is wood framing with brick veneer, with sub-first floor crawl space. Both buildings, which are mostly original, show serious aging and poor site planning, lack MAAB compliance, have undersized units, lack adequate parking, and have environmental concerns. Although all roofs and boilers were replaced in 2018, both sites call for modernization or redevelopment.

Redevelopment would create more density, more defined and spacious outdoor community spaces, and make buildings and apartments much more functional to the needs of their current population. Redevelopment would also provide the opportunity for energy efficiency and resiliency, as well as for additional affordable units. Redevelopment is the preferred path of development moving forward however modernization of some units or buildings may be involved in the scope due to budget or site issues. The goal of the project is to replace the existing 152 units with 220 new units.

The NHA completed a Facilities Master Plan in February 2019 to comprehensively identify the housing portfolio's current facility maintenance, improvement, and modernization needs. This plan was based on site inspections, interviews with maintenance and management staff, and review of previous construction documentation.

The Facilities Masters Plan (attached) details a plan for the modernization of the Chambers Street development, which may be considered as an option for the redevelopment of this property.

In addition to the above study, a redevelopment plan and survey was prepared for the Chambers /Linden property by VHB in 2013-2014.

The estimated construction budget for the redevelopment and/or modernization of Linden and Chambers is approximately \$75 million assuming NHA receives construction procurement relief as anticipated. However, the project may proceed in smaller phases. Currently, it is expected that the project will proceed in two phases:

- 1) development of a schematic design and site design for the full redevelopment of the two properties including obtaining any zoning relief required to move forward. **The A/E fee for the phase 1 of the project, developing a schematic design and site design for the full potentially 220-unit redevelopment only is \$1,406,250.00.**; and
- 2) implementation of the first segment of new construction with an initial construction budget of approximately \$16 million. This phase is the first phase of redevelopment at Linden Street which calls for the construction of 48 new units and would allow for the phased demolition of the existing buildings. The scope of this phase completes the project through design, construction and close out. **The A/E fee for phase 2 is \$868,000.00 which includes**, preparing construction drawings and providing construction administration for a \$16 million construction project. Phase two will be initiated at the discretion of the development team.
- 3) Any additional phases will take place under separate design contract.

The NHA has received funding through the American Rescue Plan Act (ARPA) and from the Town of Needham through its Community Preservation Act funding to complete the design of phase 1 and phase 2 as described above. Additionally, the NHA has also received an allocation of funding from the 2021 State Partnerships for Growth Act. These funding source would support A/E services through zoning approval and schematic design and additional anticipated funding using the low-income housing tax credit and soft debt would bring the project through construction closing and completion. However, the NHA reserves the right to suspend the project pending receipt of needed financing to move forward.

B. Project Goal and Scope

GOALS: The goal of the project is to redevelop (2) elderly/disabled projects in Needham that will be completed in phases.

The Guiding Principles for the Project are:

- Replace and/or possibly renovate existing 152 units and bring them up to modern-day standards by increasing unit sizes and providing adequate amenities and building systems. Design and build for 40+ years where possible.
- Remove barriers of access for elderly/disabled households, including ensuring that all 2+ story buildings have elevators.

- Develop additional new senior/disabled units and explore the potential increase in family units.
- Ensure proactive resident involvement during the process.
- Produce a design that fits into the neighborhood context and that meets Green Needham sustainability targets and requirements.
- Produce a redevelopment and/or redevelopment/modernization strategy that allows the Authority to manage relocation requirements and construction costs.

The work proposed for each of the two sites involve comprehensive redevelopment given the existing buildings and 152 units are mostly original and require significant upgrades to ensure resident safety, accessibility improvements to increase adaptability, and energy efficiency improvements to improve the operating efficiency of the properties. Further, it is believed that the sites are underutilized and could support an increase of 85 to 100+ new units. It is NHA's goal to add more affordable housing units at Linden/Chambers.

SCOPE: The scope includes but is not limited to: Scope indicated at individual milestone phases below.

The selected firm will provide state of the art design services and creative problem solving on how to construct new, sustainable, multifamily housing buildings with knowledge of new and evolving technologies and shall have extensive experience in providing such services for multifamily housing.

Consideration in the project should include energy costs, sustainability principles, resilience measures, provisions for indoor air quality and minimized toxic environments, expected remaining useful life of building systems and related life cycle costs. All improvements should incorporate inclusive design, and address MAAB and ADA requirements. Particular attention should be paid to the constructability, reliability, durability and maintainability of building systems and materials.

In support of DHCD's goals to create and manage forward thinking sustainable buildings, design teams are expected to identify and integrate carbon reduction strategies and resilience improvement opportunities associated with this project. This includes, but is not limited to, low/no carbon fuel sources, high efficiency measures, reducing embodied carbon, incorporating climate change resilience standards, and adhering to agency climate change vulnerability assessments and resilience recommendations. Design Standards and Sustainability issues are flagged in the [Design and Construction - Guidelines and Standards](#).

For these purposes, resilience is defined as: Ensuring that state facilities can be operated or adapted to resist and recover from the effects of hazards in a timely and efficient manner. This includes ensuring the preservation, restoration, or improvement of its essential structures and functions for the duration of its life cycle. DHCD Design Guidelines for Resiliency can be found in the Complete Climate Resiliency Design Guidelines.

Issues of aging in place should be considered in the project design. See the [DHCD Aging in Place Checklist](#) on the [Design and Construction Guidelines and Standards Webpage](#).

C. Supporting Documents

The scope of work for this project is supported by the materials listed below:
Needham Housing Authority Facilities Master Plan dated February 21, 2019
Chambers /Linden property by VHB in 2013-2014

D. Project Phases and Work Plan:

Work under this RFS is divided into the Project Phases as listed in Articles 16 and 17 of the Contract for Designer Services and as augmented below. Each Project Phase may consist of one or more required submissions, and may include site visits, meetings with the Authority, the Department, and others, or other tasks as described.

The following apply to every phase unless specifically waived by the Authority and Department:

- After a review by the Authority and Department, written approval of each phase will be made in accordance with Article 2.3 of the Contract for Designer. If after this review the submission is “Not Approved” the Designer will be required to re-submit the deliverables for each phase in accordance with the comments included in the non-approval letter.
- Approval of each phase will not occur without successful completion of the required deliverables for each phase and shall precede Work on subsequent phases
- Each Design Submission shall include a written response to any comments or recommendations included with the approval of the preceding phase.
- The Prime Firm will be required to use DHCD’s Cap Hub Project Management system for Design and Construction Administration. Each submission shall include an electronic copy of the submittal to Cap Hub. Hardcopy submittals may be requested by the Housing Authority. Include live section tabs that link to the content on PDF reports, specifications, and drawings. The submittal is not considered complete until the full submittal is delivered. Electronic Submissions should be made at: <https://caphub.azurewebsites.net/Project/Detail?fishNumber=203090&tab=design-tab> . Sign into Cap Hub with your username and password to access projects to which you have been assigned. If you do not have a log in, contact the DHCD Project Manager to receive a username and temporary password. A copy of the standard DHCD A/E Document Submission Transmittal Form for hard copies will be available by link from the electronic submission window and can be found at <https://www.mass.gov/service-details/design-construction-guidelines-standards>.
- Document and explain the reasons for any proposed changes in the project scope, schedule or budget which have occurred since the approval of the preceding design submission.
- Meet with the Authority and Department to review and resolve any issues or discuss alternative design approaches.

The following phases will be required for this project:

1. Study/Investigation and Conceptual Phase

Schedule, conduct and prepare minutes of a “Kick-Off” meeting with Authority and Department representatives to review the project. Prior to the meeting the Designer shall perform the following and be prepared to discuss each item at the kick-off meeting:

- a) Thoroughly review the requirements of the RFS including scope, budget, and schedule.
- b) Collect and study all available drawings, reports, maintenance reports, and other existing data/previous design work pertaining to the project.
- c) Visit the site and become familiar with existing conditions as they relate to the scope.
- d) Interview Authority staff, residents, and board of commissioners and attend public meetings and meetings with town officials as necessary.

- e) Conduct a preliminary review of the building and other codes and regulations, inclusive of local zoning, and wetlands constraints relating to the project. Explore the implications of the Town of Needham designating the Linden-Chambers area as an MBTA Community (per Section 3A of M.G.L. c. 40a).
- f) Review the Department’s Design and Construction Guidelines and Standards for work items relating to the project, which can be found on the Department’s web site <https://www.mass.gov/service-details/design-construction-guidelines-standards>.
- g) Formulate a general approach (or alternative approaches) to the design of the project for informal presentation and discussion at the “Kick-Off” meeting.
- h) Conceptual designs to be assessed are anticipated to be the development options of:
 - i. Partial Redevelop/Renovation: New construction redevelopment at Linden and renovate Chambers and
 - ii. Full Redevelop: New construction redevelop the entire site of Linden and Chambers.
 - iii. Some combination of the above in conjunction with the rehabilitation or redevelopment of an additional site at the Authority’s discretion.

Milestone Work Product Submission: Prepare and deliver a formal **Concepts Submission** which is due 8 Weeks after the “Kick-off” meeting, that, at a minimum, shall document all of the design decisions made during the Conceptual phase includes but is not limited to:

- a) Copies of the minutes of the “Kick-Off” meeting.
- b) A list of applicable DHCD Design and Construction Guidelines and Standards and written approval of any deviations from these standards.
- c) An assessment of codes or regulations that will apply to the project, including MAAB and federal (ADA) accessibility requirements.
- d) A summary of the waste management plan for the project including the potential for recycling.
- e) A summary list of recommended follow up investigation and research, testing, selective demolition, etc.
- f) A Conceptual Report on each of the two-development options which includes but is not limited to:
 - Perform an existing condition review to identify deficiencies, code violations, health and safety violations, needed modernization to meet the funding levels for low, medium, and high rehabilitation scope. The existing conditions phase will also include a site assessment to determine existing conditions and any impediments or opportunities for redevelopment.
 - Review available assessments for required building repairs available from the DHCD’s Capital Planning System Inventory.
 - Determine what if any zoning relief would be required under different scenarios. Review different zoning programs (including Chapter 40B) to determine usefulness for zoning relief in Needham. Explore the implications of the Town of Needham designating the Linden-Chambers area as within an MBTA Community (per Section 3A of M.G.L. c. 40a).
 - Determine what wetlands relief would be required under different scenarios. The presence of wetlands on site may provide certain constraints on the Authority’s ability to move forward with development. Advise the Authority and its development consultant on strategies for meeting with the Conservation Commission Agent for the Town of Needham.
 - Assess physical characteristics of the site, including access to the site and identifying site or neighborhood features that should be considered; analyze demolition and relocation needs of various scenarios
 - Discuss and develop with Authority and the CHA the priorities and values for the Linden and Chambers parcels.

- Identify and evaluate opportunities that advance NHA, resident and community priorities with the market demand for additional residential and/or non-residential uses on-site.
- Explore the potential of including dedicated units for households with intellectual and/or other disabilities for independent living.
- Identify a minimum development scenario for the 2 development approaches (redevelopment/renovation and redevelopment only), with massing studies, potential site layouts, and building forms, for further evaluations and/or advancement.
- Conceptual approaches to staging the redevelopment to accommodate temporary tenant relocation and/or financing constraints.
- Assess whether Construction Management At-Risk under M.G.L c149A is the appropriate path for Linden/Chambers.

2. Schematic Design Phase:

- a. Schedule, conduct and prepare minutes of a schematic design meeting with Authority and Department representatives to review the project. Prior to the meeting the Designer shall:
- i. Collect and study all available drawings, reports, maintenance reports, and other existing data pertaining to the project.
 - ii. Interview Authority staff and residents.
 - iii. Conduct a thorough on-site review of conditions relating to the project.
 - iv. Assist the Authority in procurement of a Construction Manager at Risk.
 - v. Analyze all applicable codes, regulations and the DHCD Design and Construction Guidelines and Standards and any special design standards supplied by the Housing Authority.
 - vi. Meet with local building officials as required – coordinate the meeting with the Authority.
 - vii. Provide assistances with determining what zoning and Conservation Commission approvals for wetlands will be needed for the entire development project to proceed and assist the NHA and CHA in obtaining needed zoning approvals (preparing required documentation and presenting to the community and Town of Needham as needed). Explore the implications of the Town of Needham designating the Linden-Chambers area as an MBTA Community (per Section 3A of M.G.L. c. 40a). Make any modifications to the Schematic Design/Design Development Phase based on zoning approvals. Attend meetings with neighbors, town departments and committees, and the community related to zoning or design as needed.
 - viii. **Milestone Work Product Submission:** Prepare and deliver a formal “**Schematic Design**” **Submission** which is due within the time defined in the approval of the previous phase.

This submission shall include sketches, plans, and details which clearly show the premise on which the design is based and shall:

- 1) Incorporate or respond to the information gathered during staff and resident interviews.
- 2) Provide a written update of the status of the following:
 - a) Confirmation of the sufficiency and adequacy of the existing plans and other data provided by the Authority that such information is sufficient to prepare contract documents required to meet the goals and objectives of this project. This confirmation shall include a written report of the results of any supplemental investigation, research, testing or selective demolition.
 - b) Summary of the codes and regulations that apply to this project including but not limited to Building Code, Existing Building Code, Energy Conservation Code, and MAAB.

- c) Summary of the applicable DHCD Design and Construction Guidelines and Standards.
 - d) Summary of progress on the waste management plan
- 3) Include a cost estimate in a format acceptable to the Department which allows for tracking of estimate changes over the life of this contract. This cost estimate shall be structured to identify any required filed subcontractors and include an individual breakdown for each sub-trade.
 - 4) Include the HAZMAT testing report and any investigative testing or surveys that apply.
 - 5) Include a list of anticipated drawings.
 - 6) Determine which eBidding host will be used, if any.

3. Design Development Phase: PHASE 2 ONLY

- a. If required by the Authority, meet with DHCD and the Authority to review and make a final selection on the alternative designs developed in the Schematic Design Submission.
- b. **Milestone Work Product Submission:** Prepare and deliver a formal “**Design Development**” **Submission**, which:
 - i. Includes outline specifications in a format acceptable to the Department which lists the technical specification sections and their respective scopes to be included in the contract documents.
 - ii. Include a narrative description explaining how each section of the outline spec will be implemented and should include product information and research data as applicable.
 - iii. Identifies all of the necessary filed sub-bid trade specification sections.
 - iv. Includes only one specification section for each filed sub-bid trade.
 - v. Includes an update of the project cost estimate prepared in a format acceptable to the Department which tracks estimated cost and schedule changes over the life of this contract. This cost estimate shall be structured to identify any required filed subcontractors and include an individual breakdown for each sub-trade.
 - vi. Documents any additional design modifications made since the approval of the Schematic Design Phase.
- c. If required by the Authority, meet with DHCD and the Authority to resolve any issues.

4. Construction Documents Phase: PHASE 2 ONLY

- a. If required by the Authority, meet with DHCD and the Authority to review and select design options developed in previous design review phases.
- b. **Milestone Work Product Submission:** Prepare and deliver a formal “**Construction Document Submissions**” at the **50%**, and **100%** level of completion.
Each submission shall:
 - i. Document any additional design decisions made since the approval of the preceding phase.
 - ii. Include a single set of Contract Documents for Construction which shall be used for the solicitation of competitive bids in accordance with MGL Chapter 149 Section 44A-J bid requirements which shall include at a minimum:

- 1) Drawings prepared to a scale that is a minimum 1/8"=1'0" which include plans, elevations, details, and cross sections as may be deemed necessary by the Department.
 - 2) Starting with the 100% CD submission, incorporate the Department's most current "front end" materials into the Project Manual including:
 - a) Procurement and Contracting Requirements
 - b) The Department's General Conditions
 - c) Division 1 Specification of General Requirements(This material is available on the Department's web site <https://www.mass.gov/public-housing-modernization-documentation/need-to-know>)
 - 3) The Technical Specifications in a format acceptable to the Department. These specifications shall clearly identify each filed sub-bid trade.
- iii. Include a revised cost estimate prepared in a format acceptable to the Department as part of the 50% CD and 100% CD submission.
Issue an update for the 100% submission.
This cost estimate shall be structured to identify any required filed subcontractors and includes an individual breakdown for each sub-trade.
- c. The Bid Sets of construction documents shall:
- i. Incorporate the comments included with the 100% CD approval,
 - ii. Include a revised Advertisement reflecting the correct bidding schedule developed in coordination with the Authority and Department,
 - iii. Include and up to date Prevailing Wage and
 - iv. Include the necessary e-bidding documentation to be uploaded to the e-bidding host. Information for e-bidding vendors and their process is located on the DHCD Public Housing Bidding Information webpage at: <https://www.mass.gov/service-details/public-housing-bidding-information>

5. Bidding Phase: PHASE 2 CONSTRUCTION PROJECT AT LINDEN OR CHAMBERS

See Article 17.5 of the Contract for Designer Services, in addition:

- a. Participate in the Contractor and Subcontractor prequalification process as a member of the prequalification committee, under the direction of the Department. (for projects over \$10 million), including a written review of the contractor and subcontractor's qualifications and recommendations based on the requirements to be included in a future RFP. Participate in the determination of prequalification requirements, which may include experience, certification, bonding, and capacity minimums.
- b. The project shall be bid electronically. Information for e-bidding vendors and their process is located on the DHCD information for bidding webpage at: <https://www.mass.gov/service-details/public-housing-bidding-information>
- c. Provide technical assistance to the Authority relative to questions and requests for clarifications received from potential bidders.
- d. **Milestone Work Product:**
 - i. Prepare and place the project into the Central Register.

- ii. Schedule, attend and conduct a pre-bid conference.
- iii. Take bidder questions and prepare addenda for the Department's review and approval prior to issue.
- iv. Distribute addenda approved by the Department to prospective bidders in accordance with M.G.L. c149 §44A-J.
- v. Make recommendations to the Authority regarding the award of a Construction Contract including a written review of the contractor's qualification and recommendations. These recommendations must be submitted to the DHCD PM and the Housing Authority within 7 days of the bid opening.
- vi. Archive the Bid Documents: The Designer shall prepare and upload a PDF version of the bid set documents (including addenda) into Cap Hub on the Design Tab under the Bid Document Submittal Portal and transmit the same to BidDocsONLINE to be archived. (BidDocs is DHCD's vendor for digital archiving.) The PDF documents shall be forwarded via email to <mailto:support@biddocsonline.com>. If the documents are too large to email, please forward a CD to BidDocsONLINE, P.O. Box 51, Groton, MA 01450. All documents should be accompanied by a transmittal indicating the Housing Authority, the project name, the development name and number, the DHCD number and the Designer's contact information.

6. Construction Administration Phase: PHASE 2 FOR CONSTRUCTION PROJECT AT LINDEN OR CHAMBERS

- a. **Milestone Work Product:** In addition to the items specified in Article 17.7 of the Contract for Designer Services and required in the Department's [Construction Handbook](#), the Designer shall:
 - i. Use the Cap Hub Construction tab for all construction management requirements of the Design Consultant as described in the [Construction Handbook](#). Cap Hub system notifications will be sent for specific design consultant tasks for each stage of Construction. Pre-Construction Meeting through Closing/Warranty.
 - ii. Schedule, attend and conduct a pre-construction conference. The NTP should take place at the beginning of the meeting. The rest of the meeting shall be considered the first meeting of the Construction Phase.
 - iii. Conduct scheduled job meetings weekly at the project site to observe the quality and progress of the work. Include the Housing Authority and their representatives. Furnish in Cap Hub the Authority, the DHCD Construction Advisor and the DHCD Architect/Engineer a written field report for every such visit, including the minutes of the job meeting, and a summary of any RFI or Change Orders discussed.
 - iv. Issue clarification sketches as required to answer all questions from the Contractor.
 - v. Review and act upon shop drawings, in a timely manner, as submitted by the contractor.
 - vi. Provide consultation and technical assistance in the interpretation of contract documents.
 - vii. Review construction process to ensure compliance with construction documents.
 - viii. Review and recommend action in Cap Hub relative to Contractor's Request for Payments.
 - ix. Ensure that all necessary inspections and approvals from appropriate regulatory authorities are secured.
 - x. Prepare punch lists and final contractor payment/completion documents.

- b. On average, these tasks are expected to approximate **16** hours per week during the Construction Administration Phase, exclusive of project closeout.

7. Warranty Phase: PHASE 2 FOR CONSTRUCTION PROJECT AT LINDEN OR CHAMBERS

- a. The Designer shall schedule with the Housing Authority and perform an inspection of the subject project approximately nine months from the date of Substantial Completion. The Designer shall invite the General Contractor, the DHCD Architect/Engineer and the DHCD Construction Advisor. Only the Designer and the Housing Authority are required to attend.
- b. **Milestone Work Product Submission:** The Designer shall write a report noting any possible one-year warranty claims against the General Contractor. The report shall be sent to the Housing Authority, the RCAT if applicable, the General Contractor, the DHCD Construction Advisor and the DHCD Architect/Engineer.

8. Update the Capital Planning System Phase:

See Article 17.6 of the Contract for Designer Services. DHCD will provide a “CPS Inventory Component Verification” form in the Cap Hub Documents Tab, in the Construction Documents Box. This form will have instructions and a list of all the inventory components for all of the facilities at the subject development. The form will be in Microsoft Excel format to be edited by the Project Designer as required by the project at or just prior to Substantial Completion of the project. The form is to be uploaded into Cap Hub into the same box along with the Certificate of Substantial Completion (CSC) and emailed to the LHA.

9. Completion Phase:

See Article 17.8 of the Contract for Designer Services. Special attention is directed to 17.8.8. The Designer shall transmit one pdf file of the as-built set of documents to Biddocsonline to be archived. The pdf documents shall be forwarded via email to support@biddocsonline.com. If the documents are too large to email, please forward a CD to BidDocs ONLINE, P.O. Box 51, Groton, MA 01450. All documents should be accompanied by a transmittal indicating the Housing Authority, the project name, the development name and number, the DHCD number and the designer's contact information.

E. Required Designer Performance Times and Formal Submissions:

The Designer performance times listed in the table below are requirements of this RFS, not estimates. Unless otherwise stated, performance times listed below include the time required for any meetings necessary for the production of the submission. Non-approved submissions must be resubmitted within the time period shown. A resubmission may consist of additional information requested by the reviewer(s), a partial resubmission, or complete resubmission. In some cases, the Department reviewer(s) may request that the resubmission material be due at a meeting. If so, the resubmission deadline will also be the deadline for the meeting.

Submissions must be complete. If, for example, a submission requires a cost estimate that has not been included, the Department reviewer will notify the Designer of the missing item, and the submission will not be reviewed at the Department until the cost estimate is received.

The Designer’s adherence to the performance times listed below will be part of the Department’s performance evaluation of the Designer’s work, which will be conducted at the end of the Project.

Designer Performance Times Table

		<u>Within/Weeks</u>	
Phase 1			
• Attend a "Kick-Off" meeting		2	of the Department's contract approval
• The Concepts Submission		8	of the "Kick-Off" meeting
• The Schematic Design Submission		10	of receipt of the last written approval
Phase 2			Initiated at the discretion of the NHA and Development team
• The Design Development Submission		10	of receipt of the last written approval
			Phase 2 Only
• The 50% CD Submission		10	of receipt of the last written approval
			Phase 2 Only
• The 100% CD Submission		10	of receipt of the last written approval
			Phase 2 Only
• Whole or partial resubmissions are due			after the Department's "Non Approval" memo
• One Record Set of the Bid Documents is due at the Department including Addendum			after Low Bid Approval
• The Warranty Inspection is to be done		9	Months after substantial completion
			Phase 2 Only

F. Estimated Duration

The estimated total duration of the Contract for Designer Services (exclusive of the Completion Phase) is **156** weeks calculated as follows

Design Phases listed above	<u>78</u>	Weeks including design review; not segregated by Phase
Bidding Phase of	<u>13</u>	weeks, and
Construction Administration Phase of	<u><u>65</u></u>	weeks
Estimated Total Duration (Exclusive of Warranty and Completion Phase)	<u><u>156</u></u>	weeks

- The durations for the Bidding and Construction Administration Phases are estimates only based on the Department's experience with prior similar projects. Actual durations may vary according to the extent

of required document revisions, time required for non-Department regulatory approvals, and the construction contractor's performance.

2. Such variances in estimated time will not, in and of themselves, constitute a justification for an increased Fee for Basic Services, nor are they a substitute for the requirements shown in the Designer Performance Times Table (Section F, above.)

G. Application Evaluation

Applications will be evaluated based on the DSC criteria for selection of applicants appearing on the DHCD website at <https://www.mass.gov/doc/dsc-criteria-for-selection-of-applicants-guide-for-applicants/download>. The specific Personnel, Experience and Factors required are listed below.

PERSONNEL

To be eligible for selection, the Designer must meet **all** the following qualifications:

1. Prime Firm: Be a qualified Architectural Firm (within the meaning of M.G.L. Chapter 7C, Section 44), with Massachusetts registration.
2. Prime Firm: Be a firm employing a Massachusetts registered architect responsible for and being in control of the work under this contract. In addition, have the Project Manager be a Massachusetts registered architect.
3. Have Massachusetts licensed or registered member(s) of the design team who will be responsible for the required sub consultants' work (Firm's name, individual's name and professional registration or license number, as applicable, must be listed in the application for each category of work).

Applicants should address each category of work listed in the "SUB CONSULTANTS' DISCIPLINES REQUIRED" in their application whether it is to be performed by in-house staff or by sub-consultant(s). Failure to address each category will result in the elimination of the applicant from consideration on this project!

EXPERIENCE and FACTORS

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7C, § 49 and the work listed on Application Form Sections 3 to 5 which illustrate current qualifications in the following areas:

1. Familiarity with Commonwealth of Massachusetts Public Bidding requirements M.G.L. c. 149 and M.G.L. c. 30, § 39M.
2. Key team members will have demonstrated experienced in, or work with a sub-consultant experienced in state funded redevelopment projects at public housing developments in the Commonwealth of Massachusetts at levels of construction cost greater than \$50 million. (To receive credit, projects must be listed on the application.)
3. Key team members experienced with the federal Low Income Housing Tax Credit Program (LIHTC).
4. Key team members will have demonstrated experience in leading and managing projects which provide high energy efficiency and climate resiliency in design, including knowledge of Passive House and Net Zero building design principles, resilient design, considerations of site-specific resilience enhancements, decarbonization of fossil fuel systems, and strategic electrification. (To receive credit, projects must be listed on the application.)

5. Diversity Focus Statement: Applicants as Prime Firm should include in their application, under Section 5, a Diversity Focus Statement directly addressing:
 - a. The Prime Firm's demonstrated Diversity, Equity, and Inclusion efforts within its organization and within the design profession;
 - b. The specific approach for assembling the team for this project, including MBE and WBE firms with relevant and qualified experience, the Prime Firm's experience with each working relationship if any, and description of the roles and responsibilities between and amongst team members anticipated for this project; and
 - c. The demonstrated track record of the Prime Firm for meeting the DHCD diversity goals, highlighting in particular prior projects that have met or exceeded these goals, if any.
6. Project leads for both the Designer and their consultants shall have documented experience in Chapter 149A/Construction Manager at Risk projects of similar scale, type, and complexity.

Designer Selection Process and Criteria

Process. In accordance with the provisions of M.G.L. Chapter 7, Housing Authorities are required to use the DHCD Designer Selection Process when the estimated construction cost exceed \$100,000 or the estimated designer fee is greater than \$10,000. The selection process for this project is as follows:

The Authority will review applicants' proposals, check references, and discuss applicants with the DHCD Designer Selection Committee (DSC).

DSC selects three to five applicants to interview. This is an unranked list. This list of three to five applicants is submitted to Authority's Local Screening Committee (LSC) approved by the DSC.

Additional written information may be requested from all three to five firms for submission to the Authority prior to the scheduled interviews.

Interviews will be scheduled with all three to five firms, to be attended by a combination of Authority staff and members of the LSC.

Based on the proposals, references and interviews, the LSC will recommend the top firm to the Authority Board of Commissioners for award of contract; and

The Authority's Board of Commissioners will review the recommendation of the LSC. If the recommendation seems appropriate, the Board of Commissioners will award the contract, contingent on the selected firm having executed the standard Contract for Architectural/Engineering Services with all appended documents.

Selection Criteria. The Authority Local Screening Committee will consider the following criteria below and relative weight assigned to each criterion:

- (1) *Ability (25 points)*
 - a. Demonstrated ability of effectively managing public housing modernization/revitalization projects of similar sizes and of similar scope, including new construction, phased redevelopment projects, occupied renovation projects or redevelopment site, projects that employ Low Income Housing Tax Credits and other affordable housing funding, and projects that house an elderly and/or disabled population.
 - b. Demonstrated ability of the primary consulting design firm to successfully coordinate and

- manage other consultants on a project of similar size and of similar scope
- c. Demonstrated ability of the design team to adhere to and provide professional design services relating to an established project schedule and defined, allotted budget
- d. Demonstrated ability of the design team to successfully complete all phases of similar work from planning/investigation phases through construction administration completion.
- e. Knowledge of and demonstrated professional experience with all relevant building codes in respect to this project.

(2) Experience (25 points)

- a. Team's experience with public mixed-finance affordable housing projects similar to this project's scope, deadline requirements, and funding needs.
- b. Team's experience with publicly bided projects in Massachusetts
- c. Team's demonstrable experience with tenant and resident groups, consensus building/outreach experience, and planning and design work involving tenant organizations, preferably in low-income housing.
- d. Team's experience with long-term consulting contracts (in excess of 3 years) with a single public client
- e. The wetlands civil engineering consultant's experience working with the Conservation Commission of the Town of Needham.
- f. Professional experience of all personnel to be assigned to this project.
- g. Previous collaboration between team members on similar projects

(3) References (25 points)

- a. General past performance of the team with regard to publicly and privately funded projects will be reviewed.

Applicants are advised that professional references are very important in the designer selection process. Outdated or incomplete reference information places the applicant at a distinct disadvantage.

(4) Proposal and Interview (20 points)

- a. Clarity of proposal
- b. Team organization
- c. Well developed, thoughtful approach to this specific project, and demonstrated understanding of the project's scope and goals, and a thoughtful approach to how to properly manage this type of contract.
- d. Quality of interview

(5) Other (5 points)

- a. Current workload of the team
- b. Inclusion of Minority and Woman-Owned Business Enterprises (MBE/WBE) as team members, and as required by this RFS.

A site visit will be held on August 11, 2022, at 1 p.m. beginning at the Community Room, 5 Chambers Street, Needham, MA 02492. While not mandatory, the Authority strongly encourages interested parties to attend and become familiar with this project and the sites. Those firms short-listed by DHCD may be required to provide additional written information describing their approaches to the CHA project prior to scheduled interviews.

H. Project Requirements

Project requirements, general conditions and/or requirements of this RFS include, but are not limited to:

ENERGY, SUSTAINABILITY AND CLIMATE CHANGE ADAPTATION

Executive Order 594: Leading by Example – Decarbonizing and Minimizing Environmental Impacts of State Government

Projects undertaken under this contract shall comply with all applicable requirements of Executive Order “594” (EO 594) or the most recent Leading by Example Executive Order, see <https://www.mass.gov/executive-orders/no-594-leading-by-example-decarbonizing-and-minimizing-environmental-impacts-of-state-government>.

Note that although Local Housing Authority (LHA) buildings are not directly included in the Executive Order, DHCD has determined that for capital projects at state-funded public housing, the intent of the order should be met, and guidelines should be reviewed and assessed as if LHA were directly included. For existing buildings follow *Section 4: Guidelines for Existing Buildings - Part 2* found at <https://www.mass.gov/doc/lbe-eo-594-guideline-section-4-existing-buildings/download>. For new construction follow *Section 3 – Guideline for Standards for New Construction* found at <https://www.mass.gov/doc/lbe-eo-guideline-section-3-new-construction-11-15-2021/download>

All building studies shall include preliminary estimates of the project’s energy use, water use, and greenhouse gas emissions using protocols established by EOEEA or as determined by DHCD. In addition, an assessment of whether Passive House is operationally a direction which would benefit the housing authority, should be reviewed in the process. Experience with Passive House is a bonus for the consultant. DHCD will review all means, methods, and commitments required to mitigate the project’s impact on the operating agency’s plan for meeting goals of the Executive Order as documented in the consensus solution, implementation plan and estimated construction cost.

Climate Hazard Adaptation and Resilience Masterplan (CHARM)

To prepare for the impacts of climate change at LHAs by assessing vulnerability and adopting strategies to increase the adaptive capacity and resiliency of building facilities and other infrastructure, DHCD undertook CHARM. Through the masterplan, design guidelines were developed for resiliency at LHAs. Under the project contract, design teams will be required to review the design requirements of the [Complete Climate Resilience Design Guidelines](#) for application in the project, where relevant.

HEALTHY BUILDING ENVIRONMENTS

DHDC is dedicated to reducing health and safety hazards in housing in line with HUD’s Healthy Homes strategy, in a comprehensive and cost-effective manner, with a particular focus on protecting the health of children and other sensitive populations in low-income housing. DHCD’s current resource for healthy building environments is the HUD [Health@HOME High-Performance Housing Rehabilitation Guidelines](#) but is working to further develop resources for Massachusetts’s Local Housing Authorities, including but not limited to the EPA’s [Indoor Air Quality Guidelines for Multifamily Renovations, Mindful Materials](#) and the [Healthy Building Network](#), along with targeting the replacement of particular materials typically found in capital project specifications developed for LHAs, in order to reduce/eliminate building materials which contain toxins. These documents will be on the [Design Guidelines](#) webpage once posted.

AFFIRMATIVE MARKETING

MBE/WBE Participation

The Commonwealth is committed to helping address the disparity in the participation of minorities and women in design. Along with the MBE and WBE participation goals which reflect ownership status set forth below, the Designer Selection Committee and DHCD are interested in learning about the applicant firm's approach and commitment to diversity in its HR policy, its overall business practices and in assembling this project team. Firms are encouraged to be creative in assembling their teams by considering dividing the work of a particular discipline, when appropriate, including work it would typically provide in-house, partnering, offering opportunities to qualified firms with which it or its consultants have not previously worked or firms that may have less experience working on public projects, and other means that provide additional opportunities for MBE and WBE firms in new ways.

Applicants, as Prime Firm and team lead should include in their application, under Section 5, a Diversity Focus Statement directly addressing their approach to enhancing diversity in assembling the team for this project, including a clear description of each working relationship, and in their overall HR and business practices. The Designer Selection Committee strongly encourages teams composed of firms that expand the overall breadth of different firms working on DCAMM projects. See also *Section G -- Experience Factors*.

In accordance with M.G.L. C.7C, §6 and Executive Orders 526 and 565, the Division of Capital Asset Management and Maintenance (DCAMM) has established, and the Department of Housing and Community Development will use the **minimum MBE and WBE participation goals of 6.6% MBE and 15% WBE** of the overall value of the design contracts for this Contract/project. Applicants must utilize both MBE and WBE firms whose participation meet these separate participation goals set for the Contract. The separate MBE and WBE participation goals must be met within the list of requested prime and sub-consultants and those MBE and WBE firms with which they team. MBE and WBE firms providing extra services, such as surveying or testing, can also contribute to the MBE and WBE participation on the project.

All applicants must indicate in their applications how it or its consultants will meet these goals and will be evaluated on that basis. A list of firms currently MBE or WBE certified appears on the Supplier Diversity Office website: <http://www.mass.gov/sdo>.

Applications from MBE and WBE firms as prime consultant are encouraged. Applicants that are themselves MBE or WBE certified may use their participation toward meeting the goal for the certification they hold and will be required to bring participation by additional firm(s) that hold the necessary SDO certifications to meet or exceed the goals on this Contract. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet the MBE and WBE goals. Consultants to the prime can be teamed within their disciplines to meet the MBE and WBE goals. Please note that only firms that are currently Massachusetts Supplier Diversity Office Certified as MBE or WBE can be credited toward meeting project MBE or WBE goals.

UNIVERSAL DESIGN/ACCESSIBILITY

Universal Design

Design solutions provided under this contract are expected to meet the diverse and changing needs of users across age, ability, language, ethnicity, and economic circumstance. DHCD welcomes innovative design

strategies that are usable by the widest range of people operating in the widest range of situations without special or separate design.

Accessibility

The Designer's team must comply, at a minimum, with [521 CMR](#), The Rules and Regulations of the Architectural Access Board, as well as the [2010 ADA Standards for Accessible Design](#) or most recent version. When the requirements of these two laws differ the Designer's team shall comply with the one that provides the greater degree of accessibility. The Designer's team is also expected to understand and reflect in its design the civil rights obligations of the Commonwealth under [Title II of the Americans with Disabilities Act](#) to provide equal access to programs, services, activities and comply with ADA scope requirements for alteration of primary function areas, as applicable.

I. Work Included in Basic Services

Unless specifically excluded, the Designer's Basic Services consist of the tasks described in the Contract for Designer Services as modified in this RFS (attached hereto as Attachment A) including all investigative work, design work, preparation of construction documents, bidding phase administration, Owner-Contractor contract administration and other related work reasonably inferred (in the opinion of the Authority and the Department) as being necessary to meet the project's stated scope and goals. A copy of the Department's Contract for Designer Services can be found at <https://www.mass.gov/service-details/designer-selection> .

Basic Services specifically include (but are not limited to) the following items that are included in the Designer fee listed in this RFS and shall be performed during the phases specified in Section E below:

- 1. Architecture and Engineering Services.** Unless specifically stated otherwise, all architecture and landscape architecture as well as all civil, structural, electrical, plumbing and mechanical engineering services incidental and required to fulfill the project goals and general scope as described herein are included as Basic Services. This includes review of the Department's Design and Construction Guidelines and Standards which can be found on the Departments web page.

It is expected that this project will require mechanical, plumbing, electrical drawings and geotechnical services which shall be properly stamped by a Massachusetts registered engineer in the specific discipline.

To find the DHCD Design and Construction Guidelines and Standards for Renovations go to
<https://www.mass.gov/service-details/design-construction-guidelines-standards>

To find the DHCD Multifamily New Construction Design Requirements & Guideline for BHCD for new construction go to
<https://www.mass.gov/doc/multifamily-new-construction-design-requirements-guideline-for-special-bhcd-initiatives/download>

- 2. Existing Conditions.** Sufficient documentation of existing building dimensions, details, and general existing conditions is a Basic Service, the Designer is to verify the existing conditions by inspecting a representative sample of a minimum of 25% -30% of the existing units/buildings. Existing drawings of the development are available, and the Design Fee calculation has been adjusted to include verification and additional drawing.
- 3. Cost Estimating.** Detailed construction cost estimates as required in Section E. of this RFS, whether done by the Designer or a sub-consultant or subcontractor to the Designer, are part of Basic Services.

In addition, where project cost estimates generated during the design process exceed the approved construction budget listed in the contract, as amended in writing by the Department, it shall be the responsibility of the Designer, as part of Basic Services to research and propose ways to reduce such costs while still meeting the Department's guidelines and standards and the intended goals of this RFS.

In instances where the Designer's cost estimate ultimately changes from what was determined in a previously approved phase, the designer is required to articulate the reasons for the change such as specific scope increases, increased quantities increased unit costs, a change in the process or other applicable circumstances.

4. **Revisions and Re-submissions of "Non-Approved" work.** The Authority and the Department will review, and the Department will issue written comments on all formal Designer submissions required by Section E. of the RFS. The Designer shall incorporate the results of these comments into the design as a condition of the approval of each phase and provide a written response regarding each comment.

Work that in the written opinion of the Authority and the Department is found to be "Not Approved" shall be revised and resubmitted at no additional cost. Upon the recommendation of the Department, the Authority may require revisions and/or resubmissions where submitted designs or construction documents:

- a. Do not meet the Department's written requirements for submission content specified in this RFS,
 - b. Do not meet building code, Massachusetts bid law, or other regulatory requirements,
 - c. Do not adequately or accurately reflect the project's goals, scope, or tasks as specified in this RFS,
 - d. Are not sufficiently clear or complete enough to allow for proper bidding and construction,
 - e. Do not utilize, or have not been shown to be equal in quality to the Department's Design Guidelines and Construction Standards which are available on the Departments web site at <https://www.mass.gov/service-details/design-construction-guidelines-standards> .
 - f. Do not, in the opinion of the Department, reflect the most cost-effective means of meeting project goals and scope or provide a solution which meets the schedule established for the project.
5. **Land Surveys.** The costs of detailed land surveys are included as a reimbursable service. Where surveys are required, however, the drafting of survey specifications, assistance in obtaining the services of a qualified surveyor, and the coordination of the survey's work are considered part of Basic Services.
 6. **Project Representative.** Project Representative fees are reimbursable expenses and are not included in the Designer fee listed in this RFS, however the hiring and supervision of a Project Representative by the Designer is a part of Basic Services.

At this time, it is anticipated that a Project Representative will be required for this project.

7. **Record Drawings.** The Designer is responsible for the drafting and archiving of Record Drawings, based on information supplied by the construction contractor and/or Project Representative. See Section E.8 below for instructions on archiving.
8. **Lead Based Paint Abatement Service.** LBP testing and inspection services will be provided as a reimbursable to the Designer, but the Designer's costs for procurement, coordination, administering of this consultant are part of basic services. The analysis and clarification of test and inspection results, recommendations for action, preparation of project specifications relating to these recommendations, construction administration and assistance in the scheduling of post-abatement certification inspections are Basic Services, as is the obtaining of any The Department of Public Health LBP abatement waivers. **It has been determined that:**
 - a. The LHA has a Letter of Compliance and the test reports for the building(s). The Architect/Engineer should review the lead test reports to determine whether components with lead base paint will be disturbed during construction. If there are covered components that haven't been tested, the

Architect should conduct destructive testing, during design to determine if there is lead paint on any surface that will be disturbed during construction. **Testing should be limited to where the work will occur.**

- b. If lead based paint is identified in components to be impacted by this project, the services of an environmental consultant to develop the scope of the lead-based paint material to be abated, cost estimating, the preparation of the construction documents and any bid phase services, i.e. review of submittals and final re-occupancy inspections and dust sampling, as required, will be a reimbursable service. No new Letter of Compliance will be issued.
- 9. Asbestos Abatement Service.** Asbestos abatement testing and inspection services will be provided as a reimbursable to the Designer, but the Designer's costs for procurement of, coordination, administering this consultant are part of basic services. The analysis and clarification of test and inspection results, recommendations for action, preparation of project specifications relating to these recommendations, construction administration, and assistance in the scheduling of post-abatement certification inspections, are Basic Services. If necessary coordination with The Department of Public Health and the Department of Occupational Safety is also part of Basic Services.
- 10. Recycling.** Preparation of a Waste Management plan that includes an analysis of the waste that will be generated by this construction project, including demolition will be provided as a reimbursable to the Designer if requested. This shall include developing a list of materials to be recycled, recommendations for action, preparation of project specifications relating to these recommendations, and construction administration and monitoring as well as necessary coordination with The Department of Environmental Protection.

Procurement of and coordination with the waste management consultant will be part of Basic Services. Such coordination work may involve the clarification of recommendations, and assistance in the scheduling of necessary inspections before payments to the Contractor.

- 11. Project Phasing/Tenant Relocation.** The LHA is responsible for determining what work can be done while the tenant is in place and what work requires a tenant to vacate the unit. Relocating tenants requires a Relocation Advisory Agency designation, and may require the need for a project phasing plan, a relocation plan, and a relocation budget. The LHA's plan/budget will be determined by information provided by the consultant for the length of time the resident(s) will be required to out of the unit and whether temporary or permanent relocation is required. Tenant relocation and the need for a project phasing plan will be included in the Summary of Work Section of the bid documents.
- 12. Construction Manager at Risk Procurement:** It is expected that the project will pursue the use of a Construction Manager At-Risk (CMAR). The consultant will assist the Authority in the selection of the Construction Manager at Risk. These services will include the CMAR pre-development process, reviewing applications and providing written references to the Authority. In this case, an amendment to the Architectural and Engineering contract will be negotiated to cover additional architectural project staff time dedicated to the selection of CMAR and CMAR pre-development process.

J. Specific Reimbursable Exclusions from Basic Services:

- 1. Land Surveys.** The cost of land surveys of the site will be a Reimbursable Service to the Designer but the Designer's costs for procuring and administering this consultant are part of basic services.
- 2. Lead Based Paint Inspection and Testing.** Performing lead-based paint testing and inspections will be provided as a Reimbursable Service to the Designer but the Designer's costs for procuring and administering this consultant are part of basic services.

3. **Asbestos Abatement Service.** Asbestos testing and inspections will be provided as a Reimbursable Service to the Designer and includes the costs of performing any necessary air clearance tests, but the Designer's costs for procuring and administering this consultant are part of basic services.
4. **Recycling.** The services of a Waste Management consultant to prepare a Waste Management plan and monitor compliance of this plan during the Construction Phase if requested will be a Reimbursable Service to the Designer but the Designer's costs for procuring and administering this consultant are part of basic services.
5. **Destructive Testing and Investigation** - The cost of Destructive testing and other extraordinary investigations of the site will be a Reimbursable Service to the Designer, but the Designer's costs for procuring and administering this consultant are part of basic services.

K. Department Contract Requirements and Coordination:

This RFS will be appended to and become part (Attachment A) of the Department's standard Contract for Designer Services. Any items or conditions described in the RFS that appear to contradict the Contract shall be brought to the attention of the Authority and the Department as soon as possible prior to execution of the Contract.

1. The successful RFS applicant will be required to execute the Department's standard Contract for Designer Services which can be found on the Department's website <https://www.mass.gov/doc/complete-contract-for-designer-services/download>.
2. The successful RFS applicant will be required to submit to the Department a certificate of professional liability insurance indicating minimum coverage in the amount of no less than what is required by the Contract for Designer Services or \$ 3,000,000.00 whichever is higher.

L. Payment Schedule and Fee Explanation:

The Department sets the Fee for Basic Services for each job based on a number of factors such as extent of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased designer fee.

Upon completion of each Project Milestone listed below, the Authority shall make progress payments for Basic Services. Satisfactory completion will be indicated by written acceptance and approval of the Project Milestones by the Authority and the Department. The amount of such progress payments is represented in the following schedule as a percentage of the Fee for Basic Services (as amended) found on page one of the Contract for Designer Services. The actual amount of each payment shall be the cumulative percentage of the total Fee for Basic Services earned as of the last completed Project Milestone, reduced by the amount of any previous payments for Basic Services:

Designer Fee Payment Schedule

Project Milestone	Value of each Milestone as a % of total fee	Cumulative % of total fee earned as of the completion of each Milestone
Execution of Contract	5%	5%
Schematic Design approval	20%	25%
Design Development approval	15%	40%
100% Construction Documents approval	20%	60%
General Bid Opening	5%	65%
Certificate of Substantial Completion	25%	90%
Certificate of Final Completion	5%	95%
Warranty Walk-thru and Report	5%	100%
Total	100%	

M. Proposal Requirements:

APPLICANTS, PLEASE NOTE

The DHCD Designer Selection Committee has transitioned to a new online system for all its Designer Request for Services operations on the **Designer Selection Network**. All applications must be completed within the **Designer Selection Network**. New users can request credentials through the system login screen:

<https://dsb.formverse5.com/FORMVERSESESERVER-DSB/WebApp/Login.aspx>

The DHCD Designer Selection Committee has transitioned to a new online system for all its Designer Request for Services operations on the **Designer Selection Network**. All applications must be completed within the **Designer Selection Network**. New users can request credentials through the system login screen:

<https://dsb.formverse5.com/FORMVERSESESERVER-DSB/WebApp/Login.aspx>

Persons or firms interested in applying must meet the following requirements:

1. Before a designer can apply for a project within DHCD (a part of the DSB jurisdiction), they must file a “disclosure statement” in accordance with M.G.L. c. 7C, § 48. The statement provides the basis for the DSB informational database and verifies that the designer meets certain general qualification and ownership requirements detailed in M.G.L. c. 7C, § 44 and 48.

To help firms meet this requirement, the **Designer Selection Network** provides an online registration system that must be completed by the submittal of this application; paper disclosure statement submissions are no longer accepted. As part of applying for a particular project, firms must verify that the information provided remains accurate and up-to-date or, if necessary, submit updated information. Sub consultants must also submit the “disclosure statement.”

2. Submit a PDF copy of the **Application for Designer Services** into the **Designer Selection Network** by selecting Needham Housing Authority, Project 203090 Public Notice for which the application is intended. No paper copies will be accepted. The below highlights the major components of the application for Sections 1 – 5. The blank application for Sections 3-5 is available for download in the **Network** and the comprehensive application, for Sections 1 and 2, is developed in the **Designer Selection Network** system itself. Instructions for applying are located in the Q&A tab on the **Designer Selection Network** webpage.

- a. **Section 1 – Cover Page:** Firm and sub consultant team information and overview are attached to the application by the **Designer Selection Network**. The applicant will be given the opportunity to review the information in the **Network** as a final PDF review **to make sure all the information is up to date**. Application forms must identify the names and registration numbers (if applicable) of any personnel listed as required. SDO information will all be incorporated by the **Network**.

Sub consultants are added to the project via a request to the sub consultant to participate in the project made through the **Designer Selection Network**. The application will not be able to be submitted without agreement by all requested sub consultants. A list of the applicant's sub consultants will be generated by the **Network** and automatically attach to the application. The Project Organizational Chart will be represented by this list of prime firm and sub consultants. If one of the applicants preferred sub consultants are not listed for selection, the applicant should request that they join the **Network**. Similar to the Prime Firm, SDO information will all be incorporated by the **Network**.

- b. **Section 2 – Evaluations and References: Designer Selection Network** provides a venue for selecting references and evaluations located in the system that will automatically attach to the application. If you would like additional references for selection, request that a reference be submitted to the Network by previous project representatives. They can sign in as a guest through the link below.

<https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>

Applicants are advised that professional references are very important in the designer selection process. Outdated or incomplete reference information places the applicant at a distinct disadvantage. To achieve the best possible chance of being selected, the applicant must ensure that relevant projects appear in the application form, and must verify the client contact information is current, accurate and that the reference is available for email contact. The applicant will be given the opportunity to review the information in the **Network**, and as a final PDF review.

- c. **The remainder of the application is done on a word document downloaded from the Network** which will be submitted as a PDF. The information to be included on that document is noted below.
- d. **Section 3 -- Resumes** is provided for Applicant and sub consultant resumes. Additional pages of Section 3 can be added to support the number of required resumes.
- e. **Section 4a – Prime Firm and 4b Sub Consultant Experience** is provided for applicant Prime Firm experience and sub consultant experience. Additional pages of Section 4 can be added to support the number of required projects. List up to five projects that demonstrate the Applicant firm's competence to perform work described in the RFS and the evaluation requirements noted in *Section G – Application Evaluation*. The more recent such projects, the better. Prime consideration will be given to projects which illustrate respondent's capability for performing work similar to that being sought. Note that the LHA and the Designer Selection Committee will be able to review your Registration and Disclosure to see additional projects not included in your application.
- f. **Section 5 – Supplemental Response to Evaluation Criteria** is to be used for the remaining evaluation criteria noted in *Section G – Application Evaluation*, such as the Diversity Focus Statement and specific experience request. The majority of the evaluation criteria will be met by completion of Sections 1-4 noted above.
- g. Applicants may supplement this proposal with a cover letter and/or graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project.

Limit additional information to a maximum of 6 - 8½" x 11" PDF pages.

NOTE: All of the above submittals from Sections 3-5 and any attachments must be compiled into a single PDF document submitted to the **Designer Selection Network. The **Network** will only allow for one document to be submitted. Sections 1-2 will then automatically attach to the Sections 3-5 PDF to form the full application.**

- h. Submit applications by logging in to the **Designer Selection Network** at:
<https://dsb.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>

Direct questions about the **Designer Selection Network** to the DHCD Designer Selection Coordinator at DHCDDesignerSelectionCoordinator@mass.gov

3. Direct all project questions to:

Ms. Nathalie Janson

Cambridge Housing Authority

362 Green Street

Cambridge, Ma. 02139

NJanson@cambridge-housing.org

4. Applications are due no later than 2:00 PM, on August 24, 2022.
5. Application forms must identify the names and registration numbers (if applicable) of any personnel listed as Required.