

WORK ORDER SCOPE OF SERVICES AND PAYMENT FOR SERVICES

DHCD Project # 097127

Fitchburg Housing Authority

Accessible Units 2020 - Upgrade Nine (9) Units to Full Accessibility

097-667-05

June 9, 2020

Pursuant to Article 6 of RFS DHCD HD2016 (Rev 2), the scope of services under this work order is described herein. The construction budget for this project is **\$330,000**.

I. Background:

The C.J. Durkin elderly development at the Fitchburg Housing Authority is in need of accessibility modernization.

The C.J. Durkin, 667-5 elderly development is a single, 6 story building built in 1980,. The building has a brick veneer on a CMU back-up with aluminum windows and a flat membrane roof. Currently some aspects/spaces of the building are considered accessible and other areas which are currently not accessible or need review for accessibility:

- The building houses 125 one bedroom residential units – 9 of which are considered accessible;



Typical accessible unit balcony, bathroom and kitchen



typical bath and kitchen

- One of the accessible units is in the congregate area. The congregate kitchen, which is fairly new, and access pathways to the kitchen, will need to be reviewed for accessibility, although the bedroom unit appears to be accessible;



congregate bath, bedroom and kitchen

- The community room doors and kitchen are currently not accessible including the door which accesses the outdoor common patio;



community room door and kitchen

- Three public restrooms are labeled as accessible but should be reviewed for accessibility updates which may need to be made;



Public Restrooms

- The trash chute room should be reviewed for accessibility requirements – no picture included;
- The front door and the public office lobby are currently accessible however a review should be done to verify if the second means of egress is accessible; and



Office entry and waiting room

- The common laundry is currently accessible – no picture included.

Existing building drawings are available from the Housing Authority. Due to the age of the buildings, lead is not expected to be present, however testing for asbestos will be required.

II. Project Goals and General Scope:

The Goal of the project is to bring the building up to general MAAB code requirements as is feasible under the project budget, and to renovate 9 existing accessible units and 4 typical units to meet the intent of the MAAB Group 2 in order to end with 13 accessible units at the development..

The Scope of the project begins with providing a written assessment of the public and unit areas requiring accessibility and then to create a project which addresses the issues, including but not limited to:

- Renovate 9 existing accessible units to meet the intent of the MAAB Group 2 for the design of an accessible unit, including enlarging of doors as needed, kitchen and bath remodel, replacement of the tub with a roll in shower, reviewing access to the porch area where present, and a review of the interior for other spatial redesigns that will be required. A general remodel of these units is expected. The renovation will include reviewing the congregate kitchen for accessibility concerns and necessary renovation – ideally cabinets will be reused not replaced in the congregate location if relocation is required.
- Renovate 4 typical units to meet the intent of the MAAB Group 2 for the design of an accessible unit, including enlarging of doors as needed, kitchen and bath remodel, replacement of the tub with a roll in shower, and a review of the interior for other spatial redesigns that will be required.
- Review and update the community room doors and kitchen to be accessible including the door which accesses the outdoor common patio;
- Review and update as required the three public restrooms for accessibility requirements;
- Review and update the trash chute rooms for accessibility requirements;
- Review and update building egress for accessibility; and
- Address all engineering issues related to the required renovation, including but not limited to lighting and other electrical, mechanical, and plumbing.

The current nature of funding requires that an evaluation of the budget be done in the schematic phase which proposes changes to the scope of work if the schematic estimate is higher than the construction budget listed on this work order. An assessment will need to be formulated with the consultant, the Housing Authority and DHCD as to the final scope of work that will fit within the Housing Authority's budget. The project will proceed according to revised budgets and scope of work if necessary to meet the budget.

Drawings and Specifications are to be completed for all areas which will be renovated under the determined scope of work, including work related to any alternates. An assessment of all code issues will need to be performed.

All engineering costs related to the project should be included in the basic service.

Issues of sustainability and resiliency to climate hazards as relate to the project should be considered in the project design.

Issues of aging in place should be considered in the project design.

III. Project Phases:

Work under this Work Order is divided into the Project Phases as listed below. Each Project Phase may consist of one or more required submissions, and may include site visits, meetings with the LHA, DHCD, and others, or other tasks as described.

- The DHCD Design and Construction Guidelines and Standards which are applicable to the scope of work of this project are listed below:

Those related to interior modernization

The DHCD Standards can be found at <https://www.mass.gov/service-details/design-construction-guidelines-standards>

- Electronic Submissions should be made at:
<https://caphub.azurewebsites.net/Project/Detail?fishNumber=097127&tab=design-tab>. Sign in with your user name and password to access projects to which you have been assigned. Electronic Submissions should be made in PDF format. 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>.
- The Fitchburg Housing Authority contact for the project will be Mr. Douglas Bushman at dbushman@fitchburgha.org. The DHCD contact will be Simone Early at simone.early@mass.gov.
- **Submittals are to be electronic submittal to Cap Hub for DHCD and hard copy to the LHA.**

A. Schematic Design Phase:

1. The Designer shall Schedule and Conduct a Schematic meeting with housing authority and DHCD representatives to review the project. Prior to the meeting the Designer shall:
 - a. Thoroughly review the requirements of the Work Order including scope, budget, and schedule.
 - b. Conduct a thorough on-site review of conditions relating to the project.
 - c. Collect and study all available drawings, reports, maintenance reports and other existing data pertaining to the project.
 - d. Analyze all applicable codes and regulations, the DHCD Design and Construction Guidelines and Standards and any special design standards supplied by the Housing Authority.
 - e. Interview Housing Authority staff. Meet with local building officials if applicable.
 - f. Destructive testing as required to see the condition behind the window panels.
 - g. **Milestone Work Product Submission:** Prepare and submit a formal “Schematic Design” submission incorporating the scope, various design options for the spaces, suggestions or additions to the scope which will include but not be limited to: an investigative report, preliminary sketches and details, an outline specification, a cost estimate broken down according to CSI specification sections, and a schedule update. Should the construction cost estimate produced at the Schematic Design Phase exceed the construction budget for this project by 10%, a written statement with supporting details shall be prepared recommending how the scope of work could be modified, to comply with the construction budget for this project, including alternates that might be recommend.
 - h. Determine at the meeting which bidding host is to be utilized, if any.
2. Provide meeting minutes 1 week after the meeting.
3. If required by the Authority, meet with DHCD and the Authority to resolve any issues.

B. Design Development Phase:

1. Meet with DHCD and the Authority to review and make a final selection on the alternative designs developed in the Schematic Design Submission.
2. **Milestone Work Product Submission:** Prepare and submit the “Design Development Submission”, incorporating any previously required changes, suggestions, or additions. Also include an outline specifications and a detailed cost estimate broken down according to CSI specification sections.
3. If required by the Authority, meet with DHCD and the Authority to resolve any issues.

C. Construction Documents Phase:

1. If required by the Authority, meet with DHCD and the Authority to review and select design options developed in previous design review phases.

2. **Milestone Work Product Submission:** Prepare and submit "Construction Document Submissions" at the **100%** level of completion. For each submission:
 - a. Include a revised cost estimate broken down according to CSI specification sections as part of the submission.
 - b. Incorporate the DHCD "front end" sections, including Division 01, General Requirements of the Technical Specifications into the Project Manual. The "front end" sections are available on the DHCD website to facilitate editing at <https://www.mass.gov/public-housing-modernization-documentation/need-to-know>
 - c. Include Specifications prepared in CSI standard format.
 - d. Include changes required from previous submission.
3. After review and written comments prepared by the Authority, their RCAT if applicable and the Department for the 100% submission have been addressed, a single construction bid package shall be prepared for the solicitation of competitive bids in accordance with MGL Chapter 149 Section 44A-J bid requirements.
4. After Approval to Bid has been issued, the Designer shall prepare and transmit a PDF version of the bid set documents to the electronic plan rooms for posting on their website. (see DHCD advertisement to bid to see multiple choices available for a plan room).

The Bid Sets of construction documents shall:

- a. Incorporate the comments included with the 100% CD approval.
- b. Include a revised Advertisement reflecting the correct bidding schedule developed in coordination with the Authority and Department.
- c. Include an up to date Prevailing Wage
- d. Include the necessary ebidding documentation and be uploaded to the ebidding host. Information for ebidding vendors and their process is located on the DHCD information for bidding webpage at: <https://www.mass.gov/service-details/public-housing-bidding-information>

D. Bid Phase:

1. The project shall be bid electronically
2. Provide technical assistance to the Authority relative to questions and requests for clarifications received from potential bidders.
3. **Milestone Work Product:**
 - a. Prepare and place the project into the Central Register;
 - b. Prepare any and all addenda required during the bidding phase;
 - c. Schedule, attend and conduct a pre-bid conference;
 - d. Make recommendations to the Authority regarding the award of a Construction Contract, including a written review of the contractor's qualifications and recommendations. These recommendations must be submitted to the DHCD PM and the Housing Authority within 7 days of the bid opening; and
 - e. **Archive the Final Bid Documents:** The Designer shall prepare and upload a PDF version of the bid set documents (including addenda) to the Bid Submission portal of Cap Hub on the design tab **and** transmit a copy to BidDocsONLINE to be archived. (BidDocs is DHCD's vendor for digital archiving.) 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 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.

E. Construction Phase:

Milestone Work Product:

1. Conduct scheduled job meetings according to the **Submission Schedule** at the project site to observe the quality and progress of the work. Include the Housing Authority and their representatives. Furnish to 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.
2. Review and act upon shop drawings, in a timely manner, as submitted by the contractor.
3. Provide consultation and technical assistance in the interpretation of contract documents.
4. Review construction process to ensure compliance with construction documents.
5. Review and recommend action relative to Contractor's Request for Payments.
6. Ensure that all necessary inspections and approvals from appropriate regulatory authorities are secured.
7. Prepare punch lists and final contractor payment/completion documents.
8. **Update the Capital Inventory for the Capital Planning System (CPS):**
DHCD and all Local Housing Authorities utilize CPS to electronically gather, track, and forecast inventory and condition data for the Commonwealth's supply of state-assisted public housing.
 - a. 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 of 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).
9. Obtain from and check the general accuracy and completeness of the as-built information maintained by the General Contractor during Construction, and performing the necessary drafting and editing of all record drawings. Upon completion of the required drafting and editing 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.

F. Warranty Phase:

1. 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.
2. **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.

IV. Submission Schedule:

The submission times listed on the **Signature Page** in Cap Hub are requirements of this Work Order, not estimates. After receipt of each required submission, DHCD will issue a written Design Review Memo, under normal circumstances within 2 to 3 weeks of receiving the submission. The memo will indicate whether the submission is "Approved" or "Not Approved". Unless otherwise stated, performance times listed below include the time required for any meetings necessary to 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, a partial resubmission, or complete resubmission. In some cases, a DHCD reviewer

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 DHCD reviewer will notify the Designer of the missing item, and the submission will not be reviewed at DHCD until the cost estimate is received.

V. Estimated Project Duration:

The total duration of this Work Order is estimated at approximately **49 weeks**, which is composed of a design and review period of **20 weeks**, a Bidding Phase of **13 weeks**, and a Construction Administration Phase of **16 weeks**. The required warranty walk-thru is not calculated in the estimated duration but the work associated with doing the walk-thru still forms a part of the project. These durations are estimates only based on DHCD experience with similar projects in the past. Actual durations may vary according to the extent of document revisions required, time required for non-DHCD regulatory approvals, and the construction contractor's performance. Such variances in estimated time will not, in and of themselves, constitute a justification for an increased fee.

VI. Work Included:

Unless specifically excluded, services to be performed consist of the tasks described in this Work Order including all investigative work, design work, preparation of construction documents, bidding period administration, Owner Contractor contract administration, and other related work reasonably inferred, (in the opinion of DHCD) as being necessary to meet the project's stated scope and goals.

Services specifically include (but are not limited to) the following items that are included in the Work Order fee listed herein:

- A. Cost Estimating.** Detailed constructions cost estimates, whether done by the Designer or a consultant or subcontractor to the Designer, are included in this Work Order. 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 DHCD, it shall be the responsibility of the Designer, as part of Basic Services, to research and propose ways to reduce such costs while meeting DHCD construction standards.
- B. Revisions and Re-submissions of "Non-Approved" work.** DHCD will review and issue written comments on all Designer submissions. Work that in the written opinion of DHCD is found to be "Not Approved" shall be revised and resubmitted at no additional cost. Such submission approvals will not be withheld unreasonably. DHCD may require revisions and/or resubmissions where submitted designs or construction documents:
 1. Do not meet DHCD written requirements for submission content;
 2. Do not meet building code, Massachusetts bid law, or other regulatory requirements;
 3. Do not adequately or accurately reflect the project's goals, scope, or tasks as stated herein;
 4. Do not meet DHCD's established submission format standards;
 5. Are not sufficiently clear or complete enough to allow for proper bidding and construction;
 6. Do not meet, or have not been shown to be equal in quality to established DHCD design and construction standards; and/or
 7. Do not, in the opinion of DHCD, reflect the most cost-effective means of meeting project goals and scope.
- C. Architecture and Engineering Services.** All architectural and engineering services incidental and required to fulfill the project goals and general scope as described herein are included as Basic Services.
- D. 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.

VII. Work Excluded:

- A. Any asbestos testing will be considered as a reimbursable service to the Designer but the Designer's costs for administering this consultant are part of basic services. Procurement and coordination (including coordination of construction documents) with the asbestos abatement consultant are part of the Basic Services. Such coordination work may involve the clarification of testing results, and assistance in the scheduling of post abatement certification inspections.
1. If asbestos containing materials are identified, the services of an industrial hygienist to develop the scope of the asbestos containing material to be abated, cost estimating, the preparation of the construction documents and any bid phase services, i.e. review of submittals and final air clearance testing, as required, will be a reimbursable service.
- B. Any lead testing will be considered as a reimbursable service to the Designer but the Designer's costs for administering this consultant are part of basic services. Procurement and coordination (including coordination of construction documents) with the lead paint consultant are part of the Basic Services. Such coordination work may involve the clarification of testing results, and assistance in the scheduling of post abatement certification inspections. It has been determined that:
1. No lead testing is expected.

VIII. Submission Schedule & Payment Schedule

The LHA shall make progress payments upon satisfactory completion of each Project Milestone listed in the active Work Order Submission Schedule and Payment Schedule in Cap Hub for DHCD Project #097127 indicated by acceptance and approval.

- Note: Whole or partial resubmissions are due within **2** weeks of DHCD "Non Approval" memo.
- Note: DHCD requires 2 weeks to review each design submission.

The Designer shall invoice the LHA according to the above schedule. Upon Receipt of the Designer's invoice the LHA shall verify the milestone has been satisfactorily achieved and shall then forward said invoice to DHCD for final approval. The LHA shall pay the Designer upon receipt of DHCD's written approval.