

REQUEST FOR ARCHITECTURAL SERVICES (RFS)

Attachment A

DHCD's Bureau of Housing Development and Construction

Project # 097153

Fitchburg Housing Authority

Gateway Cities

Application Due Date: December 23, 2020

Invitation: The Fitchburg 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 **renovation of site and multifamily housing and the construction of a new community/office building** at the **200-1** development in Fitchburg, Massachusetts.

The construction budget for this project is **\$ 7,600,000** and the Design Fee for RFS Basic Services is **\$668,800**.

As the Fee for Basic Services for this Contract is **\$100,000 or more**, the Designer shall subcontract a minimum of twenty one and six-tenths percent (21.6%) of its work to MBE (6.6%) and WBE (15%) business enterprises certified by the Supplier Diversity Office. A directory of SDO certified firms can be located on SDO’s website, <https://www.sdo.osd.state.ma.us/BusinessDirectory/BusinessDirectory.aspx>. If the Designer is a SDO certified MBE or WBE, the requirements in this paragraph are not applicable.

How the applicant intends to fulfill these requirements should be set forth in form DHCD AE-3. See also Article 15.5 of the Contract for Designer Services.

For additional information on minimum Designer qualifications see the Section J. in this RFS.



A. Background:

The Green Acres Development of the Fitchburg Housing Authority is in need of selective modernization, new community space and selective site work. The modernization of the development will be part of the FHA's participation in the Gateway City project and the A Better Life Project aimed at improving both the aesthetic, physical aspects of the development and the social and economic opportunities of the residents. Many partners have come together to support the project.

The Green Acres development was built in 1950 and has forty-five town house style buildings consisting of two, three and four bedroom units. The overall impression of the Green Acres is barrack-style housing similar to many other affordable housing communities constructed during the post-World War II era. The buildings are wood and brick siding on wood construction with concrete block basement foundations. The roofs are relatively new pitched asphalt shingle. The interiors have been renovated in the past ten years are in relatively good condition. The mechanical systems are in the process of being replaced and water issues on the site are being remedied by a current project. The siding and balconies are in need of improvements and the sidewalks and site stairs are crumbling and in need of replacement. Electric panels have recently been updated, however the service to the development is in need of update.



The site is significantly sloped and the not in any way accessible. There are also no accessible units on the site.

Currently there is an office and maintenance building on site, but the office is small and does not provide any community space and is not ADA accessible. There are approximately 10 acres of unused land on the site, although much of it is sloped.

Previous studies, which will be made available to the procured consultant, have been done on providing a community building, accessible units, parking layouts, and waste management improvements. The FHA would like to incorporate some of the ideas but is also open to other interpretations of the development of the site.

The FHA has a copy of the original construction drawings for this development as well as recent surveys. Asbestos/Lead testing is not required for this project as extensive testing has taken place in the past and reports are available for use.

B. Project Goals and General Scope:

The Goal of the project is to transform and revitalize the Green Acres development, physically, socially and economically to provide for educational opportunities on site, improved neighborhood image, accessible units for families in need, and recreational activities.

The Scope of the project included, but is not limited to:

- Renovating 8 existing units to be accessible per MAAB. Include will be

- An assessment of the number of units which will fit into the budget and whether a waiver can be achieved for the units which will not be able to constructed under the current budget.
- An assessment of whether existing units should be adapted, or new units constructed.
- Develop and process the necessary waivers required for MAAB for units, site and other areas where MAAB requirements may not be achieved under the project.
- For the units to be developed as fully accessible units:
 - An assessment of the chosen units for the requirements of MAAB to be implemented,
 - the renovation of the kitchen,
 - an accessible bathroom with a roll in shower,
 - one additional accessible bedroom. An addition to the units is expected, and
 - site requirements related to the accessible units and their access to the community room.
 - All associated MEP, site and structural work associated with the renovation. This may include the replacement of the furnace if it is one that has not yet been replaced.
- Renovate the envelope of 7 buildings providing new siding as well as design changes that will develop the character of the buildings, particularly related to the view from the surrounding neighborhood.
 - An envelope design for all building types should be developed and then a decision will be made as to which are to be implemented now or in a future project.
- Replace the windows at all 160 units, basement windows would be the last priority for replacement.
- Renovate the entryways at all buildings including new entrance doors and locksets.
- Design and construction of a new, energy efficient, community center of approximately 4,000-5,500 sq ft on one floor including:
 - An assessment of the budget in relationship to the size and scope of the community building being requested.
 - An assessment of all code issues, site issues, and location of the community building.
 - A community space for approximately 100 people (able to be sub-divided)
 - 2-4 classrooms for adult classes. Consideration should be given to a flexible divider to subdivide larger classrooms into two,
 - An area for daycare,
 - Office areas for health services which will include sink and areas of privacy,
 - Space for record storage and general storage,
 - Bathrooms as required by code
 - FHA administrative offices including:
 - customer service area/office,
 - Section 8 office,
 - 7 Executive staff offices,
 - family housing office,
 - staff conference room
 - breakroom and restroom amenities
 - A commercial, community kitchen.
 - Consideration could be given to a two-storied, community building due to the sloped site, which could conceivably allow for accessible access on each floor.
 - Healthy indoor air quality is of key importance. Materials selection for the community building should be focused non-toxic choices for healthy indoor air quality, mechanical systems will include a high level of outside air circulation throughout the building, and other best practices for healthy building environments should be employed.
 - All associated MEP, site, environmental, and structural work associated with the building.
- Sitework:

- Replace all sidewalks and walkways in need of replacement. An assessment of existing walkways will need to be undertaken to determine where the replacement is required. Study the walkways to improve pedestrian safety, accessibility, efficiency, surface drainage and aesthetics. Do not restrict the replaced walkway locations and alignment to their present layout. Consideration shall be given to layouts that are safe, accessible and aesthetic. Provide suitable radius corners at intersections of walkways. New walkways shall have a 4-ft. minimum width, however, where abutting 90°-parking, walkways shall have a 6-ft. width. Where new walkways meet the building entry steps/landings, they shall be the full width of the concrete steps/landings. Regrade new walkways where they interface with steps and landings to provide flush surface conditions or uniform, compliant stair riser heights.
- Provide tree root barriers adjacent to all new and replaced pavements where in close proximity to existing trees.
- Regrade walkways to the extent required to comply with MA 521 CMR 22.00. Where existing topographic conditions prohibit meeting the 5% maximum walkway gradient, integrate new steps, single risers, and/or ramps to meet these requirements. A MAAB waiver may be required as some of the walkways may not be able to be reconstructed to comply with MA 521 CMR.
- Provide accessible routes associated with the proposed 8 accessible units, their accessible parking and the community center per MAAB.
- Repair cracked, spalled and deteriorated concrete steps and landings.
- Grading and drainage:
 - Grade pavements and adjacent lawn areas and landscape beds to provide proper surface water drainage. Provide positive surface drainage away from buildings throughout.
 - The Consultant shall be responsible for on-site mitigation of any increases of storm water runoff resulting from the increase of impervious surface areas in the design.
- Create a safe, lit, accessible pathway to the Fitchburg Rail Trail entrance located just outside of the development. The pathway should allow for pedestrians and bicyclists on the same path. An assessment will need to be made as to the location of this path through the development.
- An assessment of parking and traffic flow through the development with the intent of creating one way streets throughout the development. Currently the street is owned by the City of Fitchburg, but the FHA is in negotiation to have portions of the streets given to the FHA so that parking work can be completed on these roads. The intent is to:
 - Evaluate the existing parking areas and connecting walkways within the development in order to improve parking efficiency, access and safety. Study several potential areas for additional parking within the development. Increase parking by as many spaces as possible; the design of additional parking shall be in compliance with local zoning codes. Provide for the restriping and remarking of parking spaces, handicap aisles, symbols, signs, crosswalks, warnings, stall assignments (if required), etc., coordinating with the Housing Authority.
 - Provide accessible parking stalls associated with the proposed renovating of 8 accessible units per MAAB.
- Study the solid waste management system at the development. Factors such as volume of solid waste generated per dwelling unit, container size(s), distances from dwelling units, and frequency of pick-up should be considered in the study. Provide multiple covered and

screened waste receptacle collection centers at convenient drop off locations throughout the development.

- Assess and confirm any removal of existing drying yard facilities as determined by the FHA.
- Provide a new accessible playground and playground access. Coordinate the planning and design of playground with the FHA and the development's tenant association. The carrying capacity of the playground equipment shall be approximately 40 - 50 children, and shall have separate play structures for the following age ranges:
 - Toddler: 6 to 23 months
 - Early childhood: 2 to 5 years
 - Elementary school: 5 to 12 years
 - Teen & adult: 13+ years
- Provide accessible, paved sitting area(s) associated with the playground(s). Coordinate with the FHA as to the size, configuration and accurate location of the sitting areas. Provide safe, shaded and aesthetic sitting area(s) for the residents. New benches shall have end and mid arm rests
- Development of a bus shelter on Water Street that is well lit, accessible and has security cameras. Coordinate the bus shelter design with the local/regional transportation authority.
- Landscape plantings:
 - Provide additional improved landscape plantings throughout the site.
 - Coordinate with MA DCR under the "Greening the Gateway Cities Program" and design for new tree plantings.
 - Provide low maintenance, indigenous slope plantings where earthen gradients exceed a 2:1 (50%) slope.
- Site Electrical:
 - Location and installation of security cameras, the required additional electrical metering, and other electrical necessities related to installation throughout the development
 - Update the electrical service to the current code. Evaluate and replace as necessary.
 - Assess development-wide site lighting and street. Coordinate with the City of Fitchburg any improvements needed for lighting of the public street rights-of-way.

The substantial renovation to this development by this project may trigger code compliance requirements to the existing building systems, which may include, but not limited to 1.) Life-safety, 2.) Accessibility, and 3.) Energy conservation requirements. The Designer will determine the degree of compliance required based on the cost of construction in relation to both the "full and fair cash value" defined by MAAB for public housing as the "Replacement Cost" of the building, and the extent of the work and expenditure required for the installation of any one of the systems.

Issues of sustainability, resiliency to climate hazards, and indoor air quality as relate to the project should be considered in the project design. Guidelines for these issues are on the [Design and Construction Guidelines and Standards Webpage](#) and information on the programs are on the [Public Housing Sustainability, Resilience and Healthy Building Environments webpage](#).

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.

C. 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, structural, civil, and landscape 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 go to

<https://www.mass.gov/service-details/design-construction-guidelines-standards>

- 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 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 (not) included as Basic Services. 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. Review the FHA drawing archives for a recently performed existing conditions and topographic survey for the Green Acres property. Where possible, utilize valid information from this survey.
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 the 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.

D. 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.

E. 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.
- Each submission shall include both a hard copy and electronic copy of the submittal to CAP Hub. Hardcopy submittals should be sent to the Housing Authority and also to DHCD only if noted in the Cap Hub submittal window as being required. 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=097153&tab=design-tab> . Sign in to Cap Hub with your user name 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 user name 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>. If required, hardcopy submissions to DHCD should be addressed to the attention of Sabrina Cotton, Senior Administrator.
- 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.
- 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. Conceptual Phase

- a. 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:
 - i. Thoroughly review the requirements of the RFS including scope, budget, and schedule.
 - ii. Collect and study all available drawings, reports, maintenance reports, and other existing data pertaining to the project.
 - iii. Visit the site and become familiar with existing conditions as they relate to the scope.
 - iv. Interview Authority staff and residents.
 - v. Conduct a preliminary review of the building and other codes and regulations, inclusive of local zoning, relating to the project.
 - vi. Conduct a preliminary review of the accessibility codes and regulations as they relate to the site. Be prepared to discuss the options available to the FHA with regards to renovation, new construction, or waivers required to meet the requirements of accessibility within the scope of the project and budget. This will include accessible unit requirements, accessible site requirements, and accessible community space requirements.

- vii. 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>.
 - viii. Discuss the general approach (or alternative approaches) to the design of the project for at the “Kick-Off” meeting.
 - ix. Recommend testing that will be required for the project.
- b. **Schedule, conduct and prepare minutes of a Concepts meeting.** Prior to the meeting the Designer shall perform the following and be prepared to discuss each item at the Concepts meeting:
- i. Formulate a conceptual approach (or alternative approaches) to the design of the project for presentation and discussion at the conceptual meeting.
 - ii. Incorporate items discussed at the “Kick-off” for formal review.
- c. **Milestone Work Product Submission:** Prepare and deliver a formal **Concepts Submission** which is due **6 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:
- i. Copies of the minutes of the “Kick-Off” meeting.
 - ii. A list of applicable DHCD Design and Construction Guidelines and Standards and written approval of any deviations from these standards.
 - iii. An assessment of codes or regulations that will apply to the project, including MAAB.
 - iv. A summary of the waste management plan for the project including the potential for recycling.
 - v. A summary list of recommended follow up investigation and research, testing, selective demolition, etc.
 - vi. A summary list of MAAB waivers that may be required.
 - vii. A statement of design approach.
 - viii. Design sketches of concepts proposed, including but not limited to the options related to accessible units
 - ix. Presentation meeting of selected design elements to residents or other stakeholders after the conceptual meeting.

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. Analyze all applicable codes, regulations and the DHCD Design and Construction Guidelines and Standards and any special design standards supplied by the Housing Authority.
 - v. Meet with local building officials as required. – coordinate the meeting with the Authority.
 - vi. Perform investigations, research, selective demolition, surveys and testing as defined at the “Concepts” phase.

- vii. **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 and presentations.
- 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 MAAB regulations.
 - c) Summary of the applicable DHCD Design and Construction Guidelines and Standards.
 - d) Summary of progress on the waste management plan.
 - e) Reports from investigations, research, selective demolition and testing performed.
 - f) Draft MAAB waiver request if required, schedule for proposed waivers, outline of other activities required due to possible waiver.
- 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 a list of anticipated drawings.
- 5) Determine which eBidding host will be used.
- 6) Presentation meeting of selected schematic design to residents or other stakeholders after the schematic meeting.

3. Design Development Phase:

- 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. Reports from investigations, research, selective demolition and testing performed not completed under the previous phase.
- vii. Documents any additional design modifications made since the approval of the Schematic Design Phase.
- viii. Provide final presentation boards of the designs to be posted or used by the FHA.
- c. If required by the Authority, meet with DHCD and the Authority to resolve any issues.

4. Construction Documents Phase:

- 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

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 100% CD 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 eBidding documentation to be uploaded to the eBidding host. Information for eBidding 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:

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)
- b. The project shall be bid electronically. 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>
- 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 transmit 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 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:

- 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. 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.

- iii. Issue clarification sketches as required to answer all questions from the Contractor.
 - iv. Review and act upon shop drawings, in a timely manner, as submitted by the contractor.
 - v. Provide consultation and technical assistance in the interpretation of contract documents.
 - vi. Review construction process to ensure compliance with construction documents.
 - vii. Review and recommend action in Cap Hub relative to Contractor's Request for Payments.
 - viii. Ensure that all necessary inspections and approvals from appropriate regulatory authorities are secured.
 - ix. Prepare punch lists and final contractor payment/completion documents.
- b. On average, these tasks are expected to approximate **24** hours per week during the Construction Administration Phase, exclusive of project closeout.

7. Warranty Phase:

- 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 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) 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.

F. 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>	
• Attend a “Kick-Off” meeting	<u>4</u>	of the Department’s contract approval
• The Concepts Submission	<u>6</u>	of the "Kick-Off" meeting
• The Schematic Design Submission	<u>8</u>	of receipt of the last written approval
• The Design Development Submission	<u>6</u>	of receipt of the last written approval
• The 100% CD Submission	<u>6</u>	of receipt of the last written approval
• Whole or partial resubmissions are due	<u>2</u>	after the Department’s “Non Approval” memo
One Record Set of the Bid Documents is		
• due at the Department	<u>2</u>	after 100% CD approval
• The Warranty Inspection is to be done	<u>9</u>	Months after substantial completion

G. Estimated Duration:

1. The estimated total duration of the Contract for Designer Services (exclusive of the Completion Phase) is **107** weeks calculated as follows

Design Phases listed above	<u>42</u>	Weeks including design review
Bidding Phase of	<u>13</u>	weeks, and
Construction Administration Phase of	<u>52</u>	weeks
Estimated Total Duration		
(Exclusive of Warranty and Completion		
Phase)	<u>107</u>	weeks

2. 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.
3. 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.)

H. 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/service-details/designer-selection> .
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 \$ 5,000,000 whichever is higher.

I. 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 are 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%
Concepts Design approval	10%	15%
Schematic Design approval	10%	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 Completion	5%	100%
Total	100%	

J. Minimum Qualifications:

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

1. Be a qualified Architecture firm (within the meaning of M.G.L. Chapter 7C, Section 44), with Massachusetts registration.
2. 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. Be experienced in the renovation and new construction of multifamily housing and its associated service buildings (Note: to receive credit for this requirement, a list of past jobs meeting the criteria, must be included on the application. Indicate whether the jobs listed were performed directly by the applicant, or by a sub-consultant).
4. Have Massachusetts licensed or registered member(s) of the design team who will be responsible for the following: (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)
 1. Architecture
 2. Landscape architecture
 3. Civil (Sitework)
 4. Geotechnical
 5. Plumbing
 6. Structural
 7. Fire protection
 8. HVAC
 9. Electrical
 10. Cost estimating (License or registration not required)

N.B. - Applicants should address each category of work listed in paragraph J. 4 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!

5. Before a designer can apply for a project within DHCD (a part of the DSB jurisdiction), they must file a written "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 Board provides an online registration system that can be accessed at

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

Firms must register on this platform to submit the required disclosure statement; 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.

Instructions for first time log in can be found on our webpage at:

<https://www.mass.gov/files/documents/2019/12/04/Designer-Selection-Board-Application-Access-Add-New-User.pdf>

K. Preferred qualifications:

1. Be an architectural firm.

2. Be experienced in new community/office building projects at state-aided public housing developments in the Commonwealth of Massachusetts. (To receive credit, projects must be listed on the application.)
3. Be experienced in producing and processing MAAB waivers.

L. Proposal requirements:

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

1. Submit a PDF copy of the Application for Designer Services (AE-3) to the Fitchburg Housing Authority email address listed below. No paper copies will be accepted.
 - a. Applications should be accompanied by a concise cover letter that is a maximum of two pages in length. A PDF copy of the cover letter should be attached to each copy of the application.
 - b. Applicants may supplement this proposal with 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.

- c. 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 A/E3 form, and must verify the client contact information is current, accurate and that the reference is available for email contact.
2. Submit application and direct all questions to:

Mr. Douglas Bushman

*Fitchburg Housing Authority
dbushman@fitchburgha.org*

3. Applications are due no later than 2:00 PM, on December 23, 2019.
4. Application forms must identify the names and registration numbers (if applicable) of any personnel listed as a "Minimum" or "Preferred" Requirement in Sections J and K, above.