

**Woburn Housing Authority
Public Notice**

Designers registered in Massachusetts are advised that applications are available for preparation of plans and specifications and construction administration for the FF: Bathroom modernization at the Authority's Creston Avenue (200-2) development. The firm must provide full basic services including investigation and initial design through preparation of contract documents, bidding and construction contract administration. The project manager or person charged with handling this project must be an architect registered in Massachusetts.

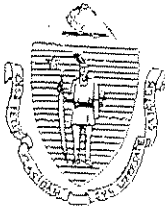
The construction cost is \$1,400,000.00.

The Fee for Basic Services is \$146,000.00.

Applications and brochure requirements can be obtained by sending a self-addressed, stamped envelope to the Woburn Housing Authority 59 Campbell St., Woburn, MA 01801. Copies may be picked up between the hours of MTW 8:30-4:30, Th 8:30-6:30 & F 8:30-12:30 or mailed by calling 781-935-0818. Fifteen copies of the application must be submitted to the above address by 02/15/2017 at 2:00 p.m.

The successful applicant will be required to submit certificate of professional liability insurance indicating minimum coverage in the amount of \$250,000.00.

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Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Konegay, Undersecretary

DESIGNER SELECTION COMMITTEE

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David Petersile, Contractor, DHCD Marc Laderman P.E., MSPE

William F. Lyons Jr, P.E., DHCD Philip Lewis AIA, DHCD

Richard Griffin AIA, BSA John Stainton, CHAPA

Bernhard Kirstein, MassNAHRO

Gail Cassarino, Coordinator

Tel: 617.573.1164

Fax: 617.573.1335

gail.cassarino@ocd.state.ma.us

TO: Designer Applicants
FROM: DHCD Designer Selection Committee

FILE COPY

David R. McClave, Director
Construction Management Unit

SUBJECT: Designer Applications

DATE: June 28, 2007

IMPORTANT

The mission of the Designer Selection Committee (DSC) is to select the most appropriate firm with the best qualifications for each project. To that end, the DSC thoroughly reviews each and every application. It is unfortunate when an otherwise very capable firm is disqualified because their Application for Designer Services is incomplete or inappropriately filled-out.

In an effort to improve the quality of the applications, applicants should consider the following points when completing the forms.

1. **Carefully review the requirements in Request for Services (RFS).** Each RFS describes Minimum qualification and Preferred qualification requirements. Make sure that each is adequately addressed. Failure to address Minimum qualification requirements will result in a rejection of the application. Failure to adequately address Preferred qualifications may result in another firm being selected over yours.

2. **Reproduction of the Application for Designer Services (Form AE-3)** must be accurate.
3. **Properly identify the appropriate registered professional that will be responsible for the project.** Part 3c of the application requires the name of the partner-in-charge and/or the registered design professional responsible for the project with address, phone #, fax #, email address and MA registration number.
4. **Provide Registration/License Numbers.** Parts 6 & 7 of the application requests information on all key persons to be involved on the project. Make sure that all applicable architectural or engineering registration numbers, including their discipline, are provided. Also provide license numbers of other professionals that will be involved such as Lead Paint Inspectors.
5. **Examples of project experience should be specific to the project in question.** In Part 8 of the application, make sure it will be clear to the DSC that the examples listed will demonstrate that the applicant has the appropriate experience required for this specific project, preferably within the last five years. The relevant experience should be detailed and clear to the Designer Selection Committee, e.g. lead paint removal, shingle roof replacement, kitchen renovations, etc. If necessary, attach additional pages of project experience for completion of information.
6. **Sign the application.** The name of the person who signs the application must be a registered principal of the company.
7. The **cover letter** accompanying the application should be no more than two pages. Information not relevant to the specific project should be eliminated. Additional promotional materials should be included in the firm's Master File Brochure on file at DHCD.

The DSC takes note of the care taken by each applicant in providing the requested information and that the information provided is pertinent to the subject project. The committee will give those applicants that are responsive to the application and RFS requirements the highest consideration.

CR-I

CENTRAL REGISTER - DESIGNER SERVICES

Public projects where the construction cost is estimated to exceed 100,000. Published two weeks prior to application deadline

AWARDING AUTHORITY: Woburn Housing Authority

AGENCY: Woburn Housing Authority
59 Campbell St. Woburn, MA 01801

PROJECT NUMBER:	347068
Designer's Fee	\$146,000.00
Estimated Construction Cost:	\$1,400,000.00
Time Period for Completed Project	60 weeks

CONTACT INFORMATION

NAME: Tommy Maher

FAX: 781-937-0965
PHONE: 781-935-0818

CONTRACT INFORMATION:

PROJECT: Bathroom renovations at 10 buildings in the 200-2 development.

SCOPE: Provide Schematic Plans; Construction Plans; Specifications; Construction Contract Administration;

SPECIFIC DESIGNER SERVICES:

- | | | | |
|--|--|--|--|
| <input checked="" type="checkbox"/> Architect | <input type="checkbox"/> Landscape Architect | <input type="checkbox"/> Planner | <input type="checkbox"/> Programmer |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> Land Survey | <input type="checkbox"/> Space Planner | <input type="checkbox"/> Project Manager |
| <input type="checkbox"/> Other <i>Specify:</i> | | | |

DEADLINE FOR APPLICATION FOR:
Wednesday, February 15, 2017 at 2:00 pm

PROJECT PROGRAM AVAILABILITY:

BRIEFING SESSION:

ADDITIONAL INFORMATION: See RFS for Additional Information. Contact Woburn Housing Authority to schedule a site inspection.

Prepared by: John Giubilo PM: Linda Lamont CA: Michael Leach
DHCD file: G:\RFS\347068\JM.DCC CAR award?

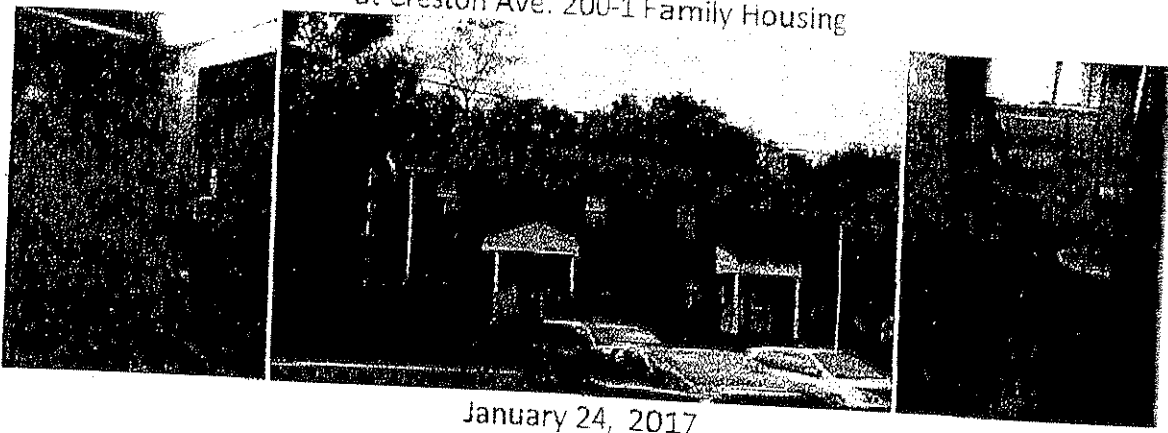
A/ESU approval: John date: 1/24/17

Designer Selection Committee?

REQUEST FOR ARCHITECTURAL SERVICES (RFS)

The Department's Project # 347068
Woburn Housing Authority

FF: Bathroom modernization
at Creston Ave. 200-1 Family Housing



January 24, 2017

invitation: The Woburn 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 Bathroom Renovations at 10 buildings in the 200-2 development in Woburn, Massachusetts. See site plan on page 3 showing the building layout.

The construction budget for this project is \$ 1,400,000.00 and the Design Fee for RFS Basic Services is \$ 145,000.00.

The Designer selected must agree to contract with minority and women-owned business enterprises as certified by the Supplier Diversity Office (SDO) formerly known as SOMWBA. The combined participation goal reserved for such enterprises shall not be less than 17.9% of the original designee fee for basic services. Where the prime designer is an SDO certified MBE or WBE, the prime must bring a reasonable amount of participation by a firm or firms that hold a certification which is not held by the prime designer on the project. Proposed participation on design projects which consists solely of either an MBE or WBE representing 100% of the overall combined goal will not be considered reasonable participation.

How the applicant intends to fulfill these requirements should be set forth in form DHCD AE-3, Question 16. See also Article 15.5 of the Contract for Designer Services.

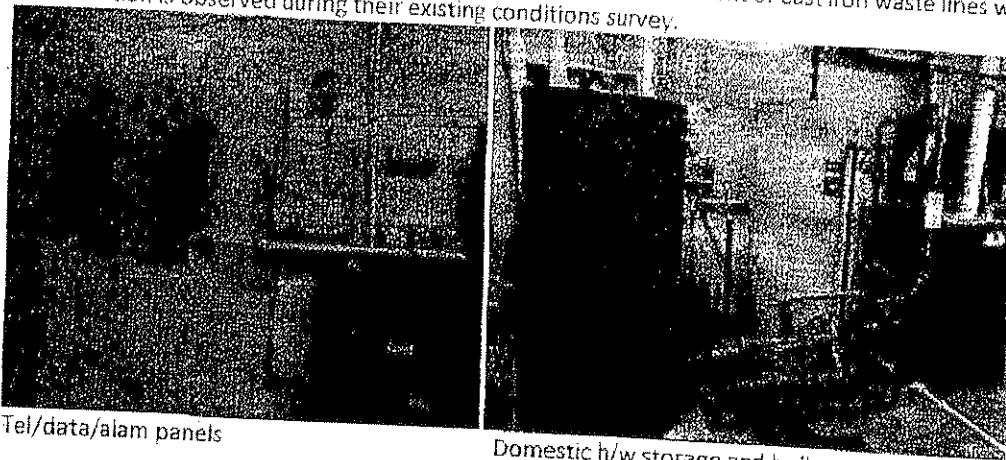
For additional information on minimum Designer qualifications see the Section J. in this RFS.

A. Background:

The Woburn Creston Ave Family Housing development is comprised of ten, 2-story wood framed buildings with brick veneer and vinyl siding, asphalt shingle roofs and poured concrete foundations. The buildings were constructed in 1949. Building sizes vary. There are a total of 68 townhouse-style 2 bedroom units. The first floor at the typical unit contains a living room/dining area and kitchen. The typical second floor contains 2 bedrooms and a bathroom.

Foundations are constructed as partial basements and partial crawl-spaces, due to the ledge which is present on the site. The basement configuration varies between buildings. The building electric load centers, tel./data fire alarm panels and utility meters are typically located in the partial full basement areas. One-hundred (100) Amp service was installed for each unit in the late 1990's. Electric sub-panels are located within each unit.

Plumbing waste lines are original cast iron and appeared to be in fair condition at the two basements reviewed earlier this year. The Designer should anticipate selective replacement of cast iron waste lines where deterioration is observed during their existing conditions survey.



Tel/data/alarm panels

Domestic h/w storage and boiler

The copper domestic water supply piping was recently insulated with plastic jacketed fiberglass insulation and building basements were weatherized. Some asbestos pipe insulation is likely to still be present inside vertical wet walls and inside partitions of the unit above where it was inaccessible during the weatherization project.

The units contain 2 bedrooms and a bath on the second floor.

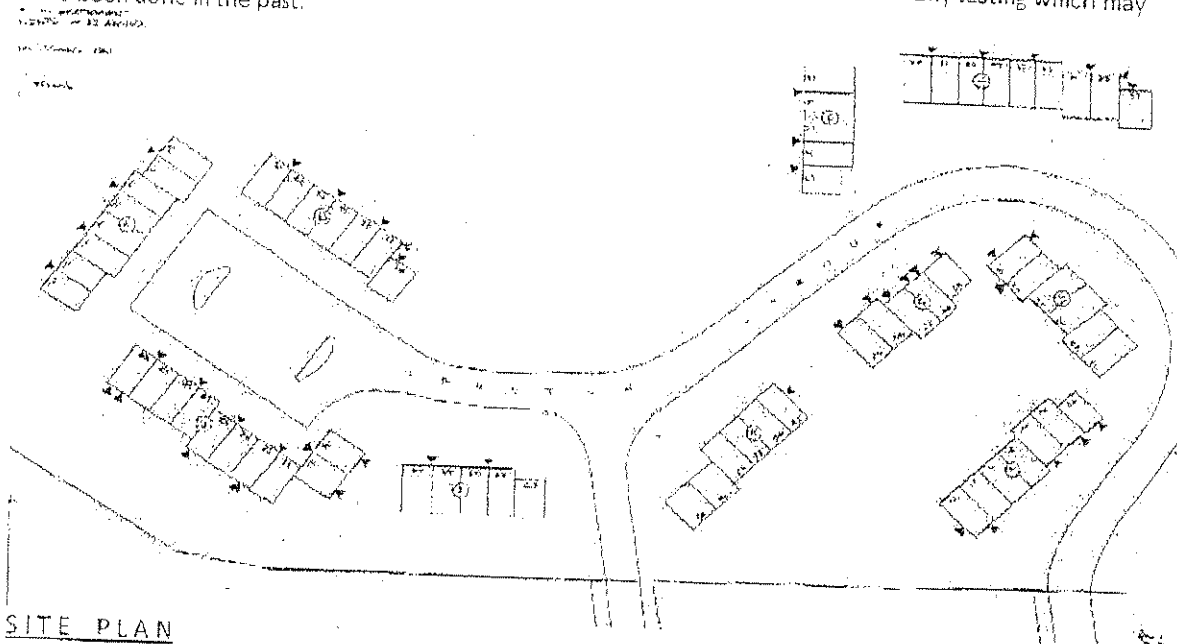
The typical bathroom finishes are plaster walls and ceilings, ceramic tile bathtub surround walls overlaid with metal or plastic tub surrounds, sheet vinyl flooring, wall-mounted cast-iron sink, and newer 1.28 gallon toilets. Bathroom are heated with partially recessed cast-iron wall convectors. Bath fans are older models vented through attics with, with uninsulated flexible ducts. There are multiple layers of flooring in some locations and some may possibly be asbestos containing.

The Authority reports that several bathrooms have had selective renovations done at turnover. Those renovations have revealed deficiencies in floor framing and water damage to both floor sheathing and framing which have been repaired. The Authority will select a unit for selective demolition during the schematic phase of design so the existing construction and the requirements for supplemental floor sheathing can be assessed. The designer shall also be required to identify additional areas for selective demolition, where structural damage is suspected.

Two gas fired steam boilers, installed in 2012, provide heating to the entire development, via underground piping. One boiler serves the 37 units at the right of development and another serves the remaining units shown to the left on the site plan shown on the following page. The underground steam piping is original

(1949). The Authority reports no problems to date and does not anticipate any changes to the heat distribution system as part of this project.

The LHA does not have a copy of the original construction drawings for this development, however drawings are available for various renovation projects which have been done during the past 15 years at this development. The units have current letters of lead paint compliance and some limited test reports. Additional lead and/or asbestos testing should be anticipated to identify any materials which have not previously been tested and which are directly affected by the proposed scope of work. Testing will be determined once existing lead test reports are received and reviewed. No asbestos test reports are available for any testing which may have been done in the past.



SITE PLAN

B. Project Goals and General Scope:

The project goals are to renovate all the bathrooms at this development, as the budget allows, using durable and cost effective materials. Renovations are anticipated to vary between units depending on the age and condition of the bathroom finishes and components. Some bathrooms have been selectively renovated during the past 15 years and do not require a gut renovation. Those that are in the worst condition will require a complete bathroom gut renovation including, but not limited to:

- new exterior wall insulation, vapor retarder, and wall and ceiling finishes, including lower wall wainscot
- ½" thickness solid surface acrylic or tile tub surround and new cast iron bathtub;
- wall-mounted enameled cast iron or porcelain sink
- removal and reinstallation of the existing low-flow toilets;
- 12" ceramic tile flooring on waterproofing membrane;
- Existing cast iron convectors shall be retained and integrated with the new work, with either new or re-finished metal covers.

The construction budget for this project, of approximately \$20,600 average per bathroom, is based on a complete gut renovation of all 68 bathrooms, some selective structural repairs and some selective replacement of building utilities, as identified during existing condition survey. The buildings are not

currently sprinklered. This project is not intended to add sprinklers due to the limited areas affected by the proposed scope of work.

At locations where excessive damage is observed, this project is intended to clearly document, quantify and locate that work so competitive bids may be obtained. Work will not be identical at each bathroom.

The floor sheathing and framing shall be reviewed and if necessary selective demolition done to better evaluate and quantify existing conditions and repairs required.. Likewise damaged walls should be selectively opened and temporarily patched to better ascertain the extent of damage which is present and any concealed asbestos pipe insulation at those units where selective demo. is done. The exterior air barrier and insulation shall be replaced and penetrations air sealed. New bath fans which vent through side walls or attics using insulated rigid metal ducts shall be required.

The Designer shall review a representative number of 12-14 bathrooms and prepare an existing conditions assessment for typical units of each type as well as those which may have had selective renovations during the past 10 years. There are 9 unit types. This review shall include identifying units for selective demolition after the initial existing conditions survey to better locate and quantify the nature of structural repairs, and related mechanical, electrical, plumbing and fire-safety systems.

It appears that bathrooms do not contain exterior wall insulation at the majority of units. The exterior wall and bathroom ceiling assemblies including vapor retarder, air sealing and insulation, shall be reviewed and new vapor retarder and insulation provided where deficiencies are noted. Insulation which is present in bathrooms renovated during the past 20 years may not require replacement. Selective demo. to ascertain the most cost-effective scopes should be done.

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 www.mass.gov/hed/housing/ph-mod/.

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.

This project will require mechanical, plumbing, electrical drawings which shall be properly stamped by a Massachusetts registered engineer in the specific discipline.

The Designer shall review and follow DHCD design and construction standards for the work of this project. These standards include but are not limited to the following:

- 02 82 00 Asbestos;
- 02 83 00 Lead;

06 10 00 & 06 20 00 Rough & Finish Carpentry
 06 50 00 Structural Plastics
 07 20 00 Building Insulation
 07 90 00 Sealants
 09 20 00 Gypsum
 09 30 00 Tile
 09 65 00 Resilient Flooring
 09 90 00 Painting
 10 00 00 Specialties
 22 00 00 Plumbing
 23 00 00 HVAC
 26 00 00 Electrical

To find the DHCD Design and Construction Guidelines and Standards go to
www.mass.gov/hed/housing/ph-mod/

2. **Existing Conditions.** Updating and verifying documentation of existing building dimensions, details, and general existing conditions is a Basic Service. The Designer should note that there are nine unit types each with differences in layout and utilities, therefore a representative plan for each unit type, (9 units) is required to identify any variations which will impact scope of work. In addition a customized scope of work for each individual unit, based on this survey, selective demo, and an evaluation of deteriorated conditions, should be included in the bid documents. Unit prices should not be used to bid work which can reasonably be foreseen by a thorough review of existing conditions. Designers applying to this project should anticipate multiple field visits in the schematic phase to investigate existing conditions, including field visits by the Designer's engineering consultants, selective demolition visits and additional visits as may be required to fully assess the adequacy of mechanical, electrical, plumbing and structural systems.
3. The Designer is required to verify the existing conditions by physically inspecting units. Original construction drawings of the development are not available, however typical architectural building plans and site plans for a variety of building projects done at this development during the past 20 years are available for the Designer's use. The Designer is encouraged to avail themselves of these drawings; and to include physical verification of the accuracy of existing drawings which are utilized. The Designer shall also include additional supplemental drawings in their basic services, to accomplish the specific project goals of this project.
4. **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.
5. **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 www.mass.gov/hed/housing/ph-mod/.
 - 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.
6. **Landscape Architecture Service** Landscape architectural services are not anticipated to be required as part of Basic Services. If required, this shall be a reimbursable expense to the Designer.
 7. **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.
 8. **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 part time 20-24 hours per week Project Representative will be required for this project.

9. **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.
10. **Lead Based Paint abatement Service.** LBP testing and inspection services will be provided as a reimbursable to the Designer, if required. None are anticipated at this time since the units all have current letters of lead paint compliance.
11. If additional testing and/or remediation is required, 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 project specifications relating to these recommendations, and 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 and to the extent that existing letters of compliance and/or previous test reports do not adequately identify the extent of presence of lead containing materials.
 - 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.

12. 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 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.

13. 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. 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.

14. Project Phasing/Tenant Relocation. The project will require tenant relocation and the requirement for a contractor project phasing plan shall be specified in the Summary of Work Section of the bid documents.

The LHA is responsible for the conceptual relocation plan and relocation budget and shall work closely with the Designer. The LHA's plan/budget will be determined by information provided by the Designer for the length of time the resident(s) will be required to out of the unit and whether a full or partial relocation is required.

D. Specific 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 the includes the costs of performing nay necessary air clearance tests but the Designer's costs for 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 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 Destruction testing and other extraordinary investigations of the site will be a Reimbursable Service to the Designer but the Designer's costs for 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 a both a hard copy and electronic copy of the submittal delivered to the Housing Authority and to the DHCD. The submittal is not considered complete until the full submittal is delivered. Submissions to DHCD that are made electronically should be emailed in PDF format to DHCDDesignSubmission@state.ma.us. A copy of the standard DHCD A/E Document Submission Transmittal Form is to be included and can be found at <http://www.mass.gov/hed/housing/ph-mod/design-and-construction-guidelines-and-standards.html>. Hardcopy submissions to DHCD should be addressed to the attention of Andrew Clinton, Capital Projects Coordinator.
- 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 resolves any issues or discuss alternative design approaches.

The following phases will be required for this project:

1. **Conceptual and Investigation Phase-No formal submittal or submittal review required.**
 - a. Schedule and attend a project "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:
 - (1.) Thoroughly review the requirements of the RFS including scope, budget, and schedule.
 - (2.) Visit the site and become familiar with existing conditions as they relate to the scope.
 - (3.) Obtain from the Authority and study all available drawings, reports, maintenance reports, and other existing data pertaining to the project. Confirm the adequacy of lead test reports received and any additional lead and/or asbestos testing as may be required.
 - (4.) Interview Authority staff and tenants.
 - (5.) Conduct a preliminary review of the codes and regulations relating to the project.
 - (6.) 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 www.mass.gov/hed/housing/ph-mod/.
2. **Schematic Design Phase:**
 - a. Schedule, coordinate and review results of any additional testing or selective demolition.

- b. Discuss with the Building dept. and code issues which may arise and provide written summary of conclusions reached during those discussions.
- c. Visit site with engineering consultants to evaluate adequacy of existing systems proposed to remain and to discuss repair options for those systems proposed to be demolished or replaced. Develop cost effective alternatives with engineering consultants, if the scope of proposed work exceeds the project budget established for this project.
- d. Collect and study all available drawings, reports, maintenance reports, and other existing data pertaining to the project which were not previously reviewed.
- b. Conduct a thorough on-site review of conditions relating to the project.
- d. Analyze all applicable codes and regulations and the DHCD Design and Construction Guidelines and Standards which can be found at www.state.ma.us/dhcd.
- e. Meet with local building officials as required. – coordinate the meeting with the Authority.

After the above tasks have been completed:

- f. Prepare and deliver a printed "**Schematic Design**" **Submission** for review by DHCD and the Authority. The Schematic Submittal is due within the time defined in the schedule in Section F, at the end of this RFS.

This submission shall include drawn-to-scale plans, building sections and details for each unit type.

The drawings shall clearly show the premise on which the design is based, including the extent of demolition and full extent of mechanical, electrical, plumbing, fire-safety and structural modifications proposed.

The submission shall include a project manual with Division One and technical outline specifications clearly identifying component and materials manufacturers and specific products proposed.

The schematic submittal shall:

- (1.) Incorporate or respond to the information gathered during the staff and resident interviews.
- (2.) Provide a written update of the status of the following:
 - i. 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.
 - ii. Summary of the codes and regulations that apply to this project including MAAB regulations.
 - iii. Summary of selective demolition performed and the findings and recommendations of the Designer and the Designer's engineer consultants.
 - iv. Summary of hazardous materials survey conducted including letters of lead paint compliance, if applicable. Include all test reports, whether from previous testing or testing performed during the work of this contract.
 - v. Summary of the applicable DHCD Design and Construction Guidelines and Standards.
 - vi. Summary of progress on the waste management plan
- (3.) Include a detailed and itemized cost estimate in a format acceptable to the Department which identifies the quantities of work each trade by materials and labor. 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.) Include a complete set of drawn-to-scale schematic design drawings showing existing conditions at all units and clearly documenting the locations, quantities and customized scopes of work proposed for each unit.
 - (6.) Include interior elevations and schematic details for all systems and assemblies proposed, including existing conditions demolition and proposed new work.
 - (7.) Include mechanical, electrical, plumbing fire safety and structural drawings and details to the same level of schematic design development as architectural drawings.
 - (8.) Determine which e-bid host, (Project Dog, or other) will be used, if any.
- 3. Construction Documents Phase:**
- a. Prepare and deliver a formal "Construction Document Submissions" at the 100% level of completion. Each submission shall:
 - (1.) Document any additional design decisions made since the approval of the preceding phase.
 - (2.) 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:
 - i. 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.
 - ii. Starting with the 100% CD submission, incorporate the Department's most current "front end" materials into the Project Manual including:
 - Procurement and Contracting Requirements
 - The Department's General Conditions
 - Division 1 Specification of General Requirements (This material is available on the Department's web site www.mass.gov/hed/housing/ph-mod/)
 - iii. The Technical Specifications in a format acceptable to the Department. These specifications shall clearly identify each filed sub-bid trade.
 - (3.) Include a revised cost estimate prepared in a format acceptable to the Department as part of the 100% submission. This cost estimate shall be structured to identify any required filed subcontractors and includes a individual breakdown for each sub-trade.

The Bid Sets of construction documents shall:

 - (1.) Incorporate the comments included with the 100% CD approval,
 - (2.) Include a revised Advertisement reflecting the correct bidding schedule developed in coordination with the Authority and Department.
 - (3.) Include the necessary e-bid documentation and be uploaded to the e-bid host.
- 4. 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.

- c. Schedule, attend and conduct a pre-bid conference.
- d. Take bidder questions and prepare addenda for the Department's review and approval prior to issue.
- e. Distribute addenda approved by the Department to prospective bidders in accordance with M.G.L. c149 §44A-J.
- f. Make recommendations to the Authority regarding the award of a Construction Contract including a written review of the contractor's qualification and recommendations.
- g. Archive the Bid Documents: The Designer shall prepare and transmit a PDF version of the bid set documents (including addenda) 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.

5. Construction Administration Phase:

- a. 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:
 - (1.) Attend periodic job meetings at the project site to observe the quality and progress of the work and furnish a written field report for every such visit, including the minutes of the job meeting.
 - (2.) Issue clarification sketches as required to answer all questions from the Contractor.
- b. On average, these tasks are expected to approximate 5½ hours per week during the Construction Administration Phase, exclusive of project closeout.
- c. In addition to hours required as per items a and b listed above, the Designer's project team member responsible for lead paint abatement work shall attend the Pre-Construction meeting, and provide construction administration services relating to the abatement. Such services are anticipated to average 4 hours per week during the Construction Administration Phase and are considered Basic Services a Reimbursable.

6. Update the Capital Planning System Phase:

See Article 17.6 of the Contract for Designer Services.

7. Completion Phase:

See Article 17.8 of the Contract for Designer Services. Special attention is directed to 17.7.8. 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

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%
Schematic Design approval	20%	25%
100% Construction Documents approval	35%	60%
General Bid Opening	5%	65%
Certificate of Substantial Completion	30%	95%
Certificate of Final 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, responsible for all aspects of site review and production of construction documents be a Massachusetts registered architect
3. Be experienced in, or work with a sub-consultant(s) experienced in electrical, plumbing HVAC, fire protection and structural engineering on projects of comparable scope and complexity to this project. (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)
 - a. Lead-based paint inspection, testing and abatement specification
 - b. Asbestos inspection, testing and abatement specification

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>3</u>	of the Department's contract approval
• The Schematic Design Submission	<u>6</u>	of the "Kick-Off" meeting
• The 100% CD Submission	<u>8</u>	of receipt of the written approval of 95% CD
• 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

G. Estimated Duration:

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

Design Phases listed above	<u>21</u>	weeks
Bidding Phase of	<u>13</u>	weeks, and
Construction Administration Phase of	<u>26</u>	weeks
Estimated Total Duration (Exclusive of Completion Phase)	<u>60</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 web site www.mass.gov/hed/housing/ph-mod/.
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 \$250,000.

- c. Architecture
- d. Plumbing
- e. Structural
- f. HVAC
- g. Electrical
- h. Cost estimating (may be Designer, if relevant experience in cost estimating is listed on application).
List cost estimator if not done by Designer.

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. Applicants must have an up-to-date Master File Brochure (AE-4) on file at the Department.

K. Preferred qualifications:

- 1. Be experienced in projects of similar complexity and scope at state-aided public housing developments in the Commonwealth of Massachusetts. (To receive credit, projects must be listed on the application.)
- 2. Demonstrated ability to take direction from DHCD design reviewers to address project goals stated in RFS and design review memos.
- 3. Demonstrated ability to work within tight project budgets in accomplishing project goals in creative and cost-effective ways.
- 4. Have worked effectively as part of a design team including a multi-disciplinary engineering team, Housing Authority and DHCD to effectively meet the project goals as outlined on RFS.

L. Proposal requirements:

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

- 1. Submit 15 (fifteen) copies of the Application for Designer Services (AE-3) to the Woburn Housing Authority.
 - a. Applications should be accompanied by a concise cover letter that is a maximum of two pages in length. A 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 3 - 8½" x 11" pages, double-sided.
 - 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 contact.

- 2. Submit application and direct all questions to:

*Mr. Robert McNabb
Woburn Housing Authority
59 Campbell St.
Woburn, MA 01801*

- 3. Applications are due no later than 2:00 PM, on February 15, 2017

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.