REQUEST FOR ARCHITECTURAL SERVICES (RFS)
The Department’s Project # 248114
Revere Housing Authority

200-1 Siding, Roofing, & Window Replacement Phase 2
248-200-01

April 4, 2020

Invitation: The Revere 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 comprehensive building envelope upgrade in the 200-1 State Veterans Development in Revere, Massachusetts.

The construction budget for this project is $1,000,000.00 and the Design Fee for RFS Basic Services is $125,000.00.

If the Design Fee for Basic Services is equal to or greater than $100,000, the chosen Designer 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 State Veterans development consists of 79 low-rise multi-family 2-story buildings on a site of approximately 24 acres. Construction of the development was completed in 1950. There is a total of 286 dwelling units. There is also a maintenance shed on the site.
The exterior siding of this development is Masonite siding which is severely deteriorating; some buildings are in desperate condition. The Revere Housing Authority has been fixing the siding, racing against its speed of falling apart. Various patches on exterior walls can be seen throughout the development. Prior to this RFS, there have been two projects addressing the envelope issues: one that soon will be under construction, replacing siding, windows and roofs, and a roof project in 2012 that replaced a portion of the roofs in this development.

Asbestos/Lead testing are required for this project, the selected designer shall make the educated decision once reviewed the building conditions and researched the records to determine the testing in the Conceptual Phase.

B. Project Goals and General Scope:

The Goal of the project is to address the much needed building envelope issues and protect the wellbeing of the tenants.

The Scope of the project included:

- Siding Replacement. The scope includes but not limited to: Remove existing siding to sheathing, repair and/or replace damaged sheathing; install new air, vapor and moisture barrier and continuous exterior insulation; and install new vinyl siding and solid composite/PVC trim.
- Roof Replacement. The scope includes but not limited to: Remove existing shingles to deck, fix roof sheathing where required, install new underlayment, ice and water shield, varies boot flashing and vent jacks, and various flashing, step flashing and trip edge. Calculate attic ventilation, evaluate gutters and downspouts, eaves and soffits, and design upgrade as required.
- Window Replacement. The scope includes but not limited to: thoroughly investigate the existing window condition, perform a destructive testing if required, select high performance low maintenance windows, and provide details that work seamlessly with the flashing, exterior air, vapor and moisture barrier and continuous insulation to create a weather tight efficient envelope.
- Buildings in the development are on various stages of upgrade, different set of details may be required to cover all conditions. Details should be designed with considerations of interfacing with future projects.

In addition,

- At the Conceptual Phase of the project, the designer should establish an Excel Sheet that captures the overall status of this development. The Excel sheet should have the ability to sort the buildings and components, such as Building Types, and the status of upgrade of each component. Along with the Excel sheet, the designer should also create color coded site plans for quick visual understanding of the overall project. The designer shall work with DHCD and the RHA to finalize the format; and provide an update of both once project is under construction.
- The development is estimated to have 11 different building types. For this RFS, the designer shall design all building types for roof, window and siding upgrades where required, essentially complete the design of the development by typology; this RFS will only cover about $1M of construction scope.
- The designer shall review the attic insulation and air sealing condition, and provide estimated cost for upgrade and correction; and facilitate the RHA and DHCD for LEAN project assessment and/or DHCD SUST Fund application on attic insulation and thermal envelope upgrade.

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

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 a representative samples for understanding specific details, and inspecting all buildings of the development to establish typology and scope. Existing drawings of the development are (not) 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.

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.

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:**

   The building(s) are a 200 development and has a Letter of Compliance, but the Lead Test Report may be UNAVAILABLE:

   a. The LHA has a Letter of Compliance for the building(s) however the Lead Test Report is unavailable. The Architect/Engineer should determine whether components with lead base paint will be disturbed during construction. **Testing should be limited to where the work will occur.** If there are covered components that haven’t been tested and occur where work will be undertaken, the Architect should conduct destructive testing, during design to determine if there is lead paint on any surface that will be disturbed during construction. **Prior to testing, provide the testing scope to the DHCD Architect/Engineer for review.** The DHCD Architect/Engineer will confirm that the testing scope is appropriate to the project.

   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. 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.

### D. Specific Reimbursable Exclusions from Basic Services:

1. **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.

2. **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.

3. **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.

4. **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 delivered to the Housing Authority and to DHCD. 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=248114&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. Hardcopy submissions to DHCD should be addressed to the attention of Sabrina Cotton, Senior Administrator.

☐ The Revere Housing Authority contact for the project will be Mr. Carlos Lopez at clopez@revereha.com. The DHCD contact will be Shan Li at Shanyan.li@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. Evaluate and coordinate HAZMAT and destructive testing as required.

      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. Formulate a general approach (or alternative approaches) to the design of the project for informal presentation and discussion at the “Kick-Off” meeting.

   b. Milestone Work Product Submission: Prepare and deliver a formal Concepts Submission which is due 3 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 statement of design approach.

vii. The Excel sheet and color coded site plans that summarizes the existing conditions of the development.

viii. Provide updates and/or results of HAZMAT and destructive testing.

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. Milestone Work Product Submission: Prepare and deliver a formal “Schematic Design Submission” which is due within the time defined in the approval of the previous phase.

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

1) Incorporate or respond to the information gathered during staff and resident interviews.

2) Provide a written update of the status of the following:

   a) Confirmation of the sufficiency and adequacy of the existing plans and other data provided by the Authority that such information is sufficient to prepare contract documents required to meet the goals and objectives of this project. This confirmation shall include a written report of the results of any supplemental investigation, research, testing or selective demolition.

   b) Summary of the codes and regulations that apply to this project including MAAB regulations.

   c) Summary of the applicable DHCD Design and Construction Guidelines and Standards.

   d) Summary of progress on the waste management plan

3) Include a cost estimate in a format acceptable to the Department which allows for tracking of estimate changes over the life of this contract. This cost estimate shall be structured to identify any required filed subcontractors and include an individual breakdown for each sub-trade.

4) Include a list of anticipated drawings, including but not limited to: existing condition drawings that represent the typology of all buildings of the development. Proposed construction scope and cost estimate.

5) Determine which ebidding host will be used.

3. Design Development Phase:
a. Waived.

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. 50% CD Check-in, meet with DHCD Architect at roughly 50% CDs.
   i. Though not required to do a formal submission at 50% CDs, the designer should schedule a review meeting with DHCD architect to go over the progress set and an updated cost estimate. (The project Architect who is responsible for developing details and/or overseeing the day to day work needs to be present.)
   ii. The designer shall be prepared to review representative details covering the range of the scope at this meeting.
   iii. The designer shall complete and distribute a meeting notes within one (1) week after the review meeting, and provide follow-ups on all required items.
   
c. Milestone Work Product Submission: Prepare and submit a formal “Construction Document Submissions” at the 100% level of completion.
   The 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.
   Issue an update for the 100% submission.
   This cost estimate shall be structured to identify any required filed subcontractors and includes a individual breakdown for each sub-trade.
   
d. 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 upload a PDF version of the bid set documents (including addenda) to the Bid Submission portal of Cap Hub on the design tab and 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. 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 to the Authority,
the DHCD Construction Advisor and the DHCD Architect/Engineer a written field report for every such visit, including the minutes of the job meeting, and a summary of any RFI or Change Orders discussed.

ii. Issue clarification sketches as required to answer all questions from the Contractor.

iii. Review and act upon shop drawings, in a timely manner, as submitted by the contractor.

iv. Provide consultation and technical assistance in the interpretation of contract documents.

v. Review construction process to ensure compliance with construction documents.

vi. Review and recommend action relative to Contractor’s Request for Payments.

vii. Ensure that all necessary inspections and approvals from appropriate regulatory authorities are secured.

viii. Prepare punch lists and final contractor payment/completion documents.

b. On average, these tasks are expected to approximate 12 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 8 hours per week during the Construction Administration Phase and are considered Basic Services a Reimbursable.

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).

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 Biddocs online 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**

<table>
<thead>
<tr>
<th>Within/Weeks</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attend a “Kick-Off” meeting</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>The Concepts Submission</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>The Schematic Design Submission</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>The 100% CD Submission</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Whole or partial resubmissions are due</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>One Record Set of the Bid Documents is due at the Department</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>The Warranty Inspection is to be done</strong></td>
<td>9</td>
</tr>
</tbody>
</table>

G. Estimated Duration:

1. The estimated total duration of the Contract for Designer Services (exclusive of the Completion Phase) is 27 weeks calculated as follows

   - Design Phases listed above | 27 | weeks |
   - Bidding Phase of | 13 | weeks, and |
   - Construction Administration Phase of | 18 | weeks |

   **Estimated Total Duration (Exclusive of Warranty and Completion Phase) | 58 | 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 $250,000.00 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**

<table>
<thead>
<tr>
<th>Project Milestone</th>
<th>Value of each Milestone as a % of total fee</th>
<th>Cumulative % of total fee earned as of the completion of each Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Execution of Contract</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>Concept Design approval</td>
<td>10%</td>
<td>15%</td>
</tr>
<tr>
<td>Schematic Design approval</td>
<td>20%</td>
<td>35%</td>
</tr>
<tr>
<td>100% Construction Documents approval</td>
<td>25%</td>
<td>60%</td>
</tr>
<tr>
<td>General Bid Opening</td>
<td>5%</td>
<td>65%</td>
</tr>
<tr>
<td>Certificate of Substantial Completion</td>
<td>25%</td>
<td>90%</td>
</tr>
<tr>
<td>Certificate of Final Completion</td>
<td>5%</td>
<td>95%</td>
</tr>
<tr>
<td>Warranty Walk-thru and Report</td>
<td>5%</td>
<td>100%</td>
</tr>
</tbody>
</table>
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 extensive building exterior renovation and modernization of state funded projects, particularly with expertise on building envelopes. (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. Lead-based paint inspection, testing and abatement specification
   2. Asbestos inspection, testing and abatement specification
   3. Architecture
   4. 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. Applicants must have an up-to-date Registration and Disclosure on file at the Designer Selection Board by the time of the Designer Selection Committee meeting to review the applications. The registration and disclosure should be input or updated on the Designer Selection Board's new web application. It is necessary to complete this step by going to:

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

Instructions for first time log in can be found on our webpage at: https://www.mass.gov/service-details/designer-selection in the document called “DSB WebApp First Time Log In for Masterfile Brochures.”

K. Preferred qualifications:

1. Be an architectural firm.

2. Be experienced in building envelope design, and building exterior renovation projects at state-aided public housing developments in the Commonwealth of Massachusetts. (To receive credit, projects must be listed on the application.)

L. Proposal requirements:
Persons or firms interested in applying must meet the following requirements:
1. Submit a digital PDF copy of the Application for Designer Services (AE-3) to the Revere 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 in PDF format.

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 PDF - 8½"x 11" 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 contact.

2. Submit application and direct all questions to:

   Mr. Carlos Lopez
   Revere Housing Authority
   clopez@revereha.com

3. Applications are due no later than 2:00 PM, on April 22, 2020.

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.