

## REQUEST FOR DESIGNER SERVICES (RFS) Attachment A

### EOHLC's Bureau of Housing Development and Construction Designer Selection Committee

100 Cambridge Street, Suite 300, Boston MA 02108

Contact: [DHCDDesignerSelectionCoordinator@mass.gov](mailto:DHCDDesignerSelectionCoordinator@mass.gov)

EOHLC Webpage: [Designer Selection | Mass.gov](#)

**PUBLIC NOTICE DATE:** December 31, 2025

**APPLICATION DUE DATE & TIME:** January 21, 2026—2:00PM

**LOCAL HOUSING AUTHORITY:** Danvers Housing Authority

**PROJECT #:** 071081

**PROJECT TITLE:** SUST Heating System Electrification

**DEVELOPMENT #:** 667-03

**ESTIMATED CONSTRUCTION BUDGET:** \$1,430,000

**DESIGN FEE FOR RFS BASIC SERVICE**, excluding  
reimbursables, based on the scope of work and

service authorized, **shall not exceed:** \$117,500

**PROJECT TYPE:** Renovation

#### **PRIME FIRM REQUIRED:**

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

#### **SUB CONSULTANTS' DISCIPLINES REQUIRED:**

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

1. Asbestos inspection, testing and abatement specification.
2. HVAC.
3. Electrical.
4. Architectural.
5. Independent Cost Estimating (License or registration not required).

**INVITATION:** The Danvers Housing Authority Housing Authority, through the Massachusetts Executive Office of Housing and Livable Communities (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 Heating System Electrification and electrical improvements at the 667-03 development described above in Danvers, Massachusetts.

The Applicant's application will be reviewed by the Designer Selection Committee (DSC). **3** Applicants will be selected for a ranked list by the DSC.

As the Fee for Basic Services for this Contract is **\$100,000 or more**, MBE/WBE Participation applies to the project. The **minimum MBE and WBE participation goals are 6.6% MBE and 15% WBE** of the overall value of

the design contracts for this Contract/project. See Section G. Application Evaluation H. Affirmative Marketing for further information.

The Designer must agree to strive to achieve a 3% Veterans Business Enterprise (VBE) participation goal as certified by the Supplier Diversity Office (SDO) for all state and state-assisted design and construction projects costing more than \$150,000. Veteran-owned (VBE) and Service-Disabled Veteran-owned (SDVOBE) are jointly referred as "Veteran Business(es)".

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

## A. Background:

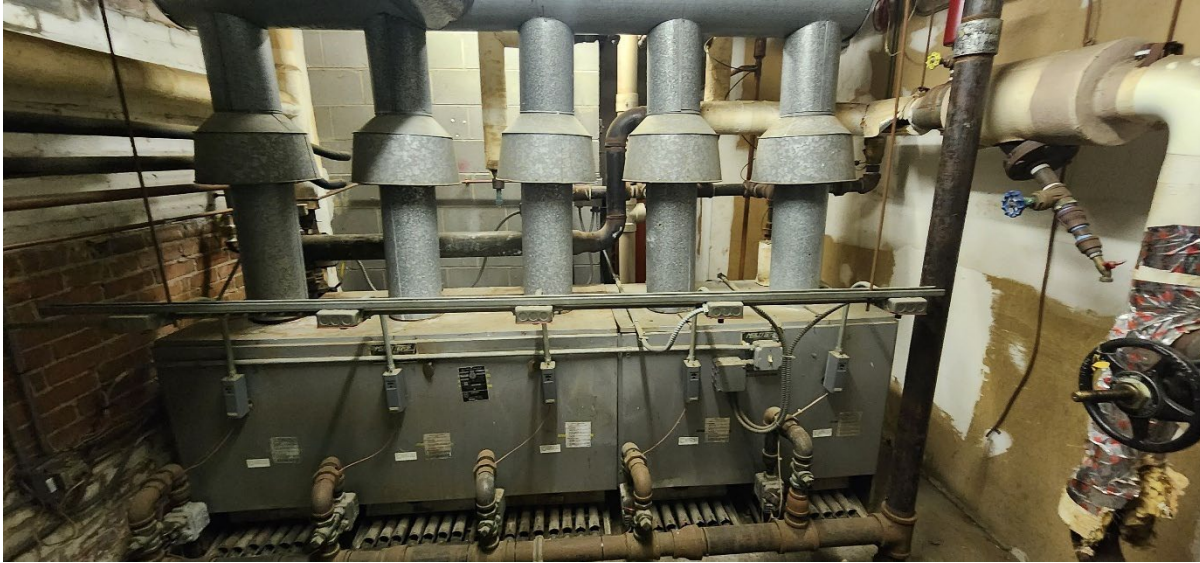
The Tapley Manor +(Tapley School) development (667-3) consists of 1 medium rise elderly 4-story building on a site of approximately 1 acre. Original construction of the development was completed in 1896. The building was renovated in the early 1980's and occupied in 1984 and a three story addition was added to the original 1896 building. There are a total of 40 dwelling units and a combined residential floor area of 44,000 square feet. There are no original drawings in BidDocs. There is a flat mechanical space on the roof that may possibly be used for some of the ASHP condensers,

The building has a 1200 A 208/120 V three phase service with multiple 100 A three phase circuit breakers feeding risers that provide 208/120 V single phase power to five units and multiple 80 A three phase circuit breakers that feed risers the power four units. The units currently have a 100 A Square D load center with a 60 A main circuit breaker.

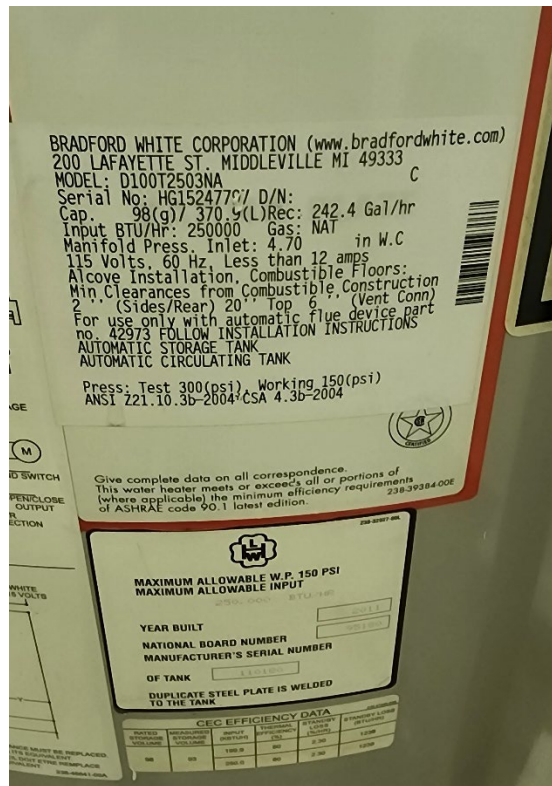




There is a five section 1,200,000 btu output gas fired boiler in a first floor boiler room that provides space heat throughout the building.



There are two 250,000 btu/hr input gas fired 98 gallon water heaters located in a mechanical room on the fourth floor.



There was a domestic hot water usage study performed by New Ecology, Inc. and the result of this study will be provided to the awarded firm. The LHA does not have a copy of the original construction drawings for this development. Lead testing is not required for this project. Asbestos testing is required for all projects where asbestos may be present. The units will be occupied during construction.

## B. Project Goals and General Scope:

**RENOVATION GOAL:** The selected firm will provide state of the art design services and creative problem solving on how to renovate the heating and electrical systems most effectively and sustainably in 100 plus year-old buildings with knowledge of new and evolving technologies and shall have extensive experience in providing such services in multifamily housing.

### SCOPE OF WORK

The Scope of work includes, but is not limited to:

1. Replace all existing gas fired space and domestic water heating equipment with properly sized air source heat pump (ASHP) equipment.
2. Vacate and cap all unused gas piping.
3. The removal of all unused gas fired equipment and associated piping and pumps.
4. Provide heat loss calculations supporting the sizes of the selected equipment including the individual unit ASP and the domestic hot water ASHP.
5. Determine if ASHP water heaters are the best approach.
6. Provide electrical load calculations to determine the required sizes for the unit load centers and the building main distribution panel (MDP) as well as the house panel.
7. Provide new electrical risers, sized as required to support new electrical loads.
8. Provide new electrical outlets as required to support the new electrical equipment.
9. Provide all patching and painting as required.
10. Perform all required asbestos testing.

Prepare for submittal with the 100% CDs, the EOHLC one page document for “EOHLC Construction Notification for Residents of State Public Housing.” The document template is posted on the [Design Guidelines webpage](#) for the consultant’s use.

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

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

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

Use of products with health declarations is required where available. Recommendations can be found in the EOHLC document: [Healthy Building Network Resource Guide for EOHLC](#).

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

### **C. Supporting Documents**

The scope of work for this project is supported by the materials listed below.

N/A

### **D. Project Phases and Work Plan:**

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

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

- ☐ After a review by the Authority and Department, written approval of each phase will be made in accordance with Article 2.3 of the Contract for Designer. If after this review the submission is “Not Approved” the Designer will be required to re-submit the deliverables for each phase in accordance with the comments included in the non-approval letter.
- ☐ Approval of each phase will not occur without successful completion of the required deliverables for each phase and shall precede Work on subsequent phases
- ☐ Each Design Submission shall include a written response to any comments or recommendations included with the approval of the preceding phase.
- ☐ The Prime Firm will be required to use EOHLC’s Cap Hub Project Management system for Design and Construction Administration. Each submission shall include an electronic copy of the submittal to Cap Hub. Hardcopy submittals may be requested by the Housing Authority. Include live section tabs that link to the content on PDF reports, specifications, and drawings. The submittal is not considered complete until the full submittal is delivered. Electronic Submissions with [Designer Submission Transmittal Form](#) should be made at: <https://caphub.azurewebsites.net/Project/Detail?fishNumber=071081&tab=design-tab>. Sign into Cap Hub with your username and password to access projects to which you have been assigned. If you do not have a log in, contact the EOHLC Project Manager to receive a username and temporary password. A copy of the standard EOHLC Designer 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/doc/designer-submission-transmittal-form/download>.
- ☐ The Danvers Housing Authority contact for the project will be Cynthia Dunn at [cdunn@danvershousing.org](mailto:cdunn@danvershousing.org). The EOHLC contact will be Howard Gerber at [Howard.Gerber@mass.gov](mailto:Howard.Gerber@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. Study/Investigation or Conceptual Phase: Not Required.**

## 2. Schematic Design Phase:

- a. Schedule, conduct and prepare minutes of a “Kick-Off” meeting with the Authority and EOHLC 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. Visit the site and become familiar with existing conditions as they relate to the scope.
  - iii. Collect available drawings, reports, maintenance reports, and other existing data pertaining to the project.
  - iv. Review the Department’s Design and Construction Guidelines and Standards for renovation 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>.
  - v. **Provide a list of recommended testing, investigative demolition, and research required for the project.**
  - vi. Formulate a general approach or alternative approaches to the design of the project for a presentation and discussion at the “Kick-Off” meeting.
- b. Schedule, conduct and prepare minutes of a **schematic design meeting** with the Authority and EOHLC representatives to review the project. Prior to the meeting the Designer shall:
  - i. Study all available drawings, reports, maintenance reports, and other existing data pertaining to the project.
  - ii. Interview Authority staff and residents if required.
  - iii. Conduct a thorough on-site review of conditions relating to the project. Establish existing conditions.
  - iv. Analyze all applicable codes, regulations and the EOHLC 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 an investigative report with update of the following:
  - a) Confirmation of the sufficiency and adequacy of the existing plans and other data provided by the Authority that such information is sufficient to prepare contract documents required to meet the goals and objectives of this project. This confirmation shall include a written report of the results of any supplemental investigation, research, testing or selective demolition.
  - b) Summary of the codes and regulations that apply to this project including but not limited to Building Code, Existing Building Code, Energy Conservation Code, and MAAB.
  - c) Summary of the applicable EOHLC 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 EOHLC which allows for tracking of estimate changes over the life of this contract. This cost estimate shall be structured to

identify any required filed subcontractors and include an individual breakdown for each sub-trade.

- 4) Include the HAZMAT testing report and any investigative testing or surveys that apply.
- 5) Includes outline specifications in a format acceptable to EOHLC which lists the technical specification sections and their respective scopes to be included in the contract documents.
- 6) Include drawings and details that establish the existing conditions. Provide schematic drawings, diagrams, or narratives for the proposed solution(s) at a level of detail that can support the cost estimate.
- 7) Determine which eBidding host will be used.

### **3. Design Development Phase: Not Required**

### **4. Construction Documents Phase:**

- a. If required by the Authority, meet with EOHLC 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 [Public Housing Modernization Documentation | Mass.gov](#))
    - 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 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 EOHLC 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. The project shall be bid electronically. Information for ebidding vendors and their process is located on the EOHLC information for bidding webpage at: <https://www.mass.gov/service-details/public-housing-bidding-information>.
- b. Provide technical assistance to the Authority relative to questions and requests for clarifications received from potential bidders.
- c. **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 EOHLC PM and the Housing Authority within 7 days of the bid opening.
  - vi. Archive the Bid Documents: The Designer shall prepare and upload a PDF version of the bid set documents (including addenda) into Cap Hub on the Design Tab under the Bid Document Submittal Portal and transmit the same to BidDocsONLINE to be archived. (BidDocs is EOHLC's vendor for digital archiving.) The PDF documents shall be forwarded via email to [support@biddocsonline.com](mailto:support@biddocsonline.com). If the documents are too large to email, please forward a CD to BidDocsONLINE, P.O. Box 51, Groton, MA 01450. All documents should be accompanied by a transmittal indicating the Housing Authority, the project name, the development name and number, the EOHLC 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. Schedule, attend and conduct a pre-construction conference. The NTP should take place at the beginning of the meeting. The rest of the meeting shall be considered the first meeting of the Construction Phase.
  - iii. Conduct scheduled job meetings at a minimum of bi-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 EOHLC Construction Advisor and the EOHLC Architect/Engineer a written field report for every such visit, including the minutes of the job meeting, and a summary of any RFI or Change Orders discussed.
  - iv. Issue clarification sketches as required to answer all questions from the Contractor.
  - v. Review and act upon shop drawings, in a timely manner, as submitted by the contractor.
  - vi. Provide consultation and technical assistance in the interpretation of contract documents.
  - vii. Review construction process to ensure compliance with construction documents.
  - viii. Review and recommend action in Cap Hub relative to Contractor's Request for Payments.
  - ix. Ensure that all necessary inspections and approvals from appropriate regulatory authorities are secured.
  - x. Prepare punch lists and final contractor payment/completion documents.
- b. On average, these tasks are expected to take approximate eight (8) 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 EOHLC Architect/Engineer and the EOHLC 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 EOHLC Construction Advisor and the EOHLC Architect/Engineer. The report shall include before and after photos of the project.

## **8. Update the Capital Planning System Phase:**

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

## **9. Completion Phase:**

See Article 17.8 of the Contract for Designer Services. Special attention is directed to 17.8.8. The Designer shall transmit one pdf file of the as-built set of documents to Biddocsonline to be archived. The pdf documents shall be forwarded via email to [support@biddocsonline.com](mailto: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 EOHLC number and the designer's contact information.

#### E. Required Designer Performance Times and Formal Submissions:

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

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

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

#### **Designer Performance Times Table**

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

#### F. Estimated Duration

The estimated total duration of the Contract for Designer Services (exclusive of the Completion Phase) is as follows:

Design Phases listed above	<b><u>24</u></b>	Weeks including design review
Bidding Phase of	<b><u>13</u></b>	weeks, and
Construction Administration Phase of	<b><u>30</u></b>	weeks

<b>Estimated Total Duration (Exclusive of Warranty and Completion Phase)</b>	<b><u>67</u></b>	<b>weeks</b>
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1. 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.

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

## G. Application Evaluation

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

### PERSONNEL

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

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

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

### EXPERIENCE and FACTORS

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

1. Familiarity with Commonwealth of Massachusetts Public Bidding requirements M.G.L. c. 149.
2. Key team members will have demonstrated experience in, or work with a sub-consultant experienced in, Electrical Infrastructure Upgrade projects at multifamily housing developments in the Commonwealth of Massachusetts. (To receive credit, projects must be listed on the application.)
3. Key team members will have demonstrated experience in leading and managing projects which provide designs of high-efficient HVAC systems, including natural gas heating to Air Source Heat Pump (ASHP) conversions, decarbonization of fossil fuel systems, and strategic electrification . (To receive credit, projects must be listed on the application.)
4. Diversity Focus Statement: Applicants as Prime Firm should include in their application, under Section 5, a Diversity Focus Statement directly addressing:
  - a. The Prime Firm's demonstrated Diversity, Equity, and Inclusion efforts within its organization and within the design profession;
  - b. The specific approach for assembling the team for this project, including MBE and WBE firms with relevant and qualified experience, the Prime Firms experience with each working relationship if any, and description of the roles and responsibilities between and amongst team members anticipated for this project; and
  - c. The demonstrated track record of the Prime Firm for meeting the EOHLC diversity goals, highlighting in particular prior projects that have met or exceeded these goals, if any.

## H. Project Requirements

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

### ENERGY, SUSTAINABILITY AND CLIMATE CHANGE ADAPTATION

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

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

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

All building studies shall include preliminary estimates of the project’s energy use, (water use is by others), and greenhouse gas emissions using protocols established by EOEPA or as determined by EOHLC. EOHLC will review all means, methods, and commitments required to mitigate the project’s impact on the operating agency’s plan for meeting goals of the Executive Order as documented in the consensus solution, implementation plan and estimated construction cost.

### *Climate Hazard Adaptation and Resilience Masterplan (CHARM)*

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

### HEALTHY BUILDING ENVIRONMENTS

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

### AFFIRMATIVE MARKETING

#### *MBE/WBE Participation*

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

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

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

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

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

## UNIVERSAL DESIGN/ACCESSIBILITY

### *Universal Design*

Design solutions provided under this contract are expected to meet the diverse and changing needs of users across age, ability, language, ethnicity, and economic circumstance. EOHLC welcomes innovative design strategies that are usable by the widest range of people operating in the widest range of situations without special or separate design.

## **I. Work Included in Basic Services**

Unless specifically excluded, the Designer's Basic Services consist of the tasks described in the Contract for Designer Services as modified in this RFS (attached hereto as Attachment A) including all investigative work,



design work, preparation of construction documents, bidding phase administration, Owner-Contractor contract administration and other related work reasonably inferred (in the opinion of the Authority and the Department) as being necessary to meet the project's stated scope and goals. A copy of the Department's Contract for Designer Services can be found at <https://www.mass.gov/service-details/designer-selection> .

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

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

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

**To find the EOHLC Design and Construction Guidelines and Standards for Renovations 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 sample of a minimum of 15% of the existing units/buildings. 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 included as a reimbursable service. Where surveys are required, however, the drafting of survey specifications, assistance in obtaining the services of a qualified surveyor, and the coordination of the survey's work are considered part of Basic Services.
- 6. Project Representative.** Project Representative fees are reimbursable expenses and are not included in the Designer fee listed in this RFS, however the hiring and supervision of a Project Representative by the Designer is a part of Basic Services.

At this time, it is **not** 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 building(s) were built before 1978 and may contain lead based paint materials. The architect/engineer should not conduct lead testing but should include language in the specification to indicate to the contractor to use lead safe work practices as required by OSHA. No Letter of Compliance is required for this project.
- 9. Asbestos Abatement Service.** Asbestos abatement testing and inspection services will be provided as a reimbursable to the Designer, but the Designer's costs for procurement of, coordination, administering this consultant are part of basic services. The analysis and clarification of test and inspection results, recommendations for action, preparation of project specifications relating to these recommendations, construction administration, and assistance in the scheduling of post-abatement certification inspections, are Basic Services. If necessary coordination with The Department of Public Health and the Department of Occupational Safety is also part of Basic Services.
- 10. Recycling.** Preparation of a Waste Management plan that includes an analysis of the waste that will be generated by this construction project, including demolition will be provided as a reimbursable to the Designer if requested. This shall include developing a list of materials to be recycled, recommendations for action, preparation of project specifications relating to these recommendations, and construction administration and monitoring as well as necessary coordination with The Department of Environmental Protection.

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

- 11. Project Phasing/Tenant Relocation.** Not required.
- 12. Construction Manager at Risk Procurement:** Not required.

**J. Specific Reimbursable Exclusions from Basic Services:**

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

#### **K. Department Contract Requirements and Coordination:**

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

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

#### **L. Payment Schedule and Fee Explanation:**

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

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

#### **Designer Fee Payment Schedule**

Project Milestone	Value of each Milestone	Cumulative % of total fee
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	as a % of total fee	earned as of the completion of each Milestone
Execution of Contract	5%	5%
Schematic Design approval	25%	30%
100% Construction Documents approval	30%	60%
General Bid Opening	5%	65%
Construction	30%	95%
Warranty Walk-thru and Report	5%	100%
<b>Total</b>	<b>100%</b>	

## M. Proposal Requirements:

### APPLICANTS, PLEASE NOTE

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

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

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

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

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

2. Submit a PDF copy of the **Application for Designer Services** into the **Designer Selection Network** by selecting Danvers Housing Authority, Project 071081 Public Notice for which the application is intended. No paper copies will be accepted. The below highlights the major components of the application for Sections 1 – 5. The blank application for Sections 3-5 is available for download in the **Network** and the comprehensive application, for Sections 1 and 2, is developed in the **Designer Selection Network** system itself. Instructions for applying are located in the Q&A tab on the **Designer Selection Network** webpage.

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

Sub consultants are added to the project via a request to the sub consultant to participate in the project made through the **Designer Selection Network**. The application will not be able to be submitted without agreement by all requested sub consultants. A list of the applicant’s sub consultants will be generated by the **Network** and automatically attach to the application. The Project Organizational Chart will be represented by this list of prime firm and sub consultants. If

one of the applicants preferred sub consultants are not listed for selection, the applicant should request that they join the **Network**. Similar to the Prime Firm, SDO information will all be incorporated by the **Network**.

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

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

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

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

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

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

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

Direct questions about the **Designer Selection Network** to the EOHLC Designer Selection Coordinator at [EOHLCDesignerSelectionCoordinator@mass.gov](mailto:EOHLCDesignerSelectionCoordinator@mass.gov)

- 3. Direct all project questions to:

*Cynthia Dunn  
Danvers Housing Authority*



*cdunn@danvershousing.org*

4. Applications are due no later than 2:00 PM, on January 21, 2026.
5. Application forms must identify the names and registration numbers (if applicable) of any personnel listed as Required.