

REQUEST FOR ARCHITECTURAL SERVICES (RFS)

The Department's Project # 010090

Arlington Housing Authority

Building Envelope Repairs, Window Replacement, Phase 1

Winslow Towers 667-3, Elderly Housing

October 26, 2017

Invitation: The Arlington 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 Repairs and Improvements at the Winslow Towers 667-3 development in Arlington, Massachusetts.

The construction budget for this project is **\$550,000.00** and the Design Fee for RFS Basic Services is **\$100,000.00**.

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.

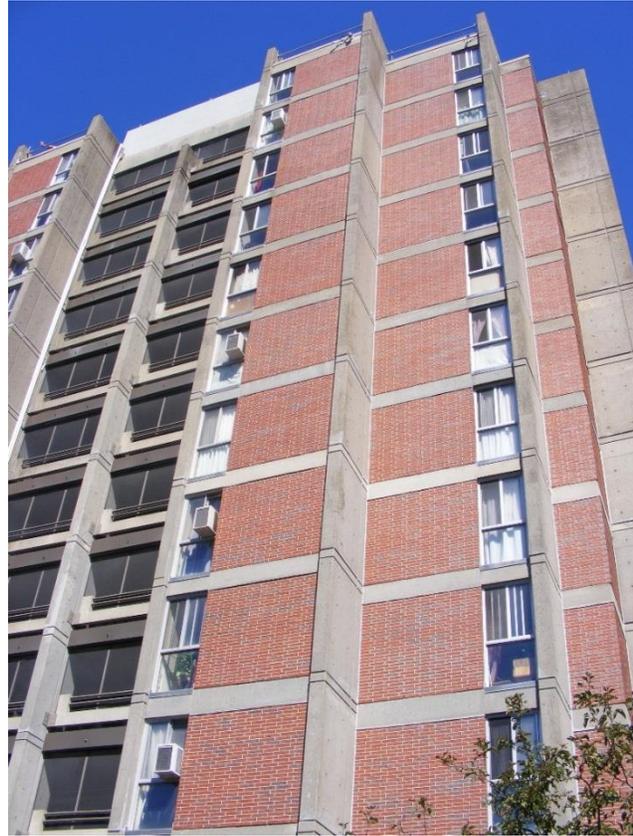
How the applicant intends to fulfill these requirements should be set forth in form DHCD AE-3, Question 16. See also Article 15.5 of the Contract for Designer Services.

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

A. Background:

The Winslow Towers 667-3 development consists of 1 high-rise, elderly, 13-story building on a site of approximately 1 high-rise, elderly, 13-story building on a site of approximately 1 acre. Construction

of the development was completed in 1971. There are a total of 132 dwelling units and a combined residential floor area of 129,051 square feet. Construction is reinforced concrete shear wall framing with brick on CMU masonry infill and cast-in-place reinforced concrete floors. Concrete balconies at each floor on all four sides of the building each serve groups of three units. Balcony railings consist of a single pre-cast concrete beam and steel pipe rail assembly carried by two steel end brackets bolted to the shear walls on either side. The main entrance to the building is accessed by a concrete bridge leading downhill from the drive adjacent to the Arlington Bikeway.



Windows are mainly floor to ceiling steel frame, mullioned double glazed fixed and casement assemblies with interior wood guard rails on steel brackets secured to the concrete window jambs. Several units have air conditioners positioned in modified casement openings. The steel frames are not thermally broken, making them a conduit for outside cold air in the winter, and the sashes are drafty and difficult to operate.

The concrete has begun to spall and chip on the building exterior where exposed to the severest weather conditions, and roof leaks have developed in several units that may be traced to water entry through cracks and joints in the exterior walls. Exposed reinforcing has begun to rust, further weakening the surrounding concrete matrix and increasing the risk of injury from falling fragments of concrete.

The entry bridge is also severely spalled in places and its channel-like design serves as a conduit for water flow into the entrance during storms, frequently overwhelming the trench drain at the foot of the ramp. The design does not conform to current accessibility standards in that it lacks a landing at the midpoint.

The LHA does have a copy of the original construction drawings for this development. Asbestos testing is required for this project; lead testing is not.

B. Project Goals and General Scope:

The goal of this project phase is to begin addressing the deficiencies of the building envelope at Winslow Towers in a comprehensive and cost-efficient way, with the acknowledgement that the present construction budget will not cover the full range of repairs and improvements needed at this initial stage. The overall goal is to perform all repairs and improvements necessary to provide a healthy, safe, weathertight and sustainable long-term living environment for the residents of Winslow Towers. The immediate goal for this particular project phase is to address the most critical physical needs of Winslow Towers that can be accomplished within the approved construction budget.

The Conceptual Design Phase will require the Designer to conduct a thorough investigation of the condition of the building envelope to determine the full nature and extent of its physical deterioration, and explore a range of ideas from the basic (simple repair) to the extreme (re-cladding the building in different materials) in order to develop the most suitable, cost effective and long-lasting solution possible.

Since replacement of the existing windows is a major consideration, the Designer's investigation shall include a replacement window type acceptable to the Authority and DHCD.

The Designer shall also investigate one or more alternatives to the present design of the entrance bridge that address the flooding problem inherent in the present design as well as the needs of the building's elderly and disabled residents and the requirements of the MAAB.

Though it is anticipated that concrete repair and/or the bridge redesign will take precedence, the findings of the designer's investigation and the available funding for this project phase will determine the final project scope for Phase 1. The designer's findings and proposed solutions will be discussed at the Schematic Design meeting, at which time the project team will determine the most practical and cost-effective approach for the allocation of funds for future project phases, and identify the specific scope of work to be developed into construction documents for the implementation of Phase 1.

C. Work Included in Basic Services:

Unless specifically excluded, the Designer's Basic Services consist of the tasks described in the Contract for Designer Services as modified in this RFS (attached hereto as Attachment A) including all investigative work, design work, preparation of construction documents, bidding phase administration, Owner-Contractor contract administration and other related work reasonably inferred (in the opinion of the Authority and the Department) as being necessary to meet the project's stated scope and goals. A copy of the Department's Contract for Designer Services can be found at www.mass.gov/hed/housing/ph-mod/.

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

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

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

- 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 10% -15% of the existing units. Existing drawings of the development are available and the Design Fee calculation has been adjusted to include verification and additional drawing.
- 3. Cost Estimating.** Detailed construction cost estimates as required in Section E. of this RFS, whether done by the Designer or a sub-consultant or subcontractor to the Designer, are part of Basic Services. In addition, where project cost estimates generated during the design process exceed the approved construction budget listed in the contract, as amended in writing by the Department, it shall be the

responsibility of the Designer, as part of Basic Services to research and propose ways to reduce such costs while still meeting the Department's guidelines and standards and the intended goals of this RFS.

In instances where the Designer's cost estimate ultimately changes from what was determined in a previously approved phase, the designer is required to articulate the reasons for the change such as specific scope increases, increased quantities increased unit costs, a change in the process or other applicable circumstances.

4. **Revisions and Re-submissions of "Non-Approved" work.** The Authority and the Department will review, and the Department will issue written comments on all formal Designer submissions required by Section E. of the RFS. The Designer shall incorporate the results of these comments into the design as a condition of the approval of each phase and provide a written response regarding each comment.

Work that in the written opinion of the Authority and the Department is found to be "Not Approved" shall be revised and resubmitted at no additional cost. Upon the recommendation of the Department, the Authority may require revisions and/or resubmissions where submitted designs or construction documents:

- a. Do not meet the Department's written requirements for submission content specified in this RFS,
 - b. Do not meet building code, Massachusetts bid law, or other regulatory requirements,
 - c. Do not adequately or accurately reflect the project's goals, scope, or tasks as specified in this RFS,
 - d. Are not sufficiently clear or complete enough to allow for proper bidding and construction,
 - e. Do not utilize, or have not been shown to be equal in quality to the Department's Design Guidelines and Construction Standards which are available on the Departments web site at www.mass.gov/hed/housing/ph-mod/.
 - f. Do not, in the opinion of the Department, reflect the most cost-effective means of meeting project goals and scope or provide a solution which meets the schedule established for the project.
5. **Landscape Architecture Service** Landscape architectural services are included as 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 project specifications relating to these recommendations, ~~and~~ construction administration and assistance in the scheduling of post-abatement certification inspections are Basic Services, as is the obtaining of any The Department of Public Health LBP abatement waivers. **It has been determined that:**
 - a. The 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 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.** Consultant services requiring 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, if required, will be part of Basic Services. Such coordination work may involve the clarification of recommendations, and assistance in the scheduling of necessary inspections before payments to the Contractor.

- 11. Project Phasing/Tenant Relocation.** The following types of projects may require tenant relocation and the need for a project phasing plan to be included in the Summary of Work Section of the bid documents:
 - a. Asbestos Removal.

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

D. Specific exclusions from Basic Services:

- 1. Asbestos Abatement Service.** Asbestos testing and inspections will be provided as a Reimbursable Service to the Designer the includes the costs of performing nay necessary air clearance tests but the Designer's costs for administering this consultant are part of basic services.
- 2. Destructive Testing and Investigation** - The cost of Destruction testing and other extraordinary investigations of the site will be a Reimbursable Service to the Designer but the Designer's costs for administering this consultant are part of basic services.

E. Project Phases and Work Plan:

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

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

- After a review by the Authority and Department, written approval of each phase will be made in accordance with Article 2.3 of the Contract for Designer. If after this review the submission is "Not Approved" the Designer will be required to re-submit the deliverables for each phase in accordance with the comments included in the non-approval letter.
- Approval of each phase will not occur without successful completion of the required deliverables for each phase and shall precede Work on subsequent phases
- Each Design Submission shall include a written response to any comments or recommendations included with the approval of the preceding phase.

- ❑ Each submission shall include a both a hard copy and electronic copy of the submittal delivered to the Housing Authority and to the DHCD. The submittal is not considered complete until the full submittal is delivered. Submissions to DHCD that are made electronically should be emailed in PDF format to DHCDDesignSubmission@state.ma.us. A copy of the standard DHCD A/E Document Submission Transmittal Form is to be included and can be found at <http://www.mass.gov/hed/housing/ph-mod/design-and-construction-guidelines-and-standards.html>. Hardcopy submissions to DHCD should be addressed to the attention of Andrew Clinton, Capital Projects Coordinator.
- ❑ Document and explain the reasons for any proposed changes in the project scope, schedule or budget which have occurred since the approval of the preceding design submission
- ❑ Meet with the Authority and Department to review and resolves any issues or discuss alternative design approaches.

The following phases will be required for this project:

1. Conceptual 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:
 - (1.) Thoroughly review the requirements of the RFS including scope, budget, and schedule.
 - (2.) Collect and study all available drawings, reports, maintenance reports, and other existing data pertaining to the project.
 - (3.) Visit the site and become familiar with existing conditions as they relate to the scope.
 - (4.) Interview Authority staff and tenants.
 - (5.) Conduct a preliminary review of the codes and regulations relating to the project.
 - (6.) Review the Department’s Design and Construction Guidelines and Standards for work items relating to the project, which can be found on the Department’s web site www.mass.gov/hed/housing/ph-mod/.
 - (7.) Perform preliminary testing and destructive investigation that is required for an analysis and assessment of the physical needs of the building envelope.
 - (8.) Provide a summary list of recommended follow up investigation and research, testing, selective demolition, etc.
 - (9.) Formulate a general approach (or alternative approaches) to the design of the project for informal presentation and discussion at the “Kick-Off” meeting, including prioritization of the work and a suitable phasing sequence for future related projects that accounts for budgetary constraints as well as physical needs.
- b. Prepare and deliver a formal Concepts Submission which is due 4 Weeks after the “Kick-off” meeting, that at a minimum shall document all of the investigative work and design decisions made during the Conceptual phase, including:
 - (1) Copies of the minutes of the “Kick-Off” meeting.
 - (2.) A list of applicable DHCD Design and Construction Guidelines and Standards and written approval of any deviations from these standards.
 - (3.) An assessment of codes or regulations that will apply to the project, including MAAB.
 - (4.) A summary of the waste management plan for the project including the potential for recycling.

(5.) A summary of the findings of the investigation, testing and exploratory demolition work performed.

(6.) A statement of design approach with concepts and recommendations, including:

- i. Confirmation of the sufficiency and adequacy of the existing plans and other data provided by the Authority that such information is sufficient to prepare contract documents required to meet the goals and objectives of this project. This confirmation shall include a written report of the results of any supplemental investigation, research, testing or selective demolition.
- ii. Summary of the codes and regulations that apply to this project including MAAB regulations.
- iii. Summary of the applicable DHCD Design and Construction Guidelines and Standards.
- iv. Project phasing, scopes of work and preliminary cost estimates for each phase.

2. Schematic Design Phase:

- a. Schedule, conduct and prepare minutes for a Schematic Design Meeting to review and discuss the findings of the Conceptual Design Report and determine the specific scope of work to be included in Phase 1.
- b. Meet with local building officials as required. – coordinate the meeting with the Authority.
- c. Prepare and deliver a formal **Phase 1 “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 the staff and resident interviews.
- (2.) 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.
- (3.) Include a list of anticipated drawings.
- (4.) Determine which eBidding host will be used, if any.

3. Design Development Phase: waived for this project.

4. Construction Documents Phase:

- a. Prepare and deliver a **formal Phase 1 “Construction Document Submission”** at the **50%**, and **100%** level of completion.

Each submission shall:

- (1.) Document any additional design decisions made since the approval of the preceding phase.
- (2.) Include a single set of Contract Documents for Construction which shall be used for the solicitation of competitive bids in accordance with MGL Chapter 149 Section 44A-J bid requirements which shall include at a minimum:
 - i. Drawings prepared to a scale that is a minimum 1/8”=1’0” which include plans, elevations, details, and cross sections as may be deemed necessary by the Department.

- ii. Starting with the 95% CD submission, incorporate the Department’s most current “front end” materials into the Project Manual including:
 - Procurement and Contracting Requirements
 - The Department’s General Conditions
 - Division 1 Specification of General Requirements(This material is available on the Department’s web site www.mass.gov/hed/housing/ph-mod/)
 - iii. The Technical Specifications in a format acceptable to the Department. These specifications shall clearly identify each filed sub-bid trade.
- (3.) Include a revised cost estimate prepared in a format acceptable to the Department as part of the 50% 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.
- b. The Bid Sets of construction documents shall:
- (1.) Incorporate the comments included with the 100% CD approval,
 - (2.) Include a revised Advertisement reflecting the correct bidding schedule developed in coordination with the Authority and Department.
 - (3.) Include the necessary ebidding documentation and be uploaded to the ebidding host.

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.
- c. Schedule, attend and conduct a pre-bid conference.
- d. Take bidder questions and prepare addenda for the Department’s review and approval prior to issue.
- e. Distribute addenda approved by the Department to prospective bidders in accordance with M.G.L. c149 §44A-J.
- f. Make recommendations to the Authority regarding the award of a Construction Contract including a written review of the contractor’s qualification and recommendations.
- g. Archive the Bid Documents: The Designer shall prepare and transmit a PDF version of the bid set documents (including addenda) BidDocsONLINE to be archived. (BidDocs is DHCD’s vendor for digital archiving.) The PDF documents shall be forwarded via email to support@biddocsonline.com. If the documents are too large to email, please forward a CD to BidDocsONLINE, P.O. Box 51, Groton, MA 01450. All documents should be accompanied by a transmittal indicating the Housing Authority, the project name, the development name and number, the DHCD number and the Designer's contact information.

6. Construction Administration Phase:

- a. In addition to the items specified in Article 17.7 of the Contract for Designer Services and required in the Department’s Construction Handbook , the Designer shall:
 - (1.) Attend periodic job meetings at the project site to observe the quality and progress of the work and furnish a written field report for every such visit, including the minutes of the job meeting.

(2.) Issue clarification sketches as required to answer all questions from the Contractor.

- b. On average, these tasks are expected to approximate **8-10** hours per week during the Construction Administration Phase, exclusive of project closeout.

7. Update the Capital Planning System Phase:

See Article 17.6 of the Contract for Designer Services.

8. Completion Phase:

See Article 17.8 of the Contract for Designer Services. Special attention is directed to 17.7.8. The Designer shall transmit one pdf file of the as-built set of documents to Biddocsonline to be archived. The pdf documents shall be forwarded via email to support@biddocsonline.com. If the documents are too large to email, please forward a CD to BidDocs ONLINE, P.O. Box 51, Groton, MA 01450. All documents should be accompanied by a transmittal indicating the Housing Authority, the project name, the development name and number, the DHCD number and the designer's contact information.

F. Required Designer Performance Times and Formal Submissions:

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

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

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

Designer Performance Times Table

	<u>Within/Weeks</u>	
• Attend a "Kick-Off" meeting	<u>2</u>	of the Department's contract approval
• The Concepts Submission	<u>4</u>	of the "Kick-Off" meeting
• The Schematic Design Submission	<u>6</u>	of receipt of the last written approval
• The 50% CD Submission	<u>4</u>	of receipt of the last written approval
• The 100% CD Submission	<u>2</u>	of receipt of the written approval of 95% CD
• Whole or partial resubmissions are due	<u>2</u>	after the Department's "Non Approval" memo
One Record Set of the Bid Documents is		
• due at the Department	<u>1</u>	after 100% CD approval

G. Estimated Duration:

1. The estimated total duration of the Contract for Designer Services (exclusive of the Completion Phase) is **56** weeks calculated as follows

Design Phases listed above	<u>31</u>	weeks
Bidding Phase of	<u>13</u>	weeks, and
Construction Administration Phase of	<u>12</u>	weeks
Estimated Total Duration (Exclusive of Completion Phase)	<u>56</u>	weeks

2. The durations for the Bidding and Construction Administration Phases are estimates only based on the Department’s experience with prior similar projects. Actual durations may vary according to the extent of required document revisions, time required for non-Department regulatory approvals, and the construction contractor’s performance.
3. Such variances in estimated time will not, in and of themselves, constitute a justification for an increased Fee for Basic Services, nor are they a substitute for the requirements shown in the Designer Performance Times Table (Section F, above.)

H. Department Contract Requirements and Coordination:

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

1. The successful RFS applicant will be required to execute the Department’s standard Contract for Designer Services which can be found on the Department’s web site www.mass.gov/hed/housing/ph-mod/.
2. The successful RFS applicant will be required to submit to the Department a certificate of professional liability insurance indicating minimum coverage in the amount of **\$100,000**.

I. Payment Schedule and Fee Explanation:

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

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

Designer Fee Payment Schedule

Project Milestone	Value of each Milestone as a % of total fee	Cumulative % of total fee earned as of the completion of each Milestone
Execution of Contract	5%	5%

Schematic Design approval	30%	35%
100% Construction Documents approval	25%	60%
General Bid Opening	5%	65%
Certificate of Substantial Completion	30%	95%
Certificate of Final Completion	5%	100%
Total	100%	

J. Minimum qualifications:

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

1. Be a qualified Architecture, Engineering, or Landscape 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, or work with a sub-consultant experienced in, **Concrete Repair/Restoration and Masonry Building Envelope Performance** (Note: to receive credit for this requirement, a list of past jobs meeting the criteria, must be included on the application. Indicate whether the jobs listed were performed directly by the applicant, or by a sub-consultant).
4. Have Massachusetts licensed or registered member(s) of the design team who will be responsible for the following: (Firm's name, individual's name and professional registration or license number, as applicable, must be listed in the application for each category of work)
 - a. Structural Engineer

N.B. - Applicants should address each category of work listed in paragraph J. 4. in their application whether it is to be performed by in-house staff or by sub-consultant(s).

Failure to address each category will result in the elimination of the applicant from consideration on this project!

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

K. Preferred qualifications:

1. Be an architectural firm.
2. Be experienced in the public bidding process for 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 15 (fifteen) copies of the Application for Designer Services (AE-3) to the Arlington Housing Authority.
 - a. Applications should be accompanied by a concise cover letter that is a maximum of two pages in length. A copy of the cover letter should be attached to each copy of the application.

- b. Applicants may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project.

Limit additional information to a maximum of 3 - 8½"x 11" pages, double-sided.

- b. 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. John J Griffin

Executive Director

Arlington Housing Authority

4 Winslow St.

Arlington, MA 02474-3062

3. Applications are due no later than 2:00 PM, on November 15, 2017
4. Application forms must identify the names and registration numbers (if applicable) of any personnel listed as a "Minimum" or "Preferred" Requirement in Sections J and K, above.