

**Addendum #3 dated March 14, 2018
to
Request for Proposals for Architectural & Engineering Services
Dated February 22, 2018**

RFP #: RFP18-001

RFP ISSUE DATE:	February 22, 2018
ADDENDUM #3 ISSUE DATE:	March 14, 2018
ADDENDUM #2 ISSUE DATE:	March 9, 2018
ADDENDUM #1 ISSUE DATE:	March 9, 2018

**Brookline Housing Authority
90 Longwood Avenue
Brookline MA 02446**

Please contact MMaffei@brooklinehousing.org with any questions.

Addendum No. 3 dated March 14, 2018

The Request for Proposals for Architectural & Engineering Services (RFP#18-001) has been revised in the following ways:

1. To extend the submission deadline from Thursday, March 22 to Wednesday, March 28 at 4PM.
2. to revise Section 2 to include a Conceptual Design phase and the possible need for Field Verification;
3. to establish Threshold Criteria in Section 5;
4. to add to the Submission Requirements in Section 6 a Checklist (see Attachment 1), Acknowledgement of Addenda (see Attachment 2), a Pricing Form (see Attachment 3) and proof of insurance.
5. to list and score Proposal and Presentation separately in Section 5, providing a maximum of 10 points for each, and reducing the maximum points for the Cost Proposal from 20 to 15 points. Only firms that are invited to present are eligible for the Presentation points.

The changes are further detailed below. The attachments along with the revised RFP and red-lined version of the revised RFP can be found at https://brooklinehousing-my.sharepoint.com/:f:/g/personal/mmaffei_brooklinehousing_org/EtLCOxytuPBHuGyh21dLM9oB-22DgU3B40cmxjJ9CEzEIA?e=y9siuc

In addition, the Answer to Question 22 of Addendum #2 [Will BHA be providing hazardous material surveys related to LBP \(lead-based paint\) and/or ACMs \(asbestos containing materials\)?](#) has been revised as follows:

The BHA has the following limited surveys for ACMs:

- 12/14/17 Kickham, Morse, O'Shea prepared by Nangle Engineering
- 12/20/16 Kickham prepared by Nangle Engineering
- 10/28/13 O'Shea prepared by RI Analytical
- 2/19/04 Sussman prepared by Hygienetics Environmental
- 2/23/95 Sussman prepared by Recon Environmental Corp.

Excerpts from each can be found at https://brooklinehousing-my.sharepoint.com/:f:/g/personal/mmaffei_brooklinehousing_org/EtLCOxytuPBHuGyh21dLM9oB-22DgU3B40cmxjJ9CEzEIA?e=y9siuc

1. SCOPE OF WORK:

Replace items a, b, and c in **Section 2. Scope of Work** on page 2 of the RFP with the language below (new language is in bold):

- a) *Feasibility/Needs Assessment Phase*
 - i) *Review and comment on **the 20-year Capital Needs Assessment and energy assessment to be prepared by third party consultant hired and provided by BHA.***
 - ii) *Conduct programming and pre-design analysis informed by the CNA and energy assessment to determine **and prepare a** program of capital improvement ~~and operating procedures~~ to ensure quality of life for residents that takes into account building lifecycle costs, energy- and water-efficiency, social inclusion and connectivity, occupancy health and welfare, environmental stewardship and climate change resilience.*
 - iii) *Propose phasing for the work.*
 - iv) ***Prepare an assessment of ADA, MAAB, and accessibility requirements and thresholds, with a list of recommended and/or required improvements.***
 - v) ***Prepare an analysis of Life Safety and Fire Protection requirements and thresholds, with a list of recommended and/or required improvements.***
- b) *Conceptual Design Phase*
 - i) ***Prepare conceptual designs for the work identified in needs assessment phase to be performed during initial construction phase***
 - ii) ***Provide cost estimates for various design and phasing options.***
 - iii) ***Review design options with tenant representatives and BHA staff.***
 - iv) ***Collaborate with BHA to identify work to be performed in initial***
 - v) ***Develop alternative design solutions for the work to be performed over the first five years.***
- c) *Field verification – timing and extent of this task TBD*
 - i) ***Produce measured drawings of existing conditions as needed for areas to be rehabilitated or improved. Note that BHA does not possess As-Builts or CAD files of the existing buildings.***
- d) *Design Phase*
 - vi) *Review design options with tenant representatives and BHA staff.*
 - vii) *Prepare preliminary cost estimates/budget for the recommended scope of work.*
 - viii) *Produce detailed plans and specifications in a timely fashion.*
 - ix) ***Develop a schedule for the phasing of the proposed work.***
 - x) ***Assist with permitting or approvals with City of Brookline and other entities as may be needed.***
 - xi) ***Assist with completing forms and applications required by funding agencies.***

- b) ~~Pre-construction~~**Bidding/Construction**
- i) *Oversee the contractor bid process, including preparation of the bid packages, and participation in the review and award of contracts for work **to be performed during the conversion/preservation process.** Please note that some or all of the contracts are likely **to be** subject to the provisions of MGL Chapter 149 or 149A. Develop a **concept** schedule for ~~the phasing of~~ the proposed work.*
- ii) *Provide construction administration, including ~~construction inspection~~ **weekly site visits, attendance at job meetings, respond to Requests for Information from the Contractor,** review and recommendation of change order requests, maintenance of change order log, issuance of certificate of substantial completion, punch list oversight, and other matters typically included within the architect's construction administration scope of work for projects of similar scale.*
- iii) *Issuance of Architect opinions and determinations re: final completion and conformance with plans/specifications as may be required by bank/investor.*

2. APPLICANT SELECTION CRITERIA AND PROCESS

Add to the beginning of **Section 5. Evaluation Process and Criteria** on page 4 of the RFP the language below (new language is in bold):

A. Review

BHA will evaluate each Proposal according to the threshold requirements below, taking into account the information provided in the Proposal, references, and any other information about the Applicant's performance available to BHA. Proposals that are not complete or do not conform to the requirements of this RFP will be deemed nonresponsive and eliminated from further consideration, unless BHA permits the Applicant to correct the omission.

Proposals that meet all Threshold Requirements will be comprehensively evaluated, rated, and ranked according to the competitive selection criteria below ("Competitive Selection Criteria"). BHA may request additional information, interviews, presentations, or site visits. The Selected Applicants will be chosen from among the highest rated and ranked Proposals. BHA may disapprove the inclusion of any member of an Applicant's Development Team and/or require the Selected Applicant to substitute other individuals or firms.

BHA strongly encourages M/WBE and non-profit developers to submit Proposals under this RFP.

B. Threshold Requirements

1. Experience With Occupied Rehab. The Respondent must have had prior experience with occupied rehab, defined as the successful occupied rehab of at least one (1) affordable housing multi-family rehabilitation project with construction cost of at least \$5 million within the past three (3) years.

2. Experience with Public Bidding and Procurement Requirements. The Respondent must have prior experience bidding and procuring construction contracts under MGL Chapter 149 and 149A within the past three (3) years.

3. Mimimum Insurance Requirements: Respondents must demonstrate that they can meet the minimum limits required of Architects by MassHousing, set forth in Part I, Section D at
file:///C:/Users/mmaffei/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Downloads/RD_InsRequirements.pdf.

C. Competitive Selection Criteria

Replace the following sections of the criteria

Cost proposal (15 points)

- Budget for key elements of the scope of work
- Payment schedule
- Discounts, fee deferral or fees caps offered

Proposal (10 points)

- Clarity of Proposal
- Team Organization
- Well developed, thoughtful approach to undertaking and managing this type of contract

Presentation (10 points)

- Clarity of Proposal
- Team Organization
- Well developed, thoughtful approach to undertaking and managing this type of contract

3. Section 6. Submission Requirements

New Subsection 1. Checklist The attached checklist must be completed and submitted with the Proposal. Proposal materials must be included in the order listed on the checklist (see Attachment 1 to this document/Exhibit 4 to revised RFP).

New Subsection 3. Acknowledgement of Addenda: The attached Acknowledgement of Addenda must be executed and submitted with the Proposal. See Attachment 2 to this document/Exhibit 5 to revised RFP).

Subsection 4. Inclusion of Fee Proposal Form to be completed by Respondents: The attached Fee Proposal Form must be completed, executed and submitted with the Proposal. See Attachment 3 to this document/Exhibit 4 to revised RFP).

New Subsection 11. Proof of Insurance: Respondents are required to include a copy of the firm's current insurance certificate listing coverage for commercial general liability, automobile liability, workers compensation, and liability coverage. Respondents must demonstrate that they can meet the minimum limits required of Architects by MassHousing, set forth in Part I, Section D at
file:///C:/Users/mmaffei/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Downloads/RD_InsRequirements.pdf.

Note that selected Architect will be required to list additional insureds on the policy; list to be provided after selection and will include at minimum Brookline Housing Authority and subsidiaries as necessary.

END

Attachment 1
Checklist to Proposals in Response to RFP 18-001

1. Checklist
2. Cover letter
3. Confirmation of Addendum (BHA Form)
4. Firm and individual qualifications
5. Scope of services
6. Fee Proposal, including BHA Form
7. List of relevant projects
8. List of all on-going public and private projects
9. Section 3 plan
10. MWBE Approach/certifications
11. References
12. Proof of Insurance
13. Form HUD 5369-C, Certification and Representations of Offerors – Non-Construction Contract
14. Termination/ Litigation/ Eligibility to Bid and Contract
15. Exceptions to the form of contract:
One signed original of entire proposal, labeled clearly as such
Three hard copies of entire proposal
One flashdrive with Proposal as a single PDF

Attachment 2
Acknowledgement of Addenda

The undersigned acknowledges having received and reviewed the following Addenda to RFP18-001 dated February 22, 2018 issued by the Brookline Housing Authority:

- Addendum #1 dated March 9, 2018
- Addendum #2_ dated March 9, 2018
- Addendum # 3_ dated March 14, 2018

The contents of these documents have been incorporated into our proposal dated: _____.

Firm: _____

Name: _____

Signature: _____

Date: _____

Attachment 3
Fee Proposal Form

