

**Standardized Transmittal Form for Designer A/E Submissions**

Each year the Executive Office of Housing and Livable Communities, Bureau of Housing Development and Construction, reviews hundreds of plans and specifications from architectural and engineering firms like yours. In order to efficiently track these documents and make sure that our reviews are completed on schedule, we have computerized many of our management functions, including the recording of document submissions.

Identification information, the date of each submission, and the required Project Electronic Submission is now being entered into EOHLC’s CAP Hub computer database. In order to speed the entry of this important data, we have designed the attached standardized “A/E Document Submission Transmittal Form,” which must be uploaded with each phase submission and sent with each hard copy of the submission.

Electronic Submissions should be made at: <https://caphub.azurewebsites.net>. Sign in with your username and password to access projects to which you have been assigned. Uploading your documents to Biddocsonline does not constitute a submission. That system is for Bidding and Archiving but not a phase submission format. They must be uploaded in CAP Hub. Submissions should also be emailed in PDF format to the Housing Authority.

While most of our current A/E submissions are accompanied by a letter of transmittal, the information provided varies greatly, and staff spends a considerable amount of time simply determining the specific nature of each submission. Inclusion of the attached form will save us administrative time, which means that your review can be processed faster and more accurately.

**EOHLC requires that all A/E design submissions be accompanied by a completed version of** **the attached form. All forms must include the 6-digit EOHLC Project #. If your firm has its own project number, this number may be included, but it should be clearly differentiated from the EOHLC Project # and should not be substituted for it.**

**Please also note that EOHLC now requests that ALL submissions for architectural, civil, and landscape architecture projects be submitted in electronic formats. Verify with the LHA if they would like a hardcopy.**

Again, we believe that use of the standardized form will simplify and speed up the processing of our jobs, which will be a benefit to both your office and ours.

Thank you in advance for your cooperation!

**A/E Document Submission Transmittal Form**

*(Please note: This transmittal form must accompany all A/E document submissions to the Bureau).*

**Date of Transmittal:**

**Origin:**

 *(A/E Firm’s Name, Project Contact, Project Contact Email and Phone Number)*

**Destination:** EOHLC - Bureau of Housing Development and Construction

 100 Cambridge Street, Suite 300

 Boston, MA 02114

Electronic Submissions: Uploaded into Cap Hub Documents Tab

**EOHLC Project No.:**

**Housing Authority:**

**LHA Development No.:**

**Project Description:**

**Submission Format:**

(Please submit full hard copies of the submittal if the project is an architectural, civil, or landscape architecture project)

**Hard Copy & Electronic:** [ ]  Date Hardcopy was sent       **Electronic:** [ ]

**Submission Phase & Number:** *(Please check only one box. If* *Construction Documents Phase,* *also check the appropriate* *percentage)*

Submission #

 Concepts (Pre-Schematic)

 Schematic Design

 Design Development

 Construction Documents: \_\_50% Subm. \_\_100% Subm.

 [Construction Notification for Residents](https://www.mass.gov/doc/eohlc-construction-notification-for-residents-of-state-public-housing/download)

 Progress Print - not a formal review submission

 Report (Research or Study - job has no phases)

 Record Set - not a formal review submission

**Submission Contents**:

Total Estimated Cost of Construction (do not include contingencies):

Change in Estimated Cost of Construction from Previous Submittal:

Estimated length of Construction in days:

*(Please check* *all boxes that apply)* [ ]  Drawing: (list numbers)

 [ ]  Specifications:

 [ ]  Cost Estimate:

 [ ]  Report/ Studies/Other:

 *(List Titles)*

**Copies to:**