

ATTACHMENT B: Guidance for Health and Safety Initiative Fiscal Year 2020

Below, find additional guidance on how to proceed with your Health and Safety (H&S) project. Given the need to complete these projects by June 30th, DHCD is asking you to follow a slightly different process than the one used for Formula Funding projects. If you have questions, please contact Fatima Razzaq at fatima.razzaq@mass.gov.

- (1) **CPS/CIMS:** Please do not enter your H&S project(s) into CPS or CIMS. DHCD will be bulk-loading all of these projects into our systems for you. **All will be uploaded as LHA Primary PM projects**; RCATs will only be involved on projects flagged as “complex” by DHCD Project Managers. You should indicate in the Application if your project already has a CPS number associated with it. You will need to update CPS upon completion of each project—see # 5 below, “**UPDATING THE CAPITAL PLANNING SYSTEM (CPS)**”.

- (2) **HIRING A DESIGNER FOR PROJECTS WITH EST. CONSTRUCTION COSTS BELOW \$50,000:** If you are not going to prepare your own bid package or have the Regional Capital Assistance Team (RCAT) assist you in preparing bid package, you may hire a registered design professional to prepare the package for you. It is recommended that you hire a designer for projects directed at improving accessibility or which may include a hazardous material to be abated. Please follow the steps outlined below:
 - a. Write a simple scope of services and solicit proposals from design professionals. Given the tight timeframe on these projects, DHCD staff will not be involved in creating a Work Order or Scope of Services, nor will they assign designers to the project.
 - i. If the designer’s fee is less than \$10,000, you may enter into a contract with any licensed professional, including House Doctor Lites but **excluding DHCD House Doctors**.
 - ii. If the designer’s fee will exceed \$10,000 please select an alternate project. Due to the time-sensitive nature of this funding opportunity, DHCD cannot allow extended design periods or significant soft costs.
 - b. The bid package must consist of the appropriate DHCD Front-End document. The designer, LHA staff, or RCAT project manager compiling the bid package must follow DHCD Design Guidelines and apply for prevailing wage rates which will be inserted into the bid documents.
 - c. As for all under \$50,000 projects, DHCD will not review the bid package or the construction contract.
 - d. See attachments D – H for materials on scoping & estimating, procuring a designer, and procuring a contractor to complete the project

- (3) **ALLOWABLE PROCUREMENT METHODS:**
 - LHA procures and manages,
 - LHA proceeds with project as “force account”, using current staff and purchasing materials;
 - RCAT procures and manages – only allowed for selected, flagged, complex projects near \$50K limit; or
 - OSD TRD Contracts – only need to solicit three written quotes with scope - <https://www.mass.gov/service-details/tradespersons-statewide-contracts> .

We also counsel that LHAs must follow all Chapter 149 procurement rules, and avoid bid splitting. Multiple similar projects, such as walkway repairs at multiple developments, should be bid as one larger project.

(4) INVOICING/DEADLINES

All invoices must be submitted for work completed by June 30, 2020. If the period of service is after June 30, 2020, the LHA must draw down its formula funding for the balance.

(5) UPDATING THE CAPITAL PLANNING SYSTEM (CPS)

Upon completion of the project(s), the LHA or the RCAT, on behalf of the LHA, must update the Related Inventory Components in CPS and close/archive the project(s) in CPS.