

**FOR JOBS WITH DESIGN FEES OF LESS THAN \$10,000 AND ESTIMATED
CONSTRUCTION COSTS OF LESS THAN \$50,000**

Instructions for Completing the Scope of Services

The Scope of Services (“SOS”) for jobs with estimated design fees of less than \$10,000 and estimated construction costs of less than \$50,000 is designed to be a guide for LHAs to use in contracting with a Designer. LHAs are required, to use the SOS so as to minimize contracting problems and to set the foundation for a good working relationship between the LHA and the Designer.

Many of the sections of the SOS are self-explanatory – such as Background and Project Goals – and so need little elaboration here. Other sections – such as Project Phases or Work Included – may not be familiar to the LHA and so will be discussed in greater detail. The instructions (in *italics*) will walk through all the sections of the SOS, just as they appear in the SOS itself, thereby making it easy for the writer of the SOS determine what to write in each section. Items that are **highlighted in yellow** are items that vary dependent on the type of project and are used as a reminder to make a selection. Let’s begin.

**SCOPE OF SERVICES
AND PAYMENT FOR SERVICES**
DHCD Project Fish #
Name of Housing Authority
Name of RCAT or Blank if none
Project Description
Development Number
Date

The construction budget for this project is \$---- and the Design Fee is \$----.

Insert Photo

I. Background:

INSTRUCTIONS: The LHA should tell the Designer something about the existing buildings and/or site should also indicate the age of the building so the consultant can determine if there is a need to test for Asbestos. Then describe the problem/condition that it wants the Designer to address. For example, for a leaking roof problem, it would be good for the Designer to know that the roof is sloped and has one layer of asphalt shingles that were installed in 1991. Photo additions are helpful.

The LHA can use the project information – Condition Assessment Narrative from DHCD’s Capital Planning System (CPS) as a starting point for describing.

Insert Background information and photos here.

INSTRUCTIONS: This is also the place where the LHA would tell the Designer whether or not as-built drawings exist for the property in question. (The existence or absence of as-built drawings can make a big difference in the cost of design services.)

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

II. Project Goals and General Scope:

INSTRUCTIONS: The LHA can use this area to describe the global intent, i.e., the goal is to improve the quality of life of the residents, the goal is to maintain the facility to make it safe for resident use, etc.

The Goal of the project is

INSTRUCTIONS: The LHA can use the Project Information Recommendation from DHCD's Capital Planning System (CPS) as a starting point for describing what it expects the end product to be. For example, if you have a leaking roof, the end product is fairly simple – a roof that doesn't leak!

The Scope of the project included, but is not limited to:

III. Project Phases:

INSTRUCTIONS: All the possible phases are shown below, with all the possible steps shown within a phase. The task for the SOS writer thus becomes a matter of exclusion.

The general approach is that the Project Phases section may be completed before or after the LHA has had the opportunity to meet with the Designer and discuss the LHA's needs and budget. This section thus becomes a memorialization of what the LHA and Designer's contractual agreement.

Work under this Scope of Services is divided into the Project Phases as listed below. Each Project Phase may consist of one or more required submissions, and may include site visits, meetings with the Housing Authority and others, or other tasks as described.

- The DHCD Design and Construction Guidelines and Standards which are applicable to the scope of work of this project are listed below:

INSTRUCTIONS: Indicate related Design Guideline

Insert the name of guideline. If you are not sure which guideline to use then state: Those related to the scope of the project.

The DHCD Standards can be found at <http://www.mass.gov/hed/housing/ph-mod/design-and-construction-guidelines-and-standards.html>

- Submissions that are made electronically should be emailed in PDF format to the **Housing Authorities Email Address** and the **Housing Authorities RCAT** if the Housing Authority is a PLHA.
- **Submittals are to be BOTH hard copy and electronic.**

A. Study/Investigative Phase:

INSTRUCTIONS: The Study/Investigative phase is typically used when there are unknowns that need to be investigated prior to finalizing the scope of a project. This section may at times be the full extent of the work requested from the consultant if a future project is to be planned

based on the study. This is modified by the LHA to reflect the Designer's proposal. Remove if not used.

1. The Designer shall Schedule and Conduct a Study/Investigative **meeting/teleconference** with Housing Authority to review the project. Prior to the meeting the Designer shall:
 - a. Thoroughly review the requirements of the Scope of Services including scope, budget, and schedule. This may include but is not limited to interviews with Housing Authority staff and their representatives as is necessary to proceed with the required investigation.
 - b. Visit the site and become familiar with existing conditions as they relate to the scope.
 - c. Conduct a preliminary review of the codes and regulations relating to the project.
Formulate a general approach (or alternative approaches) to the design of the project for informal presentation and discussion at the "Kick-Off" **meeting/teleconference**.
2. **Milestone Work Product Submission:** Prepare and submit an **Investigative Report** that includes **requirements for hazardous material testing/hazardous material reports, requirements for destructive testing/data from destructive testing, potential remediation alternatives and preliminary sketches and details.** A cost estimate and schedule update for each alternative shall be included in the submission.
3. Provide meeting minutes 1 week after the **meeting/teleconference**.

B. Schematic Design Phase:

***INSTRUCTIONS:** This section begins the design of the determined scope. It is modified by the LHA to reflect the Designer's proposal. Remove if not used.*

1. The Designer shall Schedule and Conduct a Schematic **meeting/ teleconference** with Housing Authority to review the project. The Schematic meeting is to include the Housing Authority and representatives of the Housing Authority. Prior to the meeting the Designer shall:
 - a. Conduct a thorough on-site review of conditions relating to the project.
 - b. Analyze all applicable codes and regulations, the DHCD Design and Construction Guidelines and Standards and any special design standards supplied by the Housing Authority.
 - c. Interview Housing Authority staff and tenants. Meet with local building officials if applicable.
 - d. **Milestone Work Product Submission:** Prepare and submit a formal "Schematic Design" submission incorporating the scope, suggestions or additions to the scope which will include but not be limited to: **an investigative report, preliminary sketches and details, an outline specification, a cost estimate, and a schedule update.** Should the construction cost estimate produced at the Schematic Design Phase exceed the construction budget for this project by 10%, a written statement with supporting details shall be prepared recommending how the scope of work could be modified, to comply with the construction budget for this project, including alternates that might be recommend.
 - e. Determine at the meeting which bidding host is to be utilized, if any.
2. Provide meeting minutes 1 week after the meeting.
3. If required by the Housing Authority, meet with the Housing Authority to resolve any issues.

C. Construction Documents Phase: ***INSTRUCTIONS:** This phase is to receive a completed set of documents for review which includes the DHCD \$10,000-\$50,000 Front Ends found on the DHCD website. Once the 100% is reviewed this section requires the consultant to produce the Bid Set. This is modified by the LHA to reflect the Designer's proposal. Remove if not used.*

1. If required by the Housing Authority, meet with the Housing Authority to review and select design options developed in previous design review phases.
2. **Milestone Work Product Submission:** Prepare and submit "Construction Document Submissions" at the **100%** level of completion. For each submission:
 - a. Include a revised cost estimate broken down according to CSI specification sections as part of the submission.
 - b. Incorporate the DHCD "front end" sections, including Division 01, General Requirements of the Technical Specifications into the Project Manual. The "front end" sections are available on the DHCD website to facilitate editing at <http://www.mass.gov/hed/housing/ph-mod/forms/>.
 - c. Include Specifications prepared in CSI standard format.
 - d. Include changes required from previous submission.
3. After review and written comments prepared by the Housing Authority and the Housing Authority Representatives for the 100% submission have been addressed, a single construction bid package shall be prepared for the solicitation of competitive bids in accordance with MGL Chapter 149 Section 44A-J bid requirements.
4. After Approval to Bid has been issued by the Housing Authority, the Designer shall prepare and transmit a PDF version of the bid set documents to the electronic plan rooms for posting on their website. (see DHCD advertisement to bid to see multiple choices available for a plan room).

The Bid Sets of construction documents shall:

- a. Incorporate the comments included with the 100% CD approval.
- b. Include a revised Advertisement reflecting the correct bidding schedule developed in coordination with the Housing Authority.
- c. Include an up to date Prevailing Wage
- d. Include the necessary ebidding documentation and be uploaded to the ebidding host.

D. Bid Phase:

INSTRUCTIONS: This phase is for the consultant to provide services during the bidding of the project. It is modified by the LHA to reflect the Designer's proposal. Remove if not used.

1. The project shall be bid electronically/The project will be bid from the Housing Authority Office.
2. Provide technical assistance to the Authority relative to questions and requests for clarifications received from potential bidders.
3. **Milestone Work Product:**
 - a. Prepare and place the project into the Central Register;
 - b. Provide technical assistance to the Authority relative to questions and requests for clarifications received from potential bidders;
 - c. Prepare any and all addenda required during the bidding phase;
 - d. Schedule, attend and conduct a pre-bid conference;
 - e. Make recommendations to the Authority regarding the award of a Construction Contract, including a written review of the contractor's qualifications and recommendations; and
 - f. **Archive the Final 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.

F. Construction Phase:

INSTRUCTIONS: This phase is for the consultant to provide construction administration services during the project. Some jurisdiction may require an Affidavit of Construction. Construction administration will be required in this scenario. It is modified by the LHA to reflect the Designer's proposal. Remove if not used.

Milestone Work Product:

1. Conduct scheduled job meetings according to **Table 1- Submission Schedule** at the project site to observe the quality and progress of the work. Include the Housing Authority and their representatives. Furnish to the Housing Authority and their representatives 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.
2. Review and act upon shop drawings, in a timely manner, as submitted by the contractor.
3. Provide consultation and technical assistance in the interpretation of contract documents.
4. Review construction process to ensure compliance with construction documents.
5. Review and recommend action relative to Contractor's Request for Payments.
6. Ensure that all necessary inspections and approvals from appropriate regulatory authorities are secured.
7. Prepare punch lists and final contractor payment/completion documents.
8. **Update the Capital Inventory for the Capital Planning System (CPS):**

DHCD and all Local Housing Authorities utilize CPS to electronically gather, track, and forecast inventory and condition data for the Commonwealth's supply of state-assisted public housing.

 - a. A copy of the "CPS Inventory Component Verification" form can be requested from Rick Brouillard Richard.Brouillard@MassMail.State.MA.US. This form will have instructions and a list of all of the inventory components for all of the facilities at the subject development. The form will be sent 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 transmitted electronically to the Housing Authority in Excel, who will in turn transmit it to DHCD along with the Certificate of Substantial Completion (CSC).
9. Obtain from and check the general accuracy and completeness of the as-built information maintained by the General Contractor during Construction, and performing the necessary drafting and editing of all record drawings. Upon completion of the required drafting and editing 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.

G. Warranty Phase:

1. 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 and the Housing Authority and its Representatives. Only the Designer and the Housing Authority are required to attend.

2. **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 and the General Contractor.

IV. Submission Schedule:

The submission times listed in **Table 1** herein are requirements of this Scope of Services, not estimates. After receipt of each required submission, the Housing Authority or its representative will issue a written Design Review Memo, under normal circumstances within 2 to 3 weeks of receiving the submission. The memo will indicate whether the submission is “Approved” or “Not Approved”. Unless otherwise stated, performance times listed below include the time required for any meetings necessary to 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, a partial resubmission, or complete resubmission. In some cases, the Housing Authority reviewer 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 Housing Authority will notify the Designer of the missing item, and the submission will not be reviewed until the cost estimate is received.

V. Estimated Project Duration:

INSTRUCTIONS: Edit from Milestone chart on the last page. The design and review period should include 2-3 weeks for each milestone selected and to be reviewed, i.e. (study/investigative # input + 3 weeks) + (schematic # input + 3 weeks) + (Construction Documents # input + 3 weeks) = design and review period. All other phase will be as indicated directly from the milestone chart.

The total duration of this Scope of Services is estimated at approximately weeks, which is composed of a design and review period of weeks, a Bidding Phase of **8 weeks**, and a Construction Administration Phase of weeks. These durations are estimates only. Actual durations may vary according to the extent of document revisions required, time required for non-DHCD 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.

VI. Work Included:

INSTRUCTIONS: Edit from milestone phases selected.

Unless specifically excluded, services to be performed consist of the tasks described in this Scope of Services including all investigative work, design work, preparation of construction documents, bidding period administration, Owner-Contractor contract administration, warranty walk-thru and other related work reasonably inferred, (in the opinion of the Housing Authority) as being necessary to meet the project’s stated scope and goals.

Services specifically include (but are not limited to) the following items that are included in the design fee shown on Page 1 of this SOS:

A. Cost Estimating.

Detailed constructions cost estimates, whether done by the Designer or a consultant or subcontractor to the Designer, are included in this Scope of 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 Housing Authority, it shall be the responsibility of the Designer, as part of Basic Services, to research and propose ways to reduce such costs while meeting DHCD construction standards.

B. Revisions and Re-submissions of “Non-Approved” work.

The Housing Authority will review and issue written comments on all Designer submissions. Work that is found to be “Not Approved” shall be revised and resubmitted at no additional cost. Such submission approvals will not be withheld unreasonably. The Housing Authority may require revisions and/or resubmissions where submitted designs or construction documents:

1. Do not meet Housing Authority’s written requirements for submission content;
2. Do not meet building code, Massachusetts bid law, or other regulatory requirements;
3. Do not adequately or accurately reflect the project’s goals, scope, or tasks as stated herein;
4. Are not sufficiently clear or complete enough to allow for proper bidding and construction;
5. Do not meet, or have not been shown to be equal in quality to established DHCD design and construction standards; and/or
6. Do not, in the opinion of the Housing Authority, reflect the most cost-effective means of meeting project goals and scope.

C. Architecture and Engineering Services. All architectural and engineering services incidental and required to fulfill the project goals and general scope as described herein are included as Basic Services.

D. Project Phasing/Tenant Relocation. The LHA is responsible for determining what work can be done while the tenant is in place and what work requires a tenant to vacate the unit. Relocating tenants requires a Relocation Advisory Agency designation, and may require the need for a project phasing plan, a relocation plan, and a 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 temporary or permanent relocation is required. 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:

1. Flooring Replacement.
2. Asbestos Removal and De-leading.
3. Kitchen and Bath Upgrades.
4. Common Hallway Upgrades.
5. Single Elevator Upgrades.
6. Structural Repairs.

VII. Extra Services.

Extra Services are those services requested by the Housing Authority, after the SOS has been executed, to be performed by the Designer but which are in addition (or “extra”) to the services described in the SOS order. The proposed cost, scope, and schedule of all extra services shall be presented to the LHA in writing and approved by the LHA in writing prior to the performance of extra services.

A. Unless specifically indicated in the Scope of Services as Basic Services and with the prior written approval of the Housing Authority, the Designer shall perform any of the following services as extra services:

1. Preparing documentation of existing buildings when such documentation does not exist;
2. Preparing special studies, reports, or applications, other than those specifically required as part of Basic Services;
3. Revising previously approved reports, drawings, specifications or other documents to accomplish changes authorized by the Housing Authority, except revisions prepared by the Designer to meet the Project Construction Budget, or to correct items that are the responsibility of the Designer under Basic Services;
4. Revising construction documents submitted in their final and complete form if general bids are not advertised based on such construction documents within six months after submission;
5. Re-bidding a project for reasons other than errors and omissions on the part of the Designer;
6. Attending meetings in matters of dispute, conference, or conciliation as required by the Department, provided such activities did not arise due to the fault of the Designer;
7. Furnishing professional services in excess of Basic Services made necessary by the default of the General Contractor;
8. Providing consultation concerning replacement of any work damaged by fire or other cause during construction;
9. Preparing change orders and supporting data provided the change order was not the result of the Designer's error or omission;
10. Assisting the Housing Authority and DHCD in litigation or claims arising out of the construction, provided such litigation or claims did not arise due to the fault of the Designer;
11. Preparing operating and maintenance manuals;
12. The Designer usually will be entitled to extra services for making submissions in excess of the number specified or attending meetings in excess of the number specified for a Phase, provided, however, that in no event shall the Designer be entitled to extra services if the Housing Authority reasonably determines that the additional submissions or the additional meetings were required, in whole or in part, due to either the Designer's lack of preparation, or deficiencies or omissions in documents prepared by the Designer.
13. Performing professional services that are not otherwise required or that could not reasonably have been anticipated under this Contract as part of the scope of Basic Services.

Invoices for extra services shall be accompanied by a complete breakdown listing the name, payroll title, date, number of hours by day, hourly rate and extended amount, per specified task of extra services performed.

B. Reimbursable Expenses. For coordination and responsibility for the work described in sections B.1 through B.5, the Designer shall be reimbursed its actual costs, supported by invoices or receipts, plus ten percent. The following are reimbursable expenses:

1. The cost of printing more than five copies of submissions per phase when required to submit more than five copies;
2. The cost of printing the bid documents and the related postage during the bid period;
3. The cost of printing of the construction drawings for use by the General Contractor in preparing the record drawings;

4. Certain out-of-pocket expenses paid by the Designer such as filing fees, and permit fees that are normally paid by the LHA.
5. Any other specially authorized reimbursement deemed essential by the Housing Authority in writing.
6. Any asbestos testing will be considered as a reimbursable service to the Designer but the Designer's costs for administering this consultant are part of basic services. Procurement and coordination (including coordination of construction documents) with the asbestos abatement consultant are part of the Basic Services. Such coordination work may involve the clarification of testing results, and assistance in the scheduling of post abatement certification inspections.
 - a. If asbestos containing materials are identified, the services of an industrial hygienist to develop the scope of the asbestos containing material to be abated, cost estimating, the preparation of the construction documents and any bid phase services, i.e. review of submittals and final air clearance testing, as required, will be a reimbursable service.
7. Any lead testing will be considered as a reimbursable service to the Designer but the Designer's costs for administering this consultant are part of basic services. Procurement and coordination (including coordination of construction documents) with the lead paint consultant are part of the Basic Services. Such coordination work may involve the clarification of testing results, and assistance in the scheduling of post abatement certification inspections. It has been determined that:

***INSTRUCTIONS:** The Housing Authority should determine which option applies and erase options which are not applicable to the project. Other sections of the work order may need to be modified based on the option selected: If you have questions about which option applies, contact your DHCD Project Manager for guidance.*

OPTION A: *If the building(s) are either a 200 or 705 and has a Letter of Compliance and a Lead Test Report AVAILABLE:*

- a. The LHA has a Letter of Compliance for the building(s). The Architect/Engineer should review the lead test reports to determine whether components with lead base paint will be disturbed during construction. If there are covered components that haven't been tested, the Architect should conduct destructive testing, during design to determine if there is lead paint on any surface that will be disturbed during construction. **Testing should be limited to where the work will occur.**
- b. If lead based paint is identified in components to be impacted by this project, the services of an environmental consultant to develop the scope of the lead based paint material to be abated, cost estimating, the preparation of the construction documents and any bid phase services, i.e. review of submittals and final re-occupancy inspections and dust sampling, as required, will be a reimbursable service. No new Letter of Compliance will be issued.

OPTION B: *If the building(s) are either a 200 or 705 and has a Letter of Compliance and the Lead Test Report is UNAVAILABLE:*

- a. The LHA has a Letter of Compliance for the building(s) however the Lead Test Report is unavailable. The Architect/Engineer should determine whether components with lead base paint will be disturbed during construction. **Testing should be limited to where the work will occur.** If there are covered components that haven't been tested and occur where work will be undertaken, the Architect should conduct destructive testing, during design to determine if there is lead paint on any surface that will be disturbed during construction. Prior to testing, provide the testing scope to the Housing Authority and Housing Authority Representative for review. The Housing Authority will confirm that the testing scope is appropriate to the project.

- b. If lead based paint is identified in components to be impacted by this project, the services of an environmental consultant to develop the scope of the lead based paint material to be abated, cost estimating, the preparation of the construction documents and any bid phase services, i.e. review of submittals and final re-occupancy inspections and dust sampling, as required, will be a reimbursable service. No new Letter of Compliance will be issued.

OPTION C: *If the building(s) are either a 200 or 705 and does NOT have a Letter of Compliance, select one of the scenarios described below:*

- a. The LHA does not have a Letter of Compliance for the building(s). The Architect/ Engineer should determine whether any components to be impacted by this project are lead containing by undertaking lead testing.

SCENARIO 1: *The unit is vacant:*

- i. The Architect/Engineer should conduct testing, including destructive testing if necessary, during design to determine if there is lead paint on any surface in the building. The scope of work should be amended to add de-leading of the whole unit to the scope of the project, in order to obtain a Letter of Compliance.

SCENARIO 2: *The unit is occupied with children under 6:*

- i. The Architect/Engineer should conduct testing, including destructive testing if necessary, during design to determine if there is lead paint on any surface in the building. The scope of work should be amended to add de-leading of the whole unit to the scope of the project, in order to obtain a Letter of Compliance. However, an exception may occur if the unit is in poor condition or if the scope is complicated and will require a long design process. In such cases, contact DHCD Project Manager to devise a plan. The plan may include tenant notification, relocation, phasing of the project or interim controls which permit de-leading at a later time by making low-risk surfaces intact.

SCENARIO 3: *The unit is occupied but has no children under 6:*

- i. The Architect should conduct testing, including destructive testing if necessary, during design to determine if there is lead paint. **Testing should be limited to where the work will occur.** The scope of work should be amended to add de-leading to the scope of the project, limited to areas where the work will occur. Further testing and de-leading to obtain a Letter of Compliance will take place on future unit turnover.

- a. If lead based paint is identified in components to be impacted by this project, the services of an environmental consultant to develop the scope of the lead based paint material to be abated, cost estimating, the preparation of the construction documents and any bid phase services, i.e. review of submittals and final re-occupancy inspections and dust sampling, as required, will be a reimbursable service.

OPTION D: *If the unit is NOT a 200 or 705:*

- 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.

C. Non-Reimbursable Items

1. The Designer, its sub-consultants, or its subcontractors shall not be entitled to reimbursement for telephone, postage, travel/mileage costs, and delivery expenses unless specifically referred to in the SOS.
2. The Designer shall not be entitled to reimbursement for the services of sub-consultants hired to perform Basic Services. If a sub-consultant hired to perform Basic Services performs extra services approved by the Department, compensation for such extra services shall be made under Section VII. A above.

VIII. Expectations:

- A.** The Designer shall design a project to fit within the Construction Budget stated on Page 1.
- B.** The Designer shall adhere to the Submission Schedule noted in Section VIII.
- C.** The Housing Authority shall own the studies, designs, materials and submissions produced by the Designer.
- D.** The Designer shall submit a proposal to the Housing Authority for any services that the Designer believes are beyond this SOS ("extra services"). Such proposal must be approved by the Housing Authority in writing before being considered accepted.
- E.** The Designer shall be entitled to "extra services" for preparing change orders for work that could not be reasonably anticipated by the Designer.
- F.** This contract may be terminated by the Designer or the Housing Authority by written notice at any time.
- G.** The Designer shall carry, at its own expense, professional liability insurance covering errors, omissions, or negligent acts in an amount not less than \$250,000.
- H.** The Designer shall carry, at its own expense, workers' compensation insurance in accordance with Massachusetts General Laws, Chapter 152, as amended.
- I.** This contract shall be governed by the laws of the Commonwealth of Massachusetts.

IX. Submission Schedule & Payment Schedule

INSTRUCTIONS: The “Milestones,” “Due” dates, “No. of Meetings,” should be filled into the Schedule. The “Payment” information for any particular SOS will be filled out after the LHA and the Designer have met and come to terms with regard to what services will be provided at what cost. The Housing Authority may decide to edit the Due dates and No. of Meetings after meeting with the consultant.

The LHA shall make progress payments upon satisfactory completion of each Project Milestone listed below indicated by written acceptance and approval.

Table 1 – Submission Schedule

Milestone	Submittal Due	No. of Meetings	Payment
Study/Investigation:	weeks from the signed SOS		\$0000000
Schematic Design:	weeks from the last written approval		\$0000000
100% Construction Documents:	weeks from the last written approval		\$0000000
Bidding:	8	1	\$0000000
Construction Administration :	weeks		\$0000000
Warranty Inspection	9 Months from Substantial Completion	1	\$0000000
TOTAL			\$0000000

- Note: Whole or partial resubmissions are due within 2 weeks of Housing Authority “Non Approval” memo.
- Note: Housing Authority requires 2 weeks to review each design submission.

The Designer shall invoice the LHA according to the above schedule. Upon Receipt of the Designer’s invoice the LHA shall verify the milestone has been satisfactorily achieved and shall then forward said invoice to DHCD for final approval. The LHA shall pay the Designer upon receipt of DHCD’s written approval.

IN WITNESS WHEREOF, the Housing Authority and [Design Firm] have caused this Scope of Services Fish# to be executed by authorized officers this day of , 20 .

Housing Authority

By: Print Name

Print Title

Signature

Design Firm

By: Print Name

Print Title

Signature