

A/E Selection

for Local Housing Authorities



Commonwealth of Massachusetts



Department of

Housing and Community Development

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Additional forms available at www.mass.gov/dhcd

A/E Application Requirements and Form
A/E Eligibility Requirements and Form

INTRODUCTION

Selecting a qualified architect or engineer (A/E) is one of the most important decisions in a successful development or modernization project. The LHA works closely with the selected A/E from the beginning of design through the completion of construction. As a result, the quality of the final product rests largely on the skills and abilities of the A/E and on the working relationship between the A/E and the LHA. Although much of the designer selection process is governed by statute, this document offers guidance on how to participate in the designer selection process to ensure selection of the most appropriate A/E firm for your project.

In 1978, the governor of Massachusetts created the Ward Commission to investigate allegations of corruption in the award of state and county building contracts and make recommendations for legislative and administrative reform. As a result of its findings, the legislature enacted Massachusetts General Law Chapter 7, mandating a process for selecting designers for all state funded projects. Chapter 7 established the Designer Selection Board (DSB) in the Executive Office of Administration and Finance to ensure an impartial and objective selection process. The same legislation provides an exemption allowing DHCD to establish its own Designer Selection Committee (DSC) with procedures based on rules established and enforced by the Designer Selection Board. DHCD must request this exemption and secure approval from the Designer Selection Board every two years.

The DHCD Designer Selection Committee is responsible to ensure that the goals of Chapter 7 are met. These goals are:

- high quality design services for public building projects;
- application of consistent procedures in the procurement of the design services;
- broad-based participation of all design consultants; and
- integrity of the system for procurement of design services.

The Designer Selection Committee also reviews applicants with an eye toward selecting firms that meet DHCD's criteria. These include:

- experience with housing design and construction;
- experience administering projects during construction;
- status as a minority or woman-owned business; and
- equal access to jobs for firms without DHCD experience.

ROLES AND RESPONSIBILITIES

The primary participants during the selection process are: The LHA project administrator, the DHCD Designer Selection Committee (DSC), the LHA local screening committee, and the DHCD designer selection staff, project manager, and design review staff.

The LHA project administrator coordinates the activities of the selection process including advertising, establishing a local screening committee, checking references of applicants, and representing the LHA before the DSC.





The DHCD project manager and design review staff assist the LHA in developing the Request for Services including the scope of work, fee, and project schedule as well as a timetable for advertising and in executing a contract with the selected A/E firm.

The Designer Selection Committee (DSC) selects, from among the firms that apply, the three to five who are most qualified to provide services on a particular job. If there is no local screening committee, the DSC will rank the selection.

The LHA's Local Screening Committee (LSC), if established, interviews and ranks the DSC's short list of possible candidates.

The DHCD Designer Selection Committee staff provides technical assistance to LHAs on procedural questions, DSC meeting dates, and reference checks. It also provides general administrative support to the DSC.

The Designer Selection Committee is made up of nine volunteer members who meet monthly at DHCD's offices in Boston. Designer Selection Committee members are recruited from professional and housing advocate groups that are interested in the design and construction of public housing in Massachusetts. The nine members include:

- two registered architects designated by the Boston Society of Architects;
- one registered engineer designated by the Massachusetts Society of Professional Engineers;
- one member designated by the Massachusetts Chapter of the National Association of Housing and Redevelopment Officials (Mass NAHRO);
- one member designated by the Citizens Housing and Planning Association (CHAPA); and
- four members appointed by the Director of DHCD: one registered architect, two registered engineers, and one contractor.

STEPS IN THE A/E SELECTION PHASE

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Planning for A/E Selection

In accordance with the provisions of M.G.L. Chapter 7, the LHA is required to use the DHCD Designer Selection process when design services are required for **building related work**, if:

- the estimated construction cost is \$100,000 or greater, or
- the fee for design services is \$10,000, or greater.

After the A/E is selected, it may become necessary, during design, to increase the original scope of A/E services. Under some circumstances this requires approval by the DSC. Refer to Special Circumstances at the end of this chapter.

Exceptions. The LHA does not have to use the DHCD Designer Selection Process if:

- the construction budget for a Modernization job is greater than \$10,000 but less than \$100,000. In this case, use the Designer Selection Procedures for jobs under \$100,000. In rare circumstances, the Director of the Project Development Unit may require that the LHA use the DSC process.
- there is no construction budget and the design fee is less than \$10,000, e.g. feasibility studies, forensic investigation, existing building documentation, programming, and the other technical services provided by the architects and engineers. In this case, consult with your project manager.



Decide Whether to Have a Local/Regional Screening Committee



Develop a Request for Services

- the work does not involve the construction, reconstruction, alteration or repair of a building, e.g. site improvements. For site improvement work, follow the Modified Designer Selection procedures described hereinafter.
- you have an emergency situation, endangering a person's health and safety. In such cases, follow the Emergency Selection process.

Prior to advertising, the LHA project administrator and the DHCD project manager discuss the timing and coordination of the various activities associated with the selection of the A/E firm.

Once the LHA has determined that the A/E must be selected through the M.G.L. Chapter 7 Designer Selection process, it must decide whether to set up a local/regional screening committee to rank the finalists or to use the DHCD Designer Selection Committee to rank the finalists.

Advantages of an LSC. DHCD strongly encourages the LHA to set up a local screening committee because it gives the LHA the greatest opportunity for involvement in the final selection of the A/E. The local screening committee interviews and ranks the short list of consultants selected by the DSC. This allows LHA staff and community members to participate in the interviews and selection of the finalist. If the LHA does not establish a LSC, the DSC will rank the candidates and select the best firm for the LHA. Housing authorities that have utilized the local screening committee process have consistently reported to DHCD their satisfaction with the outcome.

Regional Screening Committee. An LHA may join with other nearby housing authorities to form a regional screening committee (RSC) to rank firms for projects undertaken by each of the participating housing authorities. This regional committee operates much like the LSC, but interviews and ranks firms for projects undertaken by more than one housing authority. This is useful for smaller housing authorities with part-time staff who can benefit from sharing limited resources.

The requirements and procedures for a regional screening committee are the same as for setting up a local screening committee with one addition: the Executive Director of each of the participating housing authorities must sign a statement approving the composition of the proposed regional screening committee.

If you have questions about how this will work in your community, discuss them with your DHCD project manager and the DSC staff.

Before proceeding further with selecting an A/E, a Request for Services must be prepared which includes a description of the work, qualifications required of applicants, the construction budget, the A/E fee, project schedule and other administrative requirements important to the A/E.

Scope of Work. This description outlines the scope of the work which the A/E is to perform; for example: "the design and construction administration for 12 wood frame townhouse units," or "the design and construction administration of a replacement heating system for 8 buildings serving 275 units." A good scope of services describes:

- background information and description of existing conditions;
- the types of services (planning, designing, cost estimating, construction administration);
- the magnitude of the project (number of units, buildings, or replacement parts);
- project characteristics that impact the work (type of construction, new or existing conditions, type of residents); and

- project schedule and design and construction phase requirements.

The RFS also needs to include a description of other ancillary services that may be required (e.g. topographic surveys, asbestos abatement, landscape architecture, etc.).

The more descriptive you make the RFS, the better understanding potential A/Es will have of the project and the more likely it will be to attract A/Es who have relevant experience.

Criteria for Selection. Consider the type of consultants who will best perform the scope of work -- is it an architect; an engineer; an environmental hygienist; a landscape architect? Consider whether the project needs any unusual expertise or previous experience such as working with community or resident groups or experience with historic renovation. Any project specific criteria must be stated in the scope of services. Be familiar with the Criteria for Selection of Designers as set out in M.G.L. Chapter 7. The DSC will only consider applicants who are able to fulfill these criteria and any project-specific criteria stated in the advertisement and Request for Services.

Fee for Services. The A/E fee is determined by DHCD using a formula based on the scope of construction and the complexity of the work. Consult the DHCD design review staff for the appropriate fee for the project.

MBE/WBE Requirements. If the estimated A/E fee is greater than \$100,000, there are minority participation requirements in the Contract for A/E Services which must be met. Include these in Request for Services and the advertisement for A/E services.

If applicable, the A/E must subcontract at least ten percent (10%) of the fee to minority or women-owned businesses that are certified by the State Office of Minority and Women Owned Business Assistance (SOMWBA). This can include work done on any portion of the A/E contract such as landscaping or engineering. Of this minimum ten percent (10%) requirement:

- minority-owned businesses must receive a minimum of seven percent (7%) of the contract amount, and
- women-owned businesses must receive a minimum of three percent (3%) of the contract amount.

If the prime A/E is a minority-owned or woman-owned firm, but not certified by SOMWBA, it is required to comply with the minimum MBE/WBE participation requirements. If the prime A/E is a SOMWBA certified MBE or WBE, the above requirements are not applicable.

The process for selecting an A/E usually takes about 10 weeks from the point DHCD approves the ad to execution of the designer's contract. Establish with your DHCD project manager a schedule of the key dates in the process:

- the dates for the ads to appear in the newspaper and the **Central Register**;
- the site inspection date, if applicable;
- the deadline for receipt of applications from A/E firms;
- the period of time available to recruit members for a local screening committee;
- the date of the Designer Selection Committee meeting for which your applications will be ready;
- the deadline for sending agenda materials to DHCD for that DSC meeting date;



Develop a Designer Selection Schedule

- the dates for LSC interviews; and
- the date of the LHA Board meeting to vote the award.

Targeting the DSC Meeting. Because the DSC meets only once a month, it is important to target the monthly meeting at which you would like the selection of the A/E to occur. Determine whether the amount of time prior to the meeting is sufficient to complete the tasks of advertising, accepting, and collating applications. Remember that application packages must be received by the DSC from the LHA at least eleven working days before the targeted meeting.

Site Inspection. For projects where the scope of work includes existing structures or sites, or new development on a site with difficult topography, a site inspection is recommended. The LHA project administrator determines whether an inspection of the project site would be helpful to prospective A/Es. Factor this date into the schedule and include this date in the advertisement and the RFS.

Establishing a Local/Regional Screening Committee (optional)

If the LHA has decided to form a local or regional screening committee, start looking for candidates as soon as possible. The process of lining up committee members need not hold up the process of advertising for an A/E; the two can occur simultaneously. Approval by the DSC of your proposed LSC members can happen at the same meeting at which the committee creates a short-list of A/E firms for your project.

Size of Committee. The committee can be as large as the housing authority wishes, but must have at least three members. The advantages of more members is a greater variety of perspectives which may result in more detailed interviewing. The disadvantage of a large committee is the complexity of scheduling meetings and achieving consensus. It is useful to have an odd number of committee members to minimize the possibility of tie votes. The minimum number of committee members is three. They must meet the following criteria:

- one member must be registered architect or engineer;
- one member must be an LHA staff member, usually the project administrator or executive director; and
- one member must be an individual who is recruited from the community at-large.

Additional members can include LHA staff, residents, registered professionals, municipal officials, and community leaders.

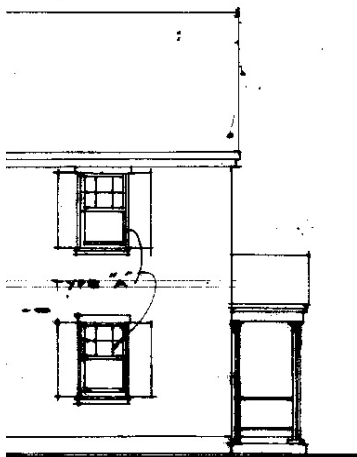
Who to Recruit. The LHA recruits local screening committee members from the local community and from neighboring communities. Suggestions for persons to recruit include:

- *registered architects and engineers:* consider architects, landscape architects or engineers who live or work in your community or who work for the municipal government. The Boston Society of Architects and the Massachusetts Society of Professional Engineers may be helpful in identifying individuals who are willing to serve on local committees. Ideally, select professionals who have been active in housing design.
- *committee members for development projects:* consider leaders or local housing advocates to help build interest and support for the project. A member of the Citizens Advisory Committee, if you have one, of the local fair housing commission, of a local service organization, or a town employee, or interested neighbors or residents of existing LHA housing may also be invited to serve on the committee.

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LHA Recruits LSC Committee Members

~~ELEVATION (1/1/00)~~



LHA Requests Approval of LSC from DSC

LHA Assembles Requests for Application Package

3

- *committee members for modernization jobs:* consider a resident from the development.
- *additional members:* consider Board members or staff from LHAs in neighboring communities. This may be especially useful if that LHA has recently completed designer selection.

Prohibited from Committee. The only people specifically prohibited from sitting on the committee are board members of the LHA for whom the A/E is being selected; A/Es who wish to apply for the job; and individuals with a financial interest in any firm wishing to apply for the project.

How to Recruit. When recruiting committee members, the LHA project administrator describes the type of project involved, the purpose and role of the local screening committee and an estimate of time and meetings that will be required. To demonstrate the significance of their participation, the LHA project administrator can send a letter describing the responsibilities of the committee members.

Duration of the Selection Committee. The term of a local screening committee runs concurrent with the term of DHCD's exemption from the DSB. When the exemption expires the LHA project administrator can submit a renewal request. Consult the DSC staff to ascertain the expiration date of the current DHCD exemption.

Questions. If you have questions about or need help with setting up a local or regional screening committee, consult the DSC staff.

Materials for Approval. Once the LHA project administrator has identified candidates willing to serve on the LSC, he/she requests approval of the candidates from the DSC by submitting the Application for Appointment to the LSC and a cover letter to the DSC staff.

- *Application for Appointment to the LSC.* Submit one form for each proposed member. Proposed members may attach resumes in response to the questions on education and employment history. Each potential committee member must complete and sign this form, including the LHA representative. This is important because the form contains a conflict-of-interest statement.
- *Letter to the Designer Selection Committee from the LHA.* This letter formally requests approval of the LSC by the DSC and describes the project or project for which this screening committee will select A/E(s).

Advertising for A/Es

Because advertising is expensive, most ads contain only a brief description of the scope and the particular information required by M.G.L. Chapter 7. To help interested A/Es understand the full scope of the job and its contractual requirements, the LHA project administrator assembles a Request for Application package. Interested applicants obtain these packages from the LHA and review this material prior to submitting an application. The materials describe in detail the scope of work, performance expectations, and specific qualifications and criteria for selection so the A/E can determine if he/she has the appropriate qualifications and is willing to provide the services outlined for the established fee.

Contents. Include the following items in the Request for Application package:

- the detailed Request for Services (RFS) developed with DHCD during the planning step. Be sure it includes the design fee, applicable MBE/WBE requirement; the construction budget; and insurance requirements.
- criteria for selection;

**LHA Writes
Advertisement**

- A/E Application for Designer Services;
- A/E Eligibility Requirements and Summary of Qualification and Experience;
- Contract for Architectural and Engineering Services;
- A/E Evaluation form; and
- date of site inspection, if applicable.

DHCD Review. The LHA project administrator sends the RFS package to the DHCD project manager for review and approval. Allow approximately two weeks for the review.

Contents. Include the following information in the advertisement for A/E services.

- location of the project
- design fee and estimated construction cost
- type of services required: architect, engineer, site planner, etc.
- brief description of the job
- date and time of site inspection (if applicable)
- where to get an RFS
- deadline for receipt of application
- contact person at the LHA
- MBE/WBE requirements (if applicable)
- request for A/E's brochure (if desired by the LHA)

DHCD Review. The LHA project administrator sends a copy of the advertisement with the RFS materials to the DHCD project manager for review and approval.

**LHA Places
Advertisement**

Format. Advertisements for state-funded contracts are legal notices and must be sent in writing to newspapers and other media. Most papers will accept transmission of a facsimile (fax).

Where to Place Ads. To comply with M.G.L. Chapter 7 and DHCD requirements, A/E ads must appear in the following locations:

1) the Central Register

2) a Newspaper of local circulation

3) the Dodge Report

4) newsletters or bulletins of relevant professional associations and SOMWBA

Timing. At a minimum, the advertisement must appear in the newspapers, the **Dodge Report**, and the **Central Register** one time at least two weeks before the application dateline. For large jobs DHCD recommends advertising for at least three consecutive weeks.

Payment. Many papers require payment in advance. The LHA project administrator should check with the paper before sending the notice.

Questions. If you have questions about advertising, consult your DHCD project manager or DSC staff.

**LHA Conducts
Site Inspection
(if applicable)**

Preparation. If you decide to hold a site inspection, notify residents and/or property owners or managers at least one week in advance of the inspection. Be sure to have

additional Request for Application packages available at the site inspection for A/Es who may not have received one.

Access. The LHA project administrator accompanies the A/Es during the inspection to ensure that the A/Es see all areas included in the scope of services. Be cautious about giving out any information that is not included in the RFS package because it could give those in attendance an unfair advantage.

Record Keeping. The LHA project administrator may want to keep a record of the A/Es who attend site inspections to include in the presentation to the DSC. A/E attendance at site inspections is information that the DSC may take into consideration when making their selections.

Processing Applications

Record Keeping. The LHA project administrator keeps a record of names and addresses of all A/Es who request an application package so that all interested A/Es can be notified of any changes.

Eligibility Requirements. A/Es registered in Massachusetts who meet the A/E Eligibility Requirements included in the RFS may apply for DHCD-funded projects.

Master File Brochure. The eligibility requirements of M.G.L. Chapter 7 stipulate that A/Es must have a Master File Brochure on file at DHCD at the time the DSC considers applications. When A/Es submit applications to an LHA, they need not submit a copy of their Master File Brochure if a current one is on file in the DSC office at DHCD unless the LHA specifically requests one in the ad.

This formal submission of a Master File Brochure to the DSC consists of a company brochure describing in words and photos the experience of the firm and a completed Summary of Qualifications and Experience (SQE). It can be submitted at any time directly to the DSC staff and must be updated every twelve months to meet the eligibility requirements for application.

Application Requirements. A/Es should send applications directly to the LHA project administrator, not to the DSC or DHCD. Each applicant must send:

- eleven copies of the completed A/E Application and
- one Master File Brochure, if requested by the LHA.

Questions. If A/Es have questions about their Master File Brochures or eligibility, refer them to the DSC staff. The LHA project administrator can respond to questions about the project.

LHA review. The LHA project administrator reviews each application to be sure it is complete. Each application should include the names of key staff members, consultants, and MBE/WBEs (for design fees over \$100,000) and appropriate references so that you have the information that you need to conduct reference checks.

Submission to DSC. The LHA project administrator keeps the Master File Brochure and one copy of each application. Collate the remaining ten application packages, one for each member of the DSC and one for the DSC staff. Each package includes:

- a list of all applicants in alphabetical order;
- one copy of each A/E Application, organized alphabetically;
- a copy of the **Central Register** and newspaper advertisements;
- a copy of the detailed scope of services from the RFS;
- a letter from the LHA project administrator describing any special circumstances or particular needs of the LHA or the community that might affect the selection of an A/E; and

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A/Es Prepare Application



LHA Reviews Applications and Sends to DHCD



- the results of the LHA project administrator's reference checks.

Schedule. The DSC staff must receive the application packages from the LHA at least eleven working days before the targeted DSC meeting so that committee members have time to read the applications before the meeting. If the submission is late, the selection will be postponed to the following month.

Eligibility. The DSC staff checks to be sure each applicant is eligible to apply for a job in accordance with M.G.L. Chapter 7 and meets any DHCD policies on eligibility.

Record Keeping. In accordance with M.G.L. Chapter 7, the LHA must keep one copy of each application on file for seven years after final payment to the A/E.

Questions. Consult with the DSC staff if you have questions about reviewing applications.

Timing. The LHA project administrator should start checking references as soon as an application is received.

Purpose. DHCD encourages the LHA project administrator to do thorough reference checks on all applicants to ascertain how well they have performed for their other clients. By sharing this information with the DSC the LHA project administrator can communicate which firms are best suited for the project. If the LHA does not have a local or regional screening committee, this is the LHA's only opportunity to influence the DSC's selection of the first-ranked firm.

Content of Reference Checks.

- Check references for projects most similar to your own.
- Check references of other public authorities or public agencies.
- Ask references for information relating to the qualifications and criteria defined in the project scope.
- Ask the same questions of each reference so that the answers about each firm can be compared to one another.

Presentation. The LHA project administrator presents the project particulars in person at the DSC meeting. The LHA project administrator may advise the DSC of the firms he/she feels are most qualified, based on reference checks or previous experience with firm(s), but should not present a ranked list to the DSC. The DSC looks favorably upon the opinion of the project administrator who has done complete and thorough reference checks and who relates the findings to the job requirements.

Questions. If you have any questions about checking references consult the DSC staff.

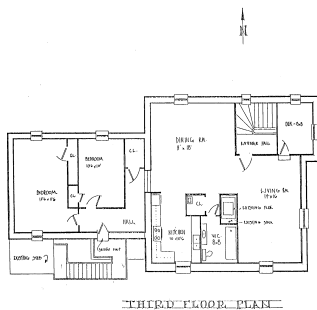
Selecting the A/E

The Meeting. The DSC meeting is a public meeting where the nine member committee reviews applications and selects qualified firms to work on LHA projects. Staff from DHCD, other LHAs, and interested A/Es may also be present. LHA projects are considered on a first-come first-served basis in the order in which LHAs sign-in with the DHCD receptionist on the day of the meeting.

Attendees and Responsibilities.

- DSC members: Review all materials and information presented and make selections based on the requirements of M.G.L. Chapter 7, the policies of DHCD, and the criteria established by the LHA.

**LHA Checks
References**



5

**DSC Develops
Short List**

LSC Interviews and Ranks A/Es (when LHA has LSC)

- LHA project administrator: Discusses results of reference checks and describes particular needs of the LHA and local community.
- DHCD project manager and design review staff: Describe the scope of the project and presents information regarding any previous experience with any of the applicants.
- DSC staff: Confirm eligibility of applicants, present data on previous performance of eligible firms, and record DSC discussion and vote.

Selection. To evaluate the applicants and make its selection, the DSC takes into account a variety of information including: the scope of work; project specific criteria; the reference information presented by the LHA project administrator; the project-specific information presented by the DHCD staff; performance of A/Es on previous DHCD jobs; and the information contained in the firms' applications. The DSC staff notifies the LHA project administrator of the DSC's selection(s).

If the LHA has a local or regional screening committee, the DSC selects a short list of three to five firms to be interviewed and ranked by the LSC or RSC.

If the LHA does not have a local or regional screening committee, the DSC selects a ranked list of three to five firms.

Time and Place of Interview. In accordance with the schedule established during the planning step, the LHA project administrator coordinates and schedules a meeting of the LSC to interview the three to five unranked firms. The LHA project administrator notifies the A/E firms of when and where interviews will take place. Many firms will come prepared to show slides of their work, so the LHA should plan to meet in a space that can be darkened.

Interviews. The LSC interviews each of the firms. The committee should be sure to ask the same questions of all firms to be able to compare the quality and content of the answers.

LSC Ranks Firms. The LSC ranks the list of firms and sends the list to the LHA Board. The LSC is required by the DHCD exemption procedures to explain the rationale for the order of the list in writing to the Board. This is very important if the Board is to understand and concur with the judgment of the LSC.

Send List to DSC Staff. The LHA project administrator also sends the ranked list and the associated rationale to the DSC staff for its information. The DSC does not have to approve the ranking.

Time and Place of Interview. The project administrator schedules the first-ranked firm for an interview with the LHA Board. The LHA project administrator notifies the first-ranked firm of when and where the interview will take place. The meeting at which the LHA Board interviews the first-ranked firm is an open and public meeting.

Interview Topics.

- Confirm firm's qualifications to do the job.
- Confirm firm's ability to meet the schedule.
- Review RFS and Contract for Architectural and Engineering Services to confirm understanding of the content.

Discussion. Immediately following the interview the Board discusses awarding the contract to the first-ranked finalist. The Board awards the contract unless they have evidence that the firm is unqualified to perform the services or the firm withdraws their application. When the Board votes to award the contract, they should also authorize the executive director to execute the contract.

LHA Interviews First Ranked Firm (all LHAs)

LHA Votes to Award Contract

**Enter into Contract
with A/E**

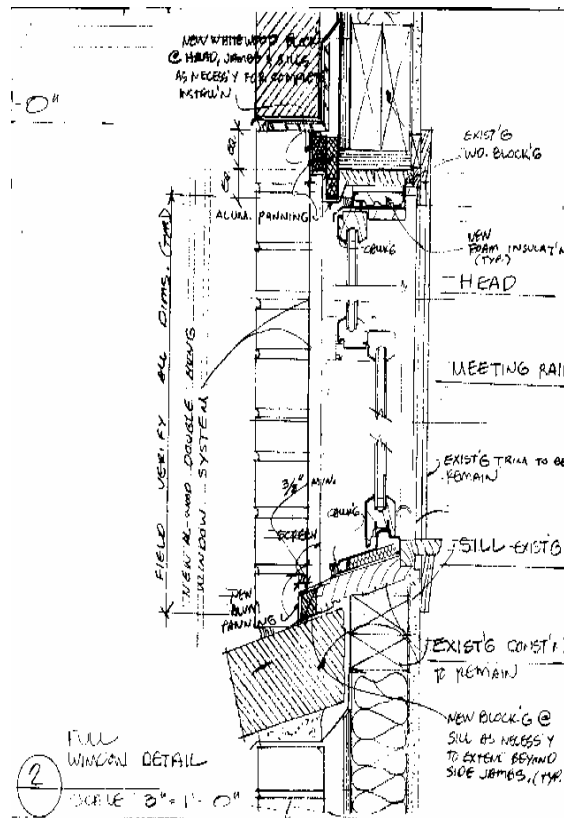
Rejection. If the LHA determines that the first-ranked firm is unqualified based on M.G.L. Chapter 7 and DHCD requirements as described in the RFS, it may reject the firm. The LHA must then file a written explanation with the DSC, or LSC if there is one, justifying its action. The LHA may not proceed to interview the second firm until the DSC or LSC concurs in writing with the rejection. Consult with the DSC staff immediately if rejection is considered.

Notify DHCD and Finalists. Upon an affirmative vote by the LHA Board to award the contract to the first-ranked firm, the LHA project administrator notifies the DHCD project manager of the Board's decision and the other finalists, thanking them for their interest.

Contract Execution. The DHCD project manager prepares three copies of the Contract for Architectural and Engineering Services (CAES) and forwards them to the LHA. The A/E and person authorized by the LHA Board sign the contracts. The LHA project administrator returns the three executed contracts to the DHCD project manager for DHCD approval. The DHCD project manager will return two copies of the contract: one copy for the LHA's files and one copy for the A/E. The LHA project administrator calls the DHCD project manager and A/E to schedule a kick-off meeting to start the next phase.

Central Register Notification. When the A/E contract has been approved by DHCD, the LHA project administrator completes the Notice of Contract Award and sends it to the **Central Register** to notify the public of the decision.

Questions. Consult your project manager regarding questions about the contract with the A/E.



SPECIAL PROJECTS/CIRCUMSTANCES

This section describes the A/E selection procedures for the projects that follow a different process than the one outlined in the preceding pages.

A modified Designer Selection Procedure is used when selecting A/Es for all A/E contracts when the construction estimate is under \$100,000 or when the design fee is under \$10,000. These projects do not fall under the Designer Selection Committee's jurisdiction but do require a public process for the selection of A/Es. Unlike the designer selection process for jobs with A/E fees over \$10,000 and \$100,000 construction budgets, no Master File Brochure is required.

After the LHA and the DHCD project manager and design review staff have developed the RFS which will include the designer fee, the construction budget and the selection criteria, the LHA and the project manager will develop specific dates for each of the steps below.

- **Step One:** The DHCD project manager provides the forms to the housing authority to prepare a Request for Application (RFA) package containing the following:
 - A/E Application for Designer Services;
 - Request for Services (including A/E fee and construction budget);
 - criteria for selection;
 - insurance requirements;
 - date and time for a site visit, if appropriate;
 - deadline for applications; and
 - advertisement.

The DHCD project manager must approve the final RFA package.

- **Step Two:** The LHA advertises for A/E services in a local newspaper and in the Central Register. The DHCD project manager must approve the advertisement.
- **Step Three:** The LHA project administrator conducts the site visit and keeps a list of all A/Es who attend. LHA receives applications and checks the references of all applicants. The LHA sends a copy of each application to the DHCD project manager.
- **Step Four:** The DHCD project manager reviews the qualifications of the applicants in consultation with DHCD design review and construction staff, and returns an unranked list of the firms that meet the qualifications and requirements of the project.
- **Step Five:** The LHA project administrator and/or local screening committee makes a recommendation to the LHA Board of 1-3 finalists for interview by the Board.
- **Step Six:** The Board interviews the finalists and makes a final selection.
- **Step Seven:** The LHA Board votes to award the contract to the most qualified firm.



**Alternate A/E Selection
Method for Jobs
Under \$100,000**

**Designer Selection
Committee Waivers**

**Emergency Selection
Procedures (Jobs
\$100,000 or greater)**

**Emergency Selection
Procedures (Jobs under
\$100,000)**

- **Step Eight:** The LHA executes a contract with the selected firm, and sends three executed original contracts, along with the board vote, to the DHCD project manager.

If the housing authority project administrator requests, DHCD will provide the housing authority with a ranked list of 3-5 applicants who DHCD recommends as being most qualified. After following steps one through three above, follow the steps below:

- **Step Four A:** Send applications and references to the DHCD project manager within five days of receipt of applications.
- **Step Five A:** A committee of DHCD staff will review the applications and provide the LHA with a recommended ranking. Steps Six, Seven, and Eight remain unchanged.

The DSC may grant waivers from designer selection and the use of a designer in cases where the LHA or DHCD have in-house professional design capacity. These waiver requests require prior DHCD approval.

If the LHA project administrator and the DHCD project manager agree that an emergency exists and the health or safety of any individual will be endangered because of the time it takes to select a designer, they take the following steps:

- **Step One:** The LHA project administrator submits a request to the DHCD project manager. The project manager confirms that the condition of the project constitutes an emergency, and requests the Director of DHCD to declare the situation an emergency.
- **Step Two:** The LHA project administrator and the DHCD project manager develop a proposed scope of work, an estimate of the cost of construction, and a lump sum fee for design services.
- **Step Three:** The LHA project administrator and the DHCD project manager select a minimum of three qualified firms who can perform this work. The selected firms must have an up-to-date Master File Brochure and fulfill the Criteria for the Selection of Designers. The names of these firms are submitted to the staff of the Designer Selection Committee.
- **Step Four:** The Designer Selection Committee staff telephones three members of the DSC, two of whom are registered professionals, to select at least three finalists. The staff forwards the names of the finalists to the LHA project administrator with a written explanation of the reasons for the Committee's choices. The LHA project administrator selects one firm to perform the design services.

If the scope of an emergency situation has an A/E fee of less than \$10,000 and a construction budget under \$100,000 and has been declared an emergency by the Director of DHCD, follow Steps 1-3 above and the steps below:

Procedures for Extending the Scope of the A/E's Contract

- **Step Three B:** The DHCD project manager selects three qualified firms and notifies the LHA to solicit applications from these firms.

Step Four B: Upon receipt of the applications, the LHA project administrator conducts interviews and makes a recommendation of one firm to the Board. The LHA Board votes to award the contract to the selected firm.

When the local housing authority has an A/E under contract, the DHCD project manager in conjunction with the LHA may determine that designer services in addition to the original scope of work are necessary.

After a review of the criteria for contract extensions the DHCD project manager determines if a request for extended services must be submitted to the DSC.

DSC Approval. If the request must be submitted to the DSC, the DHCD project manager files a written statement explaining the reasons for the continuation or extension of services. The project manager should attach this to the completed Request to Amend & Extend Services form, available from the DSC staff.

The request must be submitted by the agenda deadline which is seven working days before a DSC meeting date. Meeting dates are typically held the third Thursday of every month. The DHCD staff associated with the project should be available to attend the DSC meeting for any further explanation of the request.

If the DSC approves the request, the firm may proceed to begin the work. If the DSC does not approve the request, the proposed scope of work will have to be advertised.

DSC Approval Unnecessary. If the DHCD project manager determines that, based on the criteria for contract extension, the continuation or extension of services can be handled administratively, a copy of the extended service scope statement must be submitted to DSC staff.

Criteria for Contract Extensions for Modernization and Redevelopment Projects. A request for extended services **must be submitted** as a Designer Selection Committee (DSC) agenda item if **any one** of the following items apply:

1. The project scope covered by the proposed extended service is the same as the original project scope of work and the change in the original construction budget is fifty percent or more or;
2. The scope of the proposed work covered by the extended service is substantially different than the originally advertised scope and the associated A/E fee is increased \$10,000 or more, or the construction budget for the proposed extended scope is \$100,000 or greater.

A request for extended services can be handled administratively without coming before the DSC if either of the following items below apply:

1. The project scope covered by the proposed extended service is the same as the project's original scope of work

and the associated change in the construction budget for the new scope is less than fifty percent of the original project budget or;

2. The project scope covered by the proposed extended service is substantially different from the original scope and the A/E fee for the proposed extended service is less than \$10,000 and the construction budget for the proposed project scope is less than \$100,000.

Criteria for Contract Extensions for Development Projects.

A request for extended services **must be submitted** as a Design Selection Committee (DSC) agenda item if **any one** of the following items apply:

1. The proposed extended service to be rendered involves a site which is different than that described in the original scope of services; or
2. The proposed extended service to be rendered involves unit types different from the advertised scope of work (i.e. 705 contract that will have a 689 project added to the contract). This item applies even if it is contemplated that the work will be included in the same construction contract or completed on the same site; or
3. The proposed extended service to be rendered involves an expansion of the same program and unit type, and there is fifty percent or greater increase in the original number of units.

A request for extended services can be handled administratively without coming before the DSC if the following item applies:

1. The proposed extended service to be rendered involves on the same site; and same program, and the number of units being added does not exceed fifty percent of the number of units specified in the original scope of services.

