DESIGN REVIEW POLICY

Policy Statement

MOH will review the plans of proposed affordable housing developments to be built on MOH land or that may seek MOH funding assistance to ensure proposed developments comply with MOH Residential Design Standards and meet the need for quality affordable housing in Boston's neighborhoods.

Policy

MOH review will proceed throughout the design and development of each housing development proposal during the three basic phases: Schematic Design, Design Development, and Construction Document Phases. Developers are ***required*** to consult with MOH at the early stages of a project's conception. The design review will strive to find the best balance between quality design and materials, cost and energy efficiency, to ensure a quality, durable and efficient product is produced with the minimum amount of public funding or assistance necessary. The review shall be coordinated with the BPDA, Article 80, and community review process and provide the developer and project architect with timely comments and clear direction regarding the design and specifications for the proposed development. MOH shall provide the developer with design and construction comments and documentation regarding approval at each review phase during the design and development of the project. The developer must submit a complete set of documents as the project reaches each phase of design development. MOH Design staff will provide review comments back to the developer within 10 business days **after submission** of a complete set of required documents. The Developer must respond to these comments within 10 business days. See the Design Review Process work flow chart at the end of this document.

Review Phases

Schematic Design Phase: MOH shall review the site plan, building massing, exterior treatments, and general floor and unit layouts. Done in conjunction with the zoning and permitting processes for the proposed development, MOH shall work to coordinate its' review and comments with the BPDA, Article 80 review and community review process.

Schematic Design Review – MOH shall provide the developer with a **Design Review and Approval Form for "Schematic Design"** outlining MOH's comments, concerns and any required changes that will be expected to be incorporated into the proposed development at the next submission stage.

Submission Requirements:

- 1 full size schematic design sets plus 1 digital (CD) copy including: Site Plan with building footprint, schematic drawings of building massing, exterior finishes, streetscape illustrating scale of building, interior layouts and unit configurations.
- 1 set plus one digital (CD) copy of outline specifications.

Design Development Phase: MOH will review progress drawings as the project architect develops the design of the proposed building and coordinates and incorporates structural, mechanical, electrical, plumping, and fire protection requirements into their plans.

Design Development Review - MOH shall review the DD set to ensure that any comments or requirements provided during the Schematic Design Review are properly incorporated in the projects designs across disciplines, and ensure that the development continues to comply with MOH Residential Design Standards, Article 80 requirements and meets the City's goals for LEED Silver "Certifiable" standard or better. MOH shall provide the developer with an updated **Design Review Form for "Design Development"** at the conclusion of the Design Development Review.

Submission Requirements:

- 1 half-size DD set plus digital (CD) copy: incorporate any design comments and requirements from the SD review and include initial Structural, Mechanical, Electrical & Plumbing Plans (MEP), Fire Protection Plans, materials and construction details
- 1 paper set of Project specifications plus digital set (CD): including project scope
- LEED Silver sustainability elements are to be defined with the submission.
- Cost estimate

Construction Document Development Phase: MOH will continue to review the project plans throughout the construction document development phase. There are three key submission points:

Construction Document Review and Conditional Approval - MOH will review the Bid Set and Project Specifications to ensure that all comments and required changes from earlier reviews have been fully integrated into the project's bid set and to ensure compliance with MOH's Bid Policy and local and federal requirements that may impact the projects pricing. MOH will issue a **Design Review Form for "Bidding and Construction Document Review"** prior to the issuance of the invitation to bid. (See MOH Bidding Policy)

Submission Requirements:

- 1 half-size complete and fully coordinated Construction Document set plus 1 digital (CD) set, including Structural, Mechanical, Electrical & Plumbing Plans (MEP), Fire Protection Plan, material and construction details, integrations & coordination of MEP and LEED Silver sustainability elements.
- 1 set plus 1 digital (CD) copy of the full specifications and project scope of work
- Cost estimate
- Bid Package: All bidding information, including instructions to bidders, the draft invitation to bid letter, bid form, form of contract, contractor selection criteria and the list of potential contractors to be invited to bid.
- Cost Controls: The developer must provide alternatives in the bid document to evaluate the cost of foreseeable scope of work that may be reduced or increased after bidding takes place. The development team is to provide the SA with a list of cost control items. These items are to appear as alternates in the bid documents.

Construction Bidding And Pricing Review– MOH will review the bids obtained from the various contractors along with the developer's recommended contractor selection to ensure that the selection followed the established selection criteria and that the lowest qualified price has been achieved and that sufficient explanation has been provided

regarding any significant discrepancies between bidders and or trades. MOH will also ensure that the selected contractor is not currently listed on the HUD debarred list.

Submission Requirements: Side-by side comparison of each complete bid received, bidder qualifications, explanation of substantial price differentials. Copies of bid proposals may be requested by Design staff if needed. (See Bidding Policy and attachments for further detail.)

Design & Construction Approval – MOH will complete a final review of the project Design & Construction Documents including the construction contract, any addendum, unit costs, add-alternative list, VE items, Betterments, etc. The DC set shall have resolved any outstanding comments from the CD review. MOH will issue an executed **Design Review & Approval Form** to be signed by the project architect and the developer prior to the Project closing.

Submission Requirements: A complete set of construction drawings, specifications and Contract Documents (See Design and Construction Approval Submission Checklist for a complete list of documents required for submission.)Cost Controls: The development team is to provide the SA with a list of accepted cost control items from the bidding process. These items are to appear as alternates in the contract documents.