

MOH Design Review Checklists

Click on the checklist name below to jump to that checklist.

Funding Application & Schematic Design Checklist

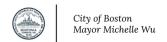
Design Development Checklist

Construction Documents & Bid Package Checklist

Bidding & Contractor Selection Checklist

Draft Construction Contract Checklist

Closing Design Checklist







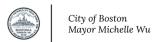
Project Name:	
Project Architect:	
MOH Design Reviewer:	(leave blank if not known)
Date:	
Notes:	
INTERNAL USE ONLY:	
must be addressed in the next submission.	gress to Design Development. Any remaining MOH comments
Funding Application & Schemati	c Design Checklist
those with the greatest need. Our role is to partner wit sustainable housing for residents and newcomers using	improving life for the people of the city of Boston, particularly th development teams to: 1. create affordable, equitable, and g design principles that contribute to a high quality of life; 2. noods by building and supporting thriving communities; and 3. people as possible.
	early explain the project's vision, design concept, and challenges ose in mind and provide feedback to support the goals and
· · · · · · · · · · · · · · · · · · ·	content is included, all project-specific items (if any) have beer ncluded in the submission to MOH. Where there is a Location ere the checklist item can be found in the drawings,
Submission items:	
☐ A digital copy of the drawings	
☐ A digital copy of the outline specifications	
☐ A digital copy of this completed checklist and a	any previous checklists for this project
Renovations:	
· · · · · · · · · · · · · · · · · · ·	d the following "Codes & Guidelines" section are the only ones cts that involve gutting the interior, adaptive reuse, additions, cions as applicable.
☐ Capital Needs Assessment conducted within 2	years prior to submission
20-year capital needs report	
Sustainability analysis	
☐ Rehabilitation strategy	
☐ Interior and exterior photographs of existing c	onditions Loc:







	All unique existing and proposed floor plans and elevations	Loc:
	Existing and proposed Gross Floor Area	Loc:
Codes	& Guidelines:	
	Preliminary zoning code review describing required and proposed zoning	Loc:
	Preliminary review to determine if the project is in a Coast Flood Resilience Overlay District	t (CFROD)
		Loc:
	Preliminary building code review	Loc:
	Preliminary review of stormwater requirements	Loc:
	Preliminary MAAB review	Loc:
	Preliminary review of MOH's Design Standards	
	Preliminary review of the Mayor's Office of Arts & Culture's Artist Housing Guidelines if the considering incorporating art-related program	-
Dagige	(https://www.boston.gov/arts-and-culture/artist-housing-guidelines)	Loc:
Design	n Principles & Renderings:	
	Concept diagrams illustrating the project's design principles	Loc:
L	Perspectival views showing the proposal's relationship to the context, abutting buildings, ar	nd existing grading
Site Co	ontext & Strategy:	
] Site plan	Loc:
	Preliminary landscape design	Loc:
	Property lines, streets, and adjacent buildings	Loc:
	Any site challenges (Developer, Architect, and Surveyor have visited the site and identified encroachments, etc. in person)	any obstructions,
	Proposed usable open space	Loc:
	Tree survey indicating tree size, location, and species of all trees on site measuring 3" or greather ground per Boston's Public Tree Protection Ordinance	eater at 4.5' above
	Trees to be preserved and trees to be removed	Loc:
	Parking (if included) is hidden from the primary street(s) and buffered from abutting neighb	ors
		Loc:
Buildi	ng Design:	
	Proposed Gross Floor Area	Loc:
	All unique floor plans	Loc:
	☐ Laundry locations	Loc:
	Typical building sections	Loc:
	Building elevations	Loc:







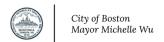
	No blank areas on the exterior elevations	
	Windows evenly spaced and coordinated with the floor plans	
	Unless otherwise approved by MOH, Top of Foundation 3'-0" above grade or at typical first floor elevation of surrounding buildings and provide protection aga	
	Proposed exterior finish materials labeled (no vinyl exterior finish materials e.g. windows)	siding, trim, and
☐ Enlarge	ed typical exterior wall section	Loc:
☐ Windo	w plan and section details with depth to create shadow lines at the openings	Loc:
Residential Uni	ts:	
Unit so	hedule indicating number of bedrooms, number of bathrooms, floor area, and account of the second sec	cessibility
	Unit sizes reasonably close to MOH's target sizes (+/- approximately 100sf): 50 for 1BR units, 750sf for 2BR units, 1,000sf for 3BR units, and 1,100 for 4BR units	Osf for studios, 600sf
	Number of bathrooms in each unit: no more or less than one full bathroom in st units; one full and one half bathroom (neither en suite) or two full bathrooms (it units; and two full bathrooms (neither en suite) in 4BR units	
	Unit sizes, amenities, and finishes are comparable between all units, regardless	of income level
	The number of group 2 accessible units is 10% of the total residential units in the	ne project, rounded up
	The number of sensory units is 2% of the total residential units in the project as	s applicable by code
_	ed unit plans for each unit type labeled with the number of bedrooms, unit floor α 1, group 2, or sensory)	nrea, and accessibility
	Dimensional requirements below labeled on the unit plans	
	☐ 12' x 10' clear, without obstructions such as columns, mechanical space primary bedrooms	s, and closets, in
	☐ 10' x 10' clear, without obstructions such as columns, mechanical space secondary bedrooms	s, and closets, in
	4' x 2' bedroom closets	
	3' x 2' coat closets	
	2' x 2' linen storage, which could be located inside another closet	
	☐ 12' x 12' clear but at least 150 sf without obstructions such as columns, a closets in living rooms	mechanical spaces, and
	☐ 10' x 10' clear, without obstructions such as columns, mechanical space dining areas	s, and closets, in
	☐ 18" linear counter space, measured along the front edge, on both sides ranges	of kitchen sinks and
	Unit interior layouts with enough detail to show the requirements below	







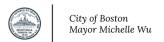
	Units located in exterior building corners have living/dining corners	spaces located at the exterior
	Units with more bedrooms have living/dining areas and kitch those in units with fewer bedrooms	nens that are at least as large as
	For privacy, bedroom and bathroom doors are located off of I than directly off of living/dining areas	nallways or in recesses rather
	☐ Functional furniture layouts maintaining circulation paths are	e shown for living/dining areas
	☐ Living/dining areas have direct access to natural light	
	General unit circulation is not forced through the kitchen we studios)	ork area (with an exception for
	Dishwashers (required in units with at least three bedrooms) stand at the sink while they load dishes into the dishwasher	are located so that someone can
	☐ Bathroom storage is provided	Loc:
Sustainability:		
LEED Silver '	"certifiable" at minimum	Loc:
☐ Preliminary o	description of the Net Zero Emissions and Energy strategy	Loc:
☐ Preliminary of	description of the Article 37 strategy, if applicable	Loc:
Systems:		
☐ Preliminary of	description of MEP and FP systems	Loc:
Finishes & Products:		
Outline spec	efications and pricing reflect the MOH finish and product requirer t Checklist	ments described on the Design
Bidding:		
☐ The project v	will be competitively bid per MOH's bidding policy	
Project-specific item	ıs:	
[applicable as	s indicated in any design conversations prior to submitting for this	review phase]
Developer/Owner		
Developer, Owner	Signature	 Date
Project Architect: _		
	Signature	Date







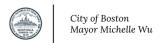
Project Name:	
Project Architect:	
MOH Design Reviewer:(leave blank if not known)	
Date:	
Notes:	
INTERNAL USE ONLY:	
Once this box is checked, the project may progress to Construction Documents. Any remain comments must be addressed in the next submission.	ning MOH
Design Development Checklist	
This stage in the design process is focused on systems and technical coordination. It will be imported to the details of MOH's design requirements as more information is compiled and decisions are made perform a progress review to ensure a smooth review at the next submission prior to bidding.	
Complete and include this checklist and all previous MOH design checklists for this project with you submission indicating that all baseline requirements are met, all content is included, all project-spec been addressed, and all "Submission items" listed below are included in the submission to MOH. Wh Location ("Loc") field to the right of a checklist item, indicate where the checklist item can be found specifications, or other documents. Sign and date this document as indicated at the end of the checklist item.	ific items have here there is a in the drawings,
Submission items:	
☐ A digital copy of the drawings	
☐ A digital copy of the specifications	
☐ A digital copy of this completed checklist and all previous checklists for this project	
Content to be included:	
All content and requirements described on the Schematic Design ChecklistArchitectural drawings and specifications	
Accessible mobility and sensory units are indicated and do not overlap	Loc:
☐ Garage, if included, has garage doors (no open entrances)	Loc:
 Vent locations on exterior walls are limited, organized, and eliminated from street- where possible 	facing elevations
☐ Wall assembly and waterproofing details are air and water tight	Loc:
☐ Windows	Loc:
☐ Flanged windows are specified	Loc:
☐ Operable window hardware is easy to reach and operate (e.g. not too high	or low) Loc:





B MOH Design Review

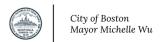
	Window guards are included (limiters do not meet the safety requirement	t)Loc:
	No security bars	Loc:
Finish s	schedule	Loc:
	For homeownership units, wood flooring throughout except at bathroom	s and kitchens
		Loc:
	Ceramic tile or a sheet product for bathroom flooring	Loc:
	Formaldehyde-free, severe-use cabinets that comply with ANSI/KCMA A Design Standards	161.1. and MOH
	Cabinet finish that is not Thermofoil	Loc:
] Low- or no-VOC paints	Loc:
	Cord-free, child-safe window treatments	Loc:
Plumbi	ing fixture schedule	Loc:
	Residential kitchen sink size maximized within a 30" cabinet	Loc:
☐ Bathro	om accessories schedule and drawings	Loc:
	Two 24" towel bars in all full and half bathrooms spaced/located such that accommodate bath towels; if wall space is limited, at minimum one can act towel and the other a typically-sized hand towel	
	One robe hook in each full and half bathroom	Loc:
☐ Appliar	nce schedule	Loc:
	Refrigerators of at least 18 cubic feet	Loc:
Civil drawings w	with scope finalized that are progressing towards Construction Documents	
☐ Propos	sed utility connection locations	Loc:
•	isting curb ramps have been confirmed to be accessible per the city's ADA C tion Manual, or if not, they are shown to be updated to be accessible	Curb Ramp Loc:
Any mi	issing curb ramps to be added per the city's ADA Curb Ramp Inspection Mai	nual Loc:
Landscape draw	vings with scope finalized that are progressing towards Construction Docu	ments
☐ No cha	in link fences in any street-facing yards	Loc:
☐ Transfo	ormers, condensers, and other equipment screened from view and located	to be inconspicuous
Structural draw	rings with systems determined that are progressing towards Construction I	Documents
Mechanical drav	wings with systems determined that are progressing towards Construction	Documents
☐ Method	d of mechanically-supplied fresh air	Loc:
☐ Dryers	directly-vented to the exterior	Loc:





B MOH Design Review

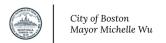
☐ If bas	seboard heating is used, piping is offset below the	e floor to keep wall space clear
		Loc:
☐ No th	nrough-wall air-conditioning units	
Plumbing dra	wings with systems determined that are progres	sing towards Construction Documents
☐ Electrical dra	wings with systems determined that are progres	sing towards Construction Documents
At m	inimum one light fixture or switched outlet in ea	ch living/dining area and bedroom
		Loc:
☐ Secu	rity System/Low Voltage Drawings	
☐ Inter	com locations indicated	Loc:
☐ Indic provi	cation of how solar panels, if included, connect bailed	ack to the grid and what backup power is
Fire Alarm dra	awings with systems determined that are progre	ssing towards Construction Documents
☐ Appr	opriate fire alarm protection equipment in senso	ory units Loc:
Fire protection	on drawings with systems determined that are pr	ogressing towards Construction Documents
Updated Net	Zero Emissions and Energy strategy	Loc:
Ü	ials board with photos of proposed exterior mate ations or renderings	erial samples together and keyed onto colored
Project-specific items	s:	
[applicable as	indicated in previous design conversations or rev	iews]
Developer/Owner: _		
	Signature	Date
Project Architect: _		
	Signature	Date
	2.9	







Project Name:	
Project Architect:	
MOH Design Reviewer:(lea	we blank if not known)
Date:	
Notes:	
INTERNAL USE ONLY:	
Once this box is checked, the project has received Conditional D Any remaining MOH comments must be addressed in the next su	9
MOH Staff Architect:	
Signature	Date
Construction Documents & Bid Package Ch	necklist
At this stage in the design process, the submission consists of a nearly-coa set of bid package documents explaining the project and bidding process Design will be looking to see that the construction documents are completed accurately priced, and that the bid package content is all included.	ss to a set of prospective contractors. MOH
Complete and include this checklist and all previous MOH design checklist submission indicating that all requirements are met, all content is include addressed, and all "Submission items" listed below are included in the sub ("Loc") field to the right of a checklist item, indicate where the checklist is specifications, or other documents. Sign and date this document as indicated the submission of the checklist item.	ed, all project-specific items have been omission to MOH. Where there is a Location tem can be found in the drawings,
Submission items:	
☐ A digital copy of the drawings	
☐ A digital copy of the specifications	
☐ A digital copy of the bid package content	
☐ A list of qualified contractors to receive the bid package	
☐ A digital copy of this completed checklist and all previous checkl	lists for this project
Bid package content that must be included:	
 95% coordinated architectural, civil, landscape, structural, mech protection drawings and specifications 	anical, plumbing, electrical, and fire
Any alternates, with references to where the detailed dr	rawing or specification content can be found
Mock-up drawing that includes all exterior materials, shows all trinstallation details so that installation can be tested as part of the	• •





B MOH Design Review

	Invitation to bid		
	Instructions to bidders		
	Contractor selection criteria		
	Bid forms		
	A copy of the most current Boston Residents Jobs Policy Pre-Construction Packet		
	If Section 3 is applicable, a copy of the Section 3 package found on the Mayor's Office website: https://www.boston.gov/departments/housing/policies	of Housing Policies	
	Davis Bacon Wage Rates, if applicable		
	Form of construction contract (typically AIA A101 and AIA A201, plus any known exhibit Guaranteed Maximum Price); note that MOH will review the draft construction contract Contract Review		
	A copy of MOH's Contract Proviso		
	☐ Any other referenced attachments		
Project-	-specific items:		
	[applicable as indicated in previous design conversations or reviews]		
Develop	er/Owner:		
	Signature	Date	
Project .	Architect:		
Signature Date		Date	







Project	t Name:
	t Architect:
	Design Reviewer:(leave blank if not known)
Notes:	
INT	TERNAL USE ONLY:
	Once this box is checked, the project may move forward with finalizing the Contractor selection. Any remaining MOH comments must be addressed in the next submission.
Bidd	ing & Contractor Selection Checklist
selection	omission provides MOH Design with documentation of the fair and open bid process and proposed contractor n. MOH Design will approve the selection of the lowest reasonable bidder. A higher bidder may alternatively be dif the selection rationale is reasonable.
-	te and include this checklist and all previous MOH design checklists for this project with your submission ng that all content is included and <u>all "Submission items" items listed below are included in the submission to</u>
MOH. S	Sign and date this document as indicated at the end of the checklist.
Submiss	sion items:
	A digital copy of the bidding documentation described below
	A digital copy of this completed checklist and all previous checklists for this project
Bidding	documentation that must be included:
	Any additional information provided to contractors during bidding
	Brief narrative describing the selection rationale and preferred contractor
	Bid proposal copies
	Bid proposal side-by-side comparison of trade values
	Draft G702 application for payment (template)
Pricing	documentation:
	ects where the developer is also acting as the contractor, submit the pricing documentation below in lieu of the documentation described above.
	Price estimates received from subs for each trade (at least three for each major trade)
	A side-by-side comparison of the sub pricing organized by trade and company
	Buyout rationale for each trade including factors such as lowest reasonable cost, compliance with Section 3 and Boston Residents Jobs Policy requirements, and the subcontractors' experience, quality of work, and capacity





Date



Signature

Qualifications & Assump	otions:	
assumptions int	•	incorporate any accepted qualifications and other than using a Qualifications & Assumptions
Developer/Owner:		
	Signature	Date
Project Architect		





Project Name:
Project Architect:
MOH Design Reviewer:(leave blank if not known)
Date:
Notes:
Draft Construction Contract Checklist
MOH's Contract Proviso contains MOH's policy content as it applies to the construction contract and construction procedures, and the project team should review these requirements to ensure consistency within the contract documents and exhibits. MOH Design will review this submission for coordination and completeness of content.
Complete and include this checklist and all previous MOH design checklists for this project with your submission indicating that all content is included and <u>all "Submission items" listed below are included in the submission to MOH.</u> Sign and date this document as indicated at the end of the checklist.
Submission items:
☐ A digital copy of the construction contract and all exhibits
☐ A digital copy of the drawings that are listed in the construction contract
☐ A digital copy of the specifications that are listed in the construction contract
A digital copy of this completed checklist and all previous checklists for this project
Construction contract content that must be included:
☐ Draft construction contract (typically AIA A101 and AIA A201; should not be a Guaranteed Maximum Price)
☐ A copy of MOH's Contract Proviso
☐ A copy of the most current Boston Residents Jobs Policy Pre-Construction Packet
☐ If Section 3 is applicable, a copy of the Section 3 package found on the Mayor's Office of Housing Policies website: https://www.boston.gov/departments/housing/policies
☐ Davis Bacon Wage Rates, if applicable
☐ Schedule of Values
☐ If there is a commercial component to the project, the SOV shows both the total and the breakout for residential and commercial
☐ Construction Schedule
List of drawing sheets and specification sections including drawing sheet titles and numbers, specification section titles and numbers, and the most recent date found on each sheet and specification section
LEED checklist and narrative describing that at minimum Silver certifiable will be achieved
☐ Unit prices (for soils, if applicable, at minimum)
Any alternates, with references to where the detailed drawing or specification content can be found
Any alternates, with references to where the detailed drawing or specification content can be found







Any allowances (limited to items where the scope may be va	ariable, such as winter conditions)
☐ Any addenda	
☐ Any other attachments referenced in the draft contract	
Qualifications & Assumptions:	
Any accepted qualifications and assumptions have been inconfined of including a list of Qualifications & Assumptions as a contract.	•
Draft Requisition	
☐ Draft G702 first application for payment including schedule	of values
Developer/Owner:	
Signature	Date
Project Architect:	
Signature	Date







Project Name:	
Project Architect:	
MOH Design Reviewer:	
Date:	
Notes:	
INTERNAL USE ONLY:	
Once this box is checked, this document of	confirms MOH's Design Approval for this project.
Closing Design Checklist	
•	ocumentation of the final construction contract and construction ments to assign a Construction Specialist to the project who will ction.
•	as MOH design checklists for this project with your submission are included in the submission to MOH. Sign and date this
Submission items:	
☐ A digital copy of the executed construction	n contract
\square A digital copy of the drawings listed in the	construction contract
☐ A digital copy of the specifications listed in	n the construction contract

Construction Conditions, Requirements, and Approvals:

- All methods and materials of construction shall meet or exceed industry standards and practices.
- All changes in the scope of work or "value engineering" must be approved by MOH.

A digital copy of this completed checklist and all previous checklists for this project

- It is assumed that the Developer has reviewed MOH's Design Standards and the plans for the building, site, parking, landscape design, etc. meet or exceed MOH's Design Standards. The Developer is responsible for meeting all requirements for new construction. Failure of MOH to note any deviance or deficiencies from these standards does not relieve the Developer from meeting the requirements.
- Architect and developer shall be present at foundations placement to ensure that top of foundations are a
 minimum of 3'-0" above grade. Any exception to this requirement must be requested in writing and approved
 by MOH. Failure to meet this requirement and any cost associated with correcting foundation height
 problems shall be the responsibility of the developer.
- All exterior materials, windows, trim and colors must be submitted to MOH for approval prior to being purchased/ordered/acquired for the project. MOH will require a minimum of two weeks to review and







approve. For renovations, this is applicable for any exterior materials that are different from the existing materials.

- A mock-up panel shall be erected and approved by MOH and BPDA. For renovations, this is applicable for any exterior materials that are different from the existing materials.
- Final location of gas meters and electric meters shall be reviewed and approved by MOH prior to installation.
- Any design changes must be approved by MOH. Failure to obtain MOH approval for these changes may result in the removal of the nonconforming element at the Developer's or Owner's expense.

Developer/Owner:		
	Signature	Date
Project Architect:		
	Signature	Date
MOH staff will sign below	once the development team has signed above.	
MOH Staff Architect:		
	Signature	Date
MOH Assistant Director f	or	
Design Construction & O	penspace:	
	Sianature	Date

