



City of Quincy, Massachusetts
Purchasing Department
1305 Hancock Street
Quincy, MA 02169

Phone: 376-1060
Fax: 376-1074

ADDENDUM NUMBER #1

RE: RFQ DUE : July 21, 2011 @ 11:00 a.m.

BID/RFQ TITLE: ARCHITECTURAL/DESIGN SERVICES CODDINGTON HALL
RENOVATIONS, QUINCY, MA

The following questions were either raised at the site walk-thru on July 13th or submitted via the City's Purchasing Dept. in regards to the RFQ for design services.

- Q1. *Paraphrased ".....are there additional copies of the plans available?"*
A1. **The packet of plans available at the walk-thru are available as a PDF with Add. #1.**
- Q2. What is the historical classification of Coddington Hall?
A2. **The building is listed on the National Register of Historic Places (#89001323), and also falls within the City's Historic district. At the present time there is no consultant engaged in reviewing the implications of this aspect.**
- Q3. Are there any existing drawings for the building? Any plans associated with renovations?
A3. **A search of Quincy building department records has *not* uncovered any original plans. Some drawings with partial plans exist for the 3rd Floor renovations from 1993, the Elevator and Exterior Ramp additions from 1994 and the partial Basement renovation from 1995. Some of these plans include a limited amount of structural information. It is not known if there were any variances required for these installations.**
- Q4. When was the building last occupied?
A4. **June 2011 was the last time classrooms were used. The basement spaces are occupied.**
- Q5. Has a haz-mat survey been undertaken?
A5. **There has been no haz-mat survey conducted to date. The City anticipates that tests may be required for ACM, LCP and PCBs.**
- Q6. Will the intent of the contract be for a design/ build situation?
A6. **Yes, this is a design / build arrangement.**

- Q7. Why is the City on such an accelerated timetable?
A7. **The City currently rents space for the staff that will occupy the renovated space. The goal is to minimize the rental time and occupy City-owned property ASAP.**
- Q8. Do you have a preliminary budget?
A8. **The current allowance for construction is about two million dollars. This budget may require that the construction proceed in phases, with priority given to the first and second floors. The 3rd floor should be accommodated schematically.**
- Q9. Do you know when the windows were replaced?
A9. **We have been unable to determine the age of the replacement windows but could speculate that they are at last twenty years old. There is no decision on replacement at this time.**
- Q10. What City department(s) will influence and occupy the space?
A10. **The School Dept. Administration will be the primary tenant and along with the Public Buildings Dept. will have input and some design review responsibilities.**
- Q11. Is funding for this project primarily directed at functional office space?
A11. **The design and construction budgets will include office space as well as meeting rooms, including recommendations for modular office components, furniture and fixtures.**
- Q12. What is the heating system?
A12. **A basement boiler provides steam to fan-coil units and radiators, and it appears that chases in some of the masonry walls provide distribution / ventilation by gravity and convection.**
- Q13. Will the same entrances be used?
A13. **The City anticipates that all existing means of egress will remain intact.**
- Q14. What is the value of the building?
A14. **The appraised value of the building from City's records is \$ 5.6M.**
- Q15. Any feasibility studies done recently?
A15. **No.**
- Q16. Would the current occupants of the building stay during renovations?
A16. **Accommodations will be made to relocate occupants during phases of the renovation.**
- Q17. What work will be done in the basement?
A17. **The basement shall be included as part of the overall schematic plan. The construction budget may limit the amount of renovation work done in this area. The two basement bathroom areas would be given priority in the renovation.**
- Q18. Are the basement bathrooms the only facilities in the school?
A18. **The basement toilet rooms are the main public facilities in the building. There is a single private bathroom on the second floor and a single fixture men's and single**

fixture women's room on the third floor. The third floor bathrooms are up 7 or so steps from the main floor and therefore are not handicap accessible.

- Q19. Who will be the OPM (Owner's Project Manager)?
A19. **It is anticipated that Public Buildings Dept. will manage the project in cooperation with the architect supplying the normal construction administration services.**
- Q20. What is the electric power coming into the building? "...is it adequate...?"
A20. **Unknown at this time.**
- Q21. Is there a schedule for award of the architectural portion of the work?
A21. **The City anticipates awarding a design contract within two weeks of RFQ submittal deadline.**
- Q22. Describe the attic?
A22. **Formerly the central part of the 3rd floor was an auditorium space, clear spanned with large wood trusses. Currently this area is partitioned into classroom space. The west end of the 3rd floor is partially converted to office use, the east end is unfinished and open to the ridge with portions of the wood structure visible. There is evidence of several roof leaks.**
- Q23. Is the state's standard form suitable for submittal for this RFQ?
Are there limits to the submittal? Who in the City can answer questions?
A23. **Yes, the Massachusetts *Standard Designer Application Form for Municipalities and Public Agencies* is expected to be included in the submittal package. The City imposes no limits on the quantity of backup material in the submittal. Further the City would like to emphasize that the material submitted be such that it demonstrates the capability of the designer to undertake the Coddington Hall renovations and reinforces the printed *Criteria for Evaluation of Proposals* contained in the RFQ package. Contact Kathryn Hobin, Chief Procurement Officer for the City with questions?**
- Q24. How many individuals will form the evaluation committee?
A24. **The committee is not yet fully staffed but it is anticipated that at least three people will comprise the review staff.**
- Q25. What is the required floor area for the School Dept.
A25. **The current need of the School Dept administration is about 9000. sq.ft. plus some public meeting room space.**
- Q26. Who attended the walk-thru on 13 July 2011?
A26. **The attendance sheet is attached to this Addendum #2.**
- Q27. Is landscaping or other site improvements part of the package?
A27. **At this time only site or landscaping requirements dictated by code will be incorporated.**
- Q28. Is furniture selection required to be part of the specification?

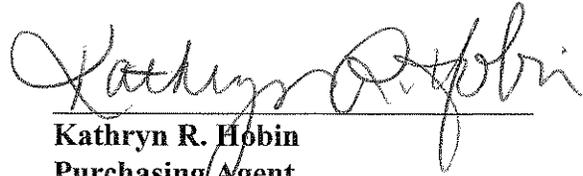
- A28. **We do not anticipate a specific furniture consultant or specification package. Schematically we do need furniture layouts as a component of presentations.**
- Q29. *paraphrased "instruction to bidders, paragraph 1, subparagraph c., ...5% bid bond or check,..... " please confirm.*
- A29. **A bid bond is not required for this RFQ.**
- Q30. Is destructive testing allowed during existing conditions surveys?
- A30. **Yes.**
- Q31. *paraphrased .. "...is the fee a not-to-exceed amount or stated fee?"*
- A31. **The fee will be a negotiated fee.**
- Q32. What was the last date of roof and masonry repairs?
- A32. **Unknown for both.**
- Q33. Info. on roof spec. and warranty available?
- A33. **No information is available at this time.**
- Q34. Does the term "Analysis of Observations" refer to a capital needs assessment...?
- A34. **No, not specifically, but could be construed as a streamlined version of CNA.**
- Q35. "Are there mbe / wbe participation mandates for the project?"
- A35. **There are no WBE or MBE qualifications for this project.**
- Q36. "...is a civil engineering consultant expected as part of the team?"
- A36. **Minimal site and utility requirements are anticipated, but could require a civil engineer.**
- Q37. *paraphrased ... "Are there specific historical requirements, restrictions, funding and expectations for Coddington Hall because of its listing on NRHP.*
- A37. **The City expects to follow historic guidelines for this building and restrictions are not fully known at this time. The City, with assistance from our selected designer, will pursue outside funding sources to assist in the design / build costs. The expectations of the City are to renovate the building from classroom use to office / public space use while highlighting the look, character and some of the features of Brigham's design.**
- Q38. *paraphrased.... "...haz-mat / environmental testing issues..."*
- A38. **There has been no haz-mat or site environmental testing to date that we are currently aware of. The design team should plan on being involved in the procurement and coordination of the testing and abatement of materials required to be removed.**
- Q39. *paraphrased.... "...comments from the City on the design process..."*
- A39. **The City expects to involve the Public Buildings Dept., the Quincy Public Schools administration (as primary tenant) and Inspectional Services on a routine basis going forward with the design and at intervals during schematic design and final**

design. Expectations are that there may be three public meetings and presentations including some before the City Council.

- Q40. *paraphrased...." ...comments from the City on priorities, phasing and funding ..."*
A40. The City's priorities are to develop a schematic plan for the renovation of the entire building known as Coddington Hall. The primary tenant and the one with the most immediate need will be the Quincy Public Schools administration. The building envelope, the mechanical systems and the life safety utilities will be addressed early on. For interior work, priorities will be directed at renovating the first and second floors of the building for the primary tenant. Work to renovate the entire building will proceed as funding sources are researched and become available.

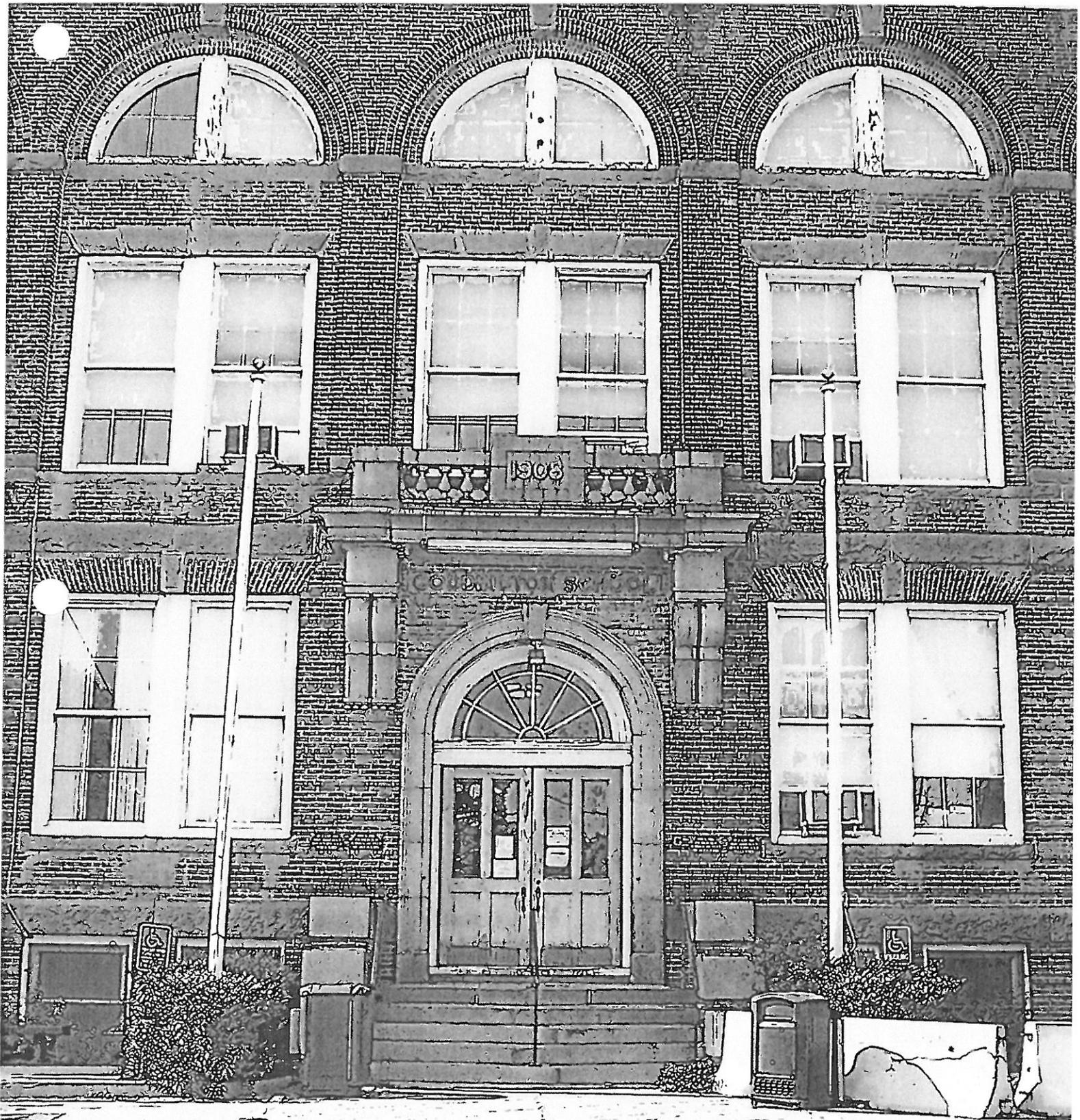
Please note in regards to the address of this project, as Quincy College the address was always 34 Coddington Street, but officially in the Assessors office it is listed as 26 Coddington Street.

PLEASE SIGN THIS SHEET AND ATTACH IT TO YOUR BID, AS IT IS NOW A PART OF THE BID.


Kathryn R. Hobin
Purchasing Agent

Date: _____

Bidder's Signature: _____



RENOVATIONS at CODDINGTON HALL
26 Coddington St., Quincy, MA 02169
Site walk-through 13 July 2011

Charles Brigham

From Wikipedia, the free encyclopedia

Charles Brigham (June 21, 1841 – July 1925), was a prominent American architect.

Life

Born, raised, and educated in Watertown, Massachusetts, he apprenticed to the Boston architect Gridley J.F. Bryant. Brigham served as a sergeant in the Union Army during the American Civil War, then began work for John Hubbard Sturgis. His 1866 partnership with Sturgis lasted 20 years, and resulted in the original building for the Museum of Fine Arts, Boston.

Brigham subsequently designed the 1898 annex to the Massachusetts State House in Boston, the 1906 The First Church of Christ, Scientist in Boston, and many residential buildings especially in the Boston Back Bay and Newport Rhode Island.

Brigham's work reflects the eclecticism and historicism prevalent in the last quarter of the 19th century, initiating fusion of the complex eclectic references of the English Queen Anne revival with American colonial design. The resulting coastal New England houses of the 1880s by Brigham and other Boston architects defined the shingle style in one of the most original and distinguished epochs of American architectural history, from which other notable architects, such as Henry Hobson Richardson, emerged. He also designed the Watertown town seal.

Work

With John Hubbard Sturgis:

- Codman Building, Boston, 1873
- Church of the Advent, Boston, 1875-1888
- Museum of Fine Arts, Boston, 1876
- 86 Marlborough Street (<http://www.bosarchitecture.com/backbay/marlborough/86.html>) , Boston 1872

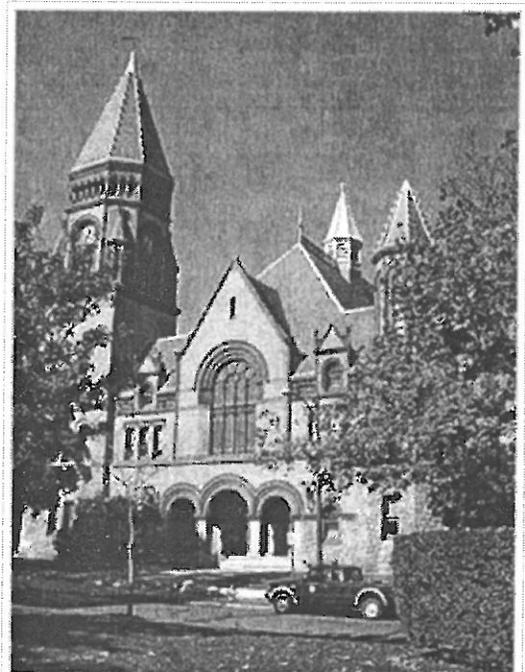
In solo practice:

- Trinity Episcopal Church (Melrose, Massachusetts), 1886
- Stoughton (MBTA station), Stoughton, Massachusetts, 1888

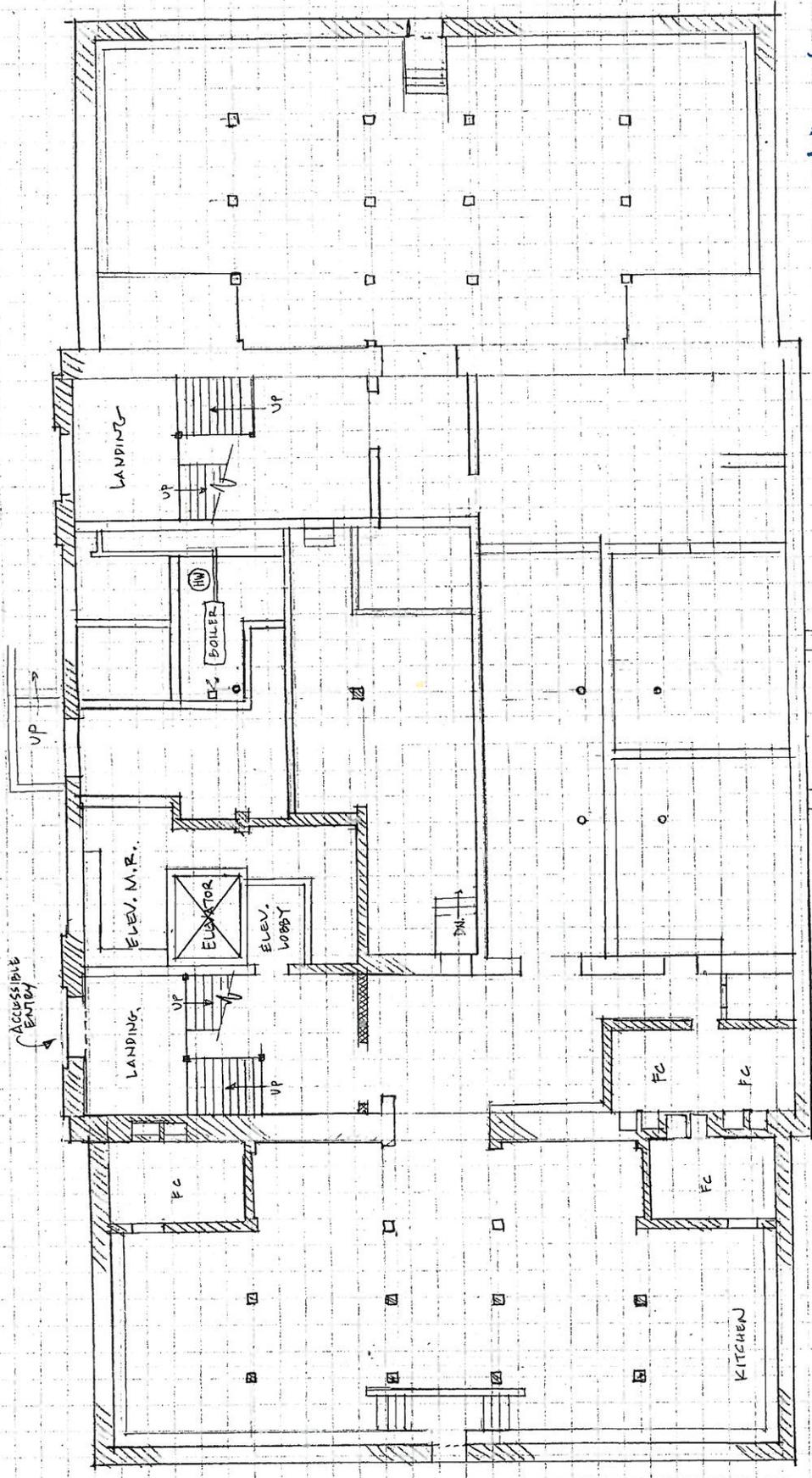
■ CODDINGTON SCHOOL, QUINCY - MA 1908



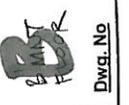
The First Church of Christ, Scientist, Boston, 1906



Fairhaven Town Hall, Fairview, Massachusetts, 1892



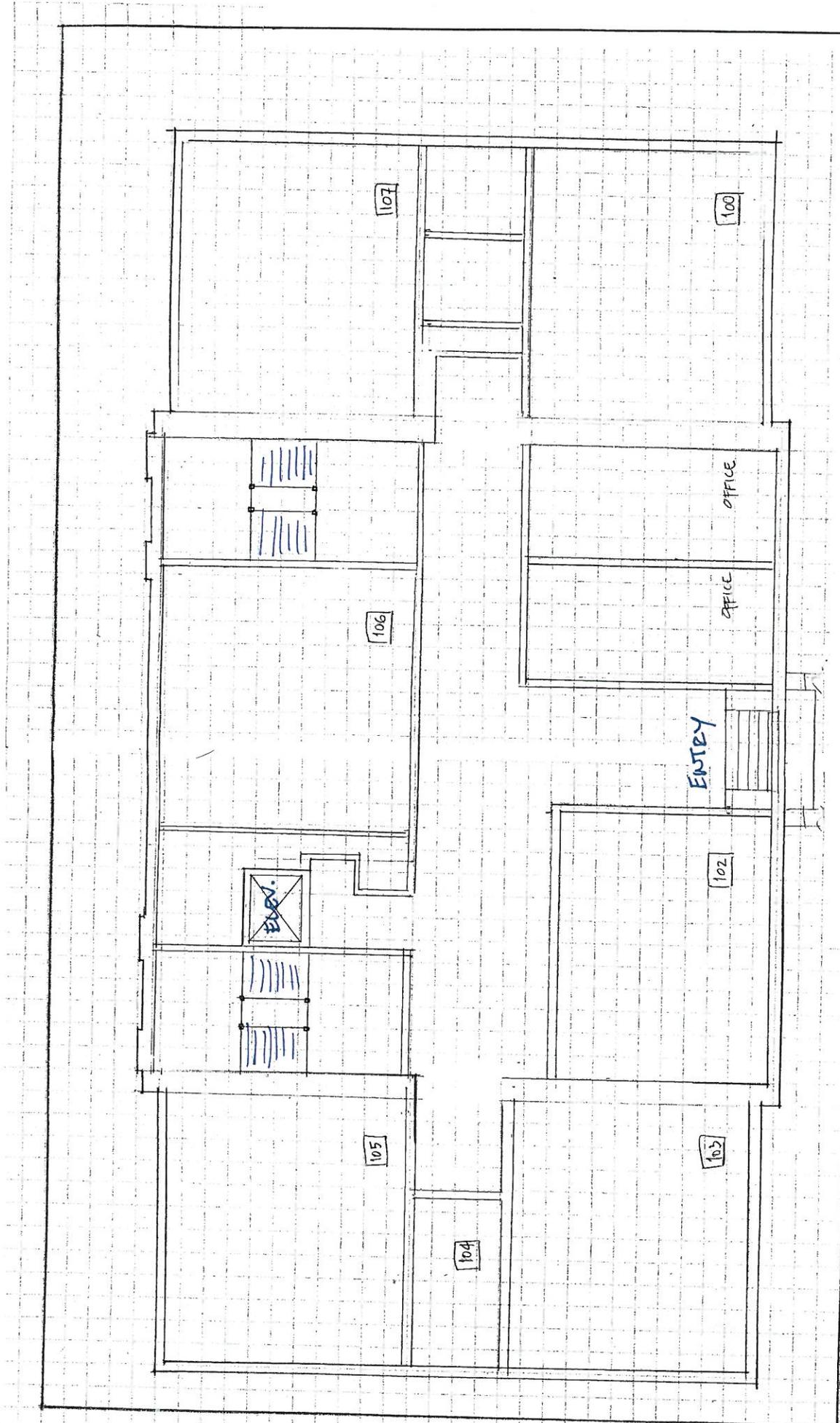
20'-0" 30' 40'



Job Name: CODDINGTON HALL - Building Survey
Location: 26 Coddington Street, Quincy, MA 02169
Date: 25 October 2010
Drawn by: GJCunniff
Scale: 3/32" = 1'-0" U.N.O.
Checked by: GJCunniff

CITY of QUINCY - PUBLIC BUILDINGS Dept.
 1305 Hancock Street, 2nd Floor, City Hall
 Quincy, MA 02169 -
 Tel.: 617-376-1542, Fax.: 617-689-8310
 E-mail: <gcunniff@quincyma.gov >

BASMENT PLAN

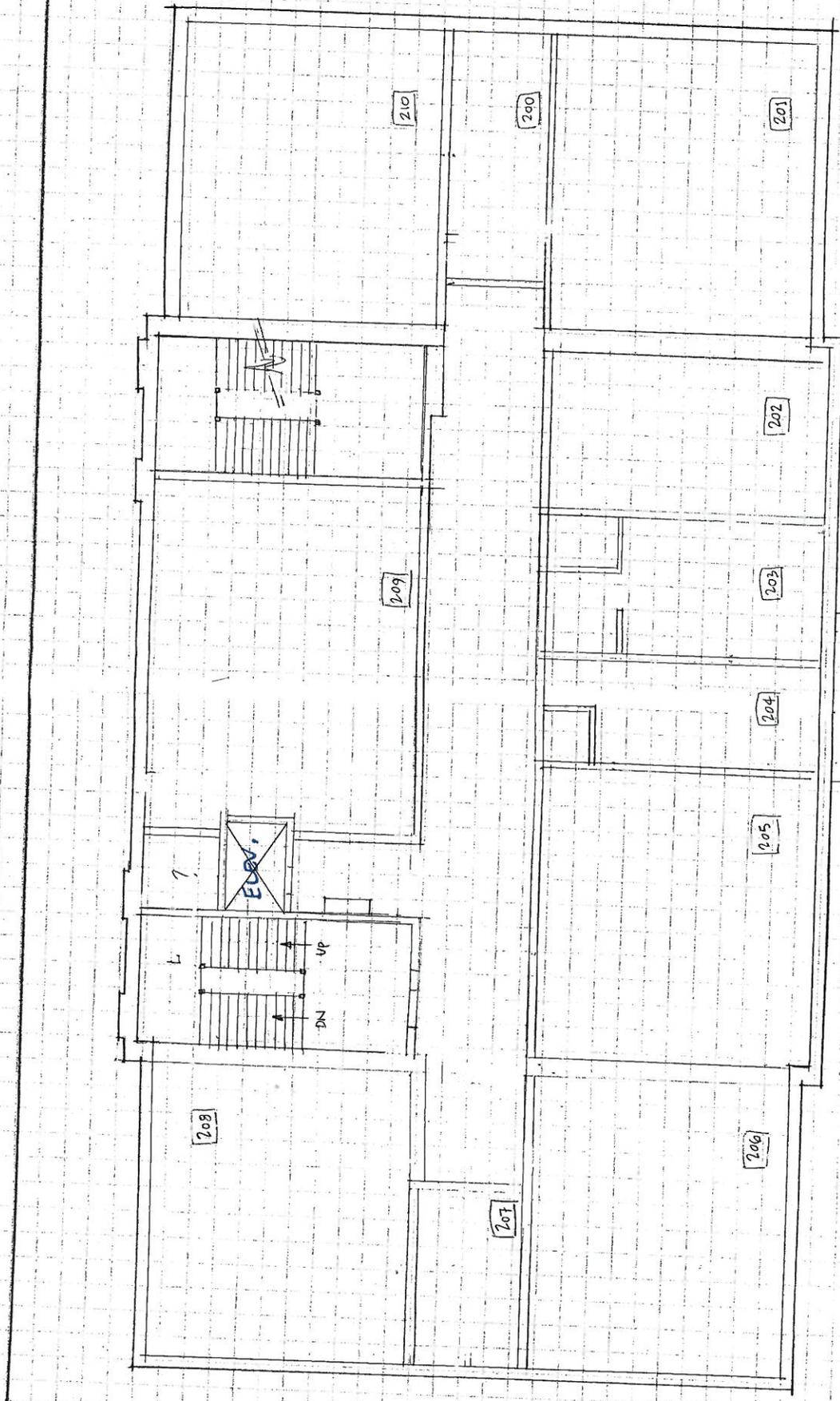


157
Floor
Dwg. No

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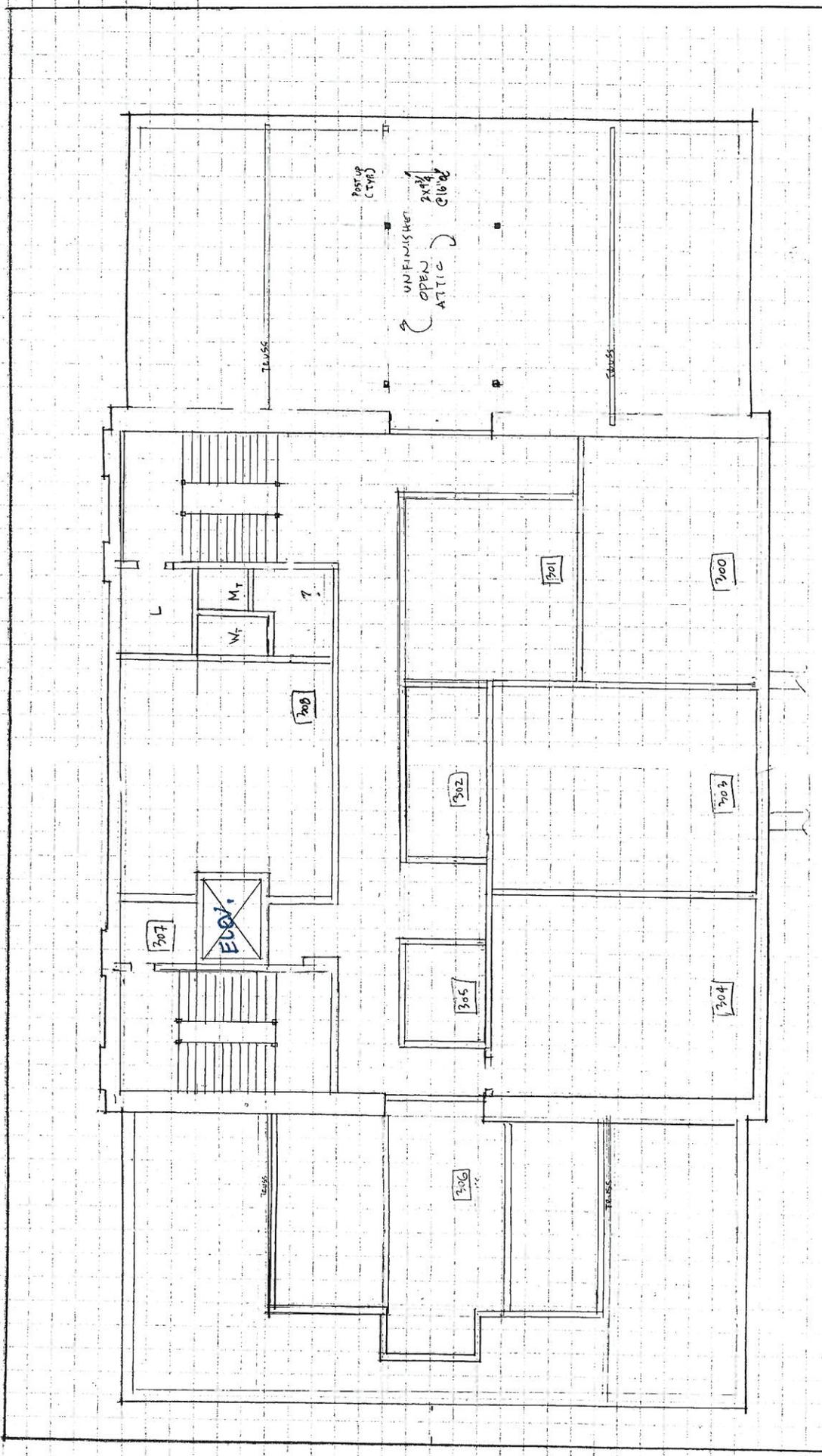
FIRST FLOOR PLAN



SECOND FLOOR PLAN

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38
 DWG. No

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THIRD FLOOR PLAN



City of Quincy Public Buildings Dept.

Thomas P Koch
Mayor

Gary J Cunniff
Director

REQUEST FOR QUALIFICATIONS RENOVATIONS at CODDINGTON HALL

26 CODDINGTON ST., QUINCY, MA 02169

ATTENDANCE at BUILDING WALK-THROUGH, 13 JULY 2011, 10:00 AM

PLEASE SIGN IN. PROVIDE EITHER A CONTACT E-MAIL OR FAX NUMBER. BE SURE TO CHECK BACK ON THE CITY'S WEB SITE / PURCHASING DEPT.'S BID PAGE TO INSURE YOU ACCOMMODATE CLAIRIFICATIONS and ADDENDUMS TO THIS RFQ.

<u>COMPANY NAME</u>	<u>FAX NUMBER</u>	<u>E-MAIL</u>
Studio C /	617- 728- 9145	kmorris@casaligroup.com
Golden Architects	617- 778- 7600	edgolden@goldenarchitects.com
Kang Associates, Inc.	978- 443- 1360	kk@kangarchitects.com
Dewberry	617- 851- 0821	dstockless@dewberry.com
Rider Levett Buckhall	617- 737- 0540	grant.owen@us.rlb.com
Wessling Architects	617- 773- 4902	dwinters@wesslingarchitects.com
Wessling Architects	617- 773- 4902	swessling@wesslingarchitects.com
TLCR Architecture	781- 340- 0985	srozas@architecture.net
Habeeb & Assoc. Architects	781- 871- 9805	shabeeb@habeebarch.com
ICON architecture, Inc.	617- 451- 1328	jmamayi@iconarch.com
Abacus architects and planner	617- 562- 4446	bkong@abacusarchitects.com
Abacus architects and planner	617- 562- 4446	deisen@abacusarchitects.com
Lda Architecture, LLP	617-621-1477	pnoible@Lda-architects.com
V J Associates	781- 444-8242	cfitzgerald@vjassociates.com
Davis Square Architects	617- 628- 1717	rspeer@davissquarearchitects.com
Miller Dyer Spears, Inc.	617- 338- 0033	amackrell@mds-bos.com
Pilling + Smith Archts.	617- 491- 2247	john@pillingandsmith.com