

**Request for Proposal (RFP)**  
**Hancock Cemetery Grave Marker**  
**Restoration and Conservation**  
**City of Quincy, Massachusetts**



City of Quincy  
Dennis E. Harrington  
Director of Planning & Community Development  
1305 Hancock Street  
Quincy, MA 02169

**Deadline for submittal: NOVEMBER 27, 2013 @ 11:00 A.M.**

**Thomas P. Koch**  
Mayor

**Kathryn R. Hobin**  
Purchasing Agent

*If you have printed this bid from the City of Quincy's Website or through an email, it is your responsibility to check for addenda at [www.quincyma.gov](http://www.quincyma.gov) before you turn in your proposal.*

*"Please send an acknowledgment that you have printed out this bid via email to;*

*[kimtrillcott@quincyma.gov](mailto:kimtrillcott@quincyma.gov)"* The

*City of Quincy will not be responsible for any bids received omitting any addenda acknowledgement.*

*Thank you*



## REQUEST FOR PROPOSALS

CITY OF QUINCY, MASSACHUSETTS  
PURCHASING DEPARTMENT  
1305 HANCOCK ST., QUINCY, MA 02169

Invites sealed bids/proposals for furnishing and delivering to the City of Quincy:

### HANCOCK CEMETERY GRAVE MARKER RESTORATION AND CONSERVATION

PLANNING DEPT.

NOVEMBER 27, 2013 @11:00 A.M.

In accordance with M.G.L. Chapter 30B Section 6, the Planning and Community Development Department ("PCD") on behalf of the City of Quincy ("City") is seeking proposals from qualified professionals for conservation and restoration of grave markers in the Hancock Cemetery ("Cemetery"). The Cemetery is located at 1307-1349 Hancock Street and is listed on the National Register of Historic Places. It was active between the early seventeenth and mid nineteenth centuries.

The project is funded by the City of Quincy Community Preservation Fund and the Massachusetts Historic Commission ("MHC") Massachusetts Preservation Projects Fund ("MPPF") grant award funding. The client is the City of Quincy. All work must be in compliance with MHC preservation guidelines for municipally-owned historic burial grounds and cemeteries, and comply with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* and the American Institute for Conservation's *Code of Ethics and Guidelines for Practice*.

A pre-proposal project briefing and tour of the Cemetery will be held Friday, November 15, 2013 at 1:00 PM. Participants will meet in the PCD Conference Room on the third floor of Quincy City Hall. All individuals or firms interested in submitting a proposal are strongly encouraged to attend. If the applicant cannot attend the November 15<sup>th</sup> briefing and tour, a briefing and tour may be arranged at another time by contacting Kara Chisholm at the Planning Department

Non-Price Bid/Proposals must be in a sealed envelope and price proposals must be in a separate sealed envelope. The outside of the sealed envelopes are to be clearly marked "**RFP - NON PRICE PROPOSAL ENCLOSED**" with time/date of RFP and "**RFP - PRICE PROPOSAL ENCLOSED**" with time/date of RFP.

Bids/Proposals will be received at the Purchasing Office until the time and date stated above, at which time and date they will be opened and registered. Late Bids/Proposals, delivered by mail or in person, will be rejected.

Detailed specifications are available on-line at the City of Quincy's website, [www.quincyma.gov](http://www.quincyma.gov) and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30<sup>AM</sup> and 4:30<sup>PM</sup>

The City of Quincy reserves the right to withdraw the Request for Proposal; to reject any and all proposals; and to accept any proposal deemed to be in the best interest of the City of Quincy.

Thomas P. Koch, MAYOR

Kathryn R. Hobin, Chief Procurement Office



**Request for Proposals (RFP)  
Hancock Cemetery  
Grave Marker Restoration and Conservation**

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

**1. General Information and RFP Submission Requirements**

**1.01 Introduction**

In accordance with M.G.L. Chapter 30B Section 6, the Planning and Community Development Department ("PCD") on behalf of the City of Quincy ("City") is seeking proposals from qualified professionals for conservation and restoration of grave markers in the Hancock Cemetery ("Cemetery"). The Cemetery is located at 1307-1349 Hancock Street and is listed on the National Register of Historic Places. It was active between the early seventeenth and mid nineteenth centuries.

The goals of this project are: to treat Priority 1 and Priority 2 grave markers identified for treatment (93 markers) and to stabilize the majority of Priority 1 and Priority 2 grave markers identified for "resetting only" (105 markers). These markers constitute the scope of work to be covered under the "Base Price." Up to 61 additional Priority 2 markers that need resetting have been designated as optional "add alternates.")

The project is funded by the City of Quincy Community Preservation Fund and the Massachusetts Historic Commission ("MHC") Massachusetts Preservation Projects Fund ("MPPF") grant award funding. The client is the City of Quincy. All work must be in compliance with MHC preservation guidelines for municipally-owned historic burial grounds and cemeteries, and comply with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* and the American Institute for Conservation's *Code of Ethics and Guidelines for Practice*.

Weather permitting, work should commence as soon as contract is executed. Work should be completed late May early June, 2014.

**1.02 Hancock Cemetery Background Information**

**A. Historical Significance**

Hancock Cemetery is the City's earliest and longest used cemetery. Burials on this site began shortly after the first permanent English settlement in 1635, and the cemetery served as the main burial ground for Old Braintree and subsequently the town of Quincy until the mid-1800s. It is the only surviving 17th-century component in Quincy Center. It possesses integrity of location, design, materials, and workmanship. It is historically significant to the growth of Quincy Center, the lives of families of regional and national repute, and the development of early gravestone art in New England.

Stones dating from the 17th, 18th and 19th centuries have survived. The earliest are generally of slate while those erected after 1820 are usually marble or granite. Family tombs which are built into the banked sides of the cemetery date primarily from the early 19th century.

## **B. Historic Personages**

The cemetery contains generations of both the Adams and Quincy families. The oldest identified grave in the cemetery is that of Henry Adams, progenitor of the family, who died in 1646. All the graves of John Adams' direct ancestors are marked by monuments that John erected and for which he composed inscriptions. In the Adams family tomb, the presidents and their wives rested until moved to the crypt beneath First Parish Church. Children of both John and John Quincy Adams still lie in the tomb.

Famous members of the Quincy family buried here include Josiah Quincy, Jr., the great orator of the Revolution, and Col. John Quincy, prominent leader in colonial Massachusetts and grandfather of Abigail Adams, for whom both John Quincy Adams and the Town of Quincy were named. Edmund Quincy's stone contains a recess from which the lead plaque bearing the family coat of arms was pried and melted into bullets after the battle of Lexington.

Reverend John Hancock, father of the Patriot leader, is buried in the Ministers' Tomb. Numerous other notable persons are interred in these grounds including Rev. William Tompson, the first minister of the town, who has the oldest surviving gravestone; Leonard Hoar, colorful third president of Harvard; Joanna Hoar who is the ancestor of multiple generations of great Americans; and many veterans of the Revolution, War of 1812, and Civil War.

## **C. Aesthetic Value**

Most of the colonial gravestone carvers whose work is now admired as artistically significant are represented here, including William Mumford, Joseph Lamson, and James Foster. The cemetery also contains the carver JN's "peacock stone" for the grave of Joseph Cleverly, which is particularly admired by scholars. Of literary interest, the inscription on the Ministers' Tomb is by Benjamin Tompson, considered America's first native-born poet.

The stone wall surrounding the cemetery dates from 1809. The ornamental fence which presently fronts Hancock Street was put up under the auspices of the ladies of First Parish Church in 1844.

The Hancock Cemetery plays an active role in both the lives of Quincy residents as well as the local tourism industry. As recently as October 31, 2009 the Quincy Historic Society gave a free, guided tour of the Cemetery. The tour was attended by over 120 persons. The Cemetery is a listed stop on the Quincy Historic Walking Trail.

## **D. Previous Preservation Studies/ Efforts**

In 2011 the City commissioned a thorough inventory of and conservation plan for the Hancock

Cemetery, which was completed by Halvorson Design Partnership (“Halvorson”) of Boston. Halvorson took high resolution photographs, recorded the name and date of death of the deceased, noted the type of stone used, and calculated the GPS location of each marker. A conditions assessment and list of recommended treatments was also created for each marker. This vital inventory will inform the work of this and future preservation projects at the cemetery. PCD compiled the information gathered by Halvorson in a publicly-accessible Google map available at <http://www.quincyma.gov/Government/PLANNING/HancockCemetery.cfm>.

### 1.03 When and Where to Submit Proposals

Kathryn Hobin  
Purchasing Department  
Quincy City Hall  
1305 Hancock Street  
Quincy, MA 02169

The final date for submission of bids is Wednesday, November 27, 2013 at 11:00 a.m. Any and all late proposals will be rejected.

Copies of the RFP will be available Detailed specifications are available on-line at the City of Quincy’s website on Thursday, November 7, 2013, [www.quincyma.gov/Government/PPD/PurchasingBidPage.cfm](http://www.quincyma.gov/Government/PPD/PurchasingBidPage.cfm) and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30 <sup>AM</sup> and 4:30 <sup>PM</sup>.

### 1.04 RFP Questions

All questions regarding this bid should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: [khobin@quincyma.gov](mailto:khobin@quincyma.gov) and cc: to [kimrillcott@quincyma.gov](mailto:kimrillcott@quincyma.gov) Questions will be accepted until November 20, 2010 at 11:00 a.m. Answers to questions will be posted by Friday, November 22, 2013 by 12 p.m. All questions, and their respective answers, raised during the RFP process will be available on-line at the Purchasing Department’s website as an addendum.

The City reserves the sole right to amend this RFP by formal Addendum. *If you have received this bid from the City of Quincy Website it is your responsibility to check for addenda (at [www.quincyma.gov/Government/PPD/PurchasingBidPage.cfm](http://www.quincyma.gov/Government/PPD/PurchasingBidPage.cfm)) before you turn in your proposal. The City of Quincy will not be responsible any bids received omitting addenda acknowledgement. If you send a confirming email acknowledging being a plan holder, you will receive notification that an addendum has been posted.*

The City of Quincy reserves the right to withdraw the RFP, to reject any and all proposals, and to accept any proposal deemed to be in the best interest of the City.

### 1.05 Submission Requirements

#### A. Fee Proposal Requirements

The Fee proposal MUST be submitted in a separate sealed envelope identified as "Fee Proposal." Refer to the final page in this RFP for the Fee Proposal Form.

Project fees must include all costs and expenses to complete the scope of work. Please note that the City will NOT be providing water or power for project work.

Project funding shall be provided by Quincy Community Preservation Committee funds committed via Council Order 2012-121-C dated June 18, 2012 and by a Massachusetts Preservation Project Fund grant awarded to the City by the Massachusetts Historical Commission in June 2013.

## **B. Technical Proposal Requirements**

The Technical Proposal must include:

1. The identity of the individual, partnership or corporation applying for the contract award. If the applicant is a partnership or joint venture, the proposal should specify who would act as the lead consultant for purposes of assuming contractual responsibility. If the consultant intends to subcontract any work required in the scope of services, the subcontractor must be identified.
2. For both Lead and Assisting Conservators, a resume at least five (5) examples of projects similar in scope and importance to the work at the Hancock Cemetery, with at least three (3) of those projects being National Register listed projects, including the name and date of execution of each. Names and telephone numbers of the references for each of the five (5) projects are also required.
3. For Conservation Technicians, Stone Craftsmen, and any individual who will be executing treatments on the markers, a resume and list of prior projects are required.
4. A narrative of the applicant's approach to carrying out the project.
5. The project schedule and definition of work to be carried out during each phase.
6. Any other information deemed relevant to the project, and which the consultant believes will further the competitiveness of the proposal.
7. Commercial General Liability Insurance coverage which may be provided through primary and excess or umbrella liability policies for limits of \$2,000,000 general aggregate, and \$2,000,000 per occurrence.
8. Certificate of Non-Collusion
9. Signature Authorization

## 10. Tax Compliance Certificate

## 11. Indemnity Form

The Technical Proposal must be submitted in a separate sealed envelope identified as "Technical Proposal". The project name, "Hancock Cemetery Grave Marker Conservation and Restoration," must be clearly marked on the envelope, along with the applicant's name and address. Conservators must submit one complete original and four (4) complete copies of both the Fee Proposal and Technical Proposal to:

Purchasing Department  
Quincy City Hall  
1305 Hancock Street  
Quincy, MA 02169

Proposals must be received no later than Wednesday, November 27, 2013 at 11:00 a.m. Proposals received after the date and time indicated will be rejected.

The City reserves the right to accept or reject any or all proposals and to make the award as it deems to be in the best interest of the City. The City reserves the sole right to amend this RFP by formal Addendum.

## 2. Scope of work

### 2.01 Base price

Gravemarkers are identified in this RFP by Monument ID Number, as seen in the attached maps and list of markers. Activities to be performed under the base price in this project include restoration and conservation treatment of the following:

1. All markers included in the list entitled "Grave Marker Treatment Recommendations / Priority 1 and 2"—93 markers (See section 2.03 for links to lists and other documents).
  - a. Note that markers 63, 117, 133 and 1025 are *not* included under this project.
  - b. Note that markers 808 and 901 in the inventory are fragments of the same marker and shall be considered for the purposes of this project to be one marker.
2. All markers included in the list entitled "Grave Marker Treatment Recommendations / - Reset Only - Priority 1"—105 markers
3. The reattachment of all fragments discovered above grade or below grade that are *not* identified on the grave marker inventory. Include the reattachment of fragments for up to ten headstones or footstones in the base price.
4. The extension of markers that turn out to be broken when removed from the ground and are not long enough to be reset without burying the inscriptions and/or carvings. Providing a custom made cast concrete slot base in lieu of extending the marker is an

acceptable alternate provided there is no additional cost to the City of Quincy. Include in the base price the extension of up to 10 headstones (not footstones) that are *not* identified in the inventory as being in need of an extension.

## 2.02 Add/Alternates

Please note that all markers in the Add/Alternates listed below are from the list “Priority Conditions Assessment - Recommended for Treatment - Reset Only - Priority 2.” They are also included in the attached chart of gravemarkers.

On the Fee Proposal Form, applicants should indicate which, if any, add/alternates they propose to complete within the specified project timeframe and budget, together with the fee associated with each.

Alternates must be used in the order provided below if used. For example, the selected contractor cannot perform Alternate 1 and then Alternate 3. She or he must perform Alternate 1, 2, then 3.

**Add/Alternate 1:** Reset Markers 5, 26, 31, 32, 33, 35, 36, 38, 42, and 58.

**Add/Alternate 2:** Reset Markers 61, 64, 71, 91, 92, 93, 95, 98, 103, and 115.

**Add/Alternate 3:** Reset Markers 120, 123, 127, 131, 136, 145, 166, 169, 170, and 177.

**Add/Alternate 4:** Reset Markers 179, 181, 192, 207, 209, 262, 266, 267, 270, and 358.

**Add/Alternate 5:** Reset Markers 360, 367, 372, 394, 403, 415, 424, 425, 451, and 466.

**Add/Alternate 6:** Reset Markers 475, 482, 483, 484, 486, 487, 499, 527, 529, 532, and 542.

## 2.03 Related Documents

All of the below referenced documents may be found in the directory located at <http://www.quincyma.gov/government/planning/rfp.cfm>. Items 1 and 3 are also included as hard copies in this RFP.

1. Attention is directed to the document entitled “Grave Markers Included in Base Price and Add/Alternates, by Monument ID Number” for a comprehensive list of all markers included in the base price and add/alternatives of this project.
2. Attention is directed to the document entitled “Grave Marker Treatment Recommendations” for suggested treatments to be performed on the grave markers.

3. Attention is directed to the documents entitled "Marker and Tomb Locus Map Sections 1-6 and Key to Map Sections" for the locations of markers in Hancock Cemetery.
4. Attention is directed toward the photo repository of grave markers on the PCD website. The file name of each photo should correspond to the monument ID provided in the "Hancock Cemetery Inventory Spreadsheet."
5. Attention is directed to the document entitled "Hancock Cemetery Inventory Spreadsheet" for grave marker and tombstone data (this is a Microsoft Excel file).
6. Attention is directed to the document entitled "Adams Green- The New Quincy Center Schematic Design Report" dated July 2010.
7. Attention is directed to the document entitled "Quincy Downtown Vision, Framework and Strategy" dated August 2006.

## **2.04 Description of General and Specific Stone Treatments**

Work under the proposed contract consists of the provision of all materials, labor and equipment and the like necessary and/or required for the complete execution of all stone conservation and resetting as required by the specifications and schedules. A steady crew shall be maintained by the contractor for the duration of the project and a qualified foreman shall be employed and present on the job every day.

### **A. General Description of Tasks For Each Stone**

1. Review existing project reports, conditions assessments and documentation for all the headstones and footstones that are scheduled to receive conservation treatments and/or resetting under this contract.
2. Examine each stone on the list prior to submitting a proposal. Descriptions of conditions as well as recommended treatments included in the list at the end of the specifications are for the purpose of identifying the markers that will be treated under this contract and for giving a general description of the conditions and recommended treatments. The short description is not intended to define all of the treatments or treatment steps that may be required. It is the responsibility of the applicant to examine each stone to determine its proper treatment.
3. Document the condition of each grave marker or footstone scheduled to receive conservation treatments under this contract with a survey sheet, and digital photographs prior to proceeding with any work. Stones that require resetting and no further treatment can be photographed when they are out of the ground and lying flat. Markers that require resetting only do not require a survey sheet unless, upon removal from the ground, the marker appears to be too short to be reset without adding to the marker or setting it in a custom made cast concrete base.
4. Some of the markers identified in this RFP are identified in the Conditions Assessment Reports as fragments. When markers are removed for treatment and/or resetting the contractor may encounter fragments of that marker or other markers. Some of the markers that are scheduled for treatment and/or resetting may turn out to be fragments of whole markers when they are removed from the ground. The contractor is to search for possible mates for all fragments that are discovered lying on the ground or below grade. It is the contractor's responsibility to make every attempt to rejoin separated fragments. Therefore, for fragments lying on the ground, the contractor should check adjacent broken markers to see if there is a fit. In addition, the contractor should check the ground beneath and adjacent to the fragments to see if there are other fragments of the same marker below the soil.
5. Submit conservation treatment plan for approval prior to proceeding with any work.
6. Clean stones to remove biological growths, general soiling and dirt as required to complete the specified repairs to the stones. If the stone can be successfully treated without cleaning then cleaning is not required.

7. Stabilize all loose fragments of stone and friable areas of stone with tissue paper or cloth and Paraloid B-72 acrylate bitumen stone adhesive/stabilizer or water soluble adhesives or other means at the discretion of the contractor prior to proceeding with any other treatments including removal and resetting of stones.
8. Complete specified conservation treatments as required for each marker. Treatments include but are not limited to: removal and resetting, removal of prior repairs and pins; gluing of pieces separated along cleavage planes; gluing and pinning of pieces broken across cleavage planes or bedding planes; grouting of fissures, cracks and seams; application of mortar caps; composite mortar repairs; and laying down of flaking areas as well as attaching new pieces of stone to existing markers or creating new cast stone bases for markers that are too short to be reset with the carving or lettering above grade.
9. Complete all resetting of one piece slab markers or multi-part markers that are required as part of the base price or the add/alternates. Resetting of grave markers includes supplying all sand, gravel, sod and soil required to reset the designated makers as well as all equipment and materials.
10. Document all treatments with digital photographs and notes on treatment documentation sheets during conservation work.
11. Thoroughly document condition of headstone or footstone after conservation work is complete with digital photographs as well as marked sketches and/or annotated photographs that indicate the locations of individual treatments.
12. Provide the City with four (4) complete project binders at the end of the project containing the following: copies of all survey sheets with proposed treatments, copies of final treatment reports plus any field reports, and project correspondence. Include material safety data sheets and manufacturer's cut sheets for all products. In addition, provide the City with a thumb drive of all of the above plus before, during and after treatment photographs organized by the name(s) of the deceased and the Map ID number assigned to the markers in the 2010 survey completed by Building and Monument Conservation.

### **B. Outline of Treatments Specific to Certain Stones**

The following is an outline of required treatment steps for groups of markers, but is not intended to address all of the specific treatments that will be required on individual markers.

1. Markers that Require Removal from Ground and Resetting in Order to Complete Conservation Treatments.
  - a) Document conditions prior to removal using survey sheet and photography per specifications.
  - b) Secure all loose and friable areas with B-72 or water soluble adhesives and tissue paper or cloth prior to removal from the ground.

- c) Number all fragments that are too large to be secured with B-72 using a numbering system based on the existing plot plan and the name and date of the deceased (where legible).
- d) Remove markers that require removal and resetting in order to complete conservation treatments from ground as per specifications and transport to work area. If there are detached fragments, place fragments in clearly labeled plastic bags.
- e) Remove soil residue from stones with water and stiff brushes and wood scrapers. Clean to remove biological growths such as algae, moss and lichens where required to complete conservation treatments such as reattachment of fragments, grouting, patching and mortar caps.
- f) Remove prior adhesive and composite patching repairs. (Remove old pins where applicable)
- g) Re-adhere fragments using specified adhesives and methods. (Install new stainless steel pins where required)
- h) Laydown flaking areas with specified grouts/adhesives.
- i) Fill cracks, seams and fissures with specified grouts.
- j) Fill areas of loss with specified composite repair materials.
- k) Apply mortar caps on the surface of stones with specified materials if required.
- l) Extend stones that are too short to be reset so that the carving and lettering are above grade and/or re-set those stones in custom made cast concrete slot bases that will be below grade.
- m) Document the locations of all treatments on survey sheets. Photograph stone during and after treatment with digital photographs.
- n) Reset stone per specifications.

2. Markers That Do Not Require Removal and Resetting to Complete Conservation Treatments.

- a) Document conditions prior to starting treatments using survey sheet and photography as per specifications.
- b) Secure all loose and friable areas with B-72 or water soluble adhesives and tissue paper prior to starting other treatments.

- c) Remove soil residue and biological growths from stones with water, specified cleaning agents and stiff brushes and wood scrapers.
- d) Remove prior adhesive and composite patching repairs where applicable. (Remove existing pins where applicable).
- e) Clean areas that are to be adhered using compressed air or low pressure water to remove foreign materials.
- f) Clean mating surfaces or areas to be grouted with solvents.
- g) Re-adhere fragments using specified adhesives and methods.
- h) Laydown flaking areas with specified grouts/adhesives.
- i) Fill cracks, seams and fissures with specified grouts.
- j) Fill areas of loss with specified composite repair materials.
- k) Apply mortar caps on top surface of stones.
- l) Document locations of all treatments on survey sheet. Photograph stone during and after treatment with digital photographs as per specifications.

### 3. Treatment for Markers that Require Resetting Only and No Additional Treatments

- a) Photograph slab markers when the markers have been removed from the ground prior to resetting, and a second time after they have been reset. Multipart markers should be photographed before and after resetting.
- b) Some of the markers designated for resetting only are still in the ground but leaning while others are toppled and lying on the ground. Removal of leaning markers from the ground is a required treatment step. Do not attempt to true stones that are leaning without removing them from the ground first.
- c) Cleaning of markers designated for resetting only is not required.
- d) Upon removal from the ground some markers may turn out to be broken and therefore too short to be reset without having the existing carving and lettering above grade. These units should be extended by attaching a new piece of matching stone or composite mortar extension, or, by re-setting them in a new cast concrete slot base section created specifically for this purpose.

### **3. Contractor Selection Process**

#### **3.01 Consultant to the City**

Technical consultation will be provided to PCD by Halvorson Design Partnership (“Halvorson”), who has sub-contracted with stone preservation company Building and Monument Conservation. Halvorson authored the 2012 Hancock Cemetery Master Conservation Plan.

#### **3.02 Review of Application Materials**

PCD will review all submitted proposals, meeting the requirements outlined herein, to determine the top three highest rated proposals. PCD will present these three proposals to a Contractor Selection Committee, to be formed, which will identify the most advantageous proposal, taking into account both technical and fee proposals, and will make a recommendation regarding the award of the contract. Contract award recommendation is subject to review and approval by the Massachusetts Historical Commission. The City of Quincy will then award the approved Contractor.

#### **3.03 Periodic Project Progress Meetings Commitment**

Project personnel, including consultant and community representatives, will meet with PCD and/or the selection committee to review project progress periodically throughout the duration of work performance. Meetings will be held at Quincy City Hall on the last Tuesday of the month, as required.

#### **3.04 Pre-proposal Project Briefing**

A pre-proposal project briefing and tour of the Cemetery will be held Friday, November 15, 2013 at 1:00 PM. Participants will meet in the PCD Conference Room on the third floor of Quincy City Hall. All individuals or firms interested in submitting a proposal are strongly encouraged to attend. If the applicant cannot attend the November 15<sup>th</sup> briefing and tour, a briefing and tour may be arranged at another time by contacting Kara Chisholm at the Planning Department at [kchisholm@quincyma.gov](mailto:kchisholm@quincyma.gov) or 617-376-1050.

### 3.05 Applicant Evaluation Criteria

The selection process will include an evaluation procedure-based on the criteria identified below. These criteria will be evaluated using a rating system: Highly Advantageous will receive three (3) points, Advantageous will be given two (2) points, Not Advantageous will be given one (1) point, and Unacceptable will be given zero (0) points.

1. Demonstrated capability of the firm/applicant to complete the work.

Pts.	Rating	Description
0	Unacceptable	The proposal does not demonstrate a well-established firm/applicant with proximity or availability of staff to complete work <b>and</b> provides no evidence that the firm/applicant is large enough and diverse enough to expedite all work.
1	Not Advantageous	The proposal does not demonstrate either evidence of a well-established firm/applicant with proximity or availability of staff to complete work <u>or</u> provides insufficient evidence that the firm/applicant is either large enough or diverse enough to expedite all work.
2	Advantageous	The proposal provides a history of the firm/applicant, with proximity or availability of staff to complete work. The proposal provides adequate evidence that the firm/applicant is large enough and/or diverse enough to expedite all work.
3	Highly Advantageous	The proposal provides a detailed history of the firm/applicant indicating a well-established firm/applicant, with proximity and availability of staff to complete work. The proposal provides evidence that the firm/applicant is both large enough and diverse enough to expedite all work.

2. Demonstrated understanding of tasks to be performed and products to be created.

<b>Pts.</b>	<b>Rating</b>	<b>Description</b>
0	Unacceptable	The proposal indicates inadequate review and understanding of the required scope of work.
1	Not Advantageous	The proposal indicates inadequate review or a vague understanding of the required scope of work.
2	Advantageous	The proposal indicates sufficient review and understanding of the required scope of work, and documents the firm/applicant's proposed approach.
3	Highly Advantageous	The proposal indicates a thorough review and full understanding of the required scope of work, and proposes a clear and comprehensive approach.

3. Demonstrated successful experience with the tasks to be completed.

<b>Pts.</b>	<b>Rating</b>	<b>Description</b>
0	Unacceptable	The proposal indicates the firm/applicant has inadequate ability to complete the tasks of this project.
1	Not Advantageous	The proposal indicates some ability of the firm/applicant to successfully complete the tasks of this project, but the evidence provided is insufficient to demonstrate the firm/applicant's competence.
2	Advantageous	The proposal provides sufficient evidence of the firm/applicant's ability to successfully complete the tasks of this project.
3	Highly Advantageous	The proposal provides thorough evidence of the firm/applicant's ability to successfully complete the tasks of this project.

4. Demonstrated successful experience working in National Register-listed cemeteries.

<b>Pts.</b>	<b>Rating</b>	<b>Description</b>
0	Unacceptable	Experience restoring structures in fewer than three National Register-listed cemeteries.
1	Not Advantageous	Experience restoring non-grave marker structures in three (3) or more National Register-listed cemeteries.
2	Advantageous	Experience restoring grave markers in at least one (1) National Register-listed cemetery, and experience successfully restoring non-grave marker structures in other National Register-listed cemeteries so that the total number of cemeteries in which the firm/applicant has worked is at least three.
3	Highly Advantageous	Experience restoring grave markers in three (3) or more National Register-listed cemeteries, including at least one located in New England.

5. Demonstrated successful restoration of granite objects.

<b>Pts.</b>	<b>Rating</b>	<b>Description</b>
0	Unacceptable	The proposal demonstrates successful restoration of five (5) or fewer granite objects.
1	Not Advantageous	The proposal demonstrates successful restoration of six (6) or more granite objects but no granite grave markers.
2	Advantageous	The proposal demonstrates successful restoration of six (6) or more granite objects, including one (1) to five (5) granite grave markers.
3	Highly Advantageous	The proposal demonstrates successful restoration of six (6) or more granite grave markers.

6. Demonstrated successful restoration of slate grave markers.

<b>Pts.</b>	<b>Rating</b>	<b>Description</b>
0	Unacceptable	The proposal demonstrates successful restoration of five (5) or fewer slate objects.
1	Not Advantageous	The proposal demonstrates successful restoration of six (6) or more slate objects but no slate grave markers.
2	Advantageous	The proposal demonstrates successful restoration of six (6) or more slate objects, including one (1) to five (5) slate grave markers.
3	Highly Advantageous	The proposal demonstrates successful restoration of six (6) or more slate grave markers.

7. Demonstrated successful restoration of marble objects.

<b>Pts.</b>	<b>Rating</b>	<b>Description</b>
0	Unacceptable	The proposal indicates lack of experience restoring marble objects.
1	Not Advantageous	The proposal demonstrates successful restoration of one (1) or more marble objects.
2	Advantageous	The proposal demonstrates successful restoration of one (1) or more marble grave markers.
3	Highly Advantageous	The proposal demonstrates successful restoration of one (1) or more marble grave markers located in a New England cemetery.

8. Familiarity with the project site, resources, and procedures to be used.

Pts.	Rating	Description
0	Unacceptable	The proposal indicates inadequate familiarity.
1	Not Advantageous	The proposal demonstrates familiarity through means <b>other than</b> attendance at the October 30 <sup>th</sup> , 2013 City-hosted project briefing or other arranged, City-hosted project briefing if the applicant cannot attend the October 30th briefing.
2	Advantageous	The proposal demonstrates familiarity through attendance at the October 30th, 2013 City-hosted project briefing or other arranged, City-hosted project briefing if the applicant cannot attend the October 30 <sup>th</sup> briefing.
3	Highly Advantageous	The proposal demonstrates familiarity through attendance at the October 30th, 2013 City-hosted project briefing or other arranged, City-hosted project briefing if the applicant cannot attend the October 30th briefing, <b>and</b> through other means.

#### 4. Selected Technical Requirements under the Contract

This section describes the requirements under the contract that will result from this RFP.

##### 4.01 Submittals

The proposed contract will require the following submissions:

**A. Resumes and Qualifications:** Contractor shall submit resumes and qualifications for each of the following individuals:

**Conservator (s):** Contractor shall submit resume and a list of prior projects for lead conservator and any assisting conservators prior to their performing any work on the project. Submittal shall include at least five (5) examples of projects similar in scope and importance to the work at the Hancock Cemetery, with at least three (3) of those projects being National Register listed projects. Project references shall include name and date of execution of each project as well as the names and telephone numbers of references for each of the five (5) projects.

**Conservation Technicians and Stone Craftsmen:** Contractor shall submit the resumes and a list of projects for each individual who will be executing treatments on the markers prior to their performing any work on this project.

- 1) **Product Data:** Submit manufacturer's technical data for each product proposed in the treatment plan including recommendations for their application and use. Include test reports and certifications substantiating that products comply with requirements. Submit material safety data sheets for each product.
- 2) **Written Description:** Submit written program for each phase of conservation including schedule and phasing. Include items for coordination with the client and indication of how surrounding graves, grave markers, monuments and vital plantings will be protected. Describe materials and equipment to be used on site. Describe safety measures that will be taken to protect visitors while the work is underway and to protect the stones from damage while they are out of the ground.
- 3) **Alternate Methods:** If after the contract is awarded, alternate methods and materials to those indicated in the work specifications are proposed for any phase of the conservation or resetting work, the contractor shall provide a written description, including evidence of successful use on other comparable projects along with the standard submittals outlined above. Written approval from the project conservator is required prior to substituting any materials or methods.

#### **4.02 Mock ups**

The proposed contract will require the following mock ups:

- A. Sample of workmanship for stone stabilization with B-72 or water soluble adhesives and tissue paper or cloth.
- B. The contractor shall submit one (1) sample of removal of prior adhesive repairs and prior composite mortar repairs in locations indicated by project conservator. Sample to be evaluated for methodology and impact on stone.
- C. Contractor to submit one (1) sample of new stone to stone adhesive joints for approval prior to proceeding with balance of repairs. Sample to be evaluated for alignment of fragments, width of joint and absence of any epoxy on the visible surfaces of the stone.
- D. Contractor to submit one (1) sample of grout injection for approval.
- E. Contractor to submit for review one (1) sample of each of the following prior to proceeding with the balance of the work: tinted mortar fills, composite mortar repairs and mortar caps.
- F. Contractor to submit one (1) completed treatment cycle of a slab marker that has been removed from the ground, treated and reset.
- G. Contractor shall submit one (1) sample of a representative conditions assessment and treatment documentation survey sheet prior to starting work.
- H. Contractor shall submit one (1) sample of mortar fill or patch painted with Kiem mineral paint or approved equal. Sample to be applied to fully cured mortar.

#### **4.03. Reference Standards**

The proposed contract will use the following reference standards:

- A. Aggregates for concrete: ASTM C33
- B. Mortar Sand: ASTM C144
- C. Bricks: ASTM C216
- D. Mortar: ASTM C270
- E. Stainless Steel Threaded Rod: ASTM A276

#### 4.04 Quality Assurance

The proposed contract will require the following assurances of quality:

- A. Statement of Significance: The grave markers and headstones at Hancock Cemetery represent some of the earliest and most significant grave markers in New England. The burial ground is a designated historic burial ground and is listed on both the State and National Registers. Accordingly, all work performed must comply with the United States Secretary of the Interior's *Standards for the Treatment of Cultural Landscapes* and the AIC *Code of Ethics and Guidelines for Practice*.
- B. Stone Conservation Contractor: Work shall be performed by firm(s) employing masons and conservators that have no less than five (5) years of experience with comparable stone conservation projects. The Contractor shall submit references for five (5) successfully completed projects - at least three of which shall be National Register listed properties - and identify the scope of work for each project. For projects submitted that are not gravestone conservation projects, identify successfully completed treatments that are the same as, or very similar to, the stone conservation treatments specified in this RFP.

#### 4.05 Job Conditions

The proposed contract will require the following job conditions:

- A. Take whatever precautions are necessary to protect all of the grave markers in this contract as well as adjacent markers, graves and monuments from damage resulting from work under this section or other related sections of work. Take all precautions that are necessary to protect the safety of visitors to the burial ground when work is underway, contractor's equipment is on site and markers have been removed from the ground.
- B. Prevent mortar and patching compounds, adhesives, resins etc. used in conservation and repair work from staining the stones under treatment or any adjacent stones, masonry, bronze etc. Prevent damage from other materials or chemicals used on the project.
- C. Work shall not be permitted in freezing weather unless the work area has been enclosed and heated to maintain a constant temperature and humidity.
- D. Materials shall be used only at the manufacturer's recommended temperature and humidity tolerances. In case of conflict between standards on the project, the more stringent shall apply.
- E. Removal of markers from the burying ground to a secure, heated conservation studio is encouraged in order to complete the project within the required time frame. Up to ten (10) markers may be removed at any one time. Return completed markers prior to

removing any additional markers. Provide the City and the project conservator with an inventory of markers to be removed. Specify where the markers will be taken and how they will be transported. The work space must be secure from theft and contain smoke alarms and fire suppression equipment. The space must be available for review prior to transporting the markers and while the work is underway. The inventory shall include a digital photograph of the entire marker inclusive of any fragments as well as the name(s) of the deceased and the map identification number. Update inventory immediately when the markers are returned to the burying ground.

#### **4.06 Products**

The proposed contract will require use of the following materials, except where otherwise noted:

##### **A. Materials General**

1. Comply with referenced standards and other requirements indicated applicable to each type of material required.
2. Reference in the specifications to materials by trade name is to establish a standard of quality. It is not intended to exclude other manufacturers whose materials are, in the judgment of the project conservator and based on sample panels, equivalent to those named.

##### **B. Mortar Materials for Fills, Rebuilding Areas of Loss and Mortar Caps**

Composite Repair Mortars:

1. Non-Polymer Modified Composite Repair Mortars for filling areas of loss in Slate or Marble: Jahn M-70, Jahn M-120, 160 from Cathedral Stone Products. 8332 Bristol Court, #107, Jessup, Maryland 20794 (800) 684-0901
2. Polymer Modified Composite Repair Mortars for Mortar Caps and Seam Fills on Slate Markers: Edison Custom System 45 from Edison Chemical Systems, Inc. 25 Grant Street, Waterbury, CT 06704 (203) 597-8044
3. Hydraulic Lime Based Repair Mortar for Filling Seams and areas of Loss on Marble and Sandstone Markers: Lithomix from St Astier available from LimeWorks.us, 215-536-6706 [Email LimeWorks.us](mailto:Email@LimeWorks.us)

##### **C. Grout Materials**

1. Acryloid B-72 (Ethyl Methacrylate Copolymer) dissolved in solvent. Concentrations to vary depending on the depth and width of the crack or void to be filled. Large voids to be filled with B-72 bulked with an inert material such as fine silica sand. Exact proportions to be determined by conservator in the field based on the size of the area to be filled and other requirements such as the ability of the mix to flow evenly through the area.

2. Hydraulic Lime Grout for fills and injecting into voids

- a) 1 part hydraulic lime. (Available from LimeWorks.us 215-536-6706 [Email: LimeWorks.us](mailto:LimeWorks.us)) and 2.5.–3 parts fine sand and/or stone dust and inorganic pigment as required to match color of slate or marble. Not to exceed ASTM ratios of pigment to binder.

**D. Materials for the Stabilization of Loose Fragments Prior to Removal or Other Treatments**

Acrylic Resin B-72 and Japanese tissue paper or fine cloth such as silk Crepeline applied to the surface of the friable or loose stone. B-72 to be dissolved in solvent such as acetone. Percentage of solids to solvent to be field tested. Approximately 5%. For situations where a water soluble adhesive is appropriate: Methyl Cellulose or Polyvinyl Alcohol can be used to lay down the tissue paper or cloth.

**E. Stone Adhesives for Non-Structural Repairs and Laying Down of Stone Flakes, and Very Shallow Areas of Exfoliation**

Paraloid Acrylic Resin B-72 (100%) dissolved in solvent such as acetone. Percentage of solids to solvent to be field tested. Tubes of 10% paraloid B-72 in acetone can be obtained from Talas, 330 Morgan Ave., Brooklyn, NY 11211 (212) 219-0770 [www.talasonline.com](http://www.talasonline.com) or other conservation supply companies.

**F. Stone Adhesive for Structural Repairs and Pinning**

Exterior grade flowable and paste epoxies that are moisture tolerant and specifically manufactured for the structural repair of stone and masonry. Akemi Akepox 2000, 2010, 2030, 5000, 5010 from Akemi North America (877) 462-5364 available from Stone Boss Industries, 26-04 Borough Place, Woodside, NY 11377 (718)278-2677 Fax (718) 267-1997 or approved equal.

**G. Cleaning Agent for Removing Soiling Prior to Adhesive Repairs**

1. Water: All water shall be clean potable water. If potable water is not available at jobsite contractor must provide clean potable water.
2. Non-Ionic Detergents: Triton X 100 available from Talas, 568 Broadway, New York, NY 10012 (212) 219-0770
3. Concentrated Soap: Vulpex Soap available from Talas, 568 Broadway, New York, NY 10012 (212) 219-0770
4. Synthetic Anionic Detergent: Orvus WA Paste available from Talas, 568 Broadway, New York, NY 10012 (212) 219-0770

**H. Cleaning agents for removing biological growths**

Prosoco Revive. [www.prosoco.com](http://www.prosoco.com) or approved equal.

**I. Topical coloring agent for color matching of mortar patches, seams and crack fills on slate markers**

1. Kiem Purktistalat silicate paints available from Kiem Mineral Systems, #62 Port Lewes, Lewes, and Delaware 19958 (302) 644-1007 Fax (302) 644-0866
2. B. Silin Stain from Cathedral Stone Products. 8332 Bristol Court, #107, Jessup, Maryland 20794 (800) 684-0901

**J. Pins for structural repair of fragments**

Stainless steel threaded rod grade 304 or better.

**K. Solvents for flushing cracks and fissures and for preparing mating surfaces prior to grouting or adhesive repairs**

1. Acetone (CH<sub>3</sub>)<sub>2</sub>CO
2. Ethanol-D6 Anhydrous - May be mixed with water.

**L. Soil materials**

1. Structural Fill: Provide gravel, sandy gravel, or gravelly sand free from organic material. Loam, trash, snow, ice, frozen soil and other objectionable materials and well graded within the following limits:

<u>Sieve Size Passing Through</u>	<u>Percent Finer by Weight</u>
6 inches	100
No. 4	30-90
No. 40	10-50
No. 200	0-8

2. Crushed Stone: Provide clean, washed crushed stone free of fine materials and graded within the following limits:

<u>Sieve Size Passing Through</u>	<u>Percent Finer by Weight</u>
6 inches	100
¾ inch	90-100
½ inch	20-30
No. 4	0-5
No. 40	0-5
No. 200	0-5

**M. Pins for stone to stone pinning at multipart markers**

1. Replace all existing steel pins with grade 304 or better stainless steel threaded rod matching the existing diameters and cut to the necessary lengths.
2. For two- and three- piece markers and monuments that were not previously pinned, utilize two 5/8" diameter grade 304 or better stainless steel pins cut to length from threaded rod.

**N. Mortar for setting two and three piece markers and upright monuments**

1. Setting Mortar shall be: 1 part Type 1 White Portland Cement or a combination of Type I/Type II Portland Cement as required to match existing mortar color, 1 Part Type S lime and 6 parts mortar sand.
2. Pointing Mortar for White marble shall be: 1 part Type 1 White Portland Cement or a combination of Type I/Type II Portland Cement as required to match existing mortar color, 1 Part Type S lime and 6 parts mortar sand.
3. Pointing Mortar for Granite to Granite Joints shall be tinted with alkali resistant colors specifically formulated for use with cement.

**O. Cementitious grout for setting stainless steel pins or setting upright markers in slot bases**

Mortar for setting pins and setting stones in slot bases shall be: A soft mortar that is durable but can be reversed in the future containing either Type I/II White or Light Gray Portland Cement and Type S lime and aggregate, or Naturally Hydraulic Lime (NHL 3.5) and aggregate, or Type S Dolimitic lime plus additives to make the mortar hydraulic. Ratio of binder to aggregate shall not be less than 1:2.5 or greater than 1:7.

**P. Replacement stone (for extending broken stones)**

1. Marble: Vermont Marble available from Vermont Quarries, 88 Church Street, Rutland, Vermont 05701, (802) 775-1065 or approved equal.
2. Slate: New or Salvaged slate to match color and texture of historic material. Portland Munson Slate available from Sheldon Slate Products, 38 Farm Quarry Road, Monson, ME 04464, (207)-997-3615, or approved equal.

**Q. Gravel**

Construction grade gravel ranging in size from 1/4" to 1" as required.

**R. Stainless steel anchors (for tomb repair)**

ASTM A276, Type 304 or better - lengths and diameters as required.

**S. New cast concrete mix slot bases for resetting short stones**

1. Cast concrete shall be made from cast stone mix containing Type I/II White or Gray Portland Cement and graded aggregate. Hardened and cured mix shall reach a minimum compressive strength of 5,000 psi after 28 days.
2. Cast concrete bases shall contain a custom made slot that allows the marker to be inserted into the slot and a weak grout to be placed between the marker and the sides of the slot in the base. Concrete base shall hold the marker in place securely but allow for drainage of water out of the slot.

**4.07 Thorough Description of Required Project Execution**

The proposed contract will require the following tasks:

**A. Treatment plan**

Conservator is to submit for review a detailed treatment plan for the gravemarkers and tombs scheduled for treatment. Treatment plan is to include any changes in scope, materials and/or methodologies from what has been specified. No work may commence on the markers until the treatment plan has been reviewed and approved. Treatment plan must include detailed descriptions of materials and methods to be used in each treatment as well as manufacturer's data on each product. Material Safety Data Sheets for each product must be submitted separately. Treatment plan must include sequence of treatments.

**B. Documentation**

1. Survey Sheet: Each marker that is treated under this contract shall have an individual survey and treatment sheet. The survey sheet shall record the plot number of the marker as indicated on the existing survey, the name of deceased, (where legible) and the year of death. The survey sheet shall contain an outline sketch of the marker and/or a photograph. All conditions and treatment must be noted on the sketch or photograph. The type of material and the rough dimensions of the marker shall also be recorded on the survey sheet. A sample survey sheet shall be submitted for approval at the start of the contract. Four sets of completed survey and treatment sheets shall be placed in archival sleeves and turned over to the City of Quincy in binders with the balance of the project documentation when the project has been completed. The four (4) project binders shall contain all survey and treatment documentation sheets plus hard copies of the manufacturer's data sheets and MSDS sheets for all products used in the treatments. In addition, all before, during and after digital photographs as well as digital copies of the survey and treatment sheets shall

be placed on an external thumb drive and presented to the client. Provide four (4) thumb drives with the complete documentation.

2. Photo-documentation: Each marker that is treated under this contract shall have at least six (6) views photographed with a digital camera that records images in not less than six (6) megapixels. The views shall show the markers from the front and back or top or side depending on the scope of the treatments. There shall be at least two views taken before, during and after treatment. All photographs of the before treatment phase are to be reviewed prior to starting treatments. Dark or unreadable photographs should be redone. All photographs are to be labeled electronically with the map identification number and name of the deceased and submitted with the documentation binders on an external thumb drive as per the above paragraph.

Photography must be in accordance with the current version of the Association for Gravestone Studies' pamphlet "Recording Cemetery Data" and the MHC Interim Guidelines for Inventory Form Photographs, March 2007 and MHC National Register Requirements for Digital and Film Photographic Prints (revised). Photographs will be 4" x 6" high-resolution color digital and will document the grave markers before, during, and after resetting and/or treatment.

#### **C. Pre consolidation/stabilization prior to treatments**

1. The goal of pre-consolidation shall be to secure all loose, semi-detached or friable areas against loss during other conservation treatments including pointing and cleaning. Contractor will be held responsible for losses on the stone that take place during conservation treatments therefore the extent of pre-consolidation shall be that which is in the contractor's judgment sufficient to secure against losses. Submittal shall be for materials and methodology not extent of pre-consolidation.
2. Acrylic Resin B-72 dissolved in a solvent such as acetone approximately 5% solids shall be applied with a brush to areas requiring pre-consolidation. Japanese tissue paper shall be applied to wetted areas. Additional solution of B-72 may be applied over tissue paper. Where conditions permit, water soluble adhesives may be substituted for B-72.

#### **D. Removal of prior mortar fills and composite mortar repairs**

1. Pre-consolidation as described above shall precede all raking out of joints, removal of mortar caps and prior composite mortar or adhesive repairs. It is the conservator's responsibility to pre-consolidate all loose and friable areas of stone prior to starting other treatments.

2. Surface tension and bond of prior repairs may be broken using power tools such as small diamond cutting wheels, Drummel Tools and small pneumatic chisels. All other removal is to be performed by skilled craftsmen using hand tools. Use of hand held grinders or other power tools shall be only after demonstrated proficiency by each craftsman/conservation technician on selected control areas. Cutting wheel shall not be brought in proximity with stone surface or edges. Cutting wheels shall be used only to break the bonds to create entry points for hand tools. Every precaution shall be taken not to damage, nick, scar or abrade the stone.

#### **E. Mortar fills and mortar caps –General**

1. The goal of mortar fills and caps is create the maximum water shedding fill, joint or seam for each particular configuration of stone.
2. Surface of fill shall be tooled and slicked to conform to the contours of the edge of the stone in order to achieve maximum water shedding.
3. Mix mortar to specified proportions and in conformance with the color and texture of approved samples.
4. Apply mortar to stone that has been properly prepared and is free of dirt, soiling and any loose or friable material or surface accretions that may have a detrimental effect on the bond. Wet stone must avoid excess absorption of moisture from mortar.
5. Apply mortar in consecutive lifts where required to avoid excessive shrinkage.
6. Cure moist mortar for a minimum of seven days or until mortar is properly cured.
7. When mortar has cured, tint surface of mortar with approved product.

#### **F. Mortar application for fills and mortar caps**

1. First layer must create a uniform depth for later applications and be thoroughly compacted into cavities. Apply mortar to a maximum thickness of 3/8".
2. After voids have been filled to a uniform depth, apply remaining mortar in successive 1/4" thick layers. Fully compact each layer and allow to dry to thumbprint hardness before applying next layer.
3. When final layer is thumbprint hard, tool to match approved sample.
4. Avoid feather-edging of mortar joint.
5. If existing stonework has rounded edges from wear, recess slightly the mortar from face of stone surface.

6. Immediately after completion, remove excess mortar by light brushing with a natural bristle brush. Do not leave encrusted matter.
7. Keep mortar damp for 48 hours after pointing to permit proper hardening of mortar. Cover masonry temporarily with burlap, which must be moistened periodically. Temporarily cover wall with plastic sheets to prevent evaporation. Continue to moisten for up to seven (7) days, if required due to high temperatures or high winds. Protect mortar from overnight rain.
8. H For proprietary mortars; follow manufacturer's directions for applying and curing mortars.

#### **G. Cleaning after mortar fills or patching or grouting**

1. The face of all stonework shall be thoroughly cleaned after completion of the pointing and other work liable to soil the stone. The stonework shall be gone over and any mortar splashes or smears shall be carefully removed from the surface with scrapers.
2. The cleaning shall be done with clean water applied vigorously with fiber brushes. After cleaning with brushes the stone shall be thoroughly rinsed with clear water. Proprietary cleaning compounds containing caustic agents, intended for removing mortar smears shall not be used. The goal is to remove all smears before they set so that caustic agents are not required.

#### **H. Cleaning of markers**

1. The goal of the stone cleaning is to produce a surface that is free of organic growths and general soiling prior to adhesion, grouting or application of repair mortars. This includes removal of all surface dirt and encrustations.
2. Pre-Wet surface of stone with potable water. Apply Triton X-100 Non-ionic detergent diluted with water to stone surface using a natural bristle brush. Allow detergent and water to remain on surface for length of time determined in cleaning mock-ups. Rinse surface with water from garden hose.
3. Repeat water and non-ionic detergent wash or proceed to clean with other specified cleaning agents as determined by the results of cleaning mock-up.

#### **I. Re-adhesion of stone (non-structural)**

1. Prepare mating surfaces of stone that is to be re-adhered by cleaning surfaces until surfaces are free of dirt, sand, old grout, old mortar, ferrous metal stains or deposits and organic materials. After cleaning with specified cleaning agents, clean with specified solvents just prior to applying adhesive materials.

2. Loose pieces of stone shall be reattached with Acrylic Resin B-72 dissolved in a solvent such as acetone. Approximately 10%-15% solids. Area of stone to receive reattachment and piece to be reattached shall be thoroughly coated with adhesive. Secure fragment until adhesive is set. Secure with reversible means. Clean surface of stone so that no adhesive residue remains on surface.

#### **J. B-72 injections for areas of shallow exfoliation**

Using a hypodermic needle, inject solvent into crack or fissures to clean surfaces. After solvent has evaporated inject Acrylic B-72 10-15% by volume in solvent. Wipe surface clean and remove any excess with solvent. Hold acrylic back ½ inch from face of seam with clay. Remove clay and grout seam face with either Edison Custom 45 Tinted to match or bulked and tinted B-72.

#### **K. Adhesive repairs (structural)**

1. Prepare mating surfaces by removing prior adhesives where applicable and cleaning to remove soiling with detergents as specified above. Use solvents to remove any oil or grease from the mating surfaces.
2. Lay fragments to be adhered on clean flat surface if marker has been removed from ground and locate the centerline of holes for pins. The diameter of the pin shall not exceed 20% of the width. Minimum pin embedment on either side of the joint shall be three inches. Holes shall be 1/16" larger than the diameter of the pin.
3. Drill holes to receive pins where applicable. Blow dust out of drill holes. Test fit by placing pins in holes and dry setting. Set pins in edge of one fragment with epoxy and then dryset fragments to ensure that the pins are in the proper locations. Mate surfaces. Do not apply epoxy to mating faces or other end of pin at this point. Adjust fit using clamps and jigs to hold stone in place. It is important that proper mating be achieved at this point. When the epoxy in the pin holes has set, separate pieces and apply epoxy to other end of pins and sparingly along mating surfaces. Re-clamp stones and keep under pressure until epoxy has set. Set time will vary depending on temperature of air and stone.
4. For fragments that will not be pinned, follow steps above for cleaning and dry setting to ensure proper fit. Use clamps and jigs as required to secure pieces.
5. For fragments to be adhered while marker is still in the ground, follow steps above for cleaning. Use jigs and flat surfaces clamped to the stone in order to achieve best possible mating of surfaces.
6. Mix and apply adhesives as per manufacturer's recommendations.
7. Hold glue line away from face of stone in order to grout seam with tinted grout. Immediately remove any adhesive residue that has flowed over the face of stone using acetone or other solvent.

8. Apply a tinted grout to the seam after the structural epoxy has set. Grout in seam should be flush with edges of stone on either side of the repair

#### **L. Removal of markers from the ground**

1. Carefully dig on both sides of the marker without damaging or scraping the marker.
2. If lifting equipment is required to lift the marker out of the hole, carefully place straps around marker so that the straps will not abrade or scratch the stone. For soft or friable stones such as deteriorated marble, place moving blankets around marker prior to securing straps and lifting marker.
3. Store markers or component pieces of markers in a safe location. Cover markers when necessary to prevent damage or soiling.

#### **M. Removal of old setting mortars from stones or slot bases**

1. Carefully remove existing setting mortars with hand held chisels, being careful not to damage the edges or faces of the stones.
2. Completely remove old setting mortar in order to ensure a good bond for the new setting mortar.

#### **N. Removal of existing ferrous pins and/or epoxy adhesives from existing pin connections**

1. Carefully remove existing pins by either drilling into the grout, mortar or epoxy around the pin until the pin is free or by core drilling around existing pins.
2. After core drilling, carefully remove any remaining cement in the setting holes by chipping out the cement with small chisels.

#### **O. Resetting of two and three part markers**

1. Re-level lowest unit of multi-part markers using gravel and/or shim stones prior to setting additional units on top. Depending on the existing conditions, provide six inches of gravel beneath the lowest unit if the existing is sitting on soil
2. Use stainless steel pins set in existing holes between units or drill new holes if none exist. Holes should be 1/8" to 1/4" larger in diameter than the pin and 1/2" deeper than the length of the pin.
3. Set pins in specified grouts. Do not set pins in epoxy or other types of adhesives without prior approval. (Connections should remain reversible in the future) Do not adhere the individual units of two and three piece markers to each other with epoxy.

4. Set units of two and three piece markers and monuments on full mortar beds. Use wood wedges placed in the joints to control thickness of setting beds. Do not use shims that will remain as part of the setting bed. Maintain existing joint thicknesses. Do not set historic markers in joint compound.
5. Compress setting mortar to a depth 2.5 times the joint height in order to prepare for the final pointing.
6. Point joints using specified mortars. Use white mortar for white marble and tinted mortars for colored stones such as granite or sandstone. Tint mortar to match the base color of the stone.

**P. Resetting single piece upright markers (slab markers)**

1. Carefully remove and retain sod with topsoil retained in the root systems. Following sod removal, remove topsoil down to a depth where it becomes sandy and retain for reuse. Remove balance of earth to required depth without damaging marker. If marker is broken below grade search soil for fragments and reattach fragments. If no fragments are located proceed to extend the stone or manufacture a custom slot base so that it can be set with the letting and carving above grade.
2. Shoring and Bracing: Slope excavations and provide shoring and bracing as needed to prevent collapse of the soil.
3. Mark site of excavation with caution tape and orange cones and protect area by covering hole with plywood to prevent anyone from stepping into hole.
4. Dewatering and Drainage: Remove water from hole using appropriate methods and protect excavations from surface runoff.
5. When resetting single piece upright markers, place backfill in lifts of not more than 6" and compact material around gravemarker prior to starting next lift. Brace the grave markers as required while surrounding them with compacted structural fill. Replace top soil and sod to existing depths.
6. Disposal: Dispose of excess materials off site in a legal manner.
7. Cold Weather: Do not reset grave markers when temperatures are below freezing or the fill could freeze prior to compaction.
8. Stockpile soil, sod and inorganic soil removed from grave on site in separate piles for reuse.
9. Protect all grave markers from damage during excavation and backfill operations.

#### **Q. Resetting markers in existing or new slot bases**

1. Reset slot base on six inches of compacted gravel and sand. Do not widen holes so that fill is visible around the edges of the base. Set slot base to its original depth so that top of base is at or just above grade for historic markers with existing slot bases. Set new slot bases created for broken markers below grade so that concrete base is not visible.
2. Do not cut the bottom edge of broken markers to make a level edge if the break occurs in an area of carved lettering or decorative carving.

#### **R. Casting of new slot bases**

Cast new concrete bases using wood forms and a removable insert to create the slot. Slot in base should be wide enough on all sides to allow for a soft mortar to be installed between the stone and the concrete. Slot should contain drainage holes to keep water from accumulating in the slots.

#### **S. Extensions to slab markers that are too short to be reset**

Stone extensions: Markers that are too short to be reset in the ground without covering the existing lettering and carvings can be extended with natural stone in the same manner that fragments of broken markers are reattached. See paragraph 3.11 Adhesive Repairs (Structural). The new piece of stone must be of the same width and thickness as the original and from the same geological class of stone. i.e. marble with marble and slate with slate. The new piece of stone must be coped out to mate with existing piece of stone without removing any of the historic material that contains carving or lettering.

#### **T. Treatment of markers that are set in granite surrounds**

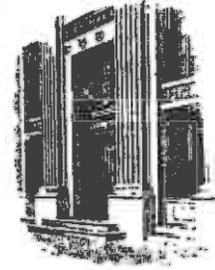
1. Remove failing sealants, caulks, mortar, etc. from gap between marker and surround. Check adhesion of marker to stone surround. If marker is loose enough to remove, then remove marker and store in safe place temporarily and notify Project Conservator prior to proceeding with any additional steps or re-adhering the marker to the surround.
2. Markers that are going to be reset in the granite surround should be reset with reversible methods and materials. Acceptable methods include but are not limited to using lead wool or lead shims to set the marker, re-caulking the perimeter seams with sealant but not the back of the monument, installing reversible hidden connections manufactured from non-ferrous metal and/or other non-corrosive materials.
3. Fill seam with sealant or mortar after consultation with Project Conservator.

## **U. Silence of Specifications**

The apparent silence of these specifications as to any detail or omission from it, or a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail, and that only materials of first quality and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.



*City of Quincy*  
City Hall  
1305 Hancock Street  
Quincy, Massachusetts 02169  
*Purchasing Department*



**THOMAS P. KOCH**  
Mayor

**Kathryn R. Hobin**  
Purchasing Agent  
Phone: (617) 376-1060  
Fax: (617) 376-1074

*Certificate of Non-Collusion*

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, Town & Zip: \_\_\_\_\_

Email #: \_\_\_\_\_

Name of Business: \_\_\_\_\_



**CITY OF QUINCY**  
**Purchasing Department**  
**1305 Hancock Street, Quincy, MA 02169**

Phone: 376-1060

Fax: 376-1074

### SIGNATURE AUTHORIZATION

At a duly authorized meeting of the Board of Directors of the

\_\_\_\_\_  
(NAME OF CORPORATION)

held on \_\_\_\_\_, at which all the Directors were present or waived notice, it was  
(DATE)

VOTED, that:

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(OFFICER)

of this company, be and he/she hereby is authorized to execute Contracts and Bonds in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any Contract or obligation in this Company's name on its behalf by such \_\_\_\_\_ under seal of the Company, shall be valid  
(OFFICER)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of future Contracts until notified to the contrary.

A true copy,

ATTEST: \_\_\_\_\_  
(CLERK'S SIGNATURE)

PLACE OF BUSINESS: \_\_\_\_\_

DATE OF THIS CONTRACT: \_\_\_\_\_

I hereby certify that I am the Clerk of the:

\_\_\_\_\_ that \_\_\_\_\_ is the  
(COMPANY) (NAME)

duly elected \_\_\_\_\_ of said Company, and that the above VOTE has not been  
(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

\_\_\_\_\_ CORPORATE SEAL



*CITY OF QUINCY*  
*Purchasing Department*  
*1305 Hancock Street, Quincy, MA 02169*

Phone: 376-1060

Fax: 376-1074

## TAX COMPLIANCE CERTIFICATE

MASS. GENERAL LAWS, CH. 62C, S: 49A(b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support.

Signed under the pains and penalties of perjury.

(1) Individual Contractor

\_\_\_\_\_  
(Contractor's Name and Signature)

Social Security Number

\_\_\_\_\_

(2) Corporation, Association  
or Partnership

\_\_\_\_\_  
(Contractor's Name)

Federal Tax ID Number, or  
Social Security Number

\_\_\_\_\_

By:

\_\_\_\_\_  
(Authorized Signature)

Note to Contractor: Please sign at (1) or (2), whichever applies.

---

## CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

### Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

(b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions.

(d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract.

(e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.

## INDEMNITY AGREEMENT

In consideration of the award of Contract No. \_\_\_\_\_  
by the City of Quincy, hereinafter referred to as INDEMNITEE, to the CONTRACTOR/BIDDER:  
\_\_\_\_\_.

hereinafter referred to as INDEMNITOR, and for other good and valuable consideration, said INDEMNITOR agrees to hold INDEMNITEE, City of Quincy, and its various department and employees harmless from any and all liability, loss or damage that INDEMNITEE may suffer as the result of claims, demands, costs, including attorneys fees, or judgement or other actions against it by reason of any and all work done by or on behalf of the INDEMNITOR in connection with the above-referenced contract.

INDEMNITOR,

\_\_\_\_\_  
By Duly Authorized Agent

Date: \_\_\_\_\_.

**FEE PROPOSAL FORM**

The undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the City of Quincy: *"Consulting Services Proposal- Master Conservation Plan for the Hancock Street Cemetery"*

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The CONSULTANT hereby pledges to deliver the complete scope of services required, for the rates and charges shown below:

PROFESSIONAL SERVICES, Hourly Rate: (attach hourly rate schedule) \_\_\_\_\_

Base price \_\_\_\_\_

Price to complete the work of add/alternate 1 \_\_\_\_\_

Price to complete the work of add/alternate 2 \_\_\_\_\_

Price to complete the work of add/alternate 3 \_\_\_\_\_

Price to complete the work of add/alternate 4 \_\_\_\_\_

Price to complete the work of add/alternate 5 \_\_\_\_\_

Price to complete the work of add/alternate 6 \_\_\_\_\_

Project fees must include all costs and expenses to complete the scope of work. No costs will be entertained in excess of the fixed fee. Applicants are asked to provide a Consultant's Fee Schedule of Hourly Rates to include all parties that will be engaged in this project.)

Receipt of Addendum No. \_\_\_\_\_ Acknowledged by: \_\_\_\_\_

Company Name: \_\_\_\_\_

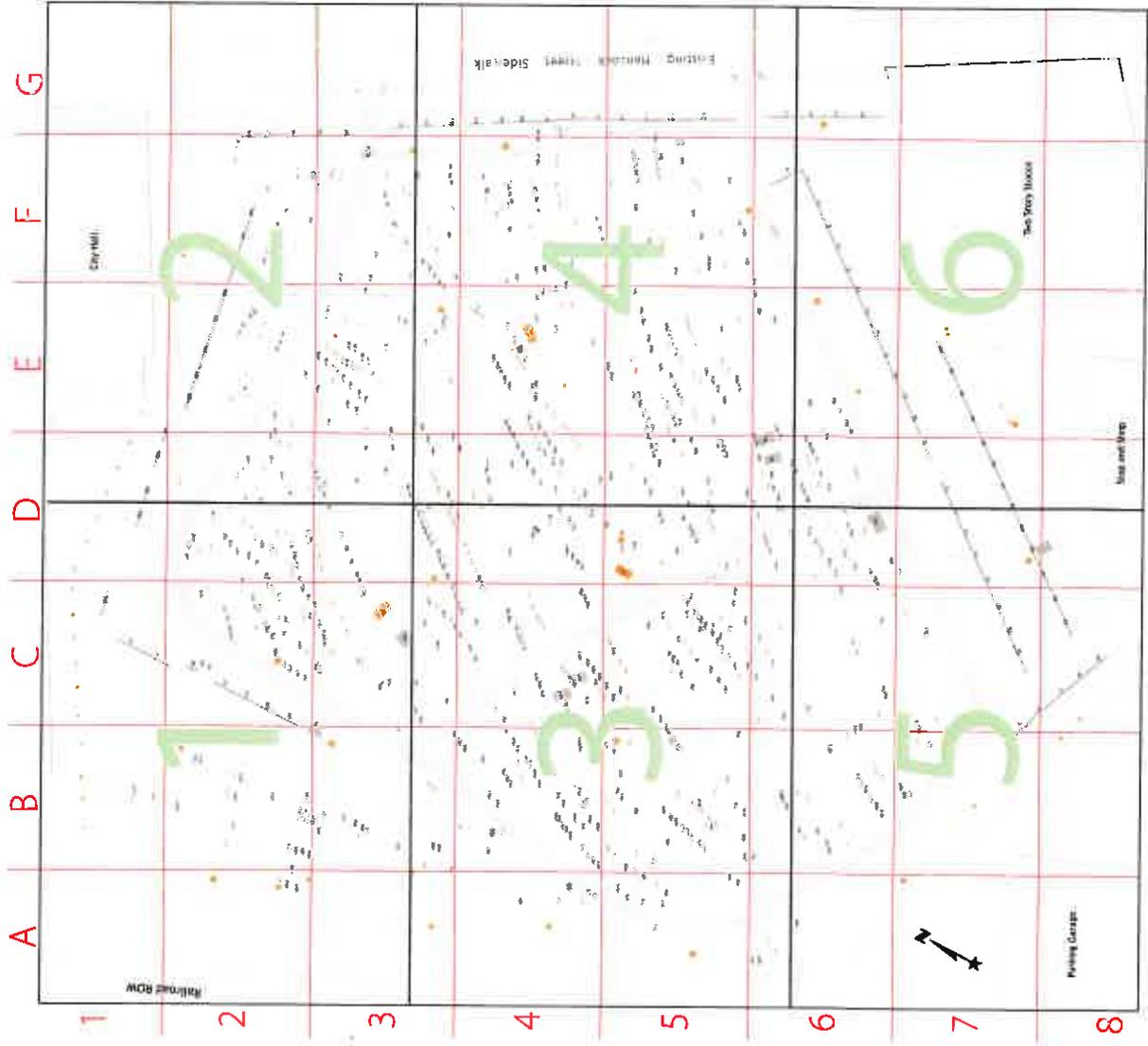
Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date: \_\_\_\_\_

Be sure to put this in a sealed envelope separate from the technical proposal.

# Key to map sections



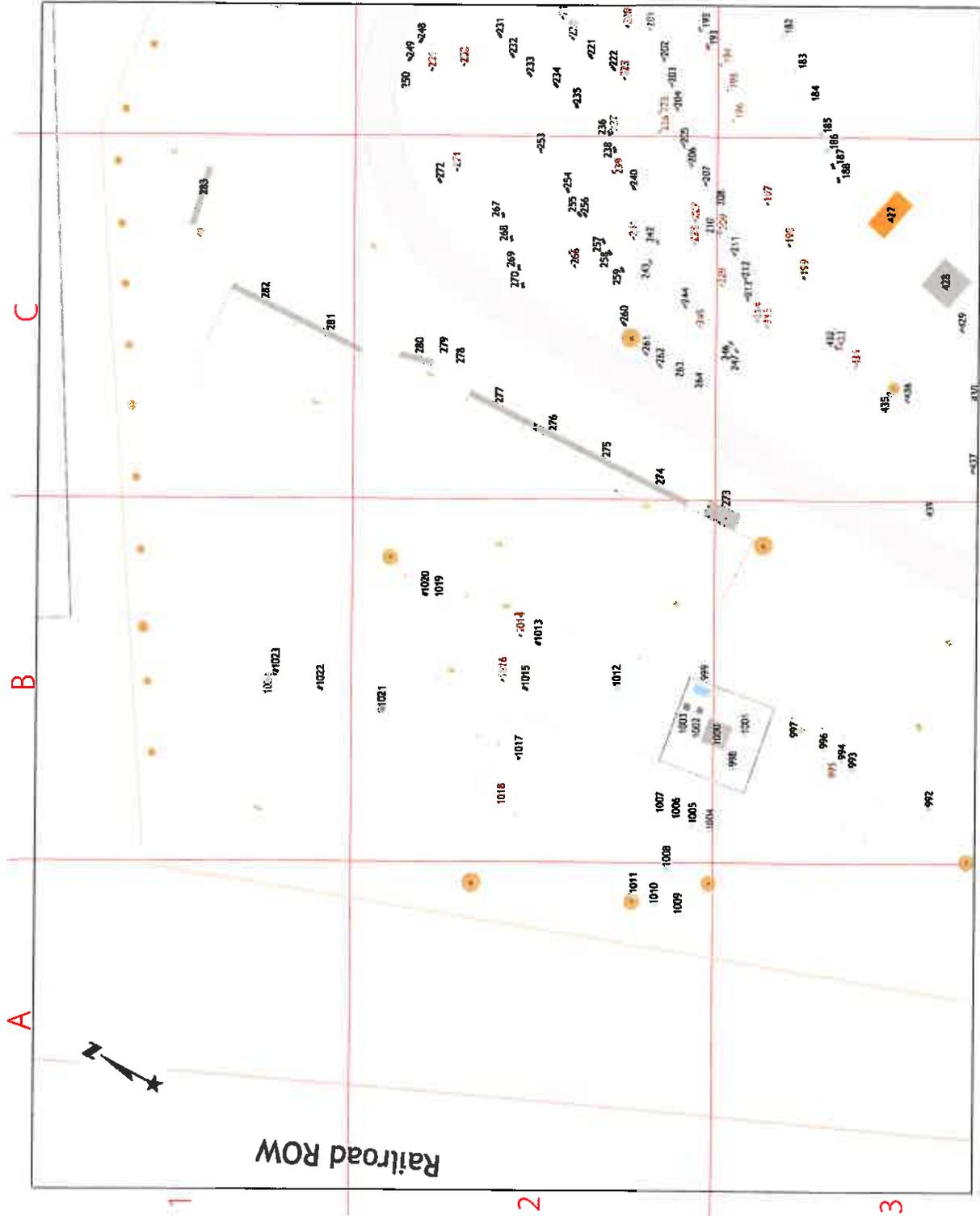
# Marker + tomb locus map

Master Conservation Plan  
Hancock Cemetery  
Quincy, Massachusetts

January, 2012

HALVORSON DESIGN  
PARTNERSHIP

1	2
3	4
5	6



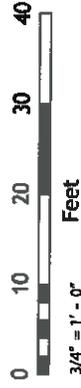
**Key**

- Slate
- Marble
- Granite
- Brownstone
- Plot Curb
- Plot Fence
- Fence on Curb
- Stone Wall
- Chainlink Fence
- Red slate
- Red granite
- Slabe/Granite
- Marble/Granite
- Marble/Brownstone
- Fence on Wall
- Sidewalk Curb
- Buildings
- Railroad ROW
- Associated Footstone

**Trees (DBH) Inches**

- 4 - 10
- 11 - 18
- 19 - 24
- 25 - 36

- 1 Foot Contour
- 5 Foot Contour
- Boundary Stones
- Headstone ID
- Footstone ID



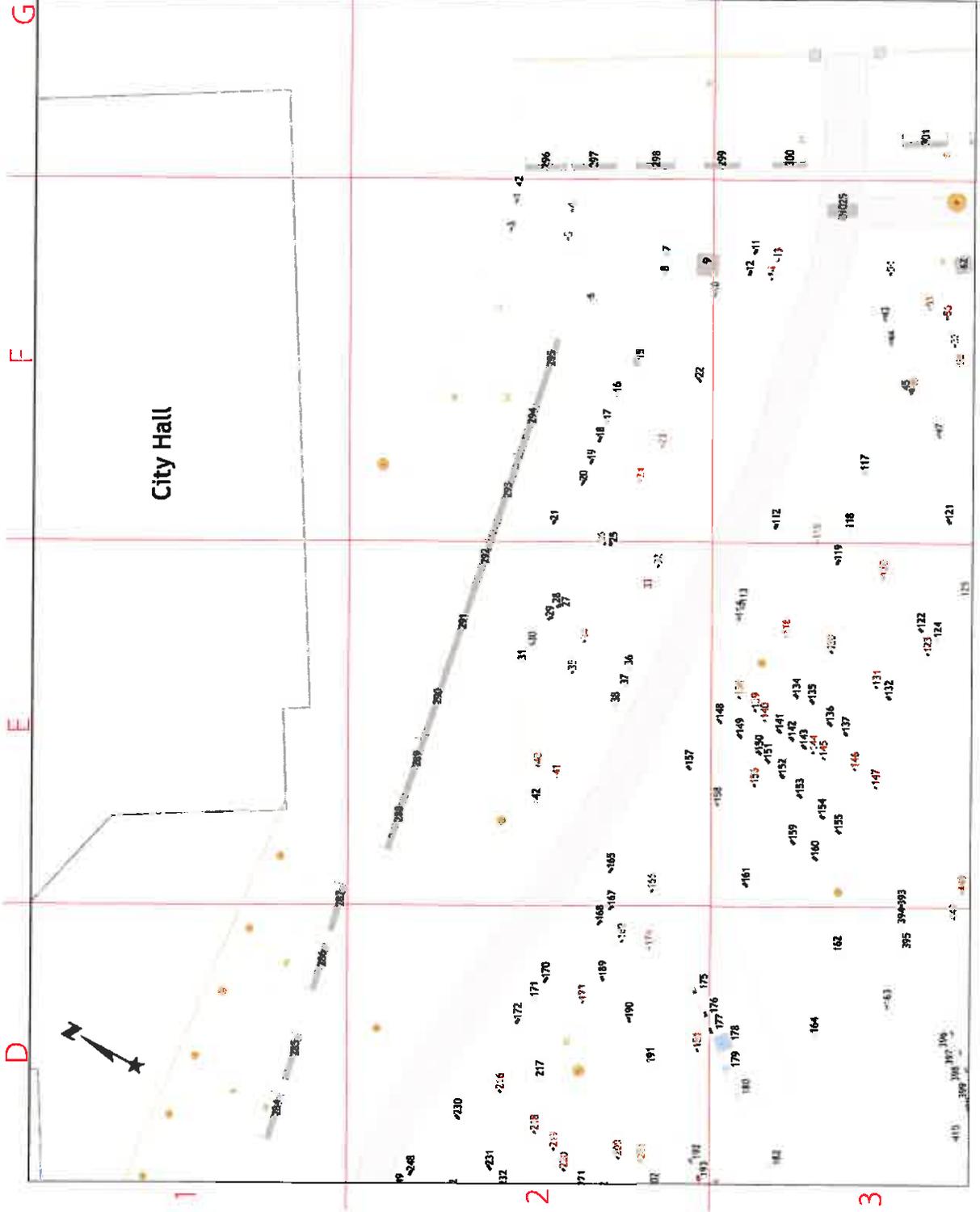
# Marker + tomb locus map Section 1

Master Conservation Plan  
Hancock Cemetery  
Quincy, Massachusetts

January, 2012

1	2
3	4
5	6

**HALVORSON DESIGN**  
PARTNERSHIP



**Key**

- Red slate
- Red granite
- Slate/Granite
- Marble/Granite
- Marble/Brownstone
- Fence on Wall
- Sidewalk Curb
- Buildings
- Railroad ROW
- Associated Footstone
- 1 Foot Contour
- 5 Foot Contour
- Boundary Stones
- Headstone ID
- Footstone ID
- Trees (DBH) Inches:
  - 4 - 10
  - 11 - 18
  - 19 - 24
  - 25 - 36



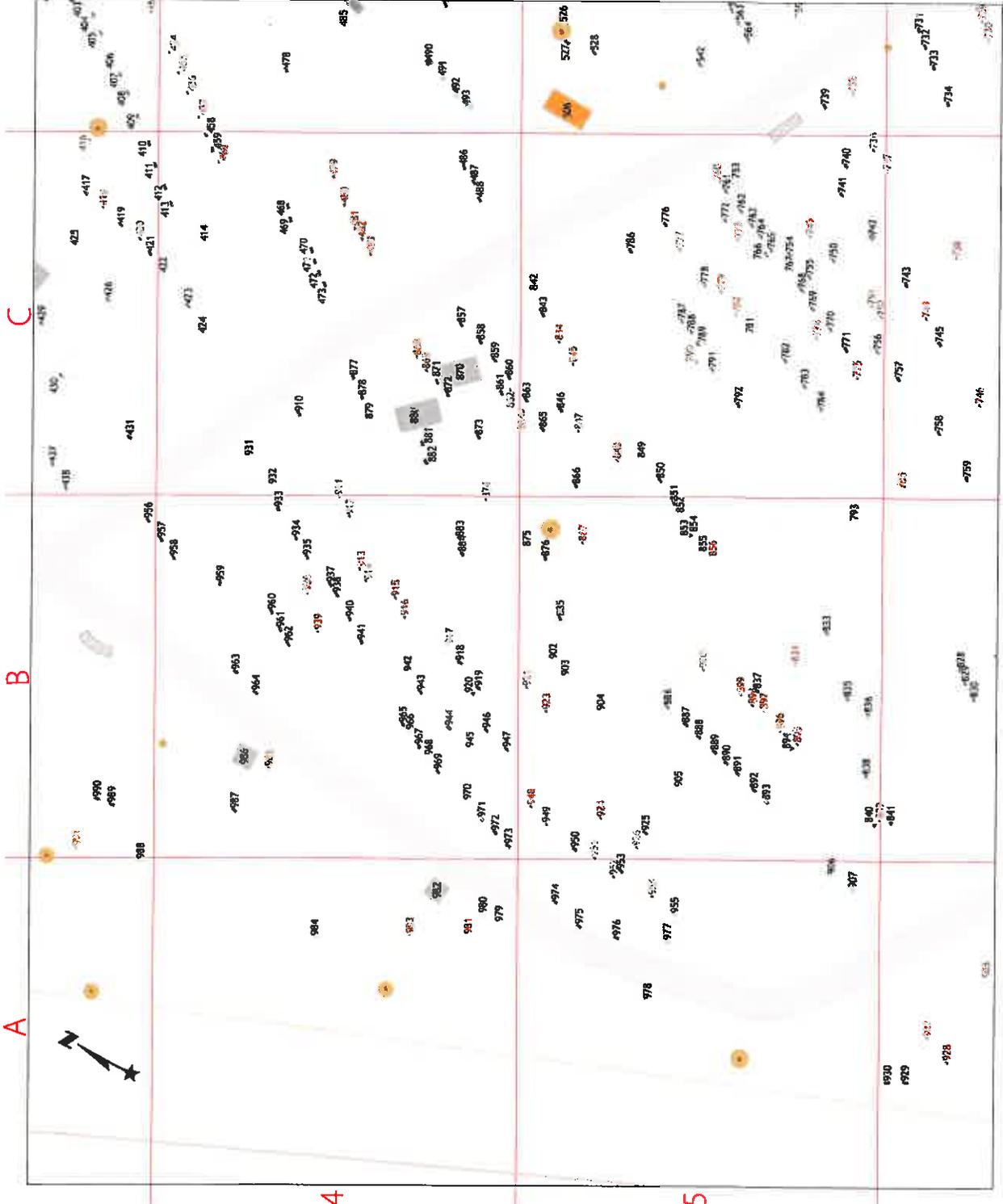
**Marker + tomb locus map  
Section 2**

Master Conservation Plan  
Hancock Cemetery  
Quincy, Massachusetts

January, 2012

HALVORSON DESIGN  
PARTNERSHIP

1	2
3	4
5	6



- Key**
- Red slate
  - Red granite
  - Slate/Granite
  - Marble/Granite
  - Marble/Brownstone
  - Plot Curb
  - Plot Fence
  - Fence on Curb
  - Stone Wall
  - Chainlink Fence
  - Fence on Wall
  - Sidewalk Curb
  - Buildings
  - Railroad ROW
  - Associated Footstone
  - Trees (DBH) Inches
    - 4 - 10
    - 11 - 18
    - 19 - 24
    - 25 - 36
  - 1 Foot Contour
  - 5 Foot Contour
  - Boundary Stones
  - Headstone ID
  - Footstone ID



# Marker + tomb locus map

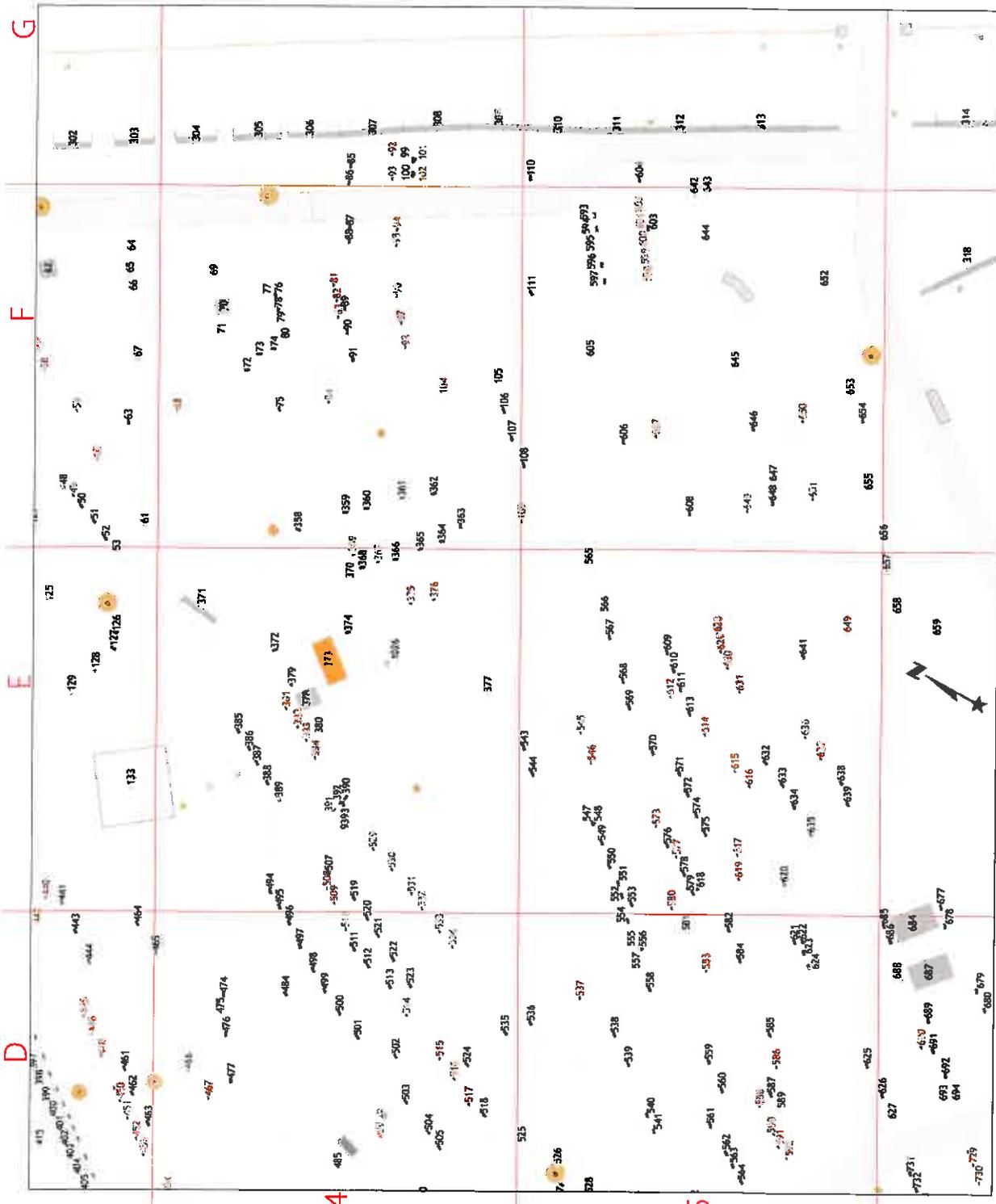
## Section 3

Master Conservation Plan  
 Hancock Cemetery  
 Quincy, Massachusetts

January, 2012

HALVORSON DESIGN  
 PARTNERSHIP

1	2
3	4
5	6



- Key**
- Red state
  - Slate
  - Marble
  - Granite
  - Brownstone
  - Fence on Wall
  - Plot Fence
  - Fence on Curb
  - Stone Wall
  - Chainlink Fence
  - Associated Footstone
  - 1 Foot Contour
  - 5 Foot Contour
  - Boundary Stones
  - Headstone ID
  - Footstone ID
- Trees (DBH) Inches
- 4 - 10
  - 11 - 18
  - 19 - 24
  - 25 - 36



# Marker + tomb locus map

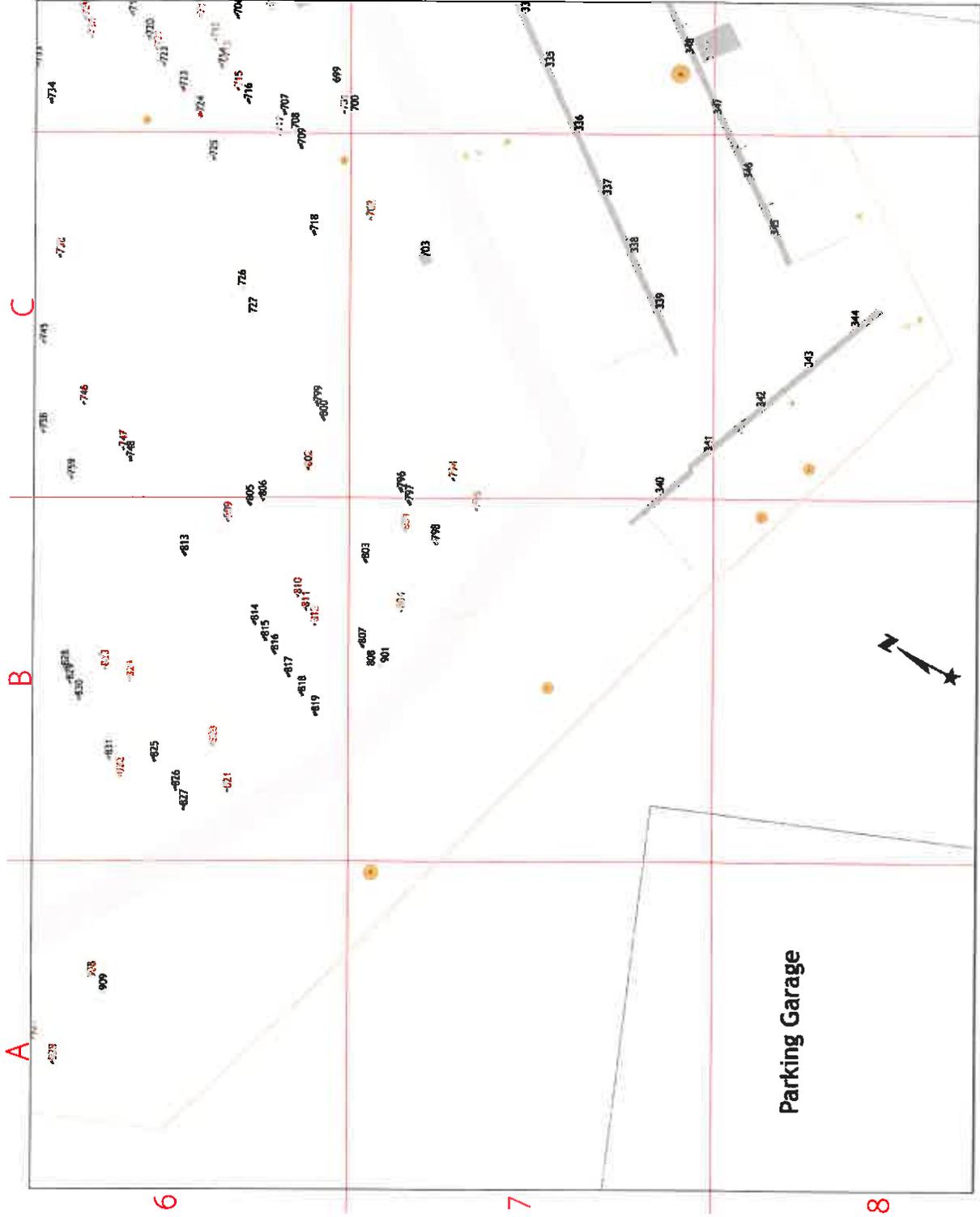
## Section 4

Master Conservation Plan  
 Hancock Cemetery  
 Quincy, Massachusetts

January, 2012

**MALVORSON DESIGN**  
 PARTNERSHIP

1	2
3	4
5	6



- Key**
- Red slate
  - Red granite
  - Slate/Granite
  - Marble/Granite
  - Marble/Brownstone
  - Brownstone
  - Plot Curb
  - Fence on Wall
  - Sidewalk Curb
  - Buildings
  - Fence on Curb
  - Stone Wall
  - Chainlink Fence
  - Associated Footstone
  - Trees (DBH) inches
    - 4 - 10
    - 11 - 18
    - 19 - 24
    - 25 - 36
  - 1 Foot Contour
  - 5 Foot Contour
  - Boundary Stones
  - Headstone ID
  - Footstone ID



# Marker + tomb locus map

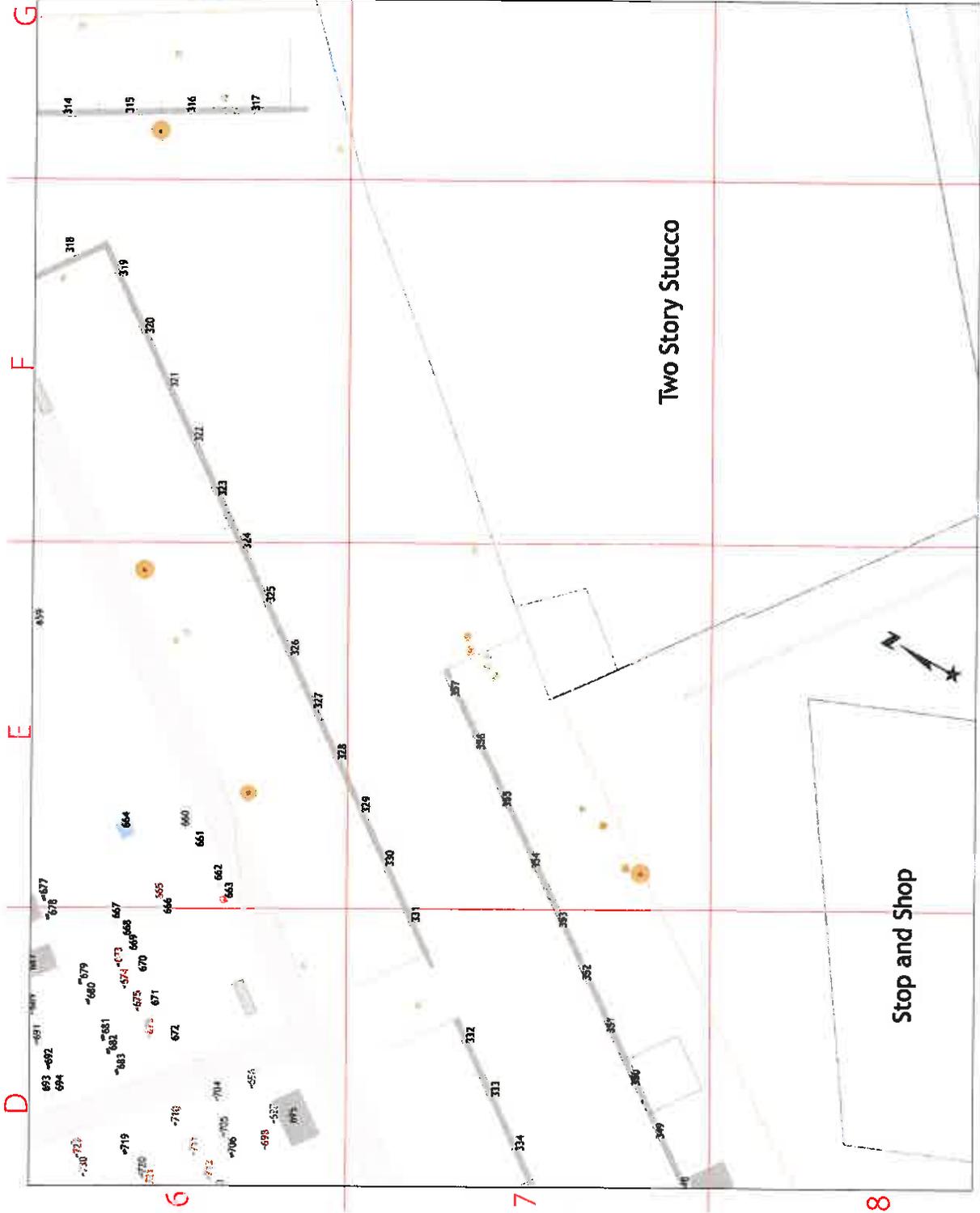
## Section 5

Master Conservation Plan  
**Hancock Cemetery**  
 Quincy, Massachusetts

January, 2012

**HALVORSON DESIGN**  
 PARTNERSHIP

1	2
3	4
5	6



**Key**

- Red slate
- Red granite
- Slate/Granite
- Marble/Granite
- Marble/Brownstone
- Plot Curb
- Fence on Wall
- Sidewalk Curb
- Buildings
- Railroad ROW
- Associated Footstone
- Trees (DBH) inches
  - 4 - 10
  - 11 - 18
  - 19 - 24
  - 25 - 36
- 1 Foot Contour
- 5 Foot Contour
- Boundary Stones
- Headstone ID
- Footstone ID



**Marker + tomb locus map  
Section 6**

Master Conservation Plan  
**Hancock Cemetery**  
 Quincy, Massachusetts

January, 2012

1	2
3	4
5	6

HALLVORSON DESIGN  
 PARTNERSHIP

