

**TOWN OF ARLINGTON
MASSACHUSETTS**

REQUEST FOR PROPOSALS

The Town of Arlington is seeking proposals from qualified individuals and firms for professional services for the following:

BID #17-25 DESIGN SERVICES – ROBBINS LIBRARY BUILDING ENVELOPE REPAIRS

The Town of Arlington, acting thru the Town Manager seeks proposals for Design Services in connection with Building Envelope Repairs at the Robbins Library, 700 Massachusetts Ave., Arlington, MA.

Proposals are invited and will be received by the Town Manager, Town of Arlington, Massachusetts on or before **1:00 P.M. Wednesday May 17, 2017** at the Town Manager's Office/Purchasing Department, Town Hall Annex, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Five (5) copies of technical proposal shall be submitted in a sealed envelope marked "**Bid #17-25 Design Services – Robbins Library Building Envelope Repairs - Technical Proposal**".

Proposals delivered after the appointed time and date will not be considered.

General information, proposal instructions, and the scope of work are available at the Town Manager's Office/Purchasing Department.

The Town Manager reserves the right to cancel any request for proposals, to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

April 26, 2017

TOWN OF ARLINGTON
Adam W. Chapdelaine
Town Manager

REQUEST FOR PROPOSALS

Town of Arlington - Design Services

Robbins Library Building Envelope Repairs

The Town of Arlington, acting thru the Town Manager seeks proposals for Design services in connection with Building Envelope Repairs at the Robbins Library, 700 Massachusetts Avenue, Arlington, MA. The original building was built in 1892 and the addition added in 1932. The Library is a four-story structure with a full lower level. The original portion of the building features a granite block foundation, and the addition sits on a poured concrete foundation. Building framing includes steel, masonry, and wood. The awarded vendor will be responsible for accurate measurements, drafting specifications and drawings for bidding purposes. The Estimated construction cost for this project is \$200,000.

Schedule:

It is the intent of the Town to have all documents ready for bidding by July 1st 2017 and to complete the work by the summer of 2017.

A SITE VISIT WILL BE HELD ON TUESDAY, MAY 9TH AT 10:00 A.M. AT THE ROBBINS LIBRARY, 700 MASSACHUSETTS AVE., ARLINGTON, MA. ALL INTERESTED BIDDERS WILL MEET AT THE MAIN ENTRANCE.

Qualifications:

All applicant firms must possess the following minimum qualifications:

1. Massachusetts registration and licensing in all applicable disciplines;
2. Minimum of three (5) completed projects similar in scope and cost. Include Project Name, Owner, Architect, Contract Amount, Date of construction and a brief description of the scope of work.
3. Familiarity with the Chapter 579 of the Acts of 1980; The Omnibus Construction Reform Act, Massachusetts Public Bidding Laws, Chapter 149, including experience with Filed Sub-Bid procedures. Include experience with Chapter 30B Procurement procedures.
4. Knowledge of the Massachusetts State Building Code including Chapter 13: Energy Conservation, Architectural Access Board Regulations and Americans with Disabilities Act.
5. Proof of financial stability including Professional Liability insurance in the amount of \$2,000,000.

Submittal Requirements:

All submittals shall be clearly identified as

” Proposal for Architectural Services / Robbins Library Building Envelope Repairs ”

and shall be received by: **1:00 PM, Wednesday May 17, 2017** at the office of the Town Manager, Town Hall Annex, 730 Massachusetts Avenue, Arlington, MA. 02174

1. Provide five (5) copies of the Submittal. Each copy shall be bound and identified on the cover as “Proposal for Architectural Services” with the name of the Architectural Firm clearly visible.
2. Include a history of the firm, names and qualifications of all specific personnel, including resumes, to be assigned to this project, including indication of time to be assigned to this project.

Selection and Fee:

Finalists may be selected for an interview with the Town Manager or his designee based upon a review of all proposals received. The fee for services will be negotiated between the Town of Arlington, acting thru the Town Manager and the firm selected. Fee not to exceed \$20,000.00.

Questions: Any questions on this proposal shall be directed to Domenic R. Lanzillotti, Purchasing Officer at (781) 316-3003 or email dlanzillotti@town.arlington.ma.us. No later than close of business 5/11/2017.

The Town Manager reserves the right to accept any submittal in whole or in part or to reject any and all submittals if it be in the best interest of the Town to do so.

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 word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of individual submitting bid or proposal)

Name of Business

Date

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

NON-COLLUSION FORMS

MUST BE SIGNED AND

SUBMITTED WITH BID

Building Architecture

Exterior

The Robbins Library is a four-story structure with a full lower level. The original portion of the building features a granite block foundation, and the addition sits on a poured concrete foundation. Building framing includes steel, masonry, and wood. No problems were observed or reported with regard to the foundation or framing. Future needs are seen as being a routine maintenance concern.

The exterior walls of the building are finished sandstone blocks except for a gable end at the building's southerly elevation and the area around the rooftop chiller equipment. The gable end at the southerly elevation is brick, and metal panels with a factory-applied finish are used on the walls around the chiller equipment. Small areas of loose and missing mortar were observed at various locations in the sandstone including the decorative cornice, soffit, and fascias, but most noticeably at the original portion of the building. Similar conditions were also noted in the brickwork. Allowances to point and repair an estimated fifteen-percent of the sandstone surfaces and ten-percent of the brickwork is shown in Year 1. Similar allowances for potential future repair needs are shown in Year 11. No problems were observed or reported with regard to the metal panels. Future needs are seen as being met through routine maintenance.

The primary entry to the building features a flight of granite stairs that are believed to date to the time of the building's original construction. A concrete ramp was added at a later time to provide handicap accessibility to the main entrance. An additional concrete ramp provides access to a lower level service entry located to the right side of the main stairs. The steps and ramps were observed to be in good overall condition. Modest allowances for future repair work are shown in Years 5 and 15. The granite steps that lead to the stack room located at the first floor level on the building's southerly side are in poor condition. Missing mortar, broken tread corners, and rusted railing posts were all observed at this location. An allowance to make needed repairs is shown in Year 1. Two sets of concrete steps provide access to the lower level service entries at the stack room on the building's southerly elevation. The steps are in generally good condition, but areas of damaged concrete were noted on the retaining walls at the sides of the steps. Repair allowances are shown in Years 1 and 11.

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A pair of double-leaf glass doors with bronze trim are utilized at the primary entrance to the building. The doors are in good condition at the present time. Costs for future replacement are shown in Year 15. Interim repairs should be handled through routine maintenance. Secondary building entries feature glass doors with a mix of steel and bronze frames and trim. The secondary entries see only limited use, and there were no observed or reported problems. Replacement of these doors is not anticipated during the time frame of the plan. The doors should remain serviceable through routine maintenance efforts. The lower level service entries are equipped with single leaf steel doors in steel frames. All of the service doors were observed to be in good condition. Costs for future replacement are shown in Year 9.

The windows in the original portion of the building are wood-framed models in a mix of double hung, fixed panel, and casement styles. All are believed to date to the time of the building's original construction. They are in generally good condition, and no operational problems were reported. The windows however, are equipped with single (non-thermopane) glazing, which is not energy efficient. Aluminum framed storm windows have been installed at some locations to help improve energy efficiency. Pending further discussion with the client, no costs for replacement of the original wood windows have been shown. Due to the architectural styling of the building and the size of some of the window openings, costs to replace the units with appropriate models would require a very substantial capital expenditure. Future costs for the replacement of the storm windows are shown in Year 10. Repair needs related to the windows should be handled through routine maintenance.

A variety of fixed panel and awning style windows are utilized in the addition portion of the building. The windows feature heavy steel frames and thermopane (double) glazing. They are in generally good condition, but some of the gaskets located between the steel frames and glazing are failing and allowing for air infiltration into the building. Replacement of the windows is not anticipated during the time frame of the plan. Gasket repair and/or replacement is seen as a routine maintenance issue.

Significant areas of peeling paint were observed on the wood trim surrounding the original wood windows at nearly all locations. The wood window sashes do not exhibit the same levels of age and wear, but as inter-related components, costs for surface preparation, caulking, and painting of the perimeter trim and sashes has been shown in Year 1 and again in Year 11.