REQUEST FOR QUALIFICATIONS
20 May 2021

GREAT HALL BUILDING ENVELOPE RESTORATION – PHASE ONE
CODMAN SQUARE HEALTH CENTER
6 Norfolk Street
Dorchester MA 02214

INVITATION
The Codman Square Health Center seeks qualifications from architectural firms for the provision of professional services related to selective repair and restoration of the exterior building envelope of its Great Hall facility in Codman Square. This building was constructed in 1904 as a branch facility within the Boston Public Library system. Currently, it is operated by the Codman Square Health Center and is used for numerous public meetings and events throughout the year. This significant building is a contributing structure in the Codman Square National Historic District.

Interested architectural firms are encouraged to submit their qualifications showing their experience related to the assessment, documentation, and construction administration services for selective and appropriate building envelope restoration of historic properties.
Arrangements for an optional tour of the facility can be made on an individual appointment basis by contacting Anthony Stankiewicz, Chief of Staff at the Codman Square Health Center, via email anthony.stankiewicz@codman.org or by phone at 617-822-8358.

**PROJECT SUMMARY**
The project consists of preservation and restoration of the roofing areas above the primary eaves of the building. The scope of work is intended to prevent ongoing water infiltration into the building, and to restore missing character defining architectural features. Related project components include preservation and painting of eaves, cornices and windows along with removal of encroaching trees that could damage the exterior envelope. The proposed project includes repair and restoration of the Cupola along with repair and preservation of slate roofing and dormers. The work may also include restoration of the missing balustrade and roofing replacement at the visually prominent entrance portico. Other deteriorating features at the front entrance may also be incorporated into the project.

The project has received two grants: $488,000 from the City of Boston’s Community Preservation Committee and $40,000 from the George B. Henderson Foundation. These two grants will be used to fund the estimated project cost of $528,000. An initial budget for the work is attached to this RFQ, and the intent is to retain an architect that will assist in reviewing the scope of work and providing services up through successful project implementation. Note that the project budget is inclusive of all construction costs, contingencies, professional services and an Owner’s Project Manager who also serves as a liaison with the grant agencies and relevant historical commissions.

The schedule for the project will be subject to review and discussion with the selected architect. The intent is for the architect to start immediately upon selection with the review of project scope and development of construction documentation in order to bid and complete the work before the conclusion of the current calendar year 2021 if feasible.

The Great Hall is under a long-term lease from the City of Boston by the Codman Square Health Center. Consequently, the project is not under the control of a municipality and is therefore not regulated by the Massachusetts General Laws (MGL) for either the designer selection process (MGL Ch. 7) or for the bidding and construction process (MGL Ch. 149).

**SCOPE OF SERVICES**
The selected architectural firm will be responsible for professional services as follows:

- **Pre-Design Phase**: review project scope as submitted to grant organizations; review conditions on site and evaluate scope relative to prioritized needs; review project budget relative to flexibility during bidding for staying within the budget; establish an outline of any adjustments to the project scope and budget as needed.

- **Design Development**: combine the two typical initial phases of schematic design and design development for commencement of drawings and specifications to establish the full breadth of project scope.
• **Construction Documents:** prepare complete construction drawings and specs to the extent required for bidding purposes.

• **Bidding & Negotiations:** manage the overall bidding process, evaluate bids, review contractor’s qualifications and references, and recommend contractor selection.

• **Construction Administration:** organize a pre-construction conference; review all submittals from the contractor for compliance with contract documents; observe construction at regular intervals; provide document interpretation and clarification for any field issues as needed; review adjustments to project scope and prepare change orders if needed; review and approve contractor’s requisitions for payment; prepare and review punch lists and closeout documents for completion.

• **Related Services:** interface regularly with the Codman Square Health Center and their selected Owner’s Project Manager for project review and to assist them with communication and compliance with grant agency terms and historic approvals.

**PROPOSAL SUBMISSION**

Any questions requiring clarification shall be submitted in writing via email to Codman Square Health Center’s Chief of Staff [anthony.stankiewicz@codman.org](mailto:anthony.stankiewicz@codman.org) no later than Wednesday, June 2, 2021. Written responses will be sent to all interested firms by the end of day on Thursday, June 3, 2021.

Interested firms shall submit their response to this RFQ in electronic format no later than 12:00 Noon on Tuesday, June 8, 2021, to [anthony.stankiewicz@codman.org](mailto:anthony.stankiewicz@codman.org). No hard copies will be required or accepted for this submission.

Proposals should be specific to this project to demonstrate the applicant’s experience, interest and availability for assisting the Codman Square Health Center with this work. Applicants should address the following issues in their submission:

• Description of the firm and any consultants that may be required.

• Resumes and roles of key members of the proposed project team.

• Recommended approach to the project and outline schedule of services.

• Similar project experience and current references for similar work.

**SELECTION PROCESS**

A selection committee established by the Codman Square Health Center shall evaluate all submitted proposals and rank the received responses based on similar project experience, staff qualifications, proposed schedule, and references. At the committee’s discretion, they may choose to schedule interviews with one or more of the top ranked firms in order to meet the project team and discuss their proposed approach to the project. Upon selection of the top-ranked firm for the project, contract negotiations shall commence with a request for a fee and scope proposal from the selected firm. If a suitable contract cannot be agreed upon with the top-ranked firm, the committee will negotiate terms with the next ranked firm until an appropriate fee and scope can be determined. Fee proposals shall not be submitted in advance of a firm’s selection since the RFQ process is qualifications based.
An architect will be selected as soon as practical after the receipt and evaluation all RFQ responses. If the selection committee determines that interviews are not required and scheduled, the architectural firm could be selected by June 15, 2021.

**SUPPORTING DOCUMENTS**

The following document provides information related to the project:

- **Outline Plans & Specifications**: submitted to Boston’s CPC to describe the building and its conditions, recommended work scope and estimated project budget. This document was used as part of the grant request applications; 23 pages.
CODMAN SQUARE HEALTH CENTER / GREAT HALL
6 Norfolk Street
Dorchester MA 02214

OUTLINE PLANS AND SPECIFICATIONS
10 November 2020

Project Name: Great Hall Building Envelope Restoration – Phase One
Preservation Advocate: Jeffrey Gonyeau Preservation Services
Architectural Services: Mills Whitaker Architects LLC
General Contractor: American Steeple & Tower Company

This document provides outline plans and specifications for an initial description of work that is being presented for consideration to the City of Boston’s CPA Committee for funding in the 2020 application process per the Community Preservation Act.

BUILDING HISTORY
This building is one of four significant structures that define the character and important attributes of the Codman Square National Historic District. It was constructed as a branch of the Boston Public Library system in 1904. A small addition was constructed in the southwest corner in 1937. The basement housed some public health facilities, as indicated in drawings for the addition and noted in the National Register Nomination Form. The facility is currently occupied and operated as part of the Codman Square Health Center. The Great Hall on the first floor, which was the central reading room and circulation desk of the former library, serves as a community gathering space that hosts a wide range of local events.

PROJECT DESCRIPTION
The project that is seeking CPA funding is focused on Phase One of preservation and restoration of the roofing areas above the primary eaves of the building. The scope of work is intended to prevent ongoing water infiltration into the building, and to restore missing character defining architectural features. Related work includes preservation and painting of eaves, cornices and windows along with removal of encroaching trees that could damage the exterior envelope. The proposed project includes repair and restoration of the Cupola along with repair and preservation of slate roofing and
dormers. An “Alternate” recommends restoration of the missing balustrade and metal roofing at the visually prominent entrance portico. Reconstruction details for missing components will be based upon historic documentation available from photographs taken in 1904 and drawings of the 1937 addition, both of which are available from the Boston City Archives.

Further restoration and preservation work for subsequent phases are also outlined as placeholders for planning purposes and future funding applications. Phase Two will replicate missing balustrades and roofing materials at the perimeter of the upper roof eaves and rakes. Phase Three will provide selective masonry repairs and restore iron fencing at the site perimeter.

OUTLINE SPECIFICATIONS

All proposed work will conform to the “Secretary of the Interiors Standards for the Treatment of Historic Properties.” Reconstruction of missing elements will be undertaken based upon evidence of original configurations from photographs and remaining salvaged features.

1. RESTORE CUPOLA (Based on existing conditions and 1904 photographs)
   a. Replicate missing columns (8) and urns above (8).
   b. Replicate missing mast, cardinals and weathervane at spire.
   c. Repair woodwork at tiered fascia and replace missing soffit.
   d. Re-glaze window sash (4) and replace exterior fixed energy panel.
   e. Paint all woodwork, metal cladding and spire.
   f. Gold leaf the cardinals and weathervane.
   g. Restore former concealed indirect lighting for the lantern with photocell controls.

2. PRESERVE HISTORIC SLATE ROOFS
   a. Replace broken slates and areas containing exposed roofing cement patches.
   b. Remove slates at dormer sidewalls and replace step flashings.
   c. Inspect integrity of copper valleys and gutters; repair where needed.

3. PRESERVE ORIGINAL DORMERS
   a. Repair window sash: reglaze, paint and seal dormer windows fixed in place at 4 locations (6 total, but the 2 in office mezzanine have already been repaired and are operable).
   b. Repair and re-fasten columns, sills and trim woodwork at window surrounds at all 6 dormer locations (only the sash were addressed previously at dormers in office mezzanine).
   c. Repair, re-glaze, paint and seal each of three openings in the front façade Palladian window array for preservation of openings.
   d. Repair, spot glaze and repaint arched window sash at each gable end wall for preservation and weather tightness of historic openings.

4. REPAIR MEMBRANE ROOFING (See Phase Two for more complete treatment in future)
   a. Patch torn rubber membrane at upper roof to stop damage to Great Hall.
   b. Repair and patch all seams and edging membrane transitions.
   c. Repair flashings and provide missing watertight termination bars.

5. RELATED BUILDING ENVELOPE REPAIR & PRESERVATION
   a. Perform spot repairs to metal cornice work at primary eaves.
   b. Provide spot glazing at voids in diamond-paned window sash.
   c. Prep and paint exterior windows, doors, columns and eaves.
   d. Prune and/or remove encroaching trees and bushes in contact with building.

ALTERNATE: RESTORE PORTICO ROOF AND BALUSTRADE
   a. Replace rubber membrane roofing at entrance portico with 20-oz red copper flat seamed and soldered roofing.
   b. Replicate missing portico balustrade at portico roof edge per 1904 photos.

Subsequent Phases that are not included in this 2020 CPA funding request include:
PHASE TWO: RESTORE UPPER ROOF AND BALUSTRADE

a. Replace rubber membrane roofing at upper, pitched roof areas with 20-oz red copper batten roofing (in lieu of Tier 1 – Item #5 rubber repair scope).

b. Replace Palladian window rubber membrane roofing with flat seamed and soldered copper roofing at central vault and adjacent wings.

c. Replicate missing upper balustrade at eaves and rakes per 1904 photos and 1937 drawings of the addition that depict the missing railings in both documents.

d. Preliminary budget for this work in 2020 funds is approximately $325,000 consisting of $275k in construction and $50k in related project costs.

PHASE THREE: MASONRY REPAIRS & PERIMETER FENCE

a. As is evident in photographs of existing conditions attached herein, there are various masonry concerns that should be addressed in a future preservation project.

b. Portions of the painted iron fencing that surrounds the site perimeter are missing and should be addressed by future preservation work.

c. Preliminary scope and budget for this work has not yet been determined.

COST ESTIMATE & PROJECT BUDGET

Construction costs have been determined by American Steeple & Tower Company based on site visits with the Architect and Preservation Advocate to observe existing conditions and estimates based on experience with similar projects. Related soft costs are allowances that assume the project team will be tasked with documentation and implementation of the outlined work scope.

<table>
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<tr>
<th>BUDGET</th>
<th>PHASE ONE BASE PROJECT ITEMS</th>
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<tbody>
<tr>
<td>$85,000</td>
<td>1: Restore Cupola</td>
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<tr>
<td>$70,000</td>
<td>2: Preserve Historic Slate Roofs</td>
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<tr>
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<td>3: Preserve Original Dormers</td>
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<td>4: Repair Membrane Roofing</td>
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<th>BUDGET</th>
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<td>$528,000 Phase One Base Project with Alternate</td>
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OUTLINE DRAWINGS

Refer to the attached drawings that illustrate the configuration of the building, roofing materials and character of missing components to be restored.

Drawing 1: 1934 Plot Plan of Codman Square Library (from City Archives)
Drawing 2: Footprint of Codman Square Library (from 1934 Plot Plan)
Drawing 3: Plan Sketch of Upper Roof & Portico Roof (overlay of footprint with notes)
Drawing 4: Missing & Deteriorated Missing Elements (annotated 1904 photograph)
PHOTOGRAPHS OF EXISTING CONDITIONS
Refer to the attached 15 pages of captioned photographs that document the following information:

- PHOTO OF 1904 FAÇADE & CURRENT APPEARANCE
- AERIAL VIEWS & PRIMARY FACADES
- GENERAL EXTERIOR VIEWS
- CUPOLA
- MEMBRANE ROOFING
- SLATE ROOFING
- DORMER TRIM & WINDOWS
- LOWER WALLS & MASONRY
- SITE PERIMETER
SOURCE: PARTIAL VIEW OF PLOT PLAN FROM CITY OF BOSTON ARCHIVES
Item 1 / Cupola Restoration

ALT: Portico Roofing + Rails

Item 2 / Slate Preservation

Item 3 / Restore Dormers

Phase Two: Upper Roofing + Rails

SOURCE: ANNOTATED 1904 PHOTOGRAPH FROM CITY OF BOSTON ARCHIVES
Photograph of Front Facade Upon Completion in 1904
(Image Courtesy of Boston City Archives)

Front Facade in Current Condition; Missing Cupola Features and Roof Balustrade Elements
(Image Courtesy of Jeff Gonyeau)
Current Aerial View from North
(Screenshot from Google)

Current Aerial View from South; 1937 Single Story Wing Addition at Southwest Corner
(Screenshot from Google)
Current Aerial View from West
(Screenshot from Google)

Current View of East Facade
(Screenshot from Google)
Current View from Southeast
(Screenshot from Google)

Current View from Southwest; 1937 Addition at Left
(Screenshot from Google)
View of Cupola from Southwest; Great Hall Dormer at Left; Office Mezzanine Dormer at Right

1937 Single Story Addition to 1904 Building at Southwest Corner on Epping Street

Curved Brick Front Facade at Main Entrance

Great Hall Diamond Paned Sash and Upper Dormer at Vaulted Ceiling
South View of Cupola from Rear Ridge; Missing Weathervane, Cardinals, Columns, Urns; Deteriorating Windows, Trim and Ledge Roofing

Sash with Missing Glazing and Deteriorating Joints; Covered with Energy Panel Screwed to Frame; Original Lantern Lighting not Functional

Missing Soffit Board at East Side of Cupola

Rubber Membrane Improperly Terminated to Copper; Profile of Former Column Bases Visible; Popping Nail Heads on Copper Drip Edge
MEMBRANE ROOFING

View of North Slope at Main Roof from Cupola; Rubber over Palladian Window Vault and Wings

Main Ridge Looking East from Cupola; Roofing Originally Batten Seamed Metal; Original Balustrade at Eaves and Rakes Missing

Visible Cut in South Slope at East Side Above Great Hall Source of Active Leak

Cracked Membrane Edging at East Drip Edge of Rear Upper Roof Slope
Transition from Rubber Membrane (Formerly Metal) to Steeply Pitched Slate Shingle Roofing

Slate Shingles at Pitched Roof and Dormer; Copper Ridge Cap, Valley and Gutter

Slate Shingles at Dormer Roofs and Sidewalls; Replacement Slates at Prior Repairs not Matching

Visible Slater’s Cement (Red Mastic) at Ridge Cap; Deteriorated Concealed Flashings Leak to Great Hall
DORMER TRIM & WINDOWS

East Dormer at Office Mezzanine with Missing Pair of Wood Columns

Southeast Dormer at Great Hall with Visible Separation at Top of Column Capital

Intact Column at Dormer with Bird Nest at Capital Below Rake

Extended Sill with Separation from Primary Sill; Non-Original Flower Box Accelerates Deterioration
Painted Bluestone Columns Frame Main Entrance; Unpainted Bluestone Arch and Keystone

Painted Metal Dentils with Egg and Dart Crown Below Soffit at Eaves

Granite Entrance Steps and Capstone at Wing Walls; Unpainted Bluestone Column Base and Wall Sill; Painted Bluestone Column; Red Brick Facade

Granite Entrance Steps and Capstone at Wing Walls; Unpainted Bluestone Column Base and Wall Sill; Painted Bluestone Column; Red Brick Facade
Cracked Bluestone Column Base and Moulded Pilaster Base in Wall

Details of Tooling at Cracked Column Base

Deteriorated Brick Wing Wall with Granite Capstone and Steps; Painted Iron Railings; Original Bootscraper Set into Brick

Deteriorated Brick Wing Wall with Granite Capstone and Steps; Painted Iron Railings; Original Bootscraper Set into Brick
Curved Facade in Brick with Bluestone Lintel at Each Side of Central Entrance; Painted Metal Fascia, Crown and Eave

Diamond Paned Window Sash with Bluestone Sill and Lintel; Non-Matching Selective Brick Repointing

Bedding Layers of Bluestone Placed Vertically, Leading to Incremental Surface Delamination

Non-Matching Mortar Repairs at Brick Joints; Some Deterioration of Bluestone Sill
Granite Water Table with Chamfered Top Edge; Dense Natural Stone Has Weathered Well

Moulded Bluestone Base at Corner Brick Pilaster; Bedding Layers Eroding from Surface

Rear Exit Door from Intermediate Stair Landing Level

Rear Pair of Service Doors and Exterior Landing
Steps from Sidewalk to Service Entrance; Slight Displacement of Granite Block Areaway

Perimeter Fencing at Southwest Corner of Site at Intersection of Norfolk and Epping Streets

Looking Northeast at Fenced Border Along Sidewalk on Norfolk Street

Accessible Entrance at 6 Norfolk Street
Missing Portion of Perimeter Fencing at Epping Street

Solo Section of Perimeter Fencing at Epping Street

Remnant of Fence Post in Concrete Base Adjacent to Sidewalk at Lawn Curbing

Example of Tree Encroachment Against the Building Requiring Removal to Allow for Adequate Drying of Masonry Bearing Walls