

City of Newton



Setti D. Warren  
Mayor

## PUBLIC BUILDINGS DEPARTMENT

Joshua R. Morse, Commissioner  
Telephone (617) 796-1600  
FAX (617) 796-1601  
TTY: (617) 796-1089  
52 ELLIOT STREET  
NEWTON HIGHLANDS, MA 02461-1605

February 22, 2019

**Re: Off Cycle Preproposal Request for the City Hall War Memorial and Main Entrance Stair Rehabilitation Project**

**Community Preservation Committee,**

I am respectfully requesting that you consider my request for an off cycle proposal for the City Hall War Memorial and Main Entrance Stair Rehabilitation Project. These projects are listed in the Capital Improvement Plan as priority numbers 114 and 116, and represent the 3<sup>rd</sup> and 4<sup>th</sup> highest priority Building Department CPA eligible items in the CIP. The two items ranked higher than these will be adjusted accordingly in the supplemental CIP to be released this Spring, which will make this project the highest priority CPA eligible building project on our CIP. The reason for the off cycle request is to allow us to get started on the design work in time to allow for construction to occur in the Spring of 2020. The design will take some time, and the condition of these stairs is deteriorating at a significant pace. Additionally, Jini Farely, Newton's ADA Coordinator, has identified both of these stairs as being a high priority for accessibility improvements, as Newton City Hall is one of our most forward facing civic buildings, with an extremely high public use rate.

I appreciate your consideration.

Josh Morse  
Building Commissioner  
Public Buildings Department  
City Of Newton



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# CITY OF NEWTON, MASSACHUSETTS

## PUBLIC BUILDINGS DEPARTMENT

52 ELLIOT STREET, NEWTON HIGHLANDS, MA 02461

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Ruthanne Fuller, Mayor  
Josh Morse  
Building Commissioner

Telephone (617) 796-1600  
Facsimile (617) 796-1601  
TDD/tty # (617) 796-1608

February 22, 2019

Ruthanne Fuller, Mayor  
Newton City Hall  
1000 Commonwealth Avenue  
Newton Centre, MA 02459

RE: Funding for the War Memorial / City Hall Stair Reconstruction Project

Dear Mayor Fuller:

The Public Buildings Department respectfully requests \$214,500 for the Feasibility/Schematic design, Construction Documents and Bidding for the War Memorial / City Hall Stair Reconstruction Project.

The total proposed budget is \$2,357,000

Design (CPC):	\$ 214,500
Construction (CPC):	\$2,117,500
Project management (PBD):	<u>\$ 25,000</u>

Total Project Budget funded by the CPC: \$2,332,000

Sincerely,

Josh Morse  
Public Buildings Commissioner

cc: Maureen Lemieux, Chief Financial Officer  
Alex Valcarce, Deputy Buildings Commissioner  
Rafik Ayoub, Project Manager  
Stephanie Tocci, Business Manager

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Ruthanne Fuller  
Mayor

## Newton, Massachusetts Community Preservation Program FUNDING REQUEST

**PRE-PROPOSAL**

**PROPOSAL**

*(For staff use)*  
date rec'd:  
  
**2:30 pm,**  
**22 Feb 2019**

Last updated 6 December 2015.

Please submit this completed file directly – do not convert to PDF or other formats.

For full instructions, see [www.newtonma.gov/cpa](http://www.newtonma.gov/cpa) or contact us:

Community Preservation Program Manager,  
City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459  
[aingerson@newtonma.gov](mailto:aingerson@newtonma.gov)      617.796.1144

You may adjust space for each question, but combined answers to all questions on this page must fit on this page.

<b>Project TITLE</b>	<b>City Hall &amp; War Memorial Exterior Stairs – Historic Rehabilitation</b>			
<b>Project LOCATION</b>	1000 Commonwealth Avenue, Newton Centre, MA 02459			
<b>Project CONTACTS</b>	Name & title or organization	Email	Phone	Mailing address
<b>Project Manager</b>	Rafik Ayoub Project Manager Public Building Dept.	<a href="mailto:rayoub@newtonma.gov">rayoub@newtonma.gov</a>	617-796-1621	52 Elliot Street Newton Highland, MA 02461
<b>Other Contacts</b>	Joshua Morse Public Buildings Commissioner	<a href="mailto:jmorse@newtonma.gov">jmorse@newtonma.gov</a>	617-796-1600	
<b>Project FUNDING</b>	<b>A. CPA funds requested:</b>	<b>B. Other funds to be used:</b>	<b>C. Total project cost (A+B):</b>	
	<b>current request (100% design):</b>			
	\$214,500	\$25,000	\$239,500	
<b>Project SUMMARY</b>	<b>est. total funding (design + construction):</b>			
	\$2,332,000	\$25,000	\$2,357,000	
<b>Project SUMMARY</b>	<p>Explain how the project will use the requested CPA funds. You may provide more detail in attachments, but your PROJECT SUMMARY MUST FIT IN THE SPACE BELOW. Use a cover letter for general information about the sponsoring organization's accomplishments.</p> <p>The granite stairs leading to the main entrances of the Newton City Hall and to the War Memorial Hall are in very bad condition, the mortar joints are deteriorated, the granite steps and landings have moved and dislocated, the sand stone buttresses shows severe deterioration and missing pieces also few column bases have signs of erosion and deterioration, the granite flag pole bases has open joints and some movement in the stones. The concrete landing and plaza in front of the War Memorial stair has sunk and caused unsafe height at the first steps. Water infiltration is occurring into the building near the recently installed Elevator through the deteriorated mortar joints and granite steps. This project proposes a complete structural restoration, waterproofing, rehabilitation and improvement to the deteriorated exterior element of the granite stairs and will investigate improving the accessibility to the City Hall from the main entrance.</p> <p>The Newton City Hall and War Memorial is a monumental building in the Georgian Revival style designed by the firm of Allen and Collens. The building is set within a park designed by the Olmsted Brothers landscape architects. The building was conceived of as having dual function as both a City Hall and a War Memorial to commemorate veterans and soldiers who perished in World War I.</p> <p>Built in 1931, the building is substantial both historically and architecturally and still functions as originally intended. Its construction in the early 1930s is a significant reflection of Newton's civic pride and growth.</p> <p>The building is significant under National Register Criteria A and C and individually listed on the National Register of Historic Places (1990). It possesses integrity of location, design, setting, materials, workmanship, feeling and association. (Attachment A)</p>			

You may adjust space for each question, but combined answers to all questions on this page must fit on one page.

<b>Project TITLE</b>		<b>City Hall &amp; War Memorial Exterior Stairs – Historic Rehabilitation</b>		
<b>USE of CPA FUNDS</b>		<b>HISTORIC RESOURCES</b>		
<b>REQUIRED</b>	<b>preserve</b>	<b>YES</b>	<b>rehabilitate</b>	<b>YES</b>
<b>COMMUNITY NEEDS</b>	From each of at least 2 plans linked to the <a href="#">Guidelines &amp; Forms</a> page of <a href="http://www.newtonma.gov/cpa">www.newtonma.gov/cpa</a> , provide a brief quote with plan title, year, and page number, showing how this project meets previously recognized community needs. You may also list other community benefits not mentioned in any plan.			
<p><b>City of Newton FY 2020-FY 2024 Capital Improvement Plan and 20 years projection, October 15, 2018, (Page 15) (Attachment B)</b></p> <ul style="list-style-type: none"> <li>- City Hall – Repair front stone entry stairs – Priority 114</li> <li>- City Hall – Masonry restoration of the War Memorial stairs – Priority 116</li> </ul> <p><b>City of Newton Historic Building assessment, May 1, 2012 (Attachment C)</b>  <u>Exterior Recommendations (page 9 of 10)</u></p> <ul style="list-style-type: none"> <li>- Reset and repoint the granite stairs and cheek walls at the entrances.</li> <li>- Repair spalling stone, including: stairs and cheek walls of the War Memorial and the limestone eave at the north elevation</li> </ul> <p><b>Comprehensive Plan, November 19, 2007</b>  <u>Other Public Buildings (page 10-4 &amp; 10-5)</u></p> <ul style="list-style-type: none"> <li>- The City’s Public Buildings Preservation Task Force is charged with “developing policies for maintaining the character of existing public buildings and landscapes.” CPA funding has proven valuable in those efforts. Capital expenditures on these buildings has been and is projected to continue to primarily deal with modernization, improvements, and repairs to what exists, rather than expansions or addition of new facilities, not surprising in a community of stable population.</li> </ul>				
<b>COMMUNITY CONTACTS</b>	List at least 3 Newton residents or organizations willing and able to comment on the project and its manager’s qualifications. No more than 1 should be a supervisor, employee or current work colleague of the project manager or sponsor. Consult staff on the community contacts required for your specific proposal.			
	<b>Name &amp; title or organization</b>	<b>Email</b>	<b>Phone</b>	<b>Mailing address</b>
	Katy Hax Holmes, Chief Preservation Planning	kholmes@newtonma.gov	617-796-1143	1000 Commonwealth Avenue Newton, MA 02459
	Larry Bauer, AIA	Schwartz/Silver Architects Inc.	617-542-6650 X 240	Schwartz Silver Architects, Inc. 75 Kneeland Street Boston, MA 02111
	Russel Feldman, AIA, NCARB	rfeldman@tbaarchitects.com	617-429-5033	85 Langley RD. Newton Centre, 02459
	Newton Villages Alliance C/O Kathleen Kouril	Kik860@mail.harvard.edu	857-231-3092	P.O. Box 610051 Newton Highlands, MA 02461

You may adjust space for each question, but combined answers to all questions on this page must fit on one page.  
**Detailed budget attachments (as computer spreadsheets) must be submitted in addition to this page.**

Project TITLE	City Hall & War Memorial Exterior Stairs – Historic Rehabilitation	
<b>SUMMARY CAPITAL/DEVELOPMENT BUDGET</b>		
<b>Uses of Funds</b>		
1- As built verification and existing condition documentation		\$ 4,875
2- Design and preliminary estimate		\$ 63,375
3- Construction documents and final estimate		\$ 78,000
4- Bidding		\$ 9,750
5- Construction administration		\$ 39,000
6- Design Contingency 10%		\$ 19,500
<b>7- Total A&amp;E fee</b>		<b>\$ 214,500</b>
8- Construction		\$1,925,000
9- Construction Contingency 10%		\$ 192,500
<b>10- Total estimated construction cost</b>		<b>\$ 2,117,500</b>
<b>11- Project Management (Project manager's time to be covered by PBD operating budget)</b>		<b>\$25,000</b>
<b>D. TOTAL USES (should equal C. on page 1 and E. below)</b>		<b>\$ 2,357,000</b>
<b>Sources of Funds</b>	<b>Status</b> (requested, expected, confirmed)	
CPA funding	Requested	\$214,500
CPA funding	To be requested	\$2,117,500
Public Buildings Department Operating Budget	Expected	\$25,000
<b>E. TOTAL SOURCES (should equal C. on page 1 and D. above)</b>		<b>\$ 2,357,000</b>
<b>SUMMARY ANNUAL OPERATIONS &amp; MAINTENANCE BUDGET (cannot use CPA funds)</b>		
<b>Uses of Funds</b>		
Oversight of repairs by Public Buildings Department staff		\$500
Annual repairs/maintenance of stairs		\$7,000
<b>F. TOTAL ANNUAL COST (should equal G. below)</b>		<b>\$7,500</b>
<b>Sources of Funds</b>		
Annual Public Buildings Department Operating Budget		\$7,500
<b>G. TOTAL ANNUAL FUNDING (should equal F. above)</b>		<b>\$7,500</b>
<b>Project TIMELINE</b>	<b>Phase or Task</b>	<b>Season &amp; Year</b>
	Project Design, including Public Buildings Department Review, (25 weeks)	Winter/Spring/early Summer 2019
	Project Bidding (6 weeks)	Summer 2019
	Project Construction, including punch list & project closeout (8 months)	Fall 2019/ Winter/Spring/Summer 2020

**ATTACHMENTS CHECK LIST**

Attachments required for pre-proposal.

<b>Project TITLE</b>		<b>City Hall &amp; War Memorial Exterior Stairs – Historic Rehabilitation</b>	
↓ Check off submitted attachments here.			
<b>REQUIRED.</b>	x	<b>PHOTOS</b>	of existing site or resource conditions (2-3 photos may be enough)
	x	<b>MAP</b>	of site in relation to nearest major roads (omit if project has no site)
<b>REQUIRED – Amounts listed in detailed budget attachments should match amounts on p.3 of this form.</b>	<b>PROJECT FINANCES</b> printed and as <b>computer spreadsheets</b> , with both uses & sources of funds		
	x	<b>development pro forma/capital budget:</b>	include total cost, hard vs. soft costs and contingencies, and project management – amount and cost of time from contractors or staff (in-kind contributions by existing staff must also be costed)
	x	<b>operating/maintenance budget, projected separately for each of the next 10 years</b>	(CPA funds may not be used for operations or maintenance)
		<b>non-CPA funding:</b>	commitment letters, letters of inquiry to other funders, fundraising plans, etc., including both cash and est. dollar value of in-kind contributions
<b>REQUIRED.</b>	x	<b>HISTORIC SIGNIFICANCE</b>	<b>For all historic resources projects, see separate instructions for 3 attachments</b> analyzing historic significance and significant features, and showing how project meets national preservation standards
	<b>SPONSOR FINANCES &amp; QUALIFICATIONS, INSTITUTIONAL SUPPORT</b>		
	x	<b>CAPITAL IMPROVEMENT PLAN</b>	current listing/ranking & risk factors for this project

The following additional attachments will be required **only for a full proposal, if one is invited by the CPC.**

<b>REQUIRED.</b>	<b>SPONSOR FINANCES &amp; QUALIFICATIONS, INSTITUTIONAL SUPPORT</b>		
		<b>for sponsoring department or organization, most recent annual operating budget</b> (revenue & expenses) & <b>financial statement</b> (assets & liabilities); each must include both public (City) and private resources (“friends” organizations, fundraising, etc.)	
		<b>for project manager: relevant training &amp; track record</b> of managing similar projects	
	x	<b>COVER LETTER</b>	from head of City department, board or commission confirming: current custody, or willingness to accept custody, of the resource and commitment of staff time for project management
	<b>SITE CONTROL, VALUE &amp; DEED RESTRICTIONS</b>		
		<b>City agreement to comply with provisions in Newton’s CPA ordinance about City Buildings that receive CPA funding</b>	
	<b>ZONING &amp; PERMITTING</b>		
		short email confirming review by the <b>Development Review Team (DRT)</b>	
		<b>brief property history:</b> at least the last 30 years of ownership & use (ask CPC staff for assistance with sources)	
		<b>environmental mitigation plans:</b> incl. lead paint, asbestos, underground tanks	
		<b>zoning relief and permits required:</b> incl. parking waivers, demolition or building permits, comprehensive permit or special permit	
		<b>other approvals required:</b> Newton Conservation Commission, Newton Historical Commission, Newton Commission on Disabilities, Massachusetts Historical Commission, Massachusetts Architectural Access Board, etc.	
	<b>DESIGN &amp; CONSTRUCTION</b>		
		<b>professional design &amp; cost estimates:</b> include site plan, floor plans & elevations	
		<b>materials &amp; finishes;</b> highlight “green” or sustainable features & materials	
<b>OPTIONAL.</b>		<b>LETTERS of SUPPORT</b>	from Newton residents, organizations, or businesses



Limestone Deterioration at The Stairs Buttress



Concrete Plaza Settlement Causing First Step to Be Higher and Unsafe



Open Joints at Stairs Buttress



General View of Plaza settlement and Unsafe Steps



Main Entrance Stairs to The City Hall



Open Joints on the left side of the Stairs and Buttress



Deteriorated Joints and the Rail is Not to Code



Open Joints on the Right side of the Stairs and Buttress





Entrance and Door Not Accessible



Deterioration at Column and Base



Interior Door Not Accessible



Deterioration at Column and Base



Steps and Concrete plaza settlement (right side)



Right side Flag Pole Base deterioration



Limestone Deterioration at Buttress on the left side



Left Side Flag Pole Base deterioration



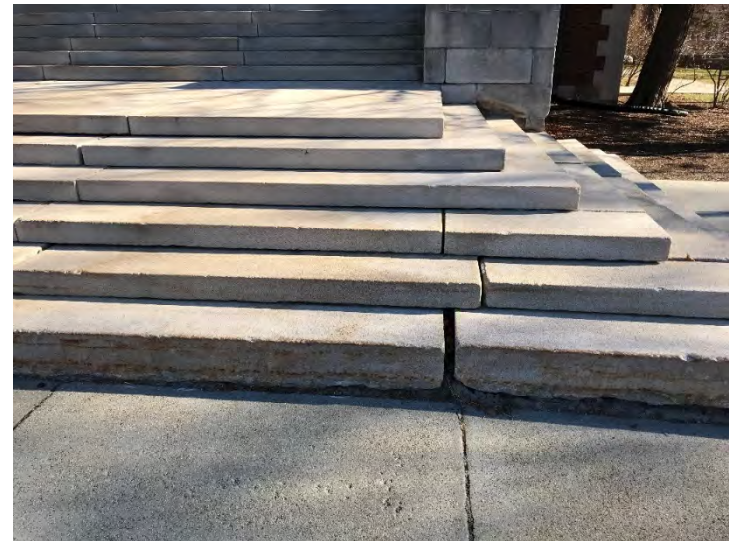
Open Joints and Steps Movement (Left Side)



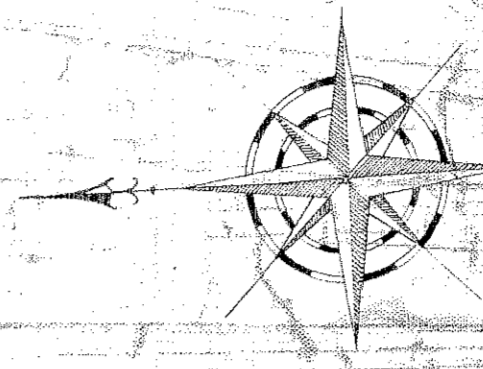
War Memorial Main Entrance Stairs



Open Joints and Settlement of the steps



Open Joints and Steps Movement



**BORING TESTS**

No.	Location	Depth	Soil Description	Remarks
NO 1	Corner of Cummings Rd & Homer St	10.0'	Gravelly sand, 8.5' to 10.0'	Water table at 10.0'
NO 2	Corner of Cummings Rd & Homer St	10.0'	Gravelly sand, 8.5' to 10.0'	Water table at 10.0'
NO 3	Corner of Cummings Rd & Homer St	10.0'	Gravelly sand, 8.5' to 10.0'	Water table at 10.0'
NO 4	Corner of Cummings Rd & Homer St	10.0'	Gravelly sand, 8.5' to 10.0'	Water table at 10.0'
NO 5	Corner of Cummings Rd & Homer St	10.0'	Gravelly sand, 8.5' to 10.0'	Water table at 10.0'
NO 6	Corner of Cummings Rd & Homer St	10.0'	Gravelly sand, 8.5' to 10.0'	Water table at 10.0'
NO 7	Corner of Cummings Rd & Homer St	10.0'	Gravelly sand, 8.5' to 10.0'	Water table at 10.0'
NO 8	Corner of Cummings Rd & Homer St	10.0'	Gravelly sand, 8.5' to 10.0'	Water table at 10.0'
NO 9	Corner of Cummings Rd & Homer St	10.0'	Gravelly sand, 8.5' to 10.0'	Water table at 10.0'
NO 10	Corner of Cummings Rd & Homer St	10.0'	Gravelly sand, 8.5' to 10.0'	Water table at 10.0'

*Note: Provide a copy with county engineer's office. Indicate on site plan the location of each boring. Indicate on site plan the location of each boring. Indicate on site plan the location of each boring.*

**PLOTTING**



**Raymond Design Associates, Inc.**  
 60 Ledgewood Place, Rockland, Massachusetts 02370  
 Telephone 781-561-5270

**DESIGN FEE PROPOSAL**



**War Memorial Auditorium & Main Entrance**  
**Exterior Stair Repairs/Accessibility**

**Newton. MA**

Project Number: 124118 - J

**PROJECT: War Memorial Auditorium & Main Entrances - Exterior Stair Repairs and Accessibility**

**ATTENTION: Rafik Ayoub**

1000 Commonwealth Avenue  
 Newton Centre, MA 02459

52 Elliot Street  
 Newton, MA

**Date: 11/26/18 (revised 12/18/18)**

Based on several site visits, including walkthroughs with our in-house construction manager, to view the existing conditions at the Exterior Stair to the War Memorial Auditorium and the Main Entrance Stair, we would like to offer this fee proposal for design services. The scope of construction work will include repair and restore the granite stairs and the adjacent limestone sidewalls where they are deteriorating and, at the Main Entrance, provide an accessible path (including a 60'-0" long ramp) from the parking in the road into the building.

It is our understanding that all the granite stones that form the 16 risers at the War Memorial and the 10 risers at the Main Entrance will need to be removed, stockpiled to expose the supporting concrete slabs beneath and then reworked and reinstalled. At both entrances, the underlying sloped structural concrete slabs that support the granite stone stairs will be repaired and sealed to abate the leaks into the crawl space or electric room below. The need to test the slabs and the method for repairs will be determined by our proposed structural engineer, Souza True and Partners Inc. when the slabs have been exposed.

The limestone sidewalls at both stairs will need to be power washed and sealed. There are many limestone blocks that are damaged and need to be replaced, and the joints throughout the sidewalls should be repointed. At the War Memorial stair, there are two flagpole bases that flank the stairway that show similar distress to the stonework as the limestone sidewalls. It is our understanding that these bases will also be part of the stair restoration work.

At both stairs, but more so at the War Memorial entrance, there is an appreciable drop at the concrete walkway near the lowest riser to the stairs making the bottom riser close to 1'-0" high in some locations. It is understood that the stair restoration work will also include adjusting the grade and slope of the concrete walk in front of the stairs out to where they meet the edge of the paved access roads.

On the north sidewall of the War Memorial stair, there is a window casing that is almost totally rotted. It is understood that this condition needs to be addressed as part of the stair restoration work.



**Raymond Design Associates, Inc.**

60 Ledgewood Place, Rockland, Massachusetts 02370  
Telephone 781-561-5270

It is anticipated that this project will need to be presented to and discussed with the Newton Accessibility Commission. Because of the extent of the necessary repairs to the Main Entrance, it is likely that wheelchair accessibility provisions will need to be made, preferably with a new ramp. We understand that the scope of work will include design and approval for this ramp. There are several items that will need to be brought to the Building Department for discussion and approval before the final design is presented for the building permit. We are also aware that this project must be presented to the DRC for review and approval. Therefore, it is understood that our services will include submitting and meeting with the Accessibilities Commission as well as the Historical Commission and we will be presenting this project to the DRC as part of the design phase.

**The scope of design services:**

1. **As-built plans and existing conditions assessment:** The as-built documents for the exterior stairs have been issued to RDA and we will begin by returning to the site, verifying the existing conditions and quantifying the scope and type of restoration work that needs to be considered.
2. **Preliminary design scope and estimates:** We will provide design options for consideration that review the scope of work necessary beyond simply replacing the stairs in kind. Issues to be considered will be the extent to which this project must comply with the MAAB. There are presently no handrails and if this were a new construction, there would be the need for multiple rails across the width of the stair. We will evaluate this in concert with the historical appropriateness of introducing multiple railings. As part of the initial scope determination, we may recommend that the underlying concrete be tested to obtain a better sense of the remedial work that could be necessary when repairing and resealing the concrete. Similar testing may be recommended for the sidewall limestone to ascertain the anticipated remaining life for the material. As mentioned above, we will meet with the Historical Commission as well as the Accessibility Commission during design to get a determination of the scope of work required. We will then provide the documentation necessary to apply for a hearing with the DRC and present the project on behalf of the Public Buildings Department. When the overall scope has been determined, we will generate a preliminary budget estimate and submit the plans for review and approval by the Public Building Commission.
3. **Hearings:** We anticipate the need for hearings to be scheduled with the Historical Commission, Newton Accessibility Commission and the DRC. We will provide the presentation information and make the presentations on behalf of the applicant for each hearing.
4. **Construction Documents:** Upon direction to proceed, we will generate the set of technical construction documents that will be needed to obtain competitive bids as well as the permits. The set of plans will include plans and exterior elevations and many details and sections that will be necessary for the contractor to restore this stairway properly. At this stage, the scope of services anticipates that the structural repairs will be limited in nature and will require no more than repairs to the existing structural components that support the granite stone stairs. If and when the initial tests are done during the design phase or perhaps during construction when the entire supporting structure is exposed if it is determined that there is the need for extensive structural redesign and replacement, we will submit a supplemental fee to cover the costs for additional structural engineering.
5. **Bidding:** We will assist with the bid process by getting the information into Purchasing in a timely manner, attend and conduct the pre-bid conference and the bid opening and monitor each event. We will provide addendum and clarification sketches as necessary to address questions that may arise



**Raymond Design Associates, Inc.**

60 Ledgewood Place, Rockland, Massachusetts 02370  
Telephone 781-561-5270

during the bidding phase. We will review the bids and provide a reference and recommendation for award to the successful bidder.

- 6. Construction Administration:** The ISD will require that this project fall under Controlled Construction and we will provide the initial affidavit as part of the permit application process. We will make periodic site visits and attend regularly scheduled field meetings to verify the design intent is being maintained through the construction phase. We will provide ASI's as required and respond to all RFI's in a timely manner. We will review each requisition for payment from the contractor and ensure they are commensurate with the amount of work that is in place. Near the end of construction, we will generate a punch list of work that needs to be completed or corrected. At the completion of the project, we will submit a final affidavit to ISD as our testimony that the work was done according to the plans and specifications.

**Preliminary Construction Scope and Cost Estimate:**

RDA has developed preliminary construction cost estimates based on take off's from the existing plans and from multiple field visits to observe the existing conditions.

The estimated construction cost is approximately **\$1,925,000**, including selective demolition, reconstruction of each stair and construction of a new ramp at the Main Entrance.

**Proposed Fee:**

Our fee proposal for the designer services *to perform the work outlined in phases 1-5 above* shall be the lump sum amount of **\$195,000** and breaks down by phase as follows:

1. As-built verification and existing conditions documentation	\$ 4,875
2. Design and preliminary estimate <i>(Note 1)</i>	\$ 48,750
3. Hearings <i>(Note 2)</i>	\$ 14,625
4. Construction Documents and final estimate	\$ 78,000
5. Bidding	\$ 9,750
6. Construction Administration	\$ 39,000
<b>Total</b>	<b>\$ 195,000</b>

Notes:

- 1. *This fee does not include the cost for concrete or limestone testing. If necessary, we can work with the City to obtain a fee and select a testing company to perform the required tests and samples.*
- 2. *Up to a total of (3) hearings including one with the Newton Accessibility Commission, a submission to MAAB (no hearing required), one with the Newton Historical Society and one with DRC. Additional hearings beyond those listed above will be billed hourly as additional fee.*



**Raymond Design Associates, Inc.**

60 LedgeWood Place, Rockland, Massachusetts 02370  
Telephone 781-561-5270

All terms and conditions of our Indefinite Quantity Contract shall pertain to this project. If you agree with this fee proposal, please sign, date and return one copy of this proposal to RDA and that will serve as an indication for us to proceed with the field work and to verify all existing conditions.

**Possible Timeline:** An estimated timeline to accomplish each task is as follows:

- |  |          |
|--|----------|
| 1. As-built verification and existing conditions documentation | 3 weeks  |
| 2. Design and preliminary estimate                             | 4 weeks  |
| 3. Hearings  | 6 weeks  |
| 4. Construction Documents and final estimate                   | 8 weeks  |
| 5. Bidding   | 6 weeks  |
| 6. Construction Administration                                 | 8 months |

Thank you.

CITY OF NEWTON PUBLIC BUILDINGS DEPARTMENT

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

**Raymond Design Associates, Inc.**

Daniel P. Bradford, AIA



Newton Public Building Department

City Hall and War Memorial Stairs

Operation and Maintenance Projected Costs

Projected Costs: FY 20-FY29

Salary: 3% annual increase plus additional time to oversee repairs

Maintenance: 5% annual increase plus additional repair costs in later years

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	<b>TOTALS</b>
Description	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Inspection of stairs/masonry	<b>\$95</b>	<b>\$98</b>	<b>\$101</b>	<b>\$104</b>	<b>\$107</b>	<b>\$110</b>	<b>\$115</b>	<b>\$145</b>	<b>\$160</b>	<b>\$185</b>	<b>\$1220</b>
Repointing /re-caulking / Painting	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250</b>	<b>\$263</b>	<b>\$275</b>	<b>\$285</b>	<b>\$900</b>	<b>\$1900</b>	<b>\$2850</b>	<b>\$6723</b>
Total	<b>\$95</b>	<b>\$98</b>	<b>\$101</b>	<b>\$354</b>	<b>\$370</b>	<b>\$385</b>	<b>\$400</b>	<b>\$1045</b>	<b>\$2060</b>	<b>\$3035</b>	<b>\$7943</b>

## Attachment A

### NEWTON PUBLIC BUILDINGS SURVEY PHASE II – ANALYSIS OF HISTORICAL SIGNIFICANCE

#### Building Analysis

#### City Hall



Address: 1000 Commonwealth Avenue

Year of Construction: 1931

Level of Significance: High

Individually listed property on the National Register of Historic Places, 1990.

Recommended Treatment Level: Preservation/Rehabilitation.

Phase II: Analysis of Historically Significant City Buildings, Newton, Massachusetts  
City Hall

DRAFT 2/17/2012

#### **PART 1 - Analysis of Historical Significance**

##### *Building History*

The Newton City Hall and War Memorial is monumental building in the Georgian Revival style designed by the firm of Allen & Collens. The building is set within a park designed by the Olmsted Brothers landscape architects.

Newton Mayor Sinclair Weeks was the driving force behind replacing the old City Hall on Washington Street, originally constructed as the Second Parish Meetinghouse in 1764 with a new building. The new building was conceived of as having a dual function as both a City Hall and a War Memorial to commemorate veterans and soldiers who had perished in World War I. The Board of Aldermen considered a number of potential locations for the building, conducting public hearings in Newton's multiple villages to determine the ultimate location. The present location, a swampy, triangular site in Newton Center, was acquired in 1927, accepted by virtue of being the geographic center of the town and what was imagined to become the center of the population.

In 1930 the Aldermen voted to petition the Legislature to give the City the authority to borrow outside the debt limit to finance the building. The Mayor justified this expenditure on construction during the Depression as a way to employ Newton residents. In June of 1930 the Aldermen appropriated money to permit the Mayor to engage the services of an architect. The selected architects were Charles Collens and Harold B. Willis of the firm Allen & Collens. Allen & Collens was a nationally prominent firm, known primarily for their work in the Gothic revival style. Important works included Riverside Church, Union Theological Seminary and the Cloisters Museum in New York; the Second Church in Newton; and numerous collegiate works including twelve buildings at Vassar College constructed between 1893 and 1937. The design of the grounds was by Henry Vincent Hubbard, a partner at the landscape architecture firm of the Olmstead Brothers. Hubbard joined the Olmstead Brothers in 1901. He left to start his own firm, Pray, Hubbard and White, but returned when World War I ended his business and became a partner in 1920. He also taught at Harvard from 1906-1939 where he was the Chair of the City Planning Department.

Between June 1930 and March 1931, the Aldermen considered twenty-four separate plans for the building before accepting the final design. Construction began in 1931, with two cornerstones (one for City Hall and one for the War Memorial) laid on November 11. The building was dedicated a year later with a military parade attended by many thousands. The Boston Society of Architects awarded the building the J. Harleston Parker Medal in 1936. This award recognizes “the most beautiful piece of architecture, building, monument or structure within the limits of the City of Boston or of the Metropolitan District Commission.”

#### *Level of Significance*

Newton City Hall is significant under National Register Criteria A and C. It possesses integrity of location, design, setting, materials, workmanship, feeling and association. Its construction in the early 1930s is a significant reflection of Newton’s civic pride and growth. Designed by the noted firm of Allen & Collens and set in an Olmstead Brothers-designed landscape, the award-winning building is also architecturally significant.

#### *References*

- Dempsey, James. “Newton’s Civic Centre is Tribute to Hero Dead” in *The Official Dedication Program of the Newton City Hall and War Memorial*. Newton, MA: 1932.
- Newton Historical Commission. “Discover Historic West Newton”. Newton, MA, 2002.
- “City Hall and War Memorial Building, Newton, Massachusetts”. *American Architect and Architecture* 143 (July 1933): 55-62.
- Massachusetts Historical Commission, “Form B NWT.2891—1000 Commonwealth Ave.” (1988).
- Pressley Associates, “Newton City Hall and War Memorial Grounds: Historic Landscape Preservation Master Plan”, September 2006.
- Van Lengen, Karen and Lisa A. Reilly. *Vassar College: An Architectural Tour*. New York: Princeton Architectural Press, 2004

### **PART 1 - Analysis of Historical Significance: Historic Images**



Figure 1: City Hall entry (east elevation), c.1940s. The landscape plan was designed so that the building would be mirrored in the reflecting ponds, with the reflection visible from the front steps of City Hall (Credit: Historic Newton).

Figure 2: aerial view of City Hall and landscape after construction (Credit: Historic Newton).



### Attachment C

#### **Part 3 – Treatment Recommendations**

##### **Preservation Treatment Level**

City Hall is a significant building within the City of Newton, and it continues to serve its original functions, both as City Hall and as a War Memorial. Overall it is in very good condition. It is recommended that any work on the exterior and in the significant spaces on the interior be performed according to the “Preservation” level of treatment, as outlined in the U.S. Secretary of the Interior’s *Standards for the Treatment of Historic Properties*. The Preservation treatment level places a premium on the retention of all historic fabric through conservation, maintenance and repair.

In typical office and ancillary spaces not directly contributing to the historic character, the “Rehabilitation” level of treatment may be more appropriate. At this level, the emphasis is placed on protecting and maintaining historic building material and significant features while providing an efficient contemporary use of the building.

The following bulleted list contains an analysis of existing conditions and recommended treatments for the significant features catalogued in Part 2 of this report.

### Exterior Recommendations

Critical/Urgent (Timeframe: As soon as possible)

- Roof not accessible for survey, including cupola and balustrade. Investigate roof and gutter conditions at locations above spalling limestone eaves. Repair. Replace leaking gutters.
- Investigate source of water damage at interior surfaces of War Memorial tower. (Peeling paint and rusting at interior surfaces.) Repair.
- Investigate source of water damage at spalling limestone eave on the north elevation. Repair.

First Priority (Timeframe: 1-3 years)

- There is a large vertical crack along the edge of the quoins on the east elevation. Investigate cause and determine if it is still active. Recommendation dependent upon cause.
- Seal exposed, drilled holes in the water table and Dutchman repair.
- **Repair spalling stone, including: stairs and cheek walls of the War Memorial and the limestone eave at the north elevation**
- Conduct thorough survey of window condition, including sash, frame, lintel and hardware. Repair all window sash and frames where necessary and repaint. Replace the UV film if necessary- some streaking observed at the tall arched windows of the War Memorial Building. Consider replacing vinyl windows with new wood windows to match the originals.
- Repair cracks in concrete, including at service entrance site wall.

Second Priority (Timeframe: 3-5 years)

- **Reset and repoint the granite stairs and cheek walls at the entrances.**
- Repair exterior sconces and fit with exterior- and historically-appropriate energy efficient lamps.
- Clean building exterior, including:
  - o Staining- various locations
  - o Biological growth- various locations, including service entrance
  - o Ivy growth- various locations
  - o Graffiti- service entrance

Maintenance (Timeframe: Ongoing)

- Monitor the erosion at the column bases at both porticos for further damage.
- Continue regular maintenance of character-defining features.
- Maintain all gutters, leaders and drains to keep clog-free

Priority **	Dept	Asset Category	Project Title	Project Description / Justification	Est Cost in FY2019 *	Priority Factor **	Funding Source
114	Public Buildings	Building	City Hall - Repair Front stone entry stairs	Repair and repoint stone cornice. Rebuild/reset main entry stairs and install code-compliant railings.	\$ 325,000	30.6	Bonding/CPA Eligible
116	Public Buildings	Building	City Hall - Masonry Restoration of War Memorial Steps	Implement recommendations from 2007 Study of the Memorial Stairs.	\$ 450,000	30.5	CPA Eligible

Priority **	Project Title	Approved Funding	FY19 To be Docketed	FY2020	FY2021	FY2022	FY2023	FY2024
114	City Hall - Repair Front stone entry stairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
116	City Hall - Masonry Restoration of War Memorial Steps	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CPC staff notes:**

- \* As with other projects not yet scheduled for a specific year in Newton’s current *Capital Improvement Plan (CIP)*, this listed combined \$775,000 cost for these two projects was derived by applying an escalation formula to original 2010 *CIP* estimates. The Public Buildings Dept.’s February 2019 docket request to the Mayor and pre-proposal to the CPC estimate the combined cost of these two projects at \$2,332,000.
- \*\* For the first, “priority” ranking, lower numbers = higher priorities; in the October 2018 *CIP*, these rankings ranged from 1 to 205. The second, “priority factor” ranking ranges from 1 = least urgent to 100 = most urgent.