



Setti D. Warren  
Mayor

## Newton, Massachusetts Community Preservation Program Fiscal 2012 FUNDING PROPOSAL



*Submit 14 printed copies & 1 electronic copy by 4 pm, 14 October 2011 to:*

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

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

*Proposals must follow instructions in the current Proposal & Project Handbook, available upon request and online at [www.newtonma.gov/cpa](http://www.newtonma.gov/cpa). You may adjust spaces, but use NO MORE THAN 1 PAGE to answer all questions on this page.*

<b>Project CONTACTS</b>	<i>Name &amp; title / affiliation, mailing address, email, &amp; any other way we should contact you (fax, phone, ...) Star (*) name of the project manager responsible for presentations, reports, budgets &amp; deadlines.</i>		
Stephanie Kane Gilman Newton Public Buildings Commissioner 52 Elliot Street, Newton Highlands, MA 02461 617-796-1600 <a href="mailto:sgilman@newtonma.com">sgilman@newtonma.com</a>			
<b>Project TITLE</b>	<b><i>Historic Assessment of Municipal Buildings</i></b>		
<b>LOCATION</b>	<i>Full street address (with zip code) or other precise location.</i> Municipal Buildings across the City of Newton		
<b>BUDGET</b>	<i>CP FUNDS REQUESTED:</i>	<i>OTHER FUNDS TO BE USED:</i>	<i>TOTAL PROJECT COST:</i>
ATTACH DETAIL SEPARATELY.	\$98,780.00	\$20,000.00 from CDBG \$395,000.00 from City	\$513,780.00
<b>SUMMARY</b>	<p><i>Summarize project goals &amp; benefits in max. 300 words - do not use additional pages.</i></p> <p>The City of Newton has over 70 municipal buildings. The study will look at 35 municipal (non-school) buildings, totaling more than 400,000 square feet. Most of these buildings are 50-100 years old and were originally built to support city services and civic life in Newton. They include libraries, recreation facilities, City Hall, and facilities for public works and public safety. While some are no longer used for their original intent, most continue to house City departments, services and critical programs, and are a source of pride, history and identity to Newton villages and city residents.</p> <p>The project will supplement the work of the Municipal Buildings Assessment project to allow for a concurrent historic assessment of municipal buildings. This work will support the development of a long range capital plan for the City of Newton that appropriately addresses and protects the City's historic structures. The work involves collaboration with the Building Assessment team to identify and document historic building features, recommend approaches to preservation and facility reuse, and provide cost estimates for recommended approaches.</p> <p>The scope of work includes review of original building drawings and any previous historic studies to ascertain what data already exist. Final detailed survey data for each building will be incorporated into the final report and database for the Municipal Buildings Assessment. The Consultant will also create a multi-year plan for all identified historic preservation work as a separate sub-set of the overall long-range plan to assist the City in planning and funding this work.</p> <p>The goal of this work is to optimize sustainability, accessibility, and utility of these important historic physical assets while preserving and maintaining their unique historic character and extending their useful life.</p> <p>The work will be done by an outside consultant with expertise in architectural preservation, rehabilitation, and/or adaptive reuse of historic buildings.</p>		

1. HOW WILL CP FUNDS BE USED?	Check all that apply.	HISTORIC RESOURCES	OPEN SPACE	RECREATION LAND	COMMUNITY HOUSING
		acquire			
	create	NOT ALLOWED			USE SEPARATE PROPOSAL FORM. Please consult staff.
allowed IF resource was acquired or created with CP funds	preserve	X			
	support	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED	
	rehabilitate/restore	X			

Combined answers to questions 2-5 must fit on one page. Attach supporting information on separate pages.

**2. CITYWIDE NEEDS:** *How will the project address needs identified in existing citywide plans? (Provide short quotes with plan title, year & page.)*

This project will identify and document the condition and needs of historic municipal buildings in the city of Newton and will help the CPC determine which projects should be a priority to help with long-term funding planning. The project will also be instrumental in coordinating the CIP with Community Preservation funding opportunities and will allow the City to strategically leverage CP funding for additional funding opportunities.

The Consultant hired to undertake this work will be required to apply federal preservation standards and will use the CPC's historic resources proposal instructions as a basic outline of what their report needs to cover.

Additionally, this project will help the City “do more with history” by optimizing the preservation and use of its historic facilities and will also further the City’s sustainability goals by reusing/continuing to use existing structures “Recycling used buildings...is critical for achieving the sustainability and smart growth goals articulated for Newton in this (Comprehensive) Plan.” (Ch 9, page 9-8 of *Newton’s Comprehensive Plan*).

“Because many of these properties are historically or architecturally significant and continue to be used by the city it is important to have a plan in place to help the city to administer and care for these resources.” (Public Buildings Preservation Taskforce Report, May 2005, Page 1)

**3. OTHER FUNDING:** *What additional funding have you obtained or are you pursuing?*

\$395,000 has been approved by the Board of Aldermen to support the Municipal Building Assessment project.

\$20,000 from CDBG for Accessibility.

**4. STEWARDSHIP:** *How will the project be maintained after CP funds have been spent? (Hint: “through the regular City budget” is seldom a persuasive answer.)*

The survey will create a multi-year plan for all identified historic preservation work as part of the overall long-range capital plan for the City of Newton and will be instrumental in helping the City in planning and funding future capital work. Additionally, the plan will provide recommended immediate and on-going maintenance for the City’s historic facilities that will aid the Building Department and the City in determining the appropriate level of funding for maintenance of these resources.

**5. COMMUNITY CONTACTS:** *List email addresses and/or phone numbers for at least 3 people familiar with the project and its manager’s qualifications. No more than 1 of these should be a resident of the project’s immediate neighborhood or a Board member, supervisor, employee, etc. of the project’s sponsor or the manager.*

To be submitted.

PROJECT TIMELINE				
<b>Project TITLE:</b>		<  grcf W5ggYega YbhcZA i b VdU '6i ]'X b g		
STEPS <i>BIG steps, SHORT descriptions!</i>	ASSISTANCE REQUIRED <i>from other organizations or City depts (raise funds, issue permits, etc.)</i>	START <i>season/ year</i>	FINISH <i>season/ year</i>	COST <i>estimate</i>
1 Prepare and issue RFP to solicit and choose a consultant to conduct the survey.	Purchasing department assistance.	January 2011	February 2011	\$
2 Select consultant and issue contract.	Purchasing department assistance and Designer Selection Committee.	March 2011	March 2011	\$
3 Provide access to documents, drawings and previously conducted reports.	Public Building Department and Community Preservation Program Manager.	April 2011	May 2011	\$
4 Scan and reproduce documents identified by consultant.	Project Manager	April 2011	May 2011	\$12,000
5 Coordinate with Municipal Building Assessment team for building walkthroughs and discussion of data collection and documentation.	Project Manager and Public Buildings Department to monitor progress and coordinate access to buildings and building information.	April 2011	June 2011	\$
6 Test materials identified by the consultant.	Project manager and Public Buildings department will coordinate.	April 2011	June 2011	\$18,000
7 Review draft report and presentation of findings.	Project Manager and Assessment project review team to meet with consultant team to review draft and discuss final report and database format.	June 2011	June 2011	\$
8 Review final report and database.	Project review team.	July 2011	August 2011	\$
9 Accept report and database and pay consultant.	Project Manager	Sept 2011		\$68,780
10				\$

Your 1-page LIST OF ALL ATTACHMENTS PROVIDED should follow this page.

# *Historic Assessment of Municipal Buildings*

## *List of Attachments*

1. Project Budget [page 5](#)
2. Project Manager Resume with Relevant Experience [page 6](#)
3. Docket Item for Municipal Building Assessment funding (general City funds) [pages 7-8](#)
4. Relevant Sections of the RFQ for Municipal Building Assessment [pages 9-21](#)  
(<http://www.ci.newton.ma.us/purchasing/bids/fy11/11-42-RFQ-Assessment.pdf>)
5. List of Historically Significant City-Owned Buildings from Public Buildings Preservation Taskforce Report, dated May 2005 [pages 22-24](#)
6. CPC Memo, dated April 21, 2009 [page 25](#)

**Project Budget**

	Hours per day	Estimated Number of Days	Hourly Rate	Estimated Cost
Document Review and Research	8	10	\$100	\$10,000
Main Library	8	1	\$100	\$800
Auburndale Branch Library	8	1.5	\$100	\$1,200
Newton Corner Branch Library	8	1.5	\$100	\$1,200
Nonantum Branch Library	8	1	\$100	\$800
Waban Branch Library	8	1.5	\$100	\$1,200
Elliot Street Operations Center	8	1	\$100	\$800
Elliot Street Garage	8	1	\$100	\$800
Crafts Street DPW Operations Ctr.	8	2	\$100	\$1,600
Crafts Street Garage	8	2	\$100	\$1,600
Crystal Lake Bath House	8	2	\$100	\$1,600
Hawthorne Field house	8	1	\$100	\$800
Recreation Headquarters	8	0.5	\$100	\$400
Lower Falls Comm. Center	8	1	\$100	\$800
Recreation Garage	8	0.5	\$100	\$400
Albemarle Field house	8	0.5	\$100	\$400
Gath Pool Facility	8	0.5	\$100	\$400
Upper Falls Comm. Ctr/Lib.	8	1	\$100	\$800
Newton Centre Field house	8	2	\$100	\$1,600
Burr Park Field house	8	0.5	\$100	\$400
Auburndale Cove Field house	8	0.5	\$100	\$400
Cabot Park Field house	8	0.5	\$100	\$400
Nahanton Park Field house	8	0.5	\$100	\$400
City Hall/War Memorial	8	5	\$100	\$4,000
Jackson Homestead	8	1	\$100	\$800
Health Department	8	1	\$100	\$800
Senior Citizens Center	8	2	\$100	\$1,600
Public Buildings Department	8	0.5	\$100	\$400
Kennard Estate	8	2	\$100	\$1,600
Brigham House	8	1	\$100	\$800
Winchester Street Garage	8	0.5	\$100	\$400
Fire Alarm Headquarters	8	1	\$100	\$800
Police Headquarters	8	2	\$100	\$1,600
Police Garage	8	0.5	\$100	\$400
Police Annex	8	1	\$100	\$800
Create Report and Database	8	15	\$100	\$15,000
Testing (Structural, Hazardous Materials, etc.)				\$20,000
Document Preservation				\$12,000
Sub-Total				\$89,800
10% Contingency				\$8,980
<b>TOTAL</b>				<b>\$98,780</b>

## **Stephanie Kane Gilman**

### **Qualifications and Experience**

#### **Harvard University, Cambridge, MA**

**2006-2009**

Program Manager for Green House Gas Initiative, Office for Sustainability (2009)

- Facilitated University-wide groups working to reduce Harvard's GHG emissions through improved building and central plant energy efficiency, and operational changes.
- Led sub-committees to create revised comprehensive Green Building Guidelines and Building Operations Best Practice Principles.

Capital Project Services Program Manager, Harvard Real Estate Services (2006-2008)

- Advanced Capital Project Sustainability Guidelines that were implemented University wide.
- Organized University Construction Management Council. Facilitated consensus-driven policy and procedure improvements for capital program leading to:
  - New University Capital Project Sustainability Guidelines.
  - Revised University Project Labor Agreement.
  - New University Construction Safety Manual.
  - Revised University Construction Mitigation Guidelines.

#### **State University of New York Construction Fund, Albany, New York**

**2001-2004**

Capital Program Manager

- Developed and managed Five-year Campus Capital Plans for five SUNY campuses.
- Served as primary liaison between Construction Fund, Consultants and Campus Facilities and Administration Officers on capital planning and construction.
- Collaborated with NYSERDA and other state agencies on development of State Guidelines for Implementation of Governor's Executive Order, "Clean and Green State Facilities and Vehicles."

#### **Mallin Mendel & Associates PC, Albany, New York**

**1996-2000**

Project Architect (1999-2000)

- Designed New Gymnasium and Classroom Addition, Parsons Child and Family Center, Albany.
- Led effort to develop Campus Master Plan for The Albany Academy in Albany, NY.
- Developed conceptual plans for Troy School District Feasibility Study, Troy, NY.

Intern Architect (1996-1999)

- Documented and evaluated existing facility conditions, assessed programming and code compliance requirements, and proposed multiple solutions to address client needs and available resources for several large college and secondary school projects.
- Designed science labs, solved accessibility issues, designed lighting layout and managed engineering coordination.

#### **University of Michigan, Facilities Planning & Design Office, Ann Arbor, MI**

**1994-1995**

Intern Architect

- Documented historic campus building facades and detailed window replacement solutions for Campus-wide Energy Efficient Window Replacement project.
- Developed construction details for New Indoor Tennis Facility construction documents.
- Devised accessibility upgrades for entrances, rest rooms, lecture halls, and sports facilities.



City of Newton, Massachusetts  
Office of the Mayor

SETTI D. WARREN  
MAYOR

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(617) 796-1100

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(617) 796-1113

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(617) 796-1089

E-mail  
swarren@newtonma.gov

November 29, 2010

10 NOV 29 P 3:23  
CITY CLERK  
NEWTON, MA. 02159

Honorable Board of Aldermen  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to appropriate and expend the sum of \$395,000 from the FY2011 Overlay Surplus Reserve Account for the purpose of funding the Comprehensive Citywide Capital Assessment.

The Comprehensive Assessment will evaluate the current condition and structural integrity of approximately thirty municipal buildings and will enable the administration to prioritize capital projects in a cost efficient and effective manner.

Additional information on this project will be included in your Friday Packet on December 3, 2010. I look forward to discussing this very important project with your Honorable Board. Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren  
Mayor

From: Overlay Surplus  
01-3497 \$395,000  
To: Capital Asset Assessment  
C115037-5301 \$395,000

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE

City of Newton



## PUBLIC BUILDINGS DEPARTMENT

Stephanie Kane Gilman, Commissioner  
Telephone (617) 796-1600  
FAX (617) 796-1601  
TTY: (617) 796-1089  
52 ELLIOT STREET  
NEWTON HIGHLANDS, MA 02461-1605

November 29, 2010

The Honorable Setti D. Warren  
Mayor  
Newton City Hall  
1000 Commonwealth Avenue  
Newton Centre, MA 02459

RE: Comprehensive Building Inventory and Assessment of Municipal Buildings

Dear Mayor Warren:

The Public Buildings Department respectfully requests an appropriation of \$ 515,000.00 to conduct a comprehensive building inventory and assessment of municipal buildings. The appropriation sources for this project shall be as follows:

\$ 395,000	-	Overlay Surplus
100,000	-	Community Preservation Act
<u>20,000</u>	-	CDBG Funds
\$ 515,000		

The study will include evaluating the building envelope; building accessibility; historic preservation; structural, electrical, plumbing, mechanical and life safety systems. Included in the study will be a life cycle cost analysis as well as a remediation plan with cost estimates.

Should you have any questions regarding this letter, please feel free to contact my office.

Sincerely,

Stephanie Kane Gilman  
Commissioner of Public Buildings

SKG:dla  
CC: Robert Rooney, Chief Operating Officer  
Maureen Lemieux, Chief Financial Officer



# ARCHITECTURAL SERVICES

Date: December 21, 2010

Enclosed please find the Request for Qualifications ("RFQ") which includes the Designer Selection Committee's Questionnaire outlining the basic scope of services desired by the City of Newton Public Buildings Department to conduct an analysis of 35 municipal buildings in the City of Newton. The purpose of the study is to determine and document the present physical condition of the identified facilities and their functionality in order to develop a long-range Capital Plan for the City of Newton. The consultant will record any and all deficiencies, make recommendations for corrective action, provide cost estimates and develop proposals and strategies to address both short and long-term facility needs.

You are requested to submit a completed Questionnaire. Please submit only that information which you feel is pertinent to the selection process.

Please submit twenty (20) copies of the completed Questionnaire and any additional information **no later than 2:00 p.m. January 21, 2011** to:

Joseph Michelson, Chairman  
Designer Selection Committee  
City of Newton  
c/o Stephanie Kane Gilman  
Public Buildings Commissioner  
Public Buildings Department  
52 Elliot Street  
Newton Highlands, MA 02461  
Telephone (617) 796-1600

Questions regarding the selection process and/or the Questionnaire may be directed, in writing, to the City of Newton Purchasing Department at [purchasing@newtonma.gov](mailto:purchasing@newtonma.gov) **no later than 5:00 p.m. January 10, 2011**. Written responses to the Questions received will be distributed to all individuals or firms requesting a copy of this RFQ **no later than January 14, 2011**.

## **STUDY ARCHITECT FOR ASSESSMENT OF NEWTON'S MUNICIPAL FACILITIES**

The City of Newton has over 70 municipal buildings, totaling approximately 2.5 million square feet. Twenty three of these buildings (approximately 2 million square feet) are Newton Public Schools facilities. The requested study will look at 35 municipal (non-school) buildings, totaling more than 400,000 square feet, which provide essential City services and house a number of critical programs.

Most City of Newton buildings are 50-100 years old and several were originally built and used as neighborhood branch libraries. Though no longer part of the main library system, the branch library buildings are still sources of pride and identity within each Newton village. Some of these former branch libraries now house other city departments such as the Health and Police departments, while others are leased to various organizations.

Recently the City's focus has been on renovating and updating the City's six aging Fire Stations. One station has recently been completed, one is currently under construction, and the next station renovation project is in the planning stage of development.

The City is now interested in collecting consistent facility condition information for all municipal buildings in an electronic database tool that supports the City's asset management and planning process by providing readily accessible facilities information.

### **Study objectives:**

The Newton Public Buildings Department is interested in developing a Long-range Capital Plan for all municipal buildings. The desired outcome is an electronic database containing current information about municipal buildings for use by the City's facilities and management personnel. The City of Newton would expect to own the database and continue to use it and update it as a living document following the completion of the study.

The City of Newton has conducted similar studies of the conditions of its Schools, Fire Stations, Streets and Sidewalks, and its Parks and Open Spaces. It is the City's desire to combine this previously compiled data into one database with the data from this Study in order to have a comprehensive overview of capital needs across the City that can be used as a planning tool to look at various scenarios to address capital needs. The selected consultant will develop or recommend options for a facility management database system. The results of the study will also be documented in a report that outlines the specifics of each building and will include updated building square footage and a set of electronic floor plans.

“The results of the assessment will allow Newton as a community to understand the condition of our infrastructure and enable the City to evaluate and prioritize the true capital needs for the future.” (Mayor Setti D. Warren, Five-Year Capital Improvement Plan Cover Letter to the Board of Alderman, dated October 18, 2010)

The City of Newton through its Designer Selection Committee is currently seeking expressions of interest from individuals and firms for professional services for the following work:

### **City of Newton Municipal Buildings Facilities Assessment Study**

The City of Newton Municipal Buildings Survey Study dated April 30, 1986 (Volumes I and II) is available as a reference in the completion of the following scope of services. Other more recent studies and reports are also available as well as original floor plan drawings for most buildings. NOTE: The City currently has funding for a portion of the work to be performed under this RFQ and is requesting Community Preservation Act (CPA) funding to cover the cost of hiring a consultant to document and assess the historic features of identified buildings.

Awarding the work associated with the historic assessment of these buildings is contingent upon the receipt of such funding. In addition, the work associated with the historic assessment of these buildings will be subject to the MBE/WBE Goals noted in Section 7 of the *Information for Applicants*.

<b>DEPARTMENT</b>	<b>LOCATION</b>	<b>YEAR BUILT</b>	<b>TOTAL SQ. FT.</b>
<b><u>LIBRARY (5)</u></b>			
Main Library	330 Homer Street	1991	93,000
Auburndale Branch Library	371 Auburn Street	1934	4,830
Newton Corner Branch Library	124 Vernon Street	1910, 1934	6,138
Nonantum Branch Library	114 Bridge Street	1957	5,137
Waban Branch Library	1608 Beacon Street	1934	<u>6,378</u>
			<b>115,483</b>
<b><u>PUBLIC WORKS (5)</u></b>			
Elliot Street Operations Center	74 Elliot Street	1927	15,858
Elliot Street Garage	70 Elliot Street	1959	9,000
Crafts Street DPW Operations Ctr.	90 Crafts Street	1894	19,553
Crafts Street Garage	110 Crafts Street	1919, 36, 88	23,474
Elliot Street Sand/Salt Shed	70 Elliot Street		<u>7,800</u>
			<b>75,685</b>
<b><u>RECREATION (13)</u></b>			
Crystal Lake Bath House	16 Rogers Street	1931	7,581
Hawthorne Field house	17 Hawthorne Street	1950	5,608
Recreation Headquarters	70 Crescent Street	1900	3,208
Lower Falls Comm. Center	545 Grove Street	1958	10,519
Recreation Garage	70 Crescent Street, (rear)	1940	4,600
Albemarle Field house	250 Albemarle Road	1964	2,072
Gath Pool Facility	256 Albemarle Road	1964	4,600
Upper Falls Comm. Ctr/Lib.	5 High Street	1955	13,418
Newton Centre Field house	81 Tyler Terrace	1900	4,352
Burr Park Field house	142 Park Street		3,000

Auburndale Cove Field house	W. Pine Street		1,329
Cabot Park Field house	101 East Side Parkway		1,264
Nahanton Park Field house	455 Nahanton Street		<u>1,440</u>
			<b>62,991</b>

**MISCELLANEOUS (8)**

City Hall/War Memorial	1000 Commonwealth Ave.	1931	81,000
Jackson Homestead	527 Washington Street	1807	7,000
Health Department	1294 Centre Street	1934	4,581
Senior Citizens Center	345 Walnut Street	1938	11,298
Public Buildings Department	53 Elliot Street	1967, 1975	7,100
Kennard Estate	246 Dudley Road	1904	15,715
Brigham House	20 Hartford Street	1920	5,081
Winchester Street Garage	525 Winchester Street		<u>2,800</u>
			<b>134,575</b>

**PUBLIC SAFETY (4)**

Fire Alarm Headquarters	1164 Centre Street	1928	6,541
Police Headquarters	1321 Washington Street	1932	30,000
Police Garage	1321 Washington Street	1959	7,548
Police Annex	25 Chestnut Street	1925	<u>5,470</u>
			<b>49,559</b>

Contact for Copies of  
Municipal Buildings Survey  
(dated 1986) and other available  
Building Documentation

Stephanie Kane Gilman  
Public Buildings Commissioner  
City of Newton  
52 Elliot Street  
Newton Highlands, MA 02461  
617-796-1600

Completion Date for Final Report    June 24, 2011

Applicants should submit twenty (20) copies of the completed and signed Questionnaire and completed and signed Sub-Consultant Acknowledgement for all identified Sub-Consultants **no later than 2:00 p.m. on January 21, 2011:**

Joseph Michelson, Chairman  
Designer Selection Committee, City of Newton  
c/o Stephanie Kane Gilman  
Public Buildings Commissioner  
52 Elliot Street  
Newton Highlands, MA 02461  
Tel. (617) 796-1600

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### I. Information to Applicants

### II. Designer Selection Committee Questionnaire

Attachment A	Designer Selection Committee Minimum Qualifications, Selection Criteria and Submission Requirements
Attachment B	Tentative Schedule for Selection Process
Attachment C	Draft Scope of Services
Attachment D	Draft Agreement
Attachment E	City of Newton, Designer Selection Procedures

## INFORMATION FOR APPLICANTS

1. Applicants may direct written Questions regarding the selection process and/or the Questionnaire **no later than 5:00 p.m., January 10, 2011 to:**

City of Newton Purchasing Department  
[purchasing@newtonma.gov](mailto:purchasing@newtonma.gov)  
617-796-1220

The City will make best efforts to give written Responses to the Questions to all individuals or firms requesting a copy of this RFQ **no later than January 14, 2011.**

2. To receive any Addenda or Responses to Questions that may be issued, Applicants are requested to register with the City of Newton Purchasing Department at the above email address.
3. Applicants must submit twenty (20) copies of the completed Questionnaire and any additional information **no later than 2:00 p.m. January 21, 2011 to:**

Joseph Michelson, Chairman  
Designer Selection Committee  
Stephanie Kane Gilman  
Public Buildings Commissioner  
Public Buildings Department  
52 Elliot Street  
Newton Highlands, MA 02461

In addition to the twenty (20) copies of the completed Questionnaire, Applicants are requested to include a CD containing their submission. Applicants are advised that the submissions may be posted on the City of Newton's website.

**Applicants are reminded that the Questionnaire must be signed and must be accompanied by signed Sub-consultant Acknowledgements for each listed sub-consultant. Failure to supply a signed and completed Questionnaire and Sub-consultant Acknowledgement may result in rejection of the Applicant's submission.**

4. The Questionnaire submitted in response to this RFQ will be considered the property of the City of Newton, and may be utilized as deemed appropriate by the City.
5. The City currently has funding for the basic scope of services to be performed under this RFQ and is requesting Community Preservation Act (CPA) funding to cover the cost of hiring a consultant to do a more extensive assessment of the historic features of identified buildings. Awarding the work associated with the more extensive historic assessment of these buildings is contingent upon the receipt of such funding. In addition, the work associated with this historic assessment will be subject to the MBE/WBE Goals noted in Section 7 of the *Information for Applicants*.

6. MBE/WBE Goals. In accordance with the requirements of Chapter 193 of the Acts of 2004, the Design contract for the Project will include MBE/WBE goals. DCAM has established minimum goals of 8% MBE participation and 4% WBE participation for the value of the Design contract. MBE/WBE goals must be met within the list of requested prime and sub-consultants. All Applicants must indicate how they intend to meet these goals. The Architect selected for the Project must complete a Schedule for Participation by MBE/WBE subcontractors prior to execution of the Design contract. The Schedule for Participation does not have to be filed with the Questionnaire.
7. The City of Newton reserves the right, in its sole discretion, to reduce or waive the MBE/WBE goals for the Project after selection of the Architect and before execution of the Design contract, provided that no such reduction or waiver shall be granted except under the following circumstances: the selected Architect must establish and document to the satisfaction of the City that it has been unable to obtain commitments from MBE/WBE subcontractors possessing the requisite professional skills sufficient to meet the MBE/WBE goals for the Project after having made a diligent, good faith effort to do so. The Architect must submit documentation with its request for a reduction or waiver setting out the diligent and good faith efforts made by it to obtain commitments from MBE/WBE subcontractors. If the Architect fails to submit an appropriate Schedule of MBE/WBE Participation establishing that the MBE/WBE participation goal for the Project will be met, or fails to receive a reduction or waiver of such goals from the City following documentation of its diligent and good faith efforts to obtain commitments from MBE/WBE subcontractors, the City may consider the Architect ineligible for award of the Design contract.
8. The Designer Selection Committee reserves the right to waive minor informalities, to request additional information if necessary to clarify the information contained in the Questionnaire, and/or to reject all completed Questionnaires received and to terminate the RFQ as may serve the best interests of the City.
9. The fee has not been set, but will be subject to negotiations based on the Commonwealth of Massachusetts Designer Fee Guidelines.

## **Attachment A**

### **DESIGNER SELECTION COMMITTEE MINIMUM QUALIFICATIONS, SELECTION CRITERIA AND SUBMISSION REQUIREMENTS**

#### **I. Minimum Qualifications:**

All firms must possess the following minimum qualifications:

1. Massachusetts Registration and licensing in all applicable disciplines.
2. Thorough knowledge of procedures, requirements, and practices of Division of Capital Asset Management (DCAM) and other agencies related to the design and construction of municipal buildings.
3. Thorough knowledge of Massachusetts State Building Codes and regulations of the Architectural Barriers Board.
4. Thorough knowledge of and familiarity with the public design and construction laws of the Commonwealth of Massachusetts and the requirements thereof.
5. Sufficient levels of staff to complete this project.
6. Must have prior to signing of the contract:
  - a. Professional Liability Insurance in the amount of 10% of the fee for the Project, or \$1,000,000.00, whichever is greater.
  - b. Worker's Compensation Insurance
  - c. General Liability Policy in an aggregate amount of \$500,000 or greater naming the City of Newton as an additional insured.
7. Must have prior experience in designing both new and renovated municipal buildings for a minimum of ten years.
8. Must identify to the City any persons, specialists, and individual consultants for this project.
9. Demonstrated knowledge of high performance and sustainable building for new and existing facilities.

#### **II. Selection Criteria**

The Designer Selection Committee will use the following criteria to select Semi-finalists and Finalists:

1. Prior similar experience best illustrating current qualifications to conduct a long-range facilities study.
2. Identity and qualifications of the key persons and consultants who will work on the Project.



3. Depth of the Firm with respect to size and complexity of the Project.
4. Past performance on public and private projects.
  - a. Quality, clarity, completeness and accuracy of long-range facilities study.
  - b. Effectiveness of meeting established program requirements and function within allotted budget.
  - c. Accuracy of cost estimates and ability to provide multiple options for meeting facilities needs.
  - d. Management ability to meet schedules.
  - e. Coordination and management of consultants.
  - f. Working relationship with consultants and Owners.
5. Financial stability – including prompt payment of consultant fees.
6. Current total workload with private and public agencies.
7. Geographical location of the Firm and consultants with respect to the Project.
8. Review of previously performed long range facilities studies for other communities, if submitted by the applicant.
9. Ability of Firm to work with all stakeholders in a complex public project, including but not limited to, public officials, and boards and committees of the City of Newton.
10. Ability of Firm to consider High Performance building and life cycle costing and to undertake innovative approaches to design and site challenges that seek to optimize sustainability.

### **III. Submission Requirements**

Each firm desirous of consideration will submit the following:

1. The applicant must complete and sign the Questionnaire.
2. Background data on all firms with a role in the project.
3. Resumes of the Principals of firms who will be assigned to the project and will be taking an active part therein.
4. Examples of projects completed (within the past ten [10] years) of comparable size and complexity.
5. At least five (5) references of persons who are familiar with your work (and City is to have express permission to contact either in person, by phone, and/or correspondence as to past performance).

## Attachment B

### **DESIGNER SELECTION COMMITTEE TENTATIVE SCHEDULE FOR SELECTION PROCESS**

The following is the tentative schedule for the Selection Process. Please note, this Schedule is subject to change by the Designer Selection Committee ("DSC"). Interested parties should check with the Newton Public Buildings Department to see if there have been revisions to this tentative schedule and for the exact times and locations of all DSC meetings.

December 30, 2010	RFQ available @ 1:00 p.m.
January 6, 2011	On-Site Briefing Session, 10:00 a.m. Newton City Hall, Room 202 1000 Commonwealth Avenue Newton, MA 02459
January 10, 2011	Written Questions, if any, due by 5:00 p.m.
January 14, 2011	Anticipated date for Response to Written Questions
January 21, 2011	Applicants submit completed Questionnaires and Sub-consultant Acknowledgements, due by 2:00 p.m.
January 2011	Review references prior to DSC Semi-Finalists selection meeting
January 2011	DSC meets to review submissions and select Semi-Finalists
Early February 2011	DSC meets to interview Semi-Finalists and select and rank finalists

All meetings will be open to the public. The DSC will provide an opportunity for public comment.

## Attachment C

### **Draft Scope of Services:**

The City of Newton Municipal Buildings Survey (Volumes I and II) is available as a reference in the completion of the following scope of services. Copies of the Study are available for purchase at a cost of \$30 per complete set of both Volumes.

1. Site Analysis: The architect will undertake an analysis of the existing building sites. This analysis will include preliminary data essential in determining the suitability of the sites to accommodate any changes that might come about through information gathered by the study. Local zoning and conservation issues, as well as State and Federal land-use regulations, which may impact the development of each site, will be identified. Additional elements may include site utilities and site surface structures and conditions.
2. Input: The consultant will expect to interface with the Public Buildings Department and a steering committee composed of representatives of the Public Buildings Department, the Executive Office, the Planning Department, and the Board of Alderman Public Facilities Committee. The consultant will work together with the Public Buildings Department and the steering committee to outline a process for soliciting opinions and presenting preliminary findings and milestone reports to City residents and community groups.
3. Existing Facilities Report: A physical plant analysis will be undertaken for the existing identified buildings. Pertinent recommendations will be made for: building structure, including foundation, framing, and roof structure; building envelope, including all exterior materials, doors, windows and roofs; building interior, including all architectural components (floors, walls, ceilings, etc.) and their finishes; mechanical systems, including boilers motors, pipes ducts, controls, oil storage tanks, and related equipment; plumbing systems, including pipes, valve fixtures, etc.; electrical systems, including services, wiring, fire alarm, transformers and fixtures; presence of hazardous materials; fire suppression system; emergency power and telecommunications; vertical transportation; security and access. Other areas of analysis will include furnishings, equipment, and technology. The consultant will be expected to consider issues of energy conservation, sustainability and life cycle analysis for any potential future renovations or building enhancements.
4. Code Issues: A Building-type Summary will be compiled for each facility and all pertinent code issues will be addressed, including, but not limited, to the Massachusetts Building Code, NFPA Life-safety Code, State Energy Code requirements, including the recently adopted "Stretch Code", Architectural Access Board Rules and Regulations, and the requirements for the Americans with Disabilities Act.
5. Historical Data Collection and Collaboration: A basic historical analysis will be conducted for identified buildings to document significant historic features. Recommendations will be made for the appropriate approach to preservation and/or restoration of the identified features and cost estimates will be provided for recommended work.

Subject to receipt of CPA funding, a more extensive historical analysis may be a separate service provided by the architect if the proper expertise exists on the project team, or this service may be provided by a separate consultant hired directly by the City. The architect will collaborate with such historic consultant if hired separately.

6. Programmatic Issues: The architect will evaluate and make recommendations for the highest and best use of existing facilities and their ability to house and deliver existing programs and services. Programmatic, functional, spatial and environmental requirements of proposed changes to the facilities will be outlined.
7. Integration of City Supplied Facility Condition Data: In addition to observed facility conditions, the Consultant shall review, for possible incorporation into the facility database, existing city-supplied facility condition data. All city-supplied facility condition data shall be identified as such in the database. Types of city-supplied data may include prior engineering studies, hazardous materials audits, air or water quality studies, accessibility studies, historic structure studies, or other facility condition data.

The most recent facility data available includes an Assessment of the Schools by HMFH, dated 2007, Energy Services Contracting Audit Reports by NORESCO, dated 2009 and 2010, and an MEP Study of the Fire Stations, dated 2006. The data from these studies is available in Microsoft Excel and electronic written reports.

The architect will identify areas of missing data and will provide a cost estimate to update or complete any missing facility data.

8. Recommendations: For every deficient condition identified, a corrective action shall be developed, including costs for labor and materials. If appropriate, and at the direction of the City, multiple correction methodologies will be developed based on a range of possible corrective measures and the associated costs. Each deficiency identified shall be categorized based on (1) condition, (2) category of deficiency (building code, accessibility, etc.), and (3) building system or component.

The study will include a viable long-range plan with options for consideration. Each option's fiscal impact, strengths and weaknesses and proposed implementation time-line will be presented. Cost estimates will be provided. In all recommendations, careful consideration must be given to effective operational needs of the various departments housed in the facilities. The study will also recommended maintenance strategies to extend the life of facilities and to reduce the need for future capital expenditures.

9. Final Report and Consultation: Throughout this study the consultant is expected to meet regularly with the Public Buildings Commissioner and the steering committee to solicit input, discuss progress being made, and share preliminary reports for their review. A progress meeting will be held after data have been collected for three buildings to ensure that the scope is meeting expectations.

The consultant will submit to the City of Newton, twenty-five (25) copies and a CD of the final report containing the above elements, and will informally consult with City officials after the final report has been submitted. The consultant will be expected to work with the

steering committee to develop a process for soliciting opinion from the public and will assist the committee in presenting the final report at various public forums as appropriate.

As part of services required, and subject to the nature of each project, the Architect shall be required to meet with the Design Review Committee, various City's technical departments, citizen groups, and state or federal funding agencies.

# Public Buildings Preservation Task Force

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*Mayor David B. Cohen and Board of Aldermen President established the Public Buildings Preservation Task Force in February 2002 to develop policies for maintaining the historic character of existing city owned buildings and landscapes. The members of the Task Force include the following:*

Co-Chair Brian Yates	Alderman-at-Large, Ward Five Chair, Zoning and Planning Committee
Co-Chair Michael Rourke	Chief Administrative Officer
Larry Bauer	Newton Historical Commission, Architect
Fred Guzzi	Veteran's Agent
Lara Kritzer	Preservation Planner
David Olson	Director Newton History Museum At the Jackson Homestead
A. Nicholas Parnell	Public Buildings Commissioner
John Rodman	Chair Newton Historical Commission Attorney
John Stewart	Alderman-at-Large, Ward Four Vice-Chair, Finance Committee

*Former Alderman Susan Basham was an original member of the Task Force and served as Co-Chair until her resignation from the Board of Alderman in 2003. Alderman Yates replaced her as Co-Chair and Alderman John Stewart, who was Director of Education at the John F. Library and Museum, replaced her as a Task Force member.*

## City Hall Preservation

The Task Force took an intensive look at Newton's City Hall and War Memorial, inside and out, and developed a list of actions needed to restore the historic character of the building or at least preserve it. There were serious leaks from one of the cupola down into the War Memorial that had damaged the dioramas. The windows in the Board of Aldermen Chamber and elsewhere needed to be fixed. The original internal lights had been removed and replaced with jarringly modern fixtures. Vines were threatening the structural integrity of the exterior of the building. The Landscaping Plan for the grounds developed by the Olmsted firm in the 1930s was examined and deviations noted. The changes to the landscaping proposed for the Millennium Park were also noted.

As a result of the Task Force's efforts, the leak in the cupola was fixed and small cosmetic changes were made. Larry Bauer, Nick Parnell, and Susan Basham developed and submitted proposals to the Community Preservation Committee to repair the historic windows, to replace the missing historic lighting fixtures within the building, and to paint the exterior balustrade and trim.

...

## Other Properties and Projects

In addition, the Task Force has been actively involved in a number of projects which will insure the preservation of City-owned buildings throughout the City. The Task Force supported and closely monitored the CPA applications for the Newton Corner Branch Library and the City Burying Grounds. They have also worked to review a proposed ordinance to preserve City-owned properties and have revised and edited a list of City properties grouped by significance which was prepared in 1997 by graduate students from Boston University's Preservation Studies Program. (See following pages.)

Newton, Massachusetts **Public Buildings Preservation Task Force**

2004, p. 2 of 3

**INDEX of CITY-OWNED PROPERTIES, by SIGNIFICANCE****I. Properties of Highest Significance**

1	0 Centre Street	East Parish Burying Ground	NA
2	527 Washington Street	Jackson Homestead	1809
3	0 Winchester Street	South Burying Ground	NA
4	0 River Street	West Newton Burying Ground	NA

**II. Properties of Major Significance**

1	375 Auburn Street	Plummer Memorial (Auburndale) Library	1927
2	229 Cabot Street	Cabot School	1929
3	1000 Commonwealth Ave	City Hall & War Memorial	1932
4	1164 Centre Street	Fire Alarm Headquarters	1928
5	25 Chestnut Street	Police Annex (West Newton Libray)	1926
6	90 Crafts Street	Crafts Street Stable	1896
7	10 Dolphin Road	John Ward Elementary School	1928
8	244 Dudley Street	Kennard Estate	1907
9	74 Elliot Street	Elliot Street Stable	1926
10	330 Homer Street	Theodore Mann Library	1991
11	30 or 44 Rogers Street	Crystal Lake Bath House	1930
12	81 Tyler Terrace	Newton Centre Field House (former Trinity Church)	1892
13	124 Vernon Street	Boys & Girls Library/ Rosedale-Chaffin House	1848
14	345 Walnut Street	Senior Center (Newtonville Library)	1938
15	1321 Washington Street	Police Headquarters	1931
16	130 Wheeler Road	Oak Hill Middle School	1936

**III. Properties which are Significant**

1	1608 Beacon Street	Waban Library	1929
2	1697 Beacon Street	Angier School	1921
3	1294 Centre Street	Health Department (Newton Centre Library)	1927
4	125 Derby Street	Franklin School	1938
5	141 Grove Street	Williams School	1950
6	20 Hartford Street	Brigham House (Newton Highland Library)	1886
7	21 Minot Place	Frank Ashley Day Middle School	1972
8	191 Pearl Street	Lincoln-Eliot School	1939
9	101 Vernon Street	Underwood School	1924

**IV. Properties which are Notable**

1	140 Brandeis Road	South High School	1961
2	114 Bridge Street	Nonantum Library	1957
3	Bullough Park	Bullough Pond Skating Shelter	1963
4	280 Cypress Street	Bowen Elementary School	1952
5	191 Dedham Street	Countryside Elementary School	1953
6	17 Hawthorne Street	Hawthorne Playground Field House	1950
7	82 Lincoln Street	Hyde Community Center	1907
8	125 Meadowbrook Road	Charles E. Brown Middle School	1954
9	142 Park Street	Burr Playground Field House / Burr Park	1919

**INDEX of CITY-OWNED PROPERTIES, by SIGNIFICANCE (continued)**

10	149 Pleasant Street	Mason-Rice Elementary School	1959
22	170 Temple Street	Pierce Elementary School	1951

**V. Properties of Minor Significance**

1	30 Beethoven Avenue	Frank Zervas Elementary School	1953
2	250 Brookline Street	Memorial-Spaulding Elementary School	1954
3	241 Church Street	Fire Station #1	1965
4	195 Crafts Street	Fire Station #4	1954
5	70 Crescent Street	Parks and Recreation Headquarters	1930s
6	755 Dedham Street	Fire Station #10	1950
7	144 Elliot Street	Fire Station #7	1955
8	541 Grove Street	Lower Falls Community Center	1950s (?)
9	51 Pettee Street	Emerson Community Center (considered condo unit)	1950s (?)
10	171 Pine Street	Burr School	1967
11	136 Quinobeguinn Road	Quinobeguinn Pumping Station	1980s
12	42 Vernon Street	Bigelow Middle School	1968
13	1321 Washington Street	Police Garage	1950
14	687 Watertown Street	Horace Mann Elementary School	1964
15	25 Willow Street	Fire Station #3	1955

**VI. Properties which are Noncontributing**

1	256 Albemarle Road	Gath Pool Facility	1964
2	1750 Commonwealth Ave	Fire Station #2	1964
3	110 Crafts Street	Crafts Street Garage	1988
4	101 East Side Parkway	Cabot Park Field House	1926
5	52 Elliot Street	Building Department Maintenance Shop	1968
6	60 Elliot Street	Elliot Street Incinerator	1935
7	80 Elliot Street	Elliot Street Garage	1950
8	360 Lowell Avenue	North High School	1973
9	455 Nahanton Street	Nahanton Park - Recreation Building	1997
10	86 Pennsylvania Avenue	Newton Upper Falls Playground Field House	1965
11	121 Rumford Avenue	Water Department (Rumford Ave. Incinerator)	1963
	100 Walnut Street	Frank A. Day Middle School	1921
13	West Pine Street	Auburndale Playground Fieldhouse	1967
14	10 Winchester Street	Newton Highlands Playground Building	1917
15	525 Winchester Street	Winchester Street Garage	1948-49



City of Newton

David B. Cohen  
Mayor

# City of Newton, Massachusetts

## Community Preservation Committee



### MEMORANDUM

**DATE:** 21 April 2009

**TO:** Mayor David B. Cohen and the Honorable Board of Aldermen

**FROM:** Community Preservation Committee,  
Alice E. Ingerson, Community Preservation Program Manager

**ABOUT:** **Why form a Community Assets Taskforce?**

The Community Preservation Committee hopes that the Mayor and Board of Aldermen will consider reviving the now-dormant Public Buildings Taskforce as a new Community Assets Taskforce, to

#### 1. avoid encouraging deferred maintenance

CPA funds *cannot* be used for maintenance. Yet inadequate maintenance can help to create a need for preservation, rehabilitation, or restoration – which *are* allowable uses of these funds. Together, these provisions of the CPA could accidentally create a systematic, perverse incentive for deferred maintenance.

A Community Assets Taskforce could help Newton avoid that outcome by

1. helping to develop brief, clear guidelines for distinguishing CP-eligible preservation, rehabilitation, & restoration from CP-ineligible maintenance
2. based on those guidelines, creating a short list of high-priority, CP-eligible projects for historically significant public archives and landscapes, as well as buildings
3. from that list, (co)sponsoring proposals to the CPC, and evaluating/monitoring funded projects

The CPC respectfully suggests that a Community Assets Taskforce include members of the Board of Aldermen; staff of City departments and community organizations with custody of historic archives, buildings or landscapes; and interested citizens with professional or volunteer experience in historic preservation.

#### 2. support “best practices” for historic resources

The CPA itself contrasts maintenance with preservation. Yet the CPA also cites national “best practices,” such as the Secretary of the Interior’s *Standards for ... Historic Properties*, that treat maintenance as a *tool* for preservation. For example, these *Standards* explicitly include maintenance in their recommended process for deciding which features of a historic property to preserve, and which to alter for new uses:

- |   |   |
|---|---|
| 1. historical research, inventory and documentation | 4. develop a management plan                                  |
| 2. analyze & evaluate integrity and significance    | 5. develop a strategy for ongoing maintenance                 |
| 3. develop a treatment plan                         | 6. record treatment & prepare future research recommendations |

A living, learning Community Assets Taskforce could help Newton meet the continuing challenge of using this process within the constraints of the CPA.

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