

Town of Hingham



Town Administrator's Office

210 Central St

Hingham, MA 02043

2025-RFQ c149 <\$50k-007

21B BEALS COVE RD. HAHT CONDO RENOVATION AND REPAIRS

The Hingham Town Administrator's Office reserves the right to modify this schedule at their discretion.

RELEASE DATE: August 14, 2024

DEADLINE FOR QUESTIONS: August 22, 2024

RESPONSE DEADLINE: August 28, 2024, 11:00 am

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/hingham-ma>

Town of Hingham
21B Beals Cove Rd. HAHT Condo Renovation and Repairs

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Attachments:

A - Sample Town of Hingham Agreement

B - 21B Beals Cove Road Design Selections - 2024.07.23

C - Prevailing Wage Sheets 21B Beals Cove Rd Renovation RFQ 8 2024

1. Introduction

1.1. [Summary](#)

This Request For Quotes (RFQ) is bid under M.G.L. c.149 and since it is estimated to cost less than \$50,000.00, Hingham has invited 3 qualified bidders to respond, as required. This is a Prevailing Wage job; Wage Schedule is in [Attachments section](#).

This project includes renovations of an existing one-bedroom condominium unit located at 21B Beal's Cove, Hingham, MA 02043; the condo is one of 198 units that were constructed in this development in 1989. The renovation also includes plumbing and electrical work (description of work needed in [Scope of Work section](#)).

The Hingham Affordable Housing Trust ("HAHT") requires General Contractor Services to perform certain renovations and repairs to a condominium unit in Hingham, MA.

The Trust's Staff has created specifications and a design selection document that outlines the work being requested. They include but are not limited to updates to the kitchen counters, backsplash, and appliances, and removal of the garbage disposal. A replacement rear entry door is needed.

All walls and ceilings to be repaired, primed, and painted. Rug and padding in the living room, bedroom, and hallways will be removed and replaced. Kitchen and dining room floors to be sanded and refinished. Staff will obtain approval for any work on the rear door from the Condominium Association.

1.2. [Contact Information](#)

Jennifer Oram

Senior Planner / Zoning Administrator

Email: oramj@hingham-ma.gov

Phone: [\(781\) 804-2315](tel:(781)804-2315)

Department:

Land Use and Development

Department Head:

Jennifer Oram

Zoning Administrator

1.3. [Timeline](#)

Release Project Date	August 14, 2024
Pre-Proposal Meeting (Mandatory)	August 20, 2024, 10:00am 21B Beals Cove Rd., Hingham, MA 02043. RSVP to Donna Thompson at thompsond@hingham-ma.gov . This is a mandatory Site Visit

Question Submission Deadline	August 22, 2024, 1:00pm
Proposal Submission Deadline	August 28, 2024, 11:00am

2. Scope of Work

2.1. Important Instructions for Electronic Submittal

The Town of Hingham requires electronic bid submissions. Bidders shall create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, browse back to this page, click on "Draft Response", and follow the instructions to submit the electronic bid.

OpenGov eProcurement Portal has extensive help center information and a chat box to obtain personal assistance with completing your bid submission.

2.2. Scope of Work

Exterior:

- A. Rear deck- repair/ replace rotted/loose railings and posts, to match existing. [Railing length: 12'] (Note: Property Management Company confirms that as long as the deck railings are high-quality and match the existing rails, they will approve them once Hingham submits their architectural control form.)
- B. Rear deck- paint decking and railings. [Deck area: 12' x 4']. (PT- 4).
- C. Rear deck- paint decking and railings. [Deck area: 12' x 4']. (PT- 4).
- D. Replace entry door deadbolts (2 doors).

Interior:

- A. Electrician to confirm all outlets are functioning properly; replace, as required.
- B. Kitchen and hallways- remove three (3) surface mounted light fixtures; patch and paint ceilings, as required (PT- 1).
- C. Replace hallway ceiling mounted light fixtures (2 lights) (L-1).
- D. Windows - replace panes with broken seals. [Two (2) windows. One (1) in each bedroom: 30" x 44" each]. Contractor responsible for confirming window dimensions.
- E. Windows – replace two missing screens. [Two (2) windows: Window 1 (Bedroom 2): 30" x 44"; Window 2 (bathroom): 12" x 24"]. Contractor responsible for confirming window dimensions.
- F. Remove five (5) metal bi-fold doors.
 - Door 1 (Hallway closet): 80" x 24"
 - Door 2: (Hallway closet): 80" x 24"
 - Door 3 (Bedroom 2 closet): 80' x 36" Doors 4 and 5: (Bedroom 1 closet; opening requires two (2) doors): 80" x 30"
 - Doors 4 and 5: (Bedroom 1 closet; opening requires two (2) doors): 80" x 30"

- G. Replace with five (5) bi-fold doors; primer/paint to match existing trim paint (D- 1; PT- 3).
- H. Install five (5) knobs on five (5) bi-fold doors (CK- 1).
- I. Replace seven (7) HVAC wall grills - white finish.

Bathroom:

- A. Remove all plumbing fixtures.
- B. Remove vanity.
- C. Remove exhaust fan; patch and paint ceilings, as required (PT- 1).
- D. Remove cup holder (white plastic).
- E. Remove towel ring (white plastic).
- F. Patch/ paint walls/ trim to match existing paint, as required (PT- 2; PT- 3).
- G. Add:
 - 1. New cup holder (AB- 1).
 - 2. New towel ring (AB- 2).
 - 3. New vanity. Modify plumbing, as needed. (V- 1).
 - 4. New vanity knobs [Four (4) knobs] (CK-2).
 - 5. New vanity faucet. Modify plumbing, as needed. (FA- 1).
 - 6. New lighted medicine cabinet. Modify electric, as needed. (L-4).
 - 7. New exhaust fan. Modify electric, as needed. (L- 3).
 - 8. New shower valve and trim. Modify plumbing, as needed. (FA- 2).

Living Room:

- A. Replace sliding door to deck with energy-efficient door (Note: Property Management Company confirms that as long as the replacement door is similar in style to the existing door, they will approve it once Hingham submits their architectural control form.) Replace trim, primer, paint, as required. [One (1) door: 71 x 80"] (D- 2; P- 3).

Kitchen:

- A. Ensure kitchen cabinets/hinges are in working order; repair, as required. [Twelve (12) upper cabinets; six (6) lower cabinets; four (4) drawers].
- B. New countertops [26 ft²] (AK- 1).
- C. Install bright white subway tile backsplash above kitchen countertop to extend to cabinets [16 ft²] (AK- 2).

- D. Remove existing vinyl flooring; replace with plank vinyl flooring to match existing floors [41ft²] (FL- 1).
- E. New energy-star dishwasher. Modify plumbing and electric, as required (AP- 1). *
- F. New energy-star refrigerator. Ensure hinges are on the left-hand side. Modify electric, as required (AP- 2). *
- G. New ceiling light [One (1) light] (L- 2).

Final Cleaning:

- A. Prior to submitting a request to certify Substantial Completion of the Work, the Contractor shall inspect all interior and exterior spaces and verify that all waste materials, rubbish, tools, equipment, machinery, and surplus materials have been removed, and that all sight-exposed surfaces are clean. Leave the Project clean and ready for occupancy.
- B. Unless otherwise specified under other sections of the Specifications, the Contractor shall perform final cleaning operations as herein specified prior to final inspection.
- C. Cleaning shall include all surfaces, interior and exterior, which the Contractor has had access to, whether new or existing.
- D. Employ experienced workmen or professional cleaners for final cleaning.
- E. Use only cleaning materials recommended by the manufacturer of the surface to be cleaned.
- F. Use cleaning materials which will not create a hazard to health or property and which will not damage surfaces.
- G. All broken or defective glass caused by the Contractor's Work shall be replaced at the expense of the Contractor.
- H. Remove grease, mastic, adhesive, dust, dirt, stains, labels, fingerprints, and other foreign materials from sight-exposed interior and exterior surfaces. This includes cleaning of the work of all finishing trades where needed, whether or not cleaning by such trades is included in their respective specifications.
- I. Clean and polish all new and existing glass and plastic glazing (if any) throughout the unit on inside. Clean plastic glazing in accordance with the manufacturer's directions. This cleaning shall be completed by qualified window cleaners at the expense of the Contractor just prior to acceptance of the Work. Provide non-toxic solvent with abrasive pad on existing vinyl windows.
- J. Wash and polish all mirrors.
- K. Repair, patch, and touch up marred surfaces to the specified finish, to match adjacent surfaces.

- L. Polish glossy surfaces to a clear shine.
- M. Do the final cleaning of resilient floors and wood floors as specified under the respective sections of the Specifications.
- N. Leave all architectural metals, hardware, and fixtures in undamaged, polished conditions.
- O. Leave pipe and duct spaces, plenums, furred spaces and the like clean of debris and decayable materials.
- P. In cleaning items with manufacturer's finish or items previously finished by a Subcontractor, care shall be taken not to damage such manufacturer's or Subcontractor's finish. In cleaning glass and finish surfaces, care shall be taken not to use detergents or other cleaning agents which may stain adjoining finish surfaces. Any damage to finishes caused by cleaning operations shall be repaired at the Contractor's expense.
- Q. Ventilating systems - Replace filters and clean ducts, blowers, and coils if units were operated during construction.
- R. Owner's responsibility for cleaning commences at Substantial Completion.

2.3. [Schedule](#)

Paint Schedule:

PT-1: Primer. All ceilings, walls, doors, and trim, including closets. Benjamin Moore Multi-Purpose Primer (067), or similar with approval.

PT- 2: Ceilings. All ceilings, including closets (736 ft²). Benjamin Moore Ceiling White, flat finish, or similar with approval.

PT- 3: Walls. All walls, including closets (1250 ft²). Benjamin Moore Paint, White Heron (OC-57), satin finish, or similar with approval.

PT-4: Trim. All trim, shelves, HVAC wall grills, and interior doors. Benjamin Moore Paint, Chantilly Lace (OC-65), semigloss finish, or similar with approval.

PT- 5: Exterior door. One (1) door. Benjamin Moore Exterior, Porch and Patio Floor Paint to match existing paint color and finish. (Note: Property Management Company confirms that as long as the exterior paint is high-quality and matches the existing color and finish they will approve it once Hingham submits their architectural control form.)

PT- 6: Exterior door trim. One (1) door. Benjamin Moore Exterior, Porch and Patio Floor Paint to match existing paint color and finish. (Note: Property Management Company confirms that as long as the exterior paint is high-quality and matches the existing color and finish they will approve it once Hingham submits their architectural control form.)

PT- 7: Kitchen cabinet primer. Seven (7) upper and four (4) lower cabinets. Kilz Original Primer. Model # 10901.

PT- 8: Kitchen cabinets paint. Seven (7) upper and four (4) lower cabinets. Benjamin Moore Enamel Paint, Chantilly Lace (OC-65), semigloss finish, or similar with approval.

PT- 9: Kitchen/ dining room floor (150 ft²). Benjamin Moore Stays Clear Acrylic Polyurethane Low Luster (423), or similar with approval.

Flooring Schedule:

Note: Use appropriate leveling compound to provide flat floors before flooring installation. Subfloor not to be out of plumb more than 1/8". See manufacturer installation requirements.

FL- 1: Living room/ hall/bedroom (420 ft²). Lifeproof Summerville Loop Carpet – Castle Gray (Model # HDF7473501) or similar with approval.

FL- 2: Living room/ hall/bedroom (420 ft²). Lifeproof 5/16 in. Thick Waterproof Premium Carpet Cushion (Model # 2000000821) or similar with approval.

Kitchen Schedule:

AK- 1: Countertop: 24 ft². 8 ft. Straight Laminate Countertop in Textured Anzio Marble with Waterfall Edge and Integrated Backsplash (Model # 011312010895037) or similar with approval.

- Counter 1: 62"x25"
- Counter 2: 36"x25"
- Counter 3: 38"x25"

Total length (in.): 136 Total area (ft²): 24

AK- 2: 16ft². Backsplash. Builder's choice: 3" x 6" ceramic subway tile, Bright White.

Lighting Schedule:

L- 1: Hall light. One (1) light. Lithonia Lighting Saturn 16-Watt Brushed Nickel Integrated LED Flush Mount, Model # 218W89.

L- 2: Bathroom fan. One (1) unit. Broan NuTone QT Series 130 CFM Ceiling Bathroom Exhaust Fan with LED Light and Night Light, ENERGY STAR, Model # QTN130LE1.

L-3: Wall, cable, phone, and switch plate covers. Fifteen (15) double plug outlet covers; three (3) cable box covers; one (1) double phone jack outlet cover; six (6) single switch plate covers; six (6) double switch plate covers; two (2) 2-gang 1-toggle duplex wall plate covers. White. Builder's choice.

Door Schedule:

D- 1: Closet doors. Four (4) doors: Veranda 6 panel unfinished Interior Closet Bi-Fold Doors

- Door 1 (Hallway closet): 80" x 32"
- Door 2 (Bathroom closet): 80' x 36"

- Doors 3 and 4 (two (2) closets): 80" x 30"

D- 2: Rear entry door. One (1) 36" x 78" Jeld-Wen 30 in. x 78 in. 9 Lite Primed Steel Prehung Left-Hand Inswing Entry Door w/Brickmould, Model # O13232.

Contractor responsible for confirming door dimensions. (Note: Management Company said that as long as the exterior door is similar in opening/ appearance they will approve it once Hingham submits it on the architectural design control form.)

Knob Schedule:

CK- 1: Bi-fold door knobs. Four (4) knobs. Liberty Garrett 1-1/4 in. (32 mm) Classic Satin Nickel Round Cabinet Knob, Model # P50154H-STN-C.

CK- 2: Deadbolt. Three (3) deadbolts. Premier Lock Stainless Steel Entry Door Lock Single Cylinder Deadbolt with 6 KW1 Keys (3-Pack, Keyed Alike), Model # DB04-3 or similar with approval.

Window Blind Schedule:

BL- 1: Bedroom window blind. One (1) blind. Bali Foundations Vinyl Vertical Blind 52 in. x 44 in. (9306 Snow).

BL- 2: Rear slider. One (1) blind. Bali Foundation Vinyl Vertical Blind 72 in. x 80 in. (9306 Snow).

Contractor responsible for confirming blinds dimensions.

Appliance Schedule:

ALL APPLIANCES ARE ENERGY STAR RATED

AP- 1: Dishwasher: GE Dishwasher Energy Star Certified, Model # GDF460PSTSS

AP- 2: Refrigerator. GE 17.5 cu. ft. Top Freezer Refrigerator in Stainless Steel, Energy Star Certified, Model # GTE18GSNRSS

AP- 3: Range. GE 30 in. 4 Burner Element Free-Standing Electric Range in Stainless Steel w/Stainless Knobs. Model # GRF40HSVSS.

AP- 4: Range hood: Broan- NuTone AR1 Series 30 in. 270 Max Blower CFM 4-Way Convertible Under-Cabinet Range Hood with Light in Stainless Steel. Model # AR130SS.

AP- 5: Thermostat. Energy Star Thermostat. Builder's choice.

2.4. INSURANCE REQUIREMENTS

"Certificate of Insurance" (COI) demonstrating the following requirements are in effect and must be provided with the bid by uploading the COI as instructed in the "Vendor Submissions" section of the IFB.

- A. The Contractor shall agree to hold harmless and indemnify the Town of Hingham, and save each from any and all costs, loss, expense, liability, damages or claims for damages, including costs for defending any action on account of any injury or damages done to buildings, property or any person, firm, corporation or association, and on account of an injury, including death to any person or persons arising or resulting from the services provided under this contract or from any act, omission or negligence of the Contractor, their agents or employees. The foregoing provisions shall not be deemed to be released, waived or modified in any respect by reason of any surety or insurance provided by the Contractor under this contract.
- B. All insurance coverage on the vehicles used in this contract must be with insurance companies licensed in Massachusetts and approved by the State Insurance Commissioner. No self-insurance by posting of bonds will be allowed under this contract.
- C. The Contractor shall keep in force at all times during the life of the contract, liability insurance in the amount of at least one (1) million dollars (\$1,000,000) combined single limit, including bodily injury and property damage with the Town of Hingham, the Hingham Recreation Department named as Additional Insured. In the event of policy cancellation or non-renewal (for other than non-payment of premium), thirty (30) days' notice to the Town of Hingham is required. For cancellation by reason of non-payment of premium, ten (10) day notification is required. A binding letter from the insurance company stating that this coverage will be in effect must be submitted as a part of the bid as well as at any point in time during the duration of this contract and when any given insurance policy is modified and/or renewed. Upon execution of the contract the contractor shall submit a copy of the coverage selections page and a copy of the policy when issued.
- D. The Contractor shall keep in force at all times during the life of the contract, liability insurance in the amount of at least one (1) million dollars (\$1,000,000) combined single limit, including bodily injury and property damage with the The Dartmouth Group and Beals Cove Village Condo Association named as Additional Insured.
- E. The Contractor shall keep in force at all times during the life of the contract proper Worker Compensation coverage. A binding letter from the insurance company stating that this coverage will be in effect must be submitted as a part of the bid. Upon execution of the contract the contractor shall submit a copy of the coverage selections page.
- F. The Contractor shall immediately report all accidents to the Building Maintenance Supervisor or their designee, and to their insurance company.

2.5. [RULE FOR AWARD](#)

An award will be made to the lowest lump sum bid from a responsive, and responsible bidder. Bidders will submit pricing via the [Pricing Table](#)

2.6. Payment Bond

Upon award and contract, the awarded contractor must provide a payment bond in the amount of 50% of the contract amount if the bid price exceeds \$25,000.00.

2.7. PREVAILING WAGES

Services solicited through this quote request are subject to the Massachusetts Prevailing Wage Laws. Pricing shall be prepared with the entire contract terms considered, including the payment of Prevailing Wages in accordance with the schedule provided as part of this Request For Quotes. Applicable Prevailing Wage Rates are issued with this bid request. These will become a part of any contract resulting from this bid request. These Wage Rates will be valid for the duration of the contract. It is the responsibility of the contractor to adhere to the Prevailing Wage Laws and all requirements.

See Prevailing Wage Schedule for this contract in the [Attachments](#) section of this RFQ.

2.8. MODIFICATIONS TO BIDS

A bidder may correct, modify, or withdraw a bid through the Town's OpenGov Portal before the date and time of bid opening. After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Town of Hingham or fair competition as determined by the Town of Hingham.

2.9. TOWN'S RIGHTS RESERVED

The Owner reserves the right to reject any and/or all bid submissions when deemed in the best interest of the Town.

2.10. COMMUNICATIONS REGARDING THIS RFQ

All vendor communications regarding this Request for Quote shall be submitted as part of the Project Question and Answer section of the electronic bid on the Town's Portal. No verbal or email communication will be accepted.

2.11. QUESTIONS, ADDENDA AND ADDITIONAL INFORMATION

Bidders requiring additional information, or interpretation of the specification and bid documents, must make request for such information through the question section of the electronic bid portal prior to Thursday, August 22, 2024 1:00 pm. Should the bidder find discrepancies in, or omissions from, the plans, specifications, or other contract documents, or should the bidder be in doubt as to their meaning, it should be submitted through the portal by Thursday, August 22, 2024 1:00 pm. Answers to all requests will be published on the project portal and registered bidders will be notified when answers are published. No other explanation or interpretation will be considered official or binding. Final answers will be issued on the bid portal prior to 48 hours from bid due date and time.

As a registered bidder, you will also receive addenda notifications to your email by clicking "Follow" on this project.

3. Hingham Terms and Conditions - Sample Agreement

A sample agreement is posted in the [Attachments](#) Section of this RFQ. The successful bidder must sign the Town's Agreement in order to perform the work. NOTE: Certificate of Insurance will be required from the awarded bidder.

4. Vendor Questionnaire

4.1. Detailed Line Item Quote*

Bidders must upload a detailed line-item quote with notes of any deviation from specs; total must match the Pricing Table Lump Sum entry. The lump sum entry in the Pricing Table is the basis of determining lowest price.

*Response required

4.2. Certificate of Insurance*

Upload Certificate of Insurance here:

*Response required

4.3. Signatory and Contract Manager Information*

Provide the full name, title, and e-mail of the signatory for your firm. Provide contact information for the Contract Manager for your firm in order to distribute Contract Documents, if awarded.

Signatory: (name, title, email)

Contract manager: (name, email)

*Response required

4.4. Certifications*

The Bidder hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to awards made subject to section 44A. As required by M.G.L. c. 62c, Sec. 49A, the Bidder certifies that the bidder has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

The Bidder further certifies under the penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The Bidder further certifies under penalty of perjury that the said Bidder is not presently debarred from doing public construction work in the commonwealth under the provisions of section 29 F of chapter 29, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Please confirm

*Response required

4.5. I certify that I have read, understood and agree to the terms in this RFQ, and am authorized to submit this bid on behalf of my company.

Please confirm

5. Pricing Proposal

21B BEALS COVE RD. CONDO RENOVATION/REPAIR COST TABLE

Bidders must provide the Lump Sum Cost to perform all work as specified in this RFQ. The price entered here shall be the one determining the low bidder.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Lump sum cost for all work specified:	1	Lump Sum		
TOTAL					