

Town of Hingham



Town Administrator's Office

210 Central St
Hingham, MA 02043

2025-RFQ - HAHT CONDO RENOVATION AND REPAIRS

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

RELEASE DATE:

DEADLINE FOR QUESTIONS:

RESPONSE DEADLINE:

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

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

Town of Hingham
HAHT Condo Renovation and Repairs

- I. Introduction
- II. Scope of Work.....
- III. Vendor Questionnaire
- IV. Hingham Terms and Conditions - Sample Agreement.....
- V. Pricing Proposal

Attachments:

A - Sample Town of Hingham Agreement

B – 3H Beals Cove Rd Prevailing Wage Sheets 2 7 24

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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 3H 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, new Energy Start lighting fixtures throughout, new window blinds, updates to bathroom fixtures, and replacement appliances.

All walls and ceilings to be repaired, primed, and painted. Kitchen and dining room floors to be repaired. Staff will obtain approval for any work 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 | |
| Pre-Proposal Meeting (Mandatory) | , 2024, 1:00pm 3 Beals Cove Rd #H, Hingham, MA 02043. RSVP to Donna Thompson at thompsond@hingham-ma.gov . This is a mandatory Site Visit |
| Question Submission Deadline | |
| Proposal Submission Deadline | |

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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

Interior:

- A. Electrician to confirm all outlets are functioning properly; replace, as required.
- B. Remove and replace hallway ceiling mounted light fixtures (one (1) light). Repair ceiling, as required. Install LED lightbulbs. (L- 1; L-5)
- C. Remove and replace kitchen ceiling mounted light fixtures (one (1) light). Install LED lightbulbs. Repair ceiling, as required. Install dimmer switch. Install LED lightbulbs. (L- 1; L- 5)
- D. Remove and replace dining room ceiling mounted light fixtures (one (1) light). Repair ceiling, as required. Install LED lightbulbs. (L- 2; L- 5)
- E. Remove and replace bedroom closet light fixture. Modify electrical, as required, to install light switch. Install LED lightbulbs. (L- 3; L- 6)
- F. Remove and replace all outlet and switch covers. (L- 7)
 - Fifteen (15) double plug outlet covers; two (2) cable box covers; two (2) phone jack outlet cover; six (6) single switch plate covers; three (3) double switch plate covers; two (2) 2-gang 1-toggle duplex wall plate covers. Builder's choice.
- G. Replace thermostat with energy star thermostat (AP- 2).
- H. Replace window blinds for four (4) windows. Contractor responsible for confirming blind dimensions. (BL- 1, BL- 2, BL- 3, BL-4)
 - Blind 1 (BL- 1, bedroom window): 58" x 46";
 - Blind 2 (BL- 2, living room sliding door): 72" x 80"
 - Blind 3 (BL- 3, living room window): 46" x 46"
 - Blind 4 (BL- 4, dining room window): 45" x 45"
- I. Repair/replace <15 ft² of damaged laminate flooring in dining room and bedroom. Matching flooring will be provided.

- J. Install 72" transition strip between laminate flooring and sliding glass door in living room. Color to match existing flooring. Builder's choice.
- K. Repair bedroom door; ensure that it closes properly.
- L. Replace deadbolts on two (2) entry doors (CK- 1).
- M. Remove six (6) HVAC wall grates – sand; primer, paint (PT- 1; PT-4).
- N. All rooms, hallways, and closets. Remove hooks, nails, and screws. Remove loose and/or peeling paint. Patch and repair walls and trim. Patch and repair ceilings, as required; repair/replace missing popcorn ceiling finish; apply stain block, as required.
- O. Apply primer to all rooms, hallways, and closets (1250 ft²). Contractor responsible for confirming room dimensions (PT-1).
- P. Paint ceilings in all rooms, hallways, and closets, two (2) coats (745 ft²). Contractor responsible for confirming room dimensions (PT-2).
- Q. Paint walls in all rooms, hallways, and closets, two (2) coats (1250 ft²). Contractor responsible for confirming room dimensions (PT- 3).
- A. Apply primer to all doors, trim, and wooden shelving in all rooms, hallways, and closets. (PT- 1).
- B. Paint doors, trim, and wooden shelving in all rooms, hallways, and closets, two (2) coats. (PT- 4).

Bathroom:

- A. Remove all plumbing fixtures.
- B. Remove exhaust fan.
- C. Remove medicine cabinet.
- D. Remove bathroom vanity light.
- E. Add:
 - 1. New toilet and new water shutoff valve. Modify plumbing, as required. (FA- 1)
 - 2. New bathroom faucet. Modify plumbing, as required. (FA-2)
 - 3. New medicine cabinet. Repair wall, as required. (FA- 3)
 - 4. New bathroom vanity light fixture (one (1) light). Repair wall, as required. Install LED lightbulbs (L- 4; L- 6)
 - 5. New shower valve, drain assembly, and trim. Modify plumbing, as required. (FA- 4)
 - 6. New exhaust fan. Modify electric, as required. (L- 8)
- F. Remove existing caulking in and around shower and sink vanity. Re-caulk shower, vanity, and sink areas with clear caulking.

Kitchen:

- A. Ensure kitchen cabinets/hinges are in working order. Repair, as required.
 - Seven (7) upper cabinets;
 - Two (2) lower cabinets;
 - Two (2) three-drawer base cabinet
- B. New energy-star dishwasher. Modify plumbing and electric, as required (AP- 1).

Final Cleaning:

The contractor is responsible for removal and disposal of all garbage, materials packaging, building materials, and waste materials off site. Use of site dumpster is not permitted.

- 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 Fresh Start Primer, or similar with approval.

PT- 2: Ceilings. All ceilings, including closets (736 ft²). Benjamin Moore Absolute Zero Ceiling Flat Interior Paint, or similar with approval.

PT- 3: Walls. All walls, including closets (1250 ft²). Benjamin Moore Absolute Zero Interior 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 Absolute Zero Interior Paint, Chantilly Lace (OC-65), semigloss finish, or similar with approval.

Bathroom Schedule:

FA- 1: Toilet. One (1) unit. Kohler Gleam 12 in. Rough In 2-Piece 1.28 GFP Single Flush Elongated Chair Height Toilet in White with Soft Close Seat. Model # K-31674-0.

FA- 2: Faucet. One (1) unit. Kohler Paces 8 in. Widespread Double Handle Bathroom Faucet with Cross Handles in Polished Chrome, Model # R36011-3D-CP.

FA- 3: Medicine cabinet. One (1) unit. TEHOME Myriel 24 in. W x 24 in. H Surface Mount Round Metal Framed Bathroom Medicine Cabinet with Mirror in Black. Model # GC-00602.

FA- 4: Shower valve and trim. One (1) unit. Kohler Paces Single Handle 3-Spray Tub and Shower Faucet 1.75 GPM in Polished Chrome (Valve Included), Model # R34530-3G-CP.

Lighting Schedule:

L- 1: Hall light and kitchen light. Two (2) lights. Progressive Lighting Gulliver 14-3/8 in. 2-Light Galvanized and Whitewashed Coastal Farmhouse Flush Mount Ceiling Light, Model # P350169-141.

L- 2: Dining room light. One (1) light. Progress Lighting Gulliver 17 in. 3-Light Galvanized Coastal Semi-Flush Ceiling or Hanging Light with Painted Antique White Frame, Model #P350049-141.

L- 3: Bedroom closet light. One (1) light. Hampton Bay 11 in. 2-Light Brushed Nickel Flush Mount with Frosted Swirl Glass Shade Mount, Model # FZP8012A.

L- 4: Bathroom vanity light. One (1) light. Progressive Lighting. Archie Collection 17 in. 2-Light Polished Chrome Clear Double Prismatic Glass Coastal Bathroom Vanity Light, Model # P2991-15.

L- 5: Lightbulbs. 60-Watt Equivalent LED Light Bulb, Builder's choice.

L- 6: Lightbulbs. Edishine.60-Watt Equivalent ST64 Dimmable Straight Filament Clear Glass E26 Vintage Edison LED Light Bulb, 2700K Warm, Model # HDST64C.

L-7: 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.

L- 8: Bathroom fan. One (1) unit. Broan-Nutone Roomside Series, White, 50 CFM, No Cut-Roomside Installation Bathroom Fan with Light, ENERGY STAR, Bathroom Exhaust Fan, Model # BENL5.

Knob Schedule:

CK- 1: Deadbolt. Two (2) deadbolts. Premier Lock Stainless Steel Entry Door Lock Single Cylinder Deadbolt with 6 KW1 Keys (2-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. in. (9306 Snow).

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

BL- 3: Living room window. One (1) unit. Bali Foundation Vinyl Vertical Blind 45 in. x 45 in. (9306 Snow).

BL- 4: Dining room window blind. One (1) unit. Bali Foundation Vinyl Vertical Blind 45 in. x 45 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: Thermostat. Honeywell T9 WiFi 7-Day Programmable Smart Thermostat with Touchscreen Display, Model # RCHT9510WFW2001.

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. 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.

2.7. 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.

2.8. 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.

2.9. 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.

2.10. 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 **Monday, March 11, 2024 11:30 am**. 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 **Monday, March 11, 2024 11:30 am**. 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.

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3. Vendor Questionnaire

3.1. [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

3.2. [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

3.3. [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

3.4. [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

4. 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.

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5. Pricing Proposal

21B BEAL ST. 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 | | | | | |

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