

Request for Proposal (RFP)

Interior Building Renovation Project

Lincoln School Apartments
210 Central Street
Hingham, MA



1. Project Overview

The Lincoln School Apartments is a five-story building located at 86 Central Street. Originally built as a school in 1912, the building was permitted for conversion into 60 apartment units in 1979. The facility is a HUD project-based Section 8 subsidy community for senior citizens. The apartment building contains three accessible entrances on the north, east, and west sides of the building, and two inaccessible entrances on the southeast and southwest sides of the building. Vertical circulation consists of an elevator and three sets of egress stairs. Parking for residents is provided east of the building. The first floor contains the Kersey Community Room and kitchen, the main office, a single-user toilet room and a laundry room. The fourth floor contains a roof patio. Apartment units are located on every level. Two-bedroom, one-bedroom and studio apartments are provided. The Lincoln School Apartments seeks qualified contractors to submit proposals for comprehensive interior building renovations. The project involves the renovation of various interior spaces to improve accessibility, safety, and aesthetics. The selected contractor will be responsible for all aspects of the renovation, including but not limited to demolition, construction, installation, and finishing work.

2. Scope of Work

The scope of work includes the following:

A. General Interior Building Renovation Tasks

- Sand and painting all handrails; ensure compliance (see B. for more detail).
- Install blocking to secure railings where needed.
- Strip wallpaper throughout building to Level 5 finish.
- Prime and paint (2 coats) all wall surfaces with odor neutralizing technology, high scuff resistance paint.
- Demolish existing VCT and install new VCT flooring in stairwells throughout.
- Demolish flooring, rip up carpet throughout building and replace with carpet selection(s) to be determined.
- Demolish existing community room bar top counters and cabinets on the front side, reduce existing kitchen size to include one dishwasher, microwave, and refrigerator, eliminating all other existing appliances.
- Replace emergency lighting throughout building.
- Ensure exit signs throughout the building are compliant.
- Replace all lighting throughout building, installing LED, energy efficient lighting in its place.
- Renovate office space including paint, carpeting, and furnishing of closet door.

- Install new corner guards throughout building, where existing are installed.
- Replace existing windowsill tile with composite material throughout building.
- Replace all existing common area window treatments with similar, new blinds.
- Extend the laundry room into Community Room/kitchen area, allowing for ADA wheelchair accessibility in existing laundry room.
- Replace all existing furniture in the common area hallways with new, modern furniture selections.

B. ADA Compliance Conversion Items - Rails and Stairs

- Stairs by laundry (1st Floor): Handrail - Handrail height < 34" or > 38". Alter so the handrails are 34"- 38" high above the floor.
- Staircase by main entrance, west egress (Basement): Handrail - Handrail height < 34" or > 38". Alter so the handrails are 34"- 38" high above the floor.
- Staircase by Central Street (2nd floor): Handrail - Handrails not continuous where required. Provide continuous handrails at the inside handrail and switchback and dogleg turns.
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- Staircase by main entrance, west egress (1st floor): Handrail - Handrails not continuous where required. Provide continuous handrails at the inside handrail and switchback and dogleg turns.
- North staircase (2nd floor): Handrail - Handrails not continuous where required. Provide continuous handrails at the inside handrail and switchback and dogleg turns.
- North staircase (3rd floor): Handrail - Handrails not continuous where required. Provide continuous handrails at the inside handrail and switchback and dogleg turns.
- North staircase (4th floor): Handrail - Handrails not continuous where required. Provide continuous handrails at the inside handrail and switchback and dogleg turns.
- North staircase (5th floor): Handrail - Handrails not continuous where required. Provide continuous handrails at the inside handrail and switchback and dogleg turns.
- Staircase by main entrance, west egress (Basement): Handrail - Handrails not continuous where required. Provide continuous handrails at the inside handrail and switchback and dogleg turns.
- Central staircase (2nd floor): Handrail - nan. Provide handrails in a color that contrasts with the wall.
- Southwest entrance egress door (Exterior): Stair Rails - Handrails do not extend 12" from the stairs. Ensure that the sloped bottom extension extends one tread depth min. beyond the last riser nosing in the same direction as stair flight.
- Central staircase (2nd floor): Stairs - Provide visually contrasting strips on each stair tread.

3. Submission Requirements

Proposers must submit the following documents:

- A. Letter of Transmittal
- B. Table of Contents
- C. Detailed Scope of Services
- D. Certificates and Compliance Documents
- E. Insurance and Bonding Requirements
- F. Qualifications and Experience

- G. Client References
- H. Proposed Schedule and Timeline
- I. Price Proposal

4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- A. Experience with similar projects
- B. Qualifications of the proposer
- C. Proposed approach and methodology
- D. Compliance with submission requirements
- E. Price proposal

5. Schedule

The anticipated schedule for the RFP process is as follows:

- A. RFP Issued: [Insert Date]
- B. Deadline for Receipt of Written Questions: [Insert Date]
- C. Responses to Written Questions Provided: [Insert Date]
- D. Deadline for Receipt of Proposals: [Insert Date]
- E. Short Listed Respondents Notified: [Insert Date]
- F. Interviews (if required): [Insert Date]
- G. Contractor Selected: [Insert Date]

6. Legal and Compliance Terms

The selected contractor must comply with all applicable federal, state, and local laws, regulations, and codes, including but not limited to:

- A. Massachusetts Prevailing Wage Law (M.G.L. c. 149)
- B. Massachusetts Public Procurement Law (M.G.L. c. 30B)
- C. All work must be done according to industry-accepted standards and manufacturer requirements
- D. John M Corcoran & Company insurance requirements must be met
- E. OSHA regulations
- F. Building codes and standards
- G. Insurance and bonding requirements

Exhibit A: Building Layout

