

**Addendum #2 dated March 9, 2018
to
Request for Proposals for Architectural & Engineering Services
Dated February 22, 2018**

RFP #: RFP18-001

RFP ISSUE DATE: February 22, 2018
ADDENDUM #2 ISSUE DATE: March 9, 2018

**Brookline Housing Authority
90 Longwood Avenue
Brookline MA 02446**

Please contact MMaffei@brooklinehousing.org with any questions.

Addendum No. 2 dated March 9, 2018

The following answers are provided in response to questions raised during the site tours and posed via email.

1. Can you provide a list of all drawings available from BHA by name, sheet number and date? It would be helpful to know the scope of work undertaken too. *A list of available drawings is included in Addendum No. 1.*
2. Can you clarify what existing drawings are available and what is expected from the Design Team? *As noted in the response to # 1 above, a list of available drawings is included in Addendum No. 1. The preparation of existing conditions drawings is an add service; a subsequent addendum to the RFP will clarify that. The level of field measurements required will be determined with selected Design Team. We ask that you provide a range for the cost – at one end, field measurements for just kitchens and baths, on the other, to provide full set of measured drawings for all interiors.*
3. It appears that there is no need and no budget for site work. Could you please clarify that proposals do not need to include a civil engineer or a landscape architect? *The determination of site and landscaping needs will be determined by the RAD CNA ('RCNA'). Since the amount and scope of such work is currently unknown, respondents should provide hourly rates for landscape architects and civil engineers and a price for each to review RCNA recommendations as necessary.*
4. The scope of work on page 2 of the RFP describes a single project's phases, rather than the four buildings with different scopes. Please clarify how you anticipate the work flow. *We will begin the feasibility and needs assessment phase immediately for O'Shea and Morse. Design work will begin immediately thereafter for O'Shea. Design work on Morse will follow shortly thereafter but the priority will be moving O'Shea toward readiness. The feasibility and needs assessment phase for Sussmam and Kickham will likely not get underway until 2019, though we could be convinced that it should be undertaken sooner.*
5. Is the intention to do the Feasibility/Needs Assessment of all four properties at the same time? *See response in #4 above.*
6. Do you intend that the design of all four properties happens simultaneously or do you anticipate design/funding/construction for one, with the next lagging behind, etc? *See response in #4 above.*
7. On page 3, it appears that Brookline H.A. is reserving the right to select either a single firm or multiple firms for the work on the four buildings. *The right to select multiple*

firms is largely a boilerplate reservation of BHA's rights. We would be happy to select a single firm it is has sufficient capacity.

8. *Can you clarify how that would work, given that only O'Shea has funding tentatively committed. Does that mean that a team selected for Kickham, might not begin for a few years? See response in #4 above.*
9. *Do you plan to start design work on all buildings in the near term in order to be deemed ready for funding? If so, would you carry that work through construction documents, the risk of which is that the building code will change before the project is permitted. See response in #4 above.*
10. *Please clarify how the fee should be organized. We will provide clarification and a pricing form in a subsequent addendum that will ask you to provide a range of pricing for Feasibility/Needs Assessment for each of the properties, a Concept Design Fee for each of the four properties; a single fee for the Design and Bidding/Construction Administration phase and a fee schedule for members of the team.*
11. *Is there a page limit to the proposal? Please limit responses to Sections 1, 2 and 3 to a total of 6 pages, excluding resumes. Limit Sections 5 and 6 to a total of 10 pages.*
12. *Is there a font and style requirement? Please use 11- or 12-point font.*
13. *Is there a binding preference (i.e. no staples, no spiral bounds)? There is no required or prohibited format, though three-ring binders are preferred.*
14. *Will the CNA be distributed and if so, when? The CNAs referred to during the tour, which are actually entitled HUD Green Physical Needs Assessments, were included in Addendum No. 1. We also provided copies of the Energy Assessments done at the same time.*
15. *What type of proof of registration is required? Either on-line/active registration printout is acceptable or actual copy of registration is acceptable.*
16. *Do we submit the fee proposal in a separate sealed envelope? That is not necessary.*
17. *Do you require references for the team as a whole or for each and all subconsultants as well? To the extent that you expect a subconsultant to be a major contributor, please include references for that consultant. Please also provide a list of projects completed together.*

18. Can we obtain a copy of the list of attendees from both site visits on March 1st and March 6, 2018? *A list of attendees is included in Addendum No. 1.*
19. Can we obtain a copy of the reports prepared by New Ecology? *An abridged version, including only the properties in RFP 18-001, is provided with Addendum #1.*
20. Will the BHA be engaging New Ecology as a subconsultant during the design process? *BHA does not have an open contract with New Ecology at this time.*
21. Will the winning bidder have access to existing architectural and/or engineering plans? *If so, will they be paper copies or CAD files? As noted in #1 above, a list of available drawings is provided in Addendum No. 1. All will be available to the winning Design Team as paper copies, some are available digitally. We have no CAD drawings.*
22. Will BHA be providing hazardous material surveys related to LBP (lead-based paint) and/or ACMs (asbestos containing materials)? *BHA will be required to obtain these reports but none are currently available.*
23. Will BHA be providing ALTA surveys for all four properties? *BHA will be required to obtain these surveys but none are currently available.*
24. Since the scope of work is not yet defined, is it acceptable to submit a lump sum fee for the Feasibility/Needs Assessment Phase only at this time and negotiate the fee for the subsequent phases after the scope of work is confirmed? *See response in # 10 above.*
25. Are there existing drawings available of all of the buildings? Are there any CAD drawings available? Will the winning bidder have access to existing architectural and/or engineering plans? *If so, will they be paper copies or CAD files? See response in # 21 above.*
26. Can you make the New Ecology study available? *See response in # 19 above.*
27. Can you provide copies of the sign in sheets? *See response in # 18 above.*
28. Can you make the existing Capital Needs Assessment available? Although it is dated, it will help us and our consultants provide a more competitive fee for the initial phase. *See response in # 14 above.*
29. Will New Ecology continue to be a resource to BHA and Design Team for the duration of the project or do we need to include a “Green” consultant on our team? *See response in # 20 above.*

30. *Can we bid on all 4 properties? Respondents may bid on one, two, three or four properties. See also the response provided in #7 above.*
31. *Does the BHA have an accessibility assessment of the properties. We do not. It is expected that the Design Team will be responsible for the accessibility assessment.*
32. *Will BHA be providing hazardous material surveys related to LBP (lead-based paint) and/or ACMs (asbestos containing materials)? See response in # 22 above.*
33. *Does the BHA have a scope of work for each of the properties? We do not. We expect to work with the Design Team to refine a scope of work for each property informed by the RPCA, the Design Team's assessment of current conditions, regulatory requirements and budget constraints.*
34. *How was the budget of \$50,000/unit of hard costs determined? It is based on what we believe can be supported with 4% tax credits and bond financing, without seeking competitive state funds. Note that \$50,000 is an average per unit and is intended to cover all work needed including unit interiors, common areas, systems and equipment, and envelop work. It must also include prevailing wages.*
35. *Does the \$50,000/unit include A&E fees? It does not. It includes hard construction costs, including contingency and contractor profit and overhead.*
36. *What if \$50,000/unit in hard costs is inadequate? We will address that as/if it arises by working with HUD and the Design Team to analyze options. If necessary, we will seek other funding sources to complete the work.*
37. *Is landscaping included in the scope of work? See response in # 1 above.*
38. *Are the common areas to be included in the scope of work? Common area work will be determined by the RAD CNA.*
39. *How old are the windows are O'Shea? They are approximately 15 years old. We have drawings for their replacement dated January and June 1992.*
40. *Has BHA received a commitment for 2018 bond allocation and tax credits? We do not have a formal commitment, but we have state support for a 2018 allocation for O'Shea if we can close in 2018.*
41. *Does HUD's RAD program funding dictate the 2018 start of construction date? The RFP states that "financing for the first property will close by November 30, 2018 with construction to begin shortly thereafter". This is a very compressed schedule that requires accelerated design and decision-making capabilities. It is not the RAD program that dictates a 2018 start. Rather, we have state support for a 2018 allocation of bond*

volume and 4% tax credits for O'Shea if we can close in 2018. It is a compressed schedule and Respondents must be able to commit the resources necessary to meet it.

42. Can the BHA issue the CNA and relevant budget calculations to inform the A/E firms on potential scope of work? *As noted in # 14 above, the earlier CNAs were provided in Addendum No. 1. However, as noted during the tours, they do not include cost estimates and the 20-year schedules that would make them useful.*
43. Can the BHA elaborate on the project scope of work beyond "major systems in need of replacement, kitchens and baths are dated and energy use is inefficient"? *Not at this time. The scope will be determined by the RCNA. We will be looking to the Design Team to advise us on the scope and provide alternatives based on the RCNA, assessment of current conditions, regulatory requirements and available funding.*
44. Should the fee by phase be specific to O'Shea only? *See response in # 10 above.*
45. Should the proposed approach be generic and apply to all of the properties, or specific to O'Shea? *See response in # 10 above.*
46. Do you have additional avenues to pursue if your current budget does not cover all of the improvements you are required to make by the governing agencies? Or will you limit the work scope to avoid triggers in the code that you may not have the budget to cover? *Our priority will be to make the properties work with available non-competitive funding. If that is not possible, we will seek competitive soft funds from the State.*
47. If awarded the project, can we substitute consultants from one project to the next? The MEP engineer I would like to use for O'Shea might be different than the one that would be the best fit for Sussman, for example. *We recognize that the final team may vary slightly based on the scope of work recommended per the RCNA. Please provide a list of possible consultants.*
48. Can you please provide the old CNAs and the Energy Reports as discussed at the walk-through? *See responses in # 14 and 19 above.*
49. Can you share plans for each building? *See response in # 1 above.*
50. Have prior CNA's or other building assessments been done that can be shared? *See response in # 14 above.*
51. New Ecology had referenced their findings relative to energy assessments and recommendations at each building. Can this be shared? *See response in # 10 above.*

52. **What was NEI's recommendation for space heating equipment at O'Shea?** *At O'Shea, NEI recommends converting to a gas-fired hydronic heating system for all apartments. If central cooling is a priority, they recommend fan coil units or heat pumps in each apartment and couple with a cooling tower. For the community room on the 1st floor, they recommend tying into the new central system if including central cooling; if no central cooling is included, they recommend removing the existing sleeve AC units and installing ductless air source heat pumps to cool that space. Additional detail can be found in their report provided in Addendum #1.*
53. **What is the potential for LIMF (LEAN) funding at this building?** *At O'Shea and Sussman, NEI recommends converting from electric or oil to gas. However, LEAN does not currently support fuel switches. LEAN funding may be possible for Morse (if heat pumps are the chosen upgrade) and Kickham (which is already gas-fueled).*
54. **What are NEI's your recommendations on windows for O'Shea?** *NEI did smoke pen tests at windows, and blower door tests in some units. They found that while there is some leakage through windows, it was not significant (especially when compared to windows at Sussman). That said, the windows are aluminum frame and likely not thermally broken, so they are a significant source of heat loss in wintertime.*
55. **Where is air infiltration coming from in the apartments at O'Shea?** *With blower door fan running, NEI observed significant airflow emerging from the door catches at each bathroom door frame, indicating air movement through interior cavity walls. NEI believes air infiltrates through corridor walls into units, via penetrations above the dropped ceiling on each floor and through other cracks and holes. As mentioned above, windows are also somewhat leaky but they are not the primary source of infiltration.*
56. **Are the hallways at O'Shea pressurized?** *There is no outdoor air supplied to the hallways or anywhere in the building. The hallways and apartments are exhausted via fans on the roof. Morse Apartments has common area make up air; none of the other buildings has it.*
57. **How are the apartments metered?** *With the exception of Kickham, the apartments have no individual meters. Kickham is separately metered for electric.*
58. **What is the water consumption metric you observed for O'Shea?** *Based on monthly water data from May 2015 to April 2017, the building is consuming an average of 3,218,413 gallons per year or 88 gallons per bedroom per day. This is compared to a benchmark median of 81 gal/bed/day for high-rise multifamily buildings in cold climates.*
59. **How long has the solar thermal system on the roof at Kickham been shut down?** *The system hasn't worked for at least 22 years. BHA tried to get it going about 15 years ago*

but found the heat exchanger was leaking and several panels had frozen and split.

60. *Would BHA consider over-cladding for Kickham (or any of the four) if the funding could be obtained? BHA would be willing to consider it if the Design Team recommended it and it fit in the budget.*
61. *What is the existing wall insulation at Kickham? Original drawings show insulation in wall cavities (5.5" of fiberglass batt in some areas, rigid insulation in others). This condition was not verified by NEI on site.*
62. *Can you release blower door test results for the buildings? The results are contained in the appendix of the NEI report released with Addendum 1.*
63. *What is the plan for upgrading electrical service at Morse? This will be determined in consultation with the Design Team based on the RCNA, assessment of current conditions, regulatory requirements and available funding. Note that installing heat pumps may require upgraded electrical service.*
64. *What is behind the copper paneling at each apartment at Sussman? We believe that there may be 1" of rigid insulation between the panel and the drywall at the interior, but no more than that. Insulation, if present, is likely deteriorated and providing little effective thermal barrier.*
65. *Are the windows at Sussman leaking air and water? Or just air? NEI did not observe evidence of infiltration of water through the windows during its assessment. The windows are single pane and allow significant air leakage.*