REQUEST FOR PROPOSAL

Design and build services for the façade and accompanying interior renovations of 1391 Hyde Park Avenue, Hyde Park / Boston, Massachusetts 02136.

Formerly Morrells’ Lumber, 1391 Hyde Park Avenue was converted to live-work spaces for artists in the mid 2000s. Since then, residents have included designers, musicians, filmmakers, photographers, painters and writers. The residents are not exclusively artists, but each resident has a keen interest in the arts and creative expression.

1391 Hyde Park Avenue sits as a gateway into an industrial / residential sub-neighborhood of Hyde Park / Boston. It is adjacent to Mother Brook and sits just over the bridge that spans that waterway on Hyde Park Avenue (see appendix A.)

Because of its history and important site location, the owners seek design / build services that will create a signature image in the redesign of the façade while attending to the important interior functions affected by the façade redesign. Creative uses of materials, lighting, sustainable / green building, and other relevant best practices are vital to the goals of this project.
1391 Hyde Park Avenue façade and relevant interior changes

BACKGROUND
The intent of this RFP is to have the firms under consideration specifically address the services required and provide a well-considered price proposal for those services.

1391 Hyde Park Ave Condo Trust, the owner, is looking for a “turnkey” approach, where the architecture firm will provide the following (not listed in order of preference):

1. A conceptual plan for the building façade and adjacent interior modifications, incorporating the latest thinking in the field concerning innovative / signature approaches to facade.
   a. All plans must include graffiti remediation
   b. All plans should make innovative use of materials to create a unique / distinctive curb appeal
2. Recommendations relative to the installation of different facing systems (e.g., green / sustainable materials).
3. Specific conceptual drawings and detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.
4. Help with selection of construction firms that should be given an opportunity to bid on the project based on their reputation for quality, their experience (previous facade projects are given specific attention), their reputation for on-time and on-budget performance, and their financial credibility.
5. Preparation of necessary bid documents to be sent to construction firms for the project.
6. Review of the bids received to assess the relative merits of each and assist the owner in awarding the contract, as well as in preparing (from a business perspective) an appropriate contract (owner will have legal representation) if standard AIA Contract Documents are not used.
7. Preparation of certain communications materials (e.g., renderings, both interior and exterior) to support due process efforts to inform / include appropriate stakeholders (e.g., association members, and other neighborhood leadership).
8. Regular site observations of the contractor and subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
9. Assistance, where necessary, with the government approval process (i.e., permits).
10. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
11. This project should be completed by end of 2014.
12. The existing facility will be available for inspection by appointment. Please call Andrew Maydoney at 617.522.2611 or email aesopic@yahoo.com to make an appointment.

As this proposal covers renovations to an existing building, please answer the questions providing information to support design, construction, and renovations.

1. Provide the following information:
   a. Name of firm
   b. Complete address
   c. Contact person
   d. Telephone number
   e. Fax number
   f. Website address
   g. e-mail address
2. Provide a General Statement of Qualifications that responds to the project background information given above.
3. Personnel
   a. List the professional and support positions and number of personnel in each position.
   b. Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the
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project manager and project architects identified as part of the project team, provide the name and phone number of two (three, four, your call) clients with whom the architect has worked on a similar building project.

c. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.

4. Façade and other relevant experience
   a. Submit a list and images of all façade and other relevant projects your firm currently has in progress and the status of each.
   b. For your last five façade and other relevant projects, provide the following:
      1) Name of project
      2) Client contact
      3) Owner’s total initial budget
      4) Total project cost
         i. Number of change orders
         ii. Total cost of change orders
      5) Date of bid
      6) Scheduled completion date
      7) Actual completion date
      8) Before and after imagery of the project
   c. List your three best projects and the project personnel, including consultants, for those projects.
   d. Describe the exceptional features of façade and other relevant facilities designed by your firm.
   e. Explain your firm’s façade and other relevant expertise.

5. Special Design Concerns
   a. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
   b. Efficient energy usage is a concern of the Condo Trust. Describe how your firm incorporates this aspect of design into its work. Provide examples.

6. Architectural/Engineering Service
   a. Provide information on your current workload and how you would accommodate this project.
   b. Describe in detail the process you would follow from sketch approval through approval of the final design.
   c. Outline the design schedule you would implement to meet the expected construction and completion dates. Describe the methods you would use to maintain this schedule.
   d. Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.
   e. Describe the types of problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
   f. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.

7. Construction Costs
   a. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
   b. List the steps in your standard change order procedure.

8. Legal Concerns
   a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a condominium organization client or any of the same you have filed against a client.
b. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by any client or any of the same you have filed.

c. Explain your General Liability Insurance coverage.

d. Explain your Professional Liability Insurance coverage.

9. Fees

a. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.

b. Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.
Appendix A

Maps

Map 01: Broader setting
1391 Hyde Park Avenue façade and relevant interior changes

Appendix A
Maps

Map 02: Site as gateway from Cleary Square to mixed use industrial / residential setting
1391 Hyde Park Avenue façade and relevant interior changes

Appendix A
Maps
Map 03 : Site specific setting
Appendix B

Informal drawings of interior changes

Main floor
1391 Hyde Park Avenue façade and relevant interior changes

Appendix B
Informal drawings of interior
Second floor
1391 Hyde Park Avenue façade and relevant interior changes

Appendix B

Informal drawings of proposed green roof

Roof
1391 Hyde Park Avenue façade and relevant interior changes

Appendix C

Exterior photos

Façade facing E / SE
1391 Hyde Park Avenue façade and relevant interior changes

Appendix C
Exterior photos
Façade facing E / SE
1391 Hyde Park Avenue façade and relevant interior changes

Appendix C
Exterior photos
Façade facing S / SW
1391 Hyde Park Avenue façade and relevant interior changes

Appendix C
Exterior photos
Façade facing W / NW
1391 Hyde Park Avenue façade and relevant interior changes

Appendix C
Exterior photos
Façade facing N / NE