

*Town of Canton, Massachusetts
Building Renovations Committee*

Request for Qualifications

DAVID TILDEN HOUSE

PRESERVATION AND REHABILITATION DESIGN SERVICES

I. Overview

The Town of Canton (“Town”), acting through its Building Renovation Committee (“BRC”), is requesting designers with expertise in historic preservation to submit applications stating their qualifications to provide designer services in connection with the preservation and rehabilitation of the David Tilden House located at 93 Pleasant Street, Canton, MA (the “Project”).

The selection process is governed by M.G.L. ch. 7, sec. 38A½ - 38O.

The proposed schedule (subject to change) is as follows:

- RFQ Issued Wednesday, June 15, 2015
- Applications Due Wednesday, July 15, 2015 by 3pm
- Interviews by Friday, August 7, 2015
- Final Selection by Friday, August 21, 2015
- Site Visits By appointment *

Questions concerning this Request for Qualifications or to schedule a site visit should only be directed to Bob McCarthy by e-mail at bobmccarthy2@verison.net.

It is anticipated that the Project will be accomplished in two phases over a period of years. The Town will enter into a contract with a designer for services in connection with Phase 1 of the Project. Under the contract, the Town will have the option to extend the contract to include services with respect to Phase 2, subject to mutual agreement on fees with respect to Phase 2. The contract will be made on the Town’s form Design Services Contract, a copy of which is attached hereto as Exhibit A.

Applications, in the form set forth below, are due no later than 3:00 PM on Wednesday, July 15, 2015.

II. Background of the Project

The David Tilden House is one of the earliest buildings existing buildings in Canton, Massachusetts. There is extraordinarily detailed documentation through which the pedigree of the David Tilden House can be traced across three towns and ownership by local Ponkapoag Indians, loyal British subjects and citizens of the United States. Portions of the homestead were built as early as 1709 and the main structure was largely constructed in 1725. This historic site still stands on the original tract of land deeded to David Tilden by the Ponkapoag Indians.

The David Tilden House - also referred to as the Little Red House - is a rare survivor that encapsulates a first period room within its north elevation. This remarkable room includes heavy bevel chamfered detail return with lamb's tongue chamfer stops. The south elevation interior rooms contain significant raised field panels in the Georgian Style, and small quirk bead sheathing in the Federal Style. The David Tilden House is a contributing structure to the Canton Corner National Historical District and is listed on the Massachusetts Register of Historic Places.

In 1974, a local non-profit preservation group was formed as the Friends of the Little Red House, Inc. The group has been successful at raising awareness and has completed limited renovation services over the years including window replacement and foundation work. Additional renovation work completed over the past ten years includes structural shoring, maintaining an alarm system, and keeping moisture from the building interior.

In 1975, an Architectural Historical Analysis was completed by Frederick Detwiler, a noted architect and preeminent preservation planner, and the Society for the Preservation of New England Antiquities. Their report, which is still valuable today, has been used as a guide for earlier construction renovations and for development of the current two phased approach to the renovation program.

More recently, in September 2014 a structural survey was conducted with a scope that included: (1) a visual evaluation of the structure to include the foundation, walls, roof, and visible framing of interior floor levels; (2) an inventory of noted conditions, along with relative levels of urgency with respect to their repair; (3) methods of inspection consisted of visual, material and borescopic survey with attention paid to existing geometric inconsistencies that suggested structural movements; (4) field work that included “pick-test” and resistance-drill wooden members to assess the presence and extent of wood fungus and/or insect damage; and (5) a check of moisture contents. This effort resulted in the production of an Existing Conditions Report, which has been used to develop the scope for the renovation services.

A copy of all existing structural and preservation reports can be found on the web at tildenhouse.org/resources

The goals for the Project are:

1. Preserve the David Tilden House as a significant cultural, architectural and historical building within the Town of Canton and the Commonwealth of Massachusetts.
2. Raise awareness of this First Period home and understand as well as interpret this structure in the historical context of early 18th Century life in the area that is now Canton.

3. Use primarily wood-frame techniques as part of the preservation of the structure.
4. Wherever possible engage this project as an educational experience for building techniques used in the early 18th Century.
5. Create a living classroom, small meeting space and historic house museum within one of the oldest wood frame houses in America.
6. Return the building fully preserved for future generations to appreciate.

III. Scope of Services

The design services to be performed in connection with the Project include: (1) preparation of a Historic Structures Report; (2) provide design services for Phase 1 of the Project *[and (3) construction supervision services in connection with Phase 1]*.

The objective of the Historic Structures Report is to document and establish preservation objectives for the rehabilitation of the structure. The Historic Structures Report will update the analyses done to date and bring together all existing documentation in advance of the extensive renovation work. The design services include development of detailed plans and specifications for Phase 1 renovations including the rehabilitation of the wood frame, exterior envelope, roof, siding, trim, windows and doors, interior structural floors and foundation. All specifications must meet the U.S. Secretary of Interior Guidelines for Historic Standards for Rehabilitation (36 CFR 67).

More specifically the scope of services shall include;

1. A Historic Structure Report to include, but not limited to:
 - a. Executive Summary
 - b. Developmental History
 - Historical Background and Context
 - Chronology of Development and Uses
 - Physical Descriptions
 - c. Treatments and Uses
 - Ultimate Treatments and Uses
 - Requirements for Treatment
 - Alternatives for Treatment
 - d. Appendices as Needed
 - Detailed drawings
 - Photographs
 - Materials Analysis
 - e. Bibliography
2. Detailed construction and bid documents to include, but not limited to:
 - a. Demolition specifications
 - b. Timber frame specifications

- c. Roof specifications
- d. Siding, trim, windows
- e. Foundations and chimney specifications
- f. Estimate of construction costs

All plans shall conform to the current Massachusetts State Building Code, the Americans with Disabilities Act and Massachusetts Architectural Access Board regulations and all local ordinances and regulations governing the Project

[3. Bidding and Construction Supervision Services

- a. Prepare bid and contract documents and assist Town in evaluating and awarding bids and sub-bids***
- b. Provide standard architectural services during construction including construction administration, inspection, review of shop drawings, performance and acceptance testing, coordination of design documents and specifications of consultants such as structural and other engineers***
- c. Provide such other designer services as may be necessary to bring the Project to completion]***

IV. Application Process

Each applicant shall prepare an application according to the requirements set forth herein. The applicant shall, **no later than 3:00 PM on Wednesday, July 15, 2015**, submit ten (10) bound copies of the application, each limited to twelve (12) sheets or twenty (24) pages including a cover letter, but not including cover page, Standard Designer Application Form, dividers or resumes.

The applications should be submitted in a sealed package marked Application for Designer Services – David Tilden House Project to the following address:

Bob McCarthy, Chairman
Building Renovation Committee
Memorial Hall
801 Washington Street
Canton, MA 02021

V. Award of Contract

Each written application will be initially evaluated by the BRC to determine if the applicant meets the minimum qualifications set forth below. An application that does not meet the minimum criteria will be rejected as non-responsive. The BRC will then analyze the relative merits of the remaining applicants based on the evaluation criteria set forth below. Based on this process, the BRC will develop a short list of not fewer than three finalists and will interview the finalists. The BRC will identify its preferred applicant based on an overall evaluation of the experience, expertise and skills and attempt to negotiate a fee for the design services. If the fee

negotiations are not successful with the first preferred applicant, the BRC will commence fee negotiations with its second preferred applicant, and so forth until the contract is awarded.

VI. Minimum Qualifications

An applicant must meet the following minimum qualifications:

1. Demonstrate a minimum of five years experience in renovation of historic structures in New England;
2. Possess knowledge of and experience in legal requirements of Massachusetts public building projects;
3. Possess all necessary current licenses and registrations to qualify under Massachusetts law to perform the function of the designer of the Project;
4. Provide evidence of insurance for general liability (\$2 million combined single limit), automobile (\$2 million combined single limit), worker's compensation (statutory) and professional services liability (\$2 million minimum);
5. The applicant shall not be debarred under M.G.L. ch. 149, sec. 44C or disqualified under M.G.L. ch. 7, sec. 38D.

VII. Evaluation Criteria

Each applicant that meets the minimum criteria will then be evaluated on the following comparative criteria:

1. *Project Team Experience* – provide an organization chart identifying the Project Manager and any other key team members including sub-consultants and provide brief resumes highlighting their relevant experience;
2. *Prior Public Project Experience* – identify two recent projects most similar to this project with up to date references;
3. *Historic Preservation Experience* – highlight the firm's and the team member's relevant experience related specifically to historic preservation with a particular emphasis on wood-frame First Period structures, such experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects. The firm shall provide two recent projects (if different than public projects) with up to date references;
4. *Level of Effort* - provide a detailed level of effort indicating the time planned by the Project Manager and other team members to prepare the Historic Structures Report and to prepare the bid documents;

5. *Exceptions to Standard Agreement* - provide a clear description of any exceptions to the attached agreement or indicate in writing that your firm is willing to sign the agreement as written.

The BRC will evaluate written applications and check such references as may be appropriate.

VIII. Requirements for Application

Each applicant must submit a written application which includes responses to the items required in the “Standard Designer Application Form for Municipalities and Agencies Not Within DSB Jurisdiction (Updated May 2014)”. Note: Form is available at: <http://www.mass.gov/anf/docs/dcam/dlforms/dsb/14-6-10-cities-towns-application.pdf>

The following information is specifically required in each application:

1. Name and address of applicant.
2. Brief resume of principals and of the staff to be assigned to the Project.
3. List of projects which would best illustrate qualifications for the Project. References must be included.
4. List of all projects, public and private, which the applicant has commenced within the past five (5) years.
5. Names of engineers and other consultants that may be used for the Project.
6. Statement of the scope and type of services proposed for Project.
7. Work plan and schedule which reflects timetable for completion of Project.
8. Statement of any legal or administrative proceedings pending or concluded adversely to the applicant within the past five (5) years which relate to the applicant’s performance of this type of work.
9. Appropriate certificates of insurance.
10. Evidence of financial stability.
11. Statement of the applicant’s philosophy regarding the design of public buildings.
12. Other material as the applicant deems appropriate.

The Town's Standard Form of Agreement has been attached for your review. Since the selected consultant shall be expected to execute this Standard Form of Agreement before the work can commence, it is very important that the applicant state that it is willing to sign the Agreement or if not, Respondents shall clearly identify and explain any specific exceptions to the Agreement in its application.

IX. General Provisions

1. The BRC reserves the right to reject any and all applications and to waive any informality whenever such rejection or waiver is in the best interests of the Town.
2. The BRC will not be responsible for any expenses incurred in the preparation or submission of applications by the applicants. Each application should provide a concise explanation of the applicant's capacity to satisfy the requirements of this RFQ. Emphasis should be placed on clarity of content.
3. The application, and any subsequent contract for services, shall be governed by applicable Massachusetts law.
4. Upon submission, all applications, plans and specifications will become the property of the BRC and will be subject to disclosure in accordance with the Massachusetts Public Records Law.
5. The selected designer will be required to comply with all applicable federal state and local laws, ordinances and regulations.
6. The Town of Canton is and Affirmative Action/Equal Opportunity Employer. The Town encourages applications from qualified MBE/DBE/WBE firms.

EXHIBIT A

Form of Design Services Contract

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The Designer will execute a contract prepared by Town Counsel as attached as an exhibit hereto and will also be required to execute a Certificate of Non-Collusion and Certificate of Tax Compliance, as required by law.