



LINCOLN SCHOOL APARTMENTS KERSEY COMMUNITY ROOM, KITCHEN, AND LAUNDRY ROOM RENOVATION PROJECT

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1 PROJECT BACKGROUND AND SCOPE OF WORK

1.1 BACKGROUND

The Lincoln School Apartments (LSA), 86 Central Street, Hingham, MA, is an affordable senior housing community in a 1912 brick school building. Owned by the Town of Hingham and operated by Lincoln School Apartments, LLC, the building houses seniors 62+ and individuals with disabilities.

1.2 PROJECT DESCRIPTION

Accessibility improvements to the Kersey Community Room, kitchen, and laundry room, including ADA-compliant cabinetry, counters, sinks, appliances, walkways, and laundry hookups. Scope includes all required electrical and plumbing work.

1.3 FUNDING

Funded partially through Massachusetts Office of Disability (MOD) grant and the LSA Replacement Reserve. Work must comply with MOD grant requirements.

1.4 SCOPE OF WORK

Funded partially through Massachusetts Office of Disability (MOD) grant and the LSA Replacement Reserve. Work must comply with MOD grant requirements.

1.4.1 GENERAL

- A. Drawings and General Provisions of Contract, including Instructions to Bidders, General and Supplementary Conditions and other Division 01 Specifications Sections apply to this Section.
- B. The listing included in this Section or in any Section contained with this Specification is intended as a guide to its representative Section of Work and is not meant to be all inclusive. The Contractor shall be responsible for all work specified or shown in the Contract Documents, including any work not specifically itemized.

1.4.2 PROJECT IDENTIFICATION

A. Project Identification:
Lincoln School Apartments Renovation Project
Lincoln School Apartments
86 Central Street
Hingham, MA 02043

B. Owner:
Town of Hingham
210 Central Street

Hingham, MA 02043

C. Architect:
Egan Architects
2 Sharp Street
Hingham, MA 02043

1.4.3 WORK COVERED BY CONTRACT DOCUMENTS

A. Briefly and without force and effect upon Contract Documents, work of the Contract can be summarized as follows:

1.4.3.1 Community Room Work:

Demolition & Removal

1. Remove all carpeting, pad, vinyl sheet flooring, and plank vinyl tile flooring.
2. Remove all window coverings and shades.
3. Remove tiled window sills from windows.
4. Remove hard-piped water dispenser; remove or modify plumbing and electrical as required.
5. Remove wall between Community Room and Closet.

Flooring

6. Level existing subfloor as required using manufacturer-recommended leveling agent.
7. Install new LVP flooring.

Walls, Trim & Ceilings

8. Prep and paint all existing trim.
9. Prep and paint all walls.
10. Maintain existing grid ceiling; remove and replace damaged ceiling tiles as needed.

Electrical

11. Remove and replace wall sconces; modify electrical wiring as required.
12. Install dimmer switches for existing ceiling and valance lighting; modify electrical as required.
13. Verify electrical panel capacity and provide upgrades as required to support new lighting and controls.

Finish Carpentry

14. Install new wooden window sills.
15. Install new window shades.
16. Install new entry-area coat drop with shelves and hooks.
17. Install optional custom millwork for bookcase / entertainment area; pricing to be submitted as add alternate.

1.4.3.2 Community Room Kitchen Work

Demolition & Removal

1. Remove existing cabinets, counters, appliances, and associated utilities.
2. Remove wall between Community Room and Kitchen.
3. Remove all vinyl and tile flooring.
4. Remove, repair, and replace ceiling grid and ceiling tiles as needed.

Flooring

5. Level existing subfloor as required using manufacturer-recommended leveling agent.
6. Install new LVP flooring throughout.

Walls, Trim & Ceilings

7. Prep and paint all existing trim.
8. Prep and paint all walls.

Cabinetry, Counters & Hardware

9. Install new ADA-compliant cabinets, countertops, fixtures, and hardware.
10. Install ADA-compliant knobs and drawer pulls (lever-type or D-pulls).

Appliances

11. Install residential-grade ADA-compliant appliances, specified as GE Profile ADA-compliant or approved equivalent, including refrigerator, range, dishwasher, hood/microwave hood, and island microwave.

Plumbing

12. Install all required plumbing, including ADA-compliant sink configuration, shutoff valves, and connections.

13. Relocate hard-piped water dispenser; modify plumbing and electrical as required.

Electrical

14. Install all required electrical work, including dedicated appliance circuits, outlets, lighting, and code-compliant wiring.
15. Install pop-up power outlets in kitchen island countertop.
16. Install pendant ceiling lights above island; modify electrical as required.
17. Verify electrical service and panel capacity and provide upgrades as required to support all new kitchen electrical loads.

Mechanical / Ventilation

18. Install all required mechanical/ventilation work, including range hood and ducting as required.

Coordination

19. Coordinate all appliance rough-ins with final equipment specifications.

1.4.3.3 Laundry Room Work:

Demolition & Removal

1. Remove wall between Laundry Room and Kitchen.
2. Remove wall between Laundry Room and Closet.
3. Remove portion of wall between Community Room and storage closet.
4. Remove existing mechanical cabinet containing plumbing, electrical, and ventilation.
5. Remove all vinyl and tile flooring.

Flooring

6. Level existing subfloor as required using manufacturer-recommended leveling agent.
7. Install new LVP flooring.

Framing & Doors

8. Construct new interior partition wall between Kitchen and Laundry Room (floor to ceiling, Level 4 finish).

9. Construct new interior partition wall between Laundry Room and Community Room to accommodate fire-rated ADA-compliant commercial-grade door (floor to ceiling, Level 4 finish).
10. Rebuild or modify wall and rough opening as required to receive new door assembly, including new framing, blocking, and patching of adjacent finishes.
11. Install two new fire- rated ADA-compliant interior wood door assemblies, including hinges, latchset, closer, and ADA-compliant hardware.

Plumbing

12. Install all required plumbing for six commercial-grade washers, including hot/cold water supply lines, shutoff valves, and waste/standpipe connections.

Electrical

13. Install all required electrical power for six commercial-grade washers and six commercial-grade dryers, each on dedicated circuits sized to accommodate commercial equipment.
14. Verify electrical service and panel capacity and provide all upgrades as required to support commercial-grade laundry equipment loads.

Mechanical / Ventilation

15. Install dryer exhaust ductwork for six commercial-grade dryers, including exterior terminations and code-compliant fire-rated assemblies.

Walls, Trim & Ceilings

16. Repair and replace drywall as needed; patch holes and sand smooth to align with adjacent surfaces.
17. Remove, repair, and replace ceiling grid and ceiling tiles as needed; match existing ceiling height.
18. Prep and paint all existing trim.
19. Prep and paint all walls.

Finish Carpentry

20. Install wall-mounted, ADA compliant fold-down shelf.

Construction work is under a Fixed Price Contract.

1.5 COORDINATION

- A. Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.
- B. Each sub- bid contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each contractor shall coordinate its operations with operations, included in different Sections that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
 - 4. Where availability of space is limited, coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair of all components, including mechanical, electrical systems.
- C. Verify characteristics of elements of interrelated operating equipment are compatible; coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service such equipment.
- D. Coordinate space requirements and installation of Plumbing, Electrical and all other subtrade work which are indicated diagrammatically on Drawings, required by the Specification, or reasonably inferable therefrom. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- E. In finished areas, except as otherwise shown, conceal pipes, ducts, and wiring in the construction. Coordinate locations of fixtures and outlets with finish elements.
- F. The work must be completed in a continuous uninterrupted operation. Contractors must use sufficient personnel and adequate equipment to complete all the necessary work requirements within a minimum period of time.
- G. The Contractor is responsible for the security of partially completed work until the project is finally accepted by the Owner.
- H. Only materials and/or equipment intended and necessary for immediate use shall be brought into the Building Site. At completion of work within each area of work, all equipment and leftover or unused materials shall be removed from that area.

1.6 WORK RESTRICTIONS

- A. Nonsmoking building: Smoking is not permitted within the building or on Lincoln School Apartments property.
- B. Contractors are not permitted to drink alcohol on the Project site.
- C. On site bathroom facility available for contractors.
- D. Employee identification: Provide identification tags for Contractor personnel working on Project site.
- E. Coordinate site and off-street parking requirements with Owner as spaces are limited.

1.7 MEASUREMENTS

- A. The Contractor and each trade Sub-Contractor shall verify all measurements at the building and shall be responsible for the correctness of same. No extra charge or compensation will be allowed on account of difference between actual dimension and measurements indicated on the Drawings; any difference which may be found shall be submitted to the Architect for consideration before proceeding with the work.

1.8 PRE-DEMOLITION/ PRE-CONSTRUCTION PHOTOGRAPHS

- A. Contractor shall provide detailed digital color photographs or digital video showing existing conditions of present construction and finishes that might be misinterpreted as damage caused by demolition or construction operations. Submit copies to Owner's Project Representative before work begins in that area.

1.9 INTENT

- A. Omissions from the Drawings or Specifications or the misdescription of details of work which are manifestly necessary to carry out the intent of the Drawings and Specifications, or which are customarily performed, or which are reasonably inferable therefrom, shall not relieve the Contractor from performing such omitted or misdescribed details of the work, but shall be performed as if fully and correctly set forth and described in the Drawings and Specifications.

1.10 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and intended meaning of certain terms, words and phrases when used in particular situations. These conventions are as follows:
 - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending upon the context are implied where a colon (:) is used within a sentence or phrase.
 - 2. Specification requirements are to be performed by the specific Trade or nontrade Contractor unless specifically stated otherwise.

3. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
- B. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specification Sections.
 2. Abbreviations: Materials and products are identified by abbreviations published as part of Division 01 General Requirements.
- C. In general, the Specifications will describe the quality of work and the Drawings, the extent of the work. The Drawings and Specifications are cooperative and supplementary; however, each item of the work is not necessarily mentioned in both Drawings and the Specifications. All work necessary to complete the project, so described, is to be included in this Contract.
- D. In case of disagreement between Drawings and Specifications, or within either document itself, the Architect shall interpret the Documents to require the better quality or greater quantity of work for the Owner that can reasonably be constructed therefrom. Any work performed by the Contractor (trade or nontrade) without consulting the Architect, when the same requires a decision, shall be performed at the Contractor's own risk.

1.11 PROJECT COMPLETION DEADLINE

All work and inspections must be completed on or before June 18, 2026.

2 MOD GRANT COMPLIANCE REQUIREMENTS

2.1 INVOICE AND DOCUMENTATION REQUIREMENTS

- Submit detailed, itemized invoices with all supporting documentation.
- Include photographs before, during, and after construction.
- Submit complete package to Jennifer Oram by June 22, 2026.

2.2 STATUTORY COMPLIANCE

- Compliance with Massachusetts General Laws (G.L. c. 40A, § 3A) required.

3 CODE ANALYSIS SHEET (Preliminary)

Item	Description / Requirement
Occupancy	Group I-1 (assisted living / senior housing)
Construction Type	III-B (brick/masonry exterior, non-combustible floors/roof)
Stories	5
Sprinkler System	Wet, ~14,800 SF (partial coverage; verify full coverage for scope)
Fire Alarm	Verify existing fire alarm compliance; no modifications to fire alarm or sprinkler systems are included in this scope
Accessible Routes	521 CMR / ADA compliance required
Means of Egress	Minimum 36" corridors, 32" doors, 60" turning clearances where applicable

4 SCHEDULES AND COORDINATION

- All work coordinated among architectural, mechanical, electrical, plumbing trades.
- Fixtures, appliances, finishes, countertops, casework, and paint schedules included.

5 FIXTURE & APPLIANCE SCHEDULES

5.1 GENERAL PERFORMANCE REQUIREMENTS

- Appliances: ADA compliant, residential grade, ENERGY STAR certified when available.
- Paints and flooring adhesives: Low VOC and compliant with applicable environmental regulations.
- All work shall be fully coordinated among architectural, mechanical, electrical, and plumbing trades.

5.2 COMMUNITY ROOM

Tag	Item	Description / Requirements	Provided By	Utilities Required
L1	Wall Sconces	Replace Community Room wall sconces	Contractor	Electrical wiring and switching

Tag	Item	Description / Requirements	Provided By	Utilities Required
MW-1	Entry Coat Drop with Shelf and Hooks	Provide Millwork for Entry shelf and hooks	Contractor	N/A
MW-2	Entertainment Area	Provide custom millwork for Entertainment Area; pricing to be submitted as add alternate	Contractor	N/A

5.3 COMMUNITY ROOM KITCHEN

Tag	Item	Description / Requirements	Provided By	Utilities Required
R1	ADA Refrigerator	Residential grade; GE Profile ADA or approved equal; ENERGY STAR	Contractor	120V; water line (if icemaker)
RG1	ADA Range	Residential grade; GE Profile ADA or approved equal; ENERGY STAR	Contractor	240V or gas; ventilation
DW1	ADA Dishwasher	Residential grade; GE Profile ADA or approved equal; ENERGY STAR	Contractor	120V; hot water; drain
HD1	Range Hood	ADA controls; ducted; ENERGY STAR	Contractor	120V; ductwork as required
S1	ADA Kitchen Sink	ADA bowl; knee clearance; insulated piping	Contractor	Hot/cold water; drain; shutoffs
F1	ADA Faucet	Lever handle; ADA compliant	Contractor	Connects to S1
CAB1	ADA Cabinetry	Full ADA compliant cabinet set	Contractor	N/A
CT1	ADA Countertops	ADA height; solid surface or quartz	Contractor	N/A
HW1	ADA Cabinet Hardware	Lever or D pull; ADA compliant	Contractor	N/A

5.4 KITCHEN ISLAND

Tag	Item	Description / Requirements	Provided By	Utilities Required
ISL1	ADA Kitchen Island	ADA height; knee/toe clearance; cabinetry; hardware	Contractor	Electrical feed under slab or floor framing

Tag	Item	Description / Requirements	Provided By	Utilities Required
MW1	ADA Microwave (Island)	GE Profile ADA or equal; ENERGY STAR	Contractor	120V dedicated; ventilation
EISL1	Pop Up Outlets	UL listed; tamper resistant; NEC compliant	Contractor	120V; GFCI
P1	Pendant Lights	Pendant fixtures above island	Contractor	Electrical wiring and switching
HW2	ADA Cabinet Hardware	Lever or D pull; ADA compliant	Contractor	N/A

5.5 LAUNDRY ROOM

5.5.1 LAUNDRY EQUIPMENT (HOOKUPS ONLY – EQUIPMENT BY OWNER)

Tag	Item	Description / Requirements	Provided By	Utilities Required
W-1 to W-6	Washer Hookups	Commercial-grade hookups to accommodate LG Commercial GCWM1069*** or similar	Contractor	Hot/cold; shutoffs; standpipe; 120V or 208–240V
D-1 to D-6	Dryer Hookups	Commercial-grade hookups to accommodate LG Commercial GDL1329*E* or similar	Contractor	208–240V; exhaust ducts

5.5.2 LAUNDRY ROOM DOORS AND HARDWARE

Tag	Item	Description / Requirements	Provided By	Utilities Required
DR-1/ DR-2	New ADA Interior Doors	Solid-core wood; fire-rated as required; ADA hardware	Contractor	N/A
HW-3	ADA Door Hardware	Lever handles, latchsets, closers as required; ADA compliant	Contractor	N/A

5.5.3 LAUNDRY ROOM FINISH

Tag	Item	Description / Requirements	Provided By	Utilities Required
MW-3	Folding Table	Provide ADA compliant folding table. Match kitchen finishes.	Contractor	N/A

6 MEP COORDINATION SCHEDULE

6.1 GENERAL

- A. Coordinate all mechanical, electrical, and plumbing rough-ins with final equipment selections and architectural layouts.

6.2 MEP COORDINATION TABLE

Tag	Fixture / Element	Mechanical	Electrical	Plumbing	Notes
R1	ADA Refrigerator	N/A	120V	Water line (if icemaker)	Verify depth/clearances; ENERGY STAR
RG1	ADA Range	Vent hood ducting	240V	N/A	Confirm final appliance type
DW1	ADA Dishwasher	N/A	120V	Hot/cold; drain	Coordinate with sink base
HD1	Hood	Duct to exterior or recirc	120V	N/A	Confirm duct path
S1	ADA Sink	N/A	N/A	Hot/cold; drain; ADA insulation	Maintain knee clearance
F1	ADA Faucet	N/A	N/A	Connects to S1	ADA operability
ISL1	ADA Kitchen Island	N/A	Floor/slab feed	N/A	Coordinate penetrations
MW1	ADA Microwave	Venting per manufacturer	120V dedicated	N/A	Confirm ADA height
EISL1	Pop Up Outlets	N/A	120V; GFCI	N/A	Confirm cutouts & wiring
P1	Pendant Lights	N/A	Wiring & switching	N/A	Coordinate with ceiling grid

Tag	Fixture / Element	Mechanical	Electrical	Plumbing	Notes
CAB1 / HW1	ADA Cabinets & Hardware	N/A	N/A	N/A	Maintain clearances for utilities
W1–W6	Washer Hookups	N/A	120V or 208–240V	Hot/cold; standpipe	Confirm spacing & standpipe height
D1–D6	Dryer Hookups	Exhaust duct; makeup air	208–240V dedicated	N/A	Coordinate duct routing
DR1 / DR-2	Doors	N/A	N/A	N/A	Coordinate clearances with wall layout
L1	Wall Sconces	N/A	Wiring & switching	N/A	Coordinate mounting height and ADA protrusion limits
MW-1	Community Room Coat Drop (Shelf & Hooks)	N/A	N/A	N/A	Wall-mounted custom millwork; ADA reach range (15”–48” AFF); hooks and shelf; coordinate blocking
MW-2	ADD ALTERNATE NO. 1 – Community Room Entertainment / Bookcase Millwork	N/A	N/A	N/A	Optional custom millwork for bookcase / entertainment area; pricing to be submitted as add alternate ; finishes to match Section 7 casework
MW-3	Laundry Room ADA Folding Shelf	N/A	N/A	N/A	Wall-mounted, fold-down shelf; ADA compliant; provide backing and hardware; shelf height per 521 CMR

7 FINISH, COUNTERTOP, CASEWORK, AND PAINT SCHEDULES

7.1 FINISH SCHEDULE

7.1.1 GENERAL

1. Provide complete flooring and finish systems, including underlayment, accessories, and Low-VOC adhesives and coatings.

7.1.2 FINISHES AND MATERIAL SAMPLES

1. Upon award of the Contract, the Contractor shall submit the following samples for review and approval by the LSA BOM/HAHT Team:
 - Three (3) distinct samples of proposed flooring materials (LVP), showing manufacturer, color, and finish
 - Three (3) samples of proposed countertop materials, including color and finish
 - Three (3) samples of cabinet door faces and finishes
 - Three (3) samples of proposed window treatment materials and finishes
2. All samples shall be submitted prior to procurement and shall be of sufficient size to demonstrate color, texture, and finish.
3. Manufacturer product data shall accompany each sample.
4. Final selection of all finishes and materials shall be made solely by the LSA BOM/HAHT Team.

7.1.3 FINISHES

Surface / Element	Material / Finish	Notes
Flooring	LVP	Low VOC adhesives required
Base Trim	Painted wood	Low VOC coatings
Walls	Painted gypsum board	Low VOC coatings
Ceilings	Painted gypsum board or ACT	Low VOC coatings
Doors	Solid core wood; fire rated; painted	Low VOC coatings
Door Frames	Painted wood or metal	Match existing
Cabinetry	Commercial grade plywood	Factory finish
Countertops	Solid surface, solid stone, or quartz	Section 12 36 00
Hardware	ADA lever / D pull	—

7.2 COUNTERTOP SCHEDULE

7.2.1 PRODUCTS

Type	Material	Requirements
SS1	Solid Surface (if used)	1/2" min; chemically bonded; color-matched seams; matte or satin finish
QZ1	Quartz (if used)	3/4" (2cm) or 1 1/4" (3cm); eased or square edge; non-porous; stain resistant

Type	Material	Requirements
NS1	Natural Stone (if used)	Penetrating sealer; reinforcement at cutouts

7.2.2 EXECUTION

1. Field verify dimensions prior to fabrication.
2. Provide supports at overhangs exceeding 12 inches.

7.3 CASEWORK SCHEDULE

7.3.1 CABINET CONSTRUCTION

1. Custom Millwork

Custom millwork items MW-1, MW-2, and MW-3 shall comply with the casework construction requirements of this section unless noted otherwise.

2. Cabinet Construction

Component	Specification
Carcass	3/4" plywood, formaldehyde-free
Back Panels	1/2" minimum, captured
Joinery	Dado or dowel construction
Doors & Drawer Fronts	MDF with laminate or veneer; solid wood where indicated
Finish	Catalyzed lacquer or laminate
Hardware	Concealed soft close hinges (110° min); full extension soft close slides (100 lb); stainless/aluminum pulls
Accessories	Adjustable shelves with metal pins; moisture-resistant toe kicks

7.3.2 CUSTOM MILLWORK ELEMENTS

- MW-1 – Community Room Entry Coat Drop (Shelf and Hooks)

Provide custom, wall-mounted millwork consisting of a continuous shelf with integrated coat hooks located in the Community Room entry area as indicated on the Drawings. Unit shall comply with ADA 2010 and 521 CMR reach range and protrusion limits, with all operable elements located between 15 inches and 48 inches above finished floor. Provide smooth, durable, cleanable finishes with eased edges. Coordinate concealed blocking and anchorage within wall construction. No utilities required.

- **MW-2 – ADD ALTERNATE NO. 1: Community Room Entertainment / Bookcase Millwork**

Provide custom millwork for a built-in entertainment and bookcase area in the Community Room as indicated on the Drawings, priced as **Add Alternate No. 1**. Millwork shall include shelving, cabinetry, and storage as shown. Construction shall comply with the casework requirements of Section 7.3.1. Finishes shall match adjacent cabinetry unless otherwise directed by the Owner. No electrical, AV, or utility connections are included unless specifically indicated. Final configuration subject to Owner approval prior to fabrication.

- **MW-3 – Laundry Room ADA Folding Shelf**

Provide wall-mounted, fold-down shelf in the Laundry Room, ADA compliant and designed for ease of operation without tight grasping, pinching, or twisting. Shelf shall be installed within ADA reach ranges and shall not obstruct required clear floor space when in the folded position. Provide required wall backing, hardware, and anchorage. Finish to coordinate with adjacent casework and countertops. No utilities required.

7.4 PAINT

7.4.1 GENERAL

- Final paint colors and finishes shall be selected by LSA BOM/ HAHT Team.
- Do not order or apply paint without written authorization.
- All paints shall be Low-VOC and comply with applicable VOC and environmental regulations.
- Perform work in accordance with ASTM and MPI standards.

7.4.2 MATERIALS

- Manufacturers: Sherwin-Williams, Benjamin Moore, PPG, or approved equal.
- Primers: Manufacturer-recommended for substrate.
- Interior Paint: Low-VOC acrylic latex.

7.4.3 PAINT SCHEDULE

Surface / Location	Finish	Notes
Gypsum Board Walls	Eggshell or Satin	Low VOC
High Traffic Corridors	Semi-Gloss	Low VOC
Ceilings	Flat	Low VOC
Doors & Trim	Semi-Gloss or Gloss	Low VOC

Surface / Location	Finish	Notes
Mechanical / Service Areas	Industrial grade coating	Low VOC where applicable

8 SUBMITTALS

- Flooring, window treatments, doors, hardware, appliances to comply with ADA/521 CMR.
- Appliances to be approved post-bid by Town.
- LSA BOM/HAHT Team to approve final selections.

9 PHASING PLAN (9-WEEK SCHEDULE WITH OVERLAP)

Phase	Area	Duration	Notes
1	Laundry Room	4 wks	Off-site laundry provided
2	Community Room Kitchen/Dining	6 wks	Starts wk 3, overlaps Phase 1
3	Finishes & MEP	2 wks	Partial overlap with Phase 2
4	Inspection & Closeout	1 wk	MOD compliance, punch list

Total Duration: ~8-9 weeks with partial overlap. See Appendix D.

10 NOTES

- Off-site laundry provided for residents during construction.
- Community Room kitchen is event-only; not used for daily meal prep.
- Appliances to be Town-approved post-bid per MOD grant requirements.
- Existing sprinkler and fire alarm systems shall remain operational at all times; no modifications are included in this scope.

11 GENERAL REQUIREMENTS & BID CONDITIONS

11.1 GENERAL

11.1.1 The Work includes all labor, materials, equipment, supervision, coordination, permits, inspections, and services necessary to complete the Project in accordance with the Contract Documents, applicable codes, and grant requirements.

11.1.2 The Project is located in an **occupied senior housing building**. The Contractor shall perform all work with heightened attention to resident safety, accessibility, noise control, and cleanliness.

11.1.3 The Contractor shall review and become familiar with all Contract Documents, existing conditions, site constraints, building operations, and phasing requirements prior to submitting a bid.

11.1.4 Add Alternate No. 1 shall be priced separately and shall include all labor, materials, and coordination required for the specified millwork.

11.2 BID SUBMISSION REQUIREMENTS

11.2.1 Bid Format

- Bids shall be submitted as a lump sum price for the complete scope of work.

11.2.2 Pricing Assumptions

- The Bid Price shall include, at minimum:
 - All demolition, construction, finishes, and installations
 - Coordination of all architectural, mechanical, electrical, and plumbing trades
 - Protection of existing conditions
 - Temporary barriers, signage, and safety measures
 - Inspection fees
 - Testing, start-up, and closeout documentation
- Permit application fees shall **not** be included in the bid price, as such fees will be waived by the Town.

11.2.3 Exclusions

- Any exclusions must be clearly identified in the bid submission. Unstated exclusions will not be accepted after bid award.

11.2.4 Site Visit

- Failure to visit the site shall not relieve the Contractor from responsibility for existing conditions, coordination challenges, or project constraints.

11.3 ALLOWANCES AND SUBSTITUTIONS

11.3.1 Allowances

- No allowances are included unless specifically identified elsewhere in the Contract Documents.

11.3.2 Substitutions

1. Substitutions for specified products may be proposed only where “approved equal” is indicated.

2. Substitution requests shall include complete manufacturer data, ADA/521 CMR compliance documentation, and performance equivalency information.
3. All substitutions shall be approved in writing by the Owner/Town prior to procurement.
4. No substitutions shall be made without written authorization.

11.4 PERMITS, CODES, AND INSPECTIONS

11.4.1 Permits and Inspections

1. The Contractor shall prepare, submit, and coordinate all required permit applications for the Work.
2. Building permit application fees shall be waived by the Town.
3. The Contractor shall be responsible for coordinating, scheduling, and paying for all required inspections.
4. The Contractor shall ensure that all work passes inspection and shall schedule inspections in a timely manner to maintain the project schedule.
5. Any re-inspections required due to Contractor work, sequencing, or deficiencies shall be at no additional cost to the Owner.

11.4.2 Code Compliance

- All work shall comply with all applicable federal, state, and local codes and regulations, including but not limited to:
 - * 780 CMR – Massachusetts State Building Code
 - * 521 CMR – Massachusetts Architectural Access Board Regulations
 - * ADA 2010 Standards
 - * 248 CMR – Massachusetts Plumbing Code
 - * National Electrical Code (NEC)
 - * Applicable fire and life safety codes

11.5 INSURANCE, LICENSING, AND BONDING

11.5.1 The Contractor shall maintain, at minimum:

1. Commercial General Liability Insurance
2. Workers' Compensation Insurance
3. Automobile Liability Insurance

11.5.2 Certificates of insurance shall be provided prior to Notice to Proceed and shall name the Owner and Town as additional insureds where required.

11.5.3 The Contractor shall hold all required Massachusetts licenses for the work performed.

11.5.4 Performance and payment bonds shall be provided if required by the Town or applicable statutes.

11.6 SUMMARY OF WORK REQUIREMENTS

11.6.1 Work Hours:

- A. All work hours and disruptive activities shall be coordinated with Building Management to minimize impacts to residents.
- B. Unless otherwise approved in writing, construction activities shall occur between 8:00 a.m. and 6:00 p.m., Monday through Saturday.
- C. Work outside these hours requires prior written approval from the Town.
- D. All construction operations shall comply with the Town of Hingham By-Laws. Where conflicts exist, the more restrictive requirement shall govern.
- E. In accordance with the Town of Hingham By-Laws, no person shall operate or permit the operation of construction, demolition, or commercial landscaping equipment within a Residential District between:
 - 7:00 p.m. and 6:59 a.m. on weekdays; or
 - 7:00 p.m. and 7:59 a.m. on any other day.

11.6.2 Dumpsters, Waste disposal, and Recycling

- 1. Contractor Responsibility
 - 1. The Contractor shall provide all dumpsters required for the Work.
 - 2. The Contractor shall arrange for all hauling and lawful disposal of construction debris.
 - 3. All costs for dumpsters, hauling, disposal, permits, fees, and related services shall be included in the Bid Price.
- 2. Permits and Coordination
 - 1. The Contractor shall obtain all required Dumpster Permits from the Hingham Health Department prior to placement.
 - 2. The Contractor shall pay all associated permit and disposal fees.

3. Dumpster location shall be coordinated with the Town and Building Management prior to placement.
4. If placement on a public way is required, the Contractor shall obtain all required approvals from the Hingham Police Department, Fire Department, and Department of Public Works.

3. Regulatory Compliance

1. All dumpsters shall comply with the Town of Hingham “Recycling and Dumpster Requirements for Residents and Businesses within the Town of Hingham,” as amended.
2. The Contractor shall comply with all Board of Health regulations regarding placement, maintenance, collection hours, identification, and operational standards.
3. Recyclable materials shall be separated from rubbish as required by Town and Massachusetts regulations.
4. Restricted or hazardous materials shall not be placed in dumpsters except in strict compliance with applicable local, state, and federal regulations and any required special permits.

4. Violations

The Contractor shall be solely responsible for any fines, penalties, clean-up costs, or enforcement actions resulting from non-compliance with applicable regulations.

11.7 DEMOLITION AND EXISTING CONDITIONS

11.7.1 Demolition shall be **selective only** and limited to areas indicated in the Contract Documents.

11.7.2 The Contractor shall protect adjacent finishes, systems, and occupied areas, and shall patch and repair all disturbed surfaces.

11.7.3 Hazardous materials are not anticipated; however, if encountered, work shall stop immediately and the Owner shall be notified.

11.7.4 The Contractor shall field-verify all existing conditions prior to fabrication or installation. Discrepancies shall be reported in writing.

11.8 PROTECTION OF PROPERTY

11.8.1 GENERAL

- A. The Contractor shall take reasonable precautions to protect existing buildings, utilities, roadways, sidewalks, landscaping, and other public or private property from damage during the performance of the Work.
- B. Protection shall include, but not be limited to, damage resulting from construction operations, deliveries, material storage, and dumpster placement.

11.8.2 RESPONSIBILITY FOR DAMAGES

- A. The Contractor shall be responsible for damage to property caused by its operations or the operations of its subcontractors, suppliers, or employees.
- B. Any damage shall be promptly reported to the Town.
- C. Damaged property shall be repaired or restored to a condition equal to or better than that existing prior to the damage, at no additional cost to the Owner.
- D. Nothing herein shall require the Contractor to be responsible for pre-existing conditions not caused by the Work.

11.9 FIRE PROTECTION AND LIFE SAFETY SYSTEMS

- A. No work under this Contract is intended to modify, relocate, shut down, or impair the existing fire sprinkler system.
- B. The Contractor shall protect all existing sprinkler piping, heads, valves, and associated components during construction.
- C. Fire alarm and life safety systems shall remain fully operational at all times.
- D. If sprinkler or fire alarm components are damaged, obstructed, or rendered noncompliant due to Contractor work or means and methods, the Contractor shall immediately notify the Owner and coordinate required repairs at no additional cost.
- E. Any unauthorized shutdowns or impairments shall be corrected immediately and reported to the Owner.

11.10 SCHEDULE AND PHASING

11.10.1 The Contractor shall adhere to the phasing plan and overall project duration outlined in the Contract Documents.

11.10.2 Schedule adjustments shall not impact the required **project completion deadline of June 18, 2026**.

11.10.3 Off-site laundry service shall be maintained as specified during construction.

11.11 CLOSEOUT REQUIREMENTS

11.11.1 Contractor shall invoice the Town upon final inspection and Completion that is deemed satisfactory by the Town. Prior to final payment, the Contractor shall submit:

1. Final, itemized invoices
2. MOD-required photographs (before, during, and after construction)
3. Warranty documentation
4. Manufacturer product data
5. Final inspection approvals
6. Lien waivers

11.11.2 All work shall carry a **minimum one-year warranty** on workmanship unless otherwise specified.

11.12 PAYMENT

11.12.1 Payment shall be based on approved invoices and compliance with MOD grant documentation requirements.

11.12.2 Final payment is contingent upon:

7. Completion of all work
8. Resolution of all punch list items
9. Submission and approval of all closeout documentation

Appendix B – Preliminary Code Analysis Sheet

Project: Lincoln School Apartments – Kersey Community Room & Laundry Renovation
Address: 86 Central Street, Hingham, MA
Date: February 2026

Category	Code / Standard	Requirement / Comment	Compliance Notes
Occupancy	Group I-1 (Residential Care / Assisted Living)	Existing building houses seniors 62+ and persons with disabilities	No change; renovation for accessibility only
Construction Type	Type III / III-B (Non-combustible exterior walls, wood interior)	Based on 1912 brick school conversion; 5 stories	
Height / Stories	5 stories	Max per I-1, Type III-B: 5 stories	Complies
Sprinkler System	NFPA 13 / MA Amendments	14,800 SF wet sprinklered	Plan shows community room & laundry within sprinklered area
Accessibility	ADA 2010 & 521 CMR	Must provide accessible route, clearances, fixtures	Project includes ADA-compliant kitchen, laundry, counters, and routes
Means of Egress	MA 780 CMR 100	Minimum corridor width, door width, exit signage	Renovation maintains existing egress; door hardware compliant with ADA lever requirements
Fire Protection	780 CMR / NFPA	Fire-rated doors, fire alarm coverage	New doors rated as required; maintain existing system. Contractor to verify existing fire alarm zones for coordination purposes only; no system modifications included.
Energy / HVAC	MA Energy Code 780 CMR 13	Upgrades must meet energy code	Appliances ENERGY STAR; HVAC not impacted; maintain compliance

Category	Code / Standard	Requirement / Comment	Compliance Notes
Electrical	780 CMR 27 & NEC	Adequate circuits, GFCI, dedicated lines	All new appliances and island outlets per NEC; confirm coordination with MEP
Plumbing	248 CMR, MA Plumbing Code	Hot/cold water, standpipe, drain, accessible sinks	Laundry & kitchen fixtures per ADA and code; off-site laundry provided during construction
Structural	780 CMR / ASCE 7	Floor loads for new equipment	Kitchen island, laundry hookups verified for residential loads; structural engineer review recommended

Notes:

- All appliances, counters, sinks, and cabinetry will meet ADA 2010 / 521 CMR standards.
- MOD grant requirements incorporated: final invoices, photographs, and compliance documentation.
- Contractor shall apply for all required permits; permit application fees shall be waived by the Town; Contractor is responsible for inspection coordination and fees.

Appendix C – Accessibility Checklist

Project: Lincoln School Apartments – Kersey Community Room & Laundry Renovation
Address: 86 Central Street, Hingham, MA
Date: February 2026

Element	Requirement (ADA 2010 / 521 CMR)	Compliant? (Y/N)	Notes / Action Required
Accessible Routes	Minimum 36" wide; smooth, firm, slip-resistant		Verify paths from room entrance to community room and laundry
Doors & Hardware	32" minimum clear width; lever handles; max 5 lbf operating force; threshold $\leq \frac{1}{2}$ "		New doors DR1/DR2 to comply; check all thresholds
Corridors	Minimum 44" clear width		Widen corridors as needed in kitchen / laundry renovation. Existing corridors may be less than current code width where permitted by 521 CMR for existing buildings; altered areas shall comply to the maximum extent feasible.
Kitchen Counters & Cabinets	ADA height: 34" max counter; knee/toe clearance for sinks & work surfaces; lever handles on cabinetry		CAB1, CT1, HW1 items per schedule
Kitchen Appliances	ADA compliant, residential grade, ENERGY STAR; controls within reach range 15"–48" AFF		R1, RG1, DW1, MW1, HD1 verified; approval by Town post-bid
Sinks & Faucets	Knee clearance 27" high; insulated pipes; lever or touch faucet		S1 and F1 compliant; check clearance around island

Element	Requirement (ADA 2010 / 521 CMR)	Compliant? (Y/N)	Notes / Action Required
Laundry Equipment	Washer/dryer hookups with accessible controls; clear floor space 30" x 48"		W1–W6, D1–D6 per MEP coordination; off-site laundry provided during construction
Lighting & Electrical	Adequate lighting; switches 15"–48" AFF; GFCI where required		P1, EISL1 and other circuits verified
Signage	Visual and tactile; 60" above finish floor (centerline)		Signage to be addressed under a separate contract
Turning Spaces	Minimum 60" diameter at kitchen, laundry, and island areas		Verify clearances per fixture layouts
Emergency & Fire Alarm	Visual and audible alarms; pull stations ≤ 48" AFF		Maintain compliance with existing building system
Flooring	Slip-resistant, firm, stable, and smooth		LVP flooring, low VOC adhesive; check transitions at doors
Grab Bars & Accessories (if applicable)	Installed at 33"–36" AFF; secure mounting		N/A for kitchen/laundry; confirm restroom compliance only if disturbed

Notes:

1. MOD grant documentation requires photographs of compliance before, during, and after construction.
2. All operable elements must be usable without tight grasping, pinching, or twisting.
3. Coordination with MEP, structural, and finishes trades required to maintain accessibility.

Appendix D – Phasing / Construction Schedule

Proposed schedules assume timely permit issuance by the Town and inspection availability coordinated by the Contractor.

A. SEQUENTIAL SCHEDULE

Task	Duration	Start	Finish
Demolition – Kitchen/ Community Room	2 weeks	Day 1	Day 14
Demolition – Laundry	1 week	Day 8	Day 14
Rough-ins – Kitchen	2 weeks	Day 15	Day 28
Rough-ins – Laundry	1 week	Day 22	Day 28
Fixtures/Appliances Installation – Kitchen	2 weeks	Day 29	Day 42
Finishes – Kitchen/ Community Room	1 week	Day 43	Day 49
Finishes – Laundry	1 week	Day 50	Day 56
Punchlist / Final Inspections	1 week	Day 57	Day 63

Total Duration: ~9 weeks

B. OVERLAPPING SCHEDULE

Task	Duration	Start	Finish
Demolition – Kitchen/ Community Room	2 weeks	Day 1	Day 14
Demolition – Laundry	1 week	Day 1	Day 7
Rough-ins – Kitchen	2 weeks	Day 15	Day 28
Rough-ins – Laundry	1 week	Day 8	Day 14
Fixtures/Appliances Installation – Kitchen	2 weeks	Day 29	Day 42
Finishes – Kitchen/ Community Room	1 week	Day 43	Day 49
Finishes – Laundry	1 week	Day 29	Day 35
Punchlist / Final Inspections	1 week	Day 50	Day 56

Total Duration: ~8 weeks

Appendix E – Owner-Furnished Laundry Equipment (Reference Only)

Note: The laundry equipment shown in this Appendix is **Owner-furnished** and provided for **coordination and reference purposes only**. The Contractor's scope includes **hookups, clearances, utilities, and coordination only**, as described in the Contract Documents. Contractor shall field-verify final equipment dimensions and connection requirements prior to installation of hookups.