

Town of Hingham



Town Administrator's Office

210 Central St

Hingham, MA 02043

CNA26LSA

INTEGRATED CAPITAL NEEDS ASSESSMENT (CNA)

The Hingham Town Administrator's Office reserves the right to modify this schedule at their discretion.

RELEASE DATE: June 11, 2026

DEADLINE FOR QUESTIONS: June 25, 2026

RESPONSE DEADLINE: June 30, 2026, 11:00 am

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/hingham-ma>

Town of Hingham
Integrated Capital Needs Assessment (CNA)

I.	Introduction
II.	Project Details
III.	Hingham Terms and Conditions - Sample Agreement.....
IV.	Vendor Questionnaire
V.	Quote

Attachments:

A - c.30B RFQ Sample Contract REVISED 4.16.25

B - 1979.09.10 - LSA - Plans

C - 2021.04.27- Lincoln School Apt - ECP STAMPED

D - 2021.07.29 - Lincoln School Apartments - Window and Entrance Door Replacement Project OTB

E - 2022.08.16 - Lincoln School Apartments- ADA Transition Plan

F - 2023.04.25 - Lincoln School Apts - BEA - Roof Inspection Report

G - 2023.08.01 - Lincoln School Apartments - BEA Building Envelope Inspection Report

H - 2024.01.26 - Lincoln School Apts - Allied Engineering - HVAC schematic narrative

I - 2024.01.29 - Lincoln School Apts - Excel - Roof Maintenance Proposal

J - 2024.07.30 - Lincoln School Apts - Preferred Mechanical - Air Handler Emergency Repairs

1. Introduction

1.1. [Summary](#)

Lincoln Apartments, LLC Board of Managers is seeking written quotes ("RFQ") from experienced architectural and/or engineering firms to conduct a comprehensive Capital Needs Assessment ("CNA") for the Lincoln School Apartments located at 86 Central Street, Hingham, MA 02043, pursuant to M.G.L. c. 30B, Section 4 (a).

The primary objective is to produce a 20-year capital planning roadmap that serves as a Master Integration Document. The awarded consultant must harmonize standard building lifecycle requirements with the high-priority remediation needs identified in existing specialized reports for the building's envelope, HVAC, roofing, and ADA compliance.

1.2. [Contact Information](#)

Project Contact:

Jennifer Oram

Senior Planner / Zoning Administrator

Email: oramj@hingham-ma.gov

Phone: [\(781\) 804-2315](tel:(781)804-2315)

Procurement Contact:

David Sequeira

Procurement and Contracts manager

Email: sequeirad@hingham-ma.gov

Phone: [\(781\) 804-2407](tel:(781)804-2407) Ext: 2407

Department:

Land Use and Development

Department Head:

Jennifer Oram

Zoning Administrator

1.3. [Timeline](#)

Release Project Date	June 11, 2026
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Pre-Proposal Meeting (Mandatory)	June 22, 2026, 11:00am Lincoln School Apartments, 86 Central Street, Hingham, MA 02043. Bidder must attend site visit to be deemed responsive. Meet at the FRONT ENTRANCE and visit will begin promptly.
Question Submission Deadline	June 25, 2026, 11:00am
Quote Submission Deadline	June 30, 2026, 11:00am

2. Project Details

2.1. [RFQ Response Requirements](#)

Consultants interested in submitted a response and quote must do so through the Town of Hingham's OpenGov Portal.

Respond to the Request for Quotes by clicking on the "Draft Response."

The portal does not allow submissions after the date/time due.

Quotes and responses will not be accepted via email or mail

2.2. [Owner/Town/Awarding Authority](#)

Where the term Owner and/or Awarding Authority is used in these Specifications, and other Contract Documents, same refers to the Town of Hingham, Massachusetts ("Town") and/or the Lincoln Apartments, LLC Board of Managers.

2.3. [Questions and Additional Information](#)

Bidders requiring additional information, or interpretation of the Scope of Services and/or deliverables, must make request for such information through the question section of the electronic bid portal.

Answers to all requests will be published on the project portal and registered bidders will be notified when answers are published. No other explanation or interpretation will be considered official or binding.

2.4. [Project Objective](#)

The Owner seeks a qualified multidisciplinary team to conduct a comprehensive, integrated CNA.

The primary objective is to produce a decision-grade 20-year capital plan that reflects the true, comprehensive cost of ownership, compliance, and modernization of the property including the existing structure.

The CNA deliverable must:

- Integrate all existing technical reports into a single coordinated plan
- Identify all foreseeable capital costs, including:
 - Deferred maintenance
 - Accessibility and code compliance
 - Building system modernization

- Electrification and decarbonization
- Eliminate inconsistencies and gaps between prior studies
- Provide realistic, implementable cost projections suitable for capital planning and funding decisions

2.5. [Property Profile](#)

Type: Historic adaptive reuse (former school building)

Original Construction: 1912

Conversion: 1979/1981

Configuration: Two interconnected structures

Units: 60 project-based Section 8 senior housing units

2.6. [Scope of Services](#)

The CNA shall comply with:

- ASTM E2018-15
- Guidance from the U.S. Department of Housing and Urban Development

ASTM E2018-15 establishes the minimum standard of care. The consultant is expected to exceed this standard to meet the integrated scope of this project, including reconciliation of prior studies, coordination across building systems, and development of a decision-grade capital plan.

Baseline CNA

- Full property condition assessment
 - Remaining useful life (RUL) analysis
 - Capital repair / replacement schedule (20 years)
 - Order-of-magnitude cost estimates
-

Level of Investigation

- Minimum 20% unit sampling (or justified alternative)
- Inspection of all major systems and common areas
- Roof inspection required

- No destructive testing unless authorized

The consultant must validate and ground-truth prior reports, not rely solely on them.

Cost Estimation Requirements

All cost estimates must:

- Use industry-standard methodologies (e.g., RSMeans or equivalent)
- Reflect costs in compliance with Massachusetts General Laws Chapter 30B (M.G.L. c. 30B), the Uniform Procurement Act and
- Include:
 - Hard construction costs
 - Soft costs (design, permitting, testing, contingencies)
 - Escalation assumptions
 - General conditions

Consultant must distinguish:

- Hard vs. soft costs
- Planning-level vs. higher-confidence estimates

2.7. Integrated Analysis Requirements

This CNA is intended to function as a Master Integration Document.

The consultant is responsible for:

- Reconciling all prior reports
- Identifying:
 - Conflicts
 - Overlaps
 - Sequencing issues
- Producing a single coordinated capital plan

The consultant must also:

- Identify hidden or secondary costs, including:

- Phasing inefficiencies
- Temporary relocation needs, incorporating cost estimates for any associated expenses.
- System interdependencies
- Flag outdated or underestimated prior recommendations
- Provide a clear prioritization narrative explaining prioritization logic
- Identify opportunities to bundle work to reduce cost or disruption

2.8. [System-Specific Requirements](#)

Building Envelope & Roofing

- Masonry repointing assessment
- Evaluation of stone elements (lintels, sills, bands)
- Roof system evaluation (membrane, flashing, drainage)
- Validation of recommended replacement timing
- Leak remediation assessment (identified units)
- Assessment of adequacy of the existing roofing maintenance/management plan
- Investigation of reported structural vibration

Mechanical, Electrical & Plumbing

- HVAC modernization analysis based on prior study:
 - Option 1: Split-system heat pumps
 - Option 2: Central VRF system
 - Include all costs associated with removal of existing through-wall and through-window panel AC units as well as necessary wall and window panel repairs / capping.
- Cost-benefit and lifecycle comparison required
- Ventilation upgrades:
 - Central ERVs
 - Fire-rated shafts with code-compliant dampers

- Elevator system evaluation and modernization analysis
 - Identification of required repairs, recommended modernization measures, and long-term reliability concerns
 - Cost-benefit comparison of partial modernization vs. full replacement
 - Lifecycle cost analysis and projected remaining useful life
 - Recommendations for improving energy efficiency, ride quality, and resident safety
 - Phasing considerations to minimize disruption to senior residents
 - Recommendation for advisability of a second elevator
 - Water conservation upgrades
-

Accessibility Compliance

All recommendations must align with:

- Americans with Disabilities Act
- Section 504 of the Rehabilitation Act
- Massachusetts 521 CMR

The 2022 ADA Transition Plan shall be treated as a mandatory capital framework.

Scope includes:

- Site accessibility (slopes, widths, curb ramps)
- Unit accessibility and parity
- Interior modifications (kitchens, bathrooms)
- Common area compliance
- Elevator compliance
 - Evaluate the existing elevator system
 - Determine whether a second elevator is required to meet accessibility, life-safety, redundancy, and operational needs

2.9. [Deliverables](#)

20-Year Capital Plan

- Year-by-year schedule (2026–2046)

- Excel format
 - Categorized by timeframe
 - Immediate (0–1 year)
 - Short-term (1–5 years)
 - Mid-term (6–10 years)
 - Long-term (11–20 years)
-

Immediate Repair Plan

- Year 1 priorities
 - Focus on:
 - Life safety
 - Code compliance
 - Accessibility risks
 - Structural integrity issues
-

Integrated Master Narrative

- Explanation of:
 - Phasing strategy
 - System coordination
 - Trade-offs and assumptions
-

Electrification Roadmap

- Transition to electric systems
 - Lifecycle cost comparison
 - Infrastructure implications
-

Staff Capacity Assessment

- Evaluation of operational readiness for advanced systems (VRF, ERV)
-

Total Cost of Ownership Summary (REQUIRED)

Provide:

- Total 20-year capital cost
- Cost by system
- Cost by driver (lifecycle vs. compliance vs. modernization)
- Key cost drivers and risks

Data Format

- Excel capital plan (HUD-compatible preferred)
- PDF report
- Editable files required

Project Schedule and Response Time Requirements

The Consultant shall demonstrate sufficient staffing, technical resources, and project management capacity to complete the work within the required schedule.

Unless otherwise approved by the Owner, the Consultant shall complete all services and submit the final Capital Needs Assessment (CNA) within ninety (90) calendar days of awarded contract.

At a minimum, the Consultant shall provide the following milestones:

- Project kickoff meeting and data request: Within seven (7) calendar days of awarded contract
- Completion of field investigations and site inspections: Within forty-five (45) calendar days of awarded contract
- Submission of draft CNA report: Within seventy-five (75) calendar days of awarded contract
- Submission of final CNA report incorporating Owner comments: Within ninety (90) calendar days of awarded contract

The Consultant shall identify any anticipated schedule constraints, assumptions, or dependencies that could affect timely completion.

Respondents shall submit a proposed work plan and project schedule demonstrating how all required disciplines, including architecture, mechanical engineering, accessibility compliance, and cost estimating services, will be coordinated to meet the required completion date.

The Owner reserves the right to negotiate adjustments to milestone dates during contract execution.

2.10. Minimum Standard of Performance (Required)

ASTM E2018-15 establishes the minimum standard of care for this engagement. The consultant is expected to exceed this standard to meet the integrated scope of the project.

Deliverables will be considered non-responsive and incomplete if they:

- Rely solely on baseline ASTM methodologies without integrating prior reports
- Fail to reconcile conflicts, overlaps, or sequencing issues across systems
- Do not provide a coordinated, decision-grade capital plan
- Omit material cost components, including soft costs, phasing impacts, or system interdependencies

The Owner reserves the right to require revisions or reject deliverables that do not meet these requirements.

2.11. Required Format - Capital Needs Assessment Report Structure (Mandatory)

To ensure consistency, comparability, and full integration of findings, the consultant shall organize the final Capital Needs Assessment (CNA) report using the following structure:

1. Executive Summary

- Overview of overall property condition
- Key capital drivers
- Total 20-year capital need summary
- High-risk issues requiring immediate action

2. Property Overview

- Building description and history
- Unit mix and occupancy context
- Summary of prior reports reviewed

- Assumptions and limitations
-

3. Methodology

- Compliance with ASTM E2018-15
- Description of inspection approach
- Unit sampling methodology
- Document review process
- Interviews conducted

Must explicitly state how the consultant exceeded ASTM baseline requirements.

4. Integrated Findings (REQUIRED CORE SECTION)

This section must reconcile all prior studies and current observations.

Must include:

- Envelope systems (roof, masonry, windows)
- Mechanical systems (HVAC, ventilation, elevator)
- Electrical and plumbing systems
- Accessibility and code compliance
- Structural observations

Required:

- Identification of conflicts between prior reports
 - System interdependencies (e.g., sequencing impacts)
 - Consolidated condition assessment
-

5. Capital Improvements Plan (20-Year Schedule)

- Year-by-year capital replacement schedule
- Categorization:
 - Immediate (0–1 year)
 - Short-term (1–5 years)
 - Mid-term (6–10 years)

- Long-term (11–20 years)
 - Must include:
 - Lifecycle replacements
 - Code compliance work
 - Deferred maintenance
 - Modernization initiatives
-

6. Opinion of Probable Cost (Integrated Cost Model)

Must include:

- Hard construction costs
- Soft costs (design, permitting, testing, insurance)
- Phasing impacts and inefficiencies
- Escalation assumptions
- Contingency assumptions

Costs must reflect compliance with Massachusetts General Laws Chapter 30B (M.G.L. c. 30B), the Uniform Procurement Act.

7. Regulatory Compliance Analysis

- ADA accessibility compliance
 - Section 504 of the Rehabilitation Act
 - Massachusetts 521 CMR compliance
 - Life safety and building code considerations
-

8. HVAC / Electrification Analysis

- Comparative analysis of:
 - Split-system heat pumps
 - VRF systems
- Lifecycle cost comparison
- Electrification feasibility roadmap
- Infrastructure constraints

9. Accessibility Improvement Plan

- Site accessibility deficiencies
 - Unit accessibility upgrades
 - Common area compliance
 - Feasibility of unit parity improvements
 - Elevator upgrades and evaluation of the need for a second elevator
-

10. Risk Register

Must identify:

- High-risk capital items
 - Unknown conditions or data gaps
 - Cost uncertainty drivers
 - Items requiring further study
-

11. Total Cost of Ownership Summary (REQUIRED)

Must include:

- Total 20-year capital cost
 - Cost by system category
 - Cost by driver:
 - Lifecycle
 - Compliance
 - Modernization
 - Key cost drivers and risks
-

12. Appendices

- Photo documentation
- Unit survey summaries
- Cost tables (editable format required)
- Supporting calculations

2.12. [Submission Requirements](#)

Minimum Qualifications

The Respondent must demonstrate that the proposed team has adequate capacity to complete the project and deliver the final CNA within the schedule requirements established in Deliverables Section 2.6. Time is of the essence. Delays in completion may affect capital planning, budgeting, procurement, regulatory compliance, and resident safety initiatives.

The following Minimum Qualifications must be met for a firm to be considered responsive and responsible under M.G.L. c. 30B. Firms that do not demonstrate compliance with all requirements may be deemed non-responsive.

1. Relevant Firm Experience

The Respondent must demonstrate experience completing Capital Needs Assessments (CNAs) for projects comparable in scope and complexity, including:

- Multifamily residential buildings
- Occupied residential buildings
- Historic or older structures
- Projects requiring integration of building envelope, mechanical/electrical/plumbing (MEP), and accessibility/ADA assessments
- Projects involving reconciliation or validation of prior studies (e.g., energy audits, envelope reports, MEP assessments)
- Work performed for public housing authorities or other public-sector clients in Massachusetts

Experience must show the firm's ability to identify system interdependencies, hidden conditions, and phasing considerations typical of occupied multifamily housing.

2. Required Project Team Composition

The Respondent must provide a project team with the following roles, each filled by qualified personnel:

- CNA Lead / Project Manager with demonstrated experience managing multidisciplinary building assessments
- Mechanical/HVAC Engineer, licensed in the Commonwealth of Massachusetts

- Accessibility / ADA / Section 504 Specialist with experience assessing multifamily housing
- Professional Cost Estimator experienced with RSMeans or equivalent industry-standard cost data

The Respondent must demonstrate that the proposed team has adequate capacity to complete the project within the required schedule.

3. Demonstrated Understanding of Integrated CNA Methodology

The Respondent must provide a clear description of its methodology for delivering an integrated CNA, including:

- A process for reconciling conflicting or outdated reports
- A framework for sequencing recommendations (e.g., envelope before HVAC replacement)
- Identification of soft costs, escalation, contingencies, and system dependencies
- An approach for conducting assessments in an occupied building with minimal disruption
- A description of anticipated deliverables, including format and level of detail

The methodology must reflect an understanding that this CNA requires cross-disciplinary integration rather than a standard assessment.

4. Cost Estimating Methodology

The Respondent must demonstrate the ability to produce reliable, transparent cost estimates that include:

- Use of industry-standard cost data
 - Inclusion of escalation, contingencies, soft costs, and phasing impacts
 - Familiarity with Massachusetts construction conditions and cost environments
 - Clear documentation of assumptions, data sources, and uncertainty
-

5. Familiarity with Massachusetts Public Procurement Requirements

The Respondent must demonstrate experience working under Massachusetts public procurement laws and procedures, including:

- M.G.L. c. 30B (Uniform Procurement Act)

- Public procurement processes
- State and local capital planning requirements

This includes the ability to produce documentation and deliverables that meet public-sector standards for transparency, auditability, and compliance.

6. Administrative Requirements

The Respondent must submit the following:

- Non-collusion certification
- Compliance with Massachusetts procurement laws

2.13. Qualification Package

The Respondent shall submit the following:

1. Firm Qualifications and Experience

Respondents must provide:

- A description of the firm's experience conducting Capital Needs Assessments (CNAs) for multifamily, occupied residential buildings.
- Identification of relevant projects completed within the past 5–10 years.
- For each project:
 - Project name and location
 - Building type and occupancy status
 - Scope of assessment
 - Integration of envelope, MEP, and accessibility/ADA findings
 - Client name and contact information
 - Project dates
 - Deliverables produced

Respondents must clearly identify any experience working with **public-sector clients in Massachusetts**.

2. Project Team and Staffing

Respondents must submit:

- A project-specific **organizational chart** identifying all key personnel.
- **Resumes** (2–3 pages maximum) for each key team member.
- A description of each team member's role and responsibilities.
- A statement of **current workload and capacity** to complete the project within the required schedule.
- Identification of any sub-consultants and their qualifications.

2.14. [Required Sample Work Products](#)

To demonstrate capability and responsiveness, respondents must submit sample work from prior projects of similar scope. *Samples may be redacted as needed.*

Required samples include:

- **Sample Capital Needs Assessment Report**
 - A complete or partially redacted CNA showing:
 - Integrated assessment of envelope, MEP, and accessibility/ADA
 - Clear identification of deficiencies and recommended improvements
 - Field observations, photos, and system-level findings
- **Sample Cost Estimate**
 - A cost estimate demonstrating:
 - Use of RSMeans or equivalent
 - Inclusion of soft costs, escalation, contingencies, and phasing
 - Clear documentation of assumptions and data sources
- **Sample Integrated Findings Summary or Prioritization Matrix**
 - A document showing how the firm synthesizes cross-disciplinary findings into coordinated recommendations.
- **Sample Work Plan or Project Schedule**

- A prior work plan showing:
 - Field investigation sequencing
 - Coordination among disciplines
 - Occupied-building logistics
 - Deliverable milestones
- **Sample Accessibility/ADA Assessment Output**
 - A deliverable demonstrating identification of ADA/Section 504 deficiencies and recommended corrective actions.
- **Sample Envelope or MEP Assessment Output**
 - A sample showing system-level evaluation and identification of dependencies.
- **Sample Deliverable Format**
 - A sample of the final report format or template to illustrate organization and level of detail.

2.15. [Risk & Data Limitations](#)

The consultant must identify:

- Data gaps affecting cost accuracy
- Recommended additional investigations
- Conditions requiring further study to achieve reliable cost projections

2.16. [Site Conditions](#)

Please note, the property is fully occupied housing for seniors and persons with disabilities.

- Consultant must coordinate inspections to minimize disruption
- Phasing assumptions must reflect occupied conditions

2.17. [Site Visit](#)

The site visit is mandatory to be deemed responsive. The Town reserves the right to hold multiple site visits if it is in the best interest of the Town.

2.18. [Rule for Award](#)

The award will be to the responsible and responsive vendor offering the needed quality of service at the lowest price quotation.

2.19. Awarded Contract

A formal contract will be presented by the Town within thirty (30) calendar days from solicitation deadline submission.

2.20. Rejection of Quotes

The Town reserves the right to reject any and all quotes as determined to be in the best interests of the Town and waive any minor informalities.

2.21. Final Payment

The Town's liability for payments are subject to the appropriation of sufficient funds.

The acceptance of final payment by the Contractor shall constitute a waiver of any and all claims against the Town by the Contractor arising under this Agreement.

2.22. Applicable Laws

In the event of any inconsistencies related to the solicitation, all applicable laws shall control.

3. Hingham Terms and Conditions - Sample Agreement

A sample agreement is posted in the Attachments Section of this RFQ. The successful bidder must sign the Town's Agreement in order to perform the work. NOTE: Certificate of Insurance will be required from the awarded bidder.

4. Vendor Questionnaire

4.1. Did the respondent attend site visit? *

Failure to attend shall be deemed not responsive by the Town

☐ Yes

☐ No

*Response required

4.2. Submission Requirements Response *

Bidder shall upload the documentation to support the Submission Requirements Section

*Response required

4.3. Qualification Package Response *

Bidder shall upload the documentation to support the Qualification Package Section

*Response required

4.4. Required Sample Work *

Bidder shall upload the documentation to support the required sample work

*Response required

4.5. c. 30B Sample Agreement *

By confirming, the bidder acknowledges and understands the sample agreement provided by the Town.

☐ Please confirm

*Response required

4.6. Secretary of State *

By confirming, the bidder acknowledges that the bidder's business entity is in current good standing with the Secretary of State's Office at the time of submission.

☐ Please confirm

*Response required

4.7. Attachments Section *

By confirming, the bidder has acknowledged and understands the documents in the Attachments Section.

☐ Please confirm

*Response required

4.8. [References *](#)

Bidder shall upload a PDF with at least 3 references of similar work with 1 being a Massachusetts municipality within the last 5 years. The information must include the following:

- A. Reference Name
- B. Title:
- C. Business Entity
- D. Address
- E. Email
- F. Phone Number
- G. Description of Project
- H. Date Completed

Failure to acknowledge may result in disqualification.

*Response required

4.9. [Authorized Signature *](#)

- [BID AUTHORIZED SIGNATURES F...](#)

*Response required

4.10. [Tax Compliance Certification *](#)

- [TAX COMPLIANCE CERTIFICATIO...](#)

*Response required

4.11. [Certificate of Non-Collusion *](#)

Please download the below documents, complete, and upload.

- [CERTIFICATE OF NON.docx](#)

*Response required

4.12. [I certify that I have read, understood and agree to the terms in this RFQ, and am authorized to submit this bid on behalf of my company.](#)

☐ Please confirm

5. Quote

CAPITAL NEEDS ASSESSMENT LUMP SUM QUOTE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Lump Sum Quote	1	1		
TOTAL					