

PURCHASING DEPARTMENT
TOWN OF ARLINGTON
730 Massachusetts Avenue
Arlington, MA 02476
Telephone 781.316.3003
Fax 781.316.3019

August 18, 2025

Request for Services (RFS) #25-50
Owner's Project Management Services
Robbins Memorial Town Hall - Exterior Restoration

ADDENDUM NO. 1

The attention of individuals and firms submitting responses to the above-referenced RFS is directed to the following Addendum. The items set forth herein, whether of omission, addition, subtraction, or clarification, shall be included in and form a part of the response submitted and shall become part of the Contract.

1. Extension of Deadline

The deadline for responses has been extended to Friday, September 5, 2025, 12:00 noon.

2. Modifications: Section 4 - Minimum Requirements and Evaluation Criteria

a) Evaluation Criteria (RFS page 3)

- i. Criterion 1) Past Performance: change "...wood window restoration, slate roofing, and stone masonry elements..." to "...wood window restoration, slate roofing, stone masonry elements, and reconstruction of historic elements..."
- ii. Criterion 4) Management Approach: after last sentence add "Respondents should briefly describe their approach to assisting the Town in evaluating options for reconstructing the clock tower/cupola."

3. Modifications: Section 6 - Requirements for Contents of Response

- a) Cover Letter and Response: maximum 20 single-sided and numbered 8½" x 11" sheets, with a minimum acceptable font size of "11 pt."
- b) Additional Information Pages: maximum three additional, double-sided 8½" x 11" sheets (i.e., maximum 6 pages). These additional information pages may include graphic materials, photographs and text.
- c) Page limits are exclusive of Attachment C, copies of MCPPO certificate(s), Certificate of Non-Collusion, Certificate of State Tax Compliance, Certificate of Authority, and Balance Sheet and Income Statement. Page limits are also exclusive of back and front covers, table of contents, and section dividers, if any.

4. Clarification: Attachment C - Owner's Project Manager Application Form – March 2017
 - a) Attachment C is a standard OPM application form despite the reference to “MSBA” (Massachusetts School Building Authority) in Item 1a of the form. This form was intentionally included in the RFS, and Respondents must complete and submit it with their Response. Respondents may strike the reference to the MSBA.
 - b) Respondents should enter the RFS number in Item 1a.
 - c) Respondents may duplicate the page provided for Item #6 (Resumes) to accommodate any additional key personnel.
 - d) Respondents may duplicate the pages provided for Items #7a and #7b (Past Performance), #8 (Capacity), and #9 (References) to accommodate any additional projects.
 - e) Respondents may expand vertically the individual rows provided in Items #7a and #8 to accommodate project descriptions (Column B), if necessary.

5. Additional Background Documentation
 - a) See attached “Arlington Town Hall Cupola Demolition” memorandum prepared by Context Architecture, September 15, 2023.

6. Clarification: Designer
 - a) The Town hired Design Associates, Inc., to prepare the 2021 existing conditions report and Context Architecture, Inc., to design the 2024 demolition of the clock tower/cupola; however, there will be a separate procurement process, coordinated by the selected OPM, for the designer of the exterior restoration project.

All other terms and conditions of the RFP remain unchanged.

**ADDENDUM SHOULD BE ACKNOWLEDGED IN THE RESPONSE SUBMISSION.
FAILURE TO ACKNOWLEDGE ANY OR ALL ADDENDA COULD RESULT IN
REJECTION OF THE SUBMISSION.**

James R. Feeney
Town Manager

**ARLINGTON TOWN HALL CUPOLA DEMOLITION
MEMO – 15 September 2023**

Subject: Field Visit - Existing Conditions Engineering Narratives

Distribution: James Feeney, Town Manager
Lisa Howe, BCA
Mike Phillips, David Pereira, GGD
Stephanie Snider, Jennifer Fisher-Bowman, R&G
Asya Tokbey, Jeff Shaw, CTX
File: 2318.02.06

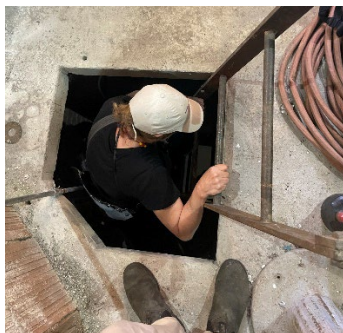
EXECUTIVE SUMMARY

Ellen Light and Andre Malan of Context Architecture made a field visit on August 23, 2023 with our preservationist/ engineering team to investigate the existing Town Hall cupola- to see the leaking and spalling terracotta structure, the internal damage caused by the water leakage, and investigate the materials that will need to be demolished, including electrical services, terra cotta structural support, adjacent roofing system – prior to developing a conceptual protection strategy. We were met by Town Manager James Feeney who gave us an introduction to the issues of the failing cupola, showed us the existing interior water damage at the Lyons Room ceiling and upper wood panels, led us to the roof, the cupola structure including its interior at the base, and then provided us with copies of the Town’s original construction documents. We had already been emailed copies of the Town’s 3D cupola scans done this past year by East Coast Metrology.

Attached to the architectural observations are a conditions review by our preservationist, Lisa Howe, of Building Conservation Associates Inc, as well an existing electrical systems summary by Michael Phillips of GGD Consulting Engineers, Inc, and a structural assessment by Stephanie Snider of Roome & Guarracino LLC.

ARCHITECTURAL EXISTING CONDITIONS

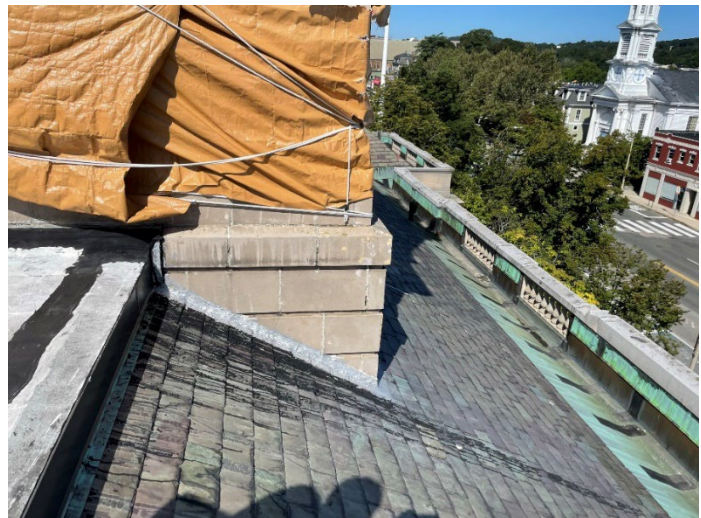
The cupola is currently wrapped in a plastic tarp at its podium post to minimize further leaking inside the building and deterioration of the terra cotta blocks of the clock tower. The base of the tower is constructed of brick and terra cotta face blocks that are sitting on a steel beam structure. That structure is separated from the cupola structure by a concrete platform with a relatively small interior opening that allows access below on a fixed metal ladder to a brick plinth base. White efflorescence on the terracotta and concrete show the extent of water penetration. The concrete deck is currently tarped over to prevent further water migration below.



The cupola spans two types of roof systems. At the front, along Massachusetts Ave, the base is set into a pitched slate shingle roofing system. The age is unknown. The shingles appear to be intact, and there is roofing mastic and parging that has been added to the joint between the base between roof and the terra cotta blocks.



The rear section of the cupola is set into a flat roof system that is topped with a black (painted white) EPDM membrane. The EPDM membrane was likely a reroof of a tar and gravel system. CTX has recommended to the Owner to have the roofing materials, including mastics and flashings, tested for asbestos-containing materials (ACM), prior to demolition of the tower and preferably before bidding. The front edge of the membrane appears to have a coping that is either aluminum or lead-coated copper. Further exploration of that material will be done prior to bidding.



The brick at the base shows minimal efflorescence and remains in reasonably good structural condition. Our structural engineer has recommended that we not disturb this structure because of its proximity to the steel beams and existing wood roof framing.



The terra-cotta tower above the base is exposed to the weather and has suffered enough damage that it is starting to spall, threatening the safety of pedestrians and cars below. See BCE report, attached, for more in-depth description of the existing masonry. It houses clocks on its front and side faces, as well as electrical conduit/wiring that connects to the cupola lighting. See GGD report, attached, for scope of existing electrical conduit, junction boxes, and lighting- most of which is antiquated and recommended for demolition with the clock tower structure.

Following our field visit, a laser scan of the existing cupola was recommended by our team, to record the existing structure in more granular detail than the earlier survey that was done by East Coast Metrology in January 2023. CTX is also reviewing the demolition permit process with Arlington Historical Commission.

RECOMMENDATIONS

The clock tower should be removed to the concrete slab that sits on the brick base. An insulated membrane roof (EPDM to match existing) will cover the existing deck and flashed at the edges per industry standards to seal the joint with the existing roof systems and prevent further moisture penetration into the building. The existing access hole in the concrete slab will be covered by a lightweight roof hatch to allow Owner access to the space below. The terracotta will be documented by a laser scan, and several representative pieces of the terracotta will be salvaged during the tower demolition and stored for future use in the rebuilding phase.

MEMORANDUM

To: Ellen Light
Context Architecture

From: Lisa Howe

Date: September 6, 2023

Project: Arlington Town Hall Clock Tower

Cc: Jeff Shaw/Context
Andre Malan/Context

Re: Conditions Review

The project scope has been identified as removal of the cupola, installing temporary protection to keep water out of the building, identifying the elements to be replicated, determining elements to be salvaged to provide a template for replication, and providing options for replication.

BACKGROUND

The cupola is constructed of terra cotta blocks supported by a structural steel frame. The terra cotta was glazed to mimic limestone and was likely used as a less expensive option than carved limestone for decorative work. Terra cotta is a pressed clay product with units typically formed hollow when manufactured. The hollow units were packed solid with masonry as the cupola was constructed. Iron “J” hooks and anchors would have been incorporated into the units to secure them to the structural steel beams and columns. The beams and columns were usually fully encased in terra cotta or other masonry materials. This condition causes the steel to rust and expand, pushing the surrounding masonry outward.

Failure of terra cotta is typically related to the rusting and expanding of steel anchors and embedded structural steel. The expansion of the steel creates cracks in the terra cotta that allows more water into the core of the assembly. Once water gets into the core of the terra cotta unit, it accelerates the deterioration including glaze failure, cracking and spalling.

EXISTING CONDITIONS AND RECOMMENDATIONS

Water damage on the interior seems to be relatively isolated to the flat plaster ceiling and some wood window paneling around the windows in the Lyons Hearing Room. The decorative plaster elements appear to be intact and out of the water saturation zone.

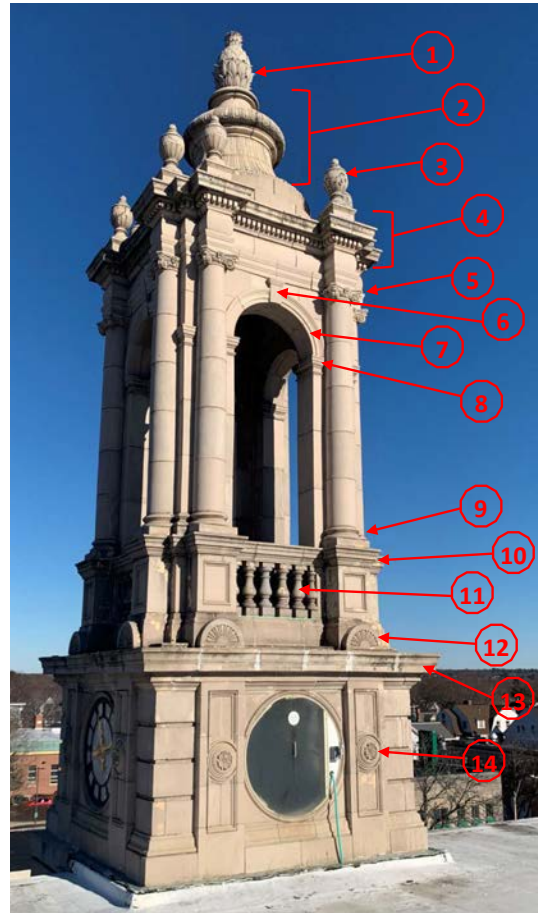
The terra cotta above the podium and balustrade is in good to fair condition. (Fig. 1) There is some isolated glaze failure and cracks in the units, but there are many elements that are in good condition. (Fig. 2) The podium level to the roof is in poor condition with extensive glaze loss, clay body deterioration and cracking. The podium base is wrapped in tarps and was not fully visible for review. (Fig. 3) The urn on the northwest corner has a large crack through the entire height of the unit. Other cracks were observed on the belt courses and corners of the cupola. (Fig. 4)

While the terra cotta units *could* be restored, the underlying rusting steel will continue to expand and damage the terra cotta façade, making restoration a short term solution that is not recommended.

Due to how the cupola was constructed, disassembly and reuse of the existing terra cotta is not feasible. The blocks were originally hollow when fabricated and filled solid with masonry as the cupola was constructed. Embedded steel anchors and structural steel make their intact removal difficult if not impossible.

There are intact decorative elements that can be salvaged for replication. Removal and retention of representative units for replication will help with accurate replication no matter what material is used to fabricate the new units. The following elements are recommended for salvage:

1. Finial (Fig. 5)
2. Decorative units between finial and drum
3. Urns (Fig. 5)
4. Elements of entire cornice from column capitals to urns. Remove one unit from each level to get representative molding profiles at each level. (Fig. 6)
5. Capitals (Fig. 6)
6. Keystone at arch
7. Arch unit for profile
8. Pilaster capitals
9. Column base
10. Balustrade cap
11. Baluster
12. Half round detail at base of baluster piers
13. Band course above clock
14. Rosettes at clock level (Fig. 7)



In addition to salvage of individual units, a high resolution laser scan of the cupola is strongly recommended. It will provide three-dimensional information for reconstruction and will allow all angles of the cupola to be viewed after demolition. It will help tremendously in the accurate replication of the cupola.

OPTIONS FOR REPLICATION:

1. Terra Cotta

- Pros: Authenticity in replacing in kind, ability to replicate all details accurately, long life span if detailed correctly
- Cons: Long lead times (12-18 months), only two manufacturers currently operating in the United States are capable of replicating historic elements, most expensive option

2. Limestone

- Pros: Will use a material that was used to construct the main body of the building, ability to replicate all details accurately, long life span if detailed correctly
- Cons: Lead times unknown, could be expensive but will depend on fabricator's machinery (some of the detail work may be automated)

3. Cast Stone

- Pros: Ability to replicate all details accurately, will be able to get a good color match, long life span if detailed correctly
- Cons: Local manufacturers, available more readily, likely less expensive than terra cotta and limestone

4. Glass Fiber Reinforced Concrete (GFRC) or Glass Fiber Reinforced Polymer (GFRP)

- Pro: Least expensive option
- Cons: Reduced ability to replicate fine details, material has a shorter life span, surface chalks over time



Figure 1. Cupola above podium.



Figure 2. Terra cotta typical conditions with glaze loss.



Figure 3. Podium level behind tarp showing extensive glaze failure.



Figure 4. Lower podium at front of cupola showing mortar failure, glaze failure and crack through terra cotta.



Figure 5. Upper cupola showing final and decorative units between finial and drum.

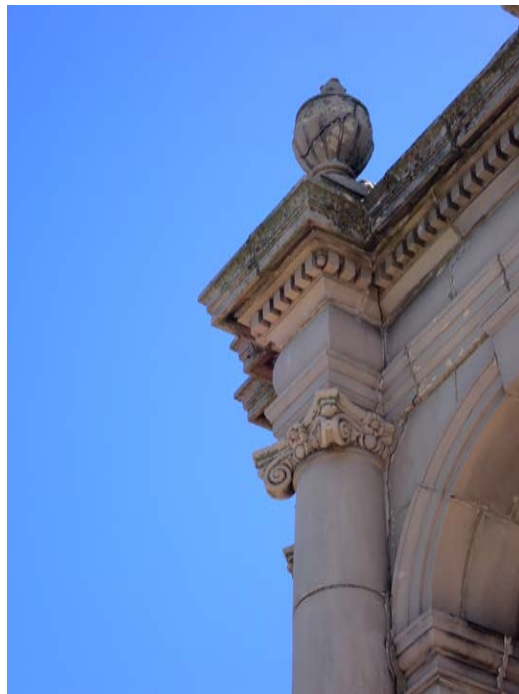


Figure 6. Upper cupola cornice elements and capital.



Figure 7. Decorative rosette at clock level.

END OF MEMO

ROOME & GUARRACINO, LLC

Consulting Structural Engineers

300 TradeCenter, Suite 3540 Woburn, MA 01801

Tel: 617.628.1700

Fax: 617.628.1711

Structural Condition Assessment on Arlington Town Hall Cupola Arlington, Massachusetts



Prepared for:
CONTEXT Architecture
65 Franklin Street
Boston, MA 02110

ROOME & GUARRACINO, LLC

Consulting Structural Engineers

300 TradeCenter, Suite 3540 Woburn, MA 01801
Tel: 617.628.1700 Fax: 617.628.1711

Date: September 8, 2023
To: Ellen Light, AIA, LEED AP BD&C
From: Stephanie Snider, P.E.
Project: Arlington Town Hall Cupola
Location: 730 Massachusetts Ave, Arlington, MA 02476
Reference: Structural Condition Assessment

Overview

This letter summarizes our findings regarding the present condition of the roof supporting the cupola at 730 Massachusetts Ave, Arlington, MA, as well as, our recommendations regarding removal and maintenance of this structure. These observations and recommendations are based, our field observations on August 23, 2023. Our comments are based on our field observations and experience. Our field observations were only visual surface observations and we have not cut any holes in building finishes to verify structure, nor have we done any testing to determine the structures underlying condition. R&G's observations are limited to the visible interior and exterior building elements at and below the existing cupola and R&G does not certify the structural integrity of any element not observed on the day of the visit.

Existing Conditions

On August 23, 2023, R&G was asked to review the condition of the existing cupola and supporting elements. The Arlington town hall building was built in 1913. The copula has an internal steel supporting structure with concrete floor levels at the base of the belfry and the base of the clock room. The rest of the cupola is constructed with terracotta. The entire structure is supported on brick masonry walls stacked on top of existing steel beams within the roof structure. Previous reports completed on the condition of the cupola have noted significant cracking of the terracotta and masonry and also noted the cupola structure is not plumb. The cupola is the source of extensive water leaks in the building which has caused damage to the Lyon's room seen in Photo 1. Attempts were made to wrap the cupola to prevent excessive water infiltration by wrapping the clock face level with tarps.



Photo 1.



Photo 2.



Photo 3.

The cupola structure is deteriorated with notable cracking of the terracotta elements on each exterior face of the structure as well as cracking at the interior corners. See photo 2. Cracks have been repaired and reopened. The structure has a slight visible lean but it is unclear if this was the as-built condition. We gained access to the cupola interior through one of the clock faces. The interior clock face level is constructed with terracotta block filled with grout. The concrete at the base of the belfry has spalled revealing a severely corroded interior steel member. See photo 3. From the clock face room we were able to enter the existing roof structure through an opening in the floor. Below the cupola are brick masonry walls supported on steel beams. The brick masonry walls have step cracks and the mortar is deteriorated. See photo 4. At the corners steel columns can be seen embedded within the masonry. The steel columns extend from the supporting steel within the roof to the steel supporting the belfry framing. The embedded column has corrosion but does not appear to have significant section loss at visible locations. See photo 5. Photos 6 and 7 show the condition of the steel supporting structure. While the top flange of the beams show signs of deterioration due to water the majority of the sections are in good condition. Connections do not show signs of rust. Photo 6 shows part of the connecting angle is missing, however, the edge was painted so the damage was sustained prior to the last paint coat possibly dating back to installation of the beams.



Photo 4.



Photo 5.



Photo 6.



Photo 7.



Photo 8.



Photo 9.

Assessment of Existing Conditions

R&G recommends removal of the existing cupola to prevent further damage due to water infiltration. The existing structure should be taken down to the brick walls at roof level. Existing drawings show wood framing being supported off the brick masonry walls. Brick masonry is to be repointed and wood framing to be inspected for signs of deterioration. The top of the brick masonry walls should be braced internally during removal of the cupola and until new roof framing is installed. Existing steel beams should be wire brushed cleaned and painted to prevent further deterioration.

If you have any further questions, or if we can be of any further assistance, please feel free to call.

Very truly yours,
ROOME & GUARRACINO, LLC



Stephanie Snider, P.E.
Engineer



Carmine Guarracino, P.E.
Principal

CG:cg

Robbins Memorial Town Hall
730 Massachusetts Ave
Arlington, MA
Electrical Existing Conditions Systems Report
J#640 082 00.00
L#86016/Page 1/September 9, 2019

ELECTRICAL

Executive Summary:

The existing electrical systems for the clock tower were reviewed to prepare for removal.

Electrical Distribution:

There is lighting and power in the clock tower which comes from (3)- 20A/1P circuit breakers in a panel located on the floor below in the clerk's office power panel. There is a receptacle in a weatherproof enclosure and (3) LED light fixtures. All conduit and junction boxes in the upper tower is PVC and flexible liquid tight conduit.



Clock Tower



Junction Box Below Clock Tower



Clerk's Office Power Panel

Robbins Memorial Town Hall
730 Massachusetts Ave
Arlington, MA
Electrical Existing Conditions Systems Report
J#640 082 00.00
L#86016/Page 2/September 9, 2019



Interior Lighting:

The light in the clock tower is LED in the upper and a keyless porcelain socket in the lower tower. The lights are controlled by local switches and via a photo cell located on the Southeast corner of the tower.



Switch Control in Lower Tower



Photo Cell Control



Robbins Memorial Town Hall
730 Massachusetts Ave
Arlington, MA
Electrical Existing Conditions Systems Report
J#640 082 00.00
L#86016/Page 3/September 9, 2019



Light Fixture Upper Tower



Light Fixture Lower Tower

Fire Alarm System:

There is a fixed temperature heat detector in the upper tower. It is fed with EMT conduit.



Heat Detector

Robbins Memorial Town Hall
730 Massachusetts Ave
Arlington, MA
Electrical Existing Conditions Systems Report
J#640 082 00.00
L#86016/Page 4/September 9, 2019

Miscellaneous:

Clock controller is located in the lower tower. There is an obsolete clock controller abandoned on the west wall of the lower tower.



Obsolete Control



New Control



Conduit and Wiring at Lower Tower

Recommendations:

All wiring devices, conduit, junction boxes, fittings and wiring to be made safe and removed complete for the removal of the clock tower.