

**NOTICE OF QUINCY HOUSING AUTHORITY BOARD OF
COMMISSIONERS' MEETING**

DATE: December 15, 2021
TIME: 5:00 p.m.
PLACE: Tobin Towers, 80 Clay Street, Quincy, MA

The meeting location is fully accessible to persons with disabilities. Upon reasonable notice, the Authority will attempt to provide auxiliary aids which will allow persons requiring such aid to participate fully in the meeting.

Topics anticipated to be discussed:

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes of the November 17, 2021 Regular Board Meeting
- IV. Harborview Residents' Committee, Inc.
- V. Residents' Council for Elderly/Disabled Residents of the QHA

Finance

1. Motion to adopt the FY 222HUD Fair Market Rents as the payment standard for Quincy effective with January 2022 move and March 2022 recertifications, with the exception of the Boston – Quincy – Cambridge FMR, pending the outcome of the appeal.
2. Motion to adopt the Boston – Quincy – Cambridge FMR as determined at the outcome of the appeal, when it occurs.

Maintenance/Mod

1. Motion to Award and Authorize the Executive Director to enter into a contract with M.D.M. Engineering Company, Inc. for the Emergency Roof Repairs at O'Brien Towers. A large section of roofing on one of the wings at O'Brien Towers blew off the building during the Nor'easter in late October. An Emergency Waiver was approved by DCAMM to allow QHA to bypass the State bidding regulations. QHA solicited a proposal from M.D.M. Engineering Company, Inc. to install a permanent roof over the section that blew off, their proposal was accepted. The contract will be in the amount of \$228,000.00. This award will be contingent on acceptance of the design by Carlisle Roofing Systems, the manufacturer of roofing products and the analysis of the structural engineer engaged to review the existing roof installation.
2. Motion to Award and Authorize the Executive Director to enter into a contract with Winslow Architects, Inc. for Construction Administration of the Emergency Roof Repairs at O'Brien Towers. Winslow Architects prepared the plans for the

permanent roof repairs, this contract will ensure that MDM Engineering performs the work according to those plans. The contract will be based on an hourly rate for time spent during construction with a maximum upset limit of \$10,000.00. This award has the same contingency as Motion No. 1.

3. Motion to Award and Authorize the Executive Director to enter into a contract with M.D.M. Engineering Company, Inc. to perform test cuts for the structural engineer and roofing expert hired to investigate the stability of the existing roofs installed at O'Brien Towers, Pagnano Towers and Drohan Apartments. QHA solicited a proposal from M.D.M. Engineering Company, Inc. to perform the test cuts and then resecure the roof membrane. The contract maximum upset limit is \$20,000.00.
4. Motion to Award and Authorize the Executive Director to enter into a contract with M.D.M. Engineering Company, Inc. for the Emergency Roof Stabilization at O'Brien Towers. After investigating sections of the undamaged roof at O'Brien Towers it has been determined that the roofing system is not properly adhered and is in fact "floating" An Emergency Waiver was approved by DCAMM to allow QHA to bypass the State bidding regulations. QHA solicited a proposal from M.D.M. Engineering Company, Inc. to install a tie-down system to secure the entire roof. The contract will have an upset limit of \$50,000.00
5. Motion to Approve the Certificate Of Substantial Completion for Contracting Specialists, Inc. for the Exterior Balcony Renovations.at O'Brien Towers.
6. Motion to Approve Change Order No. 4 to the contract with Zander Corporation for the High-Cost Vacancy Rehabilitation at 73 South St. Change Order No. 4 is for the removal and replacement of all copper piping within the building. The City of Quincy Plumbing Inspector discovered that the existing copper piping was Type M copper which is not allowed by code. This Change Order calls for the removal of the old Type M copper pipping and the installation of new Type L copper pipping and will result in an increase of \$17,179.11 to the contract amount with a ten (10) day increase in the contract time. (See attached Change Order Proposal).
7. Motion to Approve Change Order No. 1 to the contract with M.D.M. Engineering Company, Inc for the Roof Replacement and Exterior Wall Cladding Repairs at Tobin Towers. Change Order No. 1 includes the following work items:
 - a. Install mechanical roof curbs for the new roof top mini-splits
 - b. Install additional windows on the twelfth floor
 - c. Install additional walking pads to the mini-splits

- d. Temporary repairs to the leaking existing EPDM roof membrane (Prior to the start of construction)
- e. Deletion of the installation of new wood blocking
- f. Time Extension of 178 calendar days

Change Order No. 1 will result in an increase of \$64,474.51 to the contract amount with a One Hundred Seventy-Eight (178) calendar day extension to the contract time. (See Items One through Six on the Attached Change Order Number One)

- 8. Motion to Approve Change Order No. 1 to the contract with Chapman Waterproofing Company for the Masonry Repairs at Sawyer Towers. Change Order No. 1 is for the installation of Helical masonry anchors at five (5) brick columns. During construction the contractor discovered that in one of the brick columns, there were no masonry anchors and this could result in the columns separating from the main structure. It was decided that all five columns needed masonry anchors to prevent potential separation. Change Order No. 1 calls for the installation of Helical masonry anchors which will prevent any potential separation. Change Order No. 1 will result in an increase of \$35,195.52 to the contract amount with no increase in the contract time. (See attached Change Order Proposal).
- 9. Motion to Approve Change Order No. 2 to the contract with Thomas E Snowden, Inc. for the Bathroom Exhaust Fan Replacement and Door Operators at O'Brien Towers. The ceilings in Units #533 and #501 cannot be repaired and need partial replacement This Change Order includes replacing approximately 8' of ceiling in #533 and 2' of ceiling in #501. Change Order No. 2 will result in an increase of \$1,669.63 with no change in the contract time. (See attached Engineer's letter and Change Order Proposals)
- 10. Motion to Award and authorize the Executive Director to execute a contract to Molloy Disposal Services, Inc. for providing 30 yard non-asbestos dumpsters. Quotes were opened on December 8, 2021, there was only one (1) quote received, Molloy Disposal Services was the only bidder . The contract is for a two year period commencing on January 1, 2022.
- 11. Motion to Award and authorize the Executive Director to execute a contract to RED Technologies LLC for providing 30 yard asbestos disposal dumpsters. Quotes were opened on December 8, 2021, there was only one (1) quote received, RED Technologies LLC was the only bidder. The contract is for a two year period commencing on January 1, 2022.

12. Motion to Award and Authorize the Executive Director to enter into a contract with Integrated Electrical Systems for Electrical Services for the Quincy Housing Authority. An RFP was prepared, and the Quotes were received on December 6, 2021. Two (2) quotes were received and Integrated Electrical Systems was the low bidder. (See attached Bid Tabulation). The contract is for a two-year period starting on January 1, 2022.

13. Motion to Award and Authorize the Executive Director to enter into a contract with Stephco Cleaning & Restoration for Carpet Cleaning Services for the Quincy Housing Authority. An RFP was prepared, and the Quotes were received on December 6, 2021. Three (3) quotes were received, and Stephco Cleaning & Restoration was the low bidder. (See attached Bid Tabulation). The contract is for a two-year period starting on January 1, 2022.

14. Motion to Award and Authorize the Executive Director to enter into a contract with ARI Locksmith for Locksmith Services for the Quincy Housing Authority. An RFP was prepared, and the Quotes were received on December 6, 2021. Two (2) quotes were received and ARI Locksmith was the low bidder. (See attached Bid Tabulation). The contract is for a two-year period starting on January 1, 2022.

15. Motion to Award and Authorize the Executive Director to enter into a contract with Sal's Hardwood Floors & Tiles for Hardwood Flooring Services for the Quincy Housing Authority. An RFP was prepared, and the Quotes were received on December 10, 2021. Three (3) quotes were received and Sal's Hardwood Floors & Tiles was the low bidder. (See attached Bid Tabulation). The contract is for a two-year period starting on January 1, 2022.

16. Motion to Award and Authorize the Executive Director to enter into a contract with American Service Company, Inc, for the Fire Alarm Inspection, Testing, Monitoring and Service for the Quincy Housing Authority. An RFP was prepared, and the Quotes were received on December 8, 2021. There was only one (1) quote received, American Service Company, Inc, was the only bidder. (See attached Bid Tabulation). The contract is for a two-year period starting on January 1, 2022.

17. Motion to Award and Authorize the Executive Director to enter into a contract with Best Automatic Sprinkler Corp. for the Water Based Fire Protection System Services, Sprinklers Inspection and Testing and the Fire Pump and Standpipe Inspection and Testing for the Quincy Housing Authority. An RFP was prepared, and the Quotes were received on December 8, 2021. Three (3) quotes were

- received and Best Automatic Sprinkler Corp. was the low bidder. (See attached Bid Tabulation). The contract is for a two-year period starting on January 1, 2022.
18. Motion to Award and Authorize the Executive Director to enter into a contract with United Elevator Company, Inc. for Elevator Maintenance and Repairs for the Quincy Housing Authority. An RFP was prepared, and the Quotes were received on December 8, 2021, Two (2) quotes were received and United Elevator Company, Inc. was the low bidder. (See attached Bid Tabulation). The contract is for a two-year period starting on January 1, 2022.
 19. Motion to Award and Authorize the Executive Director to enter into a contract with ATC Group Services, LLC for Asbestos Testing and Monitoring Services for the Quincy Housing Authority. An RFP was prepared, and the Quotes were received on December 8, 2021. Four (4) quotes were received and ATC Group Services, LLC was the low bidder. (See attached Bid Tabulation). The contract is for a two-year period starting on January 1, 2022.
 20. Motion to Authorize the Executive Director to enter into a Management Agreement with the Hanson Housing Authority
 21. Motion to authorize the Executive Director to create and implement, subject to Union approval, a parental leave policy.

Executive Director's Report

Adjournment