



**Request for Qualifications: Design Services of the Finland Building
Addendum 1
February 3, 2025**

Request for Qualifications: Design Services of the Finland Building

Proposal Due Date: February 12, 2025 – 5:00 PM via email to RFR@bphc.org

ADDENDUM NO. 1

TO THE REQUEST FOR QUALIFICATIONS FOR THE DESIGN SERVICES OF THE FINLAND BUILDING
BOSTON, MASSACHUSETTS
February 3, 2025

Included in the Addendum 1 Documents:

1. Addendum 1 (6 pages), which includes:
 - a. Clarifications to the RFQ Documents
 - b. Summary of Project Goals (shared at Briefing Session)
 - c. Key Project Facts (shared at Briefing Session)
 - d. List of Key Project Stakeholders (shared at Briefing Session)
 - e. List of Documents available on the Google Drive
2. Attendees list from the briefing session on January 22, 2025.
3. Questions and Answers from potential bidders, dated February 3, 2025.

CLARIFICATIONS TO THE RFQ DOCUMENTS

- Is there a specific format required for the submission?
 - No. Digital Format is required.
- Can we better define FFE scope?
 - The FFE Scope shall include a survey of existing materials during the Schematic Design Phase. During the schematic design phase, the scope shall include an assessment of what material can be reused and what is required for new furnishing. Determination of scope and budget will be decided at the conclusion of the Schematic Design Phase.

END OF SECTION



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SUMMARY OF PROJECT GOALS (shared at Briefing Session)

- Create safe and welcoming spaces for workers and clients to interact.
- Open lobby area for accessibility and ease of client access to services.
- Appropriately sized office spaces with the option to use them as overnight emergency housing if needed.
- Adequate storage including food, biomedical hazardous materials, medical supplies, and other miscellaneous items.
- Better organization of departments, client-side services, and employee spaces.
- A building that is accessible to all and is ADA compliant.
- Assess the flow of pedestrian traffic through the building and create a design path to have less barriers and wider corridors.
- Create a clinic area with the appropriate accommodations.
- Create an open space/staffing area separate from the client spaces with lockers.
- A commercial kitchen is needed for proper food preparation and storage. (NOTE: Clarified in Q+A section)
- An inhalation space should be considered.
- An observation space/sedation monitoring room that is easy to access.
- Seating that accommodates clients who occupy space for long periods of time.
- Secure bike, personal items, and wheelchair storage.
- Bathrooms size and finish upgrades.
- Janitor's closet
- Design 3-5 private offices for staff

END OF SECTION



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KEY PROJECT FACTS (shared at Briefing Session)

- Building Square Footage – 51,474 GSF (includes basement)
- 5 Stories, plus basement. Concrete foundation, slab and structure.
- Year constructed: 1968
- Envelope: The exterior vertical enclosure at the Finland Building is primarily brick masonry with precast concrete panels. The aluminum framed window assemblies consist of non-thermally broken aluminum frames and single pane glazing.
- Roof: The roofs at the Finland building are comprised of three roof areas which equal approximately 8,000 square feet. The roof areas all consist of a single-ply EPDM membrane roofing assembly.
- HVAC: Heating is provided by three boilers located in the basement, along with hot-water and chilled water pumps. Cooling is provided by an air-cooled chiller located between the Finland and Woods-Mullen buildings. Hot and chilled water is distributed by the same piping so changeovers are needed in the fall and the spring. The boiler, chiller, and pumps also serve the Woods-Mullen Shelter next door. Fan-Coil units are located throughout the building. Some units are exposed cabinet type and some units are ducted and located in the plenum. Bathroom exhaust air needs to be addressed.
- Electrical: The building's electrical service is supplied underground to a 480Y/277V, 3-phase, 4-wire 1200A main switchboard which supplies secondary panelboards and transformers to reduce the voltage for 208Y/120V, 3-phase, 4-wire panelboards, equipment, and general-purpose use. Interior lighting predominantly consists of LED surface-mounted, recessed, and troffer fixtures. Other types of light fixtures exist in smaller quantities. Lighting is typically controlled with standard wall-mounted light switches, wall-mounted occupancy switches, and ceiling-mounted occupancy sensors. Exit signs are red letters with a white background and contain integral battery backup. Emergency lighting is accomplished with wall-mounted egress lighting and generator power. General-purpose electrical power consists of receptacles and associated branch wiring. Electrical wiring and components that support mechanical systems. Site lighting consists of exterior wall-mounted fixtures, surface-mounted fixtures, site lighting poles, controls, and associated wiring.
- Plumbing: Overall, the plumbing fixtures and systems in this building are older and in need of replacement. Domestic hot water is supplied by an 85-gallon storage type electric water heater located in the basement.

- Fire Protection: The fire protection water service enters the basement of the Finland Building and also serves Woods-Mullen. Sprinkler protection is not provided throughout the building. Replacement of the sprinkler system, providing sprinkler protection in areas without it, and testing of the existing sprinkler system is Required in scope.

END OF SECTION



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LIST OF KEY PROJECT STAKEHOLDERS



Boston Public Health Commission

Mission

To work in partnership with communities to protect and promote the health and well-being of all Boston residents, especially those impacted by racism and systemic inequities.

Vision Statement

The Boston Public Health Commission envisions a thriving Boston where all residents live healthy, fulfilling lives free of racism, poverty, violence, and other systems of oppression. All residents will have equitable opportunities and resources, leading to optimal health and well-being.

BPHC Recovery Service Bureau:

AHOPE

Access, Harm Reduction, Overdose Prevention and Education (AHOPE) is a harm reduction and needle exchange site.

We provide a range of service to active injection drug users, including:

- *integrated HIV, Hepatitis, and STI testing*
- *free, legal, and anonymous needle exchange*
- *supported referrals to HIV, Hepatitis, STI treatment, and medical help*
- *overdose prevention education and training*
- *risk reduction supplies to reduce the spread of HIV and Hepatitis C infection*
- *risk reduction counseling, and*
- *referrals to all kinds of substance use treatment programs.*

PAATHS

Our PAATHS program is a one-stop shop for anyone looking for information about substance use treatment.

The PAATHS (Providing Access to Addictions Treatment, Hope and Support) program helps individuals, families, community partners, and other treatment providers. For those who are looking for information about or access to treatment, we offer phone support, community support, and walk-in services.

END OF SECTION



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ADDENDUM NO. 1

DOCUMENTS AVAILABLE ON THE GOOGLE DRIVE:

Documents related to the Design Services RFQ can be found on a google drive:

https://drive.google.com/drive/folders/1VvYEb340Mvwgu2fdCMn16BYDYu6NzYPq?usp=drive_link

1. BPHC Finland Building RFQ for Design Services, dated January 2, 2025
2. Certificate of Non Collusion
3. Non Collusion Tax Compliance Form
4. 2024 10 16 BPHC Feasibility Updates (set of 7 plan drawings) dated 10/16/2024
5. Facility Condition Assessment, dated 6/21/24. Note: the costs listed in the Facility Condition Assessment are not to be considered project costs.
6. Addendum 1, dated February 3, 2025 – with attachments listed on page 1 of the Addendum.

END OF SECTION

END OF ADDENDUM NO.1

SIGN IN SHEET

Pre-Proposal Briefing

1 of 4

Project: Boston Public Health Commission: Finland Building Design Services

Date: January 22, 2025 2pm

Place: Finland Building, 774 Albany Street, Boston, MA 02118

Name	Company	Phone #	Email
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SIGN IN SHEET

Pre-Proposal Briefing

2 of 4

Project: Boston Public Health Commission: Finland Building Design Services

Date: January 22, 2025 2pm

Place: Finland Building, 774 Albany Street, Boston, MA 02118

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Request for Qualifications
Questions and Responses
Answers Provided by February 3, 2025

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QUESTIONS AND ANSWERS (47 TOTAL)

Q1: It Appears there is no fire pump in the building but just fire service and standpipe; due to the amount of renovation work and change in building classification, most likely, we will need a fire pump unless the street water pressure is too high to accommodate the new Classification.

Therefore, we like to know the following:

- What is the building's total height?
- Is considered High rise building?
- If a fire pump is needed, are they will be willing to dedicate a Fire room on the first floor with direct access from the street?

A:

- Building height is approximately 70 feet.
- It is considered a High Rise.
- If a fire pump is needed, we will consider a fire room on the first floor with direct access from the street, or the room next to the mechanical room.

Q2: There was no mention of the electrical service size during the Briefing.

- Can you provide the size of the existing fire service?
- Is there an emergency generator capable of supporting the possible addition of a new fire Pump?

A: We recommend you reference the "Facility Condition Assessment" dated 6/21/24 for further information on the electrical service in the building. The document is available on the google drive link:

https://drive.google.com/drive/folders/1VvYEb340Mvwgu2fdCMn16BYDYu6NzYPq?usp=drive_link

- The building's electrical service is supplied underground to a 480Y/277V, 3-phase, 4-wire 1200A main switchboard which supplies secondary panelboards and transformers to reduce the voltage for 208Y/120V, 3-phase, 4-wire panelboards, equipment, and general-purpose use.
- Our Fire Service is provided by American Service Company, we are researching further information.
- Yes, our generator can support the new fire pump

Q3: Commercial Kitchen required:

- Dedicate Kitchen exhaust. Can the outdoor installation of the kitchen exhaust through the building be a possible option?
- Grease Interceptor with periodic cleaning. Is there any outdoor space for such an interceptor?

A: The project intends to use this space as a Warming Kitchen, not a Commercial Kitchen. The space will be used to serve and/or keep warm food that is prepared off site. The project intends to have space and power for warming equipment. The equipment will include warming equipment, handwashing sink, refrigerator, microwave and residential style dishwasher. The space will require ample counter space. The project will not include exhaust hood or dedicated exhaust. The intent is not to use a Grease Interceptor or 3 bay sink. The finish and equipment materials used will be durable and cleanable, with consideration for safety and flow.

Q4: Is it possible to obtain the Feasibility report?

A: There are two project documents available:

1. BPHC Feasibility Updates (set of 7 plan drawings) dated 10/16/2024. This is available on the google drive.
2. Facility Condition Assessment, dated 6/21/24. This report is available on the google drive. Note: the costs listed in the Facility Condition Assessment are not to be considered project costs. The google drive link is:
https://drive.google.com/drive/folders/1VvYEb340Mvwgu2fdCMn16BYDYu6NzYPq?usp=drive_link

Q5: Could BPHC provide an estimated design and construction schedule for this project?

A: Not at this time. We look forward to working with the selected designer to review/update the project schedule.

Q6: Can you share the budget identified in the feasibility study?

A: Not at this time. We look forward to working with the selected designer to develop the project budget. We are seeking the design team to develop a high/med/low scope during SD phase to review and accept prior to design development phase.

Q7: Would BPHC consider holding the Hazmat Consultant contract under the owner rather than the Design Team due to PL insurance requirements?

A: We will take it under consideration

Q8: The CHW and HW infrastructure serves Finland as well as the Woods-Mullins building. Is the intent to reuse these 2-pipe changeover systems for the new program?

A: Yes, we intend to reuse it.

Q9: Will any of the spaces require anti-ligature fixtures?

A: This will be determined during the schematic design phase.

Q10: Will Tel/Data systems be replaced as part of this project?

A: Tel Data scope will be fully determined in Schematic Design. Main equipment is located on the first floor. Relocation of this room will be considered in the design.

Q11: Make-up air for floors 1-3 from basement AHU. Make-up air for floors 4-5 from RTU. Is the intent to reuse this equipment?

A: All equipment will be replaced.

Q12: There is an abandoned steam service and piping distribution throughout the building. Is the intent that this system be removed as part of the demolition/renovation?

A: Yes, the steam service will be part of the demolition.

Q13: The building has an existing generator. What does it serve? Will the emergency power requirements of the building be expanded as part of this project?

A: The generator serves Woods Mullen and Finland. Emergency power needs will be evaluated during schematic design.

Q14: Is this facility licensed by, or require approvals from the MA Department of Public Health, Department of Mental Health or any other regulatory agencies for the clinical components of the program?

A: This information will be shared with selected design team.

Q15: Are there any specific sustainability goals or certifications for this project beyond code requirements and best practices?

A: The intent of the project is to scope out a High/Medium/Low cost options in the Schematic design phase to determine the full project scope and cost. The Project must also perform a Code Analysis during the Schematic Design Phase to understand the project impacts and triggers. We intend for this issue to be studied and resolved during the Schematic Design.

Q16: Should a Kitchen/Kitchen Equipment consultant be included in addition to the listed services requested in Section H. of the RFQ?

A: No. Refer to question 3.

Q17: Please confirm the building height, as well as that the building is not currently a high-rise, nor will it be after renovation?

A: Refer to question 1.

Q18: Please confirm that the Fire pump shared with the Woods/Mullin women's shelter building is in the Woods/Mullin Building as it was not apparent in the basement that we were allowed to observe in the Finland building?

A: The Fire pump at Woods Mullen only feeds Woods Mullen and does not feed Finland Building.

Q19: Is the city prepared for the potential that by upgrading the Sprinkler protection in the Finland building, there will need to be a Fire Pump study and that the Woods/Mullin building may need to be divorced and served by its own Fire Pump as a separate postal address? – This may be required by Boston Fire Department.

A: Yes, the COB is aware, the Fire pump at Woods Mullen only feeds Woods Mullen and does not feed Finland Building. We intend for this issue to be studied and resolved during the Schematic Design.

Q20: Is the city prepared for the potential of needing to divorce the shared heating/cooling 2-pipe change over infrastructure system between the Finland and Woods/Mullin buildings, as with the envelope and windows upgrade, as well as the change of use, there will likely come an energy code upgrade requirement for the building that will mandate a new chiller be provided and re-work of the 2-pipe system to feed the buildings separately?

A: The intent of the project is to scope out a High/Medium/Low cost options in the Schematic design phase to determine the full project scope and cost. The Project must also perform a Code Analysis during the Schematic Design Phase to understand the project impacts and triggers. We intend for this issue to be studied and resolved during the Schematic Design.

Q21: Are the spaces deemed as “sedation/monitoring” or treatment anticipated to be designed per FGI/Healthcare requirements? Also, is the budget being prepared for central infrastructure system upgrades (including possible divorcing the 2 buildings in order to meet FGI/Healthcare requirements for outside air exchange and filtration, etc,

A: The intent of the project is to scope out a High/Medium/Low cost options in the Schematic design phase to determine the full project scope and cost. The Project must also perform a Code Analysis during the Schematic Design Phase to understand the project impacts and triggers. We intend for this issue to be studied and resolved during the Schematic Design.

Q22: Is the project considering the potential need for main infrastructure utility service system upgrades, like the main electrical service, water/sewer for the upgraded bathroom capacity requirements, etc?

A: The intent of the project is to scope out a High/Medium/Low cost options in the Schematic design phase to determine the full project scope and cost. The Project must also perform a Code Analysis during the Schematic Design Phase to understand the project impacts and triggers. We intend for this issue to be studied and resolved during the Schematic Design.

Q23: Is there a list of what is served by the building generator and is this also shared with the Woods/Mullin Building?

A: Refer to question 13.

Q24: Please confirm the Building’s infrastructure management controls system and is it shared with the Woods/Mullin Building as well?

A: The equipment Finland Building shares with Woods Mullen is the generator and HVAC system.

Q25: Please confirm if the Elevators and/or Stairs are intended to be upgraded as part of the renovation project.

A: The intent of the project is to scope out a High/Medium/Low cost options in the Schematic design phase to determine the full project scope and cost. The Project must also perform a Code Analysis during the Schematic Design Phase to understand the project impacts and triggers. We intend for this issue to be studied and resolved during the Schematic Design.

Q26: If the building is to remain operational during the renovation, is there a proposed phasing plan that has been already studied and can it be shared, or is the phasing study part of the scope for the awarded design team? Will there be a CM team working with the design team to study potential project phasing?

A: Phased, occupied construction is not being considered. The building will be vacated during construction.

Q27: As it seems that there will be IT and Security upgrades required, are these new systems or are there existing central systems to upgrade. Will there be Audio/Visual design scope required?

A: Refer to question 10. The intent of the project is to scope out a High/Medium/Low cost options in the Schematic design phase to determine the full project scope and cost. The Project must also perform a Code Analysis during the Schematic Design Phase to understand the project impacts and triggers. We intend for this issue to be studied and resolved during the Schematic Design.

Q28: Are there existing Building Infrastructure system layout drawings available that can be shared?

A: Yes, and these will be shared with selected design team.

Q29: Can it be assumed that a Haz-Mat study has been performed, or if not, will that scope be undertaken by the city outside of this project?..or is such a study to be carried by the design team?

A: Haz-Mat Study has not been performed. Refer to question 7.

Q30: The RFQ expresses the need to "open up" the first floor - especially for better circulation. Does this desire extend to opening up the exterior envelope to bring in more natural light and making the building's programs more visually accessible to the street?

A: The intent of the project is to scope out a High/Medium/Low cost options in the Schematic design phase to determine the full project scope and cost. The Project must also perform a Code Analysis during the Schematic Design Phase to understand the project impacts and triggers. We intend for this issue to be studied and resolved during the Schematic Design.

Q31: The RFQ expresses the need to improve ADA accessibility. Does this desire extend to rethinking the entry ramps to the building? These are circuitous and take up a lot of real estate that could be used for exterior (or interior) programs.

A: The intent of the project is to scope out a High/Medium/Low cost options in the Schematic design phase to determine the full project scope and cost. The Project must also perform a Code Analysis during the Schematic Design Phase to understand the project impacts and triggers. We intend for this issue to be studied and resolved during the Schematic Design.

Q32: Is there any desire to reconceive the Finland Building's "front door?" At the moment the entry is set back and hidden from the street.

A: The intent of the project is to scope out a High/Medium/Low cost options in the Schematic design phase to determine the full project scope and cost. The Project must also perform a Code Analysis during the Schematic Design Phase to understand the project impacts and triggers. We intend for this issue to be studied and resolved during the Schematic Design.

Q33: Has the Commission considered an exterior entry addition as a way of improving the Finland Building first floor space needs, accessibility concerns, and visibility and identity on the street?

A: The intent of the project is to scope out a High/Medium/Low cost options in the Schematic design phase to determine the full project scope and cost. The Project must also perform a Code Analysis during the Schematic Design Phase to understand the project impacts and triggers. We intend for this issue to be studied and resolved during the Schematic Design.

Q34: Can you please provide any information on the overall project budget?

A: Refer to question 6.

Q35: Can you please provide any information on the exterior restoration scope?

Will the roof be reviewed/replaced?

Will the brick masonry and precast be repaired?

Will the windows be replaced?

A: The intent of the project is to scope out a High/Medium/Low cost options in the Schematic design phase to determine the full project scope and cost. The Project must also perform a Code Analysis during the Schematic Design Phase to understand the project impacts and triggers. We intend for this issue to be studied and resolved during the Schematic Design.

Q36: What is the extent of structural scope? Will equipment be replaced on the roof?

A: Equipment will be replaced on the roof. We recommend a review of the Facility Assessment Report for additional structural Information.

Q37: We were unable to access the referenced Google Drive and the associated documents.

Please provide any information possible in the response to questions.

A: Refer to question 4. The google drive link is:

https://drive.google.com/drive/folders/1VvYEb340Mvwgu2fdCMn16BYDYu6NzYPq?usp=drive_link

Q38: Would it be possible to release the Feasibility Report that was previously completed for this project?

A: Refer to question 4.

Q39: In reading the RFQ for the Finland Building renovation project I see Owner's Project Manager/OPM cited a few times. Have you already engaged the services of an OPM or is that forthcoming?

A: CHA Solutions has been engaged as Owner's Project Manager for the project.

Q40: Also, given the disciplines needed and consultants anticipated, I didn't see commissioning listed. Will you be looking to engage the services of a commissioning for this project?

A: Commissioning Agent has not been requested at this time. This decision will be made based on the findings of the Schematic Design Phase.

Q41: Is it possible to be sent a copy of the 2024 study that is referenced on page 2 of the RFQ for design services of the Finland building?

A: Refer to question 4.

Q42: We would be eager to receive all documents related to the Designer Services for the Finland Building RFQ.

A: Refer to question 4.

Q43: Where can we find the Feasibility Study done by CHA for this project?

A: Refer to question 4.

Q44: What is the Budget for this Project?

A: Refer to question 6.

Q45: Will the project be done in phases or will it be done as a single project/phase all at one time?

A: Refer to question 26.

Q46: Is the study available?

A: Refer to question 4.

Q47: The notice below makes reference to attachments to the RFQ – but I am not seeing them – the RFQ is attached for ease of reference. Are you able to forward the link I need to use to download the referenced attachments?

DESIGN SERVICES OF THE FINLAND BUILDING

The Boston Public Health Commission (BPHC) is the local public health department for the city of Boston. BPHC's mission is to work in partnership with communities to protect and promote the health and well-being of all Boston residents, especially those impacted by racism and systemic inequities.

The Boston Public Health Commission (BPHC) "Owner" invites qualified applicants to submit proposals to provide Design Services for the renovation of the Finland Building located at 774 Albany St, Boston, Massachusetts 02118. [Background information concerning the various needs of the Building and its programs can be found within the attachments of this RFQ.](#)

RFQ DOCUMENT

Due: February 12, 2025

- Posted 01/10/2025 - 10:00AM
- Closes 02/12/2025 - 5:00PM
- Type ELECTRONIC
- Awarded by
- UNSPSC

• [Questions about this page? Contact:](#)
BPHC'S PROCUREMENT OFFICE

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A: Refer to question 4.

END OF QUESTIONS AND ANSWERS