

**REGULAR BOARD MEETING  
CAMBRIDGE HOUSING AUTHORITY  
WEDNESDAY, APRIL 23, 2025- 5:30 P.M.  
POST DATE: APRIL 18, 2025**

**ANNOUNCEMENT OF OPEN MEETING TO BE HELD VIA TELECONFERENCE**

In accordance with the Declaration of Emergency by Governor Charles Baker due to the COVID-19 outbreak, and the Order issued by the Governor which was updated on February 18, 2022, the Regular Meeting of the Board of Commissioners of the Cambridge Housing Authority, scheduled to occur April 23, 2025, at 5:30 PM, will be held in person with the option of Commissioners and members of the public to participate remotely. All members of the public are invited to join the Regular meeting virtually, as well as attending in person. Those wishing to attend virtually should dial the following number and follow the instructions to log into the Regular Meeting:

To listen to the meeting online:

By computer or smartphone, go to:

<https://us02web.zoom.us/j/89632612642?pwd=VDBVKytIQ3Bjb0RpeExET2V5aG9qQT09>

If necessary, enter Meeting ID: 896 3261 2642

If necessary, enter Passcode: 147537

To listen by telephone:

Dial: 1 646 558 8656 OR 1 301 715 8592

When prompted, enter Meeting ID: 896 3261 2642

If prompted, enter # When prompted, enter Passcode: 147537

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**1. LAST CALL FOR PUBLIC COMMENTS (PUBLIC COMMENT WILL BE ALLOWED VIRTUALLY OR IN PERSON)**

**2. CHAIRPERSON CALLS REGULAR BOARD MEETING OF APRIL 23, 2025, TO ORDER**

**3. EXECUTIVE DIRECTOR CONDUCTS ROLL CALL**

The Executive Director will conduct Board of Commissioners roll call on behalf of the Chairperson

**4. EXECUTIVE DIRECTOR'S REPORT**

The Executive Director will report on the various activities of the Authority at this time.

**5. PUBLIC COMMENT**

Members of the public may comment either in person or virtually on agenda items for this meeting in accordance with CHA's Policy for Public Participation at Board Meetings, which can be found on [CHA's website](#). Members of the public are reminded that they must sign up for public comment *before* the Board Meeting is called to order by logging in (calling in) to the Board meeting no later than 5:30 PM or by completing this form:

<https://www.cognitoforms.com/CambridgeHousingAuthority3/PublicCommentSignUp>.

**MEETING OF THE BOARD OF DIRECTORS OF THE  
ESSEX STREET MANAGEMENT INC.  
WEDNESDAY, APRIL 23, 2025 5:30PM**

**AGENDA**

**1. AWARD OF A CONSTRUCTION CONTRACT FOR THE 22 LOPEZ AVENUE HVAC REPLACEMENT PROJECT**

Authorize to enter into a construction contract in the MJS Construction Inc. of Danvers, MA for the 22 Lopez HVAC Replacement project

**2. PROPRIETARY ITEMS AND REQUIREMENTS FOR THE 22 LOPEZ AVE HVAC REPLACEMENT PROJECT**

Authorize approve the use of the following Proprietary Item in association with the 22 Lopez Ave HVAC Replacement Project

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**ESSEX STREET MANAGEMENT INCORPORATED REQUEST FOR AGENDA ITEM**
**1. Brief Description of Proposed Item:**

Award of a Construction Contract for the 22 Lopez Avenue HVAC Replacement Project

**2. Proposed for which Agenda:**Regular ☒ Supplemental ☐**3. Date of Board Meeting:** April 23, 2025**4. Proposed Board Motions:**

That the Clerk, or his designee Margaret Donnelly Moran, of Essex Street Management, Inc. (ESMI), a Massachusetts nonprofit corporation as the owner of 22 Lopez Avenue is hereby authorized to enter into a construction contract in the amount of \$483,420.00 with MJS Construction Inc. of Danvers, MA for the 22 Lopez HVAC Replacement project, pursuant to the April 15, 2025 memorandum from Chris Doran to Margaret Donnelly Moran.

**5. Is an extract required?**Yes ☒ No ☐*If yes, when will it be needed?*Immediately ☐ By Next Wednesday ☒**6. All Backup attached**Yes ☒ No ☐*If no, When will backup be submitted:* \_\_\_\_\_**7. Fiscal Department Approval**Signature John Filip Date: 04/17/25  
John Filip (Apr 17, 2025 08:42 EDT)**8. Acting Director Approval**Signature Margaret Donnelly Moran Date: 04/16/25**9. Approval of Clerk**Signature [Signature] Date: 04/17/25

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## **CAMBRIDGE AFFORDABLE HOUSING CORPORATION**

### **MEMORANDUM**

TO: Margaret Donnelly Moran

FROM: Chris Doran

DATE: April 15, 2025

RE: Award of a Construction Contract for the 22 Lopez Avenue HVAC Replacement Project

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This is a recommendation that the Essex Street Management Board of Directors award a contract in the amount of \$483,420.00 for the 22 Lopez Ave HVAC Replacement project to MJS Construction Inc. of Danvers, MA.

#### **PROJECT BACKGROUND**

22 Lopez Ave is a four-story building with eight dwelling units of nearly identical floor plans. Each dwelling unit consists of a living room, kitchen, bathroom, and one bedroom. There is a central staircase for accessing the dwelling units as well as rear stairs externally to the building. Each unit has a high velocity Unico fan coil unit located in the ceiling of the bathroom. The fan coil units provide heat and air conditioning connected to heat pumps on the roof. Air is supplied to the bedroom and the kitchen by high velocity ductwork and nozzles. Return air is drawn through the hallway to a single ceiling mounted return grille at the end of the hallway adjacent to the bathroom. There are eight roof mounted heat pump units of varying age and manufacturer. Some pumps were installed in 2005 and others in 2014. Heat pumps are located on aged pressure treated stands that are above the roof and rotting out. The heat pump units are in poor condition and appear to be at the end of their lifespan. The refrigerant piping insulation is also deteriorating. There is no active ventilation within the building.

In April 2024, CHA staff, BWA Architecture and Mechanical Engineers from Norian/Siani walked the site and observed all of the existing conditions. Based on this site walk, BWA has proposed an HVAC replacement to provide each living room and bedroom with wall mounted fan coil units and an Energy Recovery Ventilation unit above each bathroom ceiling. New ductwork will also be installed for the fresh air intake and exhaust. The wall mounted fan coil units will need to be connected to new energy efficient heat pumps located on the roof with new refrigerant piping. Electrical connections will be provided to the wall mounted fan coil units from the outdoor units. Condensate pumps will be provided at the wall mounted fan coil units with condensate

pipng to the existing condensate drain. One programmable thermostat will be provided for each fan coil unit.

## **BID SOLICITATION**

Contract documents for this project were prepared by BWA Architecture of Boston, MA and issued on February 19, 2025. The project was advertised in the Central Register on February 19, 2025, advertised in the Cambridge Day on February 20, 2025, and posted on both CommBuys and the CHA Website. The advertised estimate was \$450,000. The HVAC and Electrical Filed Sub Bids were estimated at \$250,000 for HVAC and \$75,000 for Electrical. Sub Bids were due March 14, 2025 and General Bids were due March 21, 2025.

Eighteen (18) companies requested the contract documents.

## **SUB-BID OPENING**

There were two filed sub-bid categories: HVAC and Electrical.

HVAC Filed Sub-Bid: HVAC Filed Sub Bids were received from seven (7) companies on March 14, 2025, at 2:00 PM online at [www.PROCORE.com](http://www.PROCORE.com). The results of the HVAC filed sub bid opening are provided in the chart below.

<b>Company</b>	<b>Bid Amount</b>
<i>MJS Construction Inc.</i>	\$259,420.00
Davison Co., Inc.	\$298,000.00
Araujo Bros	\$311,850.00
Performance Plumbing & Heating, Inc.	\$338,824.00
Patrick J, Kennedy & Sons	\$398,000.00
P.J. Dionne Company, Inc.	\$436,200.00
Boston Mechanical, Inc.	\$500,000.00

MJS Construction Inc. of Danvers, MA was the low responsible bidder with a bid of \$259,420.00. This bid was only \$9,420.00 above the estimated construction cost of \$250,000.

Electrical Filed-Sub Bid: There were zero (0) Electrical Sub Bids received on March 14, 2025. The Electrical Re-Bid was advertised on March 26, 2025, on the Central Register and in the Cambridge Chronicle on March 27<sup>th</sup>, 2025, and posted on both CommBuys and the CHA Website.

The General Bid had to be pushed out to a due date of April 11, 2025 which later was extended to April 14, 2025 by an addendum.

The Electrical Filed Sub Re-bid received from one (1) company on April 4, 2025, at 2:00 PM online at [www.PROCORE.com](http://www.PROCORE.com). However, the firm did not provide a General Bid Form so the bid had to be rejected resulting in zero (0) Electrical Sub Bids for a second time.

As permitted by Massachusetts procurement laws, an addendum was then issued advising all General Bidders to include the electrical sub trade work within the general bidder's scope of work.

### **GENERAL BID OPENING**

General Bids were received from two (2) companies on April 14, 2025, at 2:00 PM online at [www.PROCORE.com](http://www.PROCORE.com). The results of the General bid opening are provided in the chart below.

<b>Company</b>	<b>Bid Amount</b>
MJS Construction Inc.	\$483,420.00
South Coast Improvement Company	\$798,092.00

MJS Construction Inc. of Danvers, MA was the low responsible bidder with a bid of \$483,420.00. This bid was only \$33,420.00 above the estimated construction cost of \$450,000.

### **REFERENCES**

MJS Construction Inc. is currently completing two other projects with the Cambridge Housing Authority right now. CHA P&D employees have all had a positive experience with MJS so far. MJS Construction's DCAMM General Certificate of Contractor Eligibility indicates an average project evaluation rating of 97. Their single project limit is \$1,500,000 which is well within the project scope. MJS also has a Filed Sub-Bid Certificate of Contractor Eligibility for HVAC indicating an average project evaluation rating of 99.

Below is a summary of the references we received.

#### ***Danvers Housing Authority***

##### ***Cynthia Dunn***

Ms. Dunn's comments on MJS Construction were that they performed beyond expectations. They were on time, responded well with submittals and would definitely use them for future projects.

#### ***Town of Ipswich***

##### ***Chris Rais***

Mr. Rais commented on how MJS was a great crew, responsible with great workmanship and he would definitely use them again.

***Boston Public Schools***

***James Macello***

Mr. Marcello indicated that he was very happy with MJS and noted that the crew was great, and they kept the site clean and organized. He found that the office was very responsive with documents. He concluded by noting that MJS was a great company to work with overall.

**FUNDING**

This project will be funded through the development's replacement reserve.

**SUMMARY**

I recommend that the HVAC Replacement project at 22 Lopez Ave be awarded to MJS Construction Inc. of Danvers, MA in the amount of \$483,420.00.

Accordingly, I recommend adoption of the following motion:

**MOTION:**

That the Clerk, or his designee Margaret Donnelly Moran, of Essex Street Management, Inc. (ESMI), a Massachusetts nonprofit corporation as the owner of 22 Lopez Avenue is hereby authorized to enter into a construction contract in the amount of \$483,420.00 with MJS Construction Inc. of Danvers, MA for the 22 Lopez HVAC Replacement project, pursuant to the April 15, 2025 memorandum from Chris Doran to Margaret Donnelly Moran.



ESSEX STREET MANAGEMENT INCORPORATED REQUEST FOR AGENDA ITEM

1. **Brief Description of Proposed Item:**  
Proprietary Items and Requirements for the 22 Lopez Ave HVAC Replacement Project
2. **Proposed for which Agenda:**  
Regular ☒ Supplemental ☐
3. **Date of Board Meeting :** April 23, 2025
4. **Proposed Board Motion:**

That the Board of Directors of Essex Street Management Inc. hereby authorizes approve the use of the following Proprietary Item in association with the 22 Lopez Ave HVAC Replacement Project pursuant to the April 15, 2025, memorandum from Chris Doran to Margaret Donnelly Moran. The item is:

Heat Pump- Mitsubishi Air Source Heat Pump (ASHP) mini-split system.

5. **Is an extract required?**  
Yes ☒ No ☐  
*If yes, when will it be needed?*  
Immediately ☐ By Next Wednesday ☒
6. **All Backup attached?**  
Yes ☒ No ☐  
*If no, When will backup be submitted:* \_\_\_\_\_

7. **Statement regarding availability of funds by Fiscal Department**  
Funds Budgeted and Available ☐ Other ☐ Explain \_\_\_\_\_
- Fiscal Department Approval*  
Signature John Filip Date: 04/17/25  
John Filip (Apr 17, 2025 08:40 EDT)
8. **Acting Director Approval**  
Signature Margaret Donnelly Moran Date: 04/16/25
9. **Approval of Clerk**  
Signature [Signature] Date: 04/17/25



**Essex Street Management, Inc.**

Cambridge Housing Authority

Planning and Development

**MEMORANDUM**

**TO:** Margaret Donnelly Moran  
**FROM:** Chris Doran  
**DATE:** April 15, 2025  
**RE:** Proprietary Item for the 22 Lopez Ave HVAC Replacement Project

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This memorandum recommends that the Board of Director of Essex Street Management Inc. (EMSI) approval of one item to be specified as a proprietary item in connection with the 22 Lopez Ave HVAC Replacement Project.

**PROPRIETARY ITEMS OVERVIEW**

Under Massachusetts General Law Chapter 149 and 149A, a proprietary specification restricts competition to one vendor or manufacturer and can only be done for "sound reasons in the public interest." In the case of the 22 Lopez Ave HVAC Replacement project, there is one (1) product that has no "equal" in the marketplace and is also part of CHA's effort to standardize equipment across its managed developments.

**PROJECT BACKGROUND AND SCOPE OF WORK**

22 Lopez Ave is a four-story building with eight dwelling units of nearly identical floor plans. Each dwelling unit consists of a living room, kitchen, bathroom, and one bedroom. There is a central staircase for accessing the dwelling units as well as rear stairs externally to the building. Each unit has a high velocity Unico fan coil unit located in the ceiling of the bathroom. The fan coil units provide heat and air conditioning connected to heat pumps on the roof. Air is supplied to the bedroom and the kitchen by high velocity ductwork and nozzles. Return air is drawn through the hallway to a single ceiling mounted return grille at the end of the hallway adjacent to the bathroom. There are eight roof mounted heat pump units of varying age and manufacturer. Some pumps were installed in 2005 and others in 2014. Heat pumps are located on aged pressure treated stands that are above the roof and rotting out. The heat pump units are in poor condition and appear to be at the end of their lifespan. The refrigerant piping insulation is also deteriorating. There is no active ventilation within the building.

In April 2024, CHA staff, BWA Architecture and Mechanical Engineers from Norian/Siani walked the site and observed the existing conditions. Based on this site walk, BWA has proposed an HVAC replacement to provide each living room and bedroom with wall mounted fan coil units and an Energy Recovery Ventilation unit above each bathroom ceiling. New ductwork will also be installed for the fresh air intake and exhaust. The wall mounted fan coil units will need to be connected to new energy efficient heat pumps located on the roof with new refrigerant piping.

Electrical connections will be provided to the wall mounted fan coil units from the outdoor units. Condensate pumps will be provided at the wall mounted fan coil units with condensate piping to the existing condensate drain. One programmable thermostat will be provided for each fan coil unit.

## **PROPRIETARY ITEMS DESCRIPTION**

The one proposed item for proprietary status has been reviewed by Planning and Development Department (P&D) and Operations staff. Due to the specific characteristics and features of this product and its past performance at CHA developments, the item has been included in the CHA's Design Standards. In addition to the below item being a proven product, standardizing materials allows for efficiencies in repairs and replacements across multiple properties.

BWA Architecture, the architect for the 22 Lopez Ave HVAC Replacement Project, and Norian/Siani, the Engineer of Record, are familiar with this item and have recommended its use as a proprietary item for the 22 Lopez project as described below.

### **1. Mitsubishi Air Source Heat Pump (ASHP) mini-split system, Mitsubishi Electric**

CHA P&D and Operations staff as well as the project architect and engineer recommend the designation of the Mitsubishi Air Source Heat Pump (ASHP) mini-split system as a proprietary item in the bidding for the 22 Lopez Ave HVAC Replacement Project. The rationale is based on Mitsubishi's ability to operate in the widest temperature range, as well as highest overall operating efficiency. In addition, Mitsubishi has a large presence in the local area, with many local representatives and service providers.

For these reasons, CHA staff believe it is in the public's interest to continue that standardization process with the installation of the Mitsubishi Air Source Heat Pump (ASHP) mini-split system.

This Mitsubishi ASHP has also been installed at the following CHA developments:

- Putnam School
- St. Paul's
- Burns common areas

## **SUMMARY**

Specifically, I recommend that the item identified above be approved by the CHA Board of Commissioners as Proprietary Item for the 22 Lopez Ave HVAC Replacement Project.

## **MOTION**

Accordingly, I recommend the Essex Street Management Inc. Board of Directors adopt the following motion:

That the Board of Directors of Essex Street Management Inc. hereby authorizes approve the use of the following Proprietary Item in association with the 22 Lopez Ave HVAC Replacement Project pursuant to the April 15, 2025, memorandum from Chris Doran to Margaret Donnelly Moran. The item is:

- 1.Heat Pump- Mitsubishi Air Source Heat Pump (ASHP) mini-split system.