

CTA Construction Managers  
400 Totten Pond Road  
Waltham, 02451  
Phone: (781) 786-6600

Project: 2020-02 - Brookline High School Tappan Gym and 3rd Floor  
Renovation  
115 Greenough St  
Brookline, Massachusetts 02445

**Prime Contract Change Order #014: OCO #014**

<b>TO:</b>	<b>Town of Brookline</b> 333 Washington Street, 3rd Floor Brookline, Massachusetts 02445	<b>FROM:</b>	<b>CTA Construction Managers, LLC</b> 400 Totten Pond Road, 2nd Floor Waltham, Massachusetts 02451
<b>DATE CREATED:</b>	1/30/2023	<b>CREATED BY:</b>	Robert Harrington (CTA Construction Managers, LLC)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	01/30/2023
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>SCHEDULE IMPACT:</b>		<b>EXECUTED:</b>	No
		<b>SIGNED CHANGE ORDER RECEIVED DATE:</b>	
<b>CONTRACT FOR:</b>	1:Brookline High School Tappan Gym and 3rd Floor Renovation	<b>TOTAL AMOUNT:</b>	(\$26,489.10)

**DESCRIPTION:**  
This change order includes final closeout of project costs as outlined in the attached PCO #154.

**ATTACHMENTS:**

**POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:**

PCO #	Title	Schedule Impact	Amount
154	CE #207 - Final Closeout CO		(\$26,489.10)
<b>Total:</b>			<b>(\$26,489.10)</b>

**CHANGE ORDER LINE ITEMS:**

**PCO # 154: CE #207 - Final Closeout CO**

#	Budget Code	Description	Amount
1	31-100.CTA Sub Earthwork.CTA Sub	1 Year Planting Maintenance	\$(4,800.00)
2	08-800.FSB Glazing.Filed Sub Bidder	Exterior Doors and Hardware	\$(21,375.00)
<b>Subtotal:</b>			<b>\$(26,175.00)</b>
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (0.00% Applies to Filed Sub Bidder and CTA Sub.):			\$0.00
B&I (1.20% Applies to all line item types.):			\$(314.10)
<b>Grand Total:</b>			<b>\$(26,489.10)</b>

The original (Contract Sum)	\$7,821,340.00
Net change by previously authorized Change Orders	\$799,053.81
The contract sum prior to this Change Order was	\$8,620,393.81
The contract sum will be decreased by this Change Order in the amount of	(\$26,489.10)
The new contract sum including this Change Order will be	\$8,593,904.71
The contract time will not be changed by this Change Order.	

**WRA Team (William Rawn Associates)**

10 Post Office Sq. Suite 1010  
Boston, Massachusetts 02109



2/9/23

**SIGNATURE**

**DATE**

ARCHITECT William Rawn Associates

By: Andrew Jonic AIA  
Associate Principal

CTA Construction Managers

**Town of Brookline**

333 Washington Street, 3rd Floor  
Brookline, Massachusetts 02445



Ian Parks (Hill)  
recommended acceptance to  
ToB; pending BBC approval

**SIGNATURE**

**DATE**

2/9/23

Page 2 of 2

**CTA Construction Managers, LLC**

400 Totten Pond Road, 2nd Floor  
Waltham, Massachusetts 02451



2/1/23

**SIGNATURE**

**DATE**

Printed On: 1/30/2023 05:05 PM

CTA Construction Managers  
 400 Totten Pond Road  
 Waltham, 02451  
 Phone: (781) 786-6600

**Project:** 2020-02 - Brookline High School Tappan Gym and 3rd Floor  
 Renovation  
 115 Greenough St  
 Brookline, Massachusetts 02445

**Prime Contract Potential Change Order #154: CE #207 - Final Closeout CO**

<b>TO:</b>	Town of Brookline 333 Washington Street, 3rd Floor Brookline Massachusetts, 02445	<b>FROM:</b>	CTA Construction Managers, LLC 400 Totten Pond Road, 2nd Floor Waltham Massachusetts, 02451
<b>PCO NUMBER/REVISION:</b>	154 / 0	<b>CONTRACT:</b>	1 - Brookline High School Tappan Gym and 3rd Floor Renovation
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Robert Harrington (CTA Construction Managers, LLC)
<b>STATUS:</b>	Approved	<b>CREATED DATE:</b>	1/30 /2023
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	#014 - OCO #014
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
		<b>TOTAL AMOUNT:</b>	(\$26,489.10)

**POTENTIAL CHANGE ORDER TITLE:** CE #207 - Final Closeout CO

**CHANGE REASON:** Base Contract

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

CE #207 - Final Closeout CO

This PCO is being submitted for resolution of final contract value. This change order includes previously discussed deductions from CTA's contract value for items related to landscaping and vestibule doors/hardware.

- As previously discussed, CTA agrees to deduct \$4,800.00 from our contract. In return, the Town will engage an independent contractor to perform maintenance of landscaping for the one year maintenance period noted in the specifications.
- As previously discussed, CTA agrees to deduct \$21,375.00 from our contract. In return, the Town will engage an independent contractor to replace the exterior vestibule doors and hardware provided under our contract.

The above listed values are full and final values for credits associated with the scope of work outlined above.

\*CTA reserves its rights to additional time and direct and indirect costs associated with this change order. CTA does not waive its rights to an additional extension of time or to recover additional costs by signing this change order. The Awarding Authority, in executing this change order, agrees that CTA has properly reserved its rights for additional time and compensation.

**ATTACHMENTS:**

#	Cost Code	Description	Type	Amount
1	31-100 - Earthwork	1 Year Planting Maintenance	CTA Sub	(\$4,800.00)
2	08-800 - Glazing	Exterior Doors and Hardware	Filed Sub Bidder	(\$21,375.00)
<b>Subtotal:</b>				(\$26,175.00)
<b>Direct Work OHP: 15.00% Applies to CTA Direct.</b>				\$ 0.00
<b>Subcontractor OHP: 0.00% Applies to Filed Sub Bidder and CTA Sub .</b>				\$ 0.00
<b>B&amp;I: 1.20% Applies to all line item types.</b>				(\$314.10)
<b>Grand Total:</b>				(\$26,489.10)





TO Ian M. Parks  
Project Director  
Hill International Inc.

FROM Mark Anthony Neves  
Tel: 774.501.8777  
Fax: 508.636.6474  
www.mnevesinc.com

RE: Tappan Gym Maintenance

**Total \$4800 for select services**

**Grounds Services :**

- Maintain lawns to a neat, trim and healthy appearance at a avg. height of 2.5 – 3”
- All clippings to be bagged and removed off site.
- Lawn edges will be trimmed to maintain a crisp & neat appearance.
- Maintain beds to minimize weed, debris and invasive materials.
- Mowing patterns will be altered regularly to avoid sags, ruts, and tracks in lawn areas.

**Per Visit Cost: \$200.00**

**Spring Cleanup:**

- Remove debris from all planting beds and lawn areas.
- Remove sand from edges along lawn areas.
- Re-adjust trees and shrubs due to minimal winter damages.
- Clean and cut shrub, tree and mulch beds.
- Edge all existing beds, walkways and curb lines to a crisp clean edge.
- Application of pre-emergent weed control to all planting beds.

**Seasonal Cost: \$800.00**

**Mulch:**

- Furnish and Install Premium **Hemlock** Blend Mulch

**Seasonal Cost: \$2,000.00**

**Tree & Shrub Pruning:**

- Prune, Shape ornamentals up to 14' in height, shrubs will be pruned twice during the season to maintain a neat appearance.
- Tree branches will be maintained at an avg. of 8' over walkways, parking areas and structures.

**Seasonal Cost: \$2,800.00**

**Fall Cleanup:**

- Removal of leaves and debris from all finished lawn areas, planting beds, planting islands and general parking areas.
- Cut down all ornamental grasses throughout the site.

**Seasonal Cost: \$800.00**

**Fertilization Program:**

- Early Spring: Complete balance and broadleaf weed control
- Late Spring: Complete balance and broadleaf weed control
- Summer: Control release nitrogen
- Early Fall: Complete balance and broadleaf weed control
- Late Fall: Winterization blend

**Seasonal Cost: \$1,200.00**

**Irrigation:**

- Start Up program adjustments to clock
- Test all zones
- Adjust heads as necessary
- Shut down & winterize
- Repairs on T&M basis 10% mark up on parts with prior approval

**Seasonal Cost: N/A**

**EXCLUSIONS:**

**Total deduct value for landscaping = \$4,800.00**

- Cost of Plant Material Replacements if needed by Hill International Inc. or others
- Dead or damaged plant material to be replaced on T&M basis at \$55.00 per hour per laborer
- Watering
- Police Details

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Print:** \_\_\_\_\_ **Title:** \_\_\_\_\_

[www.mnevesinc.com](http://www.mnevesinc.com)

# New England School Services, Inc.

98 Hicks Avenue  
 Medford, MA 02155  
 USA

Voice: 617-776-4700  
 Fax: 781-396-8088

# QUOTATION

Quote Number: B-PoolEntr  
 Quote Date: Oct 17, 2022  
 Page: 1

Quoted To:
Town of Brookline Bldg. Dept. Town Hall 333 Washington Street Brookline, MA 02146

Ship to:
Town Hall 333 Washington Street Brookline, MA 02146

Customer ID	Good Thru	Payment Terms	Sales Rep
BROOKLIN	11/16/22	Net 30 Days	Brian Hingston
Quantity	Item	Description	
		Pool Entrance	
		Exterior - One pair	
		REPLACE DOORS	
		-Change hardware on current doors from Concealed vertical rod device to Rim exit devices with Removable mullion	
		- Connect access control components into the new exit devices	
		New Continuous hinges	
1.00	EXIT-VD33	Von Durpin 33 series Narrow Stile exit device. Function: NL OP x Finish: us28 x Length:	
1.00	EXIT-VD33	Von Durpin 33 series Narrow Stile exit device. Function: EO x Finish: us28 x Length:	
2.00	ELECTRICLATCH	Von Duprin QEL - electric latch retraction	
1.00	MULL-VD4954	Von Durpin 4954 removable mullion. Finish: sp28 x Height:	
2.00	HINGES-SL11x CLRx83"	Full mortise continuous x CLR x 83"	
	LABOR	Labor to furnish and install material.	
		* Installation is based on work performed Monday through Friday during normal business hours	
2.00	DOOR-SL-15	Special lite Monumental -wide	
2.00	GLASS-INSUL	Insulated Glass	

Please note that we are vendors  
 Mass Higher Education Collaborator  
 Combuys Operational Services Division Vendor ID 300183

CTA agrees to pay (1) pair in full and (1) pair at 50%. Town to cover remaining 50% of one pair. Total deduct for doors = \$21,375.00

Subtotal	14,250.00
Sales Tax	
Freight	
<b>Total</b>	<b>14,250.00</b>



# New England School Services, Inc.

98 Hicks Avenue  
Medford, MA 02155  
USA

Voice: 617-776-4700  
Fax: 781-396-8088

# QUOTATION

Quote Number: B-PhysEd Entr  
Quote Date: Oct 18, 2022  
Page: 1

Quoted To:
Town of Brookline Bldg. Dept. Town Hall 333 Washington Street Brookline, MA 02146

Ship to:
Town Hall 333 Washington Street Brookline, MA 02146

Customer ID	Good Thru	Payment Terms	Sales Rep
BROOKLIN	11/17/22	Net 30 Days	Brian Hingston
Quantity	Item	Description	
		Phys. Ed Entrance doors - (Pair Closest to the HS )	
		Exterior - One pair	
		REPLACE DOORS	
		-Change hardware on current doors from Concealed vertical rod device to Rim exit devices with Removable mullion	
		- Connect access control components into the new exit devices	
		New Continuous hinges	
1.00	EXIT-VD33	Von Durpin 33 series Narrow Stile exit device. Function: NL OP x Finish: us28 x Length:	
1.00	EXIT-VD33	Von Durpin 33 series Narrow Stile exit device. Function: EO x Finish: us28 x Length:	
2.00	ELECTRICLATCH	Von Duprin QEL - electric latch retraction	
1.00	MULL-VD4954	Von Durpin 4954 removable mullion. Finish: sp28 x Height:	
2.00	HINGES-SL11x CLRx83"	Full mortise continuous x CLR x 83"	
	LABOR	Labor to furnish and install material.	
		* Installation is based on work performed Monday through Friday during normal business hours	
2.00	DOOR-SL-15	Special lite Monumental -wide	
2.00	GLASS-INSUL	Insulated Glass	

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<b>Total</b>	<b>14,250.00</b>