

TOWN OF BROOKLINE

380 Washington Street, Brookline, Massachusetts 02445

PURCHASE ORDER CHANGE FORM

INVOICE DATE:

10-Jun-24

TO:	LeMessurier 1380 Soldiers Field Road Brighton MA 02135
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Purchase Order Number
24201314Vendor Number
28708PAYMENT AMOUNT
\$30,100.00BUDGET
BALANCE
\$119,430.00
\$160,330.00

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C204		6C0002

FOR: BHS Waterproofing Repairs - 115 Greensough St

Approval	Date	
2	3/11/2024	Provide M.E.P Relocation Design

AMOUNT
\$30,100.00

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Karen Breslawski

Nathan E. Peck

Brooke Fiskin

SELECT BOARD

APPROVAL OF:

Charles Carey, Town Administrator

Bernard Greene, Chairman

Michael Sandman

John VanScoyoc

Miriam Aschkenasy

Paul Warren

SCHOOL COMMITTEE

APPROVAL OF:

Deputy Superintendent For Administration and Finance

November 29, 2023 (Amended March 11, 2024 and June 6, 2024)

Lap Yan

Town of Brookline

333 Washington Street

Brookline, MA 02445

Reference: Selective Structural and Waterproofing Repairs, Brookline High School,
Brookline, MA
LeM File No. 22.0321

Dear Lap,

Thank you for the opportunity for LeMessurier to submit a Fixed Fee proposal for structural and enclosure consulting services for the proposed work at the above-mentioned building.

SCOPE OF CONSULTING SERVICES

This scope of work outlines design services for structural concrete repairs and waterproofing replacement as shown in the 2023-04-06 Brookline High School Tunnel Investigation report, included in the RFQ.

The previous amended proposal included MEP/FP schematic design services by GGD Consulting Engineers, Inc. for scope concerning the MEP/FP piping that will need to be adjusted for making the necessary repairs for the project.

This proposal is amended to include MEP/FP design development, construction documents, and bidding/construction administration services by GGD Consulting Engineers, Inc. for scope concerning the MEP/FP piping that will need to be adjusted for making the necessary repairs for the project.

LeMessurier.

Schematic Design Phase: Under this phase, our team will perform the following tasks:

- Meet all project team members to discuss project strategy and objectives over a virtual teleconference call. After this meeting, we will issue meeting minutes.
- Visit the site to evaluate existing conditions.
- Prepare an evaluation of the project, schedules, and budget for the town's consideration. We will present these for the town's consideration over a virtual teleconference call. After this meeting, we will issue meeting minutes.
- With the town's approval, create design documents consistent with schematic level detailing including annotated plans, elevations, typical details, and a basis-of-design waterproofing assembly. Three physical copies of the plans and budgets will be provided to the Town. We will additionally present this package over a virtual teleconference call. After this meeting, we will issue meeting minutes.

We will coordinate with the MEP/FP consultant to integrate the MEP/FP adjustments into the scope of work.

Design Development Phase: Under this phase, our team will perform the following tasks:

- Create a design development package including annotated plans, elevations, details, and product specifications. We will incorporate any comments provided by the Town on the Schematic Design phase drawing set.
- We include (2) virtual teleconference meetings during this phase. After each meeting, we will issue meeting minutes.
- We will coordinate with the estimating subconsultant to provide a budget estimate at this phase.

We will coordinate with the MEP/FP consultant to integrate the MEP/FP adjustments into the scope of work.

Construction Documents Phase: Under this phase, our team will perform the following tasks:

- Create a 100% bid set package including annotated plans, elevations, details, and product specifications. We will incorporate any comments provided by the Town on the Design Development phase drawing set. Our specification package will include the Town's standard "front end documents," provided by the Town.
- We will coordinate with the estimating subconsultant to provide a budget estimate at this phase.

- We will coordinate with the hazardous materials consultant to provide hazardous materials specifications.
- We include (2) virtual teleconference meetings during this phase. After each meeting, we will issue meeting minutes.

We will coordinate with the MEP/FP consultant to integrate the MEP/FP adjustments into the scope of work.

Bid Phase: Under this phase, our team will perform the following tasks:

- Attend a pre-bid walkthrough with bidding contractors and answer any questions stemming from the walkthrough.
- Review bids submitted by contractors and provide a recommendation to the Town.

We will coordinate with the MEP/FP consultant to integrate the MEP/FP adjustments into the scope of work.

Construction Administration Phase: Under this phase, our team will perform the following tasks:

- Attend a pre-construction conference that will be held on site inclusive of the design team, owner, and the contractor. After this meeting, we will issue meeting minutes.
- Review and provide comment on shop drawings and submittals.
- Review and respond to RFI's from the contractor.
- Review pay requisitions provided by the contractor.
- Visit the site weekly during construction to review the installation. We include (12) site visits assuming a 12-week construction schedule. After each site visit, we will issue a field report documenting completed work and possible deficiencies.
- Attend (12) construction administration meetings to discuss project progress. We intend to line these up with our site visits. Otherwise, these will be virtual teleconference meetings.
- Coordinate with the hazardous materials consultant to provide their construction administration services.
- Perform a final inspection once punch list is completed.

We will coordinate with the MEP/FP consultant to integrate the MEP/FP adjustments into the scope of work.

LeMessurier Exclusions:

- Lift access.

- Excavation services.
- Structural deterioration remediation outside of the areas specifically depicted in the LeMessurier report included with the RFQ.
- Temporary shoring to accommodate concrete remediation work.
- Concrete strength / chloride testing.
- Waterproofing composition testing.

SCOPE OF SUBCONTRACTOR CONSULTING SERVICES

Scope of works and fees are outlined in proposals from United Environmental Consultants, Dharam Consulting, and GGD Consulting Engineers. These proposals are included at the end of this proposal. These proposals are included at the end of this proposal.

FEES

For these services, we propose a fee as broken down below:

	LeM Project Management	LeM Structural Engineering	LeM Enclosure Design	Dharam Cost Estimating	UEC Hazardous Materials Consulting	GGD Consulting Engineers	
Schematic Design	\$3,500	\$6,600	\$7,900	\$3,500	-	\$10,800	
Design Development	\$2,850	\$8,700	\$10,600	\$5,000	-	\$9,100	
Construction Documents	\$2,900	\$8,700	\$10,600	\$5,000	\$1,500	\$10,400	
Bid Phase	\$1,850	\$2,000	\$2,000	-	-	\$1,200	
Construction Admin	\$3,630	\$11,500	\$15,400	-	\$9,800	\$5,300	
Total	\$14,730	\$37,500	\$46,500	\$13,500	\$11,300	\$36,800	Total \$160,330

Note (Additional Fee Breakdown):

- The total increase for this proposal is \$30,100 which increases the overall design fee from \$130,230 as noted in the March 11, 2024 proposal to \$160,330.

- GGD Consulting Engineers is requesting an additional \$26,000 for DD, CD, Bidding, and CA work as outlined in their proposal.
- LeM is requesting an additional \$1,500 for Schematic Design coordination with GGD Consultants. (*Note: This was requested in past March 11 proposal but was not included in Town of Brookline board vote*).
- LeM is requesting an additional \$2,600 for DD, CD, Bidding, and CA coordination with GGD Consultants.

TERMS

This project will be scheduled after the return of the accepted proposal.

Reimbursable expenses for travel, courier services, reproductions, and electronic data transfer are included in this cost.

This proposal is valid for 90 days from the date of this proposal.

We look forward to the opportunity to collaborate with the Town of Brookline for professional structural and enclosure consulting services on this important project.

If you are in agreement, please countersign and return a copy of this letter, which will serve as our authorization to proceed. Please feel free to call if you have any questions.

Very truly yours,

ACCEPTED BY:

LeMessurier Consultants, Inc.

Town of Brookline

Stephen Holland, P.E. (MA)
Consultant | Enclosure

By: _____

Mathew Head, P.E. (MA)
Consultant | Structural

Date: _____

xc: Accounting



GGD Consulting Engineers, Inc.

375 Faunce Corner Road, Suite D
Dartmouth, MA 02747

L#88953
Proposal

May 28, 2024

LeMessurier.
130 Soldiers Field Road
Boston, MA 02135

Attn: David J. Sacco, EIT
Enclosure Designer

Re: Brookline High School
MEP Engineering Support for Waterproofing (DD-CA Services)
115 Greenough Street
Brookline, MA 02445

Dear Mr. Sacco:

We are pleased to submit our proposal to provide Professional Engineering design and construction phase services for the Brookline High School Waterproofing project, as set forth below.

THE PROJECT

The project, as we understand it, is for the relocation of existing MEP utilities (piping, ducts, wiring, conduits) that need to be relocated and/or temporarily backfled to support the Brookline High School waterproofing project, which will occur during the Summer of 2025.

BASIC SERVICES

1. Under the lump sum fee proposal our basic services include design development, construction documents, services for bidding, and construction administration for the Fire Protection, Plumbing, HVAC, and Electrical (MEP/FP) Systems. The scope of work provided below for the MEP/FP systems is as indicated in the existing conditions reports completed by GGD dated May 15, 2024 (Reference L#88891, 88892, 88893, 88894).
2. HVAC scope of work will include relocating an existing 8" hot water supply main out of the stairway into an adjacent space to allow for structural repairs in location "B" and the relocation/removal and replacement of ductwork in locations "D", "F", "H", and "I".
3. Electrical scope of work includes relocating electrical/ fire alarm/ security and coordinating tel/data with Brookline I.T.
4. Plumbing scope includes relocation or removal and reinstallation of existing hot water, cold water mains and branch lines to accommodate the structural repairs.
5. Fire Protection scope includes removal/ relocation of existing branch lines and sprinkler heads along with new sprinkler heads as required to complete the structural repairs. Any work associated with the fire protection alarm check valve riser is excluded from this proposal and will be considered an additional service.

GGD Consulting Engineers, Inc.

L# 88953

Proposal

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6. Energy modeling for utility company rebate programs, e.g. Advanced Building, etc., LEED Energy Modeling, LEED Documentation, TEDI and/or Passive House compliance documentation is excluded from this proposal.
7. Our project manager and/or engineering staff will attend a reasonable number of conferences and coordination meetings with your staff, other consultants, and the approving authorities, as necessary, to meet the projected design schedule.
8. We will assist in the value engineering process in rendering interpretations of the documents, advising on alternate materials, methods, cost savings, etc. Changes recommended by value engineering are considered an extra service.
9. Once final systems have been determined, and your office has authorized the preparation of construction documents, redesign of the documents to comply with further changes is considered to be an extra service.
10. Documents will consist of AutoCAD or REVIT drawings and typed specifications all in the format prescribed by your office. This proposal assumes that you will furnish the building backgrounds electronically compatible with AutoCAD or REVIT 2024.
11. We will assist in the bidding process in rendering interpretations of the documents.
12. Services during construction include a review of shop drawings; document interpretation and clarification as may be required; and periodic observations of the construction work not to exceed one observation per month during construction and reports thereon. Site observations are to determine general conformance of the work to the intent of the documents. This paragraph is not to be interpreted as requiring our attendance at weekly project meetings.
13. Included in the basic services is the furnishing of .PDF files for purposes of coordination and printing. Out of pocket expenses such as travel, sustenance, and other incidental expenses for routine trips to the project, and for coordination meetings with the design team, is included in the basic fee.

COMPENSATION AND PAYMENT

To provide the above, we propose a lump sum fee of Twenty-Six Thousand Dollars **(\$26,000.00)**.

Payment for the fee shall be made within 30 days of billing. Billings shall be rendered monthly in proportion to the services performed in the preceding 30-day period; however, the total billings shall be in proportion to the overall completion schedule as follows:

Design Development	35%
Construction Documents	75%
Bidding or Negotiating/Construction Admin	100%

GGD Consulting Engineers, Inc.

L# 88953
Proposal
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EXTRA SERVICES

Extra services shall be confirmed and authorized in writing prior to rendering of same and may be compensated either by hourly reimbursement or on a mutually agreed upon fixed fee. Hourly compensation shall be in accordance with the following:

Principal	\$200.00/hr
Senior Engineer	\$175.00/hr
Engineer	\$140.00/hr
Designer	\$110.00/hr
Clerical	\$ 75.00/hr
Site Visit	\$1,000.00/per visit

REIMBURSABLE EXPENSES

Reimbursable expenses such as mailing and shipping are included in the Basic Services. Any local/town fees and advertisement fees associated with completing the project will be billed as a reimbursable expense.

INSURANCE COVERAGE

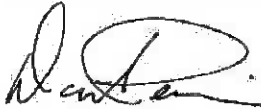
We provide complete insurance coverage which includes \$4,000,000 aggregate Professional Liability Insurance coverage. Upon acceptance of this proposal, we will provide you with proper certification.

This proposal is valid for 90 days from the issue date and is based on commencement of the design development phase within 60 days of proposal acceptance.

If this proposal meets with your approval, please return a signed copy to our office. This will act as our agreement and notice to proceed.

Very truly yours,

GGD Consulting Engineers, Inc.



David M. Pereira, PE, Principal

LeMessurier.



David J. Sacco, EIT, Enclosure Designer

DMP:ja

Date