



**TOWN of BROOKLINE**  
*Massachusetts*

**BUILDING DEPARTMENT**

Daniel Bennett  
Building Commissioner

TO: Selectboard/ School Committee

FROM: Ray Masak, PE Project Manager

SUBJECT: High School Expansion Project – Tappan Gym and 3<sup>rd</sup> Floor Renovation  
CTA Change Order No. 4 (FY 21)

DATE: July 21, 2021

On the Calendar this week, the Building Department has submitted a request for Change Order Approval for the subject project in the amount of \$86,514.80- 10 items. The subject project was approved as part of the High School Project and was designed by Willian Rawn Associates.

The Owner's Project Manager (Hill) has reviewed the change order and is recommending approval. Please refer to their letter July 8, 2021 for further explanation of the change.

The Building Department is available to answer any questions you may have. Thank you for your consideration.





# Hill International

Hill International, Inc.  
75 Second Avenue, Suite 300  
Needham, MA 02494  
Tel: 617-778-0900  
Fax: 617-778-0999  
www.hillintl.com

July 8, 2021

Mr. Ray Masak, P.E.  
Project Manager  
Town of Brookline Building Department  
333 Washington Street  
Brookline, MA 02445

RE: Recommendation to approve CTA Change Order 004

Dear Mr. Masak:

CTA Construction Managers is submitting original copies of Change Order 004 for the Brookline High School Tappan Gym and 3<sup>rd</sup> Floor Renovation for acceptance by the Town of Brookline (ToB). Hill and WRA have previously reviewed, negotiated where applicable, and agree that all items listed in this Change Order are fair, reasonable for the described scope of work, and are compensable adjustments to the Lump Sum Contract. This change order is an additional cost total of **\$86,514.60**.

The PCOs are categorized as follows:

- (4) PCOs are Design Omission changes.
- (2) PCOs are the result of Owner Request changes.
- (4) PCOs are results from unforeseen conditions discovered during demolition of walls.

An itemized summary is following:

PCO#	CE #	Description	Current Amount	Reason Code
5R2	7	Remove 71 Existing Lighting Fixtures Marked to Remain	\$5,006.97	Design Omission
6R1	8	Electrical Demolition - relocate existing panels and junction boxes, relocate and reconnect and active wiring and remove all other wiring in accordance with RFI 16	\$16,827.89	Design Omission
7R3	3	Epoxy Flooring for Corridor C005 - Removal of existing flooring, preparation for new epoxy resin floor, and installation of new epoxy resin flooring in accordance with Field Bulletin 005.	\$9,345.57	Owner Request
10R1	11	Change to scope of Fitness 100 ceiling prep	\$4,305.26	Unforeseen Site Conditions
14R2	15	RFI #040 - Footing Condition - Demolition Work. Per RFI #040 response, demolish and dispose of approximately 12' long section of existing masonry wall and existing concrete slab. Excavate and backfill soil beneath existing wall for installation of new thickened slab.	\$11,682.65	Unforeseen Site Conditions



16	17	RFI #057 - Existing Floor Drain Storage 012 cut existing floor drain pipe in Storage 012 and add new cleanout to be flush with finished floor	\$1,101.05	Design Omission
18	20	CE #020 - FB-009 - Corridor C007 Wall Footing Per RFI-040	\$15,828.29	Unforeseen Site Conditions
20	14	RFI #028 - Room 107A Wall Construction - install type C81 partition to replace existing CMU wall.	\$932.10	Design Omission
21R1	26	CE #026 - Grinding of Existing Concrete Underlayment in Basement	\$22,896.56	Unforeseen Site Conditions
22	27	Wood Door Veneer per Submittal #081400-003.0 & RFI #019	-\$1,411.74	Owner Request

Based on the above, Hill recommends to ToB approval of Change Order 004 to CTA Construction Managers lump sum contract.

Very truly yours,



Andy Vo, PMP, CCM, LEED AP, MCPPO  
Sr. Project Manager



## TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02445

## PURCHASE ORDER CHANGE FORM

INVOICE DATE;

07-Jul-21

TO: CTA Construction Managers  
400 Totten Pond Road  
Waltham MA 02451

Purchase Order Number

21201438

Vendor Number

33542

PAYMENT AMOUNT

\$86,514.60

BUDGET \$7,821,340.00  
BALANCE \$8,000,892.03

FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT
		254C204		6C0002

FOR: Brookline High School - Tappan Gym

Amendment	Date	
4	6/24/2021	Misc Changes

AMOUNT  
\$86,514.60

## BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Kenneth Kaplan

Karen Breslawski

Nathan E. Peck

## SELECT BOARD

APPROVAL OF:

Heather Hamilton, Chairman

Raul Fernandez

Bernard Greene

John VanScoyoc

Miriam Aschkenasy

## SCHOOL COMMITTEE

Mary Ellen Normen, Assistant Superintendent For Administration and Finance





**PCCO #004**

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 #004: PCO 005r2, PCO 006r1, PCO 007r3,  
PCO 10r1, PCO 014r2, PCO 016, PCO 018, PCO 020, PCO 021r1, PCO  
022**

TO:	Town of Brookline 333 Washington Street, 3rd Floor Brookline, Massachusetts 02445	FROM:	CTA Construction Managers, LLC 400 Totten Pond Road, 2nd Floor Waltham, Massachusetts 02451
DATE CREATED:	6/24/2021	CREATED BY:	Robert Harrington (CTA Construction Managers, LLC)
CONTRACT STATUS:	Approved	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	06/30/2021
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:		EXECUTED:	No
		SIGNED CHANGE ORDER RECEIVED DATE:	
CONTRACT FOR:	1:Brookline High School Tappan Gym and 3rd Floor Renovation	TOTAL AMOUNT:	\$86,514.60

**DESCRIPTION:**

Per correspondence with the awarding authority and the architect, the following PCO's have been approved: PCO 005r2, PCO 006r1, PCO 007r3, PCO 010r1, PCO 014r2, PCO 016, PCO 018, PCO 020, PCO 021r1, PCO 022. See below for additional information and costs associated with individual PCO's.

**ATTACHMENTS:**

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

PCO #	Title	Schedule Impact	Amount
005r2	CE #007 - RFI 009 - Remove 71 Existing Lighting Fixtures Marked to Remain		\$5,006.97
006r1	CE #008 - RFI 016 - Electrical Demolition		\$16,827.89
007r3	CE #003 - FB005 PR001 RFI 035 Epoxy Flooring for Corridor C005		\$9,345.57
010r1	CE #011 - RFI 029 - Fitness 100 Ceiling Prep		\$4,305.26
014r2	CE #015 - RFI #040 - Footing Condition - Demolition Work		\$11,682.65
016	CE #017 - RFI #057 - Existing Floor Drain Storage 012		\$1,101.05
018	CE #020 - FB-009 - Corridor C007 Wall Footing Per RFI-040		\$15,828.29
020	CE #014 - RFI #028 - Room 107A Demolition		\$932.10
021r1	CE #026 - Grinding of Existing Concrete Underlayment in Basement		\$22,896.56
022	CE #027 - Wood Door Veneer per Submittal #081400-003.0 & RFI #019		(\$1,411.74)
Total:			\$86,514.60

**CHANGE ORDER LINE ITEMS:**



**PCO # 005r2: CE #007 - RFI 009 - Remove 71 Existing Lighting Fixtures Marked to Remain**

#	Budget Code	Description	Amount
1	16-100.FSB Electrical.Filed Sub Bidder		\$4,712.00
<b>Subtotal:</b>			<b>\$4,712.00</b>
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$235.60
B&I (1.20% Applies to all line item types.):			\$59.37
<b>Grand Total:</b>			<b>\$5,006.97</b>

**PCO # 006r1: CE #008 - RFI 016 - Electrical Demolition**

#	Budget Code	Description	Amount
1	16-100.FSB Electrical.Filed Sub Bidder		\$15,836.52
<b>Subtotal:</b>			<b>\$15,836.52</b>
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$791.83
B&I (1.20% Applies to all line item types.):			\$199.54
<b>Grand Total:</b>			<b>\$16,827.89</b>

**PCO # 007r3: CE #003 - FB005 PR001 RFI 035 Epoxy Flooring for Corridor C005**

#	Budget Code	Description	Amount
1	09-600.FSB Flooring.Filed Sub Bidder		\$8,795.00
<b>Subtotal:</b>			<b>\$8,795.00</b>
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$439.75
B&I (1.20% Applies to all line item types.):			\$110.82
<b>Grand Total:</b>			<b>\$9,345.57</b>

**PCO # 010r1: CE #011 - RFI 029 - Fitness 100 Ceiling Prep**

#	Budget Code	Description	Amount
1	09-900.FSB Paints and Coatings.Filed Sub Bidder		\$4,051.63
<b>Subtotal:</b>			<b>\$4,051.63</b>
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$202.58
B&I (1.20% Applies to all line item types.):			\$51.05
<b>Grand Total:</b>			<b>\$4,305.26</b>

**PCO # 014r2: CE #015 - RFI #040 - Footing Condition - Demolition Work**

#	Budget Code	Description	Amount
1	01-903.CTA Sub Hazardous Materials Abatement.CTA Sub		\$10,994.40
<b>Subtotal:</b>			<b>\$10,994.40</b>
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$549.72
B&I (1.20% Applies to all line item types.):			\$138.53
<b>Grand Total:</b>			<b>\$11,682.65</b>

**PCO # 016: CE #017 - RFI #057 - Existing Floor Drain Storage 012**

#	Budget Code	Description	Amount
1	15-100.FSB Plumbing.Filed Sub Bidder		\$926.66



#	Budget Code	Description	Amount
2	02-000.CTA Direct General.CTA Direct	Disposal	\$100.00
<b>Subtotal:</b>			<b>\$1,026.66</b>
Direct Work OHP (15.00% Applies to CTA Direct.):			\$15.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$46.33
B&I (1.20% Applies to all line item types.):			\$13.06
<b>Grand Total:</b>			<b>\$1,101.05</b>

**PCO # 018: CE #020 - FB-009 - Corridor C007 Wall Footing Per RFI-040**

#	Budget Code	Description	Amount
1	01-903.CTA Sub Hazardous Materials Abatement.CTA Sub		\$6,010.46
2	03-050.CTA Sub Concrete Subcontractor.CTA Sub		\$858.24
3	08-100.CTA Sub Doors.CTA Sub		\$244.44
4	04-200.FSB Masonry Units.Filed Sub Bidder		\$6,094.00
5	03-100.CTA Sub Concrete Reinforcement.CTA Sub		\$600.00
6	03-210.CTA Direct Cast-In-Place Concrete.CTA Direct	7 CY Min. Concrete Load	\$994.00
<b>Subtotal:</b>			<b>\$14,801.14</b>
Direct Work OHP (15.00% Applies to CTA Direct.):			\$149.10
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$690.36
B&I (1.20% Applies to all line item types.):			\$187.69
<b>Grand Total:</b>			<b>\$15,828.29</b>

**PCO # 020: CE #014 - RFI #028 - Room 107A Demolition**

#	Budget Code	Description	Amount
1	10-600.CTA Sub Partitions.CTA Sub		\$877.19
<b>Subtotal:</b>			<b>\$877.19</b>
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$43.86
B&I (1.20% Applies to all line item types.):			\$11.05
<b>Grand Total:</b>			<b>\$932.10</b>

**PCO # 021r1: CE #026 - Grinding of Existing Concrete Underlayment in Basement**

#	Budget Code	Description	Amount
1	01-903.CTA Sub Hazardous Materials Abatement.CTA Sub		\$21,547.68
<b>Subtotal:</b>			<b>\$21,547.68</b>
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$1,077.38
B&I (1.20% Applies to all line item types.):			\$271.50
<b>Grand Total:</b>			<b>\$22,896.56</b>


**PCO # 022: CE #027 - Wood Door Veneer per Submittal #081400-003.0 & RFI #019**

#	Budget Code	Description	Amount
1	08-100.CTA Sub Doors.CTA Sub		\$(1,395.00)
<b>Subtotal:</b>			<b>\$(1,395.00)</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.):			\$(16.74)
<b>Grand Total:</b>			<b>\$(1,411.74)</b>



The original (Contract Sum)	\$7,821,340.00
Net change by previously authorized Change Orders	\$266,066.63
The contract sum prior to this Change Order was	\$8,087,406.63
The contract sum will be increased by this Change Order in the amount of	\$86,514.60
The new contract sum including this Change Order will be	\$8,173,921.23
The contract time will not be changed by this Change Order.	

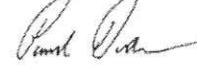
WRA Team (William Rawn Associates)  
10 Post Office Sq. Suite 1010  
Boston, Massachusetts 02109

 2024-06-30  
SIGNATURE DATE

Town of Brookline  
333 Washington Street, 3rd Floor  
Brookline, Massachusetts 02445

\_\_\_\_\_  
SIGNATURE DATE

CTA Construction Managers, LLC  
400 Totten Pond Road, 2nd Floor  
Waltham, Massachusetts 02451

 7/9/21  
SIGNATURE DATE