



# TOWN of BROOKLINE

*Massachusetts*

## BUILDING DEPARTMENT

Daniel Bennett  
Building Commissioner

**TO:** Selectboard/ School Committee

**FROM:** Ray Masak, PE Project Manager

**SUBJECT:** Brookline High School- Amendment 16  
Design Services (FY 19)

**DATE:** April 20, 2020

On the Calendar this week, the Building Department is requesting the approval of an amendment for designer services for the subject project in the total amount of \$83,220.

The appropriation for this contract was approved by Town Meeting as part of the overall CIP for FY19. This amendment is for additional design services involving the existing third floor of the High School main campus and soil testing. Refer to the Hill memo dated April 14, 2020 and the Rawn memo dated April 14, 2020 for further explanation of services.

The Building Department will be available on Tuesday evening to answer any questions. Thank you for your consideration.

**HILL**  
**Hill International**

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

April 14, 2020

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

Re: William Rawn Associates Amendment 16r5 – Add Services

Dear Mr. Masak:

We have received and reviewed WRA's Amendment Request #16r5 for requested additional design services associated with the 3<sup>rd</sup> Floor re-design, and additional soil testing at Cypress. Additional design services in this amendment are for two separate tasks and performed by William Rawn Associates (WRA), and McPhail. The services proposed were previously reviewed and commented on by Hill, and the Amendment reflects revisions we support:

Scope #1 is related to 3<sup>rd</sup> Floor re-design efforts by WRA. Hill had previously received this Add Service request from WRA on 11/27/19 for \$107,910 and provided preliminary comments on 1/9/20 back to WRA. They revised and resubmitted it for \$69,360, which is \$38,550 less than previous request. WRA submits that, although they would typically own designing to a budget in their base service, WRA makes a case that due to timing of decision for the \$1M target Value Engineering of the 3<sup>rd</sup> Floor, they had to perform more detailed field survey of items to remain/reuse now as part of the VE (selective demo/limited new finishes) vs the original scope of a gut renovation.

Scopes #2 & 3 are N/A and deleted from request at the April 14<sup>th</sup> BBC.

Scope #4 The soil disposal specifications, generated by McPhail, had included estimated quantities of materials for each potential soil classification, which were included in the base bid for disposal of soil materials. McPhail has been working with Skanska to closely monitor that actual soil disposal quantities, including allowing re-use of suitable materials for on-site backfill wherever possible and limit export of materials. Skanska provided notice in February 2020 that they were approaching the material disposal limits in the base bid. As a first recourse, Hill/ToB authorized the use of 1,000 ton capacity of <RCS-2 soils for a lesser classification of <RCS-1 at a premium rate of \$2.35/ton. Skanska further notified in March 2020 that they required 2,000 ton more capacity to support remaining foundation and utility excavations and soil disposal. As such, Hill/ToB engaged McPhail to provide (4) additional tests and related updated soil profiles to disposal facilities for acceptance of remaining soils to be disposed offsite; test results are due mid-April.

Hill recommends approval of the \$83,220.00 Amendment 16r5.

Very truly yours,



Andy Felix  
Project Director

Ray Masak  
Project Manager  
Town of Brookline Building Department  
Brookline Town Hall  
333 Washington Street  
Brookline, MA 02445

~~November 27, 2019~~

~~Revised: March 30, 2020~~

Revised: April 14, 2020 - 6pm

Project Name: Brookline High School Expansion Project

**Re: Contract Amendment #16**

CC: Andy Felix, Sam Lasky

*Additional Service Proposal for:*

- *Project D Third Floor Renovation:*
  - *Construction Document revisions related to Reduced Renovation Scope*
  - *Additional field investigation and documentation*
- *Preparation and Attendance for an Additional Transportation Board Meeting Associated with Bicycle Action Committee comments on roadways and bikeways*
- *Supplemental Soil Pre-Characterization*

Dear Ray,

Following receipt of Town of Brookline and Hill International comments we are resubmitting this proposal for additional services for the 3<sup>rd</sup> Floor Renovation. We have added an add service proposal for work related to the additional Transportation Board meeting (Bicycle Advisory Committee recommendations) and for supplemental soil pre-characterization at the Cypress Building. The additional service requests are broken out into distinct scopes of work below for clarity:

**Scope 1: Third Floor (Project D) Substantially Revising Construction Drawings Due to Substantial Changes in Complexity After 60% Construction Documents were Issued**

Upon receipt of Skanska's cost estimate on April 26<sup>th</sup> (4 weeks late) and subsequent cost reconciliation, it was determined that the High School Expansion Project was over budget. At that time, we worked with the school to significantly reduce the scope of the renovation planned for the 3<sup>rd</sup> floor project (Project D). The planned, full gut renovation was changed to a selective renovation requiring substantial revisions to the contract documents. Article 8.2.2 allows for additional service requests for substantially revising previously approved drawings due to substantial changes in complexity and bidding methods.



8.2.2 substantially revising previously approved reports, drawings, specifications or other documents to address changes authorized or requested by the Owner, including substantial changes in its size, quality, complexity, design, Budget, and/or bidding method or bid packages, and changes in Applicable Laws;

- (a) Notwithstanding the provisions of 8.2.2, revisions prepared by the Designer to keep construction costs within the Project Budget that are required pursuant to Article 4.10 of this Contract to be without additional compensation, or to correct incorrect items for which the Designer has responsibility, shall not be Extra Services;

Although Section 8.2.2 (a) states the Designer is required to keep construction costs within the Project Budget, the change in renovation scope was made 4 weeks after the design team notified the Town and Hill International that WRA was proceeding with Construction Documents (See Sam Lasky's March 29, 2019 email).

Tasks Performed:

- Remove 60% CD gut renovation design
- Remove previous scope from demolition drawings
- Add new demolition scope and keynotes
- Create demolition photograph drawings outlining those elements on existing walls to remain in place or to be removed.
- Update Construction Documents: Floor Plans, Reflected Ceiling Plans, Interior Elevations, Finish Schedule, Finish Plans, Door Schedule
- New lighting layouts in gut renovation areas (RFS Engineering)
- Capping of existing gas turrets and plumbing (RFS Engineering)
- New MEP/FP in Classroom 370 (RFS Engineering)
- Update front end specifications for separate bid. The 3<sup>rd</sup> Floor was originally included in the Project B bid package issued in August 2019.

Scope #1 Fee Summary

RFS:	\$20,000
WRA:	\$49,360
Subtotal:	\$69,360

**Scope 2: Third Floor (Project D) Additional Field Work to Identify Selective Demolition Scope.**

Article 8.2.1 allows for additional service requests for preparing measure drawings and detailed construction investigations. Additional field investigations were required because the renovation scope changed from full demolition to selective demolition. The demolition drawings in the bid documents include keynoted existing conditions photographs of each room. These documents reflect the additional work performed by WRA.

Tasks performed:

- Site visits for field measurements and photo documentation
- Update the Revit model

- 8.2.1 preparing measured drawings and detailed construction investigations documentation for existing buildings when such documentation does not exist;

~~Scope #2 Fee Summary~~

~~WRA: \$11,840~~  
~~Subtotal: \$11,840~~

~~Scope 3: Attend and Additional Transportation Meeting Due to Bicycle Advisory Recommendations:~~

~~WRA and HSH prepared for, and attended, an additional Transportation Board meeting to participate in a discussion of the Brookline Bicycle Advisory Committee's recommendations.~~

~~Scope #3 Fee Summary~~

~~HSH: \$3,000~~  
~~WRA 10% Admin: \$300~~  
~~WRA: \$4,000~~  
~~Subtotal: \$7,300~~

Removed for 4/14  
BBC meeting. To be  
discussed with the  
Town / Hill at a later  
date.

Scope 4: Additional Soil Testing (McPhail)

Supplemental soil pre-characterization services requested by Hill International. The Earthwork contractor and Skanska have exhausted the approved quantity of soil characterized for off-site disposal from the 111 Cypress St project site. Additional soil must be removed from the job site which requires off site disposal. Please see McPhail's additional service proposal for more information (attached).

Scope #4 Fee Summary

McPhail: \$12,600  
WRA 10% Admin: \$1,260  
Subtotal: \$13,860

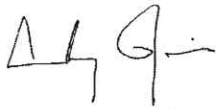
\$83,220

**Additional Service Fee Total: ~~-\$102,360~~**

Please note, the additional service request for scopes 1 and 2 are unrelated to the completion of the remaining 40% of Construction Documents and Construction Administration already covered by the Basic Architectural Services (BAS) fee.

Please let us know if you have any questions or comments. We look forward to continuing to work with the Town of Brookline to issue bid documents for the Third-Floor renovation and continue to support construction activities in the field.

Regards,



Andy Jonic, AIA  
Senior Associate  
William Rawn Associates, Architects Inc.

*Attachments: WRA / RFS work plan summary, VE #139 Third Floor Renovation Scope, Sam Lasky email dated March 29, 2019, McPhail proposal, RFS Engineering Proposal, HSH Proposal*

# ATTACHMENT F

## CONTRACT FOR DESIGNER SERVICES

### AMENDMENT NO. 16\_\_\_\_\_

**WHEREAS**, the Town of Brookline\_\_\_\_\_ ("Owner") and William Rawn Associates, Architects Inc.\_\_\_\_\_, (the "Designer") (collectively, the "Parties") entered into a Contract for Designer Services for the \_Brookline High School Expansion\_\_\_\_\_ Project (Purchase Order # 21803108) at the Brookline High\_\_\_\_\_ School on \_July 6, 2018\_\_\_\_\_.  
"Contract"; and

**WHEREAS**, effective as of \_\_\_\_March 30, 2020\_\_\_\_\_, the Parties wish to amend the Contract:

**NOW, THEREFORE**, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Designer to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services:	Original Contract*	After this Amendment:
		Amendment fee: <del>\$102,360</del> _____
Feasibility Study Phase	\$ _____	\$ _____ \$95,160
Schematic Design Phase	\$ _____	\$ _____
Design Development Phase	\$ _____	\$ _____
Construction Document Phase	\$ _____	\$ _____
Bidding Phase	\$ _____	\$ _____
Construction Phase	\$ _____	\$ _____
Completion Phase	\$ _____	\$ _____
*Includes previous Amendments		
<b>Total Fee</b>	<b><u>\$13,818,720.00</u></b>	<del><b><u>\$13,921,080.00</u></b></del> \$13,72,3560.00

This Amendment is a result of: Additional services related to revised renovation scope for the Third Floor Renovation (Project D), an additional Transportation Board meeting, and supplemental soil pre-characterization for the Cypress Building.



3. The Construction Budget shall be as follows:

Original Budget: \$n/a \_\_\_\_\_

Amended Budget \$n/a \_\_\_\_\_

4. The Project Schedule shall be as follows:

Original Schedule: \$n/a \_\_\_\_\_

Amended Schedule \$n/a \_\_\_\_\_

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Designer have caused this Amendment to be executed by their respective authorized officers.

OWNER

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print title)

By \_\_\_\_\_  
(signature )

Date \_\_\_\_\_

DESIGNER

Andrew Jonic  
(print name)

Senior Associate  
(print title)

By



(signature) \_\_\_\_\_

Date 03.30.20 \_\_\_\_\_



**BHS EXPANSION****Contract Amendment #16 - Additional Services for Third Floor Renovation (Project D)****WRA WORK PLAN**

~~27-Nov-19~~

30-Mar-20

Please note the tasks outlined below are in above and beyond the remaining 40% CDs and Construction Administration tasks included in WRA's base contract

**Scope #1: 3rd Floor Renovation Document Revisions****Tasks**

*Revise Demolition Drawings*

*Revise Construction Drawings*

*Revise front end specifications for new bid package*

Name	Hours	Rate	Total
Design Princ.	4	\$ 275	\$ 1,100
Project Mgr	42	\$ 250	\$ 10,500
Architect I	10	\$ 200	\$ 2,000
Staff Designer I	298	\$ 120	\$ 35,760
			\$ 49,360

**Scope #2: 3rd Floor Existing Conditions Analysis and Documentation****Tasks**

*4 full day site visits*

*Field Measurement*

*Photo Documentation of each existing wall*

*Revit modelling*

Name	Hours	Rate	Total
Project Mgr	20	\$ 250	\$ 5,000
Architect I	20	\$ 150	\$ 3,000
Staff Designer I	32	\$ 120	\$ 3,840
			\$ 11,840

**Scope #3: Transportation Board Meeting****Tasks**

*Update previous transportation board meeting slides*

*Meeting prep conference call*

*Attend Transportation Board meeting*

Name	Hours	Rate	Total
Project Mgr	16	\$ 250	\$ 4,000
			\$ 4,000

<b>Total (WRA Fee)</b>	<b>\$ 65,200</b>
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## Andrew Jonic

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**From:** Sam Lasky  
**Sent:** Friday, March 29, 2019 5:15 PM  
**To:** 'rmasak@brooklinema.gov'; Camiolo, Donna  
**Cc:** Erik Tellander; Andrew Jonic  
**Subject:** BHS - Late arrival of Skanska 60% CD estimate

Dear Ray and Donna,

We learned this morning from Hill that Skanska had informed Hill recently that they have not yet started their estimating process for the 60% CD set that was submitted for pricing on March 1, 2019. This estimate was due now and to be reconciled next week.

As you both are well aware, the purpose of this estimate (besides simply being a Town contractual requirement) was to understand the state of the project with respect to cost and the enacted VE choices. This was scheduled with Skanska, Hill and the Town to allow enough time before the May 1, 2019 steel and concrete bid sets and the May 1, 2019 90% STEM set to be able to effect further evaluation of cost reduction strategies if needed.

Without the benefit of this cost estimate by the CM, the Design Team will need to rely solely on PM&C's estimate. That estimate will not have the benefit of reconciliation or double-check with the CM.

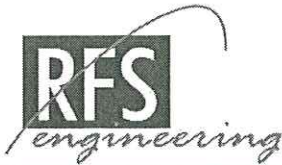
Presuming the PM&C 60% pricing is on-budget, the Design Team will need to proceed to the May 1 deadlines on that basis. If Skanska produces its 60% estimate 4 days before the May 1 deadline (as Hill indicated Skanska had said was the new date), the Design Team will not have time to reconcile with PM&C, nor make any changes to the forthcoming bid and drawing sets. If it is determined after that late estimate that VE is required, the Design Team will seek additional services for that work because of the late arrival of that information. Given the news received this morning, we feel we must share this with you both now.


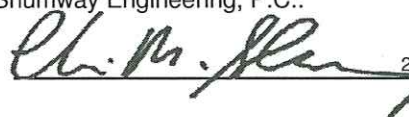
Sincerely,

**Samuel M. Lasky, FAIA**, LEED AP BD+C  
Principal  
d. 617.598.3318 c. 617.872.6408

**WILLIAM RAWN ASSOCIATES** | Architects. Inc.

10 Post Office Sq. Suite 1010  
Boston, MA 02109  
t. 617.423.3470  
www.rawnarch.com



<b>CONTRACT AMENDMENT</b>		Date:	February 6, 2020
		Project No.:	R18-8405.001
		Amendment No.:	3
		Billing Group:	
<b>Project Name:</b> Engineering Services Brookline High School Campus Expansion			
<b>Change in Scope</b> (increased, <del>unchanged</del> , or decreased)		<b>Fee Adjustments</b>	
Provide additional engineering services for the re-design of the third floor renovation. The revisions will be as shown on the document provided by WRA titled "Third Floor Renovation, VE#139" dated 5/28/19. The design changes include updating the 60% design documents to reflect the current (reduced) scope of the area.  Mechanical (8hrs engineer @ \$155/hr and 40hrs designer @ \$125/hr) = \$6,240 Electrical (8hrs engineer @ \$155/hr and 40hrs designer @ \$125/hr) = \$6,240 Plumbing (8hrs engineer @ \$155/hr and 32hrs designer @ \$125/hr) = \$4,240 Fire Protection (2hrs engineer @ \$155/hr and 8hrs designer @ \$125/hr) = \$1,310  Telecom (4hrs engineer @ \$155/hr and 8hrs designer @ \$125/hr) = \$1,620 Senior Project Manager (2hrs @ \$175/hr) = \$350		\$ 20,000	
<b>Fee Adjustment this Amendment</b>		\$ 20,000	
<b>Last Agreed Upon</b> Date of Completion: N/A		<b>New Date of</b> Completion: N/A	
Client to sign and return one copy of this form.		Rist-Frost-Shumway Project Manager Approval: 	
For William Rawn Associates, Architects, Inc.:		For Rist-Frost-Shumway Engineering, P.C.:	
Signature: _____ Date		Signature:  2/5/2020 Date	
Type or Print _____		Type or Print Chris Shumway, P.E., LEED AP Name/Position: President	

Rist-Frost-Shumway Engineering, P.C. | [www.rfsengineering.com](http://www.rfsengineering.com)  
Boston, MA | Laconia, NH | Portland, ME

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## Andrew Jonic

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**From:** Parks, Ian <IanParks@hillintl.com>  
**Sent:** Thursday, March 26, 2020 1:35 PM  
**To:** Andrew Jonic  
**Cc:** Felix, Andy; Vo, Andy  
**Subject:** FW: Brookline HS Project A Soil Disposal Testing Proposal  
**Attachments:** 6324 - BHS - Project A - Supp. Soil Pre-Characterization Services - 032320.pdf

Andy J.-

Please have McPhail proceed with testing with a 5-day turn around. We would ask that they expedite updated soil profiles for facility review.

Thanks,  
Ian

**Ian M. Parks**  
Project Executive  
Hill International, Inc.  
75 Second Avenue  
Needham, MA 02494  
Mobile: 917-562-7028  
[www.hillintl.com](http://www.hillintl.com)



**Hill International**

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**From:** Andrew Jonic <AJonic@rawnarch.com>  
**Sent:** Tuesday, March 24, 2020 9:22 AM  
**To:** Parks, Ian <IanParks@hillintl.com>; Vo, Andy <AndyVo@hillintl.com>; Felix, Andy <AndyFelix@hillintl.com>  
**Subject:** FW: Brookline HS Project A Soil Disposal Testing Proposal

Ian,

Attached is McPhail's proposal for additional soil pre-characterization work on site. If this acceptable to the Town I will include it in the contract amendment proposal for the April BBC. Please send email confirmation that this proposal is acceptable so McPhail can provide these services in the field as soon as possible.

Thank you,

Andy

**Andrew Jonic**  
d. 617.598.3311

**WILLIAM RAWN ASSOCIATES | Architects. Inc.**

10 Post Office Sq. Suite 1010  
Boston, MA 02109  
t. 617.423.3470  
c. 617.548.4275



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**From:** Jason Huestis <[JSH@mcphailgeo.com](mailto:JSH@mcphailgeo.com)>  
**Sent:** Monday, March 23, 2020 3:58 PM  
**To:** Andrew Jonic <[AJonic@rawnarch.com](mailto:AJonic@rawnarch.com)>  
**Cc:** Thomas J. Fennick <[TJF@mcphailgeo.com](mailto:TJF@mcphailgeo.com)>  
**Subject:** Brookline HS Project A Soil Disposal Testing Proposal

Hi, Andy. As requested by Hill International, we have attached our proposal for performing additional soil disposal testing for Project A. Please let us know if you have any questions and we are prepared to start once we receive a signed contract authorizing this work.

***Jason S. Huestis***

***McPHAIL ASSOCIATES, LLC***  
2269 Massachusetts Avenue  
Cambridge, MA 02140  
Tel: 617-868-1420 Ext. 337  
Direct: 617-349-7337  
[www.mcphailgeo.com](http://www.mcphailgeo.com)



March 23, 2020

William Rawn Associates, Architects, Inc.  
10 Post Office Square, Suite 1010  
Boston, MA 02109

Attention: Erik Tellander, AIA, LEED AP BD+C

Reference: Brookline High School Expansion (BHS) – Project A: 111 Cypress Street; Brookline, MA  
Proposal for Supplemental Soil Pre-Characterization Services

Ladies and Gentlemen:

In response to the request of Mr. Ian Parks of Hill International, Inc., we are pleased to present our proposal for providing supplemental soil pre-characterization services for proposed Project A - 111 Cypress Street in Brookline, Massachusetts, associated with the Brookline High School (BHS) Expansion.

The Earthwork Contractor and Skanska have exhausted the approved quantity of soil characterized for off-site disposal from the 111 Cypress Street project site. Both have indicated the following volumes of soil remain to be generated and will also require off-site disposal:

- 500 cubic yards to be generated from footing excavations at the south end of Project A;
- 830 cubic yards to be generated from stormwater chamber excavation and stockpiled soil originating from footing excavation north of the MBTA tracks;
- 500 cubic yards to be generated from roadway utility excavations along Brington Street, Cypress Street, and Tappan Street.

Off-site disposal of excess soil is currently governed by DEP's "Interim Remediation Waste Management Policy for Petroleum Contaminated Soils", Policy #WSC-94-400, dated April 21, 1994 and DEP Policy #COMM-97-001 entitled "Reuse and Disposal of Contaminated Soils at Massachusetts Landfills", dated August 15, 1997.

Conformance with the existing environmental regulations and policies will necessitate laboratory analytical testing of representative samples of the excess soil to characterize it for off-site disposal. For the purposes of off-site disposal of soil at an in-state landfill, one representative soil sample is required to be analyzed for every 500 cubic yards of material to be transferred to the receiving facility. The laboratory analytical tests to be performed on the soil samples typically include: reactivity, pH, ignitability, total metals (RCRA-8 or 14), volatile organic compounds (VOCs), semi-volatile organic compounds (SVOCs), total petroleum hydrocarbons (TPH), and Poly-Chlorinated Biphenyls (PCBs). If the results of the testing indicate that the soil does not meet the requirements for disposal at an in-state unlined or lined landfill, additional testing may be required to satisfy testing criteria for asphalt batch plants or out-of-state disposal facilities.



Based on the estimated volumes provided by Skanska, we propose to submit four (4) samples for laboratory analysis.

Additionally, based on the results of the analytical testing we anticipate that up to four (4) disposal facility profiles will need to be updated and resubmitted to each facility for additional approval.

This proposal assumes that the earthwork contractor will facilitate obtaining representative samples by performing test pits for McPhail to collect soil samples. This proposal excludes any contractor costs to perform the test pits.

The cost of chemical testing charged by the laboratory is predicated upon a standard turnaround time (TAT) of five (5) business days. However, it is understood that the laboratory analyses have been requested to be expedited by Hill International. An expedited TAT of 48-hours and 72-hours may be arranged for a premium of 75% and 50%, respectively, charged by the laboratory. These premium costs have been included in our fee below.

Therefore, we propose to perform the following scope of supplemental soil pre-characterization services associated with Project A:

1. Prepare and submit up to four (4) soil samples obtained from the test pits to be analyzed for TPH, VOCs, SVOCs, total RCRA-8 metals or MCP-14 metals, PCBs, pH, reactivity, conductivity and flashpoint as required for off-site disposal. The 5-day turnaround cost of testing for the above analyses is \$1,650 for each soil sample (\$6,600 for four samples), and is \$9,900 and \$11,550 for 50% and 75% turnaround time, respectively; and
2. Coordinate the sampling activities with Skanska (test pits to be excavated by others), evaluate and reduce the laboratory data, and update up to four (4) soil facility profile packages and provide each to the Contractor for submittal to the disposal facilities for approval. (\$6,000)

The total fee for Items 1 and 2 above is \$12,600 to \$17,550.

	5 Day Standard Turnaround	3 Day Rush Turnaround (50% Premium)	2 Day Rush Turnaround (75% Premium)
Characterization Testing	\$6,600	\$9,900	\$11,550
Data Evaluation and update of Soil Profile Packages	\$6,000	\$6,000	\$6,000
<b>Total Fee:</b>	<b>\$12,600</b>	<b>\$15,900</b>	<b>\$17,550</b>





William Rawn Associates, Architects, Inc.  
March 23, 2020  
Page 3

Our scope of work contained in this proposal excludes work associated with the preparation of regulatory and compliance documents in accordance with the provisions of the Massachusetts Contingency Plan 310 CMR 40.0000 (MCP) in regards to Reportable Conditions that may be identified during completion of our assessment and explorations as detailed herein. Should the results of the chemical testing of soil indicate that a Reporting Condition has been identified pursuant to the provisions of the MCP, additional geoenvironmental engineering services will be required, for which a work scope and estimated fees will be provided to the Client in a separate proposal. The actual scope and fees for the additional work, if any, will be dependent upon the results of the chemical testing and the nature of the release condition(s) identified.

The services proposed herein will be provided in accordance with the terms and conditions presented in the Standard Form of Agreement Between Architect and Consultant (AIA Document C401) dated July 31, 2018 which is incorporated herein by reference.

To authorize us to proceed with the services proposed above, please sign and return a copy of this letter. Should you have any questions, please contact us.

Very truly yours,

McPHAIL ASSOCIATES, LLC

A handwritten signature in black ink, appearing to read "Jason Huestis", written over a horizontal line.

Jason S. Huestis

WILLIAM RAWN ASSOCIATES, ARCHITECTS, INC.

BY \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Thomas J. Fennick", written over a horizontal line.

Thomas J. Fennick, P.E., L.S.P.

DATE \_\_\_\_\_

N:\Working Documents\Proposals\6324 - BHS - Project A - Supp. Soil Pre-Characterization Services - 032020.docx

JSH/tjf





January 8, 2020

Mr. Andrew Jonic  
Senior Associate  
William Rawn Associates, Architects Inc.  
10 Post Office Square, Suite 1010  
Boston, MA 02109

**Re: Brookline High School, Brookline, Massachusetts  
Additional Transportation Services**

Dear Andrew:

HSH is pleased to submit this proposal to provide additional transportation services to the design team for the Brookline High School (BHS). We understand that as the school project proceeds into final phasing, demolition, and construction, some outstanding transportation items are still under review by the Town of Brookline. The design team developed a series of comprehensive bicycle/pedestrian improvements to support the existing and future activity on and near the BHS campus and presented these improvements to the Brookline's Transportation Board on October 2, 2019.

Since that time, the Transportation Board and Bicycle Advisory Committee have continued to review and refine planned streetscape elements related to bicycle facilities, the pedestrian environment, and on-street parking. This proposal requests additional scope and fee under Task 6 - Meetings (as described in our initial proposal<sup>1</sup>), to allow HSH staff to support the on-going review.

Contract terms remain per the Prime Agreement between Howard Stein Hudson and William Rawn Associates, Architects, dated August 16, 2017, and revised for DD-CA on July 10, 2018.

## Scope

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### **ADD-ON TO TASK 6 - MEETINGS**

HSH will review and comment on current streetscape plans, as prepared by the design team and/or the Transportation Board, and/or the Bicycle Advisory Committee. We estimate that HSH will attend/participate in up to two team calls. HSH will also attend up to one Town/ agency meeting, specifically the January 13, 2020, Transportation Board meeting.

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<sup>1</sup> Proposal from Howard Stein Hudson to Ms. Sindu Meier, William Rawn Associates, September 8, 2017.



HSH's participation in other additional meetings beyond those listed above will be billed at the rates shown in the attached rate schedule. No design services are included in this task.

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## Fees for Services

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Fees will be billed on a Time and Materials basis and in accordance with the attached fee schedule. The fees for labor and direct costs are summarized by task in the table below. The total cost for the scope as described in this letter is estimated at an upset fee limit of **\$3,000**.

Task	Budget
Add-on to Task 6 - Meetings	<u>\$3,000</u>
<b>Total</b>	<b>\$3,000</b>

Materials or reimbursable (direct) expenses will be billed at cost plus ten percent. Materials or reimbursable expenses are actual expenditures made by HSH in the interest of the Project and include but are not limited to printing, photocopying, delivery charges, postage, research materials, local transportation, and any other expenses incurred in the interest of the Project. Reimbursable expenses do not include permit filing fees.

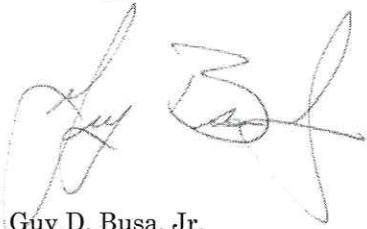


## Approval

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Should this proposal be acceptable to you, this letter can serve as a contract by an authorized signature below and returning a copy to us. Should our understanding of the Project be incorrect or incomplete, or should you have any revisions or changes, please contact me directly and we will incorporate them as directed. Thank you for contacting HSH; we look forward to working with you.

Sincerely,



Guy D. Busa, Jr.  
Principal

**Approved:**

**William Rawn Associates, Architects, Inc.**

By: \_\_\_\_\_

Date: \_\_\_\_\_



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## Hourly Billing Rates through June 30, 2020, for Howard Stein Hudson

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Project Role	Hourly Rate
Principal/Senior Advisor	\$210 - \$350
Senior Engineer/Planner	\$155 - \$255
Engineer/Planner	\$130 - \$200
Junior Engineer/Planner	\$105 - \$170
Graphics/Production	\$100 - \$155
Co-op/Administrative Assistant	\$75 - \$140

*Rates subject to annual adjustment on July 1.*