



# 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 21  
WRA Design Services (FY 19)

**DATE:** April 12, 2021

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 \$160,955.

The appropriation for this contract was approved by Town Meeting as part of the overall CIP for FY19. This amendment is for additional design and construction administration services involving working with additional contractors and the removal of the underground storage tanks. Refer to the Hill memo dated April 8, 2021 and the Rawn memo dated April 7, 2021 for further explanation of services. Per the attached table, these additional services were part of the warrant article discussion.

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



## PURCHASE ORDER CHANGE FORM

TO:	William Rawn Associates, Architects, Inc 10 Post Office Square, Suite 1010 Boston MA 02109
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21803108

53540

**\$160,955.00**

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C204		524003

FOR: Brookline High School Expansion

Amendment	Date	
21	4/7/2021	Additional CA and Design Services

AMOUNT  
\$160,955.00

## APPROVAL OF \_\_\_\_\_

Janet Fierman, Chairman

George Cole

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Kenneth Kaplan

Karen Breslawski

---

Nathan E. Peck

## APPROVAL OF

Bernard W. Greene, Chairman

---

Nancy S. Heller

---

Heather Hamilton

---

Raul Fernandez

---

John VanScoyoc

APPROVAL OF

Mary Ellen Normen, Assistant Superintendent For Administration and Finance



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

April 7, 2021

Project Name: Brookline High School Expansion Project

Re: **Contract Amendment #21**

CC: Andy Felix, Sam Lasky

*Additional Service Proposal for:*

1. *Working with Multiple General Contractors and Re-packaging contract documents for Chapter 149 bids:*
  - *Tappan Gymnasium Renovation & Third Floor Renovation*
  - *Deferred Maintenance*
  - *Tappan landscape / Streetscape / Street Painting*
2. *Scope #2: Oil Tank Removal Geotechnical and Environmental Engineering Services*

Dear Ray,

We would like to present the following additional service proposal to the Brookline Building Commission during the upcoming April meeting.

Scope #1: Working with Multiple General Contractors and Re-packaging Documents for Bid for:

- PROJECT B: Tappan Gymnasium Renovation / 3<sup>rd</sup> Floor Renovation (Chapter 149)
- PROJECT E: Tappan Streetscape (Chapter 30 bid by Parks and Open Space)
- PROJECT F: Deferred Maintenance (Chapter 149)

Working with Multiple Contractors: Following project budget increase approval by the Town and the Department of Revenue, the design and engineering team will be working with three different contractors in addition to continuing to work with Skanska on the STEM Wing and 22 Tappan. The additional effort required to work with multiple contractors on three separate projects is summarized below:

- PROJECT B: Tappan & Third Floor Working with CTA (General Contractor)
  - Attend additional weekly OAC meetings with CTA
  - Additional weekly coordination meetings with CTA
  - Duplicate submittal review: Tappan and 3<sup>rd</sup> floor were originally planned to be bid with the STEM Wing. A&E review of submittals such as granite curbing or ACT ceilings would





have been limited to one review for products used on the 3<sup>rd</sup> floor, in STEM, and in Tappan. Duplicate reviews of the same or similar products are now required as we work with multiple contractors.

- PROJECT F: Deferred Maintenance
  - Attend additional OAC meetings with the HVAC contractor
  - Additional weekly coordination meetings with the HVAC contractor
- PROJECT E: Tappan Streetscape and Traffic Signals
  - Attend meetings with Parks and Open Space and the Cypress Field contractor
  - Summer of 2022 site visits for Tappan Streetscape (work will not be completed during the same timeframe as the Tappan, STEM, or 22 Tappan landscapes)
  - Duplicate submittal review for Tappan Streetscape

Repackaging Bid Documents:

At the request of the Town, bid documents for Project B and F were re-packaged and issued for bid on August 28, 2020 under Chapter 149. The Tappan Streetscape scope was re-bid in September 2021 by Parks and Open Space as a Chapter 30 project. Under our original contract with the Town, these projects were planned to be bid via the CM at Risk method (Chapter 149A) along with STEM Wing documents. Included in this additional service proposal are fees for the change to construct the Streetscape project in 2022 instead of the summer of 2021. The schedule change was due to the simultaneous construction of Cypress Field and the MBTA platform.

The additional effort to issue re-package bid documents and make out of sequence site visits for the Tappan Streetscape Project is summarized below.

- Additional Bid Documentation Tappan, 3<sup>rd</sup> Floor, and Deferred Maintenance
  - Combining the 3<sup>rd</sup> floor and Tappan project manuals into one
  - Working with Hill International and the Town to Prepare Division 0 and Division 1 specs for the 90% pricing submission and final bid
  - Documenting and responding to bidder RFIs
- Additional Bid Documentation for Tappan Streetscape
  - Change the title blocks and re-pdf the drawing sheets (Nitsch & Lemonbrooke)
  - Create a cover page with revised table of contents (WRA)
  - Pull any/all references to the Cypress building out of the specifications. (Nitsch/LB)
  - Change the specification headers (Nitsch/LB)
  - New specification TOC & Specification Manual assembly (WRA)
  - Coordinate front end specifications with Parks and Open Space





**Scope #1 Fee Summary:**

**Working with multiple GCs & Re-packaging bid documents, 2022 Tappan Streetscape Construction**

William Rawn Associates:	\$61,125
Kalin Associates:	\$8,000
RFS Engineering:	\$9,940
Lemessurier:	\$5,000
BAS Consultant Subtotal:	\$84,065

Nitsch Engineering:	\$8,500 (\$3k of the \$8.5k is a NTE Allowance)
Lemonbrooke:	\$16,000 (\$10k of the \$16k is a NTE Allowance)
HLB Lighting:	\$6,900
Non-BAS Consultant Subtotal:	\$31,400
WRA Admin for non-bas consultants:	\$3,140
<b>Total:</b>	<b>\$118,605</b>

**Scope #2: Oil Tank Removal Geotechnical and Environmental Engineering Services**

The removal of the oil tanks between the UAB building and Korrane Pool requires geotechnical services for on site monitoring of the backfill operation. Geotechnical Engineering services were not included in previous proposals for the BHS Expansion Project. If contaminated soils are found and LSP is required to monitor testing and disposal of the soil. Both consultants understand this work will be performed in the summer of 2022 (6/1/22 to 8/12/22).

- Geotechnical Engineering Services for Backfilling the Oil Tank Excavation (McPhail)
  - Specifications, RFI responses, Submittal Review
  - 2 weeks of on-site supervision\*
  - See attached McPhail proposal for more information
  -

**McPhail Fee: \$13,500**
- LSP (Licensed Site Professional) Services (Universal Environmental Consultants)
  - LSP Services for the removal of 2 underground oil tanks and soil.
  - Environmental testing of soils surrounding the tanks during construction in accordance with the State's underground storage tank closure assessment manual.
  - Construction Administration Services
    - Review submittals associated with disposal facilities for tanks, oily waste, and solids disposal facilities
    - MCP compliance if contaminated soils are found
      - RAM plan or Immediate Response Action (IRA)
      - Coordination with the Town for all submissions to the DEP
  - See attached Universal Environmental Consultants (UEC) proposal for more information

**UEC Fee: \$25,000**



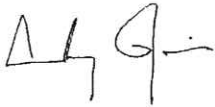
**Scope #2 Fee Summary:**

McPhail:	\$13,500
Universal Environmental Consultants (UEC):	\$25,000 (NTE)
William Rawn Associates 10% Admin:	\$3,850
<b>Total:</b>	<b>\$42,350</b>

**Additional Service Fee Grand Total:**

**\$160,955**

Regards,



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

*Attachments: WRA work plan, proposals from: HLB, Lemessurier, McPhail, UEC, Lemonbrooke, Kalin Associates*



# ATTACHMENT F

## CONTRACT FOR DESIGNER SERVICES

### AMENDMENT NO. 21\_\_\_\_\_

**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 \_\_\_\_April 7, 2021 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:

<b>Fee for Basic Services:</b>	<b>Original Contract*</b>	<b>After this Amendment:</b>
		<b>Amendment fee: \$160,955</b>
Feasibility Study Phase	\$ _____	\$ _____
Schematic Design Phase	\$ _____	\$ _____
Design Development Phase	\$ _____	\$ _____
Construction Document Phase	\$ _____	\$ _____
Bidding Phase	\$ _____	\$ _____
Construction Phase	\$ _____	\$ _____
Completion Phase	\$ _____	\$ _____
*Includes previous Amendments		
<b>Total Fee</b>	<b><u>\$14,850,116.00</u></b>	<b><u>\$15,011,071.00</u></b>

This Amendment is a result of:

1. Working with Multiple General Contractors and Re-packaging bid documents for:
  - o Tappan Gymnasium Renovation & Third Floor Renovation Chapter 149
  - o Deferred Maintenance
  - o Tappan landscape / Streetscape / Street Painting
2. Scope #2: Oil Tank Removal Geotechnical and Environmental Engineering Services



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 3/31/21 \_\_\_\_\_





**BHS EXPANSION**

Contract Amendment #21 - Additional Services for Bidding and working with Multiple General Contractors

WRA WORK PLAN

Revised March 31, 2021

~~31-Aug-20~~

WRA's base contract. The base contract was for issuing (2) bid packages and working with (1) CM at Risk Contractor.

**Scope #1: Issue Bid Documents for (3) Additional Bid Packages & Work with (3) different General Contractors****Tasks***Create and Coordinate Division 0 and Division 1 specifications for 3 separate bid packages**Coordinate specifications for (3) bid packages**Coordinate issuance of bid documents for on-line bidding**Attend additional project meetings*

<b>Create and Coordinate Division 0 and Division 1 specifications</b>				
Name	Hours	Rate	Total	
Design Princ.	2	\$ 275	\$	550
Project Mgr	2	\$ 250	\$	500
Architect I	40	\$ 200	\$	8,000

\$	9,050
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<b>Coordinate Specifications for (2) additional bid packages (Deferred Maint, 3rd Floor / Tappan)</b>				
Name	Hours	Rate	Total	
Project Mgr	2	\$ 250	\$	500
Architect I	20	\$ 200	\$	4,000
			\$	4,500

<b>Coordinate Issuance of Bid Documents for on-line bidding</b>				
Name	Hours	Rate	Total	
Project Mgr	1	\$ 250	\$	250
Architect I	10	\$ 200	\$	2,000
			\$	2,250

<b>Bidder Tours</b>				
Name	Hours	Rate	Total	
Architect I	8	\$ 200	\$	1,600
			\$	1,600

<b>Attend Additional Project Meetings for Tappan / Third Floor (2 hours per meeting)</b>				
Name	Hours	Rate	Total	
Design Princ.	8	\$ 275	\$	2,200
Project Mgr	16	\$ 250	\$	4,000
Architect I	104	\$ 200	\$	20,800
Senior Designer	52	\$ 135	\$	7,020
			\$	34,020

<b>Attend Additional Project Meetings for Deferred Maintenance (2 hours per meeting)</b>				
Name	Hours	Rate	Total	
Design Princ.	4	\$ 275	\$	1,100
Project Mgr	13	\$ 250	\$	3,250
Architect I	26	\$ 200	\$	5,200
Senior Designer	13	\$ 135	\$	1,755
			\$	11,305

<b>Total (WRA Fee)</b>	\$	<b>61,125</b>
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August 27, 2020 Revised March 31, 2021

Andrew Jonic  
William Rawn Associates, Architects  
10 Post Office Square, Suite 1010  
Boston, MA 02109

Project: Brookline High School – Tappan Additional Service  
LeM File No. 37111.007

Dear Andy,


Thank you for requesting this additional fee proposal for structural engineering services associated with the added differed maintenance work at Tappan third floor and Kirrane pool at the Brookline High School project in Brookline, Massachusetts.

We understand the added scope of work is related to and includes assisting with imposed loads during replacement “in kind” of MEP equipment on the roof and replacing of the existing tanks at Kirrane Pool. Items such as temporary skylight removal, temporary shoring sequencing, etc. as part of the Construction means and methods are excluded.

For these additional services, we propose a lump sum fee of \$5,000 for examination of existing drawings, additional site visits and duplicate submittal reviews.

We trust this proposal is responsive to your request; however, if you have any questions or comments, please contact me directly.

Very truly yours,  
LeMessurier Consultants Inc.

  
Nathan C, Roy, P.E.  
Principal

S:\2017\37111\03-Correspondence\02-Contract\006-Fee-AJ(03-31-21)NCR.docx

xc: Annie Vodenicharska/LeM

LeMessurier.



# LEMON BROOKE

31 Oxbow Road Concord MA 01742  
T 978.222.3700

August 28, 2020

Revised October 5, 2020

Revised February 4, 2021

**Revised March 31, 2021**

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

## **RE: Brookline High School – Additional Service Request #5 (ASR #5) for Landscape Architectural Services Related to Tappan Gym Renovation and Streetscape Project E**

Dear Mr. Jonic:

Lemon Brooke LLC (LEMON BROOKE) appreciates the opportunity to submit this additional services request for landscape architectural design and construction administration services for the **Brookline High School Expansion Project – Streetscape Project E in Brookline, MA**. This proposal sets forth the proposed limits of work, scope of services, deliverables and fees.

### **Scope of Service**

LEMON BROOKE will provide Landscape Architectural services for repackaging CD drawings, coordinating with other subcontractors, bidding and construction observation services for the Tappan Gym Renovation and a separate bidding and construction process with a different General Contractor and different Owner Agency for the Streetscape Project E as illustrated in the **Attachment A “Limit of Work”** for ASR 5. What this means for construction administration is that it is essentially a new project by definition and all of the work necessary to coordinate with a general contractor needs to take place again. This was not anticipated four years ago when the project was originally priced. The work is described as follows:

#### **A) Project B - Tappan Gym Landscape Kirrane Aquatics Center: Landscape Construction Administration:**

- i. Initial coordination with new owner agency and new contractors.
- ii. Submittal reviews that are duplicating work originally part of other projects.
- iii. Site visits that will be in addition to other projects.
- iv. We anticipate an additional 14 site visits.

#### **B) Project E – Tappan Street Streetscape: Work that is in addition to original contract:**

- i. Repackage drawings for bidding, including redrawing LOW lines and adjusting drawings to compensate for different construction phasing which is now completely decoupled from project A (all new detail sheets, recycling original details but requiring reformatting).
- ii. Coordination with other subconsultants to repackage drawings
  - a. Civil





- b. Transportation
- c. Architecture
- iii. Repackage specifications and verify that scope items are still relevant, available and current.
- iv. Construction Administration site visits are all no longer able to be combined with other projects, therefore initial efficiencies are not able to be realized. At least 12 site visits are included including 2 punch list visits.
- v. Redundant submittal reviews.

#### Fees Terms & Schedule

To undertake the above scope of services, we recommend the following fee budget to be established:

<i>Items</i>	<i>Schedule</i>	<i>Professional Services</i>	<i>Estimated Reimbursables</i>
A) Project B- Tappan Gym and Kिरrane Aquatics Center Landscape	2 Months	\$6,000	\$700
B) Project E -Tappan Street Streetscape	3 Months	\$10,000	\$600

All terms shall be per the current terms of our contract. \$10k is a NTE Allowance

#### IV. Authorization

We trust this proposal has provided you with sufficient information. If this proposal is agreeable then with your signature below, this will be our legal working contract. If another form of proposal or contract is necessary, please let us know. We look forward to discussing the project further with you and, if you need additional information or detail, please don't hesitate to contact me.

Sincerely,



\_\_\_\_\_  
**Christian Lemon, Principal**

Accepted:

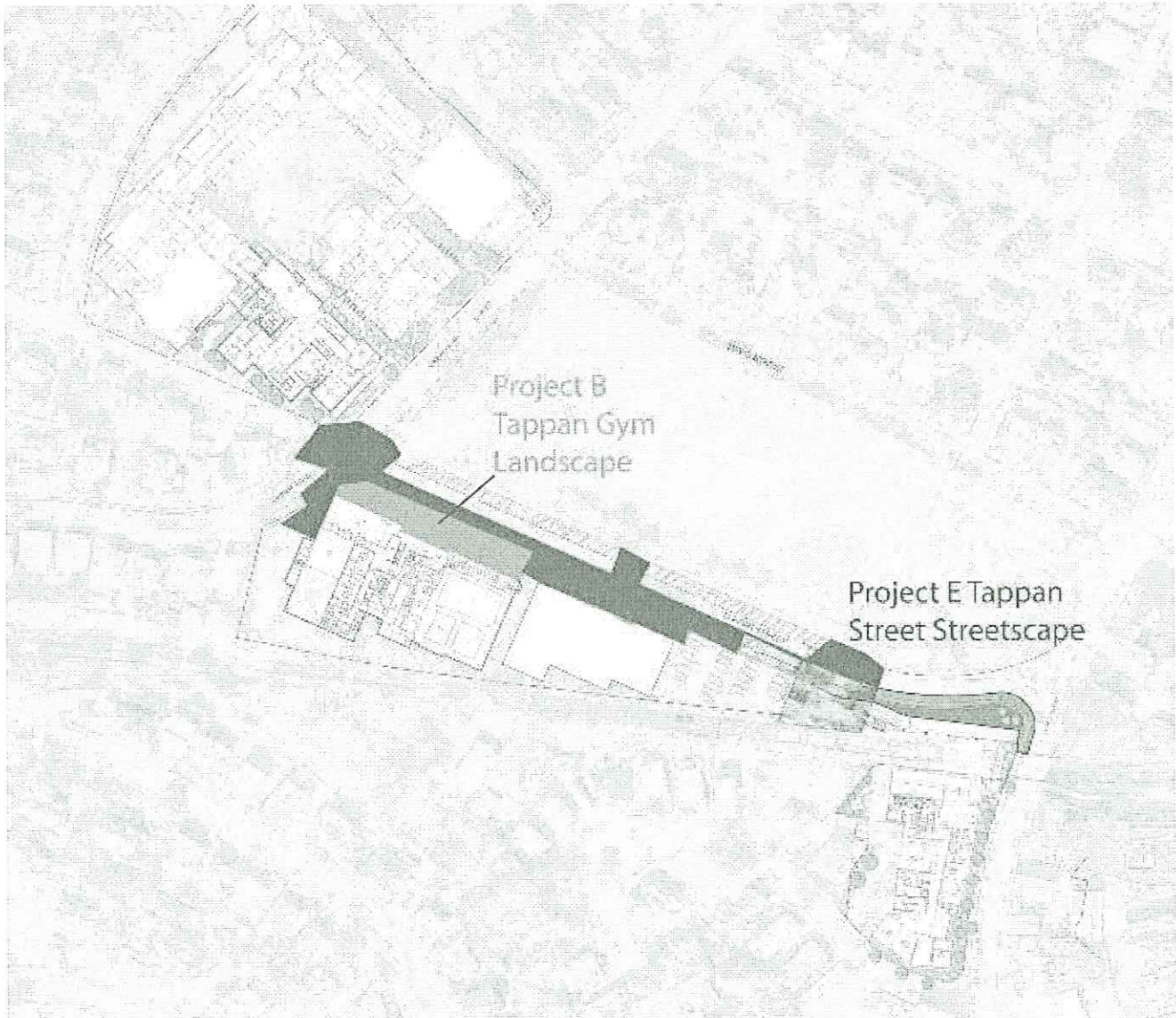
\_\_\_\_\_  
**Andy Jonic**  
**William Rawn Associates, Architects Inc.**

\_\_\_\_\_  
**Date**

Attachment: Appendix A (Terms & Conditions)



**Attachment A “Limit of Work**









March 3, 2021

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) – Oil Tank Removal at 46-48 Tappan Street;  
Brookline, MA  
Revised Proposal for Geotechnical Engineering and Construction-Phase  
Services

Ladies and Gentlemen:

In response to the request of Mr. Andrew Jonic of William Rawn Associates, Architects, Inc., (Rawn) we are pleased to present our proposal for providing geotechnical engineering and construction-phase services associated with the backfilling of the excavation for the removal of two existing oil tanks located at 46-48 Tappan Street within the alley between the Unified Arts Building (UAB) and Kिरrane Pool located in Brookline, Massachusetts, associated with the Brookline High School (BHS) Expansion.

In 1994/1995 two underground storage tanks (USTs) were removed from the alley between the UAB and Kिरrane Pool and replaced with two 15,000 gallon new USTs to service the heating systems for both adjacent buildings.

It is understood that the current project scope will include the removal of both of the existing 15,000 gallon USTs and the backfilling of the resulting excavation. Based on our current understanding of the proposed work scope and tasks to be included with this proposal specified by Mr. Andrew Jonic of Rawn, the proposed scope of work requiring McPhail Associates, LLC involvement will include observing, testing and documenting the placement and compaction of fill to backfill the UST excavation to roadway subgrade including performing density testing of the fill material.

During the construction phase, we propose to review contractor submittals for fill materials and compaction equipment and perform sieve and proctor analyses on both the on-site fill and off-site fill proposed by the contractor. It is understood from Mr. Jonic that the Contractor is indicating a period of two (2) weeks for monitoring and testing of placement of backfill up to the alley way subgrade. It is recommended that an allowance of **\$13,500** be included which assumes a rate of \$5,500 per 40 hour work week for field oversight including field equipment and \$2,500 for submittal review.

The following is a budget summary of the above tasks:

1. Review Contractor submittals and perform up to two sieve and proctor analyses for fill materials proposed by the Contractor - \$2,500
2. Provide up to two weeks (80 hours) of field observation and material testing, review contractor submittals - \$11,000





The total estimated fee for Items 1 and 2 is **\$13,500**. The fee for geotechnical engineering services would be based on a multiple of 2.5 times salary cost for technical personnel directly attributable to the project plus any direct expenses (e.g. mileage, report reproduction) at cost plus 15 percent.

### **Hourly Fees for Geotechnical Engineering Services**

The fee for engineering services would be based on a multiple of 2.5 times salary cost for technical personnel directly attributable to the project plus any direct expenses (e.g. travel, report reproduction) at cost plus 15 percent.

Our 2021 salary cost ranges for McPhail Associates personnel for geotechnical services are:

Associate Principal/Principal	\$76.95 - \$97.86/hr.
Project Manager	\$51.30 - \$74.25/hr.
Project Staff	\$40.50 - \$45.90/hr.
Field Engineer/Geologist	\$31.73 - \$56.03/hr.
Draftsman	\$41.51 - \$44.55/hr.

### **Terms and Conditions**

Our scope of services under this proposal specifically excludes geoenvironmental engineering services pursuant to the Massachusetts Oil and Hazardous Materials Release Prevention and Response Act (MGL Chapter 21E) and pursuant to the Massachusetts Contingency Plan (310 CMR 40.0000). Our scope of services also excludes chemical testing of the soil as we understand that the Town plans to retain their own consultant to provide geoenvironmental engineering services.

To this point, we note that removal of the USTs is subject to the provisions of the Commonwealth of Massachusetts Underground Storage Tank Closure Assessment Manual, DEP Policy #WSC-402-96 dated April 9, 1996 which requires on-site environmental screening and assessment of soil from the tank grave to assess if a release of oil and/or hazardous materials has been released from the USTs. If a release is discovered during the assessment, Massachusetts Contingency Plan (MCP) reporting and Response Actions may be required. Therefore we recommend that the Town engage their environmental consultant to be present on site at the time that the tanks are uncovered to perform this assessment, as McPhail has been specifically requested to not provide geoenvironmental engineering services.

The engineer's liability for damages due to professional negligence in performing geotechnical engineering services will be limited to an amount not to exceed \$1,000,000 in accordance with the terms and conditions of our policy.

Invoicing for services would be submitted monthly and payment would be due within 30 days. The Client agrees to pay interest at the rate of 1.5 percent per month on monies







William Rawn Associates, Architects, Inc.  
March 3, 2021  
Page 3

outstanding in excess of 30 days and collection costs on monies outstanding in excess of 90 days.

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

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.

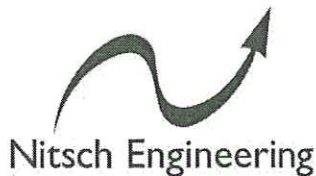
WILLIAM RAWN ASSOCIATES, ARCHITECTS, INC.

BY \_\_\_\_\_

DATE \_\_\_\_\_

N:\Working Documents\Proposals\6324 - BHS - Oil Tanks Removal between UAB and Korrane Pool proposal - rev2 - 030321.docx  
JSH/tjf





2 Center Plaza, Suite 430  
Boston, MA 02108-1928  
T: 617-338-0063  
F: 617-338-6472  
[www.nitscheng.com](http://www.nitscheng.com)

February 4, 2021

Mr. Erik Tellander  
Senior Associate  
William Rawn Associates  
10 Post Office Square, Suite 1010  
Boston, MA 02109

RE: Nitsch Proposal #12331.P  
Brookline High School  
Tappan Gym Project  
Tappan Streetscape  
Civil Engineering Services  
Additional Services  
Brookline, MA

Dear Erik,

Nitsch Engineering is pleased to submit this Additional Services proposal to you (the Client) for professional civil engineering services associated with the Tappan Gym Project and Tappan Streetscape, which is part of the Brookline High School Project, located in Brookline, Massachusetts. This letter summarizes our scope and fee for the Additional Services. Work Not Included and Assumptions shall be as described in the Executed Agreement dated July 31, 2018.

### SCOPE OF ADDITIONAL SERVICES

Nitsch Engineering will provide professional civil engineering services to accomplish the following tasks:

1. Task I: Remove previous 60% Construction Document landscape and civil design from the Tappan Gym Project. Coordinate and return the Tappan Gym Civil drawings back to 60% Construction Documents based on new exterior Tappan Gym design scheme;
2. Task II: Additional Construction Administration for Tappan Gym Project; work with a General Contractor (not Skanska), which will require duplicate submittal review and coordination efforts;
3. Task III: Repackage Tappan Streetscape drawings and specifications for September 2021 bid; and
4. Task IV: Additional Construction Administration for Tappan Streetscape; work with a General Contractor (not Skanska), which will require duplicate submittal review and coordination efforts.

### COMPENSATION

Compensation for the Additional Services provided will be in accordance with the Standard Contract Terms of Nitsch Engineering's executed agreement with the Client, dated August 16, 2017. The lump-sum costs (except as noted) for these services are as follows:

Task I: Tappan Gym CD	\$ 3,000.00
<del>Task II: Tappan Gym Additional CA</del>	<del>2,500.00</del>
Task II: Tappan Streetscape Bid	3,000.00
Task III: Tappan Streetscape Additional CA	<u>2,500.00</u> NTE Allowance

### TOTAL

~~\$11,000.00~~ \$8,500

Costs will not be incurred by Nitsch Engineering beyond this amount without verbal approval from the Client. Expenses are included in the above-listed fees.



Mr. Erik Tellander: Nitsch Proposal #12331.P (Additional Services)  
February 4, 2021  
Page 2 of 2

Should the conditions of this Additional Services proposal meet with your approval, please sign and return this Additional Services proposal to us for our files. If Nitsch Engineering is authorized to commence and/or continue providing its services on the project, either verbally or in writing, prior to the full execution of a written contract, such authorization will be deemed an acceptance of this Additional Services proposal, and all such services will be provided and compensated for in accordance with the terms and conditions contained herein as though this Additional Services proposal were fully executed by the Client.

If you have any questions, please call.

Very truly yours,

**Nitsch Engineering, Inc.**



Jonathan Hedlund, PE  
Project Manager

JRH/ajc

Approved by:



Aaron A. Gallagher, PE, CFM®, LEED AP  
Vice President, Director of Civil Engineering

Q:\12331 Brookline HS\Contract\12331 - AS - Tappan Project 2021-02-04.docx

#### **CLIENT AUTHORIZATION**

This Additional Services proposal is hereby accepted by the Client as evidenced by the execution hereof, and such a person so executing the same on behalf of the Client does hereby warrant full authority to act for, in the name of, and on behalf of the Client.

Such acceptance provides full authorization for Nitsch Engineering to proceed with providing the Scope of Additional Services under the terms and conditions stated herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title







<b>Date:</b>	September 1, 2020
<b>Project No.:</b>	R17-8405.001
<b>Amendment No.:</b>	#5
<b>Billing Group:</b>	New

<b>Client:</b>	William Rawn Architects, Inc.
<b>Project:</b>	Brookline High School Campus Expansion

(increased, ~~unchanged~~, or decreased)

Provide additional engineering services for the repackaging of the Third-Floor Renovations, Tappan Street Gymnasium, and Deferred Maintenance projects into stand-alone bid packages for public bid. Two separate packages will be created; one for the Third-Floor Renovations/Tappan Street Gym and a second for the Deferred Maintenance project. Also provide additional engineering services for the construction administration phase of the projects due to multiple construction project and multiple construction teams led by different general contractors.

### 1. Creating Multiple Bid Packages (drawing and specification revisions)

- MEP/FP Designers (20 hours @ \$125/hr) = \$2,500
- MEP/FP Engineers (24 hours @ \$155/hr) = \$3,720
- Telecommunications/Security Designer (4 hours @ \$125/hr) = \$500
- Telecommunications/Security Engineer (4 hours @ \$155/hr) = \$620
- Senior Project Manager (8 hours @ \$175/hr) = \$1,400
- Administration (16 hours @ \$75/hr) = \$1,200

~~2. Additional Construction Administration Services (in addition to CA services already in the base contract)~~

- MEP/FP Engineers (90 hours @ \$155/hr) = \$13,950
- Telecommunications Engineers (8 hours @ \$155/hr) = \$1,240
- Construction Administrator (180 hours @ \$125/hr) = \$22,500
- Senior Project Manager (8 hours @ \$175/hr) = \$1,400
- Administration (40 hours @ \$75/hr) = \$3,000

(lump sum or ~~hourly~~/budget)

\$ 9,940

~~42,090~~

Assumptions:

1. That the construction period the repackaged projects will be completed by the original contract completion date of September 30, 2021. If the construction period extends beyond this date, RFS will prepare an additional contract amendment for extension of the construction period.
2. That no additional construction administration site visits have been included in this contract amendment. If additional visits are required beyond the original contract quantities, RFS will prepare an additional contract amendment for additional site visits.


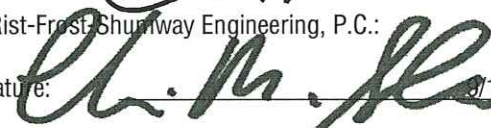
**Total Amendment No. 5**~~\$52.030~~

**Last Agreed Upon  
Date of Completion:** N/A

**New Date of Completion:** N/A





CONTRACT AMENDMENT		Date:	September 1, 2020
		Project No.:	R17-8405.001
		Amendment No.:	#5
		Billing Group:	New
<b>Client:</b>	William Rawn Architects, Inc.		
<b>Project:</b>	Brookline High School Campus Expansion		
Client to sign and return one copy of this form:		Rist-Frost-Shumway Project Manager Approval: 	
For William Rawn Architects, Inc.:		For Rist-Frost-Shumway Engineering, P.C.:	
Signature: _____	Date _____	Signature: 	Date: 9/1/2020
Type or Print Name/Position: _____		Type or Print Name/Position: Chris Shumway, P.E., LEED AP President	



**KALIN ASSOCIATES INC.**

1121 Washington Street, Newton MA 02465 T: 617-964-5477 F: 617-964-5788 mkalin@kalinassociates.com

August 26, 2020

Andy Jonic  
William Rawn Associates  
10 Post Office Square  
Boston, MA 02109

Dear Andy:

Please consider the following agreement for specification writing services by and between Kalin Associates and William Rawn Associates for the **Bid Packages for the Brookline High School Project**.

**Scope of Services:** Preparation of architectural technical specifications by Kalin Associates for construction of the project, in accordance with the drawings and direction of William Rawn Associates, using CSI 6-digit, 3-part format. Services include the following:

1. Tappan and Third Floor \$ 6,000. bid under MGL Chapter 149 filed sub-bids.
2. Deferred Maintenance \$ 2,000. bid under MGL Chapter 149 filed sub-bids.
3. Progress copies as requested.
4. Coordination with engineering specifications.
5. Coordination with Owner's Division 0 documents.
6. Assembly of team specs in PDF format, ready for printing, for each submittal.

**Fee for Services:** Fixed fee of \$ 8,000. as listed above with progress billings submitted monthly. No reimbursables will be charged.

**Specifications by Others:** Preparation of specifications for engineering work and other specialties will be excluded from our services. Such excluded specifications include geotech, civil, landscape, structural, door hardware, mechanical, and electrical.

**Additional Services:** Additional services, if authorized in writing, will be billed hourly at a rate of \$ 150. per hour. There is no additional charge for minor revisions, or questions during the construction administration phase of the project.

If this proposal is accepted, please sign and return one copy. Fax or email signature acceptable and binding.

Accepted by William Rawn Associates:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Accepted by Kalin Associates Inc.

Mark Kalin, President, 8/26/20, electronic signature 0826-2020-01 valid and binding





Lemon Brooke Additional Services

2/3/2021

Tappan Gym Duplicate Submittals

	Events	hours	rate	fee	
• Granite curbing		1	\$	125	\$ 125
• Granite landscape curbs (walls not included as that is unique to Tappan Gym)		8	\$	125	\$ 1,000
• Concrete Product Data		1	\$	125	\$ 125
• Railings		4	\$	125	\$ 500
• Soils		2	\$	125	\$ 250
• Planting submittals (tree stakes, amendments, etc)		2	\$	125	\$ 250
• Tree protection		1	\$	125	\$ 125
• Maintenance Plan		1	\$	125	\$ 125
• Tree tagging		16	\$	125	\$ 2,000
• Irrigation		2	\$	125	\$ 250
• Metal Edging		1	\$	125	\$ 125
• Drip Strip		1	\$	125	\$ 125
					<b>\$ 5,000</b>

Tappan Gym Site visits

Landscape Installation Assume 12 weeks + 2 punch list visits

@ 4 hours / visit

Reimburseables

14	4	\$	150	<b>\$ 8,400</b>
14		\$	50	\$ 700

Tappan Gym Repackaging bid documents

Staff

Principal

40	\$	75	\$	3,000
32	\$	150	\$	4,800

**\$ 7,800**

Tappan Gym Subtotal

DETAIL PROVIDED FOR REFERENCE  
ONLY - SEE LEMONBROOKE'S  
PROPOSAL FOR REVISED TOTAL  
ADDITIONAL SERVICE FEE OF \$16K

~~**\$ 11,900**~~

Tappan Streetscape Duplicate Submittal Reviews

	Events	hours	rate*	fee	
• Granite curbing		1	\$	150	\$ 150
• Granite landscape curbs (walls not included as that is unique to Tappan Gym)		4	\$	150	\$ 600
• Concrete Product Data		1	\$	150	\$ 150
• Detectable Warning Pavers Product + Shops		4	\$	150	\$ 600
• Soils (structural, planting, lawn)		2	\$	150	\$ 300
• Planting submittals (tree stakes, amendments, etc)		2	\$	150	\$ 300
• Bike Racks		1	\$	150	\$ 150
• Campus Benches (Product + Shops)		4	\$	150	\$ 600
• Trash Receptacles		0.5	\$	150	\$ 75
• Bollards		1	\$	150	\$ 150
• Maintenance Plan		1	\$	150	\$ 150
• Tree tagging		16	\$	150	\$ 2,400





• Irrigation	2	\$	150	\$	300
• Metal Edging	1	\$	150	\$	150
• Drip Strip	1	\$	150	\$	150
				\$	6,225

#### Tappan Streetscape Site visits

Landscape Installation Assume 10 weeks + 2 punch list visits  
@ 4 hours / visit

12 4 \$ 165 \$ 7,920

Reimbursables

12 \$ 50 \$ 600

#### Tappan Streetscape Repackaging bid documents

Rate\*\*

Staff 40 \$ 75 \$ 3,000

Principal 40 \$ 150 \$ 6,000

\$ 9,000

Tappan Gym Subtotal

~~\$ 22,745~~

\* Escalated rates due to 2022 start date

\*\* Original rates, due to work in 2021

DETAIL PROVIDED FOR REFERENCE  
ONLY - SEE LEMONBROOKE'S  
PROPOSAL FOR REVISED TOTAL  
ADDITIONAL SERVICE FEE OF \$16K



August 7, 2020

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

Reference: Environmental Consulting Services  
Brookline High School, Underground Oil Tanks Project

Dear Mr. Jonic:

Thank you for the opportunity for Universal Environmental Consultants (UEC) to provide professional services.

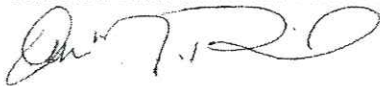
We are pleased to submit our proposal for the above referenced project.

Should this proposal meet with your approval, kindly execute, and return the enclosed proposal.

Please do not hesitate to call me at (508) 628-5486 if you have questions about this proposal or our services.

Very truly yours,

Universal Environmental Consultants



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Ammar M. Dieb  
President

UEC:\Proposals\IDM\WRA-Brookline High-UST.DOC

Enclosure



**PROPOSAL  
FOR  
ENVIRONMENTAL CONSULTING SERVICES  
AT  
BROOKLINE HIGH SCHOOL  
UNDERGROUND OIL TANK PROJECT**

**SCOPE OF SERVICES:**

A Massachusetts Licensed Site Professional (LSP) will provide required services and testing related to the removal of two (2) underground oil tanks and soil. Scope of services will include but not limited to the following:

- Environmental testing of soils surrounding the tanks during construction in accordance with the State's underground storage tank closure assessment manual which includes:
  - Testing of the soil at the limits of the underground storage tanks "graves" for the presence of petroleum hydrocarbons.
  - Testing of the soil within the tank grave for off-site disposal parameters.
- Construction Administration services:
  - Review of contractor submittals as required by the approved GC including:
    - Disposal facilities for the underground tanks.
    - Oily waste and solids and disposal facility.
  - Preparation of 1 disposal profile for the disposal of soil removed from the tank "grave".
  - Providing a field representative to observe and document oil removal activities.
  - Managing MCP compliance if petroleum contaminated soils are found.
    - DEP notification.
    - Immediate Response Action (IRA) OR Release Abatement Measure (RAM).
    - Coordination with the Town for all submissions to the DEP.

**FEES FOR SERVICES:**

Fees for services will be charged on time charge with an estimated not to exceed basis as follows.

LSP (per hour)	\$ 175.00
Project Manager	\$ 115.00
Soil Testing	\$ Cost+15%

The estimated Fee	\$15,000.00 - <del>\$25,000.00</del>
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Proposal Authorized By:



\_\_\_\_\_  
Ammar M. Dieb  
President

Proposal Accepted by:

Signature: \_\_\_\_\_







26 August 2020

Mr. Andrew Jonic  
Senior Associate  
**William Rawn Associates**  
10 Post Office Square  
Boston, MA 02109  
617.423.3470  
ajonic@rawnarch.com

**Re: Brookline High School – Tappan Gym Third Floor / Brookline, MA**  
Additional Services Request

Dear Mr. Jonic:

We are pleased to submit this Additional Services Request as lighting designers for the above project.

**Scope of Work**

The Proposal covers additional coordination for the third floor of the Tappan Gym.

**Scope of Services**

The following services are included in the fee:

- 1.1 Participate in conferences with the Owner, Architect and other Consultants. Time for two (2) hours of teleconferences or web-based conferences is included in the fee.
- 2.1 Respond to Requests for Information/Clarification by the Owner, Architect and the Contractor to the extent that they do not extend our scope of work or require re-design. Time for four (4) hours of response is included in the fee.
- 2.2 Review shop drawings and/or submittals of lighting equipment specified by HLB. Time for two (2) reviews of shop drawings and/or submittals is included in the fee. Time for additional shop drawings/submittal reviews will be billed on a time & materials basis, as required and if requested will require additional written authorization.

**Deliverables:**

- Written response to RFI's as needed
- Review of Shop Drawing Submittals

**Fees**

The estimated maximum fee will be \$6,500.

The estimated fee for reimbursables will be \$400.

All other terms and conditions of our previous agreement shall remain in effect.

**HLB Lighting Design**

new york | san francisco | los angeles | **boston** | miami | denver | austin  
233 Lewis Wharf, Boston, MA 02110 | 617.229.5190 | HLBlighting.com



We trust the above meets with your approval and would appreciate your signing a duplicate of this Proposal and returning it to us at your earliest convenience. The returned copy will serve as our authorization to proceed.

Very truly yours,



Carrie Hawley, IALD, MIES, LEED AP  
Senior Principal, Co-CEO  
HORTON LEES BROGDEN LIGHTING DESIGN INC.

Accepted for: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Title: \_\_\_\_\_



**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 8, 2021

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

Re: William Rawn Associates Amendment Request #21

Dear Mr. Masak:

We have received and reviewed WRA's Amendment #21 which requests additional services per details below. As you know, WRA made us aware of this potential request since last Summer 2020. The original request was received August 31, 2020 in the amount of \$212,595. After months of discussions and negotiations, WRA has reduced the Amendment request down to **\$160,955**.

There are two components to WRA's request:

**Scope 1:** WRA Team will have to attend a series of separate weekly OAC and other meetings because Projects B/D & F were awarded to (2) separate General Contractors (CTA and NB Kenney), in addition to on-going weekly meetings with Skanska for STEM, 22 Tappan and MBTA projects. WRA Team will also provide duplicate submittal and RFI reviews with these separate GCs. Additionally, Projects B/D, E, F and Traffic Signals/Pavement Markings were all re-packaged for separate bidding: Projects B/D were bid/awarded to CTA; Project F was bid/awarded to NB Kenney; Project E Streetscapes and Traffic/Signals/Pavement Markings will soon be separately bid through Town's DPW department using Chapter 30 procurement. This scope includes NTE Allowances for Nitsch and Lemonbrooke for services on an as-needed basis only if Town DPW requests assistance during the Streetscapes construction.

**Scope 2:** Geotechnical and Environmental Engineering support associated with the Oil Tank Removal were not included in WRA's previous Amendment #1. With NB Kenney on-board since March 2021, we now have schedule duration for the planned oil tank removal during Summer 2022 and the WRA Team will support that effort.

Hill recommends approval of the \$160,955 Amendment #21.

Very truly yours,



Andy Felix  
Project Director

