



**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 24  
WRA Design Services (FY 19)

**DATE:** September 20, 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 \$387, 450.

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 to redesign the 3<sup>rd</sup> floor of the existing campus from a select renovation project to a more appropriate renovation as this project involved extensive value management. Refer to the Hill memo dated September 9, 2021 for further explanation of services.

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

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 13-Sep-21

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

Vendor Number
53540

PAYMENT AMOUNT
\$15,046,376.00

BUDGET 14,838,648.00  
BALANCE 25,579,210.22  
15,920,284.22

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C204		524003

387,450

FOR: Brookline High School Expansion

Amendment	Date	
24	9/8/2021	Additional Design Services - Third Floor Renovation

AMOUNT  
\$15,046,376.00  
387,450

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

APPROVAL OF:

Mary Ellen Nomen, Assistant Superintendent For Administration and Finance



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

September 9, 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 #24

Dear Mr. Masak:

We have reviewed WRA's Amendment #24 in the amount of \$387,450 for additional design services as follows. During the 5/21/21 co-Chair Meeting, discussions began on what previously VE'd scope (up thru 60% CD) for the 3<sup>rd</sup> Floor Old Science Wing Renovation could be added back into the original program intent (gut renovation) as a future Summer 2022 project, since it appears funds could now be appropriately earmarked within the increased bond appropriation authorized earlier in 2021. This could then fully complete the overall gut renovation scope intended at the 3<sup>rd</sup> Floor as voted on at the May 2018 Town Meeting.

As requested by the co-Chairs, the project team began re-evaluating what previously intended renovation scope was VE'd and omitted in order to define the reduced renovation scope of the 3<sup>rd</sup> Floor that was performed over the Summer/Fall 2021. WRA's Amendment is to revisit and complete design with a separate bid package for the balance of the 3<sup>rd</sup> Floor areas not already renovated and administer the work to be completed next Summer 2022. This also includes preparing for and attending several co-Chair meetings over this past Summer in order to clarify direction.

Additionally, it was determined that Campus Wayfinding signage at the corner of Greenough & Tappan St needed to be replaced with the new addition of STEM Wing, and the new 22 Tappan Building. Wayfinding signage previously existed in front of Roberts Wing before demolition began and this signage replacement scope should have always been part of the program. Lastly, WRA had recent discussions with the Building Commissioner about changing the (2) Quad Gate hardware in order to further improve the Quad egress condition at STEM addition and other BHS building exits.

Hill recommends approval of the \$387,450 Amendment #24.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Andy Felix".

Andy Felix, MCPPO  
Project Director

## Felix, Andy

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**From:** Andrew Jonic <AJonic@rawnarch.com>  
**Sent:** Wednesday, September 8, 2021 6:30 PM  
**To:** Felix, Andy  
**Cc:** Sam Lasky; Ray Masak  
**Subject:** BHS Expansion - 3rd Floor Renovation Summer 2022 - Additional Service Proposal  
**Attachments:** Contract Amendment #24 - THIRD FLOOR RENOVATION - SUMMER 2022.pdf

Dear Andy and Ray,

Please find an updated contract amendment for the 3<sup>rd</sup> floor renovation project. We made the following fee changes:

- MEPFP/IT Fee reduced from \$135k to \$80k – GGD is the proposed consultant
- Reduced WRA's fee to under \$200k
- Added reimbursable expenses
- Reduce signage fee to \$10k. We can establish this as an NTE allowance and ask our consultant to work on T+M for the campus wayfinding signage.
- We will negotiate Acentech's fee down to \$10k
- Included a \$10k fee for reimbursable expenses since this work will extend beyond our current contract
- Included a \$10k fee for assisting the Co-chairs with determine which scope should be re-inserted into the project.
- Added a \$3k fee for a hardware consultant. We would like to add updates to the gate hardware to allow for egress out of the Quad to this project.

We hope these adjustments are acceptable to the Town. Please let me know if you have any questions.

Regards,

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



# ATTACHMENT F

## CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 24

WHEREAS, the Town of Brookline (the "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 September 8, 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:

**Fee for Basic Services:**

Original Contract\*

After this Amendment:

Amendment fee: ~~\$377,450~~

Feasibility Study Phase

\$

\$ \$387,450

Schematic Design Phase

\$

\$

Design Development Phase

\$

\$

Construction Document Phase

\$

\$

Bidding Phase

\$

\$

Construction Phase

\$

\$

Completion Phase

\$

\$

\*Includes previous Amendments

**Total Fee**

**\$15,046,376.00** ✓

**\$15,423,826.00**

**\$15,433,826**

This Amendment is a result of:

1. Value engineered scope added back into project: 3<sup>rd</sup> Floor gut renovation, Campus wayfinding signage, Quad gate hardware

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 9/8/21 \_\_\_\_\_

WILLIAM RAWN ASSOCIATES | Architects, Inc.

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

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

September 8, 2021

Project Name: Brookline High School Expansion Project  
**Re: Contract Amendment #24**  
CC: Andy Felix, Sam Lasky

Dear Ray,

At the request of the Co-chairs, we would like to present the following additional service proposal to the Brookline Building Commission during the upcoming September Meeting

**Scope #1: Design and Engineering Services for Third Floor Full Renovation, Replace Campus Wayfinding Signage, Revise Hardware for the Gates into the Quad.**

William Rawn Associates and our sub-consultants will provide design and engineering services for the following items which will be issued for bid in November or December for construction during the summer of 2022.

**Third Floor Renovation Scope of Services**

- Classroom layout and casework quantity analysis and presentation to Hal Mason
- Selection of Finishes & Presentation to the Co-chairs
- Documentation of:
  - Gut renovation of existing classrooms
  - Gut renovation of the existing 3<sup>rd</sup> floor corridor (see attached plan)
  - New lighting, casework, ceilings, and HVAC ductwork and diffusers in the spaces highlighted in the attached plan.
  - Old Greenhouse renovation and re-use as a lounge space off the public corridor. Design of structural modifications in this area (if necessary)
  - Conference room adjacent to the Greenhouse
  - Replacement of cabinet unit heaters throughout the original 2019 work area
  - Hardware replacement at Quad Gates
- Cost estimating 90% CDs
- Front End Specification Coordination and Documentation

**Campus Signage**

- New exterior campus wayfinding signage to replace the (3) signs demolished during STEM Wing construction.

#### **Schedule**

- Design and Documentation: September 15 – December 17
- Bidding: January 2022
- Contract Award: February 2022
- Submittals + Procurement: March – May 2022
- Construction: June – August 2022

*\*See attached schedule outline for more detail*

#### **Design and Engineering Fee Summary**

Please see the attached fee summary for detail.

*Consultants not included:*

- Arborist (assessment of trees by Parks and Open Space)
- Acoustics (WRA to follow guidelines from previous project)
- Sustainability (not applicable – no LEED)
- Food Service (not applicable)
- 3d scan (already provided)

*Scope #1 Fee Total: \$377,450\**

*\*See fee summary for detail (attached)*

#### **Scope #2: Re-Instating Value Engineered Scope Planning**

At the Town's request, William Rawn Associates assisted the Co-chairs with identifying previously value engineered scope that could be re-instated into the project. This effort included but is not limited to:

- Co-chairs meeting presentations associated with the re-introduction of value engineered scope on 6/11, 7/23, 8/27, and 9/10 (Preparation and attendance)
- Documentation of stair flooring in Stairs 2 and 3 in the 22 Tappan Building
- Field visits to the Quad

*Scope #2 Fee Total: \$10,000*

***Additional Service Fee Grand Total: \$387,450***

Please let us know if you have any questions. We look forward to continuing to work with the Town of Brookline to bring the expansion project to completion.

Regards,



WILLIAM RAWN ASSOCIATES | Architects, Inc.



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

*Attachments: Scope summary, Fee summary, Schedule Outline, Consultant proposals*

BHS EXPANSION

Contract Amendment #24 - Third Floor (Construction 2022)

THIRD FLOOR WORK PLAN

8-Sep-21

Conceptual Cost Estimate: Construction Summer 2022 \$3,500,000

HOURLY FEE ANALYSIS

Design Meetings

Tasks

Design Meetings (3 meetings with Co-Chairs, 3 meetings with Hal Mason)*						
Name	Hours / Meeting	# Meetings	Total Hours	Rate	Total	
Design Princ.	3	6	18	\$ 275	\$	4,950
Project Mgr	8	6	48	\$ 250	\$	12,000
Architect I	10	6	60	\$ 150	\$	9,000
*This proposal does not include fees for any public meetings (School Committee, Advisory, Etc.)					\$	25,950

BBC Meetings						
Name	Hours / Meeting	# Meetings	Total Hours	Rate	Total	
Design Princ.	0	0	0	\$ 275	\$	-
Project Mgr	0	0	0	\$ 250	\$	-
Architect I	0	0	0	\$ 150	\$	-
					\$	-

Classroom & Corridor Design Studies						
Name	Hours			Rate	Total	
Design Princ.	4			\$ 275	\$	1,100
Project Mgr	16			\$ 250	\$	4,000
Architect I	40			\$ 150	\$	6,000
					\$	11,100

Documentation*						
Name	Hours			Rate	Total	
Design Princ.	4			\$ 275	\$	1,100
Project Mgr	40			\$ 250	\$	10,000
Architect I	300			\$ 150	\$	45,000
					\$	56,100

Bid Phase						
Name	Hours / Week	Weeks	Total Hrs	Rate	Total	
Design Princ.	1	0	0	\$ 250	\$	-
Project Mgr	8	4	32	\$ 250	\$	8,000
Architect I	8	4	32	\$ 150	\$	4,800
					\$	12,800

Construction Administration						
Name	Hours / Week	Weeks	Total Hrs	Rate	Total	
Design Princ.	0.5	24	12	\$ 275	\$	3,300
Project Mgr	5	24	120	\$ 250	\$	30,000
Architect I	20	24	400	\$ 150	\$	60,000
					\$	93,300

Total (WRA Fee)	\$	199,250
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DESIGN FEES

WRA	\$	199,250
GGD	\$	80,000
Kalin	\$	8,000
Hastings (Code)	\$	3,000
Lemessurier	\$	5,000
Hardware Consultant	\$	3,000
AV - Acentech	\$	10,000
Tel Com (GGD)		Inc Above
FFE (Stefura)	\$	10,000
Signage (Whitney Veigas)	\$	10,000
Hazmat (UEC)	\$	12,000
Cost Estimator (PM+C)	\$	7,400
Lighting - Hlb	\$	19,800
Reimbursable Expenses	\$	10,000
	\$	377,450

**BROOKLINE HIGH SCHOOL EXPANSION**

**PHASE:** Construction Documents (Third Floor Renovation Project)

**DATE:** September 8, 2021

**DRAFT**

**Project:** Brookline High School Expansion Summer 2022 Third Floor Renovation Project

**WRA Project #:** 21706

**THIRD FLOOR RENOVATION PROJECT SCHEDULE OUTLINE**

**September 13-17**

- September Building Commission Meeting
- Design Team Kickoff Meeting
- Kick-off Consultant Meeting – Walk through

**September 20-24**

- Plan Review Meeting with Hal Mason
- Kick-off Consultant Meeting – Walk through

**September 27 – October 1**

- Plan Review Meeting with Hal Mason
- Weekly Design Team Coordination Meeting
- WRA / GGD / Charlie Simmons Meeting
- Co-Chairs Design Update 1

**October 4-8**

- Weekly Design Team Coordination Meeting

**October 11-15**

- Weekly Design Team Coordination Meeting
- Science Lab Review w/ Hal Mason
- Co-Chairs Design Update 2

**October 18-22**

- Weekly Design Team Coordination Meeting
- Documentation

**October 25-29**

- Weekly Design Team Coordination Meeting
- Documentation
- Co-chairs Design Update 3

**November 1-5**

- Weekly Design Team Coordination Meeting
- Documentation
- Front End Specification Coordination

**November 8-12**

- Weekly Design Team Coordination Meeting
- Documentation

**November 15-19**

- 90% Cost estimate due on 11/19

**November 22-26**

- Thanksgiving

**November 29 – December 3**

- 12/3 Cost estimate due

**December 6-10**

- Final Documentation

**December 17<sup>th</sup> Bid Documents Due**

**December & January: Bid Phase**

**February: Contract Award**

**March – June: Submittals & Material Procurement**

**June 15 – August 31, 2022: Construction**



GGD Consulting Engineers, Inc.

375 Faunce Corner Road, Suite D  
Dartmouth, MA 02747

L#77547  
Proposal

September 3, 2021

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

Attn: Andrew Jonic, AIA  
Senior Associate

Re: Brookline High School Expansion Project  
3<sup>rd</sup> Floor Renovation  
115 Greenough Street  
Brookline, MA 02445

Dear Mr. Jonic:

We are pleased to submit our proposal to provide Professional Engineering construction document (CD) design and construction phase services for MEP/FP/IT [Mechanical (HVAC), Electrical (including IT Technology & Security), Plumbing, and Fire Protection] Systems.

#### **THE PROJECT**

The project, as we understand it, is for the renovation of the third floor of the Brookline High School planned for the Summer of 2022.

1. In general, the scope of services are anticipated as follows:
  - a. Gut renovation of the Hallway
    - i. New lighting, sprinkler head locations, ceiling, diffusers, devices
    - ii. Connect the Old Greenhouse to the public hallway
  - b. Convert (14) old science labs to general use classrooms
  - c. Gut renovation of (2) science labs. New fume hoods shall be integrated into the new design.
  - d. New cabinet unit heaters throughout the 3<sup>rd</sup> floor.
2. The proposed schedule for these services is as follows:
  - a. September 15<sup>th</sup>: Proposal approval by the Brookline Building Commission
  - b. September 15<sup>th</sup> – December 15<sup>th</sup>: Construction Documents
  - c. December 15<sup>th</sup> – February 15<sup>th</sup>: Bidding
  - d. March 15<sup>th</sup> – June 15<sup>th</sup> – CA (Submittal & Procurement)
  - e. June 15<sup>th</sup> – August 15<sup>th</sup> – CA (Construction)



L# 77547  
Proposal  
Page 2

**BASIC SERVICES**

1. Under the lump sum fee proposal our basic services include construction documents, services for bidding, and construction administration for the MEP/FP/IT [Mechanical (HVAC), Electrical (including IT Technology & Security), Plumbing, and Fire Protection] Systems. The basic service fee is based on providing construction document (CD) MEP/FP/IT system design based on previously issued design development documents.
2. Plumbing systems design shall include domestic water distribution, natural gas distribution, water heating equipment for domestic use, sanitary distribution, plumbing fixtures and connections to appliances. Storm water drainage system within building are included in plumbing scope. It is anticipated that all new and renovated plumbing systems shall be connected to the main building plumbing utility infrastructure.
3. The fire protection design will include head end layouts for the building which will be superimposed on your reflected ceiling plans. The systems will be coordinated with the other trades and will be reviewed by us with the Fire Department. Service, alarm facilities, pumps, major runs of piping, and equipment will be shown on our drawings. Our fee includes the preparation of calculations necessary to comply with the requirements of the code. Sizing of the installed sprinkler piping network will be specified to be by the Sprinkler Contractor with review and approval by this office. During the analysis and code review phase, we will review the project, advise you of the relevant code requirements, and assist in discussions with the fire and building officials to determine the scope of required fire protection. We will assist in witnessing a flow test if required, however, other than witnessing any costs associated with completing the flow test will be billed as a reimbursable expense.
4. HVAC systems design for the renovation will include high-efficiency HVAC systems such as high-efficiency rooftop or indoor air handling units and variable air volume airflow distribution systems, high-efficiency terminal hot water heating systems and associated automatic temperature controls. It is anticipated that new hot water heating systems shall be connected to the existing building heating plant, and new automatic temperature controls shall be integrated into existing building energy management system. HVAC design shall also include any required supplemental cooling and heating systems, exhaust air and make-up ventilation air systems, and fume hood exhaust ductwork and fan systems for the proposed renovation area.
5. Electrical systems design will include incoming power, interior and exterior building lighting, provisions for telephone and data systems, fire alarm, intercom, and power distribution requirements to accommodate the renovation. Photovoltaic (PV) Solar Array design is **excluded** from this proposal however electrical provisions for PV will be provided under the basic services.
6. Technology system design shall include outlet locations with an indication of outlet type and proposed label. Floor plans shall be coordinated with architectural and electrical power plans and shall be produced at the same scale as the electrical power plans. In addition, we will design all details showing terminal block and backboard elevations including all cable terminals, spaces for equipment, equipment racks, and station cable routing. Communications equipment closets (intermediate distribution frames – IDF's) shall be arranged to maximize the utility and growth potential available in spaces shown on the floor plans. Terminal elevations shall be based on detail elevations included in the contract documents and shall show additional detail as indicated herein, along with schedules showing terminal block quantities for all station cabling. Terminal outlet schedules shall show proposed labels for all four pair UTP horizontal cables at station outlets along with patch or 110 frame locations. Technology Equipment Procurement services are **excluded** from this proposal however can be provided as an additional service if requested.

L# 77547  
 Proposal  
 Page 3

7. Security systems design will include an intrusion detection system, closed circuit TV, video management and access control systems. 120-volt power requirements and box/conduit provisions will be coordinated with electrical drawings.
8. Our project engineers will attend coordination meetings with your staff and other consultants as necessary to meet the projected design schedule.
9. Life Cycle Cost Analysis and Energy Modeling of MEP systems is **excluded** from this proposal however can be provided if requested. The basic service fee is based on providing construction document design based on previously issued design development documents.
10. We will assist in the value engineering process in rendering interpretations of the documents, advising on alternate materials, methods, cost savings, etc. Re-design of changes recommended by value engineering are considered an extra service.
11. We will assist in the bidding process in rendering interpretations of the documents.
12. Documents will consist of REVIT drawings and typed specifications all in format provided by your office. This proposal assumes that you will furnish the building backgrounds and previously issued MEP/FP/IT REVIT model files and pdf versions of design development drawings and specifications.
13. Services during construction include 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.
14. Included in the basic services is the furnishing of .PDF files for purposes of coordination and printing. Extraordinary printing will be billed as a reimbursable expense. 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 Eighty Thousand Dollars (**\$80,000.00**), detailed as follows:

PHASE	PLUM	FIRE PROT	HVAC	ELECT	TOTAL
Construction Documents	\$4,800.00	\$ 3,600.00	\$30,000.00	\$21,600.00	\$60,000.00
Construction Administration	\$1,600.00	\$ 1,200.00	\$10,000.00	\$ 7,200.00	\$20,000.00
<b>TOTAL</b>	<b>\$6,400.00</b>	<b>\$ 4,800.00</b>	<b>\$40,000.00</b>	<b>\$28,800.00</b>	<b><u>\$80,000.00</u></b>

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.



L# 77547  
Proposal  
Page 4

**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	\$175.00/hr
Senior Engineer	\$135.00/hr
Engineer	\$105.00/hr
CAD Designer	\$ 80.00/hr
Clerical	\$ 60.00/hr
Site Visit	\$550.00/visit

**REIMBURSABLE EXPENSES**

Reimbursable expenses; such as mailing, shipping, and printing; whether they are in connection with the Basic Services or Extra Services shall be billed at cost plus 15% for handling charge.

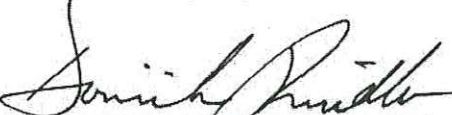
**INSURANCE COVERAGE**

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.

If the above 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.

  
Dominick B. Punietto, P.E., Principal

William Rawn Associates | Architects Inc.

\_\_\_\_\_  
Andrew Jonic, AIA, Senior Associate

\_\_\_\_\_  
Date

DBP:ja

**KALIN ASSOCIATES INC.**

PO Box 420, Natick, MA 01760 T: 617-964-5477 mkalin@kalinassociates.com

July 3, 2021

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 **Brookline High School Third Floor**.

**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. Draft specifications during the DD phase.
2. Updated specifications during the CD phase.
3. Incorporation of MGL Chapter 149 filed sub-bids as applicable to architectural specs.
4. Progress copies as requested.
5. Coordination with engineering specifications.
6. Coordination with Owner's Division 0 documents.
7. 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 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, 7/3/21, electronic signature 0703-2021-01 valid and binding



July 15, 2021

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

Project: Brookline High School – Tappan 3<sup>rd</sup> Floor Additional Service  
LeM File No. 37111

Dear Andy,

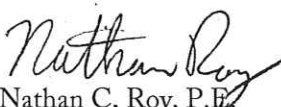
Thank you for requesting this additional fee proposal for structural engineering services associated with the renovation of the Tappan third floor. As discussed, this renovation is anticipated to be non-structural.

We understand the structural scope of work for this proposal includes a site visit and review of existing walls surrounding the greenhouse to determine if they are non-structural. For these additional services, we propose a lump sum fee of \$1,000 for examination of existing drawings, site visit and summary memo. This scope does not include design documents to remove and/or reconfigure the walls if they are found to be load-bearing nor a seismic retrofit of the building.

In addition to the wall review, structural review of existing conditions and minor modifications may be required to accommodate the renovation. Consultation may also be required in development and assistance with details of non-structural elements architectural design items to be incorporated in the architectural documents. This scope does not include design documents, a seismic retrofit of the building, full time inspections during construction, material testing as well as design of Contractor support services. Reimbursable expenses for travel, courier service, reproductions and electronic data transfer will be charged at cost. Based on the scope outlined herein, we propose to bill you on a time and material basis at the attached billing rates with an upset of \$4,000. We will request authorization if required structural services are found to exceed this upset.

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\2021-07-15-Tappan - 3rd Floor Structural Proposal.docx  
xc: Annie Vodenicharska/LeM

LeMessurier.

### HOURLY BILLING RATES (2021)

Senior Principal (President / Vice President) .....	\$275.00
Principal .....	\$250.00
Associate Principal .....	\$225.00
Associate .....	\$195.00
Engineers .....	\$170.00
BIM Manager .....	\$150.00
BIM Modeler/Drafter .....	\$115.00

LeMessurier.



STEFURA ASSOCIATES

**PROPOSAL FOR INTERIOR DESIGN SERVICES  
ADDITIONAL SERVICES  
THIRD FLOOR**

Brookline High School  
Brookline, Massachusetts  
2 August 2021

**1. FIRM INFORMATION**

Interior Design Firm	Stefura Associates Inc
Business Address	77 North Washington Street Boston MA 02114
Telephone Number	617 723 5164
Facsimile Number	617 723 5165
Contact	Marcy Stefura IIDA marcy@stefura.com

In this proposal, William Rawn Associates, Architects Inc. will be referred to as WRA and Stefura Associates as SAI., Inc.

**2. PROPOSED SCOPE OF SERVICES**

We understand that the scope of services will include tasks related to interior architectural finishes and furniture for corridors on the Third Floor of Brookline High School. This proposal is based upon the understanding that all furniture will be new. Interior architectural finishes and furniture selections will be made based upon those made for earlier phases of this project. This project will be completed in the 3<sup>rd</sup> quarter of 2022. Should completion fall more than six months beyond this date, the fees for this project may require adjustment.

For the purposes of this proposal, we assume that construction will be Substantially Complete prior to the installation of furniture. Should this not be the case, the fee may require adjustment.

Architectural drawings for this project are being produced in Revit.

A full set of project specifications, construction documents will be made available to SAI for coordination of work. Revit files of all base drawings will be provided by SAI. Any architectural shell adjustments, made as the project progresses, will be incorporated into the drawings by WRA.

Stefura Associates Inc  
77 North Washington Street  
Boston, Massachusetts 02114  
617 723 5164  
www.stefura.com



Proposal for Interior Design Services  
Additional Services  
Third Floor  
Brookline High School  
Brookline, Massachusetts  
2 August 2021  
Page 2 of 4

## INTERIOR ARCHITECTURAL FINISHES

### DESIGN PHASE

- Advise WRA on interior architectural finish concept, which will be coordinated with the finishes that are being implemented in other areas on the 3<sup>rd</sup> Floor
- Advise WRA on recommended finishes and locations
- Provide materials budget information to WRA
- Selections will be made in accordance with LEED requirements, as provided by WRA; selections will be made to coordinate with finishes selected for earlier phases of the project, currently under construction
- Finishes will include flooring materials, paint, architectural wood, laminates and window shades
- Materials will be presented in loose, sample form
- Based upon WRA and Client feedback, fine-tune the selections and submit for final approval
- One final selection, serving as "basis of design" will be made for each material type
- For the purposes of State Bid, two alternate products will be selected and presented to the client for approval; these will be included in the architectural specifications.

### DOCUMENTATION PHASE

- Prepare a finishes memorandum documenting the approved finish selections that will serve as "basis of design"; one product, with two alternate products will be listed to provide the required quality standard
- Documentation for LEED certification is not included in SAI's scope of work.

## FURNITURE

### DESIGN PHASE

- Review drawings and programming information provided by WRA and the School
- Prepare furniture plan and proposed furniture selections; furniture selections will be made to coordinate with those being procured for earlier phases of the project, currently under construction
- Furniture finishes will be coordinated with finalized architectural finishes
- Prepare furniture budget
- SAI will meet with WRA and the School to review the plans, furniture selections and the furniture budget
- Materials will be presented in loose, sample form; samples of proposed furniture will be presented to the School, as required
- Based upon WRA and Client feedback, fine-tune the selections and submit for final approval
- Prepare and issue meeting minutes.





Proposal for Interior Design Services  
Additional Services  
Third Floor  
Brookline High School  
Brookline, Massachusetts  
2 August 2021  
Page 3 of 4

#### DOCUMENTATION PHASE

- Prepare one furniture package for procurement, per instructions from the Town of Brookline
- Issue the package(s) for pricing, as directed by the Town of Brookline.

#### PRICING/STATE CONTRACT AWARD PHASE

- Provide document clarification and/or addenda during the pricing period
- Provide attachment(s) for the Town's use in issuing furniture purchase orders.

#### CONTRACT ADMINISTRATION PHASE

- Review submittals including finish samples, shop drawings and installation drawings; review furniture order acknowledgments
- Prepare a digital Project Manual consisting of images of each specified product and finish samples; submit the Manual to the School for record purposes
- Track progress of furniture production
- Prepare an installation schedule; coordinate site access for furniture vendor with the School and the General Contractor
- Conduct a punch list walk through upon the completion of the furniture installation
- Conduct one follow-up inspection upon completion of the punch list issues
- Advise the Town on payments to the furniture vendor.

### 3. PROFESSIONAL FEES

The fixed fee for interior design services will be as follows. Reimbursable expenses are included in this fee.

Phase	Fee	Client Meetings/ Site Visits	Date
ARCHITECTURAL FINISHES			
Design Phase	\$ 2,500	2	TBD
Documentation Phase	\$ 500	0	TBD
	<u>\$ 3,000</u>		
FURNITURE			
Design Phase	\$ 3,500	2	08/2021-09/2021
Documentation Phase	\$ 1,000	0	10/2021
Pricing/State Contract Award Phase	\$ 500	0	11/2021-12/2021
Contract Administration Phase	\$ 2,000	2	01/2022-08/2022
	<u>\$ 7,000</u>		

### 4. GENERAL TERMS AND CONDITIONS

Payment for the basic services will be invoiced monthly for the percentage of work completed within each phase of work as noted in 3. *Professional Fees*. Payment is expected within ten (10) days of the date that WRA receives payment.

Revisions to any documents that are inconsistent with written approval or previous instruction will be categorized as work-in-addition to the original scope.



Proposal for Interior Design Services  
Additional Services  
Third Floor  
Brookline High School  
Brookline, Massachusetts  
2 August 2021  
Page 4 of 4

#### 5. ADDITIONAL SERVICES

Other services that are not included, in addition to the ones listed under the separate scope phases, are listed below. These services can be provided by or coordinated through SAI:

- FF+E inventory and other tasks associated with existing FF+E
- Additional work if tasks outlined in this proposal are not sequenced as described
- Laboratory casework
- Equipment and appliances
- Custom-built furniture
- Formal presentation materials including fully rendered three-dimensional renderings
- Revisions to furniture specifications after bid awards
- As-built documentation and Post Occupancy Evaluation and
- Meetings and/or trips to Brookline, Massachusetts other than those noted in this proposal.

Agreed to by the following:

\_\_\_\_\_  
Andrew Jonic AIA LEED AP BD+C  
Senior Associate  
William Rawn Associates, Architects, Inc.

\_\_\_\_\_  
Date

*M. Stefura*

2 August 2021

\_\_\_\_\_  
Marcy Stefura IIDA  
Stefura Associates Inc

\_\_\_\_\_  
Date



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*Partnering for quality results*

July 7, 2021

Andrew Jonic, AIA  
Senior Associate  
William Rawn Associates  
10 Post Office Sq. Suite 1010  
Boston, MA 02109

**Re: Fee Proposal for Cost Estimating Services  
Brookline High School; Brookline, MA**

Dear Andrew,

Thank you for the opportunity to submit this proposal for construction cost consulting services for the 3<sup>rd</sup> Floor Renovation and the ~~Quad Repair~~ projects for Brookline High School.

Our fee for cost estimating services is as follows:

Additional Estimating Services for Co-Chair Meeting	\$900
90% Construction Documents Estimate	\$6,500
<b>Total:</b>	<b>\$7,400</b>

This fee includes all expenses as well as any reconciliation and value-engineering meetings as required.

Thank you again for asking PM&C to submit a proposal on this project. If this proposal is agreeable please sign and send back to this office.

Sincerely,

Accepted By:

Peter Bradley BSC Q.S.; LEED AP  
President

---

Name

Date

June 29, 2021

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

Reference: Hazardous Materials Consulting Services  
Brookline High School Main Building Third Floor, Brookline, MA

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 based on email dated June 28, 2021.

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, Third Floor-IDM.DOC

Enclosure



**PROPOSAL  
FOR  
HAZARDOUS MATERIALS CONSULTING SERVICES  
AT  
BROOKLINE HIGH SCHOOL  
MAIN BUILDING THIRD FLOOR  
BROOKLINE, MASSACHUSETTS**

**SCOPE OF SERVICES:**

**TASK I (Asbestos Inspection/Design Services):**

Services will be provided by Massachusetts licensed asbestos inspectors.

- A. **Previous Reports** – Review previous reports provided by the Owner.
- B. **Bulk Samples Collection** – Collect bulk samples from newly discovered suspect materials and analyze these samples for asbestos by Polarized Light Microscopy (PLM).
- C. Prepare Contract Specifications based on the recommendations as accepted by the client to include the following:
  - Asbestos;
  - Environmental Procedures;
- D. Prepare addenda and provide any additional information required during the bid period.

**TASK II (Asbestos and Demolition Construction Monitoring and Air Sampling Services):**

- A. The designer will review submittals provided by the contractor.
- B. The Designer will attend a pre-construction conference prior to start of work. The conference establishes specific scheduling requirements, logistical arrangements, chain of command, and emergency procedures and phone numbers.
- C. The Project Monitor will provide on-site asbestos abatement project monitoring and observe the contractor's practices and procedures during the removal process.
- D. The Project Monitor will collect and analyze air samples in accordance with Federal and State regulations as follows:
  - ◆ Background air samples by Phase Contrast Microscopy (PCM) prior to the commencement of abatement activities in each area to establish the ambient levels of airborne fibers.
  - ◆ General area air samples by PCM during abatement activities both inside and outside abatement work areas to verify airborne fiber levels do not exceed required limits.
  - ◆ Clearance air samples by PCM and Transmission Electron Microscopy (TEM) as required by Federal and State regulations. PCM samples will be collected and analyzed on-site in using the NIOSH method 7400. TEM will be analyzed by an independent laboratory.
- E. Produce a final report, including daily logs, sample results based on EPA compliance audit protocol.

**FEES FOR SERVICES:**

**TASK I (Asbestos Inspection/Design Services):**

Lump Sum Fee including all sampling of

\$ 2,500.00

**TASK II (Asbestos/Demolition Construction Monitoring and Air Sampling Services):**

Fees for services will be charged on a lump sum fee basis

The Lump Sum Fee

\$ 9,500.00

Proposal Authorized By:



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Ammar M. Dieb  
President

Proposal Accepted by:

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



Proposal / 22 June 2021  
21.0114

# Brookline High School

William Rawn Associates

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Campus Renovation  
Signage Design Proposal



WHITNEY VEIGAS



## PROJECT UNDERSTANDING

Brookline High School (BHS) is in the middle of a significant renovation and expansion project, including the new Cypress Building, new STEM wing in the 115 Greenough Street Building, and renovations to the Tappan Gym.

As part of this project, a new interior sign system was designed. There is now a desire to apply this sign system to the rest of the campus buildings that have not been touched by the renovation and expansion project. This includes the remainder of the 115 Greenough Street building and much of the Unified Arts Building. In addition, some exterior campus wayfinding is needed.





## OUR PROCESS

Upon acceptance of this proposal, our environmental graphic designers will lead a creative effort with William Rawn Associates, representatives from the Town of Brookline, and other stakeholders to arrive at a design solution for exterior wayfinding at the high school campus, and to extend the new interior sign design program to the additional spaces that have been identified. The goal is to end up with a clear, coordinated system of signage throughout BHS facilities.

The output of this effort includes signage drawings and specifications, a sign message schedule, and sign location plans. Bidder RFI review and construction administration services are also included in this proposal.

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### Scope of Work

- The remainder of the 115 Greenough Street Building (including updated egress signs)
- The Unified Arts Building (UAB), excluding the top floor
- Campus wayfinding signage

### Scope of Services

- Signage drawings
- Signage specifications
- Sign message schedule
- Sign location plans
- Bid and bidder RFI review
- Construction Administration services, including submittal reviews

### Fixed Design Fee

The fixed design fee to design and document the sign program described in the scope of work above for the purpose of sending out the bid is **\$ 33,200**.

Design phase	<del>\$ 16,380.00</del>
Construction documents phase	<del>11,850.00</del>
Construction administration phase	<del>4,970.00</del>
<b>Total Design Fee</b>	<b><del>\$ 33,200.00</del></b>

Exterior Campus Wayfinding  
Only: \$10,000

### Terms

- **Billing:** Fee will be billed upon the completion of each phase of work.
- **Reimbursable & Travel Expenses:** There are no reimbursable or travel expenses on this project.



We are grateful for the opportunity to submit this proposal to you and are confident that Whitney Veigas will be able to meet the requirements of this project in an efficient and design-sensitive manner. If you have any questions, please contact me at 781-449-1351. I look forward to speaking with you.

Submitted By

Approved By

Travis Veigas  
President

Name:

Authorized Representative of  
William Rawn Associates

22 June 2021

Date:



## COMPANY INFORMATION

Whitney Veigas has been designing, supplying, and installing architectural sign programs in the greater Boston area for more than 35 years. We work closely with architects, contractors, and building owners to create effective and appropriate interior and exterior programs for buildings in which we live, work, and learn.

Our work is rooted in the conviction that great signage design is both achievable and essential to the success of all projects, regardless of budget or prominence. When you work with us, you get sign programs that are comprehensive, complimentary of the architectural space, and brand-reinforcing, all while staying on budget and schedule.

For more information and project portfolio, please see [whitneyveigas.com](http://whitneyveigas.com).

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## PROJECT TEAM



**Travis Veigas** is the president and an owner of Whitney Veigas Architectural Products, Inc. For sixteen years, he owned and operated a custom sign fabrication facility. The fabrication portion of this business was sold in 1997 and he has devoted most of his time since to new product development for the sign industry and sign procurement management.



**Jonathan Bryant** is an environmental graphic designer with more than twenty years of professional experience in the design of signs and environments for a wide variety of project types. Jonathan holds a BFA in Visual Communication - Graphic Design from Washington University in St. Louis.



**Anton Veigas** is the vice-president of Whitney Veigas, and has been with the firm since 2009. He leads the business development team. Prior to joining Whitney Veigas, he worked in the online publishing industry.





## Relevant Project Experience

- **Brookline High School**  
**Brookline, MA**  
Client /Architect: William Rawn Associates  
Under Construction  
Description: Signage design for multi-building addition and renovation
- **ORA Seaport**  
**Boston, MA**  
Client: Phoenix Property Company  
Architect: Arrowstreet  
GC: Suffolk  
Completed: 2020  
Description: Design & supply of interior and exterior signage for 304 units, new construction
- **BMC Durfee High School**  
**Fall River, MA**  
Client /Architect: Ai3 Architects  
Under Construction  
Description: Signage design for new high school
- **Unitarian Universalist Headquarters**  
**Boston, MA**  
Client: Unitarian Universalist Association  
Architect: Goody Clancy  
Completed: 2015  
Description: Design & supply of Interior, exterior, and donor recognition signage at new headquarters
- **Colby College Gordon Center for Creative and Performing Arts**  
**Waterville, ME**  
Client /Architect: William Rawn Associates  
In Design  
Description: Signage design for new performing arts center







ACENTECH

33 Moulton Street  
Cambridge MA 02138  
617 499 8000  
acentech.com

## ADDITIONAL SERVICE PROPOSAL

Date: June 22, 2021  
To: Andrew Jonic, William Rawn Associates, Architects Inc.  
From: Ken Bourinot, Acentech  
Subject: Brookline High School – Additional Service: 3<sup>rd</sup> Floor  
Project No: 629340.01  
  
Via Email: [AJonic@rawnarch.com](mailto:AJonic@rawnarch.com)

### SUMMARY

The design team was forwarded PDF drawings by William Rawn Architects indicating additional areas to be renovated in the 3<sup>rd</sup> Floor of the Brookline High School project, resulting in design changes to the current contract drawings. As requested, we are submitting this additional service proposal for incorporating these modifications, and below we have outlined the additional scope as it applies to our work.

### GENERAL

Per an email received on 06/17/21, we have been requested to modify the AV Contract Drawing and Specification package. The general scope includes adding complete AV Systems for the classrooms, learning centers, and science room as highlighted in the PDF plan received on 06/17. We understand that the schedule for this scope of work will be accelerated. Additional resources will be assigned to maintain the schedule.

### ADDITIONAL SERVICE SCOPE

The scope will include the addition of AV systems in the following spaces:

1. General Use Classrooms (x14)
2. Science Lab/Classroom (x2)
3. Special Education Classrooms (x3)

We anticipate that the programming for these spaces will match what has been provided in our earlier documentation with you on this project. Further, we will provide the same level of support and documentation as outlined in our current scope of work, as it applies to the these spaces.

For these rooms, we will:

Design Documentation:

1. Coordinate with you and the MEP engineers as it relates to the changes being requested.
2. Update the affected construction documents for AV, including:
  - a) Floor plans
  - b) RCP drawings
  - c) Riser diagrams
  - d) Functional system drawings
3. Update the Division 274100 Specifications with changes tracked for issuing in the document release.
4. Respond to Owner inquiries.
5. Issue the changes in the form of a bulletin.

#### Bidding

1. Establish a list of audiovisual system bidders for review by you and the Owner.
2. Review and respond to questions and requests for information (RFI's) during bidding pertaining to the audiovisual systems.

#### Construction Administration

1. Review and comment on requests for information pertaining to the audiovisual systems.
2. Review and comment on change order requests pertaining to the audiovisual systems.
3. Review and comment on a complete set of the audiovisual contractor's submittals.
4. Perform Commissioning and Closeout services that include the following:
  - a) Review and comment on a complete set of the audiovisual contractor's system test reports.
  - b) Visit the site to review the completed audiovisual system installation.
  - c) Prepare a report that documents our review of the installation that includes a punch list of items that must be corrected.
  - d) After receiving confirmation that the punch list items have been corrected, visit the site to perform a final inspection of the completed system(s).
  - e) Review and comment on the audiovisual system Close-Out documents (As-Built drawings and Operation & Maintenance manuals) submitted by the audiovisual contractor.

#### FEE

We provided the services described above on a fixed-fee basis, in accordance with our current agreement, based on hours incurred completing the tasks and issuing the final documents.

Task	Total
Design Documentation	<del>\$13,000</del>
Bidding	<del>2,000</del>
Construction Administration	<del>9,000</del>
Total	<del>\$24,000</del>

\$10,000

Please feel free to contact me if you have any questions or if you need us to modify the proposal to better suit your needs. Otherwise, please confirm acceptance of this proposal and provide authorization for us to begin our work and invoice for it.

Sincerely,



Ken Bourinot

Senior Consultant  
Systems Group

ACCEPTED for WRA:

By (Signature): \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

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



22 June 2021

Mr. Andrew Jonic, AIA  
Senior Associate  
**William Rawn Associates**  
10 Post Office Square  
Boston, MA 02109  
617.548.4275  
ajonic@rawnarch.com

Re: Brookline High School ASR Third Floor Redesign / Brookline, MA

Dear Andy,

We are pleased to submit this Additional Services Request as lighting designers for the above project. We understand the Project to be the redesign of the below third floor scope.

#### **SCOPE OF WORK**

The Scope of Services include design for the following areas:

- Classrooms
- Learning Center
- Corridors
- Offices

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#### **SCOPE OF SERVICES**

The following professional services and deliverables are included as listed below.

- 1.1 Participate in conferences with the Client, Architect and other Consultants to discuss project concepts, illumination criteria, project cost guidelines, and schedule parameters.  
Meetings: Time for up to four (4) hours of online conferences during this phase is included in the fee.
- 1.2 Prepare lighting design schemes for each area type that includes: sketches, illustrated plans and elevations, imagery and other visual presentation elements required for communication of the lighting design intent within the Design Team.
- 1.3 Prepare electric lighting calculations for typical representative space types as required for in-house verification of design concepts. Calculations are used as a design tool to study quality and quantity of luminaires only and are not intended to create photo-realistic presentation renderings.
- 1.4 Prepare updated layouts of proposed luminaires within the Autodesk Revit lighting model.
- 1.5 Prepare an updated Luminaire Schedule (three-name specification), Product Data Sheets, and sketch recommendations for architectural mounting details.

#### **HLB Lighting Design**

New York | San Francisco | Los Angeles | Boston | Miami | Denver | Austin



- 1.6 Prepare general specification Section 26 5113 Architectural Luminaires, Sources, and Components for the architectural luminaires (in CSI format).
- 1.7 Prepare an updated Lighting Control Narrative for inclusion as an appendix in the specifications.
- 1.8 Provide assistance with the evaluation of a cost estimate (material cost only) prepared by the Contractor/Cost Estimator for specified luminaires and control equipment.
- 1.9 Provide assistance with confirmation of compliance with the maximum allowable connected load for luminaires as required by the lighting section of applicable energy code. This information will be provided to the Architect, Electrical Engineer or Energy Modeler in the form of an Energy Code Lighting Report and a COMcheck file or input watts for each luminaire.
- 1.10 Prepare reviews and comments on the documents prepared by the Architect and their Consultants for conformance with the lighting design intent.
- 1.11 Respond to Request for Information/Clarification during the course of construction. Time for four (4) hours of response is included in the fee.
- 1.12 Review submittals for specified lighting equipment. Time for up to two (2) reviews of submittals per fixture type is included in the fee.
- 1.13 Participate in the review of the completed luminaire installation, including observation of focusing of adjustable luminaires. Time for up to four (4) hours to the Project site is included in the fee. This does not involve space-by-space "punch listing" in buildings with room types which are repetitive in nature. The Electrical Contractor will supply personnel and all equipment to perform this work after dark and in compliance with local laws and union agreements.

Deliverables in this phase:

- Up to three (3) issuances of Luminaire Layouts
- Up to three (3) issuances of the Luminaire Schedule and Product Data Sheets Package
- One (1) issuance of Architectural Luminaire Specification Section 26 5113
- Up to two (2) issuances of Control Intent Narrative
- One (1) issuance of Energy Code Analysis/Documentation
- Up to two (2) issuances of reviews and comments of documents
- Written responses to RFI's
- Review of Submittals



#### COMPENSATION FOR PROFESSIONAL SERVICES

The Scope of Services listed herein will be provided as a fixed fee to be billed on a percent complete basis in the amount of \$19,500 and \$300 in reimbursable expenses.

The proposal assumes all areas of the Project will be authorized and will proceed on a concurrent schedule. If areas or issuances of documents for the Project are not authorized or proceed on a non-concurrent schedule, the proposal will be subject to further negotiation.

Sales tax laws vary by geography and local government. If sales taxes apply to your jurisdiction, they will be charged to the Project in addition to the fees described in this proposal.

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

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

#### ACCEPTED BY:

Horton Lees Brogden Lighting Design Inc.

William Rawn Associates



NAME

NAME

Senior Associate

TITLE

TITLE

22 June 2021

DATE

DATE