



TOWN of BROOKLINE

Massachusetts

BUILDING DEPARTMENT

Daniel Bennett
Building Commissioner

TO: Selectboard

FROM: Ray Masak, PE Project Manager

SUBJECT: Brookline High School- Amendment 7
Design Services (FY 19)

DATE: May 15, 2019

On the Calendar this week, the Building Department is requesting the approval of two amendments for designer services for the subject project in the total amount of \$66,600.

The appropriation for this contract was approved by Town Meeting as part of the overall CIP for FY19. The School Department has decided to relocate the Winthrop House program from the Soule Rec. to the bottom floor of the new 11 Cypress Building. This amendment is for design services to modify the existing design to accommodate.. Refer to the Hill memo dated May 13, 2019 for further explanation of services.

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

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 14-May-19

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

Purchase Order Number

21803108

Vendor Number

53540

PAYMENT AMOUNT

\$238,730.00

66,600

BUDGET 14,838,648.00
BALANCE 8,534,411.22

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C204		524003

FOR: Brookline High School Expansion

Amendment	Date	
7	4/24/2019	Winthrop House Program Revisions and MBTA Plaza Streetscape
8	4/24/2019	Vibration mitigation design and engineering services

AMOUNT

\$499,850.00

66,600

\$44,880.00

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Kenneth Kaplan

Karen Breslawski

Nathan E. Peck

BOARD OF SELECTMEN

APPROVAL OF:

Bernard W. Greene, Chairman

Benjamin J. Franco

Nancy S. Heller

Heather Hamilton

Raul Fernandez

SCHOOL COMMITTEE

APPROVAL OF:

Mary Ellen Dunn, Assistant Superintendent For Administration and Finance

9/3/2

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

May 13, 2019

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

Re: William Rawn Associates Amendment 7; Revised with additional detail 5/13/2019

Dear Ray:

Attached please find a revised proposal and amendment 7 for additional services from William Rawn Associates (WRA) for re-design of two elements of the project requested by the Town of Brookline. We agree the work in this amendment is additional to their current contract and amendments. There is budget in the A/E Amendments line item to cover the cost.

Scope 1 of this amendment is to re-program and revise the design for the lower (garden) level of the Cypress Building for Winthrop House and to revise a portion of the first floor to accommodate a relocated nurses suite. WRA has attended several meetings and re-designed these areas already in order to meet the design schedule.

Scope 2 of this amendment is for re-design of the pedestrian plaza between the MBTA Brookline Hills station and Tappan Street and the Tappan Streetscape scope. The re-design is to coordinate the work in the BHS expansion project limits with the ongoing Cypress Field design led by the Town of Brookline Parks and Recreation design team, as well as ongoing modifications resulting from MBTA comments and various public comments from the Town of Brookline. This effort has been on-going.

The attached letter from WRA dated May 13, 2019 and supporting proposals from the consultants indicated provide additional detail for this work. Don't hesitate to call with any questions.

Very truly yours,



Paul G. Kalous AIA
Program Director

*Tabled by
Building Commission
on May 14, 2019*

cc. S. Lasky WRA
E. Tellander WRA
A. Jonic WRA
T. Guigli, ToB

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

May 13, 2019

Project Name: Brookline High School Expansion Project
Re: Contract Amendment #7 – Additional support detail and commentary

Dear Ray,

In response to the Town of Brookline's comments that the Amendment #7 costs are excessive and in the case of Tappan Streetscape, already owned, we offer the following justification and detail for the proposed fees.

*Tabled on May
14 by Building
Commission*

Tappan Streetscape

The design team received comments from Parks and Open Space following the issuance of 60% Construction Documents. While our team understands the importance of coordinating the Streetscape with the Cypress Field design, the re-design effort is out of sequence and requires additional design meetings, coordination meetings, and revised construction documentation to achieve the synergy requested by the Town between Lemonbrooke's design and Weston and Sampson. Lemonbrooke has acknowledged in their proposal that Construction Administration Services are already owned and not included in this proposal for the Tappan Streetscape.

Attached is a breakdown of additional work required to revise the streetscape design during construction documents phase.

MBTA Plaza

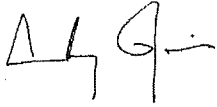
The size and scope of the MBTA plaza increased following commuter input. Our landscape design team has been asked to attend additional public meetings, design coordination meetings, and to expand the limit of work of their scope in the plaza area. Please see the attached hourly breakdown of tasks.

Winthrop House

Adding the Winthrop House program to the Cypress building required a return to program verification, schematic design, and design development to bring the Garden level and relocated nurses' suite up to speed with the rest of the project. This effort includes several meetings with Winthrop House staff and medical staff. Additional coordination and re-work of HVAC, Lighting, Fire Protection, and structure was required to accommodate this new program.

We hope the attached support detail is helpful in your consideration of this add service proposal. Please let us know if you have any further questions.

Regards,

A handwritten signature in black ink, appearing to read 'AJ' followed by a stylized flourish.

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

- *WRA and Lemonbrooke fee detail*
- *Contract Amendment #7*

WORK PLAN FOR WINTHROP HOUSE
10-May-19

Meeting 1

Winthrop House Program and Feasibility

Tasks

Initial walk through and meeting with Winthrop House Director
Review Cypress Building Floor Plans

Name	Hours	Rate	Total
Project Mgr	2	\$ 266	532
Assoc. Arch	0	\$ -	0
			\$ 532

Meeting 2

Winthrop House Schematic Layout Review

Tasks

Prepare schematic floor plans
Review schematic floor plans with Winthrop House Staff
Meeting minutes and plan modifications per comments

Name	Hours	Rate	Total
Project Mgr	4	\$ 266	1064
Assoc. Arch	20	\$ 213	4260
			\$ 5,324

Meeting 3

Winthrop House Floor Plan Refinement and Review

Tasks

Revise floor plans based on previous comments
Review revised plans with Winthrop House Staff
Meeting minutes and plan modifications per comments
Bring plans and RCPs up to a Design Development Level

Name	Hours	Rate	Total
Project Mgr	4	\$ 266	1064
Assoc. Arch	28	\$ 213	5964
			\$ 7,028

Meeting 4

Winthrop House FFE Meeting and Detailed Plan Review

Tasks

Review revised plans and furniture layouts with Winthrop House Staff
Tour existing Winthrop House
Meeting minutes and plan modifications per comments
Revise Reflected Ceiling Plans
Structural Coordination

Name	Hours	Rate	Total
Project Mgr	4	\$ 266	1064
Assoc. Arch	18	\$ 213	3834
			\$ 4,898

Meeting 5**Nurses Suite #1**

Tasks

*Develop schematic plans**Review plans with Nurses**Meeting Minutes*

Name	Hours	Rate	Total
Project Mgr	4	\$ 266	1064
Assoc. Arch	8	\$ 213	1704
			\$ 2,768

Meeting 6**Nurses Suite #2**

Tasks

*Develop schematic plans**Review plans with Nurses**Meeting Minutes*

Name	Hours	Rate	Total
Project Mgr	4	\$ 266	1064
Assoc. Arch	8	\$ 213	1704
			\$ 2,768

Construction Documentation Revisions

Tasks

*Move entrance and revise exterior elevations**Coordinate reflected ceiling plans and lighting*

Name	Hours	Rate	Total
Project Mgr	3	\$ 266	798
Assoc. Arch	8	\$ 213	1704
Assoc. Arch	3	213	639
Staff Des I	4.3	128	550.4
			\$ 3,691

TOTAL~~\$ 27,000~~**\$27,000**

BHS EXPANSION**WRA WORK PLAN FOR PARKS AND OPEN SPACE**

13-May-19

Tabled
on May 14,
2019 by Building
Commission

Design Coordination Meetings with Parks and Open Space

Tasks

*Review plaza design plans and meeting materials**Attend meetings: 4 meetings**Meeting Minutes**Project Management*

Name	Hours	Rate	Total
Project Mgr	9	\$ 266	2394
Design Princ.	2	\$ 293	586
			\$ 2,980

Additional Design Coordination Meetings with AECOM / Lemonbrooke / Nitsch

Tasks

Participate in design coordination meetings

Name	Hours	Rate	Total
Project Mgr	7.5	\$ 266	1995
			\$ 1,995

Attend Parks and Open Space Cypress Field Public Meeting

Tasks

Attend Public Meeting

Name	Hours	Rate	Total
Project Mgr	5	\$ 266	1330
			\$ 1,330

Attend Parks and Open Space Cypress Field Public Meeting & Transportation Meeting

Tasks

*Attend Public Meetings**Meeting Preparation*

Name	Hours	Rate	Total
Design Princ.			
Project Mgr	14	\$ 266	3724
			\$ 3,724

Total

~~\$ 10,029~~

\$10,000

Meetings

Brookline HS -Lemon Brooke Additional Services

4/15/2019

Schematic Design	#	cost/meeting	Subtotal		Directs	Total
meetings with P&OS staff	6	\$ 2,690	\$ 16,138	\$ 300	\$ 16,438	
meetings with AECOM*	3	\$ 622	\$ 1,865	\$ 300	\$ 2,165	
meetings with MBTA*	2	\$ 1,449	\$ 2,898	\$ 200	\$ 3,098	
public meetings P&OS	1	\$ 1,657	\$ 1,657	\$ 50	\$ 1,707	
Meeting Subtotal						\$ 23,407

* Assumes presentations are largely prepared for P&OS Staff meetings

Construction Documents	#	cost/meeting	Subtotal		Directs	Total
Meetings with P&OS staff	2	\$ 2,690	\$ 5,379	\$ 100	\$ 5,479	
Meetings with AECOM*	2	\$ 622	\$ 1,243	\$ 200	\$ 1,443	
Meetings with MBTA &/OR AECOM*	1	\$ 1,449	\$ 1,449	\$ 100	\$ 1,549	
Public meetings P&OS or other	1	\$ 1,657	\$ 1,657	\$ 50	\$ 1,707	
Meeting Subtotal						\$ 10,178

Production

Brookline HS -Lemon Brooke Additional Services

4/15/2019

Schematic & Development Design	Blended Work		
	Work Hours	Rate	Subtotal
Design 1 at Plaza*	48	\$ 104.00	\$ 4,992
Design 2 at Plaza*	24	\$ 104.00	\$ 2,496
Design 1 at Tappan & UAB*	48	\$ 104.00	\$ 4,992
Design 2 at Tappan & UAB*	18	\$ 104.00	\$ 1,872
Estimating	12	\$ 125.00	\$ 1,500
Schematic + DD Subtotal			\$ 15,852

* Sketches, plans, 3-D sketches

Constuction Documents to Current Level	Blended Work		
	Work Hours	Rate	Subtotal
Area A - Plaza			
Grading	24	\$ 104.00	\$ 2,496
Layout	18	\$ 104.00	\$ 1,872
Materials	36	\$ 104.00	\$ 3,744
Details	40	\$ 104.00	\$ 4,160
Estimating	8	\$ 125.00	\$ 1,000
			\$ 13,272
Area B Tappan, UAB (Materials and Grading)			
Grading (2 sheets)	36	\$ 104.00	\$ 3,744
Layout (2 sheets)	24	\$ 104.00	\$ 2,496
Materials (2 sheets)	36	\$ 104.00	\$ 3,744
Details (1 add'l sheet)	18	\$ 104.00	\$ 1,872
Estimating	8	\$ 125.00	\$ 1,000
			\$ 12,856
CDs Subtotal			\$ 26,128

Summary				
Brookline HS -Lemon Brooke Additional Services				
4/15/2019				
	Work	Work	Meetings	
	Area A Plaza	Area B Tappan & UAB	Combined	Subtotals
Schematic and DD	\$ 8,238.00	\$ 7,614.00	\$ 23,406.80	\$ 39,258.80
CDs to Current CD level	\$ 13,272.00	\$ 12,856.00	\$ 10,178.00	\$ 36,306.00
Construction Administration*	\$17,000		0	\$17,000
Total				\$ 92,564.80
*Additional Area of work+ Expenses				

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

~~April 17, 2019~~

Revised April 24, 2019

Revisions noted with red text

Project Name: Brookline High School Expansion Project

Re: Contract Amendment #7

Additional Service Proposal for:

1. *Re-design the southern half of the Cypress Building Garden Level to incorporate Winthrop House Program. Move the Nurses Medical Suite from the Garden Level to the First Floor to accommodate the Winthrop House Program.*
2. *MBTA / Cypress Building Entry Plaza re-design & Tappan Streetscape design revisions associated with Cypress Field Design coordination*

Tabled
on
May 14,
2014

Dear Ray,

At the request of the Town of Brookline we submit this additional service proposal for the following two scopes of work.

Scope #1: Winthrop House Program Revisions on Garden Level & Relocation of the Medical Suite to Level 1

The Town of Brookline School Committee has requested that WRA revise the Cypress Garden Level Floor plan to accommodate the following program for the Winthrop House (currently located at the Baldwin School on Heath Street):

Winthrop House Program

- | | |
|---|-----------------|
| 1. Administration office | 150 nsf |
| 2. Social Worker office | 150 nsf |
| 3. Shared intern office | 150 nsf |
| 4. Open waiting area | 300 nsf |
| 5. Conference Room for 12-14 (enlarge existing conference room) | 200 - 300 nsf |
| 6. (4) 700-900 nsf classrooms | In current plan |
| 7. Community Space | In current plan |
| 8. (2) Unisex bathrooms + the current unisex bathroom | 100 nsf |
| 9. 2-3 small Cool Down Rooms | 120 nsf |

10. Open residential kitchen off of the Waiting Area

150 nsf

Total

1,420 – 1,520 nsf

As a result of this program change the medical suite on the Garden Level will be relocated to the 1st Floor. Incorporation of these program changes into the construction documents includes the following tasks:

Task 1: User Group Meetings

1. Winthrop House Program and Feasibility Discussion (March 8, 2019)
2. Winthrop House Initial Plan Review (March 29, 2019)
3. Winthrop House Floor Plan Refinement & Review (April 12, 2019)
4. Medical Suite Review (April 8, 2019)
5. Medical Suite Floor Plan Refinement (Meeting TBD)

Task 2: Construction Document Updates:

1. Revise mechanical system design, lighting layouts, electrical, plumbing
2. Structural revisions include moving the Garden Level entrance canopy and modifying bracing.

William Rawn Associates: \$27,000

RFS Engineering: \$24,000

Lemessurier Consultants: \$7,000

HLB Lighting: \$5,000

✓ WRA Admin (10%): \$3,600

Scope #1 Total: \$66,600

Scope #2 Design changes to the MBTA Plaza & Tappan Streetscape

At the request of the Town of Brookline the design team will re-design the MBTA/Cypress building entrance plaza per comments from the Transportation Department, Parks and Open Space, and commuters. Also, the design team will revise the Tappan Streetscape design and construction documents so elements of the landscape design are in accordance with Parks and Open Space Division's comments and vision for the Cypress Field design and the streetscape. Tasks associated with this scope of work are:

- Coordination meetings with Parks and Open Space and Weston and Sampson
- Revisions to construction documents
- Additional coordination between AECOM, WRA, Nitsch Engineering, and Lemonbrooke
- Attendance at the Commuter design feedback meeting.
- Design the entry plaza to accommodate the MBTA's request to raise the plaza 6" in 10-15 years
- Additional tasks outlined in the attached proposal from Lemonbrooke

William Rawn Associates: \$10,000

Lemonbrooke: \$92,000

Nitsch Engineering: \$10,000

HLB Lighting: \$5,250

WRA Admin (10%): \$10,000

Scope #2 Total: \$127,250

Tabled
on May
14, 2019

Total Additional Service Fee: \$193,850

Please let us know if you have any questions or comments.

Regards,

A handwritten signature in black ink, appearing to read 'AJ' followed by a stylized flourish.

Andy Jonic, AIA
Senior Associate

William Rawn Associates, Architects Inc.

Attachments:

- *Lemonbrooke Proposal dated April 15, 2019*
- *HLB Proposal dated April 5, 2019*
- *RFS Proposal dated April 15, 2019*
- *Nitsch Proposal dated April 19, 2019*
- *Lemessurier Proposal dated April 19, 2019*

ATTACHMENT F

CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 7 _____

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 24, 2019 _____, 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: \$193,850
Feasibility Study Phase	\$ _____	\$ <u>66,600</u>
Schematic Design Phase	\$ _____	\$ _____
Design Development Phase	\$ _____	\$ _____
Construction Document Phase	\$ _____	\$ _____
Bidding Phase	\$ _____	\$ _____
Construction Phase	\$ _____	\$ _____
Completion Phase	\$ _____	\$ _____
*Includes previous Amendments		
Total Fee	<u>\$13,375,608.00</u>	<u>\$13,569,458.00</u> <u>13,442,208</u>

This Amendment is a result of: Re-design and revisions to construction documents for: Winthrop House program changes to the Cypress Building and landscape re-design and revisions to construction documents for the enlarged MBTA/Cypress Building Plaza and Tappan Streetscape.

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)

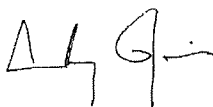
Date _____

DESIGNER

Andrew Jonic _____
(print name)

Senior Associate _____
(print title)

By



(signature)

Date 4.24.19 _____



CONTRACT AMENDMENT		Date:	April 15, 2019
		Project No.:	R17-8405.001
		Amendment No.:	1
		Billing Group:	New
Project Name: Brookline High School Expansion			
<p style="text-align: center;"><u>Change in Scope</u> (increased, unchanged, or decreased)</p> <p>Provide additional MEP/FP engineering services for design changes associated with adding the Winthrop House program to Project A - Cypress Street Building. The design changes will be as generally shown on plans prepared by WRA dated March 28, 2019. MEP/FP changes will be limited to modification of the base building MEP/FP distribution systems.</p> <p>Assumptions:</p> <ul style="list-style-type: none"> That this amendment assumes that no specialty systems (i.e., dedicated HVAC exhaust, etc.) will be required. That this amendment assumes that Horton Lees and Brogen Lighting Design will provide RFS with updated Revit models for the revised lighting systems. 	<p style="text-align: center;"><u>Fee Adjustments</u> (lump sum or hourly/budget)</p> <p style="text-align: right;">\$ 24,000</p>		
0		\$ 24,000	
Last Agreed Upon Date of Completion: N/A		New Date of Completion: N/A	
Client to sign and return one copy of this form. For William Rawn Associates Architect: Signature: _____ <div style="text-align: right; font-size: small;">Date</div> Type or Print Name/Position: _____		Rist-Frost-Shumway Project Manager Approval: For Rist-Frost-Shumway Engineering, P.C.: Signature: <div style="text-align: right; font-size: small;">4/15/2019 Date</div> Type or Print Name/Position: Chris Shumway, P.E., LEED AP President	

RIST-FROST-SHUMWAY ENGINEERING, P.C. • CONSULTING ENGINEERS
 71 Water Street • Laconia, New Hampshire 03246 • 603.524.4647
 50 Milk Street, 16th Floor • Boston, Massachusetts 02109 • 617.494.1464



5 April 2019

Mr. Andy Jonic, AIA, LEED AP, BD+C
Senior Associate
William Rawn Associates
10 Post Office Square
Boston, MA 02109
T | 617.598.3311
E | ajonic@rawnarch.com

Re: Brookline High School Rider 2 Winthrop House & Nurse's Suite Revisions / Brookline, MA

Dear Mr. Jonic:

We are pleased to submit this Rider #2 for Additional Services as lighting designers for the above project.

Scope of Work

The Proposal covers the revisions of existing project scope to new programming for the Winthrop House and the relocated nurse's medical suite.

Scope of Services

The following services are included in the fee.

- 1.1 Participate in design conferences in Boston, MA with the Owner, Architect and other Consultants. Time for up to two (2) hours of meetings, teleconferences, or web-based conferences is included in the fee.
- 1.2 Prepare sketches, rendered 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 and are not intended to create photo-realistic presentation renderings.
- 1.4 Prepare updated design and layouts of proposed lighting luminaires in Revit. We will provide one (1) updated issuance during Construction Documents. Revit related services such as clash detection, renderings, specifications, schedules, energy data or the development of customized luminaire families are not part of this agreement, but may be added as an additional service, with fees negotiated accordingly.
- 1.5 Prepare updates to final luminaire schedule and luminaire cuts and/or sketch recommendations for architectural mounting details.
- 1.6 Prepare updates to final Lighting Control Narrative, for inclusion as an Appendix in the Specifications.

HLB Lighting Design

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

Fees

Our fees will be based on the following hourly rates:

Senior Principal	\$265 per hour
Principal	\$255 per hour
Associate Principal	\$245 per hour
Senior Associate	\$195 per hour
Associate	\$185 per hour
Senior Designer	\$175 per hour
Designers	\$150 per hour
Project Assistants	\$90 per hour
Administrative	\$75 to \$125 per hour

We will work hourly on a time & materials basis to an estimated maximum fee of \$5,000.

The estimated fee for reimbursables will be \$250.

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 the enclosed 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
HORTON LEES BROGDEN LIGHTING DESIGN INC.

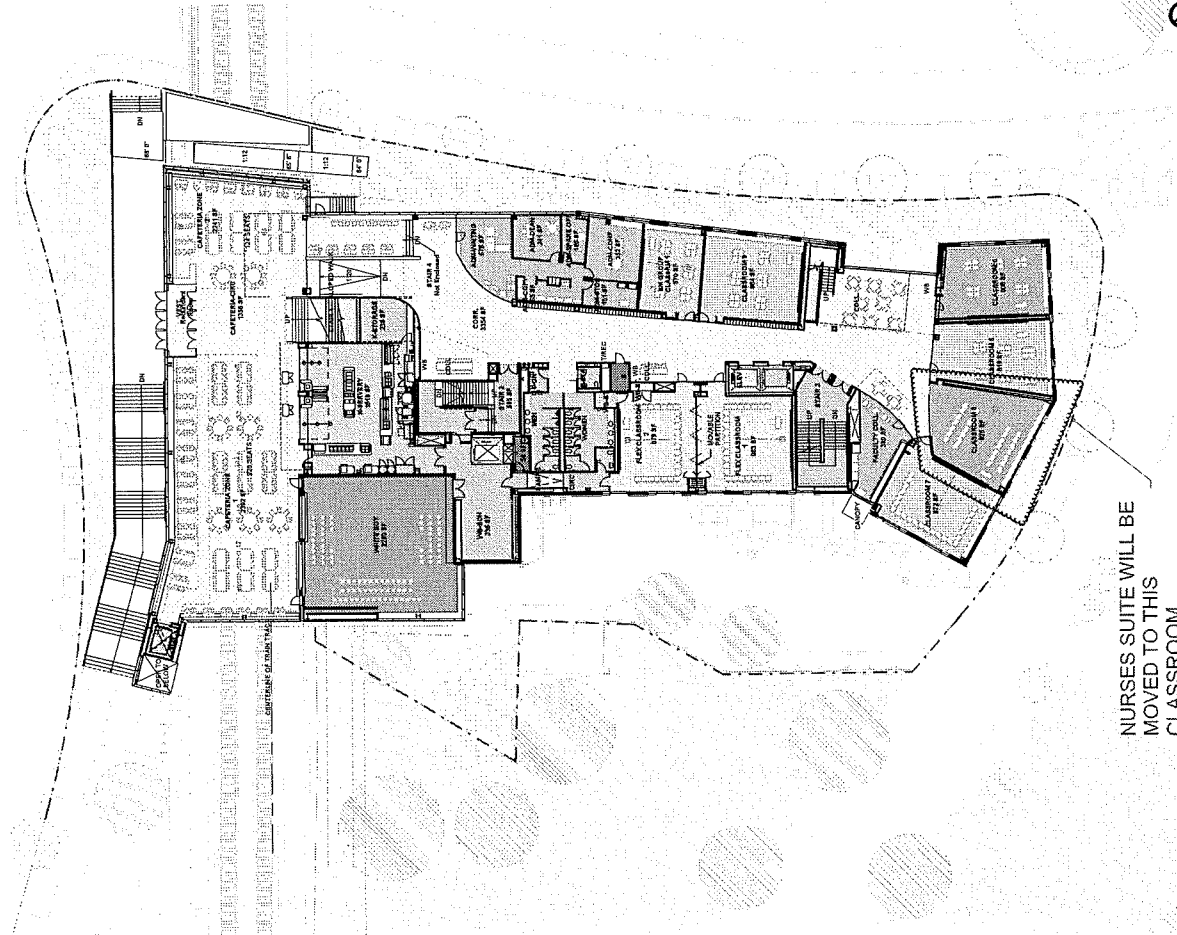
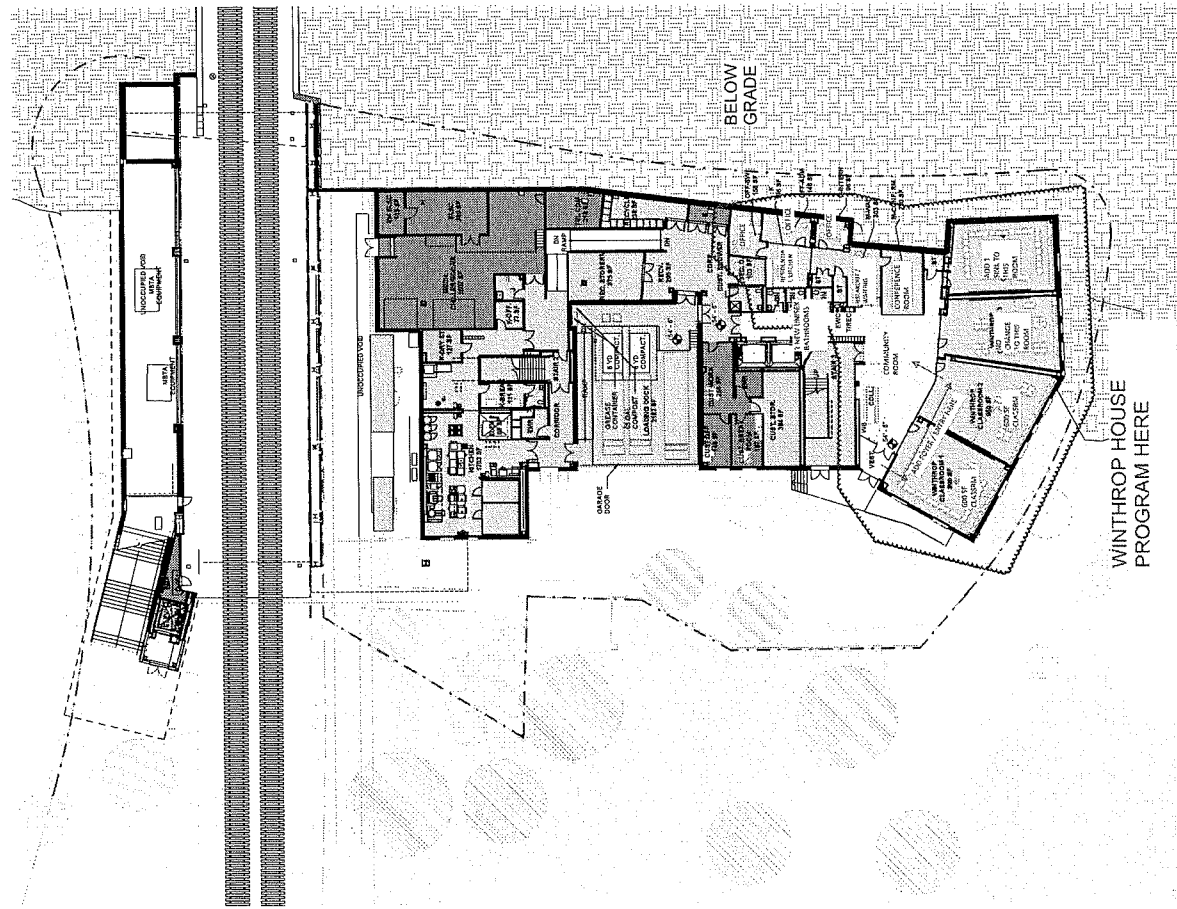
Accepted for: _____

Authorized Signature: _____ Date: _____

Print Name: _____ Print Title: _____

HLB Lighting Design

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



Tabled May 14, 2019

LEMON BROOKE

31 Oxbow Road Concord MA 01742
T 978.222.3700

April 15, 2019

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 # 1 (ASR #1) for Landscape Architectural Services

Dear Mr. Jonic:

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

Scope of Service

LEMON BROOKE will provide Landscape Architectural services for the landscape portions of the project as illustrated and described in **Attachment A "Limit of Work"**. Scope of work includes:

Area A: Plaza

- MBTA Plaza
- Mid-block connection to Cypress Field.

Area B: Tappan Street Revisions

- Tappan Gym Revisions
- Tappan and UAB entry revisions
- Tappan and Cypress corner revisions

1. Schematic Design-Abbreviated (Fixed Scope and Fee):

LEMON BROOKE will undertake Schematic Design for all site areas confirmed in the Program Verification Phase and coordinate their interface with the project team. Tasks include:

1. Review existing plans and any other project data supplied by the project team to understand the proposed program and define the goals for the project.
2. Collaborate with the project team to develop concepts for team discussion.
3. Collect character images to illustrate and test site concepts.
4. Develop a preferred design direction based on comments from the project team
5. Develop the necessary support drawings and diagrams to help convey the design intent.
6. Prepare and participate in project team meetings as necessary (assume three (3) meetings).

7. Prepare and participate in regulatory, agency, and community meetings (assume nine (9) meetings in Boston or Brookline).

The products to be produced by LEMON BROOKE will include:

- a. Illustrative site diagrams
- b. Illustrative landscape concept plan(s).
- c. Relevant images, sketches, sections, elevations, necessary to support the design intent.

2. Construction Documents-Update (Fixed Scope and Fee):

LEMON BROOKE will undertake to revise the existing 60% Construction Documents based upon the Client's approval of Design Development, pricing and notice to proceed. LEMON BROOKE will coordinate and develop drawings and update the technical section of the specifications for landscape-budget items setting forth in detail the requirements for the construction of the project. In developing Construction Documents and technical sections of specifications, LEMON BROOKE shall endeavor to coordinate and to maintain a construction budget in accordance with the latest construction-budget approved by the Client.

The products to be updated by LEMON BROOKE during Construction Documents are as follows:

1. Demolition plan to be coordinated with Civil Engineer.
2. Layout plan.
3. Hardscape materials plan.
4. Grading and surface drainage plan for on-site / back of curb areas to be included in LB scope. All subsurface drainage and vehicular areas by Civil Engineer.
5. Planting and soils plan.
6. Site Lighting Plan (fixture selection and mounting details only, wiring and photometrics by electrical engineer or lighting engineer).
7. Details for walls, curbs, site furniture, bollards, fences, guardrails, planting, soils sections, and planter configurations.
8. Details for on-grade paving systems (excluding vehicular pavements by civil engineer).
9. Specifications related to the landscape scope of work to be coordinated with architect.
10. Prepare and participate in project team meetings (assume two (2) meetings).
11. Prepare and participate in reconciliation meetings (assume to be part of base contract)
12. Prepare and participate in regulatory, agency, and community meetings (assume two (2) meetings).

3. Construction Administration (Fixed Scope and Fee):

During the construction of the project, LEMON BROOKE will attend the preconstruction meeting with the contractor, provide clarifications of the drawings, review submittals, and observe the construction for items included in LEMON BROOKE Construction Documents.

LEMON BROOKE shall make site visits at times appropriate to construction or otherwise approved by the Owner to familiarize itself generally with the progress and quality of construction, and to determine in general if the construction is proceeding in accordance with the design intent and construction documents.

On the basis of its observations while at the site, LEMON BROOKE will keep the construction manager informed of construction progress. LEMON BROOKE may recommend the rejection of work failing to conform to the contract documents.

When related to LEMON BROOKE's scope, LEMON BROOKE shall also undertake:

1. Site observations.
2. Submittal review.
3. Response to RFI's.
4. Construction Document clarification.
5. Routine correspondence.
6. Plant material selection.

4. Assumptions

The scope of services and fees outlined within this proposal are based upon the following assumptions:

1. William Rawn Associates will administer the project, direct LEMON BROOKE's services, define the project schedule, and administer plan-check and bid procedures.
2. Professional third party perspective renderings or models can be provided as an additional service or as an addendum to this contract.
3. All surveys, base information, engineering consulting (structural, civil, electrical geotechnical, mechanical, etc.), site demolition/preparation, site wiring and photometrics, graphic design, security systems, waterproofing and penetrations through waterproofing will be done by others
4. Detailed irrigation design as necessary to be developed after Schematic Design by irrigation consultant.
5. Site signage design by others.
6. LEED calculations and documentation to achieve LEED Platinum Certification as a goal, Silver as a minimum, to be undertaken after Schematic Design as needed in the above scope of work.
7. Pricing by others.
8. This proposal is based upon a continuous sequence of landscape document development for the above scope of work.

II. Fees Terms & Schedule

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

<i>Phase</i>	<i>Schedule</i>	<i>Professional Services AREA A - Plaza</i>	<i>Professional Services AREA B - Tappan</i>	<i>Estimated Reimbursables</i>
Schematic Design:	2 Months	\$20,000 (Fixed)	\$20,000 (Fixed)	Included
Construction Documents:	7 Months	\$20,000 (Fixed)	\$15,000 (Fixed)	Included

Construction Administration:	TBD	\$15,000	N/A – Already covered in original contract	\$2,000
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Should the scope of work or project schedule change significantly from the above, we would revise this contract before starting work; or once work has commenced, provide the additional services via addendum to this contract before proceeding with further work.

Fees will be invoiced monthly on an hourly or percentage-complete-by-phase basis. Reimbursable expenses as set forth in Appendix A, will be included in the fee. Services will be provided and invoiced per the terms of Appendix A (attached).

Billing Rates for additional services shall be provided on an hourly basis as follows:

- Christian Lemon: \$ 150
Principal
- Jennifer Brooke: \$ 150
Principal
- Project Manager: \$ 125
- Designer: \$ 90
- Staff: \$ 75

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

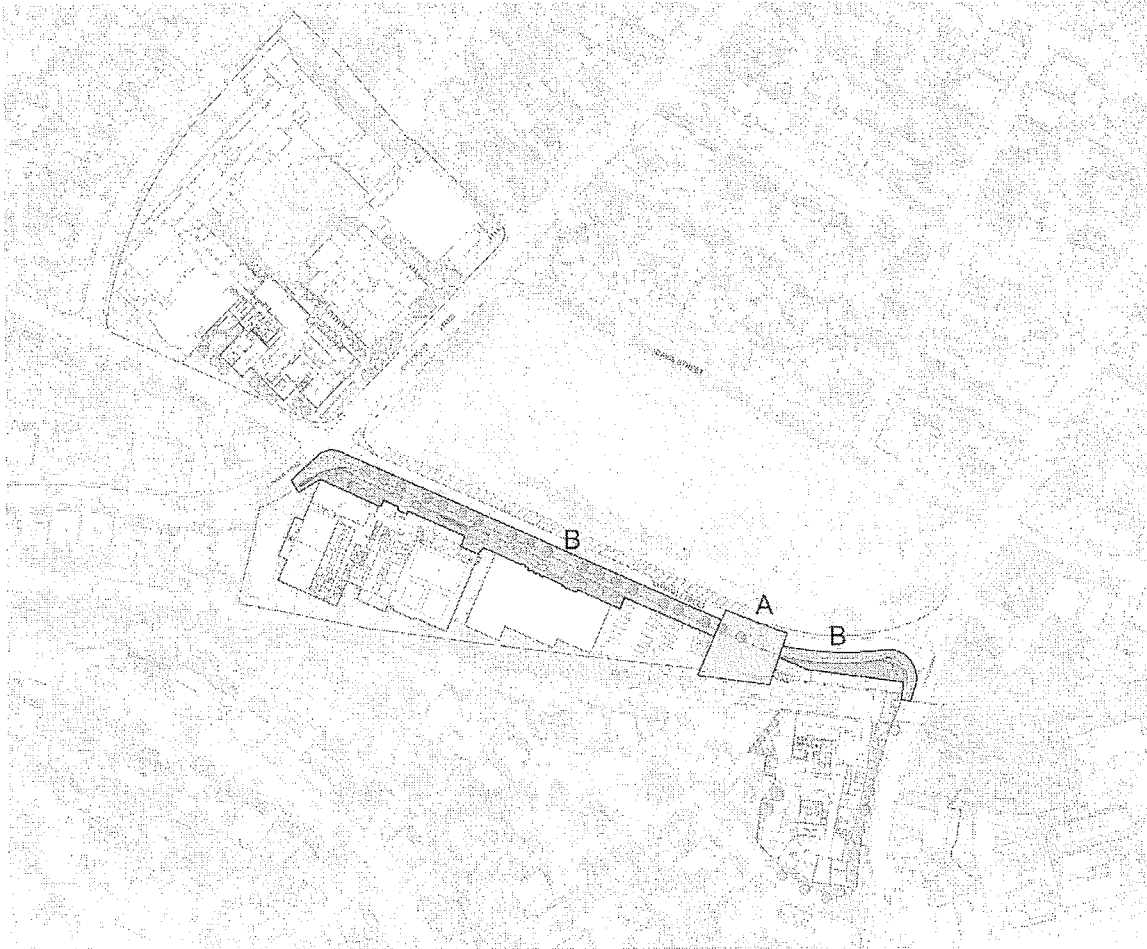
Accepted:

Andy Jonic
William Rawn Associates, Architects Inc.

Date

Attachment: Appendix A (Terms & Conditions)

ATTACHMENT A – LIMIT OF WORK (in highlighted area)



April 19, 2019

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

Project: Brookline High School – Cypress Building Design Revisions
LeM File No. 37111.004

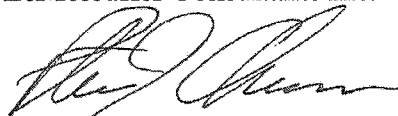
Dear Andy,

Thank you for requesting this fee proposal for structural engineering services associated with the evaluation of the redesign of the Garden Level of the Cypress Building. The revisions result in the change to one of the braces in the lateral load system of the building.

The re-analysis of the lateral load system to accommodate the proposed revisions represents approximately 40 hours of engineering time and approximately 15 hours of CADD Operation time to make the changes to the drawings and model. The cost associated with these hours is approximately \$6,800. Thus, we request your authorization for \$7,000 in order to make these proposed changes.

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.



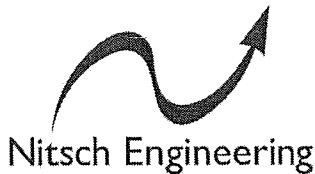
Peter J. Cheever, P.E.
President

PJC:pw

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xc: Sue Hulbert/LeM

LeMessurier



2 Center Plaza, Suite 430
Boston, MA 02108-1928
T: 617-338-0063
F: 617-338-6472
www.nitscheng.com

April 19, 2019

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
Civil Engineering Services
Additional Services – Cypress Entry
Plaza Redesign

Dear Erik,

Nitsch Engineering is pleased to submit this Additional Services proposal to you (the Client) for professional civil engineering services associated with redesign of the Cypress Entry Plaza adjacent the proposed building located off Tappan Street 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 task:

CONSTRUCTION DOCUMENTS

Nitsch Engineering will prepare Construction Documents setting forth the requirements for construction of the site improvements for the project based on the site layout provided by the Client:

1. Design the layout and grading of the vehicular pavement of Cypress Entry Plaza;
2. Design the site utilities (i.e. water, sewer, and drainage) and the stormwater management system. Coordinate the design of the stormwater management systems with the Landscape Architect;
3. Prepare the Site Utility Demolition Plan, Vehicular Pavement Layout and Grading Plan, Site Drainage and Utility Plan, and Civil Detail Sheet(s);
4. Prepare the Division 31-33 Technical Specifications for the sitework associated with Nitsch Engineering's design elements;
5. Submit the Draft Construction Documents and Final Construction Documents at the 50% and 100% stages of completion;
6. Review the cost estimate provided by the Client relative to Nitsch Engineering's design elements; and
7. Consult with the Client and the Client's consultants to coordinate Nitsch Engineering's services.

Mr. Erik Tellander: Nitsch Proposal #12331.P (Additional Services)
April 19, 2018
Page 2 of 2

COMPENSATION

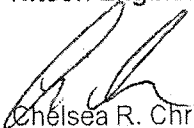
Compensation for the Additional Services provided will be in accordance with the Standard Contract Terms of Nitsch Engineering's executed agreement with the Client, dated August 16, 2017. The costs for these services are **\$10,000** and will be billed on a lump-sum basis. Costs will not be incurred by Nitsch Engineering beyond this amount without verbal approval from the Client. Expenses are included in the above-listed fees.

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.


Chelsea R. Christenson, PE, CPSWQ, LEED AP BD+C
Project Manager

CRC/mma

Q:\12331 Brookline HS\Contract\12331 - AS - Cypress Entry Plaza 2019-04-19.docx

Approved by:


Joshua J. Alston, PE, LEED AP BD+C
Risk Manager

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