



TOWN of BROOKLINE
Massachusetts

BUILDING DEPARTMENT

Daniel Bennett
Building Commissioner

TO: Selectboard/ School Committee

FROM: Ray Masak, PE Project Manager

SUBJECT: Cypress Street Playground- Amendment 1
Design Services (FY 19)

DATE: January 13, 2021

On the Calendar this week, the Building Department is requesting the conditional approval based on DOR approval of funding of an amendment for designer services for the subject project in the total amount of \$96,000.

The appropriation for this contract was approved by Town Meeting as part of the overall CIP for FY19. This amendment is for additional services involving construction administration services involving construction of the Cypress Street Playground. Refer to the Weston & Sampson memo dated September 7, 2020 for further explanation of services.

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

TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02146

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 11-Jan-21

TO: Weston & Sampson
85 Devonshire Street, 3rd Floor
Boston MA 02109

Purchase Order Number
21919432

Vendor Number
25022

PAYMENT AMOUNT
\$96,000.00

BUDGET \$300,000.00
BALANCE \$96,000.00

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C204		6C0007

FOR: Brookline Cypress Street Playground

Amendment	Date	
1	9/30/2020	Construction Phase Services

AMOUNT
\$96,000.00

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Kenneth Kaplan

Karen Breslawski

Nathan E. Peck

SELECT BOARD

APPROVAL OF:

Bernard W. Greene, Chairman

Nancy S. Heller

Heather Hamilton

Raul Fernandez

John VanScoyoc

SCHOOL COMMITTEE

APPROVAL OF:

Mary Ellen Normen, Assistant Superintendent For Administration and Finance

September 30, 2020

Erin Gallentine, Commissioner
Brookline Department of Public Works
333 Washington Street
Brookline, MA 02445

Re: Cypress Street Playground
Construction Phase Services

Dear Ms. Gallentine:

This proposal is to provide construction phase services for the referenced project. Our efforts will be in support of town staff members representing the Brookline Parks and Open Space and Engineering/Transportation Divisions of Public Works. Under this effort, we anticipate performing the following tasks:

- Attendance at a pre-construction meeting
- Attendance at weekly construction meetings
- Meeting notes
- Shop drawing review and processing (if desired)
- Coordination with the general contractor and subcontractor(s)
- Coordination with manufacturer's representatives, material suppliers and other vendors
- Clerk of work service (if requested/required) to include site visits to observe work progress
- Pay application review and approval (if desired)
- Additional work (change order) requests and negotiation/confirmation of pricing
- General, daily availability to respond to contractor inquiries and RFI's
- Issuance of sketch plans and other clarifying documents
- Value engineering and design adjustments
- Verification of unit quantities (as needed for a unit price project)
- Other assistance required by the town

We anticipate providing construction phase services over a 42-week active construction period, with a turf and landscape grow-in period to extend beyond that timeframe. We suggest that we establish a not-to-exceed cost limit of \$96,000. We anticipate billing monthly based on the agreed upon hourly rates and the actual hours expended during that period. Hourly rates for various staff members shall be as follows:

Proposed Team Member (*)	Discipline	Hourly Rate
Eugene Bolinger	LA	\$220
Brandon Kunkel (**)	LA	\$180
James Pearson	Civil	\$165
Kyle Elmy	Civil/Aquatics	\$110
Amanda Gaal	LA/Fields	\$110
Evan Andrikos	LA/Fields	\$110
Cassidy Chroust	LA/Fields	\$125
Michael Easler	LA	\$125
Elise Bluell	LA	\$110
Dan Marchand	Electrical	\$160

(*)With work not scheduled until 2021, we reserve the right to adjust the roster listed above

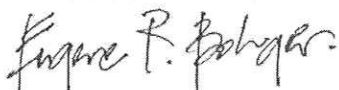
(**) Project manager/primary project contact

Brandon Kunkel will serve as the project manager and the primary point of contact with the town's project manager. Having led the design and bidding effort for this project, Brandon is well positioned to provide continuing service during the construction phase. At present, Brandon is serving in a similar capacity for the \$13.5M park renovation project at Langone Park/Puopolo Playground in the North End for the Boston Parks and Recreation Department. Brandon will be supported internally by other staff members based on availability and area of required expertise.

We greatly appreciate the opportunity to continue working with you and the Town of Brookline on this signature project and we look forward to a successful implementation of the park/field/playground designs.

Sincerely,

WESTON & SAMPSON



Eugene R. Bolinger, RLA
Vice President