



TOWN OF BROOKLINE
333 Washington Street, Brookline, MA 02445
SUMMARY SIGNATURE FORM
BUILDING DEPARTMENT
SEPTEMBER 2025 BUILDING COMMISSION MEETING—INVOICES

VEND	ACCT	PO	BLD	SERVICE	INV#	INV DT	AMT
BLW ENGINEERS	2594C204-6C0002		22 TAPPAN	HVAC ENGINEERING SVCS			\$175,700.00

Proposal Approval Requested

\$175,700.00

BUILDING COMMISSION
Janet Fierman, Chair <i>Janet Fierman</i>
Karen Breslawski <i>Karen Breslawski</i>
George Cole
Nathan E. Peck <i>Nathan E. Peck</i>
Brooke Duskin <i>Brooke Duskin</i>

SELECT BOARD
Charles Carey, Town Administrator <i>Charles Carey</i>
Bernard Greene, Chair
David Pearlman, Vice Chair
John VanScoyoc
Paul Warren
Michael Rubenstein

SCHOOL COMMITTEE
Dr. Andy Liu
Valerie K. Frias, Chair
Sarah Moghtader, Vice Chair

September 8, 2025

Mr. Charlie Simmons
Director of Public Buildings
Town of Brookline
333 Washington Street
Brookline, Ma. 02445

RE: Brookline High School
22 Tappan Street
Brookline, MA

In accordance with your request, BLW Engineers, Inc. (BLW) is pleased to submit a Scope of Services and Proposed Fee to provide Engineering Services at the above referenced facility.

Scope of Services

Task 1 – Construction Document Services will include the preparation of design documents for Chapter 149 Public Bidding including engineered plans and specifications for demolition/new work for the chiller replacement at the library in accordance with the following:

- HVAC Engineering services will include providing supplemental cooling to areas of the school to provide an indoor air temperature of 78 degrees on a design day. The design shall include new chiller, chiller pumps, water specialties (air separator, expansion tank), piping, fan coil units, ductwork, insulation and automatic controls.
 - Areas of the existing building have been designed for full cooling and have VRF equipment.
 - Majority of the existing building was designed for partial cooling and dehumidification – 78-degree F & 50% RH.
 - Areas reported by the Town of Brookline to be above 78 degrees on design day:
 - 1st floor
 - Cafeteria (81.1 deg) – 7,000 square feet
 - Servery (79.2 deg) – 1,560 square feet
 - 2nd Floor - none
 - 3rd Floor - none
 - 4th Floor
 - Corridor South (79.4) – 1,250 square feet
 - Collab South (80 deg) – 880 square feet
 - Approximate area – 10,690 square feet
 - Controls – Update controls Roof Top Units and Air handling Units sequence as required to meet maintain discharge air temperature or space air temperature.

- Classrooms – Review classroom air and controls and adjust where needed.
- HVAC Engineering review shall be provided to confirm the following:
 - Calculate Code Minimum Ventilation - provide table to show existing ventilation and calculated ventilation.
 - Displacement Outlet Register Size – Provide table showing the existing displacement air outlets – face air velocity.
- Electrical engineering services will include power for new HVAC equipment.
- Plumbing Engineering services will include protected water to the chilled water system.
- Fire Protection Engineering services are not included in this proposal.
- Structural Engineering services will include evaluation of existing roof supports and details for connections to existing supports.
- Energy model shall be provide energy usage (EUI) with the existing and added HVAC systems.
- Architectural design shall include cutting pathing gypsum areas and removing and reinstalling drop ceiling where needed.

Task 2 - Bidding Services will include attendance at the pre-bid conference; answering of contractor questions during the bid process, issuance of any necessary addenda; and review the bid results for recommendation of the lowest responsible filed sub-bidder and general bidder.

Task 3 - Construction Administration Services will include shop drawing review; answering of contractor questions; prepare any project directives; attend all construction meetings with meeting minutes; review any change orders; process payroll requests; perform all construction site visits during construction with field written field reports; and provide final punchlist inspections with reports at the end of the project for each discipline.

Record Drawings for each discipline shall be provided to the owner at the completion of the project by the Contractor. BLW will provide electronic files of the mechanical and electrical systems design to the Contractor for the production of Record Drawings and will subsequently review “as-built” drawings prepared by the contractor.

Assumptions

- BLW will provide reproducible contract documents for public bid.
- Town of Brookline will provide front end specifications; and advertise project (COMMBUYS, Central Register, local paper, etc.).
- BLW Engineers will advertise in Central Register, obtain wage rates and host bidding on their website at no cost to the Town of Brookline.

- Architectural backgrounds for the work of this project will be developed from existing building plans and site survey; field measurement of building is not included in this proposal.
- Structural Engineering services include design for modification to existing roof supports to accommodate additional chiller weight.
- Existing base building systems (domestic hot water, domestic cold water, electrical, etc.) are adequate for the proposed renovations.
- LEED documentation is not included in this proposal.
- BLW Engineers will assist the Town of Brookline with local utility rebate applications.

Proposed Fee

Engineering Fees	
Task 1 – HVAC Ventilation Review Table	\$ 4,000.00
Task 1 – HVAC Displacement Air Outlets Velocity - Table	\$ 4,500.00
Task 1 – HVAC Classroom - Airflow and Controls Review	\$ 8,500.00
Task 1 – HVAC and Electrical Construction Documents	\$ 82,000.00
Task 1 – HVAC – Controls Sequence Updates	\$ 7,500.00
Task 1 – Structural Review and Detail (Souza True)	\$ 10,500.00
Task 1 – Energy Modeling (Andelman & Lelek)	\$ 17,100.00
Task 1 – Cost Estimating (PM&C)	\$ 20,400.00
Task 1 - Architectural Design (CGKV Architects)	\$ 9,500.00
Task 2 – Bidding	\$ 1,200.00
Task 3 – Construction Administration	\$ 10,500.00
Total	\$ 175,700.00

Invoices for the above stated fees would be submitted monthly, based on a lump sum, percent complete basis by task.

Thank you for the opportunity to present this proposal. If you have any questions or need additional information, please feel free to contact our office.

Very truly yours,

Accepted:

BLW Engineers, Inc.

Town of Brookline

Bill Scanlon

Bill Scanlon, Principal

date: