

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 11-Aug-25

TO: Gilbane Building Company  
7 Jackson Walkway  
Providence RI 02903

Purchase Order Number  
22009076

Vendor Number  
1299

BUDGET \$101,513,133.20  
BALANCE \$10,988,921.94

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C210		6C0002

PAYMENT AMOUNT  
(\$161,783.35)

FOR: Discoll School Renovation

Change Order #	Date	Description
44	8/7/2025	Back Charge Change Order for punchlist and defective work not corrected insurance give back for unperformed work.

AMOUNT  
(\$161,783.35)

BUILDING COMMISSION

APPROVAL OF

Janet Florman, Chairman

George Cole

Karen Brodaway

Nathan E. Peck

Brooke Duskin

BOARD OF SELECTMEN

APPROVAL OF

Charles Carey, Town Administrator

Bernard Greene, Chairman

Michael Sandman

John VanScoyoc

Miriam Aschkenasy

Paul Warren

SCHOOL COMMITTEE

APPROVAL OF

Deputy Superintendent For Administration and Finance

## Lap Yan

**From:** Lynn Stapleton <lstapleton@leftfieldpm.com>  
**Sent:** Thursday, August 7, 2025 2:29 PM  
**To:** Lap Yan; Andrew Deschenes; Adam Keane  
**Cc:** jfierman@rcn.com; Nate Peck; Dan Bennett  
**Subject:** RE: August BC links

Lap,

In simple math, the numbers are below. I am waiting on how they want to revised Req 63. The credit change orders total the \$161,738.39 and I transferred the credits to the owner's construction contingency budget line and then with the billings from Req 62 and 63, the construction budget reconciles to \$0.

Construction Budget remaining after Req 61	\$517,723.55	Shown on Requisition 61 as remaining budget
Req 62	<u>-\$ 94,382.95</u>	
Subtotal:	\$423,340.60	Shown on Requisition 62 as remaining budget
CO 45	+\$ 22,540.00	Credit moved to Owner's Construction Contingency
CO 46	+\$130,743.39	Credit moved to Owner's Construction Contingency
CO 47	+\$ 8,500.00	Credit moved to Owner's Construction Contingency
Req 63	<u>-\$261,557.21</u>	Revised from \$262,472.86
Total:	\$ 0.00	

Thanks,  
Lynn

**Lynn Stapleton**  
Project Executive  
Boston | Worcester | Providence  
c: 508.269.0457  
[www.leftfieldpm.com](http://www.leftfieldpm.com)



Handwritten notes and calculations:

- 22,540
- 8,500
- 130,743.39
- 161,783.35 (circled in yellow)
- CREDIT C.O.
- AM7

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**From:** Lap Yan <lyan@brooklinema.gov>  
**Sent:** Thursday, August 7, 2025 8:26 AM  
**To:** Lynn Stapleton <lstapleton@leftfieldpm.com>; Andrew Deschenes <adeschenes@leftfieldpm.com>; Adam Keane <akeane@leftfieldpm.com>  
**Cc:** jfierman@rcn.com; Nate Peck <NPeck@kaplanconstructs.com>; Dan Bennett <dbennett@brooklinema.gov>  
**Subject:** RE: August BC links

Lynn,

I looked at the OCO's last night but it is still very confusing on how Gilbane did their accounting. Since Gilbane only put in a progress payment of \$94K in req #62, which leaves a balance of \$423K left in the contract. Please verify that these

numbers are correct. I have not seen Req 63 (which is the final proposed closeout req). Your current req put on the share drive is # 62 not 63. Please upload Req 63 so I can review prior to the building commission meeting on Tuesday.

While I had high hopes that we could close this out this month, it is prudent that TOB gets what is fair and reasonable to the citizens of Brookline. I propose that we move forward with Req # 62 and pay out the \$94k, leaving a balance of \$423k (this amount does **NOT** include the credit CO that is owed the town), have Gilbane show up at the BC meeting and explain how they want to reconcile it so that the commission members are comfortable with how they want to reconcile the credits owed to us; and get the full credit for all the punchlist/defective work not performed/fixed on this job.

We will need to have JLA sign off on req 62 as a matter of process. I look forward to finally closing Driscoll out after Tuesday.

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**From:** Lynn Stapleton <lstapleton@leftfieldpm.com>

**Sent:** Thursday, August 7, 2025 12:56 AM

**To:** Lap Yan <lyan@brooklinema.gov>; Andrew Deschenes <adeschenes@leftfieldpm.com>; Adam Keane <akeane@leftfieldpm.com>

**Subject:** RE: August BC links

Lap,

I uploaded the invoice summary with Requisition 62 and 63 included to the Driscoll folder. I moved the remainder of the construction budget \$161,738.39 to the Owner's Construction Contingency. CO 45, 46, and 47 total this credit amount to the Town of \$161,738.39. The remaining total project budget is now \$2,443,334.20.

Lynn

**Lynn Stapleton**

Project Executive

Boston | Worcester | Providence

c: 508.269.0457

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



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**From:** Lap Yan <lyan@brooklinema.gov>

**Sent:** Friday, August 1, 2025 9:51 AM

**To:** Lynn Stapleton <lstapleton@leftfieldpm.com>; Andrew Deschenes <adeschenes@leftfieldpm.com>

**Subject:** August BC links

Driscoll

Pierce

Please upload docs to the above links

Lap Yan, RA, PhD, MCPPO



**Owner Change Order (OCO)**



Project Name: Brookline - Driscoll  
School  
Gilbane Job No.: J08864.000

OCO: OCO-0045

PCI: OA-00023, OA-00024, OS-  
00079, OS-00447, OS-00457  
Alternate Tracking #:

Attention:  
Owner: Town of Brookline  
Address: 333 Washington Street

Date Issued: 07/25/2025

Brookline, MA 02445 US  
Architect: Jonathan Levi Architects LLC, Mark Warner

The Contract changes as follows:  
Scope Of Changes: OCO-45  
Description:

**Attachments:**

Number	Title	PCI	Change Date	Revision
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PCI Code	PCI Description	Amount
OA-00023	Internal Adjustment- Correct OA-00002 posted PCI with cost	\$ .00
OA-00024	Internal Adjustment- OA-18 Correction	\$ .00
OS-00079	Internal Adjustment- ASI #031 Exhibit C Schedule Clarification	\$ .00
OS-00447	FF&E Storage Cost	-\$22,540.00
OS-00457	Final GR + Contingency Reconciliation	\$ .00

**Submitted Amt: -\$22,540.00**



Signature of the Owner indicates agreement herewith, including any adjustment in the Contract Sum or the Contract Time

The Original Contract price was	\$94,298,030.00
Net change by previously authorized Change Orders	\$7,355,808.79
Contract Price prior to this Change Order	\$101,653,838.79
Contract Price will be changed by this Change Order in the Amount	-\$22,540.00
The new Contract Price including this Change Order will be	\$101,631,298.79
The Contract Time will be changed by	0
The date of Substantial Completion for construction as of the date of this Change Order therefore is	08/14/2024

Gilbane Building Company

By:	_____	Digitally signed by Craig
Title:	_____	Skurka
Company:	Craig Skurka	DN: C=US,
Date:	_____	E=cskurka@gilbaneco.com,
Printed Name:	_____	O=Gilbane, CN=Craig Skurka
	_____	Date: 2025.07.25
	_____	12:10:36 -0400

Jonathan Levi Architects LLC

By:	_____
Title:	_____
Company:	_____
Date:	_____
Printed Name:	_____

LeftField, LLC

By:	_____
Title:	_____
Company:	_____
Date:	_____
Printed Name:	_____

Town of Brookline

By:	_____
Title:	_____
Company:	_____
Date:	_____
Printed Name:	_____





**Owner Change Order (OCO)**

Project Name: Brookline - Driscoll  
School  
Gilbane Project No.: J08864.000

OCO: OCO-0046

PCI: OS-00452, OS-00453, OS-00455

Alternate Tracking #:

Attention:  
Owner: Town of Brookline  
Address: 333 Washington Street

Date Issued: 07/21/2025

Brookline, MA 02445 US  
Architect: Jonathan Levi Architects LLC, Mark Warner

The Contract changes as follows:

Scope Of Changes: MDS - Project Final OCO

Description:

For the labor, materials, and equipment credit costs related to the final (3) Project ATP's

ATP - 465 - Credit for Boardwalk Wood  
ATP - 466 - 2025 Driscoll Remaining Work list  
ATP - 467 - GMP Insurance Cost Final Reconciliation

**Attachments:**

Number	Title	PCI	Change Date	Revision
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Job	PCI Code	Phase Code	Description	Subcontractor	Basis	Amount	ATP
J08864.000		01.32A.025000.X	Site Improvement	BrightView Landscape Development, Inc,	Final	-\$2,048.00	ATP-0465
J08864.000		02.89A.899900.X	GILBANE CONTINGENCY (YFH)			-\$2,952.00	ATP-0465
TOTAL FOR PCI No. OS-00452						-\$5,000.00	
J08864.000		02.89A.899900.X	GILBANE CONTINGENCY (YFH)			-\$3,000.00	ATP-0466

J08864.000		02.89A.899900.X	GILBANE CONTINGENCY (YFH)			-\$2,000.00	ATP-0466
J08864.000		02.89A.899900.X	GILBANE CONTINGENCY (YFH)			-\$1,250.00	ATP-0466
J08864.000		02.89A.899900.X	GILBANE CONTINGENCY (YFH)			-\$750.00	ATP-0466
J08864.000		02.89A.899900.X	GILBANE CONTINGENCY (YFH)			-\$1,500.00	ATP-0466
TOTAL FOR PCI No. OS-00453						-\$8,500.00	
J08864.000		99.970.950050.Z	Gen & Excess Liability Insurance			-\$112,181.41	ATP-0467
J08864.000		99.970.997000.Z	Performance & Payment Bond			-\$3,334.00	ATP-0467
J08864.000		99.970.997000.Z	Performance & Payment Bond			-\$3.01	ATP-0467
J08864.000		99.975.996000.Z	Subcontractor Default Insurance			-\$1,724.97	ATP-0467
TOTAL FOR PCI No. OS-00455						-\$117,243.39	

**Submitted Amt: -\$130,743.39**

Signature of the Owner indicates agreement herewith, including any adjustment in the Contract Sum or the Contract Time	
The Original Contract price was	\$94,298,030.00
Net change by previously authorized Change Orders	\$7,333,268.79
Contract Price prior to this Change Order	\$101,631,298.79
Contract Price will be changed by this Change Order in the Amount	-\$130,743.39
The new Contract Price including this Change Order will be	\$101,500,555.40
The Contract Time will be changed by	0
The date of Substantial Completion for construction as of the date of this Change Order therefore is	08/14/2024

Gilbane Building Company

Gilbane Building Company

Signed: 7/21/2025 4:13:05 PM Eastern Standard Time - By: Douglas Murphy (Project Executive )

Gilbane Building Company: 10.41.18.119

Jonathan Levi Architects LLC

By: \_\_\_\_\_

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

Company: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

LeftField, LLC

By: \_\_\_\_\_

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

Company: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Town of Brookline

By: \_\_\_\_\_

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

Company: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_



Owner Change Order (OCO)



Project Name: Brookline - Driscoll  
School  
Gilbane Project No.: J08864.000

OCO: OCO-0047  
  
PCI: OS-00458  
Alternate Tracking #:

Attention:  
Owner: Town of Brookline  
Address: 333 Washington Street  
  
Brookline, MA 02445 US  
Architect: Jonathan Levi Architects LLC, Mark Warner

Date Issued: 08/04/2025

The Contract changes as follows:  
Scope Of Changes: OCO-47: Reversal of ATP-466 (OS-00453)  
Description: The below punchlist / 2025 TOB work list items were previously funded from contingency and Gilbane is reversing such charges to come out of Gilbane's fee:  
1. Brick cut too low (#11)  
2. Medial work needed at strip window head for exposed AVB (#14)  
3. Fix dented door frame (#16)  
4. Concrete cracks (#17)  
5. 2nd floor panels look to be scratched (#25)

Attachments:

Number	Title	PCI	Change Date	Revision
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Job	PCI Code	Phase Code	Description	Subcontractor	Basis	Amount	ATP
J08864.000		02.89A.899900.X	GILBANE CONTINGENCY (YFH)			\$8,500.00	
J08864.000		02.89A.899900.X	GILBANE CONTINGENCY (YFH)			-\$8,500.00	
J08864.000		99.999.999000.Z	Fee			-\$8,500.00	
TOTAL FOR PCI No. OS-00458						-\$8,500.00	

Submitted Amt: -\$8,500.00



Signature of the Owner indicates agreement herewith, including any adjustment in the Contract Sum or the Contract Time	
The Original Contract price was	\$94,298,030.00
Net change by previously authorized Change Orders	\$7,202,525.40
Contract Price prior to this Change Order	\$101,500,555.40
Contract Price will be changed by this Change Order in the Amount	-\$8,500.00
The new Contract Price including this Change Order will be	\$101,492,055.40
The Contract Time will be changed by	0
The date of Substantial Completion for construction as of the date of this Change Order therefore is	08/14/2024

Gilbane Building Company

Gilbane Building Company

Signed: 8/4/2025 11:02:55 AM Eastern Standard Time - By: Craig Skurka (Operations Manager II )

Gilbane Building Company: 10.130.22.84

Jonathan Levi Architects LLC

By:

Title:

Company:

Date:

Printed Name:

LeftField, LLC

By:

Title:

Company:

Date:

Printed Name:

Town of Brookline

By:

Title:

Company:

Date:

Printed Name:





## Driscoll School Budget Remaining Summary Sheet

1. Construction Budget remaining after requisition #61	\$ 517,723.55
2. Requisition #62 billing amount	\$ 94,382.95
3. Remaining balance after requisition #62	\$ 423,340.60
4. Owner change order #45	\$ (22,540.00)
5. Owner change order #46	\$ (130,743.39)
6. Owner change order #47	\$ (8,500.00)
7. Remaining balance after credit changes	\$ 261,557.21
8. Final billing requisition #63	\$ 261,557.21
9. Total balance remaining:	\$ -

Signature: Craig Skurka

Craig Skurka

Digitally signed by Craig Skurka  
DN: cn=Craig Skurka, email=craig@gilbane.com,  
c=Gilbane, o=Craig Skurka  
2023.08.11 08:08:25-0400

Signature: Lap Yan

Gilbane CO