



April 12, 2022

Mr. Tony Guigli  
Project Manager  
Building Department  
333 Washington Street  
Brookline, MA 02445

Re: Michael Driscoll School Project  
Commissioning Services Contract Amendment No. 1

Dear Mr. Guigli,

LeftField has reviewed the Commissioning Services Contract Amendment No. 1 presented by BR+A for Building Envelope Commissioning Services for monitoring and testing of the installations of exterior windows, roofs and facades. These additional services include performing the testing in lieu of only observing the testing by the Subcontractor. In our review, we found that the total fee for Commissioning Services including Contract Amendment No. 1 is approximately 5% lower than industry standard. LeftField therefore recommends that the Town of Brookline accept Commissioning Services Contract Amendment No. 1 for the total of \$20,735.00.

Should you have any questions regarding this recommendation of approval, please contact me.

Sincerely,

Lynn Stapleton, AIA, LEED AP B D + C

Cc: Jim Rogers, LeftField, LLC  
Jennifer Carlson, LeftField, LLC  
Adam Keane, LeftField, LLC  
Philip Gray, Jonathan Levi Architects

**CONTRACT FOR COMMISSIONING SERVICES  
AMENDMENT NO. 1**

**WHEREAS**, the TOWN OF BROOKLINE (“Owner”) and BR+A CONSULTING ENGINEERS (the “Commissioning Agent” or “CxA”) (collectively, the “Parties”) entered into a Contract on November 10, 2020, (“Contract”) for Commissioning Services for the New Construction of the Michael Driscoll Elementary School and All Associated Work at the 64 Westbourne Terrace, Brookline, MA 02446; and

**WHEREAS**, the scope of this work is summarized in the attached modified Proposal for Building Envelope Commissioning Services for key monitoring and testing of installations of windows, roofs and facades during the Acceptance Phase ; and

**WHEREAS**, effective as of April 12, 2022, the parties wish to amend the contract, as amended:

**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 this Contract Amendment No. 1 for the total value of \$20,735.00. This Amendment is based on Building Enclosure Associates’ Revised Proposal, revised February 8, 2022 and attached, for \$18,850.00 and BR+A’s 10% administrative costs for \$1,885.00. The Commissioning Agent is herein authorized to commence the services outlined in this Amendment, 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 Commissioning Agent shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services	Original Contract	Previous Amendments	Amount of This Amendment	Total of All Amendments
Commissioning Services	\$ 129,500	\$ 0	\$ 0	\$ 129,500
Amendment #1	\$ 0	\$ 0	\$ 20,735	\$ 20,735
	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Fee</b>	<b>\$ 129,500</b>	<b>\$ 0</b>	<b>\$ 20,735</b>	<b>\$ 150,235</b>

This Amendment is required for the Building Envelope Commissioning Agent’s monitoring and testing the installation of windows, roofs and building facades for quality and performance.

3. The Construction Budget shall be as follows:

Original Budget: \$ 93,823,333

Amended Budget \$ 98,600,369

4. The Project Schedule shall be as follows:

Original Schedule:

Phase 1 Substantial Completion – 11/4/2022

Phase 2 Substantial Completion – 8/31/2024

Amended Schedule

\_\_\_\_\_

Phase 1 – New Building, Roadways and Sidewalk Work

Phase 2 – Abatement & Demolition of Existing Building, Geothermal Wells & Site Improvements

- 5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract, as amended. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract, as amended, shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract, as amended, remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Commissioning Agent have caused this Amendment to be executed by their respective authorized officers.

**OWNER:**

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print title)


By: \_\_\_\_\_  
(signature)

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

**COMMISSIONING AGENT:**

Vincent J. Ventosi  
(print name)

Director of Commissioning  
(print title)

By:   
(signature)

Date: March 1, 2022

**BR+A CONSULTING ENGINEERS**

10 Guest Street, 4th Floor  
Boston, MA 02135  
617.254.0016  
brplusa.com



March 1, 2022

Lynn Stapleton  
Left Field Project Management  
225 Franklin Street, 26<sup>th</sup> Floor  
Boston, MA 02110

RE: Additional Commissioning Services Request  
Driscoll School, Brookline MA



Dear Lynn,

Attached please find the revised proposal from Building Enclosure Associated (BEA) to be performed as a subconsultant to BR+A for building enclosure commissioning services. BEA has been requested to provide additional time for a meeting and to perform the building systems testing rather than witnessing the building testing. This fee outlined below in the fee section of this letter is to show the increase in fee from the base scope of work contract.

**Fee**

The services associated with this proposal are to be a lump sum basis as extra services, plus the 10% standard markup.

Additional Building Enclosure Services	\$18,850
<u>10% Markup</u>	<u>\$1,885</u>
<b>Total</b>	<b>\$20,735</b>

We appreciate the opportunity to be of service to you. We are available to discuss our scope of work and proposal at your convenience. Should you have any questions or comments, please feel free to contact us.

Very truly yours,

**BR+A CONSULTING ENGINEERS**

Vincent J. Ventosi, CCP, CEM  
Associate Principal  
Building Commissioning Manager



September 28 Revised November 10, 2020  
Revised February 8, 2022

Vincent Ventosi  
BR+A Consulting Engineers  
10 Guest Street, 4<sup>th</sup> Floor  
Boston, MA 02135

RE: Proposal for Proposal for Commissioning Services  
Michael Driscoll School  
Brookline, MA

Dear Vinny:

Thank you for providing Building Enclosure Associates, LLC (BEA) an opportunity to submit a proposal for services on the above referenced project.

We understand the project is a new 157,950 sf school located in Brookline, MA. The scope of building envelope commissioning services per Addendum 1 - Attachment A is as follows:

Design Phase – Review 60% and 90% CD's

Construction Phase – Review Submittals and Perform Periodic Site Visits

Acceptance Phase – Witness testing by Others and perform Infra-red scan on Roof & Façade

Project Closeout – Provide Commissioning Report and Certificate

Attached is our fee proposal for services based on our understanding of the project scope.

Please do not hesitate to contact the undersigned should you have any questions or require additional information.

Thank you for the opportunity.

Yours very truly,  
Building Enclosure Associates, LLC

A handwritten signature in black ink, appearing to read "Michael Velji", is written over a faint, light-colored circular stamp or watermark.

Michael Velji  
Principal-In-Charge

**FEE PROPOSAL**

The following fees are proposed based on the scope of work detailed in the RFP.

TASK	FEE	Meetings/Visits
<b>Design Phase:</b> Review and comment on 60% and 90% CDs, provide spreadsheet with comments, prepare BECX specification	\$16,500	0
<b>SUB-TOTAL DESIGN PHASE</b>	<b>\$16,500</b>	<b>0</b>
<b>Construction Phase:</b> Review submittals	\$8,000	0
Commissioning Meetings prior to start of construction – <i>Virtual Meetings @ \$600.00/each</i>	\$3,600	6
Construction Observations and Reports including punchlist inspection	\$10,500	7
<b>SUB-TOTAL CONSTRUCTION PHASE</b>	<b>\$22,100</b>	<b>13</b>
<b>Acceptance Phase:</b> <del>Witness Testing BY OTHERS Specified in Attachment A and reporting. Testing by BEA @ \$3,000.00</del>	\$27,000	9
Perform Infra-Red scan of Facade	\$3,500	1
Perform Infra-Red scan of Main Roof	\$4,500	1
Perform Infra-Red scan of Playground Roof	\$3,500	
<b>SUB-TOTAL ACCEPTANCE PHASE</b>	<b>\$38,500</b>	<b>11</b>
<b>Project Closeout</b>		
Prepare Commission Report and Certificate	\$4,000	0
<b>SUB-TOTAL PROJECT CLOSEOUT PHASE</b>	<b>\$4,000</b>	<b>0</b>
<b>PROJECT TOTAL</b>	<b>\$81,100</b>	<b>24</b>