

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 12-Mar-24

TO: LeMessurier
1380 Soldiers Field Road
Brighton MA 02135

Purchase Order Number
24201314

Vendor Number
28708

PAYMENT AMOUNT
\$10,800.00

BUDGET \$119,430.00
BALANCE \$130,230.00

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C204		6C0002

FOR: BHS Waterproofing Repairs - 115 Greenough St

Amendment	Date	
1	11/29/2023	Provide M.E.P Relocation Design

AMOUNT
\$10,800.00

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Karen Breslawski

Nathan E. Peck

Brooke Duskin

SELECT BOARD

APPROVAL OF:

Charles Carey, Town Administrator

Bernard Greene, Chairman

Michael Sandman

John VanScoyoc

Miriam Aschkenasy

Paul Warren

SCHOOL COMMITTEE

APPROVAL OF:

Susan V. Lewis
Deputy Superintendent For Administration and Finance

John Charlopis

November 29, 2023 (Amended March 11, 2024)

Lap Yan
Town of Brookline
333 Washington Street
Brookline, MA 02445

Reference: Selective Structural and Waterproofing Repairs, Brookline High School,
Brookline, MA
LeM File No. 22.0321

Dear Lap,

Thank you for the opportunity for LeMessurier to submit a Fixed Fee proposal for structural and enclosure consulting services for the proposed work at the above-mentioned building.

SCOPE OF CONSULTING SERVICES

This scope of work outlines design services for structural concrete repairs and waterproofing replacement as shown in the 2023-04-06 Brookline High School Tunnel Investigation report, included in the RFQ.

This proposal is amended to include MEP/FP schematic design services by GGD Consulting Engineers, Inc. for scope concerning the MEP/FP piping that will need to be adjusted for making the necessary repairs for the project.

Schematic Design Phase: Under this phase, our team will perform the following tasks:

- Meet all project team members to discuss project strategy and objectives over a virtual teleconference call. After this meeting, we will issue meeting minutes.
- Visit the site to evaluate existing conditions.
- Prepare an evaluation of the project, schedules, and budget for the town's consideration. We will present these for the town's consideration over a virtual teleconference call. After this meeting, we will issue meeting minutes.

LeMessurier.

- With the town's approval, create design documents consistent with schematic level detailing including annotated plans, elevations, typical details, and a basis-of-design waterproofing assembly. Three physical copies of the plans and budgets will be provided to the Town. We will additionally present this package over a virtual teleconference call. After this meeting, we will issue meeting minutes.

We will coordinate with the MEP/FP consultant to integrate the MEP/FP adjustments into the scope of work.

Design Development Phase: Under this phase, our team will perform the following tasks:

- Create a design development package including annotated plans, elevations, details, and product specifications. We will incorporate any comments provided by the Town on the Schematic Design phase drawing set.
- We include (2) virtual teleconference meetings during this phase. After each meeting, we will issue meeting minutes.
- We will coordinate with the estimating subconsultant to provide a budget estimate at this phase.

Construction Documents Phase: Under this phase, our team will perform the following tasks:

- Create a 100% bid set package including annotated plans, elevations, details, and product specifications. We will incorporate any comments provided by the Town on the Design Development phase drawing set. Our specification package will include the Town's standard "front end documents," provided by the Town.
- We will coordinate with the estimating subconsultant to provide a budget estimate at this phase.
- We will coordinate with the hazardous materials consultant to provide hazardous materials specifications.
- We include (2) virtual teleconference meetings during this phase. After each meeting, we will issue meeting minutes.

Bid Phase: Under this phase, our team will perform the following tasks:

- Attend a pre-bid walkthrough with bidding contractors and answer any questions stemming from the walkthrough.
- Review bids submitted by contractors and provide a recommendation to the Town.

Construction Administration Phase: Under this phase, our team will perform the following tasks:

- Attend a pre-construction conference that will be held on site inclusive of the design team, owner, and the contractor. After this meeting, we will issue meeting minutes.
- Review and provide comment on shop drawings and submittals.
- Review and respond to RFI's from the contractor.
- Review pay requisitions provided by the contractor.
- Visit the site weekly during construction to review the installation. We include (12) site visits assuming a 12-week construction schedule. After each site visit, we will issue a field report documenting completed work and possible deficiencies.
- Attend (12) construction administration meetings to discuss project progress. We intend to line these up with our site visits. Otherwise, these will be virtual teleconference meetings.
- Coordinate with the hazardous materials consultant to provide their construction administration services.
- Perform a final inspection once punch list is completed.

LeMessurier Exclusions:

- Lift access.
- Excavation services.
- Structural deterioration remediation outside of the areas specifically depicted in the LeMessurier report included with the RFQ.
- Temporary shoring to accommodate concrete remediation work.
- Concrete strength / chloride testing.
- Waterproofing composition testing.
- GGD Consulting Engineers DD, CD, Bidding, and CA.

SCOPE OF SUBCONTRACTOR CONSULTING SERVICES

Scope of works and fees are outlined in proposals from United Environmental Consultants, Dharam Consulting, and GGD Consulting Engineers. These proposals are included at the end of this proposal. These proposals are included at the end of this proposal.

FEES

For these services, we propose a fee as broken down below:

	LeM Project Management	LeM Structural Engineering	LeM Enclosure Design	Dharam Cost Estimating	UEC Hazardous Materials Consulting	GGD Consulting Engineers	
Schematic Design	\$3,500	\$6,600	\$7,900	\$3,500	-	\$10,800	
Design Development	\$2,200	\$8,700	\$10,600	\$5,000	-	-	
Construction Documents	\$2,250	\$8,700	\$10,600	\$5,000	\$1,500	-	
Bid Phase	\$1,200	\$2,000	\$2,000	-	-	-	
Construction Admin	\$2,980	\$11,500	\$15,400	-	\$9,800	-	
Total	\$12,130	\$37,500	\$46,500	\$13,500	\$11,300	\$10,800	Total \$131,730

Note: This increases the overall design fee from \$119,430 as noted in the November, 29 2023 proposal to \$131,730.

TERMS

This project will be scheduled after the return of the accepted proposal.

Reimbursable expenses for travel, courier services, reproductions, and electronic data transfer are included in this cost.

This proposal is valid for 90 days from the date of this proposal.

We look forward to the opportunity to collaborate with the Town of Brookline for professional structural and enclosure consulting services on this important project.

If you are in agreement, please countersign and return a copy of this letter, which will serve as our authorization to proceed. Please feel free to call if you have any questions.

LeMessurier.

Very truly yours,

LeMessurier Consultants, Inc.

ACCEPTED BY:

Town of Brookline

Stephen Holland, P.E. (MA)

Consultant | Enclosure

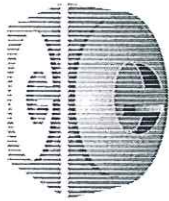
By: _____

Mathew Head, P.E. (MA)

Consultant | Structural

Date: _____

xc: Accounting



GGD Consulting Engineers, Inc.

375 Faunce Corner Road, Suite D
Dartmouth, MA 02747

L#87977
Proposal

March 8, 2024

LeMessurier.
130 Soldiers Field Road
Boston, MA 02135

Attn: David J. Sacco, EIT
Enclosure Designer

Re: Brookline High School
MEP Engineering support for Waterproofing
115 Greenough Street
Brookline, MA 02445

Dear Mr. Sacco:

We are pleased to submit our proposal to provide Professional Engineering study and schematic design phase services for the Brookline High School Waterproofing project, as set forth below.

THE PROJECT

The project, as we understand it, is for the study and schematic design for relocation of existing MEP utilities (piping, ducts, wiring, conduits) that need to be relocated and/or temporarily backfled to support the Brookline High School waterproofing project, which will occur during the Summer of 2025.

BASIC SERVICES

Under the lump sum fee proposal our basic services include performing a study and providing schematic design services for the Fire Protection, Plumbing, HVAC, and Electrical (MEP/FP) Systems. Construction Documents, Bid, and Construction Administration phase services are **excluded** from this proposal.

Existing Conditions Study & Schematic Design:

1. We will review and document all existing MEP utilities including piping, ducts, wiring, and conduits to determine the preferred option, rerouting, or disconnect and reconnection of the various utility lines to allow for the structural and waterproofing aspects of the waterproofing project to occur.
2. We will develop recommendations on the relocation of existing equipment and systems within the present floor plan and required modifications to achieve a design direction that will meet all codes, minimize first cost, and minimize shutdowns when possible.
3. At the completion of our field investigation and analytical work we will provide our findings in a report form.
4. We will provide schematic narratives and layouts for the MEP utilities disconnect/reconnect or relocation work utilizing an architectural background prepared by your office.

GGD Consulting Engineers, Inc.

L# 87977

Proposal

Page 2

5. We will review the cost estimates prepared by the project Cost Estimator for the MEP/FP systems and advise your design team accordingly.
6. We will meet with your design team and the Owner to review our findings and recommendations.
7. Once there is an agreed upon design approach for MEP utilities, we can provide a fee proposal for Construction Documents, Bid, and Construction Administration Services
8. Included in the basic services is the furnishing of .PDF files for purposes of coordination and printing. Out of pocket expenses such as travel, sustenance, and other incidental expenses for routine trips to the project, and for coordination meetings with the design team, is included in the basic fee.

COMPENSATION AND PAYMENT

To provide the above, we propose a lump sum fee of Ten Thousand, Eight Hundred Dollars (**\$10,800.00**).

Payment for the fee shall be made within 30 days of billing. Billings shall be rendered monthly in proportion to the services performed in the preceding 30-day period.

EXTRA SERVICES

Extra services shall be confirmed and authorized in writing prior to rendering of same and may be compensated either by hourly reimbursement or on a mutually agreed upon fixed fee. Hourly compensation shall be in accordance with the following:

Principal	\$200.00/hr
Senior Engineer	\$175.00/hr
Engineer	\$140.00/hr
Designer	\$110.00/hr
Clerical	\$ 75.00/hr
Site Visit	\$1,000.00/per visit

REIMBURSABLE EXPENSES

Reimbursable expenses such as mailing, shipping, and printing are included in the Basic Services. Any local/town fees and advertisement fees associated with completing the project will be billed as a reimbursable expense.

INSURANCE COVERAGE

We provide complete insurance coverage which includes \$4,000,000 aggregate Professional Liability Insurance coverage. Upon acceptance of this proposal, we will provide you with proper certification.

This proposal is valid for 90 days from the issue date and is based on commencement of the study within 60 days of proposal acceptance.

GGD Consulting Engineers, Inc.

L# 87977

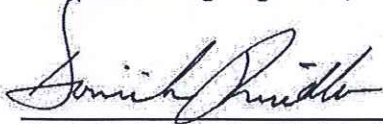
Proposal

Page 3

If this proposal meets with your approval, please return a signed copy to our office. This will act as our agreement and notice to proceed.

Very truly yours,

GGD Consulting Engineers, Inc.



Dominick B. Puniello, PE, Principal

LeMessurier.

David J. Sacco, EIT, Enclosure Designer

DBP:ja

Date