



# TOWN of BROOKLINE

*Massachusetts*

## BUILDING DEPARTMENT

Daniel Bennett  
Building Commissioner

**TO:** Selectboard/ School Committee

**FROM:** Ray Masak, PE Project Manager

**SUBJECT:** Building Envelope & Roof Replacement Program  
Building Envelope: Public Safety, Main Library, Soule Rec, Baker School (Windows)

**DATE:** December 12, 2019

On the Calendar this week, the Building Department has submitted a request for approval of an amendment in the amount of \$59,550.

This continuing appropriation for the noted work was approved by Town Meeting as part of the overall CIP. The design work will commence upon contract execution and is expected to be completed next August.

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

333 Washington Street, Brookline, Massachusetts 02146

INVOICE DATE; 10-Dec-19

TO:	Russo Barr Associates, Inc 33 Center Street, 2nd Floor Burlington MA 01803
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[illegible]

37543

PAYMENT AMOUNT	
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**\$59,500.00**

BUDGET	\$64,175.00
BALANCE	\$0.00

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C195		6C0002

FOR: Building Envelope Repair Program

Invoice #	Date	
Amendment 1	10-Oct-19	Building Envelope

AMOUNT  
\$59,500.00

## APPROVAL OF:

Janet Fierman, Chairman

~~George Cole~~

Kenneth Kaplan

Karen Breslawski

Nathan E. Peck

## APPROVAL OF:

Bernard W. Greene, Chairman

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Benjamin J. Franco

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Nancy S. Heller

Heather Hamilton

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Raul Fernandez

APPROVAL OF:

Mary Ellen Normen, Assistant Superintendent For Administration and Finance



**Russo Barr Associates, Inc.**

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Woburn, MA 01801

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781-273-1695 fax

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

October 10, 2019

**Revised November 21, 2019**

Mr. Raymond Masak, PE  
Project Manager  
Brookline Building Department  
Brookline Town Hall, 3<sup>rd</sup> Floor  
333 Washington Street  
Brookline, MA 02445

**Re: Cost Proposal:**

Designer Services for Building Envelope Repair Program FY 19-21  
Edith C. Baker School Window Replacement  
Brookline Main Library Masonry Repairs  
Public Safety Building Masonry Repairs  
Soule Recreation Center Exterior Repairs  
Brookline, Massachusetts

Mr. Masak:

Pursuant to our recent discussions, we are pleased to submit our revised cost proposal to provide Designer Services for the referenced project (4 Buildings). Russo Barr Associates, Inc. shall provide to the Town of Brookline the required Designer Services, which shall include investigation/design development, final construction documents including project specifications & bid documents, bidding services, and construction period services.

**Scope of Construction Work**

The project scope consists of performing repairs to four Town Buildings, as follows:

1. **Edith C. Baker School** - Window Replacement, Project Owner Budgeted Construction Cost = **\$277,662**
2. **Brookline Main Library** - Masonry Repairs, Owner Budgeted Construction Cost = **\$150,512**
3. **Public Safety Building** - Masonry Repairs, Owner Budgeted Construction Cost = **\$377,638**
4. **Soule Recreation Center** - Exterior Building Envelope Repairs, Owner Budgeted Construction Cost = **\$49,839**

This yields a total Owner budgeted construction cost of **\$855,651**. As the project evolves, we will provide updated construction cost estimates with each design submission.

**Designer Scope of Services**

We shall provide Designer Services pertaining to the referenced scope of construction work as follows:

**Investigation/ 60% Design Phase**

1. Participate in a project start up meeting with all involved parties to discuss the project scope, review the project schedule, and to determine the procedure for accessing the exterior and interior areas.

2. Review of all available pertinent project-related information architectural/ structural drawings and specifications, and as-built drawings from previous projects.

*Detailed Schematic Design level drawings and recommendations have been prepared by CBI Consulting, Inc. for the Main Library, the Public Safety Building masonry repairs (dated Sept. 2013), as well as a Schematic Design level report related to the repair of windows at the Baker School (dated Sept. 2013). These documents have been provided to RBA and will be used as a Schematic Basis of Design. Hazardous Material Testing was also undertaken for the CBI report, and will not be included in this project.*

3. Perform on-site investigation and design development services (60% Design). These services will include the following:
  - Visual examinations of the existing exterior wall conditions (masonry, sealants & windows, as the particular building requires) will be performed as necessary. *The intent of this phase is to update the CBI Schematic Design and verify if any repairs have been completed to date.*
  - Interior observations will be performed as necessary.
  - Physical measurements will be performed as necessary to determine quantities and provide any necessary exterior building elevations and drawings.
  - Masonry and/or interior test cuts may be performed if necessary to develop corrective design details.
4. Perform in-house evaluation and analysis services. These services will include the following:
  - A review of all pertinent project related information will be performed.
  - A review of all on-site design development work will be performed.
  - A review of the Massachusetts State Building Code relative to project code compliance will be performed.
  - Estimated quantities relative to deficient conditions will be developed.
  - Repair and replacement product options will be reviewed.
  - Repair and replacement recommendations will be established.
  - Construction cost estimates will be performed.
  - 60% Design CAD architectural/engineering drawings will be produced.
  - Photographic documentation will be developed.
  - Project schedule will be developed.
5. Provide a 60% Design Submission, which will contain the following:
  - Observations of existing conditions and deficiencies noted.
  - Test Cut Information.
  - MA State Building Code Review.
  - Presentation and discussion of options available for window replacement system and masonry repairs anticipated.

- Photographic documentation of existing conditions and deficiencies.
  - CAD 60% Design architectural/engineering drawings (plans and exterior wall elevations).
  - Outline Technical Specifications.
  - Construction cost estimates (to be performed by RBA in-house cost estimators).
  - Proposed project schedule.
6. Participate in a meeting with the involved parties to review the 60% Design Submission and to establish the agreed upon project scope of work. Subsequent to the meeting we will proceed ahead and finalize the Final Design which will incorporate the agreed upon project scope of work.

#### Final Design Phase

It is anticipated that there will be two design packages for this project. The first will be a Window Replacement package for the Baker School, and the second will be a Masonry and Misc. Repairs project, to include the Library, Public Safety and Soule Rec. buildings.

1. Prepare complete 100% construction documents for the 2 projects, for bid in accordance with Massachusetts Public Procurement procedures, regulations, and laws. The construction documents that we will provide shall include the following: Modify Town "Front End" Bidding & Contract Forms; Division 1-General Requirements; Technical Specifications (Division 2-Division 16 as required); and Architectural/Engineering Drawings. Specifications will be in Construction Specification Institute (CSI) format. Architectural/Engineering drawings will be produced utilizing AutoCAD.
2. Perform updated construction cost estimates (to be performed by RBA in-house cost estimators) and an updated proposed project schedule.
3. Participate in a meeting with the Owner to review the Final Design construction documents, the updated construction cost estimates, the bidding schedule, and the construction sequence schedule.

#### Bidding Phase - 2 Bid Packages

1. Prepare newspaper advertisements for submission by the Town, Central Register notices to be submitted by the Town.
2. Schedule, attend and document 2 on-site prebid meetings with representatives of the Owner and prospective bidders to review the proposed project and answer questions.
3. Provide clarifications and issue written questions and answers during the bid process including preparing and issuing an addendum as required.
4. Attend the bid openings. Review the bidders bid amounts, qualifications and check references including DCAMM contractor file; all in an effort to determine the lowest responsible and eligible bidder. Provide a recommendation letter for contract award to the lowest responsible and eligible bidder.

Construction Administration Phase – 2 Construction Projects

1. Project Commencement – Assist the Owner in the preparation of the contract between Owner and Contractor. Chair pre-construction meeting to review applicable items including contracts, submittal procedures, construction sequence schedule, subcontractors list, project superintendent, set up and disposal locations, emergency phone numbers, change order procedures, etc.
2. Project Administration – Review project-related submittals and shop drawings. Review contractor payment requisition forms. Review change order requests. Issue any necessary clarifications to the specifications and detail drawings, during construction. Prepare and issue Construction Control Affidavits as required by the MA State Building Code.

We will provide periodic site visits during the construction to observe and review the job progress. During each site visit, the work progress will be reviewed in an effort to become generally familiar with the progress and quantities of the work and to determine in general if the work is proceeding in accordance with the contract documents. If directed by the Town, a construction meeting with all involved parties will also be held. Meeting minutes to be processed and distributed. Designer shall issue a report to the Owner for each site visit; report shall include photographs.

3. Project Closeout - Upon notice from the Contractor that substantial completion at each construction phase has been achieved a punchlist inspection will occur and a punchlist will be issued to the Contractor and Owner. Upon notice from the Contractor that final completion has been achieved a final inspection will be conducted to ensure completion has been achieved. Contractor supplied final closeout paperwork (final application for payment, warranties, maintenance manuals, and as-built drawings) will be reviewed to assess completeness; issue review related documents.

Anticipated Project Milestone Schedule

We will commence with the work immediately upon receipt of an executed contract and/or a notice to proceed letter. At this stage we expect a 4-week investigation/60% design phase, a 4-week final design phase, and an 8 to 12 week construction phase. As the project evolves the milestone schedule will be updated.

Cost of Services

We will provide the referenced Designer Scope of Services (investigation, design development, final design, bidding, and construction administration services) for a Basic Services Fee of **\$59,500**. The following is a milestone schedule of payments broken down by tasks.

Investigation & Design Phases .....	\$40,500.00
Bidding Phase .....	\$ 2,000.00
Construction Administration Phase .....	<u>\$17,000.00</u>
<b>Total .....</b>	<b>\$59,500.00</b>

**Clarifications**

Russo Barr Associates, Inc. acknowledges that we will be signing the Town of Brookline's Standard Form of Agreement Between Owner and Architect, AIA Document B141, 1987 Edition, with the Town's Amendments and Supplementary Conditions, Article 12 and Exhibits A-F.

The Basic Services Fees does not include costs to perform masonry and interior test cuts. The town's mason and/or carpenters could perform these services, or if desired, we can obtain proposals to have a contractor perform these services for an additional fee.

The Design Services Basic Services Fees do not include any Designer costs specific to the following: (1) code related deficiencies and/or code compliance issues, beyond those typically encountered within the scope of work included in this proposal; (2) structural engineering analysis and/or calculations for issues or defects that may be encountered due to unforeseen and unanticipated conditions, or unrelated to the scope of this work; (3) mold infiltration; (4) hazardous materials (other than those referenced); and (5) solar PV investigation and design. If additional Design Services pertaining to these items are required, Designer will provide such as authorized by the Owner, for mutually agreed upon additional compensation.

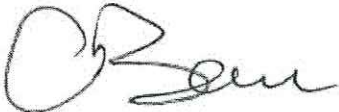
The Basic Services Fees includes typical site visits and punchlist inspection site visits (as referenced in the Construction Administration Phase). If additional site visits during construction are required by the Owner, due to changes in the scope of work or due to construction delay, Designer will provide such as authorized by the Owner, for mutually agreed upon additional compensation.

It is understood that previous reports prepared by CBI Consulting, Inc. have been provided to the Designer for use in determining quantities of existing building envelope components, and as a basis to develop plans and elevation drawings. If it is found that these documents do not accurately depict the actual in place construction, and if it is determined that Designer will have to perform exhaustive additional investigation and physical measurements, then Designer will provide this additional Designer Service for mutually agreed upon additional compensation.

It is agreed that the Owner shall provide safe access to the sites, exterior areas, and interior areas. Designer will not perform nor subcontract demolition or repair work under this Agreement, and Designer shall not be responsible for any damage to building or contents, resulting from the Work.

We appreciate your consideration of our capabilities and look forward to providing Designer Services to the Town of Brookline for this important project.

Sincerely,



Andrew N. Barr, PE, MCPPO  
Principal

T: 781-273-1537 x20

C: 617-686-9369

[abarr@russobarr.com](mailto:abarr@russobarr.com)

**Russo Barr Associates, Inc.****Brookline 4 Buildings Building Envelope FY 19-21****Baker School Windows, Main Library Masonry, Public Safety Masonry, Soule Rec Exterior Repairs****11/21/2019**Phase

Rate	Princ. \$200	PM \$185	Tech \$110
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**Investigation/60% Design Phase**

Review Previous Reports & CBI Schematic Design	4	8		
Fieldwork		16	16	
Quantity Take-offs from field notes & Owner Drawings		4	8	
CAD Drafting			40	
Construction Cost Estimates	4	8		
Development of Outline Tech Spec & Details		10		
Process 60% Design Submission	4	8		
In-House Reviews	4			
Client Meeting/Discussions	2	2		
Wall Test Cuts -NOT INCLUDED				\$0
Travel & Photo & Reproduction Expenses				\$200
hours	18	56	64	\$21,200

**Final Design**

FD Fieldwork		12	12	
Project Manual Development (Front End/Specs/Details)	4	40		
CAD Drafting			40	
Construction Cost Estimates		4		
In-House Review	4			
Client Meeting/Discussions	4	4		
Travel Expenses				\$50
hours	12	60	52	\$19,270

**Bidding**

Develop CR Notices & Newspaper Ads				
Conduct On-Site Pre-Bid Meetings		6		
Provide Clarifications to bidders		2		
Bid Analysis/Recommendation of Award Letters		3		
Travel Expenses				\$50
Bid Documents Printing Cost				\$0
Bid Documents Mailing Cost				\$0
hours	0	11	0	\$2,085

**Construction Administration**

Submittal/Shop Drwg. Reviews		18		
Pre Const Meetings		10		
Site Visit Inspections/Meetings ( 4 hrs/wk for 12 wks)		48		
Const. Control Affidavits	2			
Punchlist & Project Closeout		12		
Travel & Photo & Reproduction Expenses				\$600
hours	2	88	0	\$17,280

**TOTAL \$59,835***Hazmat  
Tests*

Russo Barr Associates, Inc.

Brookline 4 Buildings Building Envelope FY 19-21

Baker School Windows, Main Library Masonry, Public Safety Masonry, Soule Rec Exterior Repairs

10/28/2019

Phase	Rate	Princ. \$200	PM \$185	Tech \$110	
<b><u>Investigation/Design Development</u></b>					
Review Previous Reports		1	4		
Coordinate/Set up Contractors for test cuts & material tests			4		
Fieldwork			32	32	
Solar PV Checklists					
Quantity Take-offs from field notes & Owner Drawings			4	8	
CAD Drafting				40	
Construction Cost Estimates		4	8		
Development of Outline Tech Spec & Details			10		
Process Design Development Submission Report		4	8		
In-House Reviews		4			
Client Meeting/Discussions		2	2		
Wall Test Cuts -NOT INCLUDED					\$0
HazMat Tests					\$220
Travel & Photo & Reproduction Expenses					\$200
hours	15	72	80		<b>\$25,540</b>
<b><u>Final Design</u></b>					
FD Fieldwork			12	12	
Project Manual Development (Front End/Specs/Details)		4	40		
CAD Drafting				40	
Construction Cost Estimates			4		
In-House Review		4			
Client Meeting/Discussions		4	4		
Travel Expenses					\$50
hours	12	60	52		<b>\$19,270</b>
<b><u>Bidding</u></b>					
Develop CR Notices & Newspaper Ads					
Conduct On-Site Pre-Bid Meetings			6		
Provide Clarifications to bidders			2		
Bid Analysis/Recommendation of Award Letters			3		
Travel Expenses					\$50
Bid Documents Printing Cost					\$0
Bid Documents Mailing Cost					\$0
hours	0	11	0		<b>\$2,085</b>
<b><u>Construction Administration</u></b>					
Submittal/Shop Drwg. Reviews			18		
Pre Const Meetings			10		
Site Visit Inspections/Meetings ( 4 hrs/wk for 12 wks)			48		
Const. Control Affidavits		2			
Punchlist & Project Closeout			12		
Travel & Photo & Reproduction Expenses					\$600
hours	2	88	0		<b>\$17,280</b>
<b>TOTAL</b>					<b>\$64,175</b>