



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 : Fire Station 4, New Lincoln, LA Toilets

DATE: November 8, 2021

On the Calendar this week, the Building Department has submitted a request for approval of an amendment in the amount of \$49,000.

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

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



Russo Barr Associates, Inc.

55 Sixth Road, Suite 6
Woburn, MA 01801

781-273-1537 tel

781-273-1695 fax

www.russobarr.com

October 26, 2021

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

Re: **Cost Proposal:**
Designer Services for Building Envelope Repair Program FY 19-21
Additional Buildings
Fire Station #4 Exterior Wall Repairs
New Lincoln School Exterior Wall Repairs
Larz Anderson Toilets Exterior Wall Repairs
Brookline, Massachusetts

Mr. Masak:

Pursuant to your request, we are pleased to submit our cost proposal to provide additional Designer Services for the referenced project, originally slated for FY19-21 and including 4 buildings. At this time, you would like to add 3 additional buildings to the project, as indicated below. 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

Original Project Scope:

1. **Edith C. Baker School** - Window Replacement
2. **Brookline Main Library** - Masonry Repairs
3. **Public Safety Building** - Masonry Repairs
4. **Soule Recreation Center** - Exterior Building Envelope Repairs

Additional Project Scope:

1. **Fire Station #4** – Masonry Repairs, Chimney Repairs, Painting and Sealant Replacement, Owner Budgeted Construction Cost = **\$450,961**
2. **New Lincoln School** – Minor Masonry and Painting Repairs, Sealant Replacement, Owner Budgeted Construction Cost = **\$127,503**
3. **Larz Anderson Toilets** – Masonry Repairs, Chimney Repairs, Painting and Sealant Replacement, Owner Budgeted Construction Cost = **\$39,600**

This yields a total Owner budgeted construction cost of **\$618,064**. As the project evolves, we will provide updated construction cost estimates with each design submission.

Designer Scope of Services

We shall provide Additional Designer Services pertaining to the referenced scope of construction work. This work will be performed for the 3 additional buildings, and will be integrated into the existing design documents previously prepared for the original 4 buildings. It is anticipated that the final project will be bid as 2 separate projects.

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.
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.
 - 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.
 - Material samples will be taken to determine the presence of hazardous materials (sealants & mastics).
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.
 - A review of hazardous materials testing results.
 - 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.
 - Hazardous materials testing results.
 - 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, to be broken up between the 7 total buildings. The scope of the 2 projects will be determined prior to this phase.

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 pre-bid 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.

Additional Cost of Services

We will provide the referenced Additional Designer Scope of Services (investigation, design development, final design, bidding, and construction administration services) for a Basic Services Fee of **\$49,500**. The following is a milestone schedule of payments broken down by tasks.

Investigation & Design Phases	\$35,500.00
Bidding Phase.....	\$ 2,000.00

Construction Administration Phase	\$12,000.00
Total	\$49,500.00

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 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