



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
Roofs : Heath, New Lincoln, Pierce Primary, LA Pavilion, MSC

DATE: August 14, 2020

On the Calendar this week, the Building Department has submitted a request for approval of an amendment in the amount of \$202,240.

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.

TOWN OF BROOKLINE
333 Washington Street, Brookline, Massachusetts 02445

PURCHASE ORDER CHANGE FORM

INVOICE DATE; 10-Aug-20

TO:	Russo Barr Associates 55 Sixth Road, Suite 6 Woburn MA 01801
-----	--

Purchase Order Number

21603598

Vendor Number

37543

PAYMENT AMOUNT

\$202,240.00

BUDGET 256,725.00
BALANCE 225,290.00

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C195		6C0002

FOR: Building Envelope Repairs

Amendment	Date	
2	7/15/2020	Design Amendment - Roofs - Heath School, New Lincoln School, Pierce Primary, Larz Anderson Pavilion and Muncipal Service Center

AMOUNT
\$202,240.00

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Kenneth Kaplan

Karen Breslawski

Nathan E. Peck

SELECT BOARD

APPROVAL OF:

Bernard W. Greene, Chairman

Nancy S. Heller

Heather Hamilton

Raul Fernandez

John VanScoyoc

SCHOOL COMMITTEE

APPROVAL OF:

Mary Ellen Normen, Assistant Superintendent For Administration and Finance



Russo Barr Associates, Inc.

55 Sixth Road, Suite 6
Woburn, MA 01801

781-273-1537 tel

781-273-1695 fax

www.russobarr.com

July 30, 2020

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
School Dept. Roofs: Heath, New Lincoln & Pierce Primary
Town Bldg. Roofs: Larz Anderson Skate Pavilion & Municipal Service Center
Brookline, Massachusetts

Mr. Masak:

Pursuant to your recent request, we are pleased to submit our cost proposal to provide Designer Services for the referenced project (Roof Replacement of 5 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 roof replacement to five (5) Buildings, as follows. We understand the Town would like to create two (2) separate design packages for bid; School Buildings & Town Buildings.

1. **Heath School** – EPDM roof replacement (44,500± SF); Budgeted Construction Cost = **\$1,100,710.**
2. **New Lincoln School** - EPDM roof replacement (5,000± SF) plus Shingle roof replacement (3,400± SF); Budgeted Construction Cost = **\$150,097.**
3. **Pierce Primary School** – EPDM roof replacement (1,350± SF); Budgeted Construction Cost = **\$30,019.**
4. **Larz Anderson Skate Pavilion** - Metal roof replacement (2,300± SF); Budgeted Construction Cost = **\$24,015.**
5. **Municipal Service Center** - EPDM roof replacement (36,500± SF) plus skylights replacement; Budgeted Construction Cost = **\$1,227,992.**

This yields a total budgeted construction cost of **\$2,532,833.** 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 as-built drawings from previous projects.
3. Perform on-site investigation and design development services. These services will include the following:
 - Visual examinations of the existing conditions will be performed.
 - Interior observations will be performed.
 - Physical measurements will be performed.
 - Test cuts will be performed (by a qualified contractor at our direction) to determine the assembly construction and condition. Selected samples of any built-up roofing products and caulk/sealant products will be taken and laboratory tested for asbestos containing material.
 - Fastener pull-out resistance tests and insulation adhesion tests will be performed at certain roof test cut locations in an effort to determine the condition and integrity of the roof decking components, and to determine the proper insulation fastening product.
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.
 - Factory Mutual Research Engineering Corporation's Approval Guides and Loss Prevention Data Sheets (relative to roofing systems) will be reviewed.
 - A roof drainage analysis will be performed, to include capacity calculations, to determine the usefulness of the existing roof drainage and drain inserts and the possible need for enhancement.
 - A roof slope analysis will be performed to determine if positive roof slope exists.
 - A wind uplift review related to attachment of roofing material will be performed.
 - Estimated quantities relative to deficient conditions will be developed.
 - Roof replacement recommendations will be established.
 - Construction cost estimate will be performed.
 - 60% Design CAD architectural/engineering drawings will be produced.

- Outline technical specifications will be developed.
 - 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.
 - Roof Drainage Analysis.
 - Presentation and discussion of the recommended roof replacement system type and associated repairs, if applicable.
 - Photographic documentation of existing conditions and deficiencies.
 - CAD 60% Design architectural/engineering drawings.
 - 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/Construction Documents Phase

1. Prepare complete 100% construction documents for one project, to be completed in two separate phases, 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

1. Prepare the newspaper advertisement for submission by the Town, Central Register notices will be submitted by Russo Barr, and COMMBuys notices will be submitted by the Town.
2. Schedule, attend and document an on-site prebid meeting 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 Phases (1 Project)

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 weekly site visits for each building during the construction to observe and review the job progress. This proposal is based upon preconstruction meetings and punchlist visits at each building, as well as 10 visits at the Heath School, 6 visits at the New Lincoln School, 2 visits at the Pierce Primary School, 2 visits at the Larz Anderson Skate Pavilion, and 11 visits at the Municipal Service Center. 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; reports 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.

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 **\$202,240**. The following is a milestone schedule of payments broken down by tasks.

Investigation & Design Phases	\$146,680.00
Bidding Phase.....	\$ 5,000.00
Construction Administration Phase	\$ 50,560.00
Total	\$202,240.00

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 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, other than to provide a solar ready roof system. 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, not identified in the previous studies, or due to construction delay, Designer will provide such as authorized by the Owner, for mutually agreed upon additional compensation.

It is agreed that architectural building drawings have been provided to the Designer for use during the 2008 Roof Studies Project. These drawings will be used in determining quantities of existing building envelope components, and as a basis to develop roof plans and elevation drawings. If there have been significant changes to the building since the 2008 studies, the Owner will be advised.

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, other than testcuts during the design process, 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,

A handwritten signature in black ink, appearing to read "ABarr", is written over a horizontal line.

Andrew N. Barr, PE, MCPPO
Principal
T: 781-273-1537 x20
C: 617-686-9369
abarr@russobarr.com