

RECORD OF A REGULAR MEETING OF THE BROOKLINE SCHOOL COMMITTEE ON **THURSDAY, JUNE 6, 2024** AT 6:00 PM, IN THE WALSH SCHOOL COMMITTEE MEETING ROOM, BROOKLINE TOWN HALL, 5TH FLOOR. STATUTORY NOTICE OF THIS MEETING WAS FILED WITH THE TOWN CLERK.

School Committee Members present: Andreas Liu (Chair), Helen Charlupski, Steven Ehrenberg (remote), Valerie Frias (remote), Jesse Hefter, Mariah Nobrega, and Carolyn Thall.

School Committee Members absent: Suzanne Federspiel and Sarah Moghtader.

Staff present: Dr. Linus Guillory, Superintendent; Dr. Jodi Fortuna, Deputy Superintendent for Teaching and Learning; Liza O'Connell, Deputy Superintendent for Student Services, and Dr. Matthew DuBois, Senior Director of Clinical Services and Social-Emotional Learning.

Dr. Liu called the meeting to order at 6:00 PM.

1. ADMINISTRATIVE BUSINESS

a. Consent Agenda

Members had questions about change orders and contract amendments for school building projects, specifically with regard to annotations in Contract Amendment No. 7 for Miller Dyer Spears (item v. below). The documentation for that contract amendment shows reductions in the amount requested by the vendor. Ms. Charlupski explained that the Building Department staff and the Owners Project Manager review all items carefully, and the Building Commission will sometimes modify an amendment before their final vote, if necessary. The Pierce School Building Committee, the Building Commission, and Lap Yan, Director of Capital Construction for the Building Department, all carefully monitor any additional work and costs.

ACTION 24-60:

On a motion of Dr. Liu, and seconded by Ms. Charlupski, the School Committee VOTED UNANIMOUSLY, by roll call, with 7 in favor (Dr. Liu, Ms. Charlupski, Dr. Ehrenberg, Ms. Frias, Dr. Hefter, Ms. Nobrega, and Ms. Thall), 0 opposed, and 0 abstentions, to approve the following items:

- i. Past Records: May 16, 2024 School Committee Meeting
- ii. Driscoll School Project: Gilbane Building Company, Change Order No. 38, \$61,127.00 (Attachment A)
- iii. Driscoll School Project: BR+A Consulting Engineers, Contract Amendment No. 2, \$19,800.00 (Attachment B)
- iv. Pierce School Project: Leftfield LLC, Contract Amendment No. 5, \$825.00 (Attachment C)
- v. Pierce School Project: Miller Dyer Spears Inc., Contract Amendment No. 7, \$178,000.00 (Attachment D)
- vi. Student Trip: BHS African American Latino Scholars Program, Columbia University and Barnard College, New York, October 18, 2024 (Attachment E)
- vii. Student Trip: BHS ACE Program, Dominican Republic, Feb. 14-Feb. 23, 2025 (Attachment F)
- viii. Student Trip: BHS Grade 9-11 Spanish Class Students, Spain, Apr. 17-May 2, 2025 (Attachment G)
- ix. Student Trip: BHS Students, Puerto Rico, April 21-27, 2025 (Attachment H)

2. FAREWELL AND THANK YOU TO OUTGOING STUDENT REPRESENTATIVE LAURA CLEVES

Dr. Liu announced that Ms. Cleves' tenure as the Student Representative to the School Committee is officially at an end; Ms. Cleves graduated with her Brookline High School peers on June 2 and this will be her last School Committee meeting. Ms. Cleves served as the Student Representative for two years, with a break in spring 2023 during which she served as a Page in the United States Senate in Washington, DC. Ms. Cleves addressed the School Committee, sharing her gratitude for this opportunity. She spoke of her first presentation to the Committee as a sophomore, her respect for the Committee's work, and the pride she took in sharing the experiences of her peers, elevating the needs and concerns of the BHS student body on a wide-range of topics. Members effusively thanked Ms. Cleves for her advocacy, noting that her presentations were important and impactful. Ms. Cleves won't be far – she will be attending Harvard College in the fall. Dr. Liu presented Ms. Cleves with a bouquet of flowers as a small token of the Committee's appreciation for her service and contributions, and wished her the very best of luck in all of her future endeavors.

3. SUPERINTENDENT'S REPORT, INCLUDING THE SPOTLIGHT ON EXCELLENCE

Dr. Guillory presented his Superintendent's Report (Attachment I). He highlighted the successful and exciting Brookline High School Graduation on June 2, and the official Renaming Ceremony for the Roland Hayes School on June 3. He shared updates from the Office of Teaching and Learning, including: significant strides made in planning a robust grade 6-12 World Language program, with gratitude to the members of the world language task force for their focus and dedication in creating thoughtful and useful program recommendations; announcement that PEARLL (University of Maryland Professionals in Education Advancing Research and Language Learning) has completed its review of the BHS world language program, which will be presented to the School Committee in the fall; work with HILL for Literacy had concluded, and will be used to inform the Literacy Action Plan (which will be aligned with the Strategic Plan, and will include adoption of a literacy curriculum); and, announcement that OTL has submitted an application to DESE's Tiered Literacy Academy (staff are hopeful the district will be accepted into this program which will provide technical assistance, data check-ins, and coaching support). Dr. Guillory shared updates on the work of Office of Educational Equity staff who are: completing final school residencies at Runkle, Baker and Lincoln; continuing to lead and support a comprehensive equity cycle at FRR; and launching a 10-hour professional development training with the new Equity Leads.

Liz Ascoli, Brookline Education Foundation Executive Director, joined the meeting to introduce Keira Flynn-Carson, recipient of the Caverly Award (BHS) and tonight's Spotlight on Excellence awardee. Ms. Ascoli's remarks were as follows:

Keira Flynn-Carson started teaching middle school English at the Pierce School, but after a couple of years, found her true home at Brookline High School, in the School Within a School program. Her colleagues describe Keira as "extremely kind," "devoted and beloved," "compassionate, joyful, and caring," among other complimentary adjectives. Ms. Flynn-Carson throws herself into everything she does, whether it is creating and conducting impactful and challenging courses, encouraging students to find their voice, facilitating and overseeing students' meaningful conversations inside and outside the classroom, helping to lead the Day of Change and acting as the

liaison for SHARP warriors, or running and setting up monthly lounge shows for and with her students. She encourages all of her students to dig deep and push themselves, leading them to have authentic learning experiences and moments of real growth. Her genuine interest in students and colleagues leads her to be many students' "trusted adult," and she maintains relationships with her students for years after they have graduated. Her willingness to take on projects such as creating the Advisory program at the high school, and continuing the Social Justice class, is a great example of her dedication to her students and Brookline High School as a whole. The BEF is so pleased to honor Keira Flynn Carson with this year's Caverly Award.

Ms. Flynn-Carson addressed the committee, and thanked Dr. Guillory for the Spotlight on Excellence recognition. She shared the highlights of her Caverly Award acceptance speech, acknowledging the support of her caring and dedicated colleagues at Brookline High School, particularly in the School Within a School program. Her teaching practice is focused on authentic learning, and she works to encourage her students to take meaningful risks while contributing to a shared sense of community. Members congratulated Ms. Flynn-Carson on this well-deserved award, and thanked her for her dedicated years of service to our students, describing her as inspirational, magical and transformative as she pushes students to achieve and engage with the world. Dr. Guillory presented the Spotlight on Excellence Award to Ms. Flynn-Carson.

4. PUBLIC COMMENT

Hayes School parents Bharati Kochar, Carlos Gil, Jennifer Weiss, Ana Maria Ramos, and Anabelle Skalleberg addressed the Committee regarding the plan to consolidate the rising Hayes 3rd grade from 3 sections down to 2 sections in the 2024-2025 school year. They shared the attached document (Attachment J), emphasizing the importance of small class sizes in relation to student achievement and social development. They believe that the proposed class sizes of 23 students are too large, and will be detrimental to their children. The parents also noted that multiple students in this cohort require special education services, 504 accommodations, or receive English Learner support; small class sizes allow time and attention for all students. The parents asked the Committee to stop this proposed class consolidation plan and maintain 3 sections for the rising 3rd grade at Hayes School.

Faith Dantowitz spoke to advocate for equitable compensation for educators working in the Extended School Year (ESY) program. The ESY program is a vital program for the district's most vulnerable students. In order to hire and retain skilled employees, the district should compensate ESY employees at a comparable rate to other PSB summer programs.

5. PRESENTATIONS AND DISCUSSIONS OF CURRENT ISSUES

a. Supporting Social Emotional Learning in School, an Office of Student Services Annual Report

Ms. O'Connell provided an introduction to the presentation (Attachment K), noting that the Office of Student Services (OSS) has placed a renewed emphasis on professional collaboration with district colleagues to use evidence and research to guide decision-making in an effort to create a supportive learning environment for all students. She described the OSS data reports filed with the Department of Elementary Secondary Education (DESE) each year, including Student Attendance Patterns, Prevention of Physical Restraint, Bullying Prevention and Intervention, Discrimination and Harassment (Section 504, Title IV and Title IX), McKinney-Vento, and Foster Care Students. These reports are filed in mid-July, and Ms. O'Connell noted that she looks forward to the opportunity to present these reports to the School Committee in the fall. She

noted that OSS also files several reports with the Massachusetts Department of Public Health every July, specific to student health. Ms. O'Connell highlighted the many important community partnerships that the school district leverages to ensure easy and equitable access to high-quality mental health support and care, including the Brookline Public Health Department, the Brookline Center (and the Bridge for Resilient Youth in Transition program), Quincy Family Resource Center, Massachusetts Partnership for Youth, Cartwheel Care, Care Solace, and InStride; and she shared information about the many helpful workshops offered over the course of the year for parents and guardians. Ms. O'Connell welcomed Dr. DuBois to the podium.

Dr. DuBois outlined some of the SEL and mental health goals that have anchored the team's work and programming this year: actively teach and strengthen social-emotional skills; increase access to protective factors and experiences, including positive peer and adult relationships; and ensure and facilitate access to high-quality, culturally-affirming mental health care (at school and within the community). Strengthening social emotional skills includes: self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. He described the Multi-Tiered Systems of Support (MTSS) as a prevention-based framework, and by matching the intensity of support to the needs of the individual student, we can expect better outcomes. MTSS includes universal screening, data collection, and progress monitoring. Tier 1 supports are the foundation of MTSS – these are the first and best instruction that all students receive, meant to promote competencies and skills in order to prevent challenges from occurring. According to Dr. DuBois, some examples of Tier 1 SEL supports include whole class SEL lessons (such as Second Step), Advisory programming, Signs of Suicide, the Nan Project (suicide prevention education in 9th grade), parent/caregiver workshops, and educator/wellness initiatives. He outlined the indicators used to measure the impact of Tier 1 practices, which include school belonging, supportive relationships, attendance, and staff/family perceptions of climate and belonging. His presentation highlighted the very encouraging data in these measures (school belonging, safe adult at school, emotional regulation, emotional experiences) that validate the district's investment in addressing social emotional learning and mental health. While the data is promising, and encouraging when compared to state and national figures, the district seeks continuous improvement so that every child is fully supported in all areas of SEL.

Dr. DuBois spent some time discussing the district's attendance data and trends, which are very promising. School provides a unique set of experiences and opportunities for students that can't be replicated; these experiences support students in their social, emotional and academic achievement. Students who are absent lose the opportunity to develop these skills. Chronic absenteeism (defined as missing 10% or more of school days enrolled) had been trending upward even before the pandemic. From a high of 15.1% in 2021-2022, chronic absenteeism has been trending downward (14.5% in 2022-2023). This year, as of March 6, 2024, the rate was 11.1%, and as of May 30, 2024, the rate was 9.8%. While favorable, these numbers are still too high, and interventions to combat absenteeism continue to be a major focus for staff. Dr. DuBois described the targeted Tier 2 interventions and supports that the district provides, noting that these interventions are provided as early as possible so as to improve student outcomes; they include therapeutic groups that target a specific skill area; brief, periodic individual check-ins; and referrals to community-based services. Tier 3 supports represent intensive, long-term interventions that may also be part of a student's IEP, allowing students to receive high-quality mental health care at school so that they can meaningfully access their education. Tier 3 practices

include long-term individual counseling; behavior intervention and support plans; referral to the school-based Child Study Team (CST); and referral to therapeutic programming.

Dr. DuBois closed the presentation by highlighting some priority OSS initiatives and action steps in collaboration with the Office of Teaching and Learning and with the Office of Educational Equity, and outlined other OSS focus areas for next year, including a refresher for the new Individualized Education Program (IEP) forms, implementation of the legislative updates to Title IX, and continued work with Open Architects to create impactful school data dashboards. Members thanked Dr. DuBois for this in-depth, informative presentation, noting that the consistency and rigor of his presentations are very much appreciated.

b. Budget Updates

- i. FY 2024 Financial Report: Options to Close the Budget Gap**
- ii. Discussion and Possible Votes: FY24 Budgetary Transfers/Increases, and Request for Reserve Fund Transfer**

Ms. Nobrega summarized the discussion from the June 3 Finance Subcommittee meeting, referencing the following documents: FY24 May 30 Update (ATTACHMENT L); FY24 Budget Status Report (ATTACHMENT M); and Special Revenue Funds as of May 30, 2024, (ATTACHMENT N). The projected FY24 deficit stood at approximately \$1.7 million in mid-May. Since that time, staff have worked hard to identify efficiencies and cuts, and the current projected deficit is estimated to be \$717,269. Staff identified an error in the FY24 circuit breaker account that was entered into MUNIS. Circuit breaker is a state program that reimburses school districts for excess special education costs, on a per student basis, based on a specific formula. The approved FY24 circuit breaker budget amount was \$3,475,572, but the amount entered in MUNIS was \$3,156,936 (which had been the FY23 amount, hence the inadvertent error). By adjusting this account, so that it matches the School Committee approved budget, the projected deficit is reduced by \$318,636, to \$398,633. At their June 3 meeting, the Finance Subcommittee recommended that the full School Committee accept the correction to the FY24 circuit breaker account.

Ms. Nobrega noted that staff continue to work to reduce the projected deficit, as outlined in Attachment L. The projected deficit will continue to be discussed at the June 26 Finance Subcommittee meeting, to which all members are invited. If it seems likely that we will close the school year with a gap, the Committee will pursue a reserve fund transfer from the Advisory Committee.

ACTION 24-61:

On a motion of Ms. Nobrega, and seconded by Ms. Charlupski, the School Committee VOTED UNANIMOUSLY, by roll call, with 7 in favor (Dr. Liu, Ms. Charlupski, Dr. Ehrenberg, Ms. Frias, Dr. Hefter, Ms. Moghtader, and Ms. Nobrega), 0 opposed, and 0 abstentions, to accept the modification of the FY24 Circuit Breaker Fund budget from \$3,156,936 to \$3,475,572, to match the entire revenue collected in FY23. This change has been approved by the Town Acting Comptroller, Michelle Tejeda.

6. SUBCOMMITTEE AND LIAISON REPORTS

a. Capital

Ms. Charlupski reported that the subcommittee will meet on Thursday, June 20 at 4:00pm; the agenda will include a preview of the repairs and improvements planned for school buildings this summer. She noted that the Pierce School Project is moving along nicely: Pierce staff and the facilities team are working to make any surplus items available to the public, and the school hosted an Open House for former staff and students to visit before the building is torn down. Dr. Guillory reported that the Newbury College MOA is final and ready for signatures. Dr. Liu provided an update on school items that were approved by Town Meeting, including the Home Rule Petition to proceed with installation of geothermal wells under Pierce Park, and approval of the higher funding amount for Baldwin School renovations that will enable staff (from 2 Clark Road) to move into the building, and create a learning center for educators in the lower level of Baldwin School.

b. Finance

Ms. Nobrega reported that at the Finance Subcommittee meeting on June 3, in addition to discussing the FY24 budget closeout items, the subcommittee also discussed class sizes and sections. She reported that a new section for the rising Hayes School 4th grade has been added. The subcommittee will discuss Class Size Guidelines at their next meeting on June 26 at 5:00pm. Ms. Nobrega highlighted the reimbursements that the district receives from Medicaid (handled by a third-party provider to whom we pay 10% of collections). Those Medicaid reimbursements come back to the Town; members asked if there is a way, perhaps through a revised Town School Partnership agreement, to earmark these funds specifically for the schools in a revolving account.

c. Government Relations

Ms. Frias reported that the Massachusetts Senate FY25 Budget increases the per student amount from \$104 to \$110. The Governor's Budget and the House Budget both recommended \$104; she will continue to monitor the budget as it is reconciled.

d. Policy Subcommittee

Dr. Ehrenberg reported that there will be a Policy Subcommittee meeting on Monday, June 10 at 5:00pm. The Massachusetts Association of School Committees (MASC) District Representative, Jim Hardy, will join the meeting to provide the subcommittee with an overview of roles, responsibilities and practices. Everyone is invited, and he has asked Dr. Guillory to join the discussion.

e. Additional Liaisons and Update

Dr. Ehrenberg announced that the Climate and Sustainability Task Force will be having a workshop on Sunday, June 9 from 10:00am to 2:00pm in Town Hall. The Task Force members will be discussing their Work Group recommendations, due to be presented to the School Committee in the fall.

7. NEW BUSINESS

Dr. Hefter provided the following comments:

In the next few weeks, we will complete the 2023-2024 PSB academic school year. This year continues to be especially difficult in the aftermath of the events of October 7, 2023 in the Middle East. Interactions between

students, interactions between faculty, interactions between administration and stakeholders, and even interactions between students and faculty have been, at times, extraordinarily strained. As is clear, the ongoing Middle East conflict continues to affect our community in very serious ways.

There have been many reported and unreported incidents of hate this past academic year that caused affected students and faculty to feel uncomfortable, unwelcome, and unsafe. While efforts are underway in our Policy subcommittee to craft a Hate Incident Prevention Policy, it is possible that such a Policy will not be ready by the start of the coming school year. I, therefore, propose that, in collaboration with staff, we consider intentional efforts during the start of the upcoming year guided by a set of commitments to:

- Showing respect to others in our actions and words even if we disagree*
- Considering the feelings of others when we speak*
- Appreciating the differences that exist when we interact with others*

As we begin the upcoming year, the adoption of such a proposal (with or without a finalized Hate Incident Prevention Policy) may help to improve interactions between people within our school community. At the very least, widespread dissemination of commitments like the ones I have just described, perhaps reinforced by providing a tangible, may benefit our schools in small but ultimately impactful ways – more respectful conversations and empathetic interactions, and perhaps an inner feeling of comfort knowing that the person with whom we are interacting respects, considers, and appreciates me.

Members discussed how Dr. Hefter's ideas might be implemented, asking if such a message might be part of an opening day letter from the school district. Members also noted that some of these goals and values are already embedded in existing school mottos, and this might be an area to build upon and expand.

8. EXECUTIVE SESSION

ACTION 24-62

On a motion of Dr. Liu, and seconded by Dr. Hefter, the School Committee VOTED UNANIMOUSLY, by roll call, with 7 in favor (Dr. Liu, Ms. Charlupski, Dr. Ehrenberg, Ms. Frias, Dr. Hefter, Ms. Nobrega, and Ms. Thall), 0 opposed, and 0 abstentions, to meet in Executive Session, pursuant to Massachusetts General Laws chapter 30A section 21(a) for the following purposes: Purpose 3, to discuss strategy with respect to collective bargaining with the Brookline Educators Union (BEU) Unit A and Paraprofessional Unit, if an open meeting may have a detrimental effect on the bargaining and litigating position of the public body and the chair so declares; Purpose 3, to discuss strategy with respect to collective bargaining with the Brookline Educators Union (BEU) Unit A (Grievance), if an open meeting may have a detrimental effect on the bargaining and litigating position of the public body, and the chair so declares; and Purpose 7, to review and approve executive session minutes from the following meetings: May 2, 2024.

Dr. Liu announced that the Committee will not return to Open Session at the conclusion of the Executive Session.

9. ADJOURNMENT

Dr. Liu adjourned the meeting (Open Session) at 9:00pm.

Respectfully Submitted,
Betsy Fitzpatrick, Executive Assistant
Brookline School Committee

TOWN OF BROOKLINE
333 Washington Street, Brookline, Massachusetts 02445

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 13-May-24

TO: Gilbane Building Company
7 Jackson Walkway
Providence RI 02903

Purchase Order Number

22009076

Vendor Number

1299

PAYMENT AMOUNT

\$61,127.00

BUDGET \$99,625,207.00
BALANCE \$62,078,333.54

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C210		6C0002

FOR: Driscoll School Renovation

Change Order #	Date	
38	5/2/2024	Various Changes to Contract Work

AMOUNT
\$61,127.00

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Karen Breslawski

Nathan E. Peck

Brooke Duskin

BOARD OF SELECTMEN

APPROVAL OF:

Charles Carey, Town Administrator

Bernard Greene, Chairman

Michael Sandman

John VanScoyoc

Miriam Aschkenasy

Paul Warren

SCHOOL COMMITTEE

APPROVAL OF:

Deputy Superintendent For Administration and Finance

5/7/24

Driscoll School Project
Change Order #38 Summary

<u>Change Proposal Number</u>	<u>Change Value</u>
ATP-369R1, RFI-742 Phase 2 Temp Play Area	\$37,424.00
ATP-272R3, ASI-080 & RFI-648 BDA Cabinet Location	\$12,381.00
ATP-394R2, ASI-81 BMS Monitoring of Automatic Transfer Switch (boilers)	\$4,974.00
ATP-404, RFI-809 Removing Millwork Benches	\$3,374.00
ATP-434, RFI 837 Spring Startup for Temp Cooler	\$2,974.00
Total Change Order Value	\$61,127.00

ATP-369, RFI-742 Phase 2 Temp Play Area \$37,424.00

Installation of temporary play area outside of the cafeteria including temporary paving, stairs and ramp modifications for accessible travel path to Westbourne Terrace during Phase II construction.

ATP-272, ASI-080 & RFI-648 BDA Cabinet Location \$12,381.00

Upgraded fire rating to partitions and door assemblies in IDF rooms.

ATP-394, ASI-087 BMS Monitoring of Automatic Transfer Switch \$4,974.00

Owner scope change for additional control wiring and programming to monitor and control the electric boilers when the automatic transfer switch is engaged.

ATP-404, RFI-809 Removing Millwork Benches \$3,374.00

Owner scope change for millwork benches to be removed from the corridors, and VCT patched.

ATP-434 Spring Startup for Temp Cooler \$2,974.00

Owner scope change for coordinating the seasonal changeover for the temporary cooler, including additional inspection and glycol recharge.

Owner Change Order (OCO)

Project Name: Brookline - Driscoll
School
Gilbane Project No.: J08864.000

OCO: OCO-0038

PCI: OS-00189, OS-00264, OS-
00373, OS-00402, OS-00417
Alternate Tracking #:

Attention:
Owner: Town of Brookline
Address: 333 Washington Street

Brookline, MA 02445 US
Architect: Jonathan Levi Architects LLC, Mark Warner

Date Issued: 05/03/2024

The Contract changes as follows:
Scope Of Changes: OCO 38 Misc. Changes
Description: May Change Order for ATPs 272, 369, 394, 404, and 434

Attachments:

Number	Title	PCI	Change Date	Revision
00000001	OCO 38 Backup.pdf		05/02/2024	

Job	PCI Code	Phase Code	Description	Subcontractor	Basis	Amount	ATP
J08864.000		01.02A.030000.F	Cast-In-Place Concrete	Marguerite Concrete Contractors, Inc	Final	\$9,781.00	ATP-0369
J08864.000		01.02A.030000.F	Cast-In-Place Concrete	Marguerite Concrete Contractors, Inc	Final	\$11,034.00	ATP-0369
J08864.000		01.09A.051001.S	Drywall / General Trades	Central Ceilings Inc	Final	\$2,564.00	ATP-0369
J08864.000		01.31A.311000.X	Sitework	J. Derenzo Company	Final	\$7,914.00	ATP-0369
J08864.000		01.31A.311000.X	Sitework	J. Derenzo Company	Final	\$2,754.00	ATP-0369

J08864.000		99.970.950050.Z	Gen & Excess Liability Insurance		Final	\$979.00	ATP-0369
J08864.000		99.970.997000.Z	Performance & Payment Bond		Final	\$207.00	ATP-0369
J08864.000		99.975.996000.Z	Subcontractor Default Insurance		Final	\$409.00	ATP-0369
J08864.000		99.999.999000.Z	Fee		Final	\$1,782.00	ATP-0369
TOTAL FOR PCI No. OS-00189						\$37,424.00	
J08864.000		01.08C.081000.E	Doors, Frames and Hardware	Kamco Supply Corp. of Boston	Final	\$1,778.00	ATP-0272
J08864.000		01.09A.051001.S	Drywall / General Trades	Central Ceilings Inc	Final	\$6,964.00	ATP-0272
J08864.000		01.23A.230000.TC	HVAC	Patrick J Kennedy & Sons Inc	Final	\$.00	ATP-0272
J08864.000		01.26A.110000.X	Electrical	Wayne J. Griffin Electric, Inc.	Final	\$2,552.00	ATP-0272
J08864.000		99.970.950050.Z	Gen & Excess Liability Insurance		Final	\$324.00	ATP-0272
J08864.000		99.970.997000.Z	Performance & Payment Bond		Final	\$68.00	ATP-0272
J08864.000		99.975.996000.Z	Subcontractor Default Insurance		Final	\$105.00	ATP-0272
J08864.000		99.999.999000.Z	Fee		Final	\$590.00	ATP-0272
TOTAL FOR PCI No. OS-00264						\$12,381.00	
J08864.000		01.06A.053000.X	Millwork	Polybois Inc	Final	\$1,289.00	ATP-0404
J08864.000		01.09B.096000.X	Resilient Flooring	CJM Services, Inc.	Final	\$1,802.00	ATP-0404
J08864.000		99.970.950050.Z	Gen & Excess Liability Insurance		Final	\$88.00	ATP-0404
J08864.000		99.970.997000.Z	Performance & Payment Bond		Final	\$19.00	ATP-0404
J08864.000		99.975.996000.Z	Subcontractor Default Insurance		Final	\$15.00	ATP-0404
J08864.000		99.999.999000.Z	Fee		Final	\$161.00	ATP-0404
TOTAL FOR PCI No. OS-00373						\$3,374.00	
J08864.000		01.23A.230000.TC	HVAC	Patrick J Kennedy & Sons Inc	Final	\$4,580.00	ATP-0394
J08864.000		99.970.950050.Z	Gen & Excess Liability Insurance		Final	\$130.00	ATP-0394
J08864.000		99.970.997000.Z	Performance & Payment Bond		Final	\$27.00	ATP-0394
J08864.000		99.975.996000.Z	Subcontractor Default Insurance		Final	\$.00	ATP-0394
J08864.000		99.999.999000.Z	Fee		Final	\$237.00	ATP-0394
TOTAL FOR PCI No. OS-00402						\$4,974.00	
J08864.000		01.23A.230000.TC	HVAC	Patrick J Kennedy & Sons Inc	Final	\$2,738.00	ATP-0434

J08864.000		99.970.950050.Z	Gen & Excess Liability Insurance		Final	\$78.00	ATP-0434
J08864.000		99.970.997000.Z	Performance & Payment Bond		Final	\$16.00	ATP-0434
J08864.000		99.975.996000.Z	Subcontractor Default Insurance		Final	\$.00	ATP-0434
J08864.000		99.999.999000.Z	Fee		Final	\$142.00	ATP-0434
TOTAL FOR PCI No. OS-00417						\$2,974.00	

Submitted Amt: \$61,127.00

Signature of the Owner indicates agreement herewith, including any adjustment in the Contract Sum or the Contract Time

The Original Contract price was	\$94,298,030.00
Net change by previously authorized Change Orders	\$7,224,792.20
Contract Price prior to this Change Order	\$101,522,822.20
Contract Price will be changed by this Change Order in the Amount	\$61,127.00
The new Contract Price including this Change Order will be	\$101,583,949.20
The Contract Time will be changed by	0
The date of Substantial Completion for construction as of the date of this Change Order therefore is	08/14/2024

Gilbane Building Company

Gilbane Building Company	
Signed: 5/3/2024 9:01:33 AM Eastern Standard Time - By: Nathan Burnham (Sr Project Executive)	
Gilbane Building Company: 10.41.200.180	

Jonathan Levi Architects LLC

By:	Carol Harris
Title:	Project Manager
Company:	Jonathan Levi Architects
Date:	5/3/24
Printed Name:	Carol Harris

LeftField, LLC

By:	Lynn Stapleton
Title:	OPM
Company:	LeftField Project Management
Date:	5/7/24
Printed Name:	Lynn Stapleton

Town of Brookline

By:	
Title:	
Company:	
Date:	
Printed Name:	

Gilbane Building Company
Authorization To Proceed


CONTRACT FOR: Brookline - Driscoll School
OWNER: Town of Brookline
ADDRESS: 333 Washington Street
 Brookline, MA 02445

ARCHITECT: Jonathan Levi Architects LLC, Mark Warner

PROJECT NUMBER: J08864.000
ATP NO: ATP-0272
ATP VERSION: 0
DATE OF ISSUANCE: 05/23/2023
SUBMITTED BY: Gilbane Building Company
ALTERNATE TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: ASI 80 & RFI 648- BDA Cabinet Location

DESCRIPTION: This ATP represents the cost associated with modifying room 4226 from an electrical room to an IDF room. This includes updating the door and frame to 90 minute rated and revising the partitions to be 2 hour rated. The work related to the ductless split unit in room 4226 has been removed from the pricing, as it will now be completed directly by the Town of Brookline. No cost related to electrical, HVAC, BMS, or MFG assistance with the split unit has been included in this pricing.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
00000001	ATP-272R3 Backup.pdf		02/01/2024	

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☐ Guaranteed Maximum Price
 ☐ Cost Plus Fee
 ☐ Unit Price
 ☐ Lump Sum
 ☐ Other

Change In Contract Sum
 Dollar Amount: \$12,381.00

☐ Fixed
 ☐ Maximum
 ☐ Estimated
 ☐ Time and Material

Change In Contract Time
 Time (Days): TBD

☐ Fixed
 ☐ Maximum
 ☐ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount
-----	---------	-------------	------------	---------------	--------

Job	PCI No.	Description	Phase Code	SubContractor	Amount
J08864.000	OS-00264	Doors, Frames and Hardware	01.08C.081000.E	Kamco Supply Corp. of Boston	\$1,778.00
J08864.000	OS-00264	Drywall / General Trades	01.09A.051001.S	Central Ceilings Inc	\$6,964.00
J08864.000	OS-00264	HVAC	01.23A.230000.TC	Patrick J Kennedy & Sons Inc	\$0.00
J08864.000	OS-00264	Electrical	01.26A.110000.X	Wayne J. Griffin Electric, Inc.	\$2,552.00
J08864.000	OS-00264	Gen & Excess Liability Insurance	99.970.950050.Z		\$324.00
J08864.000	OS-00264	Performance & Payment Bond	99.970.997000.Z		\$68.00
J08864.000	OS-00264	Subcontractor Default Insurance	99.975.996000.Z		\$105.00
J08864.000	OS-00264	Fee	99.999.999000.Z		\$590.00
TOTAL FOR PCI No. OS-00264					\$12,381.00

Submitted Amt: \$12,381.00

Gilbane Building Company

Gilbane Building Company
Signed: 2/7/2024 3:49:33 PM Eastern Standard Time - By: Justin MacEachern (Business Leader III)
Gilbane Building Company: 10.41.104.63

Jonathan Levi Architects LLC

DocuSigned by:	<i>Carol Harris</i>
By:	AF1EA2FE15C445D
Title:	Project Manager
Company:	Jonathan Levi Architects
Date:	4/2/2024
Printed Name:	Carol Harris

LEFTFIELD, LLC

DocuSigned by:	<i>Lynn Stapleton</i>
By:	368E4375FA58451
Title:	OPM
Company:	LeftField
Date:	4/1/2024
Printed Name:	Lynn Stapleton

Town of Brookline

DocuSigned by:	<i>Lap Yan</i>
By:	P233000347DD480
Title:	Director of Capital Construction
Company:	Town of Brookline BLDG Dept
Date:	4/18/2024
Printed Name:	Lap Yan



Date: 1/31/2024
Revised:

Project Name: Michael Driscoll School
Project No: J08864

Change Summary

Change Number: OS-00264
Description: ASI 80 RFI 648- BDA Cabinet Location

Bid Package / Scope of Work	Subcontractor	Cost
02A Abatement / Demolition	American Environmental	\$0.00
03A Concrete	Marguerite Concrete, Inc.	\$0.00
05A Structural Steel	SuperMetal Structures Inc.	\$0.00
06A Millwork	Polybois	\$0.00
07C Metal Panels	Salem Glass Company	\$0.00
07D Spray Fireproofing	Ricmor Construction, Inc.	\$0.00
08A Storefront	Salem Glass Company	\$0.00
08C Doors, Frames, and Hardware	Kamco Supply Corp. of Boston	\$1,778.00
09A Drywall & General Trades	Central Ceilings, Inc.	\$6,964.00
09F Wood Athletic Flooring	JJ Curran	\$0.00
09G Resinous Floors	Stonhard	\$0.00
09H Carpeting	Capital Carpet & Flooring Specialists	\$0.00
10A Specialties	Managanaro	\$0.00
10B Signage	Metro Signs	\$0.00
10C Overhead Doors	Baron	\$0.00
11A Theater Lighting	Barbazon	\$0.00
11B Gym Equipment and Bleachers	The Pappas Co.	\$0.00
11C Food Service Equipment	Kitteridge Equipment Company, Inc.	\$0.00
12B Window Treatments	Walker Specialties	\$0.00
31A Site Enabling	J. Derenzo Co.	\$0.00
32A Landscaping	Brightview	\$0.00
Subguard Insurance (CDI)	1.20%	\$105.00
Subcontractor Total		\$8,847.00

Bid Package / Scope of Work	Trade Contractor	Cost
04A Masonry	Fernandes Masonry, Inc.	\$0.00
05B Miscellaneous & Ornamental Iron	United Steel, Inc.	\$0.00
07A Waterproofing and Caulking	Armani Restoration, Inc.	\$0.00
07B Roofing and Flashing	J.D. Rivet & Co. Inc.	\$0.00
08B Glass and Glazing	Kapiloff's Glass, Inc.	\$0.00
09B Resilient Flooring	CJM Services, Inc.	\$0.00
09C Tile	Pavillion Floors, Inc.	\$0.00
09D Painting	Color Concepts Inc.	\$0.00
09E Acoustical Ceiling Tile	The Cheviot Corporation	\$0.00
14A Elevator	Delta Elevator Service Corp.	\$0.00
21A Fire Protection	Johnson Controls Fire Protection LP	\$0.00
22A Plumbing Enabling.	Patrick J. Kennedy & Sons, Inc.	\$0.00
23A HVAC	Patrick J. Kennedy & Sons, Inc.	\$0.00
26A Electrical	Wayne J Griffin Electric, Inc.	\$2,552.00
Bond (included in above cost)		
Trade Contractor Total		\$2,552.00

Subcontractor/Trade Contractor Total	-	\$11,399.00
General Conditions		\$0.00
CM Bond	0.600%	\$68.00
Total CCIP	2.750%	\$324.00
Fee	5.00%	\$590.00
TOTAL		\$12,381.00



Phone (508) 238-6985
Fax (508) 238-2191

CENTRAL
SPECIALTY CONTRACTING YOU CAN BUILD ON

PROPOSAL #: 388600 - 121

Date: March 31, 2023

To: Gilbane Building Company
10 Channel Center St., Suite 100
Boston, MA 02210

Phone: 617-960-2956

Project: Driscoll School
64 Westbourne Terrace
Brookline, MA 02446

Central Job # 388600 -

GC Job # 108864.000

GC Reference:

Change Request Reference

Reference: PCI # OS-264
Bulletin # ASI-80

Date:

Work Description: Upgrade Room 4324 to 2-hour rated assembly.

Attn:

Central Ceilings, Inc. will perform the following work in accordance with PCI # OS-264 Bulletin #ASI-80 Upgrade Room 4324 to 2-hour rated assembly. for the above referenced project.

Scope of Work:

Supervision & Coordination

Furnish & install Added Layer of Drywall at IDF Room 4324.

Furnish & install added Fire-Caulking at Top of wall

Remove Door Frame 4324. Re-Install new door frame at opening 4324.

Material:

704 SF 5/8" Drywall Type X	422.40
28 LF 3-5/8" 20Ga. ProStud	39.20
10 LF 3-5/8" 20Ga. Track	14.00
3 EA Taping Compound & Tape	82.50
40 LF Firecaulk & Saling	80.00
1 EA Misc. Fastners	32.00
Subtotal:	\$670.10
OH&P 10%	\$67.01

Equipment Rental:

12-16ft Narrow Scissor for 1 Week	\$262.50
Environmental Fee	\$1.32
Subtotal:	\$263.82
OH&P 10%	\$26.38

Labor:

Carpenter Foreman					
Straight Time	4.00	hours @	\$118.28	=	\$473.12
Carpenter Journeyman				=	
Straight Time	38.00	hours @	\$116.79	=	\$4,438.02
Taper Foreman				=	
Straight Time	8.00	hours @	\$116.37	=	\$930.96
Labor Journeyman				=	
Straight Time	1.00	hours @	\$94.99	=	\$94.99
Subtotal:					\$5,937.09

GRAND TOTAL: \$6,964.00

Thank you for the opportunity to price this additional work. Price is valid for thirty days. Signed Central Ceilings, Inc. Change Order Requests and/or Proposals are legal tender to bill against on the next requisition period. The construction schedule shall be subject to material availability. Please call if you need additional pricing or to review the scope of work in further detail.

Sincerely,

Acceptance:

John Cunha

Central Ceilings, Inc.

Gilbane Building Company



Kamco Supply Corp of Boston
 181 New Boston Street
 Woburn, MA 01801
 Phone: (781) 938-0909
 Fax:

PROPOSAL

Page: 1
 Proposal No.: JOB003477
 Proposal Change No.: 004
 Customer P.O. No.: JO8864.000.0029
 Proposal Date: 3/30/2023
 Customer ID: GILBOS
 Salesperson: Christos Ganas
 Salesperson Phone: 781-726-8864
 Salesperson Email: cganas@kamcoboston.com
 Project Manager: CSG

Submitted To: Gilbane Building Co.
 TRISTAN
 10 Channel Center Street
 Suite 100
 Boston, MA 02110

Ship to: MICHAEL DRISCOLL SCHOOL
 TRISTAN
 64 WESTBOURNE TERRACE
 BROOKLINE, MA 02446

ASI-080 / RFI-648

Job Name: MICHAEL DRISCOLL SCHOOL DR4324 CHANGED TO 90 MINUTE RATING

Item No.	Description	Unit	Quantity	Unit Price	Total Price
NSHMF3SF	HMF-30710 6 1/2(6 1/8" WALL) B LABEL	EA	1	790.00	790.00
NSWDDPREF	WDD-PREFINISHED MAPLE 30710 90MINUTE FLUSH	EA	1	988.00	988.00

Accepted By: _____

Date: _____ Purchase Order No. _____

Subtotal: 1,778.00
 Sales Tax: 0.00
 Total: 1,778.00



WAYNE J.
GRIFFIN ELECTRIC
INC.

January 31, 2024

VIA EMAIL ONLY: d.murphy@gilbaneco.com

Mr. Doug Murphy, Senior Project Manager
Gilbane Building Company
10 Channel Center Street
Boston, MA 02210

RE: Job #2732 - Michael Driscoll School, Brookline, MA
Proposal #172

Dear Mr. Murphy:

Wayne J. Griffin Electric, Inc. ("WJGEI") proposes to modify our contract to perform the following lump sum revisions to our work per our enclosed detailed backup:

DESCRIPTION OF WORK:

WJGEI is providing the following proposal for the scope outlined in the project change referred to below.

OS-00264 - ASI #80(R) BDA Cabinet Locations

WJGEI provided a 12-2 wire with a 15amp feed to the rough location of the DCCUc-12 unit that is being added to IDF Room #4226. This was installed because once the building is finished there is no access without major repair work.

The roof top unit shall be fed from the indoor DCUc unit.

WJGEI has removed all other materials associated with this scope that are related to the roof work or the installation, testing and commissioning on.

Excludes: This cost proposal does not include any roof weatherproof sealant, roof dunnage for the DCUc units, cutting, patching, painting, ceiling tile replacement, floor protection, controls, equipment other than what is specified above, acceleration, or permit.

Corporate Headquarters:

116 Hopping Brook Road
Holliston, MA 01746
Phone: (508) 429-8830
Fax: (508) 429-7825

Regional Offices:

296 Cahaba Valley Parkway
Pelham, AL 35124
Phone: (205) 733-8848
Fax: (205) 733-8107

2395 Pleasantdale Road
Suite 14
Doraville, GA 30340
Phone: (678) 417-9377
Fax: (678) 417-9373

2310 Presidential Drive
Suite 101
Durham, NC 27703
Phone: (919) 627-9724
Fax: (919) 627-9727

9801-C Southern Pine Boulevard
Charlotte, NC 28273
Phone: (704) 522-3851
Fax: (704) 522-3856

Mr. Doug Murphy

January 31, 2024

Page 2

Material	\$	384.54
Labor		2,114.75
Overhead & Profit		38.45
Subtotal	\$	2,537.74
Bond		14.47
Total	\$	2,552.21

This is a lump sum forward looking estimate of the above-noted change to our scope of work. This estimate represents a price we are willing to accept to assume the cost risk of this change to our ongoing work given the information provided to us. The labor and material prices contained in this proposal are based upon vendor/subcontractor quotes (if noted) and/or electrical industry pricing guides such as NECA, Trade Service, or R.S. Means, which guides are widely used and accepted in the construction industry to facilitate timely and consistent change order pricing. This estimate is offered for your review, approval and acceptance.

The value included in this proposal does not include any amounts for extended contract duration, overtime, changes in the sequence of work, acceleration, disruptions, interference and/or impacts, and the right is expressly reserved to recover any and all of these related items prior to any final settlement of this contract. The working relationship between your company and ours shall be in accordance with our mutually agreed to contract form.

Wayne J. Griffin Electric, Inc. reserves the right to void this proposal after thirty (30) days from the date above.

If you have any questions regarding the above, please do not hesitate to contact me at (508) 306-5408 or apaul@wjgei.com.

Very truly yours,

WAYNE J. GRIFFIN ELECTRIC, INC.



Andrew J. Paul
Project Manager

AJP/law

ACKNOWLEDGMENT: The contract modifications stated for the above proposal are acceptable for the work to be performed. The value of the work completed to the date of the next requisition may be billed on that requisition.

Date: _____ Authorized Signature: _____

cc: Robert Hannula, Project Engineer II, Gilbane Building Company, rhannula@gilbaneco.com
Tom Donahue, Project Executive, Wayne J. Griffin Electric, Inc.
Jordan Duarte, Project Foreman, Wayne J. Griffin Electric, Inc.



116 Hopping Brook Road, Holliston, MA 01746
(508) 429-8830 FAX (508) 429-9251

CCN#: P-0172, OS-00264 - ASI #80R RFI #648 - BDA
Date: 1/25/2024
Project Name: Michael Driscoll School
Project Number: 02732-00-21
Page Number: 1

Work Description

WJGEI is providing the following proposal for the scope outlined in the project changed referred below.

OS-00264 - ASI #80(R) BDA Cabinet Locations

WJGEI provided a 12-2 wire with a 15amp feed to the rough location of the DCCUC-12 unit that is being added to IDF Room 4226. This was installed because once the building is finished there will be no access without major repair work.

Roof top unit will be fed from the indoor DCUC unit.

WJGEI has removed all other materials associated with this scope related to roof work or installation, testing and commissioning on

Excludes:

This Cost Proposal does not include any roof weatherproof sealant, roof dunnage for DCUC units, cutting, patching, painting, ceiling tile replacement, floor protection, controls, equipment other than what is specified above, acceleration, permit.

Itemized Breakdown

Description	Qty	Net Price	UM	Materials (\$)	Labor	Total Hours
Cleanup/As/Builts/Safety	0.00	0.0000	HRS	0.000	0.000	0.620
Field Coordination & Layout	0.00	0.0000	HRS	0.000	0.000	2.730
3/8" ONE HOLE STEEL CLIP	8.00	0.3800		3.040	0.030	0.240
12/2 MC CABLE - 1000FT REEL	180.00	1.1777	FT	211.990	0.038	6.750
GROUNDING PIGTAILS #12	5.00	0.6920	EA	3.460	0.060	0.300
12 WIRE TERMINATION LBR	3.00	0.0000	EA	0.000	0.200	0.600
4" SQ. BOX 2-1/8" DEEP 1/2" & 3/4" KO	5.00	2.2440	EA	11.220	0.350	1.750
4" SQ. COVER FLAT BLANK	4.00	0.7525	EA	3.010	0.090	0.360
15/2 BOLT-ON BREAKER	1.00	119.5700	EA	119.570	0.600	0.600
1/2" BX /MC 2-SCREW STR-CONNECTOR	6.00	1.6483	EA	9.890	0.220	1.320
UP TO 1" RED FIRE STOP CAULK 10.3 OZ	1.00	22.3600	EA	22.360	0.500	0.500
Totals				384.54		15.77
Tax				0.00		
Materials with Tax				384.54		

Summary

	Itemized Breakdown Total	384.54
Electrical Journeyman	(15.7700 hrs @ \$134.10 / hr)	2,114.76
		2,114.76
Overhead & Profit - Material Or (\$384.54 @ 10.00%)		38.45
		38.45
Bond (\$2,537.74 @ 0.57%)		14.47
		14.47
		52.92
Total		\$2,552.21



Patrick J. Kennedy & Sons, Inc.

MECHANICAL CONTRACTORS

39 Gibson Street
Boston, MA 02122-1222
Ph : (617)265-5535

PROPOSED CHANGE ORDER

Number: PCO-0030R2

Date: 6/28/23

Phone:

Job: 2021-05 Driscoll School - HVAC

To: Douglas Murphy
Gilbane Building Co
10 Channel Center St
Suite 100
Driscoll School - HVAC
Boston, MA 02210

Description: ASI-080R Electric Room Modifications 4222A (OS-264)

Source: ASI # 80R

Scope of work:

- Layout for installation new units, piping, hangers/supports.
- Installation of new refrigeration & condensate piping w/ required insulation
- Coordination with roofer and carpenter for new roof box/stand installation
- Installation of New DCU with associated accessories (as shown on attached cutsheet)
- Startup, Tagging, Checkout, Cx associated with new DCU.

Coring/Layout/Sleeving/Firestopping/Acoustical - 16hrs
Piping/Hangers/Roof Blocks/Stand/Baffles - 46Hrs (10.04.2023 reduced labor down -4hrs to 42hrs)
Startup/Commissioning/Checkout/Warranty - 3Hrs
Updating Daikin Database/Project Documents - 1Hr

Notes:

- Work priced on a premium basis (Saturdays)
- Work area to be reviewed and made accessible by others (ceilings/roof/ect.)
- Due to Cable Rack unit location to be revised to adjacent wall, (model appears to show limited space).
- Location of DCU on roof to be revised to location not in conflict.

Exclusions:

- Any required rebar scanning if required at core wall (Current markings in place GBCo to confirm acceptability).
- Any cutting/opening/patching required for the work (Ceiling/Walls/Roof as required for work).
- Any work not identified under the HVAC scope (including any required supplemental supports for openings)
- Any blocking required on the roof for new equipment & supports
- Any special protections required for coring roof.
- Any relocation of electrical/Data equipment for protection while coring roof/wall.
- Any special provisions for the fire alarm system to allow installation to be handled by others now that building is "occupied" (ie disabling fire alarm system, covering detectors) 10/04/2023
- Any cleanup/disposal to a location other than central location in the work area shall be by others 10/04/2023

Rev1 - 06.28.2023 Reduced Fire Detail to single day, Reduced Pipefitting OT portion to 45hrs with 21hrs now during regular time (Reduced Startup/Cx/Checkout/Warranty to 3hrs; PJK has been working premium time every week on premium basis for contract work). Updated JCI quote.

Rev2 - 10.04.2023 Updated for current labor rates, Reduced Pipefittings hours by 4hrs (noted above), Revised all pipefitting labor to be during normal working hours (any work required to be premium time per GBCo or the Owner will be tracked on a separate slip and premium portion will be billed since future access is not specifically defined), Removed Scissor Lift all work will need to be via ladders now, Revised JCI proposal attached with all work during normal working hours, if off hours (outside 7-3 Monday-Friday) add would be \$3,000 for JCI portion.



Patrick J. Kennedy & Sons, Inc.
MECHANICAL CONTRACTORS

39 Gibson Street
 Boston, MA 02122-1222
 Ph : (617)265-5535

PROPOSED CHANGE ORDER

Number: PCO-0030R2

Date: 6/28/23

Phone:

Job: 2021-05 Driscoll School - HVAC

To: Douglas Murphy
 Gilbane Building Co
 10 Channel Center St
 Suite 100
 Driscoll School - HVAC
 Boston, MA 02210

Rev3 - 01.12.2024 - All costs voided; Owner to complete directly. No HVAC/BMS/MFG assistance to be provided.

Description	Quantity	Unit	Unit Price	Price
Materials (Attached List)	1.00	ls	\$8,068.36	\$8,068.36
Pipefitting Labor (All Standard Time-no PT)	62.00	hr	\$144.63	\$8,967.06
Sub-Contractors (Viking)	1.00	ls	\$1,711.62	\$1,711.62
Sub-Contractors (JCI)	1.00	ls	\$10,033.00	\$10,033.00
Sub-Contractors (Brookline FD Detail)	1.00	ls	\$501.40	\$501.40
Equipment & Rental (Electric Scissor)		wk	\$250.00	
			Subtotal:	\$29,281.44
			Material Markup	\$8,318.36 10.00% \$831.84
			Bond Cost	\$30,113.28 1.44% \$433.63
			Void - No Work Required	\$29,281.44 -104.32% \$-30,546.91
			Total:	\$0.00

Please note that Patrick J. Kennedy & Sons, Inc. will require an extra 3 Days.

If you have any questions, please contact me at 617-446-8000.

Submitted by: Raymond Hanley
 Patrick J. Kennedy & Sons, Inc

Approved by: _____
 Date: _____

ARCHITECTURAL SUPPLEMENTAL INFORMATION

To: Douglas Murphy

Project Name: Driscoll School

Project No.: 1823

Date of Issuance: March 16, 2023

ASI No.: 080

Re: BDA Cabinet Location

The work shall be carried out in accordance with the supplemental instructions described herein issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time. Prior to proceeding in accordance with these instructions, indicate your acceptance of these instructions for minor change to the Work as consistent with the Contract Documents and return a copy to the Designer. The additions, deletions, or modifications described herewith are for information only. Changes to the contract will be accomplished by Change Order or Construction Change Directive.

DESCRIPTION

In reference to RFI 648 (BDA Cabinet Location):

A SK 117:

1. Electrical Room 4226 redesignated as IDF 4226.
2. Door 4324 revised to 90-minute door and frame (refer to A SK 117).
3. GWB partitions revised to 2-hour fire-rated partitions to provide continuous 2 hour fire rated enclosure for IDF Room 4324.

SKE-0.25

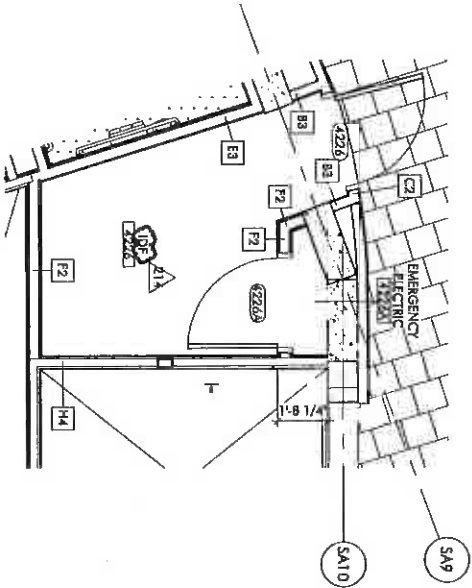
1. Provide power for ductless split unit in IDF 4226 as indicated.

M SK 028

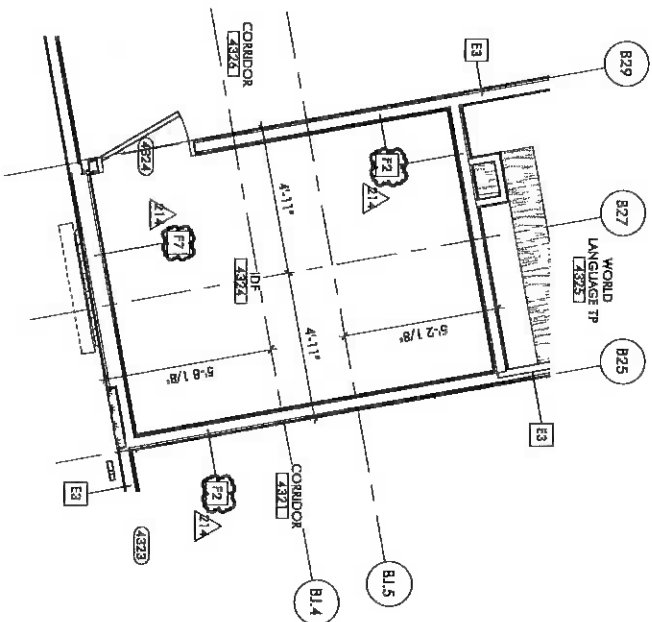
1. Install a ductless split AC unit in IDF 4226 as indicated on the attached sketches.

ATTACHMENTS

- A SK 117 – IDF ROOM REVISIONS
- SKE-0.25 – REVISED IDF ROOM 4226 FOR ADDED DCUc-12
- M SK 028 - ADDITION OF DCU-12 TO IDF 4226




1 ENLARGED PLAN - IDF RM 4226
1/4" = 1'-0"



2 PLAN - FLOOR 4 - IDF ROOM 4324
1/4" = 1'-0"

DOOR SCHEDULE - 4226

Door No.	From Room Name	From Room Number	Fire Label	Width	Height	Tickness	Panel Type	Panel Material	Panel Finish	Frame Type	Frame Material	Frame Finish	Head Detail	Jamb Detail	Sill Detail	Glazing	HDWR SET	Electrical Features	Sign Type	Comments
4324	IDF	4324	4324	5'-0"	7'-10"	0'-1 3/4"	B1	WD	STN	1	HH	TTD	H1	J1	S1	G1	2B		AT	



TOWN OF BROOKLINE
DRISCOLL SCHOOL

Project: TOWN OF BROOKLINE
DRISCOLL SCHOOL

Sketch Title: IDF ROOM REVISIONS

Project No.: 1823

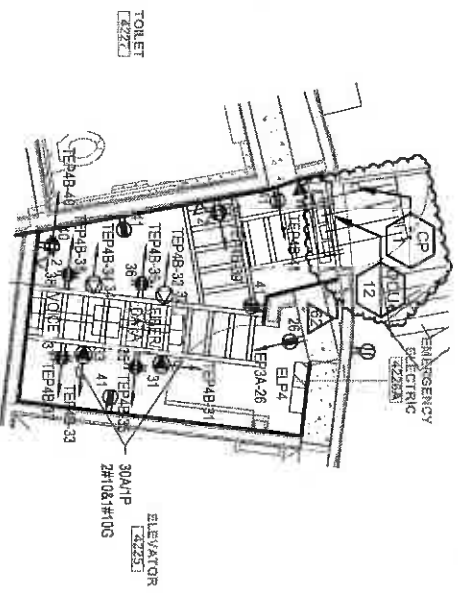
Scale: 1/4" = 1'-0"

Revision Number: A SK 117

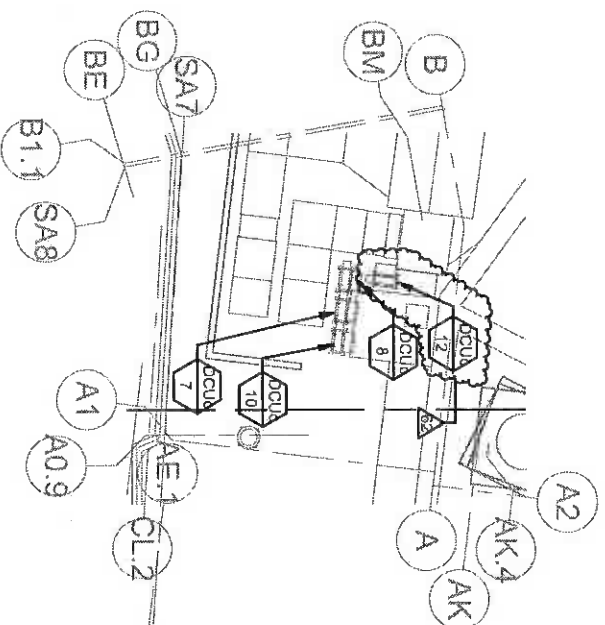
ELECTRICAL SCHEDULE OF MECHANICAL EQUIPMENT

UNIT NO.	DESCRIPTION	LOCATION	LOAD CHARACTERISTICS	VOLT	PH	PANEL CIRCUIT	CIRCUIT BREAKER	FEEDE	TS	W/P	REMARKS
DCU-12	DUCTLESS COOLING UNIT	ON ROOF ABOVE IDF 4226	10.0 MCA / 15.0 MOP	208	1	EP3A-36-38	15A-2P	3#12S-1#12G-3#4"C	X	X	CONNECT W/P RECEPTACLE TO MP4-19
DCU-12	DUCTLESS COOLING UNIT	IDF	10 AMP	208	1				X	X	REMOVE BR134712S - 3#12 TO DCU-12 CONNECT CP-11 TO MP-18

① ② ③ ④



FOURTH FLOOR PLAN - PART B - IDF ROOM 4226 ASI-080
SCALE: 1/4" = 1'-0"



ROOF POWER - ASI-080
SCALE: 1/16" = 1'-0"


	Project	DRISCOLL SCHOOL	
	Owner	DRISCOLL SCHOOL	
	Sketch Title	REVISED IDF ROOM 4226 FOR ADDED	
	DCU-12		
Issued With:	No.	Date:	Description:
AS INCORPORATED	100	08/09/2023	AS-080
Reference Sheet:	100	1223	Sketch Number
Scale:	AS INCORPORATED		SKE 0.25

DUCTLESS COOLING UNIT SYSTEMS

DUCTLESS COOLING UNIT SYSTEMS																		
UNIT NO.	MANUF. NO.	SERVICE	EVA/P LOCATION	COND. PUMP	EVAPORATOR UNITS			CONDENSER UNITS				MIN.	MIN. SEER (EER)	REMARKS				
					CFM	COOLING MBH	HEATING MBH	TAG	MODEL	COOLING MBH	HEATING MBH				V	PH	MCA/MOCP	
DCUe-1	PKA	DATA RACK COOLING	0123 HEAD END	CP-1	635	24.0		15.7	DCUe-1	PLZ	24.0	15.7	208	1	19/26	12.2	21.4	LOW AMBIENT
DCUe-2	PKA	REDUNDANT RACK CLING	0123 HEAD END	CP-1	635	24.0		15.7	DCUe-2	PLZ	24.0	15.7	209	1	19/26	12.2	21.4	LOW AMBIENT
DCUe-3	PKA	XPRM COOLING	0130 ELEC (MAIN)	CP-1	635	24.0		15.7	DCUe-3	PLZ	24.0	15.7	208	1	19/26	12.2	21.4	LOW AMBIENT
DCUe-4	PKA	DATA RACK COOLING	0810 IDF	CP-1	320	12.0		9.2	DCUe-4	PLZ	12.0	9.2	208	1	11/28	12.0	20.6	LOW AMBIENT
DCUe-5	PKA	DATA RACK COOLING	2320 IDF	CP-1	320	12.0		9.2	DCUe-5	PLZ	12.0	9.2	208	1	11/28	12.0	20.6	LOW AMBIENT
DCUe-6	PKA	DATA RACK COOLING	2729 IDF	CP-1	320	12.0		9.2	DCUe-6	PLZ	12.0	9.2	208	1	11/28	12.0	20.6	LOW AMBIENT
DCUe-7	PKA	HEAT PUMP	0220 CLUST. WORKSHOP	CP-1	320	12.0		9.2	DCUe-7	PLZ	12.0	9.2	208	1	11/28	12.0	20.6	LOW AMBIENT
DCUe-8	PKA	DATA RACK COOLING	3228 IDF	CP-1	320	12.0		9.2	DCUe-8	PLZ	12.0	9.2	208	1	11/28	12.0	20.6	LOW AMBIENT
DCUe-9	PKA	DATA RACK COOLING	4324 IDF	CP-1	320	12.0		11.3	DCUe-9	PLZ	18.0	11.3	208	1	11/28	9.9	18.5	LOW AMBIENT
DCUe-10	PKA	ENR COOLING	0224 ELEV. MACHINE RM	CP-1	320	12.0		9.2	DCUe-10	PLZ	12.0	9.2	208	1	11/28	12.0	20.6	LOW AMBIENT
DCUe-11	PKA	HEAT PUMP	1822 CLUST. WORKSHOP	CP-1	320	12.0		9.2	DCUe-11	PLZ	12.0	9.2	208	1	11/28	12.0	20.6	LOW AMBIENT
DCUe-12	MSZ	DATA RACK/BDU COOLING	4228 IDF	CP-1	381	6.0		5.9	DCUe-12	MSZ	6.0		208	1	10/15	18.0	33.1	LOW AMBIENT

SELECTION BASED ON "UNITS/BSHP". PROVIDE STAT. LOW AMBIENT CONTROL, AND INTERNAL MOUNTED CONDENSATE PUMP OR MODEL LISTED ABOVE. OEM BASED ON PANS SET AT LOW SPEED. PROVIDE WITH MATCHING AIR COOLED CONDENSING UNIT AS SCHEDULED. ALL REFRIGERANT TUBING SHALL BE SIZED BY UNIT MANUFACTURER. PROVIDE ALL NECESSARY JOINT KITS, FITTINGS AND ACCESSORIES FOR A COMPLETE OPERATING SYSTEM PER MANUFACTURER'S RECOMMENDATIONS. PROVIDE NECESSARY EQUIPMENT FOR SAS INTERFACE. FOR VAPORATOR UNITS WITHOUT ELECTRICAL DATA, POWER IS PROVIDING THROUGH WIRING FROM THE CONDENSER. PROVIDE 24" SNOW PROTECTION STAND FOR CONDENSERS.

- 3 ASI #080 - HVAC - SCHEDULE II
N.T.S.

 ZACHRY GROUP 3000 WEST 10TH AVENUE SUITE 100 DENVER, CO 80202 TEL: 303.733.1000 FAX: 303.733.1001 WWW.ZACHRYGROUP.COM	Project: TOWN OF BROOKLINE DRISCOLL SCHOOL		Issued With: No. _____ Description: _____ Date: 03/04/2023 AS 1000	
	Sketch Title: ADDITION OF DCU-12 TO IDF 4226		Rel. Sheet: M011 & M004 Sketch Number Project No.: 1623 M SK 028	
Scale: As Indicated				

**Gilbane Building Company
Authorization To Proceed**

CONTRACT FOR: Brookline - Driscoll School
OWNER: Town of Brookline
ADDRESS: 333 Washington Street
Brookline, MA 02445

ARCHITECT: Jonathan Levi Architects LLC, Mark Warner

PROJECT NUMBER: J08864.000
ATP NO: ATP-0369
ATP VERSION: 0
DATE OF ISSUANCE: 10/24/2023
SUBMITTED BY: Gilbane Building Company
ALTERNATE TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE:RFI #742 Access to the Play Area During Phase 2

DESCRIPTION:This ATP represents the cost associated with providing access to the play area during phase 2 of the project during the 2023/2024 school year. The cost includes demoing the stairs to complete the project as shown on the drawings. The pricing excludes protection of the permanent finishes.

This revised ATP value is \$37,424 is attributed to \$52,753 of the original ATP value being applied to OA-10.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
00000001	ATP-369R2 Backup.pdf		03/01/2024	

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum
Dollar Amount: \$37,424.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time
Time (Days): TBD

☒ Fixed

☐ Maximum

☐ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount
J08864.000	OS-00189	Cast-In-Place Concrete	01.02A.030000.F	Marguerite Concrete Contractors, Inc	\$9,781.00
J08864.000	OS-00189	Cast-In-Place Concrete	01.02A.030000.F	Marguerite Concrete Contractors, Inc	\$11,034.00
J08864.000	OS-00189	Drywall / General Trades	01.09A.051001.S	Central Ceilings Inc	\$2,564.00
J08864.000	OS-00189	Sitework	01.31A.311000.X	J. Derenzo Company	\$7,914.00
J08864.000	OS-00189	Sitework	01.31A.311000.X	J. Derenzo Company	\$2,754.00
J08864.000	OS-00189	Gen & Excess Liability Insurance	99.970.950050.Z		\$979.00
J08864.000	OS-00189	Performance & Payment Bond	99.970.997000.Z		\$207.00
J08864.000	OS-00189	Subcontractor Default Insurance	99.975.996000.Z		\$409.00
J08864.000	OS-00189	Fee	99.999.999000.Z		\$1,782.00
TOTAL FOR PCI No. OS-00189					\$37,424.00

Submitted Amt: \$37,424.00

Gilbane Building Company

Gilbane Building Company	
Signed: 3/2/2024 8:25:03 AM Eastern Standard Time - By: Nathan Burnham (Sr Project Executive)	
Gilbane Building Company: 10.41.168.178	

Jonathan Levi Architects LLC

DocuSigned by:	
<i>Carol Harris</i>	
By:	AF1EA2FE15C445D
Title:	Project Manager
Company:	Jonathan Levi Architects
Date:	3/7/2024
Printed Name:	3/7/2024

LeftField, LLC

DocuSigned by:	
<i>Lynn Stapleton</i>	
By:	368E4375FA58451
Title:	OPM
Company:	LeftField
Date:	3/7/2024
Printed Name:	Lynn Stapleton

Town of Brookline

DocuSigned by:	
<i>Lap Yan</i>	
By:	E750600347DD495
Title:	Director of Capital Construction
Company:	Town Of Brookline BLDG Dept
Date:	4/18/2024
Printed Name:	Lap Yan



Date: 2/29/2024
Revised:

Project Name: Michael Driscoll School
Project No: J08864

Change Summary

Change Number: OS-189
Description: RFI #742- Phase 2 Temp Play Area

Bid Package / Scope of Work	Subcontractor	Cost
02A Abatement / Demolition	American Environmental	\$0.00
03A Concrete	Marguerite Concrete, Inc.	\$20,815.00
05A Structural Steel	SuperMetal Structures Inc.	\$0.00
06A Millwork	Polybois	\$0.00
07C Metal Panels	Salem Glass Company	\$0.00
07D Spray Fireproofing	Ricmor Construction, Inc.	\$0.00
08A Storefront	Salem Glass Company	\$0.00
08C Doors, Frames, and Hardware	Kamco Supply Corp. of Boston	\$0.00
09A Drywall & General Trades	Central Ceilings, Inc.	\$2,564.00
09F Wood Athletic Flooring	JJ Curran	\$0.00
09G Resinous Floors	Stonhard	\$0.00
09H Carpeting	Capital Carpet & Flooring Specialists	\$0.00
10A Specialties	Managanaro	\$0.00
10B Signage	Metro Signs	\$0.00
10C Overhead Doors	Baron	\$0.00
11A Theater Lighting	Barbazon	\$0.00
11B Gym Equipment and Bleachers	The Pappas Co.	\$0.00
11C Food Service Equipment	Kitteridge Equipment Company, Inc.	\$0.00
12B Window Treatments	Walker Specialties	\$0.00
31A Site Enabling	J. Derenzo Co.	\$10,668.00
32A Landscaping	Brightview	\$0.00
Subguard Insurance (CDI)	1.20%	\$409.00
Subcontractor Total		\$34,456.00

Bid Package / Scope of Work	Trade Contractor	Cost
04A Masonry	Fernandes Masonry, Inc.	\$0.00
05B Miscellaneous & Ornamental Iron	United Steel, Inc.	\$0.00
07A Waterproofing and Caulking	Armani Restoration, Inc.	\$0.00
07B Roofing and Flashing	J.D. River & Co. Inc.	\$0.00
08B Glass and Glazing	Kapiloff's Glass, Inc.	\$0.00
09B Resilient Flooring	CJM Services, Inc.	\$0.00
09C Tile	Pavillion Floors, Inc.	\$0.00
09D Painting	Color Concepts Inc.	\$0.00
09E Acoustical Ceiling Tile	The Cheviot Corporation	\$0.00
14A Elevator	Delta Elevator Service Corp.	\$0.00
21A Fire Protection	Johnson Controls Fire Protection LP	\$0.00
22A Plumbing Enabling.	Patrick J. Kennedy & Sons, Inc.	\$0.00
23A HVAC	Patrick J. Kennedy & Sons, Inc.	\$0.00
26A Electrical	Wayne J Griffin Electric, Inc.	\$0.00
<i>Bond (included in above cost)</i>		
Trade Contractor Total		\$0.00

Subcontractor/Trade Contractor Total	-	\$34,456.00
General Conditions		\$0.00
CM Bond	0.600%	\$207.00
Total CCIP	2.750%	\$979.00
Fee	5.00%	\$1,782.00
TOTAL		\$37,424.00



338 HOWARD ST. | BROCKTON, MA | 02302

August 23, 2023

Gilbane Building Company

10 Channel Center St.

Boston, MA 02210

Attn: **Douglas Murphy, Project Manager**
Project: **Michael Driscoll School – Brookline, MA**
Re: **JDC PCO 024R1 – RFI742 Temp Paving**

William,

J. Derenzo Co. proposes to perform the scope detailed herein, based on the stated qualifications, inclusions, and exclusions, for a lump sum price of ~~\$49,499.60~~ 7,914.34

A detailed breakdown of change in scope referenced in this cover sheet is enclosed.

Qualifications:

- RFI742 Temp Play areas responded by Jonathon Levi Associates dated 6/15/23

Inclusions:

- Prepare, compact, and dispose for temp binder and binder asphalt
- Pave approximately 3,900 square feet with 2" binder course
- Strip and dispose temp binder locations at a future date to install proposed rain garden
- Demo temporary concrete stairs & sidewalk placed at Northeast corner of Building C

Exclusions:

- Premium Time – nights, weekends, holidays, etc.
- Prep for concrete pavement section carried under contract
- Assumed binder course will be sufficient for temporary conditions (pedestrian traffic 2023-2024 school year)
- Area paved over 3900 sf will be sent under separate changeorder
- Base cost of liquid asphalt under this changeorder is \$495.00. Any increase in costs upon installation of asphalt will be sent under separate changeorder
- Work planned to be performed in (1) Mobilizations. Additional mobilizations will be sent as a changeorder under separate cover
- Pavement Markings
- Signage

If you have any questions concerning this proposal, please do not hesitate to contact me using the information listed below.

Respectfully,
J. DERENZO CO.

Christian Rivera
Project Manager
617-272-0240
crivera@jderenzo.com

Proposal

From:

J Derenzo Co
338 Howard Street
Brockton, MA 02302 USA
Phone: (508) 427-6441

Project:

21018 DRISCOLL PCO24 RFI742
TEMP PAVING

Description:

ITEM / DESCRIPTION	BID QTY	U/M	UNIT BID	AMOUNT
021 Prep for temp paving	275.00	TON	\$62.48	\$17,181.84
022 Asphalt Paving	1.000	LS	\$20,350.00	\$20,350.00
023 Asphalt Strip & Dispose	1.000	LS	\$4,053.42	\$4,053.42
024 Demo Temp Stairs & Sidewalk	1.000		\$7,914.34	\$7,914.34
			TOTAL BID:	\$48,499.60

PROJECT : 21018 DRISCOLL PC024

ITEM SHEET COSTS AS SHOWN

Item: 024
 Description: Demo Temp Stairs & Sidewalk
 Cost Code:
 Production: DAYS
 Hours per Day: 8
 Alternate:

Unit of Measure:
 Bid Quantity: 1.00
 Take-off Quantity: 1.000
 Total Man-Hours: 24.00
 Man-Hours per Unit: 24.0000
 Units / MH: 0.0417

Item Production

ITEM#	DESCRIPTION	U/M	QTY	Time Units	Time Req'd
024	Demo Temp Stairs & Sidewalk		1.00	1.00 (D)	1.00

Cost Detail for Item 024

R	Code	Description	QTY	U/M	Factor	Rate	Cost
L	JDC-FOR	FOREMAN	1.00		1.00	768.40	768.40
L	JDC-LAB	LABORER	2.00		1.00	763.04	1,526.08
E	WRITEIN	CAT322 Rubber Tire Excavator w/Operator	1.00		1.00	3,348.00	3,348.00
E	WRITEIN	Triaxle	1.00		1.00	1,859.36	1,859.36
S	WRITEIN	Concrete Disposal	1.00	LD	1.00	375.00	375.00
Item Unit Cost:			7,876.84		Item Total Cost:		7,876.84

	Labor	Equipment	Rental Eq	Material	Subcontract	Other
Total:	2,294.48	5,207.36	0.00	0.00	375.00	0.00
Unit:	2,294.48	5,207.36	0.00	0.00	375.00	0.00

Bid Data for Item: 024

	Quantity	Bid Unit	Bid Amount	Total Cost	Prof & Ovhd	Windfall
Bid Qty:	1.00	7,914.34	7,914.34	7,876.84	37.50	
Take-off Qty:	1.00	7,914.34	7,914.34	7,876.84	37.50	0.00



338 Howard Street | Brockton, MA | 02302

Change Order Request

To: William Heiberger
Gilbane Building Company
155 Federal Street
Boston, MA 02110
Ph: (617)478-3300

Number: 56
Date: 8/30/23
Job: JDC21018 Michael Driscoll School (GILBA)

Description of Work: OS-189 Backfill & Subgrade For Temp Ramp

Below are the costs associated with the additional work in conjunction with our contract.

OS-189 Backfill & Subgrade For Temp Ramp

The total amount to provide this work is \$2,753.84

Kindly issue a change order for this additional work. If you have any questions, please contact me at (508)897-8030.

Submitted by: Christian Rivera
J Derenzo Companies

Approved by: Christian Rivera
Date: 8/30/23

Created by: Caitlin Spector



338 Howard Street | Brockton, MA | 02302

COR 56 Price Breakdown

Job: JDC21018 Michael Driscoll School (GILBA
 Description of Work: OS-189 Backfill & Subgrade For Temp Ramp

Description	Quantity	Unit	Unit Price	Price
Slip# 55807				8/11/2023
CAT M320 Rubber Tire Excavator with Operator	4.00	hrs	\$389.57	\$1,558.28
Labor Foreman	4.00	hrs	\$100.13	\$400.52
Laborer(2)	8.00	hrs	\$99.38	\$795.04
			Slip# 55807 Total:	\$2,753.84
			Subtotal	\$2,753.84
			Material Markup	\$0.00
			Sub Markup	\$0.00
			Total	\$2,753.84

EXTRA WORK ORDER FORM



55807

338 Howard Street • Brockton MA • 02302

G.C. / OWNER

JOB NAME

JOB NUMBER

PHYSICAL ADDRESS

Gilbane
Driscoll School
21028

DATE WORK PERFORMED

FORM COMPLETED BY

GC / OWNER ORDER #

8/11/2023
Julio Ruelas

64 West Bay Terrace

IS WORK DESCRIBED ABOVE PART OF AN ALLOWANCE

Y

N

EQUIPMENT

TYPE OF EQUIPMENT	EQUIPMENT ID	HOURS
<u>Cat 320 RTE Excavator w/o P</u>	<u>RTE-10</u>	<u>4 hrs</u>

MATERIALS

DESCRIPTION	VENDOR	UNIT OF MEASURE	QUANTITY

JDC LABOR

NAME	POSITION	REGULAR HOURS	O/T HOURS
<u>Julio Ruelas</u>	<u>Superintendent w/o P</u>	<u>4 hrs</u>	
<u>Mark Ruelas</u>	<u>Laborer</u>	<u>4 hrs</u>	
<u>Robert Gagliardi</u>	<u>Laborer</u>	<u>4 hrs</u>	

SUBCONTRACTOR LABOR

NAME	HOURS

DESCRIPTION OF WORK

Backfill and subgrade for Temp Ramp on West Bay

GILBANE BUILDING COMPANY
 SIGNATURE ACKNOWLEDGES TIME AND
 MATERIALS EXPENDED FOR THE WORK
 BUT DOES NOT CHANGE THE CONTRACTUAL
 OBLIGATIONS OF EITHER PARTY.

GC Owner Signature

PCI #: 95-189

DATE:

8/11/23

DATE

Print Name and Title

GILBANE: [Signature]

TITLE

ACCOUNTING SIGNED



PCO #079

Project: 21-06-115 - Driscoll School
64 Westbourne Terrace
Brookline, Massachusetts 02446

Prime Contract Potential Change Order #079: Temporary Stair at C Building

TO:	Gilbane Building Company 10 Channel Center St Suite 100 Boston, Massachusetts 02210	FROM:	Marguerite Concrete Inc. 11 Rosenfeld Drive Hopedale, Massachusetts 01747
PCO NUMBER/REVISION:	079 / 0	CONTRACT:	1 - Driscoll School Prime Contract**WBE
REQUEST RECEIVED FROM:		CREATED BY:	Jasmine Washington (Marguerite Concrete Inc.)
STATUS:	Pending - Proceeding	CREATED DATE:	7/14/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$9,780.96

POTENTIAL CHANGE ORDER TITLE: Temporary Stair at C Building

CHANGE REASON: No Change Reason

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #CO #29 - Temporary Stair at C Building

Construct a temporary concrete stair as required by RFI #742.
Stair to rise from elevation 106 to elevation 110, five feet wide.

ATTACHMENTS:

Description	UOM	Unit Price	Quantity	Subtotal
Carpenter	hours	\$118.70	16	\$1,899.20
Laborer	hours	\$99.83	16	\$1,597.28
Cement Finisher	hours	\$120.53	16	\$1,928.48
Pumping	ls	\$3,000.00	1	\$3,000.00
Concrete 4000psi	cy	\$120.00	3	\$360.00
Formwork	ls	\$400.00	1	\$400.00
Tools and Consumables	ls	\$200.00	1	\$200.00
OH&P 10.00%				\$396.00
Grand Total:				\$9,780.96

Gilbane Building Company
10 Channel Center St Suite 100
Boston, Massachusetts 02210

Marguerite Concrete Inc.
11 Rosenfeld Drive
Hopedale, Massachusetts 01747

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

**PCO #083**

Project: 21-06-115 - Driscoll School
64 Westbourne Terrace
Brookline, Massachusetts 02446

Prime Contract Potential Change Order #083: Provide Temp Concrete Access Ramp for Project Phasing

TO:	Gilbane Building Company 10 Channel Center St Suite 100 Boston, Massachusetts 02210	FROM:	Marguerite Concrete Inc. 11 Rosenfeld Drive Hopedale, Massachusetts 01747
PCO NUMBER/REVISION:	083 / 0	CONTRACT:	1 - Driscoll School Prime Contract**WBE
REQUEST RECEIVED FROM:		CREATED BY:	Jasmine Washington (Marguerite Concrete Inc.)
STATUS:	Pending - Proceeding	CREATED DATE:	9/18/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$11,034.19

POTENTIAL CHANGE ORDER TITLE: Provide Temp Concrete Access Ramp for Project Phasing

CHANGE REASON: No Change Reason

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #CO #33 - Provide Temp Concrete Access Ramp for Project Phasing

T&M Ticket # 18: Last placement of the temp ramp on Westbourne terrace. Frame, place, finish. | [Download PDF](#) | [View Ticket](#)

T&M Ticket # 17: Construct temporary concrete pedestrian ramp at Westbourne Terrace at Gilbane direction to accommodate project phasing.

Preparation, pouring, finishing, stripping. | [Download PDF](#) | [View Ticket](#)

ATTACHMENTS:

[1694104522285.640869_templimage.jpeg](#) [1694103309312.410889_templimage.jpeg](#) [1692724590430.489990_templimage.jpeg](#)

Description	UOM	Unit Price	Quantity	Subtotal
Laborer Journeyman - Regular Time	hours	\$100.93	11	\$1,110.23
Cement Finisher Journeyman - Regular Time	hours	\$123.04	19	\$2,337.76
Cement Finisher Foreman - Regular Time	hours	\$125.79	15	\$1,886.85
Laborer Foreman - Regular Time	hours	\$102.03	12	\$1,224.36
Carpenter Journeyman - Regular Time	hours	\$111.94	18	\$2,014.92
Superintendent - Regular Time	hours	\$122.00	12	\$1,464.00
2x4x16 - Wood	ea	\$7.49	9	\$67.41
Carpenter Foreman - Regular Time	hours	\$115.24	8	\$921.92
OH&P 10.00%				\$6.74
Grand Total:				\$11,034.19



PCO #083

Gilbane Building Company
10 Channel Center St Suite 100
Boston, Massachusetts 02210

Marguerite Concrete Inc.
11 Rosenfeld Drive
Hopedale, Massachusetts 01747

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



Project: 21-06-115 - Driscoll School

64 Westbourne Terrace

Brookline, Massachusetts 02446

T&M Ticket #17

Performed on	Aug 16, 2023	Reference #	
Location	Westbourne terrace ramp	Ordered by	Lucas Seiferth
Status	Ready For Review		
Description	Construct temporary concrete pedestrian ramp at Westbourne Terrace at Gilbane direction to accommodate project phasing. Preparation, pouring, finishing, stripping.		

Labor (8)

Employee	Classification	Time Type	Hours
Bryce Carter	Laborer Journeyman	Regular Time	8.0
Christopher St. Germain	Cement Finisher Journeyman	Regular Time	8.0
Jason Rockett	Cement Finisher Journeyman	Regular Time	8.0
Nilton Estrela	Cement Finisher Foreman	Regular Time	12.0
Andrew Lindsey	Laborer Foreman	Regular Time	8.0
Pavlo Tsykhotskyy	Carpenter Journeyman	Regular Time	8.0
Igor Shapkin	Carpenter Foreman	Regular Time	8.0
Oleksiy Zhyboyedov (Marguerite Concrete Inc.)	Superintendent	Regular Time	8.0
			Total: 68.0

Materials (1)

Material	Description	Unit	Quantity
2x4x16	Wood	ea	5.0
			Total: 5.0

Attachments



1692724590430.489990_tempImage.jpeg



Project: 21-06-115 - Driscoll School
64 Westbourne Terrace
Brookline, Massachusetts 02446

T&M Ticket #17

Performed on Aug 16, 2023 Reference #
Location Westbourne terrace ramp Ordered by Lucas Seiferth
Status Ready For Review
Description Construct temporary concrete pedestrian ramp at Westbourne Terrace at Gilbane direction to accommodate project phasing. Preparation, pouring, finishing, stripping.

Labor (8)

Employee	Classification	Time Type	Hours
Bryce Carter	Laborer Journeyman	Regular Time	8.0
Christopher St. Germain	Cement Finisher Journeyman	Regular Time	8.0
Jason Rockett	Cement Finisher Journeyman	Regular Time	8.0
Nilton Estrela	Cement Finisher Foreman	Regular Time	12.0
Andrew Lindsey	Laborer Foreman	Regular Time	8.0
Pavlo Tsykhotskyy	Carpenter Journeyman	Regular Time	8.0
Igor Shapkin	Carpenter Foreman	Regular Time	8.0
Oleksiy Zhyboyedov (Marguerite Concrete Inc.)	Superintendent	Regular Time	8.0
Total:			68.0

Materials (1)

Material	Description	Unit	Quantity
2x4x16	Wood	ea	5.0
Total:			5.0

Attachments



1692724590430.489990 templimage.jpeg

GILBANE BUILDING COMPANY
SIGNATURE ACKNOWLEDGES TIME AND
MATERIALS EXPENDED FOR THE WORK
BUT DOES NOT CHANGE THE CONTRACTUAL
OBLIGATIONS OF EITHER PARTY.

PCI #: 05-189 DATE: 9/22/23
GILBANE:

T&M Ticket #17

Project: 21-06-115 - Driscoll School

Approvals

DL

Aug 22, 2023

COMPANY SIGNATURE
Oleksiy Zhyboyedov
Marguerite Concrete Inc.

DATE

CUSTOMER SIGNATURE

DATE

Notes



Project: 21-06-115 - Driscoll School
64 Westbourne Terrace
Brookline, Massachusetts 02446

T&M Ticket #18

Performed on Sep 7, 2023 Reference #
Location Westbourne terrace ramp Ordered by Lucas Seiferth
Status Ready For Review
Description Last placement of the temp ramp on Westbourne terrace. Frame, place, finish.

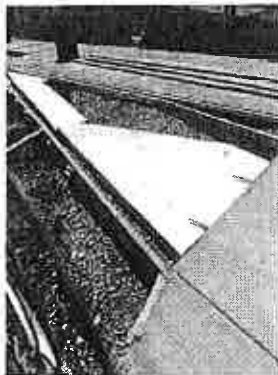
Labor (6)

Employee	Classification	Time Type	Hours
Lucas Ixcoy	Laborer Journeyman	Regular Time	3.0
Jason Rockett	Cement Finisher Journeyman	Regular Time	3.0
Nilton Estrela	Cement Finisher Foreman	Regular Time	3.0
Andrew Lindsey	Laborer Foreman	Regular Time	4.0
Pavlo Tsykhotskyy	Carpenter Journeyman	Regular Time	10.0
Oleksiy Zhyboyedov (Marguerite Concrete Inc.)	Superintendent	Regular Time	4.0
			Total: 27.0

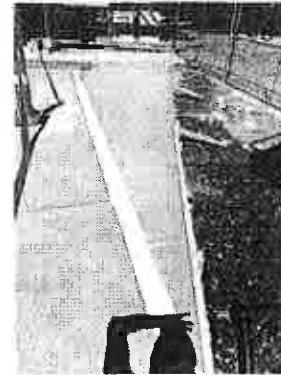
Materials (1)

Material	Description	Unit	Quantity
2x4x16	Wood	ea	4.0
			Total: 4.0

Attachments



1694103309312.410889_tmplImage.jpeg



1694104522285.640869_tmplImage.jpeg

GILBANE BUILDING COMPANY
SIGNATURE ACKNOWLEDGES TIME AND
MATERIALS EXPENDED FOR THE WORK
BUT DOES NOT CHANGE THE CONTRACTUAL
OBLIGATIONS OF EITHER PARTY.

PCI #: 05-189

DATE: 9/22/23

GILBANE:

T&M Ticket #18

Project: 21-06-115 - Driscoll School

Approvals



Sep 7, 2023

COMPANY SIGNATURE
Oleksiy Zhyboyedov
Marguerite Concrete Inc.

DATE

CUSTOMER SIGNATURE

DATE

Notes



Phone (508) 238-6985

Fax (508) 238-2191

CENTRAL
SPECIALTY CONTRACTING YOU CAN BUILD ON**PROPOSAL #:** **388600 - 158**

Date: August 2, 2023
To: Gilbane Building Company
 10 Channel Center St., Suite 100
 Boston, MA 02210

Phone: 617-960-2956
Project: Driscoll School
 64 Westbourne Terrace
 Brookline, MA 02446

Central Job # 388600 -
GC Job # J08864.000

GC Reference:**Change Request Reference**

Reference: PCI # OS-189
 RFI # 742

Date:**Work Description:** Furnish & Install temp rail at stairs**Attn:**

Central Ceilings, Inc. will perform the following work in accordance with PCI # OS-189 RFI #742 Furnish & Install temp rail at stairs for the above referenced project.

Scope of Work:

Furnish & Install temp rail at stairs

Material:

27.5 LF PT Rail
 1 EA Misc. Fastners

357.50

42.00

Subtotal: \$399.50**OH&P 10%** \$39.95**Labor:****Carpenter Foreman**

Straight Time

2.00 hours @ \$118.28 = \$236.56

Carpenter Journeyman

Straight Time

16.00 hours @ \$117.98 = \$1,887.68

Subtotal: \$2,124.24**GRAND TOTAL:** \$2,564.00

Thank you for the opportunity to price this additional work. Price is valid for thirty days. Signed Central Ceilings, Inc. Change Order Requests and/or Proposals are legal tender to bill against on the next requisition period. The construction schedule shall be subject to material availability. Please call if you need additional pricing or to review the scope of work in further detail.

Sincerely,

John Cunha

Central Ceilings, Inc.

Acceptance:

Gilbane Building Company

**RFI #742**

Gilbane Building Company
 10 Channel Center Street
 Suite 100
 Boston, Massachusetts 02210
 Phone: (617) 478-2981

Project: J08864.000 - Michael Driscoll School - Brookline
 725 Washington Street
 Brookline, Massachusetts 02446

Temp Play Areas

TO: Mark Warner (Jonathan Levi Architects LLC) James Machek (Jonathan Levi Architects LLC) Carol Harris (Jonathan Levi Architects LLC)	FROM: Lucas Seiferth (Gilbane Building Company)	STATUS: Open
DATE INITIATED: 06/09/2023	DUE DATE: 06/14/2023	
LOCATION:	COST CODE:	
PROJECT STAGE:	SCHEDULE IMPACT:	
SUB JOB:	SPEC SECTION:	
COST IMPACT: TBD	REFERENCE:	
DRAWING NUMBER:		
LINKED DRAWINGS:		
RECEIVED FROM: Lucas Seiferth (Gilbane Building Company)		
COPIES TO: Andrew Deschenes (LEFTFIELD, LLC), Robert Hannula (Gilbane Building Company), William Heiberger (Gilbane Building Company), Thomas Hennigan (Gilbane Building Company), Julio pinhancos (J. Derenzo Company), Christian Rivera (J. Derenzo Company), Patrick Ryan (BrightView landscape Development, Inc.), Lucas Seiferth (Gilbane Building Company), David Stempler (Marguerite Concrete Contractors, Inc), Brendan Walsh (Gilbane Building Company), Dave Wilson (Gilbane Building Company), Oleksiy Zhyboyedov (Marguerite Concrete Contractors, Inc)		

Question from Lucas Seiferth (Gilbane Building Company) at 09:41 AM on 06/09/2023

Please see attached marked up drawing regarding temp play areas and other conditions around the building for the building turnover as discussed in previous meeting with JLA, Michael Driscoll Staff and GBCo. Please confirm the plan as marked up is correct and matched the expectations as discussed in the meeting.

Attachments:
[Temp Play Areas.pdf](#)

Awaiting an Official Response

All Replies:

Confirmed as noted; refer to attached JLA comments.

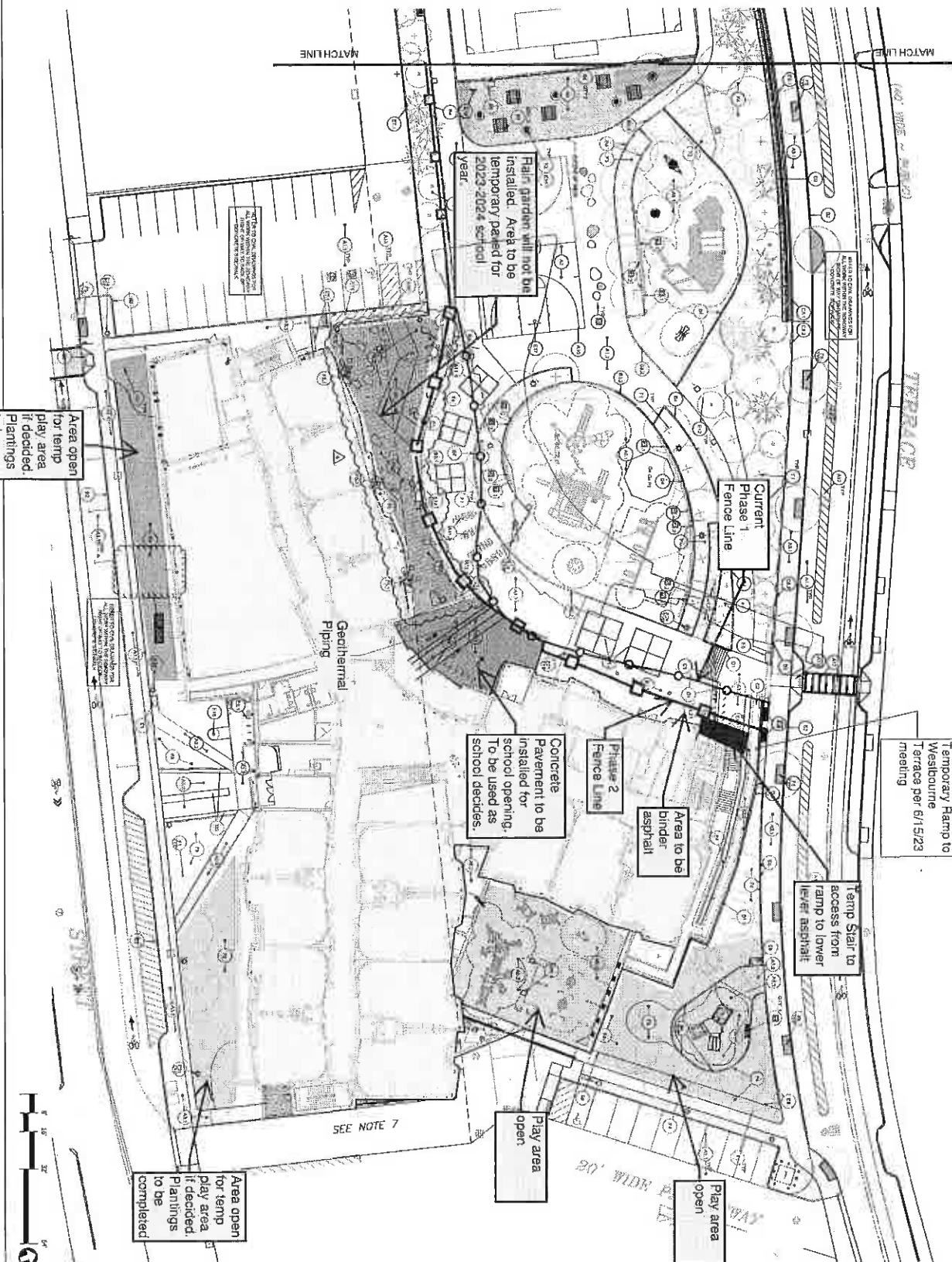
JLA 06/15/23

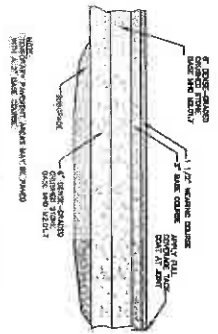
If the information provided in the response to this RFI constitutes a change in contract price or time, the trade contractor shall not proceed with this work unless authorized to do so by the Construction Manager in writing. The trade contractor shall provide the Construction Manager written notice within five (5) working days from receipt of this Request for Information that this RFI constitutes a change, all in accordance with Article 8 of the Contract Agreement. Should no change be required, a no cost change will be issued to you incorporating this RFI into your contract.

BY

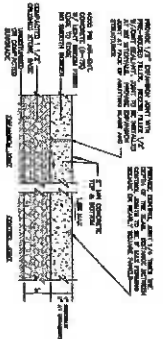
DATE

COPIES TO

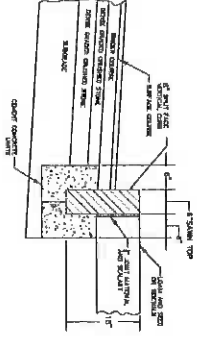




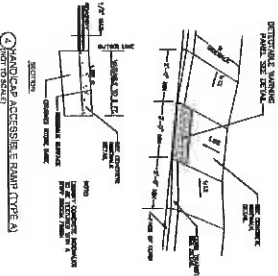
1. ELEVATION OF CONCRETE PARAPET



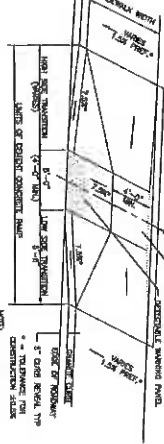
2. CONCRETE PARAPET



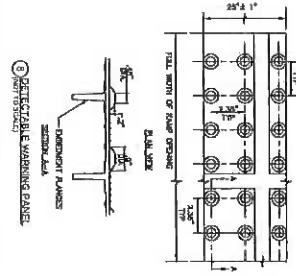
3. ELEVATION OF CONCRETE PARAPET



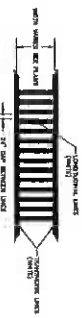
4. ELEVATION OF CONCRETE PARAPET



5. ELEVATION OF CONCRETE PARAPET

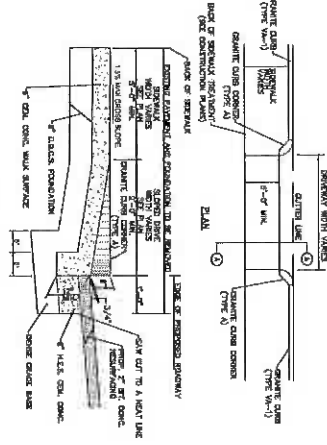


6. ELEVATION OF CONCRETE PARAPET

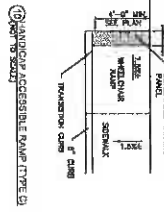


7. ELEVATION OF CONCRETE PARAPET

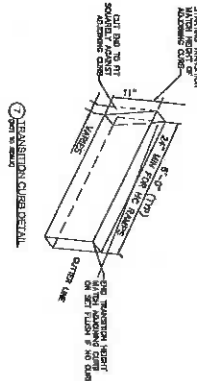
8. ELEVATION OF CONCRETE PARAPET



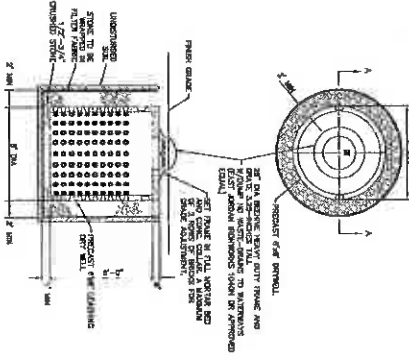
9. ELEVATION OF CONCRETE PARAPET



10. ELEVATION OF CONCRETE PARAPET



11. ELEVATION OF CONCRETE PARAPET



12. ELEVATION OF CONCRETE PARAPET

**Gilbane Building Company
Authorization To Proceed**

CONTRACT FOR: Brookline - Driscoll School
OWNER: Town of Brookline
ADDRESS: 333 Washington Street
 Brookline, MA 02445

ARCHITECT: Jonathan Levi Architects LLC, Mark Warner

PROJECT NUMBER: J08864.000
ATP NO: ATP-0394
ATP VERSION: 0
DATE OF ISSUANCE: 12/06/2023
SUBMITTED BY: Gilbane Building Company
ALTERNATE TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: ASI #87 BMS Monitoring of Automatic Transfer Switch (Boilers)

DESCRIPTION: This ATP represents the cost associated with additional wiring from the Automatic Transfer Switch to the electric boilers to monitor and control them, per ASI #87. The cost also includes programming, verifying, and creating graphics for both the monitoring and control points.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
00000001	ATP-394R2 Backup.pdf		03/07/2024	

The Following information is provided by Gilbane Building Company

Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum

Dollar Amount: \$4,974.00

☒ Fixed

☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time

Time (Days): TBD

☒ Fixed

☐ Maximum

☐ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount
-----	---------	-------------	------------	---------------	--------

Job	PCI No.	Description	Phase Code	SubContractor	Amount
J08864.000	OS-00402	HVAC	01.23A.230000.TC	Patrick J Kennedy & Sons Inc	\$4,580.00
J08864.000	OS-00402	Gen & Excess Liability Insurance	99.970.950050.Z		\$130.00
J08864.000	OS-00402	Performance & Payment Bond	99.970.997000.Z		\$27.00
J08864.000	OS-00402	Subcontractor Default Insurance	99.975.996000.Z		\$.00
J08864.000	OS-00402	Fee	99.999.999000.Z		\$237.00
TOTAL FOR PCI No. OS-00402					\$4,974.00

Submitted Amt: \$4,974.00

Gilbane Building Company

<p align="center">Gilbane Building Company</p> <p>Signed: 3/7/2024 6:19:54 PM Eastern Standard Time - By: Nathan Burnham (Sr Project Executive)</p> <p>Gilbane Building Company: 10.41.246.160</p>
--

Jonathan Levi Architects LLC

<p align="center">DocuSigned by:</p> <p><i>Carol Harris</i></p> <p>By: <small>AF4EA2FE45C445D</small></p> <p>Title: Project Manager</p> <p>Company: Jonathan Levi Architects</p> <p>Date: 4/2/2024</p> <p>Printed Name: Carol Harris</p>

LeftField, LLC

<p align="center">DocuSigned by:</p> <p><i>Lynn Stapleton</i></p> <p>By: <small>388E4276FA58451</small></p> <p>Title: OPM</p> <p>Company: LeftField</p> <p>Date: 4/1/2024</p> <p>Printed Name: Lynn Stapleton</p>
--

Town of Brookline

<p align="center">DocuSigned by:</p> <p><i>Lap Yan</i></p> <p>By: <small>F260000047DB45E</small></p> <p>Title: Director of Capital Construction</p> <p>Company: Town Of Brookline BLDG Dept</p> <p>Date: 4/18/2024</p> <p>Printed Name: Lap Yan</p>
--



Date: 3/7/2024
Revised:

Project Name: Michael Driscoll School
Project No: J08864

Change Summary

Change Number: OS-402
Description: ASI #87 BMS Monitoring of Automatic Transfer Switch (Bollers)

Bid Package / Scope of Work	Subcontractor	Cost
02A Abatement / Demolition	American Environmental	\$0.00
03A Concrete	Marguerite Concrete, Inc.	\$0.00
05A Structural Steel	SuperMetal Structures Inc.	\$0.00
06A Millwork	Polybois	\$0.00
07C Metal Panels	Salem Glass Company	\$0.00
07D Spray Fireproofing	Ricnor Construction, Inc.	\$0.00
08A Storefront	Salem Glass Company	\$0.00
08C Doors, Frames, and Hardware	Kanco Supply Corp. of Boston	\$0.00
09A Drywall & General Trades	Central Cellings, Inc.	\$0.00
09F Wood Athletic Flooring	JJ Curran	\$0.00
09G Resinous Floors	Stonhard	\$0.00
09H Carpeting	Capital Carpet & Flooring Specialists	\$0.00
10A Specialties	Managanaro	\$0.00
10B Signage	Metro Signs	\$0.00
10C Overhead Doors	Baron	\$0.00
11A Theater Lighting	Barbazon	\$0.00
11B Gym Equipment and Bleachers	The Pappas Co.	\$0.00
11C Food Service Equipment	Kitteridge Equipment Company, Inc.	\$0.00
12B Window Treatments	Walker Specialties	\$0.00
31A Site Enabling	J. Derenzo Co.	\$0.00
32A Landscaping	Brightview	\$0.00
Subguard Insurance (CDI)	1.20%	\$0.00
Subcontractor Total		\$0.00

Bid Package / Scope of Work	Trade Contractor	Cost
04A Masonry	Fernandes Masonry, Inc.	\$0.00
05B Miscellaneous & Ornamental Iron	United Steel, Inc.	\$0.00
07A Waterproofing and Caulking	Armani Restoration, Inc.	\$0.00
07B Roofing and Flashing	J.D. River & Co. Inc.	\$0.00
08B Glass and Glazing	Kapiloff's Glass, Inc.	\$0.00
09B Resilient Flooring	CJM Services, Inc.	\$0.00
09C Tile	Pavillion Floors, Inc.	\$0.00
09D Painting	Color Concepts Inc.	\$0.00
09E Acoustical Ceiling Tile	The Cheviot Corporation	\$0.00
14A Elevator	Delta Elevator Service Corp.	\$0.00
21A Fire Protection	Johnson Controls Fire Protection LP	\$0.00
22A Plumbing Enabling.	Patrick J. Kennedy & Sons, Inc.	\$0.00
23A HVAC	Patrick J. Kennedy & Sons, Inc.	\$4,580.00
26A Electrical	Wayne J Griffin Electric, Inc.	\$0.00
Bond (included in above cost)		
Trade Contractor Total		\$4,580.00

Subcontractor/Trade Contractor Total	-	\$4,580.00
General Conditions		\$0.00
CM Bond	0.600%	\$27.00
Total CCIP	2.750%	\$130.00
Fee	5.00%	\$237.00
TOTAL		\$4,974.00

**Request for Quotation
(RFQ)**

Project Name: Brookline - Driscoll
School
Gilbane Project No.: J08864.000

PCI: OS-00402

Due Date: 12/14/2023

Attention:
To: Patrick J Kennedy & Sons Inc
39 Gibson Street

Date Issued: 12/4/2023 1:38:49 PM

Boston
MA
02122

Contract: J08864.000-0012

PCI Subject: ASI #87 BMS Monitoring of Automatic Transfer Switch (Boilers)

Scope:

HVAC

Attachments:

Number	Title	Change Date	Revision
--------	-------	-------------	----------

☐ Do Not Proceed, submit quotation only ☐ Submittal(s) required ☐ Proceed with the work & submit quotation

Return this request with your quotation noted below and attach all detailed documentation for the change outlined above. Your quotation will not be considered valid unless detailed documentation is included. Failure to comply will result in payment delays.

Section to be Completed by the Trade Contractor

☐ No Change to contract price or schedule

The following pricing is for the changes outlined above. Zero (\$0) dollars have been entered for changes that have no cost impact.

Job	Phase Code	Description	Quoted Amount	Diversity Participation
J08864.000	01.23A.230000.TC	HVAC	\$ 5,209.86	
			\$4,579.91	
			\$ 0	

This change increases/(decreases) our Disadvantaged Business Enterprise participation by the below amounts which are included in the above quotation:

Phase Code	Company	(Minority) MBE	(Women) WBE	(Small) SBE	Other	Disadvantaged DBE
01.23A.230000.TC	Patrick J Kennedy & Sons Inc	%	%	%	%	%

The above changes will necessitate additional days extension of the original contract completion date by

0 days

Note that any days extension requested will require substantiating documentation to support the request for time including demonstration of the direct impact to the critical path. If left blank, no additional time extensions will be accepted.

Upload Your Supporting Documentation Here

Close
2022

2

20

0

2022

Signatures

Gilbane Building Company

Gilbane Building Company
Signed: 12/4/2023 1:38:49 PM Eastern Standard Time - By: Robert Hannula, (Project Engineer II)
Gilbane Building Company: 10.126.8.59

Patrick J Kennedy & Sons Inc

By: _____
Title: Project Manager
Company: Patrick J Kennedy & Sons Inc.
Date: 12/5/2023 (Revised 01/04/2024) (Revised 01/25/2024)
Printed Name: Raymond Hanley



Patrick J. Kennedy & Sons, Inc.

MECHANICAL CONTRACTORS

39 Gibson Street
 Boston, MA 02122-1222
 Ph : (617)265-5535

PROPOSED CHANGE ORDER

Number: PCO-0045R2

Date: 12/5/23

Phone:

Job: 2021-05 Driscoll School - HVAC

To: Douglas Murphy
 Gilbane Building Co
 10 Channel Center St
 Suite 100
 Driscoll School - HVAC
 Boston, MA 02210

Description: OS-00402 ASI-87 BMS Monitoring of the Automatic Transfer Switch

Source: ASI # 087

Additional BMS costs associated with monitoring the Automatic Transfer Switch per JCI attached proposal dated 12/4/23.

Rev1 - PJK has adjusted JCI hours down to the noted 8hrs. 01/04/2024

Rev2 - PJK adjusted JCI OHP 01/25/2024

Notes:

- Pricing valid until 2/15/24
- Premium time costs excluded
- Any Patching and painting is excluded.

Description	Quantity	Unit	Unit Price	Price
Sub-Contractors (JCI)	1.00	ls	\$7,022.90	\$7,022.90
Sub-Contractors (PJK Adjustment JCI Hrs)	-12.00	hrs	\$190.00	\$2,280.00
Sub-Contractors (PJK Adjustment JCI OHP)	1.00	ls	\$-228.00	\$-228.00
			Subtotal:	\$4,514.90
		Bond Cost	\$4,514.90	1.44%
				\$65.01
			Total:	\$4,579.91

Please note that Patrick J. Kennedy & Sons, Inc. will require an extra 0 days.

If you have any questions, please contact me at 617-446-8000.

Submitted by: Raymond Hanley
 Patrick J. Kennedy & Sons, Inc

Approved by: _____
 Date: _____

Original Submittal Response:

We have reviewed the Patrick J. Kennedy & Sons, Inc. portion of Authorization to Proceed No. 394 in the amount of \$7,529.00 for the costs associated with providing status of the Automatic Transfer Switch to determine when the building is operating on emergency power. We do not recommend approval at this time and offer the following comments for your consideration:

- Johnson Control, Inc.'s quoted 20 hours for a HVAC Controls Engineer appears excessive for the limited scope outlined in ASI #87. We recommend this labor be reduced to 8 hours. Please note, the additional scope is limited to the addition of monitoring the ATS status to determine emergency power. As such, the referenced boiler and heat recovery chiller limitations are owned per project contract drawing M301, "Emergency Power Sequence".
- Remaining wiring labor, project management labor, and material costs appear acceptable.

PJK Resubmittal 01/04/20224:

We adjusted JCI's costs to correspond with GGDs comment above.

PJK Resubmittal 01/25/20224:

We additionally reduced OHP to match the labor adjustment made.



Proposal

Johnson Controls
39 Salem Street
Lynnfield, MA 01940-0840
Phone: 781-246-5500
Fax: 781-245-9561

TO: Atn: Ray Hanley
P.J. Kennedy

Date: December 4, 2023

Project: Driscoll School in Brookline
Proposal Ref: ATS monitoring

We propose to furnish the materials and/or perform the work described below for the net price of:

~~\$7,643.90~~
\$7,022.90

SEVEN THOUSAND SIX HUNDRED FORTY-THREE AND 90/100 DOLLARS

For the above price this proposal includes:

Extra work required for monitoring of Automatic Transfer Switch.

- Electrical install of wiring needed to monitor ATS and control Electric boilers.
- Engineering for programming monitoring point and control points to the HRC and Electric boilers
 - o Programming
 - o P2P checkout
 - o Creating new graphics
 - o Third Party Commissioning
- Project management

This proposal DOES NOT include:

- Premium Time
- Patching and painting

This proposal and alternates listed below are hereby
accepted and Johnson Controls is authorized to proceed

This proposal is valid until: 31 December 2023

JCI Controls, Inc.

Project:
Reference Number:

Page: 2

**with work; subject, however to credit approval by Johnson
Controls, Inc., Milwaukee, Wisconsin.**

Customer

Name: _____
Title: _____
Date: _____

Johnson Controls, Inc.

Name: _____
Title: _____
Date: _____

JCI Controls, Inc.

Project:
Reference Number:

Page: 3

Description	Totals
Equipment & Material	\$ -
Facilities, Tools & Miscellaneous	\$ -
Johnson Controls Labor	\$ 3,890.00
Total JCI Cost	\$ 3,890.00
Total JCI w/ OH&P	\$ 4,473.50
Sucontractors	\$ 2,317.64
Total Subcontractors w/ OH&P	\$ 2,549.40
Subtotal	\$ 7,022.90
Total Sell Price	\$ 7,022.90

500 - Subcontractors			
<i>Electrical Subcontractor</i>	<i>Rate</i>	<i>Hours</i>	<i>Totals</i>
Foreman Straight Time	\$ 160.33	8	\$ 1,282.64
Foreman Over Time	\$ -	0	\$ -
Foreman Differential	\$ -	0	\$ -
Journeyman Straight Time	\$ -	0	\$ -
Journeyman Over Time	\$ -	0	\$ -
Journeyman Differential	\$ -	0	\$ -
Materials, Tools, Rentals			\$ 185.00
Lump Sum Proposal			\$ -
<i>Total Electrical</i>	\$ 1,467.64		
<i>Pneumatics</i>	<i>Rate</i>	<i>Hours</i>	<i>Totals</i>
Foreman Fitter Straight Time	\$ -	0	\$ -
Foreman Overtime	\$ -	0	\$ -
Foreman Differential	\$ -	0	\$ -
Journeyman Straight Time	\$ -	0	\$ -
Journeyman Over Time	\$ -	0	\$ -
Journeyman Differential	\$ -	0	\$ -
Materials, Tools, Rentals			
Signed Slips			
<i>Total Instrumentation</i>	\$ -		
Graphics	\$ 850.00		
Subcontractor Totals	\$ 2,317.64		

JCI Controls, Inc.

Project:
Reference Number:

Page: 4

700 - Johnson Controls, Inc	<i>Rate</i>	<i>Hours</i>	<i>Totals</i>	
Project Management	\$ 270.00	2.0	\$ 540.00	
HVAC Controls Lead Systems Specialist	\$ 225.00	0.0	\$ -	
HVAC Controls System Engineer	\$ 190.00	20.0	\$ 3,800.00	
HVAC Controls Technician	\$ 175.00	0.0	\$ -	
COA Administrative Support	\$ 90.00	1.0	\$ 90.00	
Vehicle, Safety and Tools	\$ 230.00	0.0	\$ -	
			\$ 4,430.00	\$3,890.00
Total Labor	\$ 4,430.00			
	\$3,890.00			

TERMS AND CONDITIONS

By accepting this proposal, Purchaser agrees to be bound by the following terms and conditions:

1. **SCOPE OF WORK.** This proposal is based upon the use of straight time labor only. Plastering, patching and painting are excluded. "In-line" duct and piping devices, including, but not limited to, valves, dampers, humidifiers, wells, taps, flow meters, orifices, etc., if required hereunder to be furnished by Johnson Controls, Inc. (hereinafter referred to as JCI), shall be distributed and installed by others under JCI's supervision but at no additional cost to JCI. Purchaser agrees to provide JCI with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. JCI agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge JCI for any costs or expenses without JCI's written consent unless specifically noted in the statement of the scope of work or services undertaken by JCI under this agreement. JCI's obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of environment Hazards or dangerous substances, to include but not be limited to asbestos or PCSs, discovered in or on the premises. Any language or provision of the agreement elsewhere contained which may authorize or empower the Purchaser to change, modify, or alter the scope of work or services to be performed by JCI shall not operate to compel JCI to perform any work relating to Hazards without JCI's express written consent.
2. **INVOICING & PAYMENTS.** JCI may invoice Purchaser monthly for all materials delivered to the job site or to an off-site storage facility and for all work performed on-site and off-site. Ten percent (10%) of the contract price is for engineering, drafting and other mobilization costs incurred prior to installation. This 10% shall be included in JCI's initial invoice. Purchaser agrees to pay JCI the amount invoiced upon receipt of the invoice. Waivers of lien will be furnished upon request as the work progresses to the extent payments are received. If JCI's invoice is not paid within 30 days of its issuance, it is delinquent.
3. **MATERIALS.** If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of JCI, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, JCI shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute therefore.
4. **WARRANTY.** JCI warrants that the equipment manufactured by it shall be free from defects in material and workmanship arising from normal usage for a period of ninety (90) days from delivery of said equipment, or if installed by JCI, for a period of ninety (90) days from installation. JCI warrants that for equipment furnished and/or installed but not manufactured by JCI, JCI will extend the same warranty terms and conditions which JCI receives from the manufacturer of said equipment. For equipment installed by JCI, if Purchaser provides written notice to JCI of any such defect within thirty (30) days after the appearance or discovery of such defect, JCI shall, at its option, repair or replace the defective equipment. For equipment not installed by JCI, if Purchaser returns the defective equipment to JCI within thirty (30) days after appearance or discovery of such defect, JCI shall, at its option, repair or replace the defective equipment and return said equipment to Purchaser. All transportation charges incurred in connection with the warranty for equipment not installed by JCI shall be borne by Purchaser. These warranties do not extend to any equipment which has been repaired by others, abused, altered or misused, or which has not been properly and reasonably maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE
5. **LIABILITY.** JCI shall not be liable for any special, indirect or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.
6. **TAXES.** The price of this proposal does not include duties, sales, use, excise, or other similar taxes, unless required by federal, state or local law. In addition to the stated price, purchaser shall pay all taxes not legally required to be paid by JCI or, alternatively, shall provide JCI with acceptable tax exemption certificates. JCI shall provide Purchaser with any tax payment certificate upon request and after completion and acceptance of the work.
7. **DELAYS.** JCI shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond JCI's control, including, but not limited to, acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner or other Contractors or delays caused by suppliers or subcontractors of JCI, etc.
8. **COMPLIANCE WITH LAWS.** JCI shall comply with all applicable federal, state and local laws and regulations and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the Purchaser.
9. **DISPUTES.** All disputes involving more than \$15,000 shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The prevailing party shall recover all legal costs and attorney's fees incurred as a result. Nothing here shall limit any rights under construction lien laws.
10. **INSURANCE.** Insurance coverage in excess of JCI's standard limits will be furnished when requested and required. No credit will be given or premium paid by JCI for insurance afforded by others.
11. **INDEMNITY.** The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorneys' fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the Indemnifying Party.

JCI Controls, Inc.

Project:
Reference Number:

Page: 6

12. OCCUPATIONAL SAFETY AND HEALTH. The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act relating in any way to the project or project site.

13. LEGAL FEES. Purchaser agrees to pay and reimburse JCI for any and all reasonable legal fees which are incurred by JCI in the collection of amounts due and payable under this Agreement.

14. ENTIRE AGREEMENT. This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.

15. CHANGES. No change or modification of any of the terms and conditions stated herein shall be binding upon Johnson unless accepted by Johnson in writing.

ARCHITECTURAL SUPPLEMENTAL INFORMATION

To: Douglas Murphy

Project Name: Driscoll School

Project No.: 1823

Date of Issuance: December 4, 2023

ASI No.: 087

Re: BMS Monitoring of Automatic Transfer Switch
(Boilers)

The work shall be carried out in accordance with the supplemental instructions described herein issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time. Prior to proceeding in accordance with these instructions, indicate your acceptance of these instructions for minor change to the Work as consistent with the Contract Documents and return a copy to the Designer. The additions, deletions, or modifications described herewith are for information only. Changes to the contract will be accomplished by Change Order or Construction Change Directive.

DESCRIPTION

Clarification for monitoring emergency power status and limitations on the boiler plant operation.

ATTACHMENTS

M86921 BMS Monitoring of Automatic Transfer Switch

GGD Consulting Engineers, Inc.

M#86921
J#680 018 00.00

DATE: December 4, 2023

MEMO

TO: Carol Harris
Jonathan Levi Architects

FROM: Sean Strassell



DEPT: Mechanical

PROJECT: Driscoll School
Brookline, MA

SUBJECT: BMS Monitoring of the Automatic Transfer Switch

Please issue the following to the HVAC, ATC, and Electrical Contractors:

At the request of the Owner, please provide pricing to add the following into the project scope of the ATC Contactor:

Provide monitoring of the Automatic Transfer Switch (ATS) through the ATS control panel for the purpose of determining emergency power status. The emergency power status shall further be utilized to enable emergency power limitations on the boiler plant per drawing M010 schedule notes, heat recovery heat pump chiller, and associated pumps per the "emergency power sequence" on drawing M301. When in emergency power restriction, the boiler plant shall be limited to single boiler operation and the heat pump heat recovery chiller shall be restricted to 3 of the 6 modules.

If you have any questions or concerns regarding the above, please contact our office at your earliest convenience.

SS: ss

Cc: Mark L. Warner AIA LEED BD+C, Jonathan Levi Architects
James Machek, AIA LEED AP, Jonathan Levi Architects
Frank J. Mortell, GGD Consulting Engineers, Inc.

Gilbane Building Company
Authorization To Proceed


CONTRACT FOR: Brookline - Driscoll School
OWNER: Town of Brookline
ADDRESS: 333 Washington Street
 Brookline, MA, 02445

ARCHITECT: Jonathan Levi Architects LLC, Mark Warner

PROJECT NUMBER: J08864.000
ATP NO: ATP-0404
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company
ALTERNATE TRACKING #:

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: RFI #809- Removing Millwork Benches

DESCRIPTION: This ATP represents the cost associated with removing the millwork benches in the hallway, and replacing the VCT flooring that was under the benches that the benches were fastened through, per RFI 809 and RFI 809.1

Attachments:

Number	Description:	PCI Number	Change Date	Revision
00000001	ATP-404 Backup.pdf		12/22/2023	

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price ☐ Cost Plus Fee ☐ Unit Price ☐ Lump Sum
☐ Other

Change In Contract Sum
 Dollar Amount: \$3,374.00

☒ Fixed ☐ Maximum ☐ Estimated ☐ Time and Material

Change In Contract Time
 Time (Days): TBD

☒ Fixed ☐ Maximum ☐ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J08864.000	OS-00373	Millwork	01.06A.053000.X	Polybois Inc	\$1,289.00	<input type="radio"/> Yes <input type="radio"/> No
J08864.000	OS-00373	Resilient Flooring	01.09B.096000.X	CJM Services, Inc.	\$1,802.00	<input type="radio"/> Yes <input type="radio"/> No

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J08864.000	OS-00373	Gen & Excess Liability Insurance	99.970.950050.Z		\$88.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
J08864.000	OS-00373	Performance & Payment Bond	99.970.997000.Z		\$19.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
J08864.000	OS-00373	Subcontractor Default Insurance	99.975.996000.Z		\$15.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
J08864.000	OS-00373	Fee	99.999.999000.Z		\$161.00	<input checked="" type="radio"/> Yes <input type="radio"/> No
TOTAL FOR PCI No. OS-00373					\$3,374.00	

Submitted Amt: \$3,374.00

Gilbane Building Company

Gilbane Building Company	
Signed: 12/26/2023 10:49:18 AM Eastern Standard Time - By: Douglas Murphy (Project Executive)	
Gilbane Building Company: 10.126.8.57	

Jonathan Levi Architects LLC

DocuSigned by:	
By:	Carol Harris
	AE1EA2FE15C445D
Title:	Project Manager
Company:	Jonathan Levi Architects
Date:	4/2/2024
Printed Name:	Carol Harris

LEFTFIELD, LLC

DocuSigned by:	
By:	Lynn Stapleton
	008F4076FA604E1
Title:	OPM
Company:	LeftField
Date:	4/1/2024
Printed Name:	Lynn Stapleton

Town of Brookline

DocuSigned by:	
By:	Lap Yan
	F260000347DD406
Title:	Director of Capital Construction
Company:	Town Of Brookline BLDG Dept
Date:	4/18/2024
Printed Name:	Lap Yan



Date: 12/22/2023
Revised:

Project Name: Michael Driscoll School
Project No: J08864

Change Summary

Change Number: OS-373
Description: RFI #809- Removing Millwork Benches

Bid Package / Scope of Work	Subcontractor	Cost
02A Abatement / Demolition	American Environmental	\$0.00
03A Concrete	Marguerite Concrete, Inc.	\$0.00
05A Structural Steel	SuperMetal Structures Inc.	\$0.00
06A Millwork	Polybois	\$1,289.00
07C Metal Panels	Salem Glass Company	\$0.00
07D Spray Fireproofing	Ricmor Construction, Inc.	\$0.00
08A Storefront	Salem Glass Company	\$0.00
08C Doors, Frames, and Hardware	Kamco Supply Corp. of Boston	\$0.00
09A Drywall & General Trades	Central Ceilings, Inc.	\$0.00
09F Wood Athletic Flooring	JJ Curran	\$0.00
09G Resinous Floors	Stonhard	\$0.00
09H Carpeting	Capital Carpet & Flooring Specialists	\$0.00
10A Specialties	Managanaro	\$0.00
10B Signage	Metro Signs	\$0.00
10C Overhead Doors	Baron	\$0.00
11A Theater Lighting	Barbazon	\$0.00
11B Gym Equipment and Bleachers	The Pappas Co.	\$0.00
11C Food Service Equipment	Kitteridge Equipment Company, Inc.	\$0.00
12B Window Treatments	Walker Specialties	\$0.00
31A Site Enabling	J. Derenzo Co.	\$0.00
32A Landscaping	Brightview	\$0.00
Subguard Insurance (CDI)	1.20%	\$15.00
Subcontractor Total		\$1,304.00

Bid Package / Scope of Work	Trade Contractor	Cost
04A Masonry	Fernandes Masonry, Inc.	\$0.00
05B Miscellaneous & Ornamental Iron	United Steel, Inc.	\$0.00
07A Waterproofing and Caulking	Armani Restoration, Inc.	\$0.00
07B Roofing and Flashing	J.D. Rivet & Co. Inc.	\$0.00
08B Glass and Glazing	Kapiloff's Glass, Inc.	\$0.00
09B Resilient Flooring	CJM Services, Inc.	\$1,802.00
09C Tile	Pavillion Floors, Inc.	\$0.00
09D Painting	Color Concepts Inc.	\$0.00
09E Acoustical Ceiling Tile	The Cheviot Corporation	\$0.00
14A Elevator	Delta Elevator Service Corp.	\$0.00
21A Fire Protection	Johnson Controls Fire Protection LP	\$0.00
22A Plumbing Enabling.	Patrick J. Kennedy & Sons, Inc.	\$0.00
23A HVAC	Patrick J. Kennedy & Sons, Inc.	\$0.00
26A Electrical	Wayne J Griffin Electric, Inc.	\$0.00
<i>Bond (included in above cost)</i>		
Trade Contractor Total		\$1,802.00

Subcontractor/Trade Contractor Total		\$3,106.00
General Conditions		\$0.00
CM Bond	0.600%	\$19.00
Total CCIP	2.750%	\$88.00
Fee	5.00%	\$161.00
TOTAL		\$3,374.00



POLYBOIS INC.

MENUISERIE ARCHITECTURALE / ARCHITECTURAL MILLWORK

Tel.: (418) 338-4638 / 1-800-463-6322 / Fax: (418) 338-8059

Internet: <http://www.polybois.ca> / E-mail: luc.m@polybois.ca

TO: William Heiberger
Gilbane Building Company

401 - 640 - 4336

DATE:	2023-10-19
PROJET:	Brookline Michael Driscoll School
CONTRAT #:	C-1987
CLIENT REF :	OS -373
POLYBOIS REF:	P-17

MODIFICATION

EXTRA WORK ORDER 2342 TO REMOVE BENCHES PER OWNER REQUEST
PER RFI 801

Material			0,00 \$	
Fabrication	0,00	78\$/h	0,00 \$	
Shipping			0,00 \$	
Installation	10,00	122,72 \$	1 227,20 \$	
O.H.P.:5%			61,36 \$	
Bond/QCP	0%		0,00 \$	
				<u>1 288,56 \$</u>

TOTAL USD\$

1 288,56 \$

APPROVED & AUTHORIZED BY:

BY: POLYBOIS INC.

NAME AND TITLE

DATE

Luc McCutcheon, eng.
President, General Manager

luc.m@polybois.ca

Licence RBQ: 1208-3739-90



POLYBOIS INC.

MENUISERIE ARCHITECTURALE / ARCHITECTURAL MILLWORK

739, rue Monfette Est, Thetford Mines (Québec) Canada G6G 7K7

Tél. : 418-338-4638 / 1-800-463-6322

www.polybois.ca



AWI

EWO 2342

PCO

EXTRA WORK ORDER

Project : Driscoll School

Contractor : Gilbane

Job location : _____

Date: 10-17 + 10-18

DESCRIPTION OF EXTRA WORK

DESCRIPTION OF EXTRA WORK
Removal of Benches in hallway's (1st - 4th floor)
and put in a Room in Basement

REF - 809

THE UNDERSIGNED HEREBY AUTHORIZES THE PERFORMANCE OF THE ABOVE WORK, WHICH CONSTITUTES AN EXTRA TO THE CONTRACT, AND FOR WHICH THE CONTRACTOR AGREES TO PAY UPON PRESENTATION OF INVOICE, TIME AND MATERIAL TO BE VERIFIED UPON COMPLETION OF THE WORK.

NAME OF CONTRACTOR (printed)

AUTHORIZED SIGNATURE

LIST OF ALL MATERIAL FURNISHED

LIST OF ALL LABOR FURNISHED

FOREMAN: Jason / Liberty

FOREMAN : _____

TOTAL FOREMEN:

[illegible]

5

JOURNEYMAN :

Plff Chapman

5

GILBANE BUILDING COMPANY

SIGNATURE ACKNOWLEDGES TIME AND MATERIALS EXPENDED FOR THE WORK BUT DOES NOT CHANGE THE CONTRACTUAL OBLIGATIONS OF EITHER PARTY.

TOTAL JOURNEYMEN

PCI #: 05-373

DATE: _____

THE UNDERSIGNED VERIFIES THE PERFORMANCE OF THE ABOVE WORK, WHICH CONSTITUTES AN EXTRA TO THE CONTRACT AND FOR WHICH THE CONTRACTOR AGREES TO PAY UPON PRESENTATION OF INVOICE. TIME AND MATERIAL TO BE VERIFIED UPON COMPLETION OF THE WORK.

NAME OF CONTRACTOR (printed)

AUTHORIZED SIGNATURE

White copy : GENERAL CONTRACTOR

Yellow cony : PROJECT MANAGER

Pink copy : SUPERINTENDENT

CJM Change Order**FORMAT FOR SUBMISSION OF CHANGE ORDER****Job Name: Michael Driscoll School - T&M Slip #20512 10.24.2023****WORK OF THE "FILED SUB" CONTRACTOR****1. DIRECT LABOR: "FILED SUB CONTRACTOR":**

To Include: Prevailing Wage Per Specifications or Verified Union Base Wage, Health/Welfare, Pension and Annuities

<u>Trade</u>	<u>Classification</u>	<u>No. of Workers</u>	<u>Total Hrs. Worked</u>	<u>Pay Per Hour</u>	<u>Total Cost</u>
Flooring	Mechanic	1	8	\$ 78.88	\$ 631.04
Flooring	Mechanic	2	4	\$ 78.88	\$ 631.04
					\$ -
					\$ -
					\$ -
					\$ -

TOTAL LABOR**COST: \$ 1,262.08****2. MATERIALS: "FILED SUB CONTRACTOR":**

<u>Type of Material</u>	<u>Quantity</u>	<u>Item Price</u>	<u>Total Cost</u>
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

TOTAL MATERIALS**COST: \$ -****3. EQUIPMENT: "FILED SUB CONTRACTOR":**

<u>Type of Equipment</u>	<u>Hours Required</u>	<u>Cost per Unit per hr.</u>	<u>Total Cost</u>
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

TOTAL EQUIPMENT**COST: \$ -****4. SUB TOTAL "FILED SUB CONTRACTOR" COST FOR ITEMS 1, 2. & 3:****SUB TOTAL: \$ 1,262.08****5. MISC. LUMP SUM SERVICES PROVIDED TO "FILED SUB CONTRACTOR" (POLICE DETAIL, UTILITIES, LUMP SUM SUB SUB WORK, ETC.):**

<u>Type of Miscellaneous Lump Sum Service</u>	<u>Cost</u>	<u>Total Cost</u>	
		\$ -	
		\$ -	
		\$ -	

TOTAL MISC. LUMP SUM SERVICE COST: \$ -

CHANGE ORDER SUBMISSION FORMAT CONTINUED:

6. **"FILED SUB" ALLOWED 10% O&P Mark Up - MISC. LUMP SUM SERVICE** 10% x ITEM 5.: \$ -

7. SUB TOTAL **"FILED SUB CONTRACTOR"** LINE ITEMS 4., 5. & 6.: SUB TOTAL: \$ 1,262.08

8. **INSURANCE AND TAXES ON "FILED SUB CONTRACTOR" DIRECT LABOR ONLY:**

A. Insurance And Taxes At 30% (Enter 32% x Total of Item 1.): 30% x ITEM 1.: \$ 378.62

OR

B. Actual Documented Cost Of Insurance & Taxes On Direct Labor Only. As Per Contract Include Only The Following:

* Workmen's Compensation

* Massachusetts Unemployment Compensation

* Federal Social Security

Documented Insurance & Taxes (Enter Approved % x Total of Item 1.): 0.00% x ITEM 1.: \$ -

9. **OVERHEAD AND PROFIT OF "FILED SUB CONTRACTOR":**

Filed Sub Contractor can charge 10% of actual total cost of Item 4.:

FILED SUB
10% x ITEM 4.: \$ 126.21

10. **TOTAL OF ITEMS 7., 8. (A. or B.), 9.**

TOTAL COST OF WORK PERFORMED BY **"FILED SUB CONTRACTOR"**:

\$ 1,766.91

11. **"FILED SUB CONTRACTOR" PREMIUM FOR BOND**

Only allowed to be used by "Filed Sub Contractor" if required by page "F." of the contract. Percentage of approved bond x item 23.

Total Work of the "Filed Sub Contractor":

2.0000% x ITEM 12.: \$ 35.34

12. **TOTAL CHANGE ORDER - ADD 10 AND 11**

\$ 1,802.25


PRODUCT 6558

C.J.M. Services, Inc.
P.O. Box 424 - 50 Kerry Place
Norwood, MA 02062
P:781-440-0000 F:781-440-0046

JOB WORK ORDER
20512

CUSTOMER'S ORDER NO.		PHONE	MECHANIC	HELPER	DATE OF ORDER 10.24.23
BILL TO Gilbane Building Co.		STARTING DATE 10/24/23			ORDER TAKEN BY
ADDRESS 10 Channel Center St Suite 100		<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA			
CITY Boston MA 02110					
JOB NAME AND LOCATION Michael Driscoll School		JOB PHONE			
Brookline MA					

DESCRIPTION OF WORK:

3 Guys 8 hours { 1 Guy - 8 HRS } demo
{ 2 Guys - 4 HRS }
Rip up and Install
Color circled in Hallways
2 C
3 A, C
4 A, C
GILBANE BUILDING COMPANY
SIGNATURE ACKNOWLEDGES TIME AND
MATERIALS EXPENDED FOR THE WORK
BUT DOES NOT CHANGE THE CONTRACTUAL
OBLIGATIONS OF EITHER PARTY
PCI #: 05-373 DATE: 10/25/23
GILBANE: 

		TOTAL MATERIALS		
		TOTAL LABOR		
		TAX		
DATE COMPLETED / /	WORK ORDERED BY	TOTAL AMOUNT	\$	

Signature _____

☐ No one home☐ Total amount due
for above work; or☐ Total billing to
be mailed after
completion
of work

I hereby acknowledge the satisfactory completion
of the above described work.

Hannula, Robert

From: Adam Keane <akeane@leftfieldpm.com>
Sent: Tuesday, October 17, 2023 4:39 PM
To: Heiberger, William; Andrew Deschenes; Lynn Stapleton; Jim Rogers; Tony Guigli; David Youkilis; Karen King
Cc: mwarner@leviarc.com; Carol Harris; Murphy, Douglas J.; Hannula, Robert; Seiferth, Lucas X.
Subject: Re: Driscoll School - RFI #809 - Delete Millwork Benches (OS-373)

[EXTERNAL]

Bill,

Yes, that's correct. Thanks

Adam Keane

Project Executive

Boston | Worcester | Providence

c: 617.593.9539

www.leftfieldpm.com



From: Heiberger, William <WHeiberger@GilbaneCo.com>

Date: Tuesday, October 17, 2023 at 3:45 PM

To: Adam Keane <akeane@leftfieldpm.com>, Andrew Deschenes <adeschenes@leftfieldpm.com>, Lynn Stapleton <lstapleton@leftfieldpm.com>, Jim Rogers <jrogers@leftfieldpm.com>, Tony Guigli <tguigli@brooklinema.gov>, David Youkilis <david_youkilis@psbma.org>, Karen King <karen_king@psbma.org>

Cc: mwarner@leviarc.com <mwarner@leviarc.com>, Carol Harris <charris@leviarc.com>, Murphy, Douglas J. <D.Murphy@GilbaneCo.com>, Hannula, Robert <RHannula@GilbaneCo.com>, Seiferth, Lucas X. <LXSeiferth@GilbaneCo.com>

Subject: Driscoll School - RFI #809 - Delete Millwork Benches (OS-373)

Adam-

This email is to confirm that Gilbane is to remove the millwork benches in accordance with RFI-809. Polybois will be directed to proceed on a T&M basis, cost will be tracked under OS-373.

William Heiberger
Manager of Engineering
Gilbane Building Company

Cell: (401) 640-4336

On Oct 17, 2023, at 11:01 AM, Michel Lalonde <michel.l@polybois.ca> wrote:

[EXTERNAL]

Guys

Do you need us to get involve on this , if yes not sure that it is clear what they want , please advised

Michel Lalonde

Gérant de projets Sénior / Senior Project Manager

Polybois Inc.
739, Monfette Est
Thetford Mines, Québec
Canada, G6G 7K7
Tel: 418.338.4638, ext:242
Cel: 418.814.0042
Fax: 418.338.8059
Email: michel.l@polybois.ca

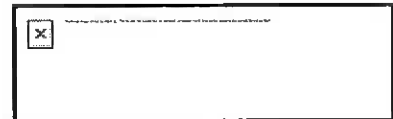
De : William Heiberger (Gilbane Building Company) <Gilbane_Building_Company@procoretech.com>

Envoyé : 26 septembre 2023 15:30

À : Michel Lalonde <michel.l@polybois.ca>

Objet : Michael Driscoll School - Brookline: RFI #809 has been closed

Michael Driscoll School -
Brookline



More details [View online](#) [Open In App](#)

RFI #809 - Millwork Benches - Deletion has been closed.

RFI Details

QUESTION 1

Asked By: William Heiberger (Gilbane Building Company)

Date: Thu Sep 21, 2023 at 07:01 am EDT

Location:	Holistic Building
Question:	<p>It is our understanding that the school has requested the millwork benches to be deleted. Please confirm which benches are to be removed. Note the benches have been fastened down thru the finish flooring so flooring will need to be replaced.</p> <p>1. Clarify what benches are to be removed and what to do with them.</p> <p>2. Provide pattern sketch on how the VCT flooring is to be addressed at deleted benches.</p>
Attachments:	None

Official Response

Answered By:	Carol Harris (Jonathan Levi Architects LLC)
Date:	Tue Sep 26, 2023 at 03:17 pm EDT
Response:	Refer to JLA response attached.
Attachments:	RFI-809 Millwork Benches RESPONSE.pdf

All Replies

Answered By:	Carol Harris (Jonathan Levi Architects LLC)
Date:	Tue Sep 26, 2023 at 03:17 pm EDT
Response:	Refer to JLA response attached.
Attachments:	RFI-809 Millwork Benches RESPONSE.pdf

ADDITIONAL DETAILS

Project:	Michael Driscoll School - Brookline
Subject:	Millwork Benches - Deletion
Date Initiated:	09/21/23
Created By:	William Heiberger (Gilbane Building Company)

Assigned To: Machek, James (Jonathan Levi Architects LLC)
Warner, Mark (Jonathan Levi Architects LLC)
Harris, Carol (Jonathan Levi Architects LLC)

Responsible Contractor: Gilbane Building Company

Received From: Lucas Seiferth (Gilbane Building Company)

Distribution List: Deschenes, Andrew (LEFTFIELD, LLC)
Hannula, Robert (Gilbane Building Company)
Lalonde, Michel (Polybois Inc)
Morris, Charles (CJM Services, Inc.)
Murphy, Doug (Gilbane Building Company)
Seiferth, Lucas (Gilbane Building Company)
Wilson, Dave (Gilbane Building Company)

Cost Impact: Yes (Unknown)

[View online](#) [Open In App](#)

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RFI #809

Gilbane Building Company
10 Channel Center Street
Suite 100
Boston, Massachusetts 02210
Phone: (617) 478-2981

Project: J08864.000 - Michael Driscoll School - Brookline
725 Washington Street
Brookline, Massachusetts 02446

Millwork Benches - Deletion

TO:	James Machek (Jonathan Levi Architects LLC) Mark Warner (Jonathan Levi Architects LLC) Carol Harris (Jonathan Levi Architects LLC)	FROM:	William Heiberger (Gilbane Building Company) 7 Jackson Walkway Providence, Rhode Island 02903
DATE INITIATED:	09/21/2023	STATUS:	Closed on 09/26/23
LOCATION:	Holistic Building	DUE DATE:	09/26/2023
PROJECT STAGE:		COST CODE:	
SUB JOB:		SCHEDULE IMPACT:	
COST IMPACT:	Yes (Unknown)	SPEC SECTION:	
DRAWING NUMBER:		REFERENCE:	
LINKED DRAWINGS:			

RECEIVED FROM: Lucas Seiferth (Gilbane Building Company)

COPIES TO:

Andrew Deschenes (LEFTFIELD, LLC), Robert Hannula (Gilbane Building Company), Michel Lalonde (Polybois Inc), Charles Morris (CJM Services, Inc.), Doug Murphy (Gilbane Building Company), Lucas Seiferth (Gilbane Building Company), Dave Wilson (Gilbane Building Company)

Question from William Heiberger (Gilbane Building Company) at 07:01 AM on 09/21/2023

It is our understanding that the school has requested the millwork benches to be deleted. Please confirm which benches are to be removed. Note the benches have been fastened down thru the finish flooring so flooring will need to be replaced.

1. Clarify what benches are to be removed and what to do with them.
2. Provide pattern sketch on how the VCT flooring is to be addressed at deleted benches.

Official Response: Carol Harris (Jonathan Levi Architects LLC) responded on Tuesday, September 26th, 2023 at 3:17PM EDT

Refer to JLA response attached.

Attachments:

RFI-809 Millwork Benches_RESPONSE.pdf

All Replies:

Response from Carol Harris (Jonathan Levi Architects LLC) at 03:17 PM on 09/26/2023

Refer to JLA response attached.

Attachments:

RFI-809 Millwork Benches_RESPONSE.pdf

If the information provided in the response to this RFI constitutes a change in contract price or time, the trade contractor shall not proceed with this work unless authorized to do so by the Construction Manager in writing. The trade contractor shall provide the Construction Manager written notice within five (5) working days from receipt of this Request for Information that this RFI constitutes a change. Should no change be required, a no cost change will be issued to you incorporating this RFI into your contract.

BY _____

DATE _____

COPIES TO _____

**RFI #809**

Gilbane Building Company
10 Channel Center Street
Suite 100
Boston, Massachusetts 02210
Phone: (617) 478-2981

Project: J08864.000 - Michael Driscoll School - Brookline
725 Washington Street
Brookline, Massachusetts 02446

Millwork Benches

TO:	Mark Warner (Jonathan Levi Architects LLC) James Machek (Jonathan Levi Architects LLC) Carol Harris (Jonathan Levi Architects LLC)	FROM:	William Heiberger (Gilbane Building Company) 7 Jackson Walkway Providence, Rhode Island 02903
DATE INITIATED:	09/21/2023	STATUS:	Open
LOCATION:	Holistic Building	DUE DATE:	09/26/2023
PROJECT STAGE:		COST CODE:	
SUB JOB:		SCHEDULE IMPACT:	
COST IMPACT:	Yes (Unknown)	SPEC SECTION:	
DRAWING NUMBER:		REFERENCE:	
LINKED DRAWINGS:			

RECEIVED FROM: Lucas Seiferth (Gilbane Building Company)

COPIES TO:
Andrew Deschenes (LEFTFIELD, LLC), Robert Hannula (Gilbane Building Company), Michel Lalonde (Polybois Inc), Charles Morris (CJM Services, Inc.), Doug Murphy (Gilbane Building Company), Lucas Seiferth (Gilbane Building Company), Dave Wilson (Gilbane Building Company)

Question from William Heiberger (Gilbane Building Company) at 07:01 AM on 09/21/2023

It is our understanding that the school has requested the millwork benches to be deleted. Please confirm which benches are to be removed. Note the benches have been fastened down thru the finish flooring so flooring will need to be replaced.

1. Clarify what benches are to be removed and what to do with them.
2. Provide pattern sketch on how the VCT flooring is to be addressed at deleted benches.

Awaiting an Official Response

All Replies:

- 1) Refer to following JLA sketch highlighting millwork benches to be deleted at levels 2-4 per owner request.
- 2). VCT flooring patterns in these areas shall remain as shown in finish plans (A140 series).
Refer to PR-028. Installed benches (to be removed) may be used as a reference template.

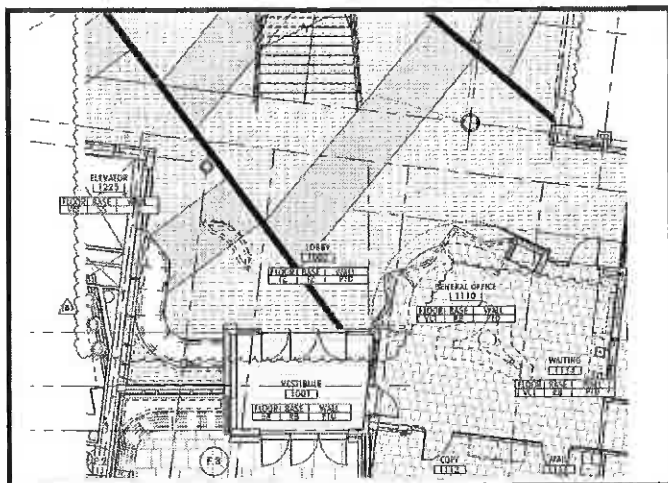
Jarnes Machek JLA 09/26/23

If the information provided in the response to this RFI constitutes a change in contract price or time, the trade contractor shall not proceed with this work unless authorized to do so by the Construction Manager in writing. The trade contractor shall provide the Construction Manager written notice within five (5) working days from receipt of this Request for Information that this RFI constitutes a change. Should no change be required, a no cost change will be issued to you incorporating this RFI into your contract.

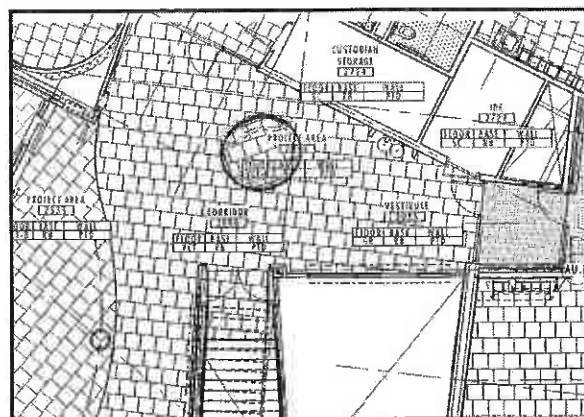
BY _____

DATE _____

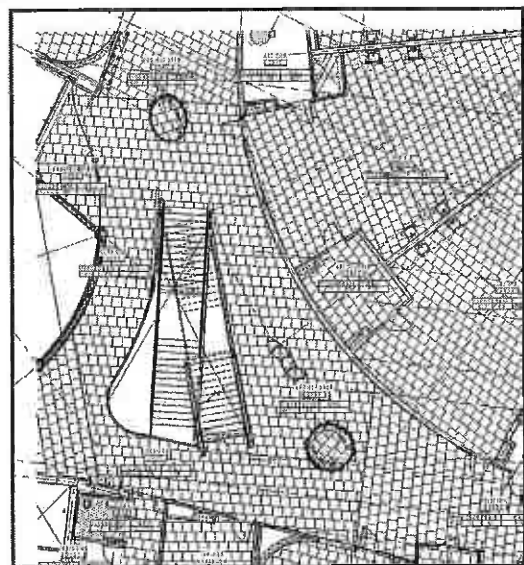
COPIES TO _____



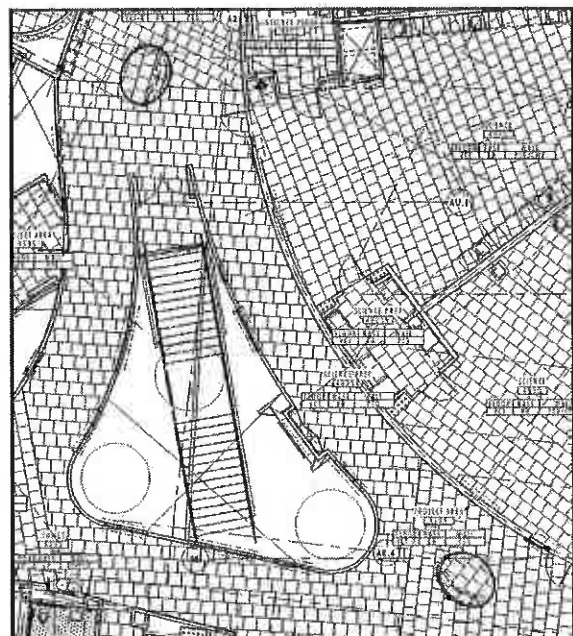
Level 1



Level 2



Level 3



Level 4



RFI #809.1

Gilbane Building Company
10 Channel Center Street
Suite 100
Boston, Massachusetts 02210
Phone: (617) 478-2981

Project: J08864.000 - Michael Driscoll School - Brookline
725 Washington Street
Brookline, Massachusetts 02446

REV Millwork Benches-Deletion

TO:	Andrew Deschenes (LEFTFIELD, LLC)	FROM:	William Heiberger (Gilbane Building Company)
DATE INITIATED:	10/05/2023		7 Jackson Walkway
LOCATION:			Providence, Rhode Island 02903
PROJECT STAGE:		STATUS:	Closed on 10/18/23
SUB JOB:		DUE DATE:	10/10/2023
COST IMPACT:		COST CODE:	
DRAWING NUMBER:		SCHEDULE IMPACT:	
LINKED DRAWINGS:		SPEC SECTION:	
		REFERENCE:	

RECEIVED FROM: William Heiberger (Gilbane Building Company)

COPIES TO:

Tristan Bezzant (Gilbane Building Company), Colleen Shouldice (Gilbane Building Company), Andrew Deschenes (LEFTFIELD, LLC), Tammy Errington (CJM Services, Inc.), Robert Hannula (Gilbane Building Company), William Heiberger (Gilbane Building Company), Jean Hentz (CJM Services, Inc.), Adam Keane (LEFTFIELD, LLC), Michel Lalonde (Polybois Inc), Charles Morris (CJM Services, Inc.), George Morris (CJM Services, Inc.), Benjamin Peek (Gilbane Building Company), Lucas Seiferth (Gilbane Building Company), Jason Thibert (Polybois Inc), Brady Whitehill (Gilbane Building Company)

Question from William Heiberger (Gilbane Building Company) at 08:34 AM on 10/05/2023

UPDATED:

1. Where are benches to be stored?

2. Note VCT under benches footprint is dependent on this answer.

It is our understanding that the school has requested the millwork benches to be deleted. Please confirm which benches are to be removed. Note the benches have been fastened down thru the finish flooring so flooring will need to be replaced.

1. Clarify what benches are to be removed and what to do with them.

2. Provide pattern sketch on how the VCT flooring is to be addressed at deleted benches.

Official Response: Andrew Deschenes (LEFTFIELD, LLC) responded on Wednesday, October 18th, 2023 at 9:37AM EDT

As directed via email, the installed benches will be removed and discarded as they are unable to be removed without significant damage. The remaining, uninstalled bench should be moved to the PTO room in the basement once the floor has been painted.

Attachments:

All Replies:

Response from Andrew Deschenes (LEFTFIELD, LLC) at 09:37 AM on 10/18/2023

As directed via email, the installed benches will be removed and discarded as they are unable to be removed without significant damage. The remaining, uninstalled bench should be moved to the PTO room in the basement once the floor has been painted.

Attachments:



RFI #809.1

If the information provided in the response to this RFI constitutes a change in contract price or time, the trade contractor shall not proceed with this work unless authorized to do so by the Construction Manager in writing. The trade contractor shall provide the Construction Manager written notice within five (5) working days from receipt of this Request for Information that this RFI constitutes a change. Should no change be required, a no cost change will be issued to you incorporating this RFI into your contract.

BY

DATE

COPIES TO

Hannula, Robert

From: Adam Keane <akeane@leftfieldpm.com>
Sent: Tuesday, October 17, 2023 4:39 PM
To: Heiberger, William; Andrew Deschenes; Lynn Stapleton; Jim Rogers; Tony Guigli; David Youkilis; Karen King
Cc: mwarner@leviarc.com; Carol Harris; Murphy, Douglas J.; Hannula, Robert; Seiferth, Lucas X.
Subject: Re: Driscoll School - RFI #809 - Delete Millwork Benches (OS-373)

[EXTERNAL]

Bill,

Yes, that's correct. Thanks

Adam Keane

Project Executive

Boston | Worcester | Providence

c: 617.593.9539

www.leftfieldpm.com



From: Heiberger, William <WHeiberger@GilbaneCo.com>
Date: Tuesday, October 17, 2023 at 3:45 PM
To: Adam Keane <akeane@leftfieldpm.com>, Andrew Deschenes <adeschenes@leftfieldpm.com>, Lynn Stapleton <lstapleton@leftfieldpm.com>, Jim Rogers <jrogers@leftfieldpm.com>, Tony Guigli <tguigli@brooklinema.gov>, David Youkilis <david_youkilis@psbma.org>, Karen King <karen_king@psbma.org>
Cc: mwarner@leviarc.com <mwarner@leviarc.com>, Carol Harris <charris@leviarc.com>, Murphy, Douglas J. <D.Murphy@GilbaneCo.com>, Hannula, Robert <RHannula@GilbaneCo.com>, Seiferth, Lucas X. <LXSeiferth@GilbaneCo.com>
Subject: Driscoll School - RFI #809 - Delete Millwork Benches (OS-373)

Adam-

This email is to confirm that Gilbane is to remove the millwork benches in accordance with RFI-809. Polybois will be directed to proceed on a T&M basis, cost will be tracked under OS-373.

William Heiberger
Manager of Engineering
Gilbane Building Company

Cell: (401) 640-4336

On Oct 17, 2023, at 11:01 AM, Michel Lalonde <michel.l@polybois.ca> wrote:

[EXTERNAL]

Guys

Do you need us to get involve on this , if yes not sure that it is clear what they want , please advised

Michel Lalonde

Gérant de projets Sénior / Senior Project Manager

Polybois inc.
739, Monfette Est
Thetford Mines, Québec
Canada, G6G 7K7
Tel: 418.338.4638, ext:242
Cel: 418.814.0042
Fax: 418.338.8059
Email: michel.l@polybois.ca

De : William Heiberger (Gilbane Building Company) <Gilbane_Building_Company@procoretech.com>

Envoyé : 26 septembre 2023 15:30

À : Michel Lalonde <michel.l@polybois.ca>

Objet : Michael Driscoll School - Brookline: RFI #809 has been closed

Michael Driscoll School -
Brookline



View online [View online](#) [Open In App](#)

RFI #809 - Millwork Benches - Deletion has been closed.

RFI Details

QUESTION 1

Asked By: William Heiberger (Gilbane Building Company)

Date: Thu Sep 21, 2023 at 07:01 am EDT

Location: Holistic Building

Question: It is our understanding that the school has requested the millwork benches to be deleted. Please confirm which benches are to be removed. Note the benches have been fastened down thru the finish flooring so flooring will need to be replaced.

1. Clarify what benches are to be removed and what to do with them.
2. Provide pattern sketch on how the VCT flooring is to be addressed at deleted benches.

Attachments: None

Official Response

Answered By: Carol Harris (Jonathan Levi Architects LLC)

Date: Tue Sep 26, 2023 at 03:17 pm EDT

Response: Refer to JLA response attached.

Attachments: [RFI-809 Millwork Benches RESPONSE.pdf](#)

All Replies

Answered By: Carol Harris (Jonathan Levi Architects LLC)

Date: Tue Sep 26, 2023 at 03:17 pm EDT

Response: Refer to JLA response attached.

Attachments: [RFI-809 Millwork Benches RESPONSE.pdf](#)

ADDITIONAL DETAILS

Project: Michael Driscoll School - Brookline

Subject: Millwork Benches - Deletion

Date Initiated: 09/21/23

Created By: William Heiberger (Gilbane Building Company)

Assigned To: Machek, James (Jonathan Levi Architects LLC)
Warner, Mark (Jonathan Levi Architects LLC)
Harris, Carol (Jonathan Levi Architects LLC)

Responsible Contractor: Gilbane Building Company

Received From: Lucas Seiferth (Gilbane Building Company)

Distribution List: Deschenes, Andrew (LEFTFIELD, LLC)
Hannula, Robert (Gilbane Building Company)
Lalonde, Michel (Polybois Inc)
Morris, Charles (CJM Services, Inc.)
Murphy, Doug (Gilbane Building Company)
Seiferth, Lucas (Gilbane Building Company)
Wilson, Dave (Gilbane Building Company)

Cost Impact: Yes (Unknown)

More details: [View online](#) [Open In App](#)

Powered By [Procore](#) | [support@procore.com](#) | <https://support.procore.com>

**Gilbane Building Company
Authorization To Proceed**

CONTRACT FOR: Brookline - Driscoll School
OWNER: Town of Brookline
ADDRESS: 333 Washington Street
 Brookline, MA 02445

PROJECT NUMBER: J08864.000
ATP NO: ATP-0434
ATP VERSION: 0
DATE OF ISSUANCE:
SUBMITTED BY: Gilbane Building Company

ARCHITECT: Jonathan Levi Architects LLC, Mark Warner

**ALTERNATE
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

Upon Owner approval, Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

TITLE: Spring Startup for Temp. Cooler

DESCRIPTION: This ATP represents the cost associated with starting up and adding glycol to the temp. cooler for the spring. During the addition of the temp cooler in PR-3, the specs were not updated to include a plan for winterize it. In RFI 837, PJ Kennedy submitted a plan on winterizing the temp cooler by draining down the system and isolating the valves, and this plan was approved by GGD. The cost now is to re-add glycol that was previously drained down, and inspect the piping and equipment to ensure that system is running properly.

Attachments:

Number	Description:	PCI Number	Change Date	Revision
00000001	ATP-434 Backup.pdf		04/23/2024	

The Following information is provided by Gilbane Building Company
Method of determining change in Contract:

☒ Guaranteed Maximum Price
☐ Other

☐ Cost Plus Fee

☐ Unit Price

☐ Lump Sum

Change In Contract Sum
 Dollar Amount: \$2,974.00

☒ Fixed ☐ Maximum

☐ Estimated

☐ Time and Material

Change In Contract Time
 Time (Days): TBD

☒ Fixed ☐ Maximum

☐ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount
-----	---------	-------------	------------	---------------	--------

Job	PCI No.	Description	Phase Code	SubContractor	Amount
J08864.000	OS-00417	HVAC	01.23A.230000.TC	Patrick J Kennedy & Sons Inc	\$2,738.00
J08864.000	OS-00417	Gen & Excess Liability Insurance	99.970.950050.Z		\$78.00
J08864.000	OS-00417	Performance & Payment Bond	99.970.997000.Z		\$16.00
J08864.000	OS-00417	Subcontractor Default Insurance	99.975.996000.Z		\$.00
J08864.000	OS-00417	Fee	99.999.999000.Z		\$142.00
TOTAL FOR PCI No. OS-00417					\$2,974.00

Submitted Amt: \$2,974.00

Gilbane Building Company

Gilbane Building Company	
Signed: 4/23/2024 5:00:33 PM Eastern Standard Time - By:	
Nathan Burnham (Sr Project Executive)	
Gilbane Building Company: 10.41.143.135	

Jonathan Levi Architects LLC

DocuSigned by:	
By:	Carol Harris
Title:	Project Manager
Company:	Jonathan Levi Architects
Date:	4/29/2024
Printed Name:	Carol Harris

LeftField, LLC

DocuSigned by:	
By:	Lynn Stapleton
Title:	OPM
Company:	LeftField
Date:	4/26/2024
Printed Name:	Lynn Stapleton

Town of Brookline

DocuSigned by:	
By:	Lap Yan
Title:	Director of Capital Construction
Company:	Town Of Brookline BLDG Dept
Date:	4/29/2024
Printed Name:	Lap Yan



Date: 4/23/2024
Revised:

Project Name: Michael Driscoll School
Project No: J08864

Change Summary

Change Number: 08-417
Description: Spring Startup for Temp. Cooler

Bid Package / Scope of Work	Subcontractor	Cost
02A Abatement / Demolition	American Environmental	\$0.00
03A Concrete	Marguerite Concrete, Inc.	\$0.00
05A Structural Steel	SuperMetal Structures Inc.	\$0.00
06A Millwork	Polybois	\$0.00
07C Metal Panels	Salem Glass Company	\$0.00
07D Spray Fireproofing	Ricmor Construction, Inc.	\$0.00
08A Storefront	Salem Glass Company	\$0.00
08C Doors, Frames, and Hardware	Kameco Supply Corp. of Boston	\$0.00
09A Drywall & General Trades	Central Ceilings, Inc.	\$0.00
09F Wood Athletic Flooring	JJ Curran	\$0.00
09G Resinous Floors	Stonhard	\$0.00
09H Carpeting	Capital Carpet & Flooring Specialists	\$0.00
10A Specialties	Managanaro	\$0.00
10B Signage	Metro Signs	\$0.00
10C Overhead Doors	Baron	\$0.00
11A Theater Lighting	Barbazon	\$0.00
11B Gym Equipment and Bleachers	The Pappas Co.	\$0.00
11C Food Service Equipment	Kitteridge Equipment Company, Inc.	\$0.00
12B Window Treatments	Walker Specialties	\$0.00
31A Site Enabling	J. Derenzo Co.	\$0.00
32A Landscaping	Brightview	\$0.00
Subguard Insurance (CDI)	1.20%	\$0.00
Subcontractor Total		\$0.00

Bid Package / Scope of Work	Trade Contractor	Cost
04A Masonry	Fernandes Masonry, Inc.	\$0.00
05B Miscellaneous & Ornamental Iron	United Steel, Inc.	\$0.00
07A Waterproofing and Caulking	Armani Restoration, Inc.	\$0.00
07B Roofing and Flashing	J.D. Rivet & Co. Inc.	\$0.00
08B Glass and Glazing	Kapiloff's Glass, Inc.	\$0.00
09B Resilient Flooring	CJM Services, Inc.	\$0.00
09C Tile	Pavillion Floors, Inc.	\$0.00
09D Painting	Color Concepts Inc.	\$0.00
09E Acoustical Ceiling Tile	The Cheviot Corporation	\$0.00
14A Elevator	Delta Elevator Service Corp.	\$0.00
21A Fire Protection	Johnson Controls Fire Protection LP	\$0.00
22A Plumbing Enabling	Patrick J. Kennedy & Sons, Inc.	\$0.00
23A HVAC	Patrick J. Kennedy & Sons, Inc.	\$2,738.00
26A Electrical	Wayne J Griffin Electric, Inc.	\$0.00
Bond (included in above cost)		
Trade Contractor Total		\$2,738.00

Subcontractor/Trade Contractor Total		\$2,738.00
General Conditions		\$0.00
CM Bond	0.600%	\$16.00
Total CCIP	2.750%	\$78.00
Fee	5.00%	\$142.00
TOTAL		\$2,974.00



Patrick J. Kennedy & Sons, Inc.

MECHANICAL CONTRACTORS

39 Gibson Street

Boston, MA 02122-1222

Ph : (617)265-5535

PROPOSED CHANGE ORDER

Number: PCO-0052

Date: 3/13/24

Phone:

Job: 2021-05 Driscoll School - HVAC

To: Douglas Murphy
 Gilbane Building Co
 10 Channel Center St
 Suite 100
 Driscoll School - HVAC
 Boston, MA 02210

Description: Temporary Cooler Spring Startup

Source: Other

Additional costs associated with returning to the site to perform spring startup of the temporary cooler lines. Currently for winterization the lines have been partially drained (110gal of +20%) along with adding an additional 55 gal of 99% glycol to lower the freeze point. Work to put back into service would be to confirm no issues with stored glycol, confirm no defects in piping/equipment from the winter conditions, pump stored glycol back into temp lines, confirm percentages of the temporary correspond with the building side to prevent any contamination, open manual valves and circulate loop.

Notes:

- All work during normal working hours.
- Require date to be selected 2 weeks in advance of scheduling.

Description	Quantity	Unit	Unit Price	Price
Labor (Pipefitter Foreman)	8.00	hrs	\$144.63	\$1,157.04
Labor (Pipefitter Journeyman)	2.00	hrs	\$141.88	\$283.76
Materials (Glycol Currently added)	1.00	ls	\$1,179.22	\$1,179.22
			Subtotal:	\$2,620.02
		Material Markup @ 10%	\$1,179.22 10.00%	\$117.92
			Total:	\$2,737.94

Please note that Patrick J. Kennedy & Sons, Inc. will require an extra 0 days.

If you have any questions, please contact me at 617-446-8000.

Submitted by: Raymond Hanley
 Patrick J. Kennedy & Sons, Inc

Approved by: _____
 Date: _____

Saybrooke Management LLC

PO Box 5
Sharon, MA 02067**Invoice**

Date	Invoice #
12/13/2023	20571

Bill To
Patrick J. Kennedy & Sons, Inc. Attn: Accounts Payable 39 Gibson Street Dorchester, MA 02122

P.O. No.	Terms	Project
DSH 18093RH	Net 30	

Quantity	Description	Rate	Amount
1	Unifrost Concentrate - Propylene Glycol, inhibited, non-DOT regulated, 55 gallon drum, 480 lbs. each	997.22	997.22
	Flat freight fee	95.00	95.00
	Flat fuel fee	87.00	87.00
	This invoice corresponds to the order placed by Ray Hanley for delivery to PJ Kennedy shop in Dorchester, MA.		
Thank you for your business.		Total	\$1,179.22



Gilbane Building Company
10 Channel Center Street
Suite 100
Boston, Massachusetts 02210
Phone: (617) 478-2981

RFI #837

Project: J08864.000 - Michael Driscoll School - Brookline
725 Washington Street
Brookline, Massachusetts 02446

Temp Cooler - Winter Isolation Plan

TO:	Construction Administration (Garcia Galuska DeSousa Inc) James Machek (Jonathan Levi Architects LLC) Mark Warner (Jonathan Levi Architects LLC) Carol Harris (Jonathan Levi Architects LLC)	FROM:	Ray Hanley (Patrick J. Kennedy & Sons, Inc.)
DATE INITIATED:	12/14/2023	STATUS:	Closed on 01/02/24
LOCATION:		DUE DATE:	12/19/2023
PROJECT STAGE:	Course of Construction	COST CODE:	
SUB JOB:		SCHEDULE IMPACT:	No
COST IMPACT:	No	SPEC SECTION:	23 00 01 - HVAC
DRAWING NUMBER:		REFERENCE:	
LINKED DRAWINGS:			
RECEIVED FROM:	Ray Hanley (Patrick J. Kennedy & Sons, Inc.)		
COPIES TO:	Andrew Deschenes (LEFTFIELD, LLC), Robert Hannula (Gilbane Building Company), Doug Murphy (Gilbane Building Company), Lucas Seiferth (Gilbane Building Company)		

Question from Ray Hanley (Patrick J. Kennedy & Sons, Inc.) at 02:25 PM on 12/14/2023

For the Winter 2023, we propose the following for the protection of piping and temp fluid cooler. Please advise if there are any concerns regarding this method in lieu of completely draining the system external of the building.

- Isolate CW S&R before it exits the building via manual valves
- Drain Down 160Gal of CW outside the building (drums left onsite).
- Pump In 55Gal of 96% Unifrost Inhibited Glycol at the temp cooler above ground piping
- Circulate the Isolated CW at the drains (w temp inline pump) outside to allow for mixing of the outdoor piping until solution samples show approx 29-31% glycol consistent for only the UG Temp Piping & Cooler.
- Tag inside manual valves to remain isolated until Temp Cooling Tower is being utilized for next season

The Current System Volume after Isolation Valves to Fluid Cooler: 640 Gallons (approx: 141 gal glycol reading 22%)

The System Volume after Isolation Valves to Fluid Cooler after Drain Down: 480 Gallons (approx 105 gal glycol)

The New Temp System Volume for Winter 2023: 535 Gallons (158 gal glycol) = 29.6% Temp Glycol solution

Attachments:

[BDS_HVAC PJK RFI 071 Temp Cooler Winter 2023 Plan.pdf](#)

Official Response: Carol Harris (Jonathan Levi Architects LLC) responded on Tuesday, January 2nd, 2024 at 10:58AM EST

Refer to GGD response attached.

Attachments:

[RFI-837 Temp Cooler - Winter Isolation Plan_Response.pdf](#)

All Replies:

Response from Carol Harris (Jonathan Levi Architects LLC) at 10:58 AM on 01/02/2024

Refer to GGD response attached.

Attachments:

[RFI-837 Temp Cooler - Winter Isolation Plan_Response.pdf](#)



RFI #837

If the information provided in the response to this RFI constitutes a change in contract price or time, the trade contractor shall not proceed with this work unless authorized to do so by the Construction Manager in writing. The trade contractor shall provide the Construction Manager written notice within five (5) working days from receipt of this Request for Information that this RFI constitutes a change. Should no change be required, a no cost change will be issued to you incorporating this RFI into your contract.

BY _____	DATE _____	COPIES TO _____
----------	------------	-----------------

GGD Consulting Engineers, Inc.

REQUEST FOR INFORMATION - RFI

M#87201
J#680 018 00.00

DATE: December 27, 2023

TO: Carol Harris
Jonathan Levi Architects

FROM: Sean Strassell



DEPT: HVAC

PROJECT: Driscoll School
Brookline, MA

SUBJECT: RFI# 837: Temp Cooler - Winter Isolation Plan

Question:

For the Winter 2023, we propose the following for the protection of piping and temp fluid cooler. Please advise if there are any concerns regarding this method in lieu of completely draining the system external of the building.

- Isolate CW S&R before it exits the building via manual valves
- Drain Down 160Gal of CW outside the building (drums left onsite).
- Pump In 55Gal of 96% Unifrost Inhibited Glycol at the temp cooler above ground piping
- Circulate the Isolated CW at the drains (w temp inline pump) outside to allow for mixing of the outdoor piping until solution samples show approx. 29-31% glycol consistent for only the UG Temp Piping & Cooler.
- Tag inside manual valves to remain isolated until Temp Cooling Tower is being utilized for next season

The Current System Volume after Isolation Valves to Fluid Cooler: 640 Gallons (approx: 141 gal glycol reading 22%)

The System Volume after Isolation Valves to Fluid Cooler after Drain Down: 480 Gallons (approx 105 gal glycol)

The New Temp System Volume for Winter 2023: 535 Gallons (158 gal glycol) = 29.6% Temp Glycol solution

Response:

The provided Temp Cooler drain down and isolation plan is acceptable. As described within the RFI, the final percentage of glycol solution should provide burst protection down to approximately -5°F. Please note, the exterior piping shall remain isolated until intend reactivation of the temporary cooler, at which time, the temporary winter solution shall be drained/refilled to the appropriate 20% for proper working fluid operation.

SS:md

Enc.

GGD Consulting Engineers, Inc.

M#86451

J#685 018 00.00

Page 2

Cc: Mark L. Warner AIA LEED BD+C, Jonathan Levi Architects
James Machek, AIA LEED AP, Jonathan Levi Architects
Cheryl Cieplik, GGD Consulting Engineers
Frank Mortell, GGD Consulting Engineers



Gilbane Building Company
10 Channel Center Street
Suite 100
Boston, Massachusetts 02210
Phone: (617) 478-2981



RFI #837

Project: J08864.000 - Michael Driscoll School - Brookline
725 Washington Street
Brookline, Massachusetts 02446

Temp Cooler - Winter Isolation Plan

TO:	Mark Warner (Jonathan Levi Architects LLC) James Machek (Jonathan Levi Architects LLC) Construction Administration (Garcia Galuska DeSousa Inc) Carol Harris (Jonathan Levi Architects LLC)	FROM:	Ray Hanley (Patrick J. Kennedy & Sons, Inc.)
DATE INITIATED:	12/14/2023	STATUS:	Open
LOCATION:		DUE DATE:	12/19/2023
PROJECT STAGE:	Course of Construction	COST CODE:	
SUB JOB:		SCHEDULE IMPACT:	No
COST IMPACT:	No	SPEC SECTION:	23 00 01 - HVAC
DRAWING NUMBER:		REFERENCE:	
LINKED DRAWINGS:			
RECEIVED FROM:	Ray Hanley (Patrick J. Kennedy & Sons, Inc.)		
COPIES TO:	Andrew Deschenes (LEFTFIELD, LLC), Robert Hannula (Gilbane Building Company), Doug Murphy (Gilbane Building Company), Lucas Seiferth (Gilbane Building Company)		

Question from Ray Hanley (Patrick J. Kennedy & Sons, Inc.) at 02:25 PM on 12/14/2023

For the Winter 2023, we propose the following for the protection of piping and temp fluid cooler. Please advise if there are any concerns regarding this method in lieu of completely draining the system external of the building.

- Isolate CW S&R before it exits the building via manual valves
- Drain Down 160Gal of CW outside the building (drums left onsite).
- Pump In 55Gal of 96% Unifrost Inhibited Glycol at the temp cooler above ground piping
- Circulate the Isolated CW at the drains (w temp inline pump) outside to allow for mixing of the outdoor piping until solution samples show approx 29-31% glycol consistent for only the UG Temp Piping & Cooler.
- Tag inside manual valves to remain isolated until Temp Cooling Tower is being utilized for next season

The Current System Volume after Isolation Valves to Fluid Cooler: 640 Gallons (approx: 141 gal glycol reading 22%)

The System Volume after Isolation Valves to Fluid Cooler after Drain Down: 480 Gallons (approx 105 gal glycol)

The New Temp System Volume for Winter 2023: 535 Gallons (158 gal glycol) = 29.6% Temp Glycol solution

Attachments:

BDS_HVAC_PJK_RFI_071_Temp Cooler Winter 2023 Plan.pdf

Awaiting an Official Response

All Replies:

If the information provided in the response to this RFI constitutes a change in contract price or time, the trade contractor shall not proceed with this work unless authorized to do so by the Construction Manager in writing. The trade contractor shall provide the Construction Manager written notice within five (5) working days from receipt of this Request for Information that this RFI constitutes a change. Should no change be required, a no cost change will be issued to you incorporating this RFI into your contract.

BY _____ DATE _____ COPIES TO _____



Patrick J. Kennedy & Sons, Inc.
MECHANICAL CONTRACTORS

39 Gibson Street
Boston, MA 02122-1222
Ph : (617)265-5535

REQUEST FOR INFORMATION

Number: 71
Date: 12/14/2023
Phone:

Job: 2021-05 Driscoll School - HVAC

To: Douglas Murphy
Gilbane Building Co
10 Channel Center St
Suite 100
Driscoll School - HVAC
Boston, MA 02210

CC:

Subject: Temp Cooling Tower - Winter Isolation

Drawing:

Spec Section: 23 00 00

Cost Impact: None

Schedule Impact: None

Request:

Date Required:

For the Winter 2023 we propose the following for the protection of piping and temp fluid cooler. Please advise if there are any concerns regarding this method in lieu of completely draining the system external of the building.

- Isolate CW S&R before it exits the building via manual valves
- Drain Down 160Gal of CW outside the building (drums left onsite).
- Pump In 55Gal of 96% Unifrost Inhibited Glycol at the temp cooler above ground piping
- Circulate the Isolated CW at the drains (w temp inline pump) outside to allow for mixing of the outdoor piping until solution samples show approx 29-31% glycol consistent for only the UG Temp Piping & Cooler.
- Tag inside manual valves to remain isolated until Temp Cooling Tower is being utilized for next season

Current System Volume after Isolation Valves to Fluid Cooler: 640Gallons (approx: 141 gal glycol reading 22%)
System Volume after Isolation Valves to Fluid Cooler after Drain Down: 480Gallons (approx 105 gal glycol)
New Temp System Volume for Winter 2023: 535 Gallons (158 gal glycol) = 29.6% Temp Glycol solution

Requested by: Raymond Hanley
Patrick J. Kennedy & Sons, Inc

Response:

Answered by

Company

Date

Typical Concentrations of DOWFROST™ Heat Transfer Fluid Required to Provide Freeze and Burst Protection at Various Temperatures

Temperature		Percent DOWFROST™ Heat Transfer Fluid Concentration Required	
°C	(°F)	For Freeze Protection Volume %	For Burst Protection Volume %
-7	(20)	18.8	12.6
-12	(10)	30.4	20.9
-18	(0)	37.7	25.1
-23	(-10)	44.0	29.3
-29	(-20)	48.2	31.4
-34	(-30)	52.4	34.6
-40	(-40)	56.5	36.6
-46	(-50)	59.7	36.6
-51	(-60)	62.8	36.6

Note: These figures are examples only and may not be appropriate to your situation. Generally, for an extended margin of protection, you should select a temperature in this table that is at least 3°C (5°F) lower than the expected lowest ambient temperature. Inhibitor levels should be adjusted for solutions of less than 30% glycol. Contact Dow for information on specific cases or further assistance.

Attention: These are typical numbers only and are not to be regarded as specifications. As use conditions are not within its control, Dow does not guarantee results from use of the information or products herein; and gives no warranty, express or implied.

Typical Freezing and Boiling Points of DOWFROST™ Heat Transfer Fluid¹

Wt. % Propylene Glycol	Vol. % Propylene Glycol	Wt. % DOWFROST™ Heat Transfer Fluid	Vol. % DOWFROST™ Heat Transfer Fluid	Freezing Point		Boiling Point °C @ 101 kPa (°F @ 760 mmHG)		Degree Brix ²	Refractive Index 22°C (72°F)
				°C	(°F)				
0.0	0.0	0.0	0.0	0	(32.0)	100.0	(212)	0.0	1.3328
5.0	4.8	5.2	5.2	-1.6	(29.1)	100.0	(212)	4.8	1.3383
10.0	9.6	10.5	10.0	-3.3	(26.1)	100.0	(212)	8.4	1.3438
15.0	14.5	15.7	15.1	-5.1	(22.9)	100.0	(212)	12.9	1.3495
20.0	19.4	20.9	20.3	-7.1	(19.2)	100.6	(213)	15.4	1.3555
25.0	24.4	26.1	25.5	-9.6	(14.7)	101.1	(214)	19.0	1.3615
30.0	29.4	31.4	30.7	-12.7	(9.2)	102.2	(216)	22.0	1.3675
35.0	34.4	36.6	36.0	-16.4	(2.4)	102.8	(217)	26.1	1.3733

1. Typical properties, not to be construed as specifications.
2. Degree Brix is a measure of the sugar concentration in a fluid and is important in fermentation and syrups applications. Although there is no sugar present in DOWFROST™ heat transfer fluids, the glycol affects the refractive index of the fluid in a similar fashion.

NOTE: Generally for an extended margin of protection, you should select a temperature in this table that is at least 3°C (5°F) lower than the expected lowest ambient temperature. Inhibitor levels should be adjusted for solutions of less than 30% glycol. Contact Dow for information on specific cases or further assistance.

TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02445

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 13-May-24

TO: BR + A Consulting Engineers
10 Guest Street, 4th Floor
Boston MA 02135

Purchase Order Number

21201052

Vendor Number

59771

PAYMENT AMOUNT

\$19,800.00

BUDGET 129,500.00
BALANCE \$96,815.00

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C210		524008

FOR: Driscoll School Renovation

Contract Amendment

Date

2

5/14/2024

Building Envelope Monitoring and Testing

AMOUNT

\$19,800.00

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cyle

Karen Breslawski

Nathan E. Peck

Brooke Duskin

BOARD OF SELECTMEN

APPROVAL OF:

Charles Carey, Town Administrator

Bernard Greene, Chairman

Michael Sandman

John VanScoyoc

Miriam Aschkenasy

Paul Warren

SCHOOL COMMITTEE

APPROVAL OF:

Deputy Superintendent For Administration and Finance

CONTRACT FOR COMMISSIONING SERVICES
AMENDMENT NO. 2

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 Proposal for Additional Building Envelope Commissioning Services for key monitoring and testing of installations of windows, roofs and facades. The cost of these services is \$19,800.00 and is based on the attached Proposal from BR+A, dated February 5, 2024. Gilbane will be providing a credit for (\$19,800.00) to offset these costs; and

WHEREAS, Contract Amendment No. 1 was approved on April 12, 2022, and

WHEREAS, effective as of May 14, 2024, 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. 2 for the total value of \$19,800.00. This Amendment is based on the attached BR+A's Proposal, dated February 5, 2024, and their Consultant's, Building Enclosure Associates Proposal, dated February 5, 2024 for \$18,000.00 and BR+A's 10% administrative costs for \$1,800.00. 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 by the Commissioning Agent shall be compensated by the Owner for the following Basic Services:

Fee for Basic Services	Original Contract	All
Commissioning Services	\$ 129,500	500
Amendment #1	\$ 0	,735
Amendment #2	\$ 0	,800
Total Fee	\$ 129,500	\$ 20,735
		\$ 19,800
		\$ 170,035

This Amendment is required for additional Building Envelope Commissioning Services for 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:	<u>\$ 93,823,333</u>
Amended Budget	<u>\$101,109,252</u>

4. The Project Schedule shall be as follows:

Original Schedule:	<u>Phase 1 Substantial Completion – 11/4/2022</u>
	<u>Phase 2 Substantial Completion – 8/31/2024</u>
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:**COMMISSIONING AGENT:**_____
(print name)_____
(print name)_____
(print title)_____
(print title)By: _____
(signature)By: _____
(signature)

Date: _____

Date: _____

BR+A CONSULTING ENGINEERS
10 Guest Street, 4th Floor
Boston, MA 02135
617.254.0016
brplusa.com

F

February 5, 2024

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

RE: Additional Commissioning Services Request -2
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 inspections and witnessing the building testing during the end of construction. 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 -2	\$18,000
<u>10% Markup</u>	<u>\$1,800</u>
Total	\$19,800

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

A handwritten signature in black ink, appearing to read 'Vincent J. Ventosi', written over a horizontal line.

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



February 5, 2024

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

RE: **Change Order Request # 1 - Additional Services**
Driscoll School
Brookline, MA
File No. 32392

Dear Vinny:

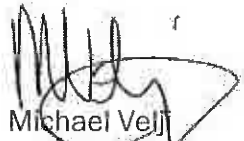
We are requesting a Change Order for the following Additional Field Testing Services rendered on the project due to failures and/or increased testing required due to the failures.

Task	Fee
Original Agreement including 9 test days	\$81,100.00
Change Order #1, Additional Field Testing, 6 Days @ \$3,000/Day	\$18,000.00
Revised Contract Sum	\$99,100.00
Invoiced To Date (Through 9/30/2023)	\$86,200.00
Contract Balance To Be Invoiced	\$12,900.00

The terms of the Agreement for SubConsulting Services for this project remain unchanged.

We trust that this Change Order Request meets your requirements. Please do not hesitate to call if you have any questions.

Yours very truly,
Building Enclosure Associates, LLC


Michael Velj
Principal-In-Charge

Accepted By:

Date: _____

TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02146

PURCHASE ORDER CHANGE FORM

INVOICE DATE; 16-May-24

TO Leftfield LLC
P O Box 307
Hingham MA 02043

Purchase Order Number

21200997

Vendor Number

56379

PAYMENT AMOUNT

\$825.00

BUDGET \$325,000.00
BALANCE \$7,149,509.04

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C204		6B0142

FOR: John R. Pierce School

Amendment	Date	AMOUNT
5	5/14/2024	\$825.00
	Public Advertising	

BUILDING COMMISSION

APPROVED BY:

DocuSigned by:
Janet R. Hermann, Chairman

DocuSigned by:
George Cole

DocuSigned by:
Karen Breslawski

DocuSigned by:
Nathan Peck

DocuSigned by:
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:

Deputy Superintendent For Administration and Finance

DocuSigned by:

Susan Given 5/22/2024

DocuSigned by:

Helen Charlton 5/17/2024

DocuSigned by:

CONTRACT FOR PROJECT MANAGEMENT SERVICES
AMENDMENT NO. 5

WHEREAS, the Town of Brookline (“Owner”) and LEFTFIELD, LLC, (the “Owner’s Project Manager”) (collectively, the “Parties”) entered into a Contract for OPM Services for the John R. Pierce Elementary School Project (Project Number 201800460040) on November 10, 2020, “Contract”; and

WHEREAS, the scope of this work is summarized in the attached BidDocs Online Invoice #24-GMHY-1, dated March 18, 2024, for Bidding Services for Bid Package #1.

WHEREAS, Contract amendment No. 1 was approved by the Town of Brookline on October 12, 2021; and

WHEREAS, Contract amendment No. 2 was approved by the Town of Brookline on January 11, 2022; and

WHEREAS, Contract amendment No. 3 was approved by the Town of Brookline on July 11, 2023; and

WHEREAS, Contract amendment No. 4 was approved by the Town of Brookline on December 12, 2023; and

WHEREAS, effective as of May 14, 2024, 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 OPM Contract Amendment No. 5 for the total value of \$825.00. This Amendment is based on BidDocs Online Invoice #24-GMHY-1, dated March 18, 2024, for Bidding Services for Bid Package #1 for \$750.00 and includes LeftField’s 10% administrative mark-up of \$75.00. The OPM 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 Owner’s Project Manager shall be compensated by the Owner in accordance with the Fee for Basic Services shown below:

Fee for Basic Services	Original Contract	Previous Amendments	Amount of This Amendment	After This Amendment
Feasibility Study/Schematic Design Phase:	\$325,000	\$ 20,884.04	\$ 0	\$ 345,884.04
Design Development Phase:	\$ 0	\$ 700,000	\$ 0	\$ 700,000
Construction Documents Phase:	\$ 0	\$ 1,045,000	\$ 0	\$ 1,045,000
Bidding Phase:	\$ 0	\$ 175,000	\$ 0	\$ 175,000

John R. Pierce School Project
Town of Brookline, MA

Construction Phase:	\$ 0	\$ 4,650,000	\$ 0	\$ 4,650,000
Completion Phase:	\$ 0	\$ 180,000	\$ 0	\$ 180,000
Reimbursable Services	\$ 0	\$ 0	\$ 825.00	\$ 825.00
Cost Estimating	\$ 0	\$ 52,800	\$ 0	\$ 52,800
Total Fee	\$325,000	\$ 6,823,684.04	\$ 825.00	\$7,149,509.04

This Amendment is for online Bidding Services for Bid Package No. 1.

3. The Construction Budget shall be as follows:

Original Budget: \$168,022,660
Amended Budget: _____

4. The Project Schedule shall be as follows:

Original Schedule: Substantial Completion – 8/15/2027
Amended Schedule: _____

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 Town of Brookline, and the Owner's Project Manager have caused this Amendment to be executed by their respective authorized officers.

OWNER:
TOWN OF BROOKLINE

OWNER'S PROJECT MANAGER:
LEFTFIELD, LLC

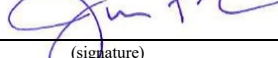
(print name)

James F. Rogers, Jr.
(print name)

(print title)

Principal
(print title)

By: _____
(signature)

By: 
(signature)

Date: _____

Date: May 14, 2024



ONE SOURCE...CONNECTING SOLUTIONS

March 18, 2024

Ms. Lynn Stapleton
LeftField Project Management
 101 Federal Street
 Boston, MA 02110

Town of Brookline - Early Demolition and Site Enabling - Bid Package No. 1 - John R. Pierce School
BDO Invoice #24-GMHY-1

Project Posting:	<i>Cost</i>	<i>Per Unit</i>	<i>Quantity</i>	<i>Total</i>
Electronic Hosting/Electronic Bidding Services:	\$750.00	/ Project	X 1 =	\$750.00
Sub Total				\$750.00

Printing Costs:

<i>Drawings / Specifications</i>	<i>Size</i>	<i>Quantity (sheets)</i>	<i>Total</i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Cost</i>
Sheet Size 30" x 42" (9 SF)	9	X 43 =	387	SF	\$0.16	\$61.92
Binding	1	X 1 =	1	EA	\$2.00	\$2.00
Page Size 8 1/2" x 11"	1	X 1029 =	1029	EA	\$0.06	\$61.74
3-Post Binding	1	X 1 =	1	EA	\$2.50	\$2.50
Cost Per Set						\$128.16
Number of Sets*						0
Sub Total						\$0.00

Mailing and Handling Costs:	<i>Cost</i>	<i>Per Unit</i>	<i>Quantity</i>	<i>Total</i>
Owner Paid Mailings:	\$20.00	/ Set	X 0 =	\$0.00
Sub Total				\$0.00

*0 planholder sets

Sales Amount	\$750.00
Misc. Charges	\$0.00
Sales Tax Exempt	\$0.00
Grand Total	\$750.00

SAVINGS: Awarding Authority saved \$1666 in printing costs
 with 13 electronic planholders.

Payment Received (credit plan deposits)	\$0.00
BALANCE DUE	\$750.00

TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02146

PURCHASE ORDER CHANGE FORM

INVOICE DATE; 16-May-24

TO:	Miller Dyer Spears, Inc 99 Chauncy Street Boston MA 02111
-----	---

Purchase Order Number

21201408

Vendor Number

2060

PAYMENT AMOUNT

\$178,000.00

BUDGET \$1,294,466.00
BALANCE \$18,884,157.11

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C204		6B0142

FOR: John R. Pierce School

Amendment	Date	AMOUNT
7	5/14/2024	\$178,000.00
Continuation of Design Services through Project Completion.		

BUILDING COMMISSION

APPROVAL OF:

DocuSigned by:

Janet E. Fierman

DocuSigned by:

George Cole

DocuSigned by:

Karen Breslawski

DocuSigned by:

Nathan E. Peck

DocuSigned by:

Brooke Duskin

DocuSigned by:

Nathan E. Peck

DocuSigned by:

Brooke Duskin

DocuSigned by:

Nathan E. Peck

DocuSigned by:

Brooke Duskin

SELECT BOARD

APPROVAL OF:

DocuSigned by:

Charles Carey

DocuSigned by:

Bernard Greene

DocuSigned by:

Michael Sandman

DocuSigned by:

John VanScoyoc

DocuSigned by:

Miriam Aschkenasy

DocuSigned by:

Paul Warren

DocuSigned by:

Paul Warren

DocuSigned by:

Paul Warren

DocuSigned by:

Paul Warren

DocuSigned by:

Paul Warren

DocuSigned by:

Paul Warren

SCHOOL COMMITTEE

APPROVAL OF:

Deputy Superintendent For Administration and Finance

DocuSigned by:

Susan Givens

DocuSigned by:

Helen Charlupski

DocuSigned by:

Helen Charlupski

DocuSigned by:

Helen Charlupski

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Helen Charlupski

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Helen Charlupski

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Helen Charlupski

DocuSigned by:

Helen Charlupski



May 14, 2024

Mr. Lap Yan
Project Manager
Building Department
333 Washington Street
Brookline, MA 02445

MDS and LF to verify and certify that the sub-consultant's scope of work is enough to carry through to the entire project, before release of the requested funding. Commission only approved the below marked up amounts until this condition is satisfied.

Re: John R. Pierce School Project
Designer Services Contract Amendment No. 7

\$178,000

\$150,000K

Dear Mr. Yan,

LeftField has reviewed Designer Contract Amendment No. 7 presented by Miller Dyer Spears (MDS) for Additional Environmental Engineering Services and Transportation Board Requests in the total amount of ~~\$326,785.00~~. Of this total, ~~\$270,350.00~~ is for Additional Environmental Engineering Services in the form of LSP and construction monitoring services to be performed by MDS' consultant, GEI Consulting Engineers; \$14,000.00 is for Transportation Board Requests for design modifications to be performed by Vanasse & Associates and includes \$14,000.00 for MDS/Sasaki services related the design modifications; and includes MDS' administrative costs of ~~\$28,435.00~~. The costs presented in Amendment No. 7 were included as projected costs in the Total Project Budget approved by the MSBA and the Town of Brookline but were removed during Designer Contract Amendment No. 6 negotiations for extended basic services and moved to Owner's Contingency because costs could not be fully defined at the time. After review, Leftfield believes the fees presented are fair and reasonable and are within the previously approved total for Designer Consultants.

The scope of services are required and are fair and reasonable. LeftField recommends that the Town of Brookline accept Designer Contract Amendment No. 7 in the amount of \$326,785.00.

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

Sincerely,
LeftField Project Management

Lynn Stapleton, AIA, LEED AP B D + C

Total amendment
amount is
\$178,000.00



Attachment: MDS Designer Contract Amendment 7

Cc: Jim Rogers, LeftField, LLC
Jennifer Carlson, LeftField, LLC
Adam Keane, LeftField, LLC
Will Spears, Miller Dyer Spears, Inc.
Margret Clark, Miller Dyer Spears, Inc.

CONTRACT FOR DESIGNER SERVICES
AMENDMENT NO. 7

WHEREAS, the TOWN OF BROOKLINE (“Owner”) and MILLER DYER SPEARS, INC. (the “Designer”) (collectively, the “Parties”) entered into a Contract for Designer Services for the Feasibility Study and Schematic Design Phases for the John R. Pierce Elementary School Project (Project Number 201800460040) on January 26, 2021, (“Contract”). The John R. Pierce Elementary School is located at 50 School Street, Brookline, MA 02445; and

WHEREAS, the scope of this work is summarized in the attached Miller Dyer Spears (MDS) Additional Service Request #9, dated May 2, 2024, for Additional Environmental Engineering Services and the attached Miller Dyer Spears (MDS) for Additional Service Request #10, dated May 3, 2024, for Transportation Board Requests.

WHEREAS, Contract Amendment No. 1 was approved by the Town of Brookline on August 10, 2021; and

WHEREAS, Contract Amendment No. 2 was approved by the Town of Brookline on September 14, 2021; and

WHEREAS, Contract Amendment No. 3 was approved by the Town of Brookline on January 11, 2022; and

WHEREAS, Contract Amendment No. 4 was approved by the Town of Brookline on June 29, 2022; and

WHEREAS, Contract Amendment No. 5 was approved for approval by the Town of Brookline on July 11, 2023; and

WHEREAS, Contract Amendment No. 6 was approved for approval by the Town of Brookline on July 11, 2023; and

WHEREAS, effective as of May 14, 2024, 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. 7 for the total value of **\$326,785.00**. The Miller Dyer Spears’ (MDS) Amendment is for the attached Additional Service Request #9, dated May 2, 2024, for Additional Environmental Engineering Services which is based on GEI Consulting Engineers for \$270,350.00; and the attached Additional Service Request #10, dated May 3, 2024, for Transportation Board Requests which is based on Vanasse & Associates for \$14,000.00 including MDS/Sasaki Support for \$14,000.00; and MDS’ Administrative costs of 28,435.00. The Designer 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 Designer 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
Feasibility Study/Schematic Design Phase	\$1,294,466	\$ 170,652.11	\$ 0	\$ 1,465,118.11

Design Development Phase	\$ 0	\$ 3,705,919	\$ 0	\$ 3,705,919
Construction Documents Phase	\$ 0	\$ 6,229,098	\$ 0	\$ 6,229,098
Bidding Phase	\$ 0	\$ 394,247	\$ 0	\$ 394,247
Construction Phase	\$ 0	\$ 5,046,358	\$ 0	\$ 5,046,358
Completion Phase	\$ 0	\$ 394,247	\$ 0	\$ 394,247
Printing (Over Min.)	\$ 0	\$ 0	\$ 0	\$ 0
A/E Reimbursable Services	\$ 0	\$ 746,000	\$ 326,785	\$ 1,072,785
HAZMAT Services	\$ 0	\$ 173,157	\$ 0	\$ 173,157
Geotechnical/Geo-Environmental	\$ 0	\$ 173,157	\$ 0	\$ 509,883
Site Survey	\$ 0	\$ 54,780	\$ 0	\$ 54,780
Traffic Studies	\$ 0	\$ 13,750	\$ 0	\$ 13,750
Total Fee	\$1,294,466	\$17,438,091.11	\$ 326,785	\$19,059,342.11

This Amendment is for Additional Environmental Engineering Services for LSP and Construction Monitoring Services and for Transportation Board Requests for design modifications for the Pierce School.

3. The Construction Budget shall be as follows:

Original Budget:	\$168,022,660
------------------	---------------

Amended Budget _____

4. The Project Schedule shall be as follows:

Original Schedule: (based on 6/1/23 DD start) Substantial Completion – 7/21/27

Amended Schedule

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.

John R. Pierce Elementary School

Designer Contract Amendment No. 7

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

OWNER:
TOWN OF BROOKLINE

(print name)

(print title)

By: _____
(signature)

Date: _____

DESIGNER:
MILLER DYER SPEARS, INC.

(print name)

(print title)

By: _____
(signature)

Date: May 14, 2024



May 2, 2024

Ms. Lynn Stapleton
101 Federal Street,
Boston, MA 02110

Re: Pierce School - Additional Service Request #9 - Additional Environmental Engineering Services

Dear Lynn,

As discussed with Adam Keane, MDS is submitting this proposal for additional services for Additional Environmental Engineering Services in the form of LSP and monitoring services.

It is our understanding that this is a typical reimbursable expense under the standard MSBA contract. See attached proposal from GEI Consulting Engineers, Inc.

For this additional scope, MDS proposes the fees below:

Fee Proposal:

GEI Consultants	\$270,350	\$150,000.00
MDS markup x 1.1	\$27,035	
Total	\$297,385	

Please do not hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Margaret O. Clark', written over a light blue horizontal line.

MILLER DYER SPEARS INC.
Margaret O. Clark, RA, LEED AP BD+C
Senior Associate

Cc: W. Spears



Consulting
Engineers and
Scientists

April 15, 2024 (Rev. May 2, 2024)
Proposal 2403583

Ms. Margaret Clark
MDS/Miller Dyer Spears, Inc.
40 Broad Street, Suite 103
Boston, Massachusetts 02109

Dear Ms. Clark:

Re: **Proposal for Environmental Engineering Services – Additional Service #2
Pierce Elementary School Project
50 School Street
Brookline, Massachusetts 02445**

GEI Consultants, Inc. is pleased to submit this proposal to provide environmental engineering services for the proposed Pierce Elementary School project at 50 School Street in Brookline, Massachusetts.

Project Understanding and Approach

We understand that the Pierce Elementary School project includes the construction of a new approximately 172,000-square-foot, 3-story school building. There will be three phases to construction: 1) demolition of the existing building at the school property; 2) construction of the new building at the school property; and 3) installation of the geothermal wellfield at the nearby baseball field. According to Miller Dyer Spears, Inc. and Consigli Construction Company, excess soil will be generated during each of these three phases. Due to the sequencing of the work, excess soil will need to be characterized separately for each of the phases.

Excess soil generated during construction that is not suitable for on-site reuse, should be removed and transported off site in accordance with MassDEP policies. Soil should be pre-characterized prior to excavation to identify and facilitate approval at soil receiving facilities. We have assumed the soil receiving facilities require a sampling frequency of one sample per 500 cubic yards of soil.

According to Consigli, the approximate volumes of excess soil for each phase are as follows:

- Existing building demolition – approximately 800 cubic yards (cy) of excess soil (including 400 cy of loam from site work, 15 cy from street utility work, and 300 cy of drilling spoils from support of excavation (SOE) installation, based on Consigli's April 24, 2024 email); and approximately 1,500 cy of excess imported fill (based on MDS's estimate), which is imported soil to be brought to the site to temporarily brace building foundation walls during demolition of the slab.

Ms. Margaret Clark

-2-

April 15, 2024 (Rev. May 2, 2024)

- New building construction – approximately 1,000 cy of excess loam (based on Consigli's April 24, 2024 email); and approximately 11,000 cy of excess soil (based on Consigli's April 24, 2024 email).
- Geothermal wellfield installation – 642.60 tons (approximately 390 cy) of excess loam (based on Consigli's cost estimate) and approximately 2,100 cubic yards of drilling spoils from the 600-foot-deep boreholes (based on GEI's estimate).

If the volume of excess soil increases, additional investigation and testing would need to be performed beyond what is scoped below.

In addition to soil pre-characterization to support construction, we recommend additional assessment of some of the Recognized Environmental Conditions (RECs) identified in the Phase I Environmental Site Assessment (ESA) dated June 30, 2021 and prepared by PEER Consultants, P.C. of Burlington, Massachusetts (PEER). The 2021 Phase I ESA identified nearby drycleaners but there is no indication that the limited investigation and testing by PEER in 2021 evaluated potential environmental impacts from these drycleaners such as groundwater contamination that could lead to indoor air contamination. We recommend that additional monitoring wells be installed and sampled at the school property as part of a Phase II ESA prior to building demolition to confirm that vapor intrusion is not a concern and that mitigation in the new building is not warranted. As part of the Phase II ESA, we also recommend collecting surficial soil samples for polychlorinated biphenyls (PCBs) adjacent to the existing building prior to demolition to confirm that soil has not been impacted by window components that could potentially have PCBs.

Scope of Work

Construction Documents Phase

1. Phase II ESA: Perform a subsurface investigation to evaluate potential environmental concerns.

We will perform the following as part of the Phase II ESA:

- Engage a drilling subcontractor to install three (3) soil borings to a depth of approximately 15 to 20 feet using Geoprobe drilling methods. The borings will be completed as 2-inch monitoring wells with approximately 10-foot screens and finished at ground surface with a flush mount road box. We have assumed one (1) day for drilling.
- We will mark the proposed boring locations at the Property prior to drilling. Our drilling subcontractor will notify Dig Safe and the necessary utility agencies at least 72 hours before the start of drilling. It is unlikely that Dig Safe and the utility agencies will mark utility locations on the Property. Neither GEI nor our subcontractor can be held responsible for damage to utilities not marked by others unless we are provided accurate information on their locations before the start of drilling.
- Excess soil cuttings that cannot be returned down the boreholes and that are not contaminated will be spread at the ground surface. We can provide a separate cost for disposal of soil cuttings that are contaminated, which would be transported off site for disposal.
- Collect soil samples from ten (10) surface locations using a hand auger or shovel from beneath windows in the buildings to be demolished. The soil samples will be submitted to ESS Laboratory of Cranston, Rhode Island for analysis of PCBs.

- Develop and survey the three monitoring wells and the two existing monitoring wells. Groundwater will be recharged to the nearby ground surface if it does not appear contaminated. We can provide a separate cost for disposal of groundwater that is contaminated, which would be transported off site for disposal.
- Collect one groundwater sample from each new and existing monitoring (5 total) using low flow sampling techniques. The groundwater samples will be submitted to ESS for analysis of VOCs.
- Prepare a Phase II ESA report documenting findings of the subsurface investigation. We will prepare one draft and one final version of the Phase II ESA report. Based on the groundwater testing results we will make recommendations regarding the potential for vapor intrusion at the new building.

2. Soil Pre-Characterization – Existing Building Demolition

Subsurface Explorations: Perform a soil pre-characterization program to evaluate and recommend off-site soil disposal options for soils to be managed during the existing building demolition phase.

- Prior to demolition, GEI will collect three (3) soil samples from loam using a hand auger or shovel to depths up to two feet. We have budgeted one (1) day to collect these soil samples.
- During or after demolition, GEI will collect five (5) soil samples from 1) the stockpiled soil generated during street utility work (1 sample); 2) the drilling spoils from SOE installation (1 sample); and 3) the imported fill used to temporarily brace building foundation walls (3 samples). We have budgeted one (1) day to collect these soil stockpile samples.

Environmental Laboratory Testing: Eight (8) soil samples will be collected and tested for:

- Volatile organic compounds (VOCs)
- Semi-volatile organic compounds (SVOCs)
- Total petroleum hydrocarbons (TPH) by method 8100M
- Extractable petroleum hydrocarbons (EPH), if necessary
- PCBs
- MCP 14 total metals
- Toxicity characteristic leaching procedure (TCLP) for lead or other metals, if necessary
- Conductivity, corrosivity, ignitability, and reactivity
- Herbicides and pesticides (2 tests only)

Additional sampling and testing may be necessary if the testing results indicate that a higher sampling frequency is necessary by the specific soil receiving facilities, or delineation sampling is required by the soil receiving facilities. The specific nature and extent of additional sampling is unknown at this time.

Soil Characterization Report: Prepare a soil characterization report that presents the results of our subsurface explorations and laboratory testing and recommends soil management options to support the soil excavation for building demolition activities.

3. Soil Pre-Characterization – New Building Construction

Subsurface Explorations: Perform a soil pre-characterization program to evaluate and recommend off-site soil disposal options for soils to be managed during the new building construction phase. We have assumed that Consigli will provide an excavator to perform test pits at the school property. A GEI engineer or geologist will be on site full-time to coordinate and document the test pits and to collect soil samples. We have budgeted three (3) days to observe the test pits.

Environmental Laboratory Testing: Twenty-four (24) soil samples will be collected and tested for the same parameters listed in Task 2.

Additional sampling and testing may be necessary if the testing results indicate that a higher sampling frequency is necessary by the specific soil receiving facilities, or delineation sampling is required by the soil receiving facilities. The specific nature and extent of additional sampling is unknown at this time.

Soil Characterization Report: Prepare a soil characterization report that presents the results of our subsurface explorations and laboratory testing and recommends soil management options to support the soil excavation for building construction activities.

4. Soil Pre-Characterization – Geothermal Wellfield Installation

Subsurface Explorations: Perform a soil pre-characterization program to evaluate and recommend off-site soil disposal options for loam to be managed during the new geothermal wellfield installation phase.

- Prior to wellfield installation, GEI will collect two (2) soil samples from loam using a hand auger or shovel to depths up to two feet. We have budgeted one (1) day to collect these soil samples.
- At the startup of wellfield installation activities, GEI will collect four (4) soil samples from the drilling spoils. We have budgeted one (1) day to collect these soil stockpile samples.

Environmental Laboratory Testing: Six (6) soil samples will be collected and tested for the same parameters listed in Task 2.

Additional sampling and testing may be necessary if the testing results indicate that a higher sampling frequency is necessary by the specific soil receiving facilities, or delineation sampling is required by the soil receiving facilities. The specific nature and extent of additional sampling is unknown at this time.

Soil Characterization Report: Prepare a soil characterization report that presents the results of our subsurface explorations and laboratory testing and recommends soil management options to support the soil excavation for geothermal wellfield installation activities.

5. Specifications: Prepare the following specifications:

- Groundwater Treatment and Discharge
- Excavated Materials Management

6. Team Meetings and Consultation: Provide up to 32 hours for consultation and participation in meetings to discuss the environmental aspects of the project.
7. Community Meetings: Attend up to three (3) community meetings to discuss the environmental aspects of the project. We have assumed the LSP and environmental project manager will both attend the meetings, which we assumed to be 2 hours per meeting and 4 hours per meeting preparation.
8. NPDES DRGP Notice of Intent: Prepare a single Notice of Intent (NOI) to obtain authorization to discharge under the NPDES Dewatering and Remediation General Permit (DRGP) for dewatering effluent to the storm drain system of pumped groundwater from bulk excavation and pumped fluids from geothermal wellfield installation. We will collect and test groundwater samples from two existing wells (B-16-OW and B-106-OW) and one surface water sample at the outfall of the City storm drain system to the receiving water body. We will prepare and submit the NOI to the EPA for approval. For the DRGP NOI applications, we have assumed that a representative from the Town of Brookline sign as the owner.

Bidding Phase

9. Team Meetings and Consultation: Provide up to eight (8) hours for consultation and participation in meetings to respond to bidder questions or clarifications and to discuss the environmental aspects of the project.

Construction Administration Phase

10. Submittal Reviews and RFIs: Review contractor submittals, respond to RFIs, and review contractor requisitions and potential change orders related to the environmental aspects of construction, including groundwater treatment and discharge, excavated materials management, and UST removal (based on specification prepared by PEER Consultants). We have budgeted 50 hours for this task.
11. Soil Disposal Coordination: Prepare Licensed Site Professional (LSP) Opinion Letters, including either a Material Shipping Record (MSR) or Bill of Lading (BOL), based on soil receiving facility information provided by the contractor. We have budgeted to prepare six (6) LSP Opinion Letters. Our scope also includes closing out the MSRs and BOLs at the end of the project.
12. Team Meetings and Consultation: Participate in meetings and/or provide consultation to the development team, the architect, other engineers and consultants, the construction manager, and general contractor on an as-requested basis. We have budgeted 40 hours for this task.
13. Construction Observation: Provide a GEI engineer or geologist to observe activities related to the environmental aspects of construction. Our construction observation activities will include periodic site visits for soil excavation, handling, screening, and removal associated with excavation for the new building, building addition, and utilities.

In total, we have budgeted for the following construction observation days:

- 10 days full-time for one engineer/geologist to observe activities.
- 30 days half-time for one engineer/geologist to observe activities.
- 40 days of photoionization detector (PID) rental at \$75/day for soil field screening.

Full days include up to 8-hours onsite and half days include up to 4-hours onsite.

14. Automated Dust Monitoring: Mobilize and operate four fixed location perimeter air monitoring stations to monitor particulates (dust) and one meteorological tower, all running on solar and battery power.

The dust stations will automatically upload the data to our password-protected project instrumentation website. We will provide access to our project website to view the dust data. Alarm notifications will be sent automatically via email if readings exceed specified limits.

We have provided a lump sum cost for mobilization and demobilization of the air monitoring stations. We have assumed we can complete the mobilization and demobilization each in a single visit.

We have provided a monthly cost for continuous perimeter air monitoring via cellular modem, for an estimated period of 4 months (16 weeks) from the approximate start of bulk excavation to finishing bulk excavation. We have assumed perimeter air monitoring will not be necessary during targeted site work for utilities or other small structures. Our monitoring includes collection of baseline readings for one week before the start of the monitoring period. The cost includes the equipment rental, modem usage, web hosting, and labor to review data and compile the weekly reports. The weekly reports will summarize the readings recorded for the previous week and indicate if any threshold or action limits have been exceeded.

15. UST Removal Observation: Provide a GEI engineer or geologist to observe to observe the contractor expose the existing UST, drain any remaining fluids into drums, clean the UST, and remove the UST and associated piping. We have assumed the UST will be removed in three (3) days. In accordance with applicable Massachusetts Department of Environmental Protection (MassDEP) regulations, we will collect soil samples from the limits of the UST excavation and screen the soil samples in the field using a photoionization detector (PID). Pending receipt of the soil testing results (see below), the excavation should be lined with polyethylene sheeting and partially backfilled.

We will collect confirmatory soil samples from the UST excavation and submit them to ESS Laboratory of Cranston, Rhode Island for testing of extractable petroleum hydrocarbon (EPH) and volatile petroleum hydrocarbon (VPH). The samples submitted for testing will be selected based on location, indication of impact, and PID screening results. Soil samples for EPH testing may be composited. We have assumed that 5 soil samples (one from the bottom of the excavation, and one from each sidewall of the excavation) will be tested.

We will prepare a UST closure report to summarize the UST removal activities. The report will describe UST cleaning and removal operations and will include copies of the UST removal permit, waste manifests for transportation and disposal of UST contents, and UST tank yard receipt. The report will also include the results of the confirmatory soil sampling.

Cost

Our proposed fee for the above scope of work is summarized in the table below.

Ms. Margaret Clark

-7-

April 15, 2024 (Rev. May 2, 2024)

Task	Unit	Unit Price	Quantity	Cost
Construction Documents				
1. Phase II ESA	Lump Sum	\$19,000	1	\$19,000
2. Soil Pre-Characterization – Existing Building Demolition	Lump Sum	\$21,500	1	\$21,500
3. Soil Pre-Characterization – New Building Construction	Lump Sum	\$42,000	1	\$42,000
4. Soil Pre-Characterization – Geothermal Well Installation	Lump Sum	\$16,000	1	\$16,000
5. Specifications	Lump Sum	\$8,000	1	\$8,000
6. Team Meetings and Consultation	Lump Sum	\$11,000	1	\$11,000
7. Community Meetings	Meeting	\$3,250	3	\$9,750
8. NPDES DRGP NOI	Lump Sum	\$12,000	1	\$12,000
Bidding				
9. Team Meetings and Consultation	Lump Sum	\$2,000	1	\$2,000
Construction Administration				
10. Submittal Reviews and RFIs	Lump Sum	\$10,000	1	\$10,000
11. Soil Disposal Coordination	Lump Sum	\$3,000	6	\$18,000
12. Construction Meetings and Consultation	Lump Sum	\$10,000	1	\$10,000
13. Construction Observation				
Full Days	Full Day	\$1,275	10	\$12,750
Half Days	Half Day	\$850	30	\$25,500
PID Rental	Day	\$75	40	\$3,000
14. Automated Dust Monitoring				
Mobilization/Demobilization	Lump Sum	\$6,500	1	\$6,500
Monitoring and Reporting	Month	\$8,200	4	\$32,800
15. UST Removal Observation				
Full Days	Full Day	\$1,275	3	\$3,825
PID Rental	Day	\$75	3	\$225
Confirmatory Soil Sampling	Lump Sum	\$3,500	1	\$3,500
UST Closure Report	Lump Sum	\$4,500	1	\$4,500
Total:				\$270,350

Reimbursable expenses such as environmental laboratory testing, field equipment, dust monitoring equipment, and other incidentals (all included in the costs above) are \$85,000.

Additional services will be performed on a negotiated lump sum or unit cost basis. Invoices will be submitted monthly based on the work performed for each lump sum task and the actual units completed for the other tasks at the end of the billing period.

We will notify you before we reach the budgeted cost for any task before completing the planned scope if unanticipated conditions arise or if we need to spend more days observing construction than planned.

Assumptions*Construction Documents Phase*

- Site access for a drill rig will be provided by the Owner. We understand that removal of fencing, curbs, tree, or other hardscapes will be conducted by the Owner if required.
- Our drilling subcontractor will notify Dig Safe at least 72 hours before performing the work. We have not included costs for a utility locating company but could engage these services for an additional fee if needed.
- Disturbed areas will be backfilled with excavated materials. Re-seeding, sodding, or other surface restoration are not included.
- Borings will generate minimal spoils. We have assumed that spoils will be left at the site and spread in an area designated by the Owner or OPM.
- Management of contaminated soil/groundwater or decontamination of drilling equipment is not required.
- Prevailing wages do not apply to this project.
- Soil characterization and Phase II ESA will not identify reportable conditions in soil warranting notification to MassDEP or compliance with the Massachusetts Contingency Plan (MCP; 310 CMR 40.0000).
- Phase II ESA will not identify PCBs in soil warranting notification to MassDEP or U.S. Environmental Protection Agency (EPA) or compliance with the MCP and the Toxic Substances Control Act (TSCA).
- Phase II ESA will confirm that vapor intrusion is not a concern and that mitigation is not warranted.

Construction Administration Phase

- Client or construction manager will arrange access to locations required for installation, maintenance, and removal of instrumentation (air monitoring stations, meteorological station).
- All monitoring equipment, including the air monitoring stations and meteorological tower, will remain the property of GEI.
- The installation locations for the monitoring equipment will be secure. GEI is not responsible for theft or damage of the monitoring equipment. Costs for repair or replacement of stolen or damaged equipment will be invoiced to the project.
- Monthly monitoring fees apply after mobilization is complete and the equipment is operational until demobilization begins. We will demobilize within one week after we receive notice that the equipment can be demobilized.
- Monitoring data will be available for viewing on our project website during the monitoring period. Weekly data reports will also be provided during the monitoring period.

Ms. Margaret Clark

-9-

April 15, 2024 (Rev. May 2, 2024)

- Certain conditions observed in the field as part of a UST removal require notification to MassDEP. We will notify you if we identify a reportable condition requiring a 72-hour notification, such as the presence of non-aqueous phase liquid (NAPL) greater than ½-inch in the excavation, or PID readings over 100 parts per million (ppm) in the sidewall or bottom soil samples. We will also notify you if the results of the confirmatory soil sampling indicate concentrations of EPH or VPH greater than the applicable MassDEP reportable concentration (the RCS-1 standard), which would constitute a 120-day reporting condition. Although we will verbally notify you of these conditions, we have not included scope or costs for subsequently notifying MassDEP of a reportable condition or concentration per the Massachusetts Contingency Plan (MCP: 310 CMR 40.0000); or providing Licensed Site Professional (LSP) services associated with MCP compliance.

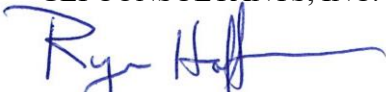
Terms and Conditions


Our services will be provided in accordance with the existing contract between GEI and Miller Dyer Spears, Inc. dated May 30, 2023. If this proposal is acceptable, please return a signed copy, which will serve as our contract and notice-to-proceed.

We appreciate the opportunity to submit this proposal. Please call Ileen Gladstone at 781-424-9924 or Ryan Hoffman at 781-424-9920 if you have any questions.

Sincerely,

GEI CONSULTANTS, INC.


Ryan S. Hoffman, P.G., LSP
Vice President


Ileen S. Gladstone, P.E., LSP, LEED AP
Senior Vice President

RSB/ISG:

c. Adam Keane, LeftField Project Management

B:\Working\MDS ARCHITECTS\2302441 Pierce School Geothermal\02_PM\Additional Services\#02 Environmental Pre-Char, Design, & CA\GEI Proposal_Pierce School Enviro_2024-05-02_rev2.docx

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Accepted by:

MILLER DYER SPEARS, INC.

(Signature)

(Title)

(Typed/Printed Name)

(Date)



May 3, 2024

Ms. Lynn Stapleton
101 Federal Street,
Boston, MA 02110

Re: Pierce School – Additional Service Request #10 – Transportation Board Requests

Dear Lynn,

As discussed with Adam Keane, MDS is submitting this proposal for additional services for Additional Traffic Consultant and MDS/Sasaki services relative to the Transportation Board Requests as follows:

- Study of Elimination of Left Turn Lane on Harvard Street to School Street
- Modification of the MBTA Bus Stop
- Design of expanded Harvard Street sidewalk and entry area.
- Installation of RRFBs
- Signage for Speed Safety Zones
- Sasaki and MDS attendance at additional MBTA, Transportation Board and preparation meetings and related graphics.

See attached proposal from Vanasse & Associates, Inc. It is our understanding that this is a typical reimbursable expense under the standard MSBA contract.

For this additional scope, MDS proposes the fees below:

Fee Proposal:

Vanasse & Associates, Inc.	\$14,000
MDS markup x 1.1	\$1,400
<u>MDS/Sasaki Meetings, Design, and Presentations</u>	<u>\$14,000</u>
Total	\$29,400

Please do not hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Margaret O. Clark', written in a cursive style.

MILLER DYER SPEARS INC.
Margaret O. Clark, RA, LEED AP BD+C
Senior Associate

Cc: W. Spears

CONTRACT AMENDMENT

Project: School Street Pedestrian Improvements
Amendment No.: 2
John R. Pierce School
Date: March 20, 2024
Brookline, Massachusetts
Project No.: 9642
Page: 1 of 3
To: Mr. William C. Spears
Miller Dyer Spears, Inc.
40 Broad Street, Suite 103
Boston, MA 02109
AMENDMENT FEE ESTIMATE
Fee \$14,000
Expenses --
Total \$14,000
☒ **Lump Sum**
☒ **T&E**
☐ **Fixed Fee**
☐ **Other**
REVISED CONTRACT FEE ESTIMATE
Fee \$190,000
Expenses \$9,400
Total \$199,400
**Estimated Date
of Completion:**
Requested By:

The Scope of Services of this Contract Amendment consists of the following tasks, which includes items beyond the scope of our original contract dated May 29, 2023.

Pursuant to the Town's review comments on the 25% Design Submission, the CONSULTANT shall evaluate the installation of Rectangular Rapid Flashing Beacons (RRFB) as well as evaluate Speed Safety zones for Harvard Street and Washington Street. The consultant shall also coordinate with the MBTA for the proposed modification of the existing MBTA bus stop #1311 on Harvard Street. The specific scope is as follows:

Task 5 Final Engineering
\$5,000

The CONSULTANT shall perform the following engineering services and incorporate the associated revisions into the Final Design documents.

The CONSULTANT shall prepare plans for the proposed installation of RRFBs at the following four locations:

- St. Mary's at Harvard Street
- Linden Street at Harvard Street (2 Locations), and
- Pierce Street at Harvard Street

The CONSULTANT shall present the proposed RRFB locations to the Transportation Board for approval. The St. Mary's at Harvard Street location shall be included in the final construction documents. The other three locations shall be included in the final construction documents as add-alternates. This scope does not include the reconstruction of pedestrian curb ramps or modifications to pavement markings.

The CONSULTANT shall evaluate and prepare conceptual and final signing plans for the implementation of Speed Safety Zones on Harvard Street from Harvard Avenue to Kent Street and on Washington Street from Harvard Street to School Street. The CONSULTANT shall present the plans to the Transportation Board for approval.

CONTRACT AMENDMENT

Project: School Street Pedestrian Improvements

John R. Pierce School

Brookline, Massachusetts

Amendment No.: 2

Date: March 20, 2024

Project No.: 9642

Page: 2 of 3

The CONSULTANT shall prepare final design plans for the proposed modification of the existing MBTA bus stop #1311, including pertinent roadway and sidewalk infrastructure, located at the southeast corner of the School Street at Harvard Street intersection. *The scope of services does not include the evaluation or design of a floating bus stop or bus stop island.*

Task 7 Project Meetings/Coordination

\$5,000

The CONSULTANT shall continue to attend project meetings and public hearings with the CLIENT including presentation to the Transportation Board for additional mitigation items requested by the Town. Services include coordination, written correspondence, meeting preparation and attendance, supporting graphics (when required), travel, and documentation in the form of meeting notes. Project meetings and coordination will be invoiced on a time-and-expense basis of payment.

Task 13 MBTA Coordination

\$4,000

The CONSULTANT shall facilitate meetings between the project team and the MBTA to coordinate the proposed modification of and temporary relocation of the existing MBTA bus stop #1311 located at the southeast corner of the School Street at Harvard Street intersection. Services include coordination, written correspondence, meeting preparation and attendance, supporting graphics (when required), travel, and documentation in the form of meeting notes. MBTA coordination will be invoiced on a time-and-expense basis of payment.

CONTRACT AMENDMENT

Project: School Street Pedestrian Improvements
John R. Pierce School
Brookline, Massachusetts

Amendment No.: 2
 Date: March 20, 2024
 Project No.: 9642
 Page: 3 of 3

COMPENSATION

The total compensation for performing the Scope of Services is estimated below:

Tasks	Original Contract	Contract Amendment No. 1	Contract Amendment No. 2	Total
1. Data Collection and Base Plans	\$2,500	--	--	\$2,500
2. Traffic Analysis & Sight Distance Evaluation	10,000	--	--	10,000
3. Preliminary Engineering	35,000	\$2,000	--	37,000
4. Environmental Permit Documents	--	--	--	--
5. Final Engineering	41,000	2,000	\$5,000	48,000
6. Right-of-Way and Layout	--	--	--	--
7. Project Meetings/Coordination	4,000	2,500	5,000	11,500
8. Abutter Coordination	--	--	--	--
9. Bidding and Negotiating	2,000	--	--	2,000
10. Final Traffic Signal Layout Plans	--	--	--	--
11. Construction Services	75,000	--	--	75,000
12. Utility Coordination	--	--	--	4,000
13. MBTA Coordination	--	--	4,000	
Labor Fee	\$169,500	\$6,500	\$14,000	\$190,000
Traffic Signal (subconsultant)	\$8,000	--	--	\$8,000
Traffic Counts (subconsultant)	\$1,400	--	--	\$1,400
TOTAL ESTIMATED FEE	\$178,900	\$6,500	\$14,000	\$199,400

Prepared By: Stephen M. Boudreau, P.E.

Please execute this Amendment to our existing Contract Agreement authorizing us to proceed with the above scope of services at the stated estimated cost. No work will be performed under this Amendment until it is signed and returned to VAI. Upon execution by both parties, this Amendment becomes part of our original Contract Agreement dated May 29, 2023 and is subject to all terms and conditions and provisions therein.

VAI Authorization

Client Authorization *(Please sign and return)*

By: Stephen Boudreau
 Title: Partner
 Date: March 20, 2024

By: _____
 Title: _____
 Date: _____

CONTRACT AMENDMENT

Project: School Street Pedestrian Improvements
John R. Pierce School
Brookline, Massachusetts

Amendment No.: 2
Date: March 20, 2024
Project No.: 9642
Page: 1 of 3

To: Mr. William C. Spears
Miller Dyer Spears, Inc.
40 Broad Street, Suite 103
Boston, MA 02109

AMENDMENT FEE ESTIMATE		<input checked="" type="checkbox"/>	Lump Sum
Fee	<u>\$14,000</u>	<input checked="" type="checkbox"/>	T&E
Expenses	<u>--</u>	<input type="checkbox"/>	Fixed Fee
Total	<u>\$14,000</u>	<input type="checkbox"/>	Other

REVISED CONTRACT FEE ESTIMATE

Requested By: _____

Fee	<u>\$190,000</u>	Estimated Date of Completion:
Expenses	<u>\$9,400</u>	
Total	<u>\$199,400</u>	

The Scope of Services of this Contract Amendment consists of the following tasks, which includes items beyond the scope of our original contract dated May 29, 2023.

Pursuant to the Town's review comments on the 25% Design Submission, the CONSULTANT shall evaluate the installation of Rectangular Rapid Flashing Beacons (RRFB) as well as evaluate Speed Safety zones for Harvard Street and Washington Street. The consultant shall also coordinate with the MBTA for the proposed modification of the existing MBTA bus stop #1311 on Harvard Street. The specific scope is as follows:

Task 5 Final Engineering

\$5,000

The CONSULTANT shall perform the following engineering services and incorporate the associated revisions into the Final Design documents.

The CONSULTANT shall prepare plans for the proposed installation of RRFBs at the following four locations:

- St. Mary's at Harvard Street
- Linden Street at Harvard Street (2 Locations), and
- Pierce Street at Harvard Street

The CONSULTANT shall present the proposed RRFB locations to the Transportation Board for approval. The St. Mary's at Harvard Street location shall be included in the final construction documents. The other three locations shall be included in the final construction documents as add-alternates. This scope does not include the reconstruction of pedestrian curb ramps or modifications to pavement markings.

The CONSULTANT shall evaluate and prepare conceptual and final signing plans for the implementation of Speed Safety Zones on Harvard Street from Harvard Avenue to Kent Street and on Washington Street from Harvard Street to School Street. The CONSULTANT shall present the plans to the Transportation Board for approval.

CONTRACT AMENDMENT

Project: School Street Pedestrian Improvements

John R. Pierce School

Brookline, Massachusetts

Amendment No.: 2

Date: March 20, 2024

Project No.: 9642

Page: 2 of 3

The CONSULTANT shall prepare final design plans for the proposed modification of the existing MBTA bus stop #1311, including pertinent roadway and sidewalk infrastructure, located at the southeast corner of the School Street at Harvard Street intersection. *The scope of services does not include the evaluation or design of a floating bus stop or bus stop island.*

Task 7 Project Meetings/Coordination

\$5,000

The CONSULTANT shall continue to attend project meetings and public hearings with the CLIENT including presentation to the Transportation Board for additional mitigation items requested by the Town. Services include coordination, written correspondence, meeting preparation and attendance, supporting graphics (when required), travel, and documentation in the form of meeting notes. Project meetings and coordination will be invoiced on a time-and-expense basis of payment.

Task 13 MBTA Coordination

\$4,000

The CONSULTANT shall facilitate meetings between the project team and the MBTA to coordinate the proposed modification of and temporary relocation of the existing MBTA bus stop #1311 located at the southeast corner of the School Street at Harvard Street intersection. Services include coordination, written correspondence, meeting preparation and attendance, supporting graphics (when required), travel, and documentation in the form of meeting notes. MBTA coordination will be invoiced on a time-and-expense basis of payment.

CONTRACT AMENDMENT

Project: School Street Pedestrian Improvements
John R. Pierce School
Brookline, Massachusetts

Amendment No.: 2
Date: March 20, 2024
Project No.: 9642
Page: 3 of 3

COMPENSATION

The total compensation for performing the Scope of Services is estimated below:

Tasks	Original Contract	Contract Amendment No. 1	Contract Amendment No. 2	Total
1. Data Collection and Base Plans	\$2,500	--	--	\$2,500
2. Traffic Analysis & Sight Distance Evaluation	10,000	--	--	10,000
3. Preliminary Engineering	35,000	\$2,000	--	37,000
4. Environmental Permit Documents	--	--	--	--
5. Final Engineering	41,000	2,000	\$5,000	48,000
6. Right-of-Way and Layout	--	--	--	--
7. Project Meetings/Coordination	4,000	2,500	5,000	11,500
8. Abutter Coordination	--	--	--	--
9. Bidding and Negotiating	2,000	--	--	2,000
10. Final Traffic Signal Layout Plans	--	--	--	--
11. Construction Services	75,000	--	--	75,000
12. Utility Coordination	--	--	--	4,000
13. MBTA Coordination	--	--	4,000	
Labor Fee	\$169,500	\$6,500	\$14,000	\$190,000
Traffic Signal (subconsultant)	\$8,000	--	--	\$8,000
Traffic Counts (subconsultant)	\$1,400	--	--	\$1,400
TOTAL ESTIMATED FEE	\$178,900	\$6,500	\$14,000	\$199,400

Prepared By: Stephen M. Boudreau, P.E.

Please execute this Amendment to our existing Contract Agreement authorizing us to proceed with the above scope of services at the stated estimated cost. No work will be performed under this Amendment until it is signed and returned to VAI. Upon execution by both parties, this Amendment becomes part of our original Contract Agreement dated May 29, 2023 and is subject to all terms and conditions and provisions therein.

VAI Authorization

Client Authorization *(Please sign and return)*

By: Stephen Boudreau
 Title: Partner
 Date: March 20, 2024

By: _____
 Title: _____
 Date: _____



THE PUBLIC SCHOOLS OF BROOKLINE

OFFICE OF TEACHING AND LEARNING
BROOKLINE, MASSACHUSETTS 02445

PHONE: 617-730-2432

FAX: 617-264-6451

LINUS J. GUILLORY JR., PhD
SUPERINTENDENT OF SCHOOLS

JODI L. FORTUNA, ED.D
DEPUTY SUPERINTENDENT OF TEACHING AND LEARNING

AALSP Campus Visit to Columbia University & Barnard College

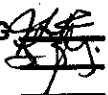
Day Trip, Out-of-State Trip Application

Columbia University and Barnard College, New York City

October 18th, 2024

For review and consideration by the

Brookline School Committee

Approval Route:	Approved	Denied	*Returned
Copies to:			
TEACHING & LEARNING		_____	_____
SUPERINTENDENT	_____	_____	_____
SCHOOL COMMITTEE	_____	_____	_____
MEETING DATE	_____	_____	_____
*REASON RETURNED:	_____	_____	_____

PUBLIC SCHOOLS OF BROOKLINE

APPLICATION FOR ALL **DAY TRIP, OUT-OF-STATE (not overnight)**

1. Name of Field Trip: **AALSP Campus Visit to Columbia University & Barnard College**
2. Educator Requesting Field Trip Approval: **Stephanie Hunt**
3. School: **BHS** Grade Level: **10-12th graders**
4. Have you reviewed the *School Committee Policy 13 a. for School Sponsored Field Trips*? **YES**
5. Have you reviewed the document "*Administrative Procedures for School Sponsored Field Trips*"? **YES**
6. Have you reviewed the document "*Field Trip Planning Guide*"? **YES**

These documents can be found in the Staff Portal of the district website (www.brookline.k12.ma.us) in the Office of Teaching and Learning link.

7. What is your destination? **Columbia University & Barnard College, New York City**
8. What is the date and time you are leaving school? **7am departure from South Station, Boston on 10/18/24**
9. What is the date and time you are returning to school? **1130pm return to South Station, Boston on 10/18/24**
10. Do the dates of the trip conflict with any religious holidays or observances? **NO**
11. How many days will students miss from school? **1**
12. How are students being transported (school bus, chartered bus, plane, rail, etc)? **Amtrak/Acela train**

If students are traveling via bus, please complete the Requirements for Field Trip Transportation via Bus form.

13. How many students will be participating in the field trip? **15**
14. What members of the student body are eligible for the trip? **Sophomores, Juniors, and Seniors in the African American and Latino Scholars Program who are also in good standing in all of their academic classes.**
15. How are students selected to participate in this field trip? **Completion of an interest form required & then first come first serve selection prioritizing Seniors**
16. What are the names and cell phone numbers of the primary staff chaperones on the trip?
Stephanie Hunt - [REDACTED]
17. Other than those listed in #16 above, what are the names and roles (teacher, parent, etc) of other adult chaperones who will be on the trip? **Emma Siver, BHS teacher & Karim Azeb, BHS teacher**

18. What is the purpose of the trip and how does it relate to Brookline's Learning Expectations (K-8) or BHS Course Syllabi? **A core part of the mission of AALSP is to expose students to new opportunities and grant access points when they are otherwise unavailable. This campus visit will achieve both objectives and more!**

19. To what extent does the field trip group reflect the diversity of the school population? What efforts will be undertaken to ensure that, to the greatest extent possible, the participants in this field trip reflect the diversity of the school population? **This opportunity is specifically for the AALSP program at BHS which is comprised of high achieving students of color who identify as Black, African American, Latinx, and mixed race.**

PUBLIC SCHOOLS OF BROOKLINE

20. What is the total cost per student for the field trip? **\$50 for transport and NYC spending money.**
21. What accommodations are made for students who cannot afford the expenses of this trip? Are partial and/or full scholarships available? **Full scholarships are available.**
22. Will students be swimming? (please note: if swimming is planned, parents must give explicit written permission for their child to swim; students who do not have this express written permission must not be allowed to swim) **No**

Signatures:

Educator Requesting Field Trip Approval: G Hunt Date: 4/30/24

Principal: [Signature] Date: 5/14/24



THE PUBLIC SCHOOLS OF BROOKLINE
OFFICE OF TEACHING AND LEARNING
BROOKLINE, MASSACHUSETTS 02445

PHONE: 617-730-2432
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LINUS J. GUILLORY JR., PhD
SUPERINTENDENT OF SCHOOLS

JODI L. FORTUNA, Ed.D
DEPUTY SUPERINTENDENT OF TEACHING AND LEARNING

Brookline High School / ACE Dominican Republic
International Trip Application
Dominican Republic
February 14th, 2025 – February 23rd, 2025

For review and consideration by the
Brookline School Committee

Approval Route:	Approved	Denied	*Returned
Copies to:			
TEACHING & LEARNING	<i>[Signature]</i>		
SUPERINTENDENT	<i>[Signature]</i>		
SCHOOL COMMITTEE			
MEETING DATE			
*REASON RETURNED:			

PUBLIC SCHOOLS OF BROOKLINE

School Committee Proposal February 2025

Table of Contents

1. Statement of Purpose
2. Application for out of Country Field Trip
3. Projected Costs
4. Itinerary

Statement of Purpose

Service and Cultural Immersion - Dominican Republic Friday, February 14th - Sunday, February 23rd, 2025 Brookline High School/ ACE Program

link to strategic plan: <https://www.brookline.k12.ma.us/strategicplan>

The ACE Program at Brookline High School is proposing to pilot a service and cultural immersion trip for 8-10 students to travel to the Dominican Republic during Feb. Vacation week 2025 and volunteer at a community school called Cafe con Leche in Santo Domingo. By giving students the chance to volunteer and “give back” to a low-income, inner city school in Santo Domingo, this trip is certainly putting the PSBMA mission of “educating and inspiring every student to lead a fulfilling life and make positive contributions to our world” into action. ACE students and staff will come prepared to assist with math instruction in the Cafe con Leche classrooms and to lead enrichment activities for the students for one week.

This trip also aligns to the PSBMA’s Strategic Plan Goal 2 which focuses on “Community and Connections.” This is, in fact, the exact mission of this service trip since our students will be immersed in “a culturally responsive community which fosters strong connections among caregivers, schools, the district, and the community” at Cafe con Leche and can bring back inspiration and ideas to share with ACE and BHS at-large. Cafe con Leche was started in 1995 by 3 teachers and 10 students in the community known as “El Café” in Santo Domingo (the capital city). Today, there are 771 students ages 5 - 13 (grades K-8). They chose the name of the school “*Café con leche*” – “*Coffee with milk*” – because it called to mind their experience as people of mixed ancestry with a variety of skin tones who are the majority of the population in the Dominican Republic. The founding principal of the school is to inspire and guide the diverse group of students in the “Art of Loving” so that they can be united in their efforts to prepare themselves to make positive contributions to their world. As a small and very diverse community within BHS, ACE also builds a culture of collective responsibility that is rooted in a deep appreciation of our differences. ACE students, in addition to assisting with math instruction and enrichment activities in the classrooms, will have the opportunity to share some of the ACE program’s rituals and traditions with the staff and students at Cafe con Leche. This will allow students and staff from both schools to experience a cross-cultural share out ideas and practices that foster a loving community.

By leaving the United States and volunteering at this school in the Dominican Republic, ACE students will also be addressing the PSBMA Strategic Plan Goal 3 which strives “to prepare students with the intellectual, interpersonal and reflective skills needed to thrive in an increasingly complex and diverse global society.” Through this international travel and full immersion experience in this

PUBLIC SCHOOLS OF BROOKLINE

Dominican school community, our students will have a rich opportunity to be global citizens and develop adaptive skills as they observe and respect the customs, traditions, and cultural practices there. Immersed in Spanish, our students will need to take risks with their Spanish speaking skills when they are teaching math and enrichment activities and in spontaneous conversations with the children and staff. During the course of the trip, our staff chaperones from BHS will carve out times to facilitate debriefs with our students so they can actively self-reflect on what they are observing and learning from others and about themselves.

Trip highlights include:

Highlights at La Escuela Café con leche

- 35 hours of community service
- 35 hours of Spanish language practice via immersion at the school
- teaching math using manipulatives, puzzles, and hands-on projects that we will be creating during Semester 1 of the 24-25 school year
- helping with English, art, PE classes
- supporting the teachers with one-one help for specific students
- dialogue with students and staff on building a culture of giving / culture of peace / culture of love in a school

Cultural Highlights

- World Heritage Site, Colonial city of Santo Domingo
- Tres Ojos Historical Botanical Garden (in Santo Domingo)
- Playa Juan Dolio o Playa Guayacanes (Beaches near Santo Domingo)
- Dominican Cuisine Cooking Lessons

PUBLIC SCHOOLS OF BROOKLINE

APPLICATION FOR ALL OUT-OF-STATE, OVERNIGHT FIELD TRIPS

Before the trip is announced to students, please submit this form to the Superintendent of Schools:

(a) three (3) months in advance if the trip is within the United States, or

(b) six (6) months in advance if the trip is out-of-the-country.

For clarity, all forms are to be word-processed, NOT handwritten. To maintain the formatting, delete the lines.

Trip Logistics:

1. Name of Field Trip: Brookline High School/ ACE Dominican Republic
2. Educator Requesting Field Trip Approval: Brookline High School (ACE) Administrator, Amy Bayer and Teachers: Julia James (ACE) and Juan Paniagua (BHS).
3. **School:** BROOKLINE HIGH SCHOOL Grade Level: grades **10-12**
4. Have you reviewed the *School Committee Policy I 3 a. for School Sponsored Field Trips*? **YES**
5. Have you reviewed the document "*Administrative Procedures for School Sponsored Field Trips*"? **YES**
6. What is your destination?
Destinations in the Dominican Republic Include
 - La Escuela Café con Leche (in Santo Domingo)
 - World Heritage Site, Colonial City of Santo Domingo
 - Tres Ojos Historical Botanical Garden (in Santo Domingo)
 - Playa Juan Dolio o Guayacanes (outside Santo Domingo)
7. What is the date and time you are leaving school? 2/14/2025 (morning)
8. What is the date and time you are returning to school? 2/23/2025 (evening)
9. Do the dates of the trip conflict with any religious holidays or observances? No
10. How many days will students miss from school? 1 day, Friday, Feb 14
11. How are students being transported (school bus, chartered bus, plane, rail, etc)?
 - Each family will be responsible for transporting their participating student to/from the airport (flight details will be provided in advance)
 - **Plane:** Logan Airport, Boston to Santo Domingo, Dominican Republic
 - **Chartered Bus:** All travel arrangements within Dominican Republic
 - **Plane:** Santo Domingo, Dominican Republic to Boston Logan Airport

PUBLIC SCHOOLS OF BROOKLINE

*If students are traveling via bus, please complete the
Requirements for Field Trip Transportation via Bus form.*

(Per phone conversation with OTL on 3/27/24, we should not fill out this form because it is only for bus companies within the United States. We have confirmed the safety of the transportation providers in the Dominican Republic.)

12. How many students will be participating in the field trip?
8-10 students Because it's our first trip, we do not want to take more than 10.
13. What members of the student body are eligible for the trip?
For this first year, we would like to open it to ACE students in grades 10 and 11 so that their experience 'remains' in the program for at least one more year.
14. How are students selected to participate in this field trip?
- Must be a current Sophomore or Junior in the ACE program
 - Currently enrolled in a BHS Spanish course *or* a heritage speaker
 - Good character and citizenship, as defined by the deans and their designees
 - Good academic record
 - Ability to serve as an ambassador of Brookline and the United States of America
 - Interest in the Spanish Language and a demonstrated sensitivity to other peoples and cultures
 - Successful completion of the application, including an essay that outlines an understanding of the program, expectations, a desire to learn and practice Spanish, and an interest in Dominican culture/history
15. Where will students be staying?
Students and staff will sleep at **Casa Paraíso** in Santo Domingo.
Address: Arzobispo Portes 1, Esquina las Damas, Zona Colonial, Santo Domingo
16. What are the names and cell phone numbers of the primary staff chaperones on the trip?
- Amy Bayer - ACE Program Coordinator, [REDACTED]
 - Julia (Julie) James - BHS/ACE Math Teacher [REDACTED]
 - Juan Paniagua - BHS Math Teacher [REDACTED]
17. Other than those listed in #16 above, what are the names and roles (teacher, parent, etc) of other adult chaperones who will be on the trip?
NONE

EDUCATIONAL RELEVANCE

18. What is the purpose of the trip and how does it relate to Brookline's Learning Expectations (K-8) or BHS Course Syllabi?

ACE Students on this Dominican Republic trip will fulfill **intellectual goals** and **social emotional goals**.

Intellectual Goals: In developing the curricular materials (with support from some amazing PSB k-8 teachers), ACE high school math students will feel more confident about their own number sense and about math operations that plague high school students at every level of math (e.g. students struggle in calculus

PUBLIC SCHOOLS OF BROOKLINE

because of misunderstandings with manipulating fractions, proportional thinking, and operations with negative numbers). High school students who lack confidence in these areas often do not see themselves pursuing STEM careers. Developing the materials in order to teach them to the students in DR using hands-on manipulatives and projects will build confidence in our students as they approach preCalculus and Calculus as juniors and seniors.

We will be doing volunteer 35 hours of volunteer work:

- teaching math to children aged 5-11 yrs using manipulatives, puzzles, and hands-on projects that we will be creating during Semester 1 of the 24-25 school year
- helping to paint a mural with the children at the school
- helping in PE classes
- supporting teachers with one-one help for specific students
- teaching some English

Social Emotional: The students and teachers at La Escuela Café con Leche have a lot to offer our students in terms of developing their sense of how to build a community of learners who care about and support one another. The school was founded by families in the El Café neighborhood because *there was no school*. There was also no expectation that any of the kids from the neighborhood would ever go to school since the families are so poor. So, in 1995, a local parent started the school with a couple of other teachers and their first 5-6 students. It has grown to include 770 students, all of whom receive government subsidized lunches and an education that prepares them to enter high school. The mural at the entrance of the school reads: “Somos una mezcla de negros y blancos. Todos somos mulatos.” (We are all a mix of black and white. We are all mulatos.) Because race in the form of colorism is a divisive issue in the DR, and because the students in this neighborhood reflect the diversity described in these quotes, they address it head on in this school. The core values of the community are rooted in practicing “the art of loving/the culture of giving.” ACE math teacher, Julie James, has a previous connection with La Escuela Cafe con Leche and is working with the teachers there to design opportunities for their students to teach our students about the work of building a community of diverse people and how they deal with conflict and challenges. There is shared vision among the ACE Staff chaperones that our students can learn a lot about this ethos from the younger students at La Escuela Cafe Con Leche. It is our hope that our students will be deeply impacted and inspired by their principles of the “art of loving/culture of giving” and will be able to share this with other students, upon their return, in ACE and beyond at BHS.

19. Describe activities planned before the trip to prepare students:

During X-blocks in Oct, Nov, Dec, Jan, and Feb we will:

- prepare materials to present math lessons and English lessons in the classrooms at Café con Leche
- introduce students to the culture and history of the Dominican Republic
- introduce students to the culture of giving / the art of loving that is used in the school to build community

We will hold informational and logistical meetings with families to share information about our intellectual and social-emotional goals for the trip.

PUBLIC SCHOOLS OF BROOKLINE

20. Describe activities planned after the trip for students to wrap-up/reflect. Students will:

- create visuals in our academic spaces about building a culture of peace/loving/giving in ACE, and hopefully BHS at large. They could also do a report out for some portion of our BHS community (to be determined, based on interest).
- share, if invited, their resources on culture-building with k-8 students within PSB.
- reflect on whether their experience of engaging mathematics in this way has changed their perspective on math or STEM topics, by using a confidence assessment tool that ACE teacher, Julie James has created.
- explore becoming ambassadors to k-8 PSB schools, especially in terms of volunteering to do some of their math workshops with our local students – or maybe specifically with any students who are English Language Learners.

ACCESSIBILITY AND STUDENT SAFETY

21. To what extent does the field trip group reflect the diversity of the school population? What efforts will be undertaken to ensure that, to the greatest extent possible, the participants in this field trip reflect the diversity of the school population?

58% of current ACE students are BIPOC. We have students from METCO, STS, and AALSP in ACE. We also have neurodivergent students, and 47% of our students in ACE have IEPs. We fully expect that a diverse group of students will want to participate.

Because 46% of current ACE students qualify for free/reduced lunch, we will inform families during the application process about what kinds of financial aid scholarships will be available and how we will fundraise so that any child who wants to attend will be able to attend. Acceptance on the trip will be need-blind. Financial assistance will be decided by PSB's Admin & Finance team.

We will include questions about travel documents/ passports in the application in order to facilitate this process for any families who need help navigating it.

22. What measures are planned to ensure student safety on the trip, including chaperone coverage, student behavior contracts, etc?

In February 2023, Julie James visited *La Escuela Café con Leche* and visited *Casa Paraiso* to see where students will be staying. Both Amy Bayer and Julia James have traveled dozens of times with students, and all three chaperones have extensive international travel experience. Amy is the Program Coordinator/Dean of these students. Julia James is doing a three week Spanish language immersion in Nicaragua in Summer 2024 to improve her Spanish fluency, and Juan Paniagua is a native speaker of Spanish. Julie and Juan are also math teachers at BHS.

Students will be expected to abide by all US & Dominican Republic laws, as well as all Brookline High School rules throughout the duration of the trip. Students will be informed of these expectations in advance, will sign a behavioral contract, and will meet with their Program Coordinator/Dean, Amy Bayer, to review all rules and expectations of the trip as well as consequences for breaking the behavioral contract.

PUBLIC SCHOOLS OF BROOKLINE

The staff at Casa Paraiso have hosted student groups to the Dominican Republic for many years and take student safety very seriously. Their staff will accompany the group on some of the local excursions and will orient students as to the best way to remain safe in the areas where they will be. Because Casa Paraiso also hosts church groups, their staff are certified via the child protection measures of the local area.

23. What is the name and location of the medical facility closest to your destination?

Closest to Café con Leche:

Centro Comunitario El Café

Dirección: Calle 19 #10 El Café de Herrera +1 809-530-5344

Closest to Casa Paraiso:

1. Clínica Abreu

Address: Calle Arzobispo Portes 853, Santo Domingo 10208

Phone: +1 809-688-4411

2. Clínica Dr. Abel González

Address: C.B. Pichardo, Santo Domingo 10209

Phone: +1 809-227-2235

24. Will students be swimming?

Students with explicit written permission from their parents will have the opportunity to swim in the ocean. Students will only be allowed to swim at designated times in clearly designated areas, after reviewing clear and cautious water safety guidelines.

25. If traveling outside of the United States, please attach the appropriate Department of State Advisory Review and Notification and a copy of the Consular statement.

We have reviewed the State Department summaries for the Dominican Republic. We are aware of the location of the U.S. embassy, in the event of an emergency. We will enroll in the State Department's STEP program to keep updated on any changes concerning travel to the Dominican Republic.

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories/dominican-republic-travel-advisory.html>

FUNDING

26. What is the total cost of the trip? Please detail the major components of the trip below and provide a total.

Lodging & meals	\$740
Travel to/from DR	\$1,100

PUBLIC SCHOOLS OF BROOKLINE

Travel within DR (\$600/10)	\$60
Mandatory Trip Insurance	\$200
Admissions Fees / Tourism	\$100
Administrative fees (phone plans, first aid kit, emergency spending;	\$250
TOTAL per person:	\$2450

27. How will the field trip be funded?

The trip will be funded by

- families of participating students
- traveling scholarships will be available
- fundraising, bake sales, etc. (all students will be expected to participate actively in all fundraising activities regardless of ability to pay)

28. What accommodations are made for students who cannot afford the expenses of this trip? Are partial and/or full scholarships available?

Partial and full scholarships will be available.

29. If fundraisers are planned to help lower the cost of the trip for all students, please describe those plans here:

A number of fundraising opportunities will take place, including things like bake sales, movie nights, Dominican lunch options, etc. Families will have the option of contributing financially to a travel financial aid fund. We will also solicit corporate/private donations from local businesses and US companies. A committee of students and parents will be formed to assist in fundraising efforts. All students involved are expected to participate actively in all fundraising activities.

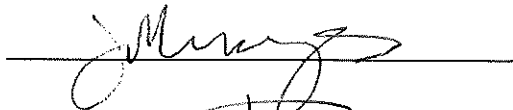
SIGNATURES:

Educators Requesting Field Trip Approval

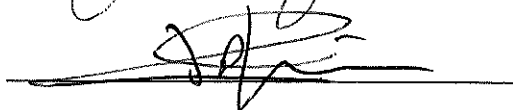
Amy Bayer
ACE Program Coordinator



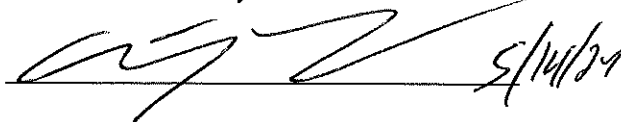
Julia James
ACE Math Teacher



Juan Paniagua
BHS Math Teacher



Anthony Meyer
Head of School





THE PUBLIC SCHOOLS OF BROOKLINE

OFFICE OF TEACHING AND LEARNING
BROOKLINE, MASSACHUSETTS 02445

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SUPERINTENDENT OF SCHOOLS

JODI L. FORTUNA, ED.D
DEPUTY SUPERINTENDENT OF TEACHING AND LEARNING

Spanish Trip to Spain
International Trip Application
Madrid, Granada and other cities in Spain
April 17th, 2025 – May 2nd, 2025

For review and consideration by the
Brookline School Committee

Approval Route:	Approved	Denied	*Returned
Copies to:			
TEACHING & LEARNING	<i>[Signature]</i>	_____	_____
SUPERINTENDENT	<i>[Signature]</i>	_____	_____
SCHOOL COMMITTEE	_____	_____	_____
MEETING DATE	_____	_____	_____
*REASON RETURNED:	_____	_____	_____

PUBLIC SCHOOLS OF BROOKLINE

School Committee Proposal
April 2025

Table of Contents .

1. Statement of Purpose
2. Application for out of Country Field Trip
3. Projected Costs
4. Itinerary

Statement of Purpose

Spanish Trip to Spain
April 17th - May 2nd, 2025
Brookline High School

The goal of this trip is closely aligned with goal 3 of the Brookline Schools' strategic plan- *To prepare students with the intellectual, interpersonal and reflective skills needed to thrive in an increasingly complex and diverse global society.*

This trip will be the beginning of an exchange program with IES Mariana Pineda de Granada (a public high school) in which students will live with the Spanish families and be matched with a Spanish counterpart of a similar age. The students from Granada will come to Brookline in October, 2024 and our students will travel to Spain in April of 2025. This is the same format that has been employed by our French team for years.

Besides spending 9 days with the Spanish families in Granada, students will have cultural visits in Madrid, Granada & other cities in Spain. These experiences include but are not limited to:

- A visit to the Alhambra (Moorish palace) in Granada
- Visiting the Prado & Reina Sofía art museums in Madrid
- A visit to Toledo, Spain's original capital city
- Optional hiking experience in the Sierra Nevada Mountains
- Visit to the southern city of Málaga including a visit to the Picasso Museum
- Flamenco dance and music lessons
- A visit to the Mezquita of Córdoba, the most iconic example of the combination of Moorish and Spanish architectural styles.
- Guided walking tours of Madrid, Sevilla, Málaga, Toledo, Córdoba, Ronda & Granada

Principally, BHS students will be able to gain intimate cultural knowledge via time spent with their host families where they will experience everyday life in southern Spain.

APPLICATION FOR ALL OUT-OF-STATE, OVERNIGHT FIELD TRIPS

PUBLIC SCHOOLS OF BROOKLINE

Before the trip is announced to students, please submit this form to the Superintendent of Schools:

(a) three (3) months in advance if the trip is within the United States, or

(b) six (6) months in advance if the trip is out-of-the country.

For clarity, all forms are to be word-processed, NOT handwritten. To maintain the formatting, delete the lines.

TRIP LOGISTICS:

1. Name of Field Trip: **BROOKLINE HIGH SCHOOL GRANADA EXCHANGE**
2. Educator Requesting Field Trip Approval: **BROOKLINE HIGH SCHOOL TEACHERS
Elena Cruz-López, Marta Fuertes-Rodríguez, & Kevin Whitehead**
3. School: **BROOKLINE HIGH SCHOOL** Grade Level: **10-12**
4. Have you reviewed the *School Committee Policy I 3 a. for School Sponsored Field Trips*? **YES**
5. Have you reviewed the document "*Administrative Procedures for School Sponsored Field Trips*"? **YES**
6. What is your destination?

Destinations in Spain include:

- Madrid
- Toledo
- Granada
- Málaga
- Sevilla
- Burriana en Nerja
- Córdoba
- Ronda

7. What is the date and time you are leaving school? **4/17/2025**
8. What is the date and time you are returning to school? **5/2/2025**
9. Do the dates of the trip conflict with any religious holidays or observances?
 - Good Friday = 4/18
 - Easter = Sunday, 4/20
10. How many days will students miss from school? **6 days. Thursday April 17th & Monday, April 28th-Friday, May 2nd**
11. How are students being transported (school bus, chartered bus, plane, rail, etc)?
 - **Each family will be responsible for transporting their student to the airport (flight details will be provided in advance)**

PUBLIC SCHOOLS OF BROOKLINE

- Plane: Logan Airport, Boston to Madrid, Spain (4/17)
- Chartered Bus: All travel arrangements within Spain
- Plane: Madrid, Spain to Boston Logan Airport (5/2)

*If students are traveling via bus, please complete the
Requirements for Field Trip Transportation via Bus form.*

12. How many students will be participating in the field trip? ~25
13. What members of the student body are eligible for the trip? All current Spanish students in grades 9, 10 and 11 who will be enrolled in a BHS Spanish course next year. If more than 25 students apply and are selected, a lottery will be held.
14. How are students selected to participate in this field trip?
- Must be a current Freshman, Sophomore or Junior
 - Currently enrolled in a BHS Spanish course & will be enrolled in Spanish next year
 - Good character and citizenship, as defined by the deans and their designees
 - Good academic record
 - Ability to serve as an ambassador of Brookline and the United States of America
 - Interest in the Spanish Language and a demonstrated sensitivity to other peoples and cultures
 - Successful completion of the application, including an essay that outlines understanding of program, expectations, and a desire to learn Spanish and Spanish culture/history
15. Where will students be staying?
- The majority of the trip (9 nights) will be spent in homestays arranged by our counterpart school in Granada, Spain. The students will be selected by the teachers at IES Mariana Pineda in Granada and will be sophomores and juniors. All host families will live within a short commuting distance of the high school and will be responsible for providing breakfast, lunch and dinner for the students.
 - Two nights (Thursday & Friday April 17th & 18th) will be spent in a hotel in Madrid.
 - Two nights (Monday, April 28th & Tuesday, April 29th) will be spent in a hotel in Seville.
 - Wednesday night (April 30th) will be spent in a hotel in Córdoba
 - Thursday (May 1st) will be spent in a hotel in Toledo
16. What are the names and cell phone numbers of the primary staff chaperones on the trip?
- Elena Cruz-Lopez - BHS Spanish teacher [REDACTED]
 - Kevin Whitehead - BHS Spanish teacher ([REDACTED])
 - Marta Fuertes Rodriguez - BHS Spanish teacher [REDACTED]
17. Other than those listed in #16 above, what are the names and roles (teacher, parent, etc) of other adult chaperones who will be on the trip?

PUBLIC SCHOOLS OF BROOKLINE

NONE

EDUCATIONAL RELEVANCE

18. What is the purpose of the trip and how does it relate to Brookline's Learning Expectations (K-8) or BHS Course Syllabi?

The city of Granada is an ideal location for an intensive immersion experience. With the presence of one of the world's oldest universities, it possesses a long and distinguished educational history. The city's Arabic center is a UNESCO World Heritage site. In recent years it has become Europe's cultural capital. Taking all of this into consideration, it is unsurprising that it has also become one of Spain's go-to destinations for tourism and, more importantly, study-abroad experiences at both the secondary and university levels. The city's narrow, winding streets are picturesque and safe and will provide a historic backdrop for Brookline's youth to safely explore a part of the world that is quite distinct from their own. Granada's geographic location in Southern Spain, is close to many of the country's historic and cultural treasures.

We are establishing a new relationship with a public school in Granada. One of our teachers has worked previously with other schools in the vicinity and teachers who now teach at Mariana Pineda Public High School. It is in our knowledge that IES Maria Pineda (High School) has experience with study abroad trips. Similar to the exchange program in France, we believe that a school to school component with host families is a successful formula to enhance the learning experience for our students acquiring language and cultural understanding.

The exchange program will last over 9 days while students will live with the exchange students and families; during this time they will have the opportunity to understand deeper the Spanish culture and way of life. After this period the group will travel through other areas of Spanish geography to learn about the regional differences within such a small but diverse country.

19. Describe activities planned before the trip to prepare students:

- Students will learn about Spanish culture and history before the trip
- We will do an introduction to manners and cultural etiquette in preparation for the homestays.
- Community building activities so that participants of the trip know each other better.
- Informational and logistical meetings with families to share information about the trip.
- Raise money for scholarships.
- Communication between students from both countries.

20. Describe activities planned after the trip for students to wrap-up/reflect:

- Share experiences from the trip with other students in Spanish classes.
- Create slide presentations with pictures from the trip and videos made by students to show other Brookline high students and teachers in the World Language Department.
- Closure meeting with students sharing experiences, feedback to trip chaperones and organizers

PUBLIC SCHOOLS OF BROOKLINE

ACCESSIBILITY AND STUDENT SAFETY

21. To what extent does the field trip group reflect the diversity of the school population? What efforts will be undertaken to ensure that, to the greatest extent possible, the participants in this field trip reflect the diversity of the school population?

We will make every effort to make sure that the participants in this trip represent the diversity of students in Brookline High School. The trip will be offered to students who are enrolled in a Spanish class at BHS, many of which identify as students of color and/or heritage Spanish speakers. We will also inform students who might be hesitant to apply for financial reasons of financial scholarships that students might receive. Acceptance on the trip will be need-blind and financial assistance will be decided by the PSB's Admin & Finance team. Once participants are chosen, Ms. Cruz López, Mr. Whitehead and Ms. Fuertes will work closely with each family to assist in the procurement of necessary travel documents. Similarly, we will advertise the travel opportunity through Steps to Success, METCO, ACE, SWS, ExCEL and the African American and Latino Scholars program.

22. What measures are planned to ensure student safety on the trip, including chaperone coverage, student behavior contracts, etc?

Ms. Cruz-López has taught at BHS for over six years and has led international trips to Perú and Spain with the Commonwealth School, where she previously worked before becoming a teacher in BHS. She also led the BHS Costa Rica trip in 2024. Spanish is her native language. Mr. Whitehead has taught Spanish at BHS for five years, has extensive experience traveling in Latin America, speaks fluent Spanish, and chaperoned student trips to Italy and Costa Rica with BHS in 2023 & 2024. Ms. Fuertes, during her twelve years teaching at BHS, has led three trips to Spain in 2015, 2017 & 2019 and chaperoned the Mexico trip in 2016, Italy trip in 2023 & the Costa Rica trip in 2024. She has also traveled extensively throughout Latin America, and Spanish is her native language.

Students will be expected to abide by all US & Spanish laws, as well as all Brookline High School rules throughout the duration of the trip. Students will be informed of these expectations in advance, sign a behavioral contract, and will meet with a Dean of Students reviewing all rules and expectations of the trip as well as consequences for breaking said contract.

23. What is the name and location of the medical facility closest to your destination?

C.P.E. Zaidin General hospital
Av. de América, S/N, Zaidín, 18002 Granada, Spain
Phone number: +34 958022650

Hospital San Francisco de Asís, Centro, 28013 Madrid, Spain
Phone number: +34 91 141 33 56

Hospital San Juan de Dios
Av. Eduardo Dato, 42, 41005 Sevilla, Spain
Phone number: +34 954939300

PUBLIC SCHOOLS OF BROOKLINE

Hospital Universitario Reina Sofia
Av. Menéndez Pidal, s/n, Poniente Sur, 14004 Córdoba, Spain
Phone number: +34 957010000

Hospital Provincial
Subida Castillo San Servando, s/n, 45006 Toledo, Spain
Phone number: +34 925259350

24. Will students be swimming?

NO

25. If traveling outside of the United States, please attach the appropriate Department of State Advisory Review and Notification and a copy of the Consular statement.

We have reviewed the State Department summaries for Spain. We are aware of the location of the nearest embassy, in the event of an emergency. We will enroll in the State Department's STEP program to keep updated on any changes concerning travel to Spain. The full country report prepared by the State Department is attached. There are currently no travel warnings for Spain.

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories/spain-travel-advisory.html>

FUNDING:

26. What is the total cost of the trip? Please detail the major components of the trip below and provide a total.

Programming Cost (lodging, traveling, visits, activities)	\$2500
Administrative fees (phone plans, first aid kit, emergency spending, luggage, tips,)	\$300
Flights	\$1200
Mandatory Trip Insurance	\$500
TOTAL:	\$4,500

27. How will the field trip be funded?

The trip will be funded by families of participating students. Traveling scholarships will be available. We will raise additional funds through fundraising, bake sales, etc. and all students will be expected to participate actively in all fundraising activities.

28. What accommodations are made for students who cannot afford the expenses of this trip? Are partial and/or full scholarships available?

PUBLIC SCHOOLS OF BROOKLINE

Partial and full scholarships will be available.

29. If fundraisers are planned to help lower the cost of the trip for all students, please describe those plans here:

A number of fundraising opportunities will take place, including bake sales, t-shirt sales, and other events (faculty vs. student basketball game, coffee sale around the holidays, movie nights, latino dinners, etc). Families will have the option of contributing financially to a travel financial aid fund. We will also solicit corporate/private donations from local businesses and US companies. A committee of students and parents will be formed to assist in fundraising efforts. All students involved are expected to participate actively in all fundraising activities.

SIGNATURES:

Educators Requesting Field Trip Approval

Elena Cruz-López Elena Cruz López

Marta

Marta Fuertes _____

Kevin Whitehead

Kevin Whitehead _____

World Language Department Head:

Rachel Eio REio

Head of School:
Anthony Meyer AMeyer



THE PUBLIC SCHOOLS OF BROOKLINE

OFFICE OF TEACHING AND LEARNING

BROOKLINE, MASSACHUSETTS 02445

PHONE: 617-730-2432

FAX: 617-264-6451

LINUS J. GUILLORY JR., PHD
SUPERINTENDENT OF SCHOOLS

JODI L. FORTUNA, ED.D
DEPUTY SUPERINTENDENT OF TEACHING AND LEARNING

Puerto Rico: Colonialism, Climate Change and a Culture of Resistance



Out-of-State Trip Application

Puerto Rico

April 21st – April 27th, 2025

For review and consideration by the

Brookline School Committee

Approval Route:	Approved	Denied	*Returned
Copies to:			
TEACHING & LEARNING		_____	_____
SUPERINTENDENT		_____	_____
SCHOOL COMMITTEE	_____	_____	_____
MEETING DATE	_____	_____	_____
*REASON RETURNED:	_____	_____	_____

PUERTO RICO: COLONIALISM, CLIMATE CHANGE, AND A CULTURE OF RESISTANCE

Brookline High School
School Committee Application
April 2025

Statement of Purpose

The goal of this trip is closely aligned with goal 3 of the Brookline Schools' strategic plan: *To prepare students with the intellectual, interpersonal and reflective skills needed to thrive in an increasingly complex and diverse global society.*

This proposed trip is a continuation of the BEF-funded teacher exploratory trip in the summer of 2023. On our visit to Puerto Rico, BHS teachers researched learning experiences, established relationships with scientists, activists and community leaders, and planned an itinerary for a student trip throughout Puerto Rico.

Our aim is to bring students to the island to better understand, and see firsthand, how climate change impacts ecosystems and people in a front line community. Puerto Rico is the largest environmental justice community in the United States, and experiences warming and rising seas, and intensifying tropical storms during the Fall hurricane season. Across the island there is visible decline of fragile ecosystems, including coral reefs, mangrove forests and tropical rainforest. It is also one of the best places to see communities organized to build resilience, and resistance, particularly as that dynamic intersects with awareness of colonial history and identity. Our vision is for participating students to return to Brookline High School with a strong understanding of cultural identity, United States and Puerto Rican history, climate resilience and empowerment.

Trip Highlights

- A tour of old San Juan's heritage sites, architecture and history through a critical lens of the legacy of colonialism.
- A tour of San Juan's stunning street art movement centered on Calle Cerra, Santurce (San Juan).
- A visit to a coffee plantation to learn about coffee's historical and current significance.
- Service learning experiences of volunteerism in the local communities of San Juan and Adjuntas.
- A visit to the only tropical rainforest in the national forest system, El Yunque, and a conversation with scientists who research the impact of Hurricane María and forest resilience.
- A visit to Casa Pueblo, an organization dedicated to community-based sustainable development, cultural preservation and environmental protection.
- A visit to the center of Afro-Puerto Rican culture, Loíza.
- Bomba and salsa dance classes and a mofongo cooking lesson.
- A visit to the island of Vieques, with its rich history of community activism and extraordinary natural resources, including a mangrove nursery.
- Optional snorkeling with a local expert guide.

**PUERTO RICO: COLONIALISM, CLIMATE CHANGE, AND A CULTURE OF
RESISTANCE**

Brookline High School
School Committee Application
April 2025

- Bioluminescent lagoon kayaking tour.
- Exploration of the colonial city of Ponce.
- Visit to Institute for Socio-Ecological Research to learn about coral regeneration.

Educators Requesting Field Trip Approval: Roger Grande, Stephanie Hunt, Emily McGinnis

School: Brookline High School

Grade Level: 11-12

Have you reviewed the new School Committee Policy 13 a. for Field Trips? Yes

Have you reviewed the document, *Administrative Procedures for School Sponsored Field Trips*? Yes

Have you reviewed the document "*Field Trip Planning Guide*"? Yes

What is your destination? Puerto Rico

What are the dates of the trip? April 21-April 27, 2025

What is the date and time you are leaving school? Trip occurs during the April 2025 school break.

What is the date and time you are returning to school? This trip occurs during the April 2025 school break.

Do these dates conflict with any religious holidays and observances? No

How many days will students miss from school? 0

What are your methods of transportation (school bus, chartered bus, car, etc? *If students are traveling via bus, please complete the Requirements for Field Trip Transportation via Bus form.*

Round trip air travel between Boston and San Juan, Puerto Rico. Chartered bus within Puerto Rico, Round trip day ferry to Vieques.

How many students will be going on the field trip? 24

What members of the student body are eligible for the trip? Students in grades 11th-12th during the 2024-2025 school year.

How are students selected? Students will be selected based on the following criteria:

- Must be a BHS Junior or Senior

PUERTO RICO: COLONIALISM, CLIMATE CHANGE, AND A CULTURE OF RESISTANCE

Brookline High School
School Committee Application
April 2025

- Strong attendance and academic record (Including participation)
- Good character and citizenship, as defined by the deans and their designees
- Interest and ability to serve as an ambassador of Brookline, Massachusetts
- Successful completion of the application including a demonstrated interest in the trip's learning objectives (culture, colonial history, the environment, climate change)
- Commitment to attending required meetings in advance of the trip

Where will students be staying?

5 nights at a hotel in Luquillo, Puerto Rico and 1 night at a hotel in San Juan, Puerto Rico

What are the names and cell phone numbers of the primary staff chaperones?

- Roger Grande, BHS Social Studies, roger_grande@psbma.org, [REDACTED]
- Emily McGinnis, BHS Spanish teacher and Hub Advisory Coordinator, emily_mcginnis@psbma.org, [REDACTED]
- Stephanie Hunt, BHS African American and Latino Scholars Program Coordinator, stephanie_hunt@psbma.org, [REDACTED]

EDUCATIONAL RELEVANCE

What is the purpose of the trip?

To learn about the history of colonialism and its legacy, especially as it relates to climate change, and to explore the ways in which Puerto Ricans are creating cultures of resilience. Additionally, we aim to better understand Latinx heritage in the United States.

Describe activities before the trip to prepare students.

We intend to meet as a group several times during the Fall and Winter (ie. X block) to cohere and build community, familiarize with trip logistics and expectations, and cultivate student investment in our trip goals.

Describe activities planned after the trip for students to wrap up/reflect.

Students will prepare a brief presentation with images from the trip to show other Brookline high students and teachers. The presentation will identify the most valuable learning students took from the trip and explain the significance of those takeaways as they relate to

**PUERTO RICO: COLONIALISM, CLIMATE CHANGE, AND A CULTURE OF
RESISTANCE**

Brookline High School
School Committee Application
April 2025

the trip themes. Students will also write thank you notes to the individuals who share their expertise and passion with us during the trip. They will provide feedback to trip chaperones and organizers.

ACCESSIBILITY and SAFETY

To what extent does the field trip group reflect the diversity of the school population?

We will make every effort to make sure that the participants in this trip represent the diversity of students in Brookline High School. We will also inform students who might be hesitant to apply for financial reasons of financial scholarships that students might receive. Junior and Senior students will have preference in this selection process, and acceptance on the trip will be need-blind and financial assistance will be decided by the PSB's Admin and Finance team. Once participants are chosen, chaperones will work closely with each family to assist in the procurement of necessary travel documents. We will advertise the travel opportunity through Steps to Success, METCO, ACE, SWS, ExCEL and the African American and Latino Scholars program.

What measures have been taken to ensure this trip and its activities are safe for and accessible to all students?

This trip has a chaperone ratio of 8:1. The chaperones for this trip are veteran teachers and travelers. Roger has led many local field trips. Emily and Steph have chaperoned international student trips. Combined, the chaperones have extensive travel experience, including in Africa, China, the Caribbean, Latin America, the Middle East, and Europe.

Students will be expected to abide by all US laws, as well as all Brookline High School rules throughout the duration of the trip. Students will be informed of these expectations in advance. Students will sign a safety and behavior contract, outlining rules and restrictions that all participants and caregivers/parents must sign in advance. Students will meet with a Dean of Students reviewing all rules and expectations of the trip as well as consequences for breaking said contract.

What is the name and location of the nearest medical facility?

San Juan:

- Auxilio Ponce de Leon, Ave San Juan 00919 787-758-2000
- Ashford Presbyterian Community Hospital 1451 Ashford Ave San Juan 00907, 787-721-2160

**PUERTO RICO: COLONIALISM, CLIMATE CHANGE, AND A CULTURE OF
RESISTANCE**

Brookline High School
School Committee Application
April 2025

- University Pediatric Hospital Call Box 191079 San Juan 00919, 787-777-3535
- Hospital de Niños San Jorge 258 San Jorge St Santurce 00912, 787-727-1000

Fajardo:

- San Pablo del Este Hospital, La Ave. General Valero #404 Fajardo 00738, 787-863-0505
- Hospital Dr. Gubern 110 Antonio R Barcelo Fajardo 00738, 787-863-0669

Ponce:

- Hospital Dr. Pila Las Americas Ave Ponce 00731, 787-848-5600
- Hospital de Damas 2213 Ponce By Pass Ponce 00731 787-840-8686
- Ponce University Hospital Tito Castro 917 Ponce 00731 787-844-2080

Vieques

- Centro de Salud Comunitario de Familia in Isabel Segunda, south of Isabel Segunda on Hwy 997, Daily Clinic and 24 Hours Emergency Room.

Will students be swimming?

Students with explicit written permission from their parents/caregivers will have the opportunity to engage in optional water activities that could include: Snorkeling, kayaking, swimming in the ocean and in natural and hotel pools. **Students who do not have this explicit written permission will not be allowed to swim.** Students will only be allowed to swim at designated times in clearly designated areas when accompanied by chaperones, after reviewing clear and cautious water safety guidelines. All participants will wear secured life jackets for kayaking and snorkeling.

What are the cell phone numbers of adults on the trip?

- Roger Grande, 617-733-6443
- Emily McGinnis, 617-435-5527
- Stephanie Hunt, 781-690-4250

Please include, if appropriate, Department of State Advisory Review and Notification, and copy of Consular statement. Puerto Rico is part of the United States.

**PUERTO RICO: COLONIALISM, CLIMATE CHANGE, AND A CULTURE OF
RESISTANCE**

Brookline High School
School Committee Application
April 2025

FUNDING:

What is the total cost of the trip per student? (Outline each expense of trip and provide a total.)

Education Travel Adventures is providing this trip for an all-inclusive fee per student. The cost includes:

- Professional tour manager will accompany the group throughout the tour
- Round trip flights to San Juan (flight prices are based on current market conditions and Vagabond will advise of any possible cost fluctuations when flights are confirmed)
- Six nights accommodation in Luquillo and San Juan
- 6 breakfasts, 6 lunches, 6 dinners
- Gratuities for the tour manager
- Gratuities for the bus driver
- Trip delay and medical insurance coverage up to \$100,000 per person

TOTAL: \$4,500.00 per student

How is the field trip funded? The trip will be funded by families of participating students. Traveling scholarships will be available. We will raise additional funds through fundraising, bake sales, etc. and all students will be expected to participate actively in all fundraising activities.

What accommodations are made for students who cannot afford the expenses of this trip? Are partial and/or full scholarships available? Partial and full scholarships will be available.

If fundraisers are planned to help lower the cost of the trip for all students, please describe those plans here: A number of fundraising opportunities will take place, including food sales (bake sales/dinners), shirt sales and other cultural events (etc). Families will have the option of contributing financially to a travel financial aid fund. We will also solicit corporate/private donations from local businesses and US companies. A committee of students and parents will be formed to assist in fundraising efforts. All students involved are expected to participate actively in all fundraising activities.

**PUERTO RICO: COLONIALISM, CLIMATE CHANGE, AND A CULTURE OF
RESISTANCE**

Brookline High School
School Committee Application
April 2025

SIGNATURES:

Educators Requesting Field Trip Approval

Roger Grande *Roger Grande*

Stephanie Hunt *Stephanie Hunt*

Emily McGinnis

EMcG

Date May 16, 2024

Head of School:
Anthony Meyer

Anthony Meyer

Principal: Date

5/21/24



PUBLIC SCHOOLS of
BROOKLINE 

Superintendent's Update

June 6, 2024



Agenda

- Department Updates
- Superintendent's School Visits
- Spotlight on Excellence

Update – Office of Teaching & Learning

World Language

- Grades 6-12 have made significant strides in planning a robust 6-12 program that equips students for the future.
 - Their focus, dedication, and hard work will give us a solid foundation for rebuilding a K-12 program.
- Our world language task force has concluded its work and is finalizing its recommendations in the following areas moving forward.
 - Development of thematic units
 - Professional Development on proficiency standards
 - Scheduling and the role of importance of World Language in PSB
- PEARLL has recently completed its thorough review of our high school world language program. The school committee will receive the report this fall.



Update – Office of Teaching & Learning



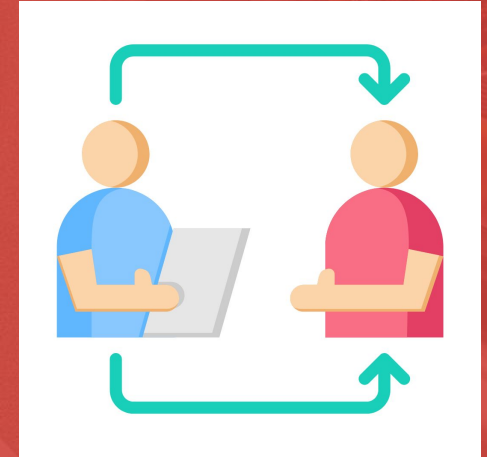
English Language Arts (ELA)

- Our work with the HILL for Literacy has concluded.
- Our last two sessions were focused on professional development on what makes a strong literacy program. With that knowledge, we then began the construction of our Literacy Action Plan.
- We have applied for and are awaiting news on acceptance to DESE's Tiered Literacy Academy.
- The Tiered Literacy Academy aims to improve literacy outcomes for students across the state. The academy provides strategic support to leaders, coaches, and teacher leaders, helping them to implement evidence-based systems, structures, and practices to support the development of literacy skills in a culture of deeper learning.

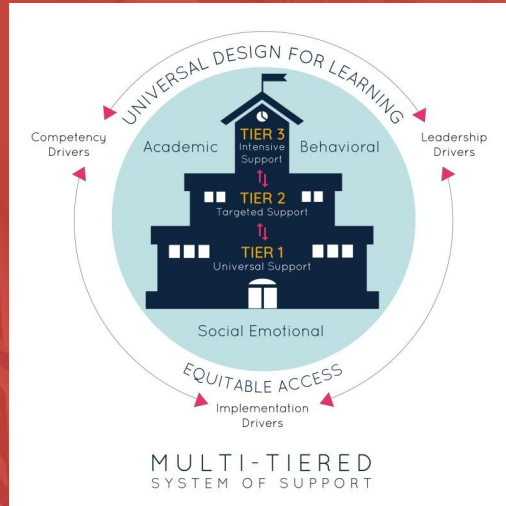
Update – Office of Teaching & Learning

The Tiered Literacy Academy will provide the District with:

- **Technical Assistance:** We will receive nine days of technical assistance, including a landscape analysis. We will also be guided to develop a Literacy Action Plan, an assessment/data plan, and a professional learning plan.
- It will also include **data check-ins**. This may include a summer professional learning retreat.
- **Coaching Support:** Each specialist on the team will participate in the train-the-trainer coach sessions and graduate course.

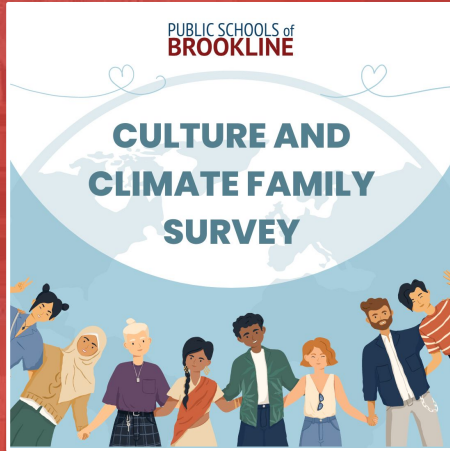


Update – Office of Teaching & Learning



- If we are accepted, we hope to leave the academy with a deeper understanding of **4 key MTSS levers**:
 - High Quality Instructional Materials (HQIM)
 - Effective Instructional Practices
 - Data-Based Decision Making
 - Tiered Systems of Support
- A comprehensive Annual Literacy Action Plan, aligned to the components of the MA DESE Coherence Guidebook, to operationalize improvement efforts.
- Improved literacy outcomes for all students in targeted schools and districts, with a specific focus on historically marginalized student groups.

Update – Office of Educational Equity

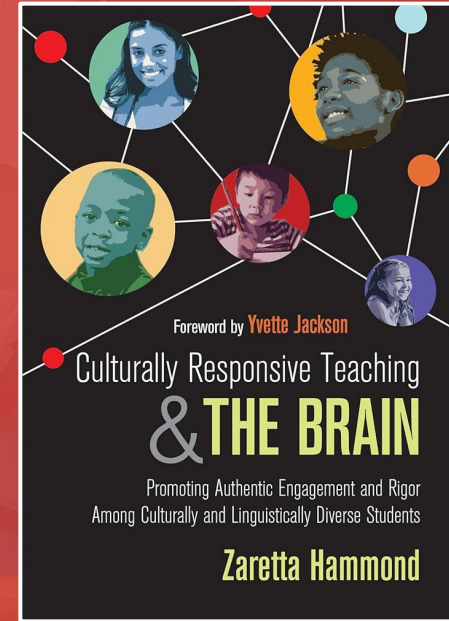


The **Family Culture and Climate Survey**, currently being administered in collaboration with OSS, will help us understand the experiences of students, parents, caregivers, teachers, and staff.

This feedback will have a crucial impact on OEE professional planning for FY25. We continue to encourage all to participate.

Update – Office of Educational Equity

- OEE is completing its final school Residency, focusing on Runkle, Baker, and Lincoln. It continues leading and supporting a comprehensive equity cycle at FRR.
- Launched our Equity Leads with a ten-hour professional training session beginning next week, focused on *Culturally Responsive Teaching and the Brain* by Zaretta Hammond.



Superintendent's School Visits

Recently Completed

Lincoln	Tuesday, May 28
Lawrence	Thursday, May 30
Hayes	Monday, June 3
BEEP	Wednesday, June 5
BHS	Wednesday, June 5

Upcoming

Driscoll	Friday, June 7
Lawrence	Monday, June 10
Ruffin Ridley	Tuesday, June 11
Lincoln	Thursday, June 13
Runkle	Friday, June 14



Spotlight on Excellence

Keira Flynn-Carson
*BHS English/SWS Teacher and 2024 BEF Caverly
Award Recipient*



Executive Summary: This report examines the impact of smaller class sizes on several important areas: academic performance, cognitive and social development, long-term success, infection control, and equity. It brings together findings from multiple studies to highlight the advantages of having fewer students per teacher in elementary education.

Methodology: A review of academic and medical publications was conducted using databases like Education Resources Information Center (ERIC), Google Scholar and PubMed. We reviewed studies that measured the effects of class size on outcomes such as academic performance, cognitive and social development, long-term success, infection control, and equity.

Key Findings:

1. **Academic Performance:** Meta-analyses and large-scale longitudinal studies such as the Tennessee STAR experiment and the Wisconsin SAGE Project, demonstrate that smaller class sizes positively impact academic achievement. The STAR study found significant improvements in academic performance when class sizes from kindergarten to 3rd grade were reduced to 13-17 students, compared to classes of 22 to 26 children (**Appendix 2 Figure**). (Hattie, 2009 and Mosteller, 1995). Notably, the STAR study was conducted in the 1980s, a time when classrooms were potentially less inclusive, and there were fewer structured programs mandating special attention for certain groups of children. Therefore, the effect estimates in this study are only likely to be magnified in modern-day public schools. The SAGE program implemented in Wisconsin compared students from K-3 in class sizes of no more than 15 children to the norm, which was >20 children per class. In a comparison of same year academic performance, longitudinal academic growth, and high school outcomes, they found a clear benefit of those in the SAGE program. In sensitivity analyses, they also noted benefits in teacher recruitment and retention (Graue, 2007 & Dokumasi, 2015). Another study demonstrates that smaller class sizes also promote greater use of active learning strategies as well as more inclusive teaching (Wright, 2019). This may be a leading contributor to elementary students in smaller class sizes having a more positive attitude toward education (Finn, 2003).
2. **Cognitive and Social Development:** Children in smaller classes experience considerable improvements in their developmental outcomes. Specifically, research by Blatchford et al. (2002) highlights improvements in cognitive abilities and social skills when class sizes are reduced. These benefits are attributed to increased classroom engagement and more effective teacher-student interactions. These gains are essential for holistic development, facilitating better interpersonal interactions and cognitive processing (Blatchford, 2002).
3. **Long-term Educational Attainment:** Longitudinal analyses from STAR and SAGE demonstrate that students from smaller K-3 classes consistently outperformed their peers from larger classes in standardized tests and high school completion. This sustained

academic performance is indicative of a trajectory that likely enhances opportunities for higher educational attainment and success (Nye, 2000 & Dokumasi, 2015).

4. **Infection Control:** Data indicate that small classes significantly reduced absenteeism, potentially as a result of decreased infections (Von Hippel, 2024). Additionally, data from the COVID-19 pandemic have shown that smaller class sizes were effective in reducing outbreaks and school closures (Best, 2021). Taken together, these data demonstrate the public health benefits of managing class sizes, possibly in preventing the spread of infectious diseases within educational settings.
5. **Equity:** The benefits of smaller class sizes are particularly significant for minority children, who see nearly double the improvement in achievement scores compared to their non-minority peers. This highlights the critical role of smaller classes in reducing educational disparities and promoting equity, ensuring that all students have equal opportunities to succeed (Mosteller, 1995). The SAGE program conducted in depth evaluations of families and teachers' experience with the program that provide moving insight on the role a program can play on a school community broadly, especially for under privileged families.

Discussion: The evidence from various studies supports the idea that both students and teachers benefit significantly from smaller class sizes. These benefits range from academic achievements to better health practices in schools.

Policy Implications: Given the positive impacts associated with class sizes <20 students, policymakers should consider these findings when designing educational strategies. Several American states have proactively incorporated class size regulations into their legislation, recognizing the critical role smaller classes play in the developmental years of children's education. These legislative actions underscore a commitment to optimizing educational outcomes and addressing the specific needs of young learners during a crucial phase of personal growth. Here are some notable examples:

1. **Florida:** The state constitution in Florida mandates that class sizes be limited to 18 students from pre-kindergarten through grade 3.
2. **North Carolina:** In 2017, North Carolina updated its legislation to set a district-wide average class size of 18 students in kindergarten, with a maximum class size of 21 students for the 2018-2019 school year across grades K-3.
3. **Texas:** Texas enforces a state law that sets an average student-to-teacher ratio of 20:1, with specific caps of 22 students for grades K-4.

Conclusion: By prioritizing smaller class sizes, educational systems provide a more effective, supportive, and equitable learning environment for all students. Without that, the education system is denying a child of a future they could have. If that happens public schools have failed our future generation.

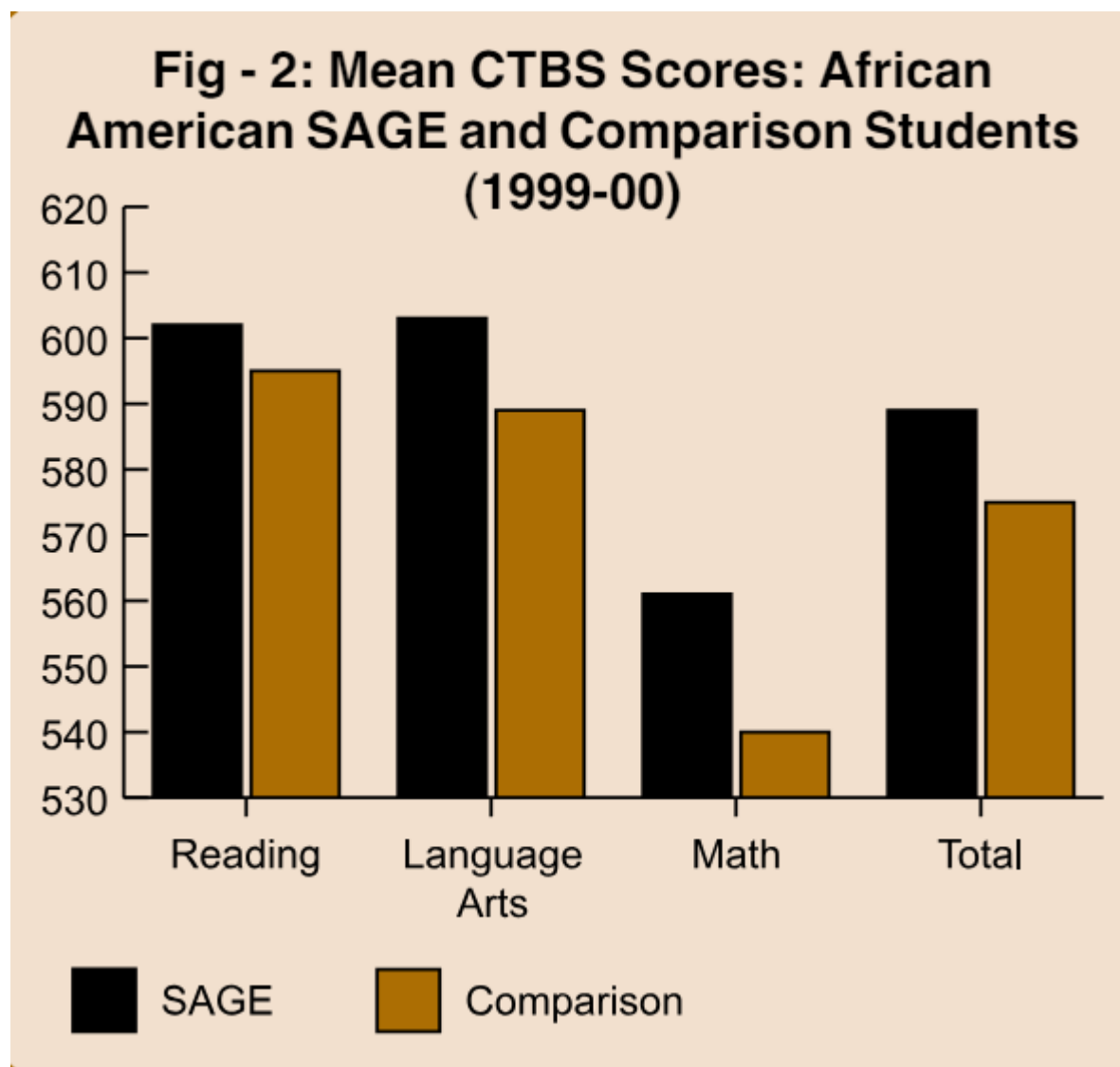
References

1. Hattie J. Visible Learning: A synthesis of over 800 meta-analyses relating to achievement. Routledge; 2009.
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3. Graue E et al. the Wisdom of Class Size Reduction. *American Education Research Association Journal* 2007; 44(3): 670-700.
4. Dokumaci E et al. SAGE Program Evaluation Final Report. August 2015: Value-Added Research Center, University of Wisconsin-Madison. Accessed from: https://dpi.wi.gov/sites/default/files/imce/sage/pdf/sage_2015_evaluation.pdf
5. Wright MC et al. Decreased class size, increased active learning? Intended and enacted teaching strategies in smaller classes. *Active Learning in Higher Education* 2019; 20(1): 3-92.
6. Finn JD, Pannozzo GM and Achilles CM. The “Why’s of Class Size” Student Behavior in Small Classes.” *Review of Educational Research* 2003; 73(3): 321-368.
7. Blatchford P, Bassett P and Brown P. The effects of class size on attainment and classroom processes in English primary schools (year 5) 2001/2. *Br Educ Res J*. 2002;28(6):719-730.
8. Nye B, Hedges LV and Konstantopoulos S. The effects of small classes on academic achievement: the results of the Tennessee Class Size Experiment. *Am Educ Res J*. 2000;37(1):123-151.
9. Von Hippel PT. The effect of smaller classes on infection-related school absence: evidence from the Project STAR randomized controlled trial. *BMC Public Health*. 2024;24(1):83. doi:10.1186/s12889-023-17503-9.
10. Best A, Singh P, Ward C, et al. The impact of varying class sizes on epidemic spread in a university population. *R Soc Open Sci*. 2021;8(6):210712. doi:10.1098/rsos.210712.

Appendix 1. Key studies examining smaller class sizes

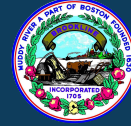
	Sample Size	Randomization	Findings
STAR Trial (Tennessee, US)	6,500 students 330 classes (K-3)	13-17 students versus 22-25 students	Smaller Class sizes resulted in: ↑ Math Score ↑ Reading Score ↓ Infection Benefits persisted to later grades... ↑ Graduation ↑ College Attendance)
SAGE Program (Wisconsin, US)	3,000 students (K- 1)	12-15 students versus 21-25 students	Smaller classes (SAGE classes) resulted in: ↑ Language arts Scores ↑ Math Scores African American Students made greater gains in smaller classes
Project PRIME (United Kingdom)	5,000 students	15-20 students versus 25-30 students	Smaller classes resulted: ↑ Literacy (0.2 SD) ↑ Numeracy (0.25 SD) ↑ Student engagement Better behavior ↑ Teacher job satisfaction
CSR Study (Hong Kong)	4,000 students	Classes capped at 20 versus larger classes	↑ Chinese Language (0.18 SD) ↑ Math (0.15 SD) ↑ Student Behavior

Appendix 2. SAGE Study Scores comparing scores of African American students enrolled in smaller class sizes (SAGE classes ~ ≤15 students) versus standard class sizes (21-25 students)



*My heart cares and shows respect.

PUBLIC SCHOOLS of
BROOKLINE



Supporting Social-Emotional Learning in School: *An OSS Annual Report*

June 6, 2024

Aligning Social Emotional Learning to the Strategic Plan

Goal #3 - Climate & Culture

An renewed emphasis on professional collaboration between OSS, OTL, OEE, and OAF:

- Inquiring together, using evidence and research to guide decision making.
- Strategizing, planning, and problem solving routinely.
- Capitalizing on each others strengths and supporting each other's needs.
- Actively contributing to a supportive learning environment.

OSS Annual Reporting Requirements

Related to Mental Health, annual reports are filed with DESE in June/July of each year.

- Student Attendance Patterns
- Prevention of Physical Restraint
- Bullying Prevention and Intervention
- Discrimination and Harassment - Section 504, Title IV, and Title XI
- McKinney-Vento
- Foster Care Students

Specific to School Health, end of year Status Reports are due to the Massachusetts Department of Public Health (MDPH) every July.

- Allergies
- Blood Dyscrasias
- Cancer
- Autoimmune Disorders
- Neurologic Conditions
- Respiratory Illnesses
- Behavioral/Emotional Diagnoses

OSS Community Partnerships*

Ensure easy and equitable access to high-quality, affordable, culturally responsive, preventative and responsive mental health support/care.

- Ongoing partnerships with community agencies
 - Brookline Public Health Department
 - Brookline Center, Bridge for Resilient Youth in Transition (BRYT)
 - Quincy Family Resource Center
 - Massachusetts Partnerships for Youth
 - Participation in Community Health Improvement Plan (CHIP)
 - Cartwheel Care (*Provision of telehealth counseling and parent support*)
 - Care Solace (*Care coordination to rapidly access mental health care*)
 - InStride (*Services and supports for anxiety related needs*)

2023-2024 Parent/Guardian Workshops

Office of Student Services

- Youth Risk Behavior Survey (YRBS) Presentation - September 2023
- Cultivating Resilience (While Parenting) - May 2024

Massachusetts Partnerships for Youth

- What are you Puffing? Vaping and our Youth - October 2023
- Healthy Balance: Screen Time - December 2023
- The Digital Well-Being Playbook - January 2024
- Identifying Anxiety and Supporting Regulation - March 2024
- Healthy Balance: Screen Time - April 2024

Cartwheel

- Offers monthly webinars on topics related to mental health and parenting

OSS Initiatives and Action Steps

- **Office of Teaching & Learning**

- Support pre-referral processes for building-based Child Study/Student Assistance Teams.
- Continue initiatives to embed social emotional learning into daily instruction.
- Continue to prioritize Educator Wellness (Staff Survey, professional learning group offerings, and monthly SEL Newsletter).

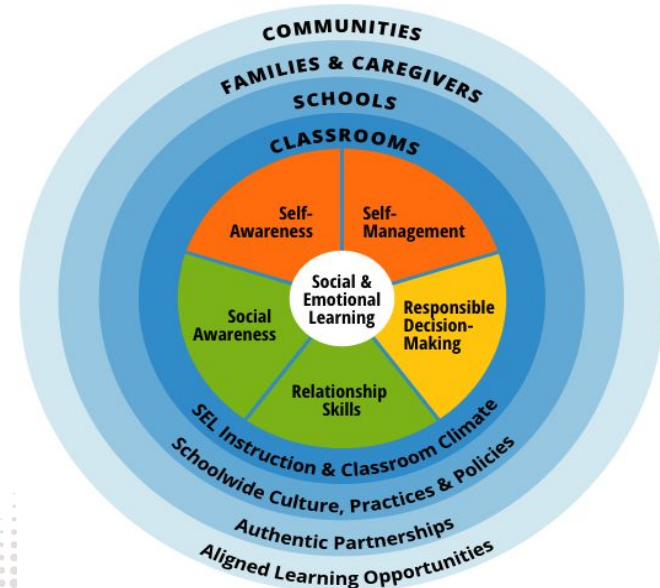
- **Office of Educational Equity**

- Ensure that mental health services and supports are culturally affirming (e.g., training with Jewish Community Relations Council; Boston University Center for Multicultural Training in Psychology)
- Ensure consistent implementation of bullying, harassment, and discrimination protocols
- Support culturally responsive teaching: empowering students, meaningful assessment, personalized learning, progress based on mastery, varied pathways for learning.
- Family and Staff Climate and Culture Survey (in progress).

Social Emotional Learning & Mental Health Goals

- Actively teach and strengthen social-emotional skills.
- Increase access to protective factors and experiences, including positive peer and adult relationships.
- Ensure and facilitate access to high-quality, culturally-affirming mental health care (at school and within the community).

By meeting these objectives, students will be able to meaningfully pursue all of their personal, social, academic, and vocational goals.



Multi-Tiered Systems of Support (MTSS)*

Multi-Tiered Systems of Supports (MTSS) is a **prevention-based** framework that was originally used within public health organizations to **efficiently** and **effectively** prevent and respond to public health issues. At the core of MTSS is the recognition that:

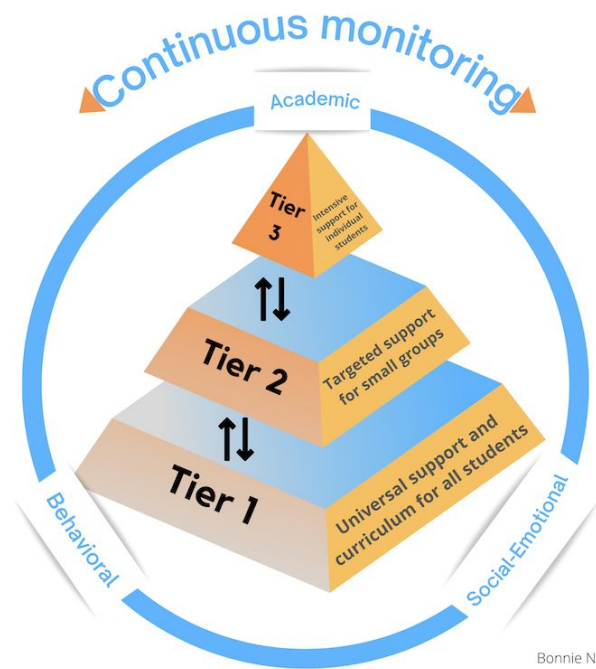
- Resources are finite.
- It requires fewer resources to prevent a problem than to respond to one.
- Matching the intensity of support to the needs of a person produces better outcomes.



Multi-Tiered Systems of Support

MTSS is defined by several foundational elements:

- Universal screening, data collection, and progress monitoring that is conducted throughout a school year.
- Multiple tiers of intervention (typically 3) that are provided to students based on need and response to instruction and intervention.
- **Tier 2 and Tier 3 supports are meant to be additive to Tier 1.**



Tier 1

- Tier 1 instruction and support represents the foundation of the MTSS framework.
 - It is considered the **first and best** instruction that students receive.
- Tier 1 instruction and support is meant to **promote competencies** and skills in **order to prevent** challenges from occurring.
- The defining features of Tier 1 supports are that they are provided to **all students** and are **provided independently of demonstrated need/challenge**.

Framing Lens: We must be deeply interested in children's mental and behavioral health before challenges emerge.

Tier 1 in Practice

Examples of Tier 1 social-emotional supports include:

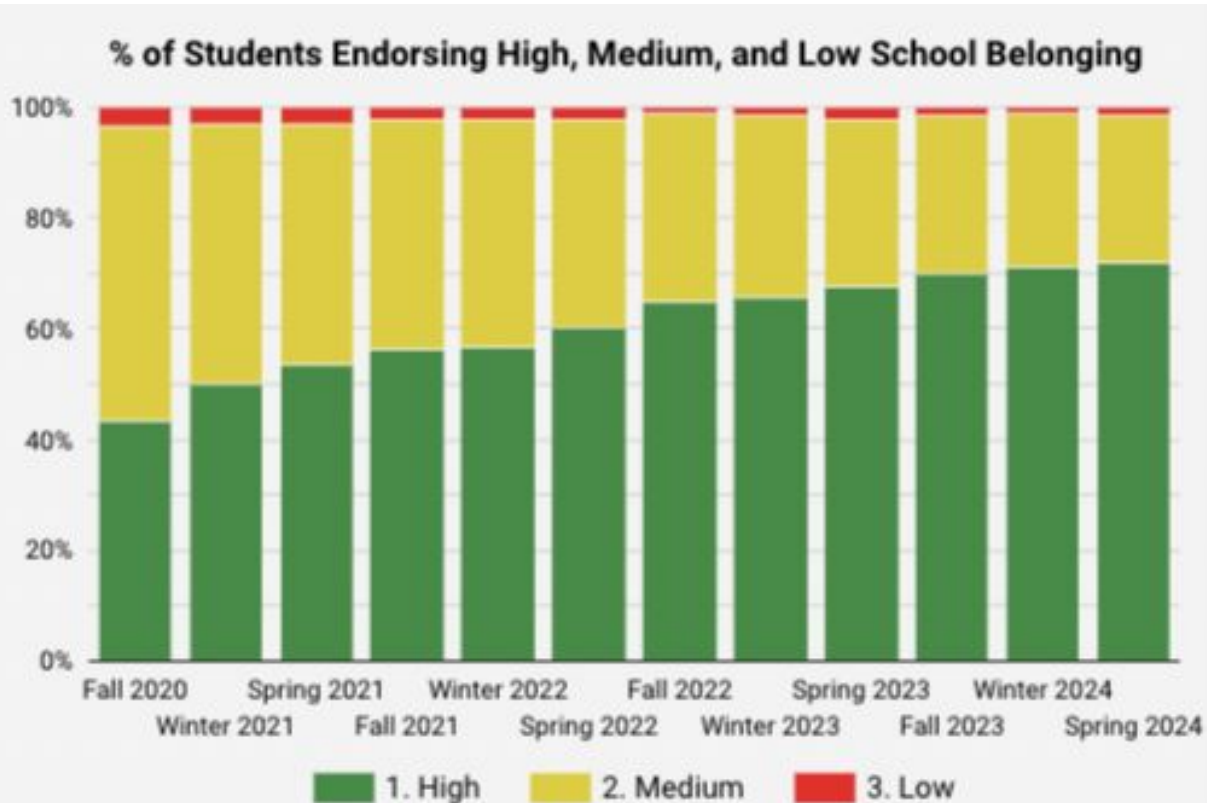
- Whole-class SEL lessons (e.g., Second Step)*
- Advisory Programming*
- Signs of Suicide (SOS)
- Nan Project
- Health and Wellness Programming
- Rotating small group interventions that are provided to all students (e.g., to build belonging and relationships).
- Parent Workshops (MPY and Cartwheel)
- Embedding SEL into routines and teaching practices (e.g., Morning Meeting, Group Work)
- Educator/Adult Wellness



Tier 1 Indicators

- We measure the impact of our Tier 1 practices with our universal screening work, attendance data, and YRBS.
 - School Belonging
 - Supportive Relationships
 - Emotional Regulation Skills
 - Subjective Emotional Experiences (i.e., recent pleasant and unpleasant emotional experiences)
 - Experiences of symptoms consistent with mental health diagnoses
 - Attendance*
 - **Staff Perceptions of Climate and Belonging***
 - **Family Perceptions of Climate and Belonging***

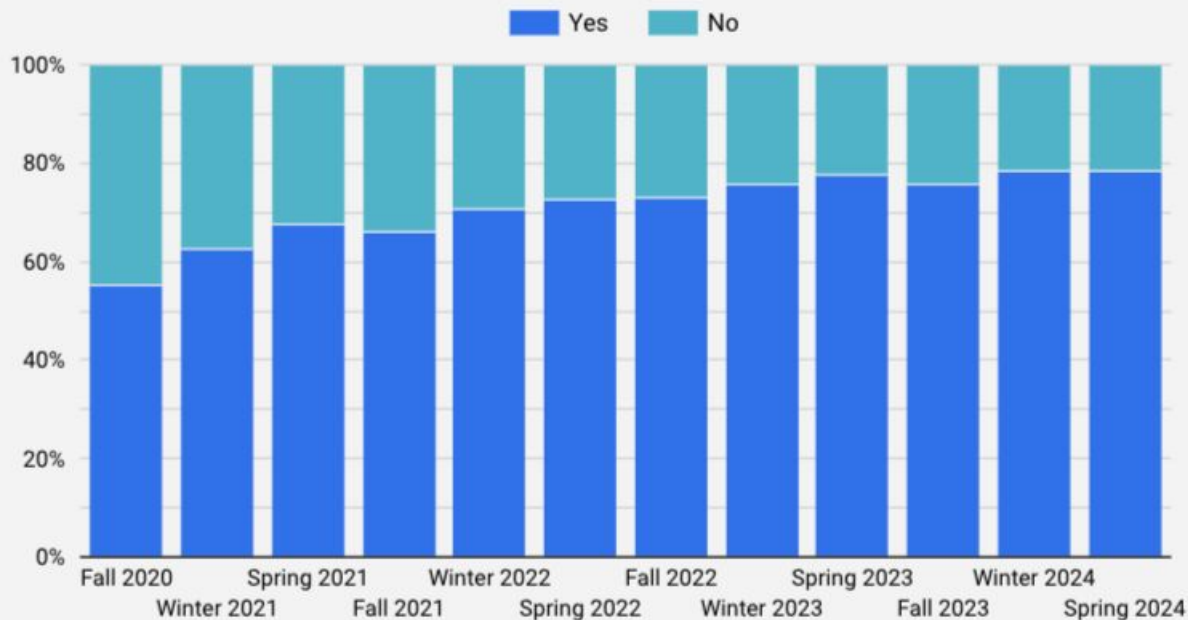
School Belonging (grades 3 to 12)



- 72% of students endorsed strong school belonging.
- ~70% of students who are AA/Black, Hispanic/Latine, or AAPI endorsed strong school belonging.
- 67% of students with IEPs endorsed strong school belonging.

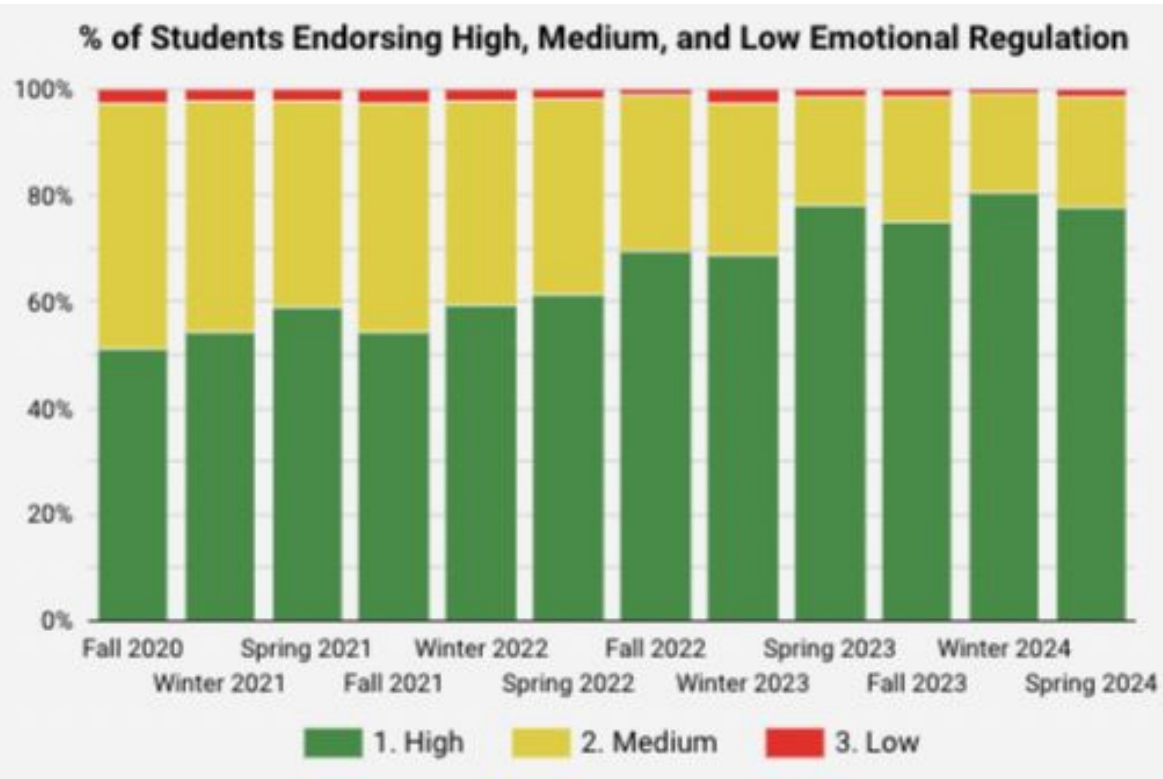
Safe Adult at School (grades 3 to 12)

Safe Adult at School by Measurement Occasion



- 78% of students were able to identify a safe adult at school.
- No differences were found between groups.

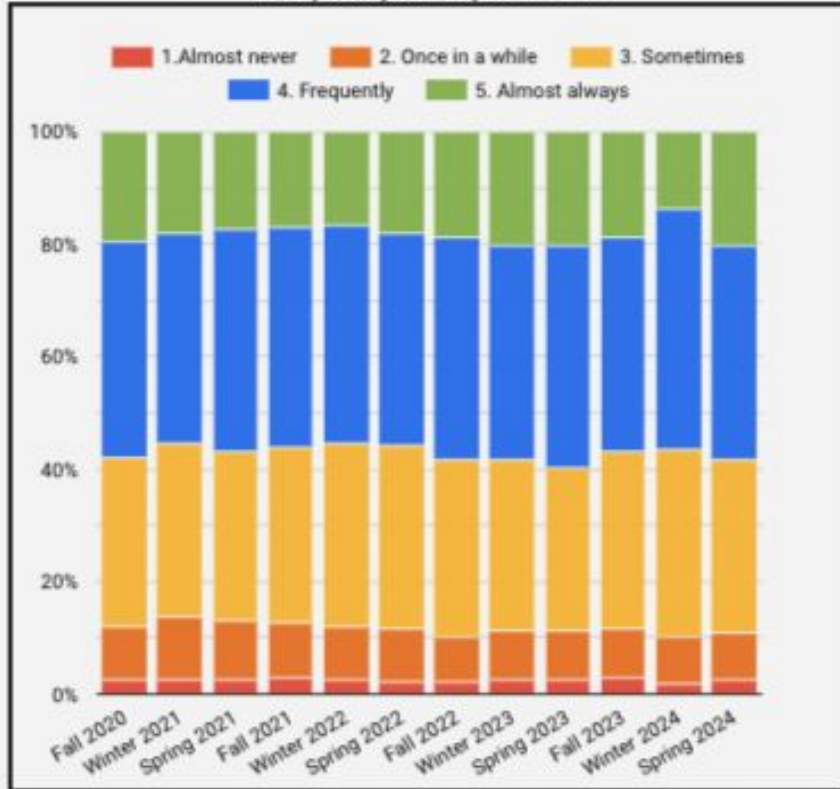
Emotional Regulation



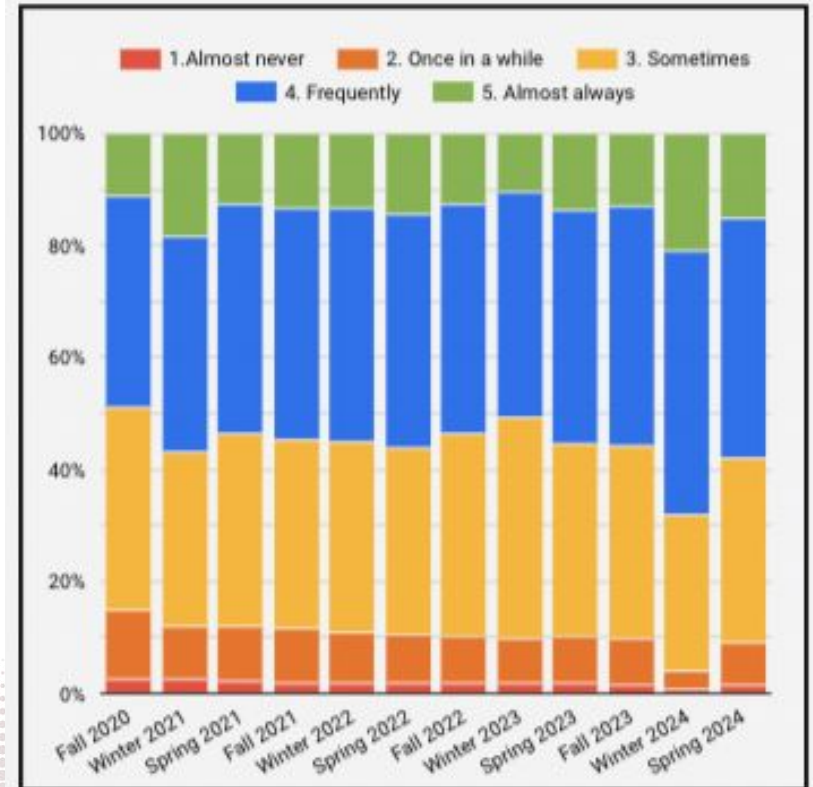
- 78% of students reported strong emotional regulation skills.
- Some differences were observed based on race and IEP status.

Emotional Experiences

Frequency of Hopefulness

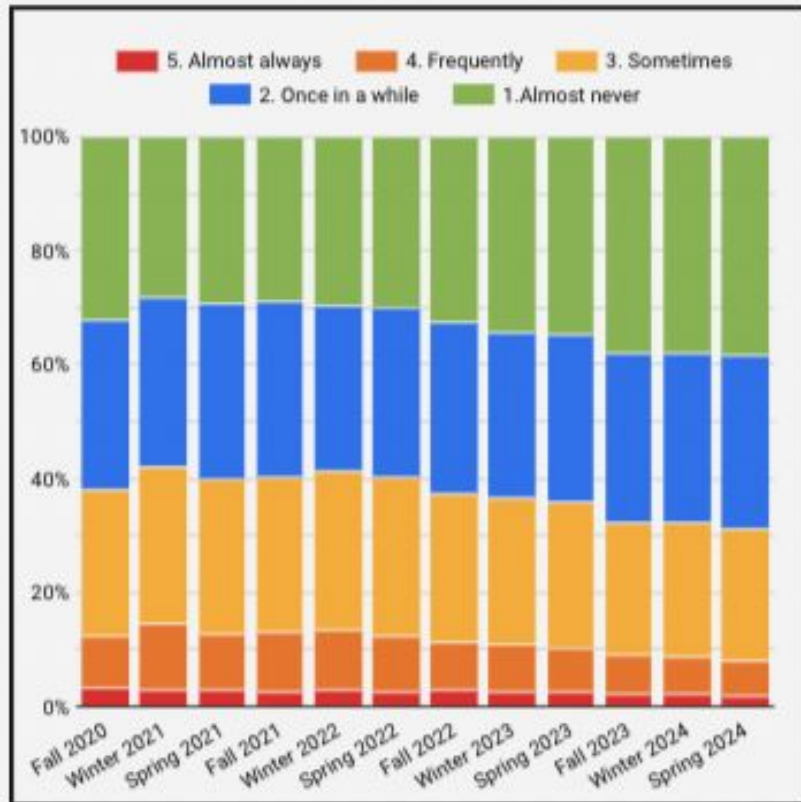


Frequency of Excitement

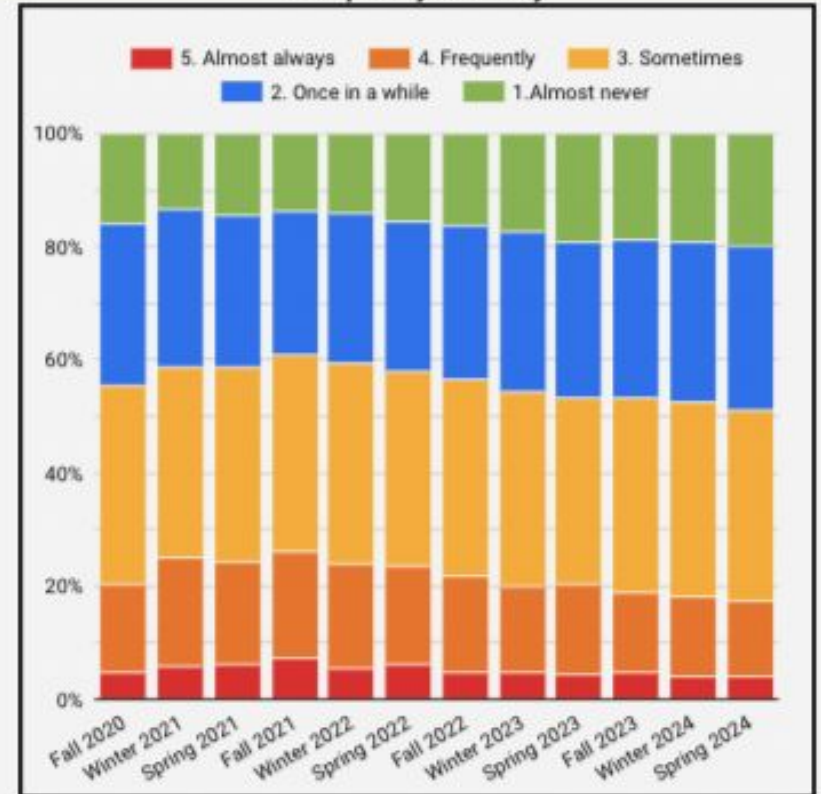


Emotional Experiences

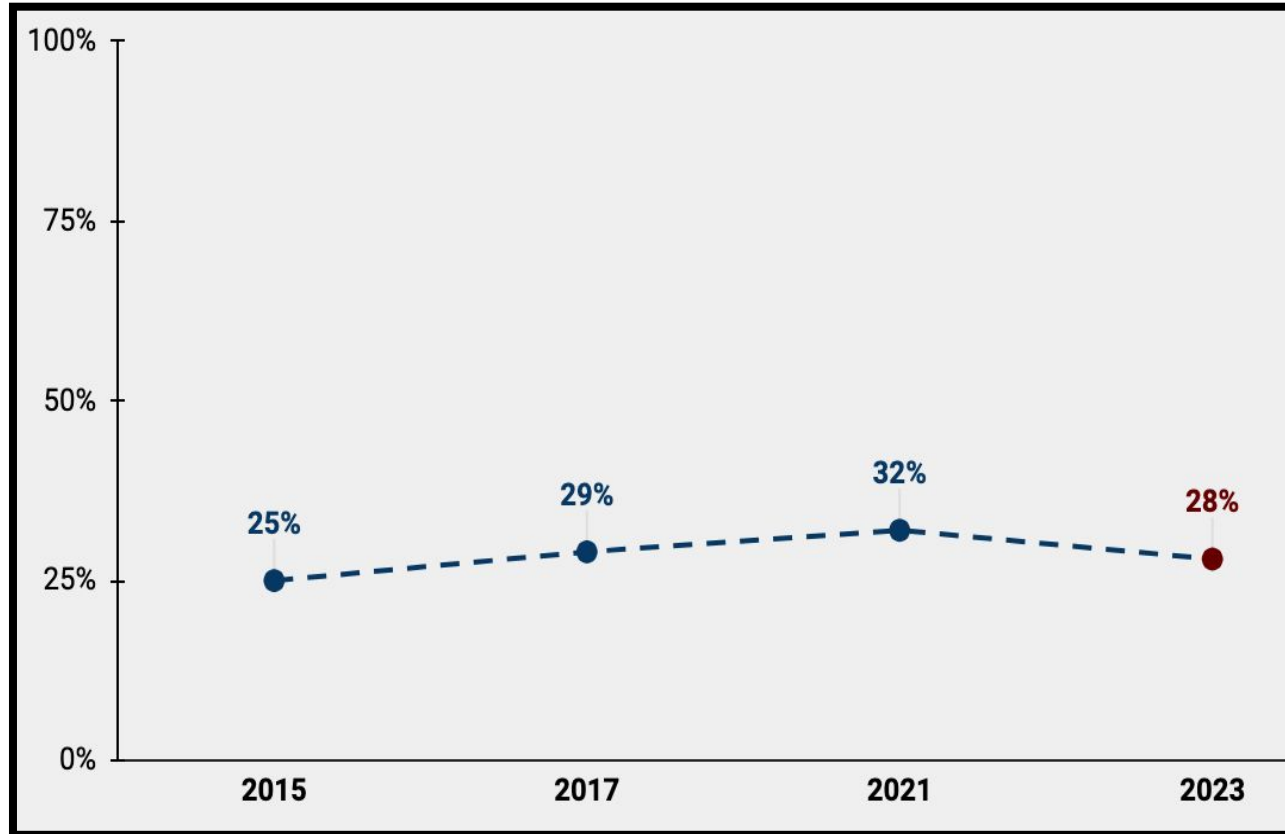
Frequency of Loneliness



Frequency of Worry

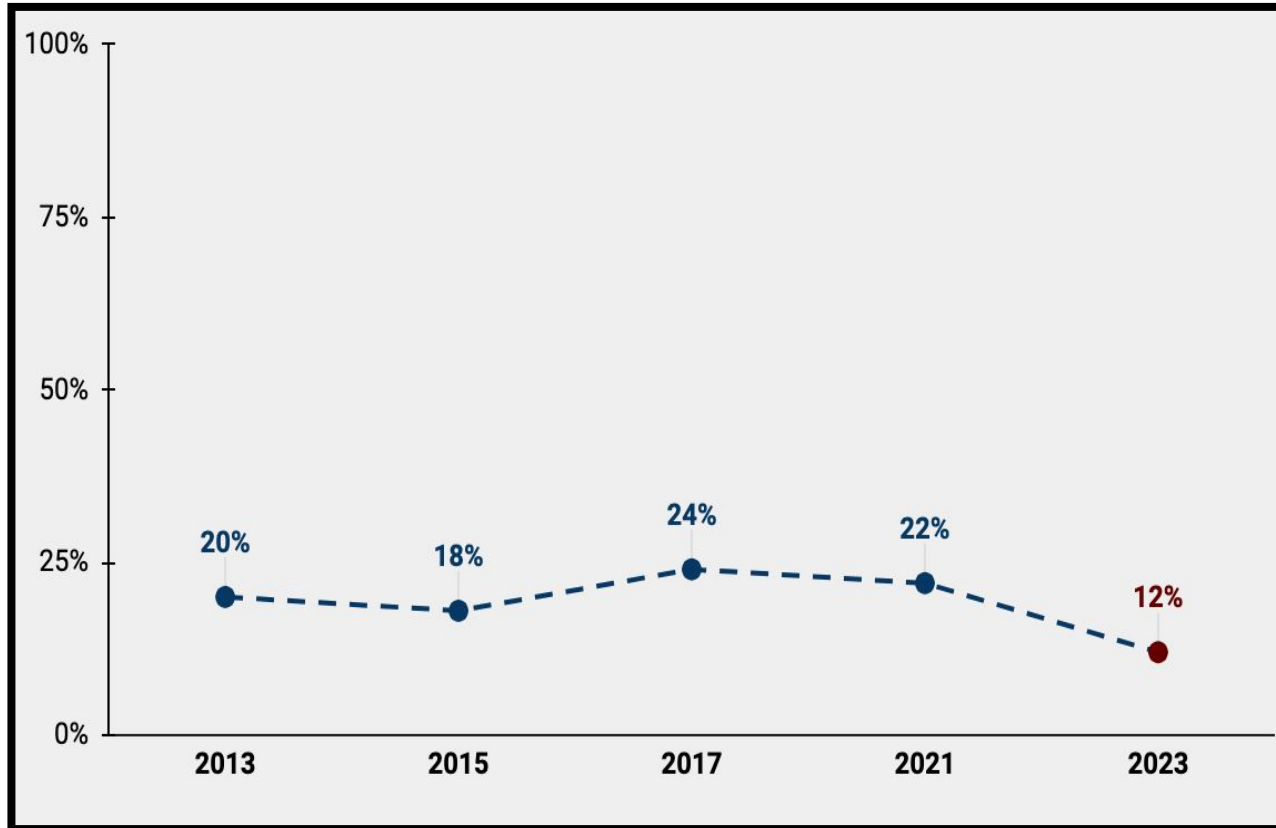


BHS Persistent Feelings of Sadness or Hopelessness (Brookline Trend Data)



In 2021, 42% of high school students nationally and 34% of students in MA reported persistent feelings of sadness or hopelessness on the YRBS.

BHS Seriously Considered Suicide



In 2021, 22% of high school students nationally and 15% of high school students in MA reported seriously considering suicide on YRBS.

Family Perceptions

Based on ~800 responses:

- 74% of families endorsed positive perceptions regarding school and district climate:
 - 78% of families reported that staff and administrators create a school environment that helps support learning.
 - 75% of families reported that their children's school is welcoming to parents and guardians.
 - 80% of families reported that their student generally enjoys going to school.
 - 80% of families reported that their student is respected and valued at school.

Attendance Trends*

- Chronic Absenteeism = Missing 10% or more of school days enrolled
 - 2016-2017 = 7.4%
 - 2017-2018 = 7.8%
 - 2018-2019 = 8.1%
 - 2019-2020 = 9.3%
 - 2020-2021 = 5.9%* (Hybrid)
 - 2021-2022 = 15.1% (3.2% were 20% or more)
 - 2022-2023 = 14.5% (2.6% were 20% or more)
 - 3/6/24 = 11.1% (2.2% were 20% or more); 10.2% w/o PreK and K
 - **5/30/24 = 9.8% (1.8% were 20% or more); 9.3% w/o PreK and K**

Tier 2

- Tier 2 supports are **targeted** interventions and supports that we provide **some** children **based on demonstrated need**.
- We anticipate that about 15-20% of students may require one or more Tier 2 supports in a school year.
- In order to create efficiency within our Tier 2 interventions, it is important that we have standing Tier 2 interventions that we routinely offer students.

Framing Lens: Responding to problems as **early as possible** improves student outcomes.

Tier 2 in Practice

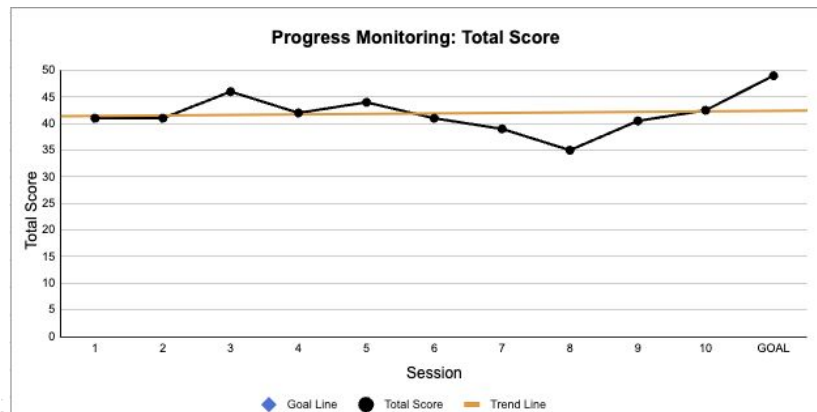
Examples of Tier 2 interventions/supports include:

- Therapeutic groups that target a specific skill/area (e.g., social skills, friendship, belonging, emotional regulation).*
- Brief, periodic individual check-ins with students.
- Consultation with teachers and guardians.
- Check-In, Check-Out (CICO) supports.
- Referral for community-based services (Brookline Center, Cartwheel, Care Solace).

Tier 2 Indicators

- We measure the impact of our Tier 2 practices with our universal screening work, progress monitoring data, class engagement data, and attendance data.

A	B	C	D	E	F
SEL Competencies					
Description: This tool measures the self-awareness, self-management, social awareness, relationship, and decisions making skills that we would expect children to be able to consistently demonstrate at the end of each grade band.					
SEL Competencies Grades K-2 (Self-Report)					
SEL Competencies Grades K-2 (Teacher/Guardian)					
SEL Competencies Grades 3-5 (Self-Report)					
SEL Competencies Grades 3-5 (Teacher/Guardian)					
SEL Competencies Grades 6-8 (Self-Report)					
SEL Competencies Grades 6-8 (Teacher/Guardian)					
SEL Competencies Grades 9-12 (Self-Report)					
SEL Competencies Grades 9-12 (Teacher/Guardian)					
Measures					
	Age/Grade	Number of Questions	Interpretation of Results	Description	
Behavior					
SDQ (Self-Report)	Ages 2-17	25 items	Use this sheet to score	The Strengths and Difficulties Questionnaire (SDQ) measures emotional symptoms, conduct problems, hyperactivity/inattention, peer relationship problems, and prosocial behavior.	
SDQ (Teacher/Guardian)	Ages 2-17	25 items	Use this sheet to score	The Strengths and Difficulties Questionnaire (SDQ) measures emotional symptoms, conduct problems, hyperactivity/inattention, peer relationship problems, and prosocial behavior.	
Depression					
PHQ-9 (Self-Report)		9 items	See interpretation guide	The Patient Health Questionnaire (PHQ-9) measures the severity of depression.	
Moods and Feelings Questionnaire (Self-Report)		13 items	See interpretation guide	The Moods and Feelings Questionnaires measures whether or not a student might have signs and symptoms related to depression	
Anxiety:					
GAD-7 (Self-Report)		7 items	See interpretation guide	The Generalized Anxiety Disorder (GAD-7) measures the severity of anxiety.	
SCARED Brief (Self-Report)		5 items		The Screen for Child Anxiety Related Disorders (SCARED) measures whether or not a student might have signs and symptoms related to anxiety	
PSWQ-C (Self-Report)	Ages 2-17	14 items	See interpretation guide	The Penn State Worry Questionnaire for Children (PSWQ-C) measures general characteristics of worry.	
SRAS-R (Self-Report)	Ages 5 and up	24 items	Use this sheet to score	The School Refusal Assessment (SRAS-R) measures symptoms relating to school refusal disorder and can be used to identify their reasons for avoiding school.	
Overall well-being					
CORS Ages (Self-Report)	Ages 6-12	5 items		The Child Outcome Rating Scale (CORS) measures student well-being, interpersonal well-being, satisfaction with work/school and relationships outside of home, and overall well-being.	
Emotion Regulation:					
ERQ (Self-Report)		10 items	Use this sheet to score	The Emotion Regulation Questionnaire (ERQ) measures students ability to regulate their emotions using cognitive reappraisal and expressive suppression.	
PTSD					



Tier 3

- Tier 3 supports are intensive, typically long-term, interventions and supports that we provide **some** children based on them having exhibited long-term and/or intensive need.
- Although most (if not all) services as part of an Individualized Education Program (IEP) can be conceptualized as Tier 3 supports, **not all Tier 3 supports fall under special education.**
- The best predictor of an interventions effectiveness is not necessarily how intense it is, but how well matched it is to a person's need.

Framing Lens: Providing high-quality mental health care at school allows students to meaningful access their education.

Tier 3 in Practice

Examples of Tier 3 interventions and supports include:

- Long-term individual counseling (general education or special education)
- Long-term group counseling
- Behavior Intervention and Support Plans
- Safety and Support Plans
- Weekly consults with teachers, guardians, and outside providers
- Accommodations
- **Referral to Child Student Team (CST)***
- **Referral to Therapeutic Programming**
 - K to 8: TLC, Middle School Winthrop House
 - BHS: Homebase, Supported Learning Center, Winthrop House, Excel

Tier 3 Indicators

- We measure the impact of our Tier 3 practices with universal screening, progress monitoring, progress toward IEP goals, attendance.
 - How effectively are we supporting students with the most intensive social-emotional needs in being able to access school, form meaningful relationships, and pursue their goals?

Preparatory Action Items for FY25

- New Individualized Education Program (IEP) Refresher
- Title IX Legislation Updates:
 - Additional protections against sex-based harassment and discrimination
 - Clarifies the steps a school must take to protect students and employees
 - Effective as of August 1, 2024
- Creating Impactful School Dashboards (Open Architects)
 - Foundation for analyses that promotes high level understanding of behavior.
 - At the student, class, grade, school, and district level.
 - Provides actionable information to support student learning

PSB FY24 MAY 30 UPDATE - June 3, 2024

Since our last report on May 15, the Finance Team has been actively working with departments to close out existing purchase orders, process invoices, and tighten projections to close out the fiscal year. Based on this work, as well as progress in utilizing special funds where appropriate, denying some expenditures and delaying others until next year, the Finance Department is glad to report that the shortfall forecast in May has been much reduced. The current projected overage is \$717,269.

Here are the changes in the main areas of concern since April 30th:

	FY24 Budget	Projected Exp April	Projected Exp May	Current Budget Variance
Contracted Services				
Legal	225,000	450,000	418,337	193,337
Professional Services	2,490,747	3,000,533	2,966,235	475,488
Transportation (OSS)	2,920,291	4,560,544	4,244,833	1,324,542
Tuition	4,606,248	4,965,689	4,986,318	380,070
Claims/Settlements	250,000	738,811	647,427	397,427
Paraprofessional Salary	10,899,089	12,160,358	12,192,885	1,293,796
ESY & HS Summer Programs	18,500	140,211	225,211	206,711
Net reduction in projections related to above areas of concern from April to May			371,900	

The cost overruns in these areas which were projected at \$4,643,271 in April have been reduced to \$4,271,371, as actual placements, invoices and needs have come into sharper focus. Unspent funds from all other accounts continue to mitigate the overall impact of the overages noted above.

To complete the year, there are several actions that have been or will need to be taken.

1. The transfer of \$1,200,000 from the salary to the non-salary account, approved by the School Committee on May 23, was processed.
2. The deadline for requesting expenditures for FY24 has passed, so the remainder of the year will be used to process invoices against existing purchase orders and close out unneeded balances. As of May 30, this work reduced our deficit by \$211,170 and we hope to gain more ground as the year ends.

3. We will continue our work with special revenue funds to identify sources that can be used to mitigate the cost overrun in FY24. As of May 30, a net of \$186,708 in salary has been moved out of the general fund to appropriate special revenue funds.
4. Since April 30, \$99,277 in projected expenses have been postponed until the next fiscal year, and \$122,961 have been denied outright.

Here is a summary of the elements that changed the deficit projection:

April Projected Deficit	1,709,286
Areas of Concern	(371,900)
Purchase Order Closeout	(211,170)
Net Salary moves to Special Revenue	(186,709)
Delayed Expenses	(99,277)
Denied Expenses	(122,961)
May Projected Deficit	717,269

5. *With the approval of the School Committee, we will increase the budget in the Circuit Breaker account to the entire amount of revenue collected in FY23, which was \$3,475,572. This will increase the available funds by \$318,636 and allow us to transfer OSS tuition expenses from the general fund, further reducing the deficit.*
6. *If we are unable to close the deficit completely by the end of the year, we will seek a reserve fund transfer or start the new year in a compromised position by spending special revenue sources that were expected for FY25.*

IMPACT OF FY24 PROJECTED DEFICIT ON FY25 BUDGET PLANNING

During the FY25 budget development process, it became apparent that the FY24 budget for transportation, tuition, and settlements in the special education department was insufficient to cover the costs and commitments for the year. With this in mind, the FY25 budget already includes significant funding increases in these areas based on the projections provided by the Office of Student Services.

	FY24 Overage 5.30.24	FY25 Increase
Transportation	\$1,324,542	\$863,174
Tuition	380,070	697,311
Claims/Settlements	<u>397,427</u>	<u>236,080</u>
	\$2,102,039	\$1,796,485

In addition to the non-salary cost overruns in FY24, funding for paraprofessionals and compensation for additional responsibilities (coaching, co-curricular program advisors, extra duties, stipends, summer school, etc.) are underfunded in FY25 based on data available at this time.

	FY25 Overage
Additional Compensation	TBD
FY24 Summer Programming	\$206,711 + TBD

We are continuing to analyze the data from FY24 and its impacts on FY25 budget planning and will have more information to the School Committee as soon as it is available.

PUBLIC SCHOOLS OF BROOKLINE
FY24 BUDGET STATUS REPORT as of May 30, 2024

SCHOOL OPERATING BUDGET	AMENDED BUDGET	EXPENDED	ENCUMBERED/ PROJECTED	SURPLUS/ (DEFICIT)
Personnel Expense	112,631,865	103,011,866	10,784,158	(1,164,159)
Non-Salary Expense				
<i>Outside Services/Contracts</i>	14,143,792	11,860,392	2,972,158	(688,758)
<i>Supplies and Materials</i>	2,286,832	1,376,345	99,131	811,356
<i>Other Expenses</i>	354,839	258,764	41,162	54,913
<i>Utilities (Gasoline)</i>	10,250	6,105	5,995	(1,850)
<i>Equipment & Leases</i>	1,262,798	989,783	1,786	271,230
Total Non-Salary Expense	18,058,511	14,491,388	3,120,232	446,890
TOTAL School Operating Budget	130,690,376	117,503,255	13,904,390	(717,269)

**Special Revenue Funds
as of May 30, 2024**

FEDERAL GRANTS	FY23 Year End FUND BALANCE	FY24 Budget Estimate	FY24 Approved Budget	FY24 Revenue to Date	Expended to Date	Encumbered to Date	Balance to Date
ESSER							
ESSER II	325,060	-	325,060	-	295,681	-	29,379
ESSER III	60,562	-	60,562	-	60,562	-	-
TOTAL ESSER	385,622	-	385,622	-	356,243	-	29,379
Title 1 FY24	(32,054)	256,431	674,976	165,334	317,613	74,771	282,592
Title 1 FY23			48,842	94,076	15,520	1,752	31,570
Title 1 FY22			13,667	-	4,400	-	9,267
Title IIA FY24	77,892	93,524	129,527	-	97,134	32,393	-
Title IIA FY23			60,660	60,240	61,825	4,756	(5,920)
Title IIA FY22			7,153	-	-	-	7,153
Title III FY24	71,469	112,344	131,322	131,322	109,074	22,235	14
Title III FY23			85,334	62,155	79,387	100	5,848
Title III FY22			23,058	-	20,286	-	2,772
Title IV-A Student Support FY24	11,268	20,958	18,818	18,818	18,818	-	-
Title IV-A Student Support FY23			20,499	13,658	20,499	-	-
IDEA FY24	188,504	2,277,428	2,457,329	155,340	1,255,724	170,179	1,031,426
IDEA FY23			791,848	865,337	791,848	-	0
IDEA FY22			144,085	-	129,293	-	14,792
ARP-IDEA	109,101	-	63,611	-	57,472	-	6,139
Early Childhood FY24	328	38,643	40,365	-	40,365	-	-
Early Childhood FY23			1,085	3,858	1,085	-	-
ARP - Early Childhood	1,186	-	243	-	617	-	(374)
Perkins FY24	29,699	50,176	71,148	-	27,014	35,633	8,501
SEL and Mental Health FY24	4,907	-	80,013	9,438	20,875	1	59,137
SEL and Mental Health FY23			-	35,415	-	-	-
Chronic Absenteeism Initiative			10,000	10,000	-	-	10,000

	FY23 Year End FUND BALANCE	FY24 Budget Estimate	FY24 Approved Budget	FY24 Revenue to Date	Expended to Date	Encumbered to Date	Balance to Date
STATE GRANTS							
Circuit Breaker	3,156,936	3,475,572	3,156,936	2,695,286	2,391,933	1,082,161	(317,158)
METCO	18,425	2,291,283	2,354,849	1,362,044	1,833,279	131,470	390,100
METCO Targeted PAC	-	-	400,520	400,520	400,520	-	-
SEL and Mental Health FY23	(12,150)	-	-	19,828	-	-	-
Investigating History Pilot FY24	(3,497)	-	16,900	14,388	16,900	-	0
Investigating History Pilot FY23			-	3,497		-	-
Enhanced School Health Services FY24	35,747	100,000	100,000	50,000	83,190	3,272	13,538
Coord. Family & Com. Engagement	10,381	139,874	139,874	114,102	122,783	3,737	13,354
MCC Stars Residency Program	475	-	475	-	-	-	475
Civics Teaching/Learning FY24	(6,869)	-	60,000	29,830	12,195	8,588	39,217
Civics Teaching/Learning FY23			36,950	25,266	25,621	7,225	4,104
Hate Crime Prevention	(34,957)	-	-	34,957	-	-	-

	FY23 Year End FUND BALANCE	FY24 Budget	FY24 Available Funds	FY24 Revenue to Date	Expended to Date	Encumbered to Date	Balance to Date
PRIVATE GRANTS							
Steps to Success	14,040	10,400	10,400	-	-	-	10,400
BU Consortium	4,373	-	4,373	-	-	-	4,373
BU Saudi Teachers	22,508	-	22,508	-	-	-	22,508
Kraft Opportunity fund	77,242	-	77,242	-	8,713	1,800	66,729
Whipple Writing Fellowship	50,946	26,150	50,946	24,000	20,393	51	54,502
Brookline Education Foundation	23,447	123,568	123,568	-	75,139	6,700	41,729
HS Innov. Fund (Teacher Mentoring)	173,017	307,853	307,853	154,630	233,093		74,760
BCF Racial Equity	-	50,000	50,000	-	-	-	50,000
Project Bread	1,687	-	1,500	-	1,200		300
NEA Foundation	-	-	4,050	3,550	-	-	4,050
TOTAL GRANTS	4,438,979	9,374,204	12,244,980	6,556,888	8,717,247	1,586,822	1,964,911

REVOLVING/GIFT/FEES	FY23 Year End FUND BALANCE	FY24 Budget	FY24 Available Funds	FY24 Revenue to Date	Expended to Date	Encumbered to Date	Balance to Date
Food Services	1,106,715	3,444,619	1,106,715	2,872,979	3,496,662	218,790	264,243
BEEP	2,023,510	4,171,598	2,023,510	2,374,827	1,895,017	5,261	2,498,060
BACE	371,111	747,639	371,111	521,505	701,494	40,743	150,379
Summer School	27,390	-	27,390	13,960	6,550	-	34,800
Tuition & Materials Fee	691,159	600,000	691,159	566,104	316,699	253,632	686,931
Athletics - High School	258,813	510,000	258,813	448,328	434,283	66,838	206,019
Athletics - K-8	29,715	25,000	29,715	36,478	30,317	2,201	33,675
Use of Facilities	36,905	383,316	36,905	294,726	349,485	2,201	(20,056)
HS Restaurant	98,949	127,413	98,949	119,555	121,981	44,864	51,660
Bus Transportation	29,143	48,000	29,143	-	-	-	29,143
Academic Testing	18,571	105,000	18,571	13,203	16,082	-	15,691
Lost Book Recovery	13,622	-	13,622	350	2,325	224	11,422
Culinary Arts Material Fees	5,033	25,000	22,973	17,940	16,922	4,492	19,499
Industrial Arts Materials Fee	5,038	5,683	5,033	645	-	-	5,678
Performing Arts Materials Fees	2,114	14,000	27,117	25,403	25,481	34	1,602
Visual Arts Material Fees	8,221	11,000	8,221	14,035	12,200	1,702	8,354
BEEP Gift Account	51,482	-	51,482	2,500	-	-	53,982
K-8 Gift Accounts	32,536	-	37,632	5,095	4,645	-	38,081
High School Gift Accounts	36,896	-	45,796	11,560	13,726	418	43,212
High School Social Work Gift Account	6,588	-	6,588	-	-	-	6,588
District Gift Account	4,075	-	4,075	500	-	-	4,575
Food Services Zero Waste	74,025	-	74,025	-	47,950	-	26,075
ELE Summer Fee Program	2,090	-	2,090	-	1,550	-	540
TOTAL REVOLVING/GIFT/FEES	4,933,701	10,218,268	4,990,635	7,339,691	7,493,369	641,400	4,170,154

Note: All balances based on 5.30.24 Special Revenue Report from MUNIS.