



Hill International, Inc.
 75 Second Avenue, Suite 300
 Needham, MA 02494
 Tel: 617-778-0900
 Fax: 617-778-0999
 www.hillintl.com

January 4, 2022

Mr. Ray Masak, P.E.
 Project Manager
 Town of Brookline Building Department
 333 Washington Street
 Brookline, MA 02445

RE: Recommendation to approve CTA Change Order 010

Dear Mr. Masak:

CTA Construction Managers is submitting original copies of Change Order 010 for the Brookline High School Tappan Gym and 3rd Floor Renovation for acceptance by the Town of Brookline (ToB). Hill and WRA have previously reviewed, negotiated where applicable, and agree that all items listed in this Change Order are fair, reasonable for the described scope of work, and are compensable adjustments to the Lump Sum Contract. This change order is an additional cost total of **\$61,076.63**.

CTA has been solving the issues with the design team and ToB to minimize added time and complete the job. For these reasons we recommend acceptance of this change order.

The PCOs are categorized as follows:

- (4) PCOs are a Design Omission change.
- (3) PCOs are the result of miscellaneous changes.
- (3) PCOs are results from unforeseen conditions discovered during construction.

An itemized summary is following:

PCO#	CE #	Description	Current Amount	Reason Code
75R1	99	Field Bulletin #025, the soffit in fitness 100, and the F21C lights in the soffit will be deleted from the scope of work. Additional tectum panels will be installed where the soffit was previously specified to be installed	\$2,306.46	Omission
108R2	139	Field Bulletin #033 - Automatic Door Openers	\$26,065.30	Omission
114	145	Demolition and Patching of Existing Sidewalk - Slab discovered at porch and drain line.	\$9,497.62	Unforeseen
115R1	147	Misc. Classroom T&M - Insulating Ductwork and add caulking to corner guard due to additional layer of drywall	\$2,284.93	Unforeseen

118	150	Field Bulletin #039 - IT Room - Door 366A - Electric Hinge	\$2,834.76	Misc.
119R1	152	Additional Fire Proofing at K101A	\$3,835.48	Misc.
117	140	Field Bulletin #034 - Fitness Center Cutting and Patching, prepare for paint	\$2,035.96	Omission
121	155	Field Bulletin #026.1 and RFI #188 - Rear landing at egress hallway Concrete Materials Lightweight, Insulation, WWF, Nosing	\$7,602.54	Misc.
122	156	Patching for Eye Wash Tie In	\$3,410.94	Unforeseen
123	99	FB #025 - Added Drywall at Mezzanine Level	\$1,202.64	Omission

Based on the above, Hill recommends to ToB approval of Change Order 010 to CTA Construction Managers lump sum contract.

Very truly yours,



Andy Vo, PMP, CCM, LEED AP, MCPPO
Sr. Project Manager

CTA Construction Managers
 400 Totten Pond Road
 Waltham, 02451
 Phone: (781) 786-6600

Project: 2020-02 - Brookline High School Tappan Gym and 3rd Floor
 Renovation
 115 Greenough St
 Brookline, Massachusetts 02445

Prime Contract Change Order #010: OCO #010

TO:	Town of Brookline 333 Washington Street, 3rd Floor Brookline, Massachusetts 02445	FROM:	CTA Construction Managers, LLC 400 Totten Pond Road, 2nd Floor Waltham, Massachusetts 02451
DATE CREATED:	1/03/2022	CREATED BY:	Robert Harrington (CTA Construction Managers, LLC)
CONTRACT STATUS:	Approved	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	01/03/2022
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:		EXECUTED:	No
		SIGNED CHANGE ORDER RECEIVED DATE:	
CONTRACT FOR:	1:Brookline High School Tappan Gym and 3rd Floor Renovation	TOTAL AMOUNT:	\$61,076.63

DESCRIPTION:

Per previous correspondence with the architect and OPM, the following PCO's have been approved and are included in this change order:

1. PCO #075r1 - CE #099 - FB #025 - Mezzanine Painting
2. PCO #108r2 - CE #139 - Field Bulletin #033 - Automatic Door Openers
3. PCO #114 - CE #145 - Demolition and Patching of Existing Sidewalk
4. PCO #115r1 - CE #147 - Misc. Classroom T&M
5. PCO #117 - CE #140 - Field Bulletin #034 - Fitness Center Cutting and Patching
6. PCO #118 - CE #150 - Field Bulletin #039 - IT Room - Door 366A Electric Hinge
7. PCO #119r1 - CE #152 - Additional Fire Proofing at K101A
8. PCO #121 - CE #155 - Field Bulletin #026.1 and RFI #188
9. PCO #122 - CE #156 - Patching for Eye Wash Tie In
10. PCO #123 - CE #099 - FB #025 - Added Drywall at Mezzanine Level

Additionally, the contract dates of substantial completion will be adjusted as follows:

- Tappan Gym Interior/Exterior - 1/15/21
- Third Floor Renovation (west of drawing set match line) - 8/31/21
- Third Floor Renovation (east of drawing set match line) - 12/7/21

These time extensions are being requested due to various unforeseen conditions related to life safety items.

ATTACHMENTS:

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
075r1	CE #099 - FB #025 - Mezzanine Painting		\$2,306.46
108r2	CE #139 - Field Bulletin #033 - Automatic Door Openers		\$26,065.30
114	CE #145 - Demolition and Patching of Existing Sidewalk		\$9,497.62
115r1	CE #147 - Misc. Classroom T&M		\$2,284.93
117	CE #140 - Field Bulletin #034 - Fitness Center Cutting and Patching		\$2,035.96
118	CE #150 - Field Bulletin #039 - IT Room - Door 366A - Electric Hinge		\$2,834.76
119r1	CE #152 - Additional Fire Proofing at K101A		\$3,835.48
121	CE #155 - Field Bulletin #026.1 and RFI #188		\$7,602.54
122	CE #156 - Patching for Eye Wash Tie In		\$3,410.94
123	CE #099 - FB #025 - Added Drywall at Mezzanine Level		\$1,202.64

	Total:	\$61,076.63
--	---------------	-------------

CHANGE ORDER LINE ITEMS:

PCO # 075r1: CE #099 - FB #025 - Mezzanine Painting

#	Budget Code	Description	Amount
1	09-900.FSB Paints and Coatings.Filed Sub Bidder		\$2,170.58
Subtotal:			\$2,170.58
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$108.53
B&I (1.20% Applies to all line item types.):			\$27.35
Grand Total:			\$2,306.46

PCO # 108r2: CE #139 - Field Bulletin #033 - Automatic Door Openers

#	Budget Code	Description	Amount
1	08-800.FSB Glazing.Filed Sub Bidder		\$24,529.74
Subtotal:			\$24,529.74
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$1,226.49
B&I (1.20% Applies to all line item types.):			\$309.07
Grand Total:			\$26,065.30

PCO # 114: CE #145 - Demolition and Patching of Existing Sidewalk

#	Budget Code	Description	Amount
1	31-100.CTA Sub Earthwork.CTA Sub	Demolition, removal, disposal and patching of sidewalk. Installation of PT lumber	\$8,500.00
2	02-000.CTA Direct General.CTA Direct	Procurement of PT lumber	\$400.00
Subtotal:			\$8,900.00
Direct Work OHP (15.00% Applies to CTA Direct.):			\$60.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$425.00
B&I (1.20% Applies to all line item types.):			\$112.62
Grand Total:			\$9,497.62

PCO # 115r1: CE #147 - Misc. Classroom T&M

#	Budget Code	Description	Amount
1	15-700.FSB Heating, Venting and Air Conditioning.Filed Sub Bidder	Insulating Ductwork	\$553.77
2	07-100.FSB Damproofing and Waterproofing.Filed Sub Bidder	Caulking Corner Guards	\$1,596.55
Subtotal:			\$2,150.32
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$107.52
B&I (1.20% Applies to all line item types.):			\$27.09
Grand Total:			\$2,284.93

PCO # 117: CE #140 - Field Bulletin #034 - Fitness Center Cutting and Patching

#	Budget Code	Description	Amount
1	09-250.CTA Sub Gypsum Wallboard.CTA Sub	Cut Wall, Install Blocking, Patch Wall, Prepare for Paint	\$1,916.02
Subtotal:			\$1,916.02
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$95.80
B&I (1.20% Applies to all line item types.):			\$24.14
Grand Total:			\$2,035.96

PCO # 118: CE #150 - Field Bulletin #039 - IT Room - Door 366A - Electric Hinge

#	Budget Code	Description	Amount
1	08-100.CTA Sub Doors.CTA Sub		\$2,667.76
Subtotal:			\$2,667.76
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$133.39
B&I (1.20% Applies to all line item types.):			\$33.61
Grand Total:			\$2,834.76

PCO # 119r1: CE #152 - Additional Fire Proofing at K101A

#	Budget Code	Description	Amount
1	07-800.CTA Sub Fire and Smoke Protection.CTA Sub		\$3,500.00
2	02-000.CTA Direct General.CTA Direct	Cleaning (1 hour at \$100/hr)	\$100.00
Subtotal:			\$3,600.00
Direct Work OHP (15.00% Applies to CTA Direct.):			\$15.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$175.00
B&I (1.20% Applies to all line item types.):			\$45.48
Grand Total:			\$3,835.48

PCO # 121: CE #155 - Field Bulletin #026.1 and RFI #188

#	Budget Code	Description	Amount
1	09-250.CTA Sub Gypsum Wallboard.CTA Sub	Field Bulletin #026.1 and RFI #188	\$6,607.04
2	03-210.CTA Direct Cast-In-Place Concrete.CTA Direct	Concrete Materials (Lightweight, Insulation, WWF, Nosing)	\$500.00
Subtotal:			\$7,107.04
Direct Work OHP (15.00% Applies to CTA Direct.):			\$75.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$330.35
B&I (1.20% Applies to all line item types.):			\$90.15
Grand Total:			\$7,602.54

PCO # 122: CE #156 - Patching for Eye Wash Tie In

#	Budget Code	Description	Amount
1	09-250.CTA Sub Gypsum Wallboard.CTA Sub	Patching for Tie In	\$2,990.94
2	02-000.CTA Direct General.CTA Direct	2 hours cleaning at \$100 per hour	\$200.00
Subtotal:			\$3,190.94
Direct Work OHP (15.00% Applies to CTA Direct.):			\$30.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$149.55
B&I (1.20% Applies to all line item types.):			\$40.45
Grand Total:			\$3,410.94

PCO # 123: CE #099 - FB #025 - Added Drywall at Mezzanine Level

#	Budget Code	Description	Amount
1	09-250.CTA Sub Gypsum Wallboard.CTA Sub		\$912.74
2	02-000.CTA Direct General.CTA Direct	Cleaning (2 Hours @ \$100/hr)	\$200.00
Subtotal:			\$1,112.74
Direct Work OHP (15.00% Applies to CTA Direct.):			\$30.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$45.64
B&I (1.20% Applies to all line item types.):			\$14.26
Grand Total:			\$1,202.64

The original (Contract Sum)	\$7,821,340.00
Net change by previously authorized Change Orders	\$639,953.08
The contract sum prior to this Change Order was	\$8,461,293.08
The contract sum will be increased by this Change Order in the amount of	\$61,076.63
The new contract sum including this Change Order will be	\$8,522,369.71
The contract time will not be changed by this Change Order.	

WRA Team (William Rawn Associates)

10 Post Office Sq. Suite 1010
Boston, Massachusetts 02109



SIGNATURE DATE

1/5/21

Town of Brookline

333 Washington Street, 3rd Floor
Brookline, Massachusetts 02445

SIGNATURE DATE

CTA Construction Managers, LLC

400 Totten Pond Road, 2nd Floor
Waltham, Massachusetts 02451



SIGNATURE DATE

1 / 4 / 22