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December 7, 2021

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 009

Dear Mr. Masak:

CTA Construction Managers is submitting original copies of Change Order 009 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 **\$120,126.16**.

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:

- (2) PCOs is a Design Omission change.
- (2) PCOs are the result of Owner Request changes.
- (8) PCOs are results from unforeseen conditions discovered during construction.

An itemized summary is following:

PCO#	CE #	Description	Current Amount	Reason Code
91R1	121	Project D East Fire Stopping - existing penetrations above the ceiling have been filled with fire caulking, and existing ceiling hangers which were previously abandoned have been cut.	\$32,138.56	Unforeseen
93R1	122	RFI #200 - Existing Wires 022 - a gypsum soffit has been installed to conceal the existing wires in Open Office 022	\$2,685.20	Unforeseen

95r1	124	RFI #155 - Wallpaper Demo on Existing Walls - 1/4" gypsum overlay by the drywall subcontractor as well as a credit from the painting FSB for the removal of the wallpaper repair from their scope	\$15,084.40	Design Omission
98R1	127	Field Bulletin #031 - C101 Linear Diffusers	\$2,628.87	Unforeseen
99	128	RFI #229 - T4 Beam Elevation and Terrazzo Transition - he newly installed concrete beam along the T4 Line has been ground so a smooth transition can be provided between the existing and new terrazzo.	\$4,624.03	Unforeseen
102R2	131	Field Bulletin #021, a temporary asphalt ramp will be installed to connect the bottom of the new landscape ramp to the existing sidewalk.	\$5,825.07	Owner Change
107R1	136	Field Bulletin #035.1 - Irrigation Routing - an irrigation line will be provided within the building to route from the controller on the Kirrane Pool side to the Tappan Gym side in order to reach the west side of the landscape	\$37,447.29	Unforeseen
109R1	140	Field Bulletin #034 - Fitness Center Monitor and Mirrors	\$5,878.23	Unforeseen
111	125	Field Bulletin #032 - Additional Closet Hangers	\$1,636.40	Owner Change
112	143	Various T&M Work	\$4,490.49	Unforeseen
113	144	Tappan St. Tree Replacement	\$4,250.40	Unforeseen
116	148	Fire Alarm Booster Panel	\$3,437.22	Design Omission

Based on the above, Hill recommends to ToB approval of Change Order 009 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 #009: OCO #009

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:	12/06/2021	CREATED BY:	Robert Harrington (CTA Construction Managers, LLC)
CONTRACT STATUS:	Approved	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	12/07/2021
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:	\$120,126.16

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 #091r1 - CE #121 - Project D East Existing Conditions
2. PCO #093r2 - CE #122 - RFI #200 - Existing Wires 022
3. PCO #095r1 - CE #124 - RFI #155 - Paper Demo on Existing Walls
4. PCO #098r1 - CE #127 - Field Bulletin #031 - C101 Linear Diffusers
5. PCO #099 - CE #128 - RFI #229 - T4 Beam Elevation and Terrazzo Transition
6. PCO #102r2 - CE #131 - Field Bulletin #021 - Temporary Site Ramp
7. PCO #107r1 - CE #136 - Field Bulletin #035.1 - Irrigation Piping
8. PCO #109r1 - CE #140 - Field Bulletin #034 - Fitness Center Monitor and Mirrors
9. PCO #111 - CE #125 - Field Bulletin #032 - Additional Closet Hangers
10. PCO #112 - CE #143 - Various T&M Work
11. PCO #113 - CE #144 - Tappan St. Tree Replacement
12. PCO #116 - CE #148 - RFI #241 - Fire Alarm Booster Panel

ATTACHMENTS:

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
091r1	CE #121 - Project D East Existing Conditions		\$32,138.56
093r2	CE #122 - RFI #200 - Existing Wires 022		\$2,685.20
095r1	CE #124 - RFI #155 - Paper Demo on Existing Walls		\$15,084.40
098r1	CE #127 - Field Bulletin #031 - C101 Linear Diffusers		\$2,628.87
099	CE #128 - RFI #229 - T4 Beam Elevation and Terrazzo Transition		\$4,624.03
102r2	CE #131 - Field Bulletin #021 - Temporary Site Ramp		\$5,825.07
107r1	CE #136 - Field Bulletin #035.1 - Irrigation Routing		\$37,447.29
109r1	CE #140 - Field Bulletin #034 - Fitness Center Monitor and Mirrors		\$5,878.23
111	CE #125 - Field Bulletin #032 - Additional Closet Hangers		\$1,636.40
112	CE #143 - Various T&M Work		\$4,490.49
113	CE #144 - Tappan St. Tree Replacement		\$4,250.40
116	CE #148 - RFI #241 - Fire Alarm Booster Panel		\$3,437.22
Total:			\$120,126.16

CHANGE ORDER LINE ITEMS:

PCO # 091r1: CE #121 - Project D East Existing Conditions

#	Budget Code	Description	Amount
1	02-000.CTA Direct General.CTA Direct		\$13,450.00
2	02-000.CTA Direct General.CTA Direct	Fire Stopping Materials	\$400.00
3	09-250.CTA Sub Gypsum Wallboard.CTA Sub		\$15,076.16
Subtotal:			\$28,926.16
Direct Work OHP (15.00% Applies to CTA Direct.):			\$2,077.50
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$753.81
B&I (1.20% Applies to all line item types.):			\$381.09
Grand Total:			\$32,138.56

PCO # 093r2: CE #122 - RFI #200 - Existing Wires 022

#	Budget Code	Description	Amount
1	09-250.CTA Sub Gypsum Wallboard.CTA Sub		\$2,527.01
Subtotal:			\$2,527.01
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$126.35
B&I (1.20% Applies to all line item types.):			\$31.84
Grand Total:			\$2,685.20

PCO # 095r1: CE #124 - RFI #155 - Paper Demo on Existing Walls

#	Budget Code	Description	Amount
1	09-900.FSB Paints and Coatings.Filed Sub Bidder		\$(4,043.26)
2	09-250.CTA Sub Gypsum Wallboard.CTA Sub		\$18,239.00
Subtotal:			\$14,195.74
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$709.79
B&I (1.20% Applies to all line item types.):			\$178.87
Grand Total:			\$15,084.40

PCO # 098r1: CE #127 - Field Bulletin #031 - C101 Linear Diffusers

#	Budget Code	Description	Amount
1	15-700.FSB Heating, Venting and Air Conditioning.Filed Sub Bidder		\$2,474.00
Subtotal:			\$2,474.00
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$123.70
B&I (1.20% Applies to all line item types.):			\$31.17
Grand Total:			\$2,628.87

PCO # 099: CE #128 - RFI #229 - T4 Beam Elevation and Terrazzo Transition

#	Budget Code	Description	Amount
1	03-050.CTA Sub Concrete Subcontractor.CTA Sub		\$4,351.62
Subtotal:			\$4,351.62
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$217.58
B&I (1.20% Applies to all line item types.):			\$54.83
Grand Total:			\$4,624.03

PCO # 102r2: CE #131 - Field Bulletin #021 - Temporary Site Ramp

#	Budget Code	Description	Amount
1	31-100.CTA Sub Earthwork.CTA Sub		\$5,000.00
2	02-000.CTA Direct General.CTA Direct	1 Day of Police Details	\$440.00
Subtotal:			\$5,440.00
Direct Work OHP (15.00% Applies to CTA Direct.):			\$66.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$250.00
B&I (1.20% Applies to all line item types.):			\$69.07
Grand Total:			\$5,825.07

PCO # 107r1: CE #136 - Field Bulletin #035.1 - Irrigation Routing

#	Budget Code	Description	Amount
1	15-100.FSB Plumbing.Filed Sub Bidder		\$28,766.84
2	16-100.FSB Electrical.Filed Sub Bidder		\$5,926.73
3	02-000.CTA Direct General.CTA Direct	Off Hours Supervision	\$500.00
Subtotal:			\$35,193.57
Direct Work OHP (15.00% Applies to CTA Direct.):			\$75.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$1,734.68
B&I (1.20% Applies to all line item types.):			\$444.04
Grand Total:			\$37,447.29

PCO # 109r1: CE #140 - Field Bulletin #034 - Fitness Center Monitor and Mirrors

#	Budget Code	Description	Amount
1	16-100.FSB Electrical.Filed Sub Bidder	Reroute wiring for new monitor location	\$2,036.43
2	09-900.FSB Paints and Coatings.Filed Sub Bidder	Repaint previously painted GWB wall	\$1,736.46
3	08-800.FSB Glazing.Filed Sub Bidder	Demolish existing mirrors, provide 1.5"x1.5" wood trim to match existing	\$1,540.00
4	02-000.CTA Direct General.CTA Direct	Disposal	\$200.00
Subtotal:			\$5,512.89
Direct Work OHP (15.00% Applies to CTA Direct.):			\$30.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$265.64
B&I (1.20% Applies to all line item types.):			\$69.70
Grand Total:			\$5,878.23

PCO # 111: CE #125 - Field Bulletin #032 - Additional Closet Hangers

#	Budget Code	Description	Amount
1	06-400.CTA Sub Architectural Woodwork.CTA Sub	2nd Tier Shelving	\$1,540.00
Subtotal:			\$1,540.00
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$77.00
B&I (1.20% Applies to all line item types.):			\$19.40
Grand Total:			\$1,636.40

PCO # 112: CE #143 - Various T&M Work

#	Budget Code	Description	Amount
1	15-300.FSB Fire Protection Piping.Filed Sub Bidder	CO #113 (See attached)	\$1,462.87
2	15-300.FSB Fire Protection Piping.Filed Sub Bidder	CO #114 (See attached)	\$1,543.58
3	15-100.FSB Plumbing.Filed Sub Bidder	COR #823 (See attached)	\$720.09

#	Budget Code	Description	Amount
4	09-500.FSB Ceilings.Filed Sub Bidder	Invoice #20148 (See attached)	\$499.40
Subtotal:			\$4,225.94
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$211.30
B&I (1.20% Applies to all line item types.):			\$53.25
Grand Total:			\$4,490.49

PCO # 113: CE #144 - Tappan St. Tree Replacement

#	Budget Code	Description	Amount
1	31-100.CTA Sub Earthwork.CTA Sub		\$4,000.00
Subtotal:			\$4,000.00
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$200.00
B&I (1.20% Applies to all line item types.):			\$50.40
Grand Total:			\$4,250.40

PCO # 116: CE #148 - RFI #241 - Fire Alarm Booster Panel

#	Budget Code	Description	Amount
1	16-100.FSB Electrical.Filed Sub Bidder		\$3,234.72
Subtotal:			\$3,234.72
Direct Work OHP (15.00% Applies to CTA Direct.):			\$0.00
Subcontractor OHP (5.00% Applies to Filed Sub Bidder and CTA Sub.):			\$161.74
B&I (1.20% Applies to all line item types.):			\$40.76
Grand Total:			\$3,437.22

The original (Contract Sum)	\$7,821,340.00
Net change by previously authorized Change Orders	\$519,826.92
The contract sum prior to this Change Order was	\$8,341,166.92
The contract sum will be increased by this Change Order in the amount of	\$120,126.16
The new contract sum including this Change Order will be	\$8,461,293.08
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



12/7/21

SIGNATURE

DATE

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



12/7/21

SIGNATURE

DATE