



Town of Reading Meeting Posting with Agenda

2018-07-16 LAG

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2025-02-03

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Agenda:

Purpose: General Business

Meeting Called By: Joshua Delaune on behalf of Chair Carla Nazzaro

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

Join Zoom Meeting

<https://us06web.zoom.us/j/82341246969?pwd=xNzfTYlQ4WY64djfbvx0WEFh9aNbNo.1>

Meeting ID: 823 4124 6969

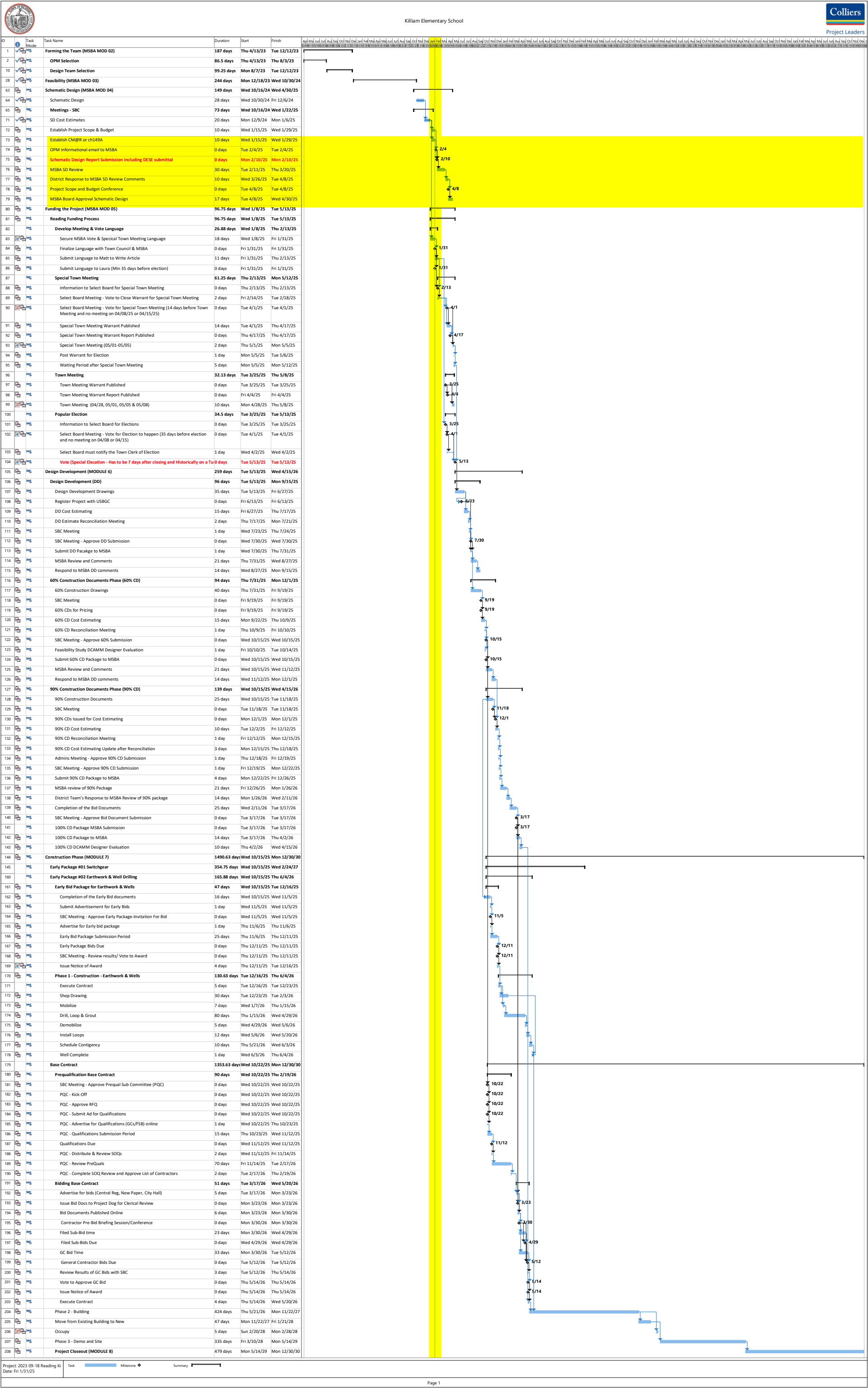
Passcode: 893876

Meeting ID: 823 4124 6969

Find your local number: <https://us06web.zoom.us/u/kdJoHb22VM>

1. Call to order
2. Public Comment
3. Liaison Report
4. OPM Update
 - a. Schedule*
 - b. Total Project Budget*
 - i. Solar Vote*
 - c. New Commitment
 - i. SD Extension of Services - OPM*
 - ii. SD Extension of Services - Designer*
 - iii. Modular Design Services*
5. Designer Update
 - a. Review KSBC Comments on MSBA - SD submitted
6. Meeting Minutes*
7. Next KSBC Meeting - March TBD
8. Adjourn

*Noted potential vote required



Total Project Budget: All costs associated with the project are subject to 963 CMR 2.16(5)	Estimated Budget	Scope Items Excluded from the Estimated Basis of Maximum Facilities Grant or Otherwise Ineligible	Estimated Basis of Maximum Total Facilities Grant¹	Estimated Maximum Total Facilities Grant¹	Template Revised: December 2023 Incorporates revisions to MSBA’s project funding limits policy, which was approved at the October 25, 2023 MSBA Board of Directors Meeting.			
					Soft Cost Reimbursement			
Feasibility Study Agreement					Category	Estimated Budget	Excluded Costs	Eligible Soft Costs
OPM Feasibility Study	\$280,000	\$0	\$280,000		Administration:	\$6,195,000	\$2,963,386	\$3,231,614
A&E Feasibility Study	\$850,000	\$0	\$850,000		A/E Services:	\$11,395,000	\$3,538,245	\$7,856,755
Environmental & Site	\$500,000	\$0	\$500,000		Site Acquisition: Ineligible, therefore not included in calculation			
Other	\$570,000	\$0	\$570,000		Miscellaneous Project Costs:	\$1,500,000	\$750,000	\$750,000
Feasibility Study Agreement Subtotal	\$2,200,000	\$0	\$2,200,000	\$1,131,900	FFE:	\$3,175,000	\$2,083,000	\$1,092,000
Administration					Owners Contingency: Not included in this calculation			
Legal Fees	\$100,000	\$100,000	\$0	\$0	Total Eligible Soft Costs =			
Owner's Project Manager					Construction Costs associated with Soft Cost Cap Calculation			
Design Development	\$500,000	\$0	\$500,000		Category	Estimated Budget		
Construction Contract Documents	\$500,000	\$73,220	\$426,780		CM Pre-Construction Services:	\$0		
Bidding	\$150,000	\$0	\$150,000		Construction Cost:	\$101,521,394		
Construction Contract Administration	\$3,300,000	\$2,790,166	\$509,834		Construction Contingency: Not included in this calculation			
Closeout	\$500,000	\$0	\$500,000		Total Construction Cost:	\$101,521,394		
Extra Services	\$0	\$0	\$0		Soft Cost Allowance:	20%		
Reimbursable & Other Services	\$0	\$0	\$0		Reimbursable Soft Cost:	\$20,304,279		
Cost Estimates	\$90,000	\$0	\$90,000		Eligible minus Reimbursable =	-\$7,373,910	If >0 enter into Cell C116	
Advertising	\$5,000	\$0	\$5,000		-If Eligible minus Reimbursable is negative; OK.			
Permitting	\$0	\$0	\$0		-If Eligible minus Reimbursable is positive enter value into "Soft Costs that exceed 20% of Construction Cost" below in the Ineligible column.			
Owner's Insurance	\$0	\$0	\$0		Scope Excluded OPM & Designer Costs associated with Scope Excluded Building Costs			
Other Administrative Costs	\$200,000	\$0	\$200,000		Scope Excluded Aud/PE (GSF):	1,725	(1.4000%)	
Administration Subtotal	\$5,345,000	\$2,963,386	\$2,381,614	\$1,225,340	Total (GSF):	122,941		
Architecture and Engineering					Estimated Budget	Excluded (%)	Scope Excluded Costs	
Basic Services					OPM Basic Services:	\$5,230,000	1.4000%	\$73,220
Design Development	\$2,200,000	\$0	\$2,200,000		Designer Basic Services:	\$10,300,000	1.4000%	\$144,200
Construction Contract Documents	\$3,200,000	\$144,200	\$3,055,800		Scope Excluded OPM & Designer Costs associated with Scope Excluded Site Work			
Bidding	\$350,000	\$0	\$350,000		Scope Excluded Direct Construction Cost (\$):	\$0	(0.0000%)	
Construction Contract Administration	\$3,200,000	\$3,394,045	-\$194,045		Total Direct Construction Costs (\$):	\$77,402,319		
Closeout	\$275,000	\$0	\$275,000		Estimated Budget	Excluded (%)	Scope Excluded Costs	
Other Basic Services	\$225,000	\$0	\$225,000		OPM Basic Services:	\$5,230,000	0.0000%	\$0
Basic Services Subtotal	\$9,450,000	\$3,538,245	\$5,911,755		Designer Basic Services:	\$10,300,000	0.0000%	\$0
Reimbursable Services					Total Scope Excluded OPM Fees (\$):			
Construction Testing	\$0	\$0	\$0		\$0 Enter in Cell C13			
Printing (over minimum)	\$20,000	\$0	\$20,000		Total Scope Excluded Designer Fees (\$):			
Other Reimbursable Costs	\$50,000	\$0	\$50,000		\$0 Enter in Cell C28			
Hazardous Materials	\$200,000	\$0	\$200,000		Ineligible Fees associated with OPM (3.5%) & Designer (10%) Fee Caps			
Geotechnical & Geo-Environmental	\$200,000	\$0	\$200,000		Upper Limit:	\$67,617,550	122,941	\$550 /sf
Site Survey	\$50,000	\$0	\$50,000		Construction Budget:	\$101,521,394		
Wetlands	\$25,000	\$0	\$25,000		Basis of OPM & Designer Fee Caps:	\$67,617,550		
Traffic Studies	\$50,000	\$0	\$50,000		OPM Services Estimated Budget	Ineligible Costs	Eligible Costs	OPM Value @ 3.50%
Architectural / Engineering Subtotal	\$10,045,000	\$3,538,245	\$6,506,755	\$3,347,725	Basic Services:	\$5,230,000	\$2,863,386	\$2,366,614
CM at Risk Pre-Construction Services					Extra Services:	\$660,000	\$0	\$660,000
Pre-Construction Services	\$0	\$0	\$0	\$0	Designer Services Estimated Budget	Ineligible Costs	Eligible Costs	Designer Value @ 10.00%
Site Acquisition					Basic Services:	\$10,300,000	\$3,538,245	\$6,761,755
Land / Building Purchase	\$0	\$0	\$0		Extra Services:	\$1,095,000	\$0	\$1,095,000
Appraisal Fees	\$0	\$0	\$0		Ineligible Building Area			
Recording fees	\$0	\$0	\$0		Ineligible NSF	Ineligible Aud/PE GSF	Other Ineligible GSF	Estimated District Cost
Site Acquisition Subtotal	\$0	\$0	\$0	\$0	Core Academic:	2,800	4,200	\$3,468,234
Construction Costs					Special Education:	-	-	\$0
SUBSTRUCTURE					Art & Music:	-	-	\$0
Foundations	\$3,760,513				Vocations & Technology:	-	-	\$0
Basement Construction	\$0				Chapter 74 CTE:	-	-	\$0
SHELL					Health & Physical Education:	1,150	1,725	\$1,424,453
Super Structure	\$7,031,628				Media Center:	-	-	\$0
Exterior Closure	\$0				Auditorium / Drama:	-	-	\$0
Exterior Walls	\$6,039,992				Dining & Food Service:	187	281	\$232,041
Exterior Windows	\$2,263,843				Medical:	-	-	\$0
Exterior Doors	\$175,833				Administration & Guidance:	388	582	\$480,598
Roofing	\$1,922,387				Custodial & Maintenance	-	-	\$0
INTERIORS					Other:	7,055	10,583	\$8,739,124
Interior Construction	\$6,952,340				Total:	1,725	15,646	\$14,344,450
Staircases	\$774,695				Grossing Factor:	1.50		
Interior Finishes	\$4,059,600				Mark Up Ratio			
SERVICES					Construction Budget	\$101,521,394	1.31160662	= Mark Up Ratio
Conveying Systems	\$283,700				Construction Trades Subtotal	\$77,402,319		
Plumbing	\$3,236,901				Demolition and Abatement Costs			
HVAC	\$13,666,702				Total Demolition and Abatement Costs:	\$1,955,563		
Fire Protection	\$1,037,442				Ineligible Demolition and Abatement Costs:	-\$1,350,000		
Electrical	\$9,900,116				Eligible Demolition and Abatement Costs:	\$605,563		
EQUIPMENT & FURNISHINGS								
Equipment	\$844,505							
Furnishings	\$2,364,267							
SPECIAL CONSTRUCTION & DEMOLITION								
Special Construction	\$0	\$0						
Existing Building Demolition	\$605,563	\$0						
In-Building Hazardous Material Abatement	\$0	\$0						
Asbestos Containing Floor Material / Ceiling Tile Abatement	\$1,350,000	\$1,350,000						
Other Hazardous Material Abatement	\$0	\$0						

Total Project Budget: All costs associated with the project are subject to 963 CMR 2.16(5)	Estimated Budget	Scope Items Excluded from the Estimated Basis of Maximum Facilities Grant or Otherwise Ineligible	Estimated Basis of Maximum Total Facilities Grant¹	Estimated Maximum Total Facilities Grant¹
BUILDING SITE WORK				
Site Preparation	\$3,082,149	\$0		
Site Improvements	\$5,263,980	\$0		
Site Civil / Mechanical Utilities	\$2,152,575	\$0		
Site Electrical Utilities	\$633,588	\$0		
Scope Excluded Site Work	\$0	\$0		
Construction Trades Subtotal	\$77,402,319	\$1,350,000		
Contingencies (Design and Pricing)	\$7,731,607	\$134,850		
Sub-Contractor Bonds	\$815,198	\$14,218		
D/B/B Insurance	\$1,945,635	\$33,934		
General Conditions	\$7,118,251	\$124,152		
D/B/B Overhead & Profit	\$2,450,256	\$42,736		
GMP Insurance	\$0	\$0		
GMP Fee	\$0	\$0		
GMP Contingency	\$0	\$0		
Escalation to Mid-Point of Construction	\$4,058,128	\$70,779		
Construction Cost over Funding Cap		\$30,863,815		
Construction Budget	\$101,521,394	\$32,634,484	\$68,886,910	\$35,442,315
Alternates				
Ineligible Work Included in the Base Project	\$0	\$0	\$0	
Alternates Included in the Total Project Budget	\$0	\$0	\$0	
Alternates Excluded from the Total Project Budget	\$0		\$0	
Subtotal to be Included in Total Project Budget	\$0	\$0	\$0	\$0
Miscellaneous Project Costs				
Utility Company Fees	\$200,000	\$0	\$200,000	
Testing Services	\$400,000	\$0	\$400,000	
Swing Space / Modulares	\$750,000	\$750,000	\$0	
Other Project Costs (Mailing & Moving)	\$150,000	\$0	\$150,000	
Miscellaneous Project Costs Subtotal	\$1,500,000	\$750,000	\$750,000	\$385,875
Furnishings and Equipment				
Furniture, Fixtures, and Equipment	\$1,587,500	\$1,041,500	\$546,000	
Technology	\$1,587,500	\$1,041,500	\$546,000	
FF&E Subtotal	\$3,175,000	\$2,083,000	\$1,092,000	\$561,834
Soft Costs that exceed 20% of Construction Cost		\$0	\$0	
Project Budget	\$123,786,394	\$41,969,115	\$81,817,279	\$42,094,990

Board Authorization	
Design Enrollment	455
Total Building Gross Floor Area (GSF)	122,941
Total Project Budget (excluding Contingencies)	\$123,786,394
Scope Items Excluded or Otherwise Ineligible	- \$41,969,115
Third Party Funding (Ineligible)	- \$0
Estimated Basis of Maximum Total Facilities Grant¹	\$81,817,279
Reimbursement Rate¹	51.45%
Est. Max. Total Facilities Grant (before recovery)¹	\$42,094,990
Cx Costs associated with Ineligible Building Area²	- \$16,676
Cost Recovery associated with Prior Projects²	- \$0
Estimated Maximum Total Facilities Grant¹	\$42,078,314

Construction Contingency³	\$5,076,070
Ineligible Construction Contingency³	\$4,060,856
"Potentially Eligible" Construction Contingency³	\$1,015,214
Owner's Contingency³	\$1,149,320
Ineligible Owner's Contingency³	\$641,713
"Potentially Eligible" Owner's Contingency³	\$507,607
Total Potentially Eligible Contingency³	\$1,522,821
Reimbursement Rate	51.45%
Potential Additional Contingency Grant Funds³	\$783,491
Maximum Total Facilities Grant	\$42,861,805
Total Project Budget	\$130,011,783

45.95 Reimbursement Rate Before Incentive Points

5.50 Total Incentive Points

51.45% MSBA Reimbursement Rate

NOTES

This template was prepared by the MSBA as a tool to assist Districts and consultants in understanding MSBA policies and practices regarding potential impact on the MSBA's calculation of a potential Basis of Total Facilities Grant and potential Total Maximum Facilities Grant. This template does not contain a final, exhaustive list of all evaluations which the MSBA may use in determining whether items are eligible for reimbursement by the MSBA. The MSBA will perform an independent analysis based on a review of information and estimates provided by the District for the proposed school project that may or may not agree with the estimates generated by the District using this template.

1 - The Estimated Basis of Total Facilities Grant and Estimated Maximum Facilities Grant amounts do not include any potentially eligible contingency funds and are subject to review and audit by the MSBA.

2 - Costs associated with the commissioning of ineligible building area is estimated to result in the recovery of a portion of the overall commissioning cost. The OPM has estimated this recovery of funds to be \$ _____. The proposed demolition of the _____ School is expected to result in the MSBA recovering a portion of state funds previously paid to the District for the _____ project at the existing facilities completed in _____. The MSBA will perform an independent analysis based on a review of its records and information and estimates provided by the District for the proposed school project that may or may not agree with the estimated cost recovery generated by the District and its consultants using this template.

3 - Pursuant to Section 3.21 of the Project Funding Agreement and the applicable policies and guidelines of the Authority, any project costs associated with the reallocation or transfer of funds from either the Owner's contingency or the Construction contingency to other budget line items shall be subject to review by the Authority to determine whether any such costs are eligible for reimbursement by the Authority. All costs are subject to review and audit by the MSBA.

Template Revised: December 2023

Incorporates revisions to MSBA's project funding limits policy, which was approved at the October 25, 2023 MSBA Board of Directors Meeting.

Marked Up Eligible Costs: \$794,260

Eligible Site Work Cost
Total Direct Site Work Costs: \$11,132,292
Ineligible Site Work Costs: \$0
Potentially Eligible Direct Site Work Costs: \$11,132,292
Potentially Eligible Marked Up Site Work Costs: \$14,601,188
Marked Up Eligible Site Work Costs: \$6,228,630

Construction Costs and Funding Cap	Ineligible Cost Breakdown
Total Building Area (GSF): 122,941	Scope Excluded Site Work: \$0
Ineligible Excess Auditorium/PE Areas (GSF): -1,725	Site Work Cost beyond Funding Limit: \$8,372,558
Other Ineligible Building Areas (GSF): -15,646	Ineligible Demo & Abatement: \$1,770,669
Eligible Building GSF: 105,570	Scope Excluded Aud/PE Areas: \$1,424,453
Building Cost Funding Limit (\$/sf): \$586	Other Ineligible Building Areas: \$12,919,997
Eligible Building Costs: \$61,864,020	Construction Cost over Funding Cap: \$8,146,807
Eligible Site Work Costs: \$6,228,630	
Eligible Demolition & Abatement Costs: + \$794,260	
Basis of Construction Costs: \$68,886,910	Construction Cost Breakdown
Construction Budget: \$101,521,394	Total Construction Cost (\$/sf): \$826
Basis of Construction Costs: -\$68,886,910	Reimbursable Construction Cost (\$/sf): \$653
Ineligible Construction Costs: \$32,634,484	Marked Up Building Costs (\$/sf): \$686
Construction Cost over Funding Cap: \$0	Marked Up Site, Building Takedown & Haz Mat (\$/sf): \$140
If > 0 enter value into Cell C98	Direct Building Cost (\$/sf): \$575

FF&E Reimbursement
Eligible Enrollment: 455
Furniture, Fixtures & Equipment: \$1,200/student
Technology: \$1,200/student

Incentive Points			
1.50	(0-2) Maintenance		
0.00	(0-6) Newly Formed Regional School District		
0.00	(0-5) Major Reconstruction or Reno/Reuse type in rounded to 2 decimal places		
0.00	0 gsf	Renovated or Existing to Remain	If Cell G117 > 0 enter value into Cell F116
	122,941 gsf	Total at Conclusion of Project	
0.00	(0-1) Overlay Zoning 40R and 40S		
0.00	(0-0.5) Overlay Zoning 100 units or 50% of units 1,2, or 3 family structures		
4.00	(0-4) Energy Efficiency - "Green Schools"		
5.50	Total Incentive Points		Owner's Contingency Cap: 0.50% Construction Contingency Cap: 1.00%

Commissioning (Cx) Costs associated with Ineligible Building Area
Building GSF: 122,941
Cx Fee per GSF: \$0.96
Ineligible GSF: 17,371
Ineligible Cx Costs: \$16,676 If >0 enter in Cell B128
Commissioning Fee Schedule

Cost Recovery associated with Prior Projects
Prior Project ID Number:
Prior Project Total Grant:
Propose School Opens:
Prior Project Substantial Completion:
Beneficial use (years): 0.00
Unused Years: 20.00
Unused Years as % of 20: 100.00%
Prior Project Cost Recovery: \$0 If >0 enter in Cell B128



January 31, 2025

Town of Reading

Killam Elementary School

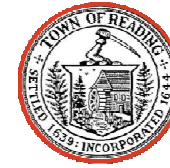
Project Budget and Cost Summary



Project Leaders

A	C	D (Bud. Adj. Tab)	E (C+D)	F (Com. Cost tab)	G (E-F)	H (Forecast. tab, >G)	I (F+G+H)	J (Invoice Tab)	K (I-J)
Description	BUDGET			COST				CASH FLOW	
	PFA Approved	Authorized Changes	Approved Budget	Committed Costs	Uncommitted Costs	Forecast Costs	Total Project Costs	Expenditures to Date	Balance To Spend
20 Construction									
Construction		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Change Orders		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30 Architectural & Engineering									
Design Development		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Documents		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bidding / Negotiations		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Closeout		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Basic Services		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A&E Feasibility Study	\$800,000	\$50,000	\$850,000	\$850,000	\$0	\$614,000	\$1,464,000	\$782,500	\$681,500
Subtotal	\$800,000	\$50,000	\$850,000	\$850,000	\$0	\$614,000	\$1,464,000	\$782,500	\$681,500
40 Administrative Costs									
OPM Feasibility Study	\$280,000	\$55,500	\$335,500	\$335,500	\$0	\$0	\$335,500	\$276,910	\$58,590
OPM Design Development		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPM Construction Contract Documents		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPM Bidding		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPM Construction Contract Admin		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPM Closeout		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Environmental & Site (FS/SD)	\$500,000	\$0	\$500,000	\$305,834	\$194,166	\$0	\$500,000	\$170,459	\$329,541
Other Project Costs (FS/SD)	\$620,000	-\$105,500	\$514,500	\$94,374	\$420,126	\$0	\$514,500	\$8,174	\$506,326
Subtotal	\$1,400,000	-\$50,000	\$1,350,000	\$735,708	\$614,292	\$0	\$1,350,000	\$455,543	\$894,457
50 Furniture, Fixtures and Equipment									
Furniture, Fixtures and Equipment		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Technology		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Project Sub-Total	\$2,200,000	\$0	\$2,200,000	\$1,585,708	\$614,292	\$614,000	\$2,814,000	\$1,238,043	\$1,575,957
70 Project Contingency									
Construction Contingency (Hard Cost)	\$0	\$0	\$0		Current Contingency	Potential Risk	Potential Contingency		\$0
Owner's Contingency (Soft Cost)	\$0	\$0	\$0		\$0	-\$614,000	-\$614,000		-\$614,000
Subtotal	\$0	\$0	\$0		\$0	-\$614,000	-\$614,000		-\$614,000
Project Total	\$2,200,000	\$0	\$2,200,000	\$1,585,708	\$614,292	\$0	\$2,200,000	\$1,238,043	\$961,957

Town of Reading
Killam Elementary School
01/31/25



Project Budget Adjustments

Adjustment Item	BRR	Adjusted Amount	Date Approved	CODE	Comments
Move to OPM FS to SC Contingency		\$20,000.00	07/19/23	40-010	Moved \$20k to cover OPM FS/SD Cost
From SC Cont to OPM FS		(\$20,000.00)	07/19/23	70-500	Moved \$20k to cover OPM FS/SD Cost
Move to A/E FS from SC Contingency		\$110,000.00	12/12/23	30-290	Moved \$110k to Cover A/E FS/SD Cost
From SC Cont to A/E FS		(\$110,000.00)	12/12/23	70-500	Moved \$110k to Cover A/E FS/SD Cost
Move back SC Contingency form OPM FS		(\$20,000.00)	07/19/23	40-010	Moved \$20k to cover OPM FS/SD Cost
From OPM FS to SC Cont		\$20,000.00	07/19/23	70-500	Moved \$20k to cover OPM FS/SD Cost
Move A/E FS back to SC Contingency		(\$60,000.00)	12/12/23	30-290	Moved \$110k to Cover A/E FS/SD Cost
To SC Cont from A/E FS		\$60,000.00	12/12/23	70-500	Moved \$110k to Cover A/E FS/SD Cost
Move to Other Project Costs from SC Cont		\$269.67	03/11/24	40-810	Moved to cover Design Services Advertisement
From SC Cont to Other Project Costs		(\$269.67)	03/11/24	70-500	Moved to cover Design Services Advertisement
Move to Other Project Costs from SC Cont		\$2,750.00	05/29/24	40-810	Move to cover LBA Amd 7
From SC Cont to Other Project Costs		(\$2,750.00)	05/29/24	70-500	Move to cover LBA Amd 7
Move to Other Project Costs from SC Cont		\$3,600.00	06/11/24	40-810	Move to Cover Kartoon
From SC Cont to Other Project Costs		(\$3,600.00)	06/11/24	70-500	Move to Cover Kartoon
Move from Other Project Cost to SC Cont		(\$50,000.00)	10/21/24	40-810	Adjustment to coordinate to MSBA Propay System (No Cont Line)
To SC Cont from Other Project Cost		\$50,000.00	10/21/24	70-500	Adjustment to coordinate to MSBA Propay System (No Cont Line)
Move to Other Project Costs from SC Cont		(\$269.67)	10/21/24	40-810	Adjustment to coordinate to MSBA Propay System (No Cont Line)
From SC Cont to Other Project Costs		\$269.67	10/21/24	70-500	Adjustment to coordinate to MSBA Propay System (No Cont Line)
Move to Other Project Costs from SC Cont		(\$2,750.00)	10/21/24	40-810	Adjustment to coordinate to MSBA Propay System (No Cont Line)
From SC Cont to Other Project Costs		\$2,750.00	10/21/24	70-500	Adjustment to coordinate to MSBA Propay System (No Cont Line)
Move to Other Project Costs from SC Cont		(\$3,600.00)	10/21/24	40-810	Adjustment to coordinate to MSBA Propay System (No Cont Line)
From SC Cont to Other Project Costs		\$3,600.00	10/21/24	70-500	Adjustment to coordinate to MSBA Propay System (No Cont Line)
Move to OPM FS from Other Project Cost		(\$15,500.00)	12/16/24	40-810	Moved \$15,500 to Cover Opm SD Cost Estimate
From Other Project Cost to OPM FS		\$15,500.00	12/16/24	40-010	Moved \$15,500 to Cover Opm SD Cost Estimate
Move to OPM FS from Other Project Cost		(\$40,000.00)		40-810	Moved \$40,000 to Cover OPM FS/SD Cost
From Other Project Cost to OPM FS		\$40,000.00		40-010	Moved \$40,000 to Cover OPM FS/SD Cost

Total Approved Adjustments to Date		\$0.00		\$	-
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**Town of Reading
Killam Elementary School
01/31/25**



Committed Cost (Contracts/Pos)

VENDOR	AMOUNT	ISSUE DATE	SIGNED/ RETURN DATE	ENCUM (PO)	CODE	MSBA	Notes
Colliers Project Leaders	\$280,000.00	6/22/2023	07/19/23	CPL Contract	40-010	0001-0000	CPL Base Contract Excluding Estimating
Lavallee Brensinger Architects	\$400,000.00	12/12/2023	12/12/2023	LBA Contract	30-290	0002-0000	LBA Base Contract for FS (Excluding Extra Services)
Lavallee Brensinger Architects	\$450,000.00	12/12/2023	12/12/2023	LBA Contract	30-290	0002-0000	LBA Base Contract for SD (Excluding Extra Services)
Lavallee Brensinger Architects	\$26,400.00	12/14/2023	12/23/23	LBA Amd 01	40-800	0003-0000	LBA Amd 01 - Land Surveying (Samiotes)
Lavallee Brensinger Architects	\$120,450.00	12/14/2023	12/23/23	LBA Amd 02	40-800	0003-0000	LBA Amd 02 - Traffic Study (GPI)
Lavallee Brensinger Architects	\$4,950.00	12/18/2024	12/23/23	LBA Amd 03	40-800	0003-0000	LBA Amd 03 - Haz Mat Consulting (UEC)
Lavallee Brensinger Architects	\$14,520.00	12/18/2024	12/23/23	LBA Amd 04	40-800	0003-0000	LBA Amd 04 - Phase 1 ESA & Soil Sampling (FS Engineers)
Lavallee Brensinger Architects	\$41,800.00	1/3/2024	01/25/24	LBA Amd 05	40-800	0003-0000	LBA Amd 05 - Geotech Services (LGCI)
Daily Times Chronicle	\$269.67	9/14/2023	02/29/24	PO NA	40-810	0004-0000	District advertising for Designer Services
Lavallee Brensinger Architects	\$2,750.00	5/29/2024	06/17/24	LBA Amd 06	40-800	0003-0000	LBA Amd 6 - Soil Testing for Stormwater System Locations
Lavallee Brensinger Architects	\$2,750.00	5/29/2024	06/17/24	LBA Amd 07	40-810	0004-0000	LBA Amd 7 - Additional Cost Estimating HVAC systems
Kartoon EDU	\$3,600.00	5/7/2024	06/10/24	Contract	40-810	0004-0000	Pillars @ \$600/each - Video Information
Lavallee Brensinger Architects	\$16,500.00	8/30/2024	09/10/24	LBA Amd 08	40-800	0003-0000	LBA Amd 8 - "TEDI" Energy Modeling
Lavallee Brensinger Architects	\$2,753.94	9/12/2024	10/15/24	LBA Amd 09	40-810	0004-0000	LBA Amd 9 - Additional services for printing delivery boards
Lavallee Brensinger Architects	\$10,000.00	11/13/2024	11/20/24	LBA Amd 10	40-800	0003-0000	LBA Amd 10 - reimbursable expenses
Colliers Project Leaders	\$15,500.00	12/12/2024	12/16/24	CPL Amd 01	40-010	0001-0000	CPL Amd 01 - SD Cost Estimating
Lavallee Brensinger Architects	\$1,540.00	12/12/2024	12/16/24	LBA Amd 11	40-800	0003-0000	LBA Amd 11 - cost estimating of an additional HVAC option
Lavallee Brensinger Architects	\$66,924.00	12/12/2024	12/16/24	LBA Amd 12	40-800	0003-0000	LBA Amd 12 - additional services for geothermal test well
Colliers Project Leaders	\$40,000.00	1/31/2025		CPL Amd 02	40-010	0001-0000	CPL Amd 02 - Extended SD Services
Gienapp Architects	\$85,000.00	1/15/2025		GA Contract	40-810	0004-0000	Design Services for Modular relocation
TOTAL	\$1,585,707.61						\$1,585,707.61



Forecast Cost

VENDOR	AMOUNT	FORECASTED DATE	SIGNED/ RETURN DATE	ENCUM (PO)	CODE	Notes
Forecasted PCO Cost from the PCO Log (Hard Cost)	\$0.00	1/31/2025			20-800	Forecast Pulled from the PCO Log
LBA extending contract Feb. 2025 to June 2025	\$614,000.00	1/31/2025			30-290	12/3/24 Updated 1/31/25
TOTAL	\$614,000.00					\$614,000.00



Expenditures - Invoices/Requisitions

Invoice Amount	Vendor	Invoice Number	Invoice Date	Approval Date	CODE	Propay Code	Propay Subm. #	Description
\$2,400.00	Kartoon EDU	000072	07/25/24	08/05/24	40-810	0004-0000	04	Promotional Video - Pillars 4 of 6
\$52,000.00	Lavallee Brensinger Architects	20640	08/19/24	09/30/24	30-290	0002-0000	05	LBA Services July 2024 - FS
\$2,750.00	Lavallee Brensinger Architects	20640	08/19/24	09/30/24	40-810	0004-0000	05	LBA Services July 2024 - HVAC Cost Estimate
\$24,954.00	Colliers Project Leaders	969708	08/13/24	09/30/24	40-010	0001-0000	05	CPL Services July 2024 - FS/ SD
\$26,197.00	Colliers Project Leaders	978642	09/06/24	09/30/24	40-010	0001-0000	05	CPL Services August 2024 - FS/ SD
\$40,000.00	Lavallee Brensinger Architects	20830	09/17/24	09/30/24	30-290	0002-0000	05	LBA Services August 2024 - FS
\$67,500.00	Lavallee Brensinger Architects	20830	09/17/24	09/30/24	30-290	0002-0000	05	LBA Services August 2024 - SD
\$5,846.60	Lavallee Brensinger Architects	20830	09/17/24	09/30/24	40-800	0003-0000	05	LBA Services August 2024 - A&E Environmental & site - Traffic
\$412.50	Lavallee Brensinger Architects	20830	09/17/24	09/30/24	40-800	0003-0000	05	LBA Services August 2024 - A&E Environmental & site - Soil Testing
\$16,870.00	Colliers Project Leaders	988260	10/04/24	10/21/24	40-010	0001-0000	05	CPL Services September 2024 - FS/ SD
\$67,500.00	Lavallee Brensinger Architects	20910	10/11/24	10/21/24	30-290	0002-0000	05	LBA Services September 2024 - SD
\$2,187.80	Lavallee Brensinger Architects	20910	10/11/24	10/21/24	40-800	0003-0000	05	LBA Services September 2024 - A&E Environmental & site - Traffic
\$1,925.00	Lavallee Brensinger Architects	20910	10/11/24	10/21/24	40-800	0003-0000	05	LBA Services September 2024 - A&E Environmental & site - Soil Testing
\$23,026.00	Colliers Project Leaders	996167	11/06/24	11/20/24	40-010	0001-0000	06	CPL Services October 2024 - FS/ SD
\$112,500.00	Lavallee Brensinger Architects	21043	11/11/24	12/16/24	30-290	0002-0000	06	LBA Services October 2024 - SD
\$442.20	Lavallee Brensinger Architects	21043	11/11/24	12/16/24	40-800	0003-0000	06	LBA Services October 2024 - A&E Environmental & site - Traffic
\$412.50	Lavallee Brensinger Architects	21043	11/11/24	12/16/24	40-800	0003-0000	06	LBA Services October 2024 - A&E Environmental & site - Soil Testing
\$26,444.00	Colliers Project Leaders	1005306	12/05/24	12/16/24	40-010	0001-0000	06	CPL Services November 2024 - FS/ SD
\$90,000.00	Lavallee Brensinger Architects	21241	12/18/24	01/22/14	30-290	0002-0000		LBA Services November 2024 - SD
\$5,108.40	Lavallee Brensinger Architects	21241	12/18/24	01/22/14	40-800	0003-0000		LBA Services November 2024 - A&E Environmental & site - Traffic
\$2,753.94	Lavallee Brensinger Architects	21241	12/18/24	01/22/14	40-810	0004-0000		LBD Services November 2024 - Additional services for printing delivery
\$9,798.50	Colliers Project Leaders	1013101	01/06/25	01/22/14	40-010	0001-0000		CPL Services December 2024 - FS/ SD
\$45,000.00	Lavallee Brensinger Architects	21321	01/16/24	01/22/14	30-290	0002-0000		LBA ServicesDecember 2024 - SD
\$5,108.40	Lavallee Brensinger Architects	21321	01/16/24	01/22/14	40-800	0003-0000		LBA Services December 2024 - A&E Environmental & site - Traffic
\$24,200.00	Lavallee Brensinger Architects	21321	01/16/24	01/22/14	40-800	0003-0000		LBA Services December 2024 - A&E Environmental & site - Geotech
\$1,238,042.66 Total Spent to Date								\$1,238,042.66

January 31, 2025

Matthew Kraunelis
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Re: OPM Contract Amendment 02

Dear Mr. Kraunelis:

Attached is Collier Project Leader's Contract Amendment Number 02 for the J. Warren Killam Elementary School Project extending the OPM services to continue to support the District efforts through the end of the FS/SD Phase. Please note, this extension to the OPM Contract is not a request to extend the Project. This request is coordinating the OPM Contract to the current approved Project Schedule. Our proposed Amendment #2 is to include addition of \$40,000.00 to the OPM Fees.

As OPM work is ongoing, we respectfully request that the District execute this agreement at the earliest opportunity. Please let us know if you have any questions.

Sincerely,



Shirley Ng
Project Manager

cc: Mike Carroll, Colliers Project Leaders
Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair

Propay Code: 0001-0000

ATTACHMENT B

CONTRACT FOR PROJECT MANAGEMENT SERVICES

AMENDMENT NO. 02

WHEREAS, the Town of Reading (“Owner”) and Colliers Project Leaders, USA NE, LLC, (the “Owner’s Project Manager”) (collectively, the “Parties”) entered into a Contract for Project Management Services for the J. Warren Killam Elementary School Project (Project Number 202102460017) at the J. Warren Killam Elementary on July 19th, 2023 “Contract”; and

WHEREAS, effective as of January 31st, 2025, 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 the Owner’s Project Manager to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, 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 following Fee for Basic Services:

Fee for Basic Services:	Original Contract Including Amd 01	After this Amendment 02
Feasibility Study Phase	<u>\$ 280,000</u>	<u>\$ 320,000</u>
Schematic Design Phase	<u>\$ included in FS</u>	<u>\$ included in FS</u>
FS/ SD Cost Estimating	<u>\$ 15,500</u>	<u>\$ 15,500</u>
Design Development Phase	<u>\$</u>	<u>\$</u>
Construction Document Phase	<u>\$</u>	<u>\$</u>
Bidding Phase	<u>\$</u>	<u>\$</u>
Construction Phase	<u>\$</u>	<u>\$</u>
Completion Phase	<u>\$</u>	<u>\$</u>
Total Fee	<u>\$ 295,500</u>	<u>\$ 335,500</u>

This Amendment is a result of: Extending OPM Services to continue to support the District’s effort through the end of the FS/SD Phase, as proposed in Collier’s proposal dated January 31st, 2025, and as approved by the J. Warren Killam Elementary School Building Committee on February 3rd, 2025.

3. The Construction Budget shall be as follows:

Original Budget: \$ TBD _____

Amended Budget \$ TBD _____

4. The Project Schedule shall be as follows:

Original Schedule: TBD _____

Amended Schedule TBD _____

5. The Authority's standard OPM Contract Amendment for *[DBB OR CM RISK]*, which is attached hereto and incorporated by reference herein, is made a part of the Contract in its entirety.

6. 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 Owner's Project Manager have caused this Amendment to be executed by their respective authorized officers.

OWNER

(print name)

(print title)

By _____
(signature)

Date _____

OWNER'S PROJECT MANAGER

(print name)

(print title)

By _____
(signature)

Date _____

January 31, 2025

Matthew Kraunelis
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J. Warren Killam Elementary School Project Management – Gienapp Architect Proposal

Dear Mr. Kraunelis:

Colliers Project Leaders has reviewed and is recommending the approval of Gienapp Architects' proposal to the J. Warren Killam Elementary School project.

Gienapp Architects' proposal is for the architectural services to relocate the two modular classrooms from the J. Warren Killam Elementary School site to the High School site at the Oakland Road for a total of *Eighty-Five Thousand 00/100 Dollars (\$85,000.00)*. (ProPay Code: 0004-0000)

As project work is ongoing, we respectfully request execution of this agreement at the earliest opportunity. Please let us know if you have any questions.

Sincerely,



Shirley Ng.
Project Manager

cc: Mike Carroll, Colliers Project Leaders
Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair

January 15, 2025

Joseph Huggins
Director of Facilities, Town of Reading
62 Oakland Road
Reading, MA 01867

via email: jhuggins@readingma.gov

**RE: Proposal for Architectural Services
Relocate the Killam Modulares to Oakland Road**

Dear Mr. Huggins:

Gienapp Architects is pleased to submit our proposal to provide architectural and engineering services to relocate the two modular classrooms from the Killam School site to the High School Site at Oakland Road.

Basis and Intent

The purpose of this proposal is to provide Construction Documents to bid relocation of the units from the Killam site to a permanent new location at Oakland Road. The proposed site is immediately south of the parking across from the Superintendent's entrance.

The current goals and considerations for the scope and nature of the project may be summarized as follows:

1. Dismantle the existing units into the original 4 modulares to ready them for transportation to the Oakland Road.
 - 1.1. The existing canopies/deck/ramp will be removed sufficiently to move the units. Any above ground construction will be removed for safety. Any below ground elements will remain for demolition under the main future project (e.g. water, sonotube foundations, conduits, sewerage). Utility lines will be capped at the modulares.
2. The project will require the contractor to transport and re-assemble the units at Oakland Road.
3. It appears the scope at Oakland Road will include:
 - 3.1. Create a level pad to receive the building. This may include some excavation at the east edge of the site (toward the HS) so the floor of the modulares are low at that end, in order to reduce the elevation of the modulares above grade at the west end. (see photo at end). This will allow both classrooms to have the same floor elevation.
 - 3.2. The 'pad' location may be stone covered, including on the rear and side of the units. There may be a small swath of exposed crushed stone, (or optionally paving) outside the new skirting, on the two ends and the back side of the units. Any portion for foot traffic will either be paved or part of the deck/porch entries.
 - 3.3. Construct new porch entries including canopy cover and entrance ramp and stairs with similar functions to the existing deck/porches at Killam.
 - 3.4. New utilities including:
 - 3.4.1. Water service from any existing water line, reportedly under the building site. (There is a hydrant across the drive, and slightly uphill, for the proposed site. It is visible in the photo included at the end of



- this proposal).
- 3.4.2. New sewer connection. There is reportedly a line under the proposed building site to connect the building sewer.
 - 3.4.3. New electric service,
 - 3.4.4. Fire alarm.
 - 3.4.5. Internet service (Comcast as at the High School).
 - 3.4.6. Walkway and crosswalks connect the entry/exit from the modular porch entrance to the existing tot lot and pre-k entrance in the main building. Exact needs to be discussed.
 - 3.4.7. We understand the electrical, water and sewer services are under the proposed modular site, and extend through the recreational area to Bancroft Street. We will work with your office to determine (presumably from DPW) if it will be allowed to place the modulares over the buried utilities, or if it will be required to either relocate the utility lines or shift the modular location.
- 3.5. We assume all modular construction, including a safety zone (from the parking lot curb to the modular's deck), will be outside the adjacent lot adjacent to the proposed site.
 - 3.6. We should review with you and/or those responsible for the Pre-K program if any fencing will be required (in particular, will any fence between the parking and the building/deck be required?).
- 4. It is intended to proceed with the construction documents in the very near future to allow bidding this academic year for the relocation of the units to occur over the summer vacation 2025. Please refer to the separate Memo on Project Schedule.

Scope of Services

We propose architectural and engineering services for the following disciplines:

- 1. Architectural Design
- 2. Structural Engineering
- 3. Electrical Engineering
- 4. Plumbing Engineering
- 5. HVAC Engineering
- 6. Civil Engineering (as a reimbursable expense)

We propose to provide the following services:

1. Existing Conditions Documents

- 1.1. Take selective measurements and review any available existing drawings.
- 1.2. Develop existing conditions drawings of the buildings for use in subsequent phases.
- 1.3. Obtain/develop existing conditions drawings of the proposed site. For clarity in the bid package, it appears a limited survey will be beneficial. In addition to locating utilities there is a slope to the proposed site. Therefore, some excavation and setting grades will be required and establishing the actual grades will be beneficial to the construction documents. The cost of a survey will be invoiced as a Reimbursable Expense.

2. Schematic Design

- 2.1. Based on further review of the criteria and goals with you, develop preliminary drawing of both demolition and the development at the new location.
- 2.2. Determine the conceptual approach to providing utilities, including new water service, sewerage, electrical and tel/com. The exterior work and tie-in to the existing utilities may require the services of a Civil Engineer. If so, we will obtain those services for an additional reimbursable fee – we will obtain your prior approval.



- 2.3. Identify the scope of new work at the new site including preliminary design of the new deck/canopy and any recommended/necessary walks, crosswalks, bollards and other site improvements.
- 2.4. Determine the distance and protection from the existing parking.
3. **Construction Documents:** Based on your approval of the Schematic Design, we will further develop the drawing as Construction Documents for Bidding, Permit and Construction.
 - 3.1. Develop the documents and provide stamped drawings for application to permit.
 - 3.2. Provide limited technical specifications on the quality and types of materials to guide the construction.
 - 3.3. Provide the front end for bidding, in conjunction with the Town's procurement office.
4. **Bidding:** Assist with the bid process including:
 - 4.1. Provide the bid package to the town.
 - 4.2. Attend and chair the pre-bid walkthrough.
 - 4.3. Answer bidders' questions during the bid process.
 - 4.4. Attend the bid opening.
 - 4.5. Compile bids and check references on one or more of the low bidders.
5. **Construction Observation:**
During the construction phase, we will provide the following services:
 - 5.1. Conduct the pre-construction meeting.
 - 5.2. Conduct periodic site visits and observation of the progress of construction. This is consistent with the requirements of Construction Control and to serve the project.
 - 5.3. Conduct progress meetings, typically coinciding with site visits.
 - 5.4. Prepare and distribute Observation Reports subsequent to each construction meeting.
 - 5.5. Review and take action on contractor's submittals and shop drawings.
 - 5.6. Review and advise on contractor's progress requisitions.
 - 5.7. Prepare and issue change requests as required during construction.
 - 5.8. At the completion of the construction work, prepare a punch list of remaining items.
 - 5.9. Assist you with obtaining close-out materials.
 - 5.10. Conduct a final walkthrough, prepare punch list in preparation to issue a stamped and signed final Construction Control Affidavit.
 - 5.11. Construction Administration services will be provided on an as-needed basis, billed hourly as per our attached billing rate sheet depending upon the task.
 - 5.12. This proposal assumes a construction June through August, 2025. Any additional time after the anticipated construction will be invoiced on an hourly basis per the attached Billing Rates.



Fee and Payment

We propose the above services for a lump sum fee allocated as follows:

<u>Task</u>	<u>Fee</u>	<u>Subtotal</u>
1 Existing Conditions	\$ 5,000	
Schematic Design	\$ 21,000	
Construction Documents	\$ 36,000	
Bidding	\$ 5,500	
Construction Observation	\$ 17,500	
Subtotal		\$ 85,000

Exclusions:

1. Survey: Should a site survey be required, we can arrange for this service and invoice it as a reimbursable expense; or assist you in contracting directly with a civil engineer.

Fees for services included in this Proposal are valid for a period of ninety (90) calendar days after the date of issuance. If Notice to Proceed is not received within this period, fees may be subject to adjustment. Invoices will be monthly, which may not coincide with project deliverables.

Invoices will be monthly, which may not coincide with project deliverables.

Services will be provided in accordance with our overall contract for services.

Returning one signed copy of this proposal and your deposit will serve as your Notice to Proceed.

Conclusion

We are pleased to offer our services for this interesting project. Please do not hesitate to contact us with any questions or if you would like to proceed.

Sincerely,

Accepted

Imelda R. Barnhurst

Imelda R. Barnhurst, AIA, LEED AP BD+C, MCPPO

Gienapp Architects, LLC

for DATE

Encl. Schedule of Terms and Conditions, 2025





Schedule of Terms and Conditions of Letter Agreement Between Owner and Architect

2024

1. ADDITIONAL SERVICES For services performed at the Owner's request, which are outside the scope of services described in the attached letter, the Architect shall be compensated in accordance with the rates set forth therein but such compensation shall not be included within any maximum or upset stated in the attached letter.
2. REIMBURSABLE EXPENSES In addition to the Architect's compensation, he shall be reimbursed at cost plus 15% for printing copies of documents except those exclusively for the use of the Architect and his consultants, out of state fees of other consultants engaged by the Architects at the Owner's request; overnight mailing/shipping, and for fees paid by the Architect to governmental authorities in connection with the project. Incidental postage, faxing and 'letter size' copies are overhead and not reimbursable.
3. PAYMENTS are due upon receipt of invoices, unless otherwise agreed. After 30 days unpaid invoices shall bear interest at two points above prime, and the Architect shall be entitled to reimbursement of all collection costs, including legal fees. The Architect shall also be entitled to suspend services if payment is overdue.
4. TERMINATION The letter agreement between the Owner and the Architect may be terminated by either party in case of substantial breach by the other, upon 7 days written notice.
5. DISPUTES All claims, disputes, and other matters in question arising out of or relating to this agreement or the breach thereof shall be finally decided by a civil action filed in any court in Essex County, Massachusetts.
6. OWNERSHIP AND USE OF DOCUMENTS All documents produced by the Architect are instruments of services, and the originals thereof and the copyright therein shall remain the property of the Architect. The Owner may use such documents for the construction of the project but only after payment to the Architect for having produced them, and subject to the following conditions: (a) the Owner shall not elaborate, change, or incorporate the documents into documents prepared by anyone other than the Architect, without the Architect's consent; (b) if the Owner proceeds to construct the project without engaging the Architect for customary construction phase services, such construction will be at the Owner's sole risk, and the Owner will release and hold harmless the Architect from all responsibility in connection therewith.
7. ESTIMATES The Architect has no control over construction cost or contractors' prices. Any cost estimates are made by him on the basis of his experience and judgment as a design professional, but he cannot and does not guarantee that contractors' proposals, bids, or costs will not vary from those estimates.
8. OWNER'S RESPONSIBILITIES The Owner shall furnish such legal, accounting, and insurance counseling services as may be required for the project and shall provide the Architect with all existing information relating to the project, which the Architect may request. The Architect shall be entitled to rely upon the completeness and accuracy of such services and information.
9. RISK ALLOCATION In recognition of the relative risks and benefits of the project to both the Client and the Architect, the Client agrees, to the fullest extent permitted by law, to limit the Architect's total liability to the Client, for any and all damages or claim expenses, (including attorneys' fees) arising out of this agreement, from any and all causes, to the total amount of \$100,000, the amount of the Architect's fee (whichever is greater) or other amount specified and agreed upon under Special Conditions.
10. ARCHITECT'S ROLE DURING CONSTRUCTION If requested by the Owner to perform construction phase services, the Architect shall endeavor to guard the Owner against defects and deficiencies in the work of the contractor, but it is generally understood that the contractor, not the Architect, is responsible for the acts or omissions of any contractor or subcontractor, or for the failure of any of them to carry out their contractual duties and responsibilities.



11. MISCELLANEOUS PROVISIONS This agreement represents the complete and integrated agreement between the parties, supersedes all prior agreements, may be amended only in writing, and is binding upon the parties, their successors, assigns, and legal representatives. This agreement shall be interpreted and governed in accordance with the laws of the Commonwealth of Massachusetts.





Town of Reading Meeting Minutes

2016-09-22 LAG

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2025-01-22

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Session: Open Session

Purpose: General Business

Version: Draft

Attendees: **Members - Present:**

Chair Carla Nazzaro, Vice Chair Pat Tompkins, Shawn Brandt (remote), John Coote, Chris Haley, Ed Ross, Greg Stepler (Remote), Nancy Twomey

Members - Not Present:

Kirk McCormick

Others Present:

Town Manager Matt Kraunelis, Assistant Town Manager Jayne Wellman, Facilities Director Joe Huggins (remote), Assistant Facilities Director Kevin Cabuzzi (remote), Colliers Project Manager Shirly Ng, Colliers Project Manager Mike Carroll, LBA Project Manager Jenni Katajamaki, LBA Architect Leigh Sherwood, Sharon Angstrom (remote), Lindsey Fulton (remote), Thomas Milaschewski

Minutes Respectfully Submitted By: Joshua Delaune

Topics of Discussion:

This meeting was held in-person in the Town Hall Select Board Meeting Room and remotely via Zoom.

Call to order:

Chair Carla Nazzaro called the meeting to order at 7:04 pm.

Roll call attendance: Pat Tompkins, Shawn Brandt (remote), John Coote, Chris Haley (remote), Ed Ross, Greg Stepler, Nancy Twomey, Carla Nazzaro.

Public Comment:

No reports.

Liaison Reports:

Chair Carla Nazzaro provided an update on moving the modular buildings off the Killam site. There have been talks with OPM Mike Carroll about the best time to take them off and it was determined it would be the beginning of the 2025-2026 school year. Reading Facilities Director and Assistant Director Joe Huggins and Kevin Cabuzzi have been working to figure out the process. Dr. Milaschewski has signed off on a change order to begin that process. There were some meetings to determine to a permanent place and use them. They will be moved to the high school right outside the Rise portion. There will be required site work for that.

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Board Committee Voted 7-0-0 to take out of order the designer update.

Roll call vote: Pat Tompkins – Yes, Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Ed Ross – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Carla Nazzaro – Yes.

Designer Update:

LBA Architects provided an update on the design and provide a run through on the steps of the MSBA Submission Process.

Design Update

LBA Architect Leigh Sherwood provided a general update on the refinement of the design. They have met with the site civil engineer and faculty to ensure that everything is in the right space. This week they have shown layouts of rooms to some of those faculty. He noted that the specs and designs were sent to two cost estimators one through LBA and CPL, after reconciliation they compiled a comprehensive list. Every spot designed is appropriate for the MSBA.

As of this meeting the KSBC had not received the full cost estimation reconciliation list, those documents will be sent out before the next meeting and then discussed.

MSBA Schematic Design Submission Process

LBA Architect Jenni Katajamaki provided an update on the submittal process and there was a discussion on how feedback will be received from the committee. The period for comments and feedback from KSBC is January 23 – January 30, on the February 3 KSBC meeting their will be a discussion on the schematic design with a potential vote to approve and send off to the MSBA. The MSBA review period will be February 10 – March 15, once the review period is over the district (Reading) will have 14 days to provide a response to the MSBA. The Town will know by April 30 if the MSBA Board approves the SD scope and budget.

The feedback from KSBC will be sent over to town staff (Joshua) by January 30, Joshua will compile all feedback for the OPM and design team.

OPM Update

Financial

Colliers Project Manager Shirley Ng reviewed the project's budget and cost summary, highlighting that the budget is in good shape. There was no update and no new committed cost.

Ms. Ng also presented the latest December invoice from Colliers in the amount of \$9,798.50, and two LBA invoices one for November services (\$97,862.34) and the other for December services (\$74,308.40) totaling \$172,170.74.

Cash Flow is good and still projecting in the positive.

On a motion by Ed Ross, seconded by Pat Tompkins, the Killam School Board Committee Voted 7-0-0 to approve the LBA invoice 21241 totaling \$97,862.34, LBA Invoice 21321 totaling \$74,308.40, and Collier Invoice 1013101 totaling \$9,798.50.

Roll call vote: Pat Tompkins – Yes, Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Ed Ross – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Carla Nazzaro – Yes.

Schedule

Ms. Ng. and Mr. Carroll noted that the project is progressing well into the Schematic Design (SD) review phase. Mr. Carroll did talk about a meeting they had with the Town Clerk to discuss all the details to get the vote into Town Meeting.

CPL has been in contact with MSBA to get standard vote language, the language will go to the Town Manager to review with town counsel then there is back and forth with MSBA counsel to ensure language is correct for the Town Meeting warrant.

Carla Nazzaro noted that both Killam and ReCAL will be on the same ballot. Mr. Carroll reviewed and discussed the timeline for town meeting and a special town meeting that would benefit the timeline for this project.

Recommended by Nancy Twomey, seconded by Pat Tompkins, an informal straw poll was taken to show the committees desire for the Town Manager to have a special town meeting within the upcoming town meeting leading to a May 13th town wide debt exclusion election.

Straw Poll Vote: Pat Tompkins – Yes, Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Ed Ross – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Carla Nazzaro – Yes.

Total Project Budget

Mr. Carroll provided an overview of the total budget, noting that there is no vote needed tonight, the next meeting will be a vote for the total project.

The two estimating teams worked together and created three categories of items, Cat 1 include items that do not affect program, operations or maintenance. Cat 2 include items that could potentially effect programs, operations or maintenance. Cat 3 will impact programs, operations and maintenance. The only recommendation from the OPM was the addition of Roof Top Solar for an additional \$773,600. The committee has previously expressed wanting an efficient building and building that is building for the future, the current building will be solar ready with infrastructure available. CPL recommended moving roof solar and including it within the base bid that would move the total construction cost to around 105 million. There will be a continuous evaluation throughout the period.

A short discussion was had on reimbursement from the MSBA. If roof top solar was to be included in the total budget that portion would not be reimbursable to do the total square footage of the building.

RMLD Commissioner provided some comments stating how solar is a need and high value item for them, there is an incentive to have roof top solar for the whole community.

A short discussion on the bid process and alternatives. The clearer and simpler the initial bid is the easier and fair it will be to all potential bidders.

John Coots brought up the testing of the wells, and when they will be occurring. LBA Architect Jenni Katajamaki brought up the fact that even though a proposal was received from the vendor they do not want to do a test well, they do not want to do a job piecemeal they would prefer if they did the whole job. She then noted there will need to be a solicitation of a new geothermal well digger.

The conversation ended by another informal straw poll.

Recommended by Nancy Twomey, seconded by Ed Ross, an informal straw poll was taken to show the committees desire to add roof top solar panels to the base bid with the inclusion of them in the VE list.

Straw Poll Vote: Pat Tompkins – Yes, Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Ed Ross – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Carla Nazzaro – Yes.

Mike Carroll then provided an overview of the MSBA 3011 form, which shows a complete overview of the total project cost. All costs and fees are included in this document. As of 01/22/25 the total project cost is \$129,127,279, and the total MSBA reimbursement is \$42,856,341 which includes the change order and contingency reimbursement. As of 01/22/25 the projected total town cost is \$87,138,855. The reimbursement rate is %51.45 of the eligible cost.

The KSBC will have a vote next meeting (02/3/25) on the total project cost.

Meeting Minutes:

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 7-0-0 to approve the meeting minutes of January 22 2025.

Roll call vote: Pat Tompkins – Yes, Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Ed Ross – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Carla Nazzaro – Yes.

Next KSBC Meeting – February 3 2025

Adjourn:

On a motion by Ed Ross, seconded by Pat Tompkins, the Killam School Building Committee voted 8-0-0 to adjourn at 8:03 pm.

Roll call vote: Pat Tompkins – Yes, Shawn Brandt – Yes, John Coote – Yes, Chris Haley – Yes, Ed Ross – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Carla Nazzaro – Yes.