



Town of Reading Meeting Posting with Agenda

2018-07-16 LAG

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2025-06-02

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:

<https://us06web.zoom.us/j/82933567169?pwd=CLJf5581xGUjPhDwbzB4vBVUvhB4p.1>

Meeting ID: 829 3356 7169

Passcode: 635790

1. Call to Order
2. Public Comment
3. KSBC Liaison Reports
4. CPL Team Update*
5. CPL Financial Review*
6. CPL Schedule Review*
7. Contract Amendments
 - a. CPL Amendment #3*
 - b. LBA Amendment #14*, #15*, & #16*
8. Review MSBA PFA Update*
9. LBA Design Renderings Update
10. Approval of Prior Meeting Minutes (3/10/25 Meeting)*
11. Future Agenda Items and Next Meeting dates
12. Adjourn*

*Noted Potential vote required

J. Warren Killam Elementary School Organizational Chart



Project Leaders



* Health and Wellness is being managed by the team, shown above.



May 29, 2025

Town of Reading

Killam Elementary School

Project Budget and Cost Summary



Project Leaders

A	C	D	E	F	G	H	I	J	K
		(Bud. Adj. Tab)	(C+D)	(Com. Cost tab)	(E-F)	(Forecast. tab, >G)	(F+G+H)	(Invoice Tab)	(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	\$850,000	\$614,000
Subtotal	\$800,000	\$50,000	\$850,000	\$850,000	\$0	\$614,000	\$1,464,000	\$850,000	\$614,000
40 Administrative Costs									
OPM Feasibility Study	\$280,000	\$55,500	\$335,500	\$335,500	\$0	\$0	\$335,500	\$333,610	\$1,891
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	-\$79,874	\$420,126	\$305,834	\$114,292	\$0	\$420,126	\$182,280	\$237,846
Other Project Costs (FS/SD)	\$620,000	-\$25,626	\$594,374	\$594,374	\$0	\$0	\$594,374	\$8,174	\$586,200
Subtotal	\$1,400,000	-\$50,000	\$1,350,000	\$1,235,708	\$114,292	\$0	\$1,350,000	\$524,063	\$825,937
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	\$2,085,708	\$114,292	\$614,000	\$2,814,000	\$1,374,063	\$1,439,937
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	\$2,085,708	\$114,292	\$0	\$2,200,000	\$1,374,063	\$825,937



May 29, 2025

Town of Reading
Killam Elementary School
Project Budget and Cost Summary



Project Leaders

A	B1	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	PFA Approved Budget	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		\$101,521,394	\$0	\$101,521,394	\$0	\$101,521,394	\$0	\$101,521,394	\$0	\$101,521,394
Change Orders			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$0	\$101,521,394	\$0	\$101,521,394	\$0	\$101,521,394	\$0	\$101,521,394	\$0	\$101,521,394
30 Architectural & Engineering										
Design Development		\$2,200,000	-\$303,708	\$1,896,292	\$1,887,500	\$8,792	\$0	\$1,896,292	\$0	\$1,896,292
Construction Documents		\$3,200,000	\$142,500	\$3,342,500	\$3,342,500	\$0	\$0	\$3,342,500	\$0	\$3,342,500
Bidding / Negotiations		\$350,000	\$0	\$350,000	\$286,500	\$63,500	\$0	\$350,000	\$0	\$350,000
Closeout		\$275,000	\$0	\$275,000	\$191,000	\$84,000	\$0	\$275,000	\$0	\$275,000
Construction Administration		\$3,200,000	\$142,500	\$3,342,500	\$3,342,500	\$0	\$0	\$3,342,500	\$0	\$3,342,500
Other Basic Services		\$225,000	\$0	\$225,000	\$0	\$225,000	\$0	\$225,000	\$0	\$225,000
Geotechnical & GeoEnv. Engineering		\$200,000	\$18,708	\$218,708	\$218,708	\$0	\$0	\$218,708	\$0	\$218,708
Site Survey		\$50,000	\$0	\$50,000	\$30,250	\$19,750	\$0	\$50,000	\$0	\$50,000
Survey of Existing Conditions / Wetlands		\$25,000	\$0	\$25,000	\$0	\$25,000	\$0	\$25,000	\$0	\$25,000
Hazardous Materials		\$200,000	\$0	\$200,000	\$172,700	\$27,300	\$0	\$200,000	\$0	\$200,000
Traffic Studies		\$50,000	\$0	\$50,000	\$0	\$50,000	\$0	\$50,000	\$0	\$50,000
Other Reimbursable Costs		\$50,000	\$0	\$50,000	\$22,000	\$28,000	\$0	\$50,000	\$0	\$50,000
Printing (Over the Minimum)		\$20,000	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000
A&E Feasibility Study	\$800,000	\$850,000	\$0	\$850,000	\$850,000	\$0	\$0	\$850,000	\$850,000	\$0
Subtotal	\$800,000	\$10,895,000	\$0	\$10,895,000	\$10,343,658	\$551,342	\$0	\$10,895,000	\$850,000	\$10,045,000
40 Administrative Costs										
OPM Feasibility Study	\$280,000	\$335,500	\$0	\$335,500	\$335,500	\$0	\$0	\$335,500	\$333,610	\$1,891
OPM Design Development		\$500,000	\$0	\$500,000	\$250,000	\$250,000	\$0	\$500,000	\$0	\$500,000
OPM Construction Contract Documents		\$500,000	\$0	\$500,000	\$500,000	\$0	\$0	\$500,000	\$0	\$500,000
OPM Bidding		\$150,000	\$0	\$150,000	\$150,000	\$0	\$0	\$150,000	\$0	\$150,000
OPM Construction Contract Admin		\$3,300,000	\$0	\$3,300,000	\$3,175,000	\$125,000	\$0	\$3,300,000	\$0	\$3,300,000
OPM Closeout		\$500,000	\$0	\$500,000	\$216,569	\$283,431	\$0	\$500,000	\$0	\$500,000
OPM: Cost Estimates		\$90,000	\$0	\$90,000	\$54,000	\$36,000	\$0	\$90,000	\$0	\$90,000
Advertising		\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000
Other Administrative Costs		\$200,000	\$0	\$200,000	\$0	\$200,000	\$0	\$200,000	\$0	\$200,000
Other Project Costs (Moving)		\$150,000	\$0	\$150,000	\$0	\$150,000	\$0	\$150,000	\$0	\$150,000
Utility Fees		\$200,000	\$0	\$200,000	\$0	\$200,000	\$0	\$200,000	\$0	\$200,000
Legal		\$100,000	\$0	\$100,000	\$0	\$100,000	\$0	\$100,000	\$0	\$100,000
Testing Services		\$400,000	\$0	\$400,000	\$0	\$400,000	\$0	\$400,000	\$0	\$400,000
Swing Space / Modular		\$750,000	\$0	\$750,000	\$0	\$750,000	\$0	\$750,000	\$0	\$750,000
Environmental & Site (FS/SD)	\$500,000	\$500,000	-\$188,280	\$311,720	\$311,720	\$0	\$0	\$311,720	\$200,320	\$111,400
Other Project Costs (FS/SD)	\$620,000	\$514,500	\$79,874	\$594,374	\$594,374	\$0	\$0	\$594,374	\$433,174	\$161,200
Subtotal	\$1,400,000	\$8,195,000	-\$108,406	\$8,086,594	\$5,587,163	\$2,499,431	\$0	\$8,086,594	\$967,103	\$7,119,491
50 Furniture, Fixtures and Equipment										
Furniture, Fixtures and Equipment		\$1,587,500	\$0	\$1,587,500	\$0	\$1,587,500	\$0	\$1,587,500	\$0	\$1,587,500
Equipment		\$1,587,500	\$0	\$1,587,500	\$0	\$1,587,500	\$0	\$1,587,500	\$0	\$1,587,500
Technology			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$0	\$3,175,000	\$0	\$3,175,000	\$0	\$3,175,000	\$0	\$3,175,000	\$0	\$3,175,000
Project Sub-Total	\$2,200,000	\$123,786,394	-\$108,406	\$123,677,988	\$15,930,821	\$107,747,167	\$0	\$123,677,988	\$1,817,103	\$121,860,885
70 Project Contingency										
Construction Contingency (Hard Cost)	\$0	\$5,076,069	\$0	\$5,076,069	\$5,076,069		\$0	\$5,076,069		\$5,076,069
Owner's Contingency (Soft Cost)	\$0	\$1,149,320	\$108,406	\$1,257,726	\$1,257,726		\$0	\$1,257,726		\$1,257,726
Subtotal	\$0	\$6,225,389	\$108,406	\$6,333,795	\$6,333,795		\$0	\$6,333,795		\$6,333,795
Project Total	\$2,200,000	\$130,011,783	\$0	\$130,011,783	\$15,930,821	\$114,080,962	\$0	\$130,011,783	\$1,817,103	\$128,194,680

Town of Reading
Killam Elementary School
05/29/25



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)	02/04/25	40-810	Moved \$40,000 to Cover OPM FS/SD Cost
From Other Project Cost to OPM FS		\$40,000.00	02/04/25	40-010	Moved \$40,000 to Cover OPM FS/SD Cost
Move to Other Project Costs from Env & site		\$79,873.61	03/10/25	40-810	Moved to cover Designer Amd 13
From Env. & Site to Other Project Cost		(\$79,873.61)	03/10/25	40-800	Moved to cover Designer Amd 13
END OF FS-SD					
Move to Owner's SC Cont from A&E FS		\$50,000.00		70-500	Moved to correct for New PFA
From A&E FS to Owner's SC Cont		(\$50,000.00)		30-290	Moved to correct for New PFA
Move to Owner's SC Cont from OPM FS		\$55,500.00		70-500	Moved to correct for New PFA
From OPM FS to Owner's SC Cont		(\$55,500.00)		40-010	Moved to correct for New PFA
Move to Other Project Costs from Eviron & Site		\$105,500.00		40-810	Moved to correct for New PFA
Move to Owner's SC Cont from Eviron & Site		\$8,792.00		70-500	Moved to correct for New PFA
From Eviron & Site to Owner's SC Cont / Other PC		(\$114,292.00)		40-800	Moved to correct for New PFA
Move to Environ & Site from Owner's SC Const		\$5,886.00		40-800	Moved to cover Designer Amd 14
From Owner's SC Const to Eviron & Site		(\$5,886.00)		70-500	Moved to cover Designer Amd 14
Move to A&E Const Doc from A&E Design Development		\$142,500.00		30-130	Internal Budget Adjustments - LBA Amd 15
From A&E Design Development to A&E Const Doc		(\$142,500.00)		30-120	Internal Budget Adjustments - LBA Amd 15
Move to A&E Const Admin from A&E Design Development		\$142,500.00		30-160	Internal Budget Adjustments - LBA Amd 15
From A&E Design Development to A&E Const Admin		(\$142,500.00)		30-120	Internal Budget Adjustments - LBA Amd 15
Move to Geotech from A&E Design Development		\$18,708.00		30-210	Internal Budget Adjustments - LBA Amd 16
From A&E Design Development to Geotech		(\$18,708.00)		30-120	Internal Budget Adjustments - LBA Amd 16
Total Approved Adjustments to Date		\$0.00		\$	-

Town of Reading
Killam Elementary School
05/29/25



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 (Samioties)
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	02/04/25	CPL Amd 02	40-010	0001-0000	CPL Amd 02 - Extended SD Services
Gienapp Architects	\$85,000.00	1/15/2025	02/04/25	GA Contract	40-810	0004-0000	Design Services for Modular relocation
Lavallee Brensinger Architects	\$500,000.00	3/10/2025	04/22/25	LBA Amd 13	40-810	0004-0000	LBA Amd 13 - Continue design Services
Lavallee Brensinger Architects	\$5,886.00	5/14/2025		LBA Amd 14	40-800	0003-0000	LBA Amd 14 - New Contract for geothermal test well services
Lavallee Brensinger Architects	\$1,887,500.00	5/27/2025		LBA Amd 15	30-120	0201-0400	DD Phase
Lavallee Brensinger Architects	\$3,342,500.00	5/27/2025		LBA Amd 15	30-130	0201-0500	CD Phase
Lavallee Brensinger Architects	\$286,500.00	5/27/2025		LBA Amd 15	30-140	0201-0600	Bid Phase
Lavallee Brensinger Architects	\$3,342,500.00	5/27/2025		LBA Amd 15	30-160	0201-0700	CA Phase
Lavallee Brensinger Architects	\$191,000.00	5/27/2025		LBA Amd 15	30-150	0201-0800	Closeout Phase
Lavallee Brensinger Architects	\$172,700.00	5/28/2025		LBA Amd 16	30-240	0204-0200	Haz Mat
Lavallee Brensinger Architects	\$148,038.00	5/28/2025		LBA Amd 16	30-210	0204-0300	GeoTech
Lavallee Brensinger Architects	\$70,670.00	5/28/2025		LBA Amd 16	30-210	0204-0300	GeoEnvironmental
Lavallee Brensinger Architects	\$3,300.00	5/28/2025		LBA Amd 16	30-230	0204-0400	Soil Testing
Lavallee Brensinger Architects	\$3,850.00	5/28/2025		LBA Amd 16	30-230	0204-0400	Building Control Plan
Lavallee Brensinger Architects	\$11,000.00	5/28/2025		LBA Amd 16	30-230	0204-0400	Survey
Lavallee Brensinger Architects	\$4,400.00	5/28/2025		LBA Amd 16	30-230	0204-0400	Certified Plot Plan
Lavallee Brensinger Architects	\$7,700.00	5/28/2025		LBA Amd 16	30-230	0204-0400	Site Acoustic Survey
Lavallee Brensinger Architects	\$22,000.00	5/28/2025		LBA Amd 16	30-270	0203-9900	Other Misc Reimb
Colliers Project Leaders	\$250,000.00	5/29/2025		CPL Amd 03	40-020	0102-0400	DD Phase
Colliers Project Leaders	\$500,000.00	5/29/2025		CPL Amd 03	40-030	0102-0500	CD Phase
Colliers Project Leaders	\$150,000.00	5/29/2025		CPL Amd 03	40-040	0102-0600	Bid Phase
Colliers Project Leaders	\$3,175,000.00	5/29/2025		CPL Amd 03	40-050	0102-0700	CA Phase
Colliers Project Leaders	\$216,569.00	5/29/2025		CPL Amd 03	40-060	0102-0800	Closeout Phase
Colliers Project Leaders	\$54,000.00	5/29/2025		CPL Amd 03	40-100	0102-1100	AMF Estimating Services DD to CD
TOTAL	\$15,930,820.61						\$15,930,820.61



Expenditures - Invoices/Requisitions

Invoice Amount	Vendor	Invoice Number	Invoice Date	Approval Date	CODE	Propay Code	Propay Subm. #	Description
\$52,000.00	Lavallee Brensing Architects	20640	08/19/24	09/30/24	30-290	0002-0000	05	LBA Services July 2024 - FS
\$2,750.00	Lavallee Brensing 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 Brensing Architects	20830	09/17/24	09/30/24	30-290	0002-0000	05	LBA Services August 2024 - FS
\$67,500.00	Lavallee Brensing Architects	20830	09/17/24	09/30/24	30-290	0002-0000	05	LBA Services August 2024 - SD
\$5,846.60	Lavallee Brensing 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 Brensing 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 Brensing Architects	20910	10/11/24	10/21/24	30-290	0002-0000	05	LBA Services September 2024 - SD
\$2,187.80	Lavallee Brensing 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 Brensing 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 Brensing Architects	21043	11/11/24	12/16/24	30-290	0002-0000	06	LBA Services October 2024 - SD
\$442.20	Lavallee Brensing 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 Brensing 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 Brensing Architects	21241	12/18/24	01/22/25	30-290	0002-0000		LBA Services November 2024 - SD
\$5,108.40	Lavallee Brensing Architects	21241	12/18/24	01/22/25	40-800	0003-0000		LBA Services November 2024 - A&E Environmental & site - Traffic
\$2,753.94	Lavallee Brensing Architects	21241	12/18/24	01/22/25	40-810	0004-0000		LBD Services November 2024 - Additional services for printing delivery
\$9,798.50	Colliers Project Leaders	1013101	01/06/25	01/22/25	40-010	0001-0000		CPL Services December 2024 - FS/ SD
\$45,000.00	Lavallee Brensing Architects	21321	01/16/25	01/22/25	30-290	0002-0000		LBA Services December 2024 - SD
\$5,108.40	Lavallee Brensing Architects	21321	01/16/25	01/22/25	40-800	0003-0000		LBA Services December 2024 - A&E Environmental & site - Traffic
\$24,200.00	Lavallee Brensing Architects	21321	01/16/25	01/22/25	40-800	0003-0000		LBA Services December 2024 - A&E Environmental & site - Geotech
\$45,000.00	Lavallee Brensing Architects	21534	02/17/25		30-290	0002-0000		LBA Services January 2025 - SD
\$7,444.80	Lavallee Brensing Architects	21534	02/17/25		40-800	0003-0000		LBA Services January 2025 - A&E Environmental & site - Traffic
\$56,699.75	Colliers Project Leaders	1031858	03/06/25		40-010	0001-0000		CPL Services January & February 2025 SD
\$22,500.00	Lavallee Brensing Architects	21562	03/10/25		30-290	0002-0000		LBA Services February 2025 - SD
\$4,375.80	Lavallee Brensing Architects	21562	03/10/25		40-800	0003-0000		LBA Services February 2025 - A&E Environmental & site - Traffic
\$16,500.00	Lavallee Brensing Architects	21784	05/26/25		40-800	0003-0000		LBA Services March 2025 - A&E - SD Energy Modeling
\$250,000.00	Lavallee Brensing Architects	21784	05/26/25		40-810	0004-0000		LBD Services March 2025 - Continuation of Services
\$1,540.00	Lavallee Brensing Architects	21784	05/26/25		40-800	0003-0000		LBA Services March 2025 - A&E - HVAC System Comparison Cost Estima
\$175,000.00	Lavallee Brensing Architects	21866	05/28/25		40-810	0004-0000		LBD Services April 2025 - Continuation of Services
\$1,817,103.01 Total Spent to Date								\$1,817,103.01

Killam Elementary School

Estimated Project Cash Flow Sheet

	Month		OPM	Designer & Consultants	FF&E & Misc	Construction	Contingency	Estimated Outlay	Actual outlay	Est Cum	Act Cum
Feasibility Study Period	1	Aug-23	\$8,203					\$8,203	\$620	\$8,203	\$620
	2	Sep-23	\$15,096					\$15,096	\$11,903	\$23,299	\$12,523
	3	Oct-23	\$15,096					\$15,096	\$8,303	\$38,395	\$20,825
	4	Nov-23	\$15,096					\$15,096	\$7,433	\$53,491	\$28,258
	5	Dec-23	\$14,025					\$14,025	\$0	\$67,516	\$28,258
	6	Jan-24	\$14,584	\$20,000				\$34,584	\$32,431	\$102,100	\$60,689
	7	Feb-24	\$14,584	\$50,000				\$64,584	\$60,074	\$166,684	\$120,763
	8	Mar-24	\$14,584	\$75,000				\$89,584	\$0	\$256,268	\$120,763
	9	Apr-24	\$14,584	\$75,000				\$89,584	\$91,282	\$345,852	\$212,045
	10	May-24	\$14,584	\$75,000	\$2,500			\$92,084	\$141,991	\$437,936	\$354,036
	11	Jun-24	\$14,584	\$75,000	\$2,500			\$92,084	\$74,197	\$530,020	\$428,233
	12	Jul-24	\$14,584	\$75,000				\$89,584	\$0	\$619,604	\$428,233
	13	Aug-24	\$14,584	\$75,000				\$89,584	\$156,873	\$709,188	\$585,106
Schematic Design	14	Sep-24	\$14,584	\$75,000				\$89,584	\$219,660	\$798,772	\$804,766
	15	Oct-24	\$14,584	\$75,000				\$89,584	\$88,483	\$888,356	\$893,249
	16	Nov-24	\$14,584	\$75,000				\$89,584	\$23,026	\$977,940	\$916,275
	17	Dec-24	\$14,584	\$75,000				\$89,584	\$139,799	\$1,067,524	\$1,056,073
	18	Jan-25	\$15,174	\$75,000				\$90,174	\$181,969	\$1,157,698	\$1,238,043
	19	Feb-25	\$17,245	\$75,000				\$92,245	\$0	\$1,249,943	\$1,238,043
	20	Mar-25	\$25,000	\$75,000				\$100,000	\$0	\$1,349,943	\$1,238,043
Funding	21	Apr-25	\$25,000	\$300,000	\$25,000			\$350,000	\$0	\$1,699,943	
	22	May-25	\$50,557	\$300,000	\$25,000			\$375,557	\$0	\$2,075,500	
Design Developm	23	Jun-25	\$66,000	\$750,000	\$35,000			\$851,000	\$0	\$2,926,500	
	24	Jul-25	\$66,000	\$750,000	\$450,000		\$25,000	\$1,291,000	\$0	\$4,217,500	
	25	Aug-25	\$102,000	\$750,000	\$350,000		\$25,000	\$1,227,000	\$0	\$5,444,500	
Construction Documents	26	Sep-25	\$65,000	\$475,000	\$10,000		\$25,000	\$575,000	\$0	\$6,019,500	
	27	Oct-25	\$95,000	\$475,000	\$10,000		\$25,000	\$605,000	\$0	\$6,624,500	
	28	Nov-25	\$65,000	\$475,000	\$10,000		\$25,000	\$575,000	\$0	\$7,199,500	
	29	Dec-25	\$122,000	\$475,000	\$10,000		\$25,000	\$632,000	\$0	\$7,831,500	
	30	Jan-26	\$86,000	\$475,000	\$10,000		\$25,000	\$596,000	\$0	\$8,427,500	
	31	Feb-26	\$104,000	\$475,000	\$10,000		\$25,000	\$614,000	\$0	\$9,041,500	
	32	Mar-26	\$128,000	\$475,000	\$10,000		\$25,000	\$638,000	\$0	\$9,679,500	
	33	Apr-26	\$128,000	\$185,000	\$10,000		\$50,000	\$373,000	\$0	\$10,052,500	
Bid	34	May-26	\$128,000	\$185,000	\$10,000		\$50,000	\$373,000	\$0	\$10,425,500	
	35	Jun-26	\$128,000	\$150,000	\$10,000	\$750,000	\$50,000	\$1,088,000	\$0	\$11,513,500	
Phase	36	Jul-26	\$128,000	\$150,000	\$10,000	\$1,500,000	\$50,000	\$1,838,000	\$0	\$13,351,500	
	37	Aug-26	\$128,000	\$150,000	\$10,000	\$2,250,000	\$75,000	\$2,613,000	\$0	\$15,964,500	
	38	Sep-26	\$121,000	\$150,000	\$10,000	\$4,500,000	\$150,000	\$4,931,000	\$0	\$20,895,500	
	39	Oct-26	\$121,000	\$150,000	\$10,000	\$5,500,000	\$200,000	\$5,981,000	\$0	\$26,876,500	
	40	Nov-26	\$121,000	\$150,000	\$10,000	\$6,500,000	\$200,000	\$6,981,000	\$0	\$33,857,500	
	41	Dec-26	\$121,000	\$150,000	\$10,000	\$6,500,000	\$300,000	\$7,081,000	\$0	\$40,938,500	
	42	Jan-27	\$126,000	\$150,000	\$10,000	\$6,500,000	\$300,000	\$7,086,000	\$0	\$48,024,500	
	43	Feb-27	\$126,000	\$150,000	\$10,000	\$6,500,000	\$300,000	\$7,086,000	\$0	\$55,110,500	
	44	Mar-27	\$126,000	\$150,000	\$10,000	\$6,500,000	\$300,000	\$7,086,000	\$0	\$62,196,500	
	45	Apr-27	\$126,000	\$150,000	\$10,000	\$6,500,000	\$200,000	\$6,986,000	\$0	\$69,182,500	
	46	May-27	\$126,000	\$150,000	\$10,000	\$6,500,000	\$200,000	\$6,986,000	\$0	\$76,168,500	
	47	Jun-27	\$126,000	\$150,000	\$10,000	\$5,500,000	\$200,000	\$5,986,000	\$0	\$82,154,500	
	48	Jul-27	\$126,000	\$150,000	\$10,000	\$4,500,000	\$300,000	\$5,086,000	\$0	\$87,240,500	

	Month		OPM	Designer & Consultants	FF&E & Misc	Construction	Contingency	Estimated Outlay	Actual outlay	Est Cum	Act Cum
Construction	49	Aug-27	\$126,000	\$150,000	\$50,000	\$4,500,000	\$300,000	\$5,126,000	\$0	\$92,366,500	
	50	Sep-27	\$126,000	\$150,000	\$50,000	\$4,000,000	\$300,000	\$4,626,000	\$0	\$96,992,500	
	51	Oct-27	\$133,000	\$150,000	\$100,000	\$4,000,000	\$300,000	\$4,683,000	\$0	\$101,675,500	
	52	Nov-27	\$154,000	\$150,000	\$1,750,000	\$4,000,000	\$300,000	\$6,354,000	\$0	\$108,029,500	
	53	Dec-27	\$154,000	\$100,000	\$1,100,000	\$3,500,000	\$250,000	\$5,104,000	\$0	\$113,133,500	
	54	Jan-28	\$127,000	\$100,000	\$250,000	\$250,000	\$175,000	\$902,000	\$0	\$114,035,500	
	55	Feb-28	\$127,000	\$100,000	\$250,000	\$250,000	\$175,000	\$902,000	\$0	\$114,937,500	
	56	Mar-28	\$108,000	\$100,000	\$25,000	\$2,500,000	\$175,000	\$2,908,000	\$0	\$117,845,500	
	57	Apr-28	\$100,000	\$100,000	\$25,000	\$1,500,000	\$150,000	\$1,875,000	\$0	\$119,720,500	
	58	May-28	\$100,000	\$100,000	\$25,000	\$1,000,000	\$100,000	\$1,325,000	\$0	\$121,045,500	
	59	Jun-28	\$100,000	\$100,000	\$25,000	\$1,500,000	\$100,000	\$1,825,000	\$0	\$122,870,500	
	60	Jul-28	\$100,000	\$100,000	\$25,000	\$1,500,000	\$100,000	\$1,825,000	\$0	\$124,695,500	
	61	Aug-28	\$100,000	\$100,000	\$25,000	\$1,250,000	\$100,000	\$1,575,000	\$0	\$126,270,500	
	62	Sep-28	\$82,000	\$100,000	\$25,000	\$1,000,000	\$100,000	\$1,307,000	\$0	\$127,577,500	
	63	Oct-28	\$82,000	\$100,000	\$25,000	\$700,000	\$100,000	\$1,007,000	\$0	\$128,584,500	
	64	Nov-28	\$82,000	\$100,000	\$25,000	\$71,394	\$100,000	\$378,394	\$0	\$128,962,894	
Commissioning & Close out	65	Dec-28	\$82,000	\$50,000	\$25,000		\$100,000	\$257,000	\$0	\$129,219,894	
	66	Jan-29	\$58,000	\$50,000	\$25,000		\$100,000	\$233,000	\$0	\$129,452,894	
	67	Feb-29	\$51,000	\$40,000	\$15,000		\$50,000	\$156,000	\$0	\$129,608,894	
	68	Mar-29	\$51,000	\$40,000	\$10,000		\$25,000	\$126,000	\$0	\$129,734,894	
	69	Apr-29	\$19,000	\$40,000	\$5,000		\$25,000	\$89,000	\$0	\$129,823,894	
	70	May-29	\$15,000	\$40,000	\$2,500		\$25,000	\$82,500	\$0	\$129,906,394	
	71	Jun-29	\$15,000	\$40,000	\$2,500		\$25,000	\$82,500	\$0	\$129,988,894	
	72	Jul-29	\$3,000	\$5,208			\$14,681	\$22,889	\$0	\$130,011,783	
	\$130,011,783	\$5,375,500	\$11,795,208	\$4,980,000	\$101,521,394	\$6,339,681	\$130,011,783	\$1,238,043			

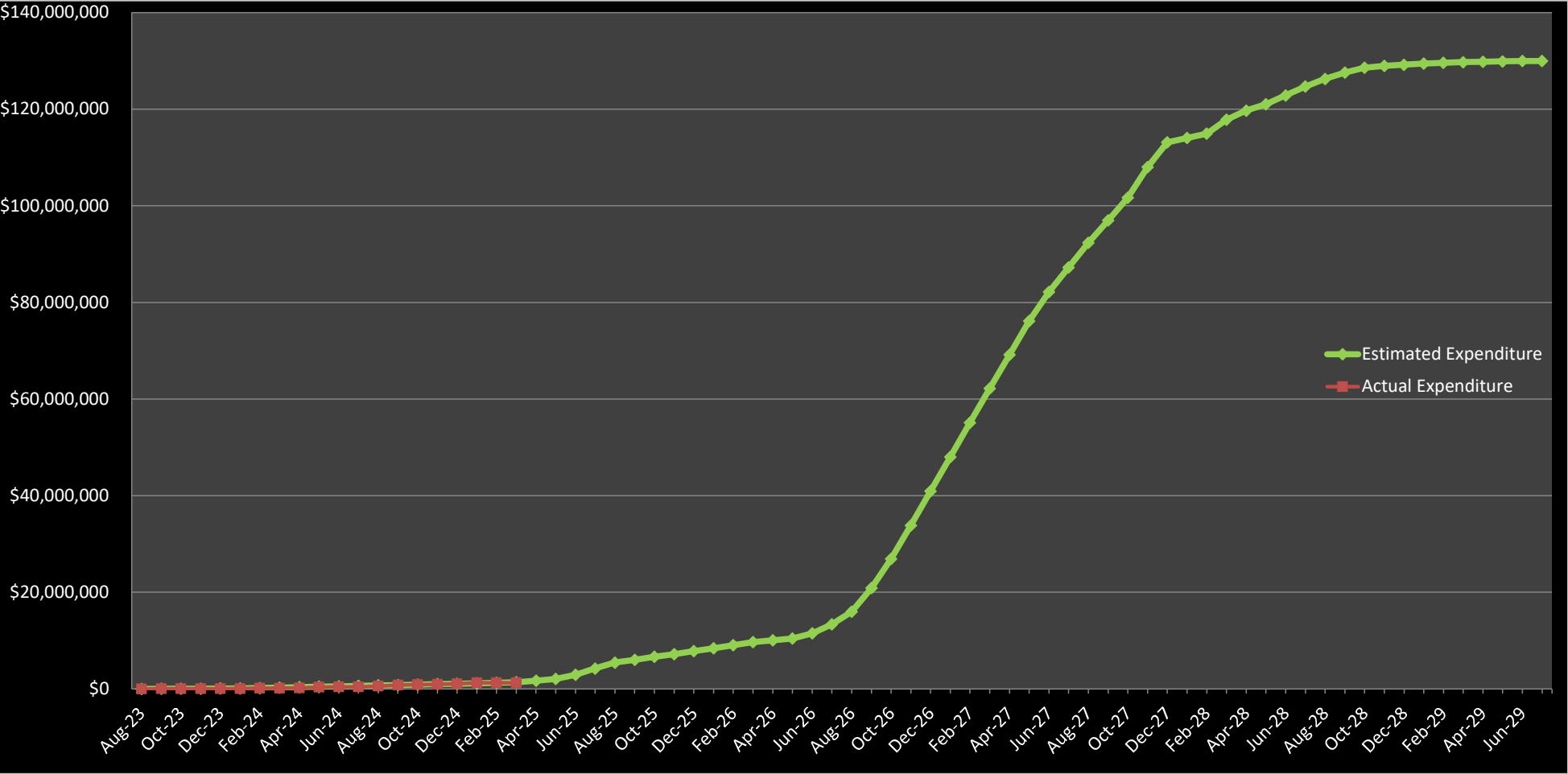


Town of Reading
Killam Elementary School
Estimated Project Cash Flow Graph



Project Leaders

May 29, 2025



March 25, 2025

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

**Subject: J Warren Killam Elementary School Designer Services
Invoice # 21534**

Dear Mr. Kraunelis:

Colliers Project Leaders has reviewed the attached invoice and finds that the invoice is in compliance with the contract and the amount is appropriate for the scope of services delivered during this time period.

The referenced invoice is # 21534 for Lavallee Brensinger Architects, for the Month of January 2025. The total recommended Payment is \$52,444.80.

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Invoice Number	Task	Request This Period	ProPay Code
21534	A&E - Schematic Design	\$45,000.00	0002-0000
21534	A&E - Other - Traffic	\$7,444.80	0003-0000

Please feel free to contact me at (781) 844-0098 if you have any questions concerning this invoice.

Sincerely,



A. Michael Carroll III
Project Director

Attachment:
2025 01 LBA Inv#21534

LAVALLEE BRENSINGER ARCHITECTS

155 Dow Street, Suite 400
Manchester, NH 03101
603-622-5450

Matthew Kraunelis
Town of Reading MA
16 Lowell Street
Reading, MA 01867

February 17, 2025
Project No: 23-106-00
Invoice No: 21534
Customer PO # 23004647-001

Invoice Total: \$52,444.80

Project 23-106-00 Reading Killam Elementary School

Professional Services from January 1, 2025 to January 31, 2025

Task	025	Feasibility Study		
Fee				
Total Fee		400,000.00		
Percent Complete		100.00	Total Earned	400,000.00
			Previous Fee Billing	400,000.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00
Task	026	Reimbursable Expenses		
			Total this Task	0.00
Task	100	Basic Services		
Phase	002	Schematic Design		
Fee				
Total Fee		450,000.00		
Percent Complete		95.00	Total Earned	427,500.00
			Previous Fee Billing	382,500.00
			Current Fee Billing	45,000.00
			Total Fee	45,000.00
			Total this Phase	\$45,000.00
			Total this Task	\$45,000.00
Task	101	Reimbursable Expenses - Basic		
			Total this Task	0.00
Task	200	Add Services		
Phase	001	Amendment #1 - Survey		
Fee				
Total Fee		26,400.00		
Percent Complete		100.00	Total Earned	26,400.00
			Previous Fee Billing	26,400.00

Project	23-106-00	Reading Killam Elementary School	Invoice	21534
Current Fee Billing			0.00	
Total Fee				0.00
Total this Phase				0.00

Phase	002	Amendment #2 - Traffic		
Fee				
Total Fee		120,450.00		
Percent Complete		72.6311	Total Earned	87,484.10
			Previous Fee Billing	80,039.30
			Current Fee Billing	7,444.80
Total Fee				7,444.80
Total this Phase				\$7,444.80

Phase	003	Amendment #3 - HazMat		
Fee				
Total Fee		4,950.00		
Percent Complete		100.00	Total Earned	4,950.00
			Previous Fee Billing	4,950.00
			Current Fee Billing	0.00
Total Fee				0.00
Total this Phase				0.00

Phase	004	Amendment #4 - Environmental		
Fee				
Total Fee		14,520.00		
Percent Complete		100.00	Total Earned	14,520.00
			Previous Fee Billing	14,520.00
			Current Fee Billing	0.00
Total Fee				0.00
Total this Phase				0.00

Phase	005	Amendment #5 - GeoTech		
Fee				
Total Fee		41,800.00		
Percent Complete		100.00	Total Earned	41,800.00
			Previous Fee Billing	41,800.00
			Current Fee Billing	0.00
Total Fee				0.00
Total this Phase				0.00

Phase	006	Amendment #6 - Soil Testing		
Fee				
Total Fee		2,750.00		
Percent Complete		100.00	Total Earned	2,750.00
			Previous Fee Billing	2,750.00
			Current Fee Billing	0.00
Total Fee				0.00

Project	23-106-00	Reading Killam Elementary School	Invoice	21534
Total this Phase				0.00
Phase	007	Amendment #7 - HVAC Cost Estimate		
Fee				
Total Fee		2,750.00		
Percent Complete		100.00	Total Earned	2,750.00
			Previous Fee Billing	2,750.00
			Current Fee Billing	0.00
			Total Fee	0.00
Total this Phase				0.00
Phase	008	Amendment #8 - SD Energy Modeling		
Fee				
Total Fee		16,500.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			Total Fee	0.00
Total this Phase				0.00
Phase	009	Amendment #9 - Presentation Boards		
Fee				
Total Fee		2,753.94		
Percent Complete		100.00	Total Earned	2,753.94
			Previous Fee Billing	2,753.94
			Current Fee Billing	0.00
			Total Fee	0.00
Total this Phase				0.00
Total this Task				\$7,444.80
Total this Invoice				\$52,444.80

Project Outstanding Invoices

Invoice Number	Invoice Date	Balance Due
21321	1/13/2025	74,308.40
Total		74,308.40

	Current	Prior	Total
Billings to Date	52,444.80	958,463.24	1,010,908.04

Your mission inspires us. Our creativity and knowledge empower you. Together we achieve excellence.

Thank you for your business. Our standard payment terms are thirty (30) days from invoice date. Any amounts remaining unpaid beyond thirty (30) days are subject to interest at a rate of 1.0% per month, 12% per annum or at the legal prevailing rate.



Rec'd 1/20/25

December 13, 2024

Invoice No: 0400806

Lavallee Brensinger Architects
99 Bedford Street
Boston, MA 02111

Project NEX-2300326.00 Reading, MA - J. Warren Killiam Elementary School MSBA Project (sub LBPA)

LBA Project No: 23-106-00

Services Rendered Include: Preparation for and attendance at Community Meeting on 11/4/24; Project team meeting on 11/6/24 to review potential new layout; Meeting with Town staff on 11/13/24 to review proposed layout and improvements; Performed analysis of proposed alternative; Prepared Traffic Study for Schematic Design Report.

Professional Services from October 19, 2024 to November 29, 2024

Task 00001 Feasibility Study
Fee

Billing Phase	Fee	Percent Complete	Fee Earned	Prior Earned	Current Earned
Feasibility Study	29,800.00	100.00	29,800.00	29,800.00	0.00
Total Fee	29,800.00		29,800.00	29,800.00	0.00
Total Fee				0.00	
Total this Task				0.00	

Task 00002 Schematic Design
Fee

Billing Phase	Fee	Percent Complete	Fee Earned	Prior Earned	Current Earned
Schematic Design	66,300.00	55.00	36,465.00	25,857.00	10,608.00
Total Fee	66,300.00		36,465.00	25,857.00	10,608.00
Total Fee				10,608.00	
Total this Task				\$10,608.00	

Task 00003 Meetings
Fee

Billing Phase	Fee	Percent Complete	Fee Earned	Prior Earned	Current Earned
Meetings	13,400.00	99.00	13,266.00	12,462.00	804.00
Total Fee	13,400.00		13,266.00	12,462.00	804.00
Total Fee				804.00	
Total this Task				\$804.00	
Total this Invoice				\$11,412.00	

Billings to Date

	Current	Prior	Total
Fee	11,412.00	68,119.00	79,531.00
Totals	11,412.00	68,119.00	79,531.00

J.W. Killam Elementary School
Additional Service Invoice Tracker
Issued: 3/5/2025

Project #: 23-106-00

Issued by: Jenni Katajamaki, Project Manager, Lavallee Brensinger Architects

Jenni Katajamaki P11 ***
This month's billing corrects for the error made on the previous invoice. By billing \$108.40 less than earned this month.
February 25, 2025, 2:12 PM
@mention or reply

Jenni Katajamaki Q11 ***
We erroneously billed on the same GPI invoice that was already billed in the previous month.
February 25, 2025, 2:51 PM
@mention or reply

Jenni Katajamaki Q11 ***
Current billing is 30 cents ahead of current earning. This will be corrected with the next invoice.
February 25, 2025, 2:51 PM
@mention or reply

Task	Add Service	Total Fee		19820 Feb	19969 March	20157 April	20369 May	20516 June	20640 July	20830 August	20910 September	21043 October	21241 November	21321 December	21534 January	Total to Date
002	Amendment #2 - Traffic GPI	\$ 120,450.00	Consultant Invoice	\$ 17,820.00	\$ 19,216.00	\$ -	\$ 12,766.00	\$ 5,967.00	\$ -	\$ 5,315.00	\$ 1,989.00	\$ 402.00	\$ 4,844.00	\$ -	\$ 11,412.00	\$ 79,531.00
			LBA 10% markup	\$ 1,782.00	\$ 1,921.60	\$ -	\$ 1,276.60	\$ 596.70	\$ -	\$ 531.50	\$ 198.90	\$ 40.20	\$ 464.40	\$ -	\$ 1,141.20	\$ 7,953.10
			Amount Earned	\$ 19,602.00	\$ 21,137.60	\$ -	\$ 14,042.60	\$ 6,563.70	\$ -	\$ 5,846.50	\$ 2,187.90	\$ 442.20	\$ 5,108.40	\$ -	\$ 12,553.20	\$ 87,484.10
			Amount Billed	\$ 12,045.00	\$ 57,816.00	\$ -	\$ 2,409.00	\$ (10,924.10)	\$ -	\$ 5,846.60	\$ 2,187.80	\$ 442.50	\$ 5,108.40	\$ 5,108.40	\$ 7,444.80	\$ 87,484.40
003	Amendment #3 - HazMat UEC	\$ 4,950.00	Consultant Invoice	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00
			LBA 10% markup	\$ 450.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450.00
			Amount Earned	\$ 4,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,950.00
			Amount Billed	\$ 4,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,950.00
004	Amendment #4 - Environmental FS	\$ 14,520.00	Consultant Invoice	\$ -	\$ 2,800.00	\$ -	\$ 10,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,200.00
			LBA 10% markup	\$ -	\$ 280.00	\$ -	\$ 1,040.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,320.00
			Amount Earned	\$ -	\$ 3,080.00	\$ -	\$ 11,440.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,520.00
			Amount Billed	\$ -	\$ 2,904.00	\$ -	\$ 11,616.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,520.00
005	Amendment #5 - GeoTech LGCI	\$ 41,800.00	Consultant Invoice	\$ -	\$ -	\$ -	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000.00	\$ -	\$ -	\$ 38,000.00
			LBA 10% markup	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200.00	\$ -	\$ -	\$ 3,800.00
			Amount Earned	\$ -	\$ -	\$ -	\$ 17,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,200.00	\$ -	\$ -	\$ 41,800.00
			Amount Billed	\$ -	\$ -	\$ -	\$ 18,810.00	\$ (1,210.00)	\$ -	\$ -	\$ -	\$ -	\$ 24,200.00	\$ -	\$ -	\$ 41,800.00
006	Amendment #6 - Soil Testing Samiotes	\$ 2,750.00	Consultant Invoice	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375.00	\$ 1,750.00	\$ 375.00	\$ -	\$ -	\$ -	\$ 2,500.00
			LBA 10% markup	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37.50	\$ 175.00	\$ 37.50	\$ -	\$ -	\$ -	\$ 250.00
			Amount Earned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 412.50	\$ 1,925.00	\$ 412.50	\$ -	\$ -	\$ -	\$ 2,750.00
			Amount Billed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 412.50	\$ 1,925.00	\$ 412.50	\$ -	\$ -	\$ -	\$ 2,750.00
007	Amendment #7 - HVAC Cost Estimate PM&C	\$ 2,750.00	Consultant Invoice	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			LBA 10% markup	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			Amount Earned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			Amount Billed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
008	Amendment #8 - SD Energy Modeling	\$ 16,500.00	Consultant Invoice	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			LBA 10% markup	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			Amount Earned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			Amount Billed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
009	Amendment #9 - Presentation Boards	\$ 2,753.94	Consultant Invoice	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 478.13	\$ -	\$ -	\$ 478.13
			LBA 10% markup	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47.81	\$ -	\$ -	\$ 47.81
			LBA Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,228.00	\$ -	\$ -	\$ 2,228.00
			Amount Earned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,753.94	\$ -	\$ -	\$ 2,753.94
			Amount Billed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,753.94	\$ -	\$ -	\$ 2,753.94

March 25, 2025

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

**Subject: J Warren Killam Elementary School Project Management Services
Invoice #0001031858**

Dear Mr. Kraunelis:

Attached please find Colliers Project Leaders (CPL) invoice #0001031858, in the amount of \$56,699.75 for Owner Project Manager services as authorized in Contract for the J Warren Killam Elementary School Project, during the month of January and February 2025.

In the period of January 1 - February 28, 2025, the specific tasks undertaken and billed to this invoice include:

- Prepare and attend in person School Building Committee meeting for November.
- Attend School Committee Meeting for January and February.
- Attend and prepared agendas for XLT Meetings.
- Attend Communications group meetings.
- Review Architect invoice.
- Attend Select Board meeting.
- Attend sustainability group meeting.
- Coordinate and submit MSBA SD documents.
- Coordinate with the district and MSBA on the Vote Language.
- Prepare and coordinated SD Cost Estimates.

Please take note of our new remit to address; 101 Crawford's Corner Road Suite 3400, Holmdel, New Jersey 07733. Please feel free to contact me at (508) 215-6050 if you have any questions concerning this invoice.

Sincerely,



A. Michael Carroll III
Project Director

Attachement : 2025 01&02 Colliers Invoice #1031858

\$56,699.75 ProPay Code: 0001-0000



Project
Leaders

A Division of Colliers Engineering & Design

101 Crawfords Corner Road, Suite 3400
Holmdel, NJ 07733
732 383 1950

Town of Reading
Attn: Matt Kraunelis
16 Lowell St
Reading, MA 01867

Invoice : 0001031858
Invoice Date : 3/6/2025

Project : 23010425A
Project Manager: Osterman, Derek
Project Name : Reading MA/ OPM - J. Warren
Killam Elementary School

For Professional Services Rendered Through 2/28/2025

	Fee	Remaining Fee	% Complete	Billings		
				To Date	Previous	Current
Feasibility Study / Schematic Design Phase	335,500.00	17,390.50	94.82	318,109.50	276,909.75	41,199.75
Cost Estimating	15,500.00	0.00	100.00	15,500.00	0.00	15,500.00
Subtotal:	351,000.00	17,390.50	95.05	333,609.50	276,909.75	56,699.75

Current Billings	56,699.75
Amount Due This Bill	56,699.75

mike.carroll@collierseng.com
shirley.ng@Collierseng.com

In accordance with our business terms and conditions, acceptance of this invoice is implied unless Colliers Project Leaders USA NE, LLC is notified by 14 days from the date of this invoice. If timely payment cannot be made due to any discrepancy, please E-mail a brief explanation to Billing@colliersengineering.com and we will reply as soon as possible.
EFT/ACH PAYMENT INFO: Colliers Engineering & Design, Inc. | JP Morgan Chase | Routing 021000021 | Account# 836759092

REMIT TO: Colliers Project Leaders USA NE, LLC 101 Crawfords Corner Road, Suite 3400 | Holmdel, NJ 07733
Phone: 877-627-3772 | Fax: 732-383-1980

PM02 - Feasibility Study / Schematic Design Phase**Labor****Rate Labor**

<i>Class</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Assistant Project Manager	35.50	174.0000	6,177.00
Financial Specialists	3.50	162.0000	567.00
	16.00	168.0000	2,688.00
Total Financial Specialists	19.50		3,255.00
Project Director	9.50	328.0000	3,116.00
	14.75	341.0000	5,029.75
	1.00	498.0000	498.00
Total Project Director	25.25		8,643.75
Project Manager	96.00	200.0000	19,200.00
Senior Construction Representative	18.00	218.0000	3,924.00
Total Rate Labor			41,199.75

Total Labor **41,199.75**

Total Bill Task: PM02 - Feasibility Study / Schematic Design Phase **41,199.75**

PM03 - Cost Estimating**Outside Services****Expenses**

<i>Account / Vendor</i>	<i>Amount</i>
Subcontractors - Other	
A.M. Foadartv & Associates, Inc.	15,500.00
Total Expenses	15,500.00
Total Outside Services	15,500.00

Total Project: 23010425A - Reading MA/ OPM - J. Warren Killam Elementary School **56,699.75**

April 29, 2025

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

**Subject: J Warren Killam Elementary School Designer Services
Invoice # 21784**

Dear Mr. Kraunelis:

Colliers Project Leaders has reviewed the attached invoice and finds that the invoice is in compliance with the contract and the amount is appropriate for the scope of services delivered during this time period.

The referenced invoice is # 21784 for Lavallee Brensinger Architects, for the Month of March 2025. The total recommended Payment is \$268,040.00.

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Invoice Number	Task	Request This Period	ProPay Code
21784	A&E - Other - SD Energy Modeling	\$16,500.00	0003-0000
21784	Other Project Costs - Continuation of Services	\$250,000.00	0004-0000
21784	A&E - Other - HVAC System Comparison Estimate	\$1,540.00	0003-0000

Please feel free to contact me at (781) 844-0098 if you have any questions concerning this invoice.

Sincerely,



A. Michael Carroll III
Project Director
Attachment:
2025 03 LBA Inv#21784

LAVALLEE BRENSINGER ARCHITECTS

155 Dow Street, Suite 400
Manchester, NH 03101
603-622-5450

Matthew Kraunelis
Town of Reading MA
16 Lowell Street
Reading, MA 01867

April 14, 2025
Project No: 23-106-00
Invoice No: 21784
Customer PO # 23004647-001

Invoice Total: \$268,783.08

Project 23-106-00 Reading Killam Elementary School

Professional Services from March 1, 2025 to March 31, 2025

Task	025	Feasibility Study		
Fee				
Total Fee		400,000.00		
Percent Complete		100.00	Total Earned	400,000.00
			Previous Fee Billing	400,000.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00
Task	026	Reimbursable Expenses		
			Total this Task	0.00
Task	100	Basic Services		
Phase	002	Schematic Design		
Fee				
Total Fee		450,000.00		
Percent Complete		100.00	Total Earned	450,000.00
			Previous Fee Billing	450,000.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Phase	0.00
			Total this Task	0.00
Task	101	Reimbursable Expenses - Basic		
			Total this Task	0.00
Task	200	Add Services		
Phase	001	Amendment #1 - Survey		
Fee				
Total Fee		26,400.00		
Percent Complete		100.00	Total Earned	26,400.00
			Previous Fee Billing	26,400.00

Project	23-106-00	Reading Killam Elementary School	Invoice	21784
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Phase		0.00
Phase	002	Amendment #2 - Traffic		
Fee				
Total Fee	120,450.00			
Percent Complete	76.2639	Total Earned	91,859.90	
		Previous Fee Billing	91,859.90	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Phase		0.00
Phase	003	Amendment #3 - HazMat		
Fee				
Total Fee	4,950.00			
Percent Complete	100.00	Total Earned	4,950.00	
		Previous Fee Billing	4,950.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Phase		0.00
Phase	004	Amendment #4 - Environmental		
Fee				
Total Fee	14,520.00			
Percent Complete	100.00	Total Earned	14,520.00	
		Previous Fee Billing	14,520.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Phase		0.00
Phase	005	Amendment #5 - GeoTech		
Fee				
Total Fee	41,800.00			
Percent Complete	100.00	Total Earned	41,800.00	
		Previous Fee Billing	41,800.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Phase		0.00
Phase	006	Amendment #6 - Soil Testing		
Fee				
Total Fee	2,750.00			
Percent Complete	100.00	Total Earned	2,750.00	
		Previous Fee Billing	2,750.00	
		Current Fee Billing	0.00	
		Total Fee		0.00

Project	23-106-00	Reading Killam Elementary School		Invoice	21784
Total this Phase					0.00

Phase	007	Amendment #7 - HVAC Cost Estimate			
Fee					
Total Fee	2,750.00				
Percent Complete	100.00	Total Earned	2,750.00		
		Previous Fee Billing	2,750.00		
		Current Fee Billing	0.00		
		Total Fee			0.00
Total this Phase					0.00

Phase	008	Amendment #8 - SD Energy Modeling			
Fee					
Total Fee	16,500.00				
Percent Complete	100.00	Total Earned	16,500.00		
		Previous Fee Billing	0.00		
		Current Fee Billing	16,500.00		
		Total Fee			16,500.00
Total this Phase					\$16,500.00

Phase	009	Amendment #9 - Presentation Boards			
Fee					
Total Fee	2,753.94				
Percent Complete	100.00	Total Earned	2,753.94		
		Previous Fee Billing	2,753.94		
		Current Fee Billing	0.00		
		Total Fee			0.00
Total this Phase					0.00

Phase	010	Amendment #13 - Continuation of Services			
Fee					
Total Fee	500,000.00				
Percent Complete	50.00	Total Earned	250,000.00		
		Previous Fee Billing	0.00		
		Current Fee Billing	250,000.00		
		Total Fee			250,000.00
Total this Phase					\$250,000.00

Phase	011	Amendment #11 - HVAC System Comparison Estimate			
Fee					
Total Fee	1,540.00				
Percent Complete	100.00	Total Earned	1,540.00		
		Previous Fee Billing	0.00		
		Current Fee Billing	1,540.00		
		Total Fee			1,540.00
Total this Phase					\$1,540.00

Project	23-106-00	Reading Killam Elementary School	Invoice	21784
			Total this Task	\$268,040.00
Interest				see attached credit memo cancelling this charge
			total this invoice	
			1.00% of 74,308.40 (balance over 60 days)	743.08
			Total this Invoice	\$268,783.08

Project Outstanding Invoices

Invoice Number	Invoice Date	Balance Due
21321	1/13/2025	74,308.40
21534	2/17/2025	52,444.80
21562	3/10/2025	26,875.80
Total		153,629.00

	Current	Prior	Total
Billings to Date	268,783.08	1,037,783.84	1,306,566.92

Your mission inspires us. Our creativity and knowledge empower you. Together we achieve excellence.

Thank you for your business. Our standard payment terms are thirty (30) days from invoice date. Any amounts remaining unpaid beyond thirty (30) days are subject to interest at a rate of 1.0% per month, 12% per annum or at the legal prevailing rate.

155 Dow Street, Suite 400
Manchester, NH 03101
(603) 622-5450

May 26, 2025
Invoice No: CM21784

Matthew Kraunelis
Town of Reading MA
16 Lowell Street
Reading, MA 01867

Project 23-106-00 Reading Killam Elementary School

Credit for Invoice 000000021784

Interest		-450.00
	Total this Task	-\$450.00
	Total this Phase	-\$450.00

Interest		-51.08
	Total this Task	-\$51.08

Project	23-106-00	Reading Killam Elementary School	Credit Memo	CM21784
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Interest			-242.00
	Total this Task		-\$242.00
	Total this Phase		-\$293.08
			-743.08
	Total this Invoice		-\$743.08

Your mission inspires us. Our creativity and knowledge empower you. Together we achieve excellence.

Thank you for your business. Our standard payment terms are thirty (30) days from invoice date. Any amounts remaining unpaid beyond thirty (30) days are subject to interest at a rate of 1.0% per month, 12% per annum or at the legal prevailing rate.

Federal Tax ID: 13-1251070

Routing Number: 121000248
Account #: 2000039485775
Account Name: Thornton Tomasetti, Inc.
Swift: WFBUS6S
Bank: Thornton Tomasetti, Inc.
P.O. Box 781187 Philadelphia, PA 19178-1187 USA

INVOICE

Please send remittance advice to:
accountsreceivable@thorntontomasetti.com

Lavallee Brensinger Architects
Jenni Katajamaki
Attn: Accounts Payable
155 Dow Street, Suite 400
Manchester, NH 03101
USA

Invoice Date: Friday, November 22, 2024
Payment Terms: Net 30 Days
Project No: P23264_00
Invoice No: ARIV0004210

Killam Elementary School - Schematic Design
LBA Project Number: 23-106-00

For professional services through Friday, November 22, 2024

Progress detail

Phase	Fee	Percent complete	Previous billing	Current billing	Remaining contract
Killam Elementary School - SD	0.00	0.00%	0.00	0.00	0.00
9300 FS-SD	25,000.00	79.60%	10,000.00	9,900.00	5,100.00
Subtotal	25,000.00	79.60%	10,000.00	9,900.00	5,100.00
				Subtotal	9,900.00
				Invoice subtotal	9,900.00
					0.00
				Total this Invoice	9,900.00
				Currency	USD

Fee breakdown:
\$10,000 - Basic Services Sustainability Consulting
\$15,000 - Contract Amendment #8 Energy Modeling

Thornton Tomasetti

Thornton Tomasetti, Inc.

120 Broadway
New York, NY 10271
USA

Approved As Is
by Jenni Katajamaki
on 3/5/2025 at 9:34 AM

Routing Number: 121000248
Account #: 2000039485775
Account Name: Thornton Tomasetti, Inc.
Swift: WFBUS6S
Bank: Thornton Tomasetti, Inc.
420 Montgomery Street San Francisco, CA 94104 USA

Federal Tax ID: 13-1251070

Please send remittance advice to:
P.O. Box 781187 Philadelphia, PA 19178-1187 USA

INVOICE

accountsreceivable@thorntontomasetti.com

Lavallee Brensinger Architects
Jenni Katajamaki
Attn: Accounts Payable
155 Dow Street, Suite 400
Manchester, NH 03101
USA

Invoice Date: Friday, February 21, 2025
Payment Terms: Net 30 Days
Project No: P23264_00
Invoice No: ARIV0008829

Killam Elementary School - Schematic Design
LBA Project Number: 23-106-00

For professional services through Friday, February 21, 2025

Progress detail

Phase	Fee	Percent complete	Previous billing	Current billing	Remaining contract
Killam Elementary School - SD	0.00	0.00%	0.00	0.00	0.00
9300 FS-SD	25,000.00	100.00%	19,900.00	5,100.00	0.00
Subtotal	25,000.00	100.00%	19,900.00	5,100.00	0.00
				Subtotal	5,100.00
				Invoice subtotal	5,100.00
					0.00
				Total this Invoice	5,100.00
				Currency	USD

Fee breakdown:
\$10,000 - Basic Services Sustainability Consulting
\$15,000 - Contract Amendment #8 Energy Modeling

Office: 14 York Street, Suite 201 Portland, ME 04101 USA
207.245.6060

Please do not accept any changes to TT's banking information without verifying. Our banking information has not changed. If our banking information were to change, it would be preceded by advance notice and will accompany your invoice or contract.

PM&C

Approved As Is
by Jenni Katajamaki
on 3/13/2025 at 3:42 PM

Date	Invoice #
11/20/2024	24-1868

Lavallee Brensinger Architects
155 Dow Street, Suite 400
Manchester, NH 03101

[illegible]

March 25, 2025

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

**Subject: J Warren Killam Elementary School Designer Services
Invoice # 21562**

Dear Mr. Kraunelis:

Colliers Project Leaders has reviewed the attached invoice and finds that the invoice is in compliance with the contract and the amount is appropriate for the scope of services delivered during this time period.

The referenced invoice is # 21562 for Lavallee Brensinger Architects, for the Month of February 2025. The total recommended Payment is \$26,875.80.

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Invoice Number	Task	Request This Period	ProPay Code
21562	A&E - Schematic Design	\$22,500.00	0002-0000
21562	A&E - Other - Traffic	\$4,375.80	0003-0000

Please feel free to contact me at (781) 844-0098 if you have any questions concerning this invoice.

Sincerely,



A. Michael Carroll III
Project Director
Attachment:
2025 02 LBA Inv#21562

LAVALLEE BRENSINGER ARCHITECTS

155 Dow Street, Suite 400
Manchester, NH 03101
603-622-5450

Matthew Kraunelis
Town of Reading MA
16 Lowell Street
Reading, MA 01867

March 10, 2025
Project No: 23-106-00
Invoice No: 21562
Customer PO # 23004647-001

Invoice Total: \$26,875.80

Project 23-106-00 Reading Killam Elementary School

Professional Services from February 1, 2025 to February 28, 2025

Task	025	Feasibility Study		
Fee				
Total Fee		400,000.00		
Percent Complete		100.00	Total Earned	400,000.00
			Previous Fee Billing	400,000.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00
Task	026	Reimbursable Expenses		
			Total this Task	0.00
Task	100	Basic Services		
Phase	002	Schematic Design		
Fee				
Total Fee		450,000.00		
Percent Complete		100.00	Total Earned	450,000.00
			Previous Fee Billing	427,500.00
			Current Fee Billing	22,500.00
			Total Fee	22,500.00
			Total this Phase	\$22,500.00
			Total this Task	\$22,500.00
Task	101	Reimbursable Expenses - Basic		
			Total this Task	0.00
Task	200	Add Services		
Phase	001	Amendment #1 - Survey		
Fee				
Total Fee		26,400.00		
Percent Complete		100.00	Total Earned	26,400.00
			Previous Fee Billing	26,400.00

Project	23-106-00	Reading Killam Elementary School	Invoice	21562
Current Fee Billing			0.00	
Total Fee				0.00
Total this Phase				0.00
Phase	002	Amendment #2 - Traffic		
Fee				
Total Fee	120,450.00			
Percent Complete	76.2639	Total Earned	91,859.90	
		Previous Fee Billing	87,484.10	
		Current Fee Billing	4,375.80	
Total Fee				4,375.80
Total this Phase				\$4,375.80
Phase	003	Amendment #3 - HazMat		
Fee				
Total Fee	4,950.00			
Percent Complete	100.00	Total Earned	4,950.00	
		Previous Fee Billing	4,950.00	
		Current Fee Billing	0.00	
Total Fee				0.00
Total this Phase				0.00
Phase	004	Amendment #4 - Environmental		
Fee				
Total Fee	14,520.00			
Percent Complete	100.00	Total Earned	14,520.00	
		Previous Fee Billing	14,520.00	
		Current Fee Billing	0.00	
Total Fee				0.00
Total this Phase				0.00
Phase	005	Amendment #5 - GeoTech		
Fee				
Total Fee	41,800.00			
Percent Complete	100.00	Total Earned	41,800.00	
		Previous Fee Billing	41,800.00	
		Current Fee Billing	0.00	
Total Fee				0.00
Total this Phase				0.00
Phase	006	Amendment #6 - Soil Testing		
Fee				
Total Fee	2,750.00			
Percent Complete	100.00	Total Earned	2,750.00	
		Previous Fee Billing	2,750.00	
		Current Fee Billing	0.00	
Total Fee				0.00

Project	23-106-00	Reading Killam Elementary School	Invoice	21562
Total this Phase				0.00
Phase	007	Amendment #7 - HVAC Cost Estimate		
Fee				
Total Fee		2,750.00		
Percent Complete		100.00	Total Earned	2,750.00
			Previous Fee Billing	2,750.00
			Current Fee Billing	0.00
			Total Fee	0.00
Total this Phase				0.00
Phase	008	Amendment #8 - SD Energy Modeling		
Fee				
Total Fee		16,500.00		
Percent Complete		0.00	Total Earned	0.00
			Previous Fee Billing	0.00
			Current Fee Billing	0.00
			Total Fee	0.00
Total this Phase				0.00
Phase	009	Amendment #9 - Presentation Boards		
Fee				
Total Fee		2,753.94		
Percent Complete		100.00	Total Earned	2,753.94
			Previous Fee Billing	2,753.94
			Current Fee Billing	0.00
			Total Fee	0.00
Total this Phase				0.00
Total this Task				\$4,375.80
Total this Invoice				\$26,875.80

Project Outstanding Invoices

Invoice Number	Invoice Date	Balance Due
21321	1/13/2025	74,308.40
21534	2/17/2025	52,444.80
Total		126,753.20

	Current	Prior	Total
Billings to Date	26,875.80	1,010,908.04	1,037,783.84

Your mission inspires us. Our creativity and knowledge empower you. Together we achieve excellence.

Thank you for your business. Our standard payment terms are thirty (30) days from invoice date. Any amounts remaining unpaid beyond thirty (30) days are subject to interest at a rate of 1.0% per month, 12% per annum or at the legal prevailing rate.



Approved As Is
by Jenni Katajamaki
on 2/12/2025 at 3:56 PM

Lavallee Brensinger Architects
99 Bedford Street
Boston, MA 02111

January 20, 2025

Invoice No: 0403643

Project NEX-2300326.00 Reading, MA - J. Warren Killiam Elementary School MSBA Project (sub LBPA)

LBA Project No: 23-106-00

Services Rendered Include: Finalized Traffic Study for submission to MSBA as part of Schematic Design Report.

Professional Services from November 30, 2024 to December 27, 2024

Task 00001 Feasibility Study

Fee

Billing Phase	Fee	Percent Complete	Fee Earned	Prior Earned	Current Earned
Feasibility Study	29,800.00	100.00	29,800.00	29,800.00	0.00
Total Fee	29,800.00		29,800.00	29,800.00	0.00
Total Fee				0.00	
Total this Task				0.00	

Task 00002 Schematic Design

Fee

Billing Phase	Fee	Percent Complete	Fee Earned	Prior Earned	Current Earned
Schematic Design	66,300.00	61.00	40,443.00	36,465.00	3,978.00
Total Fee	66,300.00		40,443.00	36,465.00	3,978.00
Total Fee				3,978.00	
Total this Task				\$3,978.00	

Task 00003 Meetings

Fee

Billing Phase	Fee	Percent Complete	Fee Earned	Prior Earned	Current Earned
Meetings	13,400.00	99.00	13,266.00	13,266.00	0.00
Total Fee	13,400.00		13,266.00	13,266.00	0.00
Total Fee				0.00	
Total this Task				0.00	
Total this Invoice				\$3,978.00	

Billings to Date

	Current	Prior	Total
Fee	3,978.00	79,531.00	83,509.00
Totals	3,978.00	79,531.00	83,509.00

April 29, 2025

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

**Subject: J Warren Killam Elementary School Designer Services
Invoice # 21866**

Dear Mr. Kraunelis:

Colliers Project Leaders has reviewed the attached invoice and finds that the invoice is in compliance with the contract and the amount is appropriate for the scope of services delivered during this time period.

The referenced invoice is # 21866 for Lavallee Brensinger Architects, for the Month of April 2025. The total recommended Payment is \$175,000.00.

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Invoice Number	Task	Request This Period	ProPay Code
21866	Other Project Costs – Continuation of Services	\$175,000.00	0004-0000

Please feel free to contact me at (781) 844-0098 if you have any questions concerning this invoice.

Sincerely,



A. Michael Carroll III
Project Director
Attachment:
2025 04 LBA Inv#21866

LAVALLEE | BRENSINGER ARCHITECTS

155 Dow Street, Suite 400
Manchester, NH 03101
603-622-5450

Matthew Kraunelis
Town of Reading MA
16 Lowell Street
Reading, MA 01867

May 12, 2025
Project No: 23-106-00
Invoice No: 21866
Customer PO # 23004647-001

Invoice Total: \$175,000.00

Project 23-106-00 Reading Killam Elementary School

Professional Services from April 1, 2025 to April 30, 2025

Task	025	Feasibility Study		
Fee				
Total Fee		400,000.00		
Percent Complete		100.00	Total Earned	400,000.00
			Previous Fee Billing	400,000.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Task	0.00
Task	026	Reimbursable Expenses		
			Total this Task	0.00
Task	100	Basic Services		
Phase	002	Schematic Design		
Fee				
Total Fee		450,000.00		
Percent Complete		100.00	Total Earned	450,000.00
			Previous Fee Billing	450,000.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Phase	0.00
			Total this Task	0.00
Task	101	Reimbursable Expenses - Basic		
			Total this Task	0.00
Task	200	Add Services		
Phase	001	Amendment #1 - Survey		
Fee				
Total Fee		26,400.00		
Percent Complete		100.00	Total Earned	26,400.00
			Previous Fee Billing	26,400.00

Project	23-106-00	Reading Killam Elementary School		Invoice	21866
				Current Fee Billing	0.00
				Total Fee	0.00
				Total this Phase	0.00

Phase	002	Amendment #2 - Traffic			
Fee					
Total Fee		120,450.00			
Percent Complete		76.2639	Total Earned	91,859.90	
			Previous Fee Billing	91,859.90	
			Current Fee Billing	0.00	
			Total Fee		0.00
			Total this Phase		0.00

Phase	003	Amendment #3 - HazMat			
Fee					
Total Fee		4,950.00			
Percent Complete		100.00	Total Earned	4,950.00	
			Previous Fee Billing	4,950.00	
			Current Fee Billing	0.00	
			Total Fee		0.00
			Total this Phase		0.00

Phase	004	Amendment #4 - Environmental			
Fee					
Total Fee		14,520.00			
Percent Complete		100.00	Total Earned	14,520.00	
			Previous Fee Billing	14,520.00	
			Current Fee Billing	0.00	
			Total Fee		0.00
			Total this Phase		0.00

Phase	005	Amendment #5 - GeoTech			
Fee					
Total Fee		41,800.00			
Percent Complete		100.00	Total Earned	41,800.00	
			Previous Fee Billing	41,800.00	
			Current Fee Billing	0.00	
			Total Fee		0.00
			Total this Phase		0.00

Phase	006	Amendment #6 - Soil Testing			
Fee					
Total Fee		2,750.00			
Percent Complete		100.00	Total Earned	2,750.00	
			Previous Fee Billing	2,750.00	
			Current Fee Billing	0.00	
			Total Fee		0.00

Project	23-106-00	Reading Killam Elementary School		Invoice	21866
Total this Phase					0.00
Phase	007	Amendment #7 - HVAC Cost Estimate			
Fee					
Total Fee	2,750.00				
Percent Complete	100.00	Total Earned	2,750.00		
		Previous Fee Billing	2,750.00		
		Current Fee Billing	0.00		
		Total Fee	0.00		
Total this Phase					0.00
Phase	008	Amendment #8 - SD Energy Modeling			
Fee					
Total Fee	16,500.00				
Percent Complete	100.00	Total Earned	16,500.00		
		Previous Fee Billing	16,500.00		
		Current Fee Billing	0.00		
		Total Fee	0.00		
Total this Phase					0.00
Phase	009	Amendment #9 - Presentation Boards			
Fee					
Total Fee	2,753.94				
Percent Complete	100.00	Total Earned	2,753.94		
		Previous Fee Billing	2,753.94		
		Current Fee Billing	0.00		
		Total Fee	0.00		
Total this Phase					0.00
Phase	010	Amendment #13 - Continuation of Services			
Fee					
Total Fee	500,000.00				
Percent Complete	85.00	Total Earned	425,000.00		
		Previous Fee Billing	250,000.00		
		Current Fee Billing	175,000.00		
		Total Fee	175,000.00		
Total this Phase					\$175,000.00
Phase	011	Amendment #11 - HVAC System Comparison Estimate			
Fee					
Total Fee	1,540.00				
Percent Complete	100.00	Total Earned	1,540.00		
		Previous Fee Billing	1,540.00		
		Current Fee Billing	0.00		
		Total Fee	0.00		
Total this Phase					0.00
Phase	012	Amendment #12 - Geothermal Test Well			



Killiam Elementary School



Project Leaders

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	2023	Half 2, 2023	Half 1, 2024	Half 2, 2024	Half 1, 2025	Half 2, 2025	Half 1, 2026	Half 2, 2026	Half 1, 2027	Half 2, 2027	Half 1, 2028	Half 2, 2028	Half 1, 2029	Half 2, 2029
1		Forming the Team (MSBA MOD 02)	187 days	Thu 4/13/23	Tue 12/12/23															
2		OPM Selection	86.5 days	Thu 4/13/23	Thu 8/3/23															
10		Design Team Selection	99.25 days	Mon 8/7/23	Tue 12/12/23															
28		Feasibility (MSBA MOD 03)	244 days	Mon 12/18/23	Wed 10/30/24															
63		Schematic Design (MSBA MOD 04)	149 days	Wed 10/16/24	Wed 4/30/25															
64		Schematic Design	28 days	Wed 10/30/24	Fri 12/6/24	62														
65		Meetings - SBC	73 days	Wed 10/16/24	Wed 1/22/25															
71		SD Cost Estimates	20 days	Mon 12/9/24	Mon 1/6/25	64FS+1 day														
72		Establish Project Scope & Budget	10 days	Wed 1/15/25	Wed 1/29/25	71,69,70FF														
73		Establish CM@R or ch149	0.88 days	Mon 12/16/24	Mon 12/16/24	71,69,70FF														
74		OPM Informational email to MSBA	0.88 days	Fri 1/31/25	Fri 1/31/25	72FS+5 days,70														
75		Schematic Design Report Submission including DESE submittal	0 days	Mon 2/10/25	Mon 2/10/25	74FS+6 days,73														
76		MSBA SD Review	36.88 days	Tue 2/11/25	Fri 3/28/25	75FS+1 day														
77		District Response to MSBA SD Review Comments	11 days	Mon 3/31/25	Fri 4/11/25	76														
78		Project Scope and Budget Conference	0 days	Wed 3/26/25	Wed 3/26/25	77														
79		MSBA Board Approval Schematic Design	13 days	Fri 4/11/25	Wed 4/30/25	77,78														
80		Extended Design Prior to the Start of DD	46 days	Mon 3/10/25	Tue 5/13/25															
81		Extendend Design	46 days	Mon 3/10/25	Tue 5/13/25	75														
82		Owner release into DD	0 days	Tue 5/13/25	Tue 5/13/25	81														
83																				
84		Funding the Project (MSBA MOD 05)	96.75 days	Wed 1/8/25	Tue 5/13/25															
85		Reading Funding Process	96.75 days	Wed 1/8/25	Tue 5/13/25															
86		Develop Meeting & Vote Language	26.88 days	Wed 1/8/25	Thu 2/13/25															
91		Special Town Meeting	61.25 days	Thu 2/13/25	Mon 5/12/25															
100		Town Meeting	32.13 days	Tue 3/25/25	Thu 5/8/25															
104		Popular Election	34.5 days	Tue 3/25/25	Tue 5/13/25															
109		Design Development (MODULE 6)	267 days	Fri 5/23/25	Thu 5/7/26															
110		Design Development (DD)	91.75 days	Fri 5/23/25	Fri 9/19/25															
111		Design Development Drawings	41 days	Fri 5/23/25	Thu 7/17/25	108,82														
112		Register Project with USBGC	0 days	Thu 7/3/25	Thu 7/3/25	111FS-10 days														
113		DD Cost Estimating	15 days	Thu 7/17/25	Tue 8/5/25	111														
114		DD Estimate Reconciliation Meeting	2 days	Wed 8/6/25	Thu 8/7/25	113														
115		Finalize VE log and Reconciled Budget	2 days	Thu 8/7/25	Mon 8/11/25	114														
116		Review Budget with XLT	0 days	Mon 8/11/25	Mon 8/11/25	115														

Project: 2023 09-18 Reading Ki
Date: Mon 6/2/25

Task Milestone Summary



Killiam Elementary School



Project Leaders

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	2023	Half 2, 2023	Half 1, 2024	Half 2, 2024	Half 1, 2025	Half 2, 2025	Half 1, 2026	Half 2, 2026	Half 1, 2027	Half 2, 2027	Half 1, 2028	Half 2, 2028	Half 1, 2029	Half 2, 2029
117		Issue SBC Documents	4 days	Mon 8/11/25	Fri 8/15/25	116														
118		SBC Meeting	1 day	Fri 8/15/25	Mon 8/18/25	114FS+6 days,117														
119		SBC Meeting - Approve DD Submission	0 days	Mon 8/18/25	Mon 8/18/25	118														
120		Submit DD Package to MSBA	0 days	Tue 8/19/25	Tue 8/19/25	119FS+1 day,112														
121		MSBA Review and Comments	15 days	Tue 8/19/25	Mon 9/8/25	120														
122		Respond to MSBA DD comments	10 days	Mon 9/8/25	Fri 9/19/25	121														
123		60% Construction Documents Phase (60% CD)	90.5 days	Tue 8/19/25	Mon 12/15/25															
124		60% Construction Drawings	40 days	Tue 8/19/25	Thu 10/9/25	120														
125		SBC Meeting	0 days	Thu 10/9/25	Thu 10/9/25	124														
126		60% CDs for Pricing	0 days	Thu 10/9/25	Thu 10/9/25	125														
127		60% CD Cost Estimating	15 days	Thu 10/9/25	Wed 10/29/25	126														
128		60% CD Reconciliation Meeting	2 days	Wed 10/29/25	Fri 10/31/25	127														
129		Finalize VE log and Reconciled Budget	2 days	Fri 10/31/25	Tue 11/4/25	128														
130		Review Budget with XLT	0 days	Tue 11/4/25	Tue 11/4/25	129														
131		Issue SBC Documents	2 days	Tue 11/4/25	Thu 11/6/25	130														
132		SBC Meeting - Approve 60% Submission	1 day	Mon 11/10/25	Mon 11/10/25	128FS+4 days,131FS														
133		Feasibility Study DCAMM Designer Evaluation	1 day	Fri 10/31/25	Mon 11/3/25	128														
134		Submit 60% CD Package to MSBA	1 day	Mon 11/10/25	Wed 11/12/25	132														
135		MSBA Review and Comments	15 days	Wed 11/12/25	Wed 12/3/25	134														
136		Respond to MSBA 60% comments	10 days	Wed 12/3/25	Mon 12/15/25	135														
137		90% Construction Documents Phase (90% CD)	135.75 days	Mon 11/10/25	Thu 5/7/26															
138		90% Construction Documents	50 days	Mon 11/10/25	Fri 1/16/26	132														
139		90% CDs Issued for Cost Estimating	0 days	Fri 1/16/26	Fri 1/16/26	136,138														
140		90% CD Cost Estimating	10 days	Fri 1/16/26	Fri 1/30/26	139														
141		90% CD Reconciliation Meeting	2 days	Fri 1/30/26	Mon 2/2/26	140														
142		Finalize VE log and Reconciled Budget	2 days	Tue 2/3/26	Wed 2/4/26	141														
143		Review Budget with XLT	0 days	Wed 2/4/26	Wed 2/4/26	142														
144		Issue SBC Documents	1 day	Thu 2/5/26	Thu 2/5/26	143														
145		SBC Meeting - Approve 90% CD Submission	0 days	Mon 2/9/26	Mon 2/9/26	144FS+2 days														
146		Submit 90% CD Package to MSBA	4 days	Mon 2/9/26	Fri 2/13/26	145														
147		MSBA review of 90% Package	15 days	Fri 2/13/26	Thu 3/5/26	146														
148		District Team's Response to MSBA Review of 90% package	10 days	Thu 3/5/26	Wed 3/18/26	147														
149		Completion of the Bid Documents	10 days	Wed 3/18/26	Tue 3/31/26	148														
150		SBC Meeting - Approve Bid Document Submission	1 day	Wed 4/1/26	Thu 4/2/26	149FS+1 day														

Project: 2023 09-18 Reading Ki
Date: Mon 6/2/25

Task Milestone Summary



Killiam Elementary School



Project Leaders

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	2023	Half 2, 2023	Half 1, 2024	Half 2, 2024	Half 1, 2025	Half 2, 2025	Half 1, 2026	Half 2, 2026	Half 1, 2027	Half 2, 2027	Half 1, 2028	Half 2, 2028	Half 1, 2029	Half 2, 2029
151		100% CD Package MSBA Submission	3 days	Thu 4/2/26	Tue 4/7/26	150														
152		100% CD Package to MSBA	14 days	Tue 4/7/26	Fri 4/24/26	151														
153		100% CD DCAMM Designer Evaluation	10 days	Fri 4/24/26	Thu 5/7/26	152														
154		Construction Phase (MODULE 7)	864.38 days	Fri 10/24/25	Thu 11/16/28															
155		Early Package #01 Switchgear	355.75 days	Mon 11/10/25	Tue 3/23/27															
156		Bid Package for Switchgear & Generator	44 days	Mon 11/10/25	Thu 1/8/26															
157		Completion of the Early Bid documents	21 days	Mon 11/10/25	Tue 12/9/25	138SS														
158		Submit Advertisement for Early Bids	1 day	Tue 12/9/25	Wed 12/10/25	157														
159		SBC Meeting - Approve Early Package-Invitation For Bid	0 days	Wed 12/10/25	Wed 12/10/25	158														
160		Advertise for Early bid package	1 day	Wed 12/10/25	Thu 12/11/25	159														
161		Early Bid Package Submission Period	16 days	Thu 12/11/25	Fri 1/2/26	160														
162		Early Package Bids Due	0 days	Fri 1/2/26	Fri 1/2/26	161														
163		SBC Meeting - Review results/ Vote to Award	0 days	Fri 1/2/26	Fri 1/2/26	162														
164		Issue Notice of Award	5 days	Fri 1/2/26	Thu 1/8/26	163														
165		Construction for Switchgear	312.63 days	Fri 1/9/26	Tue 3/23/27															
166		Execute Contract	5 days	Fri 1/9/26	Thu 1/15/26	164														
167		Shop Drawings	30 days	Fri 1/16/26	Thu 2/26/26	166														
168		Fabration and Delivery	300 days	Fri 2/27/26	Tue 3/23/27	167														
169		GC To take Deliver of Switchgear	0 days	Tue 3/23/27	Tue 3/23/27	168														
170		Early Package #02 Earthwork Cut down to Foundation Level	142.75 days	Fri 10/24/25	Tue 5/12/26															
171		Early Bid Package for Earthwork	41 days	Fri 10/24/25	Wed 12/17/25															
172		Completion of the Early Bid documents	10 days	Fri 10/24/25	Thu 11/6/25	131FF														
173		Submit Advertisement for Early Bids	1 day	Thu 11/6/25	Fri 11/7/25	172														
174		SBC Meeting - Approve Early Package-Invitation For Bid	0 days	Fri 11/7/25	Fri 11/7/25	173														
175		Advertise for Early bid package	1 day	Fri 11/7/25	Fri 11/7/25	174														
176		Early Bid Package Submission Period	25 days	Mon 11/10/25	Fri 12/12/25	175														
177		Early Package Bids Due	0 days	Fri 12/12/25	Fri 12/12/25	176														
178		SBC Meeting - Review results/ Vote to Award	0 days	Fri 12/12/25	Fri 12/12/25	177														
179		Issue Notice of Award	4 days	Fri 12/12/25	Wed 12/17/25	178														
180		EP Construction - Earthwork down and back up to elevation 86.5'	111.63 days	Wed 12/17/25	Tue 5/12/26															
181		Execute Contract	5 days	Wed 12/17/25	Wed 12/24/25	179														
182		Shop Drawing	22 days	Wed 12/24/25	Mon 1/26/26	181														
183		Mobilize	5 days	Thu 1/8/26	Thu 1/15/26	181FS+10 days														
184		Fence & Erosion Control	10 days	Thu 1/15/26	Wed 1/28/26	183														

Project: 2023 09-18 Reading Ki
Date: Mon 6/2/25

Task Milestone Summary



Killiam Elementary School



Project Leaders

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	2023	Half 2, 2023	Half 1, 2024	Half 2, 2024	Half 1, 2025	Half 2, 2025	Half 1, 2026	Half 2, 2026	Half 1, 2027	Half 2, 2027	Half 1, 2028	Half 2, 2028	Half 1, 2029	Half 2, 2029
185		Excavation approx 6' cut	66 days	Thu 1/29/26	Thu 4/23/26	184,182														
186		Backfill approx 1.5' fill	66 days	Tue 2/10/26	Wed 5/6/26	184FS+10 days,185F														
187		AS Built Final Conditions	5 days	Wed 5/6/26	Tue 5/12/26	186														
188		Early package #02 complete	0 days	Tue 5/12/26	Tue 5/12/26	187														
189		Base Contract	781.5 days	Wed 11/19/25	Thu 11/16/28															
190		Prequalification Base Contract	90 days	Wed 11/19/25	Wed 3/18/26															
191		SBC Meeting - Approve Prequal Sub Committee (PQC)	0 days	Wed 11/19/25	Wed 11/19/25	134FS+5 days														
192		PQC - Kick-Off	0 days	Wed 11/19/25	Wed 11/19/25	191														
193		PQC - Approve RFQ	0 days	Wed 11/19/25	Wed 11/19/25	192														
194		PQC - Submit Ad for Qualifications	0 days	Wed 11/19/25	Wed 11/19/25	193														
195		PQC - Advertise for Qualifications (GCs/FSB) online	1 day	Wed 11/19/25	Thu 11/20/25	194														
196		PQC - Qualifications Submission Period	15 days	Thu 11/20/25	Wed 12/10/25	195														
197		Qualifications Due	0 days	Wed 12/10/25	Wed 12/10/25	196														
198		PQC - Distribute & Review SOQs	2 days	Wed 12/10/25	Fri 12/12/25	197														
199		PQC - Review PreQuals	70 days	Fri 12/12/25	Mon 3/16/26	198														
200		PQC - Complete SOQ Review and Approve List of Contractors	2 days	Mon 3/16/26	Wed 3/18/26	199														
201		Bidding Base Contract	46 days	Thu 4/2/26	Tue 6/2/26															
202		Advertise for bids (Central Reg, New Paper, City Hall)	5 days	Thu 4/2/26	Wed 4/8/26	200,150														
203		Issue Bid Docs to Project Dog for Clerical Review	0 days	Thu 4/2/26	Thu 4/2/26	151SS														
204		Bid Documents Published Online	6 days	Thu 4/2/26	Thu 4/9/26	203														
205		Contractor Pre-Bid Briefing Session/Conference	0 days	Thu 4/9/26	Thu 4/9/26	204														
206		Filed Sub-Bid time	23 days	Thu 4/9/26	Fri 5/8/26	204														
207		Filed Sub-Bids Due	0 days	Fri 5/8/26	Fri 5/8/26	206,205														
208		GC Bid Time	33 days	Thu 4/9/26	Thu 5/21/26	204														
209		General Contractor Bids Due	0 days	Thu 5/21/26	Thu 5/21/26	208,205,207														
210		Review Results of GC Bids with SBC	3 days	Thu 5/21/26	Wed 5/27/26	209														
211		Vote to Approve GC Bid	0 days	Wed 5/27/26	Wed 5/27/26	210														
212		Issue Notice of Award	0 days	Wed 5/27/26	Wed 5/27/26	211														
213		Execute Contract	4 days	Wed 5/27/26	Tue 6/2/26	212,153														
214		Phase 1 - Building	449 days	Tue 6/2/26	Mon 1/3/28	213,188														
215		Move from Existing Building to New	38 days	Mon 1/3/28	Fri 2/18/28	214														
216		Occupy	5 days	Sun 2/20/28	Mon 2/28/28	214,215														
217		Phase 2 - Demo and Site	200 days	Fri 3/3/28	Thu 11/16/28	216FS+5 days														
218		Project Closeout (MODULE 8)	427 days	Mon 1/3/28	Fri 6/29/29	214														

Project: 2023 09-18 Reading Ki
Date: Mon 6/2/25

Task Milestone Summary

Project	23-106-00	Reading Killam Elementary School	Invoice	21866
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Fee

Total Fee	66,924.00		
Percent Complete	0.00	Total Earned	0.00
		Previous Fee Billing	0.00
		Current Fee Billing	0.00
		Total Fee	0.00
		Total this Phase	0.00
		Total this Task	\$175,000.00
		Total this Invoice	\$175,000.00

Project Outstanding Invoices

Invoice Number	Invoice Date	Balance Due
21321	1/13/2025	74,308.40
21784	4/14/2025	268,783.08
Total		343,091.48

	Current	Prior	Total
Billings to Date	175,000.00	1,306,566.92	1,481,566.92

Your mission inspires us. Our creativity and knowledge empower you. Together we achieve excellence.

Thank you for your business. Our standard payment terms are thirty (30) days from invoice date. Any amounts remaining unpaid beyond thirty (30) days are subject to interest at a rate of 1.0% per month, 12% per annum or at the legal prevailing rate.

May 29, 2025

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

Subject: J. Warren Killam Elementary School Designer Amendment #15

Dear Mr. Kraunelis:

Colliers Project Leaders has reviewed and recommend the approval of Lavallee Brensinger Architects' Contract Amendment #15 for the J. Warren Killam Elementary School project.

Lavallee Brensinger Architects' Contract Amendment #15 is for basic services from Design Development phase through Closeout phase for a total of *Nine Million and Fifty Thousand 00/100 Dollars (\$9,050,000.00)*. We recommend using the following ProPay Codes and Breakdowns.

Phase	Fee This Period	ProPay Code
Design Development	\$1,887,500.00	0201-0400
Construction Documents	\$3,342,500.00	0201-0500
Bidding	\$286,500.00	0201-0600
Construction Administration	\$3,342,500.00	0201-0700
Closeout	\$191,000.00	0201-0800

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

Sincerely,

A handwritten signature in blue ink, appearing to read "A. Michael Carroll III".

A. Michael Carroll III
Project Director
Mike.Carroll@collierseng.com

cc: Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair

May 27, 2025

Mr. Matthew Kraunelis
Town Manager
Town of Reading, MA
16 Lowell St.
Reading, MA 01867
E-Mail: mkraunelis@ci.reading.ma.us

Re: Killam Elementary School
Owner-Architect Contract Amendment No. 15

Dear Mr. Kraunelis,

Please find attached Amendment No. 15 to the Owner-Architect Contract. This amendment is for Basic Services from Design Development through Closeout, as defined in the attached MSBA Designer Contract Amendment for Design-Bid-Build.

This Amendment consists of the following:

- Add \$9,050,000 for the delivery of basic services for DD-Closeout

Please refer to the attachments for additional information.

LBA agrees that we will have staff on-site during the CA phase during the building construction phase, from the time the GC sets up the construction trailer up through building substantial completion, 3-4 days per week depending on project needs.

Sincerely,



Leigh S. Sherwood, AIA, LEED AP, NCARB
Principal

Attachments:

- Attachment F – Contract for Designer Services Amendment No.15
- MSBA Designer Contract Amendment DBB v. February 2025 (1)

ATTACHMENT F

CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 15

WHEREAS, the Town of Reading ("Owner") and Lavallee Brensinger Architects (the "Designer") (collectively, the "Parties") entered into a Contract for Designer Services for the Killam Elementary School Project at the Killam Elementary School on the 12th day of December in the year Two-Thousand Twenty-three ("Contract"); and

WHEREAS, effective as of June 2, 2025, the Parties wish to amend the Contract:

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 Designer 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 Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services:	Original Contract Including Amd 1-14	After this Amendment 15
Feasibility Study Phase	<u>\$ 400,000.00</u>	<u>\$ 400,000.00</u>
Schematic Design Phase	<u>\$ 450,000.00</u>	<u>\$ 450,000.00</u>
Design Development Phase	<u>\$</u>	<u>\$ 1,887,500</u>
Construction Document Phase	<u>\$</u>	<u>\$ 3,342,500</u>
Bidding Phase	<u>\$</u>	<u>\$ 286,500</u>
Construction Phase	<u>\$</u>	<u>\$ 3,342,500</u>
Completion Phase	<u>\$</u>	<u>\$ 191,000</u>
Extra Services Over the Basic	<u>\$ 804,198.94</u>	<u>\$ 804,198.94</u>
Total Fee	<u>\$ 1,654,198.94</u>	<u>\$ 10,704,198.94</u>

This Amendment is a result of: Basic Services - DD-Closeout

3. The Construction Budget shall be as follows:

Original Budget: \$ 101,521,394_____

Amended Budget \$ _____

4. The Project Schedule shall be as follows:

Original Schedule: TBD_____

Amended Schedule TBD_____

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect.

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.

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

(print name)

(print title)

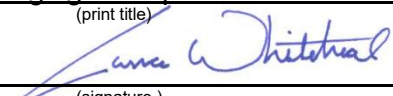
By _____
(signature)

Date _____

DESIGNER

Lance Whitehead, AIA
(print name)

Managing Principal
(print title)

By 
(signature)

Date 5/27/2025

7.5 Design Development Phase

- 7.5.1 Upon receipt of an Approval to proceed to the Design Development Phase, the Designer shall meet regularly and as necessary with the Owner, the OPM, and the Authority. This shall include meeting with the Owner and the OPM during this Phase in accordance with the agreed upon project work plan.
- 7.5.2 The Designer shall update and refine items submitted during the Schematic Design Phase, and shall submit to the Owner and the Authority, on or before the date specified in the Project Schedule, and on the basis of the approved Schematic Design Phase Documents, the following deliverables as they are defined in this Article 7.5.2 and as they are further defined in Articles 7.5.3, 7.5.4, 7.5.5, 7.5.6 and 7.5.7:
- (a) a list of all filings and permits within Designer's scope of services and professional expertise required to implement the design, along with a schedule of target dates for the procurement of such permits, both of which shall be regularly updated during the term of this Contract;
 - (b) information and documentation within the technical expertise of the Designer and that is necessary for the Owner to file local basic zoning and environmental permits. The Designer, as Extra Services, shall provide information and documentation for the Owner to file Environmental Notification Forms, Environmental Impact Reports, and any other filings for permits that must be filed during the design development phase;
 - (c) soils exploration data, geotechnical and geoenvironmental reports, showings of exploratory locations relative to siting of proposed structures, based on a review of the existing conditions information provided in the surveys and studies described in Article 7 Basic Services and Article 8 Extra Services;
 - (d) complete design development drawings; outline specifications indicating any filed sub-bid sections and sub-sub trades based on the cost of the work and other documents necessary to specify the size and character of the Project, including siting, landscape, architectural, structural, fire protection, plumbing, heating, ventilating and air conditioning, electrical, ADA/MAAB, product requirements and other features;
 - (e) creation of a Building Information Model and quality control documentation demonstrating, without limitation, coordination of: ceiling clearances, mechanical room size, and shaft sizes; specifications and drawings; filed sub-bid work or sections; scheduling; equipment and power; existing and new construction; and phasing;
 - (f) design development drawings which the Designer shall submit for review to the local building official;
 - (g) a life cycle cost analysis to determine the most cost-effective design decisions related to all energy and water consuming devices, overall building operation, and maintenance [M.G.L. c. 149, s. 44M];
 - (h) a construction cost estimate for the design in accordance with Article 7.5.6. ;
 - (i) a space measurement analysis for the design verifying that the sum of all program areas in the Project plus all other floor areas in the Project equals the gross floor

area of the Project;

- (j) a written summary or summaries comparing the project design, as represented in the design development drawings, specifications and cost estimates with the Final Design Program requirements, and explaining any deviations in writing.

7.5.3 Design Development Drawing Requirements: The Design Development drawings shall illustrate and describe the refinement of the Project's design to a level of detail that is customary and standard. They shall establish the scope, relationships, forms, size, and appearance of the Project by means of plans, sections and elevations, typical construction details, and equipment layouts. The drawings shall delineate locations and elements of the Work that may be proposed for assignment to project construction phases and/or separate bidding packages. Documents shall include, but not be limited to, the following:

(a) Site and utility drawings showing:

1. Existing and proposed contours and locations of the proposed building or addition(s). Show entry level elevation and key exterior grades at perimeter. Indicate all retaining walls. Include benchmarks of site if survey is available.
2. All utilities existing and proposed, indicating location, elevation, composition and size e.g., manholes, sewers, hydrants, light standards, and geothermal wells. Include work by others, e.g., gas and electric utility providers.
3. Roads, laid-out parking areas, walks, recreation areas, terraces and other site improvements.
4. Building locations fixed and referenced from main survey baseline, if available.
5. Plant materials with a preliminary schedule.

(b) Building drawings and other graphic and written requirements with floor plans showing the following: (at a minimum scale of $1/8'' = 1'0''$):

1. building perimeter with exterior wall thicknesses and overall dimensions;
2. structural grid;
3. plan requirements of mechanical and electrical systems;
4. building core; elevators, stairs, shafts, and toilet rooms;
5. interior partitions; appropriate thicknesses and dimensions to fix basic organizations; indicate fire separations, ratings;
6. door swings;
7. floor elevations;
8. built-in furniture and equipment; and
9. furniture layout concept drawings.

(c) Roof plans showing:

1. proposed systems type;
2. pitch and drainage patterns;

3. roof drains, gutters and scuppers; and
 4. skylights, stairs through roof, penthouses, major equipment, chimneys.
- (d) Building sections: One transverse and one longitudinal section. Indicate floor to ceiling heights and floor-to-floor heights. Label all spaces;
- (e) Building elevations showing:
1. full height elevations including roof structures, e.g., mechanical equipment, chimneys, and penthouses;
 2. floor elevations, floor-to-floor heights, and overall height related to benchmarks on site plans;
 3. all fenestration;
 4. column centerlines;
 5. principal finish materials indicating major control and expansion joints, and divisions of materials where required;
 6. louver and equipment enclosure systems; and
 7. exterior grades and topographical features in context.
- (f) Full height wall sections for main elevations and at special conditions. Show foundation and perimeter treatment, wall construction including insulation and supporting structure, fenestration and mechanical penetrations, and floor construction;
- (g) Interior elevations: Major spaces, e.g. library, lobby, and all typical spaces, e.g. classrooms;
- (h) Reflected ceiling plans: show prototypical structural, fire protection, mechanical and electrical information for classrooms and major spaces, including lighting layouts with ceiling heights and material changes;
- (i) Colored interior elevations and perspectives of major and typical spaces
- (j) Schedules:
1. finish schedule by room types;
 2. door schedule by room;
 3. window schedule;
 4. equipment schedules, e.g., food service, instructional media.
- (k) Structural Concepts;
1. Foundation plan showing sizes and locations of typical components.
 2. Framing plans: typical floor framing, roof framing, special framing, show framing at major openings and sizes of members.
 3. Column locations.
 4. Preliminary details including floor and roof deck, statements as to methods of lateral bracing and how requirements of earthquake code will be met.
 5. Details for special and/or incidental structural features, e.g. tunnels,

connecting bridges and unique architectural features.

6. Connection to existing buildings at foundation and at key points at existing structure if applicable.

(l) Fire Protection: floor plans indicating wet or dry type systems, hose racks or cabinets and fire department tie-ins. Indicate whether a fire pump will be required and, if so, show location within the building. Show typical sprinkler head layout;

(m) Plumbing and sanitary systems: floor plans indicating locations of all plumbing fixtures and special features, and approximate location and size of all piping systems and principal items of equipment;

(n) Heating, Ventilating and Air Conditioning Systems:

1. Show locations and approximate sizes of piping systems, air handling systems, heat pumps, and principal items of equipment such as compressors or cooling towers.

2. Indicate space requirements of major equipment and their location in mechanical rooms and fan rooms. Major shafts.

(o) Electrical Systems;

1. All services including those for special purposes shall be located and indicated.

2. Lighting shall be indicated as to type, location and intensities in foot-candles for each special and typical space.

3. Switchgear and emergency generator.

4. Fire alarm system drawings showing all initiation and signaling devices, control panels, annunciator panels, etc.

5. Security system drawings.

6. Communications drawings showing chases, major equipment locations and any special distribution requirements.

7. CATV/CCTV drawings showing chases, major equipment locations and any special distribution requirements.

8. Information Technology drawings showing chases, major equipment locations and any special distribution requirements.

7.5.4 Other Consultant's Drawings and Other Graphic and Written Requirements: For special consultants, e.g., kitchen, elevator, library, media room, equipment where appropriate, provide drawings that locate and define the scope of the work. Coordinate with other disciplines. Provide cuts of all major pieces of equipment.

7.5.5 Project Manual Requirements (Specifications):

(a) Outline Specifications that are to accompany Design Development Drawings shall be prepared to a level of detail that is standard and customary and shall include, but not be limited to, a comprehensive description of the Project and the materials proposed for use in the work. Do not provide full-length, 3-part format specifications; however, the general scope shall be indicated by CSI

MasterFormat as applicable to proposed construction.

1. The Design Development Outline Specification shall also include a comprehensive “BASIS OF DESIGN.” The “BASIS OF DESIGN” shall be a narrative description of the Project and shall include all applicable architectural, civil, structural, mechanical and electrical programs and/or systems. Identify all proposed filed sub-bid categories.
 2. Project Manual shall include a statement to define “Work” which is proposed to be included in separate construction phases and/or bid packages.
- (b) The following is a list of items that shall at a minimum be identified or outlined in this Phase:
1. Site work; clearing, drives, walks, parking areas, fences, excavation, backfill, planting, and geothermal wells.
 2. Footings; on earth, rock, piles, caissons, proposed bearing pressures, and boring logs.
 3. Foundation walls; type of concrete, reinforcing, type and extent of waterproofing.
 4. Footing drains; type, disposal of drainage.
 5. Exterior walls: superstructure, type, materials, brick type, alternate cladding, back-up materials, damp proofing material and extent, and special features.
 6. Roofs; types, vapor barrier, insulation, flashings, and all materials.
 7. Flashings; general types, all materials, weights, and where each type is to be used.
 8. Sheet metal; gutters, leaders, and others uses, except flashings.
 9. Windows; general types, materials, sub-frames, finish, glazing, and screens.
 10. Doors, exterior and interior; types.
 11. Steps, exterior; including platforms and landings’ materials.
 12. Stairs, interior; including platforms, landings, walls, materials and finishes.
 13. Framing; wood, concrete or metal systems in accordance with general design.
 14. Partition construction related to room type.
 15. Cabinet and casework; types and materials.
 16. Food Service Equipment; types and materials.
 17. Furring; lathing, plastering, materials and locations.
 18. Insulation thermal; types, thicknesses, methods of application and locations.
 19. Acoustical treatments; types, thicknesses, methods of application and location.
 20. Interior finishes; materials for floors, walls, bases, wainscots, trim, ceilings, and ceiling heights.
 21. Fire Protection; standpipe systems, sprinkler systems, fire pumps and accessories.

22. Water supply; source, location of main to which connection will be made, type of pipe for service main, load requirements, load factors, and pressures.
23. Sanitary sewers; sewage disposal system, pipe, and other materials.
24. Storm sewers; storm drainage disposal system (institution or local facility), pipe and other materials.
25. Gas main; material, size, and location. Interface with utility company.
26. Plumbing; systems such as wastes, vents, hot water, cold water, gas, air, oxygen, vacuum, main source of supply, materials for each, water heaters, pumps, thermal insulation fixture quality, and all special features.
27. Heating, ventilating and air conditioning; type of heating and refrigeration plants, type and capacity of boilers, heat pumps, and cooling equipment, fuel, type of burners, fuel storage, heaters, feed water pumps and heaters, thermal insulation, type of heating medium, supply and return piping, radiation, unit heaters, radiant heating, principal air conditioning equipment types, special features, supply, return and exhaust ductwork.
28. Electric work; service connection, location, institution or public utility, overhead or underground, transformers including type and location, types of conduit and wiring, types of fixtures, location of main switchboard, radio, fire alarm, telephone, public address, emergency lighting and wiring, emergency or other generators, solar panels, special features, including Master TV, information retrieval and/or data processing system.
29. Elevators, dumbwaiters and platform lifts; capacities, speed, travel in feet, landings, operation, controls, platform sizes, machine type and location, car and entrance finishes, and signals.
30. Other built-in equipment, types, and materials.
31. Special features.

7.5.6 Construction Cost Estimate Requirements – The Designer shall provide a construction cost estimate in Uniformat II Level 3 and CSI Master Format 6-digit format to Level 3 and M.G.L. c. 149 § 44 (filed sub-bid) formats with aggregated unit rates and quantities supporting each item referenced in Article 7.5.5(b). The estimate cost shall be projected, to the mid-point of the construction period.

- (a) The Designer shall review its construction cost estimate in comparison with the detailed construction cost estimate, and any updated cost estimates, provided by the OPM and shall work in good faith and in cooperation and coordination with the OPM to reconcile any differences between the construction cost estimates, to clarify assumptions upon which the cost estimates are based and to address any concerns or questions with the cost estimates that are raised by the Owner, the OPM, or the Authority. If the Designer is unable to reconcile all differences between the two construction cost estimates with the OPM, then the Designer shall provide a detailed explanation of the differences to the Owner. If, in any case, the agreed-upon, reconciled construction cost estimate exceeds the Project Construction Budget, the Designer shall cooperate with the Owner and the OPM

in identifying, specifying and recommending changes in, or additional specification of materials, equipment, component systems and types of construction, or other adjustments in the scope or quality of the Project, including contingencies or alternative bid items, so as to facilitate revision of the design of the Project to reduce the cost of construction so as to comply with the authorized Project Construction Budget.

- (b) Cost estimate data shall be organized to identify elements of project work which may be proposed to be advanced under separate construction phases and/or separate bidding packages. When so proposed, estimates shall develop cost data relative to corresponding bidding and work execution dates established in project schedules.

7.5.7 Reports, drawings, specifications, cost estimates and other design development submittals shall be subject to the written approval of the Owner and the Authority. Unless a lesser number is requested by the Owner, the Designer shall submit to the Owner for approval four (4) copies of Design Development drawings, specifications, cost estimates, and other submittals. One (1) copy shall be submitted to the Authority by the Designer. The Designer shall also furnish to the Owner and the Authority electronic media copies of the foregoing drawings and documents in such form as may be required by the Authority.

7.5.8 The Designer shall present and explain the Design Development submittal to the Owner, the Authority, and at a local public meeting scheduled by the Owner, if any such meeting is scheduled or in conference.

7.5.9 The Designer and its Subconsultants shall collaborate with the Authority's Commissioning Consultant to develop design criteria which will support the purposes of building commissioning and energy/resources conservation concepts as commonly understood and as prescribed by the Commissioning Consultant.

7.6 Construction Documents Phase: In addition to the requirements specified in the RFS (Attachment B), upon receipt of an Approval to proceed with the Construction Documents Phase of the Project from the Owner, the Designer shall do the following:

7.6.1 The Designer shall meet regularly and as necessary with the Owner, the Authority, the OPM, and the Commissioning Consultant. This shall include meeting in accordance with the agreed upon project work plan with the Owner and the OPM during this Phase.

7.6.2 Based on the submittals approved in the Design Development Phase of the Project, the Designer shall update and refine the items previously submitted and shall submit the following on or before the date and time specified in the Project Schedule:

- (a) Construction documents progress submittals as follows:

1. a 60% Construction Documents Submittal, with deliverables as defined in Article 7.6.3;
2. a 90% Construction Documents Submittal, with deliverables as defined in Article 7.6.4;
3. a Final Construction Documents Submittal, with deliverables as defined in

Article 7.6.5;

4. a Bid Documents Submittal, with deliverables as defined in Article 7.6.6
- (b) As a part of each of the submittals required under Articles 7.6.3, 7.6.4, and 7.6.5, an updated work plan and recommended updates for incorporation into the Project Schedule by the OPM;
- (c) As a part of each of the submittals required under Articles 7.6.3, 7.6.4, and 7.6.5, a report on the status of environmental, zoning, planning, building code, and ADA/MAAB approvals and permitting processes and a certified list of all required testing and all required permits identified in 7.5.2(a).
- (d) All submittals by the Designer shall be subject to the written approval of the Owner, which approval shall not be unreasonably delayed, withheld, conditioned, or denied. Unless a lesser number is requested by the Owner or is specifically provided hereinafter, the Designer shall furnish to the Owner for approval four (4) sets of the drawings, specifications, construction cost estimates and all other submittals. Unless a lesser number is specifically provided hereinafter, the Designer shall furnish one (1) set of said drawings, specifications, construction cost estimates and all other submittals to the Authority. The Designer shall also furnish electronic media copies of the foregoing drawings and documents to the Owner and the Authority in such form as may be required by the Authority.

7.6.3 60 Percent Construction Documents Submittal:

- (a) The Designer shall provide, on or before the date and time specified in the Project Schedule, a 60 % Construction Documents Submittal (60% CD Submittal), which shall include:
 1. Construction Documents and other deliverables, as defined in this Article 7.6.3 and as further defined in Articles 7.6.2, 7.6.7, 7.6.8, and 7.6.9, advanced to a level of intermediate (60 percent) completion, and incorporating corrections to indicate compliance with Owner and Authority review comments related to prior submittals.
 2. In instances where the Designer takes exception to the Authority's previous review comments on the Design Development submittal, a written statement explaining its position.
 3. The Basis of Design that accompanied the Outline Specifications in the Design Development Phase shall be updated and expanded to include all proposed architectural, structural, fire protection, plumbing, mechanical, electrical, civil, and landscape design concepts for the Project.
 4. A space summary, in the form and format prescribed by the Authority, that sets forth the current space calculations and totals and certifies that said space calculations and totals are in compliance with those previously authorized by the Authority in the Project Funding Agreement.

5. Keying of graphics shall be sufficient to navigate through the set easily .
 6. A list of all drawings related to the Project.
 7. A materials selection statement identifying typical interior and exterior surfaces and their materials.
 8. A color theory statement indicating proposed paint colors and material selections for typical and special spaces, explaining why they have been selected and how these selections relate to surrounding materials and colors.
 9. Large scale plans of all mechanical and electrical spaces with major equipment indicated.
 10. Project Manual, in CSI Master Format (full-length, current version), including all sections to be included in final technical specifications, developed to include a list of all materials in the building with their manufacturers. Identify all specifications sections which need to be filed sub-bid.
 11. Identify all proposed bid alternates by inclusion in a project manual section titled "Alternates." Alternates shall be listed in sequence as approved by the Owner. Work required under bid alternates shall be described and/or drawn, as appropriate, to clearly define the design criteria and extent of work involved for implementation of the bid alternate. In each instance, the existing conditions and/or new design criteria for base bid work shall also be described and indicated in documents.
 12. Code analysis: Provide a building code analysis. Any deviation from methods of compliance described in earlier submittals shall be indicated. T h e Code analysis shall identify its preparer, code edition referenced, and include a comprehensive description of operative building code provisions, with floor plans showing fire separation types, area calculations, egress capacity for exits and exitways, and any special features required to comply.
- (b) As a requirement of the 60% CD Submittal, and in accordance with Article 7.6.3 and Article 7.6.9, the Designer shall provide a construction cost estimate prepared using CSI MasterFormat 6-digit format to Level 3 and MGL c.149 §44F (filed sub-bid) format including quantities of all materials and unit prices of labor, equipment, and materials as well as a cost estimate for each item of work, for review by the Owner and the Authority. The estimated cost shall be projected to the mid-point of the construction period. The development of said construction cost estimate shall under no circumstances delay the timely submission of the remainder of the 60% CD Submittal.

7.6.4 90 Percent Construction Documents Submittal:

- (a) The Designer shall provide, on or before the date and time specified in the Project Schedule, a 90 % Construction Documents Submittal (90% CD Submittal), which shall include:

1. Construction documents and other deliverables as defined in this Article 7.6.4 and as further defined in Articles 7.6.2, 7.6.7, 7.6.8, and 7.6.9, advanced to a level of substantial (90 percent) completion, and incorporating corrections to indicate compliance with Owner and Authority review comments related to prior submittals.
2. A space summary, in the form and format prescribed by the Authority, that sets forth the current space calculations and totals and certifies that said space calculations and totals are in compliance with those authorized by the Authority in the Project Funding Agreement.
3. Interior Materials Color Boards, including samples of principal interior materials, labeled and mounted to indicate locations.
4. Final structural and energy design calculations.
5. A statement confirming that the Owner has been provided with structural design drawings, specifications, and calculations sufficient to enable execution of an independent structural peer review process, as defined in the Massachusetts Building Code, as amended (this requirement applies to all school construction projects with a floor area exceeding 10,000 square feet). The Designer shall advise the Owner of this requirement, in writing, not less than sixty (60) days prior to delivery of the 90% CD Submittal allowing the Owner to arrange for the services of an Independent Structural Peer Reviewer. Upon reaching 90 percent completion of construction documents, the Designer's structural engineering consultant shall have reached a level of 100 percent completion of its construction documents to enable the advancement of the independent structural peer review.
6. The Designer and its consultants shall fully cooperate with the Independent Structural Peer Reviewer in the process. The Designer shall obtain a copy of the Independent Structural Engineering Review report and submit it to the Owner and the Authority upon completion of the remainder of the construction documents at the level of final completion.
7. In instances where the Designer takes exception to any of the Authority's 60% CD Submittal review comments, a written position statement explaining the Designer's position on its exceptions to said review comments.
8. Project Manual in CSI Master Format (full-length, current version), including all sections to be included in final technical specifications, developed to include a list of all materials in the building with their manufacturers. Identify all specifications sections which need to be filed sub-bid.
9. As a requirement of the 90% CD Submittal, and in accordance with the provisions of this paragraph and Article 7.6.9, the Designer shall provide a construction cost estimate prepared using the CSI Master Format 6-digit format to Level 3 and MGL c.149 §44F (filed sub-bid) format, including quantities of all materials and unit prices of labor, equipment, and materials,

as well as a cost estimate for each item of work, for review by the Owner and the Authority. The development of said construction cost estimate shall under no circumstances delay the timely submission of the remainder of the 90% CD Submittal.

7.6.5 Final Construction Documents Submittal:

(a) The Designer shall provide, on or before the date and time specified in the Project Schedule, a Final Construction Documents Submittal, which shall include:

1. Construction documents and other deliverables as defined in this Article 7.6.5 and as further defined in Articles 7.6.2, 7.6.7., 7.6.8, and 7.6.9, advanced to a level of final (100 percent) completion, and incorporating corrections to indicate compliance with Owner and Authority review comments related to prior submittals.
2. A final construction cost estimate, in accordance with the provisions of this paragraph and Article 7.6.9, based on the 90% Construction Documents, including cost estimates for general conditions, overhead and profit, insurance, bonds, and all other items expressed as percentage rates for design contingencies and construction contingencies and escalation to the mid-point of construction; and other mutually agreed upon contingencies. The final construction cost estimate shall be prepared the CSI MasterFormat to Level 3 and M.G.L. c.149, §44F (filed sub-bid) format and shall be complete with a single line description for each item with the detailed unit rate or item cost buildup provided in each case.
3. Complete construction drawings and specifications, certified by the Designer as having satisfied the firm's quality control review process as previously confirmed with the Owner, in sufficient detail to permit fixed-price bids in open competition for construction of the Project when documents have been approved for issuance for bidding.
4. No later than at the 100% stage of completion of the final drawings and specifications, two sets of the final drawings and specifications that shall be provided to the local building official to be signed and stamped "Approved" by the local building official; two sets of plumbing drawings and specifications that shall be provided to the local plumbing inspector to be signed and stamped "Approved" by the local plumbing inspector; two sets of the fire protection, HVAC, and electrical construction documents that shall be provided to the local fire official to be signed and stamped "Approved" by the local fire official; two sets of the electrical construction documents that shall be provided to the local electrical inspector to be signed and stamped "Approved" by the local electrical inspector. Notwithstanding the foregoing, the Owner acknowledges that building officials, department inspectors, and fire officials have varying policies on approvals and submittal procedures, and the only obligation of the Designer in this regard is to promptly make the submittals described herein and assist the Owner in receiving the approvals to

the extent available.

5. At the 100 percent stage of completion of final drawings and specifications, a written summary comparing the final construction drawings and specifications and final estimated construction cost with the Final Design Program requirements and submittals made during the Design Development Phase and earlier in the Construction Documents Phase, explaining any significant deviations.
6. In instances where the Designer takes exception to any of the Authority's 90% CD Submittal review comments, a written position statement explaining the Designer's position on its exceptions to said review comments.
7. The Independent Structural Engineering Peer Review Report obtained from the Independent Structural Engineering Peer Reviewer referenced in Articles 7.6.4(5) and 7.6.4(6). The Designer shall include a certification statement from the project structural engineer designer of record to acknowledge receipt of the Report and to indicate response actions pursuant thereto. The Designer shall also forward a copy of said Report to the Building Inspector.
8. A certification that all applicable local, state and utility officials have been contacted by the Designer regarding each utility connection and that the persons responsible for permits or connection approval have agreed to the systems' use.

7.6.6 Bid Documents Submittal:

- (a) The Designer shall provide, on or before the date and time specified in the Project Schedule, a Bid Documents Submittal which shall include:
 1. Construction documents and other deliverables as defined in this Article 7.6.6 and as further defined in Articles 7.6.2, 7.6.7, and 7.6.8, incorporating corrections to indicate compliance with Owner and Authority review comments related to prior submittals.
 2. From the construction drawings and specifications approved by the Owner, incorporating such changes as the Owner or the Authority requires, a set of reproducible black and white drawings and original specifications on high quality white bond paper, single-sided, properly packaged, suitable for reproduction, stamped and signed by all disciplines, that shall be prepared by the Designer and transmitted to the Owner; which documents shall become the property of the Owner as provided under Article 16. Other suitable reproducible media, having the same content shall be substituted, when so directed or authorized by the Owner.
 3. Upon receipt of Owner authorization to advance to reproduction of the approved documents for distribution to bidders and, upon reproduction thereof, the Designer shall promptly submit complete sets of bid documents to the Owner (two sets) and the Authority (one set - half size for Drawings). Any subsequent addenda shall be promptly submitted to the Owner and the Authority.

7.6.7 Drawing Requirements:

(a) The documents prepared during the Construction Documents Phase shall set forth the requirements for construction of the Project to a level of detail that is customary and standard and shall include, but not be limited to:

1. General information showing drawing index, symbols, abbreviations, notes, locations map.
2. Site drawings shall be complete to define the extent and detail of site work. Show the following:
 - a. Layout and location of all proposed work including buildings, structures, retaining walls, geothermal wells, parking, walls and all other site improvements, with details.
 - b. Existing and proposed grades and contours including floor elevations, existing structures and topography, survey base line, bench marks and boring locations.
 - c. Landscaping and planting.
 - d. All utility service lines, systems and structures for electricity, gas, oil, water, steam, telephone, CATV, fire alarm, sanitary and storm drainage including size, composition, grades and directions of flow.
 - e. Contract Limit Line and Storage Area for construction materials.
 - f. All existing foundations, obstructions and other physical characteristics of the site which may affect the construction work.
 - g. Site survey.
 - h. Cuts of benches, light standards.
3. Demolition drawings and temporary work required.
4. Architectural drawings shall include at a minimum:
 - a. Floor plans of each floor, including basement and lofts or attic with room and corridor dimensions, wall thicknesses, column locations, floor elevations, mechanical and electrical openings, door and window designations, partition types, floor materials, built in furniture and equipment, keyed to other architectural drawings. All rooms numbered.
 - b. Large scale floor plans, as required, to illustrate detailed requirements of rooms.
 - c. Large scale plans showing key areas e.g. lobby, special spaces. Indicate surface materials. (minimum scale $\frac{1}{4}'' = 1' - 0''$)
 - d. Roof plans showing openings, drainage, slopes, expansion joints and all projections, including equipment.
 - e. Key plans on all floor plans and section drawings, where appropriate.
 - f. Building Sections as required to show spatial organization of the building but no less than one longitudinal and one transverse.
 - g. Building elevations. All building elevations shall be fully developed, and hidden elevations shall be shown. Elevations shall be shown in a

sequence as unfolded from a certain point.

- h. Full height wall sections indicating dimensions, flashing, anchorage, reinforcing, coursing, cladding, and all other conditions at wall, roof, foundation, and interior floors.
- i. Exterior details, for roofing, flashing, expansion control, construction joints, waterstops and other details showing all conditions both vertical and horizontal, including schedules.
- j. Door, window, entrance, and storefront, schedules, and details.
- k. Vertical circulation plans, sections and details including stairs, elevators, conveyors, and dumbwaiters.
- l. Interior elevations of all significant and typical spaces.
- m. Interior details including casework, paneling surfacing and acoustical treatment.
- n. Reflected ceiling plans coordinated with fire protection, mechanical and electrical drawings, and ceiling details.
- o. Schedules (clearly define new or existing)
 - i. Doors
 - ii. Equipment, e.g. for services
 - iii. Partitions
 - iv. Finishes

5. Structural drawings shall indicate the following:

- a. Indicate or refer to location of geotechnical exploration data and reports related thereto.
- b. Foundation plans with bottom grades showing layout of all footings, walls, slabs on grade including reinforcing, grade beams, and columns; include design soil bearing pressures and live loads.
- c. Floor and roof plans of structural systems including framing, grades of finished floors and depressed areas, with locations and dimensions for all openings. Also indicate design floor loads.
- d. Complete foundation wall elevation and typical sections, with reinforcing indicating location, dimensions and grades for all footings, steps and wall openings.
- e. Complete details and sections with dimensions for all construction including expansion and construction joints, reinforcing and other embedded items.
- f. Schedules (with dimensions) for all lintels, beams, joists, and columns.
- g. Unless detailed on the Drawings, the following information shall appear in the general notes: class and 28 day strength of concrete for each portion, structural steel and concrete reinforcing design stresses for each type of structural member, concrete cover for each type of structural member, shrinkage and temperature steel requirements, reinforcing laps for main reinforcing and temperature steel; bendpoint, cutoff, and hook locations for all members, minimum beam and lintel bearing. Reinforcing steel fabrication shall be in accordance with most recent ACI, "Manual of Standard Practice for Detailing Reinforced Concrete." Structural steel fabrication shall be in accordance with the AISC "Manual of Steel

Construction.”

6. Fire protection drawings shall indicate standpipe systems, sprinkler systems, suppression systems, access panels, fire pumps, accessories, and piping. All piping, equipment, fixtures and devices shall be located and sized. Design criteria shall be provided on the drawings in accordance with NFPA requirements.
 - a. Fire protection work, other than site work, shall not be combined on the same sheets with the Plumbing, HVAC, Electrical, or other drawings except with the prior approval of the Owner.
7. Plumbing drawings shall indicate the following:
 - a. All work done by the Plumbing Subcontractor, which includes all water, gas, air, vacuum, medical gases, sanitary and storm wastes, and accessories. Include foundation drain lines unless established as the work of the General Contractor and shall not be indicated on the Plumbing Drawings. Site utilities shall be indicated on the utility drawings.
 - b. Plumbing work, other than site work, shall not be combined on the same sheets with the Fire Protection, HVAC, Electrical, or other drawings except with the prior approval of the Owner.
 - c. Trapping and venting of all plumbing fixtures including floor drains.
 - d. Water and gas supply sources, storm and sanitary discharge mains.
 - e. All piping shall be carefully sized and all sizes shall be indicated on drawings and riser diagrams. Indicate all directions of flow and pitch on piping.
 - f. All accessories, valves, and fixtures including all drinking fountains, grease traps for kitchen waste and all necessary panels, identified as to type and size.
 - g. All piping and connections required for other trades (e.g., kitchen equipment, HVAC make-up water, etc.).
 - h. Acid waste, vents and neutralization systems for laboratories.
 - i. Plumbing Legend and/or graphical symbols on the first sheet of the Plumbing Drawings in accordance with the American National Standards Institute (ANSI).
 - j. Plumbing riser diagrams for structures two or more stories in height above the ground level.
 - k. Domestic water booster pumps, boiler feed water, meter location, hose bibbs, and wall hydrants.
 - l. Domestic hot water: storage tanks, piping material, hanger details.
 - m. All required access panels shall be indicated.
 - n. Backflow preventors and cleanouts. Verify that access and clearance provisions for periodically inspected devices, including backflow prevention, are adequate to satisfy requirements of inspecting agencies.
8. Heating, Ventilating and Air Conditioning Drawings shall indicate the following:
 - a. HVAC work, other than site work, shall not be combined on the same

- sheets with Fire Protection, Plumbing, Electrical, or other drawings except with the prior approval of the Owner.
- b. All piping and ductwork systems shall be located and sized. All ductwork shall be shown double line.
- c. All systems shall be sized at all reductions and riser diagrams of piping and duct systems shall be indicated.
- d. All directions of flow and pitch on piping, and direction of flow, volumes for duct systems shall be indicated.
- e. All equipment shall have sufficient servicing and/or replacement space indicated on drawings.
- f. All equipment, accessories, valves and dampers with all necessary access panels, identified as to type and size. Access panels, where required for access to valves and dampers shall be indicated on drawings.
- g. Cooling system pumps, chillers, cooling towers, air handling units, heat pumps, ductwork system and dampers, fan details, temperature control system, air and hydronic balancing equipment, and schedules shall be indicated.
- h. Cooling tower design shall be indicated on the drawings showing site location, elevations and floor plan of equipment layout and typical flow diagram as related to the total HVAC system.
- i. All fire and smoke dampers, access panels and doors.
- j. Mechanical room designs:
 - i. Vent pipes for safety valves, relief valves, back pressure valves and tanks shall be extended above flat roofs in accordance with all governing authorities.
 - ii. In all designs for boiler and refrigeration plants, include a complete floor plan indicating location of all major mechanical equipment and sufficient service space.
 - iii. In designs of new and/or replacement boiler and refrigeration plants, provide a flow diagram detailing steam or hot water distribution systems, return systems, including all existing equipment and their function, as well as any proposed expansions with all necessary instrumentation and controls.

9. Electrical Drawings shall indicate the following:

- a. Site utilities shall be indicated on separate electrical site drawings, unless ample space is available on common site for utility drawings.
- b. Electrical work, other than site work, shall not be combined on the same sheets with Fire Protection, Plumbing, HVAC, or other drawings except with the prior approval of the Owner.
- c. General arrangement: Outline layout of each floor. Typical sections through the structure shall be indicated when necessary to define requirements, floor and ceiling heights, elevations, and type construction, including concrete pads shall be indicated. Indicate interface with other systems. Identify any work by general contractor or other trades.
- d. Interior lighting system: Light fixture schedules, circuiting location and mounting heights of all fixtures, receptacle and switch outlets, sizes and

types of all lamps, conduits, all other accessories and riser diagrams shall be indicated on drawings. Indicate details and method of supporting electrical fixtures and conduits. Designer shall specify that all electrical lighting fixtures be supported from the building structure, and shall be independent of ducts, pipes, ceilings and their supporting members. Comply with seismic design criteria.

- e. Power system: Locations, types and method of control for all motors, heaters, appliances, controllers, starters, branch circuits, feeder conductors, conduits, and solar panels. Indicate riser diagrams. Show details and indicate method of supporting electrical conduit. For larger projects, thermostats and control wiring are normally covered under the HVAC sub-contract, assure coordination.
- f. Fire Alarm, Data, Communications, CATV/CCTV Systems: Locations and types of all devices, outlets and equipment, service connections, wiring diagrams, and all other essential details.
- g. Services: Location and details of all services, whether overhead or underground, feeder sizes, plans and elevations of switchgear and transformers, metering and service switchboard arrangements, wiring and ground fault diagram, and bus ducts.
- h. General and sub-stations: Location, size, method of connection and protection of all generators, transformers, exciters, motor generators, switch gear, and associated equipment, current characteristics and equipment capacities. Indicate equipment connections by means of one line and/on wiring diagrams and schedule all major items of equipment and all instruments.
- i. Underground work: Shall include specifying (1) the size and locations of manholes, (2) types of cables, (3) number, sizes, and locations of ducts, (4) locations, sizes, and types of cable supports, fireproofing, duct line profile, and (5) one line diagram of connections.
- j. Pole line work: If required as contract work, indicate location, length, treatment and class of poles, guying, cross arms, insulators, circuiting, transformers, protective and switching devices, lightning arresters, special structures, diagrams, current characteristics and grounding.
- k. Exterior lighting: Location, size, and type of transformers, luminary, poles, light standards, cables, ducts, and manholes, details of control equipment and connection diagrams.
- l. Emergency system details including transfer switch, type of fuel.
- m. One line diagram indicating load KVA, and available short circuit amperes at each transformer, switchboard, distribution panel board, branch circuit panel board, and at major pieces of equipment.
- n. Riser diagrams for all systems.

7.6.8 Project Manual Requirements:

- (a) The format for the Project Manual, including its technical specifications, shall be in accordance with the current CSI MasterFormat with separate sections for each of class of work required by M.G.L. c. 149 §44F.
- (b) The following general information applies to the development of final

specifications:

1. Describe the extent of the work, the materials and workmanship, and include the work under the proper section. If any portion of the work included in a section of the specifications is to be performed by a trade covered by another section, there shall be clear and distinct cross-referencing between the sections. Merely to state “by others” is not acceptable.
2. For each item of material or equipment, the specifications shall provide for a minimum of three named brands of material or equipment and the words “or equal” or a description of material or equipment which can be met by a minimum of three manufacturers or producers, and the words “or equal.” Proprietary products shall not be specified except as provided by M.G.L. c. 30, § 39M; however, when they are specified, proprietary specifications are subject to the “or equal” provisions of M.G.L. c.30, § 39M.
3. Specify materials mined or manufactured in Massachusetts first and the United States of America second whenever possible.
4. Do not use general clauses intended to be all-inclusive in lieu of complete descriptions.
5. Do not duplicate standard requirements that are contained in the contract form.
6. Use consistency throughout. The word “will” shall be used to designate what the Owner, Authority, Owner’s Project Manager, Commissioning Consultant, or the Designer can be expected to do, and the word “shall” shall be used to designate what is mandatory for the Contractor or subcontractors to do.
7. Use the same term throughout for the same subject and the term shall be the same as that used on the drawings.
8. Do not use the term “etc.”
9. Avoid such terms as “to the satisfaction of the Designer,” “as directed by the Designer,” “as approved,” and “as required”.
10. Specify work in appropriate Sections according to local trade jurisdiction.
11. Avoid the use of the following symbols:

<u>Symbol</u>	<u>Use Instead</u>
#	number, no., or pounds
%	percent
"	inch or in.
x	by
'	feet or ft.
o	degree
/	per or at

12. In sections for which filed sub-bids are required, refrain from using such terms as “the Contractor,” the “Heating Contractor,” or “the Plumbing Contractor,” but where necessary for clarity refer to the “HVAC Subcontractor,” the “General Contractor” and the like.
13. Do not give numbers both in words and figures. Numbers less than 10 shall be written in words, 10 and higher numbers shall be written in figures. In

- expressing dimensions, figures such as 2 in., 16 in., 7 ft., 6 in., shall be used.
14. Each filed sub-bid section shall detail all labor and materials required by the particular sub-trade and list, by number, those drawings (and only those drawings) indicating work of that sub-trade. In addition, list drawings indicating work of a particular trade that appears on drawings that are not customarily included in the work of the trade, when applicable.
 15. Do not specify that a product or system shall require prequalification or advance approval for use prior to bidding.
 16. Established unit price items shall be used for work categories which cannot be ascertained for exact quantities in bid documents (e.g. earthwork removal and/or replacement items). In such cases, the Designer shall establish ranges of quantities with associated unit price values for each range. Unit price values shall be established for added work, for deleted work, and for base bid quantities when conditions so-suggest. Unit price values shall be ascertained through consultation with cost estimators, be current, equitable, and well defined as to elements of work, overhead, like issues to be encompassed. Established unit prices shall be published within the applicable technical specification sections and referenced from general conditions as being operative as the basis for determining values to be used for payment or recovery for change order work.
 17. Staging, scaffolding, cutting, and patching, refuse collection and disposal, demolition work and cleaning task, allocation policy and proposed language shall be carefully assigned to avoid duplication or omission.
 18. A final draft of Project Advertisement, Notice to Bidders, Instructions to Bidders, Contract Forms, General Conditions, Supplementary General Conditions, and other “front end” documents shall be included in the 90% construction documents submittal, along with a final version of all text to appear in Division 1, General Requirements. The Designer may defer insertion of final advertising / bid dates and wage rates, understanding that they are to be established and inserted immediately prior to release of documents for bidding.

7.6.9 Construction Cost Estimate Requirements

The Designer shall provide the construction cost estimates described in Articles 7.6.3, 7.6.4, and 7.6.5 in accordance with the following provisions:

- (a) The Designer shall review its construction cost estimate in comparison with the detailed construction cost estimate, and any updated cost estimates, provided by the OPM and shall work in good faith and in cooperation and coordination with the OPM to reconcile any differences between the cost estimates, to clarify assumptions upon which the cost estimates are based and to address any concerns or questions with the cost estimates that are raised by the Owner, the OPM, or the Authority. If the Designer is unable to reconcile all differences between the two construction cost estimates with the OPM, then the Designer shall provide a detailed explanation of the differences to the Owner and the Authority. If, in any case, the agreed-upon, reconciled construction cost estimate exceeds the Project Construction Budget, the Designer shall cooperate with the Owner and the OPM

in identifying, specifying and recommending changes in materials, equipment, component systems and types of construction, or other adjustments in the scope or materials selections for the Project, including contingencies or alternative bid items, so as to facilitate revision of the design of the Project to reduce the cost of construction so as to comply with the Project Construction Budget.

(b) Cost estimate data shall be organized to identify elements of project work which may be proposed to be advanced under separate construction phases and/or separate bidding packages. When so proposed, estimates shall develop cost data relative to corresponding bidding and work execution dates established in project schedules.

(c) Cost estimates shall be projected to the mid-point of the construction period.

(d) The summary sheets shall contain the following:

1. The date that the estimate was prepared. (Value Date).
2. The anticipated bid date.
3. The project and contract number.
4. The title and location of the project.
5. The name of the Designer.
6. The name of the Estimator.
7. The site work cost (including all utilities).
8. The building cost (including fixed equipment).
9. The estimated construction cost of each Phase of the work, totaled.

7.6.10 The Designer shall participate in a final review of the Construction Documents with the Owner, the OPM, and the Commissioning Consultant, and the Designer shall incorporate such changes, as necessary, to satisfy the Owner's review comments.

7.7 Bidding Phase

7.7.1 The Designer shall, when authorized by the Owner, prepare for reproduction and distribution the construction bid documents, including advertisements, for receipt of proposals from construction contractors, and for execution of the Owner-Contractor Agreement. The Designer shall prepare all addenda (to include bidder questions and Designer responses), subject to the Approval of the Owner and the Authority. The Designer shall attend the pre-bid conference if one is scheduled, taking note of all questions asked. Relevant questions submitted in writing shall be answered by the Designer by means of written addenda to the bid documents as required. The Designer shall attend each bid opening and, with the assistance of the Owner's

- Project Manager, conduct a review of the qualifications of the low filed sub-bidders and general bidder (and of other bidders if necessary) and shall, within five working days of the respective bid opening dates, advise the Owner in writing of the Designer's opinions as to the sub-bidders' bids and as to which general bidder is the responsible and eligible bidder that has submitted the lowest bid.
- 7.7.2 The Designer shall assist the Owner in the prequalification of prime contractors and subcontractors in the filed sub-bidder or trade contractor scopes of work pursuant to M.G.L. c. 149, §§44D½ and 44D¾ including participation as a member of the Owner's Prequalification Committee.
- 7.7.3 The Designer shall receive all inquiries relating to the bid documents and, when necessary, answer questions by preparing and issuing written addenda. The Owner shall review and approve all such addenda prior to issuance to bidders.
- 7.7.4 When sub-bids are required:
- (a) Attend sub-bid openings.
 - (b) Assist in reviewing sub-bids with the Owner for completeness and accuracy.
 - (c) Assess sub-bid amounts relative to cost estimates.
 - (d) Assist in checking references of sub-bidders and make written recommendations as to their qualifications, only required for projects in which pre-qualification has not occurred.
 - (e) Issue a letter of recommendation to Owner upon acceptance of sub-bids, identify any categories to be re-bid and reason(s) therefor.
 - (f) Prepare and distribute the filed sub-bid tabulation to all prospective bidders. The tabulation shall be reviewed and approved by the Owner prior to its issuance to bidders.
- 7.7.5 Unless otherwise directed by the Owner, attend and conduct the general bid opening.
- 7.7.6 Review with the Owner and the Owner's Project Manager general bids for completeness and accuracy.
- 7.7.7 Review bidder responses for alternates and make written recommendations as to their acceptance.
- 7.7.8 If the Project must be re-bid because of a defect in the bid documents prepared by the Designer or in procedures proposed by the Designer, the Designer shall correct the defect and take the necessary actions for re-bidding the Project on proper bid documents without any additional compensation to the Designer.
- 7.7.9 If within three (3) months after approval of Construction Contract Documents, in final form, the bids of the lowest responsible and eligible bidders or negotiated proposals exceed the approved Project Construction Budget, the provisions of Article 4.10 shall apply.
- 7.7.10 If the Owner awards a construction contract for an amount that exceeds the amount established in the Project Construction Budget, such an award will not affect the Fee for Basic Services.
- 7.8 Construction Administration Phase - Obligations During Construction: Following the execution of the Owner-Contractor Agreement, the Designer shall undertake certain of the

obligations of administering the Owner-Contractor Agreement on behalf of the Owner, provided that Designer shall not be subject to provisions of the Owner-Contractor Agreement that would have the effect of expanding Designer's responsibilities or liabilities under this Contract without Designer's written consent. Services during this phase include, but are not necessarily limited to:

- 7.8.1 Upon commencement of construction activities for the Work or early bid packages or at times established in Project schedules, the Designer shall:
- (a) Furnish the General Contractor with information for establishing lines and grades and such supplemental drawings as are reasonably needed to implement the intent of the Construction Contract Documents;
 - (b) With reasonable promptness and in accordance with schedules agreed upon by the Designer and Contractor, observe testing when required under this Contract, and review and act upon samples, schedules, shop drawings and other submissions from the General Contractor;
 - (c) Prepare, maintain and update logs for all submittals;
 - (d) Visit the site at intervals appropriate to the stage of construction, weekly or as otherwise agreed to by the parties, and observe the progress of the Work, issue written progress reports, attend job meetings, and review and respond to meeting minutes prepared by the Owner's Project Manager, and to determine in general if the Work observed is being built in a manner indicating the Work when completed will be in accordance with approved Construction Contract Documents;
 - (e) Collaborate with the on-site Project Representative of the OPM to identify and monitor issues of concern relative to the progress of the Work, and establish communications processes to help assure that matters of mutual concern are exchanged on a timely basis with one another, the OPM, Commissioning Consultant, and Owner;
 - (f) On a weekly basis, make specific recommendations on rejection of any Work observed by the Designer that fails to conform to the Construction Contract Documents, and observe corrected Work;
 - (g) Require each Subconsultant engaged in accordance with Article 5 to make visits weekly or as otherwise agreed to by the parties during the progress of any work to which that Subconsultant's services relate, and to report upon it in writing to the Designer;
 - (h) Recommend actions to be taken which may include condemnation or rejection of any work that the Designer determines fails to conform to the Owner-Contractor Agreement;
 - (i) Review and recommend appropriate action for proposed requests for changes and where required by the Owner, prepare documents associated with requests for a change in any Construction Contract Documents. Compensation for change order work by the Designer shall be determined in accordance with Article 10;
 - (j) Conduct semi-final and final inspections of the Project and report the results of such inspections in writing to the Owner;

- (k) In association with the Commissioning Consultant, review the report by such Commissioning Consultant on the balancing of air and water circulation systems;
 - (l) In association with the Commissioning Consultant, review the report by such Commissioning Consultant on the setting and adjustment of automatic controls;
 - (m) In a timely manner, decide all questions regarding interpretation of, or compliance with, the Construction Contract Documents, except as the Owner may in writing otherwise determine;
 - (n) In association with the Commissioning Consultant, review the recommendations of such Consultant for requirements upon operating and maintenance documents and building user training events and instructional media as established in the Construction Contract Documents; such Consultant or OPM shall coordinate involvement of contracting parties, the Designer, and Owner;
 - (o) Furnish the Record Drawings as submitted by the General Contractor in accordance with 7.8.3, and other required documents;
 - (p) Assist the Owner in providing the written Contractor Evaluations required of the Owner pursuant to M.G.L. c.149 §44D(7) at the completion of approximately 50% of the Construction Phase on forms prescribed by M.G.L. c.149 §44D(16);
 - (q) Perform inspections of the work as necessary to prepare a punch list identifying each incomplete or deficient Work item and performing re-inspections to authorize removal of satisfactorily completed Work items from the punch list, or to determine that the Project is complete. In association with the OPM, a cost shall be assigned to each incomplete or deficient Work item when it has been determined that the Project has reached Substantial Completion; and
 - (r) Receive from the General Contractor all maintenance and operating manuals, occupancy permits, guarantees and other similar relevant materials.
- 7.8.2 The Designer shall submit to the Owner's Project Manager within 48 hours all requisitions for payment submitted by the General Contractor in the form required by the Owner. The Designer may establish procedures with the Contractor for advance notification of requisition and/or draft version processing. With respect to each such requisition, the Designer shall certify to the best of its knowledge that the percentage of Work included in the requisition is accurate and that the work performed is in accordance with the Construction Contract Documents. In the event the Designer does not approve the requisition exactly as submitted by the General Contractor, the Designer shall forward it for payment to the Owner's Project Manager dated and signed with corrections and with an accompanying letter of explanation setting forth the Designer's objections and recommended changes. The Designer shall coordinate the required visits of its own staff and those of its Subconsultants, to the construction site so as to enable the Designer to submit to the Owner's Project Manager the General Contractor's monthly requisition for payment. Timely payments to the Contractor are required by M.G.L. c. 30, § 39K. Therefore, the Designer shall establish procedures to help assure either immediate mail or messenger delivery of the requisition for payment to the Owner's Project Manager, and shall process requisitions for payment within five business days after receipt of the same, provided

- the Contractor has submitted a full and complete requisition for payment in the correct form.
- 7.8.3 Prior to issuance of the Certificate of Substantial Completion, the Designer shall obtain from the General Contractor as-built drawings, including drawings showing the actual installation of the site utilities, plumbing, heating, ventilating and electrical work under the Owner-Contractor Agreement, and recording all changes. The Designer shall ascertain that changes authorized by change orders are shown on the General Contractor's as-built drawings, but Designer shall be entitled to rely upon the accuracy and completeness of the Contractor's as-built information, and shall forward such to the Owner as Record Drawings.
- 7.8.4 Issue the Certificate of Substantial Completion of Construction.
- 7.8.5 The Designer shall meet with the Owner monthly during this Phase.
- 7.9 Completion Phase: Upon acceptance of the Certificate of Substantial Completion of Construction by the Owner, the Designer shall thereafter provide the following services:
- 7.9.1 With respect to a completed Project, preparing a Certificate of Final Completion.
- 7.9.2 With respect to a punch list, re-inspecting the work up to three times in order to determine that the punch list work is satisfactorily completed.
- 7.9.3 Reviewing and certifying the Contractor's Application(s) and Certificate(s) for Payment as necessary.
- 7.9.4 Attending meetings as reasonably necessary in the opinion of the Owner's Project Manager, unless such meetings involve continued discussions of incomplete or deficient work and the Basic Services punch list site visits have been expended. In such instance, the meetings shall be paid for as Extra Services.
- 7.9.5 Using the as-built information maintained by the General Contractor during construction referred to in Article 7.8.3, and revising the applicable original reproducible drawings and electronic media drawings on the basis of the as-built drawings, provided that Designer shall be entitled to rely upon the accuracy and completeness of the Contractor's as-built information. Upon completion of the required drafting and editing, provide one set of Record Drawing mylar reproducibles, two sets of Record Drawing prints and two electronic version Record Drawing copies to the Owner which shall become the property of the Owner. The cost for printing the mylar reproducibles and two sets of prints are Reimbursable Expenses. Upon completion of the required drafting and editing, provide one set of Record Drawing prints and one electronic version copy to the Authority.
- 7.9.6 Ten (10) months after the date of substantial completion, performing one (1) site inspection and preparing a list of construction warranty deficiencies. The Designer shall consult with the Commissioning Consultant upon the acceptability of warranty compliance requirements and response actions.
- 7.9.7 Informing the Owner in writing, through the Owner's Project Manager, of all such warranty deficiencies that should be addressed.
- 7.9.8 Performing one (1) site inspection within a further sixty (60) days to see that all such warranty deficiencies have been corrected.
- 7.9.9 Evaluation of Contractor: The Designer shall assist the Owner with providing the

written Contractor Evaluations required of the Owner pursuant to M.G.L. c.149 § 44D(7) within 70 days of the date of Substantial Completion for construction, on forms prescribed by M.G.L. c.149 § 44D(16).

- 7.9.10 Two (2) suitably bound legible copies of all original design and quantity calculations including those pertinent to change orders and shop drawings if applicable shall be furnished by the Designer to the Owner at the conclusion of the Owner-Contractor Agreement.

May 29, 2025

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

Re: OPM Contract Amendment 03

Dear Mr. Kraunelis:

Attached is Collier Project Leader's Contract Amendment Number 03 for the J. Warren Killam Elementary School Project extending the OPM services to continue to support the District efforts through DD to Construction Closeout. 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 #3 is to include an addition of \$4,345,569 to the OPM Fees. We recommend using the following ProPay Codes and Breakdowns.

Phase	Fee This Period	ProPay Code
Design Development	\$250,000.00	0102-0400
Construction Documents	\$500,000.00	0102-0500
Bidding	\$150,000.00	0102-0600
Construction Administration	\$3,175,000.00	0102-0700
Closeout	\$216,569.00	0102-0800
Estimating	\$54,000.00	0102-1100

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,

A handwritten signature in blue ink, appearing to read "A. Michael Carroll III".

A. Michael Carroll III
Project Director
Mike.Carroll@collierseng.com

cc: Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair

ATTACHMENT B

CONTRACT FOR PROJECT MANAGEMENT SERVICES

AMENDMENT NO. 03

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 June 2nd, 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 02	After this Amendment 03
Feasibility Study Phase	<u>\$ 320,000</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>\$ 250,000</u>
Construction Document Phase	<u>\$</u>	<u>\$ 500,000</u>
Bidding Phase	<u>\$</u>	<u>\$ 150,000</u>
Construction Phase	<u>\$</u>	<u>\$ 3,175,000</u>
Completion Phase	<u>\$</u>	<u>\$ 216,569</u>
Estimating	<u>\$</u>	<u>\$ 54,000</u>
Total Fee	<u>\$ 335,500</u>	<u>\$ 4,681,069</u>

This Amendment is a result of: Extending OPM Services to continue to support the District’s effort through the end of the Construction Closeout Phase, as proposed in Collier’s proposal dated May 29th, 2025, and as approved by the J. Warren Killam Elementary School Building Committee on June 2nd, 2025.

3. The Construction Budget shall be as follows:

Original Budget:	\$ <u>130,011,783</u>
Amended Budget	\$ <u>130,011,783</u>

4. The Project Schedule shall be as follows:

Original Schedule:	<u>CPL schedule dated 05/23/25</u>
Amended Schedule	<u>CPL schedule dated 05/29/25</u>

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 _____

OPM Fee Calculation Worksheet



Town of Reading, MA

Detailed Schedule & Fees for Owner's Project Management Services

Tuesday, April 1, 2025

		2025												2026												2027												
		January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	
\$4																																						
Killam Elementary School																																						
6	Module 6 - Detailed Design																																					
	Design Development																																					
	Construction Documents																																					
7	Module 7 - Construction																																					
	Bidding																																					
	Construction - Building (Phase 1)																																					
	Construction - Demo & Site (Phase 2)																																					
8	Module 8 - Closeout																																					

Fees for Services			Totals	Staffing Equivalency per Month (FTE)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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Hours of Service		Totals	Monthly Hours Associated with Staffing Levels																																	
Sr. Director	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Director	2,015	0	0	0	0	34	68	68	68	51	51	51	51	51	51	68	68	68	51	51	51	34	34	34	34	34	34	34	34	34	34	34	34	34	51	51
Associate Director	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sr. Proj Manager	3,944	0	0	0	0	34	68	68	68	68	68	68	68	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102
Project Manager	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Asst Project Manager	3,664	0	0	0	0	43	68	68	68	68	68	68	128	128	68	85	85	85	85	85	85	85	85	85	85	85	85	85	85	85	85	85	85	85	85	85
Sr. Construction Rep	4,675	0	0	0	0	0	0	0	85	0	85	0	85	0	85	170	170	170	170	170	170	170	170	170	170	170	170	170	170	170	170	170	170	170	170	170
Construction Rep	2,040	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Project Coordinator	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Financial/Admin Support	170	0	0	0	0	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
MEP / Technical Support / Cx	321	0	0	0	0	5	5	5	43	5	43	9	85	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	
Total Hours		16,828	0	0	0	0	119	213	213	335	196	318	199	420	289	315	434	434	434	417	417	417	400	400	400	400	400	400	400	400	400	400	400	400	417	417

Colliers
Project Leaders

Detailed Schedule & Fees for Owner's Project Management Services

[illegible]

Hours of Service		Totals																							
Sr. Director	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Director	2,015	51	51	51	34	34	34	34	34	34	34	34	34	17	17	17	9	9	9	0	0	0	0	0	0
Associate Director	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sr. Proj Manager	3,944	102	102	68	68	68	68	68	68	68	51	51	51	34	34	34	17	17	17	0	0	0	0	0	0
Project Manager	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asst Project Manager	3,664	85	85	68	68	68	68	68	68	68	68	68	68	34	34	34	34	17	17	0	0	0	0	0	0
Sr. Construction Rep	4,675	170	170	170	85	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Construction Rep	2,040	0	170	170	170	170	170	170	170	170	170	170	170	85	85	0	0	0	0	0	0	0	0	0	0
Project Coordinator	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Financial/Admin Support	170	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	0	0	0	0	0	0
MEP / Technical Support / Cx	321	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Hours	16,828	411	581	530	428	343	343	343	343	343	326	326	326	173	173	88	63	46	46	0	0	0	0	0	0

May 29, 2025

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

Subject: J. Warren Killam Elementary School Designer Amendment #14

Dear Mr. Kraunelis:

Colliers Project Leaders has reviewed and recommend the approval of Lavallee Brensinger Architects' Contract Amendment #14 for the J. Warren Killam Elementary School project.

Lavallee Brensinger Architects' Contract Amendment #14 is for additional services for the new geothermal test well since the previously engaged contractor declined to pursue the project. The total net value of the contract amendment is *Five Thousand Eight Hundred and Eighty-Six 00/100 Dollars (\$5,886.00)*. (ProPay Code: 0003-0000).

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

Sincerely,



A. Michael Carroll III
Project Director
Mike.Carroll@collierseng.com

cc: Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair

May 12, 2025

Mr. Matthew Kraunelis
Town Manager
Town of Reading, MA
16 Lowell St.
Reading, MA 01867
E-Mail: mkraunelis@ci.reading.ma.us

Re: Killam Elementary School
Owner-Architect Contract Amendment No. 14

Dear Mr. Kraunelis,

Please find attached Amendment No. 14 to the Owner-Architect Contract. The contractor previously engaged to dig the geothermal test well, Brightcore, declined to pursue the project. We have obtained a new proposal from a different driller, Ogden Wells, which is attached with this proposal.

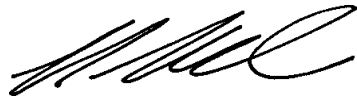
This Amendment consists of the following:

1. Deduct \$66,924.00 previously approved as Amendment #12 for geothermal test well.
2. Add 69,785.00 for a geothermal test well, consisting of the following:
 - Geothermal Test Well – \$63,441.00
 - Dewatering Permit - \$2,750.00
 - Administrative 10% Markup – \$6,619.00

The total net value of this contract amendment is \$5,886.00

Please refer to the attachments for additional information.

Sincerely,



Leigh S. Sherwood, AIA, LEED AP, NCARB
Principal

Attachments:

- Ogden Wells proposal, dated April 23, 2025
- Samiotes Dewatering Permit proposal, dated May 8, 2025
- Attachment F – Contract for Designer Services Amendment No.14

ATTACHMENT F

CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 14

WHEREAS, the Town of Reading ("Owner") and Lavallee Brensinger Architects (the "Designer") (collectively, the "Parties") entered into a Contract for Designer Services for the Killam Elementary School Project at the Killam Elementary School on the 12th day of December in the year Two-Thousand Twenty-three ("Contract"); and

WHEREAS, effective as of May 1, 2025, the Parties wish to amend the Contract:

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 Designer 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 Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services:	Original Contract Including Amd 1-13	After this Amendment 14
Feasibility Study Phase	<u>\$ 400,000.00</u>	<u>\$ 400,000.00</u>
Schematic Design Phase	<u>\$ 450,000.00</u>	<u>\$ 450,000.00</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>
Extra Services Over the Basic	<u>\$ 801,337.94</u>	<u>\$ 807,223.94</u>
Total Fee	<u>\$ 1,651,337.94</u>	<u>\$1,657,223.94</u>

This Amendment is a result of: Additional Service – Geothermal Test Well-2

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. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect.

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.

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

(print name)

(print title)

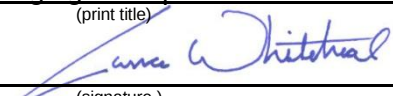
By _____
(signature)

Date _____

DESIGNER

Lance Whitehead, AIA
(print name)

Managing Principal
(print title)

By 
(signature)

Date 5/12/2025



Ogden Well & Pump Company Inc.

17 Catherwood Road Tewksbury Ma 01876 1-800-339-9051 Fax: 978-459-0368

April 23, 2025

Lavallee/Brensinger Architects
99 Bedford Street
Boston, Ma. 02111
Attn: Jenni Katajamaki
1-401-837-4472
Jenni.katajamaki@lbpa.com

Re: (1) 805' Test Geothermal Close Loop - 48Hr. Test – Killam Elementary School Reading Ma 01867:
OGDEN WELLS is pleased to offer the following prices for Geothermal Drilling and associated work.

Re: (1) 805' Test Geothermal Close Loop - 48 Hr. Thermal Conductivity Test:

Drilled (1) 805' Test geothermal close loop borehole	
Procurement BOH Permits -	\$500.00
Mobilization of equipment site & setup (Excavation of pit for drilling)	5,000.00
Mobilization of Temp Fencing /sound barrier – \$13,691.00 - 100'x 100' area (400'-Total)	13,691.00
Drilling of 8¾" Socket Hole & Setting of 6" Steel well casing (40') - \$30.00 per/ft.	1,200.00
6" Steel Well casing (40') - \$35.00 per/ft.	1,400.00
Drilling of 6" Rotary DTH Borehole from bottom of casing (765'- Rig Air only) - \$20.00 per/ft.	15,300.00
Installed 1½" 1610' loop sdr-11- pressure/flow test - \$4,500.00 per/loop	4,500.00
Grout in place w/1.2btu TG Lite geothermal grout (60 single batches/grout)	8,700.00
Install irrigation box over borehole - Cut well Head below grade (Stock file Drilling debris)	650.00
Conduct 48hr. Thermal C/Test (Test after 5 days + Seal end caps)	\$8,000.00
Measure/record/report amount of diesel fuel used by the drilling rig drilling borehole -	-----
Measure/record/report on the amount of water used in the drilling/grouting process -	-----
Measure/record/report on the rate of penetration drilling through the rock to depth 805-	-----
Measure/record/report of noise levels at 50/100/150 feet from the drill rig -	-----
Measure/record/report the level of air pollutants from the diesel exhaust-	+ \$4,500.00
Signed Estimate required to schedule work	
(1) 805' Geothermal Test per/Borehole = \$63,441.00	

Additional Drilling of 8¾" Socket Hole - \$30.00 per/ft. installed over 40'

Additional Casing if required - \$35.00 per/ft. installed over 40'

Additional single Batches of grout - \$145.00 per/Batch over 60 batches per/borehole

Additional Restore area around drilling location w/drilling debris - \$5,000.00 per/site (Additional loam /seeding)

Exclusions:

Permits for discharging of any drilling water to storm drains, permits, Discharge fees, etc. by others.

Permits for wetlands thru conservation Etc. by others.

PE stamp on any drawings or documents by others.

All layouts for boreholes by others.

Dewatering System Equipment:

(2) 20 yard containers w/ liners – pump - hoses - Mobilization, delivery setup – labor – teardown – Demobilization = \$25,000.00

Vac-Truck operator w/ cleaning crew to remove sludge/ drilling debris from (2) containers Cleaning out (Service is provided daily rate basis-work to take approximately 8 hours per/day) = \$5,000.000 per/day



Ogden Well & Pump Company Inc.

17 Catherwood Road Tewksbury Ma 01876 1-800-339-9051 Fax: 978-459-0368

April 23, 2025

Removal of drill debris from containers + well head = \$300.00 per/ton = \$4,800.00 per/truck load (3500 gals. - 16 tons)

- All drilling debris + water including dewatering tanks left on site:

Notes:

- Free and easy access required
- The cost of removing debris from drilling is included in this Estimate/Bid
- Dewatering system good up to 50gpm higher volumes will require additional equipment
- Drill Rig air only may require additional equipment with higher volumes of GPMs
- Additional High pressure Air package w/Air booster 2250cfm/750psi – Air compressor 1175/350-\$5,000.00 standby/mobilization/setup = \$3,500.00- per/borehole
- Additional Drill Rig Stand-By Time - **\$1,500.00 per/Hr.**
- All Drilling debris from tanks to be left on site. (If required pricing for removal is available per request)
- Additional Tank Debris for disposal off site – Total of 7,000 gallons per/day (If required per/load testing not included)
- Payment of all invoices within **60 Days**
- Customer agrees with the location of the well to be drilled. The customer resumes all responsibilities for setbacks.
- The customer shall provide locations of underground structures or utilities. The client agrees to accept the risk of any damage associated w/ the work performed that may occur to these structures.
- Customer acknowledges that **OGDEN WELLS** does not guarantee quality or quantity of water obtained during the drilling process.
- **OGDEN WELLS** will try to minimize damage to the property, but due to the size and weight of the equipment required to drill the well, damage may occur, which **OGDEN WELLS** will not be held liable.
- **OGDEN WELLS** reserves the right of entry to access its equipment until payment in full is received.

Accept _____ Date _____
Authorized Signature

Please visit our websites @ www.ogdenwells.net / www.geothermalma.com

T.J. Ogden Well & Pump Co., Inc.

Specializing in the expert installation of ground water systems, geothermal drilling, design & installation

May 8, 2025



Lavallee | Brensinger Architects
Attn: Jenni Katajamaki, RA, LEED AP, MCPPO
Senior Project Manager | Senior Associate
99 Bedford Street, Suite 501
Boston, MA 02111

RE: J. Warren Killam Elementary School – Reading SCI# 53086.00
Addendum #2 (Dewatering Permitting for Geothermal Test Well)

Dear Jenni:

Samiotes Consultants, Inc. (Samiotes) is pleased to present this addendum for out-of-scope civil engineering services to support the Permitting phase for the construction at the J. Warren Killam Elementary School located at 333 Charles Street, Reading, Massachusetts. Our addendum is as follows:

I – SCOPE OF WORK / TASKS

- A. **Dewatering Permitting / Coordination for Geothermal Test Well:** Samiotes will submit and coordinate dewatering plans for the Geothermal Test Well to the Town of Reading Engineering Department. This submission shall meet the requirements of the Town of Reading Regulations. This task assumes up to one (1) submission and subsequent coordination with the Town Engineering Department for approval. The Contractor will provide Samiotes with the means of dewatering, filtration, and water sampling in accordance with the Town of Reading, including specific equipment (e.g., weir tank, frac tank), pipe sizes, and any monitoring devices, as necessary. Samiotes will compile this information into a PDF plan and coordinate with the Town Engineering Department regarding the discharge location and dewatering methods for approval. Note: The Test Well Location plan will be provided by the Client and/or Other Consultants.

Note: This task does not include any post-approval requirements (inspections, reports, review, etc.) that may be required as part of the conditions of approval. Any subsequent work required by Samiotes under this task will be considered Additional Services.

All permitting documents (including those in electronic form) prepared by Samiotes are Instruments of Service for use solely with respect to this Project. Samiotes shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights. Said documents are not intended nor represented to be suitable for reuse by the Client on any other project. Any reuse, modification or adaptation by the Client or a third person or entity authorized by the Client without written verification or adaptation by Samiotes for the specific purpose intended will be at the Client's sole risk. Any such use or adaptation will entitle Samiotes to additional compensation at rates to be agreed upon by Samiotes and the third person or entity seeking to reuse said documents.

II – FEE FOR SERVICES (*Invoice Tasks in Italics*)

- A. **Dewatering Permitting / Coordination for Geothermal Test Well (Task 22)**
Fixed Fee – \$2,750.00
Method of Billing – Lump Sum billed monthly on a percentage of task completion basis.

Samiotes Consultants, Inc.
Civil Engineers + Land Surveyors

20 A Street
Framingham, MA 01701-4102

T 508.877.6688
F 508.877.8349

www.samiotes.com

EXPENSES: Reimbursable Expenses are included in the fees listed above with the exception of certified mailings (e.g., abutter notifications, DEP filing - if required), legal advertising fees, overnight mailings, courier services, or any printings for submissions beyond one (1) submission per permit / filing.

III – PROJECT SCHEDULE

Services will be delivered according to an overall Project Schedule mutually agreed upon with the Client.

IV – RATE SCHEDULE

Hourly work and Additional Services will be billed hourly at the following rates. These rates are subject to change as a result of fluctuating market conditions:

Principal / President	\$330.00 per Hour
Expert Witness	\$375.00 per Hour
Director of Engineering	\$250.00 per Hour
Senior Project Manager	\$205.00 per Hour
Director of Land Surveying	\$220.00 per Hour
Registered Professional Engineer	\$185.00 to \$200.00 per Hour
Registered Professional Land Surveyor	\$190.00 per Hour
Survey Field Crew (2-person)	\$205.00 per Hour
Survey Field Crew (1-person)	\$160.00 per Hour
2-Person Survey Field Crew (Construction Layout)	\$3,500.00 per Day
	\$2,000.00 per one-half Day
Civil Project Manager	\$180.00 per Hour
Survey Project Manager	\$155.00 per Hour
Soil Evaluator	\$160.00 per Hour
Director of Reality Capture	\$190.00 per Hour
3D Scan Processing	\$160.00 per Hour
Certified Arborist	\$150.00 per Hour
Project Engineer (I, II, III)	\$120.00, \$130.00, \$140.00 per Hour
Project Surveyor (I, II, III)	\$110.00, \$120.00, \$130.00 per Hour
Survey Technician	\$100.00 per Hour
Professional Staff	\$90.00 per Hour
Administrative Staff	\$85.00 per Hour
Archive Retrieval Fee (Up to 1 hour)	\$150.00 Flat Fee

AUTHORIZATION TO PROCEED: Execution of this document constitutes Authorization to Proceed. Work will not proceed until a signed copy is returned to this office.

VALIDITY: The prices quoted are valid for sixty (60) days.

COST: Rates are re-evaluated on an annual basis. Once the document is signed, the fees and terms shall remain in effect until the end of the calendar year. If the project continues beyond that time, Samiotes' hourly rates will be revised to conform to Samiotes' standard hourly rates for that calendar years. If Additional Services are contracted, the Client will be notified of the updated rate schedule.

TERMS AND CONDITIONS: The attached Terms and Conditions of Agreement is hereby incorporated into this agreement by reference.

ACCEPTANCE: This Document for Professional Consulting Services is hereby accepted and executed by a duly authorized signatory who, by execution hereof, warrants that he/she has full authority to act in the name of and on behalf of

LAVALLEE | BRENSINGER ARCHITECTS

By: _____

Title: _____

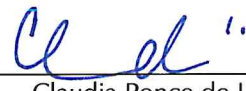
Printed Name: _____

Date: _____

Agreed:

SAMIOTES CONSULTANTS, INC.

By:  Title: President /
Stephen R. Garvin, PE, LEED AP Principal

By:  Title: Civil Project Manager
Claudia Ponce de Leon

Please return a copy of the executed document as Authorization to Proceed. Thank you for this request for Samiotes' services.

May 29, 2025

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

Subject: J. Warren Killam Elementary School Designer Amendment #16

Dear Mr. Kraunelis:

Colliers Project Leaders has reviewed and recommend the approval of Lavallee Brensinger Architects' Contract Amendment #16 for the J. Warren Killam Elementary School project.

Lavallee Brensinger Architects' Contract Amendment #16 is for extra services over the basic under the MSBA Designer Contract from Design Development phase through Closeout phase for a total of *Four Hundred Forty-Three Thousand Six Hundred Fifty-Eight 00/100 Dollars (\$443,658.00)*. We recommend using the following ProPay Codes and Breakdowns.

Additional Services	Proposed Fee	ProPay Code
Hazardous Materials	\$172,700.00	0204-0200
Geotechnical	\$148,038.00	0204-0300
Geoenvironmental	\$70,670.00	0204-0300
Soil Testing	\$3,300.00	0204-0400
Building Control Plan	\$3,850.00	0204-0400
Supplemental Survey	\$11,000.00	0204-0400
Certified Plot plan	\$4,400.00	0204-0400
Site Acoustic Survey	\$7,700.00	0204-0400
Reimbursables	\$22,000.00	0203-9900

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

Sincerely,

A handwritten signature in blue ink, appearing to read "A. Michael Carroll III".

A. Michael Carroll III
Project Director
Mike.Carroll@collierseng.com

cc: Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair

May 29, 2025

Mr. Matthew Kraunelis
Town Manager
Town of Reading, MA
16 Lowell St.
Reading, MA 01867
E-Mail: mkraunelis@ci.reading.ma.us

Re: Killam Elementary School
Owner-Architect Contract Amendment No. 16 - Additional DD-CL Services #1

Dear Mr. Kraunelis,

Please find attached Amendment No. 16 to the Owner-Architect Contract. The services listed in this proposal are considered extra services over the basic under the MSBA Designer Contract.

This Amendment consists of the following:

	Additional Service	Consultant	Proposed Fee	Fee with 10% Markup
1	Hazardous Materials	UEC	\$157,000	\$172,700
2	Geotechnical	LGCI	\$134,580	\$148,038
3	Geoenvironmental	CDW	\$64,245	\$70,670
4	Soil Testing	Samiotest	\$3,000	\$3,300
5	Building Control Plan	Samiotest	\$3,500	\$3,850
6	Supplemental Survey	Samiotest	\$10,000	\$11,000
7	Certified Plot plan	Samiotest	\$4,000	\$4,400
8	Site Acoustic Survey	Acentech	\$7,000	\$7,700
9	Reimbursables		\$20,000	\$22,000
	Total		\$403,325	\$443,658

Summary Description of Services

Please refer to the attached proposals for a detailed description.

1. Hazardous Materials – Includes destructive investigation to verify quantities of hazardous materials in the existing building and final specifications for their removal.
2. Geotechnical – Finalization of the geotechnical design; includes earthwork specifications and CA services.
3. Geoenvironmental – Finalization of the geoenvironmental design; includes specifications and construction oversight of impacted regulated soil removal.
4. Soil Testing - Required to finalize stormwater management design.
5. Building Control Plan – Includes preparation of a building control plan to provide guidance to the contractor as to how to locate the building on the site.
6. Supplemental survey – Includes extending the survey to abutting properties and to across the street on Charles and Haverhill Streets, as well as a tree-by-tree survey of the wooded area.
7. Certified Plot Plan - Required by the building department as part of the ZBA application.
8. Site Acoustic Survey - Recommended to demonstrate compliance with MassDEP sound regulations.
9. Reimbursables - Budget number to hold for reimbursable expenses such as filing fees, permit fees, and printing costs. To be billed at cost + 10% markup.

The total amount of this contract amendment is \$443,658

Please refer to the attachments for additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'LS Sherwood', with a stylized, flowing script.

Leigh S. Sherwood, AIA, LEED AP, NCARB
Principal

Attachments:

- Attachment F – Contract for Designer Services Amendment No.16
- Proposals:
 - o Universal Environmental Consultants (UEC) Hazardous Materials Consulting proposal, dated April 16, 2025
 - o Lahlaf Geotechnical Consulting, Inc. (LGCI) Geotechnical Services proposal, dated May 16, 2025
 - o CDW Geoenvironmental proposal, dated May 23, 2025
 - o Acentech Community Noise Survey proposal, dated May 23, 2025
 - o Samiotes Building Control Plan and Supplemental Topo proposal, dated May 29, 2025

ATTACHMENT F

CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 16

WHEREAS, the Town of Reading ("Owner") and Lavallee Brensinger Architects (the "Designer") (collectively, the "Parties") entered into a Contract for Designer Services for the Killam Elementary School Project at the Killam Elementary School on the 12th day of December in the year Two-Thousand Twenty-three ("Contract"); and

WHEREAS, effective as of June 2, 2025, the Parties wish to amend the Contract:

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 Designer 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 Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services:	Original Contract Including Amd 1-15	After this Amendment 16
Feasibility Study Phase	<u>\$ 400,000.00</u>	<u>\$ 400,000.00</u>
Schematic Design Phase	<u>\$ 450,000.00</u>	<u>\$ 450,000.00</u>
Design Development Phase	<u>\$ 1,887,500</u>	<u>\$ 1,887,500</u>
Construction Document Phase	<u>\$ 3,342,500</u>	<u>\$ 3,342,500</u>
Bidding Phase	<u>\$ 286,500</u>	<u>\$ 286,500</u>
Construction Phase	<u>\$ 3,342,500</u>	<u>\$ 3,342,500</u>
Completion Phase	<u>\$ 191,000</u>	<u>\$ 191,000</u>
Extra Services Over the Basic	<u>\$ 804,198.94</u>	<u>\$ 1,247,856.94</u>
Total Fee	<u>\$ 10,704,198.94</u>	<u>\$ 11,147,856.94</u>

This Amendment is a result of: Additional DD-CL Services #1

3. The Construction Budget shall be as follows:

Original Budget: \$ 101,521,394_____

Amended Budget \$ _____

4. The Project Schedule shall be as follows:

Original Schedule: TBD_____

Amended Schedule TBD_____

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect.

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.

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

(print name)

(print title)

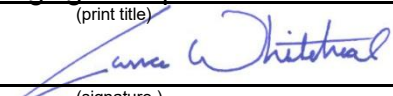
By _____
(signature)

Date _____

DESIGNER

Lance Whitehead, AIA
(print name)

Managing Principal
(print title)

By 
(signature)

Date 5/29/2025

April 16, 2025

Ms. Jenni Katajamaki
Senior Project Manager
Lavallee Brensinger Architects
155 Dow Street, Suite 400
Manchester, NH 03101

Reference: **Hazardous Materials Consulting Services**
Killam Elementary School, Reading, MA

Dear Ms. Katajamaki:

Thank you for the opportunity for Universal Environmental Consultants (UEC) to provide professional services.

We are pleased to submit our proposal for the above-mentioned project.

Should this proposal meet with your approval, kindly execute, and return the enclosed proposal.

Please do not hesitate to call me at (508) 628-5486 if you have questions about this proposal or our services.

Very truly yours,

Universal Environmental Consultants



Ammar M. Dieb
President

UEC:\Proposals\IDM\LBPA-Killam Elementary School-IDM.DOC

Enclosure

**PROPOSAL
FOR
HAZARDOUS MATERIALS CONSULTING SERVICES
AT THE
KILLAM ELEMENTARY SCHOOL
READING, MA**

SCOPE OF SERVICES:

TASK I (Asbestos Inspection Services):

- A. Conduct an inspection of the School per the Environmental Protection Agency (EPA) NESHAP regulations for Asbestos Containing Materials (ACM) and obtain data for final design.
- B. Collect bulk samples from suspect materials and analyze these samples for asbestos by Polarized Light Microscopy (PLM) and by Transmission Electron Microscopy (TEM) for non-friable suspect ACM.

TASK II (Asbestos Destructive Site Survey):

- A. Retain the services of a demolition/site contractor (Contractor) to excavate around the foundations walls (soil/grass) to expose any suspect ACM that might be found below grade. Backfill using the same excavated soil. The contractor will also perform selective destructive demolition of the exterior walls to expose any suspect ACM that might be found. Patch the exterior walls with similar or equivalent.
- B. Retain the services of a licensed roofer to cut and patch the roof.
- C. Collect and analyze bulk samples of any suspect materials and analyze for asbestos.

TASK III (Hazardous Materials Design Services):

- A. Meet virtually with the client to present recommendations for specifications.
- B. Prepare Contract Specifications based on the recommendations as accepted by the client to include the following:
 - Asbestos;
 - Environmental Procedures;
- C. Prepare addenda and provide any additional information required during the bid period.

TASK IV (Asbestos/Demolition Construction Monitoring and Air Sampling Services):

- A. UEC designer will prepare a Non-Traditional Work Plan and submit it to the Department of Environmental Portion (DEP) for approval.
- B. UEC designer will review submittals provided by the contractor.
- C. UEC Project Manager will attend a pre-construction conference prior to start of work.
- D. UEC Project Monitor will provide on-site asbestos abatement and building demolition project monitoring and observe the contractor's practices and procedures during the removal process.

- E. The Project Monitor will attend meetings during asbestos abatement activities.
- F. The Project Monitor will collect and analyze air samples in accordance with Federal and State regulations as follows:
- ◆ Background air samples by Phase Contrast Microscopy (PCM) prior to the commencement of abatement activities in each area to establish the ambient levels of airborne fibers.
 - ◆ General area air samples by PCM during abatement activities both inside and outside abatement work areas to verify airborne fiber levels do not exceed required limits.
 - ◆ Clearance air samples by PCM as required by Federal and State regulations. PCM samples will be collected and analyzed on-site in accordance with 40 CFR 763 as required by Federal and State regulations.
- G. The Project Monitor will perform air sampling on the exterior of the school during demolition as required by the DEP.
- H. Produce a final report, including daily logs, sample results based on EPA compliance audit protocol.

FEES FOR SERVICES:

TASK I (Asbestos Inspection Services):

Lump Sum Fee including all sampling of \$ 6,500.00

TASK II (Asbestos Destructive Site Survey):

Lump Sum Fee including all sampling of \$ 11,500.00

TASK III (Hazardous Materials Design Services):

Lump Sum Fee of \$ 14,000.00

TASK IV (Asbestos/Demolition Construction Monitoring and Air Sampling Services):

Lump Sum Fee of \$ 125,000.00

Total: \$157,000

Proposal Authorized By:



Ammar M. Dieb
President

Proposal Accepted by:

Signature: _____

Ms. Jenni Katajamaki
Senior Project Manager
Lavallee Brensinger Architects
155 Dow Street, Suite 400
Manchester, NH 03101

May 16, 2025

Ms. Jenni Katajamaki, RA, LEED® AP, MCPPO
Senior Project Manager
Lavallee Brensinger Architects
99 Bedford Street
Boston, MA 02111
Phone: (617) 398-2046
Mobile: (401) 837-4472
E-mail: jenni.katajamaki@lbpa.com

**Re. Proposal for CD and CA Phase Geotechnical Services
Proposed J. Warren Killam Elementary School
Reading, Massachusetts
LGCI Proposal No. 25057
LGCI Project No. 2412**

Dear Ms. Katajamaki:

Lahlaf Geotechnical Consulting, Inc. (LGCI) appreciates the opportunity to submit this proposal to provide Construction Document (CD) and Construction Administration (CA) geotechnical services for the proposed J. Warren Killam Elementary School in Reading, Massachusetts. This proposal is based on information you provided to us in your request for proposal (RFP) dated May 16, 2025.

Project Description and Background

The site is located at 333 Charles Street in Reading, MA. The site is bordered by Charles Street on the western side, by private properties on the northern and southern sides, and by Haverhill Street on the eastern side. The site is currently occupied by the existing school building, paved areas around the building, and an athletic field and playground on the eastern side of the site. The athletic field consists of a baseball field and is located between the existing school and Haverhill Street.

The proposed construction will include a new school building that will be located in the existing athletic field on the eastern side of the site. We understand that the proposed building will have a gross area of 122,941 square feet and footprint of about 50,200 sq. ft.

The proposed construction will also include paved driveways and a parking lot within the southern area of the existing school; and a playground, a baseball field, and a basketball court within the northern side of the existing school after the latter is demolished.

LGCI performed explorations and submitted a preliminary geotechnical report dated December 16, 2024. Our explorations indicated asphalt and topsoil, overlying fill extending to depths of up to 10 feet beneath the ground surface, overlying buried organic soil and subsoil extending to depths of up to 6 feet beneath the ground surface, overlying native deposits of sand and sand and gravel extending to the bottom of the borings or top of weathered rock.

**Proposal for CD and CA Phase Geotechnical Services
Proposed J. Warren Killam Elementary School
Reading, Massachusetts
LGCI Proposal No. 25057
LGCI Project No. 2412**

LGCI recommended removing the surficial organic soil, the existing fill, and the buried organic soil and subsoil and supporting the proposed building on Structural Fill placed directly on the native sand and gravel layer.

The purpose of our services is to assist Lavallee Brensinger Architects with the construction documents and to perform geotechnical field services during construction.

Review Plans and Specifications (Task 8)

1. Review of Drawings – LGCI will review the foundation and civil drawings and will provide comments in writing, as needed, including markup of the foundation plan. We have budgeted ten (10) hours for this task.
2. Specifications – We will prepare Earth Moving Specifications. We have budgeted twelve (12) hours for this task.
3. Consultation – We have budgeted fourteen (14) hours for meetings and consultation with the you.

Construction Administration (Task 9)

1. Review Contractor's Submittals and Respond to Contractor's Questions – We will review the geotechnical aspect of contractor's submittals and we will provide written responses. We have budgeted thirty (30) hours for this task.
2. Observe the Subgrade of Footings and Slabs – We will provide a geotechnical field representative to observe the preparation of the subgrade of footings and slabs. Our scope does not include observation of backfilling operations and field density testing. We understand that you will retain a separate testing agency to perform these services. We have budgeted seventy-five (75) visits for this task.
3. Field Reports – Our representative will prepare daily field reports containing a summary of our observations and a summary of the geotechnical recommendations made in the field. We have budgeted one (1) hour per report, and three (3) hours of project manager time for review.

Recommendations for stormwater management, erosion control, slope stability analyses, pavement design, site specific seismic analyses, seismic settlement, liquefaction analysis, pile analysis and design, and cost or quantity estimates are not included in our scope of work.

LGCI's scope of services does not include an environmental assessment for the presence or absence of wetlands or analytical testing for hazardous or toxic materials in the soil, surface water, groundwater, or air, on or below or around this site, or mold in the soil or in any structure at the site. Any statements regarding odors, colors, or unusual or suspicious items or conditions are strictly for the information of the client.



**Proposal for CD and CA Phase Geotechnical Services
Proposed J. Warren Killam Elementary School
Reading, Massachusetts
LGCI Proposal No. 25057
LGCI Project No. 2412**

Proposed Schedule

We will submit our comments on the foundation and civil drawings, and Earth Moving Specifications within about two (2) weeks of receiving the drawings. We will review submittals within two (2) weeks of receiving the submittal. Our daily field observation reports will be submitted the week after our observations.

Project Fee

We estimate that our fee will be about **\$126,240**. We propose performing the services described in Task 8 (items 1 and 2) on a lump sum basis and the remainder of our services on a time-and-expenses basis using rates in the table below. The breakdown of our estimated fee is shown below:

8 Review Plans and Specifications			
1 Review Drawings	2,340.00		
2 Prepare Specifications	2,800.00	CD Phase	
3 Consultation	3,200.00	8,340.00	
9 Construction Administration			
1 Contractor Submittals and RFIs	7,500.00		
2 Site Visits to Observe the Subgrade of Footings and Slabs	84,800.00	CA Phase	
3 Field Observation Reports, Review, and Coordination	25,600.00	117,900.00	
		126,240.00	

Total: \$134,580

No services beyond those described above would be provided without your prior knowledge and approval. If site conditions or your needs require a change in the scope of work, we will prepare for your approval a change order request that summarizes the changes to the project scope and fee.

Our services will be performed using the following unit rates.

Title/Position	2025	2026
Senior Geotechnical Engineer/Principal	234.00	244.00
Geotechnical Engineer/Project Manager	180.00	187.00
Senior Geotechnical Staff/Field Representative	117.00	122.00
Geotechnical Staff/Field Representative	111.00	115.00
Junior Geotechnical Staff/Field Representative	93.00	103.00
Mobilization Charge	60	63

Terms and Conditions

We propose performing our services in accordance with the terms and conditions of our existing agreement dated April 15, 2024 and signed by Mr. Chris Drobat of Lavallee Brensinger Architects on the same date.



**Proposal for CD and CA Phase Geotechnical Services
Proposed J. Warren Killam Elementary School
Reading, Massachusetts
LGCI Proposal No. 25057
LGCI Project No. 2412**

LGCI trusts that the above proposal will be sufficient to meet your needs. If this proposal is acceptable, please sign and return a complete copy of this proposal to LGCI. If you have any questions, please call us at (978) 330-5912.

Sincerely,

LAHLAF GEOTECHNICAL CONSULTING, INC.



Abdelmadjid M. Lahlaf, Ph.D., P.E.
Principal Engineer

Agreed to by (please type name): _____ **on (date):** _____

Company Name: _____

Signature: _____





May 23, 2025

Jenni Katajamaki, RA, LEED, AP, MCPPO
Senior Project Manager, Senior Associate
Lavalee Brensinger Architects
99 Bedford Street, Suite 501
Boston, MA 02111

RE: Geoenvironmental Services Design Development through Construction Administration
Killam Elementary School, Reading, Massachusetts

Dear Ms. Katajamaki:

CDW Consultants, Inc. (CDW) is pleased to present this proposal to provide environmental consulting services at the above referenced location ("Site"). CDW understands that Lavalee Brensinger Architects is submitting a proposal in response to the Reading School District's Request for Proposal for Architectural Services for the design, bid support, and construction of a new elementary school (the Project). CDW is providing a scope and fee for environmental support services during Design Development (DD) through Construction Administration (CA). CDW's approach is to provide proactive and integrated services with the intent to work as an extension of the design team. CDW has outlined a scope of services below but understands the need for flexibility and will be prepared to make adjustments to meet specific project and team needs as they evolve. CDW assumes that full site access will be available for this work. Our proposal includes the Scope of Services, Schedule of Services, Fee for Services, and Terms and Conditions.

SCOPE OF SERVICES

CDW proposed Scope of Services are categorized in the following tasks:

Task 1: Design Development Support

CDW will review a Phase I Environmental Site Assessment and Preliminary Soil Sampling and Analysis Results Report prepared by FS Engineers. CDW will prepare Draft Design Development (DD) design specifications for Impacted Soil Management and Impacted Groundwater Management.

CDW will prepare an initial estimate of probable construction costs for the management of soil and groundwater, to the extent design and construction means and methods are understood at that time.

CDW will present the findings of the report reviews and existing soil testing results on project design aspects. CDW will make recommendations for additional data acquisition, as may be needed.

Task 2: Construction Documents/Construction Administration

CDW will prepare Construction Documents (CDs) design specifications at 60%, 90% and 100% for Impacted Soil Management and Impacted Groundwater Management. This task includes two submissions: DD and 100% CDs, including two specifications: Impacted Soil Management and Impacted Groundwater Management.

CDW will prepare a revised estimate of probable construction cost for the management of soil and groundwater, to the extent design and construction means and methods are understood at that time.

CDW will attend up to 6 construction meetings, conduct review and response to up to 4 contractor RFIs and review up to 6 required technical specification contractor submittals related to soil and groundwater management plans; Excavated Materials Management Plan, Groundwater Management Plan, and up to 4 soil or groundwater disposal profiles.

Task 3: Construction Oversight

CDW will provide up to 35 days of onsite field technical oversight. This is based on the following assumption: an estimated 6500 cubic yards of impacted regulated soil (approximately 10,000 tons) may be excavated and require hauling offsite to a suitable receiving facility (to be predetermined by the Site contractor), at a removal rate of approximately 300 tons per day (15 trucks at 25 tons per load). The actual volume of soil to be managed and disposed of offsite is unknown at the time of this budget, as well as the contractor's means and method for disposal, so this task and all assumptions require review and possible revision as the project progresses through design, construction and bid phases. CD personnel will complete shipping Bills of Lading daily log forms, provide field analytical screening of soil at regular intervals with a photoionization detector (PID) and prepare a summary of daily shipments for record.

FEE FOR SERVICES

For this project, as defined in SCOPE OF SERVICES, compensation shall be on a LUMP SUM, not to exceed basis estimated as follows:

<u>Task 1. Design Development Support</u>	<u>\$ 9,000</u>
<u>Task 2 Construction Documents/Construction Administration</u>	<u>\$ 9,200</u>
<u>Task 3: Construction Oversight</u>	<u>\$46,045</u>
<u>Total Estimated Project Costs</u>	<u>\$64,245</u>

EXCLUSIONS

The scope of work assumes free and clear access to all sampling locations at the time of mobilization. In addition, the following work is excluded from this Scope:

- Full site soil pre-characterization for soil or groundwater export during construction
- Sampling of buildings or structures for asbestos, PCBs, lead-based paint, or other hazardous building materials
- Sampling and testing for additional soil constituents such as buried hazardous building materials
- Preparation of any permits or payment of any fees beyond those specified in the above Scope

- Preparation of any reports beyond those specified in the above Scope
- Laboratory rush charges to obtain sample results in under 2 weeks
- No MassDEP LSP or Asbestos Designer Services deliverables
- No oversight of non-regulated soil export
- No oversight of groundwater treatment, testing or permit compliance if applicable

CDW insurance includes a hold harmless insurance provision for both general liability and errors and omissions, however “defense” coverage is not included in errors and omissions.

Invoicing will occur monthly and at the completion of the project. Note that our tasks and phases of work do not align directly with the client’s timeline under the primary contract with the project owner as it is front-loaded to collect necessary information for Specifications and design documents and will be billed accordingly.

A significant amount of CDW work scope and billing are 3rd party vendor charges for drilling and laboratory services. These vendors do not operate on a pay-when-paid basis and therefore CDW cannot agree to terms of indefinite payment. All invoices that include vendor charges are to be paid as defined in the general contract terms, but no later than 120 days from the date of invoicing.

With the above limitations, CDW generally accepts the applicable Terms and Conditions of Client’s contract for services with the project owner.

Please sign a copy of this agreement. Retain a copy for your files and return the other to us, the receipt of which shall constitute Notice-to Proceed. If you have any questions, please do not hesitate to contact the undersigned at extension 27. We look forward to working with you on this important project.

Very truly yours,
CDW CONSULTANTS, INC.

A handwritten signature in blue ink, appearing to read "WJ Betters", with a long horizontal flourish extending to the right.

William J. Betters, PG, LSP,
Principal / COO

Lavalee Brensinger Architects

Name: _____

Date: _____



May 23, 2025

Jenni Katajamaki, RA, LEED AP, MCPPO
Senior Associate
Lavallee Brensinger Architects
155 Dow Street, Suite 400
Manchester, NH 03101

Email: jenni.katajamaki@lbpa.com

Subject: **Proposal for Additional Acoustics Consulting Services (Community Noise)**
Killam Elementary School
Reading, MA
Acentech Proposal No. 0637308.02

Dear Jenni,

Thank you for requesting this proposal for additional Acoustics Consulting services for the Killam Elementary School project. This additional services proposal covers the site noise survey for Killam Elementary School as well as analysis and recommendations related to community noise control of MEP equipment.

MOTIVATION

Noise produced by project MEP systems must adhere to the regulations issued by the Massachusetts Department of Environmental Protection (MassDEP), which states:

“A noise source will be considered to be violating the Department’s noise regulation (310 CMR 7.10) if the source:

1. Increases the broadband sound level by more than 10 dB(A) above ambient, or
2. Produces a “pure tone” condition – when any octave band center frequency sound pressure level exceeds the two adjacent center frequency sound pressure levels by 3 decibels or more.

These criteria are measured both at the property line and at the nearest inhabited residence. “Ambient” is defined as the background A-weighted sound level that is exceeded 90% of the time, measured during equipment operating hours. “Ambient” may also be established by other means with consent of the Department.”

A site noise survey would be useful to 1) determine how loud project MEP equipment can be while still complying with MassDEP, and 2) determine the existing sound levels residential neighbors are accustomed to, especially given how close residential neighbors are to the School. Establishing existing ambient noise levels will allow us to design sufficient noise control solutions without overdesigning the noise control.

SCOPE OF SERVICES

As part of the community noise additional service, we will:

1. Visit the site to install up to 3 long term sound monitors for a period of 5 to 7 days, including a weekend, to continuously log hourly sound levels of ambient noise conditions. The monitors document sound levels only; they do not make audio recordings of speech or any other audio signal. After the measurement period, we will retrieve the monitors and analyze the data to quantify the lowest hourly ambient sound levels during both daytime and nighttime periods. This

information will be useful for determining appropriate criteria for new building MEP equipment noise levels to the surrounding community based on MassDEP.

2. Based on information you provide to us including the locations of the property lines, the locations of external equipment planned for the site, equipment manufacturer's noise level data, and architectural and topological features that impact the propagation of noise in the environment, we will predict the noise levels due to expected operation of exterior MEP equipment associated with the project at several representative locations along the nearest non-town-owned property lines. We will compare these projected levels to the ambient measurements we make as part of our proposed Task 1 (above). We will predict both daytime and nighttime levels, based on information from the project mechanical engineers regarding typical and expected daytime and nighttime usage and MEP equipment demand.

We will submit the results of our analysis to you in an e-mailed letter report. We will include figures as required to clarify the details of our report, including the locations of the measured and projected noise levels around the site. This initial analysis should occur during DD.

3. If determined necessary from Task 2, we will recommend strategies to mitigate noise generated by exterior MEP equipment on the subject project in order to come into compliance with the MassDEP regulations. We will work with you and your mechanical engineers to incorporate these mitigation measures into the project documents.

CONSULTING FEES / TERMS AND CONDITIONS

We propose to provide the acoustic consulting services described above for a fixed fee of \$7,000, including expenses, in accordance with the Terms and Conditions agreed upon for our base scope.

Please contact me if you have any questions or if I can modify the attached proposal to better suit your needs. You can reach me at 617-499-8009 or at alam@acentech.com.

Sincerely,



Allison Lam
Senior Consultant

CC: Jonah Sacks (Acentech)

ACCEPTED BY:

Firm:	_____
Name (Print):	_____
Signature:	_____
Title:	_____
Date:	_____

May 29, 2025



Lavallee | Brensinger Architects
Attn: Jenni Katajamaki, RA, LEED AP, MCPPO
Senior Project Manager | Senior Associate
99 Bedford Street, Suite 501
Boston, MA 02111

RE: J. Warren Killam Elementary School – Reading (Survey)
Addendum #1 (CPP, Building Control & Supplemental Topo)

SCI# 53086.01

Dear Jenni:

Samiotes Consultants, Inc. (Samiotes) is pleased to present this addendum for out-of-scope land surveying services for the J. Warren Killam Elementary School project located at 333 Charles Street, Reading, Massachusetts. Our addendum is as follows:

I – SCOPE OF WORK / TASKS

- A. **Building Control Plan:** Samiotes will prepare a Building Control Plan to be used for construction layout (by Others). Samiotes will incorporate the proposed plans provided by the Architect and Structural Engineer. Samiotes will then finalize the Building Control Plan showing the proposed structure situated on the property. Coordinates will be provided for four (4) proposed column grid intersections and four (4) survey control points.
- B. **Supplemental Topographic Survey & Plan:** Samiotes will conduct a limited topographic survey to supplement the previously completed survey work on the site, limited as shown in green on the survey limits sketch. Samiotes will locate individual trees 4" caliper or greater, limited as shown in green and circled in red on the survey limits sketch. Existing underground utilities will be shown at a Quality Level C of the Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data (38-02) by the American Society of Civil Engineers.

Note: Permission to access abutting properties must be granted and coordinated by the Town. Topographic Survey of inaccessible areas will be deemed an Additional Service.

- C. **Certified Plot Plan:** Samiotes will prepare a Certified Plot Plan suitable for filing with the Town of Reading. Samiotes will incorporate the proposed plans provided by the Architect. Samiotes will incorporate a zoning table on the plan. Samiotes will then finalize the Certified Plot Plan showing the proposed structure situated on the property with the dimensions and setbacks from the property lines.

II – FEE FOR SERVICES (*Invoice Tasks in Italics*)

- A. **Building Control Plan** (*Task 21*)
Fixed Fee – \$3,500.00
Method of Billing – Lump Sum billed monthly on a percentage of task completion basis.
- B. **Supplemental Topographic Survey & Plan** (*Task 22*)
Fixed Fee – ~~\$10,500.00~~ **\$10,000**
Method of Billing – Lump Sum billed monthly on a percentage of task completion basis.
- C. **Certified Plot Plan** (*Task 23*)
Fixed Fee – \$4,000.00
Method of Billing – Lump Sum billed monthly on a percentage of task completion basis

Samiotes Consultants, Inc.
Civil Engineers + Land Surveyors

20 A Street
Framingham, MA 01701-4102

T 508.877.6688
F 508.877.8349

www.samiotes.com

EXPENSES: Reimbursable Expenses are included in the fees listed above with the exception of overnight mailings and courier services when requested by Client.

ADD ALTERNATES (Fees may be refined as Scope is better defined)

~~A. **Police Detail:** Samiotes will coordinate for a Police Detail to assist in survey fieldwork within the public streets. This task assumes a one-half (1/2) day police detail.~~

~~**Approximate Fee: \$500.00 (Town to Coordinate)**~~

If required this will be billed as a reimbursable expense. Alternately the town may decide to waive the fee for police detail.

III – PROJECT SCHEDULE

Services will be delivered according to an overall Project Schedule mutually agreed upon with the Client.

IV – RATE SCHEDULE

Hourly work and Additional Services will be billed hourly at the following rates. These rates are subject to change as a result of fluctuating market conditions:

Principal / President	\$330.00 per Hour
Expert Witness	\$375.00 per Hour
Director of Engineering	\$250.00 per Hour
Senior Project Manager	\$205.00 per Hour
Director of Land Surveying	\$220.00 per Hour
Registered Professional Engineer	\$185.00 to \$200.00 per Hour
Registered Professional Land Surveyor	\$190.00 per Hour
Survey Field Crew (2-person)	\$205.00 per Hour
Survey Field Crew (1-person)	\$160.00 per Hour
2-Person Survey Field Crew (Construction Layout)	\$3,500.00 per Day
	\$2,000.00 per one-half Day
Civil Project Manager	\$180.00 per Hour
Survey Project Manager	\$155.00 per Hour
Soil Evaluator	\$160.00 per Hour
Director of Reality Capture	\$190.00 per Hour
3D Scan Processing	\$160.00 per Hour
Certified Arborist	\$150.00 per Hour
Project Engineer (I, II, III)	\$120.00, \$130.00, \$140.00 per Hour
Project Surveyor (I, II, III)	\$110.00, \$120.00, \$130.00 per Hour
Survey Technician	\$100.00 per Hour
Professional Staff	\$90.00 per Hour
Administrative Staff	\$85.00 per Hour
Archive Retrieval Fee (Up to 1 hour)	\$150.00 Flat Fee

AUTHORIZATION TO PROCEED: Execution of this document constitutes Authorization to Proceed. Work will not proceed until a signed copy is returned to this office.

VALIDITY: The prices quoted are valid for sixty (60) days.

COST: Rates are re-evaluated on an annual basis. Once the document is signed, the fees and terms shall remain in effect until the end of the calendar year. If the project continues beyond that time, Samiotes' hourly rates will be revised to conform to Samiotes' standard hourly rates for that calendar years. If Additional Services are contracted, the Client will be notified of the updated rate schedule.

TERMS AND CONDITIONS: The Terms and Conditions attached to the original contract remain in effect.

ACCEPTANCE: This Document for Professional Consulting Services is hereby accepted and executed by a duly authorized signatory who, by execution hereof, warrants that he/she has full authority to act in the name of and on behalf of

LAVALLEE | BRENSINGER ARCHITECTS

By: _____

Title: _____

Printed Name: _____

Date: _____

Agreed:

SAMIOTES CONSULTANTS, INC.

By: _____ Title: President /
Stephen R. Garvin, PE, LEED AP Principal

By: _____ Title: Director of Survey
Dan Fleming, PLS

Please return a copy of the executed document as Authorization to Proceed. Thank you for this request for Samiotes' services.



Samiotes Consultants, Inc.
Killam Elementary School, Reading
SCI #53086.01
Supplemental Survey Limits Sketch



Massachusetts School Building Authority

Deborah B. Goldberg
Chair, State Treasurer

James A. MacDonald
Chief Executive Officer

Mary L. Pichetti
Executive Director / Deputy CEO

May 13, 2025

Mr. Matt Kraunelis, Town Manager
Town of Reading
Reading Town Hall
16 Lowell Street
Reading, MA 01867

RE: Town of Reading's Project Scope and Budget Agreement
J. Warren Killam Elementary School (MSBA Project No. 202102460017)

Dear Mr. Kraunelis,

Attached please find the Project Scope and Budget Agreement (the "PSBA") and the PSBA Exhibits for the J. Warren Killam Elementary School in the Town of Reading (the "Town").

The Town must forward one original signed copy of the PSBA; one signed original of Exhibit A, Total Project Budget; one signed original of Exhibit A, Proposed Schedule of Alternates (if applicable); and one signed original of Exhibit H, Reimbursement Rate Certification, to the MSBA. A copy of the PSBA will be returned to the Town after it has been signed by the MSBA's Executive Director.

Please **do not** date the Agreement on the first and last pages. The PSBA will be dated by the MSBA when the MSBA's Executive Director signs the Agreement.

The MSBA **no longer requires mailed original signed hard copies with wet signatures**. The MSBA now prefers **electronic copies** including a **verified electronic signature** through a document management program such as Adobe.

The Town must also submit one copy of the Certification of Legal Counsel, which is being sent as a Word document to enable the Town's legal counsel to put the certification on his/her letterhead. The MSBA also prefers **electronic copies** of the Certification of Legal Counsel including a **verified electronic signature**. The Certification of Legal Counsel requires the Town's legal counsel to certify which local public official or governmental body (the "Local Governing Body") has the full legal authority to execute the PSBA on behalf of the Town and to bind the Town to its terms. The Town should keep a separate copy of the certification for the Town's records.

In addition, the Town will need to provide a certified copy of the vote of the Local Governing Body authorizing the Town to enter into and be bound by the PSBA and authorizing the signatory to execute the document on behalf of the Town, where required by local charter, by-law, ordinance or other applicable law or policy. The MSBA will accept **scanned certified copies** of the certified vote.

The required documents include:

May 13, 2025

J. Warren Killam Elementary School

- one signed original of the PSBA;
- one signed original of Exhibit A, Total Project Budget;
- one signed original of Exhibit A, Proposed Schedule of Alternates (if applicable);
- one signed original of Exhibit H, Reimbursement Rate Certification;
- one signed copy of the Certification of Legal Counsel (please keep a separate copy for the Town's records); and,
- a certified copy of the vote of the Local Governing Body authorizing the Town to enter into and be bound by the PSBA, only where required by local charter, by-law, ordinance, or other applicable law or policy.

The required documents should be e-mailed to the project's Project Coordinator.

If you have any questions, please feel free to contact me at August.Knuth@MassSchoolBuildings.org

Regards,



August Knuth
Staff Attorney

cc: Legislative Delegation
Carlo Bacci, Chair, Reading Select Board
Thomas Wise, Chair, Reading School Committee
Dr. Thomas Milaschewski, Superintendent, Reading Public Schools
Philip Littlehale, Director of Finance and Operations, Reading Public Schools
Carla Nazzaro, Chair, Reading School Building Committee
Mike Carroll, Owner's Project Manager, Colliers Project Leaders
Leigh Sherwood, LaVallee Brensinger Architects
Jenni Katajamaki, LaVallee Brensinger Architects
File: 10.2 Letters (Region 3)

PROJECT SCOPE AND BUDGET AGREEMENT

This PROJECT SCOPE AND BUDGET AGREEMENT, (the “Project Scope and Budget Agreement”), dated as of _____, 20____ (the “Effective Date”) is between the Massachusetts School Building Authority, a public instrumentality of the Commonwealth of Massachusetts (the “Authority”), and the Town of Reading, Massachusetts, together with its successors and assigns (the “District” or “Owner”) (Authority and District collectively referred to as the “Parties”).

RECITALS

WHEREAS, chapter 70B of the Massachusetts General Laws (“Chapter 70B”), chapters 208 and 210 of the Acts of 2004, and 963 CMR 2.00 *et seq.* authorize the Authority to approve Proposed Projects for a grant pursuant to the school building construction and renovation program developed and managed by the Authority; and

WHEREAS, the District submitted a Statement of Interest to the Authority for the J. Warren Killam Elementary School, and the District prioritized this Statement of Interest as its priority to receive any potential funding from the Authority;

WHEREAS, the Authority and the District conducted a project scope and budget conference as described in 963 CMR 2.00 *et seq.*, related to the facility deficiencies at the J. Warren Killam Elementary School;

WHEREAS, on April 30, 2025, the Board of Directors of the Authority voted to authorize the Authority’s Executive Director to enter a Project Scope and Budget Agreement with the District upon the terms and conditions stated herein and further authorized the Executive Director do all acts and things and execute and deliver any and all documents and agreements in connection with such project scope and budget conference;

WHEREAS, the Project Scope and Budget Agreement is one step in the multi-step process of the Authority’s grant program for school building construction and renovation projects;

WHEREAS, the Authority’s grant program for school building renovation and construction projects is a non-entitlement, discretionary program based on need, as determined by the Authority;

WHEREAS, the District has submitted a signed Initial Compliance Certification, as described in 963 CMR 2.02 and 2.06(2)(a), in the form prescribed by the Authority, and it has been accepted by the Authority;

WHEREAS, the District has formed a School Building Committee to monitor the Project and advise the District during the course of the Project;

District Name: Town of Reading
School Name: J. Warren Killam Elementary School
Project ID Number: 202102460017

WHEREAS, the District has procured an Owner's Project Manager, as defined in Section 1 herein, using a qualifications-based selection process and such Owner's Project Manager has been approved by the Authority;

WHEREAS, the District has procured a Designer for the Project in accordance with the provisions of M.G.L. c. 7C, s. 44 through 58, 963 CMR 2.04, 963 CMR 2.07(3) and any other applicable laws and regulations and said Designer has been approved by the Authority's Designer Selection Panel;

WHEREAS, the Authority may reimburse the District for a portion of eligible, approved costs incurred in connection with the Project undertaken by the District to replace the existing J. Warren Killam Elementary School and construct a new facility serving students in kindergarten through grade 5, plus pre-kindergarten on the site of the existing facility under certain terms and conditions, hereinafter provided, and subject to the provisions of M.G.L. c. 70B, 963 CMR 2.00 *et seq.*, and all applicable policies and guidelines of the Authority.

NOW THEREFORE, in consideration of the promises and the agreements, provisions and covenants contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Authority and the District intending to be legally bound, hereby agree as follows:

1. DEFINITIONS

Capitalized terms that are not specifically defined in this Definitions section shall have the meanings ascribed to them in either M.G.L. c. 70B or 963 CMR 2.00 *et seq.*

For purposes of this Project Scope and Budget Agreement, the following words shall have the following meanings:

"Assisted Facility" means the school facility that is eligible for and will receive either a Total Facilities Grant or partial payment of a Total Facilities Grant pursuant to Chapter 70B, chapter 645 of the Acts of 1948, or chapters 208 and 210 of the Acts of 2004 and a Project Funding Agreement to be executed by the Authority and the District.

"Board" means the Board of Directors of the Authority, as established pursuant to Chapter 70B and the bylaws of the Authority.

"Construction Manager" or "Construction Manager at Risk" means a sole proprietorship, partnership, corporation, or other legal entity that provides construction management at risk services as defined in G.L. c. 149A, § 2 and is the person or entity procured as such by the District in accordance with G.L. c. 149A, *et seq.*, and who is primarily responsible for the performance and execution of the construction work on the Project.

District Name: Town of Reading
School Name: J. Warren Killam Elementary School
Project ID Number: 202102460017

“Contractor” is the person or entity identified as such throughout the Construction Contract Documents and who is primarily responsible for the performance and execution of the construction work on the Project.

“Designer” shall mean the individual, corporation, partnership, sole proprietorship, joint stock company, joint venture, or other entity engaged in the practice of architecture, landscape architecture, or engineering that meets the requirements of M.G.L. c. 7C, § 44 and has been procured and contracted by the District to perform professional design services.

“Effective Date” means the date of this Project Scope and Budget Agreement, as stated in the first paragraph of this Project Scope and Budget Agreement.

“Monthly” means once each calendar month.

“Owner’s Project Manager” means a person under contract with, designated, or assigned by the District and approved by the Authority, to fully and completely manage and coordinate administration of the Project to completion. The Owner’s Project Manager must meet the qualifications of G.L. c. 149, § 44A ½, 963 CMR 2.00 *et seq.*, and all other qualifications of the Authority.

“Project Cash Flow” means a detailed accounting of the projected amount of funding being received and expended by the District during the course of the Proposed Project on a monthly basis and attached hereto as Exhibit D.

“Project Schedule” means the schedule for the Proposed Project, including a detailed estimated timeline as described in 963 CMR 2.09(11), which schedule shall be updated from time to time and approved by the Authority and attached hereto as Exhibit C.

“Project Scope” means the scope of the Proposed Project that has been mutually agreed to by the Authority and District and further described in Exhibit B attached hereto, as may be updated from time to time.

“Project Scope and Budget Conference” means the conference described in 963 CMR 2.09(9).

“Project Site” means the specific location of the Proposed Project, as more fully described in Exhibit E attached hereto.

“Proposed Project” refers to the proposal to replace the existing J. Warren Killam Elementary School and construct a new facility serving students in kindergarten through grade 5, plus pre-kindergarten on the site of the existing facility at 333 Charles St., Reading, MA 01867, that meets the requirements of Chapter 70B and 963 CMR 2.00 *et seq.*

“School” means the J. Warren Killam Elementary School located at 333 Charles St., Reading, MA 01867.

District Name: Town of Reading
School Name: J. Warren Killam Elementary School
Project ID Number: 202102460017

“Statement of Interest” means the Statement of Interest, as defined in 963 CMR 2.02 and all applicable policies and guidelines of the Authority, submitted by the District for the J. Warren Killam Elementary School;

“Total Facilities Grant” means the Authority’s final, approved, total financial contribution to an Approved School Project, which is calculated pursuant to Chapter 70B and chapter 208 of the Acts of 2004, and paid to the District pursuant to a payment schedule developed by the Authority.

“Estimated Maximum Total Facilities Grant” shall mean the estimated Total Facilities Grant amount, as set forth in the Total Project Budget (“Exhibit A”), which amount does not include reimbursement amounts for any potentially eligible costs within the owner’s contingency and construction contingency line items in the Total Project Budget (“Exhibit A”). The actual Total Facilities Grant for the Project may be an amount less than the Estimated Maximum Total Facilities Grant pursuant to the Authority’s regulations, policies, and guidelines and the provisions of this Agreement.

“Maximum Total Facilities Grant” shall mean the maximum Total Facilities Grant amount, as set forth in the Total Project Budget (“Exhibit A”), that shall not be exceeded under any circumstances. The Maximum Total Facilities Grant amount includes reimbursement amounts for any potentially eligible costs that may be expended from the owner’s contingency and the construction contingency line items in the Total Project Budget (“Exhibit A”) in accordance with the Authority’s regulations, policies and guidelines and the provisions of this Agreement. The eligibility of any such costs for reimbursement shall be determined by the Authority within its sole discretion provided that the total amount of Project costs eligible for reimbursement, including any eligible costs expended from the owner’s contingency and construction contingency line items, shall not exceed the Maximum Total Facilities Grant amount under any circumstances. The actual Total Facilities Grant for the Project may be an amount less than the Maximum Total Facilities Grant pursuant to the Authority’s regulations, policies, and guidelines and the provisions of this Agreement.

“Total Project Budget” means a complete and full enumeration of all costs, including both hard costs and soft costs, so-called, that the District reasonably estimates, to the best of its knowledge and belief, has been or will be incurred in connection with the planning, design, construction, development, the mobilization of the operation, and the completion of the Project, approved by the Authority, which may be updated from time to time by mutual agreement of the Parties and which is attached hereto as Exhibit A.

“Vendor” means any person, entity, business, or service provider under contract or agreement with the District to provide goods or services to the District in connection with the Project.

2. THE PROJECT

2.1 Total Project Budget. The Parties hereby agree that the Total Project Budget shall be as set forth in Exhibit A as attached hereto. In the event that the Authority approves a Total Facilities Grant for the Proposed Project, the Total Facilities Grant would be based on the Total Project Budget set forth in Exhibit A as of the Effective

Date and contingent upon the District maintaining this Total Project Budget. The Total Project Budget shall not be altered, modified, or changed without the prior written approval of the Authority. Any increases to the Total Project Budget as set forth in Exhibit A as of the Effective Date, shall not result in any changes to the amount of the Total Facilities Grant set forth in Section 3 of this Project Scope and Budget Agreement. The District hereby acknowledges and agrees that all costs related to the Proposed Project, including without limitation all site costs, shall be subject to review and audit by the Authority, and the Authority shall determine, in its sole discretion, whether such costs are eligible for reimbursement pursuant to the Authority's regulations and policies.

- 2.1.1 Construction Bids. The Parties hereby acknowledge and agree that, in the event that the lowest, responsible bid or the Guaranteed Maximum Price accepted by the District for the construction of the Proposed Project is lower than the corresponding amount set forth in Exhibit A, the Authority shall reduce the Estimated Maximum Total Facilities Grant and the Maximum Total Facilities Grant amount set forth in Section 3.1 of this Agreement and in Exhibit A accordingly. The Parties hereby further acknowledge and agree that, in the event that the lowest, responsible bid or Guaranteed Maximum Price accepted by the District for the construction of the Proposed Project exceeds the corresponding amount set forth in Exhibit A, the Authority shall not make any adjustments to its Estimated Maximum Total Facilities Grant or Maximum Total Facilities Grant on account of the bid, and the increased costs shall be the sole responsibility of the District. The Parties hereby further acknowledge and agree that, in the event that the lowest, responsible bid or Guaranteed Maximum Price accepted by the District for construction of the Project exceeds the corresponding amount set forth in Exhibit A, the District may use a reasonable amount of the owner's and/or construction contingency to fund the cost of any such budget overrun, provided, however, that the expenditures of owner's and/or construction contingency funds for the purpose of funding such budget overruns shall not be eligible for reimbursement by the Authority and shall be the sole responsibility of the District.
- 2.2 Project Scope. The Parties hereby agree that the Project Scope shall be as set forth in Exhibit B, which is attached hereto. Any Total Facilities Grant approved by the Authority for the Project shall be contingent upon the District maintaining the Project Scope set forth in Exhibit B, and the Authority may revoke, suspend, withhold, and/or recoup any Total Facilities Grant payments if the Authority determines that the Scope has not been adhered to. The Project Scope shall not be altered, modified, enlarged, or reduced without the written mutual agreement of the Parties. The District hereby acknowledges and agrees that all of the items appearing in the Project Scope set forth in Exhibit B shall be subject to review and audit by the Authority, and the Authority shall determine, in its sole discretion, whether the cost of such Project Scope items are eligible for reimbursement pursuant to the Authority's regulations and policies.

- 2.3 Project Schedule. The Parties hereby agree that the projected Project Schedule for the Proposed Project shall be as set forth in Exhibit C as attached hereto, as may be updated from time to time. The District shall provide an updated Project Schedule to the Authority at least once every calendar month and more frequently if requested by the Authority. When submitting a revised or updated Project Schedule to the Authority, the District shall also submit a detailed explanation for any changes in the Project Schedule from the previous Project Schedule submitted to the Authority.
- 2.4 Project Cash Flow. The Parties hereby agree that the projected Project Cash Flow for the Proposed Project shall be as set forth in Exhibit D as attached hereto, as may be updated from time to time. The District shall provide an updated Project Cash Flow to the Authority at least once every calendar month and more frequently if requested by the Authority. When submitting a revised or updated Project Cash Flow to the Authority, the District shall also submit a detailed explanation for any changes in the Project Cash Flow from the previous Project Cash Flow submitted to the Authority.
- 2.5 Project Site. The Parties hereby agree that the site of the Proposed Project shall be as described in Exhibit E attached hereto. The site of the Proposed Project shall not be altered, modified, enlarged or reduced without the prior written approval of the Authority.
- 2.6 Furnishings and Equipment. The Parties hereby agree that a listing of all furniture, fixtures and equipment that will be purchased, leased, acquired, or received by the District in connection with the Proposed Project is set forth on Exhibit F attached hereto, which shall be updated from time to time. Costs associated with the furnishings and equipment listed on Exhibit F may not be eligible for reimbursement by the Authority. All such costs shall be subject to review and audit by the Authority, and the Authority shall determine, in its sole discretion, whether such costs are eligible for reimbursement pursuant to the Authority's regulations and policies. All costs associated with furniture, fixtures and equipment that are not specifically delineated in Exhibit F shall not be eligible for reimbursement by the Authority unless mutually agreed to in writing by the Parties.

3. TOTAL FACILITIES GRANT

3.1 The Parties hereby agreed that, subject to the execution of a Project Funding Agreement for the Proposed Project and subject to the satisfaction of or compliance with, as reasonably determined by the Authority, (a) all of the terms and conditions of this Project Scope and Budget Agreement, (b) the applicable provisions of Chapter 70B, Chapters 208 and 210 of the Acts of 2004, and 963 CMR 2.00 *et seq.*, and (c) any other rule, regulation, policy, guideline, approval, or directive of the Authority, the Authority hereby approves the following Estimated Maximum Total Facilities Grant for the Project: an amount that, except as specifically provided in this Section 3.1, shall not exceed the lesser of (i) 52.19% of the final approved, total eligible Project costs, as determined by the Authority, ("Reimbursement Rate")

or (ii) an estimated Total Facilities Grant of \$44,182,227.00 (“Estimated Maximum Total Facilities Grant”). Notwithstanding the foregoing, the Authority may determine, in its sole discretion, and subject to the limitations set forth in Section 2.1 of this Agreement, that expenditures from the owner’s contingency and construction contingency line items of the Total Project Budget, so-called, are eligible for reimbursement, and in the event of any such determination, the Authority may adjust the above-stated Estimated Maximum Total Facilities Grant amount to account for the eligible, approved owner’s contingency and construction contingency expenditures up to a final, maximum Total Facilities Grant of \$44,976,987.00 (“Maximum Total Facilities Grant”). In no event shall the Maximum Total Facilities Grant, including any eligible owner’s and construction contingency amounts, exceed \$44,976,987.00. The Parties hereby acknowledge and agree that the Estimated Maximum Total Facilities Grant and the Maximum Total Facilities Grant amounts set forth in this Section 3.1 and Exhibit A, are maximum amounts of funding that the District may receive from the Authority for the Project, and that the final amount of the Total Facilities Grant may equal an amount less than either the Estimated Maximum Total Facilities Grant or the Maximum Total Facilities Grant set forth herein, as determined by an audit conducted by the Authority. Any costs and expenditures that are determined by the Authority to be either in excess of the Total Facilities Grant or otherwise ineligible for payment by the Authority shall be the sole responsibility of the District. The Reimbursement Rate set forth above, and as more fully described in the reimbursement rate summary, attached hereto as Exhibit H, includes a total of 5.61 incentive reimbursement points which includes 3.00 points for Energy Efficiency – “Green Schools”, 1.00 points for Indoor Air Quality – “Green Schools”, and 1.61 points for Maintenance pursuant to G.L. c. 70B, § 10(a)(C). The incentive reimbursement points for Energy Efficiency/Green Schools have been provisionally assigned and are subject to a final determination by the Authority as to the District’s eligibility to receive such incentive reimbursement points. The Reimbursement Rate, Estimated Maximum Total Facilities Grant, and Maximum Total Facilities Grant set forth above and in Exhibit A shall be subject to a decrease, as provided in Section 3.2 of this Agreement, if the Authority determines, in its sole discretion, that the District is ineligible to receive any portion of the incentive reimbursement points that have been provisionally assigned, as described herein, or such other incentive reimbursement points that may be assigned by the Authority.

3.2 The Reimbursement Rate for the Proposed Project is calculated as set forth in the reimbursement rate summary, attached hereto as Exhibit H, and shall be subject to the provisions of M.G.L. c. 70B, 963 CMR 2.00 *et seq.*, and the policies and guidelines of the Authority. Any incentive reimbursement points that may be included in the calculation of the Reimbursement Rate, as it may be amended from time to time by the written agreement of the Authority, must be earned, as determined by the Authority in its sole discretion, and shall be subject to audit by the Authority. If the Authority determines, in its sole discretion, that the District is ineligible to receive any portion of the incentive reimbursement points that may be included in the calculation of the Reimbursement Rate, as it may be amended from time to time by the written agreement of the Authority, the Authority may, in its sole discretion, decrease the Reimbursement Rate, the Estimated Maximum Total Facilities Grant and the Maximum Total Facilities Grant accordingly. Any such decrease in the Reimbursement Rate, and the corresponding decreases in the Estimated Maximum Total Facilities Grant and the Maximum Total Facilities Grant, shall be applied retroactively to all payments made to the District by the Authority under the terms of the Project Funding

Agreement between the Parties, if any, and to all requests for reimbursement of eligible Project costs made by the District to the Authority under the terms of said Project Funding Agreement, if any. If the Authority determines that, as a result of a decrease in the Reimbursement Rate, or a corresponding decrease in the Estimated Maximum Total Facilities Grant and the Maximum Total Facilities Grant, it has made overpayments to the District, the Authority may recover the amount of such overpayments from the District by whatever remedies are available to it under a Project Funding Agreement, if any, or under applicable law, including, but not limited to, set off against any future payments owed to the District for reimbursement of eligible Project costs, as determined by the Authority. Upon written demand by the Authority, the District shall promptly return to the Authority the amount of any such overpayments unless otherwise agreed to in writing by the Authority.

3.3 The Basis of both the Estimated Maximum Total Facilities Grant and the Maximum Total Facilities Grant set forth in Exhibit A to this Agreement includes all budgeted costs for the Feasibility Study authorized by the Authority for the Project (“Feasibility Study Budget”) and supersedes and replaces any other Feasibility Study budget that may have been authorized by the Authority and set forth in any Feasibility Study Agreement between the Authority and the District. The Feasibility Study Budget included in this Agreement does not take into account any payments that may already have been made to the District by the Authority for the costs of any Feasibility Study under any Feasibility Study Agreement between the Authority and the District. The Estimated Maximum Total Facilities Grant and Maximum Total Facilities Grant set forth in Section 3.1 of this Agreement is calculated by applying the Reimbursement Rate set forth in Exhibit H of this Agreement to the Basis of Total Facilities Grant, which includes the Feasibility Study Budget for the Project. Notwithstanding the provisions of any Feasibility Study Agreement between the Authority and the District, the approved, eligible costs of a Feasibility Study authorized by the Authority for the Project will be reimbursed, retroactively and prospectively, based upon the Reimbursement Rate set forth in Section 3.1 and Exhibit H to this Agreement. The Authority shall deduct from the Total Facilities Grant set forth in this Agreement the amount of any payments already made to the District by the Authority for the costs of a Feasibility Study pursuant to the provisions of any Feasibility Study Agreement. Nothing stated in this section of this Agreement shall impair the right of the Authority to make adjustments to the Reimbursement Rate and the Total Facilities Grant or to audit and determine ineligible costs as provided elsewhere in this Agreement and in the Authority’s statutes, regulations, policies, guidelines and standards.

4. COVENANTS

The Parties covenant and agree that as long as this Agreement is in effect, the Parties shall and shall cause its employees, agents, and representatives to perform and comply with all covenants of this Project Scope and Budget Agreement.

4.1 Of the Authority.

- (a.) The Authority shall prepare a Project Funding Agreement for the Project, which Funding Agreement shall set forth the terms and conditions pursuant to which the District may receive a Total Facilities Grant for the Approved Project.

4.2 Of the District.

- (a.) The District shall by no later than 120 days after April 30, 2025, obtain all necessary votes, resolutions, appropriations, and voter approvals, in accordance with the format prescribed by the Authority, for the Proposed Project. The District shall immediately notify the Authority of the date by which the District shall have received all necessary votes, resolutions, appropriations, and local approvals for the Proposed Project.
- (b.) By no later than the twelfth of each calendar month, the District shall provide the Authority with a progress report, prepared by the Owner's Project Manager, that summarizes all Proposed Project activity during the preceding calendar month, in a format approved by the Authority.
- (c.) The District shall promptly provide the Authority with any additional information, documents, plans, specifications, budgets, timelines, schedules, or other materials that may be requested by the Authority.
- (d.) The District hereby acknowledges and agrees that the Authority shall not provide any amounts in excess of the amount determined under Section 3.1 of this Agreement and the final Total Facilities Grant may be an amount less than the amount stated in Section 3.1.
- (e.) The District hereby acknowledges and agrees that the District's Educational Program for the J. Warren Killam Elementary School is subject to further review by the Commissioner of Education, pursuant to M.G.L. c. 70B.
- (f.) The District hereby acknowledges and agrees that all costs related to the Proposed Project, including the costs identified in the Total Project Budget set forth in Exhibit A and costs of the items appearing in the Project Scope set forth in Exhibit B, shall be subject to review and audit by the Authority, and the Authority shall determine, in its sole discretion, whether such costs are eligible for reimbursement pursuant to the Authority's regulations and policies.

- (g.) The District hereby acknowledges and agrees that it shall not submit any false or intentionally misleading information or documentation to the Authority in connection with this Project Scope and Budget Agreement, and further acknowledges and agrees that the submission of any such information or documentation may cause the Authority to revoke any and all payments otherwise due to the District and/or recover any previous payments made to the District, and the District may be ineligible for any funding from the Authority. The District hereby further agrees that it shall have a continuing obligation to update and notify the Authority in writing when it knows or has any reason to know that any information or documentation submitted to the Authority contains false, misleading or incorrect information.
- (h.) The District hereby acknowledges and agrees that, in the event that it receives, has received, or is eligible to receive any insurance proceeds, damages, awards, payments, rebates, grants, or donations from any third party or funding sources, other than the Authority, for or in connection with the Project, all such amounts shall be disclosed to the Authority in writing. Further, any amounts that are subject to the MSBA's Third-Party Funding Policy shall be deducted from the total amount of eligible project costs (also known as Basis of Total Facilities Grant), as determined by the Authority, and the remaining amount of eligible costs shall be apportioned according to the District's reimbursement rate to calculate the maximum Total Facilities Grant.
- (i.) The District hereby agrees, that upon three or more years of the Assisted Facility being constructed and occupied, the District shall participate in the Authority's Post Occupancy Evaluation program. The District hereby further agrees that it shall collaborate and coordinate with MSBA staff and provide school-specific data and/or documentation in order to complete the Post Occupancy Evaluation in a timely manner and in a form satisfactory to the Authority, including but not limited to, surveys, online data collection forms, and questionnaires. Further, the District agrees to participate in a site visit conducted by the Authority at the Assisted Facility in accordance with MSBA's guidelines.

5. REPRESENTATIONS AND WARRANTIES

The District and the undersigned, for themselves and for the District, hereby warrant and represent that each of the following statements is true, correct and complete:

5.1 The District is validly organized and existing under and by virtue of the laws of the Commonwealth, has full power and authority to own its properties and carry on its business as now conducted, and has full power and authority to execute, deliver and perform its obligations under this Project Scope and Budget Agreement.

5.2 The District is duly authorized and has taken all necessary steps to authorize the execution and delivery of this Project Scope and Budget Agreement and to perform and consummate all transactions contemplated by this Project Scope and Budget Agreement. The undersigned have been duly authorized in accordance with law to execute and deliver this Project Scope and Budget Agreement on behalf of the District. This Project Scope and Budget Agreement does not and will not, to any material extent, conflict with, or result in violation of any applicable provision of law, by-law, ordinance or rule, or any order, rule, regulation of any court or other agency of government.

5.3 The District has all requisite legal power and authority to own and operate the school that is the subject of this Project Scope and Budget Agreement.

5.4 No information furnished by or on behalf of the District to the Authority in this Project Scope and Budget Agreement, including all Exhibits attached hereto, the Initial Compliance Certification, or any other document, certificate or written statement furnished to the Authority in connection with the Statement of Interest or Proposed Project contains any untrue statement of a material fact or omitted, omits or will omit to state a material fact necessary in order to make the statements contained in this Agreement or therein not misleading in light of the circumstances in which the same were made.

5.5 This Project Scope and Budget Agreement constitutes a valid and binding obligation of the District, enforceable in accordance with its terms, except as such enforceability may be limited by bankruptcy, insolvency, moratorium, reorganization or other laws heretofore or hereafter enacted and general equity principles.

5.6 No litigation before or by any court, public board or body is pending or threatened against the Authority seeking to restrain or enjoin the execution and delivery of this Project Scope and Budget Agreement Study, or contesting or affecting the validity of this Scope and Budget Agreement or the power of the District to pay its share of the Proposed Project.

5.7 The District has implemented policies and procedures to prevent and eliminate fraud, waste and abuse of public funds in connection with the Proposed Project.

5.8 The District has submitted all audit materials requested by the Authority in connection with any project for which the District has received or anticipates receiving funding from the Authority.

5.9 All meetings of all public bodies in the District that relate in any way to the Project, including, but not limited to, the meetings of the District's school building committee, have

been conducted, and shall be conducted, in compliance with the provisions of G.L. c. 30A, §§ 18 – 25, 940 CMR 29.00 *et seq.*, and all other applicable law.

5.10 The District shall work with its local counsel to ensure that any contracts related to the Project, to which the District is a party, meet the applicable requirements of M.G.L. c. 149, § 44A (2)(g), and contain workforce participation goals for minorities and women, and include the processes and procedures to ensure compliance with the workforce participation goals, including reporting and enforcement provisions.

The District shall work with its local counsel to ensure that any contracts related to the Project, to which the District is a party, meet the applicable requirements of M.G.L. c. 7C, §6 and M.G.L. c. 7, §61, and contain Annual Program Goals for Minority Business Enterprise (“MBE”) and Women Business Enterprise (“WBE”) Participation, and include the processes and procedures to ensure compliance with the Minority and Women Business Goals, including reporting and enforcement provisions.

6. TERM

6.1 The Parties hereby agree that this Project Scope and Budget Agreement shall be valid for a period of time not to exceed 120 calendar days after April 30, 2025, unless agreed to in writing by the Authority that a different termination date is necessary. In the event that the Board votes to not approve this Project Scope and Budget Agreement, this Agreement shall terminate effective as of such vote.

7. OTHER TERMS

7.1 Governing Law. This Agreement shall be governed by and construed and enforced in accordance with the laws of the Commonwealth of Massachusetts.

7.2 Venue. Any civil action brought against the Authority by the District, or any person or entity claiming by, through or under it, that arises out of the provisions of this Agreement, shall only be brought in the Superior Court for Suffolk County, Massachusetts. The District, for itself and for any person or entity claiming by, through or under it, hereby waives any defenses that it may have as to the venue to which it has agreed herein, including, but not limited to, any claim that this venue is improper or that the forum is inconvenient. The District for itself and for any person or entity claiming by, through or under it, hereby waives all rights, if any, to a jury trial in any such civil action that may arise out of the provisions of this Agreement.

7.3 Indemnification. To the fullest extent permitted by law, the District shall indemnify and hold harmless the Authority and its officers and employees from and against all claims or actions, damages, liabilities, injuries, costs, fees, expenses, or losses, including, without limitation, reasonable attorney’s fees and costs of investigation and litigation, whatsoever which may be incurred or for which liability may be asserted against the Authority arising out of any activities undertaken by, for, or on behalf of the District in

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its implementation of this Project Scope and Budget Agreement. Such obligation shall not be construed to negate or abridge any other obligation of indemnification running to the Authority which would otherwise exist.

7.4 Members, Employees Not Liable. No member or employee of the Authority shall be charged personally or held contractually liable by or to the District under any term or provision of this Project Scope and Budget Agreement or because of any breach thereof or because of its execution or attempted execution.

7.5 Assignability. The District shall not assign any interest, in whole or in part, in this Project Scope and Budget Agreement and shall not transfer any interest in the same, whether by assignment or novation, without the prior written approval of the Authority.

7.6 Amendments. This Project Scope and Budget Agreement may be amended only through a written amendment signed by duly authorized representatives of the District and the Authority.

7.7 Notices. Any notices required or permitted to be given by either of the Parties hereunder shall be given in writing and shall be delivered to the addressee (a) in-hand (b) by certified mail, postage prepaid, return receipt requested; (c) by facsimile; or (d) by a commercial overnight courier that guarantees next day delivery and provides a receipt, and such notices shall be addressed as follows:

As to the Authority:

Massachusetts School Building Authority
40 Broad Street, Suite 500
Boston, MA 02109
Attention: Director of Capital Planning
Facsimile: (617) 720-5260

As to the District:

Town of Reading
Reading Town Hall
16 Lowell Street
Reading, MA 01867
Attention: Town Manager

7.8 Severability. If any provisions of this Project Scope and Budget Agreement shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Agreement, and this Agreement shall be construed and enforced as if such invalid or unenforceable provision had not been contained herein.

7.9 Counterparts. This Project Scope and Budget Agreement may be executed in one or more counterparts, any of which shall be regarded for all purposes as an original and all of which constitute but one and the same instrument. Each party agrees that it will execute any and all documents or other instruments and take such other actions as may be necessary to give effect to the terms of this Agreement.

7.10 No Waiver. No waiver by either party of any term or conditions of this Project Scope and Budget Agreement shall be deemed or construed as a waiver of any other terms or conditions, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a different section, subsection, paragraph, clause, phrase, or other provision of this Agreement.

7.11 Integration. This Project Scope and Budget Agreement merges and supersedes all prior negotiations, representations, and agreements between the parties hereto relating to this Agreement and constitutes the entire agreement between parties hereto with respect to the Proposed Project.

8. INSURANCE

8.1 Insurance. The District shall obtain and maintain all insurance required by law and such other insurance in such types and in such amounts as the Authority may require from time to time.

8.1.1 During the course of the Project, the District shall purchase and maintain, or shall cause the Contractor or Construction Manager to purchase and maintain, at their own expense, coverage against loss or damage to the Project in an amount equivalent to the Total Project Budget at the sole expense of the District, Contractor or Construction Manager, as the case may be. Such coverage shall be written on an "all risks" basis or equivalent form and shall include, without limitation, insurance against the perils of fire (with extended coverage) and theft, vandalism, malicious mischief, terrorism, collapse, earthquake, flood (if the Project is not in an "A" or "V" flood zone), windstorm, falsework, testing and startup, and debris removal including demolition occasioned by enforcement of any applicable legal requirements. The limits for earthquake and flood shall be the lesser of the Total Project Budget or \$10,000,000. The policy shall include transportation and coverage for delivered and/or stored materials designated to be incorporated into the Project. The policy shall include the Authority as a loss payee as its interests may appear. Coverage shall be maintained until final acceptance of the Project by the District and final payment has been made. The District (or Contractor or Construction Manager, if coverage is purchased by Contractor or Construction Manager) is responsible for the payment of any and all deductibles, self-insured retentions or any portion thereof under the policy.

- 8.1.2 Following completion of the Project, the District shall, at its sole expense, purchase and maintain coverage against loss or damage to the Assisted Facility in an amount equivalent to the estimated full replacement cost of the Assisted Facility. Such coverage shall be written on an "all risks" basis or equivalent form and shall include, without limitation, insurance against the perils of fire (with extended coverage) and theft, vandalism, malicious mischief, terrorism, collapse, earthquake, flood (if the Project is not in an "A" or "V" flood zone), windstorm, falsework, mechanical and electrical breakdown, and boiler and machinery accidents, and debris removal including demolition occasioned by enforcement of any applicable legal requirements. The limits for earthquake and flood shall be the lesser of the estimated full replacement cost of the Assisted Facility or \$10,000,000. The policy shall include the Authority as a loss payee as its interests may appear. The District is responsible for the payment of any and all deductibles, self-insured retentions or any portion thereof under the policy.
- 8.1.3 The District shall include the Authority as an additional insured in any commercial general liability policy held by the District for liability arising out of the Project.
- 8.1.4 The Authority shall not be responsible for the payment of deductibles, self-insured retentions, or any portion thereof.
- 8.1.5 Upon request by the Authority, the District shall obtain and provide to the Authority originals of certificates of insurance evidencing the insurance coverage required by this section of this Project Scope and budget Agreement.
- 8.2 The District shall require by contractual obligation, and shall also ensure by the exercise of due diligence, that each of any Owner's Project Manager, Designer, Contractor or Construction Manager at Risk, or Vendor hired by the District in connection with the Project obtain and maintain all insurance coverage required by law and such other insurance coverage in such types and amounts as the Authority may require from time to time, including the insurance coverage required by this Project Scope and Budget Agreement, a Project Funding Agreement and by any standard contracts that are prescribed by the Authority and executed by the District, including, but not limited to, the Authority's standard contract for Owner's Project Manager services and standard contract for Designer services. The insurance required by this Section shall be provided at the sole expense of the Owner's Project Manager, Designer, Contractor or Construction Manager, and Vendors, as the case may be, and shall be in full force and effect for the full term of any contract between the District and said Owner's Project Manager, Designer, Contractor or Construction Manager at Risk, and Vendors or for such longer period as the Authority may require, including any such longer period that may be required by this Project Scope and Budget Agreement, a Project Funding Agreement or the standard contracts prescribed by the Authority and executed by the District.
- 8.3 The District shall include in the contract between the Owner and the Contractor or Construction Manager at Risk, as the case may be, the standard language contained in Exhibit G regarding minimum insurance requirements for Contractors or Construction Managers at Risk. The District may impose additional insurance requirements for either construction delivery

method provided that any such additional requirements shall not be inconsistent with the requirements imposed by the standard language set forth herein and further provided that the District shall give the Authority a written notice that clearly describes any such additional requirements. It shall be the sole responsibility of the District to determine whether additional insurance requirements are desirable or necessary and should be included in the contract between the Owner and the Contractor or Construction Manager at Risk.

8.4 The District shall obtain originals of certificates of insurance evidencing the insurance coverage that may be required by the Authority from time to time, including the insurance coverage required by this Project Scope and Budget Agreement, a Project Funding Agreement, any standard contracts that are prescribed by the Authority and executed by the District, including, but not limited to, the Authority's standard contract for Owner's Project Manager services and standard contract for Designer services, and any other contract between the District and the Owner's Project Manager, Designer, Contractor or Construction Manager, or Vendors, simultaneously with the execution of said contracts or, in the event that said contracts have been executed prior to the date of this Project Scope and Budget Agreement, as soon as possible thereafter. Upon request of the Authority, the District shall submit such certificates of insurance to the Authority, showing each type of insurance, insurance company, policy number, amount of insurance, deductibles/self-insured retentions, and policy effective and expiration dates. The District shall require each of the Owner's Project Manager, Designer, Contractor or Construction Manager, and Vendors to submit updated insurance certificates to the District prior to the expiration of any of the insurance policies or coverage referenced in this Section so that the District shall at all times possess certificates indicating current coverage.

8.5 The failure of the District to ensure that each of the Owner's Project Manager, Designer, Contractor or Construction Manager, and Vendors obtain and maintain the insurance required by the Authority, this Project Scope and Budget Agreement, the Project Funding Agreement, any standard contract prescribed by the Authority and executed by the District or any other contract between the District and the Owner's Project Manager, Designer, Contractor or Construction Manager, or Vendors, or to provide the insurance certificates required by this Project Scope and Budget Agreement shall constitute a material breach of this Project Scope and Budget Agreement and shall be just cause for termination of this Project Scope and Budget Agreement.

8.6 The District shall, and shall require, as the case may be, its insurers and each of the Owner's Project Manager, Designer, Contractor or Construction Manager, Vendors and their insurers to, give written notice to the Authority at least thirty days prior to the effective date of any termination, cancellation, or material modification of any insurance required by this Project Scope and Budget Agreement, a Project Funding Agreement, any standard contracts that are prescribed by the Authority and executed by the District, including, but not limited to, the Authority's standard contract for Owner's Project Manager services and standard contract for Designer services, and any other contract between the District and the Owner's Project Manager, Designer, Contractor or Construction Manager, or Vendors.

8.7 With respect to all policies of insurance required of the Owner's Project Manager, Designer, Contractor or Construction Manager, and Vendors by this Project Scope and Budget Agreement, any standard contracts that are prescribed by the Authority and executed by the District, including, but not limited to, the Authority's standard contract for Owner's Project

Manager and standard design contract, and any other contract between the District and the Owner's Project Manager, Designer, Contractor or Construction Manager, and Vendors, the District shall ensure that neither the District nor the Authority shall be responsible for the payment of deductibles, self-insured retentions or any portion thereof.

8.8 Insufficient insurance shall not release the Owner's Project Manager, Designer, Contractor or Construction Manager, or Vendors from any liability for breach of their obligations under an agreement between the District and any of them.

8.9 All insurance policies required by this Project Scope and Budget Agreement, a Project Funding Agreement, any standard contract prescribed by the Authority and executed by the District and any other contract between the District and the Owner's Project Manager, Designer, Contractor or Construction Manager, or Vendors shall be issued by companies lawfully authorized to write that type of insurance under the laws of the Commonwealth of Massachusetts with a financial strength rating of "A-" or better as assigned by A.M. Best Company, or an equivalent rating assigned by a similar rating agency acceptable to the District and the Authority.

8.10 The District shall take all reasonable steps designed to ensure that the Owner's Project Manager, Contractor or Construction Manager, Designer, and Vendors each agree that they and their Subcontractors shall do no act, nor suffer any act to be done, which will vacate, void or impair the coverage of any insurance policies required under this Project Scope and Budget Agreement, a Project Funding Agreement, any standard contract prescribed by the Authority and executed by the District or any other contract between the District and the Owner's Project Manager, Designer, Contractor or Construction Manager, or Vendors.

8.11 The District shall, upon request by the Authority, produce copies of all policies of insurance maintained by the District, its Contractor or Construction Manager, Owner's Project Manager, Designer and Vendors related to the Project, to the Authority.

9. OWNERSHIP OF DOCUMENTS

9.1 The District acknowledges and agrees that, unless otherwise provided by law or by the provisions of Section 9.2 of this Agreement, all information, data, reports, studies, designs, drawings, plans, sketches, specifications, materials, computer programs, documents, models, inventions, equipment, and any other documentation, product or tangible materials to the extent authored or prepared, in whole or in part, by the Designer for this Project (collectively, the "Materials"), other than the Designer's administrative communications, records, and files relating to this Project, shall be the property of, and shall vest in, both the District and the Authority, severally and not jointly, as "works made for hire" or otherwise, provided that the District complies with its payment obligations under its Contract with the Designer for the Project. Except as otherwise provided in Section 9.2, both the District and the Authority, severally and not jointly, will own the exclusive rights, worldwide and royalty-free, to and in all Materials prepared and produced by the Designer pursuant to its Contract with the District for the Project, including, but not limited to, United States and International patents, copyrights, trade secrets, know-how and any other intellectual property rights, and both the District and the Authority, severally and not jointly, shall have the exclusive, unlimited and

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unrestricted right, worldwide and royalty-free, to publish, reproduce, distribute, transmit and publicly display all Materials prepared by the Designer, which shall include, but not be limited to, the Authority's exercise of the aforesaid right in furtherance of the Programs described in Section 9.2. The District further acknowledges and agrees that the Designer shall have a non-exclusive license to publish and publicly display all Materials prepared by the Designer in its normal marketing and related professional and academic activities and that the Designer shall have a non-exclusive license to use the typical or standard details and all other replicable elements of the Materials for this Project on other future projects. At the completion or termination of the Designer's services required pursuant to the Contract between the District and the Designer for the Project, the District shall ensure that the Designer promptly turns over to the Authority copies of all original Materials but only to the extent that such Materials have not already been provided to the Authority.

9.2 Notwithstanding any other language to the contrary in this Agreement or in any Contract between the District and the Designer for the Project, the District acknowledges and agrees that the Designer shall have a non-exclusive license to publish, reproduce, distribute, transmit, and publicly display all Materials prepared by the Designer for the purpose of participating in the Authority's so-called Model School Program, as it may be amended from time to time, or any other program implemented by the Authority to develop, acquire, modify, use, re-use, and reproduce prototypical designs and model school designs, and details and elements thereof (collectively "Programs"), including, but not limited to, submitting proposals and applications to the Authority and public school districts in the Commonwealth of Massachusetts for the qualification and selection of the Designer and the School design, or elements and details thereof, in such Programs and using, modifying, and reproducing the Materials for the purpose of designing, constructing, reconstructing, renovating and repairing public school facilities pursuant to such Programs, as approved by the Authority. The District further agrees to provide the Designer, the Authority, and representatives of other public school districts with reasonable cooperation and reasonable access to the completed School facility at mutually agreeable times for purposes of said Programs.

IN WITNESS WHEREOF, the Parties have executed this Project Scope and Budget Agreement on this _____ day _____, in the year 20____.

MASSACHUSETTS SCHOOL BUILDING AUTHORITY

Mary L. Pichetti
Executive Director

District Name: Town of Reading
School Name: J. Warren Killam Elementary School
Project ID Number: 202102460017

TOWN OF READING

Name:
Title:

Execution Copy

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 Grant ¹	Estimated Maximum Total Facilities Grant ¹
Feasibility Study Agreement				
OPM Feasibility Study	\$280,000	\$0	\$280,000	
A&E Feasibility Study	\$850,000	\$0	\$850,000	
Environmental & Site	\$500,000	\$0	\$500,000	
Other	\$570,000	\$0	\$570,000	
Feasibility Study Agreement Subtotal	\$2,200,000	\$0	\$2,200,000	\$1,148,180
Administration				
Legal Fees	\$100,000	\$100,000	\$0	\$0
Owner's Project Manager				
Design Development	\$500,000	\$0	\$500,000	
Construction Contract Documents	\$500,000	\$73,220	\$426,780	
Bidding	\$150,000	\$0	\$150,000	
Construction Contract Administration	\$3,300,000	\$2,790,166	\$509,834	
Closeout	\$500,000	\$0	\$500,000	
Extra Services	\$0	\$0	\$0	
Reimbursable & Other Services	\$0	\$0	\$0	
Cost Estimates	\$90,000	\$0	\$90,000	
Advertising	\$5,000	\$0	\$5,000	
Permitting	\$0	\$0	\$0	
Owner's Insurance	\$0	\$0	\$0	
Other Administrative Costs	\$200,000	\$0	\$200,000	
Administration Subtotal	\$5,345,000	\$2,963,386	\$2,381,614	\$1,242,964
Architecture and Engineering				
Basic Services				
Design Development	\$2,200,000	\$194,045	\$2,005,955	
Construction Contract Documents	\$3,200,000	\$144,200	\$3,055,800	
Bidding	\$350,000	\$0	\$350,000	
Construction Contract Administration	\$3,200,000	\$3,200,000	\$0	
Closeout	\$275,000	\$0	\$275,000	
Other Basic Services	\$225,000	\$0	\$225,000	
Basic Services Subtotal	\$9,450,000	\$3,538,245	\$5,911,755	
Reimbursable Services				
Construction Testing	\$0	\$0	\$0	
Printing (over minimum)	\$20,000	\$0	\$20,000	
Other Reimbursable Costs	\$50,000	\$0	\$50,000	
Hazardous Materials	\$200,000	\$0	\$200,000	
Geotechnical & Geo-Environmental	\$200,000	\$0	\$200,000	
Site Survey	\$50,000	\$0	\$50,000	
Wetlands	\$25,000	\$0	\$25,000	
Traffic Studies	\$50,000	\$0	\$50,000	
Architectural/Engineering Subtotal	\$10,045,000	\$3,538,245	\$6,506,755	\$3,395,875
CM at Risk Pre-Construction Services				
Pre-Construction Services	\$0	\$0	\$0	\$0
Site Acquisition				
Land / Building Purchase	\$0	\$0	\$0	
Appraisal Fees	\$0	\$0	\$0	
Recording fees	\$0	\$0	\$0	
Site Acquisition Subtotal	\$0	\$0	\$0	\$0
Construction Costs				
SUBSTRUCTURE				
Foundations	\$3,760,513			
Basement Construction	\$0			
SHELL				
Super Structure	\$7,031,628			
Exterior Closure	\$0			
Exterior Walls	\$6,039,992			
Exterior Windows	\$2,263,843			
Exterior Doors	\$175,833			
Roofing	\$1,922,387			
INTERIORS				
Interior Construction	\$6,952,340			
Staircases	\$774,695			
Interior Finishes	\$4,059,600			
SERVICES				
Conveying Systems	\$283,700			
Plumbing	\$3,236,901			
HVAC	\$13,666,702			
Fire Protection	\$1,037,442			
Electrical	\$9,900,116			
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	\$451,500	\$0		
Asbestos Containing Floor Material / Ceiling Tile Abatement	\$196,000	\$196,000		
Other Hazardous Material Abatement	\$702,500	\$0		
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	\$196,000		
Contingencies (Design and Pricing)	\$7,731,607	\$19,578		
Sub-Contractor Bonds	\$815,198	\$2,064		
D/B/B Insurance	\$1,945,635	\$4,927		
General Conditions	\$7,118,251	\$18,025		
D/B/B Overhead & Profit	\$2,450,256	\$6,205		
GMP Insurance	\$0	\$0		
GMP Fee	\$0	\$0		
GMP Contingency	\$0	\$0		
Escalation to Mid-Point of Construction	\$4,058,128	\$10,276		

Construction Cost over Funding Cap		\$29,171,335		
Construction Budget	\$101,521,394	\$29,428,410	\$72,092,984	\$37,625,328
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	\$2,480,087		\$2,480,087	
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	\$150,000	\$0	
Miscellaneous Project Costs Subtotal	\$1,500,000	\$900,000	\$600,000	\$313,140
Furnishings and Equipment				
Furniture, Fixtures & 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	\$569,915
Soft Costs that exceed 20% of Construction Cost		\$0	\$0	
Project Budget	\$123,786,394	\$38,913,041	\$84,873,353	\$44,295,403

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	- \$38,913,041
Third Party Funding (Ineligible)	- \$0
Estimated Basis of Maximum Total Facilities Grant ¹	\$84,873,353
Reimbursement Rate ³	52.19%
Est. Max. Total Facilities Grant (before recovery) ¹	\$44,295,403
Cx Costs associated with Ineligible Building Area ⁴	- \$15,632
Cost Recovery associated with Prior Projects ⁴	- \$97,544
Estimated Maximum Total Facilities Grant ¹	\$44,182,227

Construction Contingency ²	\$5,076,070
Ineligible Construction Contingency ²	\$4,060,856
"Potentially Eligible" Construction Contingency ²	\$1,015,214
Owner's Contingency ²	\$1,149,319
Ineligible Owner's Contingency ²	\$641,712
"Potentially Eligible" Owner's Contingency ²	\$507,607
Total Potentially Eligible Contingency ²	\$1,522,821
Reimbursement Rate ³	52.19%
Potential Additional Contingency Grant Funds ²	\$794,760
Maximum Total Facilities Grant	\$44,976,987
Total Project Budget	\$130,011,783

46.58 Reimbursement Rate Before Incentive Points
5.61 Total Incentive Points³
52.19% MSBA Reimbursement Rate

NOTES
This document was prepared by the MSBA based on a preliminary review of information and estimates provided by the of Town of Reading for the J. Warren Killam Elementary School project. Based on this preliminary review, certain budget, cost and scope items have been determined to be ineligible for reimbursement, however, this document does not contain a final, exhaustive list of all budget, cost and scope items which may be ineligible for reimbursement by the MSBA. Nor is it intended to be a final determination of which budget, cost and scope items may be eligible for reimbursement by the MSBA. All project budget, cost and scope items shall be subject to review and audit by the Authority, and the Authority shall determine, in its sole discretion whether any such budget, cost and scope items are eligible for reimbursement. The MSBA may determine that certain additional budget, cost and scope items are ineligible for reimbursement.

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 - 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.

3 - The MSBA has provisionally included three (3) incentive points for energy efficiency, and one (1) incentive point for indoor air quality, subject to the District meeting certain sustainability requirements for the project. If the District does not meet the requirements of the Green Schools Program, the District will not qualify for some or all of these incentive points, and the MSBA will adjust the reimbursement rate accordingly.

4 - Costs associated with the commissioning of ineligible building area will result in the recovery of a portion of the overall commissioning cost. The MSBA has calculated this recovery of funds to be \$15,632 and this amount has been deducted from the Estimated Total Facilities Grant and the Maximum Total Facilities Grant. The proposed demolition of the J. Warren Killam Elementary School will result in the MSBA recovering a portion of state funds previously paid to the District for the Green Repair Roof project #201102460017G at the existing facilities completed in January 2012. The MSBA has calculated this recovery of funds to be \$97,544 and this amount has been deducted from the Estimated Maximum Total Facilities Grant and the Maximum Total Facilities Grant.

By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete.

By:
Title: Chair of School Building Committee

Date: _____

By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete.

By:
Title: Chief Executive Officer

Date: _____

By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete.

By:
Title: Superintendent of Schools

Date: _____

By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete.

By:
Title: Chair of the School Committee

Date: _____

Town of Reading
J. Warren Killam Elementary School

Town of Reading
J. Warren Killam Elementary School

Description of Item	Ineligible Work & Alternates to be included in District's Total Project Budget	Alternates Excluded From the Total Project Budget that are to be funded through Bid Savings	District Rationale	Eligibility for Reimbursement
Solar Parking Canopy		\$2,480,087	ROI for onsite solar on Canopies still under evaluation.	Because the cost exceeds the MSBA's cost per square foot allowance policy, this work will be considered ineligible for reimbursement.

Total	\$2,480,087
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By signing this Total Project Budget, I hereby certify that I have read and understand the form and further certify, to the best of my knowledge and belief, that the information supplied by the District in the table above is true, accurate, and complete

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By:

Title: Chair of the School Building Committee

Date: _____

By:

Title: Chief Executive Officer

Date: _____

By: _____
Title: Superintendent of Schools

Date: _____

By:

Title: Chair of the School Committee

Date: _____

MSBA Project Scope and Budget Reimbursement Rate Certification
Calendar Year 2025

Reading

J. Warren Killam Elementary School - 202102460017

<u>MSBA Reimbursement Rate Calculation</u>	
Base Points	31.00
Income Factor	3.79
Property Wealth Factor	11.79
Poverty Factor	-
<i>Subtotal: Reimbursement Rate Before Incentives</i>	46.58
<u>Incentive Points</u>	
Maintenance (0-2)	1.61
CM @ Risk (0-1)	-
Only projects invited to Capital Pipeline prior to 1/2/17	
Newly Formed Regional District (0-6)	-
Major Reconstruction or Reno/Reuse (0-5)	-
Overlay Zoning 40R & 40S (0-1)	-
Overlay Zoning 100 units or 50% of units for 1, 2 or 3 family structures (0-0.5)	-
Energy Efficiency - "Green Schools" (0 - 4) ①	3.00
Indoor Air Quality - "Green Schools" (0 - 4) ①	1.00
Total Incentive Points	5.61
MSBA Reimbursement Rate ①	52.19

1. The MSBA has provisionally included three (3) incentive points for energy efficiency, and one (1) incentive point for indoor air quality, subject to the District meeting certain sustainability requirements for the project. If the District does not meet the requirements of the Green Schools Program, the District will not qualify for some or all of these incentive points, and the MSBA will adjust the reimbursement rate accordingly.

Certification

By signing this Project Scope and Budget Reimbursement Rate sheet, I hereby certify that I have read, understand, and accept the reimbursement rate and the incentive points set forth above, and I hereby acknowledge and agree on behalf of the Eligible Applicant that the above-stated reimbursement rate is the rate that will be used to calculate the maximum Total Facilities Grant for the proposed project, pursuant to Section 3 of the Project Scope and Budget Agreement.

Local Chief Executive Officer

School Committee Chair

Date

Date

Superintendent of Schools

Date

[PLEASE put on Letterhead of Legal Counsel]
Certification of Legal Counsel for the
Town of Reading

I, _____, duly appointed legal counsel for the **Town** hereby certify that:

1. The **Town** is validly organized and existing under and by virtue of the laws of the Commonwealth, has full power and authority to own its properties and carry on its business as now conducted, and has full power and authority to execute, deliver and perform its obligations under the Project Scope and Budget Agreement, and any amendments thereto, between the **Town** and the Massachusetts School Building Authority for the Proposed Project at the **J. Warren Killam Elementary School** (the “Project Scope and Budget Agreement”) and all other related documents.

2. The **Town** has duly obtained all necessary votes, resolutions, authorizations, appropriations, orders, and voter approvals, in accordance with the formats prescribed by the Authority, and has taken all actions necessary or required by law to authorize the execution and delivery of the Project Scope and Budget Agreement, and any amendments thereto, and to perform the obligations of the **Town** under the Project Scope and Budget Agreement and any amendments thereto.

3. The Project Scope and Budget Agreement, and any amendments thereto, constitute a valid and binding obligation of the **Town**, enforceable in accordance with its terms, except as such enforceability may be limited by bankruptcy, insolvency, moratorium, reorganization or other laws heretofore or hereafter enacted and general equity principles.

4. The following elected or appointed governmental officer(s) and/or governmental body has the full legal authority under the laws of the Commonwealth of Massachusetts and all applicable local charters, ordinances, by-laws, and policies to execute and deliver the Project Scope and Budget Agreement, and any amendments thereto, on behalf of the **Town** and to bind the **Town** to its terms and conditions:

[Please list: Title/s (do not include a specific name) and Contact Information for the governmental officer or governmental body that is duly authorized to execute the Project Scope and Budget Agreement on behalf of the District. If the vote of a multi-member governmental body is required to authorize an individual governmental officer or other governmental body to execute the Project Scope and Budget Agreement on its behalf, please note such requirements here and submit a certified copy of said vote to the MSBA.]

5. The following elected or appointed governmental officer(s) and/or governmental body has the full legal authority under the laws of the Commonwealth of Massachusetts and all applicable local charters, ordinances and by-laws to make final, binding decisions on behalf of the **Town** with respect to the Proposed Project described in the Project Scope and Budget Agreement and any amendments thereto.

[Please list: Title/s (do not include a specific name) and Contact Information for the governmental officer or governmental body that is duly authorized to execute the Project Scope and Budget Agreement on behalf of the District. If the vote of a multi-member

governmental body is required to authorize an individual governmental officer or other governmental body to execute the Project Scope and Budget Agreement on its behalf, please note such requirements here and submit a certified copy of said vote to the MSBA.]

I hereby further certify that, to the best of my knowledge and belief, the above-listed certifications are true, complete and accurate.

IN WITNESS WHEREOF, signed this _____ day of _____, _____

Name (Print or Type)

Office/Title (Print or Type)



Town of Reading Meeting Minutes

2016-09-22 LAG

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2025-03-10

Time: 7:00 PM

Building: Reading Town Hall

Location: Berger Room

Address: 16 Lowell Street

Session: Open Session

Purpose: General Business

Version: Final

Attendees: **Members - Present:**

Pat Tompkins, Nancy Twomey, John Coote, Chris Haley, Shawn Brandt (remote), Ed Ross (remote), Greg Stepler (remote), Kirk McCormick (remote), Carla Nazzaro.

Members - Not Present:

N/A

Others Present:

Town Manager Matt Kraunelis, Assistant Town Manager Jayne Wellman (Remote), Sharon Angstrom, Colliers Project Manager Mike Carroll (Remote), LBA Project Manager Jenni Katajamaki, LBA Architect Leigh Sherwood

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 7:00 pm.

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

Public Comment:

No reports.

Liaison Reports:

No reports.

On a motion by Nancy Twomey, seconded by Shawn Brant the Killam School Board Committee voted 7-0-0 to take agenda items 6 & 7 out of order.

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

Review Proposal for Additional Services (Amd13) for March to May 2025*

Mike Carroll provided a proposal on the continuation of services for the design team (LBA). This proposal from the LBA design team to extend their design work through May 13 for 500,000. This would shorten the post-vote design timeline by about a month. Mike explained that by moving forward now, the team can use existing funds and staff availability, which could help avoid \$300,000 to \$400,000 in monthly cost increases due to construction escalation, estimated at 3% per month on a \$100 million project. The MSBA is on board with this plan, as long as it lines up with the local vote.

LBA Architect Leigh Sherwood provided an update on the work that they would be doing during this time period between now and the vote on May 13. The work would consist of architectural design (exterior and interior) over the next few months. This amendment would avoid heavy consultant involvement now (due to vote uncertainty) and allow LBA to prepares plans for consultant's post-vote. These tasks and the work would include material selections, elevations, and interior design development.

Carla Nazzaro provides feedback saying that she has reviewed this proposal with the MSBA, Town Manager, Assistant Town Manager, Town Counsel, and Town CFO and it is a good plan. However, the work that would be done during this time is not reimbursable by the MSBA. She also stated that if the committee voted for this it would provide an accelerates schedule, there would be less risk by having an earlier start take to build.

Assistant Town Manager Jayne Wellman states that the feasibility study and schematic design came in early and under budget, because of that and all the work that has been done this is very advantageous to move forward with this despite the risk.

John Coote expressed concern about the risk of spending \$500,000 before the vote, noting there would be no immediate return if the vote fails. He questioned who would ultimately be responsible for the decision, the building committee, the Select Board, or the School Committee. Pat and Ed responded that the move is strategic, intended to keep the project on track, and has been reviewed with town officials. They emphasized that it's in line with how similar decisions have been made in the past. John agreed there's a clear economic advantage to moving forward now rather than later, given the impact of inflation.

On a motion by Nancy Twomey, seconded by Ed Ross the Killam School Board Committee voted 7-0-0 to approve LBA Amendment 13 for the J. Warren Killam Elementary School Project for the continuation of services by Lavallee Brensinger to advance the design, in the lump sum of \$500,000.

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

There was a discussion on setting up logistics of setting up an XLT meeting to discuss subcommittees. Emails will be sent by LBA to the committee for volunteers. There would be five members on each subcommittee.

Review Latest Request from MSBA

The MSBA has requested three main questions. Square footage clarification in DESE submission, timeline for MHC notification, certified vote for SD submission.

Jenny from LBA addressed 1 and 2; 3 awaits the previous minutes approval. There are no immediate concerns for the committee. Mike states we are in good shape.

Major Board Updated and Communications Update

Carla provided an update on the project communications. KSBC provided a presentation to the Finance Committee on March 5 where there was a healthy discussion and good feedback on the project status. On April 2 there will be a Joint Public Forum at 7:00PM at the RMHS Performing Arts Center. On April 16 there will be a Zoom Forum at 7:00PM.

The communications subcommittee has resumed as we get closer to the vote. There is a "Yes For" Killam group, they will be having putting out signs to increase awareness. The Killam project website has been updated with new pictures, new information on the vote and a one pager for the public.

Assistant Town Manager provided an update on an upcoming Dave Kartunen video. The Town is also working on a Tax Impact Calculator, it will be live in a few weeks.

Update on CPL Team

Mike Carroll stated that Shirley Ng left the Collier team; a replacement resume is forthcoming. There will be an internal meeting to have an introduction to potential new project managers from the CPL team. In the mean time Harani has stepped up to fill the gap until a new PM is selected.

Approval of Prior Meeting Minutes (02/03/25 & 02/12/25) *

On a motion by Shawn Brant, seconded by Ed Ross, the Killam School Building Committee voted 6-0-1 to approve the meeting minutes of February 03 2025.

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

On a motion by Shawn Brant, seconded by Ed Ross, the Killam School Building Committee voted 5-0-2 to approve the meeting minutes of February 12 2025.

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

Future Agenda Items & Next Meeting Dates

Currently there are no meeting dates on the books.

Once the design team has an update they can reach out to the KSBC.

John Coote recommends that there be an update on the test wells at a future meeting.

Adjourn*

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 6-0-1 to adjourn at 7:58 pm.

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