



Town of Reading Meeting Posting with Agenda

2018-07-18 LAG

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2025-07-14

Time: 7:00 PM

Building: Reading Town Hall

Location: Conference Room

Address: 16 Lowell Street

Agenda:

Purpose: General Business

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

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

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

Topics of Discussion:

Join Zoom Meeting

<https://us06web.zoom.us/j/82080366794?pwd=lsrigWjbOOYlk2YAJ0Ua52j3RbUNby.1>

Meeting ID: 820 8036 6794

Passcode: 768549

1. Call to Order
2. Public Comment
3. KSBC Liaison Reports
4. CPL Financial Review*
5. CPL Schedule Review*
6. Contract Amendments
 - a. LBA Amendment #17*
7. LBA Preview – Updated DD Slides
8. Approval of Prior Meeting Minutes (6/02/25 Meeting)*
9. Future Agenda Items and Next Meeting dates
 - a. Monday November 10 is first day of Fall Town Meeting
10. Adjourn*

*Noted Potential vote required

June 15, 2025

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

Subject: J Warren Killam Elementary School Project Management Services
Invoice #0001060700

Dear Mr. Kraunelis:

Attached please find Colliers Project Leaders (CPL) invoice #0001031858, in the amount of \$40,122.00 for Owner Project Manager services as authorized in Contract for the J Warren Killam Elementary School Project, during the month of May 2025.

In the period of May 1 - May 31, 2025, the specific tasks undertaken and billed to this invoice include:

- Prepare and attend in person School Building Committee meeting.
- Attend School Committee Meeting.
- Attend and prepared agendas for XLT Meetings.
- Attend Communications group meetings.
- Review Architect invoice.
- Attend Select Board meeting.
- Coordinate PSBA document execution with town and MSBA.

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,



Justin Ferdenzi,
Project Manager
Attachement : 2025 05 Colliers Invoice #1060700

ProPay Code:
\$1,890.50: 0001-0000
\$38,231.50: 0102-0400



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 : 0001060700
Invoice Date : 6/5/2025

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

For Professional Services Rendered Through 5/31/2025

	Fee	Remaining Fee	% Complete	Billings		
				To Date	Previous	Current
Feasibility Study / Schematic Design Phase	320,000.00	0.00	100.00	320,000.00	318,109.50	1,890.50
Cost Estimating	15,500.00	0.00	100.00	15,500.00	15,500.00	0.00
Design Development	250,000.00	211,768.50	15.29	38,231.50	0.00	38,231.50
Construction Documents	500,000.00	500,000.00	0.00	0.00	0.00	0.00
Bidding	150,000.00	150,000.00	0.00	0.00	0.00	0.00
Construction Administration	3,175,000.00	3,175,000.00	0.00	0.00	0.00	0.00
Completion / Closeout	216,569.00	216,569.00	0.00	0.00	0.00	0.00
Estimating	54,000.00	54,000.00	0.00	0.00	0.00	0.00
Subtotal:	4,681,069.00	4,307,337.50	7.98	373,731.50	333,609.50	40,122.00

Current Billings	<u>40,122.00</u>
Amount Due This Bill	<u>40,122.00</u>

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

Project: 23010425A - Reading MA/ OPM - J. Warren Killam Elementary School			Invoice: 0001060700	
PM02 - Feasibility Study / Schematic Design Phase				
Labor				
Rate Labor				
Class		Hours	Rate	Amount
Assistant Project Manager		2.90	175.0000	507.50
Project Director		3.12	341.0000	1,063.92
Subject Matter Expert		1.00	302.0000	302.00
Total Rate Labor				1,873.42
Total Labor				1,873.42
Total Bill Task: PM02 - Feasibility Study / Schematic Design Phase				1,873.42
PM04 - Design Development				
Labor				
Rate Labor				
Class		Hours	Rate	Amount
Assistant Project Manager		25.10	175.0000	4,392.50
Financial Specialists		4.00	168.0000	672.00
Project Director		62.88	341.0000	21,442.08
Senior Director		4.00	498.0000	1,992.00
Senior Project Manager		37.50	260.0000	9,750.00
Total Rate Labor				38,248.58
Total Labor				38,248.58
Total Bill Task: PM04 - Design Development				38,248.58
Total Project: 23010425A - Reading MA/ OPM - J. Warren Killam Elementary School				40,122.00

July 09, 2025

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

Subject: J Warren Killam Elementary School Designer Services
Invoice # 22035

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 #22035 for Lavallee Brensinger Architects, for the Month of June 2025. The total recommended Payment is \$ 546,875.00.

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

Invoice Number	Task	Request This Period	ProPay Code
22035	Design Development	\$ 471,875.00	0201- 0400
22035	Other Project Costs – Continuation of Services	\$75,000.00	0004 -0000

Please feel free to contact me at (508) 326 6078 if you have any questions concerning this invoice.

Sincerely,



Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com
Attachments:
2025 05 LBA Inv#22035

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

June 10, 2025
Project No: 23-106-00
Invoice No: 22035
Customer PO # 23004647-001

Invoice Total: \$546,875.00

Project 23-106-00 Reading Killam Elementary School

Professional Services from May 1, 2025 to May 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
Phase	003	Design Development - 0201-0400		
Fee				
Total Fee		1,887,500.00		
Percent Complete		25.00	Total Earned	471,875.00
			Previous Fee Billing	0.00
			Current Fee Billing	471,875.00
			Total Fee	471,875.00
			Total this Phase	\$471,875.00
Phase	004	Construction Documents - 0201-0500		
Fee				

Project	23-106-00	Reading Killam Elementary School	Invoice	22035
Total Fee		3,342,500.00		
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	005	Bidding & Negotiation - 0201-0600		
Fee				
Total Fee		286,500.00		
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	006	Construction Administration - 0201-0700		
Fee				
Total Fee		3,342,500.00		
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	007	Closeout - 0201-0800		
Fee				
Total Fee		191,000.00		
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	\$471,875.00

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
			Current Fee Billing	0.00
		Total Fee		0.00

Project	23-106-00	Reading Killam Elementary School		Invoice	22035
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 - 0003-0000			
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	007	Amendment #7 - HVAC Cost Estimate - 0004-0000			

Project	23-106-00	Reading Killam Elementary School		Invoice	22035
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 - 0004-0000			
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 - 0004-0000			
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 - 0004-0000			
Fee					
Total Fee		500,000.00			
Percent Complete		100.00	Total Earned	500,000.00	
			Previous Fee Billing	425,000.00	
			Current Fee Billing	75,000.00	
			Total Fee		75,000.00
			Total this Phase		\$75,000.00

Phase	011	Amendment #11 - HVAC System Comparison Estimate - 0003-0000			
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	013	Amendment #14 - Geothermal Add Services - 0003-0000			
Fee					
Total Fee		72,810.00			
Percent Complete		0.00	Total Earned	0.00	

Project	23-106-00	Reading Killam Elementary School	Invoice	22035
		Previous Fee Billing	0.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Phase		0.00

Phase 014 Amendment #16 - DD-CL Add Services
Fee

Billing Phase	Phase Fee	Percent Complete	Fee Earned	Previous Fee Billing	Current Fee Billing
Hazardous Materials - 0204-0200	172,700.00	0.00	0.00	0.00	0.00
Geotechnical - 0204-0300	148,038.00	0.00	0.00	0.00	0.00
Geoenvironmental - 0204-0300	70,670.00	0.00	0.00	0.00	0.00
Soil Testing - 0204-0400	3,300.00	0.00	0.00	0.00	0.00
Building Control Plan - 0204-0400	3,850.00	0.00	0.00	0.00	0.00
Supplemental Survey - 0204-0400	11,000.00	0.00	0.00	0.00	0.00
Certified Plot Plan - 0204-0400	4,400.00	0.00	0.00	0.00	0.00
Site Acoustic Survey - 0204-0400	7,700.00	0.00	0.00	0.00	0.00
Reimbursables - 0203-9900	22,000.00	0.00	0.00	0.00	0.00
Total Fee	443,658.00		0.00	0.00	0.00
	Total Fee				0.00
			Total this Phase		0.00
			Total this Task		\$75,000.00
			Total this Invoice		\$546,875.00

Project Outstanding Invoices

Invoice Number	Invoice Date	Balance Due
21784	4/14/2025	268,040.00
21866	5/12/2025	175,000.00
Total		443,040.00

	Current	Prior	Total
Billings to Date	546,875.00	1,480,823.84	2,027,698.84

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.

July 10, 2025

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

Subject: J Warren Killam Elementary School Project Management Services
Invoice #0001068931

Dear Mr. Kraunelis:

Attached please find Colliers Project Leaders (CPL) invoice #0001068931, in the amount of \$22,776.25 for Owner Project Manager services as authorized in Contract for the J Warren Killam Elementary School Project, during the month of June 2025.

In the period of June 1 - June 30, 2025, the specific tasks undertaken and billed to this invoice include:

- Prepare and attend in person School Building Committee meeting.
- Attend and prepared agendas for XLT Meetings.
- Attend Communications group meetings.
- Attend Design meetings
- Review Architect invoice.
- Review Architect Amendment #17

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,



Justin Ferdenzi,
Project Manager
Attachement : 2025 06 Colliers Invoice #1068931

ProPay Code:
\$22,776.25: 0102-0400



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 : 0001060700
Invoice Date : 6/5/2025

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

For Professional Services Rendered Through 5/31/2025

	Fee	Remaining Fee	% Complete	Billings		
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Design Development	250,000.00	211,768.50	15.29	38,231.50	0.00	38,231.50
Construction Documents	500,000.00	500,000.00	0.00	0.00	0.00	0.00
Bidding	150,000.00	150,000.00	0.00	0.00	0.00	0.00
Construction Administration	3,175,000.00	3,175,000.00	0.00	0.00	0.00	0.00
Completion / Closeout	216,569.00	216,569.00	0.00	0.00	0.00	0.00
Estimating	54,000.00	54,000.00	0.00	0.00	0.00	0.00
Subtotal:	4,681,069.00	4,307,337.50	7.98	373,731.50	333,609.50	40,122.00

Current Billings	<u>40,122.00</u>
Amount Due This Bill	<u>40,122.00</u>

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

Project: 23010425A - Reading MA/ OPM - J. Warren Killam Elementary School			Invoice: 0001060700	
PM02 - Feasibility Study / Schematic Design Phase				
Labor				
Rate Labor				
Class		Hours	Rate	Amount
Assistant Project Manager		2.90	175.0000	507.50
Project Director		3.12	341.0000	1,063.92
Subject Matter Expert		1.00	302.0000	302.00
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Senior Project Manager		37.50	260.0000	9,750.00
Total Rate Labor				38,248.58
Total Labor				38,248.58
Total Bill Task: PM04 - Design Development				38,248.58
Total Project: 23010425A - Reading MA/ OPM - J. Warren Killam Elementary School				40,122.00



July 10, 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	-\$312,500	\$1,887,500	\$1,887,500	\$0	\$0	\$1,887,500	\$471,875	\$1,415,625
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	-\$63,500	\$286,500	\$286,500	\$0	\$0	\$286,500	\$0	\$286,500
Closeout		\$275,000	-\$43,858	\$231,142	\$191,000	\$40,142	\$0	\$231,142	\$0	\$231,142
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	\$59,450	\$109,450	\$109,450	\$0	\$0	\$109,450	\$0	\$109,450
Other Reimbursable Costs		\$50,000	\$56,700	\$106,700	\$106,700	\$0	\$0	\$106,700	\$0	\$106,700
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	\$10,537,808	\$357,192	\$0	\$10,895,000	\$1,321,875	\$9,573,125
40 Administrative Costs										
OPM Feasibility Study	\$280,000	\$335,500	\$0	\$335,500	\$335,500	\$0	\$0	\$335,500	\$335,500	\$0
OPM Design Development		\$500,000	\$0	\$500,000	\$250,000	\$250,000	\$0	\$500,000	\$61,008	\$438,992
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	\$283,130	\$28,590	\$0	\$311,720	\$200,320	\$111,400
Other Project Costs (FS/SD)	\$620,000	\$514,500	\$80,228	\$594,728	\$594,728	\$0	\$0	\$594,728	\$586,475	\$8,252
Subtotal	\$1,400,000	\$8,195,000	-\$108,052	\$8,086,948	\$5,558,927	\$2,528,021	\$0	\$8,086,948	\$1,183,303	\$6,903,645
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	-\$108,052	\$123,678,342	\$16,096,735	\$107,581,607	\$0	\$123,678,342	\$2,505,178	\$121,173,164
70 Project Contingency										
Construction Contingency (Hard Cost)	\$0	\$5,076,069	\$0	\$5,076,069	Current Contingency	Potential Risk	Potential Contingency			\$5,076,069
Owner's Contingency (Soft Cost)	\$0	\$1,149,320	\$108,052	\$1,257,372	\$5,076,069	\$0	\$5,076,069			\$1,257,372
Subtotal	\$0	\$6,225,389	\$108,052	\$6,333,441	\$1,257,372	\$0	\$1,257,372			\$6,333,441
Project Total	\$2,200,000	\$130,011,783	\$0	\$130,011,783	\$16,096,735	\$113,915,048	\$0	\$130,011,783	\$2,505,178	\$127,506,605

**Town of Reading
Killam Elementary School
07/10/25**



Project Leaders

Project Budget Adjustments

Adjustment Item	BRR	Adjusted Amount	Date Approved	CODE	Comments
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	06/02/25	70-500	Moved to correct for New PFA
From A&E FS to Owner's SC Cont		(\$50,000.00)	06/02/25	30-290	Moved to correct for New PFA
Move to Owner's SC Cont from OPM FS		\$55,500.00	06/02/25	70-500	Moved to correct for New PFA
From OPM FS to Owner's SC Cont		(\$55,500.00)	06/02/25	40-010	Moved to correct for New PFA
Move to Other Project Costs from Eviron & Site		\$105,500.00	06/02/25	40-810	Moved to correct for New PFA
Move to Owner's SC Cont from Eviron & Site		\$8,792.00	06/02/25	70-500	Moved to correct for New PFA
From Eviron & Site to Owner's SC Cont / Other PC		(\$114,292.00)	06/02/25	40-800	Moved to correct for New PFA
Move to Environ & Site from Owner's SC Const		\$5,886.00	06/02/25	40-800	Moved to cover Designer Amd 14
From Owner's SC Const to Eviron & Site		(\$5,886.00)	06/02/25	70-500	Moved to cover Designer Amd 14
Move to A&E Const Doc from A&E Design Development		\$142,500.00	06/02/25	30-130	Internal Budget Adjustments - LBA Amd 15
From A&E Design Development to A&E Const Doc		(\$142,500.00)	06/02/25	30-120	Internal Budget Adjustments - LBA Amd 15
Move to A&E Const Admin from A&E Design Development		\$142,500.00	06/02/25	30-160	Internal Budget Adjustments - LBA Amd 15
From A&E Design Development to A&E Const Admin		(\$142,500.00)	06/02/25	30-120	Internal Budget Adjustments - LBA Amd 15
Move to Geotech from A&E Design Development		\$18,708.00	06/02/25	30-210	Internal Budget Adjustments - LBA Amd 16
From A&E Design Development to Geotech		(\$18,708.00)	06/02/25	30-120	Internal Budget Adjustments - LBA Amd 16
Move to Other Project Costs from SC Cont		\$354.00		40-810	Moved to cover District advertising for Modular Relocation IFB
From SC Cont to Other Project Costs		(\$354.00)		70-500	Moved to cover District advertising for Modular Relocation IFB
Move to Traffic Studies from A&E Bidding / Negotiations		\$59,450.00		30-260	Internal Budget Adjustments - LBA Amd 17
From A&E Bidding / Negotiations to Traffic Studies		(\$59,450.00)		30-140	Internal Budget Adjustments - LBA Amd 17
Move to Other Reimbable Costs from Various		\$56,700.00		30-270	Internal Budget Adjustments - LBA Amd 17
From A&E Design Development to Other Reimbable Costs		(\$8,792.00)		30-120	Internal Budget Adjustments - LBA Amd 17
From A&E Bidding / Negotiations to Other Reimbable Costs		(\$4,050.00)		30-140	Internal Budget Adjustments - LBA Amd 17
From A&E Closeout to Other Reimbable Costs		(\$43,858.00)		30-150	Internal Budget Adjustments - LBA Amd 17
Total Approved Adjustments to Date		\$0.00		\$	

**Town of Reading
Killam Elementary School
07/10/25**



Committed Cost (Contracts/Pos)

VENDOR	AMOUNT	ISSUE DATE	SIGNED/ RETURN DATE	ENCUM (PO)	CODE	MSBA	Notes
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	06/02/25	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	06/02/25	LBA Amd 15	30-120	0201-0400	DD Phase
Lavallee Brensinger Architects	\$3,342,500.00	5/27/2025	06/02/25	LBA Amd 15	30-130	0201-0500	CD Phase
Lavallee Brensinger Architects	\$286,500.00	5/27/2025	06/02/25	LBA Amd 15	30-140	0201-0600	Bid Phase
Lavallee Brensinger Architects	\$3,342,500.00	5/27/2025	06/02/25	LBA Amd 15	30-160	0201-0700	CA Phase
Lavallee Brensinger Architects	\$191,000.00	5/27/2025	06/02/25	LBA Amd 15	30-150	0201-0800	Closeout Phase
Lavallee Brensinger Architects	\$172,700.00	5/28/2025	06/02/25	LBA Amd 16	30-240	0204-0200	Haz Mat
Lavallee Brensinger Architects	\$148,038.00	5/28/2025	06/02/25	LBA Amd 16	30-210	0204-0300	GeoTech
Lavallee Brensinger Architects	\$70,670.00	5/28/2025	06/02/25	LBA Amd 16	30-210	0204-0300	GeoEnvironmental
Lavallee Brensinger Architects	\$3,300.00	5/28/2025	06/02/25	LBA Amd 16	30-230	0204-0400	Soil Testing
Lavallee Brensinger Architects	\$3,850.00	5/28/2025	06/02/25	LBA Amd 16	30-230	0204-0400	Building Control Plan
Lavallee Brensinger Architects	\$11,000.00	5/28/2025	06/02/25	LBA Amd 16	30-230	0204-0400	Survey
Lavallee Brensinger Architects	\$4,400.00	5/28/2025	06/02/25	LBA Amd 16	30-230	0204-0400	Certified Plot Plan
Lavallee Brensinger Architects	\$7,700.00	5/28/2025	06/02/25	LBA Amd 16	30-230	0204-0400	Site Acoustic Survey
Lavallee Brensinger Architects	\$22,000.00	5/28/2025	06/02/25	LBA Amd 16	30-270	0203-9900	Other Misc Reimb
Colliers Project Leaders	\$250,000.00	5/29/2025	06/02/25	CPL Amd 03	40-020	0102-0400	DD Phase
Colliers Project Leaders	\$500,000.00	5/29/2025	06/02/25	CPL Amd 03	40-030	0102-0500	CD Phase
Colliers Project Leaders	\$150,000.00	5/29/2025	06/02/25	CPL Amd 03	40-040	0102-0600	Bid Phase
Colliers Project Leaders	\$3,175,000.00	5/29/2025	06/02/25	CPL Amd 03	40-050	0102-0700	CA Phase
Colliers Project Leaders	\$216,569.00	5/29/2025	06/02/25	CPL Amd 03	40-060	0102-0800	Closeout Phase
Colliers Project Leaders	\$54,000.00	5/29/2025	06/02/25	CPL Amd 03	40-100	0102-1100	AMF Estimating Services DD to CD
Daily Times Chronicle	\$354.00	3/26/2025		PO NA	40-810	0004-0000	District advertising for Modular Relocation IFB
Lavallee Brensinger Architects	-\$28,590.00	6/17/2025		LBA Amd 17	40-800	0003-0000	Deduct from LBA Amd 02 - Traffic Study (GPI)
Lavallee Brensinger Architects	\$50,160.00	6/17/2025		LBA Amd 17	30-260	0204-1200	Traffic Engineer (On-Ste)
Lavallee Brensinger Architects	\$59,290.00	6/17/2025		LBA Amd 17	30-260	0204-1200	Traffic Engineering (off-site)
Lavallee Brensinger Architects	\$77,000.00	6/17/2025		LBA Amd 17	30-270	0203-9900	Compliance Energy Modeling - TEDI, LEED and Backstop
Lavallee Brensinger Architects	\$7,700.00	6/17/2025		LBA Amd 17	30-270	0203-9900	Tree Removal and Protection Plan

TOTAL	\$16,096,734.61	\$16,096,734.61
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Town of Reading
Killam Elementary School
07/10/25



Expenditures - Invoices/Requisitions

Invoice Amount	Vendor	Invoice Number	Invoice Date	Approval Date	CODE	Propay Code	Propay Subm. #	Description
\$23,026.00	Colliers Project Leaders	996167	11/06/24	11/20/24	40-010	0001-0000	06	CPL Services October 2024 - FS/ SD
\$112,500.00	Lavallee Brensinger Architects	21043	11/11/24	12/16/24	30-290	0002-0000	06	LBA Services October 2024 - SD
\$442.20	Lavallee Brensinger Architects	21043	11/11/24	12/16/24	40-800	0003-0000	06	LBA Services October 2024 - A&E Environmental & site - Traffic
\$412.50	Lavallee Brensinger Architects	21043	11/11/24	12/16/24	40-800	0003-0000	06	LBA Services October 2024 - A&E Environmental & site - Soil Testing
\$26,444.00	Colliers Project Leaders	1005306	12/05/24	12/16/24	40-010	0001-0000	06	CPL Services November 2024 - FS/ SD
\$90,000.00	Lavallee Brensinger Architects	21241	12/18/24	01/22/25	30-290	0002-0000	07	LBA Services November 2024 - SD
\$5,108.40	Lavallee Brensinger Architects	21241	12/18/24	01/22/25	40-800	0003-0000	07	LBA Services November 2024 - A&E Environmental & site - Traffic
\$2,753.94	Lavallee Brensinger Architects	21241	12/18/24	01/22/25	40-810	0004-0000	07	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	07	CPL Services December 2024 - FS/ SD
\$45,000.00	Lavallee Brensinger Architects	21321	01/16/25	01/22/25	30-290	0002-0000	07	LBA Services December 2024 - SD
\$5,108.40	Lavallee Brensinger Architects	21321	01/16/25	01/22/25	40-800	0003-0000	07	LBA Services December 2024 - A&E Environmental & site - Traffic
\$24,200.00	Lavallee Brensinger Architects	21321	01/16/25	01/22/25	40-800	0003-0000	07	LBA Services December 2024 - A&E Environmental & site - Geotech
\$45,000.00	Lavallee Brensinger Architects	21534	02/17/25	06/02/25	30-290	0002-0000		LBA Services January 2025 - SD
\$7,444.80	Lavallee Brensinger Architects	21534	02/17/25	06/02/25	40-800	0003-0000		LBA Services January 2025 - A&E Environmental & site - Traffic
\$56,699.75	Colliers Project Leaders	1031858	03/06/25	06/02/25	40-010	0001-0000		CPL Services January & February 2025 SD
\$22,500.00	Lavallee Brensinger Architects	21562	03/10/25	06/02/25	30-290	0002-0000		LBA Services February 2025 - SD
\$4,375.80	Lavallee Brensinger Architects	21562	03/10/25	06/02/25	40-800	0003-0000		LBA Services February 2025 - A&E Environmental & site - Traffic
\$16,500.00	Lavallee Brensinger Architects	21784	05/26/25	06/02/25	40-800	0003-0000		LBA Services March 2025 - A&E - SD Energy Modeling
\$250,000.00	Lavallee Brensinger Architects	21784	05/26/25	06/02/25	40-810	0004-0000		LBD Services March 2025 - Continuation of Services
\$1,540.00	Lavallee Brensinger Architects	21784	05/26/25	06/02/25	40-800	0003-0000		LBA Services March 2025 - A&E - HVAC System Comparison Cost Estima
\$175,000.00	Lavallee Brensinger Architects	21866	05/28/25	06/02/25	40-810	0004-0000		LBD Services April 2025 - Continuation of Services
\$1,890.50	Colliers Project Leaders	1060700	06/05/25		40-010	0001-0000		CPL Services May 2025 - SD
\$38,231.50	Colliers Project Leaders	1060700	06/05/25		40-020	0102-0400		CPL Services May 2025 - DD
\$354.00	Daily Times Chronicle	250309	03/26/25		40-810	0004-0000	07	District advertising for Modular Relocation IFB
\$26,000.00	Gienapp Architects	682.29-1	02/28/25		40-810	0004-0000	07	Gienapp Services February 2025 - Modular Relocation
\$36,550.00	Gienapp Architects	682.29-2	03/31/25		40-810	0004-0000	07	Gienapp Services March 2025 - Modular Relocation
\$550.00	Gienapp Architects	682.29-3	04/30/25		40-810	0004-0000	07	Gienapp Services April 2025 - Modular Relocation
\$10,447.73	Gienapp Architects	682.29-R1	05/30/25		40-810	0004-0000	07	Gienapp Services May 2025 - Modular Relocation
\$4,400.00	Gienapp Architects	682.29-4	06/04/25		40-810	0004-0000	07	Gienapp Services May 2025 - Modular Relocation
\$471,875.00	Lavallee Brensinger Architects	22035	06/10/24		30-120	0201-0400		LBA Services May 2025 - DD
\$75,000.00	Lavallee Brensinger Architects	22035	06/10/24		40-810	0004-0000		LBD Services May 2025 - Continuation of Services
\$22,776.75	Colliers Project Leaders	1068931	07/03/25		40-020	0102-0400		CPL Services June 2025 - DD
\$2,505,178.49 Total Spent to Date								\$2,505,178.49



Forecast Cost

VENDOR	AMOUNT	FORECASTED DATE	SIGNED/ RETURN DATE	ENCUM (PO)	CODE	Notes
Forecasted to Cover for Parking During Construction	\$11,900.00	7/10/2025			70-500	\$700/ Mpnth for approx. 17 month construction
TOTAL	\$11,900.00					\$11,900.00

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	\$1,238,043
	22	May-25	\$50,557	\$300,000	\$25,000			\$375,557	\$0	\$2,075,500	\$1,238,043
Design Develop	23	Jun-25	\$66,000	\$750,000	\$35,000			\$851,000	\$579,060	\$2,926,500	\$1,817,103
	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	
Instruction 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	
	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	

July 10, 2025

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
Co	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	\$1,817,103	

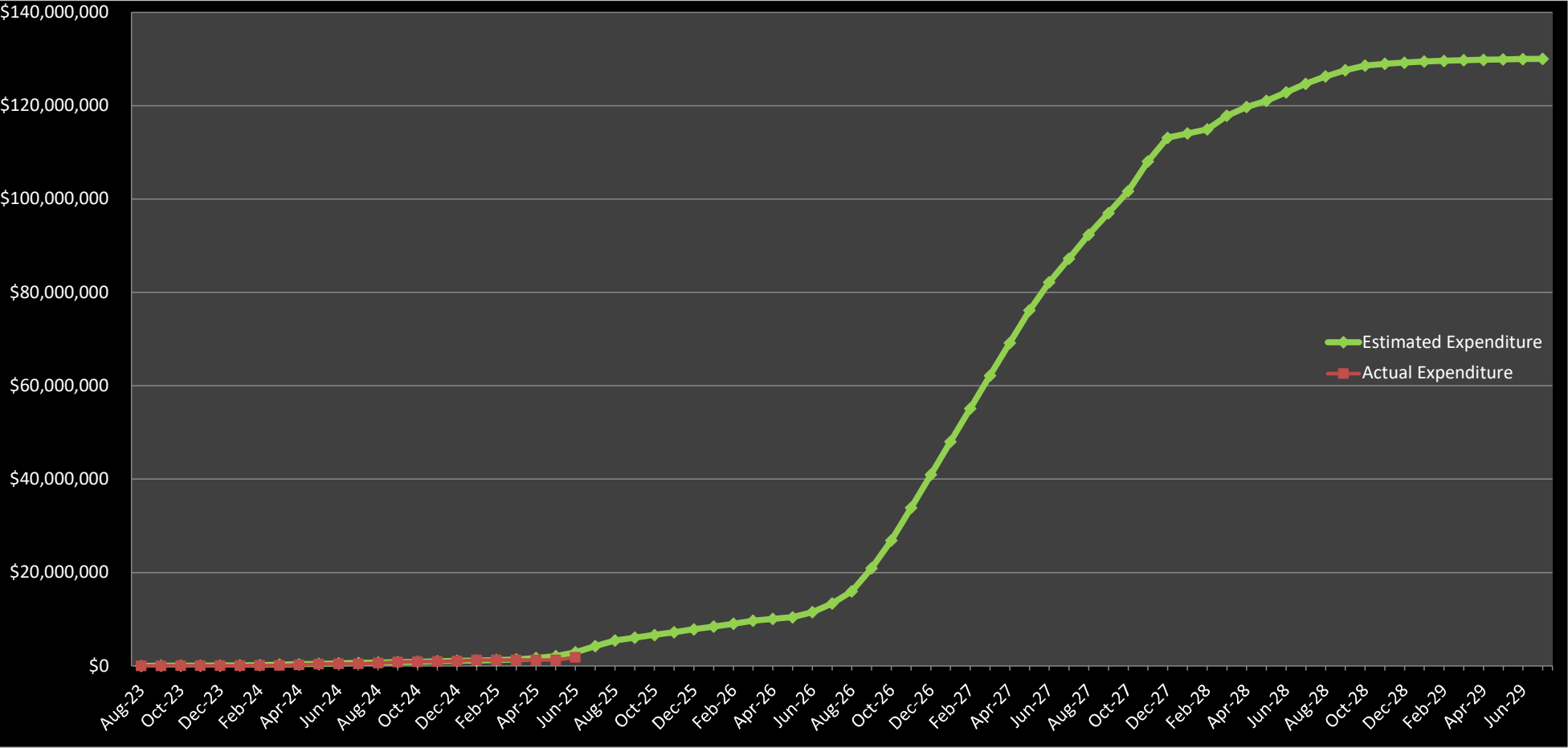


Town of Reading
Killam Elementary School
Estimated Project Cash Flow Graph



Project Leaders

July 10, 2025



July 10, 2025

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

Subject: J. Warren Killam Elementary School Designer Amendment #17

Dear Mr. Kraunelis:

Colliers Project Leaders has reviewed and recommend the approval of Lavallee Brensinger Architects' Contract Amendment #17 for the J. Warren Killam Elementary School project.

Lavallee Brensinger Architects' Contract Amendment #17 is for deducting \$ 28,590 previously approved under Contract Amendment #2 and for extra services over the basic under the MSBA Designer Contract from Design Development phase through Closeout phase for a total of *One Hundred Sixty-Five Thousand Five Hundred Sixty 00/100 Dollars (\$165,560.00)*. We recommend using the following ProPay Codes and Breakdowns.

Additional Services	Proposed Fee	ProPay Code
Deduct from LBA Amd #2	(\$28,590.00)	0003-0000
Traffic Engineering (on-site)	\$50,160.00	0204-1200
Traffic Engineering (off-site)	\$59,290.00	0204-1200
Compliance Energy Modeling	\$77,000.00	0203-9900
Tree Removal and Protection Plan	\$7,700.00	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 black ink, appearing to read "Justin Ferdenzi". The signature is fluid and cursive, with the first and last names being more prominent.

Justin Ferdenzi,
Project Manager
Justin.ferdenzi@collierseng.com

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

June 17, 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. 17 - Additional DD-CL Services #2

Dear Mr. Kraunelis,

Please find attached Amendment No. 17 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:

- A. Deduct \$ 28,590 previously approved under Contract Amendment #2
- B. Add the following Services:

	Additional Service	Consultant	Proposed Fee	Fee w/ 10% Markup
1	Traffic Engineering (on-site)	GPI	\$45,600	\$50,160
2	Traffic Engineering (off-site)	GPI	\$53,900	\$59,290
2	Compliance Energy Modeling	Thornton Tomasetti	\$70,000	\$77,000
3	Tree Removal and Protection Plan	Terraink	\$7,000	\$7,700
	Total		\$176,500	\$194,150

Summary Description of Services

Please refer to the attached proposals for a detailed description.

1. Traffic Engineering – Includes design reviews and construction documents.
2. Off-site Traffic Engineering – Includes design reviews and construction documents.
3. Compliance Energy Modeling – Includes energy modeling and energy calculations required for compliance with LEED requirements and energy code. Includes the following:
 - a. LEED Energy Modeling – this is an energy model required solely and exclusively for the purpose of applying for the LEED Energy credit.
 - b. MA Stretch Code Energy Modeling (TEDI) – This is an energy model required solely and exclusively for the purpose of demonstrating compliance with the TEDI code pathway, and a new requirement with the MA stretch code.
 - c. MA Stretch Code Component Performance Alternative Analysis (Backstop) – Also known as the “backstop calculation”, this is another new requirement under the MA stretch code, which includes calculating the thermal bridges in the design and de-rating the R-value of the envelope to factor in thermal bridging. Also included are 4 thermal bridging models for unique conditions.
4. Tree Removal and Protection Plan – Includes identifying trees to be removed and protected. Required for tree removal permit from the town.

The total amount of this contract amendment is \$165,560

Please refer to the attachments for additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'LS Sherwood', with a stylized flourish at the end.

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

Attachments:

- Attachment F – Contract for Designer Services Amendment No.17
- Proposals:
 - o GPI Traffic Engineering Proposal
 - o Thornton Tomasetti Proposal for Sustainability Services dated June 3, 2025
 - o Terraink proposal for Tree Protection & Removal Plan(s), dated May 28, 2025

ATTACHMENT F

CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 17

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 17, 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 1-16	After this Amendment 17
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>\$ 1,247,856.94</u>	<u>\$ 1,413,416.94</u>
Total Fee	<u>\$ 11,147,856.94</u>	<u>\$ 11,313,416.94</u>

This Amendment is a result of: Additional DD-CL Services #2

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 6/17/2025

GPI shall provide traffic engineering services as defined by the Prime Agreement and as related to the local approval process for the Killam Elementary School project ("On-Site Work") and the design of parking spaces and relocated sidewalks along Charles Street and Haverhill Street as shown on the Schematic Design Submittal ("Off-Site Work").

DESIGN DEVELOPMENT PHASE

On-Site Work

- Advise and coordinate in the development of design plans, offering guidance to the Civil Engineer on items related to traffic circulation, parking, pedestrian and bicycle accommodations, pick-up and drop-off storage, bus loading, emergency vehicle access, signage, and pavement markings. All plans will be prepared by the Civil Engineer, and GPI will provide guidance and review of the layout. It is assumed that the Civil Engineer will perform the design of pavement; however, GPI will provide traffic volume and vehicle classification data to the Civil Engineer for use in designing the pavement. GPI's review of the site plans will include the following:
 - Potential sight line obstructions created by landscaping and structures;
 - Proposed turning radii to ensure efficient vehicle circulation;
 - Pick-up and drop-off storage capacities;
 - Pavement markings for compliance with design standards, safety, and efficient traffic control;
 - Signage, including wayfinding signage, for compliance with design standards, safety, and traffic direction;
 - Emergency vehicle access and circulation;
 - Bus access and circulation, including provision of special needs bus and van loading/unloading areas;
 - Accessibility for compliance with Americans with Disabilities Act (ADA) guidelines.
- During the Design Development phase, GPI may be required to perform analysis of various bussing or pick-up/drop-off alternatives, including queuing analysis, to assess parent vehicle and bus pick-up/drop-off queue storage needs. As the extent of this analysis is currently unknown, an upset limit for up to 20 hours of such analysis had been established. Should additional analysis services be required during the design development phase, an amendment to this Agreement will be prepared.
- Specifications will be required for all standard and special signs, pavement markings, traffic control devices, or other traffic-related items. GPI will assist in the preparation of Specifications for any such related items. It is assumed that the Civil Engineer will prepare all other specifications related to the on-site design and constructions, including pavement structure, drainage, landscaping, etc.
- All cost estimates will be prepared by an Estimator(s) using the design plans and specifications provided by the Civil Engineer, Architect and GPI. GPI will provide assistance in the reconciliation of the cost estimates from the Estimator(s). This will include a review of quantities and costs associated with traffic-related items including pavement markings, signage, and other related features.
- GPI will assist in the preparation of responses to comments related to traffic circulation and access contained in the Design Development Review Comments provided by the Massachusetts School Building Authority (MSBA). The Civil Engineer or another team member will prepare all other responses related to on-site design.

Off-Site Work

- GPI will prepare Concept Design Plans for the creation of on-street parallel parking spaces along Charles Street, including the relocation of the existing sidewalk. In addition, GPI will prepare Concept Design Plans for the striping of parking spaces on Haverhill Street and the widening of the sidewalk. The limit of the GPI Design will be the street side of the school property line (hereinafter referred to as “Off-Site Work”). The work will include the preparation of the following:
 - Typical Sections
 - General Construction Plans, including utility relocations as required.
 - Pavement Marking and Signing Plans
 - Traffic Sign Summary
 - Temporary Traffic Control Plans (TTCP)

All survey and base plan preparation will be performed by the Civil Engineer and will be provided to GPI for the preparation of the Off-Site Work documents.

- Specifications may also be required for all components of the Off-Site Work that may differ from the Site Work. GPI will assist in the preparation of Specifications for any such related items.
- All cost estimates will be prepared by an Estimator(s) using the design plans and specifications provided by the Civil Engineer, Architect and GPI. GPI will provide assistance in the reconciliation of the cost estimates from the Estimator(s). This will include a review of quantities and costs associated with Off-Site Work Items including pavement markings, signage, curbing, traffic control devices, accessible ramps, sidewalks, and other related features.
- GPI will assist in the preparation of responses to comments related to Off-Site Work that may be received from Town departments or other related agencies.

60% CONSTRUCTION DOCUMENTS PHASE**On-Site Work**

- GPI will provide guidance and review services in the preparation of the 60% Construction Document plans for the on-site design. All plans will be prepared by the Civil Engineer and GPI will provide guidance and review of the layout. GPI’s review of the site plans will include the following:
 - Traffic circulation.
 - Pedestrian and bicycle accommodations.
 - Parking provision and layout.
 - Potential sight line obstructions created by landscaping and structures.
 - Proposed turning radii to ensure efficient vehicle circulation.
 - Pick-up and drop-off storage capacities.
 - Pavement markings for compliance with design standards, safety, and efficient traffic control.
 - Signage, including wayfinding signage, for compliance with design standards, safety, and traffic direction.

- Emergency vehicle access and circulation.
 - Bus access and circulation, including provision of special needs bus and van loading/unloading areas.
 - Accessibility for compliance with Americans with Disabilities Act (ADA) guidelines.
- It is assumed that the Civil Engineer will prepare the site pavement marking plans and specifications, and GPI will provide guidance and review only of the layout of pavement markings. GPI will design all traffic signage, including special signage as requested. GPI will supply a PDF copy of the proposed site traffic sign locations to the Civil Engineer that the Civil Engineer can utilize to add these to their Signing and Striping plans. GPI will prepare the Traffic Sign Summary for inclusion within the Civil Engineer's plan set. GPI will create a block file and send it to the Civil Engineer for inclusion.
- Provide updated specifications, as necessary, for all standard and special signs, pavement markings, traffic control devices, or other traffic-related items.
- Provide assistance in the reconciliation of the cost estimates from the Estimator(s), as necessary, for the quantities and costs associated with traffic-related items including pavement markings, signage, and other related features.
- GPI will assist in the preparation of responses to comments related to traffic circulation and access contained in the 60% Construction Document Review Comments provided by the Massachusetts School Building Authority (MSBA). The Civil Engineer or other team member will prepare all other responses related to on-site design.

Off-Site Work

- GPI will prepare 60% Construction Documents for the Off-Site Work, including the following:
 - Typical Sections and Details, including pedestrian curb ramp details.
 - Construction Plans
 - Grading and Curb Tie Plans
 - Utility Relocation Plans (if separate plans are necessary, otherwise the information will be shown on the Construction Plans).
 - Pavement Marking and Signing Plans
 - Traffic Sign Summary
 - Temporary Traffic Control Plans (TTCP)

Profiles and cross sections will be prepared for information only.

- Provide updated specifications, as necessary, for all standard and special signs, pavement markings, traffic control devices, or other traffic-related items.
- Provide assistance in the reconciliation of the cost estimates from the Estimator(s), as necessary, for the quantities and costs associated with traffic-related items including pavement markings, signage, and other related features.
- GPI will assist in the preparation of responses to comments related to Off-Site Work that may be received from Town departments or other related agencies.

90% CONSTRUCTION DOCUMENTS PHASE**On-Site Work**

- GPI will provide guidance and review services in the preparation of the 90% Construction Document plans for the on-site design. All plans will be prepared by the Civil Engineer, and GPI will provide guidance and review of the layout. GPI's review of the site plans will include the following:
 - Traffic circulation.
 - Pedestrian and bicycle accommodations.
 - Parking provision and layout.
 - Potential sight line obstructions created by landscaping and structures.
 - Proposed turning radii to ensure efficient vehicle circulation.
 - Pick-up and drop-off storage capacities.
 - Pavement markings for compliance with design standards, safety, and efficient traffic control.
 - Signage, including wayfinding signage, for compliance with design standards, safety, and traffic direction.
 - Emergency vehicle access and circulation.
 - Bus access and circulation, including provision of special needs bus and van loading/unloading areas.
 - Accessibility for compliance with Americans with Disabilities Act (ADA) guidelines.
- It is assumed that the Civil Engineer will revise the site pavement marking and specifications as required by review of the 60% Construction Documents, and GPI will provide guidance and review only of the layout of pavement markings. GPI will revise all traffic signage, including special signage as requested. GPI will supply a PDF copy of the proposed traffic sign locations to the Civil Engineer that the Civil Engineer can utilize to add these to their Signing and Striping plans. GPI will prepare the Traffic Sign Summary for inclusion within the Civil Engineer's plan set. GPI will create a block file and send it to the Civil Engineer for inclusion.
- Provide updated specifications, as necessary, for all standard and special signs, pavement markings, traffic control devices, or other traffic-related items.
- Provide assistance in the reconciliation of the cost estimates from the Estimator(s), as necessary, for the quantities and costs associated with traffic-related items including pavement markings, signage, and other related features.
- GPI will assist in the preparation of responses to comments related to traffic circulation and access contained in the 90% Construction Review Comments provided by the Massachusetts School Building Authority (MSBA). The Civil Engineer or other team member will prepare all other responses related to on-site design.

Off-Site Work

- GPI will prepare 90% Construction Documents for the Off-Site Work, including the following:
 - Typical Sections and Details, including pedestrian curb ramp details.
 - Construction Plans
 - Grading and Curb Tie Plans

- Utility Relocation Plans (if separate plans are necessary, otherwise the information will be shown on the Construction Plans).
- Pavement Marking and Signing Plans
- Traffic Sign Summary
- Temporary Traffic Control Plans (TTCP)

Profiles and cross sections will be prepared for information only.

- Provide updated specifications, as necessary, for all standard and special signs, pavement markings, traffic control devices, or other traffic-related items.
- Provide assistance in the reconciliation of the cost estimates from the Estimator(s), as necessary, for the quantities and costs associated with traffic-related items including pavement markings, signage, and other related features.
- GPI will assist in the preparation of responses to comments related to Off-Site Work that may be received from Town departments or other related agencies.

BIDDING PHASE

On-Site Work

- GPI will provide guidance and review services in the preparation of Bid Documents for the On-Site and Off-Site Construction. It is assumed that the Architect and/or Civil Engineer will be the lead in the preparation of Bid Documents, and GPI will act in an advisory role. GPI will prepare the following elements of the Bid Documents:
 - Off-Site Work documents.
 - Signage plans and specifications for any non-standard signage, including wayfinding and special parking signage.
 - Specifications for any traffic-related features, including signage and traffic control devices.
 - It is assumed that that the Town and/or the Architect will perform all other services relative to the public bidding of the project in accordance with M.G.L. Chapter 149.

Off-Site Work

- It is assumed that the Off-Site Work shall be included in the same Bid Documents as the On-Site Work, with separate bid items developed to expedite contractor payment requisitions. If separate procurement of the Off-Site Work is necessary, the Off-Site Work would be publicly bid in accordance with M.G.L. Chapter 30B. Separate procurement of the Off-Site Work would require re-packaging of the Construction Plans, Specifications and Estimate, as well as bidding documents and procurement-related items in accordance with Chapter 30B. The work required to publicly bid the Off-Site Work under Chapter 30B is not included in GPI's Scope of Services.

CONSTRUCTION ADMINISTRATION PHASE**On-Site Work**

- It is assumed that the Architect and/or Civil Engineer will be responsible for the majority of the Construction Administration Phase services related to On-Site construction of the Project. All inspection of On-Site construction will be handled by the Civil Engineer. However, GPI may be required to assist in specific items related to traffic and circulation. The following services are anticipated to be required as part of the Construction Administration Phase:
 - Attendance at a pre-construction conference with the Contractor.
 - Consultation with the Design Team as needed.
 - Attendance at up to two (2) field visits to discuss any field conflicts with the Contractor and Civil Engineer.
 - Review shop drawings for elements related to traffic, such as signs and sign posts.
 - Assist in the preparation of plans to address change orders [Note: It is assumed that all change orders will be handled by the Civil Engineer. GPI will play an advisory role in providing guidance and review of plans prepared to address change orders].
 - Preparation of the traffic-related portion of the punch list upon substantial completion.
 - Attendance at a final inspection.

Off-Site Work

- GPI will be responsible for the Construction Administration Phase for the Off-Site Work. The following services are anticipated to be required above and beyond that listed for the On-Site Work as part of the Construction Administration Phase:
 - Consultation with the Design Team as needed.
 - Attendance at up to three (3) field visits to discuss any field conflicts with the Contractor.
 - Review shop drawings for elements specifically related to the Off-Site Work.
 - Assist in the preparation of plans to address change orders.
 - Preparation of the punch list upon substantial completion.
 - Attendance at a final inspection.

MEETINGS AND FOLLOW-ON SERVICES

- Meetings with the design team, Town and School District staff, bidders, contractors, and State officials as well as public presentations and assistance in technical or procedural aspects of the project may be required as the project proceeds. Services for meetings include coordination, preparation, travel, attendance, supporting graphics (when required), and documentation in the form of meeting notes (when requested). Such services will be provided at the request of Lavallee Brensinger.
- As the number of meetings required through the design, construction, and close-out of the Project is currently unknown, GPI shall use an upset limit associated with meetings and follow-on services based on attendance at up to ten (10) meetings at up to four (4) hours per meeting. In addition, the upset limit includes up to 40 hours of coordination time with the Project Team, preparation of graphics and materials required for meetings.

- Meetings and follow-on services will be billed on a time and materials basis at GPI's rates in effect at the time the work is performed (see attached *General Terms and Conditions* for current standard rates). Should additional services be needed and requested by Lavallee Brensinger beyond the initial upset limit, GPI will prepare a Contract Amendment that contains the scope of services, fee, and schedule required to complete the additional services, for review and approval, prior to any additional work being performed.
- Temporary Traffic Control Plans:
 - GPI will prepare Temporary Traffic Control Plans (TTCP) to demonstrate any temporary traffic control that may be required to accommodate the construction of the Project. The preparation of these plans will include an estimate of the costs associated with implementing the TTCP, including police and/or flaggers to be used for traffic control. TTCP plans will be required as part of the 60% Construction Documents, 90% Construction Documents, and 100% Construction Documents.
 - Modifications to the TTCP plans may be required as the project proceeds through construction due to unforeseen circumstances. Any modifications to the TTCPs during construction are assumed to be included within the scope of Construction Administration Services.

FEASIBILITY STUDY AND SCHEMATIC DESIGN PHASES

A Contract was previously issued on December 12, 2023 for transportation engineering and consulting services related to the Feasibility Study and Schematic Design Phases for the Killam Elementary School. While the contract for these services totaled \$109,500.00, GPI was able to complete the services for this contract under budget at a fee of \$85,510.00. The remaining \$25,990.00 of unbilled fees associated with the Feasibility Study and Schematic Design Phases may be applied as a credit toward the completion of Design Development Phase and/or Construction Documents Phase for the off-site roadway work.

FEES:

The following table summarizes the costs and payment method of the tasks described in the Scope of Services.

Tasks	Estimated Fee – On-Site Work	Estimated Fee – Off-Site Work	Estimated Fee - Total
DESIGN DEVELOPMENT PHASE			
A. Design Development Plans	\$4,100	\$0	\$4,100
B. Concept Design Plans	\$0	\$9,100	\$9,100
C. Design Development Analysis	\$3,800	\$0	\$3,800
D. Specifications	\$1,400	\$1,000	\$2,400
E. Cost Estimation & Reconciliation	\$500	\$700	\$1,200
F. Responses to Comments on Design Development	\$700	\$300	\$1,000
TOTAL DESIGN DEVELOPMENT PHASE	\$10,500	\$11,100	\$21,600
CONSTRUCTION DOCUMENTS PHASE			
A. 60% Construction Documents	\$7,000	\$15,700	\$22,700
B. 90% Construction Documents	\$1,700	\$8,700	\$10,400
C. Specifications	\$1,200	\$1,100	\$2,300
D. Cost Estimation & Reconciliation	\$1,900	\$1,500	\$3,400
E. Responses to Comments on Construction Documents	\$3,900	\$1,000	\$4,900
TOTAL CONSTRUCTION DOCUMENTS PHASE	\$15,700	\$28,000	\$43,700
BIDDING PHASE			
A. Bid Documents	\$2,300	\$3,000	\$5,300
TOTAL BIDDING PHASE	\$2,300	\$3,000	\$5,300
CONSTRUCTION ADMINISTRATION PHASE			
A. Field Visits	\$1,500	\$2,300	\$3,800
B. Punch List	\$1,400	\$1,500	\$2,900
C. Shop Drawings	\$4,100	\$4,100	\$8,200
D. Project Close-Out	\$1,500	\$1,800	\$3,300
TOTAL CONSTRUCTION PHASE	\$8,500	\$9,700	\$18,200
MEETINGS AND FOLLOW-ON SERVICES	\$8,600	\$2,100	\$10,700
TOTAL BASIC DESIGN SERVICES FEE	\$45,600	\$53,900	\$99,500
CREDIT FROM FEASIBILITY & SCHEMATIC DESIGN PHASE	–	\$25,990	\$25,990
TOTAL ADDITIONAL FEES	\$45,600	\$27,910	\$73,510



Via email: Leigh Sherwood <Leigh.Sherwood@lbpa.com>
June 3, 2025

LEIGH S. SHERWOOD, AIA, LEED AP, NCARB

Principal
Lavallee Brensinger Architects

RE: KILLAM ELEMENTARY SCHOOL – SUSTAINABILITY SERVICES DD-CD

Dear Leigh,

Thank you for inviting us to submit this proposal to provide sustainability services for J Warren Killam Elementary School in Reading, MA. We are excited to work on this project and look forward to working with you and your team. The scope of services described in Exhibit A is expected to span through the Design Development and Construction Documents phases

I. SCOPE OF SERVICES

Our scope of services for Sustainability Analysis has been summarized in Exhibit A & B.

II. FEES

A. Basic Fee

We propose to perform the described **Base Scope** of work for the base fee of **\$25,000 (TWENTY-FIVE THOUSAND DOLLARS)**. Optional Service fees are shown below. Please note that our fees are bundled together as a package to maximize efficiency. If one or more of the services are not included, we reserve the right to adjust other service areas accordingly.

BASE SCOPE		Included in Basic Services
A.	Design Assistance Energy Modeling	\$ 25,000
OPTIONAL SERVICES		
B.	LEED Energy Modeling	\$ 15,000
C.	MA Stretch Code Energy Modeling (TEDl)	\$ 25,000
D.	MA Stretch Code Component Performance Alternative Analysis (Backstop)	\$ 30,000

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TT invoices for the Basic Fee will be invoiced proportional to completion of TT's Scope of Work.

B. Additional Services

1. Additional Thermal Bridge Modeling
Fee based on quantity and complexity of additional assemblies/details
2. Envelope/Façade Consulting as related to Backstop Analysis
Review details provided by the Architect as it relates to the findings of the analyses, for recommendations to assist in improvements on thermal performance for backstop analysis compliance. Separate scope and fee can be provided.
3. Hygrothermal Analysis
As more information on required analysis becomes available, we are happy to provide a separate scope for this task.
4. Embodied Carbon Analysis Review and Specification Support
This service would be provided as needed on an hourly basis

III. EXPENSES

We do not expect any reimbursables for this project. Please note: Deliverables will be transferred via electronic means whenever possible. If for any reason printed reproduction is required, these expenses will be billed to Client at our cost.

IV. PAYMENT

TT will invoice the Client on a monthly cycle for fees. Payments will be made upon receipt of payment by the Owner.

V. CLIENT RESPONSIBILITY

To facilitate the smooth progression of the project, TTs proposal is based on the assumption that the Client will provide the following information:

- A. Provide all applicable drawings, specifications, and other data, including design drawings of other disciplines.
- B. Provide copies of all pertinent letters and memoranda pertaining to design of the various disciplines and Owner's requirements.

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- C. It is understood that TT's scope relies upon the accuracy and completeness of all data furnished.
- D. Allow TT to announce any green building certifications via a press release 30 days following the certification body's certification notice.

VI. ADDITIONAL SERVICES

While TT is capable of performing many of the following services, they are not included in the proposed Scope of Services and are not included in the Basic Fee. If requested, we would be pleased to provide separate proposals for these services.

- A. TT's work is limited to that outlined in Exhibit A & B. Additional meetings, reviews, or scope will be additional services.
- B. Additional analyses, consulting, workshops, meetings, site visits, and reviews that are either beyond the quantities identified in the scope of this proposal or required as a result of compliance failure or design changes. after a particular phase of design has been reviewed and accepted.
- C. Professional consulting services related to work that are outside the scope of our work required for this project.
- D. Revisions to work that have already been completed and approved.
- E. Services required due to project changes including, but not limited to, changes in the following: scope, schedule, design, size, complexity, Owner's schedule, or the character of construction.
- F. Services provided either after the issuance of the final Certificate of Payment for construction or 60 days after the date of Substantial Completion of the work, whichever occurs first.
- G. Services made necessary during the construction phase by the default of the Contractor or corrections required due to deficiencies in the work of the Contractor.
- H. Issuance of design drawing packages.
- I. Additional Drawing or Specification Reviews (Billed Hourly)

VII. ASSUMPTIONS AND LIMITATIONS

- A. The project is subject to the 10th MA Stretch Energy Code. The MA energy code compliance modeling scope included in this proposal is based on the energy code language and modeling guidelines released by the MA Department of Energy Resources (DOER) in December 2022. Please note that the modeling guidelines are currently under review by the DOER and are subject to change. We do not anticipate that any changes to

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the code or guidelines will affect the scope significantly. However, if they do require an increase in effort, TT may request additional services.

- B. Design team must meet the mandatory provisions of the energy code. TT services include evaluating only performance sections of the energy code.
- C. Due to circumstances that are beyond the control and scope of TT, we cannot guarantee achieving a targeted building energy performance.
- D. There are several unknown factors in the design phases that vary under real operating conditions. Due to this reason, the results of analysis should be considered in the context of relative performance only and not for comparison with actual data.
- E. Revisions to models as a result of design changes after TT generates a complete report are not included in this scope. This will be considered additional service and will be billed at TT's hourly billing rate.
- F. Energy model inputs must not be used as inputs for purposes other than the scope listed here. The design team is responsible to follow the drawings and specifications.
- G. The thermal performance provided by the Architect for different wall types, spandrel types, glazing types, linear thermal bridges, and any exterior envelope construction/condition are assumed to be accurate.
- H. TT will utilize assumptions based on published data for similar assemblies to make assumptions about wall assembly U-values where detailed and project specific information is not available.
- I. The Architect is responsible for final confirmation of envelope thermal performance values prior to the submission of the backstop analysis and other code or permitting documentation.
- J. Although a preference for a particular material, design, type of construction, thickness or dimension may be stated in the Specification or on Architect's drawings and although their selection is based upon previously resourced design solutions, these only indicate the design intent.
- K. Any of TT's recommendations regarding component sizing and anchorages are preliminary engineered recommendations in nature. Final engineering of exterior wall systems, assemblies and components shall be the responsibility of the selected exterior façade Contractors.
- L. TT is not responsible for the preparation of cost estimates or cost implications of optional items. Our scope of work does not include comprehensive review of quantities (i.e., building plan dimensions and panel layouts), project coordination or management (e.g., scheduling of the drawings or works).

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- M. Revisions to models as a result of design changes after TT generates a complete report are not included in this scope. This will be considered additional service and will be billed at TT's hourly billing rate.
- N. Right to Stop Work: If payment is not received by TT on the due date listed on each invoice, and if such default continues for 20 days, TT may elect to stop work until all amounts owed are received.

VIII. TERMS AND CONDITIONS

Thornton Tomasetti, Inc., Standard Conditions for Investigation and/or Design Services are attached hereto and made a part of this Proposal.

Upon authorization to proceed, unless notified otherwise in writing, we will provide our services under the terms of this Proposal.

TT reserves the right to revise the terms of this Proposal if a notice to proceed has not been received within three months of the date of this Proposal.

We look forward to your favorable response and an opportunity to provide our services. Please call if you have any questions. If the above meets with your agreement, kindly sign and return one copy of this letter agreement, keeping the second copy for your records.

Very truly yours,

ACCEPTED BY:

THORNTON TOMASETTI, INC.

LAVALLEE BRENSINGER ARCHITECTS



Prudence Ferreira, CPHC, LEED AP
Vice President - Sustainability and Resilience

BY: _____

DATE: _____



Xiaoshu Du, BEMP, LEED AP BD+C, WELL AP
Associate

EXHIBIT A

I. DESIGN DEVELOPMENT

A. Design Assistance Energy Analysis

1. Review proposed design documents.
2. Provide an input sheet to the design team to review and comment on assumptions to develop the model.
3. Develop a proposed case whole-building energy model during SD phase based on 100SD drawing set, to determine applicable project's energy performances, such as Energy Use Intensity (EUI), anticipated energy costs, greenhouse gas emission (GHG), etc.
4. Identify Energy Conservation Measures (ECMs) to further improve energy performance (ECMs limited to 10). Examples of ECMs could include insulation optimization, shading optimization studies, heating/cooling peak load analysis, thermal comfort analysis, etc.
5. Update the whole building energy model at mid-DD and 100DD drawings with selected ECMs.
6. Provide the team with annual energy uses, annual energy costs, EUI, annual Greenhouse Gas Emissions, annual electric peak load, and annual gas peak load.

B. OPTIONAL SERVICE - LEED Energy Modeling

1. Develop the LEED v4 baseline energy model LEEDv4 baseline following the ASHRAE 90.1- 2010 Appendix G protocol.
2. Compare proposed energy model and LEEDv4 baseline energy performance and determine the attainable points in LEEDv4 Optimized Energy Performance credit.
3. Update the whole building energy models at mid-DD and 100DD.

C. OPTIONAL SERVICE - MA Stretch Energy Code Modeling (TEDI)

1. Develop "TEDI energy model" based on 100SD documents to assess preliminary MA Stretch Code compliance.

"TEDI" energy model should follow Targeted Performance Simulation Guidelines published by MA DOER, in compliance with the requirements outlined in the 225 CMR 23 Massachusetts Stretch Code, which requires standardized thermal zones, lighting, HVAC system configuration, controls, and efficiencies, ventilation rates and controls.

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2. Extract simulation results from the simulation program and determine TEDI according to methodology in Targeted Performance Simulation Guidelines.
3. Minimum Required U-Factors: Provide minimum envelope U-factors that can pass TEDI requirements.

TEDI energy model requires envelope U-factors including derating for thermal bridge types in 225 CMR 23 Attachment A. It is the architect's responsibility to make sure envelope assemblies meet minimum U-factors including derating. TT can provide thermal envelope consulting services as an additional service.

4. Evaluate up to four (4) energy conservation measures to assist building's TEDI performance.
5. Update the TEDI energy model based on mid-DD and 100DD drawings and specifications.

D. Deliverables:

1. Interim results will be reported in presentation format.
2. A consolidated final report by the end of DD.

E. Meetings:

1. Attend up to five (5) one hour project meetings related to the scope above via conference calls.

II. CONSTRUCTION DOCUMENTS

A. Design Assistance Energy Analysis

1. Update the whole building energy model based on mid-CD and 100%CD drawings and specifications.
2. Review design documents at mid-CD to make sure selected ECMs are incorporated in the design.
3. Provide the team with annual energy uses, annual energy costs, EUI, annual Greenhouse Gas Emissions, annual electric peak load, and annual gas peak load.

B. OPTIONAL SERVICE - LEED Energy Modeling

1. Update the whole building energy model based on mid-CD and 100CD drawings and specifications.

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2. Based on 100%CD drawing set and specifications, finalize LEED documentation for LEEDv4 Minimum Energy Performance, Optimized Energy Performance, and Renewable Energy credits (if applicable) credits.
 - a) *Design team to provide LEED Min IAQ calculator & LEED Indoor Water Reduction Calculator for completion of the LEED energy model.*
 - b) *If selected scope excludes design assistance energy modeling, design team to provide a narrative for Optimized Energy Performance credit.*
3. Respond to LEED reviewer's comments on the energy credits.

C. OPTIONAL SERVICE - MA Stretch Energy Code Modeling (TEDI)

1. Update the TEDI energy model based on mid-CD and Permit drawings and specifications.
2. Finalize documentation for MA Stretch Energy Code analysis.
3. Address review comments from the reviewing authority including necessary documentation.

D. Deliverables:

1. Interim results will be reported in presentation format.
2. A consolidated final report by the end of CD.
3. *OPTIONAL SERVICE* - Required documentation for LEEDv4 Minimum Energy Performance and LEEDv4 Optimized Energy Performance credit by the end of CD.

E. Meetings:

1. Attend up to five (5) one hour project meetings related to the scope above via conference calls.

EXHIBIT B**STRETCH CODE COMPONENT PERFORMANCE ALTERNATIVE (BACKSTOP) ANALYSIS SERVICES****I. CONSTRUCTION LAYER R-VALUE DATA, QUANTITY TAKE-OFF'S ARE PRODUCED AND PROVIDED BY THE ARCHITECT.**

The analysis is to be in compliance with the requirements outlined in the 225 CMR 23 Massachusetts Stretch Code in order to demonstrate energy code compliance. It is assumed the Architect will provide construction layer R-values, fenestration assembly U-values, area quantities of the facade and linear quantities of thermal bridges identified by TT.

This scope does not include reference derating using pre-solved solutions available in the Building Envelope Thermal Bridging Guide, assessment of moisture risk, hygrothermal performance, or recommendations of how to improve assemblies and details in order to meet the backstop requirements. These services would be included in an envelope consulting scope which can be provided separately. This current scope also does not include energy code review beyond what is required for the component performance alternative analysis.

II. COMPONENT PERFORMANCE ALTERNATIVE (BACKSTOP) ANALYSIS SCOPE OF SERVICES

1. Participate in up to six (6) team meetings w/ Client addressing energy code requirements, and energy performance as related to the backstop analysis. We have assumed meetings will be via teleconference.
2. Review façade details produced by the Architect for exterior wall assemblies and thermal bridge conditions related to the backstop analysis.
3. Evaluate assemblies and details relative to 225 CMR 23 Attachment A thermal bridge types. Provide a matrix of psi values, including prescriptive values and a range of values from the BC Hydro Guide for each detail type.
4. This proposal assumes up to three (3) iterations of the backstop analysis – 100%SD, 100%DD, and Permit set.

The first component performance alternative (backstop analysis) alignment check performed at 100% SD will use DOER prescriptive psi values, and if the design does not comply, feedback will be provided on:

- a. The difference in UA between the target facade performance and the current design
 - b. Recommendations of details to be considered candidates for reference analysis using the BC Hydro guide or thermal modeling.
5. This proposal includes (4) four 2D steady-state thermal models per 10th edition Stretch Code Attachment A protocols.

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6. Based on thermal modeling results, update Component Performance Alternative calculations. Produce thermal data results sheets detailing calculation methodology for use in component performance alternative compliance documentation and permit set.
7. Provide a brief report after each analysis summarizing the thermal model results. If improvements are required, it is assumed the Architect will consult with their envelope consultant or will request an envelope consulting scope from TT.

225 CMR 23 Attachment A Documentation Required for Permit	Responsible Party
Calculations with supporting to-scale elevation views to determine whether the building is highly glazed showing each unique vision and opaque section of glazed wall system(s), with unique labels.	TT – calculations Architect - elevations
To-scale elevation views showing plan limits on the elevation of each type of clear field thermal bridge condition with unique labels.	Architect
To-scale elevation views showing lengths and occurrence of each type of linear thermal bridge with unique labels	Architect
To-scale elevation views showing plan limits on the elevation of the vision portion of glazed wall system(s) and opaque portions of glazed wall system(s) with unique labels.	Architect
A table showing whether prescriptive, reference, or modeled derating is being used for each unique condition. For each prescriptive thermal bridge, show calculations and reference Section number. For reach modeled thermal, provide model results. The model itself shall be electronically available upon requires with brief accompanying report by modeler.	TT

Thornton Tomasetti, Inc. (TT)
Standard Conditions for Investigation and/or Design Services ("Standard Conditions")

- (1) These Standard Conditions (including any Project-Specific conditions attached hereto), together with the TT proposal (and any written amendments thereto, including Additional Services) (collectively "Proposal") to which they are attached or in which they are incorporated by reference, shall form the Agreement between the parties. The services TT is required to perform shall be referred to as "TT's Scope of Services" or "Services". TT's Scope of Services shall be limited to those services specifically set forth in the Proposal. The "Project" is the facility, improvements and/or building described in the Proposal or if there is no such description then it shall be the facility, improvements and/or building to which TT's Scope of Services applies.
- (2) TT will perform its services in accordance with the standards of professional skill and care ordinarily exercised by other design firms performing the same services, in the same locale, acting under similar circumstances and conditions ("Standard of Care"). Notwithstanding anything in this Agreement to the contrary and subject to Paragraphs 14, 15, 16 and 17, TT shall only be liable to pay damages to Client arising out of or in connection with the Services or this Agreement, to the extent that such damages are caused by, and are in proportion to, the negligence of, or breach of the Standard of Care by, TT. If TT is considered to be liable jointly with any third parties, the portion of damages payable by TT shall be limited to the portion of liability which is attributable to TT's breach of the Standard of Care on a comparative fault basis. Client acknowledges that TT's services will be rendered without any warranty, express or implied and all such warranties are expressly waived by Client. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party, including the project owner (if not the Client) and any contractor, subcontractor, vendor or material supplier, against either the Client or TT.
- (3) TT shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form in connection with the Project, including, but not limited to, asbestos, asbestos products, polychlorinated biphenyl (PCB), bacteria, mold, fungi, lead based paints or other similar materials or other toxic substances, infectious materials, or contaminants.
- (4) Notwithstanding any other provision of this Agreement or any other agreement entered into by TT with respect to the Project, TT shall not have control or charge of, and shall not be responsible for, construction means, methods, techniques, sequences or procedures, for safety precautions and programs in connection with work or activities at the project site, for the acts or omissions of any contractor, subcontractors or any other persons performing any work or undertaking any activities at the project site, or for the failure of any of them to carry out any work or perform their activities in accordance with their contractual obligations, including, but not limited to, the requirements of any drawings, specifications or other documents prepared by TT.
- (5) TT shall be deemed the author and owner of all instruments of service, including all of the reports, drawings, specifications and other documents prepared by it and its consultants (collectively "TT Documents"). TT (or its consultants) shall retain all common law, statutory and other reserved rights, including copyrights in TT Documents, whether the project for which they are made is executed or not. Contingent on the Client's full and timely payment of all sums due under this Agreement, TT grants Client a non-exclusive license to use the final and complete versions of TT Documents solely and exclusively for purposes set forth in the Proposal including, if the TT Documents are intended to be, and are identified as, "for construction" the constructing, using and maintaining, but not for altering, extending or adding to, the Project. The forgoing license does not extend to any CADD files or 3D model created by TT, unless expressly set forth in the Proposal. If TT Documents are prepared "for construction", the license granted in the preceding sentences of this Paragraph 5 permits the Client to authorize the contractor and subcontractors and material or equipment suppliers to reproduce applicable portions of TT Documents solely and exclusively for use in performing their services or construction for the Project. TT Documents shall only be used for their intended purpose, as defined in the TT Documents (or a transmittal document accompanying them) and in the Proposal. TT Documents are not to be used on other projects, for alternations, extensions or additions to this project or for completion of this project by others, except by agreement in writing and with appropriate compensation to TT. If Client is granted a license with respect to any CADD files or 3D models, Client agrees to be bound to the terms of the TT License for Use of Electronic Files and 3D Models.
- (6) The review of contractor submittals (for example, shop drawings or project samples) is not included in TT's Scope of Services unless specifically set forth in the Proposal. If such services are to be provided, the review is conducted only for the limited purpose of checking for conformance with information given and the design concept expressed in the construction drawings and specifications prepared by TT (or by others if so set forth in the Proposal) and is not conducted for the purpose of determining the accuracy and completeness of details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the contractor, all of which remain the responsibility of the contractor to the extent required by its contract. TT's review shall not constitute approval of safety precautions or of construction means, methods, techniques, sequences, or procedures. TT's approval of a specific item shall not indicate approval of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems or equipment is required by the drawings, specifications and other documents applicable to the contractor's obligations, TT shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the drawings, specifications and other documents prepared by TT.

- (7) Neither site visits for any purpose nor the observation by TT of any contractor's work are included in TT's Scope of Services unless specifically set forth in the Proposal. If TT is engaged to visit the site and conduct observations of a contractor's work, TT shall provide such services at the intervals agreed upon with Client in writing (including if agreed with Client in writing on a full-time basis) (or if no such interval is agreed upon in writing, then at such intervals as TT deems appropriate), subject to any limitations on the number of such visits set forth in Proposal. The purpose of such observations is to become generally familiar with the progress and quality of the construction work designed by TT or described in the drawings, specifications or other documents specifically identified in the Proposal and to determine, in general, if such construction work is proceeding in accordance with such drawings, specifications or other identified documents. TT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of such construction work. On the basis of such on-site observations as an engineer, TT shall keep Client informed of the progress and quality of such construction work and shall endeavor to guard the Client against defects and deficiencies in such work of contractor. The furnishing of such observation services either periodically or on a full-time basis shall be subject to Paragraph 4 above and TT shall not be responsible for, the acts or omissions of the contractors, subcontractors, or any other persons performing any of the construction work or for the failure of the contractor, subcontractors or any other persons performing any work to carry out their work in accordance with their contractual obligation or other applicable documents. If TT's Scope of Services includes providing such observation services on a full-time basis, TT shall endeavor to provide further protection for the Client against defects and deficiencies in the observed work of such contractor, but the furnishing of such full-time services shall not modify the rights, responsibilities or obligations of TT as described elsewhere in this Agreement, including this paragraph.
- (8) The review and/or certification of the amounts due any contractor are not included in TT's Scope of Services unless specifically set forth in the Proposal. If such services are included in TT's Scope of Service, TT's review and/or certification and/or recommendation of any application for payment submitted by any contractor shall only constitute a representation to Client that, based on: (1) TT's observation of the construction work for which it prepared drawings and/or specifications or for which it has agreed in the TT's Scope of Services to review applications for payment by a contractor; (2) observations as set forth in Paragraph 7; and (3) the data comprising the contractor's request/application for payment, to the best of TT's knowledge, information and belief, such construction work has progressed to the point indicated in the application and that the quality of such construction work is in accordance with the applicable drawings, specifications or other documents. The foregoing representations are subject to: (i) an evaluation of such construction work for conformance with the applicable drawings, specifications and other documents upon substantial completion; (ii) results of subsequent tests and inspections; (iii) correction of minor deviations from the applicable drawings, specifications and other documents prior to completion; and (iv) specific qualifications expressed by TT. The issuance of any recommendation or certification for payment shall not be a representation that TT has: (A) made exhaustive or continuous on-site inspections to check the quality or quantity of such construction work; (B) reviewed construction means, methods, techniques, sequences or procedures; (C) reviewed copies of requisitions received from contractors or subcontractors and material suppliers and other data requested to substantiate the contractor's or subcontractor's right to payment; or (D) ascertained how or for what purpose the contractor or subcontractor has used money previously paid on account of the amounts due under any contract.
- (9) Payment to TT for Services rendered and reimbursable expenses incurred shall be due not more than thirty days after the date of the invoice submitted by TT, unless other terms are set forth in the Proposal. In the event that the Client disputes any items billed in an invoice, the Client shall notify TT within ten (10) days specifying the complaint and, in the meantime, all amounts to which there is not a reasonable and good faith dispute to payment shall be paid promptly. Any dispute not raised within such ten (10) day period is waived. The Client's failure to make timely payment due under this Agreement in accordance with the terms of this Agreement shall constitute a material breach of this Agreement and TT shall be entitled, upon seven (7) days written notice to client to terminate this Agreement or, at its option, suspend its performance until all sums then due under this Agreement have been paid. Furthermore, in the event that Client's obligation to make payment to TT is contingent on Client's receipt of payment from any individual or entity, TT shall, notwithstanding such non-payment, be entitled to suspend its performance if TT does not receive payment within thirty days of submission of its invoice to Client. Any past due payments shall accrue interest at the rate of one percent (1%) per month or part thereof, unless prohibited by law in which case interest at the maximum rate allowed by law (if any) shall accrue. TT shall be entitled to recover any and all costs incurred, including attorneys' fees, ("Collection Costs") in connection with its efforts to collect past due sums. The minimum amount of such Collection Costs is agreed to be the lesser of (1) ten percent (10%) of the past due amount or (2) the maximum amount allowed by law.
- (10) If TT is called upon by Client, or subpoenaed by any other person, to testify or produce records in an action at law, equity, arbitration, or in a pre-trial hearing or conference, as to any work performed by anyone in connection with the Project, TT shall be paid by the Client for all time spent while testifying and preparing therefor and producing such records in accordance with the rates set forth in the attached agreement.
- (11) If the project is suspended or abandoned in whole or in part for more than three months, TT shall, at its option, be permitted to terminate this Agreement upon seven (7) days written notice to Client. TT shall be compensated for all services performed and expenses incurred prior to receipt of written notice from Client of such suspension or abandonment in an amount as determined in accordance with the provisions set forth in this Agreement, together with all reasonable termination costs and expenses.

- (12) The parties agree that if Client makes an assignment for the benefit of creditors, admits in writing its inability to pay its debts as they become due, files a voluntary petition in bankruptcy, is adjudged a bankrupt or insolvent, files a petition or answer seeking for itself any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under any present or future statute, law, or regulation, files any answer admitting or not contesting the material allegations of a petition filed against Client in any such proceeding, or seeks, consents to, or acquiesces in, the appointment of any trustee, receiver, custodian or liquidator of Client or of all or any substantial part of the properties of Client, or if Client, its directors, partners, members, or shareholders, takes action to dissolve or liquidate Client, the Client shall be in default of this Agreement and TT may terminate for cause or, at TT's option, suspend performance of its obligations under this Agreement.
- (13) To the fullest extent permitted by law, the Client shall hold harmless, defend and indemnify TT and its consultants, and each of their owners, directors, officers and employees and any of their heirs, successors and assigns (collectively "TT Parties"), from and against any and all claims, suits, demands, damages, losses, judgments, payments, awards, costs and expenses (including attorneys' fees and other costs of investigation and defense) (collectively "Claims") arising, in whole or in part, out of: i) the negligence of Client or any of its partners or employees in connection with the Project; ii) any contractor(s)' negligence or breach of contract in connection with the Project or performing any work and/or supplying any materials; or iii) the negligence of any other party relative to the Project, except that, TT shall not be indemnified with respect to damages, losses, judgments and/or expenses to the extent they are caused solely by the negligence of, or breach of the Standard of Care by, TT or its consultants or any of their owners, directors, officers or employees. In addition, the Client shall hold harmless, defend and indemnify TT Parties, from and against any and all Claims arising, in whole or in part, out of: i) the use of the "fast-track" delivery method for the Project; and/or ii) the discovery, presence, handling, removal or disposal of, or exposure of persons to, any hazardous materials in any form at the Project site, including, but not limited to, asbestos, asbestos products, polychlorinated biphenyl (PCB), bacteria, mold, fungi, lead based paints or other similar materials or other toxic substances, infectious materials, or contaminants.
- (14) The Client shall cause any contractor responsible for the construction of work (or related activities) designed, specified or reviewed by TT or responsible for any other activities relating to TT's services, to hold harmless, indemnify and defend TT Parties, to the fullest extent permitted by law, from and against any and all damages, liabilities, claims, suits, costs and expenses (including reasonable attorney's fees and other costs of investigation and defense) arising in connection with the negligence, breach of contract or strict liability of any contractor or any of their subcontractors or any of their vendors. Client shall also name, and cause such contractor(s) to name, TT Parties as additional insureds on its and each such contractor's Commercial General Liability insurance policy and Umbrella/Excess liability insurance policy (with policy limits at the greater of the limits required for the project or Five Million Dollars per occurrence and in the per project aggregate) and to maintain such coverage until the completion of its contract and to provide TT with a Certificate of Insurance so naming TT as an additional insured on an annual basis for so long as Client and/or contractor maintains or is obligated to maintain such coverage.
- (15) Notwithstanding anything to the contrary provided for in this Agreement, to the extent permitted by law, it is specifically understood and agreed that there shall be no personal liability on the part of the owners, directors, officers, members, shareholders or employees of TT or any of its affiliates or its successors and assigns with respect to the Services or any of the terms, covenants, obligations and conditions of this Agreement.
- (16) Notwithstanding anything to the contrary contained in this Agreement or provided for under any applicable law, neither TT nor Client shall be liable to the other party, either in contract or in tort, for any consequential, incidental, indirect, special or punitive damages, including without limitation any delays damages, loss of future revenue, income or profits or any diminution of value, financing costs or costs of lost opportunities relating to this Agreement, the Services or the Project, whether or not the possibility of such damages has been disclosed to the other party in advance or could have been reasonably foreseen by such other party.
- (17) It is expressly understood and agreed that, to the fullest extent permitted by law and notwithstanding any other provision of this Agreement, the aggregate total of TT's liability (and the liability of its owners, directors, officers and employees, if any such liability otherwise exists) arising from any and all claims, suits, demands, damages, losses, judgments, payments, awards, and expenses relating to the Project, Services and/or this Agreement shall be limited to and in no event exceed three times the fee actually received by TT for Services rendered on the project.
- (18) The foregoing conditions are incorporated into any agreement under which services are to be performed by TT for the Client in connection with the Project. If any of the Standard Conditions or any portions thereof are adjudged null and void, it is agreed that the remaining Standard Conditions shall remain intact and be given full force and effect. These Standard Conditions shall not be construed to indemnify TT for its own negligence, if not permitted by law, or to provide for any indemnification which would, as a result thereof, make the provisions of these Standard Conditions void, or to eliminate or reduce any other indemnification or right which TT has by law.

The following conditions are incorporated into any Proposal to which they are attached.

Project-Specific Condition 1 – Opinions of Construction Cost. The preparation and/or evaluation of any project budget and/or any estimates of construction cost are not included in TT's Scope of Services unless specifically set forth in the Proposal. If such services are to be provided, they represent TT's judgment, exercised in accordance with the Standard of Care, as a design professional familiar with the construction industry. It is recognized, however, that TT does not have control over the cost of labor, materials, or equipment, over the contractor's methods of determining bid prices, or over competitive bidding, market fluctuations or negotiating conditions. Accordingly, TT cannot and does not warrant or represent that bids or negotiated prices will not vary from the project budget proposed, established or approved by the Client or Owner, if any, or from any statement of probable construction cost or other cost estimate or evaluation prepared by TT.

Project-Specific Condition 2 – Fast-Track Schedule Disclaimer. If the Project is designed, bid and constructed according to a "fast track" schedule, the following provision shall apply. The parties acknowledge that the use of "fast-track" project delivery methods in which the sequencing of design and construction activities enables some portions of the Project to begin before the design is completed on other portions of the Project can adversely impact the overall coordination and completion of each subsequent portion of the Project at the time of its design and construction, can require subsequent revision to the drawings, specifications and other construction related documents depicting such subsequent portions to achieve their overall coordination and completion and can require corresponding change orders or construction change directives (or their equivalent) that may affect the cost of the construction of the Project. None of the foregoing acknowledgments affect TT's responsibility to meet the Standard of Care; however, such acknowledgments do indicate the parties' agreement that additional costs arising from such subsequent revisions or corresponding change orders or construction change directives (or their equivalent) are a possible consequence of this project delivery method and do not in and of themselves constitute a breach of the Standard of Care. In consideration of the benefits to the Client and the Owner of employing the "fast track" process, the Client hereby agrees to waive all Claims against TT Parties for design changes and for modifications made by contractor to portions of the construction work already constructed due to the Client's decision to employ the "fast track" process and related coordination issues. The Client hereby agrees to compensate TT for all Additional Services required to provide any services performed to modify portions of the construction work already constructed, to modify, correct or adjust the drawings, specifications and other documents prepared by it and to coordinate such documents in order to meet the Client's program requirements because of the Client's decision to construct the Project in a "fast track" manner.

Project-Specific Condition 3 – Waivers of Liability and Indemnification Agreements Regarding Access to Premises and Use of Ladders, Scaffolds, Equipment. If in connection with the Services, TT is required to access buildings, property, facilities or equipment, such as scaffolding, lifts, platforms or ladders, owned and/or controlled by other individuals or entities including the Client or a contractor (collectively "Access"), Client shall, at its expense, arrange for safe and reasonable access for TT and its consultants to any site where Access is required to perform the Services. The parties recognize that TT did not create and is not responsible for the existence of any unsafe or hazardous conditions in such buildings or facilities or on such property. The parties further recognize that TT is not responsible for, and does not have control over, the erection, operation or maintenance of equipment such as scaffolding, lifts, platforms or ladders. Therefore, neither TT or its consultants, nor any of their employees, shall be required to execute any document whereby they: i) waive or release any claims or rights with respect to personal injury or damage to property related to Access; or ii) indemnify, defend or save harmless any individual or entity with respect to any losses which may be sustained in connection with Access in order to obtain Access. TT agrees that in connection with Access, TT and its employees will exercise due care and will not behave in a reckless manner.

Project-Specific Condition 4 – Construction Support Services. The parties understand and agree that TT may, with the Client's prior approval (which approval shall not be unreasonably withheld or delayed) be engaged by other parties, including the contractors involved with the Project, to provide Construction Support Services (CSS). In the event that TT is engaged to provide CSS, the following provisions apply: CSS shall not constitute Services under this Agreement and, except as provided below, the other provisions of this Agreement shall not apply to CSS. By providing CSS, TT does not alter its rights or obligations under this Agreement. In the event the Client brings any claim or cause of action against TT Parties related to the CSS, the limitation of liability set forth in Paragraphs 15 and 17, and the waiver of consequential damages set forth in Paragraph 16, shall apply to such actions or causes of action. Client has no contractual rights or causes of action against TT Parties arising out of CSS.

Project-Specific Condition 5 – Standard Requirements for Confidentiality Agreements. Notwithstanding anything to the contrary in this Agreement or any other agreement between the parties, any Confidentiality Agreement shall at a minimum be subject to the following exclusions and provisions. The provisions of any confidentiality obligation related to the Project shall not apply to any documents, data or information which is required by operation of law to be disclosed by TT or which: i) was known to TT without restriction prior to disclosure by, or on behalf of, Client; or ii) was independently developed by TT; or iii) is now or hereafter comes into the public domain through no fault of TT; or iv) is disclosed to TT without restriction on disclosure by a third party who has the lawful right to make such disclosure to TT. Notwithstanding any obligation on the part of TT to return or destroy any confidential documents, data or information, TT will be permitted to retain and/or use a copy of such documents, data or information to document its compliance with the requirements of any confidentiality obligation and any agreements related to the Project and/or for defending or maintaining any litigation (including administrative proceedings) relating to such agreements and as otherwise required by law; provided that such retained materials shall otherwise continue to be safeguarded as confidential in the manner required by the confidentiality agreement.

PORTLAND BILLING RATES

TITLE	HOURLY BILLING RATE
ADMINISTRATIVE SUPPORT STAFF.....	\$145.00
BUILDING INFORMATION MODELER.....	\$220.00
ENGINEER/DESIGNER.....	\$230.00
SENIOR ENGINEER/DESIGNER	\$255.00
PROJECT ARCHITECT/ENGINEER /DIRECTOR	\$285.00
SENIOR PROJECT ARCHITECT/ENGINEER /DIRECTOR.....	\$295.00
ASSOCIATE	\$315.00
SENIOR ASSOCIATE.....	\$340.00
VICE PRESIDENT/ ASSOCIATE PRINCIPAL	\$410.00
SENIOR VICE PRESIDENT/PRINCIPAL	\$435.00
SENIOR PRINCIPAL	\$475.00

Notes: (1) Out-of-pocket expenses including, but not limited to, travel, project-specific IT or telecommunications requirements, third-party printing services, courier service, express mailings, and special consultants, will be billed at our cost

(2) Rates are effective through December 31, 2025.

28 May 2025

Jenni Katajamaki, RA, LEED® AP, MCPPO
Senior Project Manager | Senior Associate
Lavallee|Brensinger Architects
W: 401.837.4472
E: jenni.katajamaki@lbpa.com

**RE: KILLAM ELEMENTARY SCHOOL
MSBA Tree Protection & Removal Plan(s) – Landscape Architecture Additional Services (Upon Request)
READING, MA**

Dear Jenni,

It is with great pleasure that we submit this proposal for the Tree Protection & Removal Plan(s) additional services (upon request) for the Killam Elementary School project, located in Reading, Massachusetts.

1.0 Scope of Services

Based on your email (dated 05/27/2025), it is our understanding that, upon Client request, you would like our assistance in developing the Tree Protection & Removal Plan(s) for the Killam Elementary School project.

It is also our understanding that Lavallee|Brensinger Architects (herein known as the “Client”) is interested in creating an engaging site design that will accommodate the passive and active recreational needs of the user group(s), while generating a successfully engineered and environmentally sensitive place that will be aesthetically appealing for the future generations of students and faculty.

Please note that this Letter Proposal for Additional Services is a supplement to our base Design Development through Project Closeout Proposal, dated 05/16/2025.

Please note that the following tasks are not included as part of this Scope of Services: Site Permitting (i.e.: ConCom, Planning Board, etc.), Site Preparation & Demolition Plans, Off-site Abutter Landscape Design Plans, Tree Species Identification, Health and Vigor Evaluation (trees), Invasive Species Documentation, Site Lighting Design (technical), Sub-Surface Underdrainage Design, Irrigation Design, Site Signage/Wayfinding, CPSI/Play Representative Services, 3-D Imagery, Cost Estimation, Bid Sheet Development, and Contractor Bid Review and Selection Services. However, we would be happy to provide any of these services, upon Client request, which would be billed at our standard hourly rates as listed below in this proposal.

1.1 Topological Survey – By Others | Completed Under Separate Contract

Prior to the development of our plans, we will review the existing site survey with the superimposed proposed building and site elements, as well as the surveyed existing trees and site vegetation, as provided by the civil engineer. This survey/linework base file will ultimately serve as the base plan from which we can establish precise layout and measurements to facilitate the Tree Protection & Removal Plan(s).

1.2 Tree Protection & Removal Plan(s) - Upon Request

- A. We will visit the site to take field notes and photographs of the existing conditions to understand the site development opportunities and constraints.
- B. We will then research the Town's landscape regulations to ensure that we adhere to the submission requirements pertaining to the Tree Protection & Removal documentation.
- C. After the Town's requirements are understood, we will then develop a plan(s) (AutoCAD format) that indicates the tree types and/or species, and caliper and/or DBH (Diameter Breast Height) sizes as provided on the topological site survey (by others). The Tree Protection & Removal Plan(s) will clearly indicate the trees to be protected and removed within the project area that can be shared with the civil engineering consultant for inclusion in their site preparation plans.
- D. If the Town, Town Arborist, or Town Officials and Boards require individual tree species identification, a comprehensive evaluation of health and vigor, and/or the documentation of invasive species on the site, we would be happy to provide these Field Services as an additional service to the Tree Protection & Removal Plan(s) on an hourly basis per our fee schedule below. Alternatively, the Client may enlist the services of a licensed arborist, who will prepare an official report documenting the items outlined above, under separate contract.
- E. Per the Town of Reading, it is our understanding that: "As per Chapter 87 of the Massachusetts General Laws (MGL), all trees within a public way or on the boundaries thereof shall be public shade trees. Chapter 87, Section 3:...Public shade trees shall not be cut, trimmed, or removed, in whole or in part, by any person other than the Tree Warden or his deputy, even if he be the owner of the fee in the land on which such tree is situated, except upon a permit in writing from said tree warden, nor shall they be cut down or removed by the Tree Warden or his deputy or other person without a public hearing and said Tree Warden or his deputy shall cause a notice of the time and place of such hearing. The Reading Department of Public Works has an inventory of public trees planted along most roadways, so if a resident is not sure whether a tree is public or private, the first step is to call the DPW office at 781-942-9092. We will research the status of a tree and respond back to the resident. If a resident requests a healthy tree be removed, a request should be put in writing to the Tree Warden, c/o Town Hall, 16 Lowell Street, Reading, MA 01867-2601. The Tree Warden will make a determination and a public hearing will be held."

2.0 Schedule

We are prepared to begin work (2) weeks following the submission date of this proposal, upon your notice to proceed, and will work with you to meet the project deadlines.

3.0 Fees

We will provide our services on a Fixed-Price LUMP SUM basis with a "Not-To-Exceed" design fee as outlined below. We anticipate that any revisions to the drawings, per your request, would be minor and straightforward to execute; however, should extensive changes or value engineering updates be requested, we will provide those modification services on an hourly basis per our fee schedule (below) and will discuss these additional services with you prior to undertaking any supplemental tasks. In addition, if illustrative imagery is needed, we will provide these services on a T&M basis. Please note that we are prepared to revise our estimated budget and project timeframe with a mutual agreement to refine our scope of services and to meet any deadlines that Lavallee|Brensinger Architects has for the project.

TASK	DESCRIPTION	FEE
1.1	Topological Survey (By Others)	N/A
1.2	Tree Protection & Removal Plan(s)	\$7,000.00

Please note that direct expenses are estimated within this proposal and are included in the basic services. Permitting fees are not included in the fees summary.

Please note that the prices quoted within this proposal are valid for (60) days.

3.1 Fee Schedule

The Fee Schedule (hourly) is as follows:

Principal Landscape Architect	\$150.00/hour
Senior Associate Landscape Architect	\$115.00 - \$100.00/hour
Associate Landscape Architect	\$95.00 - \$85.00/hour
Junior Associate	\$85.00 - \$70.00/hour
Administrative Services	\$55.00/hour

Upon the proposal's signature agreement, the fees and terms shall remain in effect until the end of the proposal's calendar year. If the project continues beyond that time, and if Terraink's standard hourly rates are adjusted for a new calendar year, then the project rates and fees will be adjusted to align with the latest, standard hourly rates.

Terraink is committed to providing Lavallee|Brensinger Architects with cost-effective, high-quality landscape design services and will be happy to provide any additional services, per your request, for supplemental documentation or site construction services to assist your site improvement goals in any possible way.

As confirmation of your approval, and for our records, please sign and return one copy of this proposal document at your earliest convenience.

Thank you again for the opportunity to work with you and your team on this important project!

Kindest regards,



Jade Cummings | PLA . LEED®AP
Kellie Anne Connelly | PLA
Principal Landscape Architects

ACCEPTED AND APPROVED this _____ day of _____, 2025.

Jenni Katajamaki | Lavallee|Brensinger Architects; Client



Killiam Elementary School



Project Leaders

ID	Task Mode	Task Name	Duration	Start	Finish	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	H
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														
65		Meetings - SBC	73 days	Wed 10/16/24	Wed 1/22/25														
66		SBC - Schematic Design Update	0 days	Wed 10/16/24	Wed 10/16/24														
67		SBC - Schematic Design Update	0 days	Thu 11/14/24	Thu 11/14/24														
68		SBC - Schematic Design Update	0 days	Wed 12/11/24	Wed 12/11/24														
69		SBC - Schematic Design Update, Budget, GC & CM Comparison	0 days	Wed 1/15/25	Wed 1/15/25														
70		SBC - Approval Vote for Total Project Budget and SD Submittal	0 days	Wed 1/22/25	Wed 1/22/25														
71		SD Cost Estimates	20 days	Mon 12/9/24	Mon 1/6/25														
72		Establish Project Scope & Budget	10 days	Wed 1/15/25	Wed 1/29/25														
73		Establish CM@R or ch149	0.88 days	Mon 12/16/24	Mon 12/16/24														
74		OPM Informational email to MSBA	0.88 days	Fri 1/31/25	Fri 1/31/25														
75		Schematic Design Report Submission including DESE submittal	0 days	Mon 2/10/25	Mon 2/10/25														
76		MSBA SD Review	36.88 days	Tue 2/11/25	Fri 3/28/25														
77		District Response to MSBA SD Review Comments	11 days	Mon 3/31/25	Fri 4/11/25														
78		Project Scope and Budget Conference	0 days	Wed 3/26/25	Wed 3/26/25														
79		MSBA Board Approval Schematic Design	13 days	Fri 4/11/25	Wed 4/30/25														
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														
82		Owner release into DD	0 days	Tue 5/13/25	Tue 5/13/25														
83		Funding the Project (MSBA MOD 05)	96.75 days	Wed 1/8/25	Tue 5/13/25														
84		Reading Funding Process	96.75 days	Wed 1/8/25	Tue 5/13/25														
85		Develop Meeting & Vote Language	26.88 days	Wed 1/8/25	Thu 2/13/25														
90		Special Town Meeting	61.25 days	Thu 2/13/25	Mon 5/12/25														
99		Town Meeting	32.13 days	Tue 3/25/25	Thu 5/8/25														
103		Popular Election	34.5 days	Tue 3/25/25	Tue 5/13/25														
108		Design Development (MODULE 6)	267 days	Fri 5/23/25	Thu 5/7/26														
109		Design Development (DD)	91.75 days	Fri 5/23/25	Fri 9/19/25														
110		Design Development Drawings	41 days	Fri 5/23/25	Thu 7/17/25														
111		Register Project with USBGC	0 days	Thu 7/3/25	Thu 7/3/25														
112		DD Cost Estimating	15 days	Thu 7/17/25	Tue 8/5/25														

Project: 2023 09-18 Reading Ki
Date: Thu 7/10/25

Task Milestone

Summary



Killiam Elementary School



Project Leaders

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

Project: 2023 09-18 Reading Ki
Date: Thu 7/10/25

Task Milestone

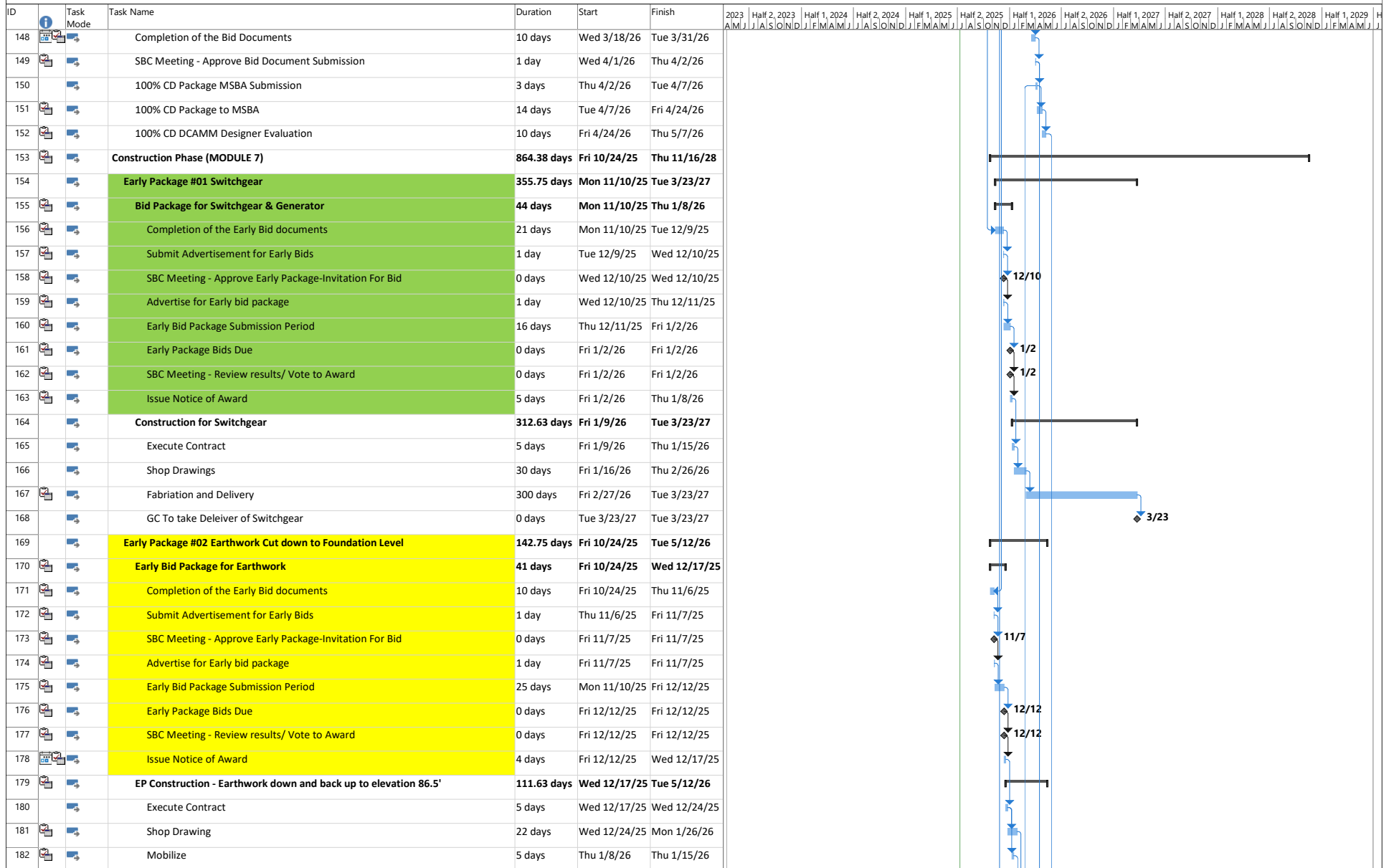
Summary



Killiam Elementary School



Project Leaders



Project: 2023 09-18 Reading Ki
Date: Thu 7/10/25

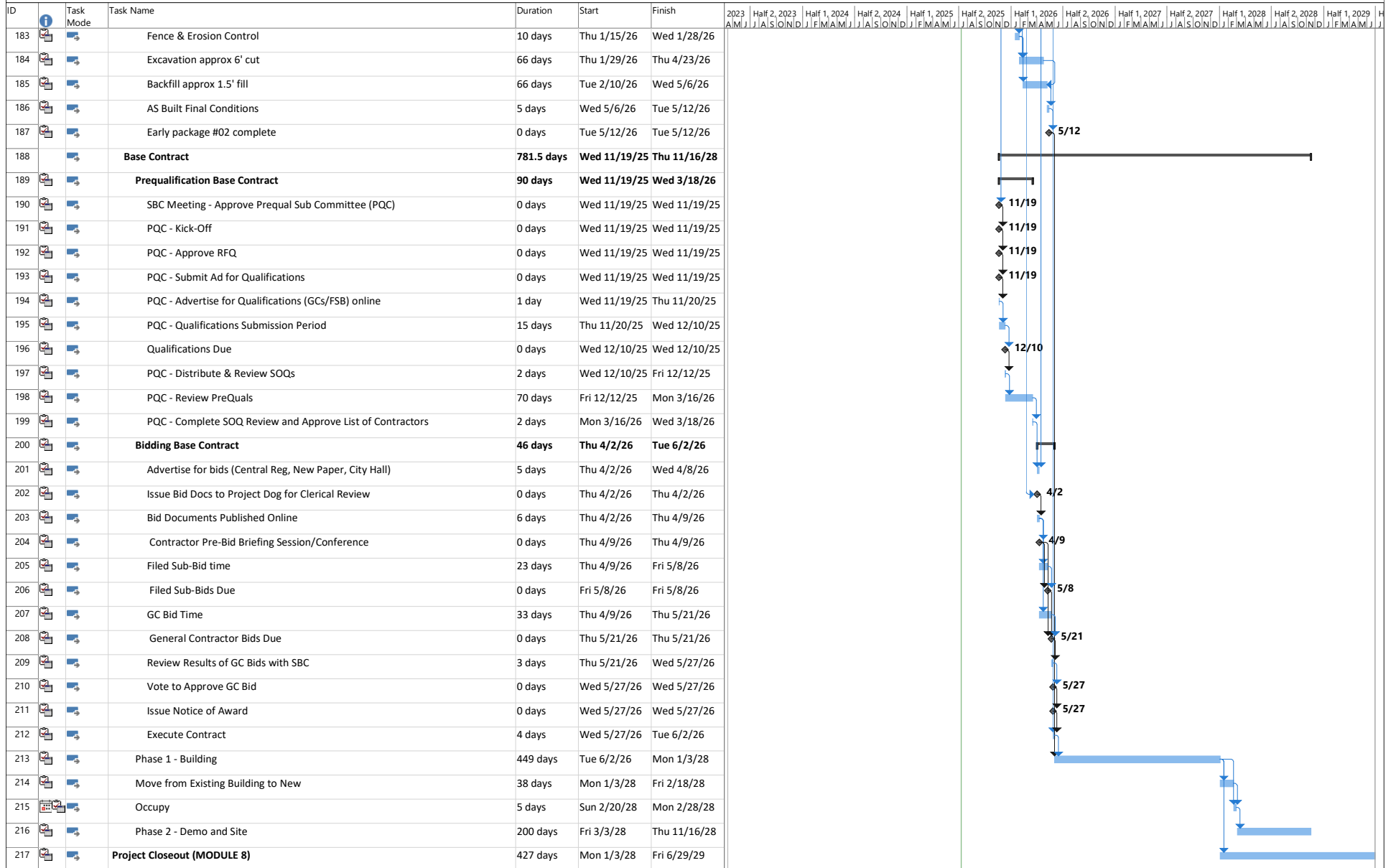
Task Milestone Summary



Killiam Elementary School



Project Leaders



Project: 2023 09-18 Reading Ki
Date: Thu 7/10/25

Task Milestone

Summary

"A PLACE WHERE EVERYONE BELONGS"



Design Development Update

July 14, 2025

J. WARREN KILLAM ELEMENTARY SCHOOL



Project
Leaders

LAVALLEE | BRENSINGER ARCHITECTS

Killam Elementary – Exterior Update

- **Finalized exterior finish selection:** Phenolic selected over ultra-high performance concrete panels
- **Roof screen design process in progress**
- **Developed reduced generator option**
- **Submitted site plan review**
- **Met with town departments and building commissioner**

Killam Elementary – Interior Update

- Reviewed building entrances and security features
- Finalized interior products based on design meetings
- Met with teachers and facilities personnel to review and refine room fit-outs
- Initial selection of lighting fixtures and controls
- Coordinated development of MEP, structural, and technology

Killam Elementary – Schedule

- **Geothermal Wells – Completed permitting; drilling date TBD**
- **July 17 – DD Cost Estimating and KSBC Review**
- **August 7 – KSBC Comments due**
- **August 18 – SBC meeting to approve DD submission**
- **August 19 – DD submission to MSBA**



May 16, 2025

Mike McGurl
Director of Capital Planning
Massachusetts School Building Authority
40 Broad Street, Suite 500
Boston, MA 02109

Dear Director McGurl:

We have reviewed the documentation that was submitted by the Reading Public Schools on March 13, 2025 for the construction project at Killam Elementary School. We have done so in accordance with M.G.L. chapter 70B, section 6(6), which instructs us to certify "...that adequate provisions have been made in the school project for children with disabilities, as defined in section 1 of chapter 71B...".

We are satisfied with the district's proposal and believe their special education plan will provide the community with an opportunity to serve its special education students well. The Massachusetts Department of Elementary and Secondary Education certifies that this school project has been planned to adequately provide appropriate space to serve the programs and school populations referenced in M.G.L. chapter 70B, section 6(6) noted above.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew J. Deninger".

Matthew J. Deninger
DESE designee on the MSBA Board of Directors

Cc: Vani Rastogi-Kelly, Director, Public School Monitoring, DESE
Amy Paulin, Assistant Director, Public School Monitoring, DESE
Andrew MacKenzie, Supervisor, Public School Monitoring, DESE
Katie DeCristofaro, Capital Program Manager, MSBA
Veatriki Dagkalakou, Project Manager, MSBA
Elena Seiti, Senior Capital Program Manager, MSBA
Allison Sullivan, Senior Project Coordinator, MSBA
Carley Belfield, Senior Project Coordinator, MSBA
Claire Lerner, Project Coordinator, MSBA
Jennifer Flynn, Program Manager, MSBA



Town of Reading Meeting Minutes

2016-09-22 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: Berger Room

Address: 16 Lowell Street

Session: Open Session

Purpose: General Business

Version: Draft

Attendees: **Members - Present:**

Pat Tompkins, John Coote, Chris Haley, Shawn Brandt, Ed Ross, Greg Stepler, Nancy Twomey, Carla Nazzaro.

Members - Not Present:

Kirk McCormick.

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: Harani Kumaresh

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 6:30 pm.

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

On a motion by Ed Ross, seconded by Pat Tompkins the Killam School Board Committee voted 7-0-0 to take agenda items 6 & 7 out of order.

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

Public Comment:

No reports.

Liaison Reports:

Carla Nazzaro provided a brief update on the March 5th Financial Committee meeting noting that the joint forum meeting went well. The town meeting had all in favor vote for the Killam project with a 79% favorable vote for the project on May 13th. LBA Architect Leigh Sherwood highlighted that he has not seen 79% favorable vote in a long time on other towns and that is a huge support and congratulated the team on their work. Committee

members acknowledged the collective effort by the Town and the team that led to this success.

CPL Team Update*

Mike Carroll announced that Shirley Ng had left the CPL team. An internal search was conducted, and two candidates were presented to senior leadership. Following discussions and evaluations, the team selected Justin Fredenzi to serve as the new Project Manager.

Carla Nazzaro confirmed that the team had met with both candidates and expressed confidence in Justin's ability to manage the project. She noted that he has already participated in a few meetings and has made a positive impression.

Justin Fredenzi shared his background, stating he has over 20 years of experience in construction, including six years working primarily on school projects and some public safety facilities. He began his career as an electrician and progressed into project management. His most recent large-scale project was the 420,000 sq. ft., \$300 million Belmont Middle High School. He is currently also working with Mike Carroll and Harani on a similar project that is about one year ahead of the Killam timeline.

Mike Carroll added that this alignment in project timelines would allow for lessons learned from the other project to be applied to Killam. Justin's hands-on construction background was a key factor in his selection, especially as the project moves into the construction phase

On a motion by Ed Ross, seconded by Pat Tompkins the Killam School Board Committee voted 7-0-0 to accept Justin Fredenzi as the new Project Manager from Colliers

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

Mike noted that a formal letter will be sent to MSBA, and a template letter will also be provided to Matt Kraunelis for submission.

CPL Financial Review*

Mike Carroll and Justin Fredenzi presented a detailed overview of the updated project budget. The original feasibility and schematic design phase was budgeted at \$2.2 million. With the project moving into full development and construction, the new total project budget is \$130,130,783. Mike explained that the updated budget format would continue using the existing structure but expanded to show more detail. Key budget points include:

- Hard cost contingency: \$5.1 million
- Soft cost contingency: \$1.1 million
- Remaining funds from feasibility: \$108,000, transferred to soft cost contingency
- Total current contingency: \$6.3 million

He clarified how the forecasting process works for change orders and potential risks. Conservative projections will appear under the "forecast" column, and the team uses a high-end estimate approach for clarity and risk planning.

Justin reviewed a set of budget adjustments, many related to previous votes and approvals. Mike noted that the first three adjustments are for balancing the budget down to the contingency. Justin mentioned that the fourth item reflects cost differences for hiring a new geothermal consultant and the Additional adjustments align line items with LBA Amendments 14, 15, and 16. The commitment tab shows the breakdown of LBA and CPL

commitments through Design Development to Closeout phase. Ed Ross inquired if an addition of \$5886 is only added to the previous geothermal commitment. Mike Carroll and Jenni Katajamaki discussed the increase in the cost noting that the bids were sent to several vendors and received only from Ogden Wells, despite outreach to multiple vendors. Brightcore, the previous consultant, backed out due to their business model requiring a full turnkey contract, which is incompatible with public procurement rules in Massachusetts.

The committee emphasized the importance of the test well for understanding geothermal conductivity and, more importantly, how water will be managed on site during construction. Water discharge and permitting logistics are critical for construction planning and cost forecasting.

Mike Carroll and Jenny from LBA noted the test well results could impact decisions on future well placements, potentially reducing the number of wells and saving substantial costs. Coordination with the town for water and sewer considerations is ongoing and essential.

Pat Tompkins expressed concern Mike explained that current price pressure is more heavily driven by labor shortages than tariffs, according to industry data. To manage potential cost impacts, the team plans three additional cost estimates: at the end of design development, at 60% construction documents, and at 90%. Mike noted that the project team is also preparing early bid packages for long-lead items such as the generator and switchgear. These packages aim to secure critical equipment ahead of schedule and lock in pricing. A potential early earthwork package was also mentioned, though that is less impacted by tariffs.

Carla Nazzaro discussed if the shelter in place is going to be in both the buildings. Mike clarified that the new school will not become an emergency shelter as it will change the building code substantially. Leigh Sherwood from LBA confirmed at this time, it is designed for "shelter in place" use per the Town's and Fire Chief's direction but is not classified as a formal emergency shelter. He further noted that eliminating this requirement in the future could result in savings, particularly related to generator size and building code demands.

Contract Amendments*

Justin presented invoices from LBA and CPL dating back to January to April. Mike noted that per previously discussed workflow, if an invoice is within budget and within a current commitment, it may be processed without waiting for a formal meeting. Carla Nazzaro suggested that the committee revert to reviewing and approving all invoices during regular monthly meetings for consistency and accuracy. Mike presented the cashflow table and graph noting that the cashflow table now shows the full 130M total budget with the OPM, Design, construction FFE, Misc. columns and contingency added.

On a motion by Carla Nazzaro, seconded by Ed Ross the Killam School Board Committee voted 6-0-0 to accept the budget adjustments of \$50,000 moved to contingency, \$55,000 moved to contingency, and \$114,292 moved to contingency for the J. Warren Killam Elementary School Project.

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

On a motion by Pat Tompkins, seconded by Ed Ross the Killam School Board Committee voted 6-0-0 to approve LBA Amendment 14 for the J. Warren Killam Elementary School Project for adding \$5,886 to the original geothermal test well budget.

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

On a motion by Pat Tompkins, seconded by Ed Ross the Killam School Board Committee voted 6-0-0 to approve LBA Amendment 15 in the amount of \$9,050,000 for LBA basic services for the J. Warren Killam Elementary School Project.

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

Mike Carroll discussed LBA amendment 16 in detail and noted that it covers expected additional services that fall outside of the MSBA-defined "basic services" scope which include work that was anticipated and budgeted for, such as geotechnical, geo-environmental, soil testing, hazmat analysis, acoustical surveys, and plot plan work. Carla Nazzaro mentioned that the design team in working on getting the sidewalk and street work include in the traffic study contract. Jenni and Leigh from LBA clarified amendment 16 did not include traffic-related work, ongoing discussions are in place to refine that scope and ensure only essential and project-specific items are included.

On a motion by Chris Haley, seconded by Ed Ross the Killam School Board Committee voted 6-0-0 to approve LBA Amendment 16 in the amount of \$443,658 for LBA additional services for the J. Warren Killam Elementary School Project.

Pat Tompkins inquired if the due diligence is being made on behalf of the taxpayers when the proposals are submitted by the architects. Mike confirmed that the due diligence is make on all of the services in terms of project scope.

Chris Haley inquired if the 10% LBA markups included in the proposals are defined by the LBA in their contract. Mike confirmed that the markups are per MSBA standards.

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

On a motion by Chris Haley, seconded by Ed Ross the Killam School Board Committee voted 6-0-0 to approve Colliers Amendment 3 in the amount of \$4,345,569 for Colliers basic services for the J. Warren Killam Elementary School Project.

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

On a motion by Ed Ross, seconded by Pat Tompkins the Killam School Board Committee voted 6-0-0 to approve the LBA Invoice #21534 in the amount of \$52,444.80, CPL Invoice #1031858 in the amount of \$56,699.75, LBA Invoice #21562 in the amount of \$26,875.80, LBA Invoice #21784 in the amount of \$268,040.00 and LBA Invoice #21866 in the amount of \$175,000.00 for J. Warren Killam Elementary School Project.

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

CPL Schedule Update

Mike Carroll presented an updated project schedule, noting a one-month savings in design duration due to early funding and the start of Design Development (DD) following the Notice of Award. He emphasized on the two early bid packages planned, one for switchgear and generator procurement to address long lead times, and another for over-excavation and site preparation to mitigate unsuitable soils. These early efforts aim to accelerate construction, reduce risk, and support a February 2028 move-in, allowing for timely demolition of the existing building and completion of site work before the next winter season.

Review MSBA PFA Update*

Mike Carroll presented the five documents received from the MSBA following the successful town vote, required to execute the Project Scope and Budget Agreement (PSBA) and move forward with the Project Funding Agreement. These include: (1) a cover letter outlining submission steps; (2) the PSBA form with project-specific details; (3) Exhibit A – the 3011 Total Project Budget form, aligned with the committee’s approved budget; (4) the Proposed Schedule of Alternates, listing the solar parking canopy as an excluded item; and (5) Exhibit H – Reimbursement Rate Certification, confirming a total rate of 52.19% based on base, income, and wealth factors, plus credits for maintenance, green schools, and air quality. A legal counsel certificate will also confirm signature authority. A single vote authorized the appropriate signatories (Town Manager, Superintendent, SBC Chair, and School Committee Chair) to execute the documents.

On a motion by Ed Ross, seconded by Pat Tompkins the Killam School Board Committee voted 6-0-0 to authorize appropriate signatories to execute the Project Scope and Budget Agreement, Exhibit A – 3011 form, Proposed Schedule of Alternates, Reimbursement Rate and Legal Council Certificate

LBA Design Renderings Update

Jenni Katajamaki and Leigh Sherwood presented various slides updating the School Building Committee on progress made over the past two months through focused sessions with two stakeholder groups—one for exterior design and one for interior spaces. These groups, made up of school leadership, teachers, facilities staff, and committee members, met multiple times to provide direct input that helped shape the evolving design. The exterior team refined materials, colors, and building massing, ultimately selecting a mix of warm brick tones and durable panel systems to create a welcoming and child-scaled building that fits the surrounding civic context. The interior group focused on function, aesthetics, and durability—prioritizing comfort, safety, and ease of maintenance. Highlights include a vibrant central lobby with natural light, shared learning areas, a tiered media center, and durable finishes like wood-look tile and mesh guardrails for safety and visibility. These collaborative working sessions brought the design significantly forward and reflect community values and educational priorities.

Jenni presented a robust schedule of approximately 27 additional meetings that has been coordinated with town departments, school staff, and consultants to address critical topics such as technology, sustainability, security, food service, off-site improvements, and site landscaping. Members of the SBC were invited to join relevant meetings based on interest or expertise. Special focus has been placed on maintaining scope discipline and budget alignment, particularly in high-impact areas like security systems and technology infrastructure, where scope creep can occur. Mike Carroll noted that Colliers will attend most meetings to help manage budget implications.

Additionally, the team shared a zoning update: the town will not require a variance for the reduced on-site parking as initially anticipated. Instead, this will be addressed through the site plan review process, which simplifies approvals. The team also noted that the modular bid had to be reissued due to an incomplete initial submission but is now back on schedule. Carla Nazzaro will be meeting with a neighboring property owner to further community outreach.

Approval of Prior Meeting Minutes (03/10/25)*

On a motion by Ed Ross, seconded by Pat Tompkins, the Killam School Building Committee voted 6-0-0 to approve the meeting minutes of March 10 2025.

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

Future Agenda Items & Next Meeting Dates

The next SBC meeting is scheduled for July 14th at 7:00 PM, and the committee will move to a monthly meeting schedule on the second Monday of each month, with Extended Leadership Team (XLT) meetings on the first Monday.

Discussion was made regarding the placement and logistics of modular classrooms being moved to the high school in conjunction with the Birch Meadow construction.

Adjourn*

On a motion by Ed Ross, seconded by Pat Tompkins, the Killam School Building Committee voted 6-0-0 to adjourn at 9:17 pm.

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