



Town of Reading Meeting Posting with Agenda

2018-07-18 LAG

Board - Committee - Commission - Council:

Killam School Building Committee

Date: 2026-03-16

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Agenda:

Purpose: General Business

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

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

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

Topics of Discussion:

<https://us06web.zoom.us/j/89027945775?pwd=pcJMwXIXrmqEqt4MqghtaqqzRpRrIFX.1>

Meeting ID: 890 2794 5775

Passcode: 313586

1. Call to Order
2. Public Comment
3. KSBC Liaison Reports
4. 90% MSBA Submission Comments*
5. CPL Financial Review*
 - a. Invoices
 - i. LBA*
 - ii. CPL*
 - iii. Geinapp*
 - iv. BidDocs*
 - v. RFQ Advertisement*
 - vi. Other*
 - b. Commitments
 - i. Facilities Clerk Contract*
 - ii. Church Parking Lot License Agreement*
 - iii. Revised LBA Amendment*
 - iv. Gienapp Change Order*
 - v. RFQ Advertisement*
 - vi. Other*
6. CPL Schedule Review*
 - a. Upcoming events
 - b. Pre-Qual Update
7. Approval of Prior Meeting Minutes (02/09/26 Meeting) *
8. Future Agenda Items and Next Meeting dates
 - a. KSBC XLT – 03/23/2026 & 04/13/2026
 - b. KSBC Meeting – 03/30/2026 to approve Qualified GC & SC (Remote?)
 1. 04/21/2026
9. Adjourn*

*Noted Potential vote required

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.

APPENDIX 6C**MODULE 6 – 90% CONSTRUCTION DOCUMENTS REVIEW COMMENTS****District:** *Town of Reading***School:** *J. Warren Killam Elementary School***Owner's Project Manager:** *Colliers Project Leaders***Designer Firm:** *Lavallee Brensinger Architects***Submittal Received Date:** *February 12, 2026***Review Dates:** *February 12 – March 4, 2026***Reviewed by:** *Gienapp Architects, K. Stark, K. Brown, C. Bechtel, R. Hudson***MSBA REVIEW COMMENTS**

The following comments¹ on the 90% construction documents submittal are issued pursuant to a project submittal review document for the proposed project and presented as a 90% construction documents submission in accordance with the MSBA Module 6 Guidelines.

The MSBA will not provide submittal review comments for a project that has bid or is scheduled to issue bid documents for the majority of filed as well as non-filed sub-bid scope within two weeks of District receipt of MSBA review comments. In addition, the MSBA will not provide review comments for any portions of a project already bid as part of an "early bid package". Note that the MSBA requires the design team to include all early bid packages (if any) in each submittal, showing a complete project, to allow for MSBA coordination review for remaining portions of work that have not bid. If the scope of early bid packages is well advanced of the scheduled DD/CD review process, MSBA reserves the right to refrain from providing review comments, or to limit review comments to portions of the submittal that address conformance to the Project Scope and Budget Agreement.

The items listed below are to be included in each project submittal by the design team (OPM and Designer) to the extent that each item applies to the project, or the design team should provide an explanation why an item doesn't apply. The project submittal may be rejected by MSBA if all items below are not fully addressed by the project team. Unless specifically stated otherwise in the review comments below, the OPM and Designer deliverables are included in the submission with no further comment from MSBA required.

6C.1 Summary Comments

		Comments
•	Basic Project Information:	
	○ Provide an updated general introduction that presents a brief overview of the project details, describes the current status of the project, description and status of any early bid packages, any ongoing issues or new developments, any changes to the project since the previous submittal, how the district and design team are addressing these developments, and how these issues may affect the projects schedule, budget or conformance to the Project Scope and Budget Agreement.	

¹ The written comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed planning concept and any other design documents submitted for MSBA review appear consistent with the MSBA's guidelines and requirements, and are not for the purpose of determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other standard of care. Project Designers are obligated to implement detailed planning and technical review procedures to effect coordination of design criteria, buildability, and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that its project development concepts comply with all applicable provisions of federal, state, and local law. The MSBA recommends that each city, town and regional school district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all provisions of federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project's planning process or plans and specifications.

- Enrollment - describe each of the following: - grade configuration - design enrollment - number of PK students (note "N/A" if not applicable)	<i>455 students; kindergarten through grade 5 and 180 pre-kindergarten students.</i>
- GSF area- describe the following: - GSF approved in the PFA - GSF as currently proposed	<i>GSF approved in the PFA – 122,941; Current GSF – 122,941</i>
Project Type (all new, add/reno, reno)	<i>All new construction</i>
Delivery method (DBB, CMR). If CMR, describe contract status	<i>Design-Bid-Build</i>
Provide any information regarding updates to the District's current project budget and anticipated construction cost, including any additional funding appropriations.	

- Project Budget Compliance:

- The Project Funding Agreement ("PFA") has a total project budget of \$ *130,011,783*. The submittal notes that the current total project budget is \$130,011,783 and is *within budget*.
- The PFA has an estimated construction cost of \$ *101,521,394*. The submittal notes that the OPM's current reconciled estimated construction cost is \$ 91,203,873 and is *within budget*.
- The (OPM/CMR)'s current construction cost estimate is \$ *91,338,426* by (*A.M. Fogarty*). The Designer's current construction cost estimate is \$ *91,069,320* by (*PM&C*).

- General comments:

- Work included in early bid packages issued either before this submission or within 35 days of this submission is not included in this review. It appears there is one early bid package that includes switchgear procurement, which is available to bidders within this time frame. Consequently, this item is not reviewed here.*

6C.2 OPM Deliverables:

6C.2.1 OPM Submittal Review & Coordination	Comments
OPM's separate signed cover letter verifying each of the following: 1) the OPM has reviewed and coordinated the materials, 2) the submittal is complete and conforms to MSBA requirements, 3) the proposed project as documented within each submittal is within the District's budget, and 4) the District has approved the materials for submission to the MSBA.	<i>The OPM certifies the completeness of this submission with the following exceptions:</i> <i>A certified copy of the February 09, 2026, School Building Committee minutes will be forwarded to the MSBA after they are voted on and approved at the next Committee meeting.</i> <i>Structural Peer review comments will be forwarded to the MSBA with the 90% CD response comments.</i> <i>Please provide these items with a response to this review.</i>
- Coordinate design; include written recommendations to the Owner. Address each of the following items individually, and describe how the OPM evaluated each item: - Technical accuracy, coordination, & clarity - Efficiency & cost effectiveness - Operability - Constructability	

	○ Phasing	
	○ Bid ability	
	○ Site access during construction	
•	Coordinate Commissioning consultant's review:	
	○ Describe the commissioning consultant's review status.	
	○ Include a copy of the commissioning consultant's review & project team's response to each item.	
	○ Describe the consideration and incorporation of commissioning consultant's recommendations into the current submittal.	
•	Coordinate the District response to the MSBA comments of previous submittals:	
	○ Include a copy of the previous MSBA 60% Construction Development submittal review & District response, including any supplemental submittals and reviews.	
	○ Provide documentation of comments addressed and comments resolution outstanding.	
•	OPM provide confirmation that the District has submitted a completed Designer Evaluation Form to the Division of Capital Asset Management and Maintenance (DCAMM), using the DCAMM/DSB Autocue platform, upon completion of the Schematic Design phase (refer to MSBA Project Advisory #79 for information regarding DCAMM/DSB Designer evaluations).	<i>The submission includes a copy of the completed evaluation questionnaire, but not the Designer Evaluation Notification Form. This form should be provided with the response to these review comments.</i>

6C.2.2 Project Schedule		Comments
•	The OPM is responsible for submitting a project schedule that conforms to the following requirements, whether the schedule is produced by the OPM or the CMR (if applicable). <i>A schedule that is limited to construction tasks is not acceptable and will be rejected.</i> All schedules should be presented in calendar days.	
•	Update project schedule: At a minimum, the schedule update should provide the same level of detail as was included in the Project Funding Agreement Exhibit C, expanded and updated to include milestones for Design Development, Bidding, Construction, and Closeout. The updated schedule should include proposed critical path and construction milestone information. In addition to the construction milestones, the schedule must also include the following information as listed in MSBA Module 7, Schedule Activities:	
	○ Punch list start and end dates	
	○ Project Registration date with the US Green Building Council ("USGBC")	
	○ Provisional/Design package submittal date to USGBC	

○ MSBA 50% DCAMM Notification submittal date and MSBA 100% DCAMM Standard Contractor Evaluation Form notification date	
○ Designer Evaluation Form submissions to DCAMM: 1). upon completion of Schematic Design, 2). completion of 100% construction documents, and 3). final GC/CM payment.	
○ General Contractor/Construction Manager request for final payment	
○ Commissioning Consultant inspection (substantial completion plus approximately 10 months)	
○ Final Commissioning report to MSBA submittal date	
○ Final Construction package to USGBC including the Final Commissioning Report submittal date	
○ Anticipated final Green School Program Certification letter from USGBC issuance date	
○ Commissioning Certificate of Completion submittal date to MSBA	
○ Final reimbursement request submittal date to MSBA	
• Include application submission and approval dates in the project schedule for the following approvals, <i>coordinated with the Designer's submittal information</i>. In addition, provide dates for any other state or federal approval not listed below (the following list is not a comprehensive itemization of required state approvals; other requirements may apply, and some items listed below might not be applicable to this project) Indicate "Non-Applicable" on the project schedule where appropriate: ○ DESE - Special Education approval by Department of Elementary and Secondary Education ○ MHC – Project Notification Form and approvals by MA Historical Commission ○ OIG - Construction Manager at Risk approval by the Office of Inspector General ○ Executive Office of Energy and Environmental Affairs/EEA: ▪ MEPA - MA Environmental Policy Act by Energy & Environmental Affairs: • ENF - Environmental Notification Form • EIR - Environmental Impact Report ▪ Article 97 Land Disposition Policy approval by Energy & Environmental Affairs ○ MA DEP - Massachusetts Department of Environmental Protection ○ MA DOT - Massachusetts Department of Transportation ○ MA DPH - Massachusetts Department of Public Health (typically relating to CH74 Medical / Dental functions) ○ EPA –NPDES National Pollutant Discharge Elimination System Notice of Intent approval by the US Environmental Protection Agency	

	MAAB - Accessibility variances by MA Architectural Access Board	
	Any state reviews or approvals which remain incomplete at the time of the 90% CD submission render the submission out of compliance with the PFA Section 4.12, and may result in suspension of reimbursement requests to the District until such time as all required state reviews or approvals are obtained.	
	If there are outstanding reviews or approvals, provide revisions to the construction bid schedule.	
	The schedule is to be updated and submitted to MSBA as often as is required to reflect any changes, including any changes to milestone dates, but must be submitted with each design submittal (DD, 60% CD, 90% CD).	
	The schedule is to incorporate 21 calendar day required duration for each MSBA submission review, and a minimum 14 calendar days for project team incorporation of MSBA review comments as well as all others into the project documents prior to making the documents available to bidders. 35 calendar days between each MSBA design submission (DD, 60%, 90%) is the minimum acceptable duration; if the project team believes additional time is required for any or all the submissions the durations for these activities are to be increased accordingly.	

6C.2.3 Project Scope and Budget		Comments
	- Develop project scope and budget, cost estimates and reconciliation: - OPM construction cost estimate using CSI MasterFormat 6-digit format to Level 3 and MGL c.149 s 44F (filed sub-bid) format showing unit rates and quantities; with escalation projected to the mid-point of construction. - OPM reconciliation of the OPM/CMR and Designer construction cost estimates including a description of the method to derive this reconciliation. Refer to this link for an example of the Cost Estimate Reconciliation Form.	
	Updated Cost Estimate Comparison Form. Refer to this link for an example of the Cost Estimate Comparison Form.	
	- CMR (if applicable): - If Owner has not yet contracted with a Construction Manager (CM), the OPM must develop a construction cost estimate as described above for comparison with the Designer's cost estimate. - If the Owner has given the CM a Notice to Proceed, the OPM must review cost estimates provided by the Designer and CM and provide a Designer's and CM's	

	construction cost estimates reconciliation as described above.	
•	Updated project budget in the MSBA total project budget format, based on the reconciled construction cost estimate. If the reconciled estimate is not used for the updated project budget, provide an explanation.	
•	Describe any early bid packages anticipated scope and schedule. Include any early bid packages (if applicable). <i>The submittal must include all early bid packages, showing a complete project, to allow for MSBA coordination review.</i> Provide bid tables for a completed sub-bid package.	
•	Value Engineering recommendations (if any):	
	○ Provide the list of potential and accepted Value Engineering recommendations, and associated costs of each item.	
	○ Value Engineering Summary Tracking Sheet completed and updated for this submittal indicating compliance with the PFA budget, and considerations or implementation of Value Engineering (if any). Refer to this link for the Value Engineering Summary Tracking Sheet . <i>Note that all project submittals must include a completed and current Value Engineering Summary Tracking Sheet in Excel format regardless of the status of the project's budget.</i>	
	○ For any Value Engineering recommendations which have been accepted, provide a copy of the Committee vote.	
•	Provide a letter confirming that prequalification requirements for the General Contractor (if applicable) and subcontractors have been completed, and a summary table of the pre-qualified general contractor (if applicable) and subcontractors.	<i>The submission states that prequalification will be completed no later than March 31, 2026, and the list of prequalified contractors will be shared with the MSBA once the process is completed. Provide confirmation letter within two weeks of completion.</i>

6C.3 Designer Deliverables:

6C.3.1 General Requirements		Comments
•	Submit an updated work plan.	
•	Updated and expanded Basis of Design narrative description for each following discipline:	
	○ Architecture	
	○ Structural: narrative must include lateral bracing methods and how earthquake code requirements will be met	
	○ Civil	
	○ MEP + FP	

○ Data/Comms./Security	
● Updated building code analysis	
● Provide an updated description of all local “Green Communities” designations for this project (if any) and describe compliance measures to conform to related building or site requirements including the Stretch Code, Municipal Opt-in Specialized “Net Zero Energy” Code, and any other locally required ordinances related to sustainability, based on local approvals required at the scheduled project permit date.	
● Provide an updated LEED scorecard indicating current attempted credits, and a statement from the designer describing any changes in the project scope and/or LEED scorecard as compared to the sustainability goals identified in the Project Scope and Budget Agreement.	
● Site vulnerability risk assessment / evaluation – provide a statement from the designer describing any changes to the project scope included in the Project Scope and Budget submittal based on the risk assessment of the selected site as described in the Module 3 Feasibility Study Guidelines.	
● Provide a final list identifying all proposed proprietary items (if any) with an affidavit which shall indicate that an elected body of the district (school committee, city or town council, or selectmen, but not ad-hoc building committee) has been presented with proposals for proprietary requirements approval action, has had an opportunity to investigate, or to require staff or consultant investigation upon each item so proposed, and has majority voted in an open public session that it is in the public interest to do so. Provide MSBA with a certified copy of the elected body vote.	<i>The submission includes a final list identifying all proposed proprietary items and indicates that the affidavit will be provided with the response to MSBA’s 90% review comments. Confirm in the response to this review and provide the required vote certifications in the following 90% submittal - Provide a final list identifying all proposed proprietary items (if any) with an affidavit which shall indicate that an elected body of the district (school committee, city or town council, or selectmen, but not ad-hoc building committee) has been presented with proposals for proprietary requirements approval action, has had an opportunity to investigate, or to require staff or consultant investigation upon each item so proposed, and has majority voted in an open public session that it is in the public interest to do so. Provide MSBA with a certified copy of the elected body vote.</i>
● Describe proposed exterior and interior materials and finishes. Confirm that material, finish and color selections have been reviewed by the District for approval.	
● Updated structural calculations	
● Independent structural design review (an MSBA requirement for all projects with new construction over 10,000 sf). MSBA requires a structural engineering peer review submission as part of the Final (100%) Construction Documents submission, to include documentation of any issues identified by the Peer Reviewer. Actions are to be advanced well prior to the 90% CD submission to engage the peer reviewer, and that scheduling be arranged to allow final structural design drawings and calculations to be submitted to the peer reviewer at the completion of the 90% Construction Documents submittal, <i>or earlier as may be required for early (structural) bid packages</i>, in order	

	to incorporate comments and response action reporting in the final construction documents and avoid delays. Confirm this process has been initiated.	
•	Updated energy model calculations	
•	Updated Life Cycle cost analysis for energy and water consuming devices	
•	Updated heat gain and loss calculations for Heating, Ventilating and Air Conditioning systems	
•	Updated calculations showing total electrical load	
•	Updated security and visual access requirements:	
	○ Confirmation that the persons responsible for the District's emergency procedures implementation, and responding emergency medical, fire protection, and police agency representatives have been consulted in the planning process and any associated requirements have been included in the project.	
	○ Identify other security related items particular to the District and/or the proposed project.	
	○ Verification that the following safety and security related issues have been reviewed and are in accordance with the District's procedures as noted above: ▪ Main entrance design – describe District protocol for visitor entry and check-in related to the current design for visitors to remain in the vestibule versus a side sub-vestibule.	
	▪ Classroom lockset hardware - confirm hardware functions are compatible with the District's protocols related to lockdown.	
	▪ Classroom / Instructional spaces visibility - confirm that the inclusion of sidelights at entrance locations is compatible with the District's current standards related to visibility from corridors and whether any related vision control option measures are to be incorporated.	
	▪ Alternative entry/exit locations - confirm project includes site and building signage, as may be required by District's emergency procedures, to identify locations where first responders may more directly reach a person needing medical attention; Knox Boxes; Fire Alarm Control Panels, and provisions for building plans to be delivered to local fire and response agencies.	
•	Facility and Maintenance requirements:	
	○ Confirmation that the district personnel responsible for maintenance have been consulted in the planning process and any associated requirements have been considered for this project. Describe maintenance related items particular to the District and/or the proposed project	
	○ Confirmation that the district personnel responsible for maintenance have been consulted regarding any	

	changes in the proposed design resulting from Value Engineering (if any).	
	Confirmation that the district personnel responsible for budgeting and maintenance have participated in discussions regarding the selection and long-term operational and maintenance costs of the mechanical systems and building maintenance system controls.	
	Confirmation that the district personnel responsible for the maintenance have participated in discussions regarding the proposed training program and that these discussions have determined that the hours and the schedule for training included in the contract are sufficient to train the facility operational and maintenance personnel to operate the building management system, as designed. Confirmation that adequate hours have been scheduled both before the opening of the school and after the turnover of the building.	
	- Verification that at a minimum the following issues have been reviewed: - Training hours and scheduling - HVAC systems - Building Management Systems - Lighting fixtures and controls - Cleaning procedures and materials - Access to all roof surfaces - Mechanical room access	
	- Quality Control narratives, supporting plans and documents demonstrating each of the following (<i>a general / summary comment is not acceptable, the narrative must address each of the following</i>): - Ceiling clearances - Mechanical room and shaft sizes - Coordinate specifications and drawings - Filed sub-bid work - Scheduling - Equipment and power - Existing and new construction - Phasing	

6C.3.2 Space Summary					Comments		
<u>Spaces</u>	<u>PFA Space Summary</u>	<u>DD Space Summary</u>	<u>60% CD Space Summary</u>	<u>90% CD Space Summary</u>	<u>Difference to PFA</u>	<u>Comments</u>	

	Core Academic Spaces	30,350	30,350	30,350	30,350	0	This category remained the same since the previous submittal.
	Special Education	5,900	5,900	5,900	5,900	0	This category remained the same since the previous submittal.
	Art and Music	2,575	2,575	2,575	2,575	0	This category remained the same since the previous submittal.
	Health and Physical Education	7,450	7,150	7,150	7,150	(300)	This category remained the same since the previous submittal.
	Media Center	2,718	2,718	2,718	2,718	0	This category remained the same since the previous submittal.
	Dining and Food Service	6,920	6,920	6,920	6,920	0	This category remained the same since the previous submittal.
	Medical	510	510	510	510	0	This category remained the same since the previous submittal.
	Administration and Guidance	2,608	2,590	2,590	2,590	(18)	This category remained the same since the previous submittal.
	Custodial and Maintenance	2,055	2,055	2,055	2,055	0	This category remained the same since the previous submittal.
	Other	21,006	21,006	21,256	21,256	250	This category remained the same since the previous submittal.
	Total Building Net	82,092	81,774	82,024	82,024	(68)	This category has remained the same since the previous submittal.
Non-Programmed							
Other Occupied Rooms							
	<u>Spaces</u>	<u>PFA Space Summary</u>	<u>DD Space Summary</u>	<u>60% CD Space Summary</u>	<u>90% CD Space Summary</u>	<u>Difference to PFA</u>	<u>Comments</u>
	Adaptive PE / Sensory / Health Classroom Storage	200	0	0	0	(200)	This category remained the same since the previous submittal.
	Rec Department Storage	120	100	100	100	(20)	This category remained the same since the previous submittal.
	RISE Pre-K Extended Day Storage	100	0	0	0	(100)	This category remained the same since the previous submittal.
	RISE Pre-K Storage (2 rooms @ 100 sf each)	0	200	200	200	200	This category remained the same since the previous submittal.

	PTO Storage	150	150	150	150	0	This category remained the same since the previous submittal.
	Mother's Room (moved from Admin & Guidance)	100	100	100	100	0	This category remained the same since the previous submittal.
	RISE Mother's Room (Added)	100	100	100	100	0	This category remained the same since the previous submittal.
	RISE Adaptive PE Storage (moved from Other)	100	60	60	60	(40)	This category remained the same since the previous submittal.
	RISE Adaptive PE Storage (moved from Other)	0	40	40	40	40	This category remained the same since the previous submittal.
	Unoccupied MEP/FP	2,355	2,491	2,736	2,736	381	This category remained the same since the previous submittal.
	Unoccupied Closets, Supply Rooms & Storage	1,342	1,238	1,425	1,425	83	This category remained the same since the previous submittal.
	Toilet Rooms	1,891	2,291	2,282	2,282	391	This category remained the same since the previous submittal.
	Circulation	22,442	23,296	22,929	22,929	487	This category remained the same since the previous submittal.
	Remaining	11,949	11,567	10,795	10,795	(1,154)	This category remained the same since the previous submittal.
	Total Gross	122,941	123,407	122,941	122,941	0	
	Grossing Factor	1.50	1.51	1.50	1.50		
•	Updated space summary and signed certification that reflects the current design						
•	Provide confirmation that the spaces conform to the MSBA minimum and maximum size range requirements described in the space summary including: - Classrooms & number of sinks - Science Labs - STE rooms (if applicable) - SPED spaces - Gymnasium - Auditorium (if applicable)						
•	Provide confirmation that the grossing factor in the submitted space summary does not exceed 1.50						
•	Comparison of the current design with the final educational program, and confirmation that there are						

	no variations. If there are variations, the written summary must address the following:	
	○ Explain deviations within the space summary from the Project Funding Agreement. The MSBA will either: ▪ MSBA accepts this variation to the approved project with no further action required. ▪ Prior to MSBA accepting this variation to the project, the Designer must describe in detail the reason for the change.	
	○ The MSBA considers that deviations include size changes of a specific space, the total program area nsf (e.g. general classrooms, voc tech, dining etc.), space location, surrounding space adjacencies and/or the intended room purpose: ▪ The submittal must clearly call out deviations to location and surrounding adjacencies using redlines or “clouding”. ▪ The explanation should clearly identify the basis of the change identifying both architectural and/or programmatic reasons. ▪ If the basis of the change is programmatic, the submittal should include a red-lined version of the educational plan included in the Project Funding Agreement.	
	• Regarding DESE approved SPED spaces:	
	○ Include a copy of the most recent letter from DESE approving the current proposed SPED spaces.	
	○ Confirm that the DESE approved SPED spaces have not deviated, using the definition above; or: ▪ If the District wishes to submit a change to its DESE approved submittal, it must 1) confirm that all changes to SPED spaces are final; 2) provide a new SPED submittal to the MSBA in the original submittal format (described in Module 4 Schematic Design Section 4.1.1 and Mod 4 Appendix 4B) noting any changes with clouded floor plans and red-lined narratives and tables; and 3) indicate how the project schedule can accommodate a potential DESE resubmittal and approval. Please provide a separate package for changes to DESE approved SPED spaces. ▪ If the District chooses not to change from the DESE approved submittal it should explain when and how the spaces will be returned to the approved size, configuration and location.	
	• Regarding DESE Approved Public Day Education spaces (Indicate “Not Applicable” if the project does not include DESE approved Public Day Education spaces):	
	○ If applicable, confirm that the DESE approved Public Day Education spaces have not deviated, using the definition above; or:	

	▪ If the District wishes to submit a change to its DESE approved submittal, it must 1) confirm that all changes to Public Day Education spaces are final; 2) provide a new submittal in the original submittal format, noting any changes with clouded floor plans and red-lined narratives and tables; and 3) indicate how the project schedule can accommodate a potential DESE resubmittal and approval. Please provide a separate package for changes to Public Day Education spaces. ▪ If the District chooses not to change from the DESE approved submittal it should confirm that the spaces are the same or explain when and how the spaces will be returned to the approved size, configuration and location.	
•	Regarding DESE approved Chapter 74 Program spaces (Indicate "Not Applicable" if the project does not include DESE approved Chapter 74 spaces):	
	○ If applicable, confirm that the proposed Chapter 74 spaces conform to the current DESE Chapter 74 manual for Vocational Technical Education Programs.	
	○ Include a copy of the most recent letter from DESE approving the current proposed Chapter 74 Program spaces.	
	○ Confirm that a <u>Chapter 74 Meeting</u> took place with the MSBA and DESE, describe any modifications to the proposed design and any remaining follow-up coordination items.	
	○ If applicable, confirm that the DESE approved Chapter 74 Program spaces have not deviated, using the definition above, or: ▪ If the District wishes to submit a change to its DESE approved submittal, it must 1) confirm that all changes to Chapter 74 Program spaces are final; 2) provide a new submittal utilizing the original submittal format, noting any changes with clouded floor plans and red-lined narratives and tables; and 3) indicate how the project schedule can accommodate a potential DESE resubmittal and approval. Please provide a separate package for changes to the Chapter 74 Programming. ▪ If the District chooses not to change from the DESE approved submittal it should explain when and how the spaces will be returned to the approved size, configuration and location.	

6C.3.3 Project Approvals		Comments
•	Describe the status of the following approvals. In addition, provide the status of any other state or federal approval not listed below (the following list is	

not a comprehensive itemization of required state approvals; other requirements may apply, and some items listed below may not be applicable to this project). Provide a copy of the appropriate application forms and/or approval letters where applicable. Indicate "Not Applicable" where appropriate and describe why each item is not applicable. For each agency approval required for this project, indicate the date when approval was received. All required approvals should have an associated approval date indicated as part of the 90% CD submission and prior to advertising for bids. Confirm that the required approvals are coordinated with the OPM's project schedule:	
○ DESE - Special Education approval by Department of Elementary and Secondary Education	
○ MHC – Project Notification Form and approvals by MA Historical Commission	
○ OIG - Construction Manager at Risk approval by the Office of Inspector General	
○ Executive Office of Energy and Environmental Affairs / EEA:	
▪ MSBA- <u>State Site Permit Tracking Worksheet</u> (refer to MSBA Project Advisory #88 for additional information). <i>Note that all project submittals must include a completed and current State Site Permit Tracking Worksheet regardless of the status of the project's site approvals.</i>	
▪ MEPA - MA Environmental Policy Act by Energy & Environmental Affairs:	
• ENF - Environmental Notification Form	
• EIR - Environmental Impact Report	
○ MA DEP - Massachusetts Department of Environmental Protection	
○ MA DOT - Massachusetts Department of Transportation	
○ MA DPH - Massachusetts Department of Public Health (typically relating to CH74 Medical / Dental functions)	
○ EPA –NPDES National Pollutant Discharge Elimination System Notice of Intent approval by the US Environmental Protection Agency (or indicate as "by GC/CMR")	
○ MAAB - Accessibility variances by MA Architectural Access Board	
• Confirmation that the Project has undergone review and obtained all necessary approvals by any departments or Commonwealth agencies required by law to review the Project, including but not limited to the approvals listed above. Attach such documentation letters evidencing such reviews and approvals.	
• In accordance with Project Funding Agreement (the "PFA") Section 4.12, the District must obtain such	

	reviews or approvals prior to the construction bids solicitation. Any state reviews or approvals which remain incomplete at the 90% CD submission render the submission out of compliance with the PFA Section 4.12, and may result in suspension of reimbursement requests to the District until such time as all required state reviews or approvals are obtained.	
•	List and target dates for all local zoning approvals, testing and permits.	
•	Provide a certification that all applicable utility officials have been contacted by the Designer regarding each basic utility connection.	

6C.3.4 Cost Estimate		Comments
•	Provide a final Designer's construction cost estimate, based on the 90% Construction Documents, including cost estimates for general conditions, overhead and profit, insurance, bonds, and all other items; allowances expressed as percentage rates for construction contingencies, and other mutually agreed upon contingencies. Prepare the construction cost estimate using CSI MasterFormat 6-digit format to Level 3 and MGL c.149 s 44F (filed sub-bid) format showing unit rates and quantities; with escalation projected to the mid-point of construction.	
•	The estimate date should be no earlier than the 90% Construction Documents date.	
•	Provide summary sheets including the following:	
	◦ Date that the estimate was prepared (value date)	
	◦ Anticipated bid date	
	◦ Project and contract number	
	◦ Project title and location	
	◦ Designer name	
	◦ Estimator name	
	◦ Site cost (including all utilities)	
	◦ Building cost (including fixed equipment)	
	◦ Estimated construction cost of each work phase, totaled	
	◦ Items 1 and 2 work costs, as distinguished in the General Contractor's bid forms, individually totaled	

6C.3.5 Drawings (developed to 90% CD progress level)		Comments
•	Half-size drawings only. Confirm that text, symbols, shading and all drawings content are legible.	<i>Due to the current remote work, hard copies were not required. MSBA may request hard copies at a later time for the record.</i>

○ Large scale plans showing key areas e.g. lobby, special spaces. Indicate floor surface materials (minimum 1/4" = 1'-0" before reduction)	
○ Knox box & fire alarm control panel locations (plans & elevations)	
○ Roof plans showing the following:	
▪ Proposed systems type	
▪ Pitch and drainage pattern	
▪ Roof drains, gutters and scuppers	<i>The roof of the Media Center clerestory windows appears to drain to the west and east to a square box. The square box is not included in the legend, and there are no notes. This should be reviewed and identified prior to bidding.</i> <i>Additionally, the secondary roof drain (overflow) is not clear. This should be reviewed and, if needed, included prior to bidding.</i>
▪ Skylights, penthouses, major equipment, chimneys	<i>Vents are shown on the plumbing roof plan but are barely visible on the architectural roof plan. Suggest making them more visible on the architectural roof plan for coordination.</i>
▪ Roof access and ladders	<i>It is not clear how the roof of the Media Center clerestory windows is accessed. This should be reviewed and, if needed, included prior to bidding.</i>
▪ Walk pads	
▪ Rooftop Solar Readiness area, PV support and interconnection pathways	
○ Project sign (verify content); Per MSBA Regulations section 2.04, Sub-section 1, Paragraph G, Approved project shall have a project identification sign on the construction site during the construction period. Said sign shall be at least four feet by eight feet in size, shall be visible from the primary roadway adjoining the site, and shall include the following: "This project funded in part by the Massachusetts School Building Authority."	
○ Building sections updated and coordinated with plans, elevations and rooftop equipment. Indicate floor to ceiling heights and floor-to-floor heights. Label all spaces.	
○ Building elevations showing the following:	
▪ Full height elevations including roof structures, ladders, mechanical equipment, chimneys, penthouses, mechanical louvers, signage, lighting, security devices, gutters & downspouts, hose bibbs, and all other systems.	
▪ Floor elevations, floor-to-floor height, and overall height related to benchmarks on site plans	
▪ Windows, storefront, and curtain wall systems	
▪ All columns located on a centerline and coordinated with the structural drawings	

Materials indicating major control and expansion joints, and divisions of materials where required	<i>It is not clear what one of the materials is on the elevation. It is possible that it is Type 3 – Phenolic panels, but on the computer screen, they are different enough in color that it's not clear. Suggest reviewing the PDF graphics to make sure materials are clear.</i>
Exterior grades and topographical features in context	<i>Based on the grading plan, the grade along the south elevation is high in the middle by more than a foot, but the elevation shows the grade being flat across the face. This should be reviewed and adjusted prior to bidding.</i>
Wall sections indicating dimensions, flashing, anchorage, reinforcing, masonry coursing, cladding, and all other conditions at wall, roof, foundation, interior floors; coordinated with exterior grade elevations	<i>While some wall sections include dimensions to understand coursing, others do not. For example, J3 on A3.1 does not dimension just the masonry. Suggest adding dimensions or coursing information for clarity.</i> <i>Section J11 on A3.1 shows the grade at the same elevation as the first floor, but the civil grading plan indicates that the grade is a foot higher. This should be reviewed and adjusted prior to bidding.</i> <i>J1 and J5 on A3.4 appear to overlap. Suggest reviewing the graphics prior to bidding.</i>
Details demonstrating continuous thermal insulation and thermal breaks between all conditioned interior spaces and unconditioned exterior spaces (including parking garages, loading zones and other open areas)	<i>Some details appear to be in progress, so not all of these conditions could be reviewed. Suggest reviewing these conditions once developed prior to bidding.</i>
Exterior details, for roofing, flashing and other details showing all conditions	<i>See the note above regarding details.</i>
Interior and exterior expansion joints, control joints, construction joints, and waterstops, detailed and coordinated with structural drawings	
Doors, windows, entrances, and storefront; schedules and details	
Vertical circulation plans, sections and details including ramps, stairs, lifts and elevators	
Elevator venting, hoist beam, thresholds, ladder, sump, wall penetrations, waterproofing	
Guardrails and handrails including details	
Interior elevations of all significant and typical spaces	<i>The interior elevations appear to be in progress. Not all finishes are identified on the interior elevations. For example, J1 on A6.1. This should be reviewed and further developed prior to bidding.</i>
Interior details including casework, paneling surfacing and acoustical treatment	
Flooring & wall material patterns & associated transition details	<i>On F6 on AI2.3, there is a note for a transition strip, but none is shown. It is not clear if this detail is in progress or if this is a graphic issue. This should be reviewed and adjusted prior to bidding.</i>
Interior glazing elevations and details	
Reflected ceiling plans coordinated with fire protection, mechanical and electrical drawings	<i>In some rooms, there appear to be conflicts with the ceiling fixtures. For example, in IT Office 222, a diffuser is shown in conflict with a light fixture. This should be reviewed and adjusted prior to bidding.</i>

	o Ceiling details	
	o Access panels indicated on the drawings and coordinated with the MEP/FP locations, sizes and any other requirements	<i>Access panels do not appear to be shown. Suggest showing their location for clarity.</i>
	o Schedules (clearly define new or existing):	
	▪ Finishes	
	▪ Doors	
	▪ Windows	
•	Structural drawings showing the following:	
	o Structural drawings legend and/or graphical symbols	
	o Foundation plans with bottom grades showing all footing layouts, walls, slabs on grade including reinforcing, grade beams, and columns; include design soil bearing pressures and live loads for each area	
	o Structural floor and roof plans including framing, finished floor elevations and depressed slab areas, with locations and dimensions for all openings and depressions, coordinated with the architectural drawings	
	o Complete foundation wall elevation and typical sections, with reinforcing indicating location, dimensions and grades for all footings, steps and wall openings	
	o Complete details and section with dimensions for all construction including expansion and construction joints, reinforcing and other embedded items. Coordinate construction and expansion joint details with specified materials including caulking and sealant.	<i>Expansion joints are not indicated. This should be reviewed and, if needed, adjusted prior to bidding.</i>
	o All lintels, beams, joists, and columns are identified (with typical sizes shown) on schedules or on drawings	
	o All structural supports required for mechanical equipment	
	o General notes including the following information: class and 28 day concrete strength for each portion, structural steel and concrete reinforcing design stresses for each structural member type, concrete cover for each structural member type, shrinkage and temperature steel requirements, reinforcing laps for main reinforcing and temperature steel; bend point, cutoff, and hook locations for all members, minimum beam and lintel bearing.	
	o Floor and roof structural design load documentation (live and dead)	
•	Fire protection drawings showing the following:	
	o Fire protection drawings legend and/or graphical symbols	
	o Standpipe systems, sprinkler systems, suppression systems, fire pumps, accessories, and piping	

	○ All piping, equipment, fixtures, valves and devices shall be located and sized	
	○ Design criteria shall be provided on the drawings in accordance with NFPA requirements	
	○ All required access panel locations and sizes coordinated with the architectural drawings	<i>Access panels do not appear to be shown. Suggest showing their location for clarity.</i>
•	Plumbing drawings showing the following:	
	○ Plumbing drawings legend and/or graphical symbols	
	○ All work done by the plumbing subcontractor, which includes all water, gas (if applicable), sanitary and storm wastes, and accessories	
	○ Plumbing fixtures trapping and venting including floor drains. Provide location dimensions for floor drains in coordination with the structural plans.	
	○ Confirm any hazard or noxious contaminants such as chimneys, plumbing vents or cooling towers are located a minimum 25 feet from outside air intakes or such openings are a minimum two feet below the contaminant source and ten feet horizontally from the nearest edge of the air intake to the nearest edge of the contaminant source (refer to 780 CMR Massachusetts State Building Code in effect at the time of project approval). Consider adding filters to the contaminant source if necessary.	<i>The vents through the roof include a dashed circle around them, but it is not clear if this is the 25-foot clearance. Suggest labeling this circle for clarity. As part of the response to these review comments, confirm the minimum 25-foot clearance for the air intakes.</i>
	○ Water and gas (if applicable) supply sources, storm and sanitary discharge mains	
	○ All piping sizes shall be indicated on drawings and riser diagrams, including flow and pitch directions	
	○ All accessories, valves, fixtures including all drinking fountains and grease traps for kitchen waste	
	○ Verify eyewash stations with tepid water are provided in all areas where chemicals are stored or used	
	○ All piping and connections required for other trades (e.g., kitchen equipment, HVAC make-up water, etc.)	
	○ Acid waste (where required), vents and neutralization systems for laboratories	
	○ Plumbing riser diagrams	<i>Some of the plumbing riser diagrams do not include notes such as identifying the plumbing fixture being serviced. For example, drawing 1 on P4.1-S. Suggest adding notes for clarity prior to bidding.</i>
	○ Domestic water booster pumps, boiler feed water, meter location, hose bibs	
	○ Domestic hot water: storage tanks, piping material	
	○ Hanger details, expansion joint details	
	○ All required access panel locations and sizes coordinated with the architectural drawings	<i>Access panels do not appear to be shown. Suggest showing their location for clarity.</i>
	○ Backflow preventers and cleanouts	
•	Heating, ventilating and air conditioning drawings showing the following:	
	○ Mechanical drawings legend and/or graphical symbols	

○ Large scale plans of all mechanical & electrical spaces showing equipment to scale	
○ All piping and ductwork systems shall be located and sized. All ductwork shall be shown double line and drawn to scale.	
○ All piping and duct systems sized at all reductions and riser diagrams	
○ All flow directions and pitch on piping, and duct systems indicate flow and volumes direction	
○ All equipment shall have enough servicing and/or replacement space indicated on drawings.	
○ All equipment, accessories, valves and dampers	<i>It does not appear that all dampers are shown. For example, the wall between OT 283 and the Café 182 is a 1-hour fire barrier, but the ductwork going through that wall does not appear to have fire dampers. This should be reviewed and adjusted prior to bidding.</i>
○ All required access panel locations and sizes coordinated with the architectural drawings	<i>Access panels do not appear to be shown. Suggest showing their location for clarity.</i>
○ Cooling system pumps, chillers, cooling towers, air handling units, ductwork system and dampers, fan details, temperature control system, air and hydronic balancing equipment, and schedules shall be indicated.	
○ Confirm outside air intake openings are a minimum 25 feet from any hazard or noxious contaminants such as chimneys, plumbing vents, cooling towers, streets, alleys, parking lots and loading docks. When locating an air intake within 25 feet of a contaminant source is unavoidable, such opening shall be a minimum two feet below the contaminant source and ten feet horizontally from the nearest edge of the air intake to the nearest edge of the contaminant source. All intakes shall be six feet above landscaped grade including soil, lawn, shrubs, or any plant life within 1.5 feet horizontally of intake.	
○ Cooling tower (where required) shall be indicated on the drawings showing site location, elevations and equipment layout floor plan and typical flow diagram as related to the total HVAC system.	
○ All fire and smoke dampers	<i>It does not appear that all dampers are shown. For example, the wall between OT 283 and the Café 182 is a 1-hour fire barrier, but the ductwork going through that wall does not appear to have dampers. This should be reviewed and adjusted prior to bidding.</i>
○ Mechanical room designs:	
▪ Vent pipes for safety valves, relief valves, back pressure valves and tanks shall be extended above flat roofs in accordance with all governing authorities	<i>It does not appear that the vent pipes are shown out of the mechanical room. This should be reviewed and adjusted, if needed, prior to bidding.</i>
▪ In all designs for boiler and refrigeration plants, include a complete floor plan indicating all major mechanical equipment location and service space.	

	▪ In new and/or replacement boiler and refrigeration plants designs, provide a flow diagram detailing steam or hot water distribution systems, return systems, including all existing equipment and their function, as well as any proposed expansions with all necessary instrumentation and controls.	
•	Electrical Drawings showing the following:	
	○ Electrical drawings legend and/or graphical symbols	
	○ General arrangement: Outline each floor layout, floor and ceiling heights and elevations, and type construction, including concrete pads.	
	○ Indicate interface with other systems. Identify any work by general contractor or other trades	
	○ Interior lighting system: Light fixture schedules, circuiting location and fixture mounting heights, receptacle and switch outlets, lamp sizes and types, conduits, all other accessories and riser diagrams shall be indicated on drawings. Indicate electrical fixtures and conduits supporting method details. Designer shall specify that all electrical lighting fixtures be supported from the building structure, and shall be independent of ducts, pipes, ceilings and their supporting members. Comply with seismic design criteria.	<i>The mounting heights for the pendant light fixtures are not clear. The electrical lighting drawings refer to the architectural reflected ceiling plans, which do not identify the height. This should be reviewed and adjusted prior to bidding.</i>
	○ Power system: Locations, types and control method for all motors, heaters, appliances, controllers, starters, branch circuits, feeder conductors and conduits. Indicate riser diagrams. Show electrical conduit supporting method and details. For larger projects, thermostats and control wiring are normally covered under the HVAC sub-contract, assure coordination.	
	○ Fire Alarm, FACP, Data, Communications, CATV/CCTV Systems: device types and locations, outlets and equipment, service connections, wiring diagrams, all other essential details.	
	○ Services: location and details, whether overhead or underground, feeder sizes, switchgear and transformers plans and elevations, metering and service switchboard arrangements, wiring and ground fault diagram and bus ducts.	
	○ General stations and sub-stations: Location, size, connection method and generator protection, transformers, exciters, motor generators, switch gear, and associated equipment, current characteristics and equipment capacities. Indicate equipment connections with one line and/or wiring diagrams and schedule all major equipment and instruments items.	
	○ Designated/future solar electrical service on the electrical panel and interconnected utility service pathways to designated/future rooftop solar readiness areas	

Underground work: manholes sizes and locations, cable types, duct number, sizes and locations, cable support sizes, types and locations, fireproofing, duct line profile, and one-line connection diagrams	
Pole line work: Location, length, treatment and class of poles, guying, cross arms, insulators, circuiting, transformers, protective and switching devices, lightning arresters, special structures, diagrams, current characteristics and grounding	
Exterior lighting: Location, size, and transformer types, luminary, poles, light standards, cables, ducts, and manholes, control equipment details and connection diagrams	
Emergency system (where provided) details including transfer switch, fuel type	
One-line diagram indicating load KVA, and available short circuit amperes at each transformer, switchboard, distribution panel board, branch circuit panel board, and at major equipment	
Riser diagrams for all systems	

6C.3.6 Project Manual (developed to 90% CD progress level)	Comments
If applicable, include early bid package contract documents. <i>The submittal must include all early bid packages, showing a complete project, to allow for MSBA coordination review.</i>	<i>A copy of the early bid package is included. Since it is already available to bidders, it is not being reviewed as part of this submission.</i>
The technical specifications format in CSI Master format (full-length, 3-part, 48 division current version) with separate sections for each class of work required by M.G.L. c. 149 §44F.	
Confirmation that the contract meets the applicable requirements of M.G.L. c. 149, § 44A (2)(g) and contains workforce participation goals for minorities and women. Confirm that the contract includes the processes and procedures to ensure compliance with the workforce participation goals, including reporting and enforcement provisions.	
Confirmation that the District consulted with the MA Supplier Diversity Office ("SDO") and local counsel to ensure that the contract meets the applicable requirements of M.G.L. c 7C, §6, M.G.L. c. 7, §61, and associated SDO guidelines and regulations; contains the applicable SDO-calculated, project-specific goals for Minority Business Enterprise ("MBE"), Women Business Enterprise ("WBE"), and Veteran Business Enterprise ("VBE")/Service-Disabled Veteran-Owned Business Enterprise ("SDVOBE") participation; and includes the processes and procedures to ensure compliance with the MBE, WBE, and VBE/SDVOBE goals, including reporting and enforcement provisions.	
For each material or equipment item, the specifications shall provide for a minimum three named material or	<i>There are a few instances of less than three product manufacturers listed in project manual sections. For</i>

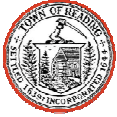
	equipment brands and the words "or equal" or a material or equipment description which can be met by a minimum three manufacturers or producers, and the words "or equal". Proprietary products shall not be specified except as provided by M.G.L. c. 30, § 39M; however, when they are specified, proprietary specifications are subject to the "or equal" provisions of c. 30, § 39M.	<i>example, (but not limited to) Metal panel ceilings section 09 5130, and Tile products section 09 3000. This was noted in the previous review, and the District indicated a minimum of three products would be specified. Suggest reviewing products to include a minimum of three manufacturers prior to bidding.</i>
•	Do not specify that a product or system shall require prequalification for use prior to bidding.	
•	Include a copy of the geotechnical report, including test boring hole locations and dates, and soil investigation results, including water levels, allowable solid bearing pressure recommendations, foundations and bottom grades of footing and slabs.	
•	Indicate all required filed sub-bids specification sections.	
•	Each filed sub-bid section shall detail all labor and materials required by the sub-trade and list, by number, those drawings (and only those drawings) indicating that sub-trade work. In addition, list drawings indicating trade work that appears on drawings that are not customarily included in the trade work, when applicable.	<i>Filed sub-bid sections drawing lists are not coordinated as part of this submission. Some sections do not list all sheets as indicated on the drawings list. For example, Plumbing section 22 0000 and Electrical section 26 0000 are missing sheets in the project manual descriptions. This should be reviewed and coordinated prior to bidding.</i>
•	Staging, scaffolding, coring, drilling, cutting, patching, refuse collection and disposal, demolition work and cleaning task, allocation policy and proposed language shall be carefully assigned to avoid duplication or omission, and coordinated with all filed sub-bid sections.	
•	Describe the work extent, the materials and workmanship, and include the work under the proper section. If any portion of work included in a specifications section is to be performed by a trade covered by another section, there shall be clear and distinct cross-referencing between the sections. Merely to state "by others" is not acceptable.	
•	Specify work in appropriate Sections according to local trade jurisdiction.	
•	In sections for which filed sub-bids are required, refrain from using such terms as "the Contractor," the "Heating Contractor," or "the Plumbing Contractor," but where necessary for clarity refer to the "HVAC Subcontractor," the "General Contractor" and so on.	<i>Examples of the use of "the contractor" in lieu of the "the Electrical subcontractor" are mentioned throughout the General Conditions for Electrical Trades section 26 0400. Terminology should be reviewed and coordinated prior to bidding.</i>
•	Alternates, if approved in writing by the owner, shall be properly described and cross-referenced in the project manual and drawings. An alternate proposal sheet shall be prepared by the Designer for insertion into the contract form.	
•	Allowances are prohibited pursuant to M.G.L. c. 149, § 44G(A).	<i>Allowances (with blank amounts) for unsuitable soils and rock excavation appear to be included in Earth Moving section 31 2000. Allowances are prohibited and should be excluded prior to bidding.</i>

Unit price items, if permitted or ordered by the owner, shall be properly described in the specifications.	<i>A unit price section 01 2200 is included in the project manual; however, a schedule of Unit Prices is not clearly defined in this section. This should be reviewed and coordinated prior to bidding.</i>
Indicate goals for compliance with USGBC LEED standards.	
Do not use general clauses intended to be all-inclusive in lieu of complete descriptions.	
Do not duplicate standard requirements that are contained in the contract form.	
Use consistency throughout. The word "will" shall be used to designate what the owner, authority, owner's project manager, or the Designer can be expected to do, and the word "shall" shall be used to designate what is mandatory for the contractor or subcontractors to do.	<i>There is inconsistent terminology used in the project manual, for example use of the word "will" is noted for work by the Contractor. This was noted in the previous review, and the District indicated that this would be revised in this submission. This should be reviewed and coordinated prior to bidding.</i>
Use the same term throughout for the same subject and the term shall be the same as that used on the drawings.	
Do not use the term "etc."	<i>The term "etc." is used in the project manual. This was noted in the previous review, and the District indicated that this would be revised in this submission. This should be reviewed and adjusted prior to bidding.</i>
Avoid such terms as "to the satisfaction of the Designer", "as directed by the Designer", "as approved" and "as required".	
Do not give numbers both in words and figures. Numbers less than 10 shall be written in words, 10 and higher numbers shall be written in figures. In expressing dimensions, figures such as 2 in., 16 in., 7 ft., 6 in., shall be used.	<i>Some numbers less than 10 are expressed as numbers instead of as words. This was noted in the previous review, and the District indicated that this would be revised in this submission. Suggest further review and coordination prior to bidding.</i>
Specify materials mined or manufactured in Massachusetts first and the United States of America second whenever possible.	

6C.3.7 Project Coordination		Comments
Verify the submittal is coordinated with any early-bid packages, if applicable.		<i>A copy of the early bid package is included. Since it is already available to bidders, it is not being reviewed as part of this submission.</i>
Room names and numbers are coordinated between all disciplines.		
Verify all details are accurately cross-referenced to the correct plan sheet.		
Finish grade elevations coordinated between all disciplines.		<i>The civil grading plan indicates that the grade rises on the south side, which is not reflected in other drawings such as architectural elevations. This should be reviewed and adjusted prior to bidding.</i>
Materials/soil terms used in the Earthwork specification is coordinated with architectural, structural and civil specifications and plans.		

• Coordinate paving & landscape patching with civil utility & plumbing work.	
• Coordinate paving details, specifications & landscape design to mitigate frost heaving at paved areas.	
• Structural dimensions match architectural drawings.	
• Column grid lines and column orientation match Architectural drawings.	
• Building elevations and sections include column lines	
• Column locations and bearing walls coordinated with all other disciplines.	
• Structural grids are included on all floor plans	
• Verify coursing dimensions at vertical masonry construction.	<i>Not all sections through masonry include a dimension to show coursing. Suggest adding dimensions for clarity prior to bidding.</i>
• Seismic detailing coordinated with architectural drawings.	
• Confirm that there are no beams and columns protruding horizontally and vertically into stairwells, and other interior spaces.	
• Slab depressions are indicated in the structural drawings and coordinated with the architectural finishes and plumbing drawings.	
• Room wall/floor/ceiling construction coordinated with the finish schedules.	
• Verify that the structural, mechanical, or other disciplines, do not conflict with architectural plans or specifications.	<i>In some rooms, there appear to be conflicts with the ceiling fixtures. For example, in IT Office 222, a diffuser is shown in conflict with a light fixture. This should be reviewed and adjusted prior to bidding.</i>
• Coordinate downspout leader locations with architectural, civil & plumbing drawings	
• Coordinate thermal insulation and thermal breaks between conditioned interior spaces and unconditioned exterior spaces.	<i>Some details appear to be in progress, so not all these conditions could be reviewed. Suggest reviewing these conditions once developed prior to bidding.</i>
• Verify that architectural wall/partition type smoke and fire rating requirements are coordinated with the building code analysis floor plan information, and MEP/FP drawings indicate appropriate smoke/fire dampers and louvers where required.	<i>It does not appear that all dampers are shown. For example, the wall between OT 283 and the Café 182 is a 1-hour fire barrier, but the ductwork going through that wall does not appear to have fire dampers. This should be reviewed and adjusted prior to bidding.</i>
• Coordinate access to mechanical and plumbing systems and architectural finishes. Confirm that requirements for access panel sizes and locations are coordinated between architectural and MEP/FP drawings and specifications. Indicate access panel sizes and locations in the drawings.	<i>Access panels do not appear to be shown. Suggest showing their location for clarity.</i>
• Locations of emergency equipment (fire alarm control panel, Knox box, fire extinguishers, etc.) are indicated in plans and elevations, and coordinated between disciplines. Recessed equipment is coordinated with finishes.	
• Coordinate various accessibility dimensional requirements for PK to grade six toilet room layouts, fixtures & accessories (where applicable).	

•	Coordinate outside air intake opening locations and any hazard or noxious contaminants as described by 780 CMR: Massachusetts State Building Code.	
•	Mechanical equipment power requirements and physical locations, including special information as to who mounts, connects, tests, etc.	
•	Verify potential spatial conflicts in mechanical equipment.	
•	Coordinate roof plans with MEP drawings; indicate roof top systems, adequate access to all roof surfaces, walk pads to all equipment that requires maintenance, & guardrails.	<i>Access to the roof above the Media Center clerestory is unclear. This should be reviewed and adjusted, if needed, prior to bidding.</i>
•	Coordinate access to electrical power and data where needed for maintenance of rooftop equipment.	
•	Coordinate Solar Readiness areas on roof plans, structural plans and electrical/plumbing drawings.	
•	Equipment plan coordinates with architectural plans.	
•	All kitchen equipment connected to utility systems.	
•	The Designer confirms that the project continues to comply with the MSBA High School Science Lab Guidelines and/or Recommendations of Best Practices for K-12 STEM Learning Spaces .	



March 12, 2026

Town of Reading Killam Elementary School Project Budget and Cost Summary



Project Leader

A	C	D	E	F	G	H	I	J	K
	(Bud. Adj. Tab)	(C+D)		(Com. Cost tab)	(E-F)	Forecast. tab, >G	(F+G+H)	(Invoice Tab)	(I-J)
Description	BUDGET			COST				CASH FLOW	
	PFA Approved	Authorized Changes	Approved Budget	Committed Costs	Uncommitt ed Costs	Forecast Costs	Total Project	Expenditur es to Date	Balance To Spend
20 Construction									
Construction	\$101,521,394	\$0	\$101,521,394	\$147,800	\$101,373,594	\$0	\$101,521,394	\$0	\$101,521,394
Change Orders		\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$0	\$50,000
Subtotal	\$101,521,394	\$0	\$101,521,394	\$147,800	\$101,373,594	\$50,000	\$101,571,394	\$0	\$101,571,394
30 Architectural & Engineering									
Design Development	\$2,200,000	-\$312,500	\$1,887,500	\$1,887,500	\$0	\$0	\$1,887,500	\$1,887,500	\$0
Construction Documents	\$3,200,000	\$142,500	\$3,342,500	\$3,342,500	\$0	\$0	\$3,342,500	\$2,506,875	\$835,625
Bidding / Negotiations	\$350,000	-\$63,500	\$286,500	\$286,500	\$0	\$0	\$286,500	\$0	\$286,500
Closeout	\$275,000	-\$54,358	\$220,642	\$191,000	\$29,642	\$0	\$220,642	\$0	\$220,642
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	-\$113,806	\$111,194	\$0	\$111,194	\$0	\$111,194	\$0	\$111,194
Geotechnical & GeoEnv. Engineering	\$200,000	\$138,014	\$338,014	\$338,014	\$0	\$0	\$338,014	\$134,326	\$203,688
Site Survey	\$50,000	\$5,000	\$55,000	\$55,000	\$0	\$0	\$55,000	\$40,590	\$14,410
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	\$19,800	\$180,200
Traffic Studies	\$50,000	\$59,450	\$109,450	\$109,450	\$0	\$0	\$109,450	\$86,955	\$22,495
Other Reimbursable Costs	\$50,000	\$56,700	\$106,700	\$106,700	\$0	\$0	\$106,700	\$79,375	\$27,325
Printing (Over the Minimum)	\$20,000	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000	\$0	\$20,000
A&E Feasibility Study	\$850,000	\$0	\$850,000	\$850,000	\$0	\$0	\$850,000	\$850,000	\$0
Subtotal	\$10,895,000	\$0	\$10,895,000	\$10,681,864	\$213,136	\$0	\$10,895,000	\$5,605,421	\$5,289,579
40 Administrative Costs									
OPM Feasibility Study	\$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	\$250,000	\$250,000
OPM Construction Contract Documents	\$500,000	\$0	\$500,000	\$500,000	\$0	\$0	\$500,000	\$145,928	\$354,072
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	\$17,500	\$72,500
Advertising	\$5,000	\$0	\$5,000	\$1,563	\$3,437	\$0	\$5,000	\$1,563	\$3,437
Other Administrative Costs	\$200,000	\$251,163	\$451,163	\$451,163	\$0	\$100,000	\$551,163	\$350	\$550,813
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	\$54,746	\$345,254	\$0	\$400,000	\$0	\$400,000
Swing Space / Modular	\$750,000	\$15,991	\$765,991	\$765,991	\$0	\$0	\$765,991	\$758,900	\$7,091
Environmental & Site (FS/SD)	\$500,000	-\$188,280	\$311,720	\$283,130	\$28,590	\$0	\$311,720	\$273,130	\$38,590
Other Project Costs (FS/SD)	\$514,500	\$79,874	\$594,374	\$594,374	\$0	\$0	\$594,374	\$593,174	\$1,200
Subtotal	\$8,195,000	\$158,748	\$8,353,748	\$6,832,035	\$1,521,712	\$100,000	\$8,453,748	\$2,376,044	\$6,077,704
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	\$3,175,000	\$0	\$3,175,000	\$0	\$3,175,000	\$0	\$3,175,000	\$0	\$3,175,000
Project Sub-Total	\$123,786,394	\$158,748	\$123,945,142	\$17,661,699	\$106,283,442	\$150,000	\$124,095,142	\$7,981,465	\$116,113,677
70 Project Contingency									
Construction Contingency (Hard Cost)	\$5,076,069	\$0	\$5,076,069	\$5,076,069	-\$50,000	\$5,026,069		\$5,026,069	
Owner's Contingency (Soft Cost)	\$1,149,320	-\$158,748	\$990,572	\$990,572	-\$100,000	\$890,572		\$890,572	
Subtotal	\$6,225,389	-\$158,748	\$6,066,641	\$6,066,641	-\$150,000	\$5,916,641		\$5,916,641	
Project Total	\$130,011,783	\$0	\$130,011,783	\$17,661,699	\$112,350,084	\$0	\$130,011,783	\$7,981,465	\$122,030,318

Town of Reading
Killam Elementary School
03/12/26



Committed Cost (Contracts/Pos)

VENDOR	AMOUNT	ISSUE DATE	SIGNED/ RETURN DATE	ENCUM (PO)	CODE	MSBA	Notes
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	\$113,806.00	9/26/2025	10/14/25	LBA Amd 19	30-210	0204-0300	Soil Pre-Characterization
Lavallee Brensinger Architects	\$0.00	9/18/2025	10/14/25	LBA Amd 20	Void	Void	Tree Survey (Voided - Submitted at \$7,623.00)
Complete Cleaning Co	\$140.00	10/1/2025	10/14/25	MSA	40-751	0603-0000	Modular Deep Cleaning
Lavallee Brensinger Architects	\$5,500.00	10/30/2025	10/31/25	LBA Amd 21	30-210	0204-0300	Additional Soil Pre-Characterization
Comm-Tract Corp	\$14,129.48	8/28/2025	11/12/25	PO NA	40-751	0603-0000	Modular Relocation - Fiber optic network
Partners Technology	\$2,270.88	8/19/2025	11/12/25	PO 26000521	40-751	0603-0000	Modular Relocation - Audio
Modulease	\$2,499.00	8/18/2025	11/12/25	Modulease CO 01	40-751	0603-0000	Modulease CO 01
Convergint	\$4,000.00	11/22/2024	11/12/25	MSA	40-751	0603-0000	Modular Relocation - Telecommunication Services
Gov Connection Inc	\$8,273.74	12/8/2025	12/15/25	26000243	40-751	0603-0000	Modular Relocation - Computer Power Supply
BidDocs Online Inc	\$7,650.00	12/9/2025	12/15/25	PO N/A	40-300	0199-0000	Bid Hosting
Daily Times Chronicle	\$1,372.00	1/29/2026	02/09/26	PO NA	40-200	0103-0000	Newspaper Ad - Peer Review, Tax Consultant, Materials Testing, Early Bid & Prequal
Peer Review Recommndation - 4LEA	\$37,513.00	12/15/2025	02/09/26	4LEAF Contract	40-300	0199-0000	Peer Review Recommndation - Structural & Code
Early Package Recommendation - Sy	\$147,800.00	1/20/2026	02/09/26	Systems Contract	20-200	0502-0000	Early Package Recommendation
Materials Testing Recommendation	\$54,746.00	12/10/2025	02/09/26	UTS Contract	40-700	0602-0000	Materials Testing Recommendation
Gienapp Architects	\$2,093.00				40-751	0603-0000	Gienapp Remb. Services December 2025 - Modular Relocation
Daily Times Chronicle	\$190.94	3/11/2026		PO NA	40-200	0103-0000	Newspaper Ad - Elevator Prequal
David Dallaire - Facilities Clerk	\$406,000.00	2/18/2026		David Dallarie Contract	40-300	0102-9900	Reading Clerk Salary
TOTAL	\$17,661,699.48						\$17,661,699.48



Project Budget Adjustments

Adjustment Item	BRR	Adjusted Amount	Date Approved	CODE	Comments
Move to Traffic Studies from A&E Bidding / Negotiations		\$59,450.00	07/14/25	30-260	Internal Budget Adjustments - LBA Amd 17
From A&E Bidding / Negotiations to Traffic Studies		(\$59,450.00)	07/14/25	30-140	Internal Budget Adjustments - LBA Amd 17
Move to Other Reimbable Costs from Various		\$56,700.00	07/14/25	30-270	Internal Budget Adjustments - LBA Amd 17
From A&E Design Development to Other Reimbable Costs		(\$8,792.00)	07/14/25	30-120	Internal Budget Adjustments - LBA Amd 17
From A&E Bidding / Negotiations to Other Reimbable Costs		(\$4,050.00)	07/14/25	30-140	Internal Budget Adjustments - LBA Amd 17
From A&E Closeout to Other Reimbable Costs		(\$43,858.00)	07/14/25	30-150	Internal Budget Adjustments - LBA Amd 17
Move to Site Survey from A&E Closeout		\$5,000.00	08/14/25	30-230	Internal Budget Adjustments - LBA Amd 18
From A&E Closeout to Site Survey		(\$5,000.00)	08/14/25	30-150	Internal Budget Adjustments - LBA Amd 18
Move to A&E Geotech from Other Basic Services		\$113,806.00	11/12/25	30-210	Internal Budget Adjustments - LBA Amd 19
from Other Basic Services to A&E Geotech		(\$113,806.00)	11/12/25	30-200	Internal Budget Adjustments - LBA Amd 19
Move to A&E Geotech from A&E Closeout		\$5,500.00	11/12/25	30-210	Internal Budget Adjustments - LBA Amd 21
from A&E Closeout to A&E Geotech		(\$5,500.00)	11/12/25	30-150	Internal Budget Adjustments - LBA Amd 21
Move to Modular from SC Contingency		\$1,624.19	11/12/25	40-751	Budget Adjustments - Modulease CO 01
From SC Contingency to Modular		(\$1,624.19)	11/12/25	70-500	Budget Adjustments - Modulease CO 01
Move to Modular from SC Contingency		\$4,000.00	11/12/25	40-751	Budget Adjustments - Modulease CO 01
From SC Contingency to Modular		(\$4,000.00)	11/12/25	70-500	Budget Adjustments - Modulease CO 01
Move to Modular from SC Contingency		\$8,273.74	12/15/25	40-751	Budget Adjustments - Modular Relocation
From SC Contingency to Modular		(\$8,273.74)	12/15/25	70-500	Budget Adjustments - Modular Relocation
Move to Modular from SC Contingency		\$2,093.00		40-751	Budget Adjustments - Geinapp Amd 02
From SC Contingency to Modular		(\$2,093.00)		70-500	Budget Adjustments - Geinapp Amd 02
Move to Other Admin. Cost from SC Contingency		\$251,163.00		40-300	Budget Adjustments - Geinapp Amd 02
From SC Contingency to Other Admin. Cost		(\$251,163.00)		70-500	Budget Adjustments - Geinapp Amd 02
Total Approved Adjustments to Date		\$0.00		\$	-



Expenditures - Invoices/Requisitions

Invoice Amount	Vendor	Invoice Number	Invoice Date	Approval Date	CODE	Propay Code	Propay Subm. #	Description
\$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	07	LBA Services January 2025 - SD
\$7,444.80	Lavallee Brensinger Architects	21534	02/17/25	06/02/25	40-800	0003-0000	07	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	10	CPL Services January & February 2025 SD
\$501,375.00	Lavallee Brensinger Architects	23025	12/16/25	01/20/26	30-130	0201-0500		LBA Services November 2025 - CD
\$1,312.74	Lavallee Brensinger Architects	23025	12/16/25	01/20/26	30-210	0204-0300		LBA Add Services November 2025 - Geotech
\$7,546.00	Lavallee Brensinger Architects	23025	12/16/25	01/20/26	30-210	0204-0300		LBA Add Services November 2025 - Geoenvironmental
\$50,194.10	Lavallee Brensinger Architects	23025	12/16/25	01/20/26	30-260	0204-1200		LBA Add Services November 2025 - Traffic Engineer
\$2,640.00	Lavallee Brensinger Architects	23025	12/16/25	01/20/26	30-270	0203-9900		LBA Add Services November 2025 - Compliance Energy Modeling
\$1,925.00	Lavallee Brensinger Architects	23025	12/16/25	01/20/26	30-270	0203-9900		LBA Add Services November 2025 - Tree Removal and Protection
\$3,712.50	Lavallee Brensinger Architects	23025	12/16/25	01/20/26	30-230	0204-0400		LBA Add Services November 2025 - Supplemental Survey
\$33,733.00	Colliers Project Leaders	1132845	01/07/26	01/20/26	40-030	0102-0500		CPL Services December 2025 - CD
\$350.00	BidDocs Online	25-9KRD-1	01/26/26	02/09/26	40-300	0199-0000		30B Switchgear - Online Bid Hosting
\$501,375.00	Lavallee Brensinger Architects	23076	01/13/26	02/09/26	30-130	0201-0500		LBA Services December 2025 - CD
\$1,783.50	Lavallee Brensinger Architects	23076	01/13/26	02/09/26	30-260	0204-1200		LBA Add Services December 2025 - Traffic Engineer
\$1,925.00	Lavallee Brensinger Architects	23076	01/13/26	02/09/26	30-270	0203-9900		LBA Add Services December 2025 - Tree Removal and Protection
\$309.75	Daily Times Chronicle	251245	11/25/25	02/09/26	40-200	0103-0000		NewsPaper Ad - Materials Testing
\$272.88	Daily Times Chronicle	251246	11/25/25	02/09/26	40-200	0103-0000		NewsPaper Ad - Peer Review
\$324.50	Daily Times Chronicle	251247	11/25/25	02/09/26	40-200	0103-0000		NewsPaper Ad - Tax Consultant
\$243.38	Daily Times Chronicle	251305	12/14/25	02/09/26	40-200	0103-0000		NewsPaper Ad - Early Bid Switchgear
\$221.49	Daily Times Chronicle	260087	02/04/26	02/09/26	40-200	0103-0000		NewsPaper Ad - Prequal
\$2,093.00	Gienapp Architects	682.29-R2	12/18/25	03/16/26	40-751	0603-0000		Gienapp Remb. Services December 2025 - Modular Relocation
\$501,375.00	Lavallee Brensinger Architects	23289	02/10/26	03/16/26	30-130	0201-0500		LBA Services January 2025 - CD
\$720.72	Lavallee Brensinger Architects	23289	02/10/26	03/16/26	30-210	0204-0300		LBA Add Services January 2026 - Geotech
\$1,155.00	Lavallee Brensinger Architects	23289	02/10/26	03/16/26	30-230	0204-0400		LBA Add Services January 2026 - Acoustic Survey
\$1,398.53	Lavallee Brensinger Architects	23289	02/10/26	03/16/26	30-270	0203-9900		LBA Add Services January 2026 - Other Reimbursables
\$9,959.40	Lavallee Brensinger Architects	23289	02/10/26	03/16/26	30-260	0204-1200		LBA Add Services January 2026 - Traffic Engineer
\$6,710.00	Lavallee Brensinger Architects	23289	02/10/26	03/16/26	30-270	0203-9900		LBA Add Services January 2026 - Compliance Energy Modeling
\$108,024.40	Lavallee Brensinger Architects	23289	02/10/26	03/16/26	30-210	0204-0300		LBA Add Services January 2026 - Soil Pre-Characterization
\$63,340.00	Colliers Project Leaders	1143662	02/05/26	03/16/26	40-030	0102-0500		CPL Services January 2026 - CD
\$42,122.00	Colliers Project Leaders	1153042	03/05/26	03/16/26	40-030	0102-0500		CPL Services February 2026 - CD
\$190.94	Daily Times Chronicle	260201	03/11/26	03/16/26	40-200	0103-0000		NewsPaper Ad - Elevator Prequal
\$7,981,465.37	Total Spent to Date							\$7,981,465.37



Project Leaders

Forecast Cost

VENDOR	AMOUNT	FORECASTED DATE	SIGNED/ RETURN DATE	ENCUM (PO)	CODE	Notes
Forecasted to Cover for Parking During Construction	\$11,900.00	11/12/2025			40-400	\$700/ Mpnth for approx. 17 month construction
Forecasted to Cover any issues with the new Gym floor	\$50,000.00	3/10/2026			20-800	To cover any concerns related to lack of humidification
Forecast for Tax Consultant	\$100,000.00	2/4/2026			40-300	Potential to Assist in filing for rebates and Credits
Forecasted PCO cost from the PCO log (Hard Cost)	\$0.00	3/12/2026			20-800	Forecast pulled from the PCO Log
TOTAL	\$161,900.00					\$161,900.00

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
Schematic Design	13	Aug-24	\$14,584	\$75,000				\$89,584	\$156,873	\$709,188	\$585,106
	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 Developm	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	\$609,774	\$4,217,500	\$2,426,877
	25	Aug-25	\$102,000	\$750,000	\$350,000		\$25,000	\$1,227,000	\$1,498,900	\$5,444,500	\$3,925,776
Construction Documents	26	Sep-25	\$65,000	\$475,000	\$10,000		\$25,000	\$575,000	\$52,410	\$6,019,500	\$3,978,186
	27	Oct-25	\$95,000	\$475,000	\$10,000		\$25,000	\$605,000	\$753,568	\$6,624,500	\$4,731,754
	28	Nov-25	\$65,000	\$475,000	\$10,000		\$25,000	\$575,000	\$1,345,814	\$7,199,500	\$6,077,568
	29	Dec-25	\$122,000	\$475,000	\$10,000		\$25,000	\$632,000	\$57,565	\$7,831,500	\$6,135,133
	30	Jan-26	\$86,000	\$475,000	\$10,000		\$25,000	\$596,000	\$602,438	\$8,427,500	\$6,737,571
	31	Feb-26	\$104,000	\$475,000	\$10,000		\$25,000	\$614,000	\$506,806	\$9,041,500	\$7,244,376
	32	Mar-26	\$128,000	\$475,000	\$10,000		\$25,000	\$638,000	\$737,089	\$9,679,500	
	33	Apr-26	\$128,000	\$185,000	\$10,000		\$50,000	\$373,000	\$0	\$10,052,500	
Bid	34	May-26	\$128,000	\$185,000	\$10,000		\$50,000	\$373,000	\$0	\$10,425,500	
	35	Jun-26	\$128,000	\$150,000	\$10,000	\$750,000	\$50,000	\$1,088,000	\$0	\$11,513,500	
Phase	36	Jul-26	\$128,000	\$150,000	\$10,000	\$1,500,000	\$50,000	\$1,838,000	\$0	\$13,351,500	
	37	Aug-26	\$128,000	\$150,000	\$10,000	\$2,250,000	\$75,000	\$2,613,000	\$0	\$15,964,500	
	38	Sep-26	\$121,000	\$150,000	\$10,000	\$4,500,000	\$150,000	\$4,931,000	\$0	\$20,895,500	
	39	Oct-26	\$121,000	\$150,000	\$10,000	\$5,500,000	\$200,000	\$5,981,000	\$0	\$26,876,500	
	40	Nov-26	\$121,000	\$150,000	\$10,000	\$6,500,000	\$200,000	\$6,981,000	\$0	\$33,857,500	
	41	Dec-26	\$121,000	\$150,000	\$10,000	\$6,500,000	\$300,000	\$7,081,000	\$0	\$40,938,500	
	42	Jan-27	\$126,000	\$150,000	\$10,000	\$6,500,000	\$300,000	\$7,086,000	\$0	\$48,024,500	
	43	Feb-27	\$126,000	\$150,000	\$10,000	\$6,500,000	\$300,000	\$7,086,000	\$0	\$55,110,500	
	44	Mar-27	\$126,000	\$150,000	\$10,000	\$6,500,000	\$300,000	\$7,086,000	\$0	\$62,196,500	
	45	Apr-27	\$126,000	\$150,000	\$10,000	\$6,500,000	\$200,000	\$6,986,000	\$0	\$69,182,500	
	46	May-27	\$126,000	\$150,000	\$10,000	\$6,500,000	\$200,000	\$6,986,000	\$0	\$76,168,500	
	47	Jun-27	\$126,000	\$150,000	\$10,000	\$5,500,000	\$200,000	\$5,986,000	\$0	\$82,154,500	
	48	Jul-27	\$126,000	\$150,000	\$10,000	\$4,500,000	\$300,000	\$5,086,000	\$0	\$87,240,500	

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
Construction	49	Aug-27	\$126,000	\$150,000	\$50,000	\$4,500,000	\$300,000	\$5,126,000	\$0	\$92,366,500	
	50	Sep-27	\$126,000	\$150,000	\$50,000	\$4,000,000	\$300,000	\$4,626,000	\$0	\$96,992,500	
	51	Oct-27	\$133,000	\$150,000	\$100,000	\$4,000,000	\$300,000	\$4,683,000	\$0	\$101,675,500	
	52	Nov-27	\$154,000	\$150,000	\$1,750,000	\$4,000,000	\$300,000	\$6,354,000	\$0	\$108,029,500	
	53	Dec-27	\$154,000	\$100,000	\$1,100,000	\$3,500,000	\$250,000	\$5,104,000	\$0	\$113,133,500	
	54	Jan-28	\$127,000	\$100,000	\$250,000	\$250,000	\$175,000	\$902,000	\$0	\$114,035,500	
	55	Feb-28	\$127,000	\$100,000	\$250,000	\$250,000	\$175,000	\$902,000	\$0	\$114,937,500	
	56	Mar-28	\$108,000	\$100,000	\$25,000	\$2,500,000	\$175,000	\$2,908,000	\$0	\$117,845,500	
	57	Apr-28	\$100,000	\$100,000	\$25,000	\$1,500,000	\$150,000	\$1,875,000	\$0	\$119,720,500	
	58	May-28	\$100,000	\$100,000	\$25,000	\$1,000,000	\$100,000	\$1,325,000	\$0	\$121,045,500	
	59	Jun-28	\$100,000	\$100,000	\$25,000	\$1,500,000	\$100,000	\$1,825,000	\$0	\$122,870,500	
	60	Jul-28	\$100,000	\$100,000	\$25,000	\$1,500,000	\$100,000	\$1,825,000	\$0	\$124,695,500	
	61	Aug-28	\$100,000	\$100,000	\$25,000	\$1,250,000	\$100,000	\$1,575,000	\$0	\$126,270,500	
	62	Sep-28	\$82,000	\$100,000	\$25,000	\$1,000,000	\$100,000	\$1,307,000	\$0	\$127,577,500	
	63	Oct-28	\$82,000	\$100,000	\$25,000	\$700,000	\$100,000	\$1,007,000	\$0	\$128,584,500	
	64	Nov-28	\$82,000	\$100,000	\$25,000	\$71,394	\$100,000	\$378,394	\$0	\$128,962,894	
Commissioning & Close out	65	Dec-28	\$82,000	\$50,000	\$25,000		\$100,000	\$257,000	\$0	\$129,219,894	
	66	Jan-29	\$58,000	\$50,000	\$25,000		\$100,000	\$233,000	\$0	\$129,452,894	
	67	Feb-29	\$51,000	\$40,000	\$15,000		\$50,000	\$156,000	\$0	\$129,608,894	
	68	Mar-29	\$51,000	\$40,000	\$10,000		\$25,000	\$126,000	\$0	\$129,734,894	
	69	Apr-29	\$19,000	\$40,000	\$5,000		\$25,000	\$89,000	\$0	\$129,823,894	
	70	May-29	\$15,000	\$40,000	\$2,500		\$25,000	\$82,500	\$0	\$129,906,394	
	71	Jun-29	\$15,000	\$40,000	\$2,500		\$25,000	\$82,500	\$0	\$129,988,894	
	72	Jul-29	\$3,000	\$5,208			\$14,681	\$22,889	\$0	\$130,011,783	
	\$130,011,783	\$5,375,500	\$11,795,208	\$4,980,000	\$101,521,394	\$6,339,681	\$130,011,783	\$7,981,465			

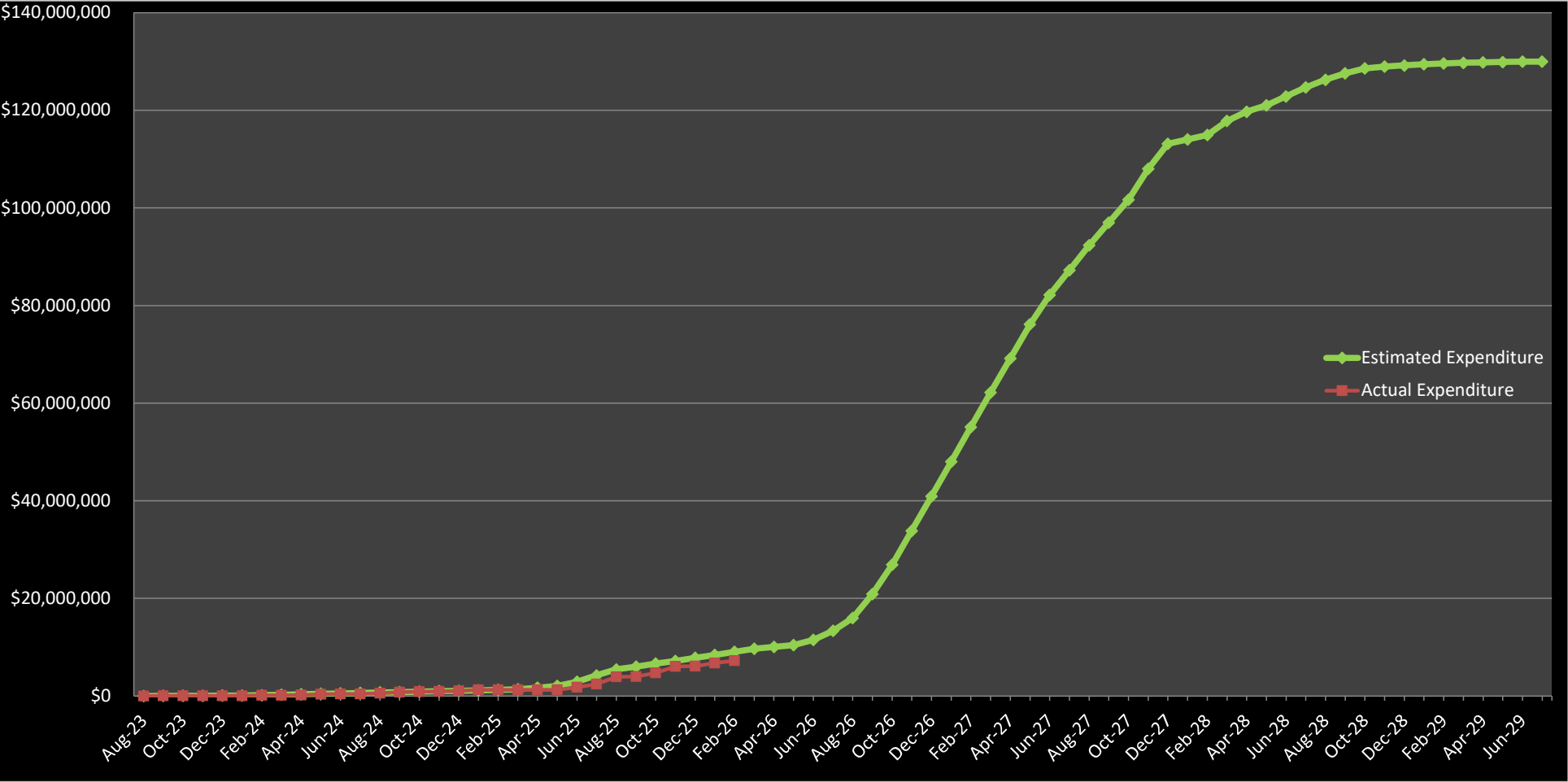


Town of Reading
Killam Elementary School
Estimated Project Cash Flow Graph



Project Leaders

March 12, 2026



March 10, 2026

Jayne Wellman
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J Warren Killam Elementary School Designer Services
Invoice # 23289

Dear Ms. Wellman:

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 #23289 for Lavallee Brensinger Architects, for the Month of January 2026. The total recommended Payment is \$629,343.05

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

Invoice Number	Task	Request This Period	ProPay Code
23289	Construction Documents	\$501,375.00	0201-0500
23289	Geotechnical	\$720.72	0204-0300
23289	Site Acoustic Survey	\$1,155.00	0204-0400
23289	Other Reimbursables	\$1,398.53	0203-9900
23289	Traffic Engineer	\$9,959.40	0204-1200
23289	Compliance Energy Modeling	\$6,710.00	0203-9900
23289	Soil Pre-characterization	\$108,024.40	0204-0300

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

Sincerely,



Project Leaders

A handwritten signature in black ink, appearing to read "Justin Ferdenzi".

Justin Ferdenzi,

Project Manager

Justin.ferdenzi@collierseng.com

Attachments: 2026 01 LBA Inv#23289

LAVALLEE BRENSINGER ARCHITECTS

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

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

February 10, 2026
Project No: 23-106-00
Invoice No: 23289
Customer PO # 23004647-001

Invoice Total: \$629,343.05

Project 23-106-00 Reading Killam Elementary School

Professional Services from January 1, 2026 to January 31, 2026

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		100.00	Total Earned	1,887,500.00
			Previous Fee Billing	1,887,500.00
			Current Fee Billing	0.00
			Total Fee	0.00
			Total this Phase	0.00
Phase	004	Construction Documents - 0201-0500		
Fee				

Project	23-106-00	Reading Killam Elementary School	Invoice	23289
Total Fee		3,342,500.00		
Percent Complete		75.00	Total Earned	2,506,875.00
			Previous Fee Billing	2,005,500.00
			Current Fee Billing	501,375.00
			Total Fee	501,375.00
			Total this Phase	\$501,375.00

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	\$501,375.00

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	23289
Total this Phase					0.00

Phase	002	Amendment #2 - Traffic			
This phase will not be billed any further, remaining funds have been moved to phase 015.					
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

Project	23-106-00	Reading Killam Elementary School	Invoice	23289
Phase	007	Amendment #7 - HVAC Cost Estimate - 0004-0000		
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	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	500,000.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Phase		0.00
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			

Project	23-106-00	Reading Killam Elementary School			Invoice	23289
Percent Complete		100.00	Total Earned		72,810.00	
			Previous Fee Billing		72,810.00	
			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	11.465	19,800.00	19,800.00	0.00
Geotechnical - 0204-0300		148,038.00	5.6102	8,305.22	7,584.50	720.72
Geoenvironmental - 0204-0300		70,670.00	25.4648	17,996.00	17,996.00	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	10.00	385.00	385.00	0.00
Supplemental Survey - 0204-0400		11,000.00	100.00	11,000.00	11,000.00	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	90.00	6,930.00	5,775.00	1,155.00
Reimbursables - 0203-9900		22,000.00	18.2967	4,025.28	2,626.75	1,398.53
Total Fee		443,658.00		68,441.50	65,167.25	3,274.25
		Total Fee				3,274.25
					Total this Phase	\$3,274.25

Phase	015	Amendment #17 - DD-CL Add Services #2				
Remaining funds of \$28,590 have been moved from phase 002 to this phase.						
Fee						
Billing Phase		Phase Fee	Percent Complete	Fee Earned	Previous Fee Billing	Current Fee Billing
Traffic Engineering 0204-1200		109,450.00	79.4476	86,955.40	76,996.00	9,959.40
Compliance Energy Modeling 0203-9900		77,000.00	87.8571	67,650.00	60,940.00	6,710.00
Tree Removal and Protection 0203-9900		7,700.00	100.00	7,700.00	7,700.00	0.00
Total Fee		194,150.00		162,305.40	145,636.00	16,669.40
		Total Fee				16,669.40
					Total this Phase	\$16,669.40

Phase	016	Amendment # 18 - Additional Survey Services - 0204-0400				
Fee						
Total Fee		24,750.00				
Percent Complete		90.00	Total Earned		22,275.00	
			Previous Fee Billing		22,275.00	
			Current Fee Billing		0.00	
			Total Fee			0.00

Project	23-106-00	Reading Killam Elementary School	Invoice	23289
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Total this Phase 0.00

Phase 017 Amendment #19 - Soil Pre-characterization

Fee

Total Fee	113,806.00		
Percent Complete	94.9198	Total Earned	108,024.40
		Previous Fee Billing	0.00
		Current Fee Billing	108,024.40
		Total Fee	108,024.40
		Total this Phase	\$108,024.40

Phase 019 Amendment # 21 - Add'l Soil Precharacterization

Fee

Total Fee	5,500.00		
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
		Total this Task	\$127,968.05
		Total this Invoice	\$629,343.05

Project Outstanding Invoices

Invoice Number	Invoice Date	Balance Due
23076	1/13/2026	505,083.50
Total		505,083.50

	Current	Prior	Total
Billings to Date	629,343.05	5,754,712.09	6,384,055.14

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.



LGCI

Lahlaf Geotechnical Consulting, Inc.
100 Chelmsford Road
Suite 2
Billerica, MA 01862
Phone: (978) 330-5912
Fax: (978) 330-5056
E-mail: LGCI@LGCinc.net

Approved As Is
by Jenni Katajamaki
on 1/26/2026 at 9:17 AM

Invoice

Invoice No.:	2412-07
Invoice for Period Ending:	12/31/2025
Date:	1/22/2026

Bill To

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

Terms	Client No.	Project Name	Project Number	Location	
Due on receipt	2090	Prop. J Warren Killam Elem. Sc	2412	Reading, MA	
Description			Qty	Rate	Amount
Services Performed November 3, 2025 through December 31, 2025 LGCI Proposal No. 25057 \$126,240.00 Amount Previously Billed \$ 6,895.00 Current LGCI Invoice No. 2412-07 \$ 655.20 Total Billed to Date \$7,550.20 Balance Remaining from Budget \$118,689.80 Task 8.3 Consultation Senior Geotechnical Engineer - Consultation <					

Balance Due	\$655.20
--------------------	----------

Approved As Is
by Jenni Katajamaki
on 1/26/2026 at 9:16 AM



Invoice

Federal ID 04-3024663
acentech.com

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

Accounts Payable

January 21, 2026
Contract No: J637308.00
Client Proj #
Client PO #
Project Manager: Jenni Katajamaki

Invoice No: 69741

J637308.00 J. Warren Killam Elementary School
Scope of Services: Please see Acentech proposal P637308.02 for details.

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

Acoustics

Fee

Billing Phase	Contract Amount	Percent Complete	Billed to Date	Previously Billed	Current Fee Billing
AC-200 Design Development	11,000.00	100.00	11,000.00	11,000.00	0.00
AC-300 Construction Documents – Reviews	17,000.00	90.00	15,300.00	11,900.00	3,400.00
AC-350 Construction Documents - LEED	7,000.00	0.00	0.00	0.00	0.00
AC-500 Construction Administration	13,000.00	0.00	0.00	0.00	0.00
AC-600 Community Noise	7,000.00	90.00	6,300.00	5,950.00	350.00
Total Fee	55,000.00		32,600.00	28,850.00	3,750.00

Total this Invoice \$3,750.00

BOSTON | LOS ANGELES | PHILADELPHIA | WASHINGTON, DC

Remit to: ACENTECH, 33 Moulton Street, Cambridge, MA 02138

ACH Payments: ACENTECH INC. | Bank of America | Routing #: 011000138 | Acct #: 0077454986

Payment due upon receipt | For additional information contact accounting@acentech.com | 617 499 8000

Approved As Is
by Jenni Katajamaki
on 9/11/2025 at 2:16 PM



Invoice

Federal ID 04-3024663
acentech.com

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

Accounts Payable

September 8, 2025
Contract No: J637308.00
Client Proj #
Client PO #
Project Manager: Jenni Katajamaki

Invoice No: 68311

J637308.00 J. Warren Killam Elementary School
Scope of Services: Please see Acentech proposal P637308.02 for details.

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

Acoustics

Fee

Billing Phase	Contract Amount	Percent Complete	Billed to Date	Previously Billed	Current Fee Billing
AC-200 Design Development	11,000.00	100.00	11,000.00	11,000.00	0.00
AC-300 Construction Documents – Reviews	17,000.00	0.00	0.00	0.00	0.00
AC-350 Construction Documents - LEED	7,000.00	0.00	0.00	0.00	0.00
AC-500 Construction Administration	13,000.00	0.00	0.00	0.00	0.00
AC-600 Community Noise	7,000.00	85.00	5,950.00	5,250.00	700.00
Total Fee	55,000.00		16,950.00	16,250.00	700.00

Contract Amend. #16

Total this Invoice \$700.00

BOSTON | LOS ANGELES | PHILADELPHIA | WASHINGTON, DC

Remit to: ACENTECH, 33 Moulton Street, Cambridge, MA 02138

ACH Payments: ACENTECH INC. | Bank of America | Routing #: 011000138 | Acct #: 0077454986

Payment due upon receipt | For additional information contact accounting@acentech.com | 617 499 8000



Remit Payment to :
ABC Imaging of Washington, Inc.
P.O. Box 2345
West Chester, PA 19380-0110

Invoice No: I-22894763

Approved As Is
by Jenni Katajamaki
on 1/26/2026 at 9:18 AM

For Credit card payments, call (202) 429-8870

Bill To: LAVBRE
Lavallee Brensinger Architects
155 Dow Street
Suite 400
Manchester, NH 03101

Invoice Date: 01/22/2026	Contract: MAIN
Store Code: 1801	Work Order No.: 22648421
CSR JtEntryService	P.O. No.:
Sales Rep BOSTON MA SHOP	

Bill to Phase 014 0203-9900

Ordered By: Jenni Katajamaki	Phone: +1 857-265-7810	Email: jenni.katajamaki@lbpa.com
Company: Lavallee Brensinger Architects	Job No.: 23-106-00	Job Name: Killam Elementary School
Order Date: January 21, 2026	Order Due Date: January 22, 2026	Ticket No: 24264125

Item Code	Description	Unit Size	Original s	Copies	Unit Price	Extended Price
8000PBB3042	Cad Plot Bond, First Set 30 X 42	0.00000	255	1	1.3500	\$ 344.25
8000PBB3042	Cad Plot Bond, First Set 30 X 42	0.00000	150	1	1.3500	\$ 202.50
8000PBB3042	Cad Plot Bond, First Set 30 X 42	0.00000	91	1	1.3500	\$ 122.85
8000SPL1000	Custom Screwpost, drill & post bind/per set fullsize	0.00000	1	1	22.9500	\$ 22.95
8000DSB0300	Custom Binding & Collating from 201-300 (Per Set)	0.00000	2	1	2.9500	\$ 5.90
6100XHP8511	Copy/Digital Print 3-Hole Punch*8.5x11 - Each	0.00000	3562	1	.0900	\$ 320.58
6100XAC8511	Acetate Cover*8.5x11 Ea.	0.00000	1	1	1.2500	\$ 1.25
6100BVB8511	Vinyl Back 8.5 X 11	0.00000	1	1	1.5000	\$ 1.50
6400FSP0501	Screw Post Binding 501 and up	0.00000	1	1	5.4500	\$ 5.45
8000ENV0003	Environmental Impact Fee	0.00000	1	1	4.9500	\$ 4.95
3000NNN0000	Boston to Medford	0.00000	1	1	175.0000	\$ 175.00

Subtotal: \$ 1,207.18

01960 - ESSEX (MA) (6.25000 %) \$ 21.52

02110 - SUFFOLK (MA) (6.25000 %) \$ 42.69

TERMS: Net 30

Pay Securely: <https://myabc.abcimaging.com/payment/D0mrWF0BZ>

1 1/2% INTEREST CHARGE PER MONTH WILL BE ADDED TO ALL PAST DUE INVOICES OLDER THAN 30 DAYS

We impose a 3% surcharge on credit cards that is not greater than our cost of acceptance.





Remit Payment to :
ABC Imaging of Washington, Inc.
P.O. Box 2345
West Chester, PA 19380-0110

Invoice No: I-22894763

For Credit card payments, call (202) 429-8870

Comments:

Total: \$ 1,271.39

Type	Delivery To	Tracking Numbers
Dispatch	ATTN: DAVID DALLAIRE DAVID DALLAIRE 42 MARGIN ST PEABODY, MA 01960	

TERMS: Net 30

Pay Securely: <https://myabc.abcimaging.com/payment/D0mrWF0BZ>

1 1/2% INTEREST CHARGE PER MONTH WILL BE ADDED TO ALL PAST DUE INVOICES OLDER THAN 30 DAYS

We impose a 3% surcharge on credit cards that is not greater than our cost of acceptance.

Page 2 of 2

INVOICE IN US Dollars

76 Battery March Street Boston, MA 02110 Ph: +1
617-399-0980



Invoice

CDW CONSULTANTS, INC.
Terms: Due upon Receipt; (508) 875-2657
Remit: 4 California Avenue, Suite 301
Framingham, MA 01701



LAVALLEE BRENSINGER ARCHITECTS
99 BEDFORD STREET SUITE 501
BOSTON, MA 02111

January 29, 2026

Project No: 02248.00

Invoice No: 0000001

Project 02248.00 LBA-KILLAM ES - SOIL PRECHARACTERIZATION

Professional Services from September 1, 2025 to December 31, 2025

Task 00001 SOIL BORING, GRID LAYOUT, PREMARKING

Fee

Total Fee 4,630.00

Percent Complete

100.00

Total Earned

4,630.00

Previous Fee Billing

0.00

Current Fee Billing

4,630.00

Total Fee

4,630.00

Total this Task

\$4,630.00

Task 00002 SOIL PRECHAR SAMPLING AND LABORATORY

Fee

Total Fee 81,310.00

Percent Complete

100.00

Total Earned

81,310.00

Previous Fee Billing

0.00

Current Fee Billing

81,310.00

Total Fee

81,310.00

Total this Task

\$81,310.00

Task 00003 SOIL CHARACTERIZATION SUMMARY

Fee

Total Fee 17,520.00

Percent Complete

70.00

Total Earned

12,264.00

Previous Fee Billing

0.00

Current Fee Billing

12,264.00

Total Fee

12,264.00

Total this Task

\$12,264.00

Total this Invoice

\$98,204.00



Approved As Is
by Jenni Katajamaki
on 1/28/2026 at 9:49 AM

Jenni Katajamaki
Lavallee Brensinger Architects
99 Bedford Street
Boston, MA 02111

January 21, 2026
Invoice No: 0427615

Project NEX-2300326.00 Reading, MA - J. Warren Killiam Elementary School MSBA Project (sub LBPA)
LBA Project No: 23-106-00

Services Rendered Include: Preparation of 90% Plans and Specifications; Provided guidance on fence/wall design; Attended project team meetings on 12/3/25 and 12/17/25; Attended meeting with OPM on 12/4/25 regarding wall/fence; Attended meeting with Town on 12/10/25 regarding wall/fence.

Professional Services from November 29, 2025 to December 26, 2025

Task 00004 Design Development Phase
Fee

Billing Phase	Fee	Percent Complete	Fee Earned	Prior Earned	Current Earned
Design Development Phase	21,600.00	100.00	21,600.00	21,600.00	0.00
Total Fee	21,600.00		21,600.00	21,600.00	0.00
Total Fee				0.00	
Total this Task				0.00	

Task 00005 Construction Documents
Fee

Billing Phase	Fee	Percent Complete	Fee Earned	Prior Earned	Current Earned
Construction Documents	48,700.00	96.00	46,752.00	38,019.00	8,733.00
Total Fee	48,700.00		46,752.00	38,019.00	8,733.00
Total Fee				8,733.00	
Total this Task				8,733.00	

Task 00006 Bidding Phase
Fee

Billing Phase	Fee	Percent Complete	Fee Earned	Prior Earned	Current Earned
Bidding Phase	5,300.00	0.00	0.00	0.00	0.00
Total Fee	5,300.00		0.00	0.00	0.00
Total Fee				0.00	
Total this Task				0.00	

Project	NEX-2300326.00	Reading MA - J.Warren Killiam Elem-LBPA	Invoice	0427615
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Task	00007	Construction Phase Administration
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Billing Phase	Fee	Percent Complete	Fee Earned	Prior Earned	Current Earned
Construction Phase Administration	18,200.00	0.00	0.00	0.00	0.00
Total Fee	18,200.00		0.00	0.00	0.00
Total Fee				0.00	
Total this Task				0.00	

Task	00008	Meetings & Follow-on Services
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Billing Phase	Fee	Percent Complete	Fee Earned	Prior Earned	Current Earned
Meetings & Follow-on Services	10,700.00	100.00	10,700.00	10,379.00	321.00
Total Fee	10,700.00		10,700.00	10,379.00	321.00
Total Fee				321.00	
Total this Task				321.00	
Total this Invoice				9,054.00	

Billings to Date

	Current	Prior	Total
Fee	9,054.00	153,507.00	162,561.00
Totals	9,054.00	153,507.00	162,561.00

Thornton Tomasetti, Inc.
120 Broadway
New York, NY 10271

Federal Tax ID: 13-1251070

SEND PAYMENT & REMITTANCE ADVICE TO
(Include Project Number and Invoice Number)
P.O. Box 781187 Philadelphia, PA 19178-1187 USA
accountsreceivable@thorntontomasetti.com

Bank:	Wells Fargo	Routing Number:	121000248
	420 Montgomery	Account #:	2000039485775
	Street	Account Name:	Thornton Tomasetti, Inc.
	San Francisco, CA	Swift:	WFBUIUS6S
	94104		

Approved As Is
by Jenni Katajamaki
on 1/29/2026 at 9:40 AM

INVOICE

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

Invoice Date: Tuesday, January 20, 2026
Payment Terms: Net 30 Days
Project No: P23264_00
Invoice No: ARIV0032470

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

For professional services through Friday, January 23, 2026

Progress detail

Phase	Fee	Percent complete	Previous billing	Current billing	Remaining contract
Killam Elementary School - SD					
9300 FS-SD	25,000.00	100.00%	25,000.00	0.00	0.00
Design Assistance Energy Modeling ASR	25,000.00	90.00%	21,000.00	1,500.00	2,500.00
TEDI ASR	25,000.00	90.00%	20,000.00	2,500.00	2,500.00
Backstop ASR	30,000.00	87.50%	24,000.00	2,250.00	3,750.00
LEED Model	15,000.00	85.00%	11,400.00	1,350.00	2,250.00
Subtotal	120,000.00	90.83%	101,400.00	7,600.00	11,000.00
				Subtotal	7,600.00
				Invoice subtotal	7,600.00
					0.00
				Total this Invoice	7,600.00
				Currency	USD

March 10, 2026

Jayne Wellman
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

**Subject: J Warren Killam Elementary School Project Management Services
Invoice #0001143662**

Dear Ms. Wellman:

Attached please find Colliers Project Leaders (CPL) invoice #0001143662, in the amount of \$63,340.00 for Owner Project Manager services as authorized in Contract for the J Warren Killam Elementary School Project, during the month of January 2026.

In the period of January 1 - January 31, 2026, 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
- Coordinate with the design team for the 90% CD MSBA documents
- Prepare 90% CD OPM deliverables for MSBA submission
- Modular relocation invoices and commitment review
- Coordinating with the Town on Tax consultants, Materials testing, Structural and code RFP Distribution
- Coordinate with the Design team with Early Package online bid process

Please take note of our new remit to address; 101 Crawfords 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 : 2026 01 Colliers Invoice #1143662

ProPay Code:
\$63,340.00: 0102-0500



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 : 0001143662
Invoice Date : 2/5/2026

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

For Professional Services Rendered Through 1/31/2026

	Fee	Remaining Fee	% Complete	Billings		
				To Date	Previous	Current
Feasibility Study / Schematic Design Phase	320,000.00	0.00	100.00	320,000.00	320,000.00	0.00
Cost Estimating	15,500.00	0.00	100.00	15,500.00	15,500.00	0.00
Design Development	250,000.00	0.00	100.00	250,000.00	250,000.00	0.00
Construction Documents	500,000.00	406,194.25	18.76	93,805.75	40,465.75	53,340.00
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	26,500.00	50.93	27,500.00	17,500.00	10,000.00
Subtotal:	4,681,069.00	3,974,263.25	15.10	706,805.75	643,465.75	63,340.00

Current Billings 63,340.00
Amount Due This Bill 63,340.00

mike.carroll@collierseng.com;
justin.ferdenzi@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

PM05 - Construction Documents

Labor			
Rate Labor			
Class	Hours	Rate	Amount
Assistant Proiect Manager	79.50	198.0000	15,741.00
Financial Specialists	8.00	177.0000	1,416.00
MEP/Tech Support	37.25	260.0000	9,685.00
Project Director	26.00	354.0000	9,204.00
Senior Proiect Manager	54.00	276.0000	14,904.00
Senior Site Manager	10.00	239.0000	2,390.00
Total Rate Labor			53,340.00
Total Labor			53,340.00
Total Bill Task: PM05 - Construction Documents			53,340.00

PM09 - Estimating

Outside Services	
Expenses	
Account / Vendor	Amount
Subcontractors - Other	
A.M. Foadartv & Associates. Inc.	10,000.00
Total Expenses	10,000.00
Total Outside Services	10,000.00

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

63,340.00

March 10, 2026

Jayne Wellman
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

**Subject: J Warren Killam Elementary School Project Management Services
Invoice #0001153042**

Dear Ms. Wellman:

Attached please find Colliers Project Leaders (CPL) invoice #0001153042, in the amount of \$42,122.00 for Owner Project Manager services as authorized in Contract for the J Warren Killam Elementary School Project, during the month of February 2026.

In the period of February 1 - February 28, 2026, 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
- Coordinate with the design team for the 90% CD MSBA submission
- Modular relocation invoices and commitment review
- Evaluate and recommend Tax consultants, Materials testing, Structural and code RFPs to the School Building Committee
- Evaluate Early Package bids for Switchgear

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 : 2026 02 Colliers Invoice #1153042

ProPay Code:
\$42,122.00: 0102-0500



A Division of Colliers Engineering & Design

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

Town of Reading
Attn: Jayne Wellman
16 Lowell St
Reading, MA 01867

Invoice : 0001153042
Invoice Date : 3/5/2026

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

For Professional Services Rendered Through 2/28/2026

	Fee	Remaining Fee	% Complete	Billings		
				To Date	Previous	Current
Feasibility Study / Schematic Design Phase	320,000.00	0.00	100.00	320,000.00	320,000.00	0.00
Cost Estimating	15,500.00	0.00	100.00	15,500.00	15,500.00	0.00
Design Development	250,000.00	0.00	100.00	250,000.00	250,000.00	0.00
Construction Documents	500,000.00	364,072.25	27.19	135,927.75	93,805.75	42,122.00
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	26,500.00	50.93	27,500.00	27,500.00	0.00
Subtotal:	4,681,069.00	3,932,141.25	16.00	748,927.75	706,805.75	42,122.00

Current Billings 42,122.00
Amount Due This Bill 42,122.00

mike.carroll@collierseng.com;
justin.ferdenzi@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

PM05 - Construction Documents

Labor			
Rate Labor			
Class	Hours	Rate	Amount
Assistant Proiect Manager	61.50	198.0000	12,177.00
Financial Specialists	11.00	177.0000	1,947.00
MEP/Tech Support	1.50	260.0000	390.00
Project Director	23.00	354.0000	8,142.00
Regional Director	1.00	479.0000	479.00
Senior Project Manager	61.00	276.0000	16,836.00
Senior Site Manager	9.00	239.0000	2,151.00
Total Rate Labor			42,122.00
Total Labor			42,122.00
Total Bill Task: PM05 - Construction Documents			42,122.00

March 10, 2026

Jayne Wellman
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J Warren Killam Elementary School – Gienapp Modular Relocation Services
Invoice # 682.29-R2

Dear Ms. Wellman,

Colliers Project Leaders, the Owner's Project Manager, has reviewed the attached, Gienapp Architect, invoice # 682.29-R2, and recommend payment of \$2,093.00 for modular relocation designer services for the J Warren Killam Elementary School Project.

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

Invoice Number	Task	Request This Period	ProPay Code
682.29-R2	Modular Relocation Services – Reimbursable Cost	\$2,093.00	0603-0000

Please feel free to contact me at (617) 860-2267 if you have any questions concerning this invoice.

Sincerely,



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

Attachment: 2025 12 Gienapp Invoice #682.29-R2

\$2,093.00 - ProPay Code: 0603-0000



Gienapp Architects, LLC
 20 Conant Street
 Danvers, MA 01923-2953
 978.750.9062

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

Invoice number 682.29-R2
 Date 12/18/2025

Project 682.29 RDG MODULARS RELOCATION
 TO HS

Invoice

Architectural and Engineering Services to relocate the two modular classrooms from the Killam School to the High School site at Oakland Road.

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
Predesign (Existing Conditions)	5,000.00	100.00	5,000.00	5,000.00	0.00
Schematic Design	21,000.00	100.00	21,000.00	21,000.00	0.00
Construction Documents	36,000.00	100.00	36,000.00	36,000.00	0.00
Bidding/Negotiation	5,500.00	100.00	5,500.00	5,500.00	0.00
Construction Observation (Jun - Aug 2025)	17,500.00	100.00	17,500.00	17,500.00	0.00
Total	85,000.00	100.00	85,000.00	85,000.00	0.00

Consultant Expenses

	Billed Amount
Engineering; Reimb Exp	
Hancock Survey Associates, Inc.	1,820.00
Gienapp Architects Coordination Fee (Mark up)	273.00
Invoice total	2,093.00

Thank you for allowing us to be of service.

HANCOCK ASSOCIATES

Surveyors | Engineers | Scientists

185 Centre Street | Danvers, MA 01923 | V: 978-777-3050 | F: 978-774-7816 | HancockAssociates.com

Invoice number 88058
Date 09/30/2025
Reference Reading Memorial HS,
GA Project #682.29
Email
ibarnhurst@gienapparchitects.com

Contract 28302 Gienapp Architects, LLC (Reading, MA 62 Oakland Street)

Gienapp Architects, LLC
Imelda Barnhurst, Project Manager
20 Conant Street
Danvers, MA 01923

Professional services performed through August 24, 2025 per contract dated February 19, 2025

PROGRESS BILL

SCOPE OF SERVICES

Phase A-02: Permit Site Plan \$387.50

- Coordinate with Client and DPW regarding water specifications
- Revise Site Plan as necessary
- Print and transmit

Director of Engineering: 0.50 hrs. @ \$235/hr= \$117.50

Staff Engineer: 2.25 hrs. @ \$120/hr= \$270.00

Phase A-AA: Additional Assistance - Construction Administration \$1,432.50

- Review of submissions related to erosion control, water, sewer and retaining wall
- Site inspection to facilitate preparation of engineering affidavit
- Prepare engineering affidavit
- Print and transmit

Director of Engineering: 1.5 hrs. @ \$235/hr. = \$352.50

Staff Engineer: 9.0 hrs. @ \$120/hr. = \$1,080.00

Sub Total \$1,820.00

Reimbursable Expenses

	Amount
MILEAGE	<u>\$18.70</u>
Reimbursable Expenses Total	\$18.70

Invoice total **\$1,838.70**

Invoice is Due Upon Receipt

BALANCES OVER 30 DAYS WILL BE CHARGED 1% INTEREST PER MONTH

Please make your check payable to Hancock Associates OR Make your payment by Credit Card | ar@hancockassociates.com

Outstanding AR

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
86896	05/30/2025	1,316.25					1,316.25
88058	09/30/2025	1,838.70	1,838.70				
	Total	3,154.95	1,838.70	0.00	0.00	0.00	1,316.25

BALANCES OVER 30 DAYS WLL BE CHARGED 1% INTEREST PER MONTH

Please make your check payable to Hancock Associates OR Make your payment by Credit Card | ar@hancockassociates.com

March 10, 2026

Jayne Wellman
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J Warren Killam Elementary School - Publishing Services
Invoice #260201

Dear Mr. Kraunelis,

Colliers Project Leaders, the Owner's Project Manager, has reviewed the attached, Daily Times Chronicle, invoice #260201, and recommend payment of \$190.94 for publishing services for the J. Warren Killam Elementary School Project.

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

Invoice Number	Task	Request This Period	ProPay Code
260201	Publishing Services - Town of Reading: Elevator FSB PreQual Notice	\$190.94	0103-0000

Please feel free to contact me at (617) 860-2267 if you have any questions concerning this invoice.

Sincerely,



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

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

Attachment: Daily Times Chronicle Invoice #260201

\$190.94 - ProPay Code: 0103-0000

Daily Times Chronicle

Reading -- Wakefield

Woburn Daily Times, Inc., PO Box 2433, Woburn MA 01888
781-933-3700

INVOICE

Bill To Town of Reading
Attn: Joshua Delaune, MPA
Address 1 16 Lowell Street
Address 2
City Reading **State** MA **ZIP** 01867

PO#

Legal Ad# 260201

Billing Key 260201 Reading RFQ Killam Elementary School

Run 1 3/11/2026

Run 2

Run 3

of Inches 6.3

of Runs 1

Cost \$190.94

Notary Fee

Total Cost \$190.94

Payment Date

Payment

Balance Due \$190.94

March 10, 2026

Jayne Wellman
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J. Warren Killam Elementary School: Facilities Clerk Contract

Dear Ms. Wellman:

Colliers Project Leaders has reviewed and recommend the approval of David Dallaire's Facilities Clerk Contract for the J. Warren Killam Elementary School project.

David Dallaire's contract is for construction facilities clerk services for a total of *Four Hundred Six Thousand and 00/100 Dollars (\$406,000.00)*. (ProPay Code: 0102-9900)

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

Sincerely,



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

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

CONTRACT FOR SERVICES

TOWN: The Town of Reading, MA

TOWN'S REPRESENTATIVE: Matt Kraunelis, Town Manager

VENDOR: David Dallaire
42 Margin Street, Peabody, MA 01960-1930

PROJECT: Killam School Construction Facilities Clerk

SITE: Killam Elementary School Building Site, 333 Charles St., Reading, MA 01867

DATE: 02/18/2026

BUDGET: \$75.00/ hour not to exceed \$406,000

The Town hereby accepts the Vendor's proposal to perform services ("Services") in connection with the Project in accordance with and subject to: (i) the Terms and Conditions attached hereto as **Exhibit A**; (ii) Position Description/ Scope of Services attached hereto as **Exhibit B**; and (iii) the salary or hourly rate attached hereto as **Exhibit C**. Collectively, these documents constitute this Agreement.

COMMENCEMENT OF WORK (check applicable box):

- [X] This Agreement constitutes a notice to proceed with services.
[] Services shall not be performed under this Agreement until the Town so advises the Vendor in writing.

INSURANCE:	MINIMUM INSURANCE LIMITS
General Liability (Bodily Injury & Property Damage):	\$1,000,000.00
General Liability – Aggregate:	\$2,000,000.00
Worker's Compensation:	\$ (as required by law)
Builder's Risk Property Coverage:	\$ (completed value)
Property Coverage (Materials in Transit)	\$ (value of materials)
Automobile Liability:	\$1,000,000.00
Umbrella Liability:	\$2,000,000.00
Umbrella Liability – Aggregate:	\$2,000,000.00
Professional Liability (Errors & Omissions):	\$2,000,000.00
Professional Liability – Aggregate:	\$2,000,000.00

COMPLETION DATE: On or about November 2028

PERSONNEL AND SUBCONTRACTORS:

Vendor’s Team:

David Dallaire _____

Subcontractors:

None _____

List of Attached Exhibits (check applicable boxes):

Exhibit	A	B	C
Attached	[X]	[X]	[X]
Not Attached	[]	[]	[]

TOWN:

Town Manager _____
By: Matt Kraunelis

Signed by: Matthew Kraunelis
AA3E723DC4D1414...

Title: Town Manager _____
Date Signed: 2/18/2026 _____

VENDOR:

By: David Dallaire

Signed by: David Dallaire
8B7E6C230DDF447...

Title: Clerk of Work _____
Date Signed: 2/19/2026 _____

Approved as to availability of funds:

Sharon Angstrom _____
By:

Signed by: Sharon Angstrom
4C5474C625974CF...

 2/2/2026
Title: CFO _____

Exhibit A

TERMS AND CONDITIONS

1. PERFORMANCE OF SERVICES

All Services of the Vendor shall be performed by qualified personnel. The Vendor's Project team shall consist of those persons identified on page 2 of this Agreement and the Subcontractors identified on page 2 of this Agreement. The employment by the Vendor of additional Subcontractors for any of the Services shall be subject to the prior written approval of the Town. No member of the Project team shall be replaced without the consent of the Town. The Town shall have the right to require the Vendor to remove any personnel from the Project for reasonable cause. The Vendor shall perform its Services in accordance with the highest professional standards of skill, care, and diligence. Without limiting the foregoing, the Town shall have the right to require the Vendor to cease providing Services immediately upon written notice.

Vendor's personnel assigned to the Project are not employees of the Town but rather independent contractors for the purposes of the federal Fair Labor Standards Act and the Massachusetts Wage Act.

2. TIME

The Vendor shall perform its Services as expeditiously as is consistent with the standards of professional skill and care required hereby. The Vendor shall perform its Services in coordination with the operations of the Town at the Sites specified and with any party engaged by the Town in connection with the Project. It shall be the obligation of the Vendor to request any information necessary to be provided by the Town for the performance of the Vendor's Services. Time is of the essence of this Agreement.

3. REIMBURSABLE EXPENSES

If out-of-pocket expenses are not included in the Vendor's fee, the Town shall compensate the Vendor for reimbursable expenses actually incurred; provided, however, that reimbursable expenses shall only be eligible for reimbursement if they have been submitted in advance and approved in writing by the Town. The Vendor agrees to use reasonable efforts to minimize expenses which are reimbursable by the Town.

4. VENDOR'S COMPENSATION

a. Lump Sum. If Services are to be provided on a Lump Sum basis, the total amount of compensation due to the Vendor in consideration of the full performance of Services by the Vendor is the amount set forth on page one of this Agreement. The Town shall pay the Vendor as Services are performed by the Vendor based upon the portion of Services completed.

b. Upset Limit. If Services are to be provided subject to an Upset Limit, the total amount of compensation due to the Vendor in consideration of the full performance of Services by the Vendor shall in no event exceed the amount set forth on page one of this Agreement.

Unless otherwise agreed, payments shall be made to the Vendor on a Time Card/Unit Price basis as provided in paragraph c. below, subject to the Upset Limit.

c. Time Card/Unit Price. If Services are to be provided on a Time Card/Unit Price basis, payments shall be made to the Vendor for Services performed based upon the salary or hourly rate or unit price schedule included in the Proposal or attached as **Exhibit C**. If the agreed rate schedule is not included in the Proposal or attached as **Exhibit C**, the Vendor shall submit to the Town, before proceeding with Services, a rate schedule listing the maximum rates to be charged for the various employees or categories of employees performing Services or categories or services. Compensation for services performed by authorized Subcontractors shall be on the basis of the actual costs to the Vendor unless otherwise specified herein or in the Proposal. The Vendor shall use his best efforts to complete the performance of his Services within the Estimated Amount set forth on the first page of this Agreement. The Vendor shall advise the Town at such time as the Estimated Amount has been reached. The Town shall not be obligated to pay for any amount in excess of the Estimated Amount, unless the Town gives the Vendor a written notice authorizing the further performance of Services and the incurring of additional costs for such Services.

d. No Compensation for Certain Services. Neither the Vendor nor any of its Subcontractors shall be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the Vendor in the preparation of construction documents or other work products, as reasonably determined by the executive head of the Town, nor for any services made necessary by the fault or negligence of the Vendor or its Subcontractors.

e. Subject to Appropriation. The obligations of the Town hereunder shall be subject to appropriation on a fiscal year basis. In the absence of appropriation, this agreement shall be terminated immediately without liability of the Town for damages, lost profits, penalties, or other charges arising from early termination.

5. PAYMENT

The Vendor shall submit, not more often than monthly, statements for fees for Services rendered and reimbursable expenses (stated separately) incurred. The Vendor's statements shall include a description of the Services performed for the period in question with a progress report, and shall be in such form and detail and with such supporting data as the Town may reasonably require to show the computational basis for all charges (including reimbursable expenses), including a statement explaining any substantial deviation from the Vendor's anticipated work schedule, staffing plan and costs. Payment shall be due within thirty (30) days after the Town receives a proper statement. In no event shall the Town be liable for interest, penalties, expenses or attorney's fees. No payment made hereunder shall constitute or be construed as final acceptance or approval of that part of the Services to which such payment relates or relieve the Vendor of any of its obligations hereunder with respect thereto.

6. VENDOR'S ACCOUNTING RECORDS

The Vendor shall keep records pertaining to Services performed (including complete and detailed time records) and reimbursable expenses incurred, employing sound bookkeeping practices and in accordance with generally accepted accounting principles. All records pertaining to Services performed on a time card or unit price basis and reimbursable expenses shall be available to the Town or its authorized representatives for review and audit during normal business hours.

7. REPORTS, DRAWINGS, ETC.

All reports, drawings, plans and other data and material, including computer programs and other material in electronic media (collectively, "Materials") furnished to the Town shall become the Town's property and may be used by the Town (or such parties as the Town may designate) thereafter in such manner and for such purposes as the Town (or such parties as the Town may designate) may deem advisable, without further employment of or additional compensation to the Vendor. The Vendor shall not release or disclose to any third party any Materials produced for the Town without obtaining the Town's prior written consent. At no time shall the Vendor release or disclose to any third party any Materials furnished to the Vendor by the Town in connection with the performance of the Vendor's Services. Upon the expiration or termination of this Agreement for any reason, all Materials and other work product that have been accumulated, developed or prepared by the Vendor (whether completed or in process) shall become property of the Town and the Vendor shall immediately deliver or otherwise make available such Materials to the Town.

8. INSURANCE

The Vendor shall obtain and maintain the following insurance in amounts not less than the Minimum Insurance Limits set forth on page one of this Agreement during all times that the Vendor is performing Services and for at least one year after termination of this Agreement in the case of Commercial General Liability, Worker's Compensation and Employer's Liability insurance, and for at least the applicable period of limitations on actions provided by law in the case of Professional Liability insurance:

- a. Commercial General Liability insurance covering claims for injury to persons and damage to property. Such insurance shall include contractual liability and shall cover the use of all equipment and motor vehicles on the Site or transporting persons, equipment, materials or debris to and from the Site. Products and Completed Operations insurance shall be maintained for at least three years after completion of this Agreement.
- b. Professional Liability insurance for protection from claims arising out of the performance of professional services, including contractual coverage.
- c. Worker's Compensation Liability insurance in amounts not less than those required by law and Employer's Liability insurance.
- d. Automobile Liability insurance applicable for any contractor who has an automobile operating exposure for protection against bodily injury and property damage.

- e. Umbrella Liability insurance following the same form as the Contractor's underlying General Liability, Automobile Liability and Employer's Liability insurance, which shall be maintained for at least three years after completion of this Agreement.

Certificates of insurance evidencing the coverage required hereunder and copies of the policies, together with evidence that all premiums for such insurance have been paid, shall be filed with the Town prior to the commencement of the Services to be rendered by the Vendor hereunder. All such policies and certificates shall be written through companies and in forms acceptable to the Town's lender or lenders, if any. All policies shall contain a provision that coverages afforded by them will not be cancelled or amended until at least thirty (30) days prior written notice has been given to the Town. In the event that any policy is cancelled or amended, the Vendor shall immediately provide notice to the Town and take all steps necessary to reinstate such policy to conform to the requirements of this Agreement. The insurance provided under clause a, d and e, above, shall name the Town and such other parties as the Town shall require as "Additional Insured" parties. Insufficient insurance shall not release the Vendor from any liability for breach of its obligations under this Agreement.

At the request of the Town, a Subcontractor employed by the Vendor shall obtain and maintain a professional liability insurance policy covering negligent errors, omissions and acts of such Subcontractor or of any person or business entity for whose performance the Subcontractor is legally liable arising out of the performance of the contract for Subcontractor services. The Subcontractor shall furnish a certificate or certificates of such insurance coverage to the Town prior to the employment of such Subcontractor by the Vendor. A liability insurance policy maintained under this paragraph shall provide for coverage of such type and duration and in such amount as the Town shall require.

9. INDEMNIFICATION

To the maximum extent permitted by law, the Vendor agrees to indemnify, defend with counsel acceptable to the Town and save harmless the Town from all suits, actions, claims, demands, damages, losses, expenses and costs, including attorneys' fees, of every kind and description which the Town may incur or suffer resulting from, in connection with, or arising out of any act, error or omission of, or breach of contractual duties to the Town by, the Vendor, its agents, servants, employees or Subcontractors. The extent of the foregoing indemnification and hold harmless provisions shall not be limited by any provision of insurance required by this Agreement and shall survive the termination of this Agreement.

10. COMPLIANCE WITH LAW

It is the responsibility of the Vendor that the Project be conducted, and that all Services and other work performed by the Vendor hereunder be performed so as to comply with all applicable federal, state and municipal laws, regulations, codes, ordinances and orders, and any permit conditions as to which the Vendor has knowledge, as the same may be in effect as of the time of the performance of such work. In particular, without limitation, the Vendor agrees to comply with (a) all regulations pertaining to approvals for federal and state grants, and with all federal and state environmental laws and regulations, and assist in making any submissions with

respect thereto and (b) all applicable requirements of the Massachusetts public construction and procurement laws, which are incorporated by reference herein.

11. TERMINATION OF AGREEMENT

The Town may terminate this Agreement as follows:

- a. For its convenience, without cause, and/or for any reason, on ten days' prior written notice; or
- b. Immediately, by written notice to the Vendor, if the Vendor violates any of the provisions of this Agreement, or fails to perform or observe any of the terms, covenants or conditions of this Agreement, or abandons in whole or in part its Services, or becomes unable to perform its Services, hereunder. For purposes of this Paragraph 11, it is acknowledged that the Vendor's Services under this Agreement are personal services and may not be assumed by or assigned by a trustee in bankruptcy.

In the event of termination, the Vendor shall promptly deliver to the Town all Materials, including all documents, work papers, studies, calculations, computer programs, data, drawings, plans, specifications and other tangible work product or materials pertaining to the Services performed under this Agreement to the time of termination, and thereupon the Town shall pay to the Vendor any unpaid and undisputed balance owing for Services rendered prior to the date of termination. Any termination of this Agreement shall not affect or impair the right of the Town to recover damages occasioned by any default of the Vendor or to set off such damages against amounts otherwise owed to the Vendor.

12. MISCELLANEOUS PROVISIONS

- a. Successors and Assigns. Subject to the provisions of Subparagraph (b) below, the Town and the Vendor each binds itself, its partners, successors, assigns, and legal representatives to the other party.
- b. Assignment by Vendor. The Vendor shall not assign, sublet or transfer any of its obligations, responsibilities, rights or interests (including, without limitation, its right to receive any moneys due hereunder) under this Agreement without the written consent of the Town. Any assignment, subletting, or transfer by the Vendor in violation of this Paragraph 12(b) shall be void and without force or effect.
- c. Entire Agreement. This Agreement represents the entire and integrated agreement between the Town and the Vendor with respect to the subject matter hereof and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Town and the Vendor.
- d. Confidentiality. The Vendor shall not, without the Town's prior written consent, release or disclose any information relating to the Project to anyone except as necessary to perform its duties hereunder.

e. Certifications. The Vendor shall, from time to time, make such certifications and statements to the Town and to such of the Town's architects, designers, vendors and lenders, and such other parties, as the Town shall reasonably request, in such form as the Town shall reasonably request, provided that the Vendor determines that such certifications are true and correct based upon the Services performed by the Vendor hereunder.

f. Additional Services. If the Town requests the Vendor to perform additional services beyond the scope of Services hereunder, the Vendor shall perform such additional services only upon obtaining written authorization from the Town including written agreement as to the method and amount of compensation for such additional services.

g. Disputes. All claims, disputes and other matters in question between the Town and the Vendor arising out of or relating to this Agreement or the breach thereof shall be submitted for resolution to a court of competent jurisdiction in _____ County, Massachusetts, unless otherwise agreed by the parties. No such action shall be brought, however, until the completion of all Services under this Agreement or the earlier termination thereof as provided in Paragraph 11 above, the parties agreeing to negotiate in good faith any claims, disputes or other matters in question during the term of this Agreement before resorting to litigation.

h. Limited Liability. No officer, director, member, employee, or other principal, agent or representative (whether disclosed or undisclosed) of the Town, nor any participant with the Town, shall be personally liable to the Vendor hereunder, for the Town's payment obligations or otherwise, the Vendor hereby agreeing to look solely to the assets of the Town for the satisfaction of any liability of the Town hereunder. In no event shall the Town ever be liable to the Vendor for indirect, incidental or consequential damages.

i. Governing Law. This Agreement shall be governed by the law of the Commonwealth of Massachusetts.

j. No Waiver. The Town's review, approval, acceptance or payment for Services under this Agreement shall not operate as a waiver of any rights under this Agreement and the Vendor shall be and remain liable to the Town for all damages incurred by the Town as the result of the vendor's failure to perform in conformance with the terms and conditions of this Agreement. The rights and remedies of the Town provided for under this Agreement are in addition to any other rights or remedies provided by law. The Town may assert a right to recover damages by any appropriate means, including but not limited to set-off, suit, withholding, recoupment, or counter-claim either during or after performance of this Agreement.

k. Interpretation. If any provision of this Agreement shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be deemed affected thereby. Paragraph headings are included herein for reference purposes only and in no way define, limit or describe the scope or intent of any of the provisions of this Agreement.

13. EQUAL EMPLOYMENT OPPORTUNITY

- a. In connection with the performance of work under this Agreement, the Vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, creed, national origin, ancestry, age, sex or handicap. The Vendor shall post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Massachusetts Commission Against Discrimination (the "Commission"), setting forth the provisions of the Fair Employment Practices Law of the Commonwealth.
- b. In connection with the performance of work under this Agreement, the Vendor shall not discriminate in its relationships with Subcontractors or suppliers on the basis of race, color, religion, creed, national origin, ancestry, age, sex or handicap.
- c. The Vendor shall comply with all applicable laws and regulations pertaining to non-discrimination, equal opportunity and affirmative action, including without limitation executive orders and rules and regulations of federal and state agencies of competent jurisdiction.

14. CERTIFICATIONS BY VENDOR

By execution of this Agreement, the Vendor certifies:

- a. The Vendor has not given, offered or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of this Agreement.
- b. No Vendor to or subcontractor for the Vendor has given, offered or agreed to give any gift, contribution or offer of employment to the Vendor or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the Vendor or subcontractor of a contract by the Vendor.
- c. No person, corporation or other entity, other than a bona fide full time employee of the Vendor, has been retained or hired by the Vendor to solicit for or in any way assist the Vendor in obtaining this Agreement upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of this Agreement to the Vendor.
- d. The Vendor shall comply with all applicable requirements of Section 39R of Chapter 30 of the Massachusetts General Laws.

15. TAXES

- a. By execution of this Agreement the vendor, pursuant to Section 49A of Chapter 62C of the Massachusetts General Laws, certifies under the penalties of perjury that it has,

to the best knowledge and belief of the person(s) who signed this Agreement on the vendor's behalf, filed all state tax returns and paid all state taxes required under law.

b. The Town is exempt from payment of certain Sales and Use taxes applicable in the Commonwealth of Massachusetts. At the Vendor's request, Tax Exemption Certificates will be furnished by the Town to the Vendor with respect to such tax exempt articles as may be required under this Agreement. The Vendor shall not pay, and the Town shall not reimburse or pay the Vendor or any other party either directly or indirectly for any tax for which an exemption is provided under law.

16. CONFLICT OF INTEREST

The Vendor acknowledges that the Town is a municipality for the purposes of Chapter 268A of the Massachusetts General Laws (the Massachusetts conflict of interest statute), and the Vendor agrees, as circumstances require, to take actions and to forbear from taking actions so as to be in compliance at all times with obligations of the Vendor based on said statute.

Exhibit B

SCOPE OF SERVICES

Position: Reading Killam Project Facilities Clerk

Position Description:

Killam Project Facilities Clerk is a project-long temporary 1099 position reporting to the Director of Facilities for the Town of Reading. This position will represent the facilities department at the Killam construction site, liaise with the OPM, Design Team, and Contractor and Owner entities, advise stakeholders about decisions in a timely fashion, and ensure project continuity. This position will be funded by the Killam School Building Project.

Responsibilities for Killam Project Facilities Clerk ("Facilities Clerk") include the following:

- 1) Prior to the commencement of construction, the Facilities Clerk will perform the following tasks:
 - a) Review on-site existing conditions.
 - b) Review the construction documents to become familiar with the design and design intent and liaise with the Building Commissioner, Inspectors, and Facilities Staff.
 - c) Meet with the Design Team or otherwise communicate with them (e.g. email) about any questions regarding the design and design intent.
 - d) Review submittals with OPM Clerk of the Works to become familiar with the approved products and installation.
 - i) If any conflicts or discrepancies are noted, bring this to the attention of the Owner and/or the Design Team.
 - e) Review the contract to become familiar with various contractor responsibilities. This is especially important where contractors working under separate contracts must work within the same space or in adjacent areas.
 - f) Understand all impacts to existing operations of active school building and communicate with OPM Clerk of the Works and Owner.
 - g) Attend the kick-off meeting with the contractor and any subsequent meetings prior to the start of construction.
- 2) Once construction commences, the Facilities Clerk will perform any of the above tasks that are not yet completed and the following tasks:
 - a) Attend all or most construction progress meetings.
 - b) Review OPM Clerk of the Works daily reports on the on-site conditions that note the following:
 - i) Weather and other on-site conditions
 - ii) Number of workers present
 - iii) Contractors and/or subcontractors present

- iv) Type of work being performed
 - v) Any issues that arose during the day
 - vi) Any concerns about the quality of construction
 - vii) Any concerns about conformance to the design documents
 - viii) Information on materials present on site
 - ix) Photos documenting the work
 - c) Review any construction administration documentation such as requests for information (RFI), supplemental instructions (SI), proposal requests (PR), proposed change orders (PCO), construction change directives (CCD), and change orders (CO), and provide comments to the Owner and/or Design Team if applicable.
 - d) Review the Requisitions (Applications for Payment) especially regarding work reported to be complete.
 - e) Review OPM Clerk of the Works assessment of certified payrolls.
 - f) Review the conditions in areas as they are completed, which may later inform the punch list.
 - g) Liaise with Inspectional Services staff to ensure timely inspections and address any issues.
- 3) For clarity, the Facilities Clerk is not responsible for the following tasks:
- a) Directing the contractor. If they notice something concerning, the Clerk will report it to the Owner, OPM, and Design Team for review.
 - b) Manage the contractor or subcontractor(s).
 - c) Commenting on means and methods. If the Facilities Clerk is concerned about what they are seeing, they will report it to the Owner, OPM, and the Design Team for review.
 - d) Comment on safety procedures, which is the responsibility of the contractor.
- 4) Communicate with the Facilities Department Director daily to inform on all items above.

Exhibit C

PRICING SCHEDULE

OPM Fee Calculation Worksheet



Town of Reading, MA

Fees for Facilities Support Services

Wednesday, February 18, 2026

														2026												2027												2028											
		May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December				
Killam Elementary School		Summer												Summer												Summer												Summer											
6	Module 6 - Detailed Design	05/23/25 to 04/08/26																																															
	Design Development	05/23/25 to 08/08/25																																															
	Construction Documents	08/19/25 to 03/30/26																																															
7	Module 7 - Construction													03/17/26 to 11/16/28																																			
	Bidding													03/17/26 to 05/14/26																																			
	Construction - Building (Phase 1)													05/14/26 to 12/16/27																																			
	Construction - Demo & Site (Phase 2)																									03/03/28 to 11/16/28																							
8	Module 8 - Closeout																									04/01/28 to 06/29/29																							

Fees for Services		Totals		Staffing Equivalency per Month (FTE)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
Facilities Clerk										0%	20%	20%	20%	40%	80%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100

Hours of Service												Totals		Monthly Hours Associated with Staffing Levels																																
Facilities Clerk												5,388		0	0	0	0	0	0	0	0	0	0	16	34	34	68	136	170	170	170	170	170	170	170	170	170	170	170	170	170	170	170	170	170	0
Total Hours												5,388		0	0	0	0	0	0	0	0	0	0	16	34	34	68	136	170	170	170	170	170	170	170	170	170	170	170	170	170	170	170	170	170	0

FEE CALC BY MONTH		Totals												2026										2027										2028																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
Monthly Forecast	404,100	0	0	0	0	0	0	0	0	0	0	1,200	2,550	2,550	5,100	10,200	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,7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March 10, 2026

Jayne Wellman
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J. Warren Killam Elementary School – Daily Times Chronicle: Advertising Services

Dear Ms. Wellman:

Colliers Project Leaders, the Owner's Project Manager, has reviewed the attached, invoice #260201 is subject to approval of the corresponding Commitment recommend payment of \$190.94 for elevator prequalification advertising service for the J. Warren Killam Elementary School Project.

Subject to approval of the corresponding Commitment, we recommend payment of this amount, using the following ProPay Codes and Breakdowns.

Task	Request This Period	ProPay Code
Advertising Services – Elevator FSB Prequalification	\$190.94	0103-0000

Please feel free to contact me at (774) 294-6659 if you have any questions concerning this invoice.

Sincerely,



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

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

Daily Times Chronicle

Reading -- Wakefield

Woburn Daily Times, Inc., PO Box 2433, Woburn MA 01888
781-933-3700

INVOICE

Bill To Town of Reading
Attn: Joshua Delaune, MPA
Address 1 16 Lowell Street
Address 2
City Reading **State** MA **ZIP** 01867

PO#

Legal Ad# 260201

Billing Key 260201 Reading RFQ Killam Elementary School

Run 1 3/11/2026

Run 2

Run 3

of Inches 6.3

of Runs 1

Cost \$190.94

Notary Fee

Total Cost \$190.94

Payment Date

Payment

Balance Due \$190.94



Killiam Elementary School



Project Leaders

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Actual Start	Actual Finish	Total Slack
1		Forming the Team (MSBA MOD 02)	187 days	Thu 4/13/23	Tue 12/12/23			Thu 4/13/23	Tue 12/12/23	0 days
2		OPM Selection	86.5 days	Thu 4/13/23	Thu 8/3/23			Thu 4/13/23	Thu 8/3/23	0 days
10		Design Team Selection	99.25 days	Mon 8/7/23	Tue 12/12/23			Mon 8/7/23	Tue 12/12/23	0 days
28		Feasibility (MSBA MOD 03)	244 days	Mon 12/18/23	Wed 10/30/24			Mon 12/18/23	Wed 10/30/24	0 days
29		Preliminary Design Program Initiative (PDP)	179 days	Mon 12/18/23	Wed 8/7/24			Mon 12/18/23	Wed 8/7/24	0 days
30		Existing Conditions Assessment	42 days	Tue 1/2/24	Mon 2/26/24	27FS+15 days	42,43	Tue 1/2/24	Mon 2/26/24	0 days
31		Design Process	117 days	Tue 1/2/24	Fri 5/31/24	27FS+15 days	46	Tue 1/2/24	Fri 5/31/24	0 days
32		Meetings - Community, SBC, User Groups	110 days	Mon 12/18/23	Thu 5/9/24			Mon 12/18/23	Thu 5/9/24	0 days
42		Cost Estimating - Preliminary Alternatives	15 days	Thu 4/11/24	Wed 5/1/24	39FS+3 days,30	40	Thu 4/11/24	Wed 5/1/24	0 days
43		Preliminary Design Program Submission (PDP)	0 days	Mon 5/20/24	Mon 5/20/24	41FS+8 days,30	44FS+1 day,48FS+1	Mon 5/20/24	Mon 5/20/24	0 days
44		MSBA PDP Review	30 days	Tue 5/21/24	Mon 7/1/24	43FS+1 day	45,50FS-10 days	Tue 5/21/24	Mon 7/1/24	0 days
45		District Response to MSBA PDP Review Comments	20 days	Mon 7/1/24	Thu 7/25/24	44	46	Mon 7/1/24	Thu 7/25/24	0 days
46		MSBA Acceptance of PDP	10 days	Fri 7/26/24	Wed 8/7/24	45,31	55	Fri 7/26/24	Wed 8/7/24	0 days
47		Preferred Schematic Report (PSR)	125 days	Tue 5/21/24	Wed 10/30/24			Tue 5/21/24	Wed 10/30/24	0 days
48		Design Process (PSR)	57.88 days	Tue 5/21/24	Mon 8/5/24	43FS+1 day		Tue 5/21/24	Mon 8/5/24	0 days
49		Meetings - Community, SBC, User Groups	43 days	Mon 6/17/24	Mon 8/12/24			Mon 6/17/24	Mon 8/12/24	0 days
55		Preferred Schematic Report Submission (PSR)	0 days	Wed 8/21/24	Wed 8/21/24	54FS+8 days,46	59FS+1 day,57FS+1	Wed 8/21/24	Wed 8/21/24	0 days
56		MSBA Facilities Assessment Subcommittee (FAS)	0 days	Wed 9/11/24	Wed 9/11/24	55FS+15 days		Wed 9/11/24	Wed 9/11/24	0 days
57		MSBA Facilities Assessment Subcommittee (FAS)	0 days	Wed 9/25/24	Wed 9/25/24	55FS+27 days	62,58	Wed 9/25/24	Wed 9/25/24	0 days
58		District Response to FAS Comments	10 days	Wed 9/25/24	Tue 10/8/24	57	62	Wed 9/25/24	Tue 10/8/24	0 days
59		MSBA PSR Review	32 days	Thu 8/22/24	Wed 10/2/24	55FS+1 day	60,62	Thu 8/22/24	Wed 10/2/24	0 days
60		District Response to MSBA PSR Review Comments	9 days	Thu 10/3/24	Tue 10/15/24	59	61FS+1 day,62,66S	Thu 10/3/24	Tue 10/15/24	0 days
61		MSBA Conference Call to Review PSR	0 days	Wed 10/16/24	Wed 10/16/24	60FS+1 day	62FS+11 days	Wed 10/16/24	Wed 10/16/24	0 days
62		MSBA Board Approval of Preferred Solution	0 days	Wed 10/30/24	Wed 10/30/24	57,58,59,60,61FS+1	64,76	Wed 10/30/24	Wed 10/30/24	0 days
63		Schematic Design (MSBA MOD 04)	219 days	Wed 10/16/24	Wed 7/30/25			Wed 10/16/24	NA	1141.63 days
64		Schematic Design	28 days	Wed 10/30/24	Fri 12/6/24	62	71FS+1 day	Wed 10/30/24	Fri 12/6/24	0 days
65		Meetings - SBC	73 days	Wed 10/16/24	Wed 1/22/25			Wed 10/16/24	Wed 1/22/25	0 days
71		SD Cost Estimates	20 days	Mon 12/9/24	Mon 1/6/25	64FS+1 day	69,72,73,91	Mon 12/9/24	Mon 1/6/25	0 days
72		Establish Project Scope & Budget	10 days	Wed 1/15/25	Wed 1/29/25	71,69,70FF	74FS+5 days	Wed 1/15/25	Wed 1/29/25	0 days
73		Establish CM@R or ch149	0.88 days	Mon 12/16/24	Mon 12/16/24	71,69,70FF	79	Mon 12/16/24	Mon 12/16/24	0 days
74		OPM Informational email to MSBA	0.88 days	Fri 1/31/25	Fri 1/31/25	72FS+5 days,70	79FS+6 days	Fri 1/31/25	Fri 1/31/25	0 days
75		DESE Submittal	152 days	Wed 10/30/24	Fri 5/16/25			Wed 10/30/24	Fri 5/16/25	0 days
76		Prepare DESE Submittal	77 days	Wed 10/30/24	Tue 2/11/25	62	77	Wed 10/30/24	Tue 2/11/25	0 days
77		MSBA Review of DESE Submittal	36 days	Tue 2/11/25	Fri 3/28/25	76	78	Tue 2/11/25	Fri 3/28/25	0 days
78		DESE Review & Approve	39 days	Fri 3/28/25	Fri 5/16/25	77		Fri 3/28/25	Fri 5/16/25	0 days
79		Schematic Design Report Submission	0 days	Mon 2/10/25	Mon 2/10/25	74FS+6 days,73	80FS+1 day,86	Mon 2/10/25	Mon 2/10/25	0 days
80		MSBA SD Review	36.88 days	Tue 2/11/25	Fri 3/28/25	79FS+1 day	81	Tue 2/11/25	Fri 3/28/25	0 days
81		District Response to MSBA SD Review Comments	11 days	Mon 3/31/25	Fri 4/11/25	80	82,83	Mon 3/31/25	Fri 4/11/25	0 days
82		Project Scope and Budget Conference	0 days	Wed 3/26/25	Wed 3/26/25	81	83	Wed 3/26/25	Wed 3/26/25	0 days
83		MSBA Board Approval Schematic Design	13 days	Fri 4/11/25	Wed 4/30/25	81,82		Fri 4/11/25	Wed 4/30/25	0 days
84		50% DCAMM Designer Evaluation Submission	10 days	Thu 7/17/25	Wed 7/30/25	115		NA	NA	1141.63 days
85		Extended Design Prior to the Start of DD	46 days	Mon 3/10/25	Tue 5/13/25			Mon 3/10/25	Tue 5/13/25	0 days
86		Extendend Design	46 days	Mon 3/10/25	Tue 5/13/25	79	87	Mon 3/10/25	Tue 5/13/25	0 days
87		Owner release into DD	0 days	Tue 5/13/25	Tue 5/13/25	86	115	Tue 5/13/25	Tue 5/13/25	0 days
88		Funding the Project (MSBA MOD 05)	96.75 days	Wed 1/8/25	Tue 5/13/25			Wed 1/8/25	Tue 5/13/25	0 days
89		Reading Funding Process	96.75 days	Wed 1/8/25	Tue 5/13/25			Wed 1/8/25	Tue 5/13/25	0 days
90		Develop Meeting & Vote Language	26.88 days	Wed 1/8/25	Thu 2/13/25			Wed 1/8/25	Thu 2/13/25	0 days
91		Secure MSBA Vote & Special Town Meeting Language	18 days	Wed 1/8/25	Fri 1/31/25	71	92	Wed 1/8/25	Fri 1/31/25	0 days
92		Finalize Language with Town Council & MSBA	0 days	Fri 1/31/25	Fri 1/31/25	91	93,94	Fri 1/31/25	Fri 1/31/25	0 days
93		Submit Language to Matt to Write Article	11 days	Fri 1/31/25	Thu 2/13/25	92	96,109FS+30 days	Fri 1/31/25	Thu 2/13/25	0 days
94		Submit Language to Laura (Min 35 days before election)	0 days	Fri 1/31/25	Fri 1/31/25	92	96	Fri 1/31/25	Fri 1/31/25	0 days



Killiam Elementary School



Project Leaders

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Actual Start	Actual Finish	Total Slack
95		Special Town Meeting	61.25 days	Thu 2/13/25	Mon 5/12/25			Thu 2/13/25	Mon 5/12/25	0 days
96		Information to Select Board for Special Town Meeting	0 days	Thu 2/13/25	Thu 2/13/25	94,93	97	Thu 2/13/25	Thu 2/13/25	0 days
97		Select Board Meeting - Vote to Close Warrant for Special Town Meeting	2 days	Fri 2/14/25	Tue 2/18/25	96	99,98	Fri 2/14/25	Tue 2/18/25	0 days
98		Select Board Meeting - Vote for Special Town Meeting (14 days before Town Meeting and no meeting on 04/08/25 or 04/15/25)	0 days	Tue 4/1/25	Tue 4/1/25	97	101FS+10 days,99	Tue 4/1/25	Tue 4/1/25	0 days
99		Special Town Meeting Warrant Published	14 days	Tue 4/1/25	Thu 4/17/25	98,97	101FS+10 days,100	Tue 4/1/25	Thu 4/17/25	0 days
100		Special Town Meeting Warrant Report Published	0 days	Thu 4/17/25	Thu 4/17/25	99	101	Thu 4/17/25	Thu 4/17/25	0 days
101		Special Town Meeting (05/01-05/05)	2 days	Thu 5/1/25	Mon 5/5/25	98FS+10 days,99FS+103,102		Thu 5/1/25	Mon 5/5/25	0 days
102		Post Warrant for Election	1 day	Mon 5/5/25	Tue 5/6/25	101		Mon 5/5/25	Tue 5/6/25	0 days
103		Waiting Period after Special Town Meeting	5 days	Mon 5/5/25	Mon 5/12/25	101	112	Mon 5/5/25	Mon 5/12/25	0 days
104		Town Meeting	32.13 days	Tue 3/25/25	Thu 5/8/25			Tue 3/25/25	Thu 5/8/25	0 days
105		Town Meeting Warrant Published	0 days	Tue 3/25/25	Tue 3/25/25		107FS+25 days,106	Tue 3/25/25	Tue 3/25/25	0 days
106		Town Meeting Warrant Report Published	0 days	Fri 4/4/25	Fri 4/4/25	105FS+9 days	107FS+16 days	Fri 4/4/25	Fri 4/4/25	0 days
107		Town Meeting (04/28, 05/01, 05/05 & 05/08)	10 days	Mon 4/28/25	Thu 5/8/25	105FS+25 days,106		Mon 4/28/25	Thu 5/8/25	0 days
108		Popular Election	34.5 days	Tue 3/25/25	Tue 5/13/25			Tue 3/25/25	Tue 5/13/25	0 days
109		Information to Select Board for Elections	0 days	Tue 3/25/25	Tue 3/25/25	93FS+30 days	110FS+6 days	Tue 3/25/25	Tue 3/25/25	0 days
110		Select Board Meeting - Vote for Election to happen (35 days before election and no meeting on 04/08 or 04/15)	0 days	Tue 4/1/25	Tue 4/1/25	109FS+6 days	112FS+25 days,111	Tue 4/1/25	Tue 4/1/25	0 days
111		Select Board must notify the Town Clerk of Election	1 day	Wed 4/2/25	Wed 4/2/25	110	112	Wed 4/2/25	Wed 4/2/25	0 days
112		Vote (Special Elecation - Has to be 7 days after closing and Historically on a Tu	0 days	Tue 5/13/25	Tue 5/13/25	103,110FS+25 days,115		Tue 5/13/25	Tue 5/13/25	0 days
113		Design Development (MODULE 6)	262.25 days	Fri 5/23/25	Fri 5/1/26			Fri 5/23/25	NA	930.38 days
114		Design Development (DD)	89.38 days	Fri 5/23/25	Wed 9/17/25			Fri 5/23/25	NA	1103.25 days
115		Design Development Drawings	41 days	Fri 5/23/25	Thu 7/17/25	112,87	117SS+15 days,118	Fri 5/23/25	Thu 7/17/25	0 days
116		MHC - Project Notification Form Filing	0 days	Tue 7/22/25	Tue 7/22/25	115FS+3 days		Tue 7/22/25	Tue 7/22/25	0 days
117		Register Project with USBGC	0 days	Thu 6/12/25	Thu 6/12/25	115SS+15 days	125	Thu 6/12/25	Thu 6/12/25	0 days
118		DD Cost Estimating	15 days	Thu 7/17/25	Tue 8/5/25	115	119	Thu 7/17/25	Tue 8/5/25	0 days
119		DD Estimate Reconciliation Meeting	2 days	Wed 8/6/25	Thu 8/7/25	118	123FS+6 days,120	Wed 8/6/25	Thu 8/7/25	0 days
120		Finalize VE log and Reconciled Budget	2 days	Thu 8/7/25	Mon 8/11/25	119	121	Thu 8/7/25	Mon 8/11/25	0 days
121		Review Budget with XLT	0 days	Mon 8/11/25	Mon 8/11/25	120	122	Mon 8/11/25	Mon 8/11/25	0 days
122		Issue SBC Documents	4 days	Mon 8/11/25	Fri 8/15/25	121	123	Mon 8/11/25	Fri 8/15/25	0 days
123		SBC Meeting	1 day	Fri 8/15/25	Mon 8/18/25	119FS+6 days,122	124	Fri 8/15/25	Mon 8/18/25	0 days
124		SBC Meeting - Approve DD Submission	0 days	Mon 8/18/25	Mon 8/18/25	123	125FS+1 day,126FS	Mon 8/18/25	Mon 8/18/25	0 days
125		Submit DD Package to MSBA	0 days	Tue 8/19/25	Tue 8/19/25	124FS+1 day,117	128,131	Tue 8/19/25	Tue 8/19/25	0 days
126		Site Plan Review and Stormwater Permit Special Hearing	0 days	Mon 8/25/25	Mon 8/25/25	124FS+5 days	127	Mon 8/25/25	Mon 8/25/25	0 days
127		Site Plan Review and Stormwater Permit Approval	8 days	Mon 8/25/25	Wed 9/3/25	126		Mon 8/25/25	Wed 9/3/25	0 days
128		MSBA Review and Comments (Business Days)	13 days	Tue 8/19/25	Thu 9/4/25	125	129	Tue 8/19/25	Thu 9/4/25	0 days
129		Respond to MSBA DD comments (Business Days)	10 days	Thu 9/4/25	Wed 9/17/25	128	140	NA	NA	1103.25 days
130		60% Construction Documents Phase (60% CD)	93 days	Tue 8/19/25	Thu 12/18/25			Tue 8/19/25	NA	1032.88 days
131		60% Construction Drawings	40 days	Tue 8/19/25	Thu 10/9/25	125	132	Tue 8/19/25	Thu 10/9/25	0 days
132		SBC Meeting	0 days	Thu 10/9/25	Thu 10/9/25	131	133	Thu 10/9/25	Thu 10/9/25	0 days
133		60% CDs for Pricing	0 days	Thu 10/9/25	Thu 10/9/25	132	134	Thu 10/9/25	Thu 10/9/25	0 days
134		60% CD Cost Estimating	15 days	Thu 10/9/25	Wed 10/29/25	133	135FS+3 days	Thu 10/9/25	Wed 10/29/25	0 days
135		60% CD Reconciliation Meeting	0 days	Mon 11/3/25	Mon 11/3/25	134FS+3 days	139FS+7 days,136	NA	NA	1067.88 days
136		Finalize VE log and Reconciled Budget	2 days	Mon 11/3/25	Tue 11/4/25	135	137FS+1 day	Mon 11/3/25	Tue 11/4/25	0 days
137		Review Budget with XLT	0 days	Wed 11/5/25	Wed 11/5/25	136FS+1 day	138	Wed 11/5/25	Wed 11/5/25	0 days
138		Issue SBC Documents	1 day	Thu 11/6/25	Thu 11/6/25	137	139FS+2 days	Thu 11/6/25	Thu 11/6/25	0 days
139		SBC Meeting - Approve 60% Submission	0 days	Wed 11/12/25	Wed 11/12/25	135FS+7 days,138FS	144,140FS+1 day	Wed 11/12/25	Wed 11/12/25	0 days
140		Submit 60% CD Package to MSBA	0 days	Thu 11/13/25	Thu 11/13/25	139FS+1 day,129	141	Thu 11/13/25	Thu 11/13/25	0 days
141		MSBA Review and Comments (Business Days)	16 days	Thu 11/13/25	Thu 12/4/25	140	142	Thu 11/13/25	Thu 12/4/25	0 days
142		Respond to MSBA 60% comments (Business Days)	11 days	Thu 12/4/25	Thu 12/18/25	141	145	Thu 12/4/25	Thu 12/18/25	0 days
143		90% Construction Documents Phase (90% CD)	130.5 days	Wed 11/12/25	Fri 5/1/26			Wed 11/12/25	NA	930.38 days



Killiam Elementary School



Project Leaders

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Actual Start	Actual Finish	Total Slack
144		90% Construction Documents	49 days	Wed 11/12/25	Thu 1/15/26	139	165SS,145,146,180	Wed 11/12/25	Thu 1/15/26	0 days
145		90% CDs Issued for Cost Estimating	0 days	Thu 1/15/26	Thu 1/15/26	142,144	147	Thu 1/15/26	Thu 1/15/26	0 days
146		90% CDs Issued for Code Review	0 days	Thu 1/15/26	Thu 1/15/26	144		NA	NA	1011.88 days
147		90% CD Cost Estimating	10 days	Thu 1/15/26	Thu 1/29/26	145	148FS+2 days	NA	NA	15.5 days
148		90% CD Reconciliation Meeting	0 days	Mon 2/2/26	Mon 2/2/26	147FS+2 days	149	NA	NA	15.5 days
149		Finalize VE log and Reconciled Budget	2 days	Mon 2/2/26	Wed 2/4/26	148	150	NA	NA	14.75 days
150		Review Budget with XLT	0 days	Wed 2/4/26	Wed 2/4/26	149	151	NA	NA	14.75 days
151		Issue SBC Documents	1 day	Wed 2/4/26	Thu 2/5/26	150	152FS+2 days	NA	NA	14.75 days
152		SBC Meeting - Approve 90% CD Submission	0 days	Mon 2/9/26	Mon 2/9/26	151FS+2 days	153FS+1 day	NA	NA	15.5 days
153		Submit 90% CD Package to MSBA	0 days	Tue 2/10/26	Tue 2/10/26	152FS+1 day	154	NA	NA	15.5 days
154		MSBA review of 90% Package (Business Days)	16 days	Tue 2/10/26	Tue 3/3/26	153	155	NA	NA	15.5 days
155		District Team's Response to MSBA Review of 90% package (Business Days)	11 days	Tue 3/3/26	Tue 3/17/26	154	156	NA	NA	15.5 days
156		Completion of the Bid Documents	10 days	Wed 3/18/26	Mon 3/30/26	155	158,157FS-3 days	NA	NA	14.5 days
157		Issue SBC Documents	0 days	Thu 3/26/26	Thu 3/26/26	156FS-3 days		NA	NA	879.25 days
158		SBC Meeting - Approve Bid Document Submission	0 days	Mon 3/30/26	Mon 3/30/26	156	191,159	NA	NA	14.5 days
159		100% CD Package MSBA Submission	1 day	Tue 3/31/26	Tue 3/31/26	158	160,192SS	NA	NA	12.88 days
160		100% CD Package to MSBA review	14 days	Wed 4/1/26	Fri 4/17/26	159	161	NA	NA	31.38 days
161		100% CD DCAMM Designer Evaluation	10 days	Fri 4/17/26	Fri 5/1/26	160	202	NA	NA	31.38 days
162		Construction Phase (MODULE 7)	860.88 days	Wed 11/12/25	Thu 11/30/28			Wed 11/12/25	NA	200 days
163		Early Package #01 Switchgear	366.38 days	Wed 11/12/25	Thu 4/8/27			Wed 11/12/25	NA	608.63 days
164		Bid Package for Switchgear & Generator	56 days	Wed 11/12/25	Tue 1/27/26			Wed 11/12/25	NA	1004.88 days
165		Completion of the Early Bid documents	21 days	Wed 11/12/25	Tue 12/9/25	144SS	166	Wed 11/12/25	Tue 12/9/25	0 days
166		Submit Advertisement for Early Bids	1 day	Wed 12/10/25	Wed 12/10/25	165	167FS+3 days	NA	NA	1038.88 days
167		SBC Meeting - Approve Early Package-Invitation For Bid	0 days	Mon 12/15/25	Mon 12/15/25	166FS+3 days	168	Mon 12/15/25	Mon 12/15/25	0 days
168		Advertise for Early bid package	1 day	Mon 12/15/25	Tue 12/16/25	167	169	Mon 12/15/25	Tue 12/16/25	0 days
169		Early Bid Package Submission Period	21 days	Tue 12/16/25	Wed 1/14/26	168	170	Tue 12/16/25	Wed 1/14/26	0 days
170		Early Package Bids Due	0 days	Wed 1/14/26	Wed 1/14/26	169	171FS+4 days	Wed 1/14/26	Wed 1/14/26	0 days
171		SBC Meeting - Review results/ Vote to Award	0 days	Tue 1/20/26	Tue 1/20/26	170FS+4 days	172	NA	NA	667.75 days
172		Issue Notice of Award	5 days	Tue 1/20/26	Tue 1/27/26	171	174	NA	NA	667.75 days
173		Construction for Switchgear	312.63 days	Tue 1/27/26	Thu 4/8/27			NA	NA	608.63 days
174		Execute Contract	5 days	Tue 1/27/26	Mon 2/2/26	172	175	NA	NA	615.63 days
175		Shop Drawings	30 days	Tue 2/3/26	Mon 3/16/26	174	176	NA	NA	615.63 days
176		Fabration and Delivery	300 days	Tue 3/17/26	Thu 4/8/27	175	177	NA	NA	666.75 days
177		GC To take Delivery of Switchgear	0 days	Thu 4/8/27	Thu 4/8/27	176		NA	NA	608.63 days
178		Base Contract	119.38 days	Mon 12/15/25	Fri 5/29/26			Mon 12/15/25	NA	12.75 days
179		Pregualification Base Contract	81.25 days	Mon 12/15/25	Tue 3/31/26			Mon 12/15/25	NA	24.63 days
180		SBC Meeting - Approve Prequal Sub Committee (PQC)	0 days	Mon 12/15/25	Mon 12/15/25	144SS+25 days	181	Mon 12/15/25	Mon 12/15/25	0 days
181		PQC - Kick-Off	7 days	Mon 1/26/26	Tue 2/3/26	180	182	Mon 1/26/26	NA	0 days
182		PQC - Approve RFQ	0 days	Tue 2/3/26	Tue 2/3/26	181	183	NA	NA	0 days
183		PQC - Submit Ad for Qualifications	6 days	Wed 1/28/26	Wed 2/4/26	182	184	Wed 1/28/26	NA	24.63 days
184		PQC - Advertise for Qualifications (GCs/FSB) online	0 days	Wed 2/4/26	Wed 2/4/26	183	185	NA	NA	24.63 days
185		PQC - Qualifications Submission Period	18 days	Wed 2/4/26	Fri 2/27/26	184	186	NA	NA	24.63 days
186		Qualifications Due	0 days	Fri 2/27/26	Fri 2/27/26	185	187	NA	NA	24.63 days
187		PQC - Distribute & Review SOQs	2 days	Fri 2/27/26	Tue 3/3/26	186	188	NA	NA	24.63 days
188		PQC - Review PreQuals	21 days	Tue 3/3/26	Fri 3/27/26	187	189	NA	NA	24.63 days
189		PQC - Complete SOQ Review and Approve List of Contractors	2 days	Mon 3/30/26	Tue 3/31/26	188	191	NA	NA	24.63 days
190		Bidding Base Contract	47 days	Tue 3/31/26	Fri 5/29/26			NA	NA	14.38 days
191		Advertise for bids (Central Reg, New Paper, City Hall)	5 days	Tue 3/31/26	Tue 4/7/26	189,158	195	NA	NA	24.63 days
192		Issue Bid Docs to Project Dog for Clerical Review	0 days	Tue 3/31/26	Tue 3/31/26	159SS	193	NA	NA	14.38 days
193		Bid Documents Published Online	6 days	Tue 3/31/26	Tue 4/7/26	192	194,197,195	NA	NA	14.38 days
194		Contractor Pre-Bid Briefing Session/Conference	0 days	Tue 4/7/26	Tue 4/7/26	193	196,198	NA	NA	47.38 days



Killiam Elementary School



ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Actual Start	Actual Finish	Total Slack
195		Filed Sub-Bid time	23 days	Tue 4/7/26	Wed 5/6/26	193,191	196	NA	NA	24.38 days
196		Filed Sub-Bids Due	0 days	Wed 5/6/26	Wed 5/6/26	195,194	198	NA	NA	24.38 days
197		GC Bid Time	33 days	Tue 4/7/26	Tue 5/19/26	193	198	NA	NA	14.38 days
198		General Contractor Bids Due	0 days	Tue 5/19/26	Tue 5/19/26	197,194,196	199	NA	NA	14.38 days
199		Review Results of GC Bids with SBC	3 days	Tue 5/19/26	Fri 5/22/26	198	200	NA	NA	14.38 days
200		Vote to Approve GC Bid	0 days	Fri 5/22/26	Fri 5/22/26	199	201	NA	NA	14.38 days
201		Issue Notice of Award	0 days	Fri 5/22/26	Fri 5/22/26	200	202,204	NA	NA	14.38 days
202		Execute Contract	5 days	Fri 5/22/26	Fri 5/29/26	201,161	205,204	NA	NA	14.38 days
203		Phase 1 - New Building Construction	493.38 days	Fri 5/29/26	Mon 2/28/28			NA	NA	14.38 days
204		Notice to Proceed	1 day	Fri 5/29/26	Mon 6/1/26	201,202	206	NA	NA	842.38 days
205		Construction	438 days	Fri 5/29/26	Fri 12/17/27	202	211,217,219FF,220	NA	NA	14.38 days
206		EPA - NPDES Notice of Intent and Approval	65 days	Mon 6/1/26	Fri 8/21/26	204	226FF	NA	NA	842.38 days
207		Substantial Completion of New School Building	0 days	Fri 12/17/27	Fri 12/17/27	205	208,210,214	NA	NA	14.38 days
208		Receive Temporary Certificate of Occupancy (TCO)	0 days	Fri 12/17/27	Fri 12/17/27	207	209,214,227	NA	NA	60.38 days
209		Student/Staff Tours of New Building	10 days	Fri 12/17/27	Thu 12/30/27	208	222FF	NA	NA	460.38 days
210		Move from Existing Building to New	36 days	Fri 12/17/27	Wed 2/2/28	207	211	NA	NA	14.38 days
211		Occupy	5 days	Sun 2/20/28	Mon 2/28/28	205,210	213FS+5 days,214	NA	NA	0 days
212		50% DCAMM Rating (Contractor)	10 days	Fri 12/17/27	Thu 12/30/27	205		NA	NA	460.38 days
213		Phase 2 - Demo and Site	210 days	Fri 3/3/28	Thu 11/30/28	211FS+5 days		NA	NA	0 days
214		Construction	200 days	Fri 3/3/28	Thu 11/16/28	211,208,207	215,223,224FF,236	NA	NA	0 days
215		Substantial completion	0 days	Thu 11/16/28	Thu 11/16/28	214	234	NA	NA	0 days
216		100% DCAMM Rating (Contractor)	10 days	Thu 11/16/28	Thu 11/30/28	224		NA	NA	200 days
217		Project Closeout (MODULE 8)	402.38 days	Fri 12/17/27	Tue 5/15/29	205		NA	NA	68 days
218		Punchlist	280.38 days	Fri 12/17/27	Wed 12/13/28			NA	NA	190 days
219		Contractor Punch List for Designer	14 days	Fri 12/17/27	Tue 1/4/28	205FF	221	NA	NA	423.38 days
220		Design Team Punch List	1.5 mons	Fri 12/17/27	Tue 1/25/28	205FF		NA	NA	22.02 mons
221		Punch List - Phase 1 Contractor to Perform Punch	33 days	Tue 1/4/28	Tue 2/15/28	219		NA	NA	423.38 days
222		FF&E Punchlist	15 days	Fri 12/17/27	Wed 1/5/28	209FF		NA	NA	455.38 days
223		FF&E Closeout	20 days	Thu 11/16/28	Wed 12/13/28	214	231	NA	NA	46 days
224		Punch List - Phase 2	33 days	Thu 10/5/28	Thu 11/16/28	214FF	228,231,234,236,2	NA	NA	0 days
225		Cx	275.38 days	Fri 12/17/27	Wed 12/6/28			NA	NA	182.38 days
226		Commissioning New Building	4 mons	Fri 12/17/27	Wed 3/29/28	206FF		NA	NA	19.52 mons
227		Commissioning + 10 month	11 mons	Fri 12/17/27	Tue 9/26/28	208	228,229,238,240	NA	NA	9.12 mons
228		Final Commissioning Report to MSBA	10 days	Thu 11/16/28	Thu 11/30/28	224,227	229	NA	NA	162 days
229		Commissioning Certificate of Completion to MSBA	5 days	Thu 11/30/28	Wed 12/6/28	227,228	240	NA	NA	162 days
230		USGBC	76 days	Fri 2/9/29	Tue 5/15/29			NA	NA	0 days
231		Final Construction Package to USGBC	66 days	Fri 2/9/29	Wed 5/2/29	223,224,234	232	NA	NA	0 days
232		LEED-S Construction Application & Final Review	10 days	Thu 5/3/29	Tue 5/15/29	231	233,240	NA	NA	0 days
233		USGBC issue Green School Program Certification letter	0 days	Tue 5/15/29	Tue 5/15/29	232	238	NA	NA	0 days
234		Closeout GC - Final Change Order	66 days	Thu 11/16/28	Fri 2/9/29	224,215	231,235	NA	NA	0 days
235		GC Request for Final Payment	15 days	Fri 2/9/29	Wed 2/28/29	234	237	NA	NA	97 days
236		Submission of As-Builts and O&M	44 days	Thu 11/16/28	Fri 1/12/29	224,214	238	NA	NA	98 days
237		DCAMM Evaluation Form following GC Final Payment	10 days	Wed 2/28/29	Tue 3/13/29	235	239	NA	NA	97 days
238		Final Reimbursement Request Submittal to MSBA	3.4 mons	Tue 5/15/29	Wed 8/8/29	233,227,236	241	NA	NA	0 mons
239		Corrective actions by GC	22 days	Tue 3/13/29	Tue 4/10/29	237		NA	NA	97 days
240		MSBA Closeout	33 days	Tue 5/15/29	Tue 6/26/29	232,227,229	241	NA	NA	35 days
241		Project Complete	0 days	Wed 8/8/29	Wed 8/8/29	238,240		NA	NA	0 days



Town of Reading Meeting Minutes

2016-09-22 LAG

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2026-02-09

Time: 7:00 PM

Building: Reading Town Hall

Location: Conference Room

Address: 16 Lowell Street

Session: Open Session

Purpose: General Business

Version: Draft

Attendees: **Members - Present:**

Shawn Brandt, John Coote, Chris Haley, Kirk McCormick, Ed Ross, Greg Stepler, Nancy Twomey, and Carla Nazzaro.

Members - Not Present:

Pat Tompkins.

Others Present:

Colliers Project Director Mike Carroll, Colliers Project Manager Justin Ferdenzi, 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 Conference Meeting Room and remotely via Zoom.

Call to order:

Chair Carla Nazzaro called the meeting to order at 7:00 pm.

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

Public Comment:

No reports.

Liaison Reports:

Furniture Sit Test:

Chair Carla Nazzaro provided an update regarding the upcoming Furniture Sit Test event scheduled at the Killam School gymnasium. The event will allow teachers and staff to evaluate and test sample furniture that is being considered for the new school building.

Furniture vendors will bring a variety of classroom furniture, including chairs, desks, dividers, and other classroom equipment, to allow staff to physically test the products and provide feedback. The event will occur over two days, with an initial session followed by additional time for teachers to review the furniture options.

90% MSBA Design Submission*

Justin Ferdenzi discussed the 90% Construction Document submission to the Massachusetts School Building Authority (MSBA). Mike Carroll and Justin presented the 90% CD cost estimate and noted that the reconciled construction estimate for the project was reported to be approximately \$91.2 million, excluding off-site add alternates. The overall project budget submitted to the MSBA continues to carry a construction value of approximately \$101 million, which includes contingency allowances and other project costs. The Committee also reviewed estimated costs associated with the previously discussed off-site improvements along Charles Street and Haverhill Street. These improvements remain proposed as add alternates and are estimated to total approximately \$1.5 million combined.

Jenni Katajamaki reported that the 90% design package represents a significant milestone in the project and includes the majority of architectural and engineering documentation required for review. The package has already undergone multiple internal reviews, including review by the Owner's Project Manager (OPM), commissioning agents, and the design team. The submission deadline for the 90% package was noted as the following day.

On a motion by Nancy Twomey, seconded by Shawn Brandt, the Killam School Building Committee voted 8-0-0 to approve submission of the 90% Construction Documents to the Massachusetts School Building Authority (MSBA).

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

Proprietary Specification Items*

Jenni Katajamaki presented a list of proprietary specification items proposed for the project. These items include certain building systems or materials where a specific manufacturer or product is recommended due to compatibility with project requirements, performance considerations, or long-term operational benefits.

Committee members discussed the proposed proprietary items and the rationale behind the recommendations. The design team explained that the selections were based on technical considerations, coordination with the building systems, and maintaining consistency with other project components.

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to approve accept the proprietary systems for Genetec, Honeywell and Cores – Schlage Primus Everest as written by LBA for J. Warren Killam Elementary School Project

Chris Haley asked whether any existing technology licenses from the current Killam School, particularly related to security cameras and associated software licensing, could transfer to the new building. Chris noted that in some systems, multi-year licensing agreements remain valid even if cameras are replaced or relocated, which could potentially reduce future licensing costs for the expanded system at the new facility.

The design team explained that while newer hardware such as cameras may sometimes be removed from an existing building and redeployed elsewhere within the district, it is unlikely that equipment from the current Killam School would be reused in the new building due to the significantly larger security system planned. Additionally, the increased number of cameras and access control systems in the new facility will likely require upgraded servers and expanded licensing.

It was noted that the School District's IT Director, Julian, who has participated in project technology meetings, would be most familiar with the district's existing licensing agreements. The project team agreed to follow up with the district's technology staff to

determine whether any licenses could potentially carry over or be utilized elsewhere within the district.

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

CPL Financial Review*

Justin Ferdenzi presented the financial status of the project. The project currently maintains a construction budget of approximately \$101.5 million, with the overall project budget totaling approximately \$122.7 million including contingencies. To date, several categories of expenditures have been incurred, including architectural and engineering services as well as administrative project costs.

Mike and Justin presented several proposals for services required during the construction phase of the project, including peer review services, early procurement of electrical switchgear, and construction materials testing.

The OPM recommended Forleaf to perform third-party peer review services, including building code review, structural steel peer review, and accessibility compliance review. The Committee also reviewed proposals for early procurement of electrical switchgear equipment due to long manufacturing lead times. The OPM recommended awarding the package to Systems Contracting in the amount of \$147,800, which represented the most competitive proposal received.

The OPM then presented proposals for construction materials testing services, which will be required throughout construction to verify compliance with project specifications and building codes. Pricing for these services was requested on a unit-cost basis for a range of anticipated tests to allow for an apples-to-apples comparison among proposers. Based on the proposals received, UTS was recommended as the lowest qualified proposer.

It was noted that approximately \$54,000 is being committed at this time for testing services, while the overall project budget includes \$400,000 allocated for materials testing. Because testing is performed on a unit-price basis, the total amount expended may vary depending on the number and type of tests required during construction.

During discussion, John Coote raised questions regarding certain clauses included in the UTS proposal, including a non-compete provision and a hold-harmless clause. The project team clarified that these provisions were not included in the Town's contract documents and will not be incorporated into the final agreement.

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to approve a commitment to Daily Times Chronicle in the amount of \$1,372.00 for Advertisement for J. Warren Killam Elementary School Project.

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

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to accept the OPM's recommendation for 4LEAF contract to do the Structural and Code peer review for J. Warren Killam Elementary School Project.

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

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to accept the OPM's recommendation for Systems Contracting to do the early package for J. Warren Killam Elementary School Project.

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

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to accept the OPM's recommendation for UTS Contract to do the Materials Testing for J. Warren Killam Elementary School Project.

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

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to approve BidDocs Invoice No. 25-9KRD-1 in the total amount of \$350.00 for J. Warren Killam Elementary School Project.

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

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to approve LBA Invoice No. 23076 in the total amount of \$505,083.50 for J. Warren Killam Elementary School Project.

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

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to approve Daily Times Chronicle Invoices No. 251246, 251246, 251247, 251305 and 260087 in the total amount of \$1,372.00 for J. Warren Killam Elementary School Project.

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

Justin noted the current forecast continues to track only the anticipated costs associated with the parking lot contract, the reading clerk's salary and the potential cost for the Tax Consultant. Cash flow was reviewed, with expenditure currently slightly below projected billings. As additional invoices are processed in the coming months, spending is expected to align with the projected cash flow trend. Overall, the project remains on track and within the anticipated budget parameters.

CPL Schedule Update

Justin Ferdenzi provided an update on the project schedule. The project is currently at the 90% Construction Document submission, which the Committee voted to approve for submission to the Massachusetts School Building Authority (MSBA). The next milestone will be the 100% Construction Document submission, anticipated for review and approval at the March 30, 2026 meeting.

The Committee also noted the early procurement of electrical switchgear, which was approved earlier in the meeting due to extended manufacturing lead times. Delivery of the equipment is anticipated in April 2027 to align with the construction schedule.

The project team reported that the Request for Qualifications (RFQ) process for general contractors and subcontractors is currently underway. Qualifications are due through BidDocs on February 27, 2026, after which the project team will review submissions and

establish a list of prequalified contractors. Following the prequalification process, the construction bidding phase will begin. Filed Sub-Bids are scheduled to be due on May 6, 2026, and General Contractor bids are scheduled to be due on May 19, 2026.

Mike Carroll noted that once a contractor is selected, the Notice of Award and contract execution are expected to occur within the timeframe required under Massachusetts procurement statutes. It was also noted that the project team has conducted outreach to several contractors to inform them of the upcoming procurement opportunity and encourage participation in the bidding process.

Following contract award, the project team will coordinate with the selected contractor regarding mobilization timing. While mobilization timing will ultimately depend on the contractor's schedule, it is anticipated that site mobilization will likely occur after the school year concludes to minimize disruption to students and school operations.

Mike Carroll noted that a site walk will be scheduled during the bidding phase rather than during the prequalification process. The site walk will allow interested contractors to review existing site conditions prior to submitting bids. The project team will coordinate with school administration to schedule the visit, likely on a Friday afternoon after school dismissal, to minimize disruption. The final date will be included in the project specifications.

Approval of Prior Meeting Minutes (01/20/26) *

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to accept the meeting minutes of January 20, 2026.

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

Future Agenda Items & Next Meeting Dates

Carla Nazzaro confirmed that the next KSBC meetings will be held on Monday, March 16th and March 30th. The March XLT meeting will take place on Monday, March 09th. No additional agenda items were proposed.

Adjourn*

On a motion by Nancy Twomey, seconded by Ed Ross, the Killam School Building Committee voted 8-0-0 to adjourn at 8:00 pm.

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