

# memo

## WESTWOOD SCHOOL BUILDING COMMITTEE

**To:** Members, School Building Committee (SBC)  
**From:** Maya Khuri Plotkin, Chair  
**CC:** Compass Project Management  
**Date:** November 29, 2021  
**Re:** Compass Project Management – Amendment No. 5

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With the recent Town approval of the Hanlon-Deerfield Building Project (the “**Project**”), Compass Project Management (“**Compass**”) has submitted to the SBC for review and approval Amendment No. 5 to the current contract with Compass, which Amendment will cover the duration of the Project through the close-out phase. This memo provides the following: (1) a summary of fees set forth in Amendment No. 5; (2) a comparison of the fees submitted to the MSBA in Form 3011 in June 2021 to the fees set forth in Amendment No. 5; and (3) a summary of the total amount of the Compass contract (including Amendment No. 5).

1. Fees for Construction Development through Close-Out:

Phase	Total Amount	Phase Duration	Monthly Payment during Phase
Construction Documents (CD)	\$168,000	6 months	\$28,000
Bidding	\$50,000	2 months	\$25,000
Construction – Building + Site	\$1,541,070	24 months 6 months	\$56,000 \$32,845
Close-Out	\$66,000	11 months	\$6,000
<b>Additional Services</b>			
Estimating Services	\$60,000	2 Estimates: (60% and 90% CD)	N/A
<b>TOTAL</b>	<b>\$1,885,070</b>		

2. Comparison to MSBA Form 3011:

<b>Phase</b>	<b>Form 3011 Amount</b>	<b>Contract Amount</b>	<b>Amendment No. / Notes</b>
Design Development	\$136,359	\$100,000	Amendment No. 4
Construction Development	\$205,246	\$168,000	Amendment No. 5
Bidding	\$50,000	\$50,000	Amendment No. 5
Construction – Building + Site	\$1,521,872	\$1,541,070	Amendment No. 5
Close Out	\$72,000	\$66,000	Amendment No. 5
Estimating	\$60,000	\$60,000	Amendment No. 5
<b>TOTAL</b>	<b>\$2,045,677</b>	<b>\$1,985,070</b>	<b>(\$60,607)</b>

3. Total Compass Contract:

<b>Document(s)</b>	<b>Status</b>	<b>Amount</b>
Contract + Amendment Nos. 1-4	Approved	\$531,830
Amendment No. 5	Pending Approval	\$1,885,070
<b>TOTAL</b>		<b>\$2,416,900</b>

**CONTRACT FOR PROJECT MANAGEMENT SERVICES**

**CONTRACT #SCH-19-C-001**

**AMENDMENT NO. 5**

**WHEREAS**, the Westwood Public School District acting on behalf of the Town of Westwood (“Owner”) and Compass Project Management, Inc., (the “Owner’s Project Manager”) (collectively, the “Parties”) entered into a Contract for Project Management Services for the Hanlon Elementary School Project on May 7, 2019 “Contract”; and

**WHEREAS**, effective as of December 3rd, 2021, the Parties wish to amend the Contract, as amended:

**NOW, THEREFORE**, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

- A. Add the service of the Owner’s Project Manager (OPM) from Construction Document Phase service at \$28,000 per month for six (6) months from November 2021 to May 2022 for a total of \$168,000 for Construction Document Phase.
- B. Add the Estimating service associated for 60% CD and 90% CD for \$60,000.
- C. Add the service of the OPM for Bidding Phase at \$25,000 per month for the month of May and June of 2022 totaling \$50,000 for Bidding Phase.
- D. Add the service of the OPM including Construction Site Manager during the first twenty-four (24) months of construction for the new school building and site except existing school area. The fee will be \$56,000 a month for twenty-four (24) months for a total of \$1,344,000 for the first part of the Construction I Phase.
- E. Add the service of OPM for the demolition of existing school and the associated site work including a part time Construction Site Manager. The fee will be \$32,845 a month for six (6) months for a total of \$197,070 for the second part of the Construction II Phase.
- F. Add the service of OPM for the Close Out Phase of the project at \$6,000 per month for eleven (11) months for total of \$66,000 for this phase.

<b>Fee for Basic Services</b>	<b>MSBA Code</b>	<b>Original Contract</b>	<b>Current Contract</b>	<b>This Amendment</b>	<b>After this Amend</b>	<b>Complete Date</b>
OPM Feasibility Study Phase	0001-0000	\$361,630	\$401,630	\$0	\$401,630	Apr. 2021
OPM DD Phase	0102-0400	NA	\$100,000	\$0	\$100,000	Oct. 2021
DD Phase Estimate	0102-1100	NA	\$17,000	\$0	\$17,000	
DD Enhanced Cx	0199-0000	NA	\$8,800	\$0	\$8,800	
DD Automation	0199-0000	NA	\$4,400	\$0	\$4,400	

CD	0102-0500	NA	NA	\$168,000	\$168,000	May 2022
Estimating	0102-1100	NA	NA	\$60,000	\$60,000	May 2022
Bidding	0102-0600	NA	NA	\$50,000	\$50,000	June 2022
Construction	0102-0700	NA	NA	\$1,541,070	\$1,541,070	Dec. 2024
Close Out	0102-0800	NA	NA	\$66,000	\$66,000	Nov. 2025
<b>TOTAL FEE</b>				<b>\$531,830</b>	<b>\$1,885,070</b>	<b>\$2,416,900</b>

This Amendment is a result of: A mutually agreed revision to add the service of OPM from Construction Document Phase to Close Out Phase of the project.

G. The Construction Budget shall be as follows:

Original Budget: \$70,380,680 \_\_\_\_\_  
Amended Budget \$70,380,680 \_\_\_\_\_

H. The Project Schedule shall be as follows:

Original Schedule: FS/SD thru October 2020  
Amended Schedule (amend. #2) FS/SD thru April 2021  
Amended Schedule (amend. #3) DD thru October 2021  
Amended Schedule (amend #5) CD/Bidding/CCA/Close out Dec. 2025

I. The Authority’s standard OPM Contract is incorporated by reference herein and is made a part of the Contract in its entirety.

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

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Owner’s Project Manager have caused this Amendment to be executed by their respective authorized officers.

**OWNER**


Emily Parks  
Superintendent of Schools

By \_\_\_\_\_  
(signature)

Date \_\_\_\_\_

**OWNER'S PROJECT MANAGER**

Timothy J. Bonfatti  
President

By   
Date: November 29, 2021

**CERTIFIED AS TO APPROPRIATION**

By: \_\_\_\_\_  
Marie O'Leary, Town Accountant  
G/L #320-978-5841

Date: \_\_\_\_\_

**APPROVED TO FORM**

By: \_\_\_\_\_  
Patrick J. Ahearn, Town Counsel

Date: \_\_\_\_\_

DD - BID	Con Ph 1 and Demo		Con Ph 2	Closeout
4/21 thru 6/22	7/22 thru 6/23	7/23 thru 6/24	7/24 thru 12/24	1/25 thru 11/25

TOTAL

Hourly Rates

Principal-TB	\$ 225	\$ 232	\$ 239	\$ 246	\$ 253
VP - Operations- BK	\$ 205	\$ 211	\$ 217	\$ 224	\$ 231
Project Director -BJ	\$ 185	\$ 191	\$ 196	\$ 202	\$ 208
Sr. Project Manager -CL	\$ 165	\$ 170	\$ 175	\$ 180	\$ 186
Asst. PM - TBD	\$ 110	\$ 113	\$ 117	\$ 120	\$ 124
Const Site Manager -TBD	\$ 135	\$ 139	\$ 143	\$ 148	\$ 152
Mgr of Accounting- MK	\$ 120	\$ 124	\$ 127	\$ 131	\$ 135
Admin- DG/KL	\$ 110	\$ 113	\$ 117	\$ 120	\$ 124

Multiplier 1.03

Hours by Staff

Principal	138	0	0	0	0
VP - Operations	9	103	95	0	0
Project Director -BJ	77	413	404	103	56
Sr. Project Manager -CL	688	826	808	241	112
Asst. PM	86	989	946	0	0
Const Site Manager	86	1978	2064	774	86
Accounting & Admin	387	310	310	155	103

TOTAL HOURS BY YEAR 1471 4618 4627 1273 357 12,345

Proposed Fee

Principal	\$ 30,960	\$ -	\$ -	\$ -	\$ -
VP - Operations	\$ 1,763	\$ 21,791	\$ 20,574	\$ -	\$ -
Project Director -BJ	\$ 14,319	\$ 78,659	\$ 79,331	\$ 20,862	\$ 11,639
Sr. Project Manager -CL	\$ 113,520	\$ 140,311	\$ 141,509	\$ 43,416	\$ 20,762
Asst. PM	\$ 9,460	\$ 112,054	\$ 110,397	\$ -	\$ -
Const Site Manager	\$ 11,610	\$ 275,041	\$ 295,609	\$ 114,179	\$ 13,067
Accounting & Admin	\$ 42,570	\$ 35,078	\$ 36,130	\$ 18,607	\$ 12,777
Fee by Phase	\$ 224,202	\$ 662,933	\$ 683,551	\$ 197,065	\$ 58,246
Avg per month	\$ 28,025	\$ 55,244	\$ 56,963	\$ 32,844	

\$ 231,911

OPM Base Fee	\$ 1,825,996
Cost Estimates	\$ 60,000
<b>Total Compass Contract</b>	<b>\$ 1,885,996</b>

DD	\$ 136,359
CD	\$ 205,246
estimating	\$ 60,000
Bidding	\$ 50,000
CA	\$ 1,521,872

close out	\$ 72,200
total	\$ 2,045,677

	\$/month	mos	total	
DD			\$ 100,000	amend #4
CD	\$ 28,000	6	\$ 168,000	11/21-5/22
Estimating			60000	
Bidding	\$ 25,000	2	\$ 50,000	5/22-6/22
C-Bldg	\$ 56,000	24	\$ 1,344,000	7/22-6/24
C-Site	\$ 32,845	6	\$ 197,070	7/24-12/24
Close out	\$ 6,000	11	\$ 66,000	1/25-11/25
total			\$ 1,985,070	

Contact w/ amend. #1-#4 \$ 531,830  
**Amendment #5 \$ 1,885,070**  
 total with Amend #5 \$ 2,416,900