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September 10, 2021

Lin Chin
COMPASS PROJECT MANAGEMENT, INC.
A VERTEX COMPANY
One Edgewater Drive, Suite 204
Norwood, MA 02062

RE: Hanlon Elementary School

Proposal for Additional Building Envelope Services

Dear Mr. Lin:

Jacobs is pleased to provide this Letter Proposal for the requested additional service for the Westwood - Hanlon Elementary School Project. The requested scope of work includes providing building envelope commissioning services that exceeds the Massachusetts School Building Authority's 2020 standard scope of commissioning services for full building commissioning. This proposal outlines the suggested building envelope commissioning tasks for Net-Zero energy and "passive house" projects in reaching energy goals.

Jacobs additional and/or extended building envelope commissioning tasks are as follows:

TASK	TEAM MEMBER		BASE	NET-Z
	Name	Title	HRS	HRS
DESIGN PHASE (Initial Tasks):				
Review and comment on Owner's Project Requirements (OPR)	Peter Wolcott	BECx SME	1	5
Review and comment on Basis of Design (BOD)	Peter Wolcott	BECx SME	1	5
Additional Design Review	Peter Wolcott	BECx SME	-	8
Building Envelope Commissioning Specifications	Peter Wolcott	BECx SME	1	5
Meetings with design team (4x meetings @ 6 hrs each)	Peter Wolcott	BECx SME	-	12
DESIGN PHASE (Subsequent Tasks):				
Commissioning Plan (with building envelope)	Peter Wolcott	BECx SME	base	0
Additional Design Review (continued)	Peter Wolcott	BECx SME	_	12
Meetings with design team (4x meetings @ 6 hrs each)	Peter Wolcott	BECx SME	-	12
Meeting 1: discuss Design Review comments				
Meeting 2: coordinate progress toward NZE goals				
Meeting 3: coordinate progress toward NZE goals				
CONSTRUCTION PHASE:				
Review updates to OPR	Peter Wolcott	BECx SME	-	2
Review updates to BOD	Peter Wolcott	BECx SME	-	2
Write and issue PreFunctional Checklists: additional to base contract	Peter Wolcott	BECx SME	2	6
Write and issue Functional Performance Tests: additional to base contract	Peter Wolcott	BECx SME	2	6
Administer kickoff envelope commissioning scoping meeting	Peter Wolcott	BECx SME	base	0
Detailed Building Envelope Commissioning Plan: additional to base contract	Peter Wolcott	BECx SME	2	6
Submittal Reviews: additional to base contract	Peter Wolcott	BECx SME	6	15



Building Envelope Test Matrix of all envelope assemblies and the recommended ASTM/AAMA test method	Peter Wolcott	BECx SME	6	6
(2) additional onsite visits during construction and Site Observation Report for each	Peter Wolcott	BECx SME	16	16
ACCEPTANCE/TESTING PHASE:				
Implement Functional Performance Testing of selected				
envelope assemblies and issue report for each test: additional				
to base contract (50 hrs total)  Functional Performance Tests include:				
1) Curtain wall & windows (8 hrs/test x 2 tests =16)				
<ol> <li>Whole Building Air Pressure Test (1 test at 18 hrs/test)</li> </ol>				
<ol> <li>Air barrier testing: adhesion, thickness, etc.</li> <li>(8 hrs/test x 2 tests=16 hrs)</li> </ol>				
	Peter Wolcott	BECx SME	-	20
	Phil Korattyil	BECx Specialist	-	30
Deficiences identified during Functional Performance Testing recorded into Corrective Issues Report: additional to base	Peter Wolcott	BECx SME	-	10
Building Envelope Commissioning Final Commissioning Report included with MEP Final Commissioning Report	Peter Wolcott	BECx SME	base	0
Review record "as-built" drawings	Peter Wolcott	BECx SME	base	0
Biweekly progress reports with update on Corrective Issues Log	Peter Wolcott	BECx SME	-	28
POST ACCEPTANCE PHASE:				
Systems Manual: inclusion of curtain wall/storefront, windows,				
skylight, roof assembly maintenance information within  Operations & Maintenance Manual	Peter Wolcott	BECx SME	base	0
Verify occupant acceptance orientation	Peter Wolcott	BECx SME	base	0
Site survey and follow-up 8-10 months from Substantial Completion to review performance of envelope assemblies	Peter Wolcott	BECx SME	base	0

Notes: BECx Building Envelope base: MSBA base contract scope item

SME: Subject Matter Expert NZE Net Zero Energy

## The following assumptions are:

- 1. The four (4) design review meetings will be remote / video conference calls.
- 2. Construction phase updates to the OPR and BOD will be provided for review.
- 3. Each construction phase site visit assumes 8 hrs/visit = 2 hrs travel time + 3 hrs onsite time + 3 hrs preparing a field report.
- 4. Acceptance phase testing assumes 5 testing trips.

The total compensation to be on the basis of a Lump Sum amount of \$51,000. The requested breakdown of this service consists of the following:

Initial tasks during the Design Phase: \$8,000 Remaining tasks (Design – Post Occupancy: \$43,000

This proposal is contingent upon the successful negotiation of acceptable Professional Services Terms and Conditions. Our Professional Services Agreement is attached.

## **Jacobs**

We appreciate your consideration of our firm's qualifications and experience and this opportunity to submit our proposal. If you have any questions, please contact me at 617-733-4932 or William.Hardiman@jacobs.com

Sincerely, Jacobs Engineering Group, Inc.

William G. Hardiman, PE

Commissioning Program Manager

Cc: Robert S. Bucey, Greg Hatch