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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

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