

MEMORANDUM

November 3, 2021

Summary of D+W fee proposal for Construction Document through Close Out

The fee proposal will consist of two parts, Basic Service for Architectural/Engineering Service and Extra Service (for architectural and engineering). The term Extra Service is per definition of MSBA Designer Contract which also outline the scope of Basic Service.

The line items in the fee proposal is to match the Form 3011 which has been reviewed by MSBA as part of the Project Funding Agreement. The break down is per MSBA accounting method.

The Amendment 10 will have the following parts:

- **Basic Service** for Architectural/Engineering for Construction Document, Construction Administration including close out and geothermal engineering total **\$5,091,540** including \$162,500 allowance for geothermal engineering service.
- **Extra Service** for Construction Document, Construction Administration including close out for Technology Procurement, FFE Procurement, Environmental Consultant, Geotechnical Engineering, and Wetland (permitting related) totaling **\$340,100**.

The detail breaks down for each category is in the proposal from D+W dated 10/29/21.

October 29, 2021

Maya Plotkin
Chair, School Building Committee
c/o Town of Westwood
220 Nahatan Street
Westwood, MA 02090



Project name: **Hanlon Elementary School Building Project**
Subject: **Amendment #10: Construction Document through Close Out Phase Services**

Dear Maya,

We are pleased to provide this amendment to our contract, dated 4 November 2019, between the Town of Westwood and Dore + Whittier, on the Hanlon Elementary School Building Project, for professional architectural and engineering (A/E) services for Construction Document, Bidding, Construction Administration and Close Out Phase services. Our scope of services for these phases are based on the Design Development submission to the MSBA.

The scope of services under Basic A/E services includes: architectural, structural, mechanical, electrical, plumbing, fire protection, data/communications/technology, security, civil, landscape, food service, acoustical, sustainability, door hardware, specifications, library/media, code, accessibility, interior design, and cost estimating. This also includes assistance with the Eversource incentive program.

Extra Services include allowances for Loose Technology and FFE Procurement, Environmental Consultant, Geotechnical Consultant, and Wetlands (Permitting related). Services for Construction Testing, Printing (over allowance), and Automation Consultant are being contracted through Compass, and not included in our scope of services.

The fee schedule for services is outlined below. These amounts align with MSBA's Project Scope and Budget Agreement, Form 3011:

Basic A/E Service (DD Phase) \$1,232,260 (Amendment 7) Completed

Basic A/E services (CD to Close Out) (Amendment 10)

Construction Document Phase:	\$2,156,455 + \$184,839* \$2,341,294	*See Note 1 below
Bidding:	\$ 184,839	
Construction Administration:	\$2,218,068	
Close Out:	\$ 184,839	
Other Basic Services (Geothermal):	\$ 162,500	Allowance. Note that this is drawing from Other Basic Services allowance of \$179,000. The balance of \$16,500 was used as part of Amend 7 DD Additional Services
Subtotal Basic A/E Services Amendment 10:	\$5,091,540	By adding \$16,500 of Other Basic Services this amounts to \$5,108,040

Total Amendment 7 and 10 = \$6,340,300 (matches MSBA Form 3011)

Extra Services (CD to Close Out)

Discipline	Allowance	NOTES
Technology (Loose procurement)	\$65,000	Included in "Other Reimbursables" on Form 3011
FFE Procurement	76,000	Included in "Other Reimbursables" on Form 3011
Environmental Consultant (Haz Mat)	\$84,700	Note that this is drawing from \$96,000 Haz Mat Line item on Form 3011. Balance of \$12,100 was used as part of Amend 7 DD Additional Services
Geotechnical Engineering:	\$60,300	Note that this drawing from \$76,800 Geotech Engineering line item on Form 3011. Balance of \$16,500 was used as part of Amend 7 DD Additional Services.
Wetlands (Permitting related)	\$54,100	Note that this is drawing from \$95,000 Wetlands line item on Form 3011. Balance of \$40,900 was used as part of Amend 7 DD Additional Services
Extra Services Total	\$340,100	Including D+W 10% mark up

***Note 1:** Due to the budgetary constraints of the Design Development Phase, D+W agreed to reduce fees during the Design Development (DD) Phase in an effort to meet the budget cap established for the Special Town Meeting held in March 2021. D+W and their consultants accepted this risk and reduced their fees for the DD Phase by \$184,839, with the understanding that should the votes pass in October 2021 for the rest of the project, this amount would be added to the Construction Document Phase. The breakdown is as follows:

\$1,417,099: MSBA 3011 Form includes the full DD Phase fee that D+W would have had
\$ -184,839 (amount agreed to move into CD Phase services pending October votes)
 \$1,232,260 Basic A/E Services Fee authorized by the SBC for DD phase services

This Amendment 10 now includes the \$184,839 that was removed from DD phase services, and placed into CD phase:
 \$2,156,455: MSBA 3011 Form CD Phase Basic A/E Services
\$+ 184,839 (amount agreed to move into CD Phase services from DD)
 \$2,341,294 CD Phase Services indicated above

If you could have this amendment signed, it will serve as authorization for us to proceed. Feel free to contact me with any questions you may have. Thank you for entrusting us with your project.

Sincerely,
DORE + WHITTIER
 Donald M. Walter, AIA, MCPPO

Acceptance
 By: _____
 Title: _____
 Date: _____

Principal

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