



December 30, 2016

Mr. Ray Masak, Brookline Building Department  
Brookline Town Hall  
333 Washington Street  
Brookline, MA 02445

OFFICE. (617) 492 2200  
FAX. (617) 876 9775

130 Bishop Allen Drive  
Cambridge, MA 02139

hmfh.com

Re: Letter of Agreement for the Feasibility Study Phase  
Brookline High School Expansion Project

Dear Ray:

HMFH Architects feels honored to be selected for the very challenging project of the feasibility study for the Brookline High School expansion. We are very pleased to submit to you this Letter of Agreement between HMFH Architects, Inc. and the Town of Brookline for the Brookline High School Expansion Project Feasibility Study.

The scope of our services will be based on your Request for Qualifications dated June 23, 2016 as they pertain to the Brookline High School and our understanding of the project to date. We understand that this is not intended to become an MSBA funded project.

The goal of this study is to review educational and configuration options to accommodate the expected enrollment growth of the Brookline High School from approximately 1,950 to approximately 2,700 by the year 2027. The study will arrive at a preferred option with associated costs that can then be carried over into the Schematic Design phase.

In accordance with the Request for Qualifications, the Town may elect to carry over HMFH's services into the future phases of the Brookline High School Expansion Project. If this is the case, a new agreement will be drawn up between the Town and HMFH for the services from Schematic Design through Construction Administration.

The Baldwin School site identified in the RFQ for study has been taken out of consideration for the High School because it was selected as the site for the new ninth elementary school.

HMFH has been informed that our first priority is to determine whether it is practical and advisable to accomplish the required BHS expansion entirely within the existing campus. This includes the main high school facility on Greenough Street, the Tappan Gymnasium, and the Unified Arts Building on Tappan Street. If practical uses and alternatives are determined, the study may include the town owned parcel located across the MBTA tracks, behind Clarke Street and the Kirrane Pool.

Arthur S. Duffy, AIA  
Chin Lin, AIA  
Colin R. Dockrill, AIGA  
Deborah A. Collins, AIA  
Devin E. Canton, AIA  
Erica Metzger  
George R. Metzger, AIA  
John F. Miller, FAIA  
Julia Nugent, AIA  
Laura A. Wernick, FAIA  
Lori Cowles, AIA  
Margaret M. Munroe  
Mario J. Torroella, FAIA  
Matthew LaRue, AIA  
Melissa A. Greene, AIA  
Philip S. Lewis, AIA  
Robert P. Williams, AIA  
Stephen Friedlaender, FAIA  
Tina Stanislaski, AIA  
Vassilios Valaas, AIA

The second priority will be to study the privately-owned property at 111 Cypress Street as a location for a portion of the expansion. Any sites that may be added to these will be arranged as an Additional Service.

The Town of Brookline and HMFH acknowledge that work on this Feasibility Study has begun and is scheduled to be completed with the preparations for and attendance at the Town Meeting scheduled toward the end of May, 2017. At this Town Meeting a preferred solution, conceptual costs, and funds required for the Schematic Design Phase will be presented for approval. The Warrant Article for the Schematic Design Phase of the Brookline High School Expansion has been prepared by the Brookline Public School Department. HMFH will provide an updated conceptual Schematic Design budget for this sometime in mid-February.

**Basic Services Compensation**

Our Basic Services include the work of HMFH Architects and our consultants in the following disciplines:

- Civil Engineering
- Code Consulting
- Cost Estimating
- Landscape Design
- MEP/FP Engineering
- Structural Engineering
- Nobis Engineering
- RW Sullivan Code Group
- PM&C
- Halvorson
- Garcia Galuska DeSousa
- Foley Buhl Roberts

The Basic Services fee for this Feasibility Study Phase of the work shall be \$425,000. This will be invoiced monthly on a Lump Sum Basis, based on percent complete of the work. Payments are due within 30 days of receipt of our monthly invoice.

This fee also includes the printing of up to 10 copies of the draft and final report of the Feasibility Study.

**Additional Services Compensation**

The work of the following consultants is usually considered Additional Services. We are proposing to include them with our fee proposal for convenience and to simplify the procurement process.

- Traffic Consulting
- Geotech & Geo-environmental
- Howard Stein Hudson
- McPhail
- \$13,000
- \$15,000

Therefore, the Additional Services that HMFH is proposing to include in our contract is \$28,000.

This makes the total contact sum, Basic and Additional, \$453,000.

Additional Services will be invoiced on an hourly, Not-to-Exceed Basis unless otherwise arranged. The 2017 hourly billing rates will follow as Attachment A to this Agreement. Any future Additional Services that are required will include a 10% Administrative Fee. Additional Service payments are due within 30 days of receipt of our monthly invoice.

Normal reimbursable expenses such as in-town mileage, parking, meals, and postage will not be invoiced as Additional Services.

The survey fees are not included here because the scope of the sites to be studied and the areas to be surveyed need to be defined before we can obtain appropriate proposals. We recommend, however, that as soon as the committees gain clarity on the sites to be included in Schematic Design, the survey work be engaged and pursued so that the information is available at the beginning of the Schematic Design Phase.

Please note that the following specialized consultants will be considered Additional Services if they are required:

- Surveyor
- Hazardous Material Consulting
- Envelope Consulting
- Furniture & Equipment Consulting and Procurement
- Technology Equipment Consulting and Procurement
- Food Service Consulting
- Hardware Consulting
- Acoustical Consulting
- Theater Consulting

However, general planning for these disciplines is included as necessary for the feasibility study.

#### **Feasibility Study Scope and Tasks**

Our workplan and level of effort charts are based on what we believe is required of HMFH to achieve the study's goals. This includes preparation for and attendance to the following meetings:

- |   |                        |
|---|------------------------|
| • Building Commission Mtgs.               | Monthly through May 26 |
| • Staff Working Group Mtgs.               | Weekly through May 26  |
| • Education Working Group Mtgs.           | 5 Meetings             |
| • BHS School Building Committee Mtgs.     | 5 Meetings             |
| • Community Meetings                      | 3 Meetings             |
| • Facilities Staff Mtgs.                  | 2 Meetings             |
| • Recreation Dept. Staff Mtg.             | 1 Meetings             |
| • Parks & Open Space Staff Mtg.           | 1 Meetings             |
| • Transportation Staff Mtg.               | 1 Meeting              |
| • Bldg. Dept./Planning/Preservation Staff | 1 Meeting              |
| • May Town Meeting                        | 1 Meeting              |

Additional meetings to those listed above will require Additional Services to be provided.

Our tasks and deliverables for this study include the following:

- EXISTING CONDITIONS DOCUMENTATION
- Collect and review existing condition documents for the several campus buildings.
- Prepare current Floor Plans and Educational Occupancy.
- Develop 3-D BIM Model of Campus.
- Prepare Existing Conditions Narratives.

- Review Brookline Zoning Bylaws.
- Site Conditions and Restrictions Report - Nobis.
- Structural Existing Conditions Report – Foley Buhl Roberts.
- MEP/FP Existing Conditions Reports – Garcia Galuska DeSousa.

#### EDUCATIONAL PROGRAMMING

- Review Master Schedule and Enrollment Report.
- Review and Synthesize Education Plan – Vista Design.
- Prepare Expanded Utilization Chart for new enrollment.
- Prepare Educational Space Summary for new enrollment.
- Prepare Site Development Requirements Document.

#### ALTERNATIVES ANALYSIS

- Develop Organization and Adjacencies Diagrams.
- Develop Conceptual Diagrams of Alternatives with Conceptual Costs.
- Review Educational, Constructability, and Urban Design Impacts of Options.

#### PREFERRED SOLUTION

- Develop Floor Plans.
- Develop Preliminary Massing Study.
- Develop Preliminary Phasing Approach.
- Develop Conceptual Cost Estimate and Schedule.
- Civil Narrative - Nobis
- Structural Narrative – Foley Buhl Roberts
- MEP/FP Narrative – Garcia Galuska DeSousa

#### **Use of Documents**

Drawings, specifications and other documents prepared by HMFH Architects are instruments of the architect's service and are for the Owner's use solely with respect to this project. HMFH shall retain all common law, statutory, and other reserved rights, including copyright. Upon completion of this study or termination of this Agreement, the Town of Brookline's right to use the instruments of service will continue for the completion of the Brookline High School Expansion project only.

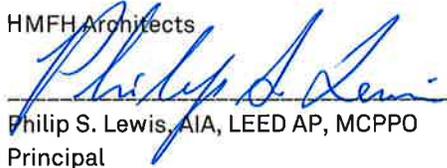
#### **Termination, Suspension or Abandonment**

In the event of termination, suspension or abandonment of the project by the Town of Brookline, HMFH Architects shall be compensated for work performed. The Town's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for HMFH to suspend or terminate services. Either HMFH or the Town of Brookline may terminate this Agreement after giving no less than 14 days written notice if the project is suspended for 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement.

I hope that you find this fee proposal responsive and satisfactory. Please contact me with any questions you may have or additional information you may need.

Very truly yours,

HMFH Architects

  
Philip S. Lewis, AIA, LEED AP, MCPPO  
Principal

12/30/2016  
Date

Town of Brookline (see attached)

- ATTACHMENT A            2017 Hourly Billing Rates (to follow)
- ATTACHMENT B            Certificate of Liability Insurance
- ATTACHMENT C            Article 4.5: Fair Practices & Nondiscrimination Affidavits
- ATTACHMENT D            Article 4.7: Agreement Backup Material
  - Level of Effort Worksheet
  - Work Plan
  - Tasks and Deliverables Worksheet
- ATTACHMENT E            Town of Brookline Signature Page



BROOKLINE HIGH SCHOOL EXPANSION FEASIBILITY STUDY

Article 4.4 of the Town of Brookline General By-Laws

By signing below, HMFH Architects, Inc. hereby agrees to comply with the provisions of Article 4.4 of the Town's By-laws. *Fair Employment Practices with Regards to Contracts*, a copy of which is incorporated herein by reference, with respect to the foregoing Contract.

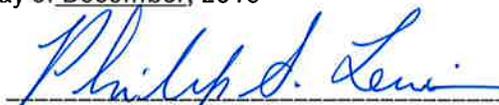


Philip S. Lewis  
HMFH Architects, Inc.

Article 4.5 of the Town of Brookline General By-Laws

In compliance with Article 4.5 of the Town's General By-laws, HMFH Architects, Inc. hereby certifies as follows: I shall not discriminate against any individual because of the race, color, religious creed, national origin, sex, gender identity or gender expression, sexual orientation, which shall not include persons whose sexual orientation involves minor children as the sex object, age or ancestry of any Individual in fulfilling the terms of the foregoing attached contract.

Signed under the pains of penalties of perjury, on this 30<sup>th</sup> day of December, 2016



Philip S. Lewis  
HMFH Architects, Inc.

# Brookline High School Feasibility Study

Level of Effort Worksheet

November 18, 2016

Est. Construction	150,000,000	(input field - required)
Overhead Factor	1.60	(input field - required, get from Margie)

## FEASIBILITY STUDY

Start Month (1-12)	# Months	Contingency	FTE Equiv	Total Est Hrs
11	7	5%		0

Year Phase Starts 2016 (input field - required)

Staff Title	Staff Name	Project Role	Period 1 (Start up)		Period 2 (Program & Evaluate Alts.)		Period 3 (Dev. Pref. Option)		Work Period 4 (Town Meeting)		Rates	
			Hrs/ Week	# Months	Hrs/ Week	# Months	Hrs/ Week	# Months	Hrs/ Week	# Months	2016	2017
Project_Director	Pip L	PD	4	1	16	3	8	2	4	1	66	70
S_Project_Manager	Deborah C	PM	40	1	40	3	40	2	8	1	59	62
Project_Manager	Alicia Crothers	PA	0	1	20	3	20	2	0	1	51	54
Designer_1	Nick Ambrogio	Graphics	30	1	40	3	20	2	0	1	20	21
											0	0

Month	2016		2017		2017		2017		2017		-	-	-	-	-
	Nov	Dec	Jan	Feb	Mar	Apr	May								
<b>Weeks Per Month</b>	4	4	5	4	4	4	5								
Pip L	16	64	80	64	32	32	20	0	0	0	0	0	0	0	0
Deborah C	160	160	200	160	160	160	40	0	0	0	0	0	0	0	0
Alicia Crothers	0	80	100	80	80	80	0	0	0	0	0	0	0	0	0
Nick Ambrogio	120	160	200	160	80	80	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sub Total Hrs</b>	296	464	580	464	352	352	60	0	0	0	0	0	0	0	0
<b>Contingency</b>	14.8	23.2	29	23.2	17.6	17.6	3	0	0	0	0	0	0	0	0
<b>Totals</b>	310.8	487.2	609	487.2	369.6	369.6	63	0	0	0	0	0	0	0	0

Total Hours	
Year	
2016	2017
80	228
320	720
80	340
280	520
0	0

Budgeted Hours	
2568	
128.4	
2696.4	

# Brookline High School Feasibility Study

Level of Effort Worksheet

November 18, 2016

<b>Est. Construction</b>	<b>150,000,000</b>	(input field - required)
<b>Overhead Factor</b>	<b>1.60</b>	(input field - required, get from Margie)

**Consultant Services**

Standard Basic Services	Consult Name	WBE/MBE "X"	Arch Estimate	Actual Consultant Proposal	% of Arch Fee
Civil Engineering and Site Design	Nobis			\$ 16,200	
Landscape	Halvorson		\$ 12,000		
Structural Engineering	FBR			\$ 22,500	
Fire Protection	GGD				
Plumbing	GGD				
HVAC	GGD			\$ 9,000	
Electrical	GGD				
Technology Design	GGD				
Furniture and Equipment Consultant					
Caswork Consultant					
Food Service Consultant					
Hardware Consultant					
Acoustical Consultant					
Elevator Consultant					
Specifications Writer					
Code Consultant	RW Sullivan		\$ 2,000		
Cost Estimating	PM&C			\$ 8,600	
HazMat Consultant					
Envelope					
Daylighting					
Geotechnical					
F&E Procurement (Contingency)					
Ed Program & Visioning	David Stephen			\$ 10,000	
<b>Consultant Contingency</b>					
<b>Total Basic Services Consultant Fees</b>					
				<b>\$ 80,300</b>	

# Brookline High School Feasibility Study

Level of Effort Worksheet

November 18, 2016

Est. Construction **150,000,000** (input field - required)

Overhead Factor **1.60** (input field - required, get from Margie)

Additional Services	Consult Name	Arch Estimate	Actual Consultant Proposal	% of Arch Fee
Survey Consultant	???			
Traffic Consultant	HSH		\$ 13,000	
Geotechnical Engineer	McPhail		\$ 15,000	
HazMat Consultant	UEC	\$ 10,000		
Special Lighting Consultant				
Special Theater Consultant				
Audio Visual Consultant				
Educational Planner				
TBD				
TBD				
TBD				
<b>Other Consultant Contingency</b>				
<b>Total Additional Services Consultant Fees</b>			<b>\$ 38,000</b>	

BROOKLINE HIGH SCHOOL EXPANSION FEASIBILITY STUDY - WORK PLAN																																
TASK	Start Date	End Date	2016								2017																					
			November			December					January					February				March				April				May				
			14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	27	6	13	20	27	3	10	17	24	1	8	15	22	29	
<b>FEASIBILITY STUDY PROJECT START</b>																																
<b>A. Meetings with Town of Brookline</b>																																
Co-Chairs	21-Nov																															
Working Group	30-Nov	7-Dec																														
BHS Building Committee	7-Dec																															
Building Commission	13-Dec																															
Meetings with Town Depts. - Historic Preservation, Zoning, Building Dept., Transportation, Parks & Open Space, Recreation, Facilities																																
<b>EVALUATION OF EXISTING CONDITIONS</b>																																
<b>A. Site(s) Development Requirements</b>																																
Research of Zoning and Site Restrictions																																
Release Phase 1 Site Investigation(s)																																
Observation of Traffic, Parking, and Pedestrian Circulation																																
Analysis of Water supply, Sanitary sewer, and drainage systems																																
Existing Conditions and Site Restrictions Narratives																																
<b>B. Building(s) Investigations</b>																																
Review of Existing TOB documents																																
Site Visits to Document Conditions																																
Review of Haz-Mat documentation																																
Review of Building Code and Accessibility Compliance																																
Existing Conditions Narratives																																
<b>EDUCATIONAL PROGRAM</b>																																
<b>A. Town of Brookline Collaboration</b>																																
Working Group																																
BHS Building Committee																																
Building Commission																																
<b>B. Review Study Assumptions with Working Group and BHSBC</b>																																
Review Draft Educational Program Document	14-Dec																															
Discuss Model for Expansion - 1 School, 2 Schools, 1 School + Satellite School, 4 distinct schools																																
Confirmation of Study Sites																																
School Organization																																
<b>C. Enrollment Report from Brookline Public Schools</b>																																
<b>C. Current Educational Utilization - Floor Plans &amp; Schedule</b>																																
<b>D. Organization and Adjacencies Diagrams</b>																																
<b>E. Draft Space Summary (s)</b>																																
<b>F. Approval of Space Summary(s)</b>																																
<b>DEVELOPMENT AND EVALUATION OF ALTERNATIVES</b>																																
<b>A. Town of Brookline Collaboration</b>																																
Working Group																																
BHS Building Committee																																
Building Commission																																
<b>B. Development of Alternatives</b>																																
Conceptual Diagrams																																



BROOKLINE HIGH SCHOOL EXPANSION FEASIBILITY STUDY		TASKS AND DELIVERABLES				December 29, 2016		
Assigned to:	Discipline/ Category	BHS Main Building	Tappan Gym and Pool	Unified Arts Building	Cypress Street Site	Meeting		
					<b>FUTURE STUDY IF REQUIRED</b>			
PROJECT START	TOB/ HMFH	Co-Chairs Group Meeting	Discussion and confirmation of Project Representation and Roles; Design Enrollment; Project Schedule; Requirements for the Warrant Article; Educational Program Review (see below)				Co-Chairs Group, HMFH	
	HMFH	Initial Meetings with TOB Departments	a.	Review any Historic Preservation restrictions			Brookline Preservation Commission Staff	
			b.	Review Zoning restrictions		Review Zoning restrictions	Zoning Board of Appeals Staff	
			c.	Review Traffic and Parking		Review Traffic and Parking	Transportation Department	
			d.	Review Building Code Issues			Building Department	
			e.	Review Existing Facilities Conditions, Utilities, and Maintenance			Building Department	
f.	Review Parks and Recreation usage of Tappan Gym and Cypress Field			Parks and Open Space, and Recreation Department				
EXISTING CONDITIONS	HMFH	Building Investigations	a.	Review existing TOB documents. Generate 3D model				
			b.	Site visits to document conditions				
			c.	Existing Conditions narrative				
	d.	Review of Building Code and Accessibility compliance						
Consultants	Site Development Requirements and Building Investigations	See scope definition below			See scope definition below			
EDUCATIONAL PROGRAM	HMFH/ New Vista	Educational Program	a.	Meeting - BHSBC review of Draft Brookline High School Educational Program.			BHSBC, HMFH, New Vista	
			b.	Meeting - BHSBC discussion about alternative models for expanded High School - 1 school, 2 schools, 1 school plus satellite school, 4 distinct schools			BHSBC, HMFH, New Vista	
			c.	Meeting - BHSBC discussion about potential sites for expanded High School.			BHSBC, HMFH, New Vista	
			d.	Meeting - BHSBC discussion about educational organization for expanded High School			BHSBC, HMFH, New Vista	
	HMFH	Architectural Implementation of Educational Program	a.	Document Existing Floor Plans and Current Educational Occupancy	Document Existing Floor Plans and Current Educational Occupancy	Document Existing Floor Plans and Current Educational Occupancy		
			b.	HMFH to review High School Master Schedule.			BHS Administration	
			c.	Develop Draft Space Summary(s) - based on approved model(s)			Draft Space Summary	
			d.	Organization and Adjacencies Diagrams			Organization and Adjacencies Diagrams	
e.	Review Space Summary and Organization and Adjacencies Diagrams with Working Group and School Building Committee.			Review Space Summary and Organization and Adjacencies Diagrams with Working Group and SBC	Working Group, HMFH, New Vista. School Building Committee			
Town of Brookline		TOB Approval of Space Summary			TOB Approval of Space Summary	Working Group, School Building Committee		
DEVELOPMENT AND EVALUATION OF ALTERNATIVES	HMFH		a.	Conceptual Diagrams of Alternatives			Conceptual Diagrams of Alternatives	
			b.	Conceptual Floor Plans - Implementation of Educational Program			Conceptual Floor Plans - Implementation of Educational Program	
			c.	Urban Design Impacts			Urban Design Impacts	
			d.	Phasing/ Impact on Students				
			e.	Develop assumptions for cost estimates/ Cost Estimates			Develop assumptions for cost estimates/ Cost Estimates	
			f.	Review Alternatives with Working Group and School Building Committee - Matrix of alternatives			Review Alternatives	Working Group, School Building Committee
	Consultants		See scope definition below			See scope definition below		
Town of Brookline		TOB selection of Preferred Solution			TOB Selection of Preferred Solution	Working Group, School Building Committee		
PREFERRED SOLUTION	HMFH		a.	Release surveying services contract			Release surveying services contract	
			b.	Floor Plans - Implementation of Educational Program			Floor Plans - Implementation of Educational Program	
			c.	Preliminary Building Massing			Preliminary Building Massing	
			d.	Building Code and Accessibility Compliance			Building Code and Accessibility	
			e.	Preliminary Phasing Approach				
			f.	Updated Space Summary			Updated Space Summary	
			g.	Cost Estimate			Cost Estimate	
			h.	Project Schedule			Project Schedule	
			i.	Final Report			Final Report	
	Consultants		See scope definition below			See scope definition below		
Town of Brookline		TOB Approval of Final Report			TOB Approval of Final Report	Working Group, School Building Committee		
WINDING	HMFH		a.	Town of Brookline Collaboration - Meetings with Working Group and School Building Committee			Meetings with Working Group and School Building Committee	Working Group, School Building Committee

TO/ MEE	Assigned to:		Discipline/ Category			BHS Main Building			Tappan Gym and Pool			Unified Arts Building			Cypress Street Site			Meeting		
	Town of Brookline			b.			Presentations to Brookline Community						Presentations to Brookline Community							
CONSULTANTS	McPhail	Geoenvironmental		Phase 1 Site Environmental Site Assessment		Phase 1 Site Environmental Site Assessment		Phase 1 Site Environmental Site Assessment					Phase 1 Site Environmental Site Assessment							
	McPhail	Geotechnical		a.	Review available information									Review available information						
				b.	Scope and schedule for future geotechnical exploration									Scope and schedule for future geotechnical exploration						
	Nobis	Civil		a.	Review available information									Review available information						
				b.	Site Visit									Site Visit						
				c.	Interview staff to understand facility concerns														BHS and OLS Administrative Staff	
				d.	Analysis of existing water supply, sanitary sewer, and drainage systems										Analysis of existing water supply, sanitary sewer, and drainage systems.					
				e.	Review vehicular and pedestrian traffic patterns and parking requirements.										Review vehicular and pedestrian traffic patterns and parking requirements				HMFH & HSH	
				f.	Review Town of Brookline Zoning By-Laws										Review TOB Zoning By-Laws					
				g.	Draft and Final Existing Conditions Assessment and Site Restrictions Analysis Reports		Draft and Final Existing Conditions Assessment and Site Restrictions Analysis Reports		Draft and Final Existing Conditions Assessment and Site Restrictions Analysis Reports					Draft/ Final Exist. Conditions Assessment and Site Restrictions Analysis Reports						
				h.	Site Utility Narrative for Preferred Solution										Site Utility Narrative for Preferred Solution					
	Halvorson	Landscape Architecture		a.	Review available information										Review available information					
				b.	Site Visit										Site Visit					
				c.	Site Plan of Preferred Solution										Site Plan of Preferred Solution					
	FBRA	Structural Engineering		a.	Review available information															
				b.	Review structure at site															
				c.	Prepare Recommended Scope of Geotechnical Exploration										Prepare Recommended Scope of Geotechnical Exploration					
				d.	Prepare Existing Conditions Structural Report		Prepare Existing Conditions Structural Report		Prepare Existing Conditions Structural Report											
				e.	Review repair, renovation/addition and new construction options										Review new construction options				HMFH	
				f.	Preliminary Structural evaluation of alternatives incl. information for cost estimating.										Preliminary Structural evaluation of alternatives incl. information for cost estimating.					
				g.	Structural report for the preferred design solution incl. information for cost estimating.										Structural report for the preferred design solution incl. information for cost estimating.					
	GGD	MEPEP Engineering		a.	Review available information															
				b.	Site visit															
				c.	Prepare Existing Conditions Report		Prepare Existing Conditions Report		Prepare Existing Conditions Report											
				d.	Prepare Systems Narratives for Proposed Options										Prepare Systems Narratives for Proposed Options					
				e.	Definition of scope for cost estimates										Definition of scope for cost estimates					
				f.	System Narratives for Preferred Solution										System Narratives for Preferred Solution					
	Howard Stein Hudson	Traffic Engineering		a.	Observation of: Drop-off/Pick-Up, Parking Demand, Bicycle/ Pedestrian/ Vehicular circulation, Pedestrian Conditions															BHS School Administrators
			b.	Design Options meeting										Design Options meeting				HMFH		
			c.	Conceptual Site Design Assistance										Conceptual Site Design Assistance						
			d.	Technical memorandum - summary of FS work and establish future data collection program										Technical memorandum						
PM&C	Cost Estimating		a.	Cost Estimate of Alternatives										Cost Estimate of Alternatives						
			b.	Cost Estimate of Preferred Solution										Cost Estimate of Preferred Solution						
XXX	Survey			Survey of Parcels for Preferred Solution										Survey of Parcels for Preferred Solution						
UEC	Hazardous Materials			Review existing documentation. Develop assumptions for cost estimating.										Develop assumptions for cost estimating.						
R.W. Sullivan	Code Consulting		a.	Review code issues in the existing building		Review code issues in the existing building		Review code issues in the existing building												
			b.	Review code compliance in proposed design options.										Review code compliance in proposed design options.						
Kessler McGuinness	Accessibility		a.	Review accessibility compliance in proposed design options.										Review accessibility compliance in proposed design options.						

**ATTACHMENT E**

This Agreement entered into as of the day and year first written above

**APPROVAL OF OWNER**

**Board of Selectmen**

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**Building Commission**

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**Approved as to Form**

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Town Counsel

**School Committee**

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**CERTIFICATION**

I hereby certify in accordance with Mass. Gen. Laws ch. 44 paragraph 31 C that an appropriation in the amount of the Contract Sum has been made and is available for compensation to the Contractor for the work described in this agreement.

\_\_\_\_\_  
**Town Comptroller**