

PROJECT MINUTES

Project:	New Peebles Elementary School	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	6/29/2017
Re:	School Building Committee Meeting	Meeting No:	42
Location:	Veterans Memorial Community Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
✓	Christopher Hyldburg	School Committee	Voting Member
	Natasha Scarpato	Member at Large	Voting Member
	Donna Buckley	Member at Large	Voting Member
✓	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
		Member at Large	Voting Member
✓	Frederick H. Howe	Member at Large, Vice-Chairman School Building Committee	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
	Edward S. Donoghue	Director of Business Services, BPS, MCPPO	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
✓	Paul O'Keefe	Local Official Responsible for Building Maintenance	Non-Voting Member
	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
	Janey Norton	Principal, PES	
✓	Kent Kovacs	FAI, Architect	
	Mike Cimorelli	FAI, Architect	
✓	Bill Beatrice	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
42.1	Record	Call to Order, 6:30 PM, meeting opened.
42.2	Record	S. Lamarche introduced Erika Fitzpatrick as the School Committee representative on the Committee and will join the Committee after appointment.
42.3	Record	A motion was made by P. Meier and seconded by C. Hyldburg to approve the 6/15/2017 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
42.4	Record	J. Seeley reviewed SMMA Amendment No. 4, dated 6/29/2017 for the Bid Document Printing and Management Services in the amount of \$8,800.00, attached. Committee Discussion: 1. R. Lavoie asked if there are any reservations with BFS Printing in that their proposal is much lower than the other proposers? <i>J. Seeley indicated no, SMMA has worked with BFS on many projects.</i> A motion was made by P. Meier and seconded by W. Meier to approve SMMA Amendment No. 4, dated 6/29/2017 and recommend signature by T. Guerino. No discussion, motion passed unanimous.
42.5	Record	J. Seeley reviewed SMMA Amendment No. 5, dated 6/29/2017 for the Independent Structural Peer Review Services in the amount of \$3,190.00, attached. A motion was made by R. Lavoie and seconded by P. Meier to approve SMMA Amendment No. 5, dated 6/29/2017 and recommend signature by T. Guerino. No discussion, motion passed unanimous.
42.6	J. Seeley	J. Seeley provided an update on the General Contractor and Filed Sub-Contractor Prequalification Subcommittee. The Request for Qualifications (RFQ) has been advertised and the qualification packages are due 7/18/2017. Committee Discussion: 1. R. Lavoie asked if the Committee can be provided a listing of which companies have requested the RFQ? <i>J. Seeley will provide a listing for the next Committee meeting.</i>
42.7	Record	K. Kovacs distributed and reviewed the Educational Leadership Meetings (Interiors Working Group) schedule, attached.
42.8	Record	K. Kovacs distributed and reviewed the meeting minutes from the 6/28/2017 Educational Leadership Meeting (Interiors Working Group), attached.
42.9	K. Kovacs District	K. Kovacs distributed and reviewed the updated Educational Meetings Action Items Log, dated 6/29/2017 and attached, tracking open issues from the Educational Leadership Meetings, as of the 6/28/2017 meeting. The items resolved since the last update are in blue. K. Kovacs and the District to resolve and record the open items.

Item #	Action	Discussion
42.10	K. Kovacs	<p>K. Kovacs provided two locations to view the proposed mesh guardrail at Stair No. 2, the Green Roof and the Balcony: the ICA Museum and the Childrens Museum, both in Boston. K. Kovacs will research additional locations.</p> <p>K. Kovacs will provide samples of the mesh guardrail material for the Committee to review.</p>
42.11	District	<p>Educational Leadership Team to provide final direction on locker sizes.</p>
42.12	K. Kovacs	<p>J. Seeley distributed and reviewed the Listing of Existing Memorial Items from the existing Peebles School and site, provided by J. Norton and attached, that should be incorporated into the new school design.</p> <p>K. Kovacs will provide design options for their incorporation for Committee review.</p>
42.13	K. Kovacs	<p>K. Kovacs presented the DAS display location design, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none">1. W. Meier asked what are the typical readouts that can be displayed? <i>K. Kovacs will develop a listing of the typical readouts for Committee review.</i>2. P. O’Keefe asked if FAI can incorporate a multi-year subscription to the monitoring service into the contract documents? <i>K. Kovacs will review and provide direction.</i>
42.14	Record	<p>K. Kovacs distributed and reviewed the HVAC Maintenance Protocol and Cost Memo, attached. The memo provides a recommendation on which maintenance items are generally outsourced to service companies.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none">1. P. Meier asked if the school department can perform the maintenance tasks? <i>S. Lamarche indicated most of the tasks described in the memo can be performed by the school department.</i>
42.15	K. Kovacs	<p>K. Kovacs to check with the Fire Department on the details of lightning causing false alarms in the fire alarm systems of other Town buildings.</p>
42.16	B. Beatrice	<p>B. Beatrice presented two Remote Parking Pathway Concept Sketches, attached, from the approximately 12-15 temporary parking spaces for teachers and staff, located in the High School parking lot during Phase 3, to the new Peebles school.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none">1. C. Hyldburg asked if the ramp or stair would be permanent construction? <i>B. Beatrice indicated they would need to meet code, but could be temporary and removed at the completion of the project.</i>2. S. Lamarche asked if the pathway had to include the ramp or stair? <i>B. Beatrice indicated the pathway would need a ramp or stair if it was required to be accessible per ADA. FAI is reviewing if the temporary parking spaces are</i>

Item #	Action	Discussion
		<p><i>required to have an accessible path, since there are accessible parking spaces adjacent to the New Peebles school.</i></p> <p>3. B. Beatrice asked if the pathway is not required to be accessible, would a temporary stone dust path be acceptable? <i>S. Lamarche indicated yes, a temporary stone dust path would be acceptable.</i></p> <p>4. R. Lavoie asked if the temporary spaces would be dedicated to the teachers and staff? <i>C. Hyldborg indicated yes, for as long as they would be needed as temporary spaces for Peebles teachers and staff.</i></p>
42.17	Committee	P. Meier provided a copy of the Remote Participation Policy adopted by the Selectmen. The Committee will review at the next Committee meeting.
42.18	Record	B. Beatrice presented a response from GGD that a power factor correction is not required given the size of the equipment included in the project, attached.
42.19	Record	B. Beatrice presented a response from GGD that the 1,200 amp service is appropriate for this project, attached. GGD has calculated a load of slightly over 1,100 amps and 1,200 amps is the next size up.
42.20	K. Kovacs	<p>K. Kovacs presented a building design update, attached.</p> <p>Committee Discussion:</p> <p>1. R. Lavoie asked if any of the glass along the building entry was ballistic glass? <i>K. Kovacs indicated the bank teller-type window in the entry vestibule has ballistic glass.</i></p> <p>2. K. Kovacs indicated FAI is still reviewing the possibility of incorporating a window from the guidance office looking out to the parent drop-off/pick-up vehicle queue.</p>
42.21	K. Kovacs	<p>K. Kovacs presented a landscape design update, attached.</p> <p>Committee Discussion:</p> <p>1. R. Lavoie asked how wide was the loading dock? <i>K. Kovacs indicated the dock has a single bay wide enough to accommodate a semi-trailer. If an additional truck shows up at the same time, it could off load at grade near the location of the dumpster/compactor bays.</i></p> <p>2. R. Lavoie asked if an area for Dedication Bricks can be designed into the project? <i>K. Kovacs to review and provide direction to the Committee.</i></p>
42.22	J. Seeley	J. Seeley distributed and reviewed the Preliminary Review by Cape Light Compact, attached and summarized the conference call between DMI (Cape Light Compacts consultant), FAI and SMMA. Cape Light Compact will finalize the review and attend the 7/27/2017 Committee meeting to review.
42.23	K. Kovacs	K. Kovacs presented an updated Listing of Bidding Alternates, attached.

Item #	Action	Discussion
		<p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. S. Lamarche asked how was the original list generated? <i>J. Seeley indicated thru discussions between FAI and SMMA.</i> 2. S. Lamarche asked if removing the Stage Opening into the Gymnasium could be added to the list? <i>K. Kovacs will review and provide direction.</i> 3. R. Lavoie asked if the list can be expanded to include a description of what the Base Bid Scope would be for each item and what the Alternative Scope would be? <i>K. Kovacs will expand the descriptions and issue to the Committee.</i> 4. S. Lamarche asked if the list can be issued as a spreadsheet so the Committee can rank each Alternate before the 7/27/2017 meeting? <i>K. Kovacs will provide after the 7/13/2017 meeting.</i>
42.24	Record	J. Seeley distributed and reviewed the letter from J. Potter to the Selectmen requesting waiving of the permit and inspection fees, attached. R. Lavoie indicated the Selectmen approved the waiving at the last Selectmen's meeting.
42.25	J. Seeley	<p>Old or New Business:</p> <ol style="list-style-type: none"> 1. S. Lamarche requested if calendar invites can be sent to each Committee member for all upcoming meetings? <i>J. Seeley indicated yes, calendar invites will be sent at the same time as the agendas are sent.</i>
42.26	Record	Next SBC Meeting: July 13, 2017 at 6:30 pm at the Bourne Veteran's Memorial Community Center.
42.27	Record	A Motion was made by R. Lavoie and seconded by S. Lamarche to adjourn the meeting. No discussion, motion passed unanimous.

Attachments: Agenda, SMMA Amendment No. 4, SMMA Amendment No. 5, Educational Leadership Meetings (Interiors Working Group) schedule, 6/28/2017 Educational Leadership Meeting (Interiors Working Group), Educational Meetings Action Items Log, Listing of Existing Memorial Items, HVAC Maintenance Protocol and Cost Memo, Remote Parking Pathway Concept Sketches, Remote Participation Policy, Preliminary Review by Cape Light Compact, updated Listing of Bidding Alternates, letter from J. Potter to the Selectmen, Powerpoint

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

PROJECT MEETING SIGN-IN SHEET

Project: Peebles Elementary School Feasibility Study
 Prepared by: Joel Seeley
 Re: School Building Committee Meeting
 Location: Veterans Memorial Community Center

Project No.: 15041
 Meeting Date: 6/29/2017
 Meeting No: 42
 Time: 6:30pm

Distribution: Attendees, (MF)

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	James L. Potter	onsetjp@juno.com	Chairman, School Building Committee
	Peter J. Meier	pmeier@townofbourne.com	Board of Selectmen
	Christopher Hyldborg	chrish@alpha-1.com	School Committee
	Natasha Scarpato	scarpato4@comcast.net	Member-At-Large
	Donna Buckley	d.j.buckley23@gmail.com	Member-At-Large
	Richard A. Lavoie	RichL.Lavoie@gmail.com	Finance Committee
	William Meier	Dusty22752@aol.com	Building Trade Expert
	Frederick H. Howe	rickhowe9@gmail.com	Member-At-Large
	Steven M. Lamarche	slamarche@bourneps.org	Superintendent of Schools, BPS
	Edward S. Donoghue	EDonoghue@bourneps.org	Director of Business Services, BPS, MCPPO
	Thomas M. Guerino	tguerino@townofbourne.com	Town Administrator
	Paul O'Keefe	mmachief@gmail.com	Local Official Resp.for Building Maintenance
	Elizabeth A. Carpenito	ecarpenito@bourneps.org	Principal, BES
	Kathy Anderson	kanderson@bourneps.org	Elementary/Special Education Secretary
	Janey Norton	jnorton@bourneps.org	Principal, PES
	Kent Kovacs	kkovacs@flansburgh.com	Flansburgh Architects
	Betsy Farrell Garcia	bgarcia@flansburgh.com	Flansburgh Architects
	Bill Beatrice	bbeatrice@flansburgh.com	Flansburgh Architects
	Joel Seeley	jseeley@smma.com	SMMA
	Jordan Geist	jgeist@bourneps.org	Director of Business Services
	Erika Fitzpatrick	efit28@comcast.net	SC member

p:\2015\15041\04-meetings\4.3 mtg_notes\3-school building committee\2017\42_29june2017\schoolbuildingcommittee\meetings\sign-in sheet_29june2017.docx

Agenda

Project:	New Peebles Elementary School	Project No.:	15041
Re:	School Building Committee Meeting	Meeting Date:	6/29/2017
Meeting Location:	Veterans Memorial Community Center	Meeting Time:	6:30 PM
Prepared by:	Joel Seeley	Meeting No.:	41
Distribution:	Committee Members (MF)		

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review Prequalification Status
5. Review Updated Site Plans and Floor Plans
6. Review Interior Materials Colors and Patterns
7. Review Meetings Actions Log
8. Review MSBA 60% Construction Document Comments
9. New or Old Business
10. Public Comments
11. Next Meeting: July 13, 2017
12. Adjourn

June 29, 2017

Mr. Edward Donoghue
Director of Business Services
Bourne Public Schools
24 Perry Avenue
Buzzards Bay, Massachusetts 02532-3441

Re: Peebles Elementary School

Bourne, Massachusetts

Amendment No. 4: Bid Document Printing Proposal

SMMA No. 15041

Dear Mr. Donoghue:

We are pleased to submit this proposal for the Owner's Bid Document Printing and Electronic Management of Bid Documentation services for the new Peebles Elementary School Project.

We have requested proposals from four (4) companies that provide these services. The companies are:

1. ProjectDog.com
2. BidDocs.com
3. Andrew T. Johnson Co., Inc.
4. BFS Business Printing

The proposal from BFS Business Printing dated May 25, 2017 is the most cost competitive based on printing 50 sets of the bid documents. Their budget is \$5,381.00 as defined in the attached Pricing Analysis Form dated May 30, 2017. The final cost is dependent upon how many actual sets are printed and distributed. We recommend a budget of \$8,000.00 be established, with the final invoiced cost based on the final printed amount.

The cost of BFS Business Printing's services will be billed at our cost plus 10% in accordance with Article 10 of our Contract for a budget of \$8,800.00.

This Amendment would be funded out of the Other Administrative Costs, ProPay Code 0199-0000 which has a balance remaining of Twenty Thousand Dollars (\$20,000.00.)

I will call you to review.

Very truly yours,

SMMA



Joel G. Seeley
Project Director

1000 Massachusetts Avenue
Cambridge, MA 02138
617.547.5400

cc: Contract File (MF)

enclosures: Pricing Analysis Form; Bid Set Printing Proposals

www.smma.com

ATTACHMENT B

**CONTRACT FOR PROJECT MANAGEMENT SERVICES
AMENDMENT NO. 4**

WHEREAS, the Town of Bourne (“Owner”) and Symmes Maini & McKee Associates (SMMA), (the “Owner’s Project Manager”) (collectively, the “Parties”) entered into a Contract for Project Management Services for the Peebles Elementary School Project (Project Number 201400360010) at the Peebles Elementary School on April 17, 2015 “Contract”; and

WHEREAS, effective as of June 29, 2017, 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:

1. The Owner hereby authorizes the Owner’s Project Manager to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Owner’s Project Manager shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services:	Original Contract	Prior Amendments	This Amendment	After this Amendment
Feasibility Study Phase	\$ 68,000.00			\$ 68,000.00
Schematic Design Phase	\$ 37,000.00	\$ 12,100.00		\$ 49,100.00
Design Development Phase		\$ 66,775.00		\$ 66,775.00
Construction Document Phase		\$ 114,970.00	\$ 8,800.00	\$ 123,770.00
Bidding Phase		\$ 50,000.00		\$ 50,000.00
Construction Phase		\$ 800,000.00		\$ 800,000.00
Completion Phase		\$ 54,863.00		\$ 54,863.00
Total Fee	\$ 105,000.00	\$1,098,708.00	\$ 8,800.00	\$ 1,212,508.00

This Amendment is a result of: Bid Document Printing Services

The work to be performed under ProPay Code 0199-0000.

3. The Construction Budget shall be as follows:

Original Budget:	<u>\$30,910,366.00</u>
Amended Budget	<u>\$30,910,366.00</u>

4. The Project Schedule shall be as follows:

Original Schedule:	<u>Project Completion: November 29, 2019</u>
Amended Schedule	<u>Project Completion: November 29, 2019</u>

5. 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

Thomas M. Guerino
(print name)
Town Administrator, Town of Bourne
(print title)

By _____
(signature)

Date _____

OWNER'S PROJECT MANAGER

Joel G. Seeley
(print name)
Project Director, Symmes Maini & McKee Associates, Inc.
(print title)

By _____
(signature)

Date _____

TOWN OF BOURNE
acting through its SCHOOL BUILDING COMMITTEE
New Peebles Elementary School
Printing and Electronic Management of Bid Documentation
Pricing Analysis Form
May 30, 2017

PROJECT MANAGEMENT



	ProjectDog.com	BidDocs.com	Andrew T. Johnson Co.	BFS Business Printing
Cost per Set of Specs & Drawings	\$ 192.04	\$ 238.47	\$ 181.91	\$ 99.62
Online Management	\$ 795.00	\$ 550.00	\$ 500.00	\$ 400.00
50 Sets of Printed Documents	\$ 9,602.00	\$ 11,923.50	\$ 9,095.50	\$ 4,981.00
TOTAL	\$ 10,397.00	\$ 12,473.50	\$ 9,595.50	\$ 5,381.00



76 South Street • Boston, MA 02111 • P. 617.482.7770 • F. 617.423.2071 • www.bfsdocs.com

Symmes Maini &McKee Associates
1000 Mass Ave.
Cambridge Mass. 02138
Sarah Traniello
RE: Bourne Pebbles Elementary School

5/25/17

Sarah,

Listed below are the prices we propose:

PLANS: 185 drawings 36x48 50 sets bound	2,045.00
SPECS: 2,026 originals 8.5x11 50 sets bound	2,936.00
Cost for 1 complete set of plans and specs	99.62
Bid document management services (one time fee)	400.00

To access our planroom go to: www.bfsplanroom.com look for Recent Jobs Posted, click on your project name then view, order and download FREE OF CHARGE.

Thank you for the opportunity to provide pricing for the above project. We look forward to working with you.

Sincerely,

Gene Giacchino
Sales
BFS Business Printing
76 South Street
Boston Ma. 02111



Service Agreement

Author: Sarah Shelley: Friday, May 26, 2017

To:

Symmes Maini & McKee Associates
Sarah Traniello
1000 Massachusetts Avenue
Cambridge, MA 02138
Phone: 617-520-9240
Email: straniello@smma.com

Project:

New Pebbles Elementary School
Estimated Value ~\$20M

Project Hosting (E-Host)

Online bid document distribution with automated plan holder tracking and addenda notifications. Projectdog can distribute refundable paper sets, or custom print requests are available at the bidder's cost.

- 100% Electronic:** Project is available via free online download or free CD from Projectdog.
- Refundable:** Project is available via free online download, free CD, or in the form of a refundable paper set from Projectdog's office.
- Hard Copy Addenda:** Addenda is printed and mailed to all hard copy plan holders. (Handling fee is \$5 per unit, plus shipping.)

Print Services

Print requests are invoiced at the end of the bidding cycle and after the deadline for returns of refundable plan sets, if distributed. Binding and card stock are included in print cost.

Large Format: \$0.10 per sq ft
Small Format: \$0.05 per page

ESTIMATE

185 Plan sheets (36x48) and 2,026 Spec sheets:
Full Size Plans \$111.00, Specifications \$81.04
→ 1 Set = \$192.04 → 50 Sets = \$9,602.00

Electronic Bidding (E-Bid)

Online sealed bid submission, public bid opening, and auto-generated bid tabulation by trade and low bid. At bid close, a "List of Bids Received" is publically posted with all bids for immediate review.

- Request for Bids/Quotes:** Filed Sub Contractors, General Contractors, Trade Contractors, etc.
- Request for Qualifications:** Designers, Construction Managers, Filed Sub Contractors, General Contractors, Trade Contractors, etc.
- Request for Proposals:** Construction Managers, Systems, Services, etc.

Service Fees

Project fees are based on project scope. E-Host fees include a quality review of all documents, MA Central Register plan holder submission, 1-Year online project access, and bidder assistance.

<u>Service</u>	<u>Fee</u>
E-Host, Refundable	\$795
Total	\$795

Note: Projectdog's **100% Electronic** E-Hosting option is currently being utilized by Bourne Public Schools. This option eliminates print cost, is MGL compliant, and is highly recommended for maximum project savings. A service revision can be requested any time prior to project availability; the service fee will not change.

Terms: Per-project Service Agreement term is 180 days. The undersigned agrees and abides by and to all provisions of Projectdog.com's "Legal Notice" and "Terms and Conditions of Use". Please periodically review them.

Authorized Signature: _____

Date: _____

BidDocs ONLINE Inc.
PRICE PROPOSAL



Proposal Date: 5/24/2017
 Client: SMMA

Project Name: **Bourne Pebbles Elementary School**

Online Hosting and Other Services (first 100 drawings)									\$550.00
Additional Drawing Posting	0 drawings	x	\$2.00 /drawing						\$0.00
Reproduction									\$5,961.75
Drawing Reproduction	185 drawings	x	12 SF	x	\$0.065 /SF	=	\$144.30		
Binding	1	x	\$1.00 binding			=	\$1.00		
Specifications	2026 pages	x	\$0.045 /page			=	\$91.17		
Specification Binding (3-Post)	1 volumes	x	\$2.00 /volume			=	\$2.00		
							<u>\$238.47 /set</u>		
						x	50 sets		
							<u>\$11,923.50</u>		
Minus typical electronic planholders (50% to 60%)									- \$5,961.75 (say 50%)
								Total Printing Costs	\$5,961.75
Incidental Costs									
Mailing - Client Sets Only	\$15.00/ set		UPS						
Electronic Download - Free									
								GRAND TOTAL	\$6,511.75

Note: This price quote is only an estimate and may vary depending on the size of the final set and the number of hard copy bid sets requested for the project. BidDocs ONLINE will only invoice for the actual number of plans printed.



Andrew T. Johnson Co., Inc.
15 Tremont Place,
Boston, MA 02108
P: 617-742-1610 F: 617-523-0719

Symmes Maini & McKee Associates
1000 Massachusetts Avenue
Cambridge, MA 02138
Attn: Sara Traniello

5/23/2017

Re: Bourne Pebbles Elementary

Dear Sara:

Listed below is the cost for producing plans and specs for your above referenced project.

<u>Plans:</u>	185 drawing's 36x48 Collar bound 50 sets Digital E-Prints bound	\$5,550.00
<u>Specs:</u>	2026 Pages 8-1/2x11 Run 2-sided, Screw post bound 50 sets	\$3,545.50
	Host and Manage Project On-Line	\$500.00

The prices listed above are for the number of drawings and specifications noted. Actual cost will vary depending on the actual number of originals received for printing.

The distribution, logging of all plan holders, receiving and returning deposit checks, and maintaining an up to date list of all plan holders will be done at our offices, and will be included in the cost of printing.

We will post your project in our Public Plan Room at (www.atjplanroom.com) and files will be available to view, order, and download directly from the site. We have the ability to control how the files are made available on the site, whether you would like to allow the plan holders to download sections, or make it make available for complete download only.

Once a bidder or supplier orders or downloads from the site, we have the ability to track, and keep an updated list of plan holders online, and send them a notification of any changes or addenda's that are made available. You will have access to monitor the plan holders list, as well as see who has received and who has actually viewed the addenda notifications that have been sent out. Most FTP sites do not have the ability to track, which is not ideal for these types of projects.

Looking forward to hearing from you soon.

Sincerely;
Andrew T. Johnson Co., Inc.

Robert W. Leslie
President

June 29, 2017

Mr. Edward Donoghue
Director of Business Services
Bourne Public Schools
24 Perry Avenue
Buzzards Bay, Massachusetts 02532-3441

Re: Peebles Elementary School

Bourne, Massachusetts

Amendment No. 5: Structural Peer Review Proposal

SMMA No. 15041

Dear Mr. Donoghue:

We are pleased to submit this proposal for the Owner's Structural Peer Review services for the new Peebles Elementary School Project.

The Owner's Structural Peer Review is a requirement of the State Building Code and MSBA. We have requested proposals from three (3) companies that provide these services. The companies are:

1. Daigle Engineering
2. DM Berg Associates
3. RSV Associates.

The proposal from RSV Associates dated June 19, 2017 is the most competitive. Their fee is \$2,900.00.

The Total Project Budget, ProPay Code 0102-1000, includes an allowance of Fifteen Thousand Dollars (\$15,000.00) for reimbursable and other services, which the Owner's Structural Peer Review will be applied to.

The cost for RSV Associates' services will be billed at our cost plus 10% in accordance with Article 10 of our Contract for a total fee of \$3,190.00.

I will call you to review.

Very truly yours,

SMMA



Joel G. Seeley
Project Director

cc: Contract File (MF)

enclosures: Pricing Analysis Form; Structural Peer Review Proposals

1000 Massachusetts Avenue
Cambridge, MA 02138
617.547.5400

www.smma.com

ATTACHMENT B

**CONTRACT FOR PROJECT MANAGEMENT SERVICES
AMENDMENT NO. 5**

WHEREAS, the Town of Bourne (“Owner”) and Symmes Maini & McKee Associates (SMMA), (the “Owner’s Project Manager”) (collectively, the “Parties”) entered into a Contract for Project Management Services for the Peebles Elementary School Project (Project Number 201400360010) at the Peebles Elementary School on April 17, 2015 “Contract”; and

WHEREAS, effective as of June 29, 2017, 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:

1. The Owner hereby authorizes the Owner’s Project Manager to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Owner’s Project Manager shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services:	Original Contract	Prior Amendments	This Amendment	After this Amendment
Feasibility Study Phase	\$ 68,000.00			\$ 68,000.00
Schematic Design Phase	\$ 37,000.00	\$ 12,100.00		\$ 49,100.00
Design Development Phase		\$ 66,775.00		\$ 66,775.00
Construction Document Phase		\$ 123,770.00	\$ 3,190.00	\$ 123,770.00
Bidding Phase		\$ 50,000.00		\$ 50,000.00
Construction Phase		\$ 800,000.00		\$ 800,000.00
Completion Phase		\$ 54,863.00		\$ 54,863.00
Total Fee	\$ 105,000.00	\$1,107,508.00	\$ 3,190.00	\$ 1,215,698.00

This Amendment is a result of: Structural Peer Review Services

The work to be performed under ProPay Code 0102-0000.

3. The Construction Budget shall be as follows:

Original Budget:	<u>\$30,910,366.00</u>
Amended Budget	<u>\$30,910,366.00</u>

4. The Project Schedule shall be as follows:

Original Schedule:	<u>Project Completion: November 29, 2019</u>
Amended Schedule	<u>Project Completion: November 29, 2019</u>

5. 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

Thomas M. Guerino
(print name)
Town Administrator, Town of Bourne
(print title)

By _____
(signature)

Date _____

OWNER'S PROJECT MANAGER

Joel G. Seeley
(print name)
Project Director, Symmes Maini & McKee Associates, Inc.
(print title)

By _____
(signature)

Date _____

TOWN OF BOURNE
acting through its SCHOOL BUILDING COMMITTEE
Peebles Elementary School
Owner's Structural Peer Review Services
Pricing Analysis Form
June 21, 2017

PROJECT MANAGEMENT



	Daigle Engineers	DM Berg Consultants	RSV Associates
Structural Peer Review Services	\$ 8,375.00	\$ 3,500.00	\$ 2,900.00
TOTAL	\$ 8,375.00	\$ 3,500.00	\$ 2,900.00



June 20, 2017

Joel G. Seeley
Symmes Maini & McKee Associates, Inc.
1000 Massachusetts Avenue
Cambridge, MA 02138

RE: INDEPENDENT STRUCTURAL PEER REVIEW PROPOSAL
Pebbles Elementary School
70 Trowbridge Road – Buzzards Bay, MA
(DEI Project No. D3693)

Dear Mr. Seeley:

Per your request, we are submitting this proposal for conducting a “peer review” of the structural design for the above referenced project in Buzzards Bay, MA. This proposal is based on the submitted RFP.

GENERAL PROJECT DESCRIPTION

The project consists of new construction, which includes a new multistory building with approximately 72,680 square feet of new finished space. The new building will range from one to two levels and will be situated west of the existing Pebbles Elementary School building. Reportedly the projects construction cost is about \$40 million dollars.

The proposed foundations will consist of reinforced concrete strip footings with foundation walls, piers, isolated spread footings, and concrete slab on grade. Classroom wings will be framed with structural steel columns and wide flange beams with composite deck. The Gymnasium and Cafetorium will utilize long span open web steel joists with metal decking. Bearing walls around the Gymnasium and Cafetorium will be 12” CMU which will be utilized as shear walls to resist lateral load. Brace frames will resist lateral load in the classroom wings.

The peer review will be conducted in one phase.

OBJECTIVE OF REVIEW

The object of this review is to determine if, generally, the structural plans and specifications for the above referenced project are in compliance with the structural requirements of the Building Code. This objective is limited to the extent necessary to render an opinion regarding the stability and integrity of the primary structural systems of the building per the MSBA’s Peer Review criteria described below. This review does not address other structural systems nor does it address serviceability issues.

Daigle Engineers, Inc.
1 East River Place
Methuen, MA 01844-3818
978 682 1748
978 682 6421 fax
www.daigleengineers.com

35 Years in Business ~ Est. 1979

DEI ♦ 6/20/17 ♦ D3693P062017.docx ♦ Page 1 of 4

Structural Peer Review ~ Peebles Elementary School – Bourne, MA.

Our review will include performing the following services:

- 1) Check to assure that design loads conform to the Code;
- 2) Check other structural design criteria and assumptions conform to the Code and with accepted engineering practice;
- 3) Confirm that the structural design incorporates pertinent results and recommendations of geotechnical investigations;
- 4) Check that the organization of the structure is conceptually correct; and
- 5) Make independent calculations for a representative fraction of systems, members, and details to check their adequacy. The number of representative systems, members, and details shall be as we deem necessary to form a basis for our conclusions.

RESPONSIBILITY

At no time shall it be construed that the Structural Engineer Project Peer Reviewer (Daigle Engineers, Inc.) through their peer review services, is supplanting, or joining with, the Structural Engineer of Record (SER) in his or her professional responsibility of the design for the Primary Structural Systems.

SCOPE OF SERVICES

Our services under this contract would entail conducting a structural peer review in accordance with the Eighth Edition of the Massachusetts State Building Code, 780 CMR 105.9, using the review requirements per 105.9.2.

During our review we will communicate with the SER as required to have any questions answered and concerns addressed with regard to our review. A copy of these issues will be forwarded to the SER for record purposes. Typically this process results in either us accepting the SER's justifications through supporting documentation or the SER adjusting the construction documents to accommodate our concerns.

Any changes to the construction documents that are deemed necessary shall be submitted to our office via a stamped letter by the SER including any applicable sketches or copies or revised details. If significant adjustments are required, a revised set of structural drawings would have to be resubmitted to us for verification that all issues noted have been properly addressed. Said revised drawings shall bear a revision date, along with the "wet seal" and original signature of the SER, so that our final letter of acceptance can be issued with explicit reference being made to the approved drawings. If significant revisions are to be made we will require that they be submitted to our office prior to issuing our final report.

Upon completion of our review, and if required, receipt of substantiating documentation of changes made by the SER, we will then issue our report. The report will state our professional opinion that the structural design is in compliance with the Building Code requirements. If, on the other hand, there are issues which cannot be ratified, we will note them in our report and arbitration may then

Structural Peer Review ~ Peebles Elementary School – Bourne, MA.

be required by the MSBA. Any time associated with an arbitration process will be an additional charge to our contract.

Design delegated items such as pre-engineered trusses, metal wall stud system, stairs, curtain walls, skylights, specialty or deep foundations, steel connections, ground improvement systems, etc. will not be included in our peer review. Peer review of these items is assumed to be provided by the SER. Our final peer review letter would include a statement in this regard.

INFORMATION REQUIREMENTS

The following information will be needed for us to commence with this project:

- Signed authorization to proceed.
- Current geotechnical report for this specific project.
- Full size hard copies and PDF's of proposed Structural drawings. Drawings must be essentially complete and coordinated accordingly for each peer review phase so as not to hinder our review. If drawings are incomplete or poorly coordinated we will return them without review or seek additional compensation for having to provide services in a further fragmented manner.
- Full size hard copies and PDF's of select proposed Architectural drawings (basic floor plans, roof plans, elevations, sections and typical details).
- Existing and proposed site grading plan.
- Proposed structural specifications (hard copy).

Structural calculations may be required upon request. All drawings and specifications/reports shall be submitted to our office in hard copy and electronic (PDF) form as noted prior to initiating our review efforts.

FEE FOR SERVICES

Our fee for conducting this review will be **\$8,375.00** (Eight Thousand Three Hundred and seventy-five dollars). This fee assumes DEI's involvement with the project will be completed by August 31, 2017, otherwise our fee may need to be adjusted.

Our proposal also assumes that the structures (depicted on the construction documents submitted for peer review) are in substantial compliance with the Building Code and engineering standards consistent with buildings of this type, in this geographic area. Discovering, documenting, discussing and mitigating an excessive number of deficiencies may require much more effort than what is included in a competitive proposal. Therefore, additional fees may result to accommodate such extra services. We will advise you of any extra services before we proceed with such services.

Payment for invoice(s) shall be received by this office within 15 days from our invoice date. Invoices extending beyond 45 days may result in a monthly late fee of 1.5% until payment is received and a possible suspension of services until payment is received. In the event any portion or all of an account remains unpaid 90 days after billing, Daigle Engineers, Inc (DEI) will pursue collection

Structural Peer Review ~ Pebbles Elementary School – Bourne, MA.

action for amounts past due. DEI will be entitled to recover, in addition to the past due amounts, all court or other collection costs actually incurred by DEI or DEI's recovery agency and associated attorney's fees.

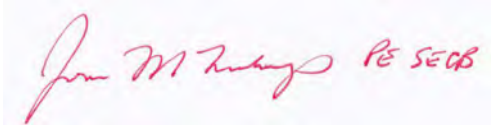
* * * * *

If this proposal is acceptable to you, please initial each page, sign the "Authorization to Proceed" section and return a copy of this proposal.

Should you have any questions with respect to the contents of this proposal, please do not hesitate to contact our office. We thank you for this opportunity to be of service to you and look forward to working with you on this project.

Very truly,

DAIGLE ENGINEERS INC.



Jonathan M. Longchamp, PE, SECB (ext. 117)
Principal/President
jlongchamp@daigleengineers.com

encl.: MA PE Affidavit
DEI Resume – 2 pages
Key Staff Resumes – 2 pages
Representative Peer Review Projects – 1 page

JML/ dei

<p>AUTHORIZATION TO PROCEED</p> <p>_____</p> <p>Company Name: (printed)</p> <p>_____</p> <p>Authorized Agent's Name: (printed)</p> <p>_____</p> <p>Agent's Signature:</p> <p>Date: _____</p>



June 20, 2017

Joel G. Seeley
Symmes Maini & McKee Associates, Inc.
1000 Massachusetts Avenue
Cambridge, MA 02138

RE: **PEEBLES ELEMENTARY SCHOOL ~ PEER REVIEW**
MA REGISTRED PE AFFIDAVIT
(DEI Project No. D3693)

Dear Joel:

Please let this serve as an affidavit attesting to the fact that I, Jonathan M. Longchamp, PE, SECB, am, in fact, a registered Professional Engineer (Structural) in the State of Massachusetts, per Item #3, bullet point 1, in your Request for Proposal’s General Conditions for the referenced project.

Very truly,

DAIGLE ENGINEERS INC.

Jonathan M. Longchamp, PE, SECB (ext. 117)
Principal/President
jlongchamp@daigleengineers.com

CIW/ciw



Daigle Engineers, Inc.
1 East River Place
Methuen, MA 01844-3818
978 682 1748
978 682 6421 fax
www.daigleengineers.com

Over 35 Years in Business ~ Est. 1979

JONATHAN M. LONGCHAMP, PE, SECB

PRINCIPAL/PRESIDENT

DAIGLE ENGINEERS, INC.

978-682-1748 EXT. 117

jlongchamp@daigleengineers.com

EDUCATION

University of Lowell | Bachelor of Science – Civil Engineering (Cum Laude) 1986

University of Lowell | Master of Science – Civil Engineering (Structural) 1987

REGISTRATIONS AND CERTIFICATIONS

Professional Engineer – CT, ME, MD, MA, NH, PA, RI, NY

Structural Engineering Certification Board

PROFESSIONAL EXPERIENCE

Daigle Engineers, Inc. | Principal/Structural Engineer (1987 – Present)

Duties: Perform structural analysis and design of industrial, municipal, commercial, and residential structures, failure analysis investigations, project and personnel management.

Representative Projects:

- o Andover Public Safety Complex – Structural Investigation (Andover, MA)
- o Atkinson Country Club – Function Facility/Club House/Cart Barn (Atkinson, NH)
- o Boston College Residences – Independent Design Review (Brighton, MA)
- o Hanscom AFB/Fort Devens – Various Roof Projects (Various Locations)
- o Heritage Place – Structural Due Diligence Investigation (Lawrence, MA)
- o Jack Satter House – Framed Slab Selective Removal & Replacement (Revere, MA)
- o Lawrence General Hospital – General Renovations (Lawrence, MA)
- o Malden Mills – Design of Upgrades to Mill Buildings (Lawrence, MA)
- o Nashua High School – Independent Structural Peer Review (Nashua, NH)
- o Phillips Square Condominiums – Renovations & Addition (Boston, MA)
- o TJX/Marshalls Dist. Center – Mezzanine Reinforcing & Overlay (Woburn, MA)
- o Winchendon School – New Dining Hall (Winchendon, MA)
- o Wheelabrator Technologies – Repairs/Alterations (Resource Recovery Facilities)

CONTINUING EDUCATION

Various Seminars including: Sustainable Design/Green Building SE Role, Building Info. Modeling/Integrated Project Delivery, Deer Island Renewable Energy Initiatives, Our Aging Infrastructure Evaluation, Repair & Rehabilitation, Structural Provisions 7th Edition MA Building Code, Archaic/Historic Masonry Structures, Ethics and Engineers, Non-Destructive Testing and Evaluation.

PROFESSIONAL MEMBERSHIPS

American Society of Civil Engineers
American Institute of Steel Construction
Structural Engineers Association of MA
Structural Engineers of NH

Boston Association of Structural Engineers
Chi Epsilon National Honor Society
Tau Beta Pi Engineering Honor Society

PUBLICATIONS

Contributor: Guidelines for the Structural Provisions for the Repair, Alteration, Addition and Change of Use of Existing Buildings for Compliance with the 6th Edition of the Massachusetts State Building Code. 2002 Boston Association of Structural Engineers, Boston, MA.

VINCENT PULSELLI, PE, SECB
SENIOR STRUCTURAL ENGINEER
DAIGLE ENGINEERS, INC.
978-682-1748 EXT. 118
vpulselli@daigleengineers.com

EDUCATION

University of Massachusetts - Lowell | Bachelor of Science – Civil Engineering 1994
University of Massachusetts - Lowell | Master of Science – Civil Engineering (Structural) 1997

REGISTRATIONS AND CERTIFICATIONS

Professional Structural Engineer – Massachusetts
Structural Engineering Certification Board
OSHA 10-Hour – Construction Safety & Health

PROFESSIONAL EXPERIENCE

Daigle Engineers, Inc. | Senior Structural Engineer (1994 – Present)

Duties: Project Manager/Design Engineer for various clients and project types including building renovations, new building construction, existing building conditional surveys, investigations of structures, high end residential construction, peer reviews, construction control supervision, etc.

Representative Projects:

- o Edgartown National Bank – New Construction (Tisbury, MA)
- o Emerson Hospital – Project S.C.O.R.E. Major Addition (Concord, MA)
- o The First Church of Christ, Scientist – Office Retrofit (Boston, MA)
- o Haffner's Headquarters – New Construction (Lawrence, MA)
- o Hanscom Air Force Base – Pool & Theatre Building Retrofits (Bedford, MA)
- o Holy Family Hospital – Expansion Major Addition (Methuen, MA)
- o Lowell E-911 Center – Retrofit & Upgrades (Lowell, MA)
- o Marriott Assisted Living – New Construction Prototype (Stamford, CT)
- o Peabody Institute Library – Renovations & Repairs (Peabody, MA)
- o Proctor & Gamble – Various Facility & Tank Farm Upgrades (Andover, MA)
- o Rosie's Place – New Addition / Renovations (Boston, MA)
- o Strip Mall – New Construction (Hamden, CT)
- o Super Stop & Shops – New Construction (Various Locations)
- o Teleflex – New Addition and Retrofit (Jaffrey, NH)
- o Williamstown Savings Bank – Renovations & Alterations (Williamstown, MA)

CONTINUING EDUCATION

Various Seminars including: Steel Deck, Special Inspections, Forensics, RamSteel/RamFrame Software, Structural Dynamics, Sika Products, AISC Seismic Braced Frames, OSHA, Masonry Renovations, Legal Issues for P.E.'s, Powers Fasteners, AutoCAD, Revit, Cold Form Steel Framing, Simpson Products, Hilti Fasteners.

PROFESSIONAL MEMBERSHIPS

Structural Engineers Association of Massachusetts
Boston Society of Civil Engineers
American Institute of Steel Construction
Chi Epsilon National Honor Society



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/20/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ames & Gough 859 Willard Street Suite 320 Quincy, MA 02169	CONTACT NAME: PHONE (A/C, No, Ext): (617) 328-6555	FAX (A/C, No): (617) 328-6888	
	E-MAIL ADDRESS: boston@amesgough.com		
INSURER(S) AFFORDING COVERAGE		NAIC #	
INSURED Daigle Engineers, Inc. One East River Place Methuen, MA 01844	INSURER A : American Casualty Co of Reading, PA A(XV)		20427
	INSURER B : Continental Casualty Company (CNA) A, XV		20443
	INSURER C : Transportation Insurance Company A(XV)		20494
	INSURER D : Great American Insurance Company		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

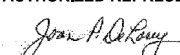
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <hr/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			1074107350	11/24/2016	11/24/2017	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMPI/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			1074107350	11/24/2016	11/24/2017	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							\$	
B	UMBRELLA LIAB EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			2095602097	11/24/2016	11/24/2017	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below N Y / N N / A			2067286633	05/01/2017	05/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
D	Professional Liab			DPP4203624	04/20/2017	04/20/2018	Per Claim	1,000,000
D				DPP4203624	04/20/2017	04/20/2018	Aggregate	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 All Coverages are in accordance with the policy terms and conditions.

CERTIFICATE HOLDER

CANCELLATION

Symmec Maini & McKee Associates, Inc. 1000 Massachusetts Avenue Cambridge, MA 02138	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

Representative Peer Review Projects

Winchester High School – Winchester, MA (288,000 sq. ft.)

Nashua High School South – Nashua, NH (369,000 sq. ft.)

Bancroft Elementary School – Andover, MA (107,000 sq. ft.)

Glover Elementary School – Marblehead, MA (79,000 sq. ft.)

Kipp Academy – Lynn, MA (68,000 sq. ft.)

Boston College Residences – Chestnut Hill, MA (50,000 sq. ft.)

Paul Revere Elementary School – Revere, MA (50,000 sq. ft.)

CW Morey Elementary School – Lowell, MA (40,000 sq. ft.)

Fenn School – Concord, MA (20,000 sq. ft.)



DM BERG CONSULTANTS, P.C.
SERVING THE INDUSTRY SINCE 1963

CONSULTING ENGINEERS
100 Crescent Road, Suite 1A
Needham, MA
02494-1457
p 781.444.5156
f 781.444.5157
www.dmberg.com

STATUS:

AN AGREEMENT FOR THE PERFORMANCE OF PROFESSIONAL SERVICES
INDEPENDENT STRUCTURAL ENGINEERING REVIEW

CLIENT: Symmes Maini & McKee Associates, Inc.
1000 Massachusetts Avenue
Cambridge, MA 02138
Attn: Mr. Joel G. Seeley

DATE: June 21, 2017

PROJECT NAME/LOCATION: James F. Peebles Elementary School
Bourne, MA

SCOPE/INTENT AND EXTENT OF SERVICES: Independent Structural Engineering Review performed in accordance with the Massachusetts State Building Code, Eighth Edition, Section 105.9.

FEE ARRANGEMENT: For Basic Services included in Exhibit A: Lump Sum Fee of \$3,500.00

RETAINER AMOUNT: 0

SPECIAL CONDITIONS: At no time shall it be construed that DM Berg Consultants, P.C. is supplanting, or joining with, the Structural Engineer of record in his or her professional responsibility for the design of the Primary Structural System.

PREPARED BY:

The Terms and Conditions on the next page are a part of this Agreement.

Ali R. Borojerdi, P.E., LEED AP/Vice President

(printed name/title)

OFFERED BY:

ACCEPTED BY:



(signature)

(signature) (date)

Ali R. Borojerdi, P.E., LEED AP/Vice President

(printed name/title)
DM BERG CONSULTANTS, P.C.

(Engineer)

(printed name/title)

(Client)

m:\proposals\2017 proposals\83-iser-peebles school.docx

DM BERG CONSULTANTS, P.C. – TERMS AND CONDITIONS

SCOPE OF SERVICES: Engineer, as representative of Client, shall perform the Basic Services described in the attached Proposal. Engineer makes no warranty, either expressed or implied, as to Engineer's findings, recommendations, plans, specifications, or professional advice. Engineer will perform the services pursuant to generally accepted standards of practice in effect at the time of performance. Services provided by Engineer under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

If Engineer's Proposal includes the performance of On-Site Observation services, then: Engineer shall visit the project at appropriate intervals during construction to become generally familiar with the progress and quality of Contractors' work and to determine if the work is proceeding in general accordance with the structural drawings and specifications prepared by Engineer. Client has not retained Engineer to make detailed inspections or to provide exhaustive or continuous project review and observation services. Engineer shall not, during such visits or as a result of any observations of construction, supervise, direct or have control over Contractors' work nor shall Engineer have authority over or responsibility for the equipment, means, methods, techniques, sequences, or procedures of construction selected by Contractors or health and safety precautions and programs incident to the work of Contractors or any failure of Contractors to comply with laws, rules, regulations, ordinances, codes, or orders applicable to Contractors furnishing and performing their work. Engineer does not guarantee the performance of the construction contract by Contractors and does not assume responsibility for Contractors' failure to furnish and perform their work in accordance with the drawings and specifications.

If Engineer's Proposal includes the Review of Contractors' Submittals, then: Engineer shall review shop drawings, samples, and other data which Contractors are required to submit, but only for the limited purpose of checking for conformance with the structural design concept of the Project and compliance with the information given in the structural drawings and specifications. Such review or other actions shall not extend to accuracy or completeness of details, erection aids, quantities, dimensions, weights or gauges, fabrication processes, coordination with other trades, equipment, means, methods, techniques, sequences or procedures of manufacture (including the design of manufactured products) of construction, or to health and safety precautions and programs incident thereto. Engineer's review or other actions, as described above, shall not constitute approval of an assembly or product of which an item is a component, nor shall it relieve Contractors of (a) their obligations regarding review and approval of any such submittals; and (b) their exclusive responsibility for the equipment, means, methods, sequences, techniques and procedures of construction, including safety of construction. Engineer's review shall be conducted with reasonable promptness while allowing sufficient time in Engineer's judgment to permit adequate review. Engineer shall not be responsible for any deviations from the Contract Documents not highlighted in writing to Engineer from Contractor. Engineer shall not be required to review partial submissions, incomplete submissions, submittals that are grossly incorrect or non-responsive, submittals for which submissions of correlating items have not been received, or submittals not reviewed and approved by Contractor. If a submittal is not duly acceptable after its second submission, the client shall be responsible for all increased costs including, without limitation, for increased professional fees based on rates per our fee schedule.

HAZARDOUS MATERIALS: It is acknowledged by both parties that Engineer's scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event Engineer or any other party encounters asbestos or hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of Engineer's services, Engineer may, at his option and without liability for consequential or any other damages, suspend performance of services on the project until Client retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the jobsite is in full compliance with applicable laws and regulations.

OWNERSHIP OF DOCUMENTS: All documents produced by Engineer under this Agreement shall remain the property of Engineer and may not be used by this Client for any other purpose without the written consent of Engineer.

DISPUTE RESOLUTION: Any claims or disputes made during design, construction, or post-construction between Client and Engineer shall be submitted to non-binding mediation.

FFC: Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. 2017 rates are as follows:

Principal: \$210 per hour	Project Engineer: \$140 per hour
Associate: \$175 per hour	Staff Engineer: \$120 per hour
Production Principal: \$165 per hour	Draftsperson: \$110 per hour
	Non-Technical: \$50 per hour

REIMBURSABLE EXPENSES: Reimbursable expenses shall be billed at one-point-two (1.2) times Engineer's actual expense. Reimbursable expenses include but are not limited to: reproduction; shipping; photographs; parking; tolls; mileage; hotel; travel; and meals.

CHANGES OR DELAYS: Unless the accompanying Proposal provides otherwise, the proposed fees constitute Engineer's estimate to perform the services required to complete the Project. Required services often are not fully definable in the initial planning; accordingly, developments may dictate a change in the scope of services to be performed. Where this occurs, changes in the Agreement shall be negotiated and an equitable adjustment shall be made. An Additional Services Contract will be submitted to Client. No additional services will be performed by Engineer without written authorization from Client.

Costs and schedule commitments shall be subject to renegotiation for unreasonable delays caused by Client's failure to provide specified facilities, direction, or information, or if Engineer's failure to perform is due to any act of God, labor trouble, fire, inclement weather, act of governmental authority, failure of transportation, accident, power failure, or interruption or any other cause beyond the reasonable control of Engineer. Temporary work stoppage caused by any of the above may result in additional cost beyond that outline in the accompanying Proposal.

BILLINGS/PAYMENTS: Invoices for Engineer's services shall be submitted at Engineer's option, either upon completion of such services or on a periodic basis. Invoices are due upon receipt. If the invoice is not paid within thirty (30) days, Engineer may, without waiving any claim or right against Client, and without liability whatsoever to Client, terminate the performance of the service and/or withhold the structural construction control affidavit and/or the final construction control affidavit until the full invoiced payments to date are received. In the event any portion or all of an account remains unpaid 90 days after billing, Client shall pay all costs of collection, including reasonable attorney's fees.

LATE PAYMENTS: Accounts unpaid thirty (30) days after the invoice date may be subject to a monthly service charge of 1.5 percent on the then unpaid balance (18.0 percent true annual rate), at the sole election of Engineer. In the event any portion or all of an account remains unpaid ninety (90) days after billing, Client shall pay all costs of collection, including all reasonable attorney fees.

MUTUAL INDEMNIFICATION: Engineer agrees, to the fullest extent permitted by law, to indemnify and hold harmless Client, its officers, directors, and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs to the extent caused by Engineer's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Engineer is legally liable.

Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Engineer, its officers, directors, employees, and subconsultants (collectively, Engineer) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors, or consultants or anyone for whom Client is legally liable.

Neither Client nor Engineer shall be obligated to indemnify the other party in any manner whatsoever for the other party's negligence.

CERTIFICATIONS: Engineer shall not be required to execute any document that would result in its certifying, guaranteeing, or warranting the existence of conditions whose existence Engineer cannot ascertain.

TERMINATION OF SERVICES: Either Client or Engineer may terminate this Agreement at any time with or without cause upon giving the other party seven (7) calendar days prior written notice. Client shall within thirty (30) calendar days of termination pay Engineer for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this Agreement.

APPLICABLE LAWS: This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.

LIMITATION OF LIABILITY: To the fullest extent permitted by law, and not withstanding any other provision of this Agreement, the total liability, in the aggregate, of Engineer and Engineer's officers, directors, partners, employees, agents and subconsultants, and any of them, to Client and anyone claiming by, through or under Client, for any and all claims, losses, costs, or damages of any nature whatsoever arising out of, resulting from or in any way related to the Project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of Engineer or Engineer's officers, directors, employees, agents or subconsultants, or any of them, shall not exceed the total compensation received by Engineer under this Agreement, the total amount of \$50,000 (whichever is greater), or another amount agreed upon when added under Special Conditions.

Exhibit A - Summary of Services

This is an exhibit attached to and made part of the Agreement dated June 21, 2017 between **DM Berg Consultants, P.C.** (Project Peer Reviewer) and **Symmes Maini & McKee Associates** (Client) for the project known as James F. Peebles Elementary School, Bourne, Massachusetts.

The services of the Project Peer Reviewer (PPR) for this proposal include those indicated below. See Agreement for further details.

Basic Services	Included	Not Included	Remarks
I. DESIGN DEVELOPMENT Review design concept as shown on preliminary foundation and framing layout drawings.		x	
II. DESIGN LOAD CRITERIA Review and confirm that the loads used conform with the applicable Code requirements.			
A. Gravity Loads:			
1. Live Loads	x		
2. Dead Loads	x		
3. Special Loads		x	
a. Elevators		x	
b. Cranes		x	
c. Mechanical Equipment		x	
d. Other		x	
B. Lateral Loads:			
1. Wind Loads	x		
2. Seismic Loads	x		
3. Special Loads		x	
a. Elevators		x	
b. Cranes		x	
c. Mechanical Equipment		x	
d. Other		x	
III. LATERAL LOAD RESISTING SYSTEM Identify and categorize type of lateral load resisting systems.	x		
IV. LOAD PATHS Review load paths for gravity and lateral loads from origins to foundations.	x		
V. STRUCTURAL MEMBERS AND ASSEMBLIES Review a representative number of structural elements (columns, beams, bracing, etc.)	x		10% to 20%
VI. REVIEW OF CONNECTIONS Review a representative number of connections (moment connections, framed connections, bracing connections, etc.)			Only those shown by the SER. 10% to 20%
A. Review type of connection for compatibility with design intent (slip critical connections, connections with slotted holes, Type 1. - "rigid frame" construction, Type 2. - "simple framing" constructions, etc.)	x		
B. Review a representative number of connections for structural members and assemblies.	x		

Basic Services	Included	Not Included	Remarks
VII. REVIEW OF FOUNDATION ELEMENTS			
A. Review geotechnical report for confirmation of type of proposed foundation elements.	x		Only when a Geotechnical Report was prepared.
B. Review a representative number of foundation elements for load capacity.	x		10% to 20%
VIII. REVIEW OF SPECIAL REQUIREMENTS Review documents or architectural and other engineering disciplines for potential special load or framing requirements.		x	
IX. REVIEW SPECIFICATIONS Review specifications for implementation of design materials.	x		
X. IDENTIFY POTENTIAL PROBLEMS Review plans and specifications and try to identify any precautions which should be taken during construction to guard against any temporary instabilities. Responsibility under this item shall be to attempt to identify potential problems; not to present solutions. Examples of the intent include, but are not limited to: bracing of masonry wall construction, underpinning sequences, erection sequences, etc.		x	
XI. REPORT			
A. Provide written report of findings to Owner. In order to limit the extent of the written report, the PPR might have fairly frequent contact with the Structural Engineer of Record (SER) to exchange points of view and suggest nominal changes.	x		
B. Meet with the Building Department Official once to review findings.		x	

ADDITIONAL SERVICES: Not included as part of this Agreement but can be performed by PPR.

1. Those items noted within this Exhibit as "Not Included".
2. Review a representative number of shop drawings for design intent.
3. Perform site visits during construction to review implementation of design intent.

INFORMATION REQUIRED BY PPR:

1. Geotechnical Report.
2. Contract Drawings and Specifications appropriate for services included.

m:\proposals\2017 proposals\83-isersumm-peebles school.docx

ALI R. BOROJERDI, PE, LEED AP

VICE PRESIDENT

aborojerdi@dmberg.com

• EDUCATION

Master of Science Degree
in Civil Engineering (1986)
University of Minnesota
Minneapolis, Minnesota

Bachelor of Science Degree
in Structural Engineering
(1976)
Sharif University of
Technology
Tehran, Iran

• PROFESSIONAL MEMBERSHIPS

American Society of Civil
Engineers
Boston Society of Civil
Engineers
Boston Association of Structural
Engineers
National Council of Examiners
for
Engineering and Surveying
Structural Engineers Association
of Massachusetts

• LANGUAGES

English
Farsi
French

• REGISTRATIONS

Massachusetts
Connecticut
New Hampshire
Maine
New Jersey
New York

Ali Borojerdi serves as Vice President and Treasurer of the firm. Mr. Borojerdi graduated from the University of Minnesota and holds a Master of Science Degree in Civil Engineering. He is a licensed professional engineer in several states and has over 32 years of varied experience in the field of structural engineering in all phases of design and project management.

Mr. Borojerdi has worked on various structures including: educational facilities; office, residential, and commercial buildings; parking garages; hospitals; athletic facilities; maintenance facilities; and wastewater treatment structures. Ali's work experience includes, but is not limited to: Structural analysis and design; Investigation and reporting; Distress and failure investigation and analysis; and Independent structural engineering review.

Sampling of Projects:

University of New England, Biddeford, Maine

The project consists of new 3-story steel framed student center with an approximate area of 60,000 Sq. Ft.

Frank J. Manning Apartments, Cambridge, Massachusetts

Renovation and additions to this 19-story concrete frame building.

LCB Residences in Connecticut, Massachusetts, and New Hampshire

All phases of design services for 3-story steel framed assisted living and elderly residences with an average area of 70,000 Sq. Ft. each.

The Foundry, Providence, Rhode Island

Total renovation of 6-story mill building into 198 residential units and retail space.

The Watch Factory, Waltham Massachusetts

Rehabilitation/reuse of this historic complex on the Charles River. The 400,000 SF complex transformed into a mix of offices, loft-style apartments and retail uses with riverfront amenities. An enclosed pedestrian bridge was added to connect tenant spaces.

Taunton High School and Parker Elementary School, Taunton, Massachusetts

All phases, including feasibility study, provided for the 489,000 sq.ft. of renovation/addition and about 64,000 sq.ft. of new construction for the Town of Taunton's expanding school population.

The Penmark (Harrison Commons), Boston, Massachusetts

Designed and managed the renovation of the former five-story Boston College High School to create interior space to be used for luxury loft condominiums. One goal was to maintain the exterior façade and roof of the building for historic preservation concerns.

The Ocean Club, Revere, Massachusetts

Structural design for this 13-story "resort-style" building located on Ocean Drive in Revere Beach, with 242-units.

Tufts University Parking Garage, Medford, Massachusetts

Structural design of a 7-story building on the Medford portion of the main campus involving new construction of six levels of parking (210,000 s.f., 510 spaces) and one level of office space (32,000 s.f.)



CONSULTING ENGINEERS

100 Crescent Road, Suite 1A

Needham, MA

02494-1457

p 781 444-5156

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SAMPLING



Acton-Boxborough Regional High School
Acton, Massachusetts
Photo by Design Partnership of Cambridge



Hopkinton High School
Hopkinton, Massachusetts
Photo by DMBC



Flagg Adams Middle School
Holliston, Massachusetts
Photo by DMBC

Acton, Massachusetts
Acton-Boxborough Regional
High School
Feasibility Study
Additions/Renovations

Beverly, Massachusetts
Shore Country Day School
Additions/Renovations

Boston, Massachusetts
Boston Collegiate Charter School
New/Renovations
Boston Latin School
Additions/Renovations
(MATCH) Media and Technology
Charter High School
780 CMR 34 Review
New/Renovations

Brookline, Massachusetts
Maimonidies School
Additions/Renovations

Cambridge, Massachusetts
Fitzgerald School
Feasibility Study
Additions/Renovations
Morse Elementary School
Additions/Renovations

Chatham, Massachusetts
High School
Middle School
Existing Conditions Survey
Additions/Renovations

Concord, Massachusetts
Middlesex School
Addition

Danvers, Massachusetts
Great Oaks Elementary School
Additions/Renovations

Dedham, Massachusetts
Ursuline Academy
Addition

Dorchester, Massachusetts
Neighborhood House Charter School
Feasibility Study
Additions/Renovations
Upham's Corner Charter School
780 CMR 34 Review

Duxbury, Massachusetts
Duxbury Bay Maritime School
Additions

Essex, Massachusetts
North Shore Agricultural Technical
High School
Feasibility Study

Georgetown, Massachusetts
Perley Elementary School
Middle/Senior High School
Feasibility Study
Additions/Renovations

Haverhill, Massachusetts
Dr. Paul Nettle Middle School
Feasibility Study
Additions/Renovations
High School
Auxiliary Gym Investigation

Hingham, Massachusetts
High School
Feasibility Study
Additions/Renovations
South Elementary School
Feasibility Study
Additions/Renovations

SAMPLING



South Elementary School
Hingham, Massachusetts
Photo by Peter Vanderwarker



Medway High School
Medway, Massachusetts
Rendering by Design Partnership of Cambridge



MATCH School
Boston, Massachusetts
Photo by DMBC

Holliston, Massachusetts
Flagg Adams Middle School
Feasibility Study
Renovations

High School
Feasibility Study
Additions/Renovations
Miller Elementary School
Feasibility Study
Additions/Renovations

Hopkinton, Massachusetts
High School
New

Kingston, Massachusetts
Sacred Heart Elementary School
Addition

Lawrence, Massachusetts
Wetherbee School
Feasibility Study
Additions/Renovation

Lunenburg, Massachusetts
High School
Feasibility Study

Medfield, Massachusetts
Middle School
Feasibility Study
Additions/Renovations
High School
Feasibility Study
Additions/Renovations

Medway, Massachusetts
Medway High School
Additions/Renovations

Melrose, Massachusetts
Lincoln School
Feasibility Study
Additions/Renovations

Middleborough, Massachusetts
Memorial School
Feasibility Study

Natick, Massachusetts
Brown Elementary School
Addition
Lilja Elementary School
Feasibility Study
Renovations

Needham, Massachusetts
St. Sebastian's School
Additions/Renovations

Newton, Massachusetts
Franklin Elementary School
Renovations

Pembroke, Massachusetts
Pembroke High School
Feasibility Study
Additions/Renovations
Middle School
Additions/Renovations

Pepperell, Massachusetts
Nissitissit Middle School
New

Randolph, Massachusetts
North Middle School
Additions/Renovations

Reading, Massachusetts
Joshua Eaton Elementary School
Additions/Renovations
Memorial High School
Feasibility Study
Additions/Renovations

Parker Elementary School
Additions/Renovations

SAMPLING



Brown Elementary School
Natick, Massachusetts Photo by David Desroches



St. Sebastian's School
Needham, Massachusetts Photo by DMBC



Westborough High School
Westborough, Massachusetts Photo by DMBC

Sharon, Massachusetts
Middle School
Feasibility Study

Stow, Massachusetts
Center School
Feasibility Study
Hale Middle School
Additions/Renovations
Pompositicut School
Feasibility Study

Sudbury, Massachusetts
Josiah Haynes Elementary School
New/Renovations

Sutton, Massachusetts
Elementary School
New/Renovations

Taunton, Massachusetts
Parker Elementary School
New
High School
Addition/Renovations

Walpole, Massachusetts
League School of Greater Boston
New

Wellesley, Massachusetts
Middle School
Feasibility Study
Renovation

Westborough, Massachusetts
High School
Feasibility Study
Additions/Renovations
Mill Pond Intermediate School
New

Weston, Massachusetts
Country Elementary School
Feasibility Study
New/Renovations
Woodland Elementary School
Feasibility Study
Additions/Renovations

Newport, Rhode Island
Dexter Street, Elementary School
Evaluation

**RSV ASSOCIATES
CONSULTING ENGINEERS**

10 MAZZEO DRIVE, SUITE 201-G, RANDOLPH, MA 02368 *PHONE (781)963-5786 *FAX (781)843-3752

June 19, 2017

Joel G. Seeley
Symmes Maini & Mckee Associates, Inc.
1000 Massachusetts Avenue
Cambridge, MA 02138

**RE : New Peebles Elementary School
Bourne, MA
Independent Structural Engineer Review**

Dear Mr. Seeley :

Attached please find a copy of proposal for performing structural peer review, copy of current Massachusetts register professional engineer license, resume, and partial list of similar projects for which structural peer review services were provided.

If you have any questions, please call.



Yours truly,

Victor Verma, P.E., Principal
RSV ASSOCIATES

CC: VV/DW

**RSV ASSOCIATES
CONSULTING ENGINEERS**

10 MAZZEO DRIVE, SUITE 201-G, RANDOLPH, MA 02368 *PHONE (781)963-5786 *FAX (781)843-3752

June 19, 2017

Page : 1 of 2

Joel G. Seeley
Symmes Maini & Mckee Associates, Inc.
1000 Massachusetts Avenue
Cambridge, MA 02138

**RE : New Pebbles Elementary School
Bourne, MA.
Independent Structural Engineer Review**

Dear Mr. Seeley :

We are pleased to provide the following proposal for structural peer review services for the above referenced project. Review will be provided as per the 8th edition of Massachusetts State Building Code. We understand the scope of work to include the following :

1. Review all structural related specifications.
2. Review design criteria and assumptions used in design.
3. Review whether the Design Loads (Gravity and Lateral) used are in agreement with Governing Building Code.
4. Check that the organization of the structure is conceptually correct including structural load paths.
5. Review Geotechnical report and its implementations in foundation design.
6. Review basic assumptions used for distributing the Lateral loads to main Lateral Resistance Systems.
7. Perform independent calculations for a typical bay, to investigate beams, columns, steel brace frames, Masonry shear walls, foundation design and other major structural members.

**RSV ASSOCIATES
CONSULTING ENGINEERS**

10 MAZZEO DRIVE, SUITE 201-G, RANDOLPH, MA 02368 *PHONE (781)963-5786 *FAX (781)843-3752

Page : 2 of 2

Our fee for the scope described in items 1 thru 7 (page 1), shall be a lump sum of \$2,900.00. Included in the lump sum are resolving all structural related problems with Engineer of Record, travel time, expense to review the comments on structural design and writing a detail report after peer review is completed.

Should the term of this be acceptable to you, please return a signed copy formally authorizing to proceed with the work.

Yours truly,



Victor Verma, P.E., Principal
RSV ASSOCIATES

Symmés Maini & Mckee Associates, Inc.

CC : VV/DW

Fold, then Detach Along All Perforations

**COMMONWEALTH OF MASSACHUSETTS
DIVISION OF PROFESSIONAL LICENSURE**

BOARD OF
ENGINEERING

ISSUES THE FOLLOWING LICENSE AS A
REG/PROF STRUCTURAL ENGINEER

VICTOR K VERMA
11 BARSTOW DR
BRAintree, MA 02184-6812



LICENSEE SIGNATURE

28393

06/30/2018

72347

LICENSE NUMBER EXPIRATION DATE SERIAL NUMBER

RSV ASSOCIATES
CONSULTING ENGINEERS

10 MAZZEO DRIVE, SUITE 201-G RANDOLPH, MA 02368 PHONE (781) 963-5786 FAX (781) 843 -3752

Page : 1 of 2

Victor Verma

Professional
Education

B.S.C.E
M.S.C.E.

Kansas State University
University of Michigan

Professional
Registration

Massachusetts
New York

Professional
Membership

American Institute of Steel Construction
Boston Society of Civil Engineers

Professional
Experience

July 1996 to Present
RSV Associates.
Randolph, MA.

Working as structural consultant on new and renovation projects, office buildings, condos, industrial buildings, feasibility studies, performed structural peer review, value engineering, inspection reports.

March 1995 to July 1996
Summer Schein Arch. / Engineers
Cambridge, MA.

Job Title : Structural Engineer

Responsibilities involve conceptual design, final design of retail shopping center, schools & retail stores modification of existing foundation for additional loads, coordinated all work with architect's, checked structural shop drawings, cooling tower support, written field inspection report.

April 1993 to March 1995

Worked as independent structural consultants on Retail stores, schools, commercial buildings, design framing & foundation, peer review , taken field inspection trips, designed single span bridges, foundation for signs, sheet piling design, renovation of existing building.

Nov 1989 to Jan. 1993

Badgers Engineers

Cambridge, MA.

Job Title: Structural Engineer

Responsibilities involve design of industrial buildings, building & water treatment plants, mat design on piles, moment & braced frames analysis & design, structural framing, machine foundation design, checked design & shop drawings.

April 1984 to Nov. 1989

Macdonald Assoc.

Braintree, MA.

Job Title : Structural Engineer

Responsibilities include conceptual design, final design for mid high rise commercial buildings, schools, apartments ,masonry walls design for lateral loads, flat slab analysis & design, composite beams design, resolved all field related problems.

June 1975 to April 1984.

Stone & Webster Engineering Corp.

Boston, MA.

Job Title : Structural Engineer

Responsibilities involve design of structural framing for various buildings in nuclear power Plants, checked steel & concrete shop drawings, truss bracing design, column base plates design, resolved field related problems.

were provided

1. Beverly Middle School, Beverly, MA
2. Minutemen Regional Voc. Tech High School, Lexington, MA
3. Sylvester / Center School, Hanover, MA
4. Sterling Middle School, Quincy, MA
5. Mount Greylock Regional School, Williamstown, MA

From: Norton, Jane [<mailto:jnorton@bourneps.org>]

Sent: Saturday, June 17, 2017 3:09 PM

To: Seeley, Joel <jseeley@smma.com>

Subject: Peebles' Memorials/Dedications

Hi Joel, Below please find a list of memorials at Peebles.

Indoor

1. James F. Peebles Portrait
2. Dawn Lynne Butler Score Clock
3. Verde Williams Service Plaque

Outdoor

1. Don Morrissey Street Sign
2. Jean Sullivan Service Rock Plaque

Misc.

1. *Front Lobby Bell from the Holbrook Bell Foundry - Holbrook and Sons 1875
See Attached bell Information in "After 1850" section

A National List of Holbrook Bells

The following is a partial list of bells cast by George Holbrook and his heirs believed to be still in existence, although bells followed by an asterisk (*) may not be. It is arranged in chronological order. The text in CAPITALS followed by a date is what we are told appears on the bell. Other references are in brackets []. A footnote appears at the end of each item indicating our source for that individual reference. These notes appear at the end of the list. List updated, January 2017.

Bells Cast in Brookfield

- Taunton, MA, First Parish Church, Unitarian/Universalist, FOR TAUNTON I TO THE CHURCH THE LIVING CALL. AND TO THE GRAVE I SUMMONS ALL. GEORGE HOLBROOK. BROOKFIELD MASSACHUSETTS 1804 ¹
- Taunton, MA, Old Colony Historical Society, formerly Bristol Academy G. HOLBROOK BROOKFIELD 1806 PRESENTED BY C. MINOT FAIRHAVEN ¹
- Still River, MA, Historical Society (formerly Baptist Church), GEORGE HOLBROOK BROOKFIELD 1807 ¹
- Lebanon, CT, Lebanon Congregational Church [1807]*²
- East Windsor (Warehouse Point), CT, (with a Holbrook tower clock), First Congregational Church, 1810 G. HOLBROOK ^{3,4}
- Leominster, MA, (with Holbrook tower clock) *⁴
- Palmer, Ma, in front of the Town House, believed to be from 1807, top inscription: PRESENTED BY AARON MERRICK ES; bottom inscription: G HOLBROOK BROOKFIELD MASSA^{5,35}

Bells Cast in Medway Before 1830

- Millis, MA, The First Church of Christ, (Congregational) [1816], bell believed to be no longer in existence ³
- Milford, MA, The First Congregational Church, CAST BY GEORGE, H, HOLBROOK MEDWAY MASSACHUSETTS 1819 ⁶
- Mendon, MA, First Parish Church, GEO H HOLBROOK MEDWAY MASS 1820 ⁷
- Chepachet, RI, Chepachet Free Will Baptist Church, Chepachet Meeting House GEO H HOLBROOK MEDWAY MASS 1822 ⁸
- Durham, NH, Community Church of Durham, G H HOLBROOK MEDWAY MASS 1823 ¹
- Laconia, NH, The Belknap Mill [1823] ⁴⁰
- Canterbury, CT, First Congregational Church [Purchased 1824]*²
- New York, NY, The Brick Presbyterian Church, CAST BY G.H. HOLBROOK MEDWAY MASS 1824 ¹
- Cohasset, MA, First Parish Church, Unitarian, CAST BY G H HOLBROOK MEDWAY MASS 1825 ¹
- Milton, MA, The First Parish in Milton, CAST BY G. H. HOLBROOK MEDWAY MASS 1825 ¹
- Concord, MA, First Parish Unitarian/Universalist Church, CAST BY G H HOLBROOK MEDWAY MASS 1826 ¹
- Springfield, MA, First Church in Springfield, CAST BY G H HOLBROOK MEDWAY MASS 1826 ¹
- West Springfield, MA, Mt. Orthodox Lodge (Old White Church), CAST BY G H HOLBROOK MEDWAY ¹
- East Windsor (Warehouse Point), CT, St. John's Episcopal Church [1827]*²
- West Roxbury, MA, Theodore Parker Unitarian Church, CAST BY G H HOLBROOK MEDWAY MASS 1827 ¹

- Charlottesville, VA, University of Virginia, FOUNDED FOR THE UNIVERSITY OF VIRGINIA CAST BY G.H. HOLBROOK MEDWAY MASS 1827 ^{5,8}
- Bemis Heights, NY, schoolhouse bell [Cast, 1827] ²¹
- San Rafael, CA, Mission San Rafael, [Cast, after 1827] ²¹
- Abington, CT, Abington Congregational Church [Recast, 1828]*²
- Milton, MA, First Congregational Church, CAST BY GEORGE H. HOLBROOK. MEDWAY MASS 1828 ¹
- North Attleborough, MA, First Congregational Church, AKA "Oldtown Church," CAST BY GEORGE HANDEL HOLBROOK, MEDWAY, MASS 1828 ¹
- Portsmouth, NH, Middle Street Baptist Church, CAST BY GEORGE HANDEL HOLBROOK MEDWAY MASS 1828 ¹
- Los Angeles, CA, Old Plaza Church, AKA Church of Our Lady the Queen of the Angels, 535 Main St., [cast 1828]*^{4,43}
- Santa Barbara, CA, Santa Barbara Mission [probably cast 1828]*⁴
- San Gabriel, CA, San Gabriel Mission [Cast 1828]* (six, the largest bearing the inscription below) CAST BY G.H. HOLBROOK, EAST MEDWAY MASS 1828 ^{4,9}
- Mission San Gabriel Archangel, CA (two bells), [Cast, 1828] ²¹
- Old Monterey, CA, Installed in mission which burned; fate of bell unknown ⁹
- Woodstock, CT, First Congregational Church, CAST BY GEORGE H. HOLBROOK, MEDWAY, MASS 1829 ^{2,10}
- Schuylerville, NY, bell in possession of Rebecca Howard [Cast, 1829] ²²
- South Natick, MA, The Eliot Church of South Natick, [Cast, 1829] ²¹



Holbrook bell, University of Virginia, Charlottesville, VA
[Click on photo to enlarge.](#)

Bells Cast in Medway 1830-39

- Burlington, VT, University of Vermont, CAST BY G.H. HOLBROOK. MEDWAY MASS 1830 ¹
- Alton, IL, sold at estate sale auction in 2010, G. H. HOLBROOK MEDWAY, MASS 1831 ²⁴
- Litchfield, CT, The First Congregational Church [purchased 1831]*²
- San Rafael, CA, Mission San Rafael, [Cast, 1831] ²¹
- Orleans, MA, Federated Church, [Cast, 1831] ²¹
- Providence, RI, The Cathedral of St. John, Episcopal [1832] ¹¹
- West Boylston, MA, The First Congregational Church, CAST BY GEORGE HANDEL HOLBROOK. MEDWAY MASS 1832 ^{1,3}
- Millis, MA, Main Street by Veterans Memorial building, CAST BY G.H. HOLBROOK MEDWAY, MASS 1832 ³
- Brattleboro, MA, Church on the Common, [Cast, 1832] ²¹
- Whitinsville, MA, Whitinsville Mill, formerly on display at Wells Clock Museum, Old Sturbridge Village, Sturbridge, MA, GEO H. HOLBROOK, MASS 1833 ^{8,12,35}
- Providence, RI, Brown University, [Cast, 1833] ²¹
- Hubbardston, MA, First Parish Unitarian Church, [Cast, 1833] ²¹
- Suffield, CT, Fuller Hall, Suffield Academy, HOLBROOK MEDWAY, MASS 1834 ³⁰
- Elizabeth, NJ, Second Presbyterian Church, [1833] ³³
- Greenville, RI, Greenville Baptist Church, [No date; the East Medway inscription suggests it was cast in 1834 or later] CAST BY G.H. HOLBROOK, EAST MEDWAY MASS. ¹³
- Duxbury, MA, First Parish Church, Unitarian, [date ground off; the East Medway inscription suggests it was cast in 1834 or later] CAST BY GEORGE HANDEL HOLBROOK, EAST MEDWAY MASS. ¹
- West Medway, MA, The Second Congregational Church (Community Church), CAST BY GEORGE H. HOLBROOK E. MEDWAY MASS 1834 ^{1,3}
- Plymouth, NH, Plymouth Congregational Church, CAST BY GEORGE H HOLBROOK EAST MEDWAY MASS 1834 ¹
- Warwick (Apponaug), RI, Central Baptist Church, CAST BY G H HOLBROOK EAST MEDWAY MASS 1834
- Leicester, MA, Federated Church, CAST BY G H HOLBROOK EAST MEDWAY MASS 1834 ¹
- Albany, NY, Calvary Baptist Church, GOD IS LOVE CAST BY G H HOLBROOK MEDWAY MASS. 1834 ⁴⁵
- Charlottesville, VA, Zion Union Church, CAST BY GHH MEDWAY MASS 1835 ³¹
- Hagerstown, MD, Washington County Historical Society, formerly in the City Hall, CAST BY G H HOLBROOK EAST MEDWAY MASS 1835 ¹
- Westford, MA, First Parish Church (Parish House), CAST BY G. H. HOLBROOK EAST MEDWAY MASS 1835 ¹
- Westwood, MA, The First Parish of Westwood, CAST BY GEORGE H. HOLBROOK, EAST MEDWAY, MASS 1835 ¹
- Provincetown, MA, The Provincetown Library, [Cast, 1835] ²¹
- Uxbridge, MA, The Unitarian Church, [1835] ²⁵

- Salisbury, NH, Salisbury Congregational Church, CAST BY G. H. HOLBROOK. MEDWAY, MASS 1836 ³⁵
- Pembroke, NH, The First Congregational Church, CAST BY G.H.HOLBROOK EAST MEDWAY MASS 1837 ¹
- Boone, IA, Owned by Neil Goepfinger, G H H MASS 1837 ¹⁴
- Medway, MA, Village Church, [1838],(with Holbrook tower clock installed in 1850) ⁴
- Randolph County, NC, County Courthouse, around 1838 ⁵¹
- Dover, MA, The Dover Church, CAST BY G H HOLBROOK EAST MEDWAY MASS 1839 ¹
- Amherst, NH, The Congregational Church, CAST BY GEORGE H. HOLBROOK EAST MEDWAY MASS 1839 ¹
- Canton, CT, The Canton Community Baptist Church, CAST BY GEORGE H. HOLBROOK EAST MEDWAY MASS 1839 ¹⁵
- Brandon, VT, The Brandon Baptist Church [1839] ¹⁶
- Newton, MA, St. Mary's Episcopal Church, [Cast, 1839] ²¹
- Ludlow, VT, The Congregational Church of Ludlow, The United Church of Ludlow, [Cast, 1839] ²¹
- Northfield, VT, United Church of Northfield, CAST BY GEORGE H HOLBROOK OF EAST MEDWAY MASS 1839 ²⁶
- Livingston, AL, Livingston United Methodist Church, G H HOLBROOK EAST MEDWAY, MASS 1839 ²¹

Bells Cast in Medway 1840-49

- Cumberland, RI, in front of The Monastery, CAST BY GEORGE H HOLBROOK EAST MEDWAY MASS 1840 ³⁵
- New Gloucester, ME, First Congregational-Christian Church, United Church of Christ, GEORGE H. HOLBROOK EAST MEDWAY MASS 1840 I TO THE CHURCH THE LIVING CALL AND TO THE GRAVE DO SUMMON ALL ⁴⁶
- Newfane, VT, Windham County Historical Society, formerly in the Williamsville Universalist Church CAST BY GEORGE H. HOLBROOK EAST MEDWAY MASS 1841 ¹
- Sterling, MA, Old Meeting House, now at Silver Ranch, Jaffrey, NH, CAST BY GEORGE H. HOLBROOK EAST MEDWAY MASS 1841 ^{1,3}
- Norwich, CT, Central Baptist Church [1841]
- Marion, MA, The Congregational Church of Marion, [Cast, 1841] ²¹
- Lowell, MA, St. Patrick's Church [Cast, 1841] ²³
- Topsfield, MA, owned by Peter Mulholland, bell formerly in Ipswich, MA; G H H 1841 ⁴⁷
- Farmville, VA, Johns Memorial Episcopal Church [cast 1841] ⁵³
- Charlestown, NH, South Parish Unitarian Church, CAST BY G H HOLBROOK EAST MEDWAY MASS 1842 ¹
- Windsor, VT, South Congregational Church, CAST BY G.H.HOLBROOK EAST MEDWAY MASS 1842 ¹
- Halifax, MA, Halifax Congregational Church, CAST BY G H HOLBROOK EAST MEDWAY MASS 1842 ¹
- Woodbury, CT, St. Paul's Episcopal Church [1842]*²
- Putney, VT, Putney Federated Church, CAST BY G H HOLBROOK EAST MEDWAY MASS 1842 ¹
- Lisbon, ME, Lisbon Episcopal Methodist Church, The Shared Ministry, [Cast, 1842] ²¹
- Manchester, NH, Unitarian Universalist Church [1842] ³⁶
- Kenosha, WI, St. Matthew's Episcopal Church [1843] ⁵⁴
- Lempster, NH, Town Hall, CAST BY G H HOLBROOK MEDWAY MASS 1844 ¹
- Pascoag, RI, The Community Baptist Church, CAST BY G H HOLBROOK EAST MEDWAY MASS 1844 ¹⁷
- Shirley, MA, The First Parish Church, CAST BY G.H. HOLBROOK EAST MEDWAY MASS 1845 ¹
- Millis, MA, in front of old railroad station, Exchange Street., [believed to be cast in 1845] ³⁵
- Haverhill, MA, The First Baptist Church, CAST BY G.H.HOLBROOK EAST MEDWAY MASS 1845 ¹
- Gorham, ME, Gorham Academy, believed to be at Audubon Camp, Hockomock Point, ME. ⁵² CAST BY G.H.HOLBROOK EAST MEDWAY MASS 1846 ¹
- Wendell, MA, The Wendell Meetinghouse [1846] ⁴²
- Boscawen, NH, Boscawen Congregational Church, CAST BY G.H.HOLBROOK EAST MEDWAY MASS 1847 ¹
- Windham, NH, Windham Presbyterian Church, CAST BY G H HOLBROOK EAST MEDWAY MASS 1847 ⁴⁸
- Topsfield, MA, outside Trinity Church, CAST BY G H HOLBROOK EAST MEDWAY MASS 1847 ⁴⁹
- Norwood, MA, City Hall; formerly the town fire bell, cast in East Medway, 1847 ⁵⁰
- Greenfield, NH, The Union Congregational Church, CAST BY G H HOLBROOK EAST MEDWAY MASS 1848 ¹
- Haverhill, MA, East Parish Meeting House, CAST BY G. H. HOLBROOK WEST MEDWAY MASS 1848 ²⁸



Holbrook bell, Newfane, VT
[Click on photo to enlarge.](#)

Bells Cast in Medway 1850 and later

- Leicester, MA, by Rochdale Village fire station, CAST BY G H HOLBROOK EAST MEDWAY MASS 1851 ¹

- Rowley, MA, First Church of Rowley (Congregational), CAST BY GEORGE H. HOLBROOK EAST MEDWAY, MASS 1851 ¹
- Sudbury, MA, The First Parish of Sudbury, CAST BY GEORGE H. HOLBROOK EAST MEDWAY, MASS. 1851 ¹
- Amesbury, MA, Union Congregational Church, GEORGE H HOLBROOK EAST MEDWAY, MASS 1851 ²⁷
- Natick, MA, Henry Wilson Shoe Shop, CAST BY GEORGE H. HOLB]ROOK - EAST MEDWAY, MASS. 1852 ³⁵
- North Easton, MA, fire station, Lothrop St., [1852] ³⁴
- Worcester, MA, First Unitarian Church, CAST BY GEORGE H. HOLBROOK EAST MEDWAY MASS 1853 ¹
- Millis, MA, Church of Christ in Millis (Congregational), CAST BY GEORGE H HOLBROOK EAST MEDWAY MASS. 1853 ^{3,35}
- Brooklyn, MI, Offered for sale and apparently sold, by Brosamer's Bells, Inc., CAST BY GEORGE H. HOLBROOK MEDWAY MASS. 1854 ⁴⁴
- Westford, MA, The First Parish Church of Westford, CAST BY GEORGE H. HOLBROOK. EAST MEDWAY. MASS 1856 ¹
- Milford, MA, Milford Town Hall [1859] ¹⁸
- Antrim, NH, The First Presbyterian Church, HOLBROOK & SON. EAST MEDWAY MASS 1865 ¹
- Norwood, MA, front of fire station, HOLBROOK SON EAST MEDWAY MASS, [no date; the "son" inscription suggests it was cast in 1865 or later] ³⁵
- Sherborn, MA, First Parish Church, Unitarian Universalist, HOLBROOK BELL COMPANY 1866 ¹⁹
- Yarmouth, ME, First Parish, Congregational, HOLBROOK & SON EAST MEDWAY MASS 1867 ¹
- Medfield, MA, First Parish of Medfield, CAST BY GEORGE H. HOLBROOK & SON EAST MEDWAY MASS 1868 ¹
- Rock Island, IL, First Methodist Episcopal Church [installed, 1869] ^{21,37}
- Lynn, MA, The First Church of Christ in Lynn, Congregational, HOLBROOK & SON E..... MASS THE GI T OF MIRIAM WHITON. OPDYKE AD 1870 ¹
- Sterling, MA, The First Church in Sterling, CAST BY HOLBROOK & SON EAST MEDWAY MASS 1872 ¹
- North Waterford, ME, North Waterford Congregational Church, [Cast, 1872] ²¹
- Opdyke, Jefferson County, IL, HOLBROOK & SONS, EAST MEDWAY, MASS 1872 ³⁹
- Keene, NH, The First Congregational Church, G.H.HOLBROOK & SON EAST MEDWAY MASS. 1873 ¹
- Amesbury, MA, Market Street Baptist Church, HOLBROOK & SON. EAST MEDWAY, MASS. 1873 ²⁹
- Lewiston, ME, Trinity United Church, 247 Bates St., [1874] Inscription believed to include: FROM THE CHILDREN OF THE CONGREGATION ^{20,35}
- Bourne, MA, HOLBROOK & SON, 1875 ³
- Wrentham, MA, North Parish Meeting House; later Norfolk Town Hall; original date unknown; origin of bell unknown, possibly a Holbrook; recast by Holbrook Foundry, East Medway, MA, 1877-79 . Town Hall burned, 1922; fate of bell unknown.* ³²
- Ashland, MA, in front of Fire Station, HOLBROOK - E.MEDWAY, MASS. 1878 ^{19,35}
- Columbus, GA, Holy Family Catholic Church, [Cast, 1879] ²¹
- Ariton, AL, Ariton Universalist Church, Atlantic Street, [date not ascertained] ⁵⁵



Holbrook Tower Clock,
United Church of Chelsea, Chelsea, VT
Click on photo to enlarge.



Tower and Clock
United Church of Chelsea, Chelsea, VT
Click on photo to enlarge.



Holbrook Clock and Striking Works
United Church of Chelsea, Chelsea, VT
Click on photo to enlarge.

Holbrook Bells With Tower Clocks

- East Windsor (Warehouse Point), CT, First Congregational Church, G. HOLBROOK 1810 ^{3,4}
- South Natick, MA, The Eliot Church of South Natick, bell cast, 1829, clock now electrified ⁴¹
- Medway, MA, Village Church, [1838], (clock installed in 1850) ⁴
- Holliston, MA, Clock installed in 1832, bell installed earlier ⁴
- East Woodstock, CT, 1834 ⁴
- Amherst, MA, Amherst College (clock installed 1834, bell installed earlier) ⁴
- West Townsend, MA, First Baptist Church (clock installed 1834, bell, same year or before) ⁴
- Chelsea, VT, Congregational Church, 1840; now United Church of Chelsea ⁴
- Maine, (Two bells installed with Holbrook tower clocks, locations unknown to us) ⁴



Holbrook Bell, 1840
United Church of Chelsea, Chelsea, VT
Rev. David E. Smith, photographer
Click on photo to enlarge.

College and Academy Bells

There is reference in Eva A. Speare, *Historic Bells in New Hampshire*, to Holbrook bells cast for: Harvard, Brown, Tufts, Amherst, Yale, Dartmouth, Bowdoin, and William and Mary. A newspaper account from *The Milford Daily News*, Milford, MA, January, 1981, shared with us by Priscilla Howker of the Medway Historical Society, refers also to bells at Trinity (presumably in Hartford, CT), and "Dean Academy." A bell at the University of Virginia appears in our list above.

Bells, possibly existing, with references, but incomplete information

- Boston, MA, Old West Church, now a library ³
- Boston, MA, Commonwealth Avenue Baptist Church ²⁰
- Boston MA, Tremont Street Methodist Church ²⁰
- Boston MA, Hollis Street Church ³
- Hingham, MA, Old Baptist Church ²⁰
- Hopkinton, MA, Old Engine Hall on Hayden Rd. ³
- Natick, MA, Route 135, W. Central & Mill Street, "Henry Wilson Shoe Shop," front lawn ³
- Sandwich, MA, in front of Glass Museum ³
- Penacook, NH [No other information] ³
- Webster, NH [No other information] ⁹
- Muscatine, IA [No other information] ³

Notes: Sources of Information on Holbrook Bells

1. A list of Holbrook bells prepared by Mr. and Mrs. Edward Stickney of Bedford, MA, experts on Revere Bells.
2. From Kelly, J. Frederick, *Early Connecticut Meetinghouses*, New York, Columbia University Press, 1948.
3. From a list of Holbrook bells prepared by Priscilla Howker of The Medway Historical Society.
4. From Shelley, Frederick, "The Holbrook Dynasty," *National Association of Watch and Clock Collectors Bulletin*, February, 1996.
5. From Conversation with Frederick Shelley, March, 1997.
6. From Rev. Paul Sanderson, Interim Pastor, First Congregational Church, Milford, MA., who climbed the steeple, fought off pigeons, and observed the inscription, March 1997.
7. From information supplied by The First Parish Church, Mendon, MA, in March 1997.
8. Bell observed.
9. From Speare, Eva A., *Historic Bells in New Hampshire* pp. 33-37.
10. From historical materials supplied by Rev. James Harrison, pastor, First Congregational Church, Woodstock, CT.
11. From The Rev. Canon George N. Sayles, *The Cathedral of St. John*, Providence, RI.
12. From materials supplied by Frank White, Curator of Mechanical Arts, Old Sturbridge Village.
13. From Marian Hardman, Historian of the Greenville Baptist Church, Greenville, RI.
14. From a letter of Neil W. Goepfinger, March 11, 1997, and a telephone Conversation in March 1997.
15. From a letter by Barbara Kay, Clerk, Canton Community Baptist Church, April 22, 2002.

16. From a telephone conversation, March 1997, with George Matthew, Music Director; The First Presbyterian Church of Stamford, CT, and organist at the Brandon Baptist Church, Brandon, VT.
17. From Milton Barrows, member, Pascoag Community Baptist Church, Pascoag, RI.
18. Source Unknown.
19. From a letter by Betsy Johnson, Curator, Sherborn Historical Society, Sherborn, MA, September 3, 2001.
20. From The Milford Daily News, January, 1931, shared with us by Priscilla Howland of the Medway Historical Society.
21. From church or institution web site.
22. Communication from Rebecca Howard.
23. Information from Denise Cailler.
24. From John Adams, February 9, 2010 and June 30, 2010. It was sold without a clapper for \$3200.
25. From Mark Brundage, June 26, 2010.
26. From Debra Maloney-Evans, December 29, 2010.
27. From Michael Cote, October 6, 2010.
28. From Timothy Orwig, Walpole, MA, August 31, 2010.
29. From Dennis Miller, Amesbury, MA.
30. Submitted by Charles Cahn II, Headmaster, Suffield Academy, Suffield, CT, November 7, 2011.
31. Submitted by Elizabeth Breeden, Charlottesville, VA, November 1, 2011.
32. Submitted by Barbara Bartholomew, Norfolk Historical Society, November 2, 2012.
33. Submitted by Steven A. Keat, Metuchen, NJ, February 15, 2013.
34. Submitted by Tom Patnode, Uxbridge, MA, May 2, 2013.
35. One of several submitted by Betsy Dakin, Plainville, MA, February - June, 2014. Her efforts to locate and catalog Holbrook bells are greatly appreciated.
36. Manchester, NH, Unitarian Universalist Church website, viewed 2015.
37. Rock Island, IL, First Methodist Episcopal Church website, viewed, 2015.
38. Amesbury, MA, United Congregational Church website, viewed 2015.
39. 2010 Article from the Mt. Vernon, Illinois, Register-News, viewed on the web, 2015.
40. From A History of the Belknap Mill, a book reproduced on the web, viewed, 2015.
41. From Eliot Church website, viewed, 2015.
42. From website of Friends of the Wendell Meetinghouse, viewed, 2015.
43. From website on the Old Plaza Church, viewed, 2015.
44. From website of Brosamer's Bells, Inc., viewed, 2015, but may be from earlier date.
45. Submitted by Joshua Root, Albany, New York, June 26, 2015. It was recently removed from the church bell tower, which was subsequently taken down. The church is located on Launfal Street in Albany.
46. Submitted by Rev. Linda K. Gard, New Gloucester, Maine, November 16, 2015. This bell is attached to a George Stevens three-face tower clock, run by weights, and is rung hourly by a maul. It rings F#.
47. Submitted by Peter Mulholland of Topsfield, MA., February 12, 2015; November 19, 2015.
48. Submitted by Wendy Williams, Secretary of the Historic District/Heritage Commission of Windham, New Hampshire, May 19, 2015.
49. Submitted by Peter Mulholland of Topsfield, MA, January 12, 2017.
50. Submitted by Carl Scott Zimmerman, Kirkwood, MO, January 9, 2017.
51. From website of Randolph County, North Carolina, article by L. McKay Whatley.
52. From website of "pooroldtim".
53. From the church website.
54. From the church website.
55. Website article from the Dothan [Alabama] Eagle, March 3, 2016, by Ebony Davis, featuring Debra Allums.

Acknowledgments

We wish especially to acknowledge the contributions of Edward Stickney to this list. Mr. Stickney and his wife, Evelyn Stickney, are the country's leading experts on the bells of Paul Revere. He sent us a list of fifty Holbrook bells, which forms the heart of the list presented here. We also wish to give special acknowledgment to the contributions of Priscilla Howker of the Medway Historical Society who also sent us more than a dozen additional references, and Betsy Dakin who set up information about a dozen more bells in 2014.

In addition, we wish to thank the following people who have also helped us locate information about Holbrook bells: Milton Barrows of the Pascoag Community Baptist Church, Pascoag, RI; Paul Curran, Trustee, Milford, MA library; Betsy Dakin; Neil Goeppinger of Boone, IA; Marian Hardman, Historian of the Greenville Baptist Church, Greenville, RI; Rev. James Harrison,

Pastor, First Congregational Church, Woodstock, CT; Betsy Johnson, Curator, Sherborn Historical Society, Sherborn, MA; Barbara Kay, Clerk, Canton Community Baptist Church, Canton, CT; George Matthews, Music Director, The First Presbyterian Church of Stamford, CT and organist at The Brandon Baptist Church, Brandon, VT; Peter Mulholland; Rev. Paul Sanderson, First Congregational Church, Milford, MA; The Rev. Canon George N. Sayles, The Cathedral of St. John, Providence, RI; Frederick Shelley, author, Early American Tower Clocks; Frank White, Curator of Mechanical Arts, Old Sturbridge Village, Sturbridge, MA; Robert Wilder, historian, of Brookfield, MA, and all who hve submitted information about specific bells to this website.

Any additions, corrections, or further information on Holbrook Bells will be greatly appreciated. Please write to The Chepachet Free Will Baptist Church, 1213 Putnam Pike, Chepachet, RI, 02814, or use our [Contact Us](#) form to send your comments.

New 3-5 School Project
EDUCATION DESIGN MEETINGS WITH SCHOOL ADMINISTRATION/STAFF
 All meetings held at Peebles Elementary - 70 Trowbridge Road, Bourne, MA at 9:00 AM - 11:00 AM

DRAFT

June 22, 2014

Date	Agenda
June 28, 2017 (Wednesday @ 1pm) COMPLETED	EDUCATIONAL DESIGN MEETING •Interior Working Group •Review of Site Plan and Building Plans
July 6, 2017 (Thursday @ 9am)	EDUCATIONAL DESIGN MEETING •Interior Working Group •Review of Site Plan and Building Plans
July 20, 2017 (Thursday @ 9am)	EDUCATIONAL DESIGN MEETING •Interior Working Group •Review of Site Plan and Building Plans
August 4, 2017 (Friday @ 9am)	Holbrook School Tour
August 17, 2017 (Thursday @ 9am)	EDUCATIONAL DESIGN MEETING •Interior Working Group •Review of Site Plan and Building Plans
August (TBD) (Thursday @ 9am)	EDUCATIONAL DESIGN MEETING •Interior Working Group •Review of Site Plan and Building Plans
ADDITIONAL MEETINGS TO BE SCHEDULED	

Meeting Notes

DATE: June 28, 2017

PROJECT: Bourne Public Schools

PROJECT NO: Bourne Peebles School – 1514.00

PRESENT: Jane Norton – Principal Peebles Elementary Schools
Elizabeth Carpenito – Principal Bournedale Elementary Schools
Melissa Ryan – Principal, Bourne Middle School
Jordan Geist – Director of Business Services
Chris Hyldburg – SBC Member
Kathy Anderson – SBC Member
Natasha Scarpato – SBC Member
Kent Kovacs – Flansburgh Architects

DISTRIBUTION: Interior Working Group

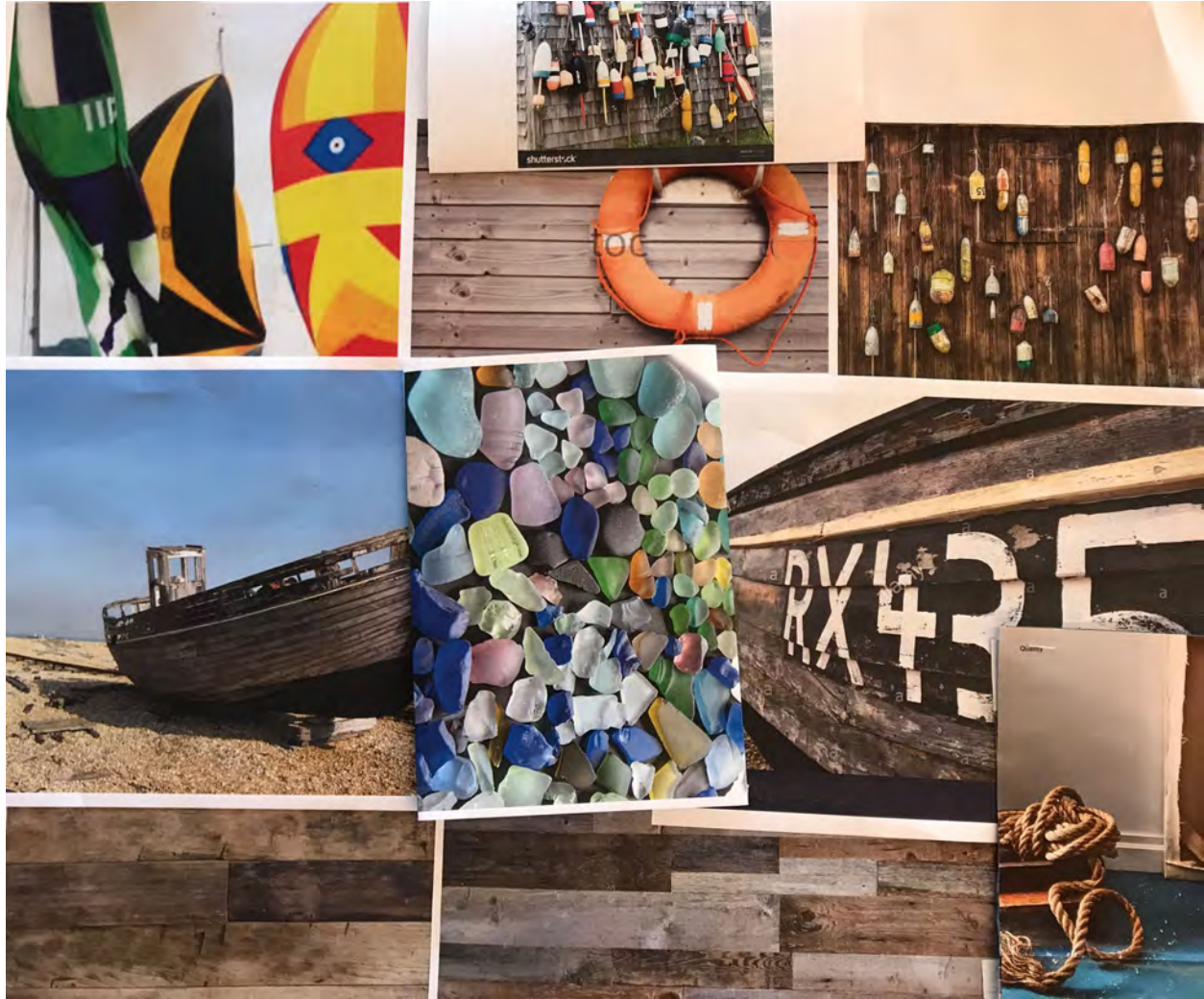
A series of discussions took place with the Interiors Working Group on Wednesday, June 28th regarding the development of interior design of the new Peebles Elementary School.

General

The meeting began with introductions of the group with attendees noted above. It was discussed additional participants may be interested, but were unable to attend. A meeting schedule was distributed and will be presented at the School Building Committee meeting on June 29, 2017. The role of the Interiors Working Group is to update the progress and present recommendations to the School Building Committee at the regularly scheduled meetings. Noted below are a few priorities and design principles important to the group:

- The design should avoid being trendy or “dated” and strive to be timeless
- Maintain a simple palette and avoid too much color that may be distracting
- Always be conscience of budget and schedule
- Design an exciting learning environment for the kids with attention to scale and texture

Flansburgh Architects



Inspiration

FAI presented images reflecting coastal character and materials familiar to the area. The focus was to take cues based on color, texture, and objects and derived the interior palette. The group felt these examples will form a good base. FAI encouraged the group to bring other examples, i.e. photographs, paintings, etc. to the next design meeting.

Community Common Spaces

FAI proposed the use of neutrals throughout the main lobby, cafeteria and hallways surrounding the innovation cluster with subtle “pops” of accent colors.

- The floor surface would be the “wood like” Luxury Vinyl Tile (LVT) tile in a drift wood/weathered wood tone. The group was favorable to this. FAI to study a two blend or three blend of different tones.
- The group discussed that the Plastic Laminate (PLAM) wainscoting along corridor walls should not compete with the wood grain of the floor. FAI provided four different tones that may work well. This item will be presented at a later meeting
- The base wall color will be an off-white paint. FAI provided a sample of Ben Moore “Passive”. This is the base “white” color well received at the West Bridgewater and Holbrook schools. The group was favorable to the color.
- FAI described the window sills, counters, and the lobby bench seat top to be a solid surface material in a granite tone. The group was favorable to this approach and FAI to provide samples.



Academic Neighborhoods – Grade Identity

The group felt each grade should be unique and defined by a distinct color. Taking a cue from the “sea glass” sample, FAI presented a mosaic of green, orange, and blue.

- The group was not favorable toward the orange/yellow grouping and felt an alternative should be presented. Members of the group thought “cranberry” could be a nice option – FAI to study and provide samples to the group.
- The mosaic is a combination of three colors. Members thought three may be too many. FAI clarified the mosaic is a field color in the corridor and the third color is to soften the look. FAI to provide full size tile samples to clarify.
- There was discussion that re-grouping of classrooms at a later date is a possibility, i.e. fifth grade using fourth grade classrooms or vice versa due to population swing, identifying the fourth and fifth by color may be restrictive and potentially intimidating by students. FAI to study three concepts: one color concept between 4th and 5th grade, two “similar” color concept between 4th and 5th grade, and one unifying color between 4th and 5th with distinct neighborhood colors.



Date		Meeting Comment	Party	Resolution
December 14, 2016 Educational Meeting				
1	12/14/2016	Nurse: The nurse requested a dedicated icemaker. This item will require a decision by the District.	District	A refrigerator / freezer with ice maker will be provided. A stand alone dedicated ice maker is not required per district's response at the March 13,2017 Educational Design Meeting
2	12/14/2016	Music: It was requested after further review to change one practice room into a music office. FAI stated this request would need to be confirmed at the January 5th Academic Leadership team meeting.	FAI	This item was discussed at the January 5, 2017 Educational meeting and approved. FAI to update plans and space template.
3	12/14/2016	Art: It was requested that a minimum of three sinks to be provided with plaster traps.	FAI	This item has been incorporated into the art room layout
4	12/14/2016	Art: A request was made to incorporate a singular peninsula configuration similar to the Bournedale art room for greater access to sinks. FAI to review.	FAI	This item has been incorporated into the art room layout
5	12/14/2016	Art: Student work display areas should be studied both inside the art room and hallway areas. FAI to review.	FAI	A display case has been provided a node between MC and Art studio. Tackboards have been provided inside the room for pin-up.
6	12/14/2016	Art: An office was requested beyond the already submitted MSBA space template. FAI explained the size of the art room and storage may reduce in size to accommodate this request would be discussed at the January 5th Academic Leadership team meeting.	FAI	This item was discussed at the January 5, 2017 Educational meeting and approved. FAI to update plans and space template.
7	12/14/2016	Library: A workroom and office should be incorporated into the overall layout. The workroom will require a sink. The main circulation desk does not need to be adjacent to the workroom and office.	FAI	The workroom with sink and office has been incorporated into the plan.
8	12/14/2016	Library: The main circulation desk should have high counter portion "check-out" with a lower section at standard desk height. A book return area should be incorporated into the desk. District to confirm if a book return slot is required between the hallway and the media center.	District	A book return slot is not required between the hallway and media center. This item was discussed and deemed unnecessary at the March 13,2017 Educational Design Meeting
9	12/14/2016	Library: Fixed bookcases along the perimeter walls with mobile bookcases in the open areas can optimize flexibility. The District should provide FAI with anticipated book volume count to assist in planning bookcases and any required media storage area.	District	

Date		Meeting Comment	Party	Resolution
10	12/14/2016	Grade 3: An exterior door was requested from the team room directly to the outdoor garden area. FAI stated this could be accommodated.	FAI	This item was discussed at the January 5, 2017 Educational meeting and approved. FAI to update plans.
11	12/14/2016	Grade 3: It was requested that connecting doors located between classrooms. FAI stated connecting doors were part of the project in the last phase and removed due to cost. This request will be discussed at the January 5th Academic Leadership team meeting.	FAI	This item was discussed at the January 5, 2017 Educational meeting and discussed and approved at the February 2, 2017 SBC. FAI to update plans.
12	12/14/2016	Grade 4: It was requested an additional teacher's toilets be located closer to the 4th grade. After review of the plan, one additional teacher's toilet can be incorporated on the second floor. This provides a total of 2 singular staff toilets on the first floor adjacent to the staff workroom, 2 singular staff toilets on the first floor within the administration suite, and 3 singular staff toilets on the second floor.	FAI	One singular staff toilet room has been provided within the 4th grade academic wing.
December 15, 2016 Educational Meeting				
1	12/15/2016	Physical Education: A water fountain was requested within the gym space. FAI stated this item will be incorporated.	FAI	The sink has been incorporated into the gymnasium layout.
2	12/15/2016	Physical Education: The gym instructor liked the idea of having moveable bleachers for flexibility. FAI to study further.	FAI	Bleachers will be fixed and justified to the southern wall only per district's response at the March 13, 2017 Educational Design Meeting
3	12/15/2016	Physical Education: An office was requested beyond the already submitted MSBA space template. FAI explained the size of storage area will be reduced in size to accommodate and this request will be discussed at the January 5th Academic Leadership team meeting.	FAI	This item was discussed at the January 5, 2017 Educational meeting and discussed and approved at the February 2, 2017 SBC. FAI to update plans.
4	12/15/2016	Physical Education: A request for a toilet and shower may be accommodated in the nearby custodial/kitchen area for shared use. FAI stated this request would need to be confirmed at the January 5th Academic Leadership team meeting.	FAI	This item was discussed and approved at the January 5, 2017 Educational meeting. FAI to update plans.

Date		Meeting Comment	Party	Resolution
5	12/15/2016	Physical Education: The gym instructor was concerned outdoor play area and lawn would be limited to the new construction of the school. FAI stated during construction, the area in front of the existing Peebles (grass area currently used for PE) would be utilized by the contractor. After the final site work phase, there will be lawn area adjacent to the new tennis court. The instructor asked if a stone dust walking/jogging path could be created. FAI to review.	FAI	Outdoor lawn area with a walking / jogging path around the perimeter has been incorporated into the project
6	12/15/2016	Administration: It was mentioned that an additional office would be required to support the administration team for a desired total of five offices. We discussed reducing the conference rooms to accommodate the request. FAI stated this request would need to be confirmed at the January 5th Academic Leadership team meeting.	FAI	This item was discussed and approved at the January 5, 2017 Educational meeting. FAI to update plans.
7	12/15/2016	Administration: Storage strategies were discussed with options for both storage rooms for records and general hallway closets to accommodate office material. FAI to review.	FAI	Hallway closets will not be provided. The storage rooms will have shelving and tall storage cabinets. Individual office storage will be FFE. General office storage is accommodated in the Mail/Copy area with base and wall cabinets
8	12/15/2016	Administration: The mail/copy area was discussed with opportunities for a kitchenette as well as a work surface area for assembling documents. FAI to study this area further.	FAI	The office suite Mail/Copy area has a kitchenette counter w/sink and refrigerator on the north side and a continuous working surface on the south side.
9	12/15/2016	Middle School (5th Grade): Connecting doors were requested. FAI stated this request would need to be confirmed at the January 5th Academic Leadership team meeting.	FAI	This item was discussed at the January 5, 2017 Educational meeting and discussed and approved at the February 2, 2017 SBC. FAI to update plans.
10	12/15/2016	Middle School (5th Grade): Teachers asked if fixed desktop computers are planned for each classroom. FAI stated they are not and student use within the classrooms would be laptop or tablet based. District to confirm hardwired fixed desktops computers are not required within the classroom for student use.	District	General classrooms will not have fixed desktop computers for student use per district's response at the March 13, 2017 Educational Design Meeting
11	12/15/2016	Middle School (5th Grade): It was noted that a dedicated space to accommodate two small buses supporting students with needs should be provided. FAI to study location.	FAI	This item was discussed at the January 5, 2017 and January 27, 2017 Educational meeting. The dedicated space will be located on the north-side of the building adjacent to the parent pick-up and drop-off.
12	12/15/2016	Computer: The floor plans were reviewed and designed computer areas discussed. There are limited fixed desktop machines in the iStudio (3-4 total) and in the Media Center (10-12 total). The classroom zone of the Media Center may be laptop or tablet based to accommodate 24 students. District to confirm hardwired fixed desktops computer locations	District	The iStudio will have 6 desktop computer and the Media Center will have 12 desktop computers for student use per district's response at the March 13, 2017 Educational Design Meeting

Date		Meeting Comment	Party	Resolution
13	12/15/2016	Innovation Studio: There was a request for an additional open shelving wall that could be concealed with sliding marker boards fixed to the front. FAI will review the request with the furniture consultant.	FAI	The istudio will have one storage and marker board assembly to maximize writing surfaces due to minimal wall surface.
14	12/15/2016	Innovation Studio: The ceiling will remain open to provide the opportunity to hang objects/devices from structure above. The exposed deck and any ductwork will be painted a dark color. Color to be determined. FAI request the District decide if the adjoining art room shall have an exposed ceiling for consistency.	FAI	The Innovation Studio and Art room ceilings will be painted exposed deck and ductwork. This item was discussed at the February 16,2017 Educational meeting
15	12/15/2016	Innovation Studio: Anticipated equipment is as follows: 3D-printer, laser cutting, 3 to 4 fixed computer stations serving equipment. Computers required hard connection to equipment. FAI to review with Technology consultant. District to confirm list of equipment to assist in mechanical ventilation requirements of space.	District/FAI	There will be two 3-D printers (Makerbot 3x) and one laser cutting on a stand. Laser cutter will require a vent.
16	12/15/2016	Custodians & Cafeteria: Site Related Items - The existing Peebles does not have a dumpster or compactor. All trash is collected in 50 gallon barrels, stored then loaded into a pickup truck. There may be a garbage truck in the future with the capacity to empty a dumpster. The project will be designed with the loading dock. A dock lift was requested to bring barrels and other materials down to the driveway elevation. FAI stated this is costly and not in the budget. The custodians requested a walking path that would connect the loading dock with the driveway. A dock leveler was also requested that is not currently in to budget. the custodians stated a loading plate would satisfy this need in lieu of a dock leveler. The District should provide the desired dumpster or compactor specifications to assist in designing the loading dock and any power requirements for the compactor.	District	A compactor is not required as discussed at the March 30, 2017 Facilities meeting. A dumpster will be provided.
17	12/15/2016	Custodians & Cafeteria: Site Related Items - The custodians requested a stone dust drive connecting the middle school to the existing storage shed. FAI to evaluate if this connection is possible.	FAI	A crushed stone access road has been developed and incorporated into the project.
18	12/15/2016	Custodians & Cafeteria: Building-Related Items - It was requested that a 4'-0" chase with a full man-door be provided in between the gang toilets. FAI stated this is not a possibility due to space limitations. Access panels will be provided along the chase wall. FAI to follow up with GGD on location and size.	FAI	Access panels are 12" x 12" and at valve connections in plumbing chase walls.
19	12/15/2016	Custodians & Cafeteria: Building-Related Items - One larger continuous sink per gang toilet was requested in lieu of 2 individual sinks in each gang toilet. FAI to follow up with GGD on this item.	FAI	Confirmed. Current documents indicate this.
20	12/15/2016	Custodians & Cafeteria: Building-Related Items - It was requested light fixtures in the egress stairs shall be wall mounted sconces for ease of access in lieu of "hard to reach" ceiling fixtures. FAI to follow up with GGD.	FAI	Light fixtures will be mounted to the wall for ease of maintenance

Date		Meeting Comment	Party	Resolution
21	12/15/2016	Custodians & Cafeteria: Building-Related Items - FAI asked if the Boston Food Bank space, currently in the existing Peebles, should be accommodated into the new layout. The District should confirm if this space is required.	District	Special space accommodations for the Food Bank are not required in the new kitchen design. The kitchen design, as documented in the Design Development Set, satisfies the kitchen requirements per district's response at the March 13, 2017 Educational Design Meeting
22	12/15/2016	Custodians & Cafeteria: Building-Related Items - A student tray and dish window was requested from the main cafeteria. The District should confirm if trays and dishware will continue to be used by students or if disposable type is planned for the future. A future meeting with the kitchen director is required.	District	These items are required per January 25, 2017 Food service meeting. The tray window and dishwasher has been accommodated in the new kitchen design.
23	12/15/2016	Custodians & Cafeteria: Building-Related Items - There was a request for a singular shower, toilets, and washer/dryer to be shared between custodial, kitchen and gym instructor. FAI stated this request would need to be confirmed at the January 5th Academic Leadership team meeting.	FAI	These items have been incorporated into the project
24	12/15/2016	Custodians & Cafeteria: Building-Related Items - A request for electric hand dryers in the gang toilets was requested. This would be total of 8 electric hand dryers. Paper towels can be used in the singular staff and SPED toilets. District to confirm this request.	District	Electric hand dryers are required at the community-use toilets adjacent to the gymnasium and cafeteria only. This is a total of 2 electric hand dryers. Paper towels will be used at singular staff, SPED toilets and gang toilets serving grades 3, 4 and 5 per district's response at the March 13, 2017 Educational Design Meeting
25	12/15/2016	Custodians & Cafeteria: Building-Related Items - There was a request to incorporate floor drains at all gang toilets. FAI to review the request.	FAI	Floor drains will be provided at gang toilets only
January 5, 2017 Educational Meeting				
1	1/5/2017	Gymnasium: The gym instructor like the idea of having moveable bleachers for flexibility. The District stated the target bleacher seat count should be 200. Students can be seated on the floor surface during an all student assembly. The group asked if the bleachers could be justified to one side only to maximize useable space on the opposing side. FAI to study bleacher configurations, both fixed and moveable.	FAI	Bleachers will be fixed and justified to the southern wall only per district's response at the March 13, 2017 Educational Design Meeting
2	1/5/2017	Cafeteria: A requested student tray and dish window from the 12/15/2016 meeting was discussed. The District should confirm if trays and dishware will continue to be used by students or if disposable type is planned for the future. A future meeting with the kitchen director is required.	District	These items are required per January 25, 2017 Food service meeting. The tray window and dishwasher has been accommodated in the new kitchen design.

Date		Meeting Comment	Party	Resolution
3	1/5/2017	Cafeteria: The requested shower, toilets, and washer/dryer from the 12/15/2016 meeting were discussed. This was acceptable by the group. FAI to study arrangement.	FAI	These items have been incorporated into the project
4	1/5/2017	Academic Wings: The group discussed the connecting doors requested at 12/14/2016 and 12/15/2017 meetings. The leadership team decided the doors should be incorporated into the project. FAI stated this item to be discussed at the January 5th SBC meeting.	FAI	Connecting doors have been incorporated into the project
January 26, 2016 Site Design Meeting				
1	1/26/2017	Site Design: Vehicular circulation for both cars and buses remains largely unchanged from the SD submission. The 24' wide, one-way circulation has been maintained. A crushed stone vehicular access from the Middle School to the maintenance shed has been added for pricing purposes. Cost will determine if the access drive remains in the project.	FAI/WDA	The crushed stone access drive has been incorporated into the project and is within the project budget.
2	1/26/2017	Site Design: Pedestrian circulation from Trowbridge Road and around the perimeter of the building also remains largely unchanged. The width of the sidewalk from Trowbridge Road to the main entrance has been widened to 8' minimum to accommodate shared pedestrian and bike use to allow us to meet the criteria for the LEED Location and Transportation credit for Bicycle Facilities. Additional pedestrian paths to connect the new school to the larger campus have been introduced for pricing purposes. Cost will determine if the paths remain in the project.	FAI/WDA	A stone dust pathway connecting to the middle school has been incorporated into the project and is within the project budget.
3	1/26/2017	Playground Area: Program elements will include at least one play structure for age 5-12 children, the size of which will be determined based on the total square foot area of the designated structure area; a paved free play area with painted pavement striping for games (foursquare, hopscotch, etc.); a student garden area with raised timber planters; and four benches and two trash/recycling receptacles.	FAI/WDA	The playground, hardscape and garden as designed in the 60% Construction Document Set satisfies the school's requirement for outdoor use. Refer to the Educational Leadership Team meeting notes May 5, 2017.
January 27, 2017 Food Service Meeting				
1	1/27/2017	Change the 5 well hot wells to 4 well hot wells	FAI/TDA	This has been updated on latest plan.
2	1/27/2017	Change two of the hot cabinets to cold cabinets. A total of 2 hot and 2 cold cabinets to be provided.	FAI/TDA	This has been updated on latest plan.

Date		Meeting Comment	Party	Resolution
3	1/27/2017	Add a microwave oven	FAI/TDA	This has been updated on latest plan.
4	1/27/2017	Add a Robo coup, food processor	FAI/TDA	This has been updated on latest plan.
5	1/27/2017	Range to have storage base, not oven base	FAI/TDA	This has been updated on latest plan.
6	1/27/2017	Two flat top condiment carts to be added to the cafeteria space with enclosed base.	FAI/TDA	This has been updated on latest plan.
7	1/27/2017	Remove one section of storage shelving and add two can racks in place.	FAI/TDA	This has been updated on latest plan.
8	1/27/2017	Worktables to have casters	FAI/TDA	This has been updated on latest plan.
9	1/27/2017	Convection ovens to have casters and flexible gas connection.	FAI/TDA	This has been updated on latest plan.
10	1/27/2017	Steamer to be boiler less unit.	FAI/TDA	This has been updated on latest plan.
11	1/27/2017	Add kettles (two trunnion)	FAI/TDA	This has been updated on latest plan.
12	1/27/2017	Remove one double convection oven	FAI/TDA	This has been updated on latest plan.

Date		Meeting Comment	Party	Resolution
13	1/27/2017	Add pot rack over item FS-21	FAI/TDA	This has been updated on latest plan.
14	1/27/2017	Add over shelves to items FS-14, FS-15 and FS-20	FAI/TDA	FS-15 is a cold cabinet. FS-14 and FS-20 have overshelves per latest plan.
15	1/27/2017	Relocate door into office to kitchen side	FAI/TDA	This has been updated on latest plan.
16	1/27/2017	TDA to update layout and provide cut sheets.	FAI/TDA	This has been updated within the Design Development submission
February 15, 2017 MEP/FP Meeting				
1	2/15/2017	150kw natural gas generator originally proposed to back up life safety/basic systems. 250kw diesel generator carried in estimate set for inclusion of the kitchen load in "shelter" scenario. Natural gas generators 200kw and above triggers a significant increase in cost, therefore diesel was proposed for the 250kw. Generator calculation to be provided.	FAI/GGD	The 250 kw diesel generator has been incorporated into the cost of the project. This item was discussed at the March 30, 2017 School Facilities meeting. Generator load calculations and a list of items supported by the generator are included.
2	2/15/2017	Addressable fire alarm system to be provided. Fire alarm control panel to be located in the Main Electrical Room and the annunciator panel located in the Main Vestibule. System requirements to be confirmed with fire department.	FAI/GGD	Meeting with Fire Department took place 3/2/17 where system requirements were confirmed.
3	2/15/2017	Fire Department Connection was pointed out. This location and other Fire Department related questions will be confirmed at the meeting with Fire Department, scheduled for 2/13/2017.	FAI/GGD	Locations of fire department connections have been coordination with Bourne FD. Two connections will be provided for the building.
4	2/15/2017	A plumbing fixture cut package will be provided at 60%CD for review.	FAI/GGD	

Date		Meeting Comment	Party	Resolution
March 2, 2017 Bourne Police and Fire Department Meetings				
1	3/2/2017	Fire Department connection is 4" Storz type. Provide two connections on building. One connection to be located on north side of building near Classroom wing. Second connection to be located on south side of building adjacent to receiving area. Signage to be provided on the building above each fire department connection.	FAI Veri/Waterman/ GGD	
2	3/2/2017	BDA to be used to amplify Fire Department radio only.	FAI Veri/Waterman/ GGD	A BDA is carried in the estimate.
3	3/2/2017	Automatic sprinkler system will be wet type. Three sprinkler zones to be provided - 1) First Floor Classroom Wing, 2) First Floor Assembly areas and 3) Second Floor Classroom wing. All sprinkler zones will have dedicated supervised shutoff valve and flow switch.	FAI Veri/Waterman /GGD	Confirmed. Current documents indicate this.
4	3/2/2017	New addressable fire alarm system will be provided. Alarm transmission is through central station.	FAI Veri/Waterman / GGD	Confirmed with fire department on 3/2/17
5	3/2/2017	Main Electric Room and Main Emergency Electric Room will not be protected with automatic sprinklers. Room will be 2-hour rated. These rooms will have smoke detectors.	FAI Veri/Waterman/ GGD	Confirmed. Current documents indicate this
6	3/2/2017	CO detectors provided in kitchen at cooking island. CO to be provided outside of rooms where natural gas heating equipment is provided. CO detection shall put building into alarm.	FAI Veri/Waterman /GGD	Confirmed with fire department on 3/2/17
7	3/2/2017	Standpipe connects to be provided in Classroom wing. Standpipe to be provided in each stair with a third located near elevator.	FAI Veri/Waterman/ GGD	Confirmed. Current documents indicate this.

Date		Meeting Comment	Party	Resolution
8	3/2/2017	Reviewed site entry points, parking, bus queues and parent drop-off routes. Nine (9) buses are typically used - in (2) shifts, buses will not be "doubled up." No additional changes were requested. FAI to follow up with District on "Event" parking.	FAI Veri/Waterman	There is a total of 130 new parking spaces: 100 @ main lot, 21 @ tennis court, and 9 @ service area. Additional event parking will be supported by the existing High School and Middle School lots
9	3/2/2017	Width of entry has been increased to 20'-0" as previously requested.	FAI Veri/Waterman	The 20'-0" entry drive width has been incorporated.
10	3/2/2017	Precast curbs will be used at the straight runs, granite curbs for the curved sections. Mountable granite curb has been provided for firetrucks to access the rear play area (west elevation.)	FAI Veri/Waterman	This item has been incorporated
11	3/2/2017	BFD requested gate providing access for firetrucks at rear play area be electrified and tied into the fire alarms system. District to evaluate this request.	District	A manually operated gate will satisfy the Fire Department an electrified gate is not necessary
12	3/2/2017	Lettering on building shall be 12" tall (building number/school name). All exterior doors shall be numbered (6" tall) located above doors. Pairs of doors are considered one number.	FAI Veri/Waterman	These item has been incorporated
13	3/2/2017	BFD has requested an 18" border of crushed stone around the base of the building. Veri/Waterman to review and include in base design.	FAI Veri/Waterman	This item has been incorporated
March 13, 2017 Technology and Security Meeting				
1	3/13/2017	District Fiber will need to be extended/relocated to the new school. The fiber is owned by the District. The Owner's vendor is Comm-tract. Contact is Bryan Hopkins. D. Faria recommended that the Owner continue with Comm-tract for this work and suggested that they be contacted sooner rather than later for a quote for budgeting purposes.	District	

Date		Meeting Comment	Party	Resolution
2	3/13/2017	Existing Smartboards will be re-purposed where possible and practical. One will be located in the library, near the entrance. District to evaluate, select, and store existing Smartboards for re-use.	District	
3	3/13/2017	A fixed computer station is required in adjacent to Lobby 101 and the Administration suite. Flansburgh to coordinate location.	FAI	This item has been incorporated
4	3/13/2017	Surveillance camera will be added in the iStudio.	FAI	This item has been incorporated into the project for security and safety purposes
5	3/13/2017	Surveillance camera will be added at the Loading Dock/Emergency Access Area.	FAI	This item has been incorporated into the project for security and safety purposes
6	3/13/2017	Ai Phone will be added outside the library stairs exterior, Office 153, and Office 107	FAI	This item has been incorporated into the project for security and safety purposes
7	3/13/2017	Surveillance camera will be added to Corridor 135.	FAI	This item has been incorporated into the project for security and safety purposes
8	3/13/2017	Surveillance camera will be added in the corridor adjoining the 2nd floor bathrooms	FAI	This item has been incorporated into the project for security and safety purposes
9	3/13/2017	Surveillance camera will be added to cover the tennis courts.	FAI	This item has been incorporated into the project for security and safety purposes

Date		Meeting Comment	Party	Resolution
March 30, 2017 Site Design and Planning Meeting				
1	3/30/2017	Site: It was discussed that main parking area will have no islands as suggested in the previous meeting by the facilities group. FAI noted that light posts with concrete bases are within the open parking area and should use caution when plowing. FAI to provide a detail on the concrete light pole base.	FAI	The concrete pole light base detail has been incorporated into the 60% pricing set.
2	3/30/2017	Site: The district discussed relocating the existing portable trailer from the gravel lot to the south of the annex to the south side of the maintenance building. A second storage structure in the gravel area will be relocated by the district - new located TBD. The district to confirm final location and moving date with the Architect. FAI noted both structures must be removed from the gravel lot area by September 2017.	FAI District	
3	3/30/2017	Site: The facilities group asked if the stone dust path, located north to south, along the western edge of the softball field be asphalt in lieu of stone dust for snow maintenance purposes. The circular jogging path adjacent to this walk to remain stone dust. FAI will review potential cost increase and discuss with SBC.	FAI	
April 6, 2017 Site Design and Planning Meeting				
1	4/6/2017	Playground Layout: It was discussed that the school would like a singular basketball hoop supported by a paved surface with a free throw line. The area best suited for the basketball area is between the exterior wall of the kitchen and the soft surface play equipment area to the west.		There will be two basketball hoops and the free throw line is unnecessary. Refer to the Educational Leadership Team meeting notes May 5, 2017.
2	4/6/2017	Site Design - Entry Plaza: A perspective drawing of the entry plaza was shown to the group. The District commented that the concrete bollards were not attractive and asked Flansburgh to look into other options. The group studied other examples via a web-based search and expressed that wood bollards would be a better fit with the school aesthetic.		
3	4/6/2017	Site Design - Entry Plaza: The District was favorable to an accent color applied to the media center soffit. Shades of the school color to be evaluated.		
April 14, 2017 Site Design and Planning Meeting				
1	4/14/2017	Building Design: The group review the interior materials proposed for the project. It was discussed to change the proposed 1" x 2" wood batten in the gymnasium to 1" x 2" PVC composite batten for durability at the gym only.		This item has been incorporated into the 60% Construction Document Set

Date		Meeting Comment	Party	Resolution
2	4/14/2017	Building Design: The mock-up 12" x 30" locker sample was discussed. The proposed 12" wide x 12" depth locker is acceptable by the District. Students will test the height of the double-tiered locker unit. District to provide findings.		Student lockers will be 12" (width) x 12" (depth). Locker height varies by grade. This is acceptable by the district. Refer to the Educational Leadership Team meeting notes May 5, 2017.
3	4/14/2017	Site Design: The group expressed a "timber" style bollard would be more appropriate than the proposed precast concrete bollard the bus drop off and parent drop-off locations. FAI to study options.		
April 26, 2017 Hardware Design Meeting				
1	4/26/2017	The Superintendent wanted to make sure there is a way to close off access to the second floor from Stair 2. The design team proposes a concealed accordion-style partition ease of the elevator and stair.		This item has been incorporated into the 60% Construction Document Set
May 5, 2017 Site and Building Design Meeting				
1	5/5/2017	Site Design: Playground Layout - The group reviewed two options for playground equipment type and layout. Option 1 is preferred without the swing set. Final selection of play equipment will be discussed after the 60% CD set is submitted.		The playground layout as presented has been incorporated into the 60% Construction Document Set.
2	5/5/2017	Building Design: Guidance Suite - A window is requested on the north wall of guidance office #114 to view the parent pickup area to the north. FAI will review.		This is a structural brace wall and locating a window within is not possible.
3	5/5/2017	Building Design: Typical Classroom Storage - The design accommodates an 8'-0" counter with base cabinet, one general and one teachers wardrobe. This setup will be observed at the upcoming West Bridgewater tour.		This arrangement has been incorporated into the 60% Construction Document Set. School Building Committee members toured the West Bridgewater School and felt this accommodated their classroom storage needs. Additional classroom storage can be purchase through the FFE budget.
June 28, 2017 Interior Working Group				
1	6/28/2017	Community Common Spaces: The floor surface would be the "wood like" Luxury Vinyl Tile (LVT) tile in a driftwood/weathered wood tone. The group was favorable to this. FAI to study a two blend or three blend of different tones.		

Date		Meeting Comment	Party	Resolution
2	6/28/2017	Community Common Spaces: FAI described the window sills, counters and the lobby bench seat top to be a solid surface material in a granite tone. The group was favorable to this approach and FAI to provide samples.		
3	6/28/2017	Academic Neighborhoods - Grade Identity: The group was not favorable toward the orange/yellow grouping and felt an alternative should be presented. Members of the group thought "cranberry" could be a nice option – FAI to study and provide samples to the group.		
4	6/28/2017	Academic Neighborhoods - Grade Identity: The mosaic is a combination of three colors. Members thought three may be too many. FAI clarified the mosaic is a field color in the corridor and the third color is to soften the look. FAI to provide full size tile samples to clarify.		
5	6/28/2017	Academic Neighborhoods - Grade Identity: There was discussion that re-grouping of classrooms at a later date is a possibility, i.e. fifth grade using fourth grade classrooms or vice versa due to population swing, identifying the fourth and fifth by color may be restrictive and potentially intimidating by students. FAI to study three concepts: one color concept between 4th and 5th grade, two "similar" color concept between 4th and 5th grade, and one unifying color between 4th and 5th with distinct neighborhood colors.		



Maintenance Recommendations for Peebles Elementary School

Rooftop Units

- Lubricate Motors/Fans – Annually
- Clean Energy Recovery Wheel – Annually
- Change Filters – Quarterly
- Gas Furnace Service/cleaning (Service Company) – Annually
- Service Direct Expansion Cooling System (Service Company) – Annually
- Drain Condensate P-Traps at End of Cooling Season & Prime at the Beginning – Annually

Annual Maintenance Cost = \$10,000.00

Indoor Air Handling Units

- Lubricate Motors/Fans – Annually
- Clean Energy Recovery Wheel – Annually
- Change Filters – Quarterly
- Clean Hot & Chilled Water Coils – Annually
- Drain Condensate P-Traps at End of Cooling Season & Prime at the Beginning – Annually
- Exercise Isolation Valves – Annually

Annual Maintenance Cost = \$3,000.00

Boiler Plant

- Change Air Filters – Annually
- Gas Furnace Service/cleaning (Service Company) – Annually
- Drain and Clean Condensate Drain Piping – Annually
- Exercise Isolation Valves – Annually

Annual Maintenance Cost = \$2,500.00

Chiller Plant

- Clean/Vacuum Condenser coil – Annually
- Direct Expansion Cooling Service/Refrigerant Charge (Service Company) – Annually
- Drain and Clean Condensate Drain Piping – Annually
- Exercise Isolation Valves – Annually

Annual Maintenance Cost = \$2,500.00



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370 Faunce Corner Road, Dartmouth, MA 02747-1217

Hot & Chilled Water Pumps

- Lubricate Motors – Annually
- Align Motor Shafts As Required - Annually
- Change/Clean Strainers – Annually
- Exercise Isolation Valves – Annually

Annual Maintenance Cost = \$1,500.00

Hot & Chilled Water Piping Systems

- Clean and Flush Systems as well as Chemical Treatment Such as Glycol and Inhibitors (Service Company) – Annually
- Exercise Main Isolation Valves – Annually

Annual Maintenance Cost = \$5,000.00

Exhaust Fans

- Lubricate Motors/Fans – Annually
- Change Belts – Annually
- Check Damper Linkages, Tighten/Adjust as Required

Annual Maintenance Cost = \$2,000.00

Unit Heaters

- Lubricate Motors/Fans – Annually
- Change Filters – Quarterly
- Exercise Isolation Valves – Annually

Annual Maintenance Cost = \$800.00

Induction Units

- Vacuum Internal Nozzles & Coils – Bi-Annually
- Exercise Isolation Valves – Annually

Annual Maintenance Cost = \$1,000.00

Radiant Panels

- Exercise Isolation Valves/Actuators – Annually

Annual Maintenance Cost = \$500.00

Variable Air Volume Terminal Units

- Exercise Dampers/Actuators – Annually

Annual Maintenance Cost = \$2,500.00



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370 Faunce Corner Road, Dartmouth, MA 02747-1217

Ductless Cooling Units

- Service Direct Expansion Cooling System/Refrigerant (Service Company) – Annually
- Clean Drain Pan of any Water or Debris – Twice a Year
- Verify Condensate Pump Operation, Clean Filter – Annually
- Clean Filter in Unit – Annually

Annual Maintenance Cost = \$3,000.00

29.10: Remote Participation

(1) Preamble. Remote participation may be permitted subject to the following procedures and restrictions. However, the Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible. By promulgating these regulations, the Attorney General hopes to promote greater participation in government. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used in a way that would defeat the purposes of the Open Meeting Law, namely promoting transparency with regard to deliberations and decisions on which public policy is based.

(2) Adoption of Remote Participation. Remote participation in meetings of public bodies is not permitted unless the practice has been adopted as follows:

(a) Local Public Bodies. The Chief Executive Officer, as defined in M.G.L. c. 4, sec. 7, must authorize or, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that authorization or vote applying to all subsequent meetings of all local public bodies in that municipality.

(b) Regional or District Public Bodies. The regional or district public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(c) Regional School Districts. The regional school district committee must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(d) County Public Bodies. The county commissioners must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of all county public bodies in that county.

(e) State Public Bodies. The state public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(f) Retirement Boards. A retirement board created pursuant to M.G.L. c. 32, sec. 20 or M.G.L. c. 34B, § 19 must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(3) Revocation of Remote Participation. Any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) may revoke that adoption in the same manner.

(4) Minimum Requirements for Remote Participation.

(a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other;

(b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, sec 20(d);

(c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, sec. 23D.

(5) Permissible Reasons for Remote Participation. If remote participation has been adopted in accordance with 940 CMR 29.10(2), a member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in 940 CMR 29.10(7), if the chair or, in the chair's absence, the person chairing the meeting, determines that one or more of the following factors makes the member's physical attendance unreasonably difficult:

(a) Personal illness;

(b) Personal disability;

(c) Emergency;

(d) Military service; or

(e) Geographic distance.

(6) Technology.

(a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

(i) telephone, internet, or satellite enabled audio or video conferencing;

(ii) any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.

(b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

(c) The public body shall determine which of the acceptable methods may be used by its members.

(d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

(e) The amount and source of payment for any costs associated with remote participation shall be determined by the applicable adopting entity identified in 940 CMR 29.10(2).

(7) Procedures for Remote Participation.

(a) Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

(b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR 29.10(5) for his or her remote participation. This information shall also be recorded in the meeting minutes.

(c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

(d) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.

(e) When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, sec. 22.

(8) Effect on Bylaws or Policies. These regulations do not prohibit any municipality or public body from adopting bylaws or policies that prohibit or further restrict the use of remote participation by public bodies within its jurisdiction.

(9) Remedy for Violation. If the Attorney General determines, after investigation, that 940 CMR 29.10 has been violated, the Attorney General may resolve the investigation by ordering the public body to temporarily or permanently discontinue its use of remote participation.

To Top

June 20, 2017

Margaret Song
Cape Light Compact
P.O. Box 427
3195 Main St, Route 6A
Barnstable, MA 02630

Paul Russell Salk
National Grid
280 Melrose Street
Providence, RI 02907



300 Chestnut Street
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Needham, MA 02492

(p) 781 449 5700
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Re: Peebles Elementary School – Measure Review

Dear Margaret and Paul:

DMI has reviewed the 60% CD set for the Peebles Elementary School new construction project in Bourne, MA. DMI proposes to review the measures included in this measure review under the MassSave Integrated Design path for Small Buildings program as the building is under 100,000 ft².

Energy Conservation Measures Included in Design

The following measures are included in the 60% CD set.

ECM 1: Condensing Hot Water Boilers

ECM 1 considers the energy savings associated with installing a condensing gas-fired boiler rather than a code-compliant non-condensing gas-fired hot water boiler.

Base Case System: non-condensing gas-fired hot water boiler with an efficiency of 85%.

Proposed Case System: Install a condensing gas-fired hot water boiler. It is recommended that an aggressive hot water reset schedule be implemented to take full advantage of the performance advantages of the condensing boiler.

ECM 2: Performance Lighting

ECM 2 considers the energy savings associated with a lighting design that achieves a lighting power density lower than the MassSave Baseline Document requires (10% below IECC 2015 LPD requirement). Lighting fixtures qualified by the Design Lights Consortium must account for at least 50% of the connected lighting load. DMI has not yet calculated the design LPD or verified that the fixtures are DLC listed, however the lighting design includes 100% LED fixtures and it is anticipated that this will be an eligible measure.

Base Case System: Lighting design that meets the Mass Save Baseline Document requirements (LPD = 0.783 W/ft²).

Proposed Case System: Implement lighting design that achieves a lower lighting power density than required by code.

ECM 3: DOAS and Chilled Beams

This measure considers the energy savings associated with installing a dedicated outside air system with chilled beams in the Media center and administration wing rather than a typical VAV system. Energy saving are expected to result from the induction cooling provided by the chilled beams rather than tempering supply air at a central VAV AHU to provide cooling.

Base Case System: Install VAV system to serve the ventilation and cooling loads in the Media center and Administration Wing.

Proposed Case System: Install DOAS to provide ventilation and chilled beams to provide cooling to the Media Center and Administration Wing.

ECM 4: Displacement Ventilation in Classrooms

By incorporating supply grills near the floor and return grills in the ceiling of the classrooms, i.e. implementing a displacement ventilation strategy, the ventilation design provides more effective comfort maintenance which is expected to result in reduced heating, cooling and ventilation loads.

Base Case System: Install ceiling supply and return grills in the classrooms

Proposed Case Design: Install supply grills near the classroom floors and return grills on the classroom ceilings.

Recommendations for Additional Measures Not Yet Identified in the Design

This section includes additional measures that are suggested for energy savings. It is not clear based on the information in the 60% CD set whether these will be implemented in the design or not.

Possible ECM 5: High Performance Building Envelope – Roof

ECM 5 considers the energy savings associated with installing more roof insulation than required by energy code. It appears that the insulation in the design currently is just enough to meet the energy code requirement. Energy savings may be realized by reducing heat loss through the roof during heating and heat gains through the roof during cooling.

Base Case System: Code compliant roof insulation (R-30 per IECC 2015)

Proposed Case System: Install more roof insulation than required by code.

Possible ECM 6: High Performance Building Envelope – Wall

ECM 6 considers the energy savings associated with installing more wall insulation than required by energy code. It appears that the insulation in the design currently is just enough to meet the energy code requirement. Energy savings may be realized by reducing heat loss through the walls during heating and heat gains through the walls during cooling.

Base Case System: Code compliant wall insulation (R-13 + R-7.5ci per IECC 2015)

Proposed Case System: Install more wall insulation than required by code, possibly 4" of polystyrene rather than 4" of mineral wool insulation.

Possible ECM 7: High Performance Building Envelope - Fenestration

ECM 7 considers the energy savings associated with installing fenestrations systems that exceed code requirements for thermal performance. It is not clear if this measure will be included in the design. Energy savings may be realized by reducing heat losses through the windows during heating and heat gains through the windows during cooling.

Base Case System: Code compliant fenestration systems (U-0.38 fixed/U-0.45 operable per IECC 2015)

Proposed Case System: Install fenestration systems with thermal properties better than required by code.

Possible ECM 8: High Performance Chiller

The design includes a hydronic cooling system. This measure considers the energy savings associated with installing an air-cooled chiller with a rated performance that exceeds the energy code requirements.

Base Case System: air-cooled chiller that meets energy code requirements for performance (10.1 EER (FL), 13.7 IPLV).

Proposed Case System: Install air-cooled chiller that exceeds energy code requirements for performance (IPLV at least 10% better than code is recommended).

Possible ECM 9: DX RTUs

The design includes four RTUs with DX cooling. It is not known what the rated performance of these units will be. This measure considers the energy savings associated with installing RTUs with AHRI rated performances better than required by energy code.

Base Case System: RTUs with code compliant AHRI ratings. (RTU-1&2: 9.8 EER, 11.4 IEER / RTU-3&4: 11.0 EER, 12.6 IEER).

Proposed Case System: Install RTU's with AHRI rated performance better than required by energy code (at least 10% improvement in rated IPLV is recommended)

Possible ECM 10: High Performance Energy Recovery

The facility is installing two central air handlers with heat recovery wheels. The equipment design parameters are not known at this time. This measure considers the energy savings associated with installing energy recovery units with heat recovery effectiveness better than the 50% effectiveness required by code.

Base Case System: AHUs with 50% heat recovery effectiveness.

Proposed Case System: Install AHUs with heat recovery effectiveness better than required by code (overall energy recovery effectiveness of at least 70% is recommended).

Possible ECM 11: High Performance Split Unit ACs

The facility is installing six ductless split unit ACs. It is not known what the rated performance of these units will be. This measure considers the energy savings associated with installing split system ACs with AHRI rated performances better than required by energy code.

Base Case System: split system ACs with code required rated performance of 13.0 SEER.

Proposed Case System: Install split system ACs with AHRI rated performance better than required by energy code (at least 10% improvement is recommended)

Possible ECM 12: CHW/HW Pump VFDs

The nameplate HP of the HW and CHW pumps are not known at this time. The size of these circulation pumps will affect what baseline may be considered for this measure. Savings may be realized by installing VFDs on circulation pumps along with two-way valves at the heating and cooling elements to allow for variable flow control of the systems, reducing average pump demand.

Base Case System: Depends on the size of the circulation pumps

Proposed Case System: Install VFDs on the circulation pumps with two-way control valves and control pump speed to maintain differential pressure setpoint.

Possible ECM 13: Variable Speed Kitchen Hood Exhaust

There is not enough information provided in the 60% CD set to determine if this is an eligible measure. Implementing variable speed control is required by IECC 2015 for kitchen hoods with airflows greater than 5,000 CFM. If the kitchen hood exhaust flow is less than 5,000 CFM this measure can be considered for energy savings.

Base Case System: Install constant speed kitchen hood exhaust system.

Proposed Case System: Install variable speed kitchen hood exhaust system with automated controls to reduce fan speed and close the damper unless cooking is detected.

Conclusion

It is our hope that this memorandum will assist the design team in selecting high performance design options for the Peebles Elementary School project. Please feel free to contact DMI with any questions or comments regarding this document. It a pleasure to be of service to Cape Light, National Grid, and your customer.

Sincerely,



Bennett Rose, EIT
Project Engineer
781-449-5700 x25

Peebles (Bourne) Elementary School - Energy Conservation Measure (ECM) Summary (per DMI/Cape Light Compact review of 60% CD set (June, 2017))

ECM #	Description	Comments/Recommendations
1	Hot Water Boilers	Install high efficiency (>85%) condensing gas-fired hot water boiler with aggressive reset schedule.
2	Performance Lighting	TBD - CDs show 100% LED fixtures, confirm qualified per DLC.
3	DOAS and Chilled Beam	Dedicated outside air system with chilled beam for Media Center and Administration Wing is above Base Case.
4	Displacement Ventilation	Install supply grills near classroom floors and return grills on classroom ceilings.
<i>Suggested Additional Recommendations for greater energy savings:</i>		
5	Building Envelope-Roof	Install roof insulation greater than code compliant.
6	Building Envelope-Wall	Install more wall insulation than code required.
7	Building Envelope-Fenestration	Install fenestration systems with thermal properties better than code required.
8	Chiller	Install air-cooled chiller that exceeds energy code performance requirements.
9	Dx RTUs	TBD-Install roof-top units with AHRI rate performance better than required by energy code.
10	Energy Recovery	TBD - install AHUs with heat recovery effectiveness better than code required.
11	Split Unit ACs	TBD - install split system ACs with AHRI rated performance better than required by energy code.
12	CHW/HW Pump VFDs	TBD-install VFDs on circulation pumps with two-way control valves and control pump speed to maintain DP setpoint.
13	Variable Speed Kitchen Hood Exhaust	TBD-install variable speed kitchen hood exhaust with automated controls.

Notes: TBD (to be determined) as the CD 60% set did not have enough information to confirm if eligible ECM measure.

June 15, 2017

Dear Members of the Board of Selectmen:

On behalf of the School Building Committee, we would like to thank you for your continued support of the New Peebles Elementary School Project.

In follow-up to discussions at our School Building Committee meetings, we are writing to you to request that the building permit and inspections fee be waived for the new Peebles Elementary School Project.

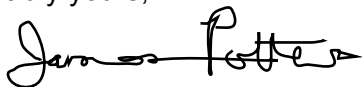
The Massachusetts School Building Authority (MSBA) considers the building permit fee a non-reimbursable expense and will not reimburse communities for that expense, as such any building permit fee is 100% paid for by the community. The cost of the building permit fee is not included in the overall project budget.

The New Peebles Elementary School project will be subject to Control Construction, per the 8th edition of the Massachusetts State Building Code, 780 CMR, Section 107.6.2. Flansburgh Architects, the project architect, will be responsible for being present at the construction site on a regular and periodic basis to determine that the work has proceeded in accordance with the requirements of 780 CMR and the permit documents. The architect and its engineers are required to issue reports on each visit and submit to the building department for record.

The project also includes oversight by a materials and inspection company that will provide testing of such construction materials as soils, masonry and steel during the course of the project and their reports will be submitted to the building department for record as well.

We request that the building permit and inspections fee be waived, including those for the health, plumbing, HVAC and electrical.

Very truly yours,

A handwritten signature in black ink that reads "Jim Potter". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Jim Potter

Chairman, School Building Committee
Town of Bourne

School Building Committee
June 29, 2017

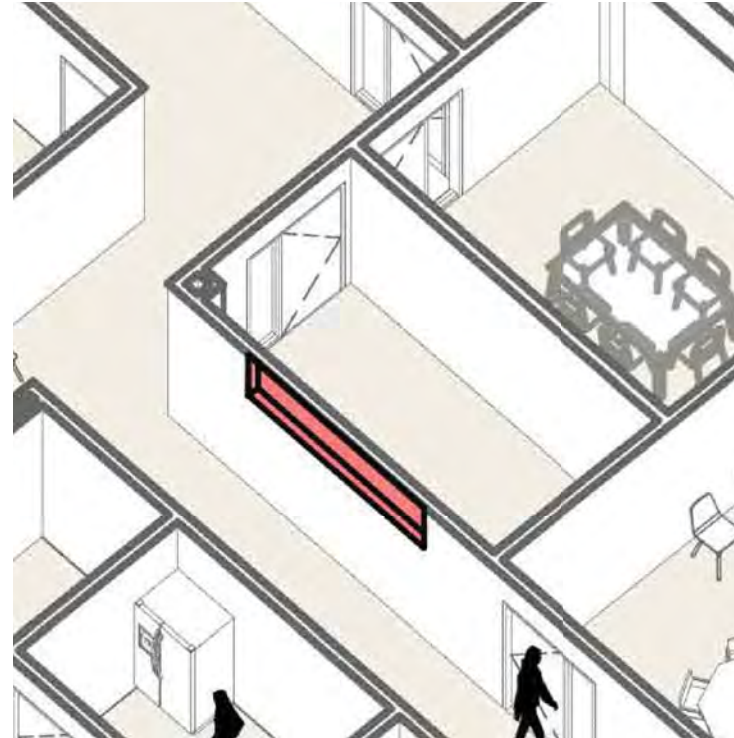
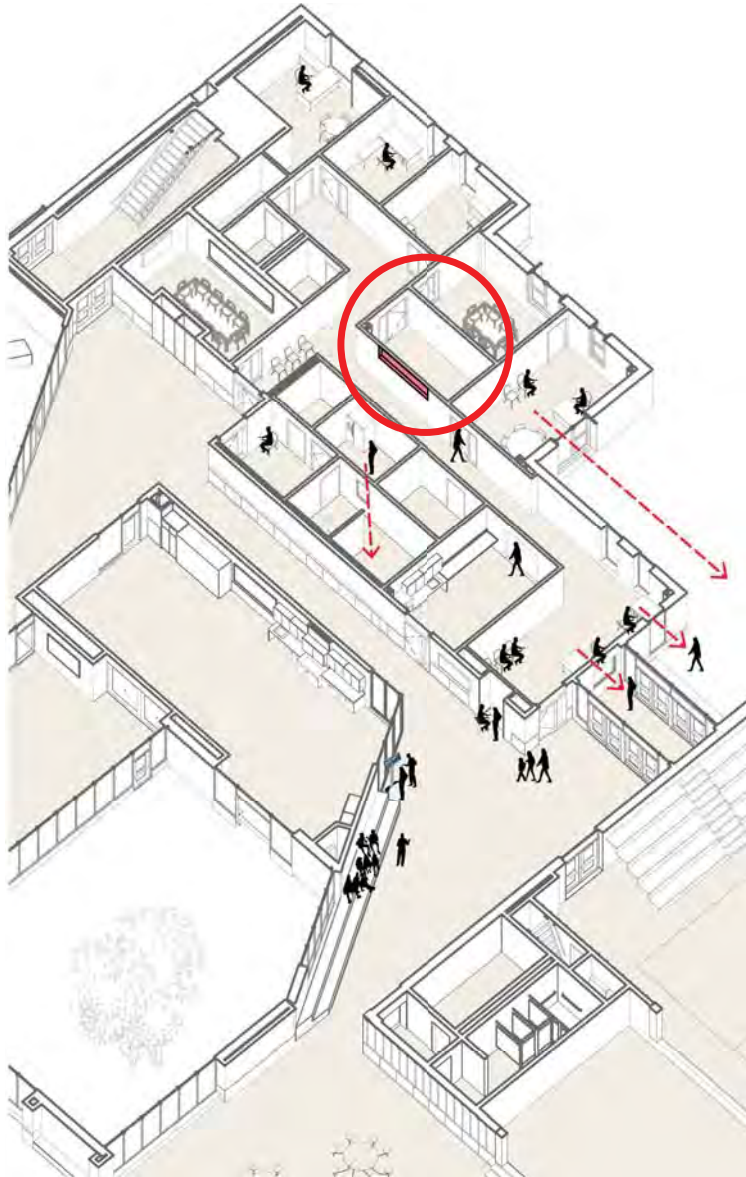
Peebles Elementary School

Construction Document Phase

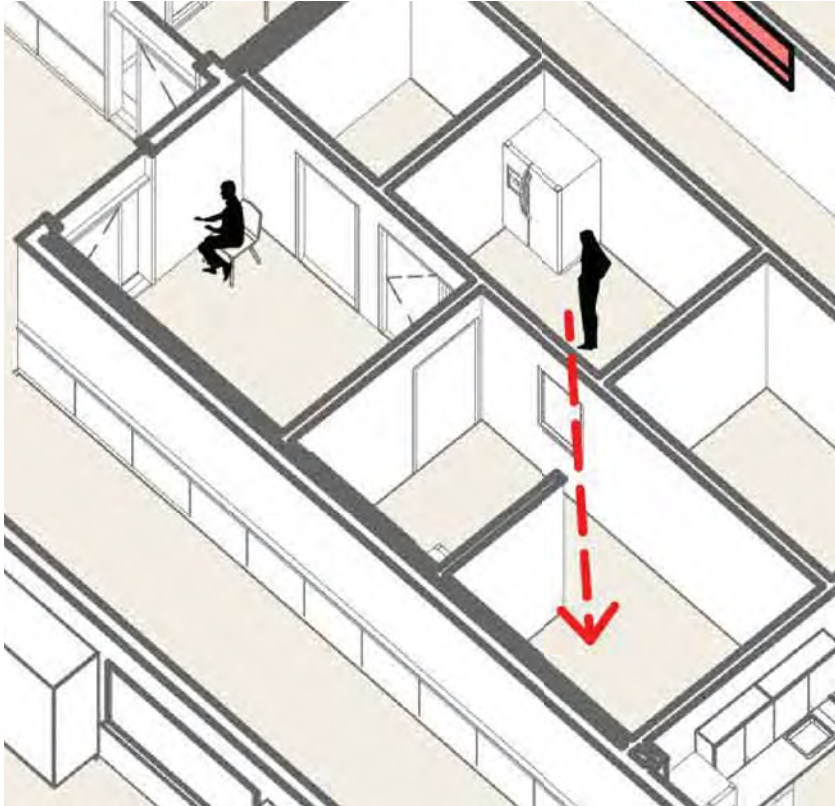
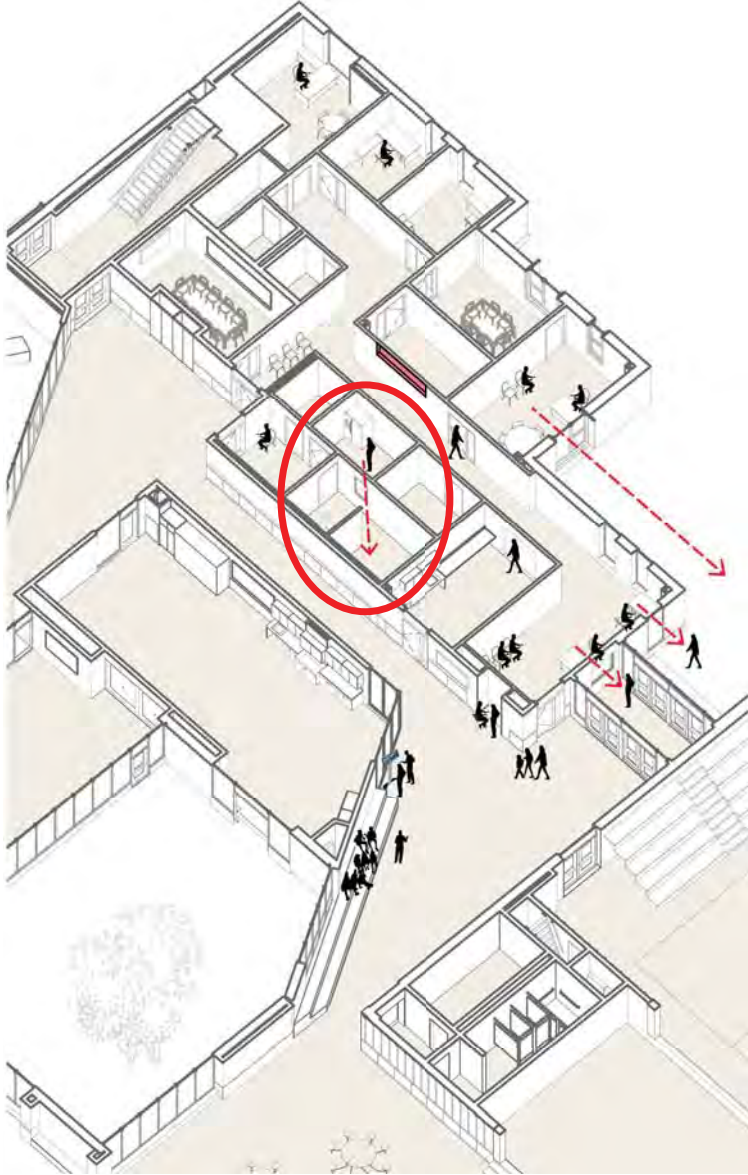
Building Update



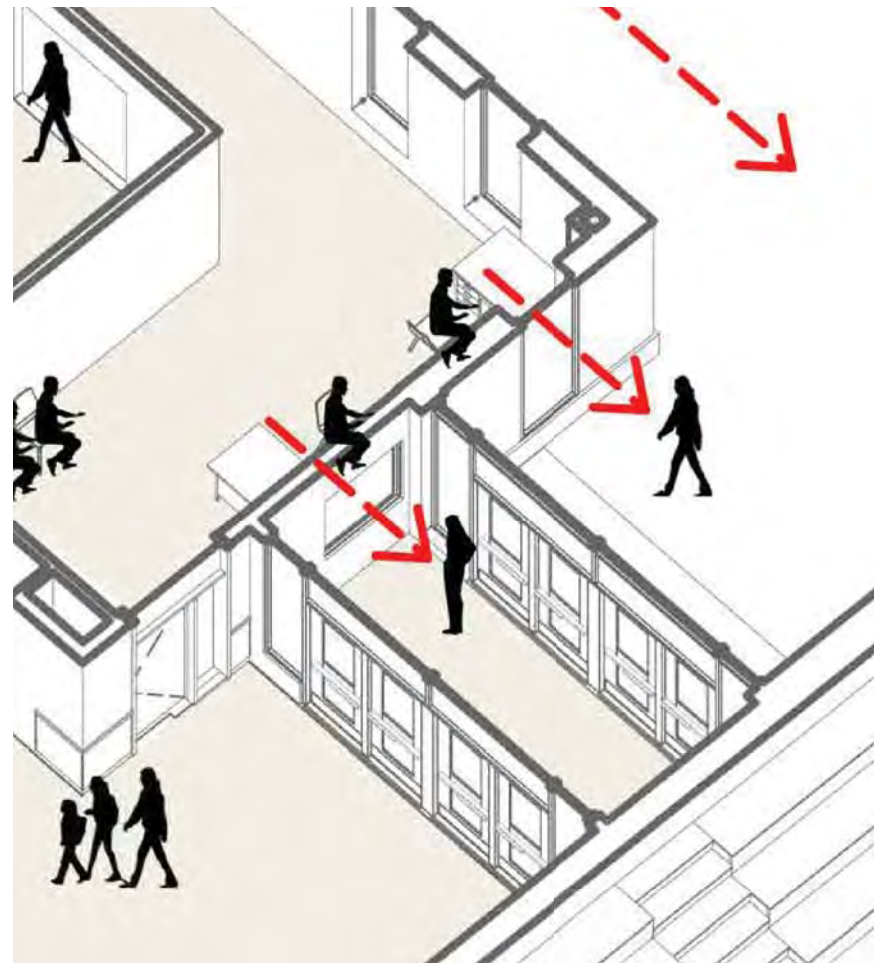
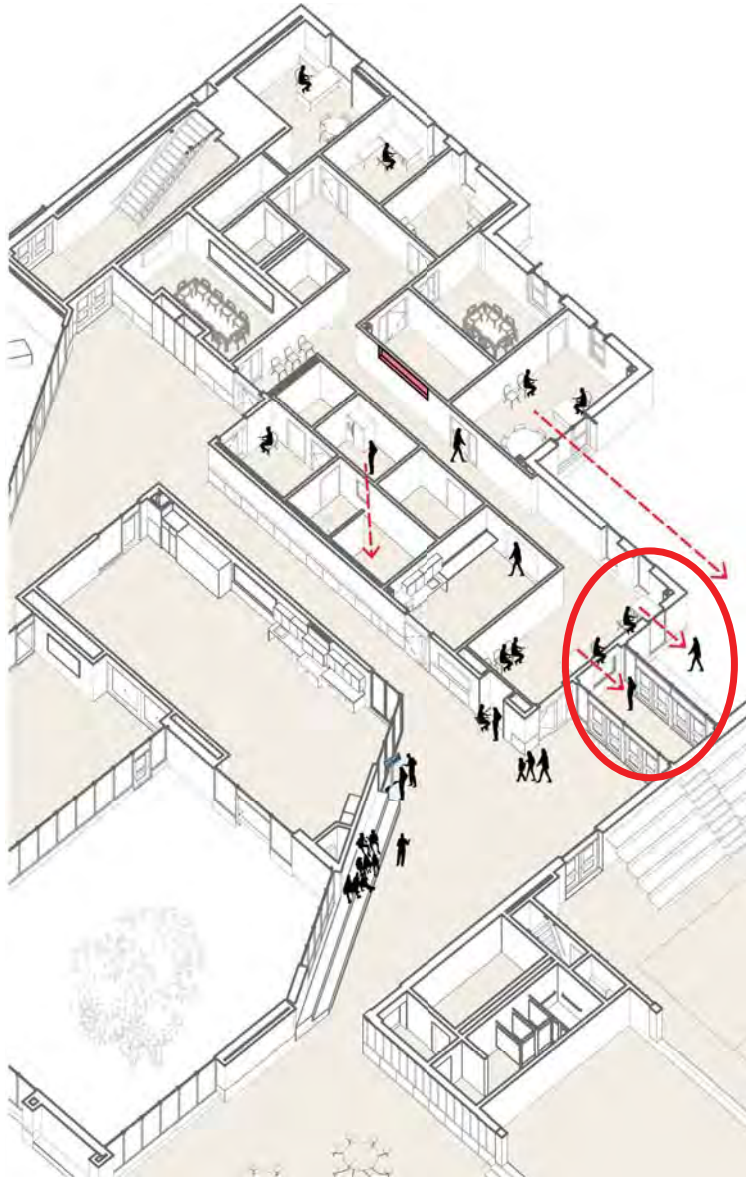
INTERNAL OFFICE:
window provided for light



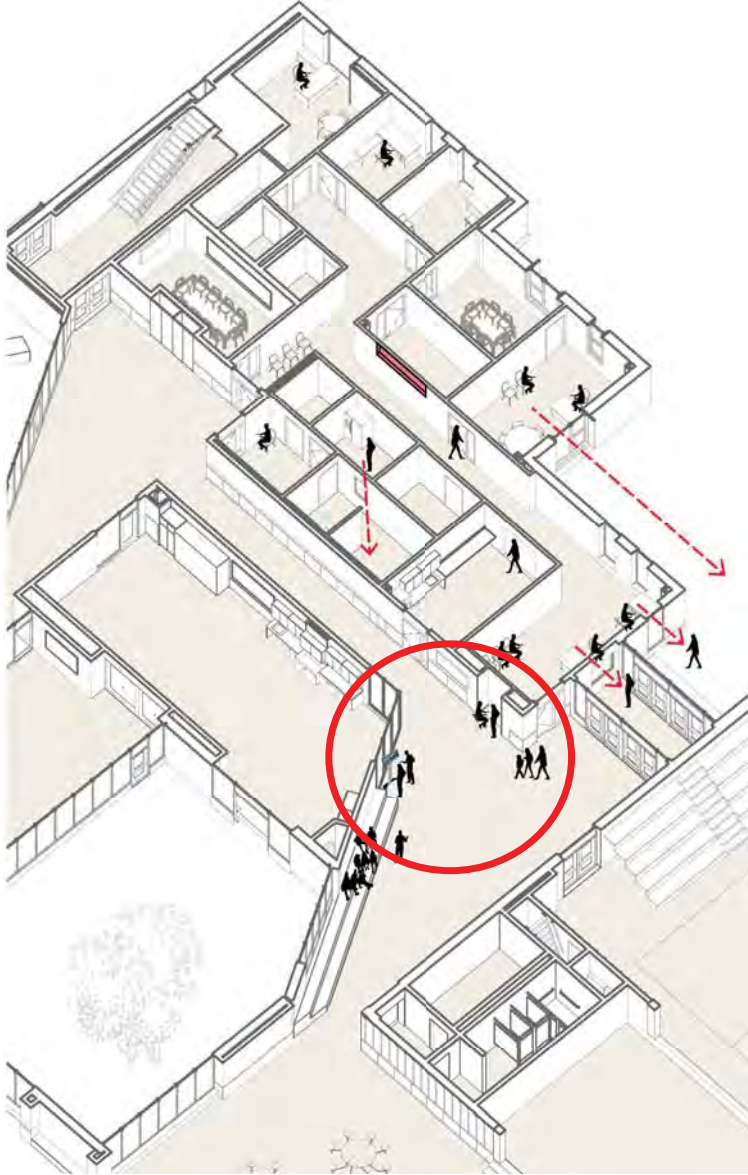
NURSE SUITE:
window provided for supervision



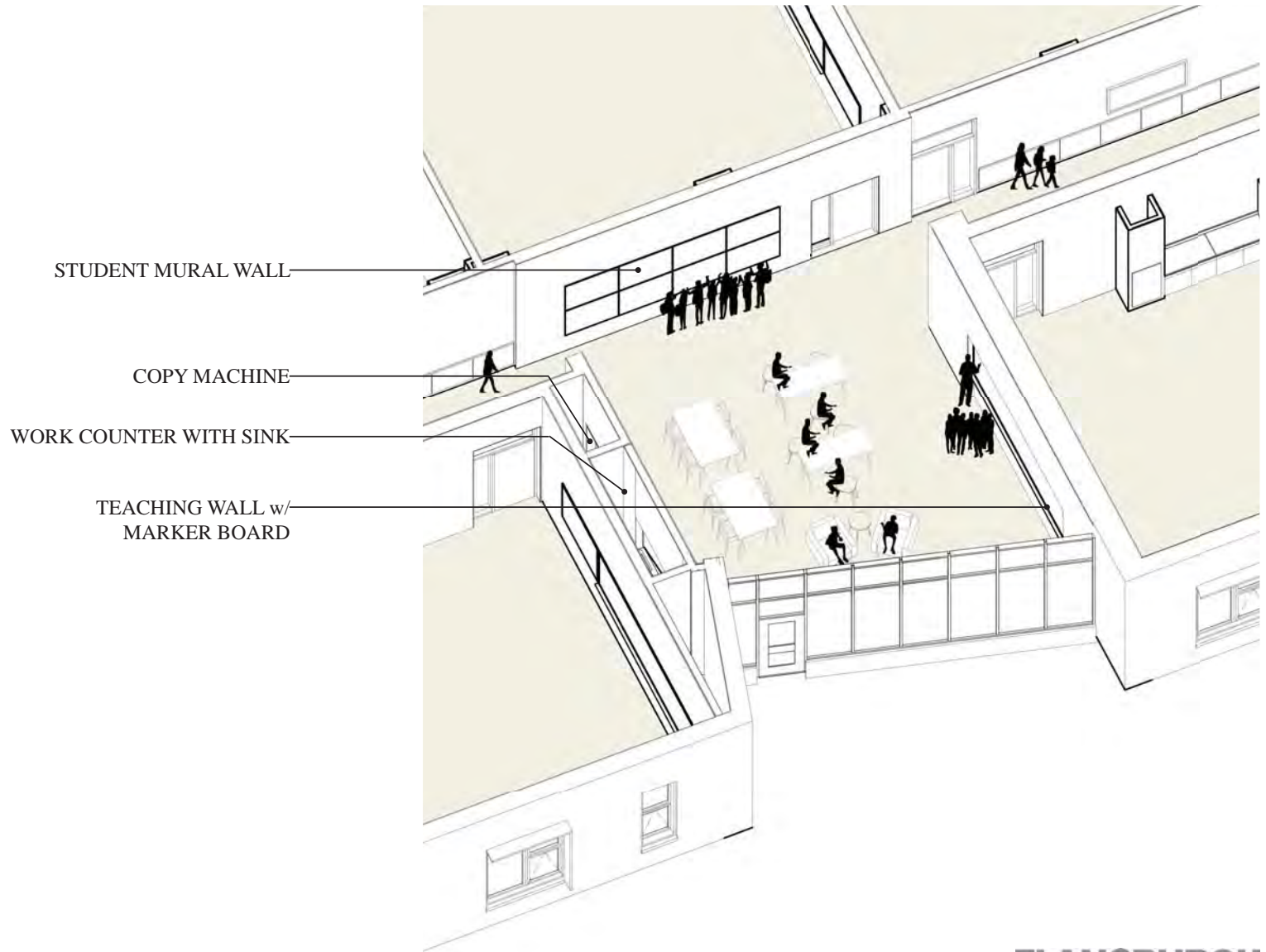
MAIN ENTRANCE:
windows for supervision/check-in



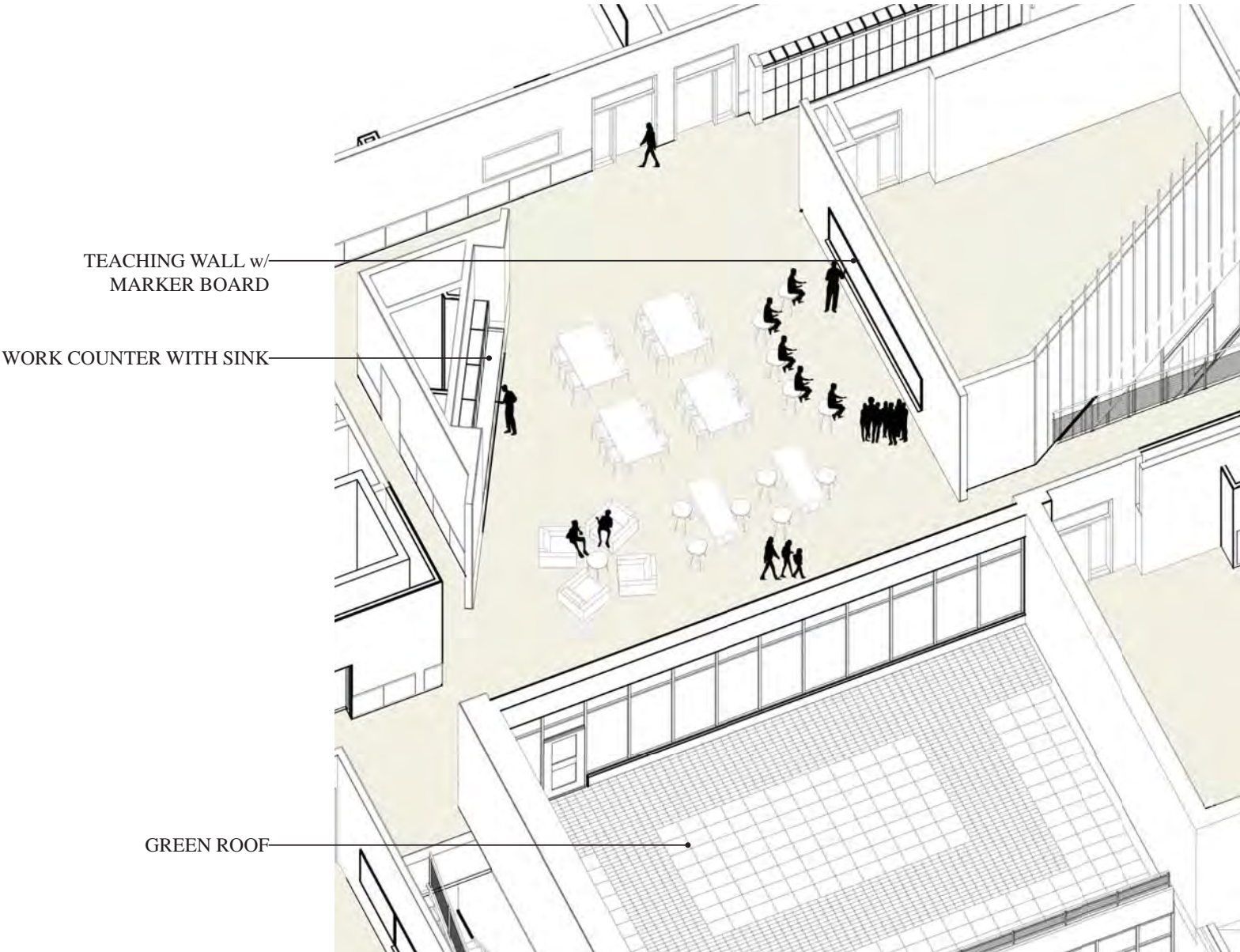
RESOURCE STATION & DAS DISPLAY:
alcove provided for computer desk



THIRD & FOURTH GRADE TEAM ROOM



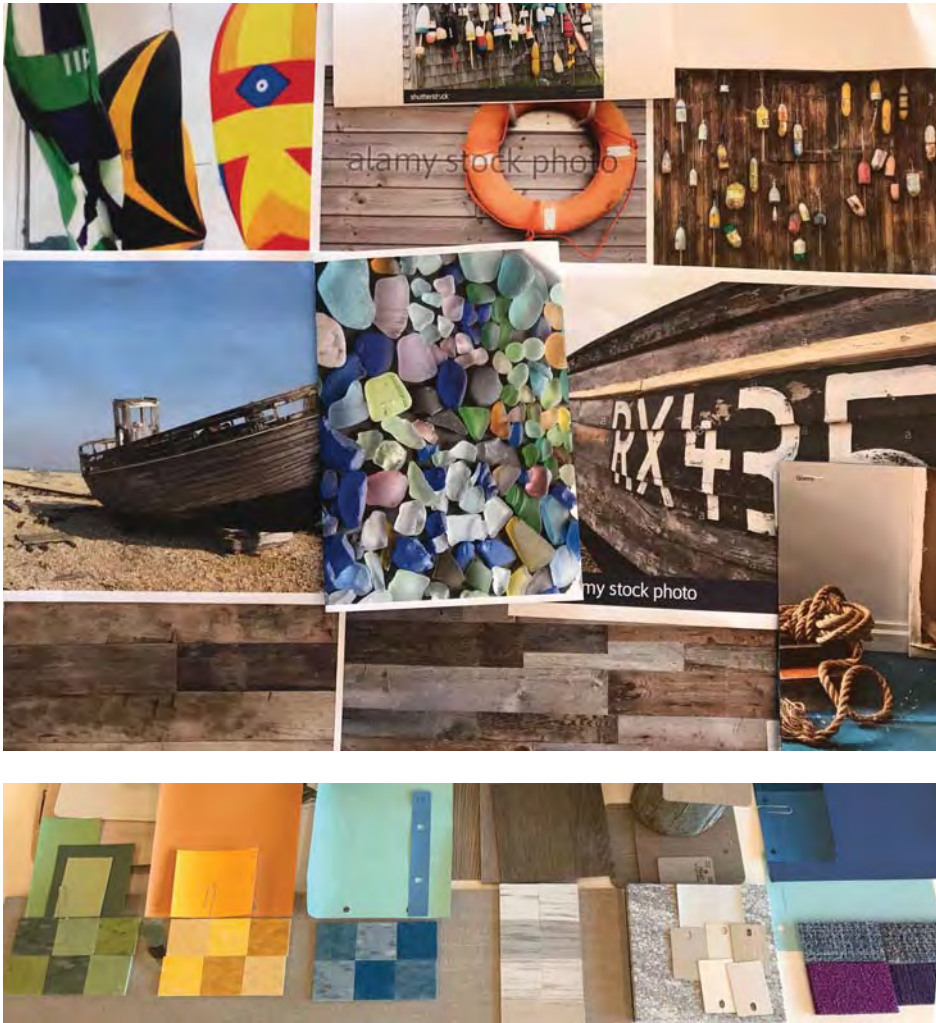
FIFTH GRADE TEAM ROOM



Interior Update

INSPIRATION:

Reflects coastal character and material familiar to the area. The focus was to take cues on color, texture, and objects to derive the interior palette.



ACADEMIC WINGS



COMMUNITY COMMON SPACES

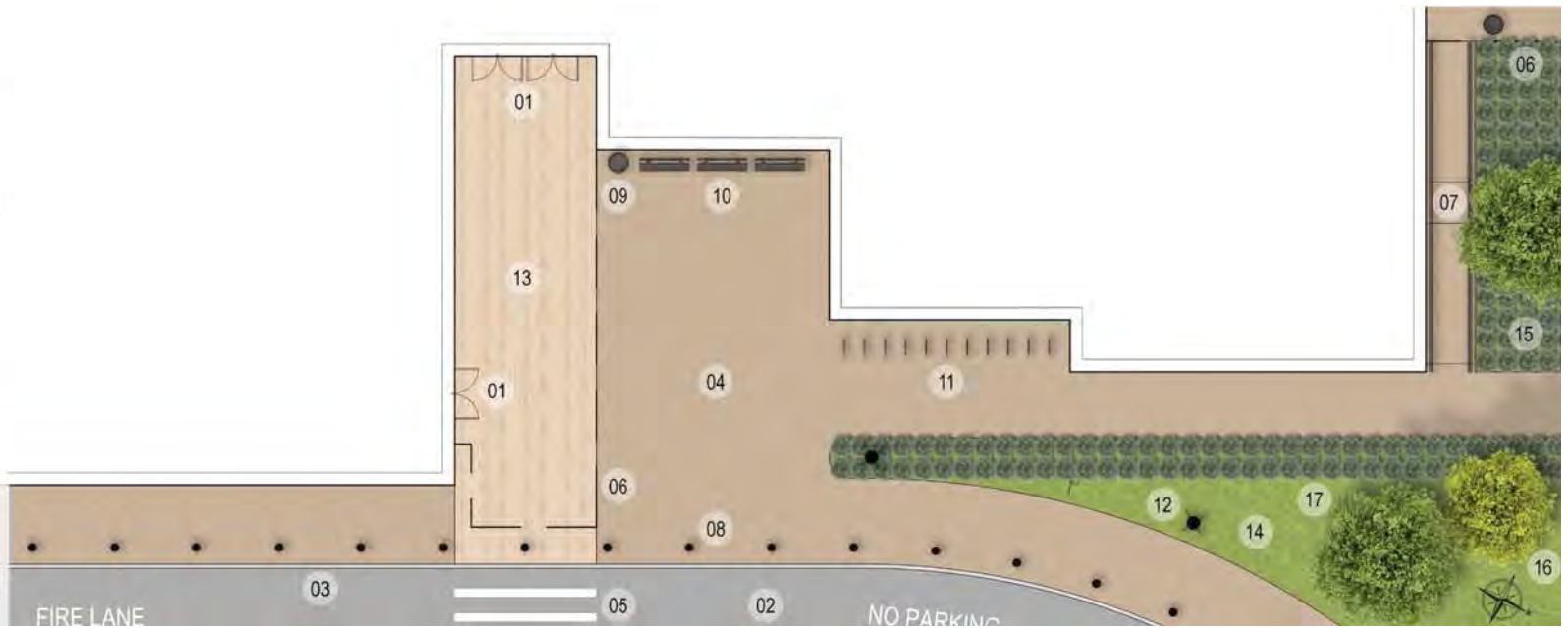
Landscape Update

ENTRY PLAZA

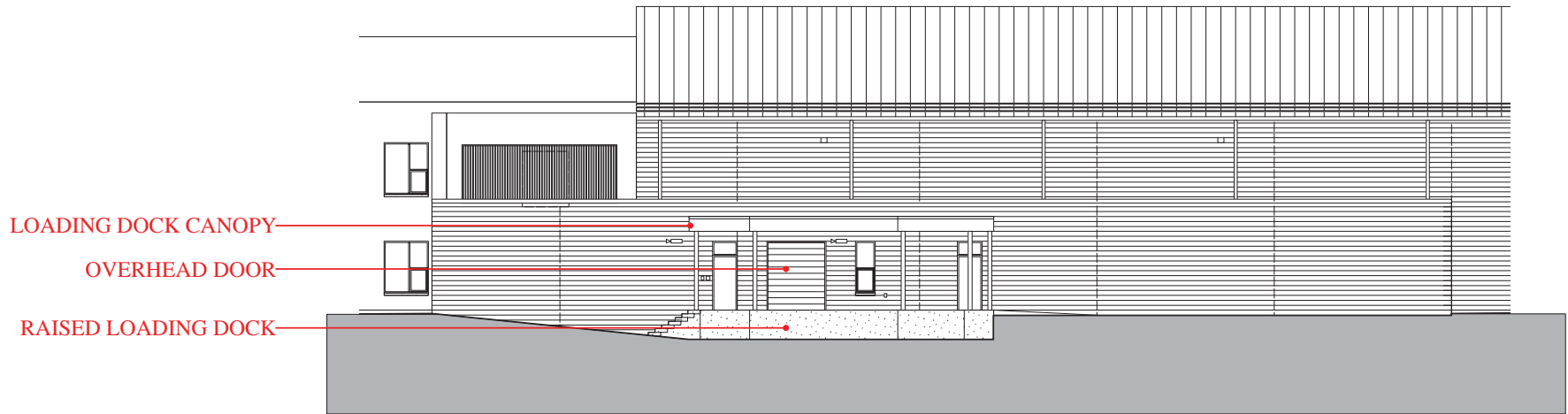


KEY

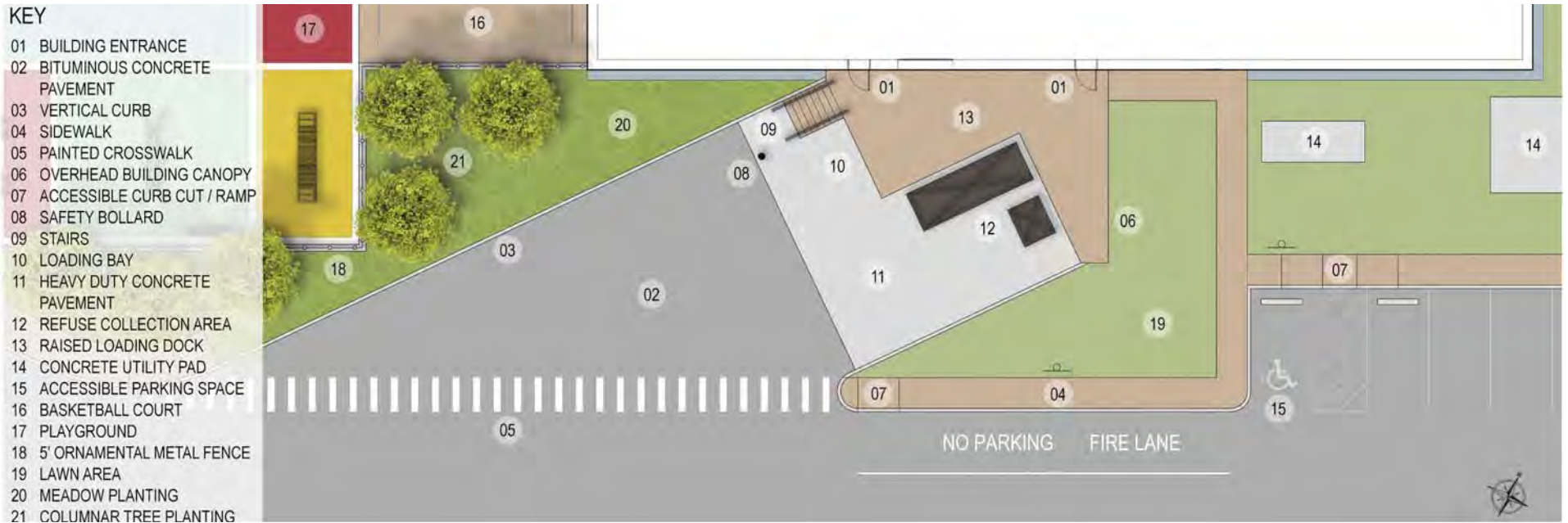
- 01 BUILDING ENTRANCE
- 02 BITUMINOUS CONCRETE PAVEMENT
- 03 FLUSH CURB
- 04 CONCRETE PAVEMENT
- 05 PAINTED CROSSWALK
- 06 OVERHEAD BUILDING CANOPY
- 07 ACCESSIBLE RAMP
- 08 SAFETY BOLLARD
- 09 LITTER RECEPTACLE
- 10 BENCH
- 11 BIKE RACK
- 12 PEDESTRIAN-SCALE LIGHT POLE AND FIXTURE
- 13 INTEGRALLY COLORED AND STAMPED CONCRETE PAVEMENT
- 14 MEADOW PLANTING
- 15 ORNAMENTAL GRASS PLANTING
- 16 UNDERSTORY TREE PLANTING
- 17 SHADE TREE PLANTING



LOADING DOCK



SOUTH BUILDING ELEVATION: LOADING DOCK



PLAY AREA



Questions

Power Factor Correction - GGD has reviewed the issue

Response:

Based upon the anticipated loads in the building and the specified equipment Power Factor Correction isn't required.

Power Factor Correction is typically seen in industrial buildings or hospitals where the power demands of large pieces of equipment could adversely affect other equipment in the building.

Equipment on our project has been specified as such so Power Factor Correction is not req'd.

GGD has never done Power Factor Correction on a school project.

Loads - GGD has reviewed the issue

Response:

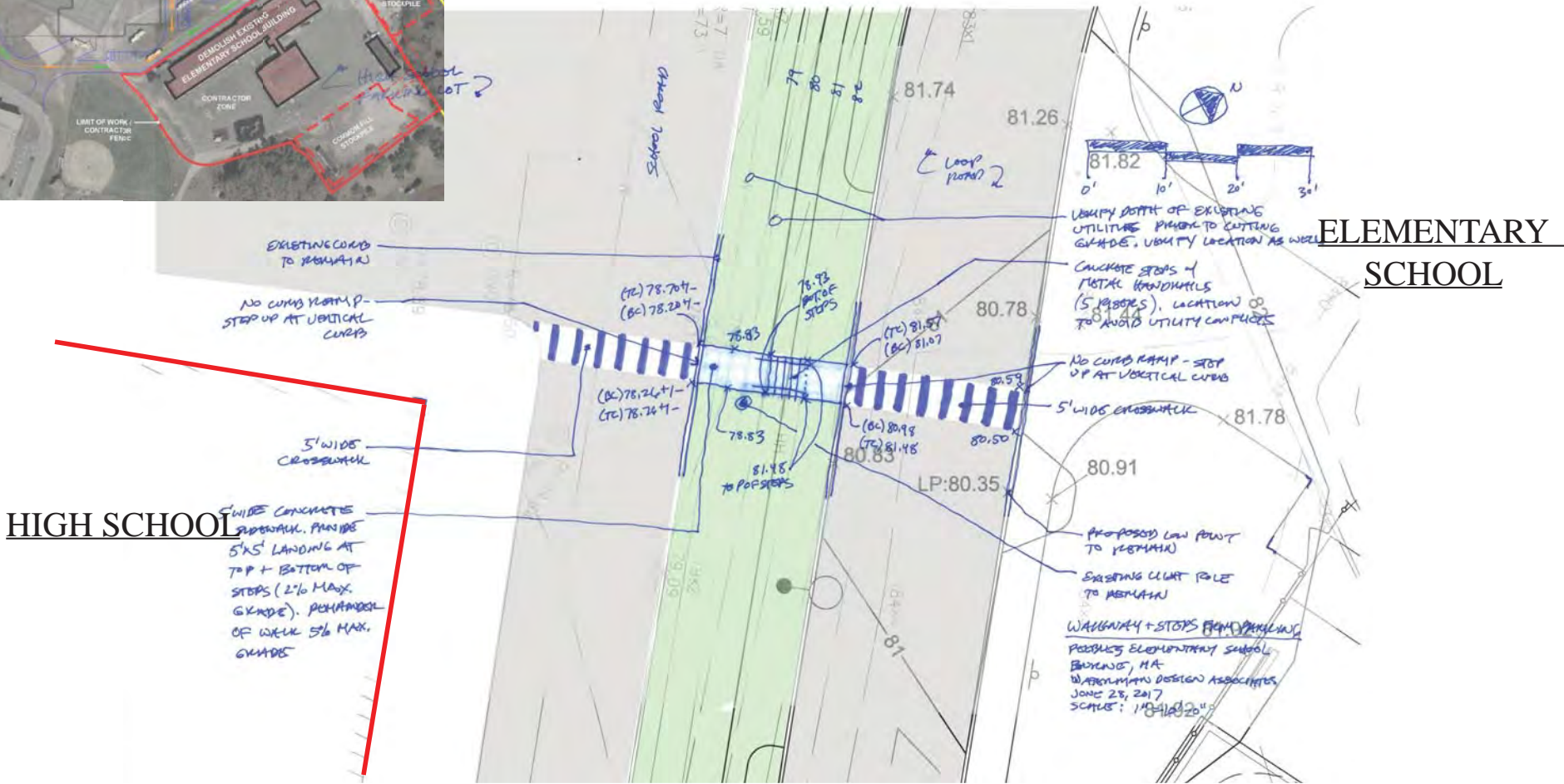
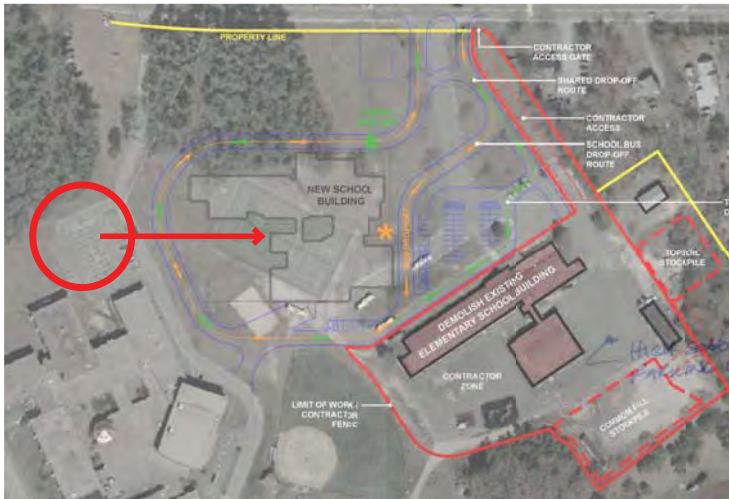
Loads were calculated at slightly over 1100 amps. The next size up is 1200 amp.

Although the building will not be drawing 1100 amp 100% of the time there are still peaks/spikes in demand and you should always have spare capacity in the system.

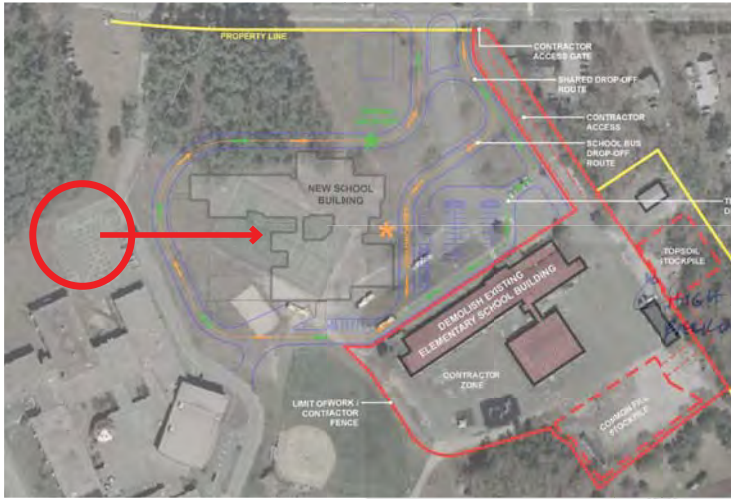
If the service was decreased now, and in the future the school needed to add some classroom with an associated 200 amp panel, they might have to upgrade the entire service.

GGD would not recommend decreasing the service.

NEW CROSS WALK WITH STAIR



NEW CROSS WALK WITH STONEDUST PATH

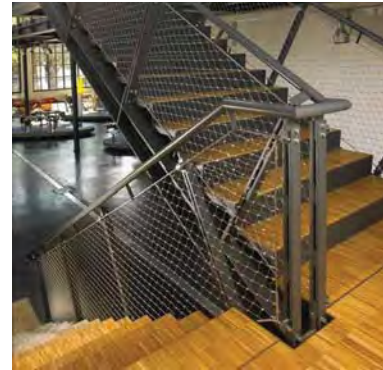


STAINLESS STEEL MESH GUARDRAIL

INSTITUTE OF CONTEMPORARY ART, Boston MA



THE BOSTON CHILDRENS MUSEUM, Boston MA



Additive Bid Alternates

COST ESTIMATE

Currently tracking 60% Estimated Construction Cost: \$30,691,123

Additive/Alternates

1. Classroom Sound Reinforcement	\$77,440
2. Trees and Plantings	\$91,905
3. Loading Dock Canopy	\$22,971
4. Parking Lot	\$22,561
5. Planters	\$17,600
6. Bench/Planters (outdoor classroom)	\$34,925
7. Brick Articulation	\$136,263
8. Academic Roof	\$26,598
9. Gym/Cafe Roof	\$43,844
10. Stonedust Path	\$4,695
<hr/>	
Total:	\$478,802
11. Concrete to granite: straight sections of curbing	\$60,000
12. Increase roofing membrane from 60mm to 80mm	\$40,000
<hr/>	
Total:	\$100,000