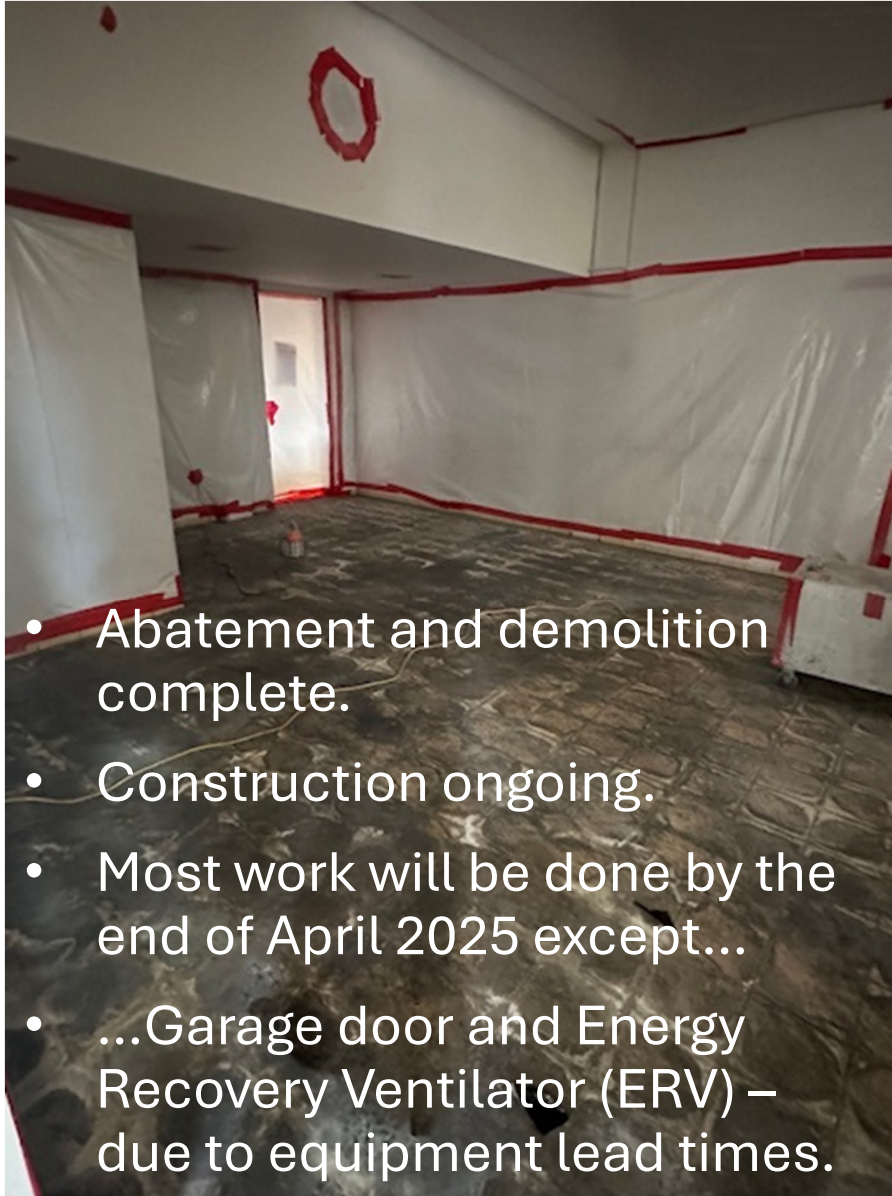


# Schedule, Budget & Procurement Update

CCBC Meeting – 4/2/2025  
Lincoln Community Center Project

# Maintenance Shop @ Hartwell Main Update



## Authorization to Execute Change Order to Accelerate ERV Unit

### Background:


- Shop project must be finished in time to move the shop from pod to new space.
- Specified unit would arrive too late.
- Alternate unit identified and approved by design team.
- Cost is higher by ~\$700.
- Change order is being negotiated and value may be reduced slightly before execution.

### Proposed Motion:

Motion to authorize the Town of Lincoln to execute a change order for **\$700 or less** to the maintenance shop renovation construction contract held by **Vintage Properties** to procure an alternate Energy Recovery Ventilator (ERV) to **reduce the equipment lead time** and accelerate delivery.

# Commissioning Procurement Update

Memo attached & distributed before CCBC meeting:



Lincoln Community Center Project  
Lincoln, MA  
March 28, 2025

Explanation of Third-party Testing and Commissioning Services	
<p>There are two types of commissioning agents: Mechanical Commissioning Agents, who are engineers and handle mechanical, electrical and plumbing (MEP) systems; and Building Envelope Commissioning Agents, who are architects that specialize in exterior enclosure systems.</p> <p>Commissioning agents are professional consultants that participate in design peer review, limited construction oversight and provide guidance and advice on highly specialized issue resolution during construction. Mechanical commissioning agents also work to calibrate the settings and controls on all equipment to make sure that systems are working together in their most energy-efficient modes.</p>	<p>3<sup>rd</sup> party testing agencies are called in to perform specific types of construction quality tests to assure the strength and quality of installed materials. Different individuals may be dispatched for different types of tests. They often lack a comprehensive understanding of the project and cannot provide guidance or advice holistically. They derive some test results on site, while other tests involve sample collection with a subsequent lab test producing results.</p> <p>In addition to the usual construction testing, this project requires specialized testing – often done by a subcontractor to the testing agent – to confirm that the building exterior enclosure (“envelope”) will be sufficiently airtight.</p>


The contract and procurements currently entertained for this project are:

- 3<sup>rd</sup> Party Testing Agent, UTS (awarded):**  
Primarily responsible for testing the strength of concrete, soil compaction, asphalt paving, structural connections and fire barrier walls. This is a testing service, not a professional consultant that can provide guidance and advice. They are called in to perform specific tests as needed during construction.
- Mechanical Commissioning Agent (Cx), RW Sullivan (recommended for award):**  
A professional consultant working independently of the design team and of the contractor.
  - During design, they will provide specifications to include the specification book to make sure the General Contractor is responsible for the necessary support of mechanical commissioning at the end of construction.
  - At the start of construction, the Cx will review submittals for mechanical equipment and advise the design team of any issues before the equipment is ordered, supplementing the design engineer’s review.
  - At the end of construction, the Cx does the bulk of their work.
    - They first make sure that all equipment, especially mechanical and lighting, is responding to control commands as it is supposed to.  
*For example, does a remote command to turn on a unit and set it to 70F actually turn on the unit and actually set the temperature. They pursue resolution of any issued with the contractor.*
    - Then, they work to calibrate each piece of equipment in a system such that all elements of the system are working in concert with each other at their most efficient settings, for each season.  
*For example, if a pump is working extra hard to deliver flow to a unit that is not able to utilize all that flow at the same rate, then the pump can be turned down to eliminate energy waste, etc.*

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The “building envelope” refers to all components of the exterior walls, windows, doors, roof, insulation, air/vapor barrier and waterproofing/sealants that create a complete exterior enclosure that is waterproof and airtight.

- Building Envelope Testing, Partner TBD (not procured yet):**  
A testing company with some capacity to offer strategic advice to design a testing plan with consideration of cost economies weighed against the risk of not getting a certificate of occupancy if the ultimate full-building air infiltration test called “blower door test” does not pass at the end of the project.  
  
Procurement Status and Strategy:
  - Per CCBC direction, this scope was removed from the 3<sup>rd</sup> Party Testing contract prior to award.
  - The OPM recommends obtaining advice on testing strategy and scope through UTS’s often-used specialty subcontractor and then deciding to either procure the testing through a separate public procurement or through a change order to UTS’s contract, supported by three competitive bids from subcontractors. The change order approach is limited to 25% of UTS’s contract, so the separate public procurement is more likely.
- Building Envelope Commissioning Agent (BECx), Partner TBD (bidding complete, not recommending award):**  
A professional consultant focused on building envelope design, similar to but independent from the designer’s expertise in this area. First, they are meant to provide a peer review of the envelope design, which on this project is likely too late to do and likely not necessary based on the designer’s confidence in their passive-house design. Secondly, they are meant to participate in identifying an envelope-testing strategy, provide limited observation of how the envelope is put together, witness for first of each type of test and provide advise on modification of installation and expertise in case issue-resolution is required.  
  
Procurement Status and Strategy:
  - A Request for Proposals (RFP) was advertised and two proposals were received. Both exceed \$100,000 which is a substantially higher value than the project budget can support.
  - The OPM recommends cancelling the procurement and proceeding without a BECx on the project.
  - Code requires passing the “blower door” test that will be provided by Partner # 3 above. There should be sufficient professional expertise and oversight on the project to make the BECx scope redundant, especially given the late stage of design at this point.

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# Commissioning Budget Context

		COST COMMITMENTS & FORECASTS									
		PROJECTED BUDGET	% of total	REAL COSTS BY STATUS				FORECASTS		TOTAL PROJECTED COSTS	
				Committed	Being Executed	Pending	Total "Real" Costs	% Real Costs	Line Item Contingency		% Contingency
40 - TESTING & COMMISSIONING		216,000.00	1%	96,000.00	40,040.00	75,000.00	216,000.00	100%	-	0%	216,000.00
220 Third Party Testing & Inspection		126,000.00	1%	✓ 96,000.00	← -	30,000.00	126,000.00	100%	-	0%	126,000.00
232 Building Envelope Testing		45,000.00	0%	-	-	↓	-	0%	-	0%	-
230 Mech Commissioning (Cx)		45,000.00	0%	-	40,040.00	← -	40,040.00	100%	4,960.00	11%	45,000.00
231 Building Envelope Commissioning (BECx)		45,000.00	0%	-	-	⊗ 45,000.00	45,000.00	100%	-	0%	45,000.00

## Background:

- One proposal received for M/E/P Commissioning, 11% below estimated value, (\$40,040 vs \$45k).
- Two proposals received for Envelope Commissioning, 260% above the estimated value (~\$120k vs \$45k).

## Proposed Motion:

Motion to **cancel the procurement of an Envelope Commissioning Agent** due to excessive cost and potential overlap of effort that can be adequately provided by other project partners.

Memo attached & distributed before CCBC meeting:



The Town of Lincoln  
c/o Assistant Town Administrator, Dan Pereira  
16 Lincoln Rd  
Lincoln, MA 01773

Lincoln Community Center Project  
Lincoln, MA

March 28, 2025

Recommendation to Award <b>Mechanical Commissioning Agent Services Contract</b>
--

Dear Mr. Pereira:

We recommend that the Town of Lincoln award the **Mechanical Commissioning Agent Services Contract** for the Lincoln Community Center Project to the lowest responsible and responsive bidder, **R.W. Sullivan Engineering** of 529 Main Street, Suite 203, Boston, MA 02129-1107, at a not-to-exceed contract value of **\$40,040**.

**Proposed Motion:**

Motion to authorize the Town of Lincoln to execute of a contract with **R.W. Sullivan Engineering** for **M/E/P Commissioning Services** in the not-to-exceed amount of **\$40,040.00**.

## Ongoing:

- Prequalification of General Contractors & Filed Sub Bid contracts
- Fencing for Strats Playground
- Electrical Utility Service Agreement

## Next:

- General Contract for the New Building
- Building Envelope Testing Agency

## Deferred:

- Furniture, Fixtures and Equipment
- Technology / Network
- Moving Services (outside project)

# Budget Context for Deduct Bid Alternate Discussion

Project	Category	Sub-Category	Projected Budget	Of Budget	Contingency Within Budget	%
<b>1 - MAIN PROJECT</b>			<b>24,019,104</b>	<b>100%</b>	<b>353,257</b>	<b>1.5%</b>
	<b>20 - SOFT COSTS</b>		<b>3,489,360</b>	<b>15%</b>	<b>29,000</b>	<b>1%</b>
	00 - SOFT COST CONTINGENCY		-	0%	-	0%
	10 - DESIGN		2,198,360	9%	-	0%
	30 - ADMIN - OPM & ESTIMATOR		650,000	3%	4,000	1%
	32 - ADMIN - BID ADS & HOSTING		10,000	0%	-	0%
	40 - TESTING & COMMISSIONING		216,000	1%	-	0%
	50 - PERMITTING (Consultant for ConComm/Planning)		40,000	0%	-	0%
	60 - INSURANCE		125,000	1%	25,000	20%
	70 - FFE & TECHNOLOGY		250,000	1%	-	0%
	<b>30 - HARD COSTS</b>		<b>20,529,744</b>	<b>85%</b>	<b>324,257</b>	<b>1.6%</b>
	10 - COMMUNITY CENTER CONSTRUCTION		20,034,809	83%	277,557	1.4%
	20 - SHOP CONSTRUCTION		357,500	1%	46,700	13%
	30 - STRATS (trees, fence)		48,900	0%	-	0%
	40 - UTILITIES (transformer, etc)		88,535	0%	-	0%
<b>Grand Total</b>			<b>24,019,104</b>	<b>100%</b>	<b>353,257</b>	<b>1.5%</b>

\$	19,244,638	Estimate	
\$	(40,000)	Irrigation	
\$	19,204,638	Estimate w/o Irrigation	
\$	552,614	Estimating Contingency	2.9%
\$	19,757,252	Total Estimate	
\$	277,557	Change Order Contingency	1.4%
\$	20,034,809	Projected Cost	
\$	830,171	Est + CO Contingency	4.3%

\$	600,000	Preferred CO Contingency	3.0%
\$	322,443	CO Continency Gap	1.6%
<b>Proposed Deduct Alternates:</b>			
	250,000	FF&E	
	767,144	See list of deduct alternates	
	1,017,144		
\$	1,339,587	CO Continency Gap after Alts	6.8%

Not Changed Since 3/19/25 CCBC

Updated 4/2/25



# Authorization to Bid Out the Project With or Without Deduct Alternates, In Priority Order

## Proposed Motion:

Motion to authorize the project team to **proceed with bidding** out the **General Contract** for the new Community Center Building once the 100% Construction Documents are complete, **with deduct bid alternates in specified order: (1) Blinds, (2) Kitchen Appliances, (3) Site Amenities, (4) Selective Millwork, (5) Bridges.**



### Analysis of Potential Deduct Alternates

Lincoln Community Center project, 4/2/25

Feature	Estimated Cost Savings	Pro	Con
PROPOSED DEDUCT ALTERNATES:			
Order of Removal		Notes:	Modifications:
1. Blinds	\$60,000	Less likely to receive additional funding	
2. Kitchen Appliances (equipment only - hood & infrastructure will be installed)	\$227,000	Can be added to the project using capital or fundraising.	Could we retain steam tray, hand sinks, etc. for now? *Value will be reduced.*
3. Site Amenities	\$126,955	Can be added to the project using capital, cpa or fundraising.	Keep one bike rack near LEAP entrance in base scope, out of deduct alternate value. (Value already reduced.)
4. Selective Millwork (represents significant storage space)	\$123,340	Less likely to receive additional funding	
5. Bridges (superstructure only - footings will be installed)	\$100,000	Can be added to the project using capital or fundraising.	May be required by Planning Board. Key for circulation & making upper parking lot attractive.
Mark up	\$129,849		
Total	\$767,144		

#### Scenario 1: Not relying of savings from design/estimating contingency (inside estimate):

Existing Contingency	\$277,557
FF&E	\$250,000
Potential Deduct Alternates	\$767,144
Total Contingency	\$1,294,701
Total Estimated Construction Budget	\$19,757,252
% Contingency	6.6%
3.6% bidding contingency + 3% change order contingency	

#### Scenario 2: If half the design/estimating contingency (inside estimate) is not needed:

Existing Contingency	\$277,557
FF&E	\$250,000
Half of Design/Estimating Contingency Inside 60% CD Estimate	\$276,000
Potential Deduct Alternates	\$767,144
Total Contingency	\$1,570,701
Total Estimated Construction Budget	\$19,757,252
% Contingency	7.9%
4.9% bidding contingency + 3% change order contingency	

## Proposed Motion:

Motion to authorize the project team to **proceed with bidding** out the **General Contract** for the new Community Center Building once the 100% Construction Documents are complete, **with deduct bid alternates in specified order: (1) Blinds, (2) Kitchen Appliances, (3) Site Amenities, (4) Selective Millwork, (5) Bridges.**