



Select Board Meeting  
Meeting Packet  
July 15, 2025



June 13, 2025

Medfield Town Administrator  
Attn: Kristine Trierweiler  
458 Main Street  
Medfield, MA 02052

Dear Ms. Trierweiler,

I am writing to recommend the approval of the two attached VHB amendments totaling \$236,970. Below please see the summary of these requested added costs.

Regarding Amendment #1 against the Time and Materials contract, VHB is requesting additional time and materials to cover Permitting Support & Response to Comments, MassWorks Cost Estimating, & Additional Meetings and Coordination that would have been otherwise covered by the expense to date:

1. In the contract dated 07/16/24, VHB included 240 total hours of allowance for project team meetings, public hearings, design review meetings, and project coordination calls. Other outreach covered under this contract allowance is meetings and calls for federal, state, and local authorities. Between the extensive meeting effort, and the off-site intersection studies, VHB has invoiced \$97,141.13 to date against the Time and Materials contract. The Time and Materials contract includes \$50,100 for meetings, \$48,600 for permitting support, and \$106,600 for road infrastructure periodic site inspections, RFI and submittal review and response, punch list development, and construction phase coordination.
2. Due to the intensive planning and detailing nature of this project dating back to August of 2024, VHB has been involved in a minimum of 70 separate in person meetings and coordination calls through the end of May 2025. These meetings often required multiple VHB personal, and included design planning, geotechnical test pit planning, hydrant flow testing, field surveying layout, irrigation planning, subdivision planning, town engagement including the Select Board, Planning Board, Department of Public Works, and the Board of Health
3. In addition to the actual meeting hours, the Town requested that VHB develop additional design options to the 3 off-site intersections, originally requested following the Select Board site walk through on 8/20/24, that were eventually submitted to the Select Board in December 2024, and final selections approved on 01/21/25. Due to the expense to date, VHB has requested the additional value in Amendment 1.

Regarding Amendment #2 against the lump sum contract, VHB is requesting additional scope services for the following.

1. Based on the 3 off-site intersections finalized during the 1/21/25 Select Board meeting, the roundabout option selected at the North Street and Harding Street intersection, additional design effort is required beyond the original design concept as referenced in Exhibit R1 dated 4/7/23 that was included in the town time and materials contract. Included in this expansive study and design

is the inclusion of the future town sidewalk layout consideration based on the concerns of the town input during the December 2024 and January 2025 Select Board meetings, as well as survey and layout in the field for existing wetlands comparison as requested by the Board of Health.

2. Based on the requested Select Board site walk through on 3/11/25, VHB developed the revised Tower Parking Lot layout, grading, and stormwater updates that were included in the Select Board and Planning Board drawing submission packages. These design revisions are the basis of this additional cost request.
3. During the planning of the off-site sewer down Hospital Road, it was discovered that the new sewer line crosses an intermittent drainage stream, and based on this utility crossing and environmental coordination, the planned notice of intent required additional effort to include to the Board of Health.
4. VHB's lump sum contract includes 1 overall design prepared for the project, and 2 construction sets of drawings. Due to the phasing requirement of the project, an additional construction set of drawings and public bid support is needed for the off-site infrastructure. This additional cost includes this effort by VHB, as well as its subcontractors, to advance the off-site sewer, drainage, Cottage Street power conduit, manhole, and connection to existing utility pole at Cottage Street and Hospital Road as required by Eversource.

Trinity has spent a great deal of time reviewing these additional scopes, negotiating their costs down by over \$150,000 and recommends these 2 amendments for approval. The funds for these costs are available from the \$500,000 2024 Housing Works grant award. Please review and feel free to reach out to me if there are any questions.

Attached, please find a summary of the contracts, amounts invoiced to date and amounts remaining to be spent.

Regards,

*Dan Moore*

Dan Moore  
Trinity Acquisitions, LLC  
Senior Construction Manager  
[dmoore@trinityfinancial.com](mailto:dmoore@trinityfinancial.com)  
cell# 781-801-5186

cc: Abby Goldenfarb/Trinity Acquisitions LLC  
cc: Kevin McCarthy/Trinity Acquisitions LLC

**TOWN OF MEDFIELD**

**AMENDMENT NO. 1**

**TO**

**AGREEMENT FOR ENGINEERING AND DESIGN SERVICES**

**Medfield State Hospital**

This **AMENDMENT NO. 1** (the “Amendment”) made this \_\_\_\_ day of June, 2025, hereby amends that agreement (the “Agreement”) dated July 16, 2024, by and between the Town of Medfield (the “Town”) and Vanasse Hangen Brustlin, Inc. (the “Contractor”).

**1. Scope of Work.**

Section 1 of the Agreement, which sets forth the Scope of Work, is hereby amended to include those additional services concerning Permitting Support/Response to Comments, MEPA Permitting Support, Massworks Updates, and Meetings and Coordination as more fully set forth in the proposal attached hereto as Exhibit A, dated June 10, 2025.

Where the terms of Exhibit A and the Agreement, as amended, conflict, the terms of the Agreement, as amended, shall control.

**2. Contract Price.**

a. The price for those additional services set forth in Exhibit A is as follows:

i. Permitting Support	\$41,400
ii. MEPA Permitting Support	\$15,000
iii. Massworks Update	\$15,100
iv. Meetings	\$21,200
<b>v. Total:</b>	<b>\$92,700</b>

b. The new total contract price, including the additional services, is as follows:

i. Original Contract Price:	\$205,300
ii. Original Expenses:	\$7,000
iii. Total Price for Additional Service:	\$92,700
<b>iv. New Total Contract Price:</b>	<b>\$305,000</b>

c. Accordingly, Section 2 of the Agreement, which sets forth the contract price to be paid to the Contractor by the Town, is hereby amended to provide that the Town agrees to pay the Contractor, in accordance with the Proposal incorporated as Exhibit A, a time and materials fee of **\$305,000**.

3. Other Terms and Conditions of Agreement.

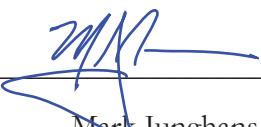
All other terms and conditions of the original Agreement shall remain unchanged and in full force and effect except as specifically modified herein.

**IN WITNESS THEREOF**, the Parties have caused this Amendment to be executed by their respective authorized officer(s) or agent(s) on the date set forth below.

**THE TOWN OF MEDFIELD**  
Acting by and through its Select Board

**CONTRACTOR**  
Vanasse Hangen Brustlin, Inc

By: \_\_\_\_\_  
Select Board, Chair

By: \_\_\_\_\_  
Print Name:   
Mark Junghans

By: \_\_\_\_\_  
Select Board, Member

Print Title: Managing Director

By: \_\_\_\_\_  
Select Board, Member

By: \_\_\_\_\_  
Chief Procurement Officer

**CERTIFIED AS TO APPROPRIATION/  
AVAILABILITY OF FUNDS**

By: \_\_\_\_\_  
Town Accountant

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Town Counsel

**EXHIBIT A**  
**PROPOSAL**



Engineers | Scientists | Planners | Designers

260 Arsenal Place #2, Watertown, Massachusetts 02472

P 617.924.1770 F 617.924.2286 www.vhb.com

## Client Authorization

New Contract

Date: June 10, 2025

Amendment No. 01

Project No. 15677.02

Project Name: Medfield State Hospital Redevelopment – TIME & MATERIALS TASKS

		Cost Estimate	
To:		Amendment	Contract Total
Contract Manager: Kristine Trierweiler	Labor	\$92,700	\$298,000
459 Main Street	Expenses	-	\$7,000
Medfield, MA 02052	TOTAL	\$92,700	\$305,000

Email: [bfranklin@medfield.net](mailto:bfranklin@medfield.net)

Lump Sum  
 Cost + Fixed Fee

Time & Expenses  
 Labor Multiplier

Phone No: 508-906-3012

Estimated Date of Completion: August 2025

Vanasse Hangen Brustlin, Inc. (VHB) will provide additional civil engineering consulting services to the Town of Medfield (the Client). Upon execution, this Amendment shall become part of the original Agreement dated July 16, 2024. As such, this Amendment is subject to all terms and conditions and provisions therein.

VHB has prepared this document to outline the overall scope of services, as we currently understand it, that VHB will complete as part of this contract for the design permitting and construction of approximately 48-acres of the Medfield State Hospital Site redevelopment and related off-site improvements. This work will be developed with the Town and directly coordinated with the developer - Trinity Acquisitions, LLC (Developer), including their consultant project team.

It is understood that Trinity Acquisitions, LLC will be included in all design coordination and schedule planning of the proposed infrastructure, as a benefit to full site coordination.

### SCOPE OF SERVICES

#### 1.0 PERMITTING SUPPORT / RESPONSE TO COMMENTS

Throughout the permitting processes, VHB anticipates that the Town Boards/Committees, Town Departments, Town Select Board and/or neighborhood interest groups may have numerous opportunities to provide comments on the Project (site plans, aesthetics, municipal impacts, etc.). Responses to these comments will be a very important part of the permit processes. The level of involvement from the various reviewing entities is indeterminate at this time, therefore VHB has included an allowance of **186 hours** for comment responses during the permitting processes. VHB will prepare responses to review comments received during the permitting process. These responses will be limited to addressing clarifications, minor edits to plans, and short written responses to specific review comments in a memorandum/letter format.

As part of this allowance, VHB will provide support for the applications, presentations and response to comments across the Select Board, Conservation Commission, Board of Health, and Planning Board.

If this allowance is exhausted, VHB will prepare an amendment to this Agreement, at the Client's request, to cover any additional services requested.

#### 2.0 MEPA PERMITTING SUPPORT

This task is included for VHB to provide additional technical information to the Developer's permitting consultant to support response to comments provided on the MEPA NPC submitted in May 2023. The level of involvement from the MEPA NPC review is indeterminate at this time, therefore VHB has included an allowance of **60 hours** to support comment responses during the permitting processes. VHB will prepare response to review comments for civil and traffic scope items received. These responses are assumed to be

limited to addressing clarifications, minor corrections and edits to the plans, and short written responses to specific review comments that will be formatted, compiled and packaged by the Developer's permitting consultant.

As part of this allowance, VHB will include an evaluation of the proposed drainage analysis relative to the future rainfall data included in the ResilientMass Plan Action Tracker (RMAT) report prepared by others.

If this allowance is exhausted, VHB will prepare an amendment to this Agreement, at the Client's request, to cover any additional services requested.

### **3.0 MASSWORKS COST ESTIMATE AND UPDATES SUPPORT**

For the purposes of this scope and fee, VHB has established a budget allowance of **75 hours** to provide support to the Client as requested on a Time and Materials basis, for ongoing support of the Massworks grant application process, preliminary cost estimates, and/or project updates.

If this allowance is exhausted, VHB will prepare an amendment to this Agreement, at the Client's request, to cover any additional services requested.

### **4.0 MEETINGS AND COORDINATION**

Given the complexity of issues associated with the development of the Project, a significant level of ongoing collaboration has been required between VHB, the Client, and the Project Team, included but not limited to project team meetings, permitting outreach at state and local level, weekly design and construction coordination meetings, etc. VHB anticipates that throughout the execution of services provided under this Agreement, the Client will request VHB to attend or participate in meetings on an as-needed basis. The ultimate number and length of meetings required is currently unknown, and VHB is nearing exhaustion of the budgeted allowance established under the original base contract. As such, VHB has included an allowance for extension of this task of up to **80 hours**. VHB will bill meeting time against the allowance set forth in this Task. Meeting time includes coordination, preparation of meeting materials and supporting graphics (when requested), travel, attendance, and documentation in the form of meeting notes when requested in advance by the Client.

If this allowance is exhausted, VHB will prepare an amendment to this Agreement, at the Client's request, to cover any additional services requested.

## **COMPENSATION**

VHB will perform the Scope of Services contained in this Agreement on a Time and Materials basis by Task as outlined below.

<b>Task</b>	<b>Description</b>	<b>Estimated VHB Labor Fees</b>
1.0	PERMITTING SUPPORT / RESPONSE TO COMMENTS	\$41,400
2.0	MEPA PERMITTING SUPPORT	\$15,000
3.0	MASSWORKS COST ESTIMATE AND UPDATES SUPPORT	\$15,100
4.0	MEETINGS AND COORDINATION	<u>\$21,200</u>
	TOTAL	\$92,700

## SERVICES NOT INCLUDED

The Scope of Services for this Agreement is inclusive only of those tasks herein specified. Should any other work be required, VHB will prepare an appropriate proposal or amendment, at the Client's request, that contains the scope of services, fee, and schedule required to complete the additional work items.

## KEY ASSUMPTIONS

In developing this scope and fee estimate, VHB has made the following key assumptions in addition to any assumptions previously described herein. Significant changes to VHB's assumptions may require changes to the scope and fee associated with this Agreement:

- As noted under the base contract, VHB is not providing full time inspection/resident engineer services, and have included an estimated allowance of hours to support construction phase services on a part-time basis as requested by the Client. Should the client prefer VHB to provide full time and/or resident engineer inspections for construction, VHB reserves the right to modify the base contract and prepare a scope of services to support for Client review.

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Prepared by: JWK

Document Approval: Junghans

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Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB. The fees in this proposal may be subject to change if not accepted within 60 days from the date of issue.

Subject to attached terms & conditions

Subject to terms & conditions in our original agreement dated July 16, 2024.

### VANASSE HANGEN BRUSTLIN, INC. AUTHORIZATION

By:



Print: Mark Junghans

Title: Principal

Date: June 10, 2025

### CLIENT AUTHORIZATION (Please sign original and return)

By:

Print:

Title:

Date:

**TOWN OF MEDFIELD**  
**AMENDMENT NO. 2**  
**TO**  
**AGREEMENT FOR ENGINEERING AND DESIGN SERVICES**  
**Medfield State Hospital**

This **AMENDMENT NO. 2** (the “Amendment”) made this \_\_\_\_ day of June, 2025, hereby amends that agreement (the “Agreement”) dated July 16, 2024, by and between the Town of Medfield (the “Town”) and Vanasse Hangen Brustlin, Inc. (the “Contractor”).

**1. Scope of Work.**

Section 1 of the Agreement, which sets forth the Scope of Work, is hereby amended to include those additional services concerning Site Electrical Subconsultant, Off-Site Roundabout Design, Water Tower Lot Design, Hospital Road Sewer, Roadway Phase 1 Enabling & Bid Package, as more fully set forth in the proposal attached hereto as Exhibit A, dated June 10, 2025.

Where the terms of Exhibit A and the Agreement, as amended, conflict, the terms of the Agreement, as amended, shall control.

**2. Contract Price.**

a. The price for those additional services set forth in Exhibit A is as follows:

i.	Off-Site Roundabout Design	\$45,000
ii.	Water Tower Lot Redesign	\$36,260
iii.	Hospital Road Sewer	\$12,250
iv.	Roadway Phase 1 Enabling Design	\$20,920
v.	Roadway Phase 1 Bid Package	\$21,040
vi.	Site Electrical Subconsultant:	\$8,800
vii.	<b>Total:</b>	<b>\$144,270</b>

b. The new total contract price, including the additional services, is as follows:

i.	Original Contract Price:	\$661,750
ii.	Original Expenses:	\$10,500
iii.	Total Price for Additional Service:	\$144,270
iv.	<b>New Total Contract Price:</b>	<b>\$816,520</b>

c. Accordingly, Section 2 of the Agreement, which sets forth the contract price to be paid to the Contractor by the Town, is hereby amended to provide that the Town agrees to pay the Contractor, in accordance with the Proposal incorporated as Exhibit A, a lump sum fee of **\$816,520**.

3. Other Terms and Conditions of Agreement.

All other terms and conditions of the original Agreement shall remain unchanged and in full force and effect except as specifically modified herein.

**IN WITNESS THEREOF**, the Parties have caused this Amendment to be executed by their respective authorized officer(s) or agent(s) on the date set forth below.

**THE TOWN OF MEDFIELD**  
Acting by and through its Select Board

**CONTRACTOR**  
Vanasse Hangen Brustlin, Inc

By: \_\_\_\_\_  
Select Board, Chair

By: \_\_\_\_\_  
Print Name: Mark Junghans

By: \_\_\_\_\_  
Select Board, Member

Print Title: Managing Director

By: \_\_\_\_\_  
Select Board, Member

By: \_\_\_\_\_  
Chief Procurement Officer

**CERTIFIED AS TO APPROPRIATION/  
AVAILABILITY OF FUNDS**

By: \_\_\_\_\_  
Town Accountant

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Town Counsel

**EXHIBIT A**  
**PROPOSAL**



Engineers | Scientists | Planners | Designers

260 Arsenal Place #2, Watertown, Massachusetts 02472

P 617.924.1770 F 617.924.2286 www.vhb.com

## Client Authorization

New Contract

Date: June 10, 2025

Amendment No. 02

Project No. 15677.01

Project Name: Medfield State Hospital Redevelopment – LUMP SUM TASKS

To: Town of Medfield  
Contract Manager: Kristine Trierweiler  
459 Main Street  
Medfield, MA 02052

		Cost Estimate	
		Amendment	Contract Total
	Labor	\$135,470	\$711,970
	Sub Expense	\$8,800	\$94,050
	Expenses	-	\$10,500
	<b>TOTAL</b>	<b>\$144,270</b>	<b>\$816,520</b>

Email: [bfranklin@medfield.net](mailto:bfranklin@medfield.net)

Lump Sum  
 Cost + Fixed Fee

Time & Expenses  
 Labor Multiplier

Phone No: 508-906-3012

Estimated Date of Completion: August 2025

Vanasse Hangen Brustlin, Inc. (VHB) will provide additional civil engineering consulting services to the Town of Medfield (the Client). Upon execution, this Amendment shall become part of the original Agreement dated July 16, 2024. As such, this Amendment is subject to all terms and conditions and provisions therein.

VHB has prepared this document to outline the overall scope of services, as we currently understand it, that VHB will complete as part of this contract for the design permitting and construction of approximately 48-acres of the Medfield State Hospital Site redevelopment and related off-site improvements. This work will be developed with the Town and directly coordinated with the developer - Trinity Acquisitions, LLC (Developer) including their consultant project team.

It is understood that Trinity Acquisitions, LLC will be included in all design coordination and schedule planning of the proposed infrastructure, as a benefit to full site coordination.

## SCOPE OF SERVICES

### 1.0 OFF-SITE INTERSECTION ROUNDABOUT DESIGN

The base contract was prepared under the assumption that VHB would progress the Design Development of this intersection based off of one of the original T-intersection Exhibit options from the Development Plan Review documents. Based on direction from the Client to proceed per the January 21, 2025 Select Board Meeting, VHB will move forward with the more complex roundabout design at the Harding Street and North Street intersection. Additional design efforts will address the roundabout approach, additional temporary traffic controls and associated utility coordination.

### 2.0 WATER TOWER LOT REDESIGN

VHB will revise the following based on direction from the Town:

- › Revisions to proposed development boundary per Town review and comment;
- › Revise layout of the Tower Lot Parking in coordination with Town, Trinity, Select Board and abutters;
- › Revise grading and earthwork analysis for balancing cut/fill volumes;
- › Revise drainage design and modifications to overall stormwater management analysis.

### 3.0 HOSPITAL ROAD SEWER – WETLANDS PERMITTING

Per the design development documents and following review with the Town, the off-site sanitary sewer main within Hospital Road will cross an intermittent stream with anticipated resource areas including bank and mean annual high water line (MAHWL), and associated buffers. VHB will expand the Notice of Intent submission to be prepared for the off-site intersections under the base contract, to include the additional scope for this utility crossing. This Task will include the following:

- › Obtain additional certified abutters lists;
- › Perform field delineation of anticipated limits of wetland resource area and locate via GPS; and
- › Update Notice of Intent documentation to include this additional scope.

It is assumed that this filing will be packaged together with the Notice of Intent prepared under a separate Task for the West/Harding/North Street off-site intersection improvements.

### 4.0 ROADWAY PHASE 01 EARLY ENABLING DESIGN

The original contract assumed that upon obtaining the applicable land-use permits and completion of the MEPA process, based on the one (1) overall design prepared under the base contract that VHB would prepare two (2) separate sets of Construction Document Site Plans as indicated by Exhibit P in the base contract. It is now understood that in alignment with the Massworks funding schedule, the public roadways and infrastructure components of the project will be divided over five 5 phases, assumed to align with the proposed phasing diagram attached to this scope of services, prepared by Trinity Financial and dated March 28 2025.

Upon completion of state and local permitting, completion of Construction Document level design per Task 2.0 of the base contract, and direction to proceed from the Client, VHB will prepare one (1) submission as a separate early Enabling Package for the following:

- › Phase 01: Funded FY 2024 per MSH Site Plan:
  - Interim design of grading, drainage and utilities to facilitate phased scope of work with existing conditions, and identification of associated site infrastructure required to be implemented to support this early phase.

### 5.0 ROADWAY PHASE 01 BID PACKAGE

It is understood that the roadway contract documents will need to be packaged for public bid, therefore VHB will provide the following for the Phase 01 Roadway Package prepared under Task 4.0 of this Amendment:

- › Special Provisions/Specifications per MassDOT Standard, in addition to the CSI Masterformat site-related technical specifications prepared under the base contract. VHB will utilize the CSI Masterformat specifications prepared by the project geotechnical engineer, landscape architect, and MEP engineer to format and package them as part of these Special Provisions;
- › Engineer's Cost Estimate, including anticipated bid/line items and unit costs based on the latest MassDOT Average Bid Pricing;
- › Line Item Bid Forms per MassDOT Standard; and
- › Review of Contractor Bids submitted and participation in up to two (2) bid interviews, attended by up to one (1) VHB staff.

It is assumed that the following will be provided by the Client, and are not included in this scope of services:

- › Preparation of contract and front end documents;
- › Advertisement and public procurement;
- › Administering of grant forms and contract payments; and
- › Execution and support of MassDOT prequalification process.

## 6.0 SITE ELECTRICAL SUBCONSULTANT

VHB will continue to engage R.W. Sullivan Engineering as a subconsultant to conduct site electrical services as generally outlined in their proposal dated June 4, 2025, attached hereto. The sub's services and expenses will be invoiced by VHB at 1.10 times their actual cost. VHB will coordinate with the Client and Sub.

### COMPENSATION

VHB will perform the Scope of Services contained in this Agreement on a Lump Sum basis by Task as outlined below.

Task	Description	Estimated VHB Labor Fees
1.0	OFF-SITE INTERSECTION ROUNDABOUT DESIGN	\$45,000
2.0	WATER TOWER LOT REDESIGN	\$36,260
3.0	HOSPITAL ROAD SEWER – WETLANDS PERMITTING	\$12,250
4.0	ROADWAY PHASE 01 EARLY ENABLING DESIGN	\$20,920
5.0	ROADWAY PHASE 01 BID PACKAGE	\$21,040
<u>6.0</u>	<u>SITE ELECTRICAL SUBCONSULTANT</u>	<u>\$8,800</u>
	TOTAL	\$144,270

Where they are under contract to VHB, the estimated labor fee for subconsultant (RWS) under Task 6.0 of this proposal reflects 1.10 times the direct cost of the subconsultant.

### SERVICES NOT INCLUDED

The Scope of Services for this Agreement is inclusive only of those tasks herein specified. Should any other work be required, VHB will prepare an appropriate proposal or amendment, at the Client's request, that contains the scope of services, fee, and schedule required to complete the additional work items.

### KEY ASSUMPTIONS

In developing this scope and fee estimate, VHB has made the following key assumptions in addition to any assumptions previously described herein. Significant changes to VHB's assumptions may require changes to the scope and fee associated with this Agreement:

- › The content of Roadway Phase 01 Bid Package plans will align with scope as defined in the base contract Task 1.1:
  - Title Sheet
  - Existing Conditions Plans
  - Site Preparation Plans
  - Utility Plans
  - Site Details
  - By Others:

- Site Electrical Plans (per MEP Engineer, for power, telecommunications and lighting systems within the right-of-way)
- Landscape Plans (per Landscape Architect, for planting and lighting within the right-of-way)

➢ It is assumed that any additional interim logistics plans will be prepared by the contractor and/or construction manager to maintain access and circulation throughout the site as required by the Town;

➢ Delineation of the public roadways/infrastructure packages and the resultant site package will be per the subdivision boundaries approved by the Town, as indicated on Exhibit P. It is assumed that utility services for the roadway/infrastructure package will be stubbed at the proposed right-of-way (ROW) boundaries, at which point the resultant site package would pickup;

➢ Execution and coordination of private utility provider infrastructure easements (e.g Eversource) will be provided by the Client;

➢ The Project MEP Engineer will provide sufficient detail and information in their 100% Construction Documents in order for VHB to prepare quantities for the engineer's cost estimates as indicated in Task 5.0;

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Prepared by: JWK

Document Approval: Junghans

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB. The fees in this proposal may be subject to change if not accepted within 60 days from the date of issue.

Subject to attached terms & conditions

Subject to terms & conditions in our original agreement dated July 16, 2024.

**VANASSE HANGEN BRUSTLIN, INC. AUTHORIZATION**

By:



Print: Mark Junghans

Title: Principal

Date: June 10, 2025

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**CLIENT AUTHORIZATION (Please sign original and return)**

By:

---

Print:

---

Title:

---

Date:

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## MSH Construction Management Plan 03/28/25

### Proposed Funded FY 2029: Phase 05

**Scope:** Full Road Infrastructure, including power, water, sewer, and drainage  
**Residential Units Created** - 23 units (including 7 affordable units)

### Funded FY 2024: Phase 01

**Scope:** Off-Site Vehicular Intersection Improvements; Subsurface Utilities beneath Cottage Street; Sewer Extension through The Green

### Proposed Funded FY 2028: Phase 04

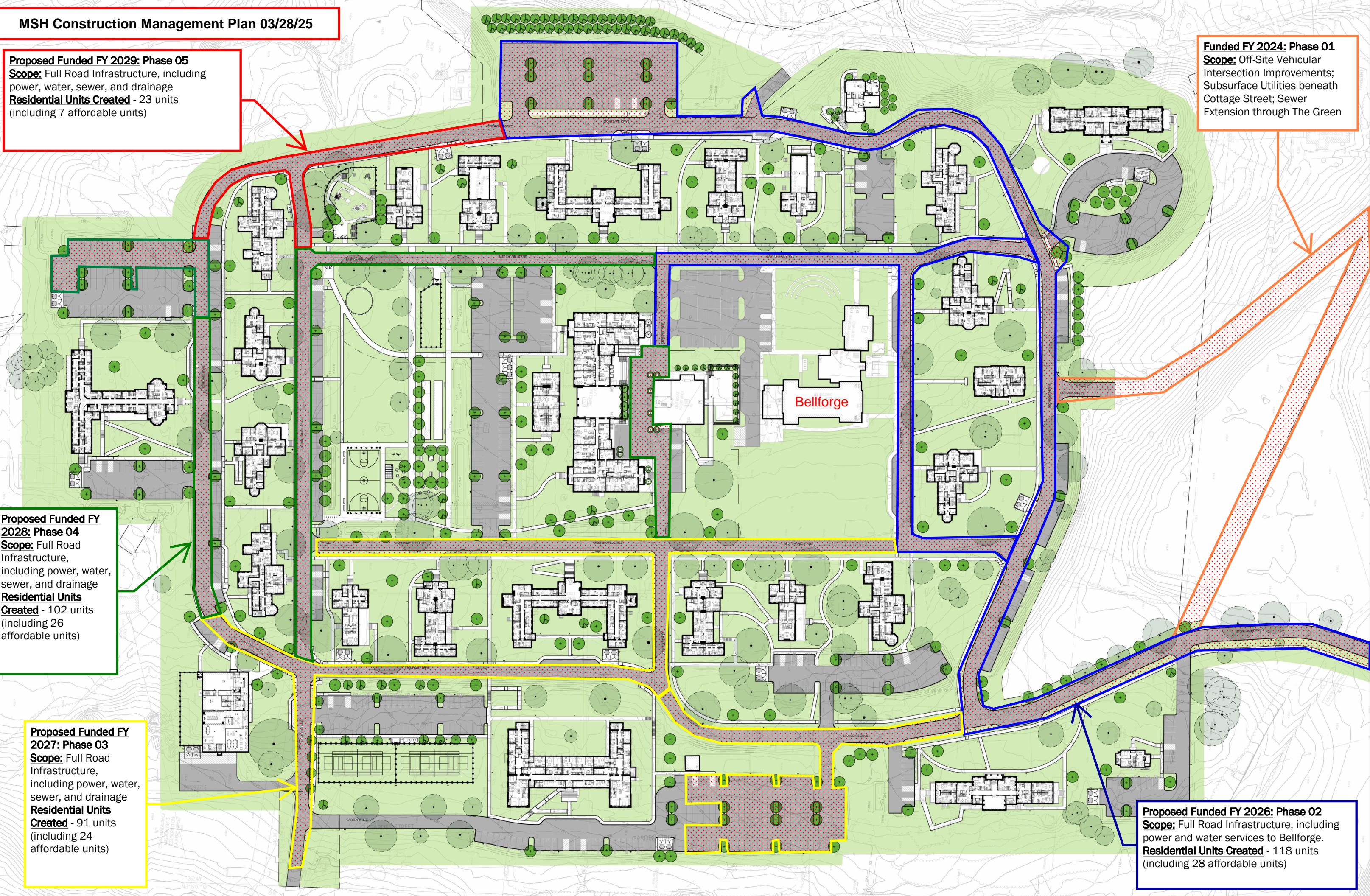
**Scope:** Full Road Infrastructure, including power, water, sewer, and drainage  
**Residential Units Created** - 102 units (including 26 affordable units)

### Proposed Funded FY 2027: Phase 03

**Scope:** Full Road Infrastructure, including power, water, sewer, and drainage  
**Residential Units Created** - 91 units (including 24 affordable units)

### Proposed Funded FY 2026: Phase 02

**Scope:** Full Road Infrastructure, including power and water services to Bellforge.  
**Residential Units Created** - 118 units (including 28 affordable units)



	2023 HOUSINGWORKS SCOPE OF WORK	AWARD AMOUNT	ANTICIPATED BUDGET CHANGES	CHANGE ORDER	REVISED BUDGET	INVOICED TO DATE	Notes
01	Off-Site Intersection Improvements <b>Construction</b> - Harding St & North Street (includes Roundabout selected)	\$800,000	\$390,000		\$1,190,000	\$0	Increased cost of approved Rotary design
02	Off-Site Intersection Improvements <b>Construction</b> - Harding St & Hospital Road (option 2a selected)	\$410,000	\$30,000		\$440,000	\$0	
03	Off-Site Sanitary Sewer Improvements & Cottage Street <b>Construction</b>	\$850,000			\$850,000	\$0	
04	Third Party Inspection & Testing Allowance	\$75,000			\$75,000	\$0	
05	Relocation of Utilities/Services Allowance	\$75,000			\$75,000	\$0	
06	Utility Provider Backcharge Allowance	\$1,500,000			\$1,035,400	\$1,035,400	Eversource invoice 9/30/24 below budget.
07a	VHB Lump Sum Contract	\$564,500		\$107,750	\$672,250	\$437,969	Change Order #1 FOR \$107,750 Executed on 3/5/25
07b	VHB Time & Materials Contract	\$212,300			\$212,300	\$97,141	
<b>TOTAL HOUSINGWORKS AWARD #1</b>		<b>\$4,486,800</b>			<b>\$4,549,950</b>	<b>\$1,570,510</b>	
	<b>SURPLUS/GAP</b>				<b>-\$63,150</b>		<i>Anticipated overage to be covered by 2024 HousingWorks Award-see below</i>
	2024 HOUSINGWORKS SCOPE OF WORK	AWARD AMOUNT		CHANGE ORDER	REVISED BUDGET	INVOICED TO DATE	Notes
	Design, Permitting, Other Soft Costs	\$500,000			\$500,000	\$0	Assume \$63,150 from Award #1 overage, Plus VHB Change Orders of \$92,700 and \$0 \$144,270
<b>TOTAL HOUSINGWORKS AWARD #2</b>		<b>\$500,000</b>					