



Project Leaders

January 21, 2026

Mayor Melinda E. Barrett
City of Haverhill
City Hall
4 Summer Street
Haverhill, Massachusetts 01830

Re: OPM Contract Amendment 06

Dear Mayor Barrett:

Attached is Colliers Project Leader’s Contract Amendment Number 06 for the Dr. Albert B. Consentino Middle School project for Commercial Moving Services and CPL coordination efforts. Colliers collected three (3) proposals and the proposal bid matrix was presented to the School Building Committee on February 5, 2026. The committee reviewed and unanimously voted to approve Colliers to award the contract to Wakefield Movers for Commercial Moving Services.

The cost for the subconsultant will be sourced as follows:

Item	Scope	Value	Propay Code
Other Project Costs	Commercial Moving Services	\$25,650.00	0699-0000
Other Project Costs	OPM Coordination Efforts	\$2,560.00	0699-0000

As OPM work is ongoing, we respectfully request that the District execute this agreement at the earliest opportunity. Please let us know if you have any questions.

Sincerely,

Suzanna Yeung
Project Manager
Suzanna.Yeung@collierseng.com
Mobile: 617 640 9982

cc: Derek Osterman, Colliers Project Leaders
Margaret Marotta, Superintendent of Schools Haverhill, MA

ATTACHMENT B

CONTRACT FOR PROJECT MANAGEMENT SERVICES

AMENDMENT NO. 06

WHEREAS, the City of Haverhill (“Owner”) and Colliers Project Leaders, USA NE, LLC, (the “Owner’s Project Manager”) (collectively, the “Parties”) entered into a Contract for Project Management Services for the Consentino Middle School School on January 5, 2021 “Contract”; and

WHEREAS, effective as of February 5, 2026, 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 Including Amd 1 thru 5	After Amendment 06
Feasibility Study Phase	<u>\$200,000</u>	<u>\$200,000</u>
Schematic Design Phase	<u>\$ included in FS</u>	<u>\$ included in FS</u>
Design Development Phase	<u>\$298,729</u>	<u>\$298,729</u>
Construction Document Phase	<u>\$461,417</u>	<u>\$461,417</u>
Bidding Phase	<u>\$346,217</u>	<u>\$346,217</u>
Construction Phase	<u>\$3,276,992</u>	<u>\$3,276,992</u>
Completion Phase	<u>\$227,100</u>	<u>\$227,100</u>
3 rd Party Reviews	<u>\$32,800</u>	<u>\$32,800</u>
3 rd Party Construction Testing	<u>\$382,130</u>	<u>\$382,130</u>
Commercial Moving Services	<u>\$0</u>	<u>\$28,210</u>
Total Fee	<u>\$5,225,385</u>	<u>\$5,253,595</u>

This Amendment is a result of: The addition of OPM services for Construction to Completion.

3. The Construction Budget shall be as follows:

Original Budget: \$125,097,100

Amended Budget \$113,750,000

4. The Project Schedule shall be as follows:

Original Schedule: November 7, 2022

Amended Schedule: As per Attached Schedule Dated 01.12.2026

5. The Authority's standard OPM Contract Amendment for DBB which is attached hereto and incorporated by reference herein, is made a part of the Contract in its entirety.

6. 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

(print name)

(print title)

By _____
(signature)

Date _____

OWNER'S PROJECT MANAGER

Jonathan Winikur

Division Director

By _____
(signature)

Date _____



WAKEFIELD

A Tobin Scientific Company



Commercial
Moving

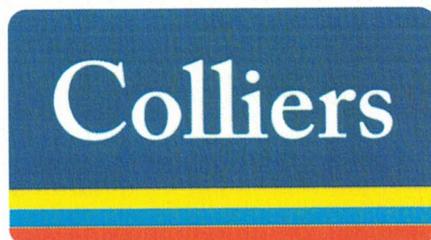


Warehousing



Records
Storage

PROPOSAL FOR RELOCATION SERVICES



Haverhill Consentino Middle School Move Management Services - **Proposal**

Attention to:

Angela Campbell

Colliers Project Leaders

Angela.campbell@collierseng.com

Submitted By:

Dave Shaw & Steve Gorman

Wakefield Moving and Storage

1 Second Street

Peabody, MA 01960



EXECUTIVE SUMMARY

Founded in 1959, Wakefield is a trusted provider of commercial relocation, warehousing, records management, and installation services. With more than six decades of experience, over 240,000 sq. ft. of secure storage space, and a fleet of 10+ trucks, Wakefield delivers dependable, scalable solutions tailored to client needs. Our specialized teams have extensive expertise in office, laboratory, higher education, government, healthcare, and commercial relocations, with precision, safety, and minimal operational disruption.

As part of Tobin Scientific, we have proven expertise in transporting and storing materials under varied environmental conditions. Our services extend beyond relocation to include furniture, fixtures & equipment (FF&E) installation, secure warehousing, and records management, and streamlined delivery and distribution support. Wakefield's integrated capabilities make us a single-source partner for relocation, storage, and logistics.

We also lead in sustainability, offering global reuse and donation programs that reduce waste and create positive community impact. Wakefield's reputation is built on long-term trust, repeat partnerships, and a commitment to getting the job done right.

In summary, Wakefield is committed to building a strong partnership. We appreciate the opportunity to demonstrate our abilities for relocation services, knowing that we are a reliable solution provider for our customers. At every level of our organization, Wakefield is dedicated to safe, exceptional service delivery and performance that minimize risk, reduce costs, enhance workplace quality, and drive continuous improvement.

We look forward to the opportunity to further discuss our proposal to ensure our qualifications, pricing, and resources align with your expectations.

FIRM QUALIFICATIONS

Wakefield's organizational capacity is reinforced by a robust infrastructure and a highly skilled workforce, enabling the effective execution of projects of varying scale and complexity. Our team collaborates closely with clients to coordinate tasks, optimize workflows, and deliver projects with efficiency, accuracy, and precision.

All personnel are comprehensively trained to uphold the highest standards of service, professionalism, and client satisfaction. Ongoing training programs ensure alignment with evolving industry best practices, to maintain the integrity and reliability of our workforce.

Wakefield's advanced logistics capabilities further enhance operational efficiency and deliver measurable results. Our dedicated fleet ensures the secure and timely transport of equipment and materials. As a result, you can rely on a seamless, turnkey service delivered with the utmost reliability and care.



With extensive experience in commercial relocation, Wakefield has successfully managed projects ranging from small, single day moves within the same facility to large, multi-day relocations across cities and states. Our well-maintained fleet includes tractors, straight trucks, trailers, and vans supported by three warehouse and office locations, including our 80,000 square-foot headquarters in Peabody, MA.

Each relocation project is unique, with its own challenges, timelines, and operational requirements. Wakefield's industry knowledge, technical expertise, and commitment to quality service ensure that all Colliers stakeholders are supported, with strict adherence to project milestones and deadlines.

What differentiates Wakefield from competitors is our customer-centric business model, built on responsiveness and adaptability. We take pride in tailoring our services to meet Colliers' present and future requirements, leveraging best practices to deliver customized, dependable solutions.

Dave Shaw, Account Executive

Dave Shaw leads GRRO International, a Wakefield company focused on sustainability and responsible resource management in the moving and logistics industry. Over the past 15 years, he has built GRRO into a recognized leader in green relocation and reuse solutions, partnering with schools, universities, corporations, and charitable organizations to extend the life of surplus furniture, fixtures, and equipment while keeping operations landfill-free. A hands-on project manager, Dave is deeply involved in each phase of Wakefield and GRRO's projects, ensuring efficient execution and measurable environmental impact.

Before joining Wakefield, Dave spent 16 years in the National Hockey League, including three seasons with the Boston Bruins. His background in high-performance teamwork and discipline continues to drive his success leading complex relocation projects today.

Steve Gorman, Account Executive

Steve is a veteran sales executive with extensive experience leading top-performing teams and delivering solutions across higher education, healthcare, government, financial services, legal, and retail sectors. He has a proven record of driving growth and managing complex, large-scale projects.

Earlier in his career, Steve spent more than 30 years with national firms, where he partnered with Fortune 500 companies across the United States. He also played a key role in launching Wakefield's record storage services, ARMS, Advanced Records Management Services in the late 1990s, helping to expand our offerings and long-term value to clients.



CLIENT REFERENCES

Wakefield is proud to provide the following list of client references. We invite you to contact these references to learn more about our full portfolio of service offerings to these customers and our quality results.

Boston University

Sarah Hunter

Assessment & Project Management

Shunter@bu.edu

617-353-5810

Westford MA

Ellen Rainville

Director

978-339-2312

Westborough MA

Michael Bonfatti

mbonfatti@vertexeng.com

617-909-2318

Stoneham MA

Rachel Overbeck

Roverbeck@noblenet.org

781-438-2198

Detailed Move Management Services that were provided by Wakefield Moving:

- Employee Offices and Contents
- Disassemble and Installation of all Furniture and Library Shelving
- Relocation of all Books, Archive Material and Record Storage Files/Boxes
- Inventory Capturing of Categories' and Archives – Special Packing in Acid Free Boxes
- Short- and Long-Term Storage Solutions – Including Climate Controlled Environment Areas
- Certified Shredding and Sustainability

PROJECT APPROACH

Wakefield takes a disciplined, detail-driven approach to project management that emphasizes planning, operational control, and continuous communication. Each project is supported by members from our operations, sales, and executive team. This structure ensures the right checks and balances are in place and that we leverage the full depth of our operational expertise to meet project requirements and contractual obligations.

Our project leader will lead daily briefings with the team to review the plan, align priorities, and ensure efficient execution upon arrival at the site. This proactive communication minimizes delays, enhances coordination, and ensures work is conducted to the highest standards.

Our core back office and warehouse team are available at no additional cost to Colliers and are composed of experienced professionals who have managed projects of similar size and complexity. Their expertise allows us to anticipate challenges and quickly implement solutions without disrupting the project schedule.

Wakefield's project delivery model is built on clear communication and rigorous coordination with Collier's stakeholders. Each phase of the project: planning, scheduling, sequencing, and execution, will be carefully mapped out in advance to optimize efficiency and minimize downtime. Update meetings and site visits will provide transparency, maintain alignment, and ensure that both operational requirements and project milestones are consistently met.

We also recognize that scope changes can arise during complex projects. Wakefield maintains the flexibility to adjust plans quickly while preserving operational continuity and productivity. Our goal is to deliver a smooth, controlled project execution that not only meets but exceeds Colliers's expectations and timelines.

STANDARD CONDITIONS, UNLESS OTHERWISE SPECIFIED

- No unpacking by Wakefield.
- Assumes all equipment will fit through doorways, including those at destination. We must have free and clear access to project areas.
- Shipment must offload immediately upon arrival.
- Wakefield requires exclusive use of dock and/or elevator from 7AM-2PM at both origin and destination.
- No provision for stair carries or for a trucking shuttle at origin or destination.
- Prices remain in effect for 60 days.
- Wakefield's payment terms are Net 30 days with a fully executed purchase order and signed quotation in place. Payments may not be prorated. Wakefield will not make any commitment to an order without a signed purchase order and/or a signed quotation.
- All quoted rates are billed portal to portal based on a standard work period of up to 8 hours between the hours of 6:00 AM and 5:00 PM, Monday through Friday.

- Work performed for more than 8 hours in a single day or outside of the standard work period may be subject to overtime rates, billed at the applicable rate in effect at the time of service.
- All services are subject to a four (4) hour minimum charge per job.
- A 3% convenience fee will be added to all invoices paid by credit card.
- A cancellation fee will be assessed for any services cancelled or rescheduled within 72 hours of the scheduled date of service.

INSURANCE

You will be asked to complete the Declaration of Value section of the Commercial Bill of Lading prior to the start of your move.

Option 1 – Electronic equipment such as computers and robotics not to exceed \$5.00 per pound per article and all the property not to exceed 60 cents per pound per article unless a higher release value is declared.

Option 2 – Shipper hereby declares the value of the shipment to be as indicated (\$ _____) and agrees to pay the additional valuation charge (\$ _____)

If Option 2 is selected, this declaration must be made prior to moving day, so that Tobin & Sons Moving and Storage, Inc. may provide the additional valuation charge to be authorized by the client.

All coverage is exclusive of mechanical/electrical derangement, strikes, wars, riots, etc.

PLEASE AFFIRM YOUR DECLARATION BELOW:

Option 1 -

Option 2-

If the Declaration of Value on the Bill of Lading is not selected, on moving day, Option 1 will apply.

Note: Goods left on storage trailers are the responsibility of the customer; we assume no liability. Your insurance carrier should be contacted to arrange appropriate coverage.

Please note that if additional endorsements are requested on the COI, the charge will be an additional \$650.00/endorsement.

We strive to complete every relocation to the full satisfaction of our customers; however, there are instances where damage does occur. We ask that you detail, in writing, the extent of the damage and forward your letter to us as quickly as possible. All claims are satisfied within 30 days of notification and total payment of all monies due.



CLOSING

Wakefield Moving & Storage appreciates the opportunity to present this proposal to Colliers. We believe this proposal reflects not only the most competitive and comprehensive solution available, but also the dedication and expertise that define our company.

At Wakefield, we do more than move and store materials — we build partnerships grounded in reliability, safety, and performance. Every member of our team is committed to delivering a seamless relocation experience that protects your assets, minimizes downtime, and ensures complete project success.

We understand that Colliers's operations demand precision, accountability, and clear communication at every stage. Our experienced staff, proven project management processes, and integrated rigging and relocation services are designed to exceed those expectations. From planning through final execution, Wakefield will act as an extension of your team, ensuring a smooth transition with zero compromise to quality or schedule.

We value the opportunity to collaborate closely with Colliers to ensure all project goals are achieved. We look forward to discussing the proposal in greater detail and tailoring our approach to align with your objectives.

Thank you for considering Wakefield as your trusted relocation partner. We are ready to deliver the expertise, resources, and commitment necessary to make your project a complete success.

[enclosed]

- ✓ Collier's Bid Proposal Form, 3pgs.
- ✓ Wakefield Moving, W-9
- ✓ Wakefield Moving, Certificate of Liability Insurance



**Bid Proposal Form
For
Move Management Services
Dr. Albert B. Consentino Middle School Project**

Bidder: Wakefield Moving and Storage

Legal name of entity

39 Tozer Road Beverly MA 01915

Address (street/city/state/zip)

Dave Shaw

Contact name

781-584-2354

Contact telephone

dshaw@wakefieldmoving.com

Contact email

1. BASE BID PRICE

The Bidder submits this bid proposal to perform all of the work (including labor and materials) described in the solicitation for this Base Bid Price (*including the costs for all Allowances, Bonds, and Addenda*):

\$ 25,650.00

(base bid price *in figures* printed electronically, typed, or handwritten legibly in ink)

• Addenda:

The Bidder has examined the entire solicitation (including the following Addenda), and the Base Bid Price ***includes*** the costs of any modifications required by the Addenda.

All Addenda must be acknowledged.

Addendum No. 1 dated: Received

Addendum No. 2 dated: Received

**Colliers Project Leaders
Request for Proposals
Commercial Moving Services**



4. CONTRACT TIME

The Bidder offers to perform the work in accordance with the timeline specified below:

- Start of work: Upon issuance of PO
- Final completion: As indicted in Article II Project Schedule

This bid proposal is irrevocable for 60 days from the bid proposal submission deadline.

If the Bidder is determined to be the successful bidder pursuant to this solicitation, the Bidder will promptly: (i) comply with each of the requirements of the Tentative Letter of Award; and (ii) commence and diligently pursue the work upon issuance and receipt of the purchase order from the State and authorization from the user agency.

The person signing below certifies that he or she has been duly authorized to execute and submit this bid proposal on behalf of the Bidder.

Wakefield Moving and Storage

Company Name

Dave Shaw Steve Gorman

Officer Name and Title Sales Executives

Dave Shaw

Signature

12/4/2025

Date

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	Wakefield Moving & Storage Services, LLC	
	2 Business name/disregarded entity name, if different from above.		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) P Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		
	5 Address (number, street, and apt. or suite no.). See instructions. 39 Tozer Road	Requester's name and address (optional)	
	6 City, state, and ZIP code Beverly, MA 01915		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number													
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3	9	-	2										
2	1	8	2										
1	5	5											

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date 05/25/2025
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

