

July 9, 2025

Steve Dorrance
Haverhill City Hall
4 Summer Street
Suite #100
Haverhill, MA 01830



PROJECT: Haverhill Consentino Middle School
Dore + Whittier Project No.: 21-0818
SUBJECT: **Extra Service Request #26**
Additional Geo-technical Construction Monitoring Services

Dear Steve,

In May 2024 a fee of \$99,000 was established which included \$90,000 for Sanborn Head. The original contract for Sanborn Head was \$72,400. Sanborn Head requested an additional \$21,300. Bringing their fee to \$93,700. D+W covered this amount by reducing our markup from \$9000 to \$5300 in order to work within the NTE of \$99,000.

Since that time additional requests have been made for Sanborn Head to observe the stormwater management subgrade locations. Sanborn Head has made these visits but will now need to cover the remaining stormwater management observations that will be done in Phase 2. An additional \$18,500 has been requested to cover these visits. Dore and Whittier also requests \$1,850 (10%) for markup.

Please see the attached fee proposal from Sanborn Head for additional information regarding Task 7 additional fee request.

Sanborn Head - Task 7	\$ 18,500.00
D+W 10% Mark-up	\$ 1,850.00
TOTAL	\$20,350.00

All other agreements of the prime contract remain unchanged.

Sincerely,

DORE + WHITTIER **Accepted:**
Architects • Project Managers

Michele Barbaro-Rogers AIA, NCARB, MCPPO, CPTED
Project Manager

CC: DW, DAG, LPD, KG, File

Haverhill School District
Steve Dorrance
City of Haverhill

Date: 7/17/25

Ms. Michele Barbaro-Rogers, AIA, MCPPO, NCARB, CPTED
Dore + Whittier
260 Merrimac Street, Bldg. 7
Newburyport, Massachusetts 01950

Project No. 5034.03
July 2, 2025

Re: Construction Services Addendum No. 2
Dr. Albert B. Consentino Middle School
685 Washington Street
Haverhill, Massachusetts

Dear Michele:

Sanborn, Head & Associates, Inc. (Sanborn Head) is pleased to submit this contract addendum to Dore + Whittier (Client) to continue providing construction services for the new Dr. Albert B. Consentino Middle School in Haverhill, MA (the Site). Sanborn Head provided a Proposal for Supplementary SWM Testing & Construction Monitoring (Rev 05) dated May 30, 2024. The executed Amendment to the Consultant Services Agreement between Sanborn Head and Client for the subject project was dated June 1, 2024.

SCOPE OF SERVICES

Sanborn Head proposes to continue part-time observation of stormwater management system subgrade as requested by the Client. On June 30th, during a meeting with project team, the Civil Engineer (Nitch Engineering) requested that Sanborn Head visually review the stormwater management subgrade on a periodic basis. In a subsequent email on July 1, 2025, Nitch Engineering provided a set of drawings depicting the stormwater management systems and the recommended number of minimum subgrade reviews to be performed by Sanborn Head as follows:

- System No. 1 – No review required
- System No. 2 – Three (3) additional visits
- System No. 3 – Two (2) visits
- System No. 4 – Two (2) visits
- BioRetention – Three (3) visits

Task 7– Stormwater System Subgrade Review

Based on the recommended number of site visits by Nitch Engineering, two (2) visits performed prior to this addendum and additional meetings, we propose a stormwater subgrade budget of **\$18,500** to complete the remaining ten (10) site visits over the course of the next year. A Sanborn Head field representative will be on-site, as directed by Dore & Whittier or their designated representative, for stormwater management subgrade review and document our observations in weekly field reports. We assume that Nitch Engineering will review pictures of

the construction provided by the construction manager on a routine basis and will provide any final ‘certifications’ that are required. If requested, Sanborn Head will provide a memorandum at the end of all stormwater management construction summarizing our subgrade observations. Sanborn Head will provide senior level support to review field reports, assist field personnel with construction issues as necessary, and otherwise manage the project.

BUDGET ESTIMATE

Our services will be performed on a time-and-expense basis at the rates provided in Sanborn Head’s proposal dated May 30, 2024. Our proposed budget to complete the scope of work included herein is **\$18,500**, which is heavily dependent on the contractor’s progress and efficient scheduling of our staff. A breakdown of our estimated costs is presented below.

Scope of Services		Original Contract	Add. #1	Add. #2	Total Contract
Task 1	Construction Monitoring	\$39,450	\$14,500		\$53,950
Task 2	Construction Administration/Consulting	\$20,000	\$6,800		\$26,800
Task 3	SWM Exploration Planning and Layout	\$1,500	--		\$1,500
Task 4	SWM Subsurface Exploration	\$4,450	--		\$4,450
Task 5	SWM Laboratory Analysis	\$2,000	--		\$2,000
Task 6	Stormwater Design Memorandum	\$5,000	--		\$5,000
Task 7	Stormwater System Subgrade Review	---	---	\$18,500	\$18,500
TOTAL BUDGET ESTIMATE		\$72,400	\$21,300	\$18,500	\$112,200

Our budget estimate is based on our current understanding of the project needs. Successful completion of the project can be influenced by changes in the scope of services as dictated by your needs, as well as unforeseen conditions such as contractor delays. We will not exceed the \$112,200 total budget estimate without your understanding and authorization.

TERMS OF ENGAGEMENT

This addendum is subject to the Terms and Conditions included in our Proposal (Rev 05) dated May 30, 2024 which are an integral part of this agreement.

ACCEPTANCE

Please provide an amendment referencing this addendum. This Contract for Services and the above-referenced Terms and Conditions shall constitute the entire agreement between Dore + Whittier and Sanborn Head.



Thank you for the opportunity to submit this contract addendum. We look forward to continuing to work with you on this project. Please call Matt at 610-420-0812 if you have any questions.

Very truly yours,
SANBORN, HEAD & ASSOCIATES, INC.



Matthew B. Van Rensler, PE
Senior Vice President

CRD/MBV:mbv

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