



Project Leaders

A Division of Colliers Engineering & Design

Memorandum

Date: May 6, 2026

Subject: Juliet W. Long HVAC Upgrade Project Update

Dear Chairman Gush:

The Juliet W. Long HVAC Upgrade construction commenced in June of 2025 and has been progressing ahead of schedule, with an estimated completion date of August 2026. Nutmeg Companies, Inc. (NCI) is the general contractor responsible for the installation of the new system.

The new Variable Refrigerant Flow (VRF) system is currently operational, with start-up completed during the week of April 13, 2026. Minor outstanding work is scheduled for completion prior to the start of Summer Break.

Nutmeg has been actively investigating and addressing a previously identified roof leak associated with Rooftop Unit (RTU-2). As part of the effort to determine the source of the leak, exploratory work was performed. The root cause has been identified as an access hole created by Synergy, a Trane-authorized representative, for control wiring. This opening has allowed water infiltration, ultimately resulting in leakage into the building interior. To further assess and access the affected area, a portion of the roof deck and insulation was previously removed from below.

Friar Architecture has provided guidance that the equipment pan within the affected rooftop unit should be fully replaced rather than repaired, and that the roof assembly—including the vapor barrier, insulation, and membrane—must be restored to a like-new condition. Trane has been notified of the issue and is currently preparing a formal response, including a proposed path forward for review and approval.

NCI will return to the site beginning June 25th to initiate startup of the rooftop Dedicated Outside Air Units (DOAs). Catalyst Commissioning Group will also be onsite to support the initial startup and inspection, followed by comprehensive system commissioning throughout the summer.

At the Owner's direction, NCI has issued Change Order 004 for review and approval to provide additional protection for the rooftop ductwork. The proposed scope includes enhanced coating and detailing to ensure all exposed HVAC ductwork is properly sealed, waterproofed, and protected from external elements and potential damage.

The project is currently trending under budget by an estimated \$493,000. Of this amount, approximately \$24,000 is anticipated to be returned by Nutmeg from unused allowances. Potential cost exposures are being actively monitored, including the repainting of natural gas lines in accordance with the Fire Marshal's request, as well as the installation of rooftop duct support wearing pads. All identified exposures have been incorporated into the current projected savings.

Sincerely,

Erica Pudvelis
Owner's Project Manager