

October 15, 2024

Steven E. Masalin, PE  
Public Works Director  
Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Re: **Resident Inspection and Construction Administrative Services  
Phase 3 Low Pressure Sewer Upgrade Ledyard Town Center**

Dear Mr. Masalin:

We have prepared the attached scope of work for resident inspection and construction administrative services during construction for the Phase 3 Low Pressure Sewer Upgrade Ledyard Town Center. This proposal forecasts the effort needed for the construction of Phase 3, which includes the continuation of the low pressure sewer from Phase 1 along Gallup Hill Road and terminating to the gravity sewer

We look forward to completing this additional work for the Town for the remainder of construction. Should you have any questions or comments, please do not hesitate to contact Matthew Jermine directly at [Jermine.Matthew@wseinc.com](mailto:Jermine.Matthew@wseinc.com) or 860-616-6607 or Robert Tedeschi at [TedeschiR@wseinc.com](mailto:TedeschiR@wseinc.com) or 860-616-6611.

Sincerely,

WESTON & SAMPSON ENGINEERS, INC.



Matthew Jermine, PE  
Team Leader



Robert Tedeschi, PE., BCEE  
Senior Team Leader

CC: Patrick Bateman - [BatemanP@wseinc.com](mailto:BatemanP@wseinc.com)

**Scope of Work**  
**Resident Inspection and Construction Administrative Services**  
**Phase 3 Low Pressure Sewer Upgrade Ledyard Town Center**

**RESIDENT INSPECTION SERVICES**

**Task 2.17: Resident Inspection Services**

Weston & Sampson will provide full time inspection services for the Phase 3 Low Pressure Sewer Upgrade Ledyard Town Center construction. The scope of work to be provided for this assignment, and the manner in which it is to be performed and by whom, with regard to qualifications, is clearly defined in the various manuals, pamphlets and guide documents provided by the Connecticut Department of Transportation's Office of Construction. These publications include, but are not limited, to the following:

- CTDOT Manual of Construction
- CTDOT Municipality Manual
- Construction Engineering & Inspection Information Pamphlet for Consulting Engineers
- Pamphlet for Monitoring Performance & Payment Requests for Consultants
- QA Program for Materials, Acceptance & Assurance Testing Policies & Procedures
- LOTCIP Program Guidelines Manual
- Schedule of Minimum Requirements for Sampling Materials for Tests

For the purposes of estimating the anticipated construction inspection costs, we based the effort of construction on the 150 liner foot per day installation rate from Phase 1 and included additional time for pre and post construction inspection activities (e.g. project initiation and closeout). Assuming a 5-day work week, we anticipate approximately 40 inspection workdays will be required which is the basis for the budget assumptions developed below using a daily inspection rate of \$1,400 per day.

**CONSTRUCTION ADMINISTRATIVE SERVICES**

**Task 2.18: Construction Administrative Services**

Weston & Sampson will provide construction administrative services for the Phase 3 Low Pressure Sewer Upgrade construction. The scope of work to be provided for this task consists of a pre-construction conference with the designated contractor, review of shop drawings and other submittals required for construction, attendance of site visits at intervals appropriate to the various stages of construction. The Project Manager will attend periodic site visits. Prepare, review, and recommend action on change orders. Review estimates of contractor progress payments and make recommendations to the town for contractor payment requests. Prepare punch list in coordination with the Town. Prepare Certificate of Substantial Completion and Certificate of Final Completion for signature by the Town and Contractor. Prepare record drawings for the project based on construction records and provide two copies of records to the town.

Weston & Sampson proposes a hourly budget as stated in the previously agreed upon fee schedule.

**FEE SCHEDULE**

Additional Work Tasks	Type	Cost
<b>RESIDENT INSPECTION SERVICES</b>		
Task 2.17: Resident Inspection Services	Day Rate	<u>\$ 56,000</u>
40 Days @ \$1,400/Day		<b>\$ 56,000</b>
<b>Task 2.17 – TOTAL</b>		

Additional Work Tasks	Type	Cost
<b>CONSTRUCTION ADMINISTRATIVE SERVICES</b>		
Task 2.18: Construction Administrative Services	Hourly	<u>\$ 15,000</u>
<b>Task 2.18 –TOTAL</b>		<b>\$ 15,000</b>

Approved by: \_\_\_\_\_  
 Town of Ledyard

\_\_\_\_\_

Signature                      Date

\_\_\_\_\_

Printed Name and Title