



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Permanent Municipal Building Committee

Chairman
Joseph Gush

~ AGENDA ~

Regular Meeting

Monday, October 6, 2025

5:30 PM

Town Hall Annex - Hybrid Format

REMOTE MEETING INFORMATION

Join Zoom Meeting

<https://us06web.zoom.us/j/87479984008?pwd=TMXjVLsHfsHt5AL4BKmeuox5ATzbA0.1>

Meeting ID: 874 7998 4008 Passcode: 011861

One tap mobile +13092053325,,87479984008#,,,*011861# US

I. CALL TO ORDER

II. ROLL CALL

III. RESIDENTS & PROPERTY OWNERS COMMENTS

IV. APPROVAL OF MINUTES

1. MOTION to approve the PMBC Special Meeting/Executive Session Meeting Minutes of September 8, 2025 and the PMBC Regular Meeting Minutes of September 8, 2025.

Attachments: [PMBC Regular Meeting Minutes 9.8.2025](#)

[PMBC Special Meeting Executive Session Meeting Minutes 9.8.2025](#)

2. MOTION to approve the PMBC Special Meeting Minutes of September 15, 2025.

Attachments: [PMBC Special Meeting Mintues 9.15.2025](#)

**V. UPDATE ON JULIET LONG, GALES FERRY AND BOE CENTRAL OFFICE
PROJECTS**

1. Update/Discussion on Roof Projects & Budget Documents

Attachments: [Ledyard Roof Project Budget 2025.05.28](#)

2. MOTION to approve Silver Petrucelli & Associates Inv# 25-1933 dated 5.1.2025 in the amount of \$149.40 for Project 22.331 Ledyard BOE-Roof.

Attachments: [Silver, Petrucel 22331 Ledyard - BOE Roo 25-1933 05-01-2025](#)

3. MOTION to approve Silver Petrucelli & Associates Inv# 25-1937 dated 5.5.2025 in the amount of \$3,400.00 for Project 22.331 Ledyard - Gales Ferry Roof & PV.

Attachments: [Silver, Petrucel_22331_Ledyard - Gales F_25-1937_05-05-2025](#)

4. Motion to approve Silver Petruccelli & Associates Inv# 25-2520 dated 9.1.2025 in the amount of \$850.00 for Project 22.331 Ledyard - Gales Ferry Roof and PV.

Attachments: [Silver Petrucel_22331_Ledyard - Gales F_25-2520_09-01-2025](#)

5. MOTION to approve Prime Consulting Inc Inv #23269 dated 8.14.2025 in the amount of \$4,865.00 for Snowguard Inspection.

Attachments: [23269 Ledyard Aug Snow Guards](#)

VI. JULIET LONG HVAC PROJECT UPDATES

1. JWL HVAC Project 2024 Updates
2. JWL HVAC Owner's Project Management Report - Colliers

Attachments: [JWL HVAC Financial Status Report 10.3.2025](#)

3. MOTION to approve AIA Document G701-2017 Change Order Number 002 dated 9.30.2025 in the amount of \$27,932.93 for 2023-121A Juliet W. Long School - HVAC Project.

Attachments: [AIA Document G701_2017 JWL Change Order 002 9.30.2025](#)
[Colliers Invoice Summary Form Change Orders 10.6.2025](#)

4. MOTION to approve AIA Document G701-2017 Change Order Number 003 dated 9.30.2025 in the amount of \$778.97 for Juliet W. Long School - HVAC Project.

Attachments: [AIA Document G701_2017 JWL Change Order 003 9.30.2025](#)
[Colliers Invoice Summary Form Change Orders 10.6.2025](#)

5. MOTION to approve Colliers Project Leaders Inv# 0001099202 dated 9.30.2025 in the amount of \$4,028.40 for OMP-Juliet Long HVAC Installation.

Attachments: [Ledyard CT 24012605G - 0001099202](#)

6. MOTION to approve Friar Architecture Inc. Inv# 2023-121A-11 dated 9.30.2025 in the amount of \$24,540.00 for Project 2023-121A Ledyard - Juliet Long HVAC.

Attachments: [Friar Architecture Inc. Inv #2023-121A-11 9.30.2025](#)
[Colliers Invoice Summary Form 10.6.2025](#)

7. MOTION to approve Materials Testing, Inc. Inv# 26566 dated 8.31.3035 in the amount of \$1,324.50 for Structural Steel Inspection JWL HVAC Project.

Attachments: [Materials Testing Inc. Inv# 26566 8.31.2025](#)
[Colliers Invoice Summary Form 10.6.2025](#)

8. MOTION to approve The Nutmeg Companies, Inc. Application for Payment dated 9.30.2025 in the amount of \$294,025.00 for Juliet W. Long School-HVAC Project.

Attachments: [Nutmeg Companies Payment App3_2503 JWL 9.26.2025](#)
[Colliers Invoice Summary Form 10.6.2025](#)

9. MOTION to approve L&W Supply Corporation Inv# 148506-001 dated 8.25.2025 in the amount of \$12,886.16 for JWL HVAC Project.

Attachments: [L&W Supply Inv 148506-001 9.30.2025](#)

10. MOTION to approve AUDET Construction & Sons Invoice dated 8.20.2025 in the amount of \$4,950.00 for JWL HVAC Project.

Attachments: [Audet Construction 8.20.2025](#)

11. Approval of RFP for Commissioning Agent services.

Attachments: [JWL Commissioning Agent RFP_10-1-2025 Revisions](#)

VII. OLD BUSINESS

1. Any Old Business proper to come before the Committee

VIII. NEW BUSINESS

1. Any New Business proper to come before the Committee

IX. ADJOURNMENT

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2625

Agenda Date: 10/6/2025

Agenda #: 1.

MINUTES

Minutes:

MOTION to approve the PMBC Special Meeting/Executive Session Meeting Minutes of September 8, 2025 and the PMBC Regular Meeting Minutes of September 8, 2025.



TOWN OF LEDYARD

Permanent Municipal Building Committee

Meeting Minutes - Draft Minutes

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Chairman
Joseph Gush

Regular Meeting

Monday, September 8, 2025

5:30 PM

Town Hall Annex - Hybrid Format

WORKING DRAFT

REMOTE MEETING INFORMATION

Join Zoom Meeting

<https://us06web.zoom.us/launch/edl?muid=c8d78459-cdcd-4855-86f1-9366fcc92009>

Meeting ID: 845 4506 8864 Passcode: 047672

One tap mobile +13092053325,,84545068864#,,,*047672# US

I. CALL TO ORDER

Chairman Gush called the meeting to order at 5:30 p.m. at the Council Chambers, Town Hall Annex Building.

II. ROLL CALL

Present	Committee Member Gary Schneider Committee Member Gerald Tyminski Chairperson Joseph Gush Committee Member George Hosey BOE Representative Jennifer Reguin
Excused	BOE Representative Kate DiPalma-Herb

In addition, the following were present:

Mathew Bonin - Finance Director
Kristen Chapman - PMBC Support Staff
Wayne Donaldson - BOE Facilities Director
Scott Mitchell - Friar Architecture
Vincent Salinas - STV
Charles Warrington - Colliers Project Leaders

III. ADDITIONS AND/OR CHANGES TO THE AGENDA

Motion to add the following items to the agenda under section VI. Juliet Long HVAC Project Updates

Motion to approve Friar Architecture inc. Inv #2023-121A-10 dated 8.31.2025 in the amount of

\$10,920.00 for Project 2023-121A Ledyard - Juliet Long HVAC.

Motion to approve Friar Architecture Inc. additional service proposal dated 8.25.2025 in the amount of \$19,500.00 for scope of work value engineering.

A motion was made by Chairperson Gush, seconded by Committee Member Tyminski, that this be Approved and so declared. The motion carried by the following vote:

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 5 Schneider Tyminski Gush Hosey Reguin

EXCUSED 1 DiPalma-Herb

IV. RESIDENTS & PROPERTY OWNERS COMMENTS

None

V. APPROVAL OF MINUTES

1. MOTION to approve the PMBC Regular Meeting Minutes of August 4, 2025.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Gary Schneider

AYE 5 Schneider Tyminski Gush Hosey Reguin

EXCUSED 1 DiPalma-Herb

VI. UPDATE ON JULIET LONG, GALES FERRY ADN BOE CENTRAL OFFICE PROJECTS

1. Update/Discussion on Roof Projects & Budget Documents

Mr. Donaldson provided updates on the School Roof Projects:

Central Office Roof

- The Central Office Roof is believed to be complete
- Awaiting final Architect walkthrough and punch list
- Imperial has been on-site tightening the Snow Guards
- Mr. Donaldson suggested authorizing additional funds to re-test the Snow Guards

Gales Ferry School Roof

Architect punch list found numerous issues, including aesthetic issues

- Visible twisting in some of the panels that were redone
- Missing rivets and/or loose rivets that were not secured
- Areas with overlapping top piece that water can get underneath

- Snow Guards not attached properly
- Snow Guards decorative face peeling off
- Other small various items

Mr. Donaldson added that all issues have been documented with pictures by the Architect.

Juliet Long School Roof

- Switch gear for the solar portion has arrived
- Awaiting Eversource to pull the wiring
- Waiting for two circuit breakers to arrive and transfer over to the new service
- Aiming to transfer service over October break

Discussion

Mr. Bonin stated he had some questions about the STV invoices and also grant reimbursement submissions. Mr. Bonin stated the amendments that were approved, the math didn't work and is awaiting additional information on those. Mr. Salinas stated he had found the invoices and has reached out to the invoicing department for clarification on the numbers and will provide that to the Committee. Chairman Gush added that the payment will be held until an updated invoice is received. Mr. Salinas inquired if it was only for Juliet Long. Mr. Bonin stated it was for all three projects. Mr. Salinas will get the information requested and understands payment is on hold at this time.

Mr. Bonin also requested to discuss reimbursement submission for the three roof projects. Mr. Bonin stated as of today only one has been submitted and he is extremely dissatisfied with the timeliness of those submissions. Mr. Bonin added that temporary money had to be borrowed and there was over \$2 million out there that could have been reimbursed. This will cost the town around \$80,000. Mr. Salinas will check with the grants administrator but believes they have been submitted, and he will connect with Mr. Bonin. Mr. Bonin stated he does not have access to that system only the Board of Education does. Mr. Donaldson added his password has expired and has emailed the State to reset the password, when Michelle called regarding Gales Ferry he was under the impression that all three were taken care of. Mr. Bonin stated still they were not submitted in a timely manner as they were not submitted until June. Mr. Salinas will arrange a meeting with Mr. Bonin, Mr. Donaldson and the grants administrator to discuss the process and the current status of submissions.

2. MOTION to approve Shipman & Goodwin LLP Inv # 667681 dated 8.19.2025 in the amount of \$1,534.00 for Professional Services Rendered.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gary Schneider

AYE 5 Schneider Tyminski Gush Hosey Reguin

EXCUSED 1 DiPalma-Herb

3. MOTION to amend the amount due from \$1534.00 to \$1062.00 for the MOTION to approve Shipman & Goodwin LLP Inv #665973 dated 7.14.2025 in the amount of \$1,534.00 for Professional Services Rendered approved on August 4, 2025.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gary Schneider

AYE 5 Schneider Tyminski Gush Hosey Reguin

EXCUSED 1 DiPalma-Herb

VII. JULIET LONG HVAC PROJECT UPDATES

1. JWL HVAC Project 2024 Updates

Chairman Gush inquired about the commissioning bid. Mr. Donaldson has the document and will review over the next few weeks, there is plenty of time as the commissioning will occur over April Break or possibly next summer.

Mr. Warrington (Owner's Representative) gave an overview of the project progress and financials. The project is in great shape financially with around \$493,000 in contingency. Mr. Warrington anticipates that the project will come in under budget. Mr. Warrington took the Committee through the encumbrances/allowances in the financial report and reviewed the contingency log. Mr. Warrington then provided some photographs of the progress of the project and how the duct work looks in a typical classroom. Mr. Warrington highlighted the smoke proofing between the classrooms and the corridors.

JWL HVAC Project Progress

- Duct work is mostly complete
- Soffits have been hung
- Heat pumps are complete except for ceiling work that Mr. Donaldson's team will complete
- Wiring will continue out of the way
- Aiming to install Condenser in October over school break
- Rooftop Units are expected over winter break

Mr. Donaldson stated he will be coming to the Committee for an add on for this project. Mr. Donaldson explained an issue that is occurring at Gallup Hill School with birds chewing

through the insulation and water coming down and getting into the classrooms. There is a membrane that can cover the duct work and Mr. Donladson is currently obtaining pricing. The Committee inquired why this membrane was not included in the original project scope for the rooftop ductwork. The Architect responded this is a typical insulation and they typically do not experience birds deteriorating and attacking the ductwork, this is a bit unusual.

2. JWL HVAC Owner's Project Management Report - Colliers
3. MOTION to approve Collier Project Leaders Inv #0001078589 dated 7.31.2025 in the amount of \$5,430.00 for Project 24012605G OPM-Juliet Long HVAC Installation.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 5 Schneider Tyminski Gush Hosey Reguin

EXCUSED 1 DiPalma-Herb

4. MOTION to approve Colliers Project Inv #0001088123 dated 8.31.2025 in the amount of \$10,844.90 for Project 24012605G OPM-Juliet Long HVAC Installation.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 5 Schneider Tyminski Gush Hosey Reguin

EXCUSED 1 DiPalma-Herb

5. MOTION to approve Kamco Supply Corp of New England Inv #2507-066308 dated 7.22.2025 in the amount of \$1,298.00 for Order #2507-E64543 JWL-HVAC Project.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 5 Schneider Tyminski Gush Hosey Reguin

EXCUSED 1 DiPalma-Herb

6. MOTION to approve Kamco Supply Corp of New England Inv #2507-072778 dated 7.29.2025 in the amount of \$406.00 for Order #2507-E71735 JWL-HVAC Project.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 5 Schneider Tyminski Gush Hosey Reguin

EXCUSED 1 DiPalma-Herb

7. MOTION to approve Kamco Supply Corp of New England Inv #2508-099062 dated 8.28.2025 in the amount of \$58.00 for Order: 2508-E90923 JWL – HVAC Project.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 5 Schneider Tyminski Gush Hosey Reguin

EXCUSED 1 DiPalma-Herb

8. MOTION to approve The Nutmeg Companies, Inc. Application for Payment dated 8.27.2025 in the amount of \$485,496.55 for Project 2503 Juliet W. Long Elementary School HVAC Replacement.

Discussion

Mr. Schneider inquired if we had seen certified payrolls yet. Mr. Warrington replied that he has not seen any yet and will follow up to get those. Mr. Tyminski inquired if this was the submission directly to the State. Mr. Warrington stated the State would like quarterly submissions and this payment application will be part of that submission likely in November or December.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 5 Schneider Tyminski Gush Hosey Reguin

EXCUSED 1 DiPalma-Herb

9. Approval of RFP for Commissioning Agent services.

The Committee discussed the RFP for commissioning agent services. This could take place as early as April but it may be best to wait until the project is complete in the summer and do the commissioning in one phase rather than two. Mr. Donaldson will review the RFP and it will be presented to the Committee for review at the next meeting.

RESULT: CONTINUE

10. MOTION to approve Friar Architecture Inc. Inv #2023-121A-10 dated 8.31.2025 in the amount of \$10,920.00 for Project 2023-121A Ledyard Juliet Long HVAC.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 5 Schneider Tyminski Gush Hosey Reguin

EXCUSED 1 DiPalma-Herb

11. MOTION to approve Friar Architecture Inc. additional service proposal dated 8.25.2025 in the amount of \$19,500.00 for scope of work value engineering.

Discussion

Mr. Donaldson explained that this is for the modifications to the bid for the scope of work and value engineering for the re-bid on the JWL HVAC Project. Mr. Donaldson confirmed that the Van Zelm invoice in the amount of \$12,000 is included in the \$19,500 Friar Architecture invoice.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gerald Tyminski

AYE 5 Tyminski Gush Hosey Reguin Schneider

EXCUSED 1 DiPalma-Herb

VIII. OLD BUSINESS

1. Any Old Business proper to come before the Committee

None

IX. NEW BUSINESS

1. Any New Business proper to come before the Committee

None

X. ADJOURNMENT

Mr. Tyminski moved the meeting be adjourned, seconded Mr. Schneider.

The meeting adjourned at 6:09 p.m.

VOTE: 4-0 Approved and so declared

Respectively Submitted,

Chairman Gush
Permanent Municipal Building Committee

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

Permanent Municipal Building Committee

Meeting Minutes - Draft Minutes

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Chairman
Joseph Gush

Special Meeting - Executive Session

Monday, September 8, 2025

5:00 PM

Town Hall Annex

I. CALL TO ORDER

II. ROLL CALL

Present	Committee Member Gary Schneider Committee Member Gerald Tyminski Chairperson Joseph Gush Committee Member George Hosey BOE Representative Kate DiPalma-Herb
Excused	BOE Representative Jennifer Reguin

In addition, the following were present:

Mathew Bonin - Finance Director
Kristen Chapman - PMBC Support Staff
Wayne Donaldson - BOE Facilities Director
Vincent Salinas - STV

III. NEW BUSINESS

1. MOTION to enter into executive session to discuss pending litigation concerning School Roof Project Contracts.

Executive Session to include all Committee members present and Finance Director Mathew Bonin, BOE Facilities Director Wayne Donaldson and PMBC Support Staff Kristen Chapman.

Entered into executive session at 5:05 p.m.

Came out of executive session at 6:03 p.m.

RESULT: APPROVED AND SO DECLARED

MOVER: Gerald Tyminski

SECONDER: Gary Schneider

AYE 5 Schneider Tyminski Gush Hosey DiPalma-Herb

EXCUSED 1 Reguin

MOTION to recommend Mayor Fred B. Allyn III terminate the Construction Contract dated May 30, 2024 between the Town of Ledyard and the Imperial Restoration Contractor, Inc.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: Gary Schneider

AYE 5 Schneider Tyminski Gush Hosey DiPalma-Herb

EXCUSED 1 Reguin

IV. ADJOURNMENT

Mr. Tyminski moved the meeting be adjourned, seconded by Mr. Schneider

The meeting adjourned at 5:28 p.m.

VOTE: 4-0 Approved and so declared

Respectively Submitted,

Chairman Gush
Permanent Municipal Building Committee

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2626

Agenda Date: 10/6/2025

Agenda #: 2.

MINUTES

Minutes:

MOTION to approve the PMBC Special Meeting Minutes of September 15, 2025.



TOWN OF LEDYARD

Permanent Municipal Building Committee

Meeting Minutes - Draft Minutes

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Chairman
Joseph Gush

Special Meeting

Monday, September 15, 2025

5:00 PM

Town Hall Annex - Hybrid Format

REMOTE MEETING INFORMATION

Join Zoom Meeting

<https://us06web.zoom.us/j/83298183957?pwd=RyOczbghDaVkh5RIVVKWXIDtGmhfqq.1>
Meeting ID: 832 9818 3957 Passcode: 739077 +16465588656,,83298183957#,,,*739077# US

I. CALL TO ORDER

Chairman Gush called the meeting to order at 5:07 p.m. at the Council Chambers, Town Hall Annex Building.

II. ROLL CALL

Present	Committee Member Gary Schneider Chairperson Joseph Gush Committee Member George Hosey
Excused	Committee Member Gerald Tyminski BOE Representative Jennifer Reguin BOE Representative Kate DiPalma-Herb

In addition, the following were present:

Wayne Donaldson - BOE Facilities Director
Roxanne Maher - Administrative Assistant to the Ledyard Town Council

III. UPDATE ON JULIET LONG, GALES FERRY AND BOE CENTRAL OFFICE PROJECTS

1. MOTION to approve Gold Seal Roofing LLC Application and Certificate for Payment dated 6.30.2025 in the amount of \$41,096.70 for Juliet Long School – Roof Replacement and Photovoltaic Project.

Mr. Hosey inquired if the work had been completed. Mr. Donaldson replied that the work has been completed to satisfaction.

RESULT: APPROVED AND SO DECLARED

MOVER: Joseph Gush

SECONDER: George Hosey

AYE 3 Schneider Gush Hosey

EXCUSED 3 Tyminski Reguin DiPalma-Herb

IV. ADJOURNMENT

Mr. Schneider moved the meeting be adjourned, seconded by Mr. Hosey.

The meeting adjourned at 5:10 p.m.

VOTE: 3-0 Approved and so declared

Respectively Submitted,

Chairman Gush
Permanent Municipal Building Committee

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0620

Agenda Date: 10/6/2025

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Update/Discussion on Roof Projects & Budget Documents

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



BUDGET TRACKING REPORT

Ledyard Roof Project Date: May 28, 2025		Total Project	Funding	Contracted	Unallocated Funding	Invoiced to Date	Remaining to Invoice	
			\$6,167,827	\$5,963,135	\$204,692	\$4,421,133	\$1,542,001	
Individual Projects		Gales Ferry	\$2,684,441	\$2,782,928	(\$98,487)	\$1,897,809	\$885,120	
		Juliet W Long	\$3,020,186	\$2,725,484	\$294,702	\$2,164,093	\$561,391	
		BOE	\$463,200	\$454,723	\$8,477	\$359,231	\$95,491	
SUMMARY	ITEM DESCRIPTION	Base	Change Orders	Total	Invoiced to Date BOE	Invoiced to Date Gales Ferry	Invoiced to Date Juliet W Long	Remaining to Invoice
	<u>Current Project Total</u>	<u>\$5,571,680</u>	<u>\$391,455</u>	<u>\$5,963,135</u>	<u>\$359,231</u>	<u>\$1,897,809</u>	<u>\$2,164,093</u>	<u>\$1,542,001</u>
GC	Construction Total	\$5,280,500	\$288,465	\$5,568,965	\$321,780	\$1,761,557	\$2,030,638	\$1,454,989
	Imperial (Gales Ferry)	\$2,585,500	\$15,471	\$2,600,971		\$1,761,557		\$839,414
	Gold Seal (Juliet Long)	\$2,317,000	\$252,482	\$2,569,482			\$2,030,638	\$538,844
PF	Imperial (BOE)	\$378,000	\$20,512	\$398,512	\$321,780			\$76,732
	Professional Fees	\$172,712	\$102,990	\$275,702	\$26,395	\$92,393	\$69,902	\$87,012
	STV (Gales Ferry)	\$39,482	\$57,117	\$96,599		\$42,708		\$53,891
VF	STV (Juliet Long)	\$39,482	\$21,437	\$60,919			\$38,876	\$22,043
	STV (BOE)	\$15,468	\$15,086	\$30,554	\$13,641			\$16,913
	Silver Petrucelli (Gales Ferry)	\$33,000	\$8,500	\$41,500		\$49,685		(\$8,185)
	Silver Petrucelli (Juliet Long)	\$31,530	\$0	\$31,530			\$31,026	\$504
	Silver Petrucelli (BOE)	\$13,750	\$850	\$14,600	\$12,754			\$1,846
	Various Fees	\$118,468	\$0	\$118,468	\$11,057	\$43,858	\$63,553	\$0
	Gales Ferry	\$19,932	\$0	\$19,932	\$0	\$19,932	\$0	\$0
	Juliet Long	\$33,646	\$0	\$33,646	\$0	\$0	\$33,646	\$0
	BOE	\$5,075	\$0	\$5,075	\$5,075	\$0	\$0	\$0
	Interest Expense	\$3,825	\$0	\$3,825	\$383	\$1,530	\$1,913	\$0
	Borrowing	\$55,990	\$0	\$55,990	\$5,599	\$22,396	\$27,995	\$0



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2611

Agenda Date: 10/6/2025

Agenda #: 2.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve Silver Petrucelli & Associates Inv# 25-1933 dated 5.1.2025 in the amount of \$149.40 for Project 22.331 Ledyard BOE-Roof.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)



SILVER PETRUCELLI + ASSOCIATES

3190 WHITNEY AVENUE HAMDEN CT 06518
311 STATE STREET NEW LONDON CT 06320
203 230 9007 silverpetrucci.com

Town of Ledyard
Wayne Donaldson
741 Colonel Ledyard Highway
Ledyard, CT 06339

Invoice number 25-1933
Date 05/01/2025

Professional services through April 30, 2025.

roof replacement of approx 9,265 sf & MEP renos

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
Schematic Design Phase	2,260.00	100.00	2,260.00	2,260.00	0.00
Construction Documents	4,870.00	100.00	4,870.00	4,870.00	0.00
Bid Phase	1,640.00	100.00	1,640.00	1,640.00	0.00
Construction Administration & Closeout	4,980.00	98.00	4,880.40	4,731.00	149.40
	Total	13,750.00	99.28	13,650.40	13,501.00
					149.40

Invoice total

149.40

Invoice Summary

Description	Contract Amount	Total Billed	Prior Billed	Current Billed
Schematic Design Phase	2,260.00	2,260.00	2,260.00	0.00
Construction Documents	4,870.00	4,870.00	4,870.00	0.00
Bid Phase	1,640.00	1,640.00	1,640.00	0.00
Construction Administration & Closeout	4,980.00	4,880.40	4,731.00	149.40
Total	13,750.00	13,650.40	13,501.00	149.40

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
25-280	02/01/2025	498.00				498.00	
25-1665	03/01/2025	249.00			249.00		
25-1882	04/01/2025	249.00		249.00			
25-1933	05/01/2025	149.40	149.40				
	Total	1,145.40	149.40	249.00	249.00	498.00	0.00

Approved by:

Tanya R. Cutolo
Project Manager



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2623

Agenda Date: 10/7/2025

Agenda #: 3.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve Silver Petrucelli & Associates Inv# 25-1937 dated 5.5.2025 in the amount of \$3,400.00 for Project 22.331 Ledyard - Gales Ferry Roof & PV.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)



SILVER PETRUCELLI + ASSOCIATES

3190 WHITNEY AVENUE HAMDEN CT 06518
311 STATE STREET NEW LONDON CT 06320
203 230 9007 silverpetrucelli.com

Town of Ledyard
Wayne Donaldson
741 Colonel Ledyard Highway
Ledyard, CT 06339

Invoice number 25-1937
Date 05/05/2025
Project 22.331 Ledyard - Gales Ferry Roof and PV

Professional services through April 30, 2025.

roof replacement of approx. 47,929 sf, PV install & MEP upgrades

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
Schematic Design Phase	4,400.00	100.00	4,400.00	4,400.00	0.00
Construction Documents	6,560.00	100.00	6,560.00	6,560.00	0.00
Bid Phase	2,380.00	100.00	2,380.00	2,380.00	0.00
Construction Administration & Closeout	6,300.00	100.00	6,300.00	6,300.00	0.00
Additional CA Services, \$850 per visit	0.00	0.00	17,000.00	13,600.00	3,400.00
Photovoltaic	13,360.00	100.00	13,360.00	13,360.00	0.00
Total	33,000.00	151.52	50,000.00	46,600.00	3,400.00

Invoice total

3,400.00

Invoice Summary

Description	Contract Amount	Total Billed	Prior Billed	Current Billed
Schematic Design Phase	4,400.00	4,400.00	4,400.00	0.00
Construction Documents	6,560.00	6,560.00	6,560.00	0.00
Bid Phase	2,380.00	2,380.00	2,380.00	0.00
Construction Administration & Closeout	6,300.00	6,300.00	6,300.00	0.00
Additional CA Services, \$850 per visit	0.00	17,000.00	13,600.00	3,400.00
Photovoltaic	13,360.00	13,360.00	13,360.00	0.00
	Total	33,000.00	50,000.00	46,600.00
				3,400.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
25-035	01/01/2025	315.00					315.00
25-1881	04/01/2025	4,250.00		4,250.00			
25-1937	05/05/2025	3,400.00	3,400.00				
	Total	7,965.00	3,400.00	4,250.00	0.00	0.00	315.00

Approved by:

Tanya R. Cutolo
Project Manager



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2621

Agenda Date: 10/6/2025

Agenda #: 4.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

Motion to approve Silver Petrucelli & Associates Inv# 25-2520 dated 9.1.2025 in the amount of \$850.00 for Project 22.331 Ledyard - Gales Ferry Roof and PV.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)



SILVER PETRUCELLI + ASSOCIATES

3190 WHITNEY AVENUE HAMDEN CT 06518
311 STATE STREET NEW LONDON CT 06320
203 230 9007 silverpetrucelli.com

Town of Ledyard
Wayne Donaldson
741 Colonel Ledyard Highway
Ledyard, CT 06339

Invoice number 25-2520
Date 09/01/2025
Project 22.331 Ledyard - Gales Ferry Roof and PV

Professional services through August 31, 2025.

roof replacement of approx. 47,929 sf, PV install & MEP upgrades

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
Schematic Design Phase	4,400.00	100.00	4,400.00	4,400.00	0.00
Construction Documents	6,560.00	100.00	6,560.00	6,560.00	0.00
Bid Phase	2,380.00	100.00	2,380.00	2,380.00	0.00
Construction Administration & Closeout	6,300.00	100.00	6,300.00	6,300.00	0.00
Additional CA Services, \$850 per visit	0.00	0.00	18,700.00	17,850.00	850.00
Photovoltaic	13,360.00	100.00	13,360.00	13,360.00	0.00
Total	33,000.00	156.67	51,700.00	50,850.00	850.00

Invoice total

850.00

Invoice Summary

Description	Contract Amount	Total Billed	Prior Billed	Current Billed
Schematic Design Phase	4,400.00	4,400.00	4,400.00	0.00
Construction Documents	6,560.00	6,560.00	6,560.00	0.00
Bid Phase	2,380.00	2,380.00	2,380.00	0.00
Construction Administration & Closeout	6,300.00	6,300.00	6,300.00	0.00
Additional CA Services, \$850 per visit	0.00	18,700.00	17,850.00	850.00
Photovoltaic	13,360.00	13,360.00	13,360.00	0.00
	Total	33,000.00	51,700.00	50,850.00
				850.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
25-035	01/01/2025	315.00					315.00
25-1937	05/05/2025	3,400.00					3,400.00
25-2520	09/01/2025	850.00	850.00				
	Total	4,565.00	850.00	0.00	0.00	0.00	3,715.00

Approved by:

Tanya R. Cutolo
Project Manager



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2513

Agenda Date: 9/15/2025

Agenda #: 5.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve Prime Consulting Inc Inv #23269 dated 8.14.2025 in the amount of \$4,865.00 for Snowguard Inspection.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

Prime Consulting Inc

6 Taunton Ave Unit 1042
Norton, MA 02766-7057 USA
+14013010677
habshari@pcigp.com

INVOICE

BILL TO
Town of Ledyard
Snowguard Inspection

INVOICE 23269 Ledyard Aug
DATE 08/14/2025
TERMS Net 30
DUE DATE 09/13/2025

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Services	Snowguard Field Crew at Gales Ferry Full day - 7/23	1	2,400.00	2,400.00
	Services	Snowguard Field Crew at Gales Ferry Half day - 8/14	1	1,650.00	1,650.00
	Services	Snowguard Field Crew at BOE Half day - 8/14	1	815.00	815.00
BALANCE DUE					\$4,865.00



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 24-0577

Agenda Date: 10/6/2025

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

JWL HVAC Project 2024 Updates

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2276

Agenda Date: 10/6/2025

Agenda #: 2.

REPORT

Staff/Committee Report:

JWL HVAC Owner's Project Management Report - Colliers

FINANCIAL STATUS REPORT



Town of Ledyard Juliet W. Long HVAC Project

Financial Status Report

(\$000's)

Date: October 3, 2025

	Budget			Contracted Project Costs		Anticipated Costs		Remaining Balance (C - F)
	Project Budget	Approved Transfers	Approved Budget w/ Transfers	Paid	Unpaid	Total Contract	Planned, but not Contracted	
Budget developed as of 7/15/2025								
I. Building Construction								
A. HVAC Improvements	\$ 2,673.5	\$ (171.8)	\$ 2,501.7	\$ 1,570.5	\$ 931.2	\$ 2,501.7	\$ -	\$ 2,501.7
B. Soffits, Ceilings & Lights	50.0	-	50.0	19.6	-	19.6	30.4	50.0
Total Building Construction	2,723.5	(171.8)	2,551.7	1,590.1	931.2	2,521.3	30.4	2,551.7
II. Related Construction								
A. Sitework	-	-	-	-	-	-	-	-
B. Site Utility Systems	-	-	-	-	-	-	-	-
C. Building Demolition	-	-	-	-	-	-	-	-
D. Hazardous Material Removal	-	-	-	-	-	-	-	-
E. Sustainable Elements	-	-	-	-	-	-	-	-
Total Related Construction	-	-	-	-	-	-	-	-
III. Escalation								
Total Construction	\$ 2,723.5	\$ (171.8)	\$ 2,551.7	\$ 1,590.1	\$ 931.2	\$ 2,521.3	\$ 30.4	\$ 2,551.7
IV. Furniture, Fixtures & Equipment (FF&E)								
A. Loose Furnishings	-	-	-	-	-	-	-	-
B. Program Related Equipment	-	-	-	-	-	-	-	-
C. Data/Telecomm Equipt	-	-	-	-	-	-	-	-
D. Playground Equipment	-	-	-	-	-	-	-	-
E. Security Equipment	-	-	-	-	-	-	-	-
F. Specialty Signage	-	-	-	-	-	-	-	-
Total FF & E	-	-	-	-	-	-	-	-

FINANCIAL STATUS REPORT



Town of Ledyard Juliet W. Long HVAC Project

Financial Status Report

(\$000's)

Date: October 3, 2025

	Budget developed as of 7/15/2025	Budget			Contracted Project Costs			Anticipated Costs		Remaining Balance (C - F)	
		Project Budget	Approved Transfers	Approved Budget w/ Transfers	Total Contract		Planned, but not Contracted	Anticipated Total Costs (D + E)			
					Paid	Unpaid					
V. Fees and Expenses											
A. Fees											
1 Existing Conditions & Space Program											
2 Architect		224.6		-							
a MEP (Van Zelm)		15.0		-							
b Landscape Arch.											
c Structural Engineering											
d NOT USED											
e Interior/Furniture Designer											
f Lighting Consultant											
g Acoustical Consultant											
h Signage Consultant											
i LEED Designer											
j Referendum Services											
k Code Consultant											
l Designer's Cost Estimator											
3 Special Consultants											
a Haz. Mat. Consultant		-		-							
b Audio/Visual		-		-							
c Technology & Security Consultant		-		-							
d Geo-Tech Engineering		-		-							
e Traffic Engineer		-		-							
f Ecologist/Soil Sample		-		-							
g Peer Reviews		-		-							
h Green Building Consultant		-		-							
i Storm Water Monitoring		-		-							
4 Project Management		110.0		-	110.0						
5 Building Commissioning		25.0		-	25.0						
6 Owner's Cost Estimator		-		-	-						
7 Owner's Legal Fees		-		-	0.5						
8 CM Preconstruction Fee		-		-	-						
9 Site Survey		-		-	-						
10 Utility Assessment		-		-	-						
Sub-total Fees		374.6		-	374.6						
					239.7	154.9	394.6		394.6		
										(20.0)	

FINANCIAL STATUS REPORT



Town of Ledyard Juliet W. Long HVAC Project

Financial Status Report

(\$000's)

Date: October 3, 2025

	Budget developed as of 7/15/2025	Budget			Contracted Project Costs		Anticipated Costs		Remaining Balance (C - F)
		Project Budget	Approved Transfers	Approved Budget w/ Transfers	Paid	Unpaid	Total Contract	Planned, but not Contracted	
B.	Expenses								
1	Owner's Insurance	-	-	-	-	-	-	-	-
2	Permits	-	-	-	-	-	-	-	-
3	Printing	-	-	-	-	-	-	-	-
4	Construction Utilities Use	-	-	-	-	-	-	-	-
5	Site Borings	-	-	-	-	-	-	-	-
6	Materials Testing	5.0	-	5.0	1.3	5.0	6.3	-	6.3
7	Special Inspections	-	-	-	-	-	-	-	-
8	Consultant Reimbursables	-	-	-	-	-	-	-	-
9	Moving/Relocation	-	-	-	-	-	-	-	-
10	Physical Plant Expenses	-	-	-	-	-	-	-	-
11	Misc. Expenses	-	-	-	-	-	-	-	-
12	Advertising	-	-	-	1.5	-	1.5	-	1.5
13	Temporary Space/Ops	-	-	-	-	-	-	-	-
14	Bond/Financing	-	-	-	-	-	-	-	-
15	Site Acquisition	-	-	-	-	-	-	-	-
	Sub-total Expenses	5.0	-	5.0	2.8	5.0	7.8	-	7.8
	Total Fees and Expenses	379.6	-	379.6	242.5	159.9	402.4	-	402.4
VI.	<u>Contingency</u>								
A.	Construction & Owner's Project								
1	Construction	371.9	171.8	543.7	-	-	-	(24.4)	(24.4)
2	Owner's Project	-	-	-	-	-	-	-	-
B.	Additional Need	-	-	-	-	-	-	-	-
	Total Contingency	371.9	171.8	543.7	-	-	-	(24.4)	(24.4)
	Total Project	\$ 3,475.0	\$ -	\$ 3,475.0	\$ 1,832.6	\$ 1,091.1	\$ 2,923.7	\$ 6.0	\$ 2,929.7
									\$ 545.3

10/3/2025



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2615

Agenda Date: 10/6/2025

Agenda #: 3.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve AIA Document G701-2017 Change Order Number 002 dated 9.30.2025 in the amount of \$27,932.93 for 2023-121A Juliet W. Long School - HVAC Project.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)


AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address)	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
2023-121A Juliet W. Long School - HVAC Project 1854 CT-12 Gales Ferry (Ledyard), CT 06335	Contract For: General Construction Date: 07-23-2025	Change Order Number: 002 Date: 09-30-2025
OWNER: (Name and address)	ARCHITECT: (Name and address)	CONTRACTOR: (Name and address)
Town of Ledyard, CT 741 Colonel Ledyard Highway Ledyard, CT 06339-1511	Friar Architecture Inc. 21 Talcott Notch Road Farmington, CT 06032	The Nutmeg Companies, Inc. 1 Ohio Avenue Norwich, CT 06360

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
Electrical Changes per Bulletin #111 for splitting panels by north/ south wings.

The original Contract Sum was	\$ 2,673,520.00
The net change by previously authorized Change Orders	\$ (200,514.00)
The Contract Sum prior to this Change Order was	\$ 2,473,006.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 27,932.93
The new Contract Sum including this Change Order will be	\$ 2,500,938.93

The Contract Time will be unchanged by (0) days.

The new date of Substantial Completion will be 11-27-2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.



ARCHITECT (Signature)

BY: Scott Mitchell, AIA

(Printed name, title, and license number if required)

Date

9/30/25



CONTRACTOR (Signature)

BY: Shayne McAvoy, Operations

Manager

(Printed name and title)

9/30/25

Date

OWNER (Signature)

BY: Joe Gush

(Printed name and title)

Date

THE NUTMEG COMPANIES, INC.

PROPOSAL/ESTIMATE FOR CONTRACT MODIFICATION

DATE: 9/19/2025

CONTRACT TITLE: Juliet W. Long Elementary School - HVAC Renovations
NCI Project No. 2503

PCO #1r2 - Bulletin #1r1 Electrical Changes

DESCRIPTION OF PROPOSAL: Electrical Changes per Bulletin #1r1

1. Materials		\$150.00	
2. Sales Tax on Materials 0 % of line 1	0.00%	\$0.00	
3. Direct Labor		\$730.72	
4. Misc. / Rental Equipment		\$0.00	
5. Sales Tax on Rental Equipment 6.35% of line 4	6.35%	\$0.00	
6. Equipment Ownership and Operating Expenses			
7. SUBTOTAL (add lines 1 - 6)			\$880.72
8. Field Overhead	0.00%		\$0.00
9. SUBTOTAL			\$880.72

Prime Remarks:

SUBCONTRACTOR'S WORK			
10. Subcontractor's work			\$24,280.08
11. Sub-contactors Bond Premium ____ % of line 10	0.00%		\$0.00
12. SUBTOTAL			\$24,280.08

Sub's Remarks:

SUMMARY			
13. Prime Contractor's Work (from line 9)		\$880.72	
14. Not used		\$0.00	
15. Prime Cont's Extended Costs @		\$0.00	
16. Sub-contractor's Work (from line 12)		\$24,280.08	
17. Prime Overhead and Profit on Sub. 10% of line 16	10.00%	\$2,428.01	
18. Prime's Overhead 10% of line 13	10.00%	\$88.07	
19. Prime's Profit 10% of line 13	10.00%	\$88.07	
20. SUBTOTAL (add lines 13, 16, 17, 18 and 19)			\$27,764.95
21. Prime Cont.'s Bond Premium	0.605%	\$167.98	
22. TOTAL COST (Add Lines 20 & 21)			\$27,932.93

Estimated time extension and justification:

Prime Contractor Name: THE NUTMEG COMPANIES, INC.

Michael Gawendo - PROJECT MANAGER

Date: 9/19/2025

DESCRIPTION OF PROPOSAL: Bulletin #1r1 Electrical modifications

QTY	DESCRIPTION	Material			Labor			Subcontractor	MISC. & RENTAL
		Unit	UNIT COST	TOTAL COST	UNIT	LABOR	LABOR		
		MATERIAL	MATERIAL	MATERIAL	HRS.	RATE	DOLLARS		
	Rand LLC - Electrical Work - See attached breakdown	1						\$17,000.00	
	Kennedy Sheetmetal - Demo/Replace Duct Riser Room 28 & 2 filter grills in the tunnel							\$7,280.08	
	Concrete Curb/Infill	1	LS	\$150.00	8.00	\$82.54	\$660.32		
Totals				\$150.00			\$660.32	\$24,280.08	\$0.00

Change Order Summary (AIA G702)

	Material	Labor	Total
Credit (Easy Labor)	\$18,102.50	\$21,277.76	\$39,380.26
Add (Medium + Labor Adj.)	\$21,046.70	\$36,185.89	\$57,232.59
Net Change Order (Add – Credit)			\$17,852.33
			\$17,000.00

Change Order Detailed Breakdown (AIA G703 Continuation Sheet)

ADD Breakdown

Item	Description	Qty	Material	Labor	Total
1	3" EMT Conduit	220 ft	\$1,375.00	\$7,114.80	\$8,489.80
2	EMT Fittings & Hangers	Lot	\$600.00	\$0.00	\$600.00
3	36x36x12 J-Box	1 ea	\$310.00	\$122.00	\$432.00
4	300A Eaton Breaker 65kAIC	1 ea	\$2,800.00	\$127.00	\$2,927.00
5	250A Eaton Breaker 65kAIC	1 ea	\$2,500.00	\$127.00	\$2,627.00
6	250 MCM XHHW Copper	360 ft	\$2,858.00	\$7,408.00	\$10,266.00
7	350 MCM XHHW Copper	720 ft	\$6,876.00	\$18,435.00	\$25,311.00
8	#1 Cu Ground	270 ft	\$699.00	\$3,969.00	\$4,668.00
9	400A Panelboard (surface)	2 ea	\$2,850.00	\$431.00	\$3,281.00
10	Core drilling & offsets	Lot	\$404.00	\$294.00	\$698.00
11	Misc. flex, fittings, bends	Lot	\$342.00	\$331.00	\$673.00
	ADD Totals		\$21,046.70	\$36,185.89	\$57,232.59

CREDIT Breakdown

Item	Description	Material	Labor	Total
1	Credit (Easy Labor)	\$18,102.50	\$21,277.76	\$39,380.26

Net Summary

Net Change Order	\$17,852.33
------------------	-------------

Prepared by Rand LLC | License E1-187989 | All work subject to approval under the Prime Contract



58 Stockhouse Rd
Bozrah, CT 06334-1120
(860) 887-9002

PROPOSED CHANGE ORDER

Nutmeg Companies Inc.
1 Ohio Avenue
Norwich, CT 06360

9/4/2025
PCO #2 Rev. 1

Attn: Michael Gawendo
Re: Juliet W. Long School
Provide Roof Curbs

Michael,

Below please find material and labor pricing to demolition and then fabricate and install new galvanized duct riser which is located in the storage room to allow space for the new electrical work. This work also includes revising the existing duct work below the riser in the crawl space and installing two new 18" x 18" filter grilles on the existing duct in the crawl space.

Materials

Includes Galvanized Steel Duct and Accessories and
Filter Grilles (See attached submittal for the basement grilles) \$862.00

Labor

	<u>hrs</u>	<u>rate</u>
Shop (regular)	8	\$100
Field Labor (prevailing) Regular work hours	29	\$140

\$800.00
\$4,060.00

Subtotal

\$5,722.00

Markup 15%

\$1,558.08

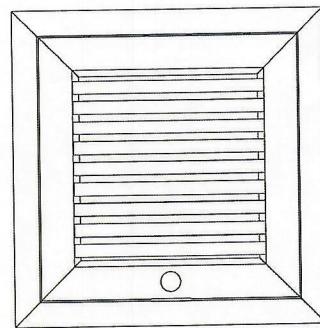
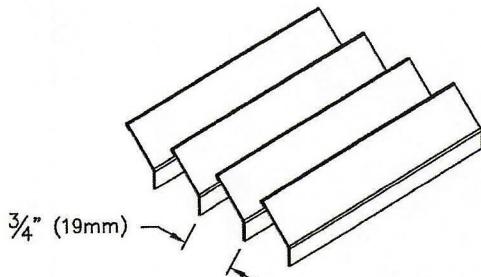
Total excluding any applicable sales tax:

\$7,280.08

Respectfully submitted,

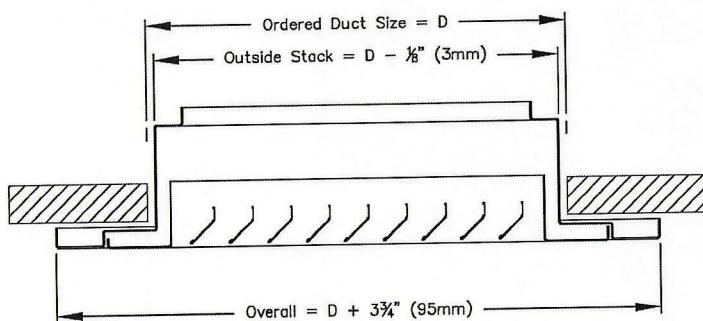
Richard Zack
Kennedy Sheet Metal

Core Style: 530FF - 3/4" Blade Spacing

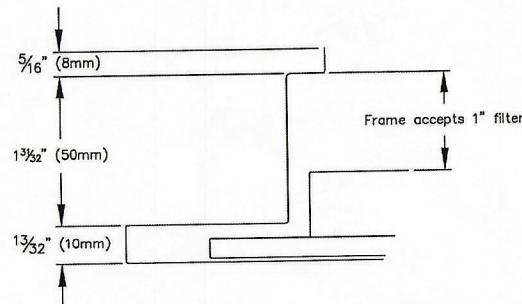


Border: F - flat frame

for surface mount installation

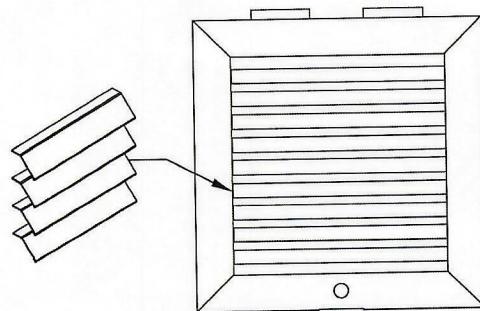
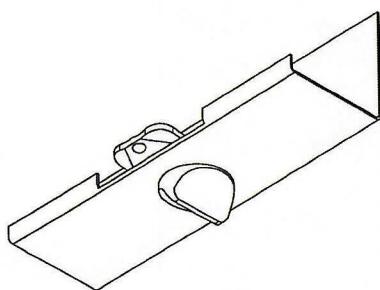


Filter Height: 1 - Frame accepts 1" filter



Latch Option: QTR-TURN - plastic 1/4 turn latches

Hinge Orientation: HT - Hinges on top (viewed with blades deflected downwards)



PROJECT:

ENGINEER:

DESCRIPTION: Steel Louvered Filter Grille
530FF-1-1//18.000/18.000/SM/F//0/0/L/HT/QTR-TURN/1/B12

SUBMITTAL NO: 276797
CUSTOMER:

SUBMITTAL DATE: 11/6/2024

Notes:

- Mounting holes drilled by the installer
- Filter media supplied by others
- Maximum recommended filter size: D - 1/4" (6mm)
- Minimum recommended filter size: D - 5/8" (16mm)
- Latch quantity varies with size
- Factory tolerance: $\pm 1/32"$ (1mm)

Blade Orientation:

- L - Blades Parallel to Long Dimension

Finish:

- B12: Standard White

Standard Construction:

- Steel frame and blades
- Steel locking tabs
- Aluminum hinge
- Steel hardware



Scan for link to additional product information

PROJECT:**ENGINEER:****DESCRIPTION:** Steel Louvered Filter Grille

530FF-1-1//18.000/18.000/SM/F//0/0/L/HT/QTR-TURN/1/B12

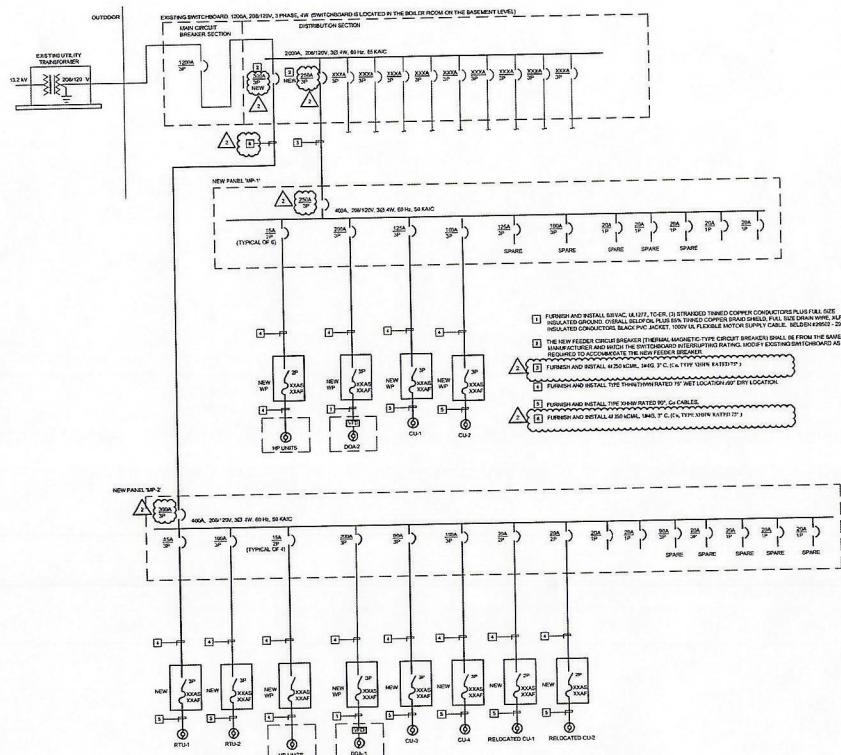
SUBMITTAL NO: 276797**CUSTOMER:****SUBMITTAL DATE:** 11/6/2024

MOTOR CIRCUIT SCHEDULE REFERENCED NOTE

1. REFER TO FLOOR PLANS FOR CIRCUIT/SOURCE PANEL INFORMATION.
2. VFD FURNISHED BY DIVISION 23 AND INSTALLED BY DIV. 26. POWER WIRING FROM SOURCE TO VFD BY DIV. 26. POWER WIRING BETWEEN VFD AND MOTORS BY DIV. 26. CONTROL WIRING BY DIVISION 23.
3. SINGLE POINT POWER CONNECTION UNIT WITH INTEGRAL VFDs.

MOTOR CIRCUIT SCHEDULE GENERAL NOTES:

- A. REFER TO SPECIFICATIONS FOR STANDARD FEATURES.
- B. INDICATORS:
 - VFD - VARIABLE FREQUENCY DRIVE
 - FAN - FAN VENTILATION SYSTEM
 - RVNS - REVERSE VOLTAGE, NO REVERSE
 - FMS - FRACTIONAL HORSEPOWER MOTOR STARTER
 - 2SP - TWO SPEED MOTOR
 - MAN - MANUAL STARTER (FOOT SWITCH WITH THERMAL OVERLOADS)
 - F45 - FURNISHED WIRING
- C. D.C.P. DEVICES AND LOCAL DRIVES: SWITCHES ARE THREE POLE UNLESS OTHERWISE NOTED.
- D. 30A CIRCUIT BREAKERS: INDICATE SWITCH FRAME FOLLOWED BY FUSE SIZE (I.E. 30A/30A REPRESENTS 30A FRAME SWITCH WITH 30A FUSE).
- E. PROVIDE WEATHERPROOF DISCONNECT SWITCHES WHERE LOCATED OUTDOOR OR IN WET LOCATIONS.
- F. STARTER: DISCONNECT SWITCHES, CIRCUIT BREAKERS, BRANCH CIRCUIT WIRING, ETC. INDICATED IN THE MOTOR CIRCUIT SCHEDULE SHALL BE FURNISHED AND INSTALLED IN DEB 26 UNLESS OTHERWISE NOTED.
- G. THE "D.C.P. DEVICE" SHALL BE A CIRCUIT BREAKER UNLESS OTHERWISE NOTED.



Juliet W. Long School
1854 Route 12
Gales Ferry, CT 06335

PROJECT NAME:

10

11

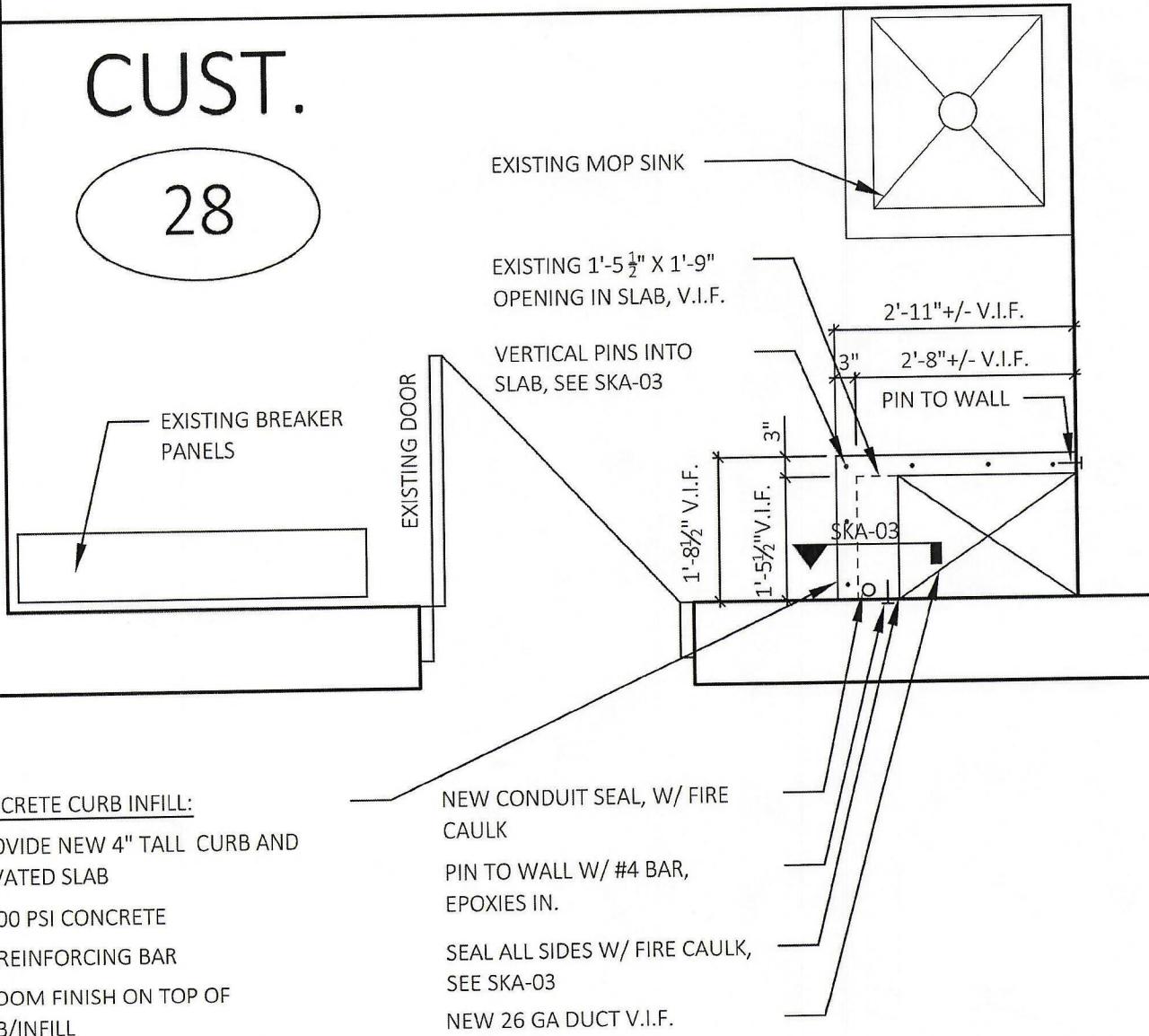
REVISIONS		
REV.	DATE	DESCRIPTION
00	12-01-2024	INITIAL EDITION
01	03-01-2025	EXPIRED EDITION
02	04-01-2025	EXPIRED EDITION
03	05-01-2025	EXPIRED EDITION
1	07-22-2025	BULLETIN 1
2	08-04-2025	BULLETIN 1R

DRAWING TITLE:
**ELECTRICAL
SCHEDULES AND ONE-
LINE RISER DIAGRAM**

DATE:	12/18/24	DRAWING NUMBER:
DRAWN BY:	RZP	
CHECKED BY:	RSU	
SCALE:	H.T.S	
PROJ #:	2024-087-00	

CUST.

28



21 Talcott Notch Road friar.com
Farmington, CT 06032 860.678.1291

STATE PROJECT NUMBER
2023-121A

JULIET W. LONG SCHOOL
HVAC REPLACEMENT

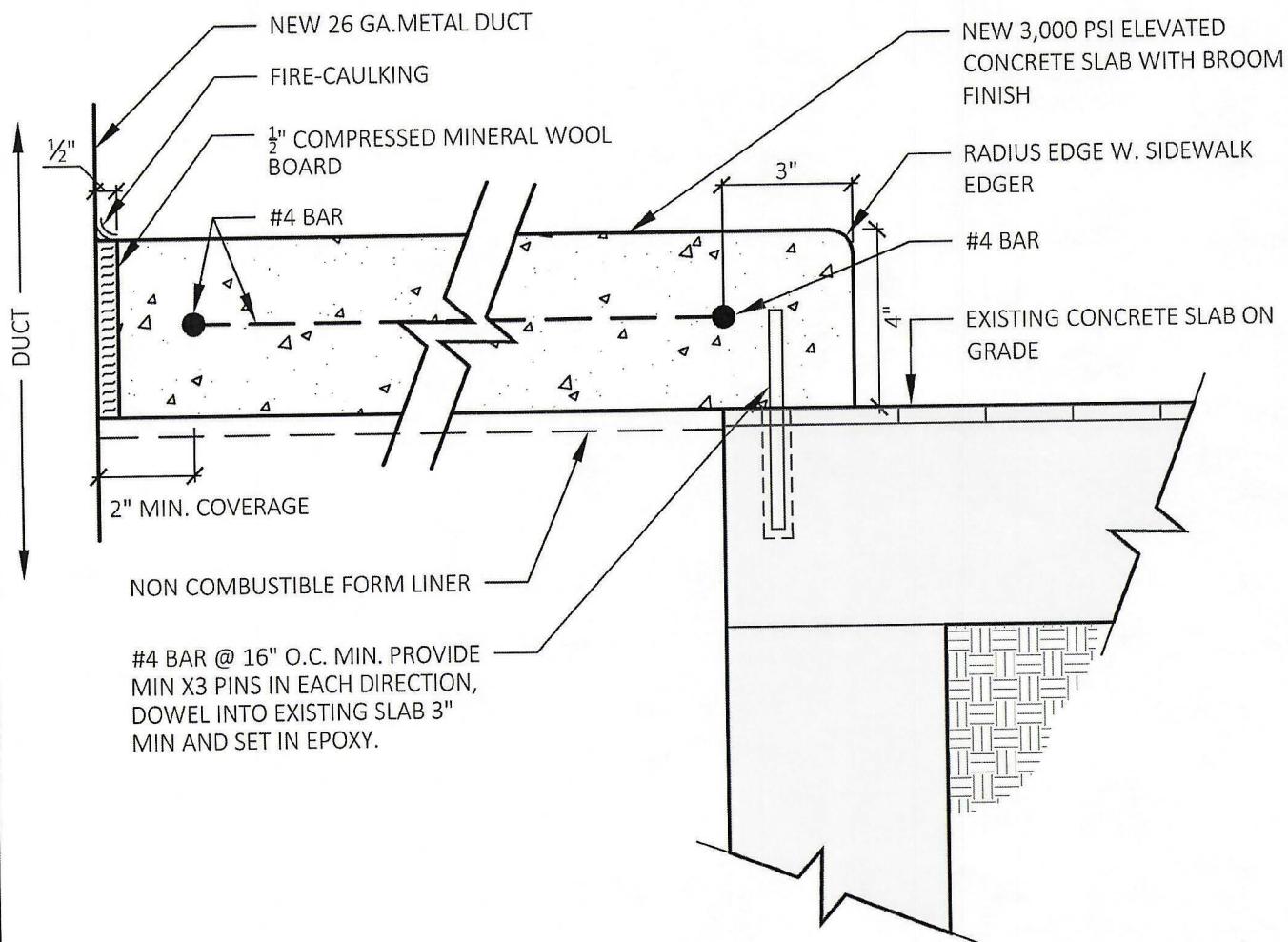
1854 CT-12, GALES FERRY, CT 06335

**PARTIAL FLOOR PLAN
FLOOR INFILL AT
CUST.28**

DATE:
9/8/25
REV.

SHEET NO.
SKA-02

SCALE 1/2"=1'-0"
REFERENCE DRAWING: A6.3
ISSUED AS PART OF: ASI-2



SCALE 3"=1'-0"
 REFERENCE DRAWING: A6.3
 ISSUED AS PART OF: ASI-2



21 Talcott Notch Road friar.com
 Farmington, CT 06032 860.678.1291

STATE PROJECT NUMBER
 2023-121A
**JULIET W. LONG SCHOOL
 HVAC REPLACEMENT**
 1854 CT-12, GALES FERRY, CT 06335

SECTION AT
 CONCRETE INFILL

DATE:
 9/8/25
 REV.

SHEET NO.
SKA-03

INVOICE SUMMARY FORM



Town of Ledyard

Juliet W. Long HVAC Improvements

Change Order Packet

10/6/25

Change Orders

NOTE:

Where discrepancies exist between amount shown on cover sheet and the actual invoice, the invoice shall govern.

Owners Approval

Joe Gush

Chair - PMBC

Date _____

Colliers Approval

Name _____

Title

Date

Colliers Approval

Charles. E. Warrington, Jr., P.E.

Colliers Project Manager

Date


AIA® Document G701° – 2017
Change Order

PROJECT: (Name and address)	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
2023-121A Juliet W. Long School - HVAC Project 1854 CT-12 Gales Ferry (Ledyard), CT 06335	Contract For: General Construction Date: 07-23-2025	Change Order Number: 002 Date: 09-30-2025
OWNER: (Name and address)	ARCHITECT: (Name and address)	CONTRACTOR: (Name and address)
Town of Ledyard, CT 741 Colonel Ledyard Highway Ledyard, CT 06339-1511	Friar Architecture Inc. 21 Talcott Notch Road Farmington, CT 06032	The Nutmeg Companies, Inc. 1 Ohio Avenue Norwich, CT 06360

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
Electrical Changes per Bulletin #1r1 for splitting panels by north/ south wings.

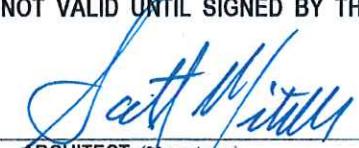
The original Contract Sum was	\$ 2,673,520.00
The net change by previously authorized Change Orders	\$ (200,514.00)
The Contract Sum prior to this Change Order was	\$ 2,473,006.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 27,932.93
The new Contract Sum including this Change Order will be	\$ 2,500,938.93

The Contract Time will be unchanged by (0) days.

The new date of Substantial Completion will be 11-27-2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.





BY: Scott Mitchell, AIA

(Printed name, title, and license number if required)

Date

9/30/25

BY: Shayne McAvoy, Operations Manager

(Printed name and title)

Date

BY: Joe Gush

(Printed name and title)

Date

THE NUTMEG COMPANIES, INC.

PROPOSAL/ESTIMATE FOR CONTRACT MODIFICATION

DATE: 9/19/2025

CONTRACT TITLE: Juliet W. Long Elementary School - HVAC Renovations
NCI Project No. 2503

PCO #1r2 - Bulletin #1r1 Electrical Changes

DESCRIPTION OF PROPOSAL: Electrical Changes per Bulletin #1r1

1. Materials			\$150.00
2. Sales Tax on Materials 0 % of line 1	0.00%	\$0.00	
3. Direct Labor			\$730.72
4. Misc. / Rental Equipment			\$0.00
5. Sales Tax on Rental Equipment 6.35% of line 4	6.35%	\$0.00	
6. Equipment Ownership and Operating Expenses			
7. SUBTOTAL (add lines 1 - 6)			\$880.72
8. Field Overhead	0.00%	\$0.00	
9. SUBTOTAL			\$880.72

Prime Remarks:

SUBCONTRACTOR'S WORK			
10. Subcontractor's work			\$24,280.08
11. Sub-contactors Bond Premium ____ % of line 10	0.00%	\$0.00	
12. SUBTOTAL			\$24,280.08

Sub's Remarks:

SUMMARY			
13. Prime Contractor's Work (from line 9)		\$880.72	
14. Not used		\$0.00	
15. Prime Cont's Extended Costs @		\$0.00	
16. Sub-contractor's Work (from line 12)		\$24,280.08	
17. Prime Overhead and Profit on Sub. 10% of line 16	10.00%	\$2,428.01	
18. Prime's Overhead 10% of line 13	10.00%	\$88.07	
19. Prime's Profit 10% of line 13	10.00%	\$88.07	
20. SUBTOTAL (add lines 13, 16, 17, 18 and 19)			\$27,764.95
21. Prime Cont.'s Bond Premium	0.605%	\$167.98	
22. TOTAL COST (Add Lines 20 & 21)			\$27,932.93

Estimated time extension and justification:

Prime Contractor Name: THE NUTMEG COMPANIES, INC.

Michael Gawendo - PROJECT MANAGER

Date: 9/19/2025

DATE: 9/19/2025

DESCRIPTION OF PROPOSAL: Bulletin #1r1 Electrical modifications

QTY	DESCRIPTION	Material			Labor			Subcontractor	MISC. & RENTAL
		Unit	UNIT COST	TOTAL COST	UNIT	LABOR	LABOR		
			<u>MATERIAL</u>	<u>MATERIAL</u>	<u>HRS.</u>	<u>RATE</u>	<u>DOLLARS</u>		
	Rand LLC - Electrical Work - See attached breakdown	1							\$17,000.00
	Kennedy Sheetmetal - Demo/Replace Duct Riser Room 28 & 2 filter grills in the tunnel								\$7,280.08
	Concrete Curb/Infill	1	LS	\$150.00	8.00	\$82.54	\$660.32		
Totals				\$150.00			\$660.32	\$24,280.08	\$0.00

Change Order Summary (AIA G702)

	Material	Labor	Total
Credit (Easy Labor)	\$18,102.50	\$21,277.76	\$39,380.26
Add (Medium + Labor Adj.)	\$21,046.70	\$36,185.89	\$57,232.59
Net Change Order (Add – Credit)			\$17,852.33
			\$17,000.00

Change Order Detailed Breakdown (AIA G703 Continuation Sheet)

ADD Breakdown

Item	Description	Qty	Material	Labor	Total
1	3" EMT Conduit	220 ft	\$1,375.00	\$7,114.80	\$8,489.80
2	EMT Fittings & Hangers	Lot	\$600.00	\$0.00	\$600.00
3	36x36x12 J-Box	1 ea	\$310.00	\$122.00	\$432.00
4	300A Eaton Breaker 65kAIC	1 ea	\$2,800.00	\$127.00	\$2,927.00
5	250A Eaton Breaker 65kAIC	1 ea	\$2,500.00	\$127.00	\$2,627.00
6	250 MCM XHHW Copper	360 ft	\$2,858.00	\$7,408.00	\$10,266.00
7	350 MCM XHHW Copper	720 ft	\$6,876.00	\$18,435.00	\$25,311.00
8	#1 Cu Ground	270 ft	\$699.00	\$3,969.00	\$4,668.00
9	400A Panelboard (surface)	2 ea	\$2,850.00	\$431.00	\$3,281.00
10	Core drilling & offsets	Lot	\$404.00	\$294.00	\$698.00
11	Misc. flex, fittings, bends	Lot	\$342.00	\$331.00	\$673.00
	ADD Totals		\$21,046.70	\$36,185.89	\$57,232.59

CREDIT Breakdown

Item	Description	Material	Labor	Total
1	Credit (Easy Labor)	\$18,102.50	\$21,277.76	\$39,380.26

Net Summary

Net Change Order	\$17,852.33
------------------	-------------

Prepared by Rand LLC | License E1-187989 | All work subject to approval under the Prime Contract



58 Stockhouse Rd
Bozrah, CT 06334-1120
(860) 887-9002

PROPOSED CHANGE ORDER

Nutmeg Companies Inc.
1 Ohio Avenue
Norwich, CT 06360

9/4/2025
PCO #2 Rev. 1

Attn: Michael Gawendo
Re: Juliet W. Long School
Provide Roof Curbs

Michael,

Below please find material and labor pricing to demolition and then fabricate and install new galvanized duct riser which is located in the storage room to allow space for the new electrical work. This work also includes revising the existing duct work below the riser in the crawl space and installing two new 18" x 18" filter grilles on the existing duct in the crawl space.

Materials

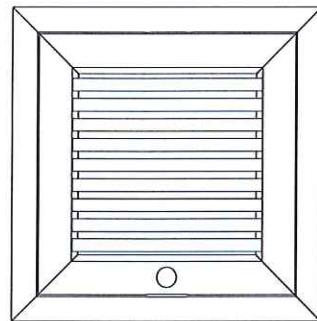
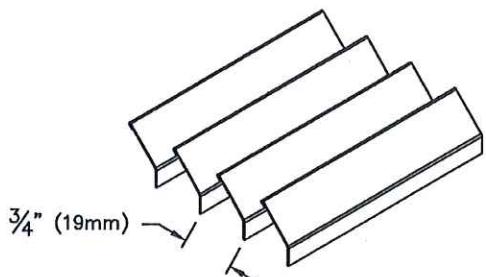
Includes Galvanized Steel Duct and Accessories and	\$862.00
Filter Grilles (See attached submittal for the basement grilles)	

<u>Labor</u>	<u>hrs</u>	<u>rate</u>
Shop (regular)	8	\$100
Field Labor (prevailing) Regular work hours	29	\$140
Subtotal		\$5,722.00
Markup 15%		\$1,558.08
Total excluding any applicable sales tax:		<u><u>\$7,280.08</u></u>

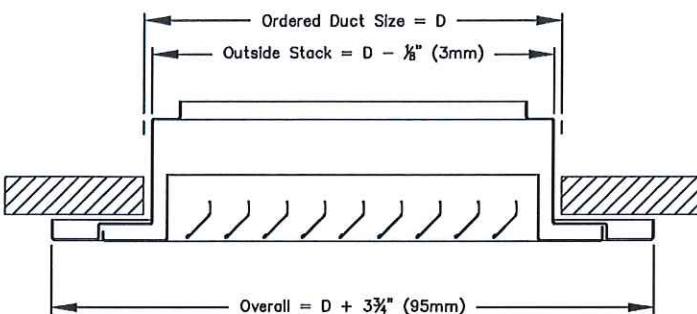
Respectfully submitted,

Richard Zack
Kennedy Sheet Metal

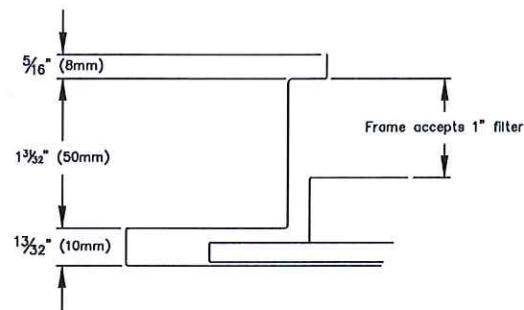
Core Style: 530FF - 3/4" Blade Spacing



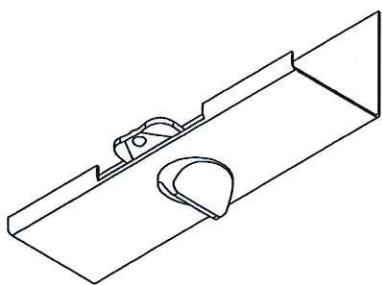
Border: F - flat frame
for surface mount installation



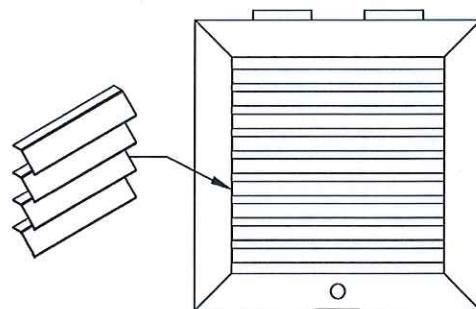
Filter Height: 1 - Frame accepts 1" filter



Latch Option: QTR-TURN - plastic 1/4 turn latches



Hinge Orientation: HT - Hinges on top (viewed with blades deflected downwards)



PROJECT:
ENGINEER:

DESCRIPTION: Steel Louvered Filter Grille
530FF-1-1//18.000/18.000/SM/F//0/0/L/HT/QTR-TURN/1/B12

SUBMITTAL NO: 276797
CUSTOMER:

SUBMITTAL DATE: 11/6/2024

Notes:

- Mounting holes drilled by the installer
- Filter media supplied by others
- Maximum recommended filter size: D - 1/4" (6mm)
- Minimum recommended filter size: D - 5/8" (16mm)
- Latch quantity varies with size
- Factory tolerance: $\pm 1/32"$ (1mm)

Blade Orientation:

- L - Blades Parallel to Long Dimension

Finish:

- B12: Standard White

Standard Construction:

- Steel frame and blades
- Steel locking tabs
- Aluminum hinge
- Steel hardware



Scan for link to additional product information

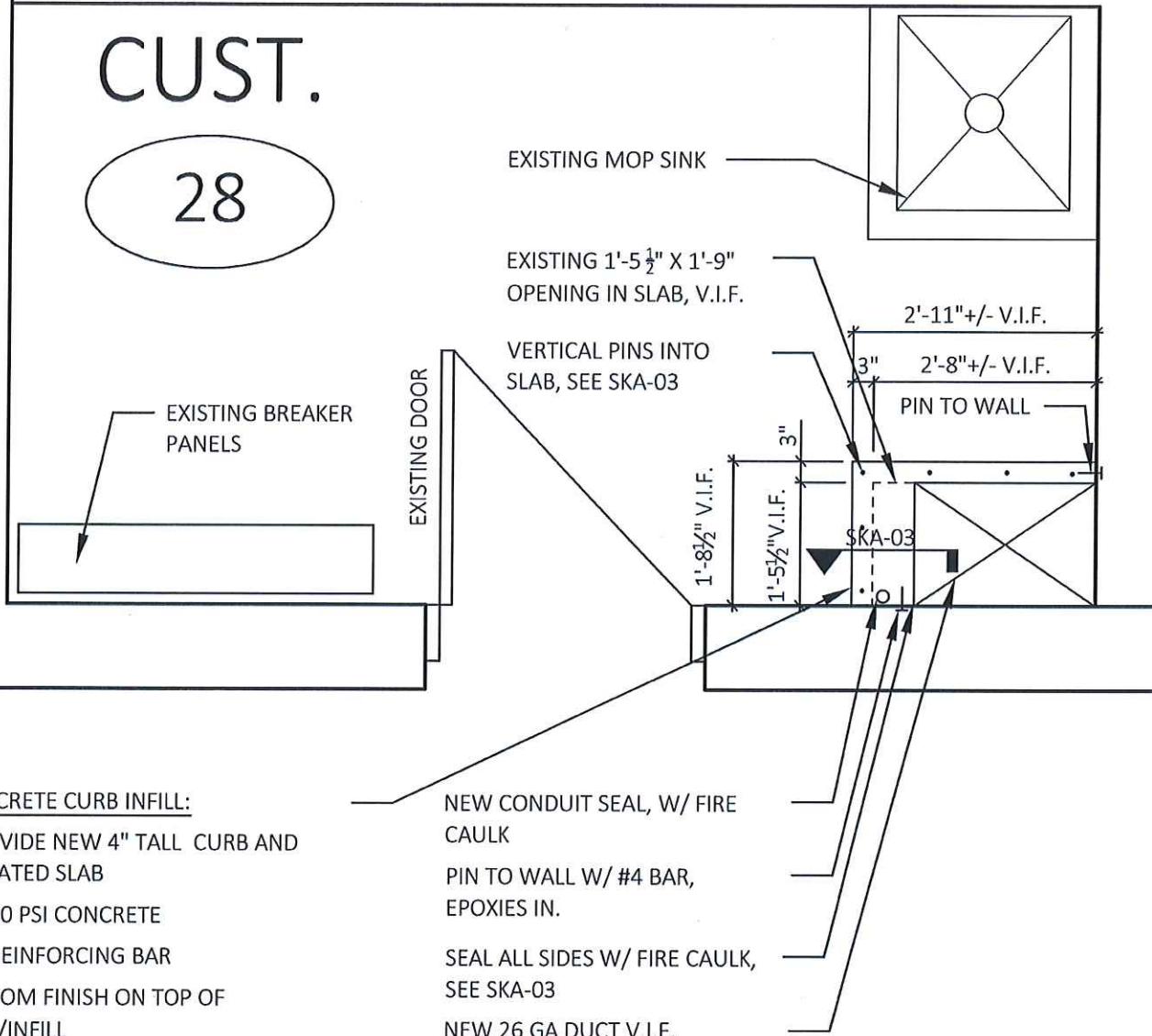
PROJECT:**ENGINEER:****DESCRIPTION:** Steel Louvered Filter Grille

530FF-1-1//18.000/18.000/SM/F//0/0/L/HT/QTR-TURN/1/B12

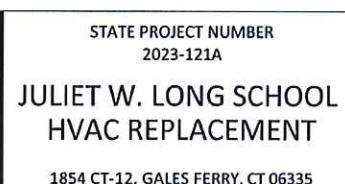
SUBMITTAL NO: 276797**CUSTOMER:****SUBMITTAL DATE:** 11/6/2024

CUST.

28

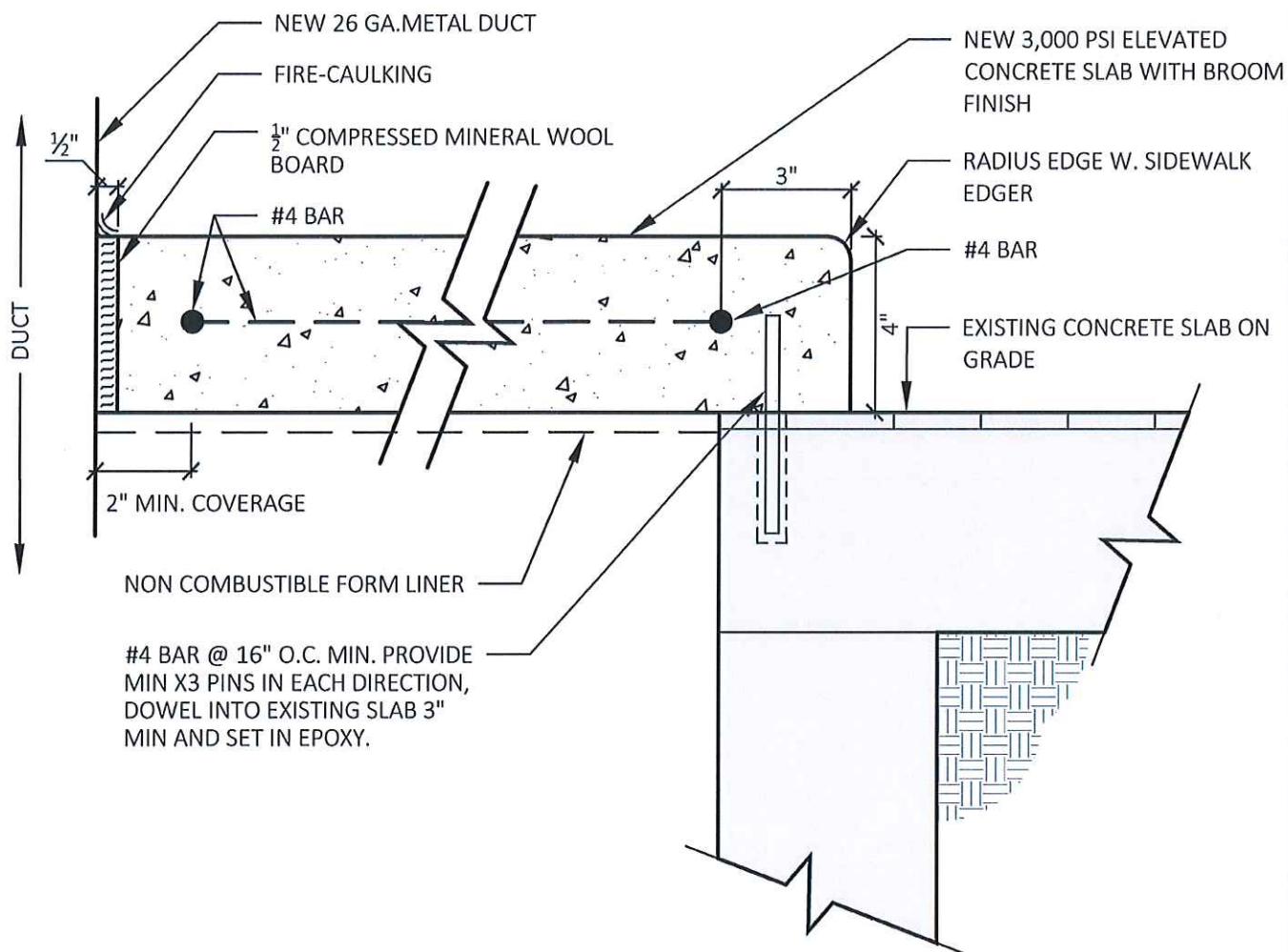


SCALE 1/2"=1'-0"
 REFERENCE DRAWING: A6.3
 ISSUED AS PART OF: ASI-2



PARTIAL FLOOR PLAN
FLOOR INFILL AT
CUST.28

DATE:
9/8/25
REV.
SHEET NO.
SKA-02



SCALE 3"=1'-0"
REFERENCE DRAWING: A6.3
ISSUED AS PART OF: ASI-2



21 Talcott Notch Road friar.com
Farmington, CT 06032 860.678.1291

STATE PROJECT NUMBER
2023-121A

JULIET W. LONG SCHOOL
HVAC REPLACEMENT

1854 CT-12, GALES FERRY, CT 06335

SECTION AT
CONCRETE INFILL

DATE:
9/8/25
REV.

SHEET NO.
SKA-03


AIA® Document G701® – 2017
Change Order

PROJECT: (Name and address)	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
2023-121A Juliet W. Long School - HVAC Project 1854 CT-12 Gales Ferry (Ledyard), CT 06335	Contract For: General Construction Date: 07-23-2025	Change Order Number: 003 Date: 09-30-2025
OWNER: (Name and address)	ARCHITECT: (Name and address)	CONTRACTOR: (Name and address)
Town of Ledyard, CT 741 Colonel Ledyard Highway Ledyard, CT 06339-1511	Friar Architecture Inc. 21 Talcott Notch Road Farmington, CT 06032	The Nutmeg Companies, Inc. 1 Ohio Avenue Norwich, CT 06360

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
PCO#1 - August 2025 T&M Firesafing

The original Contract Sum was	\$ 2,673,520.00
The net change by previously authorized Change Orders	\$ (172,581.07)
The Contract Sum prior to this Change Order was	\$ 2,500,938.93
The Contract Sum will be increased by this Change Order in the amount of	\$ 778.97
The new Contract Sum including this Change Order will be	\$ 2,501,717.90

The Contract Time will be unchanged by (0) days.

The new date of Substantial Completion will be 11-27-2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.



ARCHITECT (Signature)

BY: Scott Mitchell, AIA

(Printed name, title, and license
number if required)

Date

9/30/25



CONTRACTOR (Signature)

BY: Shayne McAvoy, Operations
Manager

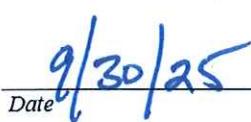
(Printed name and title)

OWNER (Signature)

BY: Joe Gush

(Printed name and title)

Date



THE NUTMEG COMPANIES, INC.

PROPOSAL/ESTIMATE FOR CONTRACT MODIFICATION

DATE: 9/19/2025

CONTRACT TITLE: Juliet W. Long Elementary School - HVAC Renovations
NCI Project No. 2503

PCO #2 - August 2025 T&M Firesafing

DESCRIPTION OF PROPOSAL: T&M Firesafing

1. Materials		\$150.00	
2. Sales Tax on Materials 0 % of line 1	0.00%	\$0.00	
3. Direct Labor		\$495.24	
4. Misc. / Rental Equipment		\$0.00	
5. Sales Tax on Rental Equipment 6.35% of line 4	6.35%	\$0.00	
6. Equipment Ownership and Operating Expenses			
7. SUBTOTAL (add lines 1 - 6)			\$645.24
8. Field Overhead	0.00%		\$0.00
9. SUBTOTAL			\$645.24

Prime Remarks:

SUBCONTRACTOR'S WORK			
10. Subcontractor's work			\$0.00
11. Sub-contactors Bond Premium ____ % of line 10	0.00%		\$0.00
12. SUBTOTAL			\$0.00

Sub's Remarks:

SUMMARY			
13. Prime Contractor's Work (from line 9)			\$645.24
14. Not used			\$0.00
15. Prime Cont's Extended Costs @			\$0.00
16. Sub-contractor's Work (from line 12)			\$0.00
17. Prime Overhead and Profit on Sub. 10% of line 16	10.00%		\$0.00
18. Prime's Overhead 10% of line 13	10.00%		\$64.52
19. Prime's Profit 10% of line 13	10.00%		\$64.52
20. SUBTOTAL (add lines 13, 16, 17, 18 and 19)			\$774.29
21. Prime Cont.'s Bond Premium	0.605%		\$4.68
22. TOTAL COST (Add Lines 20 & 21)			\$778.97

Estimated time extension and justification:

Prime Contractor Name: THE NUTMEG COMPANIES, INC.

Michael Gawendo - PROJECT MANAGER

Date: 9/19/2025

DATE: 9/19/2025

DESCRIPTION OF PROPOSAL: Bulletin #1r1 Electrical modifications



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2616

Agenda Date: 10/6/2025

Agenda #: 4.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve AIA Document G701-2017 Change Order Number 003 dated 9.30.2025 in the amount of \$778.97 for Juliet W. Long School - HVAC Project.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)


AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address)	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
2023-121A Juliet W. Long School - HVAC Project 1854 CT-12 Gales Ferry (Ledyard), CT 06335	Contract For: General Construction Date: 07-23-2025	Change Order Number: 003 Date: 09-30-2025
OWNER: (Name and address)	ARCHITECT: (Name and address)	CONTRACTOR: (Name and address)
Town of Ledyard, CT 741 Colonel Ledyard Highway Ledyard, CT 06339-1511	Friar Architecture Inc. 21 Talcott Notch Road Farmington, CT 06032	The Nutmeg Companies, Inc. 1 Ohio Avenue Norwich, CT 06360

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
PCO#1 - August 2025 T&M Firesafing

The original Contract Sum was	\$ 2,673,520.00
The net change by previously authorized Change Orders	\$ (172,581.07)
The Contract Sum prior to this Change Order was	\$ 2,500,938.93
The Contract Sum will be increased by this Change Order in the amount of	\$ 778.97
The new Contract Sum including this Change Order will be	\$ 2,501,717.90

The Contract Time will be unchanged by (0) days.

The new date of Substantial Completion will be 11-27-2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.



ARCHITECT (Signature)

BY: Scott Mitchell, AIA

(Printed name, title, and license number if required)

Date

9/30/25



CONTRACTOR (Signature)

BY: Shayne McAvoy, Operations Manager

(Printed name and title)

Date

9/30/25

OWNER (Signature)

BY: Joe Gush

(Printed name and title)

Date

THE NUTMEG COMPANIES, INC.

PROPOSAL/ESTIMATE FOR CONTRACT MODIFICATION

DATE: 9/19/2025

CONTRACT TITLE: Juliet W. Long Elementary School - HVAC Renovations

NCI Project No. 2503

PCO #2 - August 2025 T&M Firesafing

DESCRIPTION OF PROPOSAL: T&M Firesafing

1. Materials		\$150.00	
2. Sales Tax on Materials 0 % of line 1	0.00%	\$0.00	
3. Direct Labor		\$495.24	
4. Misc. / Rental Equipment		\$0.00	
5. Sales Tax on Rental Equipment 6.35% of line 4	6.35%	\$0.00	
6. Equipment Ownership and Operating Expenses			\$645.24
7. SUBTOTAL (add lines 1 - 6)			\$645.24
8. Field Overhead	0.00%		\$0.00
9. SUBTOTAL			\$645.24

Prime Remarks:

SUBCONTRACTOR'S WORK			
10. Subcontractor's work			\$0.00
11. Sub-contactors Bond Premium ____ % of line 10	0.00%		\$0.00
12. SUBTOTAL			\$0.00

Sub's Remarks:

SUMMARY			
13. Prime Contractor's Work (from line 9)		\$645.24	
14. Not used		\$0.00	
15. Prime Cont's Extended Costs @		\$0.00	
16. Sub-contractor's Work (from line 12)		\$0.00	
17. Prime Overhead and Profit on Sub. 10% of line 16	10.00%	\$0.00	
18. Prime's Overhead 10% of line 13	10.00%	\$64.52	
19. Prime's Profit 10% of line 13	10.00%	\$64.52	
20. SUBTOTAL (add lines 13, 16, 17, 18 and 19)			\$774.29
21. Prime Cont.'s Bond Premium	0.605%	\$4.68	
22. TOTAL COST (Add Lines 20 & 21)			\$778.97

Estimated time extension and justification:

Prime Contractor Name: THE NUTMEG COMPANIES, INC.

Michael Gawendo - PROJECT MANAGER

Date: 9/19/2025

DATE: 9/19/2025

DESCRIPTION OF PROPOSAL: Bulletin #1r1 Electrical modifications

INVOICE SUMMARY FORM



Town of Ledyard

Juliet W. Long HVAC Improvements

Change Order Packet

10/6/25

Change Orders

NOTE:

Where discrepancies exist between amount shown on cover sheet and the actual invoice, the invoice shall govern.

Owners Approval

Joe Gush

Chair - PMBC

Date

Name _____

Title

Date

Colliers Approval

Charles. E. Warrington, Jr., P.E.

Colliers Project Manager

Date


AIA® Document G701° – 2017
Change Order

PROJECT: (Name and address)	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
2023-121A Juliet W. Long School - HVAC Project 1854 CT-12 Gales Ferry (Ledyard), CT 06335	Contract For: General Construction Date: 07-23-2025	Change Order Number: 002 Date: 09-30-2025
OWNER: (Name and address)	ARCHITECT: (Name and address)	CONTRACTOR: (Name and address)
Town of Ledyard, CT 741 Colonel Ledyard Highway Ledyard, CT 06339-1511	Friar Architecture Inc. 21 Talcott Notch Road Farmington, CT 06032	The Nutmeg Companies, Inc. 1 Ohio Avenue Norwich, CT 06360

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
Electrical Changes per Bulletin #1r1 for splitting panels by north/ south wings.

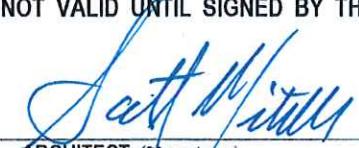
The original Contract Sum was	\$ 2,673,520.00
The net change by previously authorized Change Orders	\$ (200,514.00)
The Contract Sum prior to this Change Order was	\$ 2,473,006.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 27,932.93
The new Contract Sum including this Change Order will be	\$ 2,500,938.93

The Contract Time will be unchanged by (0) days.

The new date of Substantial Completion will be 11-27-2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.



ARCHITECT (Signature)

BY: Scott Mitchell, AIA

(Printed name, title, and license number if required)

Date

9/30/25

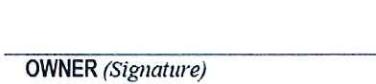


CONTRACTOR (Signature)

BY: Shayne McAvoy, Operations Manager

(Printed name and title)

Date



OWNER (Signature)

BY: Joe Gush

(Printed name and title)

Date

THE NUTMEG COMPANIES, INC.

PROPOSAL/ESTIMATE FOR CONTRACT MODIFICATION

DATE: 9/19/2025

CONTRACT TITLE: Juliet W. Long Elementary School - HVAC Renovations
NCI Project No. 2503

PCO #1r2 - Bulletin #1r1 Electrical Changes

DESCRIPTION OF PROPOSAL: Electrical Changes per Bulletin #1r1

1. Materials			\$150.00
2. Sales Tax on Materials 0 % of line 1	0.00%	\$0.00	
3. Direct Labor			\$730.72
4. Misc. / Rental Equipment			\$0.00
5. Sales Tax on Rental Equipment 6.35% of line 4	6.35%	\$0.00	
6. Equipment Ownership and Operating Expenses			
7. SUBTOTAL (add lines 1 - 6)			\$880.72
8. Field Overhead	0.00%	\$0.00	
9. SUBTOTAL			\$880.72

Prime Remarks:

SUBCONTRACTOR'S WORK			
10. Subcontractor's work			\$24,280.08
11. Sub-contactors Bond Premium ____ % of line 10	0.00%	\$0.00	
12. SUBTOTAL			\$24,280.08

Sub's Remarks:

SUMMARY			
13. Prime Contractor's Work (from line 9)		\$880.72	
14. Not used		\$0.00	
15. Prime Cont's Extended Costs @		\$0.00	
16. Sub-contractor's Work (from line 12)		\$24,280.08	
17. Prime Overhead and Profit on Sub. 10% of line 16	10.00%	\$2,428.01	
18. Prime's Overhead 10% of line 13	10.00%	\$88.07	
19. Prime's Profit 10% of line 13	10.00%	\$88.07	
20. SUBTOTAL (add lines 13, 16, 17, 18 and 19)			\$27,764.95
21. Prime Cont.'s Bond Premium	0.605%	\$167.98	
22. TOTAL COST (Add Lines 20 & 21)			\$27,932.93

Estimated time extension and justification:

Prime Contractor Name: THE NUTMEG COMPANIES, INC.

Michael Gawendo - PROJECT MANAGER

Date: 9/19/2025

DATE: 9/19/2025

DESCRIPTION OF PROPOSAL: Bulletin #1r1 Electrical modifications

QTY	DESCRIPTION	Material			Labor			Subcontractor	MISC. & RENTAL
		Unit	UNIT COST	TOTAL COST	UNIT	LABOR	LABOR		
		<u>MATERIAL</u>	<u>MATERIAL</u>	<u>HRS.</u>	<u>RATE</u>	<u>DOLLARS</u>			
	Rand LLC - Electrical Work - See attached breakdown	1							\$17,000.00
	Kennedy Sheetmetal - Demo/Replace Duct Riser Room 28 & 2 filter grills in the tunnel								\$7,280.08
	Concrete Curb/Infill	1	LS	\$150.00	8.00	\$82.54	\$660.32		
Totals				\$150.00			\$660.32	\$24,280.08	\$0.00

Change Order Summary (AIA G702)

	Material	Labor	Total
Credit (Easy Labor)	\$18,102.50	\$21,277.76	\$39,380.26
Add (Medium + Labor Adj.)	\$21,046.70	\$36,185.89	\$57,232.59
Net Change Order (Add – Credit)			\$17,852.33

\$17,000.00

Change Order Detailed Breakdown (AIA G703 Continuation Sheet)

ADD Breakdown

Item	Description	Qty	Material	Labor	Total
1	3" EMT Conduit	220 ft	\$1,375.00	\$7,114.80	\$8,489.80
2	EMT Fittings & Hangers	Lot	\$600.00	\$0.00	\$600.00
3	36x36x12 J-Box	1 ea	\$310.00	\$122.00	\$432.00
4	300A Eaton Breaker 65kAIC	1 ea	\$2,800.00	\$127.00	\$2,927.00
5	250A Eaton Breaker 65kAIC	1 ea	\$2,500.00	\$127.00	\$2,627.00
6	250 MCM XHHW Copper	360 ft	\$2,858.00	\$7,408.00	\$10,266.00
7	350 MCM XHHW Copper	720 ft	\$6,876.00	\$18,435.00	\$25,311.00
8	#1 Cu Ground	270 ft	\$699.00	\$3,969.00	\$4,668.00
9	400A Panelboard (surface)	2 ea	\$2,850.00	\$431.00	\$3,281.00
10	Core drilling & offsets	Lot	\$404.00	\$294.00	\$698.00
11	Misc. flex, fittings, bends	Lot	\$342.00	\$331.00	\$673.00
	ADD Totals		\$21,046.70	\$36,185.89	\$57,232.59

CREDIT Breakdown

Item	Description	Material	Labor	Total
1	Credit (Easy Labor)	\$18,102.50	\$21,277.76	\$39,380.26

Net Summary

Net Change Order	\$17,852.33
------------------	-------------

Prepared by Rand LLC | License E1-187989 | All work subject to approval under the Prime Contract



58 Stockhouse Rd
Bozrah, CT 06334-1120
(860) 887-9002

PROPOSED CHANGE ORDER

Nutmeg Companies Inc.
1 Ohio Avenue
Norwich, CT 06360

9/4/2025
PCO #2 Rev. 1

Attn: Michael Gawendo
Re: Juliet W. Long School
Provide Roof Curbs

Michael,

Below please find material and labor pricing to demolition and then fabricate and install new galvanized duct riser which is located in the storage room to allow space for the new electrical work. This work also includes revising the existing duct work below the riser in the crawl space and installing two new 18" x 18" filter grilles on the existing duct in the crawl space.

Materials

Includes Galvanized Steel Duct and Accessories and Filter Grilles (See attached submittal for the basement grilles)	\$862.00
------------------------------------------------------------------------------------------------------------------------	----------

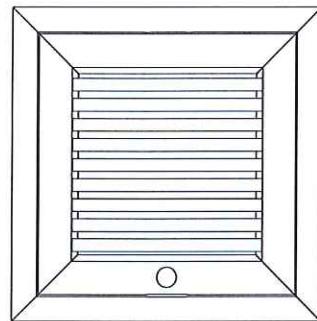
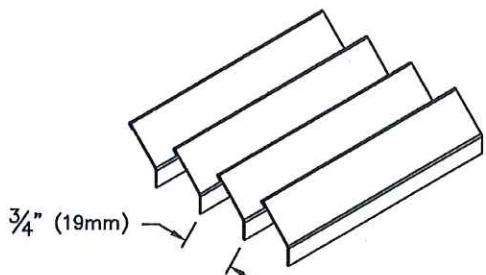
Labor

Shop (regular)	8	\$100	\$800.00
Field Labor (prevailing) Regular work hours	29	\$140	\$4,060.00
 Subtotal			 \$5,722.00
Markup 15%			\$1,558.08
Total excluding any applicable sales tax:			 \$7,280.08

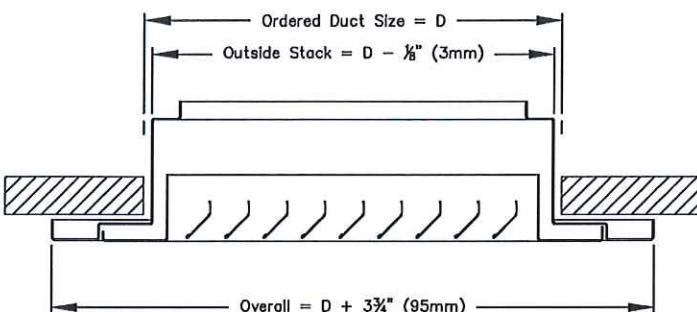
Respectfully submitted,

Richard Zack
Kennedy Sheet Metal

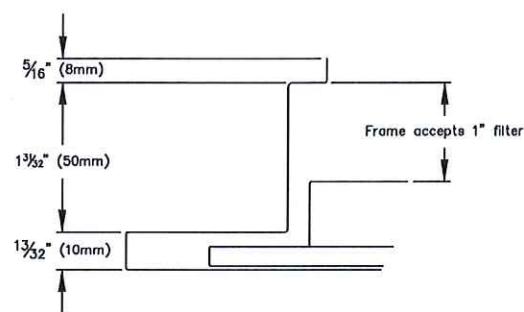
Core Style: 530FF - 3/4" Blade Spacing



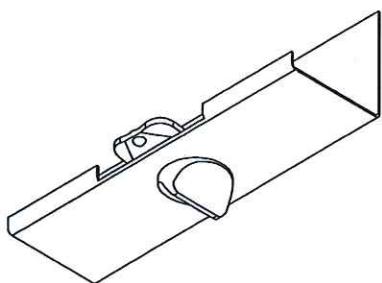
Border: F - flat frame
for surface mount installation



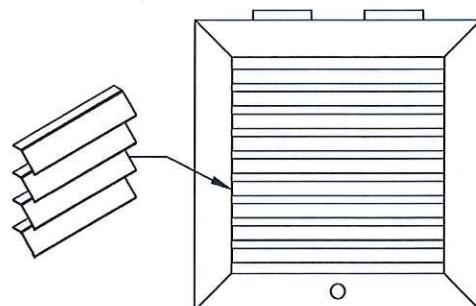
Filter Height: 1 - Frame accepts 1" filter



Latch Option: QTR-TURN - plastic 1/4 turn latches



Hinge Orientation: HT - Hinges on top (viewed with blades deflected downwards)



PROJECT:
ENGINEER:
DESCRIPTION: Steel Louvered Filter Grille
530FF-1-1//18.000/18.000/SM/F//0/0/L/HT/QTR-TURN/1/B12

SUBMITTAL NO: 276797
CUSTOMER:

SUBMITTAL DATE: 11/6/2024

Notes:

- Mounting holes drilled by the installer
- Filter media supplied by others
- Maximum recommended filter size: D - 1/4" (6mm)
- Minimum recommended filter size: D - 5/8" (16mm)
- Latch quantity varies with size
- Factory tolerance: $\pm 1/32"$ (1mm)

Blade Orientation:

- L - Blades Parallel to Long Dimension

Finish:

- B12: Standard White

Standard Construction:

- Steel frame and blades
- Steel locking tabs
- Aluminum hinge
- Steel hardware



Scan for link to additional product information

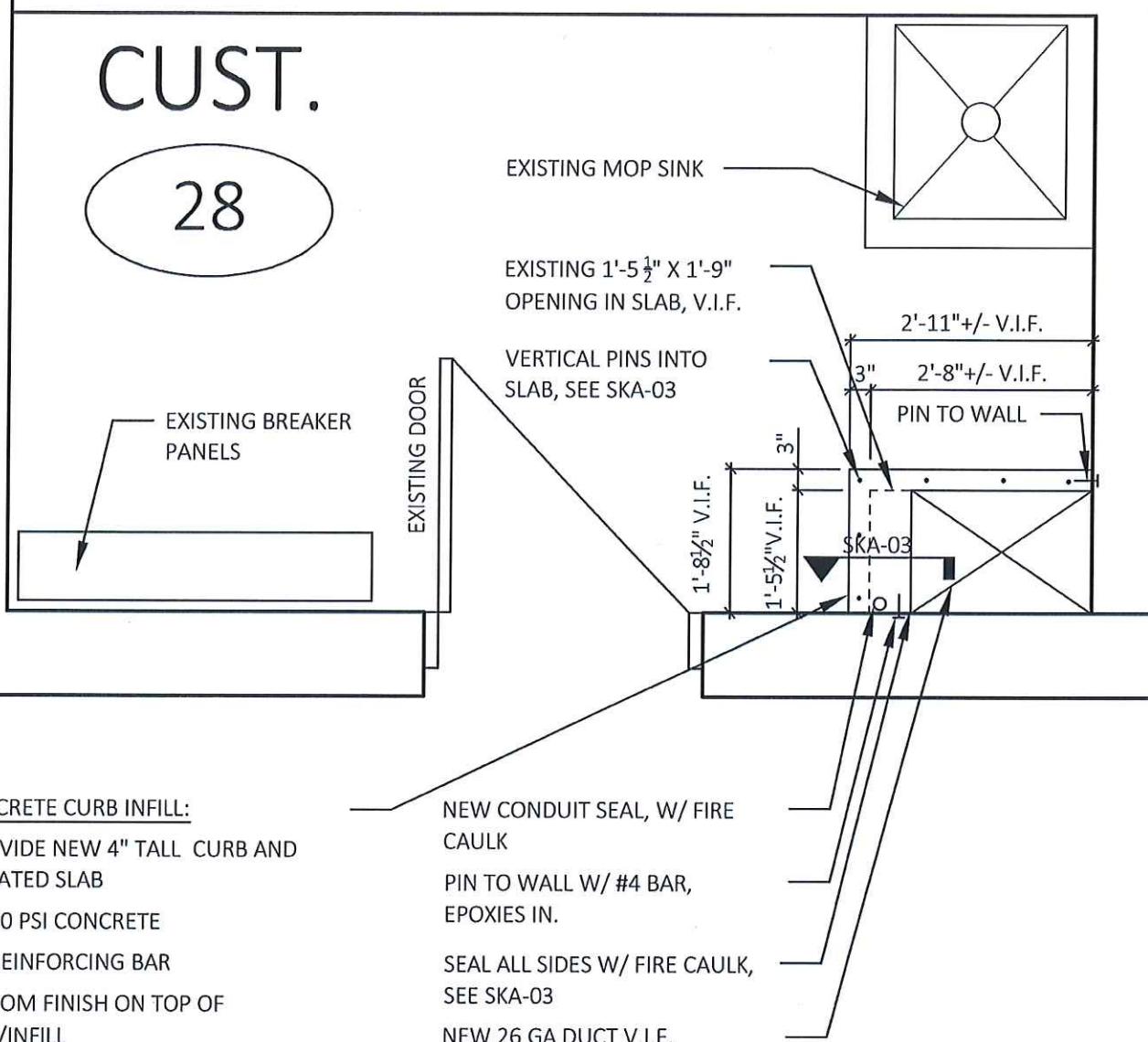
PROJECT:**ENGINEER:****DESCRIPTION:** Steel Louvered Filter Grille

530FF-1-1//18.000/18.000/SM/F//0/0/L/HT/QTR-TURN/1/B12

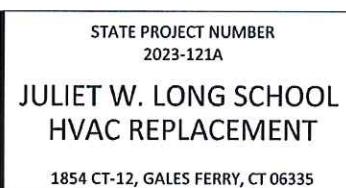
SUBMITTAL NO: 276797**CUSTOMER:****SUBMITTAL DATE:** 11/6/2024

CUST.

28

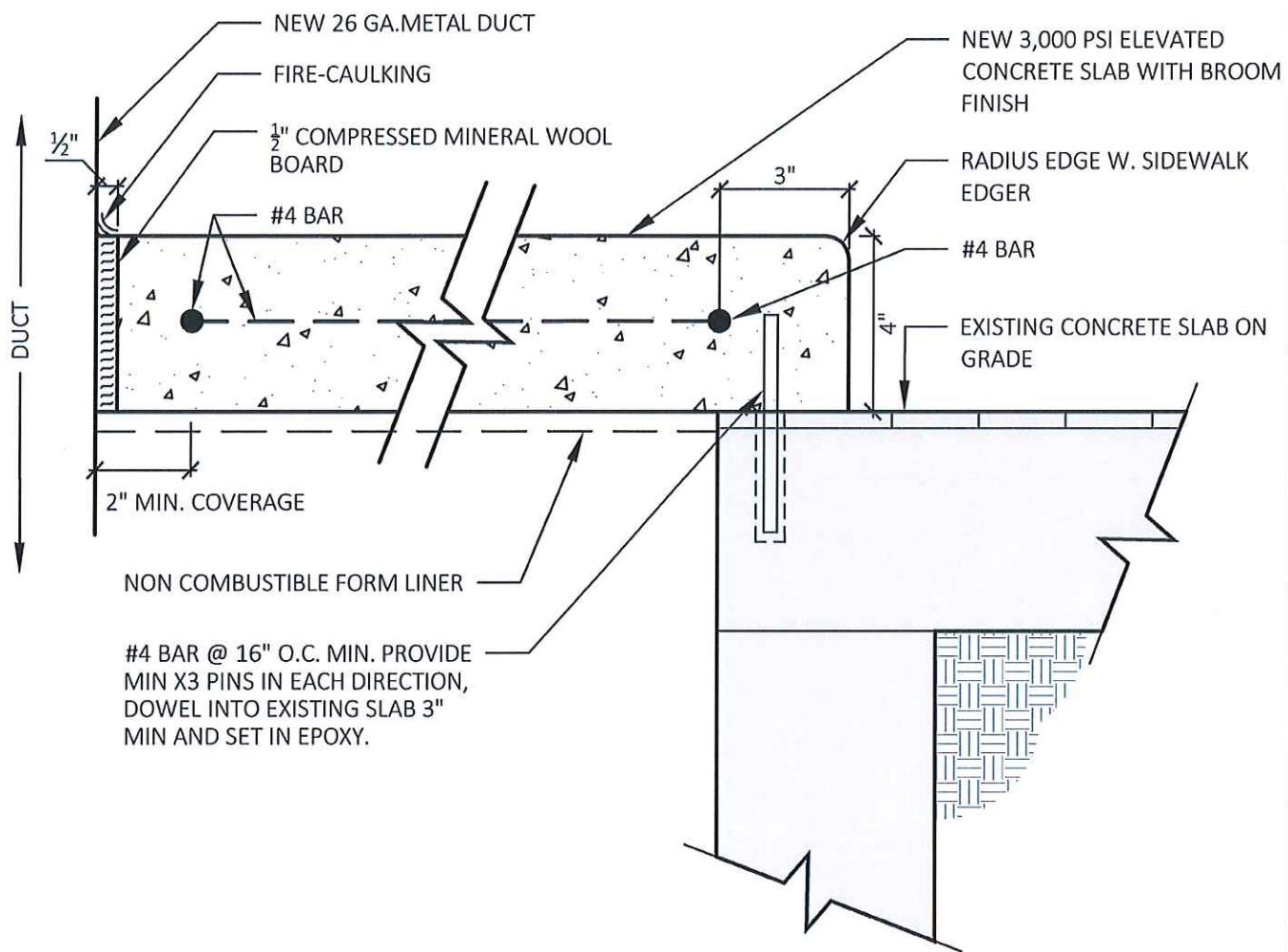


SCALE 1/2"=1'-0"
 REFERENCE DRAWING: A6.3
 ISSUED AS PART OF: ASI-2



PARTIAL FLOOR PLAN
 FLOOR INFILL AT
 CUST.28

DATE:
 9/8/25
 REV.
 SHEET NO.
SKA-02



SCALE 3"=1'-0"
REFERENCE DRAWING: A6.3
ISSUED AS PART OF: ASI-2



21 Talcott Notch Road friar.com
Farmington, CT 06032 860.678.1291

STATE PROJECT NUMBER
2023-121A

JULIET W. LONG SCHOOL
HVAC REPLACEMENT

1854 CT-12, GALES FERRY, CT 06335

SECTION AT
CONCRETE INFILL

DATE:
9/8/25
REV.

SHEET NO.
SKA-03


AIA® Document G701® – 2017
Change Order

PROJECT: (Name and address)	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
2023-121A Juliet W. Long School - HVAC Project 1854 CT-12 Gales Ferry (Ledyard), CT 06335	Contract For: General Construction Date: 07-23-2025	Change Order Number: 003 Date: 09-30-2025
OWNER: (Name and address)	ARCHITECT: (Name and address)	CONTRACTOR: (Name and address)
Town of Ledyard, CT 741 Colonel Ledyard Highway Ledyard, CT 06339-1511	Friar Architecture Inc. 21 Talcott Notch Road Farmington, CT 06032	The Nutmeg Companies, Inc. 1 Ohio Avenue Norwich, CT 06360

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
PCO#1 - August 2025 T&M Firesafing

The original Contract Sum was	\$ 2,673,520.00
The net change by previously authorized Change Orders	\$ (172,581.07)
The Contract Sum prior to this Change Order was	\$ 2,500,938.93
The Contract Sum will be increased by this Change Order in the amount of	\$ 778.97
The new Contract Sum including this Change Order will be	\$ 2,501,717.90

The Contract Time will be unchanged by (0) days.

The new date of Substantial Completion will be 11-27-2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.



ARCHITECT (Signature)

BY: Scott Mitchell, AIA

(Printed name, title, and license
number if required)

Date

9/30/25



CONTRACTOR (Signature)

BY: Shayne McAvoy, Operations
Manager

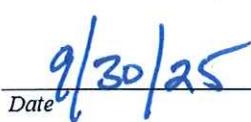
(Printed name and title)

OWNER (Signature)

BY: Joe Gush

(Printed name and title)

Date



THE NUTMEG COMPANIES, INC.

PROPOSAL/ESTIMATE FOR CONTRACT MODIFICATION

DATE: 9/19/2025

CONTRACT TITLE: Juliet W. Long Elementary School - HVAC Renovations
NCI Project No. 2503

PCO #2 - August 2025 T&M Firesafing

DESCRIPTION OF PROPOSAL: T&M Firesafing

1. Materials			\$150.00
2. Sales Tax on Materials 0 % of line 1	0.00%	\$0.00	
3. Direct Labor			\$495.24
4. Misc. / Rental Equipment			\$0.00
5. Sales Tax on Rental Equipment 6.35% of line 4	6.35%	\$0.00	
6. Equipment Ownership and Operating Expenses			
7. SUBTOTAL (add lines 1 - 6)			\$645.24
8. Field Overhead	0.00%		\$0.00
9. SUBTOTAL			\$645.24

Prime Remarks:

SUBCONTRACTOR'S WORK			
10. Subcontractor's work			\$0.00
11. Sub-contactors Bond Premium ____ % of line 10	0.00%		\$0.00
12. SUBTOTAL			\$0.00

Sub's Remarks:

SUMMARY			
13. Prime Contractor's Work (from line 9)			\$645.24
14. Not used			\$0.00
15. Prime Cont's Extended Costs @			\$0.00
16. Sub-contractor's Work (from line 12)			\$0.00
17. Prime Overhead and Profit on Sub. 10% of line 16	10.00%	\$0.00	
18. Prime's Overhead 10% of line 13	10.00%	\$64.52	
19. Prime's Profit 10% of line 13	10.00%	\$64.52	
20. SUBTOTAL (add lines 13, 16, 17, 18 and 19)			\$774.29
21. Prime Cont.'s Bond Premium	0.605%	\$4.68	
22. TOTAL COST (Add Lines 20 & 21)			\$778.97

Estimated time extension and justification:

Prime Contractor Name: THE NUTMEG COMPANIES, INC.

Michael Gawendo - PROJECT MANAGER

Date: 9/19/2025

DATE: 9/19/2025

DESCRIPTION OF PROPOSAL: Bulletin #1r1 Electrical modifications



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2624

Agenda Date: 10/6/2025

Agenda #: 5.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve Colliers Project Leaders Inv# 0001099202 dated 9.30.2025 in the amount of \$4,028.40 for OMP-Juliet Long HVAC Installation.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)



Ledyard CT, Town of
Attn: Matthew Bonin
741 Colonel Ledyard Highway
Ledyard, CT 06339

Invoice : 0001099202
Invoice Date : 9/30/2025
Project : 24012605G
Project Manager: Warrington, Jr., Chuck
Project Name : OPM-Juliet Long HVAC Installation

For Professional Services Rendered Through 9/30/2025

Description of Services:

September 2025

1. Download and save certified payrolls.
2. Attend OAC meetings
3. Site walk through
4. Review of RFIs
5. Review of change orders
6. Attend PMBC meeting
7. Reconcile financials against general ledger
8. Prepare reimbursement request for OGA

	Fee	Remaining Fee	% Complete	Billings		
				To Date	Previous	Current
Construction Phase	75,000.00	56,112.50	25.18	18,887.50	14,972.50	3,915.00
Procurement Phase	25,000.00	24,420.00	2.32	580.00	580.00	0.00
OGA Closeout	10,000.00	10,000.00	0.00	0.00	0.00	0.00
Reimbursable Expenses	5,000.00	4,164.20	16.72	835.80	722.40	113.40
Subtotal:	115,000.00	94,696.70	17.66	20,303.30	16,274.90	4,028.40

Current Billings	4,028.40
Amount Due This Bill	4,028.40

finance.director@ledyardct.org;
charles.warrington@collierseng.com

In accordance with our business terms and conditions, acceptance of this invoice is implied unless Colliers Project Leaders USA NE, LLC is notified by 14 days from the date of this invoice. If timely payment cannot be made due to any discrepancy, please E-mail a brief explanation to Billing@colliersengineering.com and we will reply as soon as possible.
EFT/ACH PAYMENT INFO: Colliers Engineering & Design, Inc. | JP Morgan Chase | Routing 021000021 | Account# 836759092

PM05 - Construction Phase**Labor****Rate Labor**

Class	Hours	Rate	Amount
Assistant Project Manager	14.50	110.0000	1,595.00
Director	8.00	290.0000	2,320.00
Total Rate Labor			3,915.00
Total Labor			3,915.00
Total Bill Task: PM05 - Construction Phase			3,915.00

ZREIMB - Reimbursable Expenses**Expense****Unit Rate Expenses**

Account / Unit	Amount
Project Mileage	
Mileage	113.40
Total Unit Rate Expenses	
	113.40
Total Expense	113.40

Total Project: 24012605G - OPM-Juliet Long HVAC Installation 4,028.40



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2612

Agenda Date: 10/6/2025

Agenda #: 6.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve Friar Architecture Inc. Inv# 2023-121A-11 dated 9.30.2025 in the amount of \$24,540.00 for Project 2023-121A Ledyard - Juliet Long HVAC.

Background:

(type text here)

Department Comment/Recommendation:

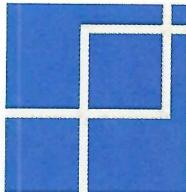
(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)



Friar Architecture Inc.

21 Talcott Notch Road
Farmington, CT 06032
Tel: 860-678-1291
www.friar.com

Ledyard Public Schools
4 Blonders Boulevard
Ledyard, CT 06339

Invoice number 2023-121A-11
Date 09/30/2025

Project 2023-121A LEDYARD - JULIET LONG
HVAC

Professional Services through 9/30/2025

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Schematic Design	18,480.00	100.00	18,480.00	18,480.00	0.00
Design Development	46,200.00	100.00	46,200.00	46,200.00	0.00
Construction Documents	90,300.00	100.00	90,300.00	90,300.00	0.00
Bid	9,240.00	100.00	9,240.00	9,240.00	0.00
Contract Administration	50,400.00	40.00	15,120.00	20,160.00	5,040.00
Closeout	5,000.00	0.00	0.00	0.00	0.00
Audit	5,000.00	0.00	0.00	0.00	0.00
Add Service I (8/25/2025)	19,500.00	100.00	0.00	19,500.00	19,500.00
Total	244,120.00	83.52	179,340.00	203,880.00	24,540.00

APPROVED FOR PAYMENT

Invoice total **24,540.00**

09/30/2025



Date: 09/30/2025

Budget Block: V.A2

Project Leaders PO/ACCT:

Invoice Summary

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Schematic Design	18,480.00	100.00	18,480.00	18,480.00	0.00
Design Development	46,200.00	100.00	46,200.00	46,200.00	0.00
Construction Documents	90,300.00	100.00	90,300.00	90,300.00	0.00
Bid	9,240.00	100.00	9,240.00	9,240.00	0.00
Contract Administration	50,400.00	40.00	15,120.00	20,160.00	5,040.00
Closeout	5,000.00	0.00	0.00	0.00	0.00
Audit	5,000.00	0.00	0.00	0.00	0.00
Add Service I (8/25/2025)	19,500.00	100.00	0.00	19,500.00	19,500.00
Reimbursable Expenses	0.00	0.00	0.00	0.00	0.00
Total	244,120.00	83.52	179,340.00	203,880.00	24,540.00

INVOICE SUMMARY FORM



Town of Ledyard

Juliet W. Long HVAC Improvements

Monthly Invoice Packet

10/6/25

INVOICES

NOTE:

Where discrepancies exist between amount shown on cover sheet and the actual invoice, the invoice shall govern.

Owners Approval

Joe Gush

Chair BMBC

Date _____

Name _____

100

1000

Colliers Approval

Charles E. Warrington, Jr., P.E.

Colliers Project Manager

24



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2613

Agenda Date: 10/6/2025

Agenda #: 7.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve Materials Testing, Inc. Inv# 26566 dated 8.31.3035 in the amount of \$1,324.50 for Structural Steel Inspection JWL HVAC Project.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

INVOICE

MATERIALS TESTING, INC.
55 Laura St
New Haven, CT 06512

vramirez@materialstestinginc.com
+1 (203) 468-5216



~~Colliers Project Leaders, USA, NE LLC~~

Bill to

Matthew Bonin
Director of Finance
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

Ship to

Juliet W. Long Elementary School
HVAC Replacement
State Project No. 072-001 HVACN
1854 CT 12, Gales Ferry, CT

Invoice details

Invoice no.: 26566
Terms: Net 30
Invoice date: 08/31/2025
Due date: 09/30/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Structural Steel Inspection	S-1000 8/4/25			
2.		Visit(s)		1	\$1,200.00	\$1,200.00
3.		Mileage		110	\$0.75	\$82.50
4.		Project Management Fee		0.4	\$105.00	\$42.00
				Total		\$1,324.50

Contact Materials Testing, Inc. to pay.

Note to customer

Juliet W. Long Elementary School
HVAC Replacement
State Project No. 072-001 HVACN
1854 CT 12, Gales Ferry, CT

APPROVED FOR PAYMENT

09/30/2025



Date: _____
Budget Block: **V.B6**

Project Leaders PO/ACCT: _____

INVOICE SUMMARY FORM



Town of Ledyard

Juliet W. Long HVAC Improvements

Monthly Invoice Packet

10/6/25

INVOICES

NOTE:

Where discrepancies exist between amount shown on cover sheet and the actual invoice, the invoice shall govern.

Owners Approval

Joe Gush

Chair BMBC

Date _____

Name _____

714

1000

Colliers Approval

Charles E. Warrington, Jr., P.E.

Colliers Project Manager

24



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2614

Agenda Date: 10/6/2025

Agenda #: 8.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve The Nutmeg Companies, Inc. Application for Payment dated 9.30.2025 in the amount of \$294,025.00 for Juliet W. Long School-HVAC Project.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

TO OWNER: Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339-1511

FROM CONTRACTOR :
The Nutmeg Companies, Inc.
1 Ohio Ave., Norwich, CT 06360

ATTN: Mike Gawendo-Project Manager mgawendo@nutmegcompanies.com
CONTRACT FOR: Juliet W. Long Elementary School HVAC Replacement

PROJECT : Juliet W. Long School-HVAC Project
1854 CT-12
Gales Ferry, CT 06335

FULLY EXECUTED INVOICE
TO BE DELIVERED TO TOWN
HALL FOR PROCESSING

APPLICATION NO :	3	Distribution to :
PERIOD TO :	9/30/2025	OWNER
PROJECT NO :	2503	ARCHITECT
CONTRACT DATE :	7/9/2025	CONTRACTOR
GRANT NO :		
TASK ORDER NO:		
PDN NO:		
REQUISITION REF#:		
TIN: 06-1236809		

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM.....	\$2,673,520.00
2. Net Change by Change Orders.....	-\$200,514.00
3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$2,473,006.00
4. TOTAL COMPLETED & STORED TO DATE.....	\$1,653,206.00

(Column G on G703)

5. RETAINAGE :	
a. 5 % of Completed Work (Columns D + E on G703)	\$82,660.30
b. 5 % of Stored Material (Column F on G703)	\$0.00

Total Retainage (Line 5a + 5b or
Total in Column I of G703).....

6. TOTAL EARNED LESS RETAINAGE.....
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate).....

8. CURRENT PAYMENT DUE.....

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6)

\$902,460.30

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total Changes approved in previous months by Owner		(200,514.00)
Total approved this Month	-	-
TOTAL	-	-
NET CHANGES by Change Order	-	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: The Nutmeg Companies, Inc.

By _____ Date : _____
Tammy Magrey- CFO

State of : Connecticut
County of : New London
Subscribed and sworn to before me this _____ day of _____ 2025

Notary Public:
My Commission expires : _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$

(Attach explanation if amount certified differs from the amount applied for initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified).

ARCHITECT: _____ Date : _____

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA DOCUMENT G702. APPLICATION AND CERTIFICATE FOR PAYMENT. 1992 EDITION . AIA . 1992. THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, DC. 20006-5292. WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

G702-1992

CAUTION : You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing
 Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 3
 APPLICATION DATE: 30-Sep-25
 PERIOD TO: 30-Sep-25
 CONTRACT NO: 2503
 TASK ORDER: 0

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	Days added by Modification			F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)
			D WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)	E THIS PERIOD	(G ÷ C)			
1								
2								
3	DIVISION-1 GENERAL REQUIREMENTS							
4	BOND	11,957.00	11,957.00	-		-	11,957.00	100%
5	MOBILIZATION	15,000.00	15,000.00	-		-	15,000.00	100%
6	ALLOWANCE NO. 1 - CONSTRUCTION MANAGERS ALLOWANCE	200,514.00	200,514.00	-		-	200,514.00	100%
7	ALLOWANCE NO. 2 - TOP OF WALL SMOKE SAFING	11,500.00	-	-		-	-	-
8	ALLOWANCE NO. 3 - SMOKE SAFE EXISTING PENETRATIONS	4,300.00	-	-		-	-	0%
9	ALLOWANCE NO. 4 - SMOKE SEAL AROUND EXISTING ITEMS	8,600.00	-	-		-	-	0%
10	AS-BUILT SUBMISSION	3,334.00	-	-		-	-	0%
11	O&M SUBMISSION	3,333.00	-	-		-	-	0%
12	WARRANTEE SUBMISSION	3,333.00	-	-		-	-	0%
13	COMMISSIONING SUPPORT	3,500.00	-	-		-	-	0%
	TRAINING	1,500.00	-	-		-	-	0%
14								1,500.00
15	DIVISION-2 EXISTING CONDITIONS							
16	SAWCUTTING DUCT HOLES-LABOR	35,000.00	35,000.00	-		-	35,000.00	100%
17	CORE BORE REFER/CONDENSATE LINES-LABOR	35,000.00	35,000.00	-		-	35,000.00	100%
18								
19	DIVISION-5 METALS							
20	STRUCTURAL STEEL-SHOP DRAWINGS	5,000.00	5,000.00	-		-	5,000.00	100%
21	STRUCTURAL STEEL-MATERIAL	25,000.00	25,000.00	-		-	25,000.00	100%
22	STRUCTURAL STEEL-LABOR	25,000.00	25,000.00	-		-	25,000.00	100%
23								
24	DIVISION-6 WOOD, PLASTICS AND COMPOSITES							
25	ROUGH CARPENTRY-MATERIAL	5,000.00	1,500.00	1,500.00	-	-	3,000.00	60%
26	ROUGH CARPENTRY-LABOR	5,000.00	1,500.00	1,500.00	-	-	3,000.00	60%
27								2,000.00
28	DIVISION-7 ROOFING							
29	ROOFING-MATERIAL	100,000.00	19,000.00	50,000.00	-	-	69,000.00	69%
30	ROOFING-LABOR	125,000.00	18,000.00	57,000.00	-	-	75,000.00	60%
31								31,000.00
32	DIVISION 23-HVAC							
33	MECHANICAL DEMO	17,000.00	9,000.00	-		-	9,000.00	53%
34	TESTING, ADJUSTING, BALANCING	7,800.00	-	-		-	-	0%
35	HVAC INSULATION-MATERIAL	45,000.00	25,000.00	6,000.00	-	-	31,000.00	69%
36	HVAC INSULATION-LABOR	45,000.00	24,000.00	6,000.00	-	-	30,000.00	67%
								14,000.00
								15,000.00

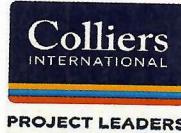
37	BUILDING CONTROLS WIRING ROUGH-IN MATERIAL	38,800.00							0%	38,800.00
38	BUILDING CONTROLS - VALVES	35,000.00	-	-	-	-	-	-	0%	35,000.00
39	BUILDING CONTROLS WIRING ROUGH-IN LABOR	40,000.00	-	-	-	-	-	-	0%	40,000.00
40	BUILDING CONTROS - VALVE INSTALLATION	15,000.00	-	-	-	-	-	-	0%	15,000.00
41	BUILDING CONTROLS - PROGRAMING / START-UP	10,000.00	-	-	-	-	-	-	0%	10,000.00
42	VRF TEMPERATURE CONTROLS ENGINEERING/SUBMITTALS	10,000.00	2,500.00	-	-	-	2,500.00	25%	7,500.00	
43	VRF TEMPERATURE CONTROLS ROUGH-IN-MATERIAL	45,000.00	45,000.00	-	-	-	45,000.00	100%	-	
44	VRF TEMPERATURE CONTROLS ROUGH-IN-LABOR	45,000.00	40,000.00	-	-	-	40,000.00	89%	5,000.00	
45	VRF TEMPERATURE CONTROLS-PROGRAMMING	15,000.00	-	-	-	-	-	0%	15,000.00	
46	VRF UNITS-MATERIAL	120,000.00	120,000.00				120,000.00	100%	-	
47	VRF UNITS-LABOR	55,000.00	55,000.00	-	-	-	55,000.00	100%	-	
48	VRF #9	37,000.00	31,000.00	6,000.00	-	-	37,000.00	100%	-	
49	VRF CONDENSING UNITS-MATERIAL	80,000.00	80,000.00	-	-	-	80,000.00	100%	-	
50	VRF CONDENSING UNITS-LABOR	19,000.00	-	-	-	-	-	0%	19,000.00	
51	DOA/RTU 1 CURBS-MATERIAL	18,000.00	-	18,000.00	-	-	18,000.00	100%	-	
52	DOA/RTU 1 CURBS-LABOR	15,000.00	-	-	-	-	-	0%	15,000.00	
53	DOA MATERIAL	211,000.00	-	-	-	-	-	0%	211,000.00	
54	DOA LABOR	20,000.00	-	-	-	-	-	0%	20,000.00	
55	RTU MATERIAL	111,500.00	40,000.00	71,500.00	-	-	111,500.00	100%	-	
56	RTU LABOR	8,300.00	-	-	-	-	-	0%	8,300.00	
57	PIPE HANGERS-MATERIAL	35,000.00	33,000.00	-	-	-	33,000.00	94%	2,000.00	
58	PIPE HANGERS-LABOR	45,000.00	41,000.00	-	-	-	41,000.00	91%	4,000.00	
59	REFRIGERANT PIPING-MATERIAL	125,000.00	124,000.00	-	-	-	124,000.00	99%	1,000.00	
60	REFRIGERANT PIPING-LABOR	125,000.00	115,000.00	-	-	-	115,000.00	92%	10,000.00	
61	DUCTWORK SHOP DRAWINGS	10,000.00	10,000.00	-	-	-	10,000.00	100%	-	
62	DUCT ROOF RAILS/STANDS-MATERIAL	20,000.00	-	18,000.00	-	-	18,000.00	90%	2,000.00	
63	DUCT ROOF RAILS/STANDS-LABOR	20,000.00	-	16,000.00	-	-	16,000.00	80%	4,000.00	
64	OA INTERIOR DUCTWORK-MATERIAL	80,000.00	80,000.00	-	-	-	80,000.00	100%	-	
65	OA INTERIOR DUCTWORK-LABOR	80,749.00	80,749.00	-	-	-	80,749.00	100%	-	
66	DUCTWORK FOR VRF-MATERIAL	76,000.00	76,000.00	-	-	-	76,000.00	100%	-	
67	DCUTWORK FOR VRF-LABOR	76,000.00	72,000.00	-	-	-	72,000.00	95%	4,000.00	
68	DUCTWORK ROOF-MATERIAL	50,000.00	-	30,000.00	-	-	30,000.00	60%	20,000.00	
69	DUCTWORK ROOF-LABOR	48,500.00	-	28,000.00	-	-	28,000.00	58%	20,500.00	
70	DUCTWORK RTU-2 MATERIAL	10,000.00	-	-	-	-	-	0%	10,000.00	
71	DUCTWORK RTU-2 LABOR	10,000.00	-	-	-	-	-	0%	10,000.00	
72										
73	<u>DIVISION 26 - ELECTRICAL</u>									
74	ELECTRICAL DEMO/DISCONNECT-LABOR	10,000.00	2,000.00	-	-	-	2,000.00	20%	8,000.00	
75	CONDUIT-MATERIAL	20,000.00	11,500.00	-	-	-	11,500.00	58%	8,500.00	
76	CONDUIT-LABOR	30,000.00	15,000.00	-	-	-	15,000.00	50%	15,000.00	
77	POWER WIRING-MATERIAL	40,000.00	12,000.00	-	-	-	12,000.00	30%	28,000.00	
78	POWER WIRING-LABOR	30,000.00	8,000.00	-	-	-	8,000.00	27%	22,000.00	
79	PANELBOARD-MATERIAL	30,000.00	-	-	-	-	-	0%	30,000.00	
80	PANELBOARD-LABOR	10,000.00	-	-	-	-	-	0%	10,000.00	
81										
82	<u>DIVISION 28-ELECTRONIC SAFETY AND SECURITY</u>									
83	DUCT SMOKE-MATERIAL	1,000.00	-	-	-	-	-	0%	1,000.00	
84	DUCT SMOKE-LABOR	1,000.00	-	-	-	-	-	0%	1,000.00	
85										

86	TOTAL	2,673,520.00	1,544,220.00	309,500.00	-	1,853,720.00	69%	819,800.00
87	CHANGE ORDERS							
88	CO#1 - Deduct Construction Managers Allowance	(200,514.00)	(200,514.00)	-	-	(200,514.00)	100%	-
89	TOTAL CHANGE ORDERS	(200,514.00)	(200,514.00)	-	-	(200,514.00)	0%	-
90	GRAND TOTALS	2,473,006.00	1,343,706.00	309,500.00	-	1,653,206.00	67%	819,800.00
91								
92								
93								
94								
95								
96								
97								





INVOICE SUMMARY FORM



Town of Ledyard

Juliet W. Long HVAC Improvements

Monthly Invoice Packet

10/6/25

INVOICES

NOTE:

Where discrepancies exist between amount shown on cover sheet and the actual invoice, the invoice shall govern.

Owners Approval

Joe Gush

Chair BMBC

Date _____

Name _____

714

1000

Colliers Approval

Charles E. Warrington, Jr., P.E.

Colliers Project Manager

24



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2609

Agenda Date: 10/6/2025

Agenda #: 9.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve L&W Supply Corporation Inv# 148506-001 dated 8.25.2025 in the amount of \$12,886.16 for JWL HVAC Project.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)



**L&W
SUPPLY**

L&W Supply Corporation
1 ABC Parkway Ste 941
Beloit, WI 53511
http://www.lwsupply.com

INVOICE

Customer Number	148506-0001
Invoice Number	1015109492-001
Invoice Date	08/25/25
Customer PO#	Wayne
Payment Due Date	09/30/25
Total Invoice Amt	12,886.16
Total Amount Due	12,886.16

130 1 MB 0.672 E0124 I0229 D14562710850 S2 P10882540 0002:0002



TOWN OF LEDYARD CT
741 COLONEL LEDYARD HWY
LEDYARD CT 06339-1511

Ship To: 0001
JULIET LONG
1854 RT 12
GAYLES FERRY, CT 06339

Ship Via	Order Type	Order Date	Ship Date	Sales Agent	Ordered By	Reference		Job		
Shipping Branch	7523 Providence, RI (401) 946-1110									
Item Code	Item Description			Quantity Ordered	Quantity Shipped	UOM	Extended Quantity	Price UOM	Price Per UOM	Extended Price
USG2210	5/8" x 2' x 2' USG Radar SQ 64SF White 16/CT #2210			102	102	CT	6.528	MS	1,020.000	6,658.56
EZCS121215	15/16" x 1-1/2" x 12' CT EZ Stab Main Runner A-C Intermediate Duty Classic White 20/BX #EZCS121215			5	5	CT	1.200	ML	785.000	942.00
EZCS41212	15/16" x 1-1/2" x 4' CT EZ Stab Cross Tee Classic White 60/BX #EZCS41212			16	16	CT	3.840	ML	785.000	3,014.40
EZCS21212	15/16" x 1-1/2" x 2' CT EZ Stab Cross Tee Classic White 60/BX #EZCS21212			16	16	CT	1.920	ML	785.000	1,507.20
M7	7/8" x 7/8" x 12' USG Donn Wall Angle Flat White 40/BX #M7			2	2	CT	0.960	ML	650.000	624.00
12HW12140	12' Hanger Wire 12ga 140/PC			1	1	BD	1.000	BD	140.000	140.00
	SUBTOTAL									12,886.16
	Sales Tax									0.00
	Original Quote: 1014928707									

NET 30TH of Following Month

Make Checks Payable & Remit To:

L&W Supply Corporation
P.O. Box 412898
Boston, MA 02241-2898

TOTAL
PAYABLE IN
U.S. DOLLARS

12,886.16

VIEW AND PAY ONLINE: <https://lwsupply.billtrust.com> **ENROLLMENT TOKEN:** [QPP SGT MGF](#) **ACCOUNT #:** 148506-0001

L&W IS A DISTRIBUTOR AND MAKES NO PRODUCT WARRANTIES. L&W DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. All sales are made solely pursuant to L&W's terms and conditions of sale, which can be accessed at <https://lwsupply.com/help/terms-of-sale> and are available upon request from your local branch. Note: Seller's terms contain indemnification provisions and warranty limitations and damage disclaimers that are binding upon Buyer. All other terms and conditions are expressly rejected. By accepting the above materials, you agree to L&W's terms and conditions. Seller represents that with respect to the production of the articles and/or the performance of the services covered by this invoice, has fully complied with section 12(A) of the Fair Labor Standards Act of 1938 as amended. LATE PAYMENT CHARGE: All accounts past due will be subject to a monthly late payment charge, not to exceed the maximum allowable by state or federal law. When you provide a check as payment, you authorize us either to use this information from your check to make a one-time electronic fund transfer(EFT) from your account or to process the payment as a check transaction. For inquiries, please call the number provided on the invoice.

Page 1 of 1



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2610

Agenda Date: 10/6/2025

Agenda #: 10.

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to approve AUDET Construction & Sons Invoice dated 8.20.2025 in the amount of \$4,950.00 for JWL HVAC Project.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

(type text here)

Mayor Comment/Recommendation:

(type text here)

ct Hic 0645649 3/31/26
EXP

AUDET & SONS CONSTRUCTION

DBA BALLOU HOME IMPROVEMENT

LOCAL EXPERIENCED CARPENTER SINCE 1985
LICENSED & INSURED • FREE ESTIMATES

CUSTOMER: JULIET LONG SCHOOL (WAYNE DONALDSON) JOB INVOICE #:
ADDRESS: 1854 CT-12 GALES FERRY CT. DATE: AUG 20 2025
CITY/STATE:
PHONE:

DESCRIPTION OF WORK

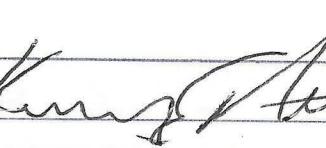
BEND FOURTEEN ROLLS OF ALUM. COILSTOCK TO
SPECIFIC SIZES TO FIT SCHOOL PROJECT. PIECES ARE
12' LONG. 56 PIECES WERE MADE.

MATERIALS \$ 1950.00

LABOR \$ 3000.00

TOTAL \$ 4950.00

Thank You

Customer signature: _____ Date: _____
Contractor signature:  Date: AUG 20 2025

BALLOU HOME IMPROVEMENT

HALF UPON START DATE • BALANCE DUE UPON COMPLETION
KEN AUDET 413-250-7663



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2448

Agenda Date: 10/6/2025

Agenda #: 11.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Approval of RFP for Commissioning Agent services.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



HVAC Upgrades at Juliet W. Long Elementary School

Town of Ledyard

Request for Qualifications/Proposal for Professional Services

Commissioning Agent

RFQ/P Issue Date: October 8, 2025

Sealed proposals are Due no later than October 29, 2025, by 2:00 p.m.

A total of nine (9) original copies and one digital copy (thumb drive) of each Commissioning Agents proposal must be received at the following location on or before 2:00 p.m. September 30, 2025, in accordance with the process identified in Section 5.

Response shall be submitted to:

Mr. Matthew Bonin
Finance Director
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

Questions regarding this request for proposals should be directed to Mr. Matthew Bonin, Finance Director, Town of Ledyard, Email: finance.director@ledyardct.org, and Mr. Charles Warrington, Director of Project Management, of Colliers Project Leaders. Email: Charles.warrington@collierseng.com must be submitted by September 22, 2025 by 2:00 p.m. If required, an addendum will be posted by Tuesday, September 23, 2025 by 2:00 p.m.

Any addenda will be posted by The Town of Ledyard on the Town's and DAS web site. All firms are responsible to check the websites where the RFQ/P has been posted and are required to download all addenda.

1. PROJECT DESCRIPTION

1.1 Introduction

The Town of Ledyard, Connecticut ("Town") invite qualified firms and individuals to provide comprehensive Qualifications and Proposals for comprehensive commissioning services associated with the construction phase of the HVAC systems upgrades at Juliet W. Long Elementary School located at 1854 Route 12, Gales Ferry, CT 06335, (the "Project"). The

Permanent Municipal Building Committee (PMBC), appointed by the Town Council, will be overseeing this Project. The work shall be performed in cooperation with the Town, the project designer, Friar Associates, the Owner's Project Manager, Colliers Project Leaders, and the contractors, Nutmeg Companies, Inc.

This solicitation is a combined Request for Qualifications ("RFQ") and a Request for Proposals ("RFP") for the Commissioning Agent (CxA) Services necessary for the Project. This RFQ/P has been publicly advertised. Proposers are required to respond to both the RFQ and RFP sections in accordance with the requirements set forth below.

Interested parties should submit a proposal in accordance with the requirements and directions contained in this RFQ/P. Proposers are prohibited from contacting any Town employee, officer or official concerning this RFQ/P, except as set forth in Section 4. A proposer's failure to comply with this requirement may result in disqualification.

If there are any conflicts between the provisions of these standard instructions to proposers and any other documents comprising this RFQ/P, these standard instructions to proposers shall prevail.

2. PROJECT BACKGROUND

2.1 Basic Project Description

The Project details include an extensive HVAC upgrade to the existing Juliet W. Long Elementary School that is approximately 37,500 square feet. The work consists of installing new DOAs (Dedicated Outside Air Units), RTUs (Roof top Units), VRF Condensing Units and Heat Pumps in each of the classrooms. The existing boilers and hot water pumps will remain.

Distribution ductwork from the DOAs will be located on the roof with roof penetrations to ductwork that serves the classrooms. A new building automation system will be installed as part of the project as well. For security purposes, contract documents will be provided to principal firms only upon request. Such requests shall be submitted to Charles Warrington at Charles.warrington@collierseng.com.

2.2 Project Schedule

Construction commenced in June 2025 with an anticipated completion in Summer 2026. See enclosed schedule dated July 16, 2025. Start-up of the VRF, DOA and RTUs are scheduled during April break 2026 (April 13th through April 17th). Final testing, air balancing and final commissioning will occur after school recesses for the summer.

3. SCOPE OF SERVICES

3.1 Professional Services

The CxA services must be provided with the highest level of professional skill, care, and judgment and in compliance with all federal, state, and local requirements. Because the Project is partially funded by the State of Connecticut, the selected CxA is to meet the requirements and conditions imposed by the state.

The Scope of Services ("Services") for the Project is described in Attachment A.

4. RFQ/P TIMELINE

4.1. Request for Proposals Issued	October 8, 2025
4.2. Non-Mandatory Site Visit	October 15, 2025, 3:30 p.m.
4.3. Questions Due Date	October 20, 2025, by 2:00pm
4.4. Addendum Posted	October 22, 2025
4.5. Proposal Due Date	October 29, 2025, by 2:00pm
4.6. Estimated CxA interviews (if applicable)	November 13, 2025
4.7. Estimated Award Date	November 18, 2025

5. PROCESS

5.1 Responses to the RFQ and RFP

Proposers must respond to both the RFQ and RFP however such responses must be submitted in **separate sealed envelopes** clearly marked with the name of the Proposer and the words **“Response to RFQ - Juliet W. Long HVAC Upgrades – CxA”** and **“Response to RFP, Juliet W. Long HVAC Upgrades – CxA”**, as applicable.

The response to the RFQ must not contain any information pertaining to the fees or costs for the Project. Responses that are not submitted in this manner will be rejected.

Responses must be received no later than the submission deadline set forth above by 2:00p.m. to Mr. Matthew Bonin, Finance Director, Town of Ledyard, 741 Colonel Ledyard Highway, Ledyard, CT 06339. Bids will be opened at the Ledyard Town Hall Annex (behind the town hall).

Responses must be submitted in hard copy. Facsimile (FAX) or emailed proposals will not be accepted by the Town under any circumstances.

5.2 Evaluation and Selection

Evaluation of responses to the RFQ/RFP and the selection of the Contract awardee will be the responsibility of the PMBC. The PMBC may reject any or all proposals for any reason as the PMBC deems appropriate.

The evaluation and selection process will take place in two stages.

First, the PMBC will review all responses to the RFQ and, based on those responses and the Qualification Criteria described below, the PMBC will identify all proposers which are determined by the PMBC to be responsible qualified proposers (the “Qualified Proposers”).

Second, the PMBC will open and review the responses to the RFP submitted by the Qualified Proposers. **Responses to the RFP submitted by proposers who are not Qualified Proposers will be returned unopened to the submitting proposers.** The PMBC will evaluate the responses to the RFP submitted by the Qualified Proposers and determine the “four most responsible qualified proposers” using the Qualification Criteria and the Proposal Criteria set forth below in Sections 6 and 7, respectively, giving due consideration of the Qualified Proposer’s pricing for the Services as well as Qualified Proposer’s (i) experience with work of similar size and scope as required for the Project, (ii) organizational and team structure for the Project, (iii) past performance data, including, but not limited to, adherence to Project schedules and Project budgets and the number of change orders for Projects, (iv) the approach to the work required for the Project, and (v) documented contract oversight capabilities. The Contract will be awarded to one of the “four most responsible qualified proposers” after consideration of all of the foregoing.

In its review of responses to this RFQ/RFP and selection of the Contract awardee, the PMBC will be guided by the selection of the Contract awardee that would best serve the interest of the PROJECT. The PMBC reserves the right to negotiate with one or more of the "four most qualified proposers" and to accept modifications to the scope of services and fees proposed when such action would be in the best interest of the Town but only to the extent that such actions would not constitute a failure to comply with any applicable state statutes.

If determined to be warranted by the PMBC, the PMBC may conduct interviews of some or all of the Qualified Proposers to assist the PMBC in the selection process. Included in the PMBC's request that a Qualified Proposer participate in an interview, the PMBC will provide the name(s) of the member(s) of the PMBC who will conduct the interview and the date by which the Qualified Proposer must submit an affidavit disclosing its relationship(s) with the interviewer(s) or confirming that it has no relationship(s) with the interviewer(s). The names of interviewers will be released solely to enable the Qualified Proposer to prepare the affidavit and neither the Qualified Proposer nor its representatives shall directly or indirectly contact the interviewer(s) prior to or following the interview process.

The submission of responses to this RFQ/RFP constitutes a declaration by the submitting proposer that no person or persons other than members of proposer's own organization are interested in the Project or in the Contract proposed to be awarded; that the submission is made without any connection with any other person or persons making a proposal for the same services and is in all respects fair and without collusion or fraud; that no persons acting for or employed by the BOE or the Town is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the Town.

5.3 Evaluation Criteria

Firms meeting the desired qualification set forth above and complying with the requirements of this RFP will be evaluated based on the following evaluation criteria:

CRITERIA	POINTS
Relevant Project Experience	30
Project Team Qualifications	30
Project Approach	25
Fee Proposal	15
Total Possible Points	100

5.4 Form of Contract

The Town intends to use, and the Contract awardee will be expected to execute, a contract that is in form acceptable to the Town.

5.5 Town's Right to Withdraw/Reject

The Town reserves the rights to amend or terminate this RFQ/RFP, accept all or any part of a response, reject all responses, waive any informalities or non-material deficiencies in a response, and award the Contract to the proposer that, in the Town's judgment, will be in the Town's best interests.

6. REQUESTS FOR QUALIFICATIONS

6.1. Qualification Criteria

The Town will identify those proposers that the Town deems to be Qualified Proposers based on the criteria below (the "Qualification Criteria")

1. The proposer is a legal entity properly licensed or registered under the laws of the State of Connecticut to perform the services that are the subject of this solicitation and is otherwise authorized to do business in the State of Connecticut.
2. The proposer has adequate experience in providing the Services, generally, and, in particular, has adequate experience in the past five years performing such Services, including on projects that conform to the Connecticut High Performance Building Standards.
3. The proposer has acted as the principal CxA for at least five projects of comparable size, type and scope.
4. The proposer has extensive experience in the operation and troubleshooting of HVAC systems and energy management control systems, and is able to demonstrate an adequate level of performance on past projects, including without limitation, adherence to project schedules and project budgets and the satisfaction of past owners with such performance
5. The proposer has adequate experience dealing with the Connecticut Department of Administrative Services' (DAS) and Department of Education's (DOE) reimbursement process and with the preparation of the related documentation that must be filed to secure state reimbursement.
6. The proposer has extensive field experience, with a minimum of five full years in this type of work.
7. The proposer is knowledgeable in building operation and maintenance ("O&M") and O&M training.
8. The proposer is knowledgeable in the testing and balancing of both air and water systems.
9. The proposer has experience in energy-efficient systems and control strategy optimization.
10. The proposer has demonstrated experience with total building commissioning approach.
11. The proposer has excellent verbal and written communication skills and is highly organized and able to work with both management and trade contractors.
12. The proposer has experience in writing commissioning specifications.
13. It is preferred that the proposer has at least a project manager or project engineer, who will be assigned to this Project, who have a bachelor's degree in mechanical or electrical engineering and a P.E. license. However, other technical training, past commissioning, and field experience will be considered as a substitute.
14. It is preferred that the proposer has membership and certification as a Certified Commissioning Professional with the Building Commissioning Association, or equal, but it is not required.
15. The proposer's staff proposed to be assigned to the Project ("Project Team") has satisfactory qualifications and experience on past projects of similar size and scope of this Project and can demonstrate that they have performed satisfactorily on past projects to the satisfaction of the owners.
16. The number, context, and, where applicable, outcomes ,of claims, disputes, arbitration, and litigation proceedings involving the proposer are acceptable.
17. The required expertise for this Project will be based on the skill and experience set of the full team making the proposal. A member of the prime firm will be the Project Manager who is the member of the team that will coordinate the commissioning activities from the technical perspective. This party may not necessarily be the team's overall project or contract manager. The commissioning agent must have significant in-building commissioning experience, including technical and management expertise on projects of similar scope. If the commissioning agent or prime firm does not have sufficient skills to commission a specific system, the prime firm shall subcontract with a qualified party to do so. Subcontractor qualifications shall be included and clearly designated in the response to this scope of work.

Submission Requirements

Each proposer will be evaluated using the above Qualification Criteria. To assist and expedite this evaluation, each proposer must provide the following information in the order listed below:

1. Executive Summary

- Please provide a narrative history of your firm and its relevant commissioning experience, including why such proposer is the best professional for these Services. In this Executive Summary, provide a brief general description of proposer's business, the number of years in business, the number of personnel employed, and whether the proposer is a subsidiary of another entity, providing the name of that other entity.

2. Relevant Project Experience

- Reference a minimum of five relevant commissioning projects of similar type and scale to this scope. Include project name; location; brief description; and total square footage' a list of systems commissioned; whether completed on time and on budget, and if not, why; and a client reference.

3. Proposed Project Team

- Provide an organization chart and resumes for all key personnel. For each of the key personnel provide a resume that provide the following information:
 - Relevant background, credentials and experience with specific projects of comparable nature and scope.
- Clearly defined roles and responsibilities as well as estimated time commitment to this Project.

4. Project Approach

- Include your project understanding, approach and methodology, and key elements and factors which differentiate your firm from your competition.

5. Claims and Disputes

- Indicate whether any claims, disputes, arbitration or litigation proceedings have occurred on any of your projects within the last five years. If so, identify the opposing parties and give the status of each.

7. REQUESTS FOR PROPOSALS

7.1 *Proposal Criteria*

The Proposal Criteria includes the following:

1. The proposer's fee proposals – submit Attachments B & C.
2. The proposer's proposed schedule
3. The level of financial stability of the proposer.
4. The level of the proposer's insurance coverage demonstrating it meets the town insurance requirements.
5. The degree of resources of the proposer that will help facilitate the Project.

7.2 *Content of Response to RFP*

Please provide the following information in the order listed below:

1. A fee proposal in accordance with Attachment B.
2. The hourly rates with Attachment C.

8. RIGHT OF REJECTION AND CLARIFICATION

The Town reserves the right to reject any and all proposals and to request clarification of information. The Town is not required to accept the lowest fee proposal nor is it obligated to enter into an agreement on the basis of any proposal submitted in response to this document.

9. INSURANCE REQUIREMENTS

Prior to the execution of the contract for the Project, the Board will require the Contract awardee to provide to the Board, a certificate of insurance (Accord or other approved format) evidencing the following insurance coverage:

The minimum insurance requirements for the Project are described in Attachment D.

The liability insurance coverages shall be primary and noncontributory. The total liability limits may be accomplished with a combination of primary and excess coverage, if necessary.

The certificate of insurance shall reflect that the Board and the Town of Ledyard are named as an additional insured as to the General Liability and Automobile Liability insurance. If requested by the Board, the Contract awardee shall provide a copy of the endorsements to such policies evidencing the required additional insured status. Any sub-consultant to a Contract awardee shall be likewise covered, and the Contract awardee shall furnish certificates of coverage acceptable to the Board before starting work.

10. ADDITIONAL INFORMATION

10.1 The Town prohibits the harassment and discrimination on the basis of race, color, religious creed, age, marital or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in accordance with titles VI, VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and applicable state laws.

10.2 The PMBC will be governed by the applicable Connecticut General Statutes governing State assistance.

10.3 The PMBC reserves the sole and absolute right to reject the proposal of any proper services which, in its opinion, does not meet the standard or quality established by this RFQ/RFP.

10.4 *Proposal that are conditional or qualified shall be rejected.*

If it becomes necessary to revise any part of this RFQ/RFP or if additional data is necessary to enable interpretation by purposes of provisions of this RFQ/RFP, revisions or addenda will be posted on the Town's website and the State Contracting Portal.

11. INDEPENDENT CONTRACTOR

The commissioning agent shall be and operate as an independent contractor in the performance of the commissioning services. The commissioning agent shall have complete charge of the personnel proposed as part of its team, and all persons employed by the commissioning agent shall be employees of said commissioning agent and not employees of The Town in any respect.

12. COMPLIANCE WITH LAWS

The commissioning agent shall comply with all applicable laws, bylaws and regulations, Federal, State, and any political subdivision thereof, including but not limited to, unemployment and workers' compensation, occupational safety, equal employment and affirmative action and wage and price laws insofar as applicable to the performance of the contract.

13. SUB-CONTRACTORS

The selected CxA shall not subcontract any of its Work or Services to be performed to others without the express prior written consent of the Town.

14. NONDISCLOSURE

The commissioning agent agrees that it will not divulge to third parties, without the written consent of the Owner, any information obtained from or through the Owner, Architect or others in connection with the Project, except to the extent necessary to carry out the comply with this RFP.

15. SUBMISSION DEADLINE

A total of nine (9) original copies and **one digital copy** (thumb drive) should be sent to the address below and received by 2:00pm on September 30, 2025.

Response shall be submitted to:

Mr. Matthew Bonin
Finance Director
Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

ATTACHMENTS

Attachment A – Scope of Services

Attachment B – Fee Proposal - Fee Breakdown Form – Elementary School Project

Attachment C - Hourly rate for additional services

Attachment D – Insurance Requirements

Attachment E – Macro Schedule

Attachment F – Re-Bid Documents for Juliet W. Long Elementary School HVAC Replacement dated 2/17/2024. *Note: Re-bid was in 2025. (Upon request from principal firms only)*

Attachment A – Scope of Services

The Commissioning Agent (CxA) will plan, manage, perform and report on the commissioning activities, utilizing the reporting formats and standardized forms provided by the CxA whenever required. The CxA will submit deliverable reports to the Owner's Representative along with the Town of Ledyard, the design team, and the contractor according to a project schedule set by CxA and agreed upon by Owner, Contractor and Colliers. It is extremely important that all commissioning tasks be conducted in a transparent manner and involve the building engineer and operations staff to the greatest degree possible.

The management structure is traditional design/bid/build with full design documents and specifications developed by an architectural/engineering firm. The owner's primary construction representative on-site will be provided by the separately contracted services of a general contractor and owner's representative. The commissioning agent will be hired by and report directly to the Owner.

Commissioning Agent Responsibilities by Phase

Commissioning is required as one quality measure of the construction of this building in order to assure that the final building meets the original intent of the Owner's design. The proposer is free to suggest changes and improvements to this process. Following is a summary of the commissioning process and scope of work the Owner requests for this project.

A. Commissioning Process During the Construction Phase

During the construction phase, the CxA will coordinate and direct commissioning activities in a logical, sequential and efficient manner using consistent protocols, clear and regular communications and consultations with all necessary parties, frequently update timeline, schedules, and technical expertise. The commissioning process activities accomplished by the CxA during the construction phase include:

1. Review of bid documents including addenda thereto.
2. Develop construction phase commissioning plan and integrate with overall schedule. Organize the commissioning process components and conduct a commissioning kick-off meeting where the commissioning process requirements are reviewed with the commissioning team including the Owner, contractor and design team.
3. Review approved submittals.
4. Coordinate and lead an integrated controls meeting.
5. With necessary assistance and review from the installing contractors, develop and write construction checklists. Submit to Contractor and Owner for approval.
6. Perform monthly site visits, as necessary, to observe component and system installations. Accomplish a statistical review of construction focusing on the owner's design intent and

the quality process. Coordinate field visits to attend planning and job-site meetings during the same visit to obtain information on construction progress. Review construction-meeting minutes for revisions/substitutions relating to the Owner's design intent. Assist in resolving any discrepancies. Document construction checklist completion by reviewing completed construction checklists and by selected site observation. Sampling Rate per Table 1 provided at the end of this section.

7. Verification: Perform checks and tests to confirm that all components, equipment, systems, and interfaces between systems operate in accordance with the contract documents. This shall include all operating modes, interlocks, control responses, and all specified emergency responses. Any deficiencies shall be documented and corrected by the responsible party and re-tested until accepted.
8. Functional Performance Testing (FPT): Functional performance testing to progress from tests of individual components to tests of the overall systems that contain these pieces of equipment. Commissioning agent to develop all written functional test procedures.
9. Testing, Adjusting, and Balancing (TAB): Review TAB reports for any readings more than 10% off of design airflow.
10. Attend project meetings and conduct commissioning team meetings, coordinated with project meetings, as necessary to plan, develop the scope, coordinate, schedule activities and resolve problems.
11. Document systems startup by reviewing start-up reports and by selected site observation.
12. With necessary assistance and review from installing contractors, write the functional test procedures. Submit to A/E and Owner for review and approval.
13. Oversee and document the execution of the functional performance tests by the contractors.
14. Coordinate retesting, as necessary, until satisfactory performance is achieved. Retesting beyond one day will be at the expense of the contractors.
15. Maintain a master issues log and a separate testing record. Provide to the CM/Contractor and Owner with written progress reports and test results with recommended actions.
16. Review the Operations and Maintenance Manuals developed by the Contractors.
17. Reviews the Systems Manual developed by the Contractors.
18. Review training plans and program developed by the Contractors, recommend pre-approval, and verify that the training is provided.
19. Complete the final commissioning process report to include:
 - a) Evaluation of the operating condition of the facility.
 - b) Deficiencies that were discovered and measures taken for correction.
 - c) Uncorrected deficiencies that were accepted by the owner.
 - d) Functional tests and procedures.
 - e) Reports that document all field commissioning activities as they progressed.
 - f) A schedule of all deferred testing.
20. Commissioning agent to develop a preventative maintenance plan, to include the following:
 - a) Listing of all spare parts required to be kept in attic stock.
 - b) Listing of repair and maintenance issues, as well as frequency of maintenance.
 - c) Recommended parts required for maintenance.

- d) Recommendations for recalibration frequency of sensors and actuators by type and use.
- e) Instructional information on how to perform the repair and/or maintenance.
- f) Manufacture information for part selection and ordering.

24. Commissioning agent to manage the warranty period, as required within the specifications. CX agent to document any warranty issues, as they arise, and set forth a necessary plan of action to rectify the warranty situation.

C. Commissioning Process During the Post-Occupancy Phase

1. Coordinate and supervise required opposite season or deferred testing and deficiency corrections and provide the final testing documentation for the Commissioning Record and O&M manuals.
2. Return to the site at 10-months into the 12-month warranty period. Review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal commissioning. Also, interview facility staff and identify problems or concerns they have with operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports and documents and requests for services to remedy outstanding problems.

D. The commissioning agent is not required to:

1. Establish design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The CxA may assist with problem solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the general contractor and the design team. The CxA will report to the owner any deficiencies or discrepancies.
2. Review or approve change orders.

Table 1: Observation and Testing Requirements

Equipment or Systems	Sampling Rate
<u>HVAC Systems</u>	
<i>All Equipment of the HVAC System installed as part of this project</i>	
Boilers (existing but under new control)	100%
Pumps	100%
Rooftop Air Handling Units (RTU)	100%
Rooftop Dedicated Outside Air Units (DOA)	100%
Toilet and General Exhaust Fans	100%
VFDs	100%
Air Terminal Units (VAV, FCU, etc.)	100%
Ductwork	N/A
Piping	N/A
Building Automation System	100%
Sequence of operations	100%

Attachment B – Fee Breakdown Form

Juliet W. Long Elementary School HVAC Replacement

	TOTAL HOURS	TOTAL FEE
Construction Phase Services		
Update Construction Phase Cx Plan and integrate with overall project schedule and Lead Cx Kickoff meeting		
Review of Contractor Submittals, RFI's, Mtg. Minutes, Etc.		
Coordinate and lead Controls Integration Meeting		
Develop and Distribute Construction Checklists		
Project & Commissioning Coordination Meetings		
Field Visits to Verify Installation Checklists		
Verify Equipment Start Up		
Review and Verify TAB Reports		
Develop Functional Performance Test Procedures		
Oversee & Document Functional Systems Testing		
Coordinate Retesting (1 day)		
Develop & Maintain Cx Issue Log		
Review O&M Manual		
Review System Manual		
Verify Operator & Occupant Training		
Production of Final Cx Report		
	Subtotal	
Post-Occupancy Phase Services		
Coordinate and Witness Opposite Season & Deferred Testing		
Perform a Near Warranty End Review, Interview and Assistance		
	Subtotal	
<i>Project Reimbursable Expenses</i>		
Grand Total, Fees & Expenses		

Signed by Authorized Person

Date

Title

Attachment C – Hourly Rates

Juliet W. Long Elementary School HVAC Replacement

Attachment D – Insurance Requirements

Juliet W. Long Elementary School HVAC Replacement

- **Insurance Requirements for Selected Firm**

- The selected consulting firm shall be required to furnish a certificate of Insurance ensuring and evidencing the following minimum insurances coverage within five (5) days of receipt of Notice of Selection. These requirements are not meant to be a limitation of liability.
- Failure to maintain insurance coverage as required and to name and endorse the Town of Ledyard and Ledyard Board of Education as the Additional Insured per contract on a primary and non-contributory basis will be grounds for termination of the contract.
- Prior to the commencement of the work, and until final completion and acceptance of the work, the Consultant shall procure and maintain the following types of insurance and maintain all insurance coverage for the life of the contract, from an insurance company or companies with an A.M. Best rating of A-(IX) or better.
- Insurance shall protect, hold harmless, defend and indemnify the Town of Ledyard & Ledyard Board of Education from all claims which arise from and may arise out of a result from the Consultant's obligations under this agreement, and from the performance of the Agreement whether caused by the contractor or by a subcontractor or any person or entity directly or indirectly employed by the Consultant or by anyone for whose acts said contractor may be liable.

- **Commercial General Liability Insurance & Workers Compensation Insurance**

- Bodily Injury & Property Damage \$1,000,000 per occurrence
- Personal & Advertising Injury \$1,000,000 per occurrence
- General Aggregate Limit \$2,000,000 per occurrence

(Other than products and completed operations)

- Products and Completed Operations \$2,000,000 on a "per project aggregate basis

Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in such a way to any insurance or self-insured retention carried by the Town of Ledyard. Such coverage shall contain a broad form contractual liability endorsement of similar working with the policy form.

Such policy shall name and endorse the Town of Ledyard & Ledyard Board of Education as Additional Insured per contact with respect to claims arising out of the Consultant's operations, completed operations and products by endorsement, ISO Form CG2010 and CG 2037.

Such policy shall be endorsed to contain a waiver of subrogation in favor of the Town of Ledyard. Such policy shall include coverage for the Consultant's sub-contractors, or any

person or entity directly or indirectly employed by said Consultant or by anyone for whose acts said Consultant may be liable.

- **Commercial Automobile Liability Insurance**

Consultant shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the minimum amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single basis. Such coverage shall also include hired and non-owned automobile coverage. Such Policy shall name and endorse the Town of Ledyard & Ledyard Board of Education as Additional Insured per contract.

- **Worker's Compensation Insurance**

Consultant and Consultant subcontractors shall provide worker's compensation and employer's liability insurance that complies with the regulations of the State of Connecticut with the limits no less than \$1,000,000 each accident by bodily injury; \$1,000,000 each accident by disease; and a policy limit of \$1,000,000. Such policy shall be endorsed to contain a "waiver of our right to recover from other endorsement" in favor of the Town of Ledyard and the Ledyard Board of Education.

- **Umbrella Liability Insurance**

Consultant shall provide an umbrella liability policy in excess (without restriction or limitation). Such policy shall contain limits of liability, as a minimum, in the amount of \$10,000,000 each occurrence and \$10,000,000 in aggregate which may be amended during the term of the contract if deemed reasonable and customary by the Town of Ledyard. Any additional cost shall be at the sole cost and expense of the Consultant. Such Policy shall name and endorse the Town of Ledyard & Ledyard Board of Education as Additional Insured per contract.

- **Errors/Omission: Professional Liability Insurance**

Consultant shall provide certification of policy maintained for errors & omissions coverage (may be part of the Consultant's professional liability policy) with a limit no less than \$2,000,000 per claim and \$2,000,000 in aggregate. If written on a claims made basis, such insurance shall be maintained for no less than three years after completion of the work.

- **Certificates of Insurance**

Prior to the issuing of any notice to proceed by the Town of Ledyard, the Consultant shall furnish the Town of Ledyard with satisfactory evidence that it and they have the insurance coverage set forth above said policies shall not be canceled or permitted to lapse until final completion and approval of the performance of the Agreement or work, as applicable, and shall contain a provision that the policy will not be canceled or changed until thirty (30) days after the Town of Ledyard has received written notice, by certified or registered mail, that the cancellation or change of such policy is contemplated. The Commercial General Liability, Automobile and Umbrella Liability shall be endorsed to name the Town of Ledyard and the Ledyard Board of Education as additional insureds on a primary and noncontributory basis per contract.

- i. The Consultant shall advise all of their insurers of the contract provisions regarding insurance. The failure of Consultant to notify insurers of the contract provisions shall not relieve the Consultant from its insurance obligations under this Agreement. Non-fulfillment of the insurance provisions shall constitute a breach of this Agreement, and the Town of Ledyard retains the right to stop work until proper evidence of insurance is provided.
- ii. If any of the required insurance is underwritten on a claims made basis, the retroactive date shall be prior to or coincident with the date of this Agreement and the Certificate of Insurance shall state the coverage is "claims made" and also the Retroactive Date. The Consultant shall maintain coverage for the duration of this Agreement. Any extended reporting period premium (tail coverage) shall be paid by the Consultant.
- iii. The Consultant shall require all sub-contractors to carry the insurance required herein. The Consultant shall cause all subcontractors agreement to name and endorse the Town of Ledyard and the Ledyard Board of Education as an additional insured on a primary and noncontributory basis per contract in addition to a waiver of subrogation in favor of Town and BOE and to provide certificates of insurance evidencing such coverage to the Town of Ledyard.
- iv. The above insurance requirements shall also apply to all sub-consultants and/or subcontractors to the company and the company shall not allow any sub-consultants and/or subcontractors to commence work until the sub-consultants and/or subcontractors insurance has been so obtained and approved.
- v. The above insurance requirements and certificate are subject to final approval by the Town's Insurance agent as to form and substance and could require changes in the types of coverage and limits. Consultant shall be liable for the actions and inactions of subcontractors and shall defend and indemnify the Town for, from and against all claims arising from subcontractors work in the event subcontractors do not comply with the terms of this RFP and contract, including but not limited to insurance requirements.

- **Indemnification**

To the fullest extent permitted by law, The Consultant shall defend, indemnify and hold harmless the Town of Ledyard & Ledyard Board of Education and its agents and Employees from and against all claims, damages, judgements, losses and expenses,

including Attorney's fees arising out of, alleged to arise from or resulting from the performance of the work.

- **Independent Contractor**

All activities performed by the Firm and its agents, employees or representatives are, for all purposes under this Agreement, performed as an independent contractor and not as an employee of Town of Ledyard and Ledyard Board of Education and neither the Firm nor its employees shall be entitled to any benefits to which employees of Town of Ledyard and Ledyard Board of Education are entitled including, but not limited to, worker's compensation, overtime, retirement benefits, health care benefits, vacation pay or sick leave.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1866

Agenda Date: 10/6/2025

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Any Old Business proper to come before the Committee

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1260

Agenda Date: 10/6/2025

Agenda #: 1.

AGENDA REQUEST GENERAL DISCUSSION ITEM

Subject:

Any New Business proper to come before the Committee

Background:

(type text here)

Department Comment/Recommendation:

(type text here)