

August 1, 2022

Mr. Gary Schneider
Chair
Permanent Municipal Building Committee
Town of Ledyard
4 Blonders Boulevard
Ledyard, Connecticut 06339

**Subject: *Ledyard Middle School and Gallup Hill School Project Closeout
 Status Report***

Dear Mr. Schneider:

Enclosed for the PMBC's consideration is a summary of activities completed to date and in-progress. Since executing our contract in May, Colliers has primarily been collecting and organizing project documentation from the town, board of education, Silver Petrucelli, and O&G Industries. In addition to collecting this information, we have also received the Office of School Construction Grants and Review (OSCGR) disposition on the state change orders prepared by O&G Industries. More specifically, we have completed or are in the process of completing the following activities:

- Enter all invoices from each projects general ledger into Colliers proprietary financial management system (COMPLETE),
- Distribute financing and bonding costs for the projects based on their respective project costs,
- Procure copies of the reimbursement requests submitted to date (COMPLETE),
- Populating Colliers SCG-046 reimbursement forms based on the requests provided,
- Obtain contracts for the construction manager as well as approved change orders between the town and O&G, and all state change orders (Note: We have all state change orders that were submitted by O&G to the state and have received the review from OSCGR as noted above. Colliers is currently reconciling the state change orders against the trade contractor's requisitions to ensure all change orders have been submitted to the state.)
- Obtain contracts for the architect as well as any approved additional service requests to ensure the amount SP+A has invoiced the project coincides with them,
- Assembling all available grant application documentation and identifying any missing information,
- Assembling the request for renovations status documents (COMPLETE)
- Procuring the Grant Commitment letters for each project,



Project Leaders

- Procuring approval to bid for each phase (e.g. construction and furniture phases) from OSCGR. We have the approval for the construction phase but do not have the FF&E phase approval.

Our primary focus moving forward is completing our evaluation of the state change orders as these will have the most significant impact on the amount of reimbursement received by the state. Colliers will review the change orders that the state has deemed ineligible to evaluate if they can be reversed to eligible. Once we completed our evaluation of the change orders, this will be the bulk of the efforts to close the project out.

While we are evaluating the change orders, we'll continue to compile any outstanding paperwork necessary to have in place for a proper audit by the state. Upon completion of our scope Colliers will provide the town and the district with a digital copy of project documentation we've compiled.

Thank you for allowing Colliers to assist the PMBC with the closeout of these two projects. Should you have any questions regarding this report, please do not hesitate to call me at (860) 235-5313.

Sincerely,

A handwritten signature in cursive script, reading "Charles E. Warrington, Jr.".

Charles E. Warrington, Jr., P.E.
Director, Project Management

cc: Matthew Bonin, Director of Finance
Wayne Donaldson, Director of Facilities, Ledyard Public Schools