



April 4, 2025

Town of Ledyard
Attn: Wayne Donaldson,
Ledyard Public Schools Director of Facilities
4 Blonders Blvd
Ledyard, CT 06339

Re: Amendment to Owner's Representative Agreement for Town of Ledyard **Gales Ferry elementary** school.

Dear Mr. Donaldson and the Town of Ledyard Permanent Municipal Building Committee:

On behalf of STV Construction Inc (STV), We want to thank you for working with us on the roof replacement and photovoltaic solar installations, on the Central Office building, Gales Ferry School and the Juliet Long School. Due to unforeseen issues with delays relating to the design documents and the performance of the Roofing contractor we are currently past our contract time and budget. To date, we have worked in good faith to meet our obligation on the delayed roofs, but we need to amend our agreement completion date, and address cost issues. STV respectfully requests:

- An amendment to our agreement extending our work to complete the current roof at Gales Ferry (we suggest 10/27/25).
- We also will need a change order for the additional time we put in due to the contractor delays, drawing and specification challenges.
- Additionally, we will need to adjust our fee schedule based on the construction delays that prevented the project being completed over the summer of 2024, with STV completing our work through the end of October 2024. The Roofing contractor's inability to perform within the specified time frame forced us to retain our commitment on the Gales Ferry School to June 23, 2025. Thus, exceeding our anticipated manpower commitment to the project.
- The Photovoltaic installation was pushed to Summer of 2025, our fee and manpower was based on the RFP # 23-1 stating that all the physical construction work was to be completed by September of 2024. Change Order #1 addresses the Photovoltaic installation, but no fee was included at that time as hours planned for this scope would be addressed when the work start date, the Summer of 2025 has been confirmed for Photovoltaic installation
- A Grant Administrator has been requested to handle all grant related items. The administrator will handle all financial documentation and submissions to the State of Connecticut Department of Administrative Services for State Project No. 072-0097 RR/PV
- This change order is Not to Exceed (NTE) Time and Material (T&M) based on accepted schedule.
Total change request is **\$,44,605**, \$25,430 is directly caused by the roofing contractor delay and addition of a Grant Administrator.

Attached with this document is our proposed fee schedule, which outlines the additional expected time to be spent on this project. The fee matrix attached shows the amount of time we expect to incur for Gale's Ferry School. Your signature below acknowledges this change and approves the additional funding. Should you have any questions regarding our qualifications, please contact me directly at mark.dupre@stvinc.com or (860) 324-6666.

Sincerely,

Mark DuPre' Sr. Assoc. AIA
Vice President & Project Executive

Town of Ledyard
Date:

Town of Ledyard

Phase Scope Timeline		No. Wks	Project Executive		Senior Project Manager		Grant Administration		Totals
			Hrs. Week	Total Hrs.	Hrs. Week	Total Hrs.	Hrs. Week	Total Hrs.	
Phase 1 Monitor work at Gales Ferry									
2/3/2025	6/23/2025	20	0.5	10	6	120	0.5	10	\$27,250
Phase 2 Monitor Solar Panel installation									
6/23/2025	9/1/2025	10	0.5	5	4.5	45	0	0	\$9,835
Phase 3 Project Close Out									
9/1/2025	10/27/2025	8	0	0	3	24	2	16	\$7,520
Total Hrs.				15		189		26	230
Cost / Hr. 2025				\$239		\$192		\$182	
Cost PP.			\$3,585		\$36,288		\$4,732		\$44,605