



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 **Central Office Bldg.**

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, on the Central Office building. 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 Central Office building (we suggest 7/14/25).
- 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 Central Office to May 19, 2025. Thus, exceeding our anticipated manpower commitment to the project.
- 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. 072-0098 RR/PV.
- This change order is Not to Exceed (NTE) Time and Material (T&M) based on accepted schedule. Total change request is **\$14,134**, \$8,832 is directly caused by the roofing contractor delay and addition of a Grant Administrator.

Attached with this document is our original proposed fee schedule which outlines the expected time to be spent on this project. In yellow on our fee matrix attached shows the amount of time we incurred for Central. 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
Board of Education

Phase Scope Timeline		No. Wks	Project Executive		Senior Project Manager		Grant Administration		Totals
			Week	Hrs.	Week	Hrs.	Week	Hrs.	
Phase 1 Monitor work at BOE		15	0.5	7.5	2	30	0.5	7.5	\$8,318
2/3/2025	5/19/2025								
Phase 3 Project Close Out		8	0	0	1.5	12	2	16	\$5,216
5/19/2025	7/14/2025								
Total Hrs.				7.5		42		23.5	73
Cost / Hr. 2025				\$239		\$192		\$182	
Cost PP.			\$1,793		\$8,064		\$4,277		\$14,134