



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 **Juliet Long 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 Procurement of the Electrical Switchgear, we have worked in good faith to meet our obligation on the procurement, but we need to amend our agreement. STV requests:

- An amendment to our agreement extending our work to complete the current Photovoltaic installation next summer. (We suggest 10/27/25) Our current contract time has expired (9/3/24)
- We also will need a change order for the additional time required to monitor the installation of the electrical switchgear.
- 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 based on the procurement of the switchgear, 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. 072-0096 RR/PV
- This change order is Not to Exceed (NTE) Time and Material (T&M) based on accepted schedule. Total change request is **\$19,261** is directly caused by procurement of the switchgear 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 Juliet Long 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:

Juliet Long									
Phase Scope Timeline		No. Wks	Project Executive		Senior Project Manager		Grant Administration		Totals
			Week	Hrs.	Week	Hrs.	Week	Hrs.	
Phase 1 Monitor work at Juliet Long School									
2/3/2025	6/23/2025	20	0.5	10	2	40	0.5	10	\$11,890
Phase 2 Monitor Solar Panel installation									
6/23/2025	9/1/2025	10	0.5	5	0.5	5	0	0	\$2,155
Phase 3 Project Close Out									
9/1/2025	10/27/2025	8	0	0	1.5	12	2	16	\$5,216
Total Hrs.				15		57		26	38
Cost / Hr. 2025				\$239		\$192		\$182	
Cost PP.			\$3,585		\$10,944		\$4,732		\$19,261