



May 21, 2022

Anthony Ciriello, Jr., P.E.  
SLR International Corporation  
99 Realty Drive  
Cheshire, CT 06410



RE: A/E Services Proposal: Schematic Design thru Construction Administration  
Town Hall Roof Replacement  
SP+A # 22.243

Dear Tony:

With reference to our recent conversations, we are pleased to submit this proposal to assist the Town of Colchester with the partial roof replacement at Town Hall. Based on our understanding of similar roof replacement projects that we have completed in the past, our knowledge of the existing building and our familiarity with your review and approval process, we believe the following services are necessary to complete this project.

#### Schematic Design

1. We will field verify existing conditions including the roof decking, roof penetrations, as well as other special roofing conditions.
2. We will develop a brief narrative describing the proposed scope of work and its phasing. We will develop an outline.

#### Construction Documents

3. We will reaffirm field conditions by investigating the existing conditions, including the structure, roof penetrations and other special conditions, especially roof plane changes. We will continue to utilize the existing condition documents from town archives/files that will be made available. We will continue to evaluate the roof exterior waterproofing system design, evaluating the perimeter flashing details and roof membrane, particularly its appropriateness for the quantity of penetrations, roof accessibility and roof level changes present on the roofs.
4. We will prepare construction documents, including plans, sections, details, schedules, and specifications, suitable for competitive bidding and per standards established by the town. Once the construction documents have been quality reviewed in our office, we will issue the 95% complete drawings to you for review distribution and comment.

#### Bid Assistance

5. After coordinating the bid documents with the Town's purchasing department and PDF'ing them for electronic distribution, we will assist the Town during the bid period by responding to contractor's inquiries and requests for additional information or approval of material substitutions.
6. Addenda will be prepared as required to clarify the scope of the work and specifications of material, products and the execution of the work. We will attend and assist with the pre-bid meeting with the contractors .

## Construction Administration

We will tailor our construction administration services as required to provide the full range of services requested in the Request for Proposals. Our services will include:

- Pre-construction coordination/kickoff meeting
  - Shop drawing review
  - Design modifications and sketch preparation
  - Requisition review and approval
  - Contract interpretation and response to inquiries
  - Periodic site visits (+/-6) to assure general conformity.
  - Change order review
  - Punchlist and contract closeout
1. We will attend the construction kickoff meeting with the construction contractor and conduct periodic site visits (assuming an active 6-week construction schedule), to review the contractor's work + installation, preparing reports of the quality + workmanship for your review.
  2. We will conduct punch list/final observation visits to determine that the work is complete and in compliance with the contract documents. We will also assist you in closing out the project with the SCG, completing certifications and the final ineligible cost worksheet.

We are capable of providing a wide range of additional services should you require the assistance, or should the project scope be revised. These services below are not included within the proposal.

- a. Environmental testing, design, and construction administration/monitoring services (by District)
- b. Printing of Bid or Permit Sets
- c. As Built's and One-year site visit warranty checks and observations
- d. Drone or Ultrasonic Roof Scanning Services

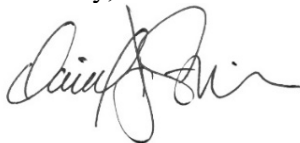
## COMPENSATION

For the services described above, we propose a fixed fee as follows:

Schematic Design	\$3,080
Construction Document Phase	\$5,550
Bid Services Phase	\$1,960
Construction Administration Phase	\$7,210
Total Fee:	\$17,800

We appreciate this opportunity to work with you and please do not hesitate to contact me with any questions regarding this matter.

Sincerely,



David J. Stein, AIA  
Principal