REGULAR MEETING AGENDA
WEDNESDAY, JANUARY 17, 2024– 7:00 P.M.

WATERTOWN TOWN HALL
TOWN COUNCIL CHAMBERS
61 ECHO LAKE RD.
WATERTOWN, CT 06795

1. Call Meeting to Order.
2. Pledge of Allegiance.
3. Roll Call
4. Minutes.
   a. Special Meeting – December 13, 2023
5. New Business
   a. Discussion and possible action on projects invoices to be authorized:

<table>
<thead>
<tr>
<th></th>
<th>Vendor</th>
<th>Invoice No.</th>
<th>Dated</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>KBA</td>
<td>23009.00-6</td>
<td>12/29/2023</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>2</td>
<td>Republican American</td>
<td>RA0915642</td>
<td>12/22/2023</td>
<td>$675.85</td>
</tr>
</tbody>
</table>

b. Discussion and possible action on selection of an architect for Two Roof Projects (JTPS and WHS) - bids received 01/17/2024.

6. Old Business.
7. Adjournment.
1. Call Meeting to Order.

Chairman Robert Porter call meeting to order at 7:00 p.m.

2. Pledge of Allegiance.

Chairman Robert Porter led the pledge of allegiance

3. Roll Call.
Robert Porter, Chairman
Mark Guerrero, Vice Chairman
Jeff Franson
Thomas Walsh
Dr. Alison Villanueva, Superintendent of Schools
Mary Ann Rosa, Vice Chairman of the Watertown Town Council
Luigi Verlardi, BOE Facilities

Absent: Anthony Ciriello
        David Demirs
        Jeffrey Desmarais
        Jim Lehner
        Brian Mays
        Donna Ford, Purchasing, Town – Purchasing Agent/Building Supervisor

Others Present: Mark Raimo, Town Manager

4. Minutes.

a. Special Meeting - November 28, 2023

Motion: Mark Guerrero seconded by Thomas Walsh to accept the November 28, 2023 meeting as presented.
Discussion: none.

Aye: 6 Porter, Guerrera, Walsh, Villanueva
Nay: 0
Abstain: 2 Franson, Rosa
Motion passes

5. New Business

a. Virtual interviews for candidates responding to RFP for project management for John Trumbull and Watertown High School roof projects.

1) 7:00 p.m. – Shaun Vincent & Scott Pellman, Colliers
2) 7:20 p.m. – Roger LaFleur, PM Resources
3) 7:35 p.m. – Samantha D’Agostino & Jim Guiliano, CSG

The interview questions asked:
- work methodology and approach
- if there would be construction meetings
- if additional support is needed and the process
- how you would work with the state from start to finish
- warranties
- timeline

A motion for a recess was made for the third candidate to attend zoom.

Motion: Robert Porter seconded by Thomas Walsh for a short recess to be back at 7:35 pm.
Motion passed unanimously

b. Discussion and possible action to recommend project manager for the John Trumbull and Watertown High School roof projects.

Discussion with the committee members on the candidates interviewed.

Motion: Mark Guerrera seconded by Thomas Walsh that we select Mr. LaFleur all things being equal as far as expertise and how they would go about the process from grant writing through construction.

Aye: 6 Porter, Guerrera, Walsh, Villanueva
Nay: 0
Abstain: 2 Franson, Rosa
Motion passes
c. Discussion and possible action on projects invoices to be authorized:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Invoice No.</th>
<th>Dated</th>
<th>Amount Due</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlantic Sports Group</td>
<td>4</td>
<td>12/05/2023</td>
<td>$231,020.00</td>
<td>TO BE APPROVED</td>
</tr>
</tbody>
</table>

Motion: Jeff Franson seconded by Mark Guerrera to pay Atlantic Sports Group, Invoice #4 for $231,020.00.

Motion passed unanimously

6. Old Business.

7. Adjournment.

Motion: Mary Ann Rosa seconded by Mark Guerrera to adjourn meeting at 7:56 p.m.

Motion passed unanimously

Respectfully submitted

Robert Porter, Chairman
Watertown Public Buildings Committee
RESOLUTION

WHEREAS, the Watertown Town Council, by Ordinance No. 09-06-22-308, appropriated the total sum of $12,861,000 for various Watertown Board of Education Capital Projects, and authorized the issuance of Bonds and Notes to finance that appropriation; and

WHEREAS, the appropriation was properly noticed and introduced by the Town Council on July 18, 2022; a public hearing was held on August 30, 2022; the Ordinance was adopted on September 6, 2022 and published on September 15, 2022 with an effective date of October 6, 2022; and the funding was approved at referendum vote on November 8, 2022; and

WHEREAS, a portion of the appropriation is allocated specifically to the Partial Roof Replacement Project for Watertown High School;

NOW, THEREFORE, BE IT RESOLVED, that the Watertown Town Council hereby authorizes the expenditure of $4,971,500 to complete the Watertown High School Partial Roof Replacement Project; and

BE IT FURTHER RESOLVED, that the Watertown Town Council hereby authorizes the financing of the local share or approximately $2,100,000 of the Watertown High School Partial Roof Replacement Project cost; and

BE IT FURTHER RESOLVED, that the Watertown Town Council authorizes the Watertown Board of Education to apply to the Commissioner of Education and to accept or reject a grant for the Partial Roof Replacement Project at the Watertown High School; and

BE IT FURTHER RESOLVED, that the School Capital Project Committee is hereby established as the building committee for the Partial Roof Replacement Project at the Watertown High School; and
BE IT FURTHER RESOLVED, that the Watertown Town Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Partial Roof Replacement Project at the Watertown High School.

Dated at Watertown, Connecticut, this 16th day of January, 2024

Mary Ann Rosa, Chair
Watertown Town Council

At a regular meeting of the Watertown Town Council held on January 16, 2024, the foregoing resolution was moved for adoption by Councilman/Councilwoman _______________________.
The motion was supported by Councilman/Councilwoman _______________________.

On a vote of ___ in favor and ___ opposed, the motion was declared adopted.

Susan King, Clerk
Watertown Town Council
RESOLUTION

WHEREAS, the Watertown Town Council, by Ordinance No. 09-06-22-308, appropriated the total sum of $12,861,000 for various Watertown Board of Education Capital Projects, and authorized the issuance of Bonds and Notes to finance that appropriation; and

WHEREAS, the appropriation was properly noticed and introduced by the Town Council on July 18, 2022; a public hearing was held on August 30, 2022; the Ordinance was adopted on September 6, 2022 and published on September 15, 2022 with an effective date of October 6, 2022; and the funding was approved at referendum vote on November 8, 2022; and

WHEREAS, a portion of the appropriation is allocated specifically to the John Trumbull Primary School Partial Roof Replacement Project;

NOW, THEREFORE, BE IT RESOLVED, that the Watertown Town Council hereby authorizes the expenditure of $4,510,000 to complete the Partial Roof Replacement Project at the John Trumbull Primary School; and

BE IT FURTHER RESOLVED, that the Watertown Town Council hereby authorizes the financing of the local share or approximately $1,900,000 of the John Trumbull Primary School Partial Roof Replacement Project cost; and

BE IT FURTHER RESOLVED, that the Watertown Town Council authorizes the Watertown Board of Education to apply to the Commissioner of Education and to accept or reject a grant for the Partial Roof Replacement Project at the John Trumbull Primary School; and

BE IT FURTHER RESOLVED, that the School Capital Project Committee is hereby established as the building committee for the Partial Roof Replacement Project at the John Trumbull Primary School; and
BE IT FURTHER RESOLVED, that the Watertown Town Council hereby authorizes at least the preparation of schematic drawings and outline specifications for the Partial Roof Replacement Project at the John Trumbull Primary School.

Dated at Watertown, Connecticut, this 16th day of January, 2024

Mary Ann Rosa, Chair
Watertown Town Council

At a regular meeting of the Watertown Town Council held on January 16, 2024, the foregoing resolution was moved for adoption by Councilman/Councilwoman ______________________. The motion was supported by Councilman/Councilwoman ______________________.

On a vote of ___ in favor and ___ opposed, the motion was declared adopted.

Susan King, Clerk
Watertown Town Council
PROJECT MANAGEMENT AGREEMENT

THIS SERVICES AGREEMENT (this "Agreement") is made effective as of December 18, 2023 between Town of Watertown and the Watertown Board of Education (hereinafter the "Town of Watertown") having a place of business and mailing address at 61 Echo Lake Road, Watertown, CT 06795, and PM Resources LLC, a business having an office at 58 Bunker Hill Road, Canton, Connecticut 06019 (Company)

RECITALS:
Per the request of the Town of Watertown Administration, PM Resources LLC is hereby contracted to provide project management services for the Watertown Roof Projects; and Pursuant to the terms and conditions of this Agreement, Town of Watertown desires to obtain from the Company and the Company desires to provide to Town of Watertown certain Project Management Services (the "Services").

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter set forth, the parties hereby agree as follows:

1. CONTRACT DOCUMENTS. The Contract Documents consist of this Agreement, including and incorporating by reference Exhibit A, the Scope of the Work, Exhibit B, the Fee Schedule and Exhibit C, PM Resources proposal dated and submitted November 10, 2023, as well as the all of the documents comprising RFP#23-10-BOE. Capitalized terms used but not defined in this Agreement shall have the meanings normally ascribed to them. The term "Work" herein means the providing and performance of the Services as described in Exhibit A, the Scope of Work.

2. SCOPE OF SERVICES. The Company shall, upon the terms and conditions of this Agreement, furnish adequate and sufficient Services to perform the Work for the Town of Watertown. See Exhibit A

3. TERM. This Agreement shall commence on December 18, 2023 and shall be substantially completed no later than September 30, 2024. The Term will include, until completed, all required procedures related to DAS Close Out and Audit. Notwithstanding the foregoing, this Agreement may be terminated by Town of Watertown (as noted in Section 9 of this Agreement) for cause upon fifteen (15) days' written notice to Company. In the event of such early termination, the Company shall be entitled to receive payment for Work performed in accordance with the Contract Documents and reimbursable costs incurred up to the date of such termination; provided, however, Company shall not be entitled to any overhead or profit on the Work not performed or not performed in accordance with the Contract Documents.

4. PAYMENT. For Work performed by Company in accordance with the Contract Documents for the Services, Town of Watertown shall pay the Company the amounts defined in Exhibit B, the Fee Schedule. Upon signing of the Agreement, Company will invoice Town of Watertown monthly for Work completed.

5. WARRANTIES. The Company represents and warrants to Town of Watertown that the Company has the power and authority to enter into and perform its obligations under this Agreement and the Contract Documents and shall perform the Work in a professional and reasonable manner. Further, the Company represents and warrants that all services provided to perform the Work will conform to current acceptable professional standards. Company will provide a Certificate of Good Standing from the Connecticut Secretary of the State with the signed copy of this Agreement.

6. INDEMNIFICATION. The Company agrees to and shall at all times indemnify, hold harmless and defend Town of Watertown and its directors, officers, employees and agents (collectively, "Indemnitees") wholly harmless from any and all losses, costs, expenses (including court costs and reasonable attorney’s fees), actions, claims, demands, disputes, injuries, damages or death and other liabilities of whatsoever kind or
Contract Documents; provided, however, Company shall not be entitled to any overhead or profit on the Work nor so executed or unexecuted.

9. NOTICES. Any notice pursuant to this Agreement shall be given in writing by (a) personal delivery, or (b) reputable national overnight delivery service with proof of delivery, or (c) United States Mail, postage prepaid, registered or certified mail, return receipt requested, or (d) legible confirmed facsimile transmission sent to the intended addressee at the address set forth below, and shall be deemed to have been given upon receipt or refusal to accept delivery, or, in the case of facsimile transmission, as of the date of the facsimile transmission provided that an original of such facsimile is also sent to the intended addressee by means described in clauses (a), (b) or (c) above. Unless changed in accordance with the preceding sentence, the addresses for notices given pursuant to this Agreement shall be as follows:

If to Town of Watertown:
Mr. Mark Raimo, Town Manager
61 Echo Lake Road
Watertown, CT 06795
860-945-5255

If to Watertown Board of Education:
Dr. Alison Villanueva, Superintendent of Schools
61 Echo Lake Road
Watertown, CT 06795
860-945-4800

If to Company:
Roger LaFleur
PM Resources LLC
58 Bunker Hill Road
Canton, Connecticut 06019
T: (860) 485-8879

10. EQUAL OPPORTUNITY. Town of Watertown is an equal opportunity employer and purchaser. The Company hereby agrees that in connection with the Work no employee or applicant for employment or vendor will be discriminated against because of race, color, religious creed, marital status, national origin, ancestry, sex, sexual orientation, age, present or past history of mental disorder, mental retardation or physical disability including but not limited to blindness, or veteran’s status.

11. GENERAL.

a. Independent Contractors. The parties and their respective personnel are and shall be independent contractors and neither party by virtue of this Agreement shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party.

b. Assignment/Subcontractors. The Company may not assign any of its rights, duties or obligations under this Agreement to any person or entity, in whole or in part, and any attempt to do so shall be deemed void and/or a material breach of this Agreement. Further, the Company shall not subcontract any of the Work without prior written approval of Town of Watertown. Subcontractors, if any, shall be bound by all the terms and conditions of the Contract Documents and in no event shall the Company be relieved of its responsibility for performance of the Work.
TOWN OF WATERTOWN:

By: [Signature]
Name: Mr. Mark Raimo
Title: Town Manager

WATERTOWN BOARD OF EDUCATION:

By: [Signature]
Name: Dr. Allison Villanueva
Title: Superintendent of Schools

COMPANY: PM RESOURCES LLC

By: [Signature]
Name: Roger LaFleur
Title: Owner/Manager
### EXHIBIT B
Fee Schedule

**HOURLY RATES**
Roger LaFleur, Senior Project Manager  
$100.00/hour

**FEE STRUCTURE/SCHEDULE OF VALUES**

<table>
<thead>
<tr>
<th>Scope of Work Item</th>
<th>Notes</th>
<th>Schedule of Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development of Educational Specifications</td>
<td>Needs Board of Education approval</td>
<td>$4,000</td>
</tr>
<tr>
<td>Development of Grant Applications</td>
<td>Submitted electronically and submitted in hard copy to SCG</td>
<td>$6,000</td>
</tr>
<tr>
<td>Selection of Design Team</td>
<td>State mandated process</td>
<td>$2,000</td>
</tr>
<tr>
<td>Development of Design Specifications</td>
<td>Review assumptions with building committee and then confirm with the design team for compliance</td>
<td>$7,000</td>
</tr>
<tr>
<td>Design Development and DCS Approval (PCT)</td>
<td>Includes submission of form SCG042 with required signatures</td>
<td>$9,000</td>
</tr>
<tr>
<td>Construction Oversight of the Roof Projects</td>
<td>Oversight of Manufacturer's Representative for daily inspections</td>
<td>$2,000</td>
</tr>
<tr>
<td>Punch List and commissioning to performance standards and acquire Manufacturer's warranty</td>
<td>Architect, Facilities Manager, Owner's Representative and Roofing Consultant</td>
<td>$2,000</td>
</tr>
<tr>
<td>Close-out and Final audit of projects</td>
<td>Will need assistance from the Town/School Business Admin.</td>
<td>$4,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$36,000</strong></td>
</tr>
<tr>
<td>Reimbursable Expenses</td>
<td>Mileage, copies, postage</td>
<td>$1,000</td>
</tr>
</tbody>
</table>
### Architect Evaluation Spreadsheet for the Watertown Roof Projects

<table>
<thead>
<tr>
<th></th>
<th>Russell Dawson</th>
<th>ARM</th>
<th>S+PA</th>
<th>Lothrop</th>
<th>H&amp;RA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience-minimum</td>
<td>2 CT schools through DCS</td>
<td>2 school roofs not confirmed if within last 3 years</td>
<td>No CT school roof or DCS or OSCG&amp;R experience</td>
<td>Very Experienced</td>
<td>Only 2 CT schools No experience with OSCG&amp;R listed</td>
</tr>
<tr>
<td>Signed affirmation of bid requirements</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Minimum 3 references</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Proposed schedule</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Drug Free Certification</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Correct Bid Form</td>
<td>Yes</td>
<td>incorrect form</td>
<td>incorrect form</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Addenda</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Additional services Initialed</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Price</td>
<td>$108,800</td>
<td>$80,192.68</td>
<td>$225,000</td>
<td>$342,100</td>
<td>$83,300</td>
</tr>
</tbody>
</table>
January 05, 2023

RFP #24-01

Architectural Design Services for Watertown High School and John Trumbull Primary School Roof Projects

PROPOSAL FOR
Watertown Board of Education
61 Echo Lake Rd, Watertown, CT 06975
FE Fee Proposal

BID FORM

Watertown High School Design Services $64,000.00
John Trumbull Primary School Design Services $44,800.00
Reimbursable Expenses Fixed Fee included in base bid: $1,000 per school
Add alternate for Hazardous materials design services if needed

High School $12,000.00
John Trumbull Primary School $10,000.00

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>Breakout costs</th>
<th>COSTS INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical and Electrical Engineering</td>
<td>Included</td>
<td>TAM TAM TAM</td>
</tr>
<tr>
<td>Structural Engineering</td>
<td>Included</td>
<td>TAM TAM TAM</td>
</tr>
<tr>
<td>As-designed record drawings</td>
<td>Included</td>
<td>TAM TAM TAM</td>
</tr>
<tr>
<td>As-constructed record drawings</td>
<td>Included</td>
<td>TAM TAM TAM</td>
</tr>
<tr>
<td>Coordination of Owner's consultants, as necessary</td>
<td>Included</td>
<td>TAM TAM TAM</td>
</tr>
<tr>
<td>Insurance limits as described in the RFP</td>
<td>Included</td>
<td>TAM TAM TAM</td>
</tr>
</tbody>
</table>

Acknowledgement of receipt of 3 addenda

Firm: Russell and Dawson Inc.

Name: Thomas A. Manning

(Please Print)

Signature: [Signature]

37
Architectural Design Services for Watertown High School and John Trumbull Primary School Roof Projects
RFP # 24-01

January 2, 2024
Watertown Board of Education

Attention: Marie Kashuba, Business Manager

61 Echo Lake Rd
Watertown, CT 06975
**FEE PROPOSAL & BID FORM**

Firms must acknowledge that the costs of items listed below are included in their base fee by the proposed principle initializing the service in the column provided. If an item is not initialized it will be considered not included in the base fee therefore the committee will consider the fee proposal non-responsive and the firm may not be considered for the project.

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>Breakout costs</th>
<th>COSTS INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical and Electrical engineering</td>
<td>Incl.</td>
<td></td>
</tr>
<tr>
<td>Structural engineering</td>
<td>Incl.</td>
<td></td>
</tr>
<tr>
<td>As-designed record drawings</td>
<td>Incl.</td>
<td></td>
</tr>
<tr>
<td>As-constructed record drawings</td>
<td>Incl.</td>
<td></td>
</tr>
<tr>
<td>Coordination of Owner’s consultants, as necessary</td>
<td>Incl.</td>
<td></td>
</tr>
<tr>
<td>Insurance limits as described in the RFP.</td>
<td>Incl.</td>
<td></td>
</tr>
</tbody>
</table>

**BID FORM**

<table>
<thead>
<tr>
<th>School</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watertown High School</td>
<td>$ 50,643.62</td>
</tr>
<tr>
<td>John Trumbull Primary School</td>
<td>$ 29,549.06</td>
</tr>
</tbody>
</table>

Reimbursable Expenses Fixed Fee: **$1,000 per school**

Exclusions: Hazardous materials investigations or testing

Firm: **ARM Consultants LLC – transacting business in the State of Connecticut as ARM Roofs, LLC**

Name: **Timothy Archer, Principal**

(Please Print) [Signature]
We designed roof replacement on Staples HS in Westport.

a/e design services

Watertown High School & John Trumbull Primary School Roof Projects

Watertown Public Schools | RFP # 24-01 | January 5, 2024
Firms must acknowledge that the costs of items listed below are included in their base fee by the proposed principle initializing the service in the column provided. If an item is not initialized it will be considered not included in the base fee therefore the committee will consider the fee proposal non-responsive and the firm may not be considered for the project.

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>Breakout costs</th>
<th>COSTS INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical and Electrical engineering</td>
<td>Incl.</td>
<td>$0.00</td>
</tr>
<tr>
<td>Structural engineering</td>
<td>Incl.</td>
<td>$0.00</td>
</tr>
<tr>
<td>As-designed record drawings</td>
<td>Incl.</td>
<td>$0.00</td>
</tr>
<tr>
<td>As-constructed record drawings</td>
<td>Incl.</td>
<td>$0.00</td>
</tr>
<tr>
<td>Coordination of Owner’s consultants, as necessary</td>
<td>Incl.</td>
<td>$0.00</td>
</tr>
<tr>
<td>Insurance limits as described in the RFP.</td>
<td>Incl.</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**BID FORM**

Watertown High School $ 90,000.

John Trumbull Primary School $ 135,000.

Reimbursable Expenses Fixed Fee: $1,000 per school

Exclusions: Hazardous materials investigations or testing


Name: David J. Stein, AIA

(Please Print)

Signature: 

11
Request for Proposals
Architectural Design Services
Watertown High School and John Trumbull Primary School Roof Projects
BID#24-01
January 5, 2024
## BID FORM

### Watertown High School Design Services
- $197,700.00 *

### Trumbull Primary School Design Services
- $144,400.00 *
- $1,000 per school

Alternate for Hazardous materials design services if needed

<table>
<thead>
<tr>
<th>High School</th>
<th>$3,500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Trumbull Primary School</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>Breakout costs</th>
<th>COSTS INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical and Electrical engineering</td>
<td>included</td>
<td>Initial</td>
</tr>
<tr>
<td>Structural engineering</td>
<td>included</td>
<td></td>
</tr>
<tr>
<td>As-designed record drawings</td>
<td>included</td>
<td></td>
</tr>
<tr>
<td>As-constructed record drawings</td>
<td>included</td>
<td></td>
</tr>
<tr>
<td>Coordination of Owner's consultants, as necessary</td>
<td>included</td>
<td></td>
</tr>
<tr>
<td>Insurance limits as described in the RFP.</td>
<td>included</td>
<td></td>
</tr>
</tbody>
</table>

Acknowledgement of receipt of 3 addenda

---

I: **Lothrop Associates Architects D.P.C. P.C.**

By: **Arthur K. Seckler, III, Principal**

(Please Print)

nature: **(Please Print)**

Refer to the Cost Proposal / Conditions & Assumptions

awarded BOTH projects, Lothrop Associates Architects D.P.C. P.C. is prepared to offer the Watertown board of Education a DISCOUNTED Fee of Three Hundred Thirty Three Thousand Three Hundred Dollars ($333,300.00)
January 5, 2024

Marie Kashuba, Business Manager
61 Echo Lake Road
Watertown, CT 06795

On behalf of Hibbard & Rosa Architects, L.L.C. I would like to thank you for the opportunity to present our proposal. We believe our approach to your roof replacement projects will provide your community with a long term, cost effective solution.

Our staff has several years experience in working with roof replacement projects similar to your own. Our proposal will demonstrate our past success in the design and administration of a variety of state reimbursed school projects. Our proposal includes the following:

- Firm Profile
- Resumes
- Roofing Experience
- References
- Sample Projects
- Comprehensive Pricing Plan
- Schedule General Work Plan – Timetable
- Specification Cover Sheet
- Bid Requirement Acknowledge Form
- Drug Free Place Certificate
- Request for Proposal Form
- Bid Form
- Copies of Licenses
- ACORD Insurance Certificate

Again, we thank you for the opportunity to submit this proposal. We look forward to meeting with you and your committee to more fully acquaint you with our services and answer any questions you may have.

Sincerely,

[Signature]
Thomas F. Hibbard
Member Architect
BID FORM

Watertown High School Design Services $42,600.00
John Trumbull Primary School Design Services $40,700.00
Reimbursable Expenses Fixed Fee included in base bid: $1,000 per school
Add alternate for Hazardous materials design services if needed

High School $5,700.00
John Trumbull Primary School $5,700.00

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>Breakout costs</th>
<th>COSTS INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical and Electrical engineering</td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td>Structural engineering</td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td>As-designed record drawings</td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td>As-constructed record drawings</td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td>Coordination of Owner’s consultants, as necessary</td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td>Insurance limits as described in the RFP.</td>
<td>Included</td>
<td></td>
</tr>
</tbody>
</table>

Acknowledgement of receipt of 3 addenda

Addendum #1, #2 & #3 Received

Firm: Hibbard & Rosa Architects, L.L.C.

Name: Thomas F. Hibbard

(Please Print)
Signature: [Signature]

[Signature]
QUOTATION: INFRARED ROOF MOISTURE ANALYSIS

Executive Summary:

This Proposal specifies the equipment used, procedures followed, fee charged, and services and documentation provided by IR Analyzers, Inc. in determining the locations and extent of sub-surface moisture within your roof.

A high resolution Infrared Thermal Imager shall be used to test the following roof(s) for sub-surface moisture:

John Trumbull Primary School - RMS IR, Watertown, CT
Approximately 24,438 square feet on approximately 10 levels

Cost of Services: The fee for the Infrared Moisture Analysis is a flat fee of $2,950.00 which includes all equipment, travel, labor and report costs. This is the minimum charge for providing the testing and report under this contract. Significant increases in the size of the roof or changes in the scope of work may result in additional cost. Additional fees will apply for extra copies of the written report. Your organization shall provide .pdf or .dwg scaled drawings of the roof, if available.

End of Executive Summary. Please review this entire proposal carefully. It constitutes a legally binding contract between your company and IR Analyzers.

Sales Tax - Connecticut and New York Only: Services performed on buildings located in Connecticut and New York are taxable. The figure quoted above does not include any applicable State sales and/or use tax. In some instances, projects are eligible for sales tax exemptions. We have included a form below (State Tax Eligibility Declaration) to determine if the location of the proposed project is subject to State tax and whether you may be exempt from such taxation. Please complete this form and provide documentation of exemption, if applicable. If the project is tax exempt, a copy of the Tax Exempt form will need to be on file before testing.
**Scope of Work:**

**Thermographic Testing:** Perform an Infrared Thermographic Survey of all roofs in this contract to detect areas of sub-surface moisture. Please note: The Infrared Survey must be performed at night in order to obtain high-quality information. We typically arrive just before sunset to set up our equipment, and we will need unrestricted access provided to the roof(s) throughout the evening to complete the testing.

Please note: The membrane surface must be dry and unobstructed during the day of, and night of the testing. Any roof areas that are obstructed, wet, or inaccessible during the survey will be documented on the drawings as Not Tested.

**Thermographic Imagery:** Provide Thermograms (digital infrared images) and Reference Photos (digital visible light images taken during the survey) of sample areas of wet & dry materials observed during the scan.

**Roof Mark Out:** Outline the affected areas on the roof membrane with long-lasting spray paint or crayon (customer choice).

**Verification Procedures:**

Extract a core sample from the existing roof(s), and document roof components
and effective R-Values. All test cuts performed during the inspection shall be filled, sealed and made watertight. We employ state-of-the-art Infrared Cameras when we test your roof. They are extremely sensitive and accurate when locating areas of moisture damage. However, as with any non-destructive technique, there exists a slight possibility that false positives or false negatives may occur.

If we are instructed not to perform invasive testing (core samples or moisture probes) to verify the presence of water, the areas marked on your roof(s) should be considered to represent suspected rather than verified areas of moisture damage.

**AutoCAD® Documentation:** Prepare scaled AutoCAD® drawings of the roof(s) documenting locations of all moisture damaged areas.

**Comprehensive Report:** Prepare and submit a final report documenting the survey procedures and findings. The report will be provided in digital (e mailed) and hard copy formats and will include Testing Principles, Survey Procedures, Test Findings and AutoCAD drawings.

This Quotation is valid for 90 days from today’s date. Please call us if you have any questions regarding this quotation or if we can help in any way.

**IR Analyzers offers the option of paying for your service with MasterCard or VISA. A 3% service charge will be added. **

Signature:

Date:

______________________________
Account Manager's name: Denise Richard
SECURE PAYMENT OPTIONS:

1. Pay by ACH that you set up from your bank to our bank:
   Please contact us for our banking information.

2. Pay by paper check. Please note that paper checks will be processed through our
   Secure Gateway with Paya as ACH payments. If you choose to process payment with a
   paper check, please be sure the appropriate people know that they should not reject the
   payment when it hits your account. Please designate IR Analyzers and our processor,
   Paya (Company ID 3383693141), as trusted vendors to avoid a block on your payment
   by your bank for security purposes.

3. Pay by ACH/echeck at this link: https://collectcheckout.com/r/8087e

4. Pay by Visa or MasterCard at this link: https://quickclick.com/r/d2m77
   Credit card processor adds 2.5% to invoice amount

♦ Certificate of Insurance: Please indicate if proof of insurance is required:
   YES          NO

** If your company needs to be listed as an Additional Insured,
please indicate below how you would like this designation to read on the certificate:
Agreement of Terms: To accept this proposal, please sign below agreeing to the terms outlined above and return the entire quotation (including below sales tax eligibility declaration for projects located in Connecticut and New York) to IR Analyzers, Inc. along with a purchase order or verbal approval authorizing the inspection. Our toll-free fax number is 866-506-3522. We will schedule the work as quickly as possible after receiving your authorization.

Authorized Signature:
Printed Name:
Date:
Purchase Order #:

Sales & Use Taxes - Connecticut and New York Only

We are required in Connecticut and New York to collect sales and/or use taxes on services we perform in those States, unless our customer can claim tax-exempt status and provide us with a copy of an exemption prior to the service date. As there are many different circumstances that could affect a customer's potential exemption from these taxes, each customer must make this determination according to prevailing law and the specific nature of their business / project classification.

If you are unsure whether you can claim exemption from State taxes for this service, please contact your customer where the service will be performed or the relevant State tax department for assistance.

All required paperwork must be returned to our office before we are able to schedule the service. Thank you for your understanding.
State Tax Eligibility Declaration

To the best of your knowledge, are the services you are requesting for a building located in and subject to taxation in Connecticut or New York?

YES  NO

If you answered “Yes” above, please sign below and return this form to us. If you answered “No”, please answer the questions below and return the signed form to us with applicable documentation.

Can you claim exemption from applicable sales and / or use taxes in the State in which the service will be performed?

YES  NO

If “Yes”, please indicate your reason for the exemption:

Tax-exempt organization as classified by your State

If the facility we are testing has been classified as a tax-exempt organization, you should have already been issued a tax-exemption certificate by the State. Please forward a copy of this certificate to us.

Services provided by IR Analyzers will be “resold” to your customer.

If you claim a “resale” exemption, please complete and return the appropriate State Tax Resale Certificate to us.

Other reason (please specify):

If you are claiming tax exemption for any other reason, please forward a copy of the applicable exemption certification to us.

I understand that if the services approved under this contract are in fact subject to State tax, I will be liable for all applicable State taxes regardless of any declarations made in this form.
January 11, 2024

WAPUS24001

Luigi Velardi
Director of Facilities & Security
Watertown Public Schools
61 Echo Lake Road
Watertown, CT 06795

RE: PRE-RENOVATION ROOF SURVEY
JOHN TRUMBULL PRIMARY SCHOOL
779 BUCKINGHAM STREET
OAKVILLE, CT 06779

Dear Mr. Velardi:

HYGENIX Division of Pennoni (HDP) is pleased to present this proposal for professional services for the above referenced project. This proposal is based on my e-mails with Steve Botelho of The Garland Company and previous inspections HDP has performed on similar buildings. It is our understanding that the project consists of the complete removal and replacement of the buildings flat roofing system and renovation on the pitched roofing system at 779 Buckingham Street in Oakville CT.

Based on our current understanding of the project, HDP proposes the following Scope of Services:

SCOPE OF SERVICES

TASK 1: ASBESTOS SURVEY

HDP will provide United States Environmental Protection Agency (USEPA) accredited, and Connecticut licensed Asbestos Inspectors to conduct an asbestos pre-renovation inspection of accessible roofing materials. The inspection will be performed in accordance with guidelines established by the USEPA and Connecticut asbestos regulations. It is understood that a representative from Garland will do all cutting and patching of the roof sample locations.

Representative bulk samples of suspect friable and non-friable ACM will be collected per homogeneous material for analysis by an American Industrial Hygiene Association & Connecticut licensed laboratory using Polarized Light Microscopy (PLM).

TASK 2: FINAL REPORTS

Upon completion of the above scope of services, HDP will prepare a report documenting the results of our investigation for the renovation areas. The final report will include a summary of our findings as well
as recommendations we may have relative to our findings. Our report will identify the general location and quantities of identified materials.

FEES

HDP will complete the scope of services outlined in TASKS 1-2 above for the Lump Sum Fee of $1,600.00.

This fee and schedule are based on the following assumptions:

ASSUMPTIONS/CLARIFICATIONS

- Unrestricted, safe access to all scheduled renovation areas within the building will be available on the requested time and date of the site visit.
- Our sample locations will damage building materials, The Garland Company will patch all sample locations.
- Task 1 fee includes up to 15 PLM samples with standard laboratory TAT. Additional samples, if warranted, will be discussed with the client for client approval prior to submission for analysis.
- Proposal Fee includes $300.00 in roof patching materials.
- There are no special requirements in effect to safely access the property.
- The school was built in 1999-2000.
- We will provide our report electronically to you within one week of receipt of analytical data.

BILLING AND PAYMENT

An invoice for professional services will be provided monthly is due upon receipt. The Client acknowledges that the method of billing and payment has been discussed in detail, that the terms agreed upon can only be changed by a written addendum agreed to by both parties, and that work may be stopped until payment is made in accordance with the agreement.

TERMS AND CONDITIONS

Pennoni's General Terms and Conditions (Form LE01, revised December 2015) are attached hereto and are considered as part of the scope of services. The Client indicates by the execution of this proposal that they have reviewed and understand the General Terms and Conditions.

Thank you for affording us the opportunity to work with you on this project. If you have any questions, please feel free to contact us.

Sincerely,

PENNONI ASSOCIATES INC.

[Signatures]

James Twitchell
Senior Industrial Hygienist II

Todd M. Hay, PE, CEM
Regional Vice President
Please indicate your acceptance of this proposal by signing and returning a copy as our authorization to proceed. In signing this proposal, the Client authorizes Pennoni to complete the professional services outlined in this proposal in accordance with the attached terms and conditions.

Accepted By:

__________________________________________________________
(Authorized Representative of the Client)

__________________________________________________________
(Print Name & Title)

__________________________________________________________
(Date)
PENNONI ASSOCIATES INC.
GENERAL TERMS & CONDITIONS

1. Unless withdrawn sooner, proposals are valid for thirty (30) days.

2. The technical and pricing information in proposals is the confidential and proprietary property of Pennoni Associates Inc. ("PENNONI") or any Pennoni subsidiary or affiliate. Client agrees not to use or to disclose to third parties any technical or pricing information without Pennoni's written consent.

3. The agreement created by the Client's acceptance of a proposal and these Terms & Conditions is hereinafter referred to as the "Agreement." If a proposal is submitted to Client and Client fails to return a signed copy of the proposal but knowingly allows Pennoni to proceed with the services, then Client shall be deemed to have accepted the terms of the proposal and these General Terms & Conditions. If there is a conflict or inconsistency between any express term or condition in the proposal and these General Terms & Conditions, then the proposal shall take precedence. The proposal and these General Terms & Conditions constitute the entire Agreement, and supersede any previous agreement or understanding.

4. Payment is due upon receipt of invoices as submitted. If Client chooses to make any payment via major credit card, Client agrees to pay a 3% surcharge or 1.03 times the total amount invoiced. Client agrees to pay interest at the rate of 1½ percent per month on invoices that are more than 30 days past due. If an invoice is 30 or more days past due, then Pennoni may suspend services and refuse to release work on this Agreement or any other agreement between Client and Pennoni until Client has paid all amounts due. Unless Pennoni receives written notice of Client's dispute of an invoice within 30 days of the invoice date, the invoice will be presumed correct. If payment is not made in accordance with the Agreement, then Client agrees to pay reasonable costs and attorney's fees incurred by Pennoni to collect payment.

5. All drawings, sketches, specifications and other documents ("Documents") in any form, including electronic, prepared by Pennoni are instruments of Pennoni's services, and as such are and shall remain Pennoni's property. Upon payment in accordance with the Agreement, Client shall have the right to use and reproduce the Documents solely for the purposes of constructing, remediating, using or maintaining the project contemplated by the Agreement ("Project"). The Documents are prepared for use on this Project only, and are not appropriate for use on other projects, any additions or alterations of the Project, or completion of the Project by others. Client shall not use the Documents in violation of this paragraph without Pennoni's express written consent; and such use is at the Client's sole risk. Client agrees to indemnify, defend and hold harmless Pennoni from any claims, damages, losses, liabilities and expenses arising from such prohibited use.

6. The proposed fees and schedule constitute Pennoni's best estimate of the charges and time required to complete the Project. As the Project progresses, facts uncovered may dictate revisions in scope, schedule or fee. The hourly rate schedule for services provided on a time and material basis will be subject to increases annually.

7. Fee and schedule commitments will be subject to change for delays caused by Client's failure to provide specified facilities or information, or for delays caused by third parties, unpredictable occurrences or force majeure.

8. Where the method of payment is based on time and materials, Client agrees that the following will apply: The minimum time segment for charging work is one-quarter hour, except the minimum time segment for charging field survey work is four (4) hours. Client reimbursable expenses include travel and living expenses of personnel when away from the home office on business connected with the Project; subcontractor and subconsultant costs; identifiable communications, mailing and reproduction costs; identifiable drafting and stenographic supplies; and expendable materials and supplies purchased specifically for the Project. A ten (10) percent administrative and handling charge will be added to client reimbursable expenses.

9. Client's termination of this Agreement will not be effective unless Client gives Pennoni seven (7) days prior written notice with accompanying reasons and details, and affords Pennoni an opportunity to respond. Where the method of payment is "Lump Sum," Client agrees that the final invoice will be based on services performed to the effective date of cancellation, plus an equitable adjustment to provide for costs Pennoni incurred for commitments made prior to cancellation. Where the method of payment is time and materials, Client agrees that the final invoice will include all services and direct expenses up to the effective date of cancellation plus an equitable adjustment to provide for costs Pennoni incurred for commitments made prior to cancellation.

10. Pennoni will maintain at its own expense Workman's Compensation insurance, Commercial General Liability insurance, and Professional Liability insurance.

11. Neither the Client nor Pennoni shall assign this Agreement without the written consent of the other.
12. Pennoni does not represent or warrant that any permit or approval will be issued by any governmental or regulatory body. Pennoni will endeavor to prepare applications for such permit or approval in conformance with applicable requirements; but, in view of the complexity of and the frequent changes in applicable rules and regulations and interpretations by the authorities, Pennoni cannot guarantee that any such application will be considered complete or will conform to all applicable requirements.

13. Pennoni will perform its work in accordance with generally accepted professional standards. THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED. This Agreement is solely for the benefit of the Client and its successors. There is no third-party beneficiary of this Agreement.

14. CLIENT AND PENNONI HAVE CONSIDERED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, AS WELL AS PENNONI’S TOTAL AGGREGATE LIABILITY (INCLUDING THE LIABILITY OF ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, SUBCONTRACTORS AND CONSULTANTS) TO THE CLIENT (AND ANYONE CLAIMING BY, THROUGH OR UNDER THE CLIENT) FOR ANY AND ALL INJURIES, CLAIMS, LOSSES, EXPENSES OR DAMAGES ARISING OUT OF THIS AGREEMENT FROM ANY CAUSE OR CAUSES IS LIMITED TO THE TOTAL FEE RECEIVED BY PENNONI UNDER THIS AGREEMENT OR $50,000, WHICHEVER IS GREATER. SUCH CAUSES INCLUDE, BUT ARE NOT LIMITED TO, PENNONI’S NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, OR BREACH OF CONTRACT OR WARRANTY.

In the event the client is unable to accept the above limitation of liability, Pennoni agrees to increase the limitation to $1,000,000 upon its receipt, prior to performing any services, of client’s written agreement to pay an additional sum of not less than 50% of the total fee under this agreement or $1,000, whichever is greater.

15. Client shall make no claim against Pennoni unless the Client first provides a written certification, executed by an independent design professional, specifying those acts or omissions which the independent design professional contends is a violation of generally accepted professional standards and upon which the claim will be premised. The independent design professional must be licensed to practice in the state where the Project is located and in the discipline related to the claim. Client agrees that the independent design professional’s certification is a condition precedent to the Client’s right to institute any judicial proceeding.

16. If required under the scope of services, Pennoni shall visit the Project site to become generally familiar with the progress and quality of the work for which Pennoni is paid. If Pennoni prepares contract documents, and Pennoni shall not make exhaustive or continuous onsite inspections. Pennoni’s services do not include supervision or direction of the contractor’s work. Observation by Pennoni field representatives shall not excuse the contractor for defects or omissions in its work. Pennoni shall not control construction means, methods, techniques, sequences, or procedures, and the contractor is solely responsible for all work on the Project, including safety of all persons and property.

17. If Client does not retain Pennoni to render construction phase services, then Client waives any claim it may have against Pennoni and agrees to indemnify, defend, and hold harmless Pennoni from any loss or liability, including attorneys fees and other defense costs, arising out of or related to the interpretation of Pennoni’s plans and specifications, the review of shop drawings, the evaluation of contractor’s request for change orders, or the failure to detect and correct obvious errors or omissions in Pennoni’s plans and specifications.

18. Unless and until a court determines that Pennoni’s preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs, specifications and/or Pennoni’s giving or failure to give instructions is the primary cause of any damage, claim, loss or expenses, Client shall indemnify, defend and hold harmless Pennoni and its officers, employees and consultants from and against all damages, claims, losses or expenses, including reasonable attorneys fees and other costs of defense, arising out of this Agreement. In the event the Client is required to defend Pennoni under this paragraph, Pennoni shall have the right to select its attorneys.

19. Client agrees to pay reasonable expert witness fees if Pennoni or any of its employees is subpoenaed to testify as a fact or opinion witness in any court proceeding, arbitration, or mediation to which the Client is a party.

20. Unless otherwise provided in this proposal, Pennoni shall have no responsibility for the discovery, presence, handling, removal, or disposal of hazardous materials or underground structures at the Project site.

21. Client and Pennoni waive consequential damages arising out of this Agreement.

22. This Agreement shall be governed by the laws of Connecticut.

23. Both Pennoni and Client agree to waive the right to subrogation for covered losses and each shall obtain similar waivers from Owner, subcontractors, property and casualty insurers, and any other party involved in this Project.
Invoice

Invoice Number: 23009.00-6
Date: December 29, 2023
Project Number: 23009.00

KBA
416 Slater Rd.
New Britain, CT 06053

Town of Watertown, CT
Attn: Dr. Alison Villanueva, PhD
Superintendent of School
61 Echo Lake Rd.
Watertown, CT 06795

Watertown, CT - Swift MS Field & Watertown HS Track & Field Replacements

For Professional Services Rendered Through: December 31, 2023

<table>
<thead>
<tr>
<th>Fee Services</th>
<th>Contract Amount</th>
<th>Percent Complete</th>
<th>Fee Earned</th>
<th>Prior Billings</th>
<th>Current Billings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Administration</td>
<td>$18,500.00</td>
<td>100.00</td>
<td>$18,500.00</td>
<td>$18,500.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Project Close-Out</td>
<td>$4,500.00</td>
<td>100.00</td>
<td>$4,500.00</td>
<td>$2,250.00</td>
<td>$2,250.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$23,000.00</strong></td>
<td><strong>$23,000.00</strong></td>
<td><strong>$20,750.00</strong></td>
<td><strong>$2,250.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

Invoice Total $2,250.00
Republican American
389 Meadow Street • Waterbury, CT 06702 • 1-800-992-3232

Classified Advertising Proof

Account Number: R63092
Order Number: RA0915642

WATERTOWN BOARD OF EDUCATION
10 DEFOREST ST
WATERTOWN, CT 06795
860-945-4807

Title: Republican-American | Class: L-Legal -Public Notice 019
Start date: 12/22/2023 | Stop date: 12/27/2023 |
Insertions: 3

Title: Rep-Am.com | Class: L-Legal -Public Notice 019
Start date: 12/22/2023 | Stop date: 12/26/2023 |
Insertions: 5

TOWN OF WATERTOWN, CT
NOTICE OF REQUEST FOR PROPOSALS

Architectural Design Services
for
Watertown High School and
John Trumbull Primary School Roof Projects RFP #24-01

For questions regarding the bidding procedure, contact Marie Kashuba, Business Manager, kashubamarie@watertownps.org or Luleh Veardt, Director of Facilities and Security for Watertown Public Schools at (860) 945-4816 or by email to: veardtlj@watertownps.org

All bids will be read aloud on FRIDAY, JANUARY 5, 2024 at 2PM at 61 Echo Lake Road, Watertown, CT 06795.

RFP specification packages are available in our website: https://www.watertownps.org/page/request-for-proposal-rfp

Sealed bids can be mailed unsealed and will be received in the office of the Business Manager, 61 Echo Lake Road, Watertown, CT 06795 no later than FRIDAY, JANUARY 5, 2024 at 2PM.

Interested vendors must submit (1) electronic copy and two (2) hard copies of all RFP documents. All RFP envelopes shall be clearly marked.

R-A December 22, 23, 24, 26, 27/2023

Total Order Price: $675.85