

Addendum #3  
Bid 23-4

1. Q: It is stated on Page 1 under *Project End Date* that the Owner's Representative Services will be required until close out and state audit; however, there are timeframes indicated for the Post-Construction Phase and no timeframe indicated for the Audit Phase for each project on the bid from. Please clarify timeframes and/or hours required.
1. A: The audit phase will depend on when the state schedules the final audit. It is expected that if needed the successful bidder will be required to attend a meeting at the School Grants office in Hartford. Estimate meeting time would be 2 hours and all three projects are expected to be handled together.
2. Q: On Page 2 under *Scope of Services*, it is stated that the OPM will be required to attend building committee meetings as needed. Is there a typical frequency (bi-weekly, monthly, etc.) and typical duration for these meetings to base pricing on?
2. A: The building committee meets monthly but may hold special meetings as needed. It is expected that the successful bidder will attend the meeting where The plans are submitted for approval. Meeting to evaluate and selected the contract awards and monthly meetings during construction and one to two Meetings during close out.
3. Q: On Page 2 under *Scope of Services*, it is stated that the OPM will need to "supply limited pre-construction/design." Please clarify what this means.
3. A: the successful bidder will be required to review plans with the architect primarily to be familiar with the plans and design to enable competent oversight during construction. The successful bidder will also be required to attend the plans approval meeting with the State Grants office prior to releasing the bid.
4. Q: On Page 3 under *Scope of Services*, it is stated that the OPM will need to provide construction oversight inspections. Please provide clarification on the time commitment/duration to base pricing on. Is this daily, weekly, or full-time on site?
4. A: The price sheet shows the time required this will include all travel to the site weekly construction meetings on site inspections of the contractors work.

Documenting weather conditions, Stages of work completed documentation of any issues discovered on site, working with the architect to ensure timely responses to any RFI requests, managing timelines to insure the project stays on time and on budget, review of all payment submissions by contractors prior to submission to the building committee for payment. Tracking and submission to the State in a timely manner of all change orders.

5. Q: On Page 3 under *Scope of Services*, it is stated that the OPM should maintain logs and verify workers on site for prevailing wage rate documentation. This is typically the responsibility of the construction manager. Please confirm that this should be excluded from the OPM's scope of services.
5. A: The is required of the successful bidder and is part of the RFQ/RFP
6. Q: On Page 3 under *Scope of Services*, it is stated that the OPM should attend all audit or closeout meetings with the State of Connecticut. Is there an estimated frequency or duration to base on pricing on? Should we propose this as an hourly service?
6. A: It is expected that the State Close out of all three projects will occur at the same time at the State Grant office in Hartford. It is expected that the meeting will last about 2 hours. This is providing that the successful bidder has all the Required documentation required by the State.
7. Q: On Page 3 under *Scope of Services*, the OPM is expected to provide daily construction reports – please confirm that this means that full-time, on-site construction oversight personnel should be provided/budgeted for?
7. A: The pricing schedule shows the amount of time that we require a person on site part of that time requirement is a simple report showing the weather, project Status, what was completed that day and any issues discovered.
8. Q: On Page 6 under *E-8 – Financial/Professional Capacity of the Firm*: CSG is a privately held company and does not publish an annual report. Please confirm if a statement of financial condition would suffice.
8. A: A statement of financial condition would be acceptable. The committee may require additional information if selected as the winning bidder.

9. Q: Page 7 – *F – Insurance Requirements for Selected Firm*

1. Waiver of Subrogation – If the firm has a blanket endorsement will that be enough to satisfy the Town of Ledyard or will Ledyard require they be specifically named?
2. Our Workman's compensation coverage is statutory at \$500,000 are you requiring it to be increased to \$1 million?
3. Our current umbrella policy is \$5 million. Considering the potential costs of all 3 projects being around \$5million will the \$5 million coverage be acceptable to Ledyard?
4. Would \$1M/\$1M Professional Liability coverage be sufficient?

9. A: 1: The Town and Board of Education are required to be named as additional Insured.  
2: Yes workers comp coverage needs to be at 1 million.  
3: These projects are considered as three separate projects and will be billed and reported separately as a result the 5 million should be acceptable.  
4. Yes

10. Q: *Fee Proposals – All Projects* – The fee proposals for each project indicate a Project Executive, Project Manager, and Assistant Project Manager; however, there are no hours specified for the Project Executive. Please confirm if there are hours that should be budget/allocated for a Project Executive for each project.

10. A: We understand that many firms bill in time for the Project Executive. We have left this up to the individual firms to determine the need based on the comfort level you have with the other members of the team. We have laid out our minimum requirements for time onsite and personnel.

11. Q: *Fee Proposal – Juliet Long School* – Please confirm that total number of hours required for the audit phase. For a Project Manager it is currently indicated as 1 week time frame with 2 hours per week, but the total number of hours is currently 4.

11. A: We are allowing 4 hours for this work the hours per week should be 4.