



September 25, 2023

Vonda Tencza  
Superintendent  
Woodbridge School District  
40 Beecher Road - South  
Woodbridge, CT 06525

**RE: Proposal – Beecher Road Elementary School  
Write/Issue/Manage RFQ/P for Feasibility Study, Educational Specifications & Grant  
Application**

Dear Ms. Tencza,

Construction Solutions Group, LLC (CSG) is pleased to submit a Proposal for the management of a Feasibility Study, Preparation of Educational Specifications, and Submission of a Grant Application to the Office of Grants and Administration (OGA) including the preparation of a professional cost estimate for the Beecher Road Elementary School. Due to projected enrollment, the school administration believes a project will be necessary to accommodate the increase in student population.

In response to your request, CSG has prepared a scope of services to manage the necessary aspects of a study and its subsequent requirements in preparation of a Grant Application to the State. Our responsibilities will include "Owner's Representation" to ensure that the Town of Woodbridge/Board of Education's (Town/BoE's) best interests are prioritized during the course of the project. Our Proposal has been structured to allow the Town/BoE the option to continue to move forward with CSG as identified below should you elect to proceed with future phases of the project.

### **Anticipated Scope of Services**

#### **PHASE I - Preparation of a Feasibility Study RFQ/P with various options**

Timeframe: Approximately October 2023 – November 2023

- Write a RFQ/P for architectural services to include the requirement to present various options (i.e. take no action, construction addition and renovate as new, construct new school in same location, construct new school in different location to split the student population)
- Review the final document with School Administration prior to public release
- Conduct a "walk-through" pre-proposal meeting
- Receive and formally respond to questions from the prospective respondents
- Review RFQ/P submissions and prepare a "scoring sheet" including ranking of the respondent's fees
- Manage the contract/purchase order process with the Town/BoE and the selected architectural firm

#### **PHASE II – Manage the Feasibility Study Process**

Timeframe: Approximately December 2023 – January 2024

- Coordinate access and "walkthroughs" of the successful architectural firm
- Manage the schedule of deliverables by the selected architectural firm
- Review the final report of the architectural firm including the costs of the various options



**EDUCATIONAL SPECIFICATIONS**

Timeframe: Approximately January 2024

- Conduct initial meeting with school administration to establish process/schedule of meetings and interviews with staff and administration
- Conduct meetings and interviews with selected staff and administration
- Write the draft Rationale for the Project and Long Range Educational Plan
- Review and write the Enrollment Data and Proposed Project Capacity
- Create the Interior Building Environment narrative
- Write the Building Systems section with input from facility staff interviews
- Write the Site Development section in the context of the feasibility study conclusions
- Create the Program Diagrams and Program Matrix
- Present to the BoE at a regularly scheduled meeting the final version for their approval

**GRANT APPLICATION**

Timeframe: Approximately February 2024 – June 2024

- Prepare all required forms/documents required for a complete OGA grant application
- Coordinate with Town/BoE officials for signatures
- Coordinate with Town/BoE to obtain access to Core-CT portal for uploading of the Grant Application
- Create a total project budget
- Input the project estimate into BizNet

**PRE-REFERENDUM SERVICES**

Timeframe: Approximately February 2024 – May 2024

- Assist with providing materials for Town meetings
- Attend public meeting sessions and answer questions
- Address any other requirements the Town/BoE may have

We are sincerely interested in working with you on this project. With CSG, you will be working with an attentive Project Manager, one who will be watching over this project every step of the way.

**Fee Structure**

In an effort to provide the Town/BoE with exceptional value, we offer the following fee structure.

Phase I (Lump Sum)	\$9,469.00
Phase II (Lump Sum)	\$9,515.00
Educational Specifications (Lump Sum)	\$15,799.00
Grant Application w/Professional cost estimate (Lump Sum)	\$36,295.00
Attend various Town Meetings not identified above (Allowance billed hourly)	\$20,000.00
Pre-Referendum Services (Allowance billed hourly)	\$30,000.00

Billable hourly rates are as follows:

- Project Manager: \$128/hour
- Senior Project Manager: \$153/hour
- Project Executive: \$210/hour
- Administrative: \$88/hour



Hours to be tracked and submitted for review and approval for all allowance related services. Services will be billed monthly.

If additional staffing services are requested, they will be made available at the following hourly rates:  
Principal-in-Charge: \$250 | Estimator: \$175

Reimbursable expenses (Billed at actual costs):

Should you have any questions please do not hesitate to contact us.

Sincerely,  
**CONSTRUCTION SOLUTIONS GROUP, LLC**

Jim Giuliano  
President

Cc: File

Accepted:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date