

November 6, 2023

Ms. Donna D. Coonan
Director of Business & Operations
Woodbridge Public Schools
40 Beecher Road
Woodbridge CT 06525

via email: dcoonan@woodbridgeps.org

Subject: *Proposal to prepare Request for Proposal to conduct a Facilities Conditions Assessment for the Beecher Road School*

Dear Mr. Coonan,

Based on our discussions on November 2, 2023, Colliers Project Leaders USA NE, LLC ("CPL") is pleased to offer this proposal to prepare an RFP (Request for Proposal) to solicit professional services to conduct a Facilities Conditions Assessment of the Beecher Road School. Based on our discussions and walk through the school, Colliers is recommending that the district hire a qualified architectural firm to conduct a physical assessment of the existing facility. The purpose of doing so is to obtain factual documentation of the existing conditions that will ultimately support the district in determining how to proceed with any proposed improvements to the school.

The study will include review of the building envelope (building façade and roof), review of the facility for code violations (e.g. ADA, fire code, etc.), assessment of the existing mechanical and electrical equipment serving the building, and review of the existing site conditions such as drainage, parking, and accessibility to and from the building.

As part of the study, we will also request that the architectural firm perform a preliminary assessment to determine if the school could be a potential candidate for renovation status when compared to the SCG-3520 Renovation Checklist that is published by the Office of Grants Administration. Preparing such assessment will greatly inform the district whether it can likely keep the existing building and renovate it or if a new facility is recommended.

We'll also request that the selected firm analyze the existing programmed spaces (classrooms, media center, cafeteria, administration, etc.) and compare them against the form SCG-2500 - Connecticut School Construction Standards and Guidelines as well as compare the existing building area against

the space standards to determine if the overall size of the building is adequate for the projected enrollment.

Collectively, this study will provide valuable data for the preparation of viable options for the improvement of the Beecher Road School. Understanding whether the school can be renovated per the required checklists will greatly inform the district of which direction it should proceed. Understanding the physical deficiencies of the building and challenges associated with such a renovation will help to justify any alternative options to renovating the school.

Colliers' scope of work will not only include preparing the RFP, but also assisting the district evaluate the proposals, conduct interviews, and oversee the study. We'll ultimately review the study's findings and recommendations and verify if such recommendations are reasonable. We expect this study to take approximately three to four months in duration.

Colliers proposes to perform this effort on an hourly basis with a not-to-exceed limit of \$9,500.00. All invoicing will include an accounting of detailed hourly efforts to support it. This fee will also include any incidental reimbursable expenses such as mileage to and from the district.

This study will be managed primarily by me or our associate director, Scott Pellman who is a registered architect and has a deep knowledge of the OGA process. Mr. Pellman designed many schools in his years prior to coming to Colliers and has managed similar types of projects as this. Below are the hourly rates for our services. Please note that it will mostly be Mr. Pellman or myself as the director providing these services.

2023 Hourly Rates	
Category	Hourly Rate
Market Leader/Regional Director	\$350
Senior Director	\$285
Director	\$260
Subject Matter Expert	\$240
Associate Director	\$220
Senior Project Manager	\$210
Senior Technical Specialist	\$200
Senior Construction Representative	\$185
Project Manager	\$175

Construction Representative	\$170
Technical Specialist	\$160
Assistant Project Manager	\$150
Financial Specialist	\$145
Project Coordinator	\$135
Administrative Support	\$120

These rates are subject to an escalation of up to 4% per year and will be adjusted annually in January.

We are very excited about the opportunity to develop a relationship with Woodbridge Public Schools and are ready to move forward together. Please feel free to contact me at (860) 235-5313 or Charles.warrington@collierseng.com regarding this proposal or any other matter with which we may offer assistance.

Sincerely,



Charles E. Warrington, Jr., P.E.
Director, Project Management Services

Your signature in the space provided below and return of a signed copy to CPL will signify your acceptance of the terms proposed in this letter of agreement, the CPL Terms & Conditions which are attached to this letter and the ability to mutually adjust scope of services and corresponding fees if applicable at a later date. Any changes to this scope must be agreed upon in writing prior to formal modifications of the agreement as set forth in this document.