

July 25, 2024

Dr. Joshua T. Medeiros, Ed.D., CPRE  
Superintendent of Parks, Recreation, Youth & Community Services  
City of Bristol  
51 High Street  
Bristol, CT 06010

Re: **Renovations & Improvements at Page Park | Contract Amendment #3 for Construction Administration**

Dear Dr. Medeiros:

It has been a pleasure assisting The City of Bristol on preparing the phase one construction documents for the renovations & improvements at Page Park. These improvements will have a major impact on the community and especially park users. Thank you for the opportunity to submit this amendment to our contract for construction administration services. We anticipate the duration of the construction to extend over an eighteen-month period.

Construction Administration (18 months):

- Attendance at pre-construction meeting
- Attendance at monthly construction meetings
- Meeting notes
- Shop drawing review and processing (We will review submittals two times: once upon original submission and a second time if we require corrections. Performing any review of a submittal for the third time or greater we will bill toward additional work and the contractor will reimburse the city per the specification.)
- Coordination with general contractor and subcontractor(s) including providing CAD files, phone calls, emails and RFIs
- Pay application review and approval
- Coordination with manufacturer's representatives, material suppliers and other vendors to review compliance of submittals and products conform to specifications
- Clerk-of-work service to include a site visit twice per month to observe work progress (for budgetary purposes we assume one of those visits coincide with the monthly construction meeting).
- Client and project management
- Review of test reports from third party testing agency
- Punch List for substantial completion and final close out
- Close out documents
- Issuance of sketch plans and other clarifying documents
- Additional work including change order requests, review of submittals other than specified, review of submittals beyond second review, and negotiation/confirmation of pricing to be billed hourly from the budgeted amount included. Weston & Sampson will notify the city when 75% of the budget has been incurred and negotiate additional fee if warranted.

Stormwater General Permit (SWGP) Inspections (33 months):

As required by the Connecticut Department of Energy and Environmental Protection (CTDEEP) Stormwater general permit, Weston & Sampson will inspect, make recommendations for repairs, and document conditions pertaining to sedimentation and erosion control measurements for the duration of the construction. We will also provide administrative services pertaining to the SWGP. The following is an outline of the required tasks:

- Plan implementation site inspections (2)
- Routine weekly site inspections (78)
- Close out
- Post construction monthly site inspections (15)

Rock Excavation Classification:

We anticipate the proposed improvements will expose rock during earthwork operations which will need to be excavated. If rock is encountered we will confirm it meets the definition of rock and verify the quantity the contractor provides in a change order. We included six site visits to perform this work.

Sub-consultant Construction Phase Services for Electrical (18 months)

The electrical engineer subconsultant will be responsible for the following services:

- Shop drawing review and processing
- Coordination with the general contractor and subcontractor(s)
- Coordination with manufacturer's representatives, material suppliers and other vendors
- Two site visits. One at substantial completion, and one at final closeout.
- Issuance of sketch plans and other clarifying documents
- Additional work (change order) requests, review of submittals other than specified, and negotiation/confirmation of pricing to be billed hourly from the budgeted amount included.

To complete the Professional Services outlined below, we propose a lump sum fee as indicated in the chart below as an amendment to our current contract, terms and conditions dated November 18, 2021. This estimate is based on our current understanding and knowledge of the task. Should we encounter any unexpected site conditions or further information that would modify this estimate, we will notify you promptly.

Fee Schedule:

Task	Lump Sum
1: Construction Administration (18 months)	\$194,000
2: Stormwater General Permit (SWGP) Inspections (33 months)	\$90,000
3: Rock Excavation Classification	\$6,200
4: Sub-consultant Construction Phase Services for Electrical (18 months)	\$8,250
5: Additional Work Budget (Not to exceed)	\$20,000
<b>Total Fee</b>	<b>\$318,450</b>

\*Construction Special Inspections and Testing Services paid for by city. Roger Rousseau your purchasing agent informed me the city has a contract with IMTL (Independent Materials Testing Laboratories, Inc.).

We appreciate this opportunity to continue to serve the City of Bristol during construction and closeout with this very exciting project. If you have any questions, please don't hesitate to call.

Very truly yours,

WESTON & SAMPSON ENGINEERS, INC.

*Cheri Ruane*

Cheri Ruane, FASLA  
Vice President | Landscape Architecture

*Ryan Chmielewski*

Ryan Chmielewski, RLA  
Team Leader

Please acknowledge your acceptance of the scope of work and fee schedule identified herein by signing below and by signing and returning one copy of the attached terms and conditions.

Accepted by: \_\_\_\_\_

Date:

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