

CLERK OF WORKS PROPOSAL

August 6, 2018

Joseph Brennan
Myriad Property Management
The Club at Norwich Inn and Spa, Inc
Email this date: joe@myriadpropertymanagement.com

Dear Joe & Board Members:

RE: Norwich Inn & Spa Condominium, Norwich Connecticut
Asphalt Restoration – Capital Improvement Project
Clerk of Works / General Review and Observation

Phase 1: Create Bid Documents and Specifications / Project Bidding

NCG will perform the following:

1. NCG was the Consultant for the 2017 Norwich Inn Capital Improvement Project Study and has some information on file.
2. Since this is a small project, and the association has a limited consulting budget, NCG will revise standardized documents only and create a short-form scope and specification.
3. Preconstruction review of the asphalt.
4. Create a bid package and send out to bid to three contractors.
5. Review contract bids and recommend a contractor to the Board for approval.

I estimate about 8 to 12 hours at \$150 or \$1,200 to \$1,800 for this phase of the work. One revision is included. Additional revisions and changes resulting in additional time will be invoiced at \$150 / hour.

Continued

Phase 2: Periodic Review – Part-Time Clerk of the Works

Perform a periodic review of the installation of the Asphalt Restoration with the contract and specifications as indicated below:

Site Review: 2 visits per week for 2 hours (with travel) each = 4 hours x 4 weeks = 16 hours plus pictures, emails, correspondence and reports + 10 hours = 26 hours total at \$150 = \$3,900. The site review part of this contract is billed for services by hours expended at \$150.00 per hour. If time will exceed estimates, the Board will be notified. A detailed activity time sheet will be provided.

Travel is also billable at \$150 per hour and includes gas and mileage. If additional consultants are required, such as a civil engineer, they will be invoiced at the firms quoted rates or may be contracted directly with the Association. Drawings, copies, printing, scanning and other administrative costs are not included and will be invoiced.

Please note this is not a full-time inspection contract as NCG will only make short periodic review visits to the property. NCG will not assume any liability for the inspection or installation of the asphalt restoration.

Based on my current schedule, I will start on this project on Phase 1 on about August 20, 2018 with an estimated bid package completion date of about August 29, 2018. Construction start date assumed to be the Spring/Summer of 2019.

NCG does not perform licensed architectural and engineering services and works with, engages and coordinates with licensed professionals as / if required. NCG consolidates reports for the Owner, Board, or Property Manager.

Submitted by:

National Consulting Group, Inc.

Richard Filloramo

Richard Filloramo, President – August 6, 2018



August 28, 2018