

Colchester School Board

Meeting Agenda and Packet

February 4, 2025

**Colchester School District
Board of Education Meeting Agenda
February 4, 2025 - 7:00 P.M.
Colchester High School Library**

Agenda

- | | |
|--|--------------------|
| I. Call to Order | |
| II. Citizen Participation* | |
| III. Hear Quarterly Financial Report | Information |
| IV. Approval of Roof Section Replacement at MBS | Action |
| V. Approval of Contract with Black River Design Architects | Action |
| VI. Approval of Consent Agenda | Action |
| VII. Approval of Meeting Minutes
• January 21, 2024 | Action |
| VIII. Board/Administration Communication, Correspondence, Committee Reports | Information |
| IX. Future Agenda Items | Information |
| X. Executive Session to Discuss Contract Negotiations | Action |
| XI. Adjournment | |

***Meeting Participation and Viewing Options**

Meetings are open to the public unless warned otherwise. Colchester citizens have an opportunity to speak or comment on any items listed on the agenda. For topics not listed on the agenda, public comment can be made during the Citizen's Participation agenda item. Please review the Public Comment Rules listed at www.csdvt.org/schoolboard prior to the meeting. If not attending in person, citizens may also participate in the meeting by emailing a prerecorded message to schoolboard@colchesters.org with "Citizens Participation" listed in the subject line. It must be received by noon on the day of the meeting, include your full name and phone number, and follow the Public Comment Rules. LCATV will provide live stream coverage via: www.lcatv.org/live-stream-3.



Colchester School District

Administrative Offices, 59 Rathe Road, PO Box 27, Colchester, Vermont 05446

Phone: (802) 264-5999 • www.csdvt.org • Fax: (802) 318-4669

MEMO

To: School Board Directors
CC: Amy Minor
From: George A. Trieb, Jr.
Date: January 29, 2025
Subject: Year-To-Date Financial Report – December 2024

The table below shows the total budget and forecast revenue and expense figures for the period ending December 2024. Revenue and expenditures are tracking mostly as expected. Should the current spending trend continue the district expects a surplus of \$993,888.

	Budget	Forecast	% of Budget	Variance
Revenue	\$56,008,957	\$57,184,172	101.95%	1,095,215
Expenses	\$56,088,957	\$56,190,284	100.18%	(\$101,327)
<i>Surplus/(Deficit)</i>				\$993,888

Attached to this memo are further details about both the revenue and expenses through December. The district spent 43.76% of the budget compared to spending 43.32% last year at this time. The district's total commitments to date are very much in line with last year.

Revenue

- 📌 Interest earnings are projected to come in well above budget. Earnings are expected to come in \$160K above budget. This is due to a change in the bank's investment policy.
- 📌 Extraordinary reimbursement is expected to come in above budget by approximately \$1M due to reimbursement from FY'24 being delayed. The district recognized this as revenue in the current fiscal year at the request of our auditors.

Expenditures

- 📌 Professional education services (5321) are projected to be well over budget by \$224.1K due to unanticipated SPED needs.

Amy Minor
 Superintendent
 of Schools

George Trieb
 Business & Operations
 Manager

Carrie Lutz
 Director of Student
 Support Services

Gwendolyn Carmolli
 Director of Curriculum
 & Instruction

- 📌 Employee Training/Development (5331) is already over budget \$45.6K and the district anticipates another invoice for the second semester. This expense is directly related to SS development program as it relates to SPED.
- 📌 Other Technical Services (5352) is a non-budgeted item with \$121.4K of current expenses. This is directly related to the bond preparations and the preliminary work done to renovate the upstairs bathrooms at CHS.
- 📌 Construction Services (5451) is a non-budgeted line item that currently has \$109.7K of expenses. This was the district's portion of the construction costs related to the renovations of the upstairs bathrooms at CHS.
- 📌 Supplies – Technology Software (5652) is over budget currently by \$37.7K. This is primarily due to the loss of the ESSER funds.
- 📌 Interest on long term debt (5832) will come in under budget by approximately \$65K due to the district budgeting for but not obtaining a tax anticipation note.

The table below shows expenses paid in the first quarter either through board orders or payroll warrants.

Transaction Type	Date	Amount
Board Orders	10/2/24	\$1,665,866
Payroll Warrant	10/11/24	\$1,378,374
Board Orders	10/16/24	\$523,797
Payroll Warrant	10/25/24	\$1,338,686
Total Expenditures		\$4,906,723

Transaction Type	Date	Amount
Payroll Warrant	11/8/24	\$1,358,846
Board Orders	11/13/24	\$689,013
Payroll Warrant	11/22/24	\$1,388,194
Board Orders	11/27/24	\$1,146,890
Total Expenditures		\$4,582,943

Transaction Type	Date	Amount
Payroll Warrant	12/6/24	\$1,279,577
Board Orders	12/11/24	\$693,758
Payroll Warrant	12/20/24	\$1,388,557
Board Orders	12/26/24	\$1,414,119
Total Expenditures		\$4,776,011

Colchester School District
Year-End Budget Report - Voted Budget Revenue

As of December 31, 2024

Description	FY2025 Budget	FY2025 Forecast	Revenue Received	Percent Received	Variance Favorable/(Unfavorable)
LOCAL					
Fund Balance	\$0	\$0	\$0	N/A	\$0
Tuition	\$2,056,400	\$2,056,400	\$334,665	16.27%	\$0
Interest Earnings	\$175,000	\$335,000	\$137,810	78.75%	\$160,000
Facility Rentals	\$25,000	\$25,000	\$8,705	34.82%	\$0
Impact Fees	\$125,000	\$125,000	\$0	0.00%	\$0
Miscellaneous	\$25,000	\$25,000	\$16,413	65.65%	\$0
TOTAL LOCAL	\$2,406,400	\$2,566,400	\$497,593	20.68%	\$160,000
STATE					
General State Aid	\$46,177,952	\$46,177,952	\$30,702,720	66.49%	\$0
Transportation Aid	\$615,000	\$640,000	\$0	0.00%	\$25,000
Voc. Ed. Transportation Reimb.	\$46,000	\$46,000	\$14,186	30.84%	\$0
Driver Education Reimbursement	\$20,000	\$20,000	\$5,419	27.10%	\$0
TOTAL STATE NON SPECIAL EDUCATION	\$46,858,952	\$46,883,952	\$30,722,325	65.56%	\$25,000
SPECIAL EDUCATION					
Census Block Grant	\$5,179,131	\$5,179,131	\$3,372,754	65.12%	\$0
Extraordinary Reimbursement	\$459,638	\$1,500,000	\$1,327,809	288.88%	\$1,040,362
EEE Program	\$244,689	\$244,689	\$244,689	100.00%	\$0
TOTAL SPECIAL EDUCATION	\$5,883,458	\$6,923,820	\$4,945,252	84.05%	\$1,040,362
FEDERAL					
SpEd/Title IVB IDEA	\$930,090	\$800,000	\$92,998	10.00%	(\$130,090)
SpEd/EEE IDEA Pre-School	\$10,057	\$10,000	\$0	0.00%	(\$57)
TOTAL FEDERAL	\$940,147	\$810,000	\$92,998	9.89%	(\$130,147)
TOTAL REVENUE	\$56,088,957	\$57,184,172	\$36,258,168	64.64%	\$1,095,215

COLCHESTER SCHOOL DISTRICT							
Year-to-Date Budget Report - Voted Budget Expenditures (by Account)							
ACCOUNT #	ACCOUNT TITLE	As of December 31, 2024			AVAILABLE BUDGET	% OF BUDGET UTILIZED	VARIANCE
		FY2025 BUDGET	FY2025 FORECAST	EXPENDITURES YTD			
5111	TEACHERS	\$20,271,688	\$20,146,688	\$7,078,297	\$13,193,391	34.9%	\$125,000
5121	PARAEDUCATOR	\$3,910,889	\$3,750,000	\$1,619,509	\$2,291,380	41.4%	\$160,889
5131	SUBSTITUTES	\$490,000	\$490,000	\$192,265	\$297,735	39.2%	\$0
5141	ADMINISTRATION	\$2,201,040	\$2,161,040	\$1,075,727	\$1,125,313	48.9%	\$40,000
5151	MID-MANAGEMENT/SUPERVISOR	\$579,883	\$579,883	\$284,211	\$295,672	49.0%	\$0
5161	SUPPORT STAFF - CLERICAL	\$1,224,056	\$1,200,000	\$565,481	\$658,575	46.2%	\$24,056
5171	TECH & PROF STAFF	\$1,067,741	\$1,067,741	\$505,266	\$562,475	47.3%	\$0
5172	TCH & PRF STF OT/PT/BS/CC	\$840,115	\$930,115	\$310,497	\$529,618	37.0%	(\$90,000)
5181	NON-CLERICAL GENERALISTS	\$1,109,928	\$1,109,928	\$496,360	\$613,568	44.7%	\$0
5191	STIPENDS- BOARD ED	\$8,500	\$8,500	\$8,500	\$0	100.0%	\$0
5192	STIPENDS- OTHER	\$750,000	\$750,000	\$347,092	\$402,908	46.3%	\$0
5211	HEALTH INSURANCE	\$5,779,482	\$5,779,482	\$3,559,513	\$2,219,969	61.6%	\$0
5212	HEALTH CARE CONTRIBUTION	\$16,000	\$16,000	\$2,414	\$13,586	15.1%	\$0
5218	HAS	\$72,244	\$72,244	\$5,900	\$66,344	8.2%	\$0
5219	HRA	\$911,991	\$911,991	\$226,197	\$685,794	24.8%	\$0
5220	FICA	\$2,482,463	\$2,482,463	\$901,351	\$1,581,112	36.3%	\$0
5221	CHILD CARE CONTRIBUTIONS	\$85,896	\$85,896	\$47,382	\$38,514	55.2%	\$0
5232	VSTRS- OPEB	\$130,000	\$133,537	\$133,537	(\$3,537)	102.7%	(\$3,537)
5233	VSTRS- PENSION PAYMENTS	\$21,415	\$21,415	\$7,413	\$14,002	34.6%	\$0
5234	VMERS	\$442,643	\$465,000	\$223,124	\$219,519	50.4%	(\$22,357)
5251	TUITION REIMB- TEACHER	\$175,000	\$175,000	\$87,014	\$87,986	49.7%	\$0
5252	TUITION REIMB- SPT STF	\$37,000	\$37,000	\$20,275	\$16,725	54.8%	\$0
5253	TUITION REIMBURSEMENT - ADMIN	\$18,000	\$18,000	\$10,120	\$7,880	56.2%	\$0
5261	UNEMPLOYMENT COMPENSATION	\$40,000	\$20,000	\$7,573	\$32,427	18.9%	\$20,000
5271	WORKERS COMPENSATION	\$247,197	\$247,197	\$246,182	\$1,015	99.6%	\$0
5281	DENTAL	\$312,029	\$318,000	\$189,959	\$122,070	60.9%	(\$5,971)
5292	LIFE	\$36,031	\$46,000	\$28,859	\$7,172	80.1%	(\$9,969)
5294	LTD	\$81,798	\$72,000	\$41,503	\$40,295	50.7%	\$9,798
5295	CASH IN LIEU	\$205,000	\$205,000	\$103,908	\$101,092	50.7%	\$0
5311	OFFICIAL/ADMIN SERVICES	\$500	\$500	\$0	\$500	N/A	\$0
5321	PROFESSIONAL EDU SERVICES	\$875,884	\$1,100,000	\$595,270	\$280,614	68.0%	(\$224,116)
5331	EMP TRAINING/DEVELOP	\$20,600	\$66,209	\$66,209	(\$45,609)	321.4%	(\$45,609)
5341	OTHER PROFESSNL SERVICES	\$586,324	\$500,000	\$224,226	\$362,098	38.2%	\$86,324
5342	AUDITING SERVICES	\$46,000	\$46,000	\$20,602	\$25,398	44.8%	\$0
5352	OTH TECHNICAL SERVICES	\$0	\$121,404	\$121,404	(\$121,404)	#DIV/0!	(\$121,404)
5411	UTILITY SERVICES	\$88,000	\$75,000	\$26,553	\$61,447	30.2%	\$13,000
5425	TRASH & RECYCLING	\$64,000	\$64,000	\$27,072	\$36,928	42.3%	\$0
5431	NONTECHNLGY REPAIR/MAINT	\$1,049,251	\$1,049,251	\$553,955	\$495,296	52.8%	\$0
5432	TECHNOLOGY REPAIR/MAINT	\$15,965	\$31,642	\$31,642	(\$15,677)	198.2%	(\$15,677)
5441	RENTALS-LAND/BUILDINGS	\$128,750	\$128,750	\$81,101	\$47,649	63.0%	\$0
5442	RENTALS-EQUIPMNT/VEHICLES	\$100,000	\$75,000	\$33,898	\$66,102	33.9%	\$25,000
5443	PUBLIC INFO SERVICES	\$0	\$5,150	\$5,150	(\$5,150)	#DIV/0!	(\$5,150)
5451	CONSTRUCTION SERVICES	\$0	\$109,752	\$109,752	(\$109,752)	#DIV/0!	(\$109,752)
5490	OTHER PURCH PROPERTY SERV	\$40,000	\$40,000	\$27,826	\$12,174	69.6%	\$0
5513	STUDENT TRAN CONTRACT	\$1,654,101	\$1,654,101	\$612,905	\$1,041,196	37.1%	\$0
5519	STUDENT TRAN OTHER EXTRA	\$577,499	\$577,499	\$230,397	\$347,102	39.9%	\$0
5521	INSURANCE (NOT EMP BEN)	\$73,500	\$75,692	\$75,692	(\$2,192)	103.0%	(\$2,192)
5522	INSURANCE- LIABILITY	\$115,500	\$98,900	\$98,900	\$16,600	85.6%	\$16,600
5531	COMMUNICATIONS	\$38,000	\$38,000	\$12,109	\$25,891	31.9%	\$0
5533	POSTAGE	\$28,000	\$28,000	\$14,851	\$13,149	53.0%	\$0
5534	TELEPHONE AND VOICE	\$29,601	\$35,000	\$19,816	\$9,785	66.9%	(\$5,399)
5541	ADVERTISING	\$16,000	\$13,000	\$4,885	\$11,115	30.5%	\$3,000
5551	PRINTING AND BINDING	\$14,630	\$14,630	\$7,984	\$6,646	54.6%	\$0
5561	TUITN TO PUB VT LEAS	\$60,000	\$65,411	\$65,411	(\$5,411)	109.0%	(\$5,411)
5562	TUITN TO PRIV VT LEAS	\$2,426,194	\$2,426,194	\$1,039,742	\$1,386,452	42.9%	\$0
5566	TUITN TO VC-ON BEHALF	\$520,054	\$520,054	\$0	\$520,054	N/A	\$0
5567	TUITN TO VC	\$490,245	\$490,245	\$140,526	\$349,719	28.7%	\$0
5581	TRAVEL	\$45,462	\$45,462	\$14,299	\$31,163	31.5%	\$0
5594	SPED EXCESS TO PUB VT LEA	\$0	\$6,439	\$6,439	(\$6,439)	#DIV/0!	(\$6,439)
5611	GENERAL SUPPLIES	\$936,292	\$936,292	\$569,390	\$366,902	60.8%	\$0
5621	NATURAL GAS	\$205,405	\$190,000	\$36,019	\$169,386	17.5%	\$15,405
5622	ELECTRICITY	\$482,952	\$470,000	\$217,110	\$265,842	45.0%	\$12,952
5626	GASOLINE	\$25,750	\$25,750	\$9,608	\$16,142	37.3%	\$0
5641	BOOKS AND PERIODICALS	\$100,988	\$100,988	\$55,425	\$45,563	54.9%	\$0
5651	SUPPLIES - TECH RELATED	\$36,050	\$36,050	\$16,082	\$19,968	44.6%	\$0
5652	SUPPLIES - TECH SOFTWARE	\$291,044	\$328,792	\$328,792	(\$37,748)	113.0%	(\$37,748)
5731	MACHINERY	\$15,450	\$15,450	\$0	\$15,450	N/A	\$0
5732	VEHICLES	\$100,000	\$100,000	\$60,468	\$39,532	60.5%	\$0
5733	FURNITURE AND FIXTURES	\$99,125	\$99,125	\$17,283	\$81,842	17.4%	\$0
5734	TECH-RELATED HARDWARE	\$475,511	\$475,511	\$128,529	\$346,982	27.0%	\$0
5811	DUES AND FEES	\$60,766	\$68,386	\$68,386	(\$7,620)	112.5%	(\$7,620)
5831	REDEMPTION OF PRINCIPAL	\$294,118	\$294,118	\$294,118	\$0	100.0%	\$0
5832	INTEREST ON LT DEBT	\$205,000	\$140,000	\$50,473	\$154,527	24.6%	\$65,000
5899	MISC EXPENDITURES - OTHER	\$18,417	\$18,417	\$7,040	\$11,377	38.2%	\$0
5911	FD TRSF- CONTRIB RSRV	\$90,000	\$90,000	\$90,000	\$0	100.0%	\$0
	TOTALS	\$56,088,957	\$56,190,284	\$24,542,768	\$31,546,189	43.8%	(\$101,327)



Colchester School District

Administrative Offices, 59 Rathe Road, PO Box 27, Colchester, Vermont 05446

Phone: (802) 264-5999 • www.csdvt.org • Fax: (802) 318-4669

MEMO

To: School Board Directors
From: George A. Trieb, Jr.
Subject: MBS Roof Replacement
Date: January 30, 2025

The purpose of this memorandum is to obtain school board approval for the replacement of a section of the roof at MBS. This requires school board approval due to the cost of the replacement exceeding \$40K.

A section of the roof at MBS needs replacement. The district has done an excellent job of repairing the roof over the past five years, but we have reached a point where it needs to be replaced. The current intent is for the FY'26 voter budget to cover the cost of the replacement.

The district solicited bids and received the following information. All contractors are well established and capable of completing the work, and all can start the project as soon as school finishes. The contractor with the lowest apparent bid is proposing inferior products, and their scope of work does not cover all the work the district needs done. Further, they are only offering a fifteen (15) year manufacturer warranty.

Company	Cost
A.C. Hathorne Company	\$498,016
Vermont Construction Company	\$515,000
Evergreen Roofing LLC	\$333,035

When excluding the lowest bid, A.C. Hathorne Company comes in with the best price. We have used this company previously with reliable results. I recommend selecting A.C. Hathorne Company to complete the project.

Motion: “I move that we accept the bid from A.C. Hathorne Company and authorize the Business and Operations Manager to sign a contract for this project.”

Amy Minor
Superintendent
of Schools

George Trieb
Business & Operations
Manager

Carrie Lutz
Director of Student
Support Services

Jean Shea
Director of Instructional
Support Services

Gwendolyn Carmolli
Director of Curriculum
& Instruction



A.C. HATHORNE COMPANY

a division of The Melanson Company, a Tecta America Company, LLC

Roofing Contractor

252 Avenue C • Williston, VT 05495 • (802) 862-6473 • www.achathorne.com

Above the Rest Since 1875

January 2, 2025

Colchester School District
59 Rathe Rd.
Colchester, VT 05446

Reference: **Mallets Bay School – Partial Re-Roof (APPX. 19,400 SF)**
609 Blakely Rd.
Colchester, VT 05446

Dear Mr. Rowse,

In accordance with your request, we have assessed the above referenced project and hereby propose the following for your consideration:

All access, hoisting/lifts and roof work to be completed in strict accordance with local OSHA health and safety protocol.

1. Demo existing perimeter metal and roof system down to the steel deck. (Inclusive of membrane, 1.5" polyiso, GSBUR and 2" fiberglass). All debris to be disposed of at a proper refuse facility.
2. Demo (7) existing dead mechanical curbs and infill steel deck.
3. Mechanically fasten a base layer of 4.5" flat polyisocyanurate insulation through to steel deck below.
4. Over the mechanically fastened base layers, adhere 1/8" tapered insulation using low rise foam adhesive. Tapered layout to slope to existing drain locations. Total combined R-value to equal Average R-40.
5. Over the new sloped substrate, install a 60 mil adhered Epdm membrane roof system.
6. At the perimeter, add additional wood blocking to be equal to the maximum height of the new insulation.
- ✓7. Install (6) new Marathon insert drain assemblies and flash into new roof system.
- ✓8. Flash (6) vent pipes; (4) flu pipes; (6) skylights; (15) Exhaust Vents; (3) RTU's; (2) pitch pockets; (100') of wall; (100') of membrane tie-in and (70') of standing seam tie-in per manufacturer specifications.
 - Due to the new insulation heights, all existing curbs will need to be raised to be flashed per manufacturer specifications.
- ✓9. At the perimeter, install new 24ga Kynar finished fascia metal and flash into new roof system.
10. Grounds to be left free and clear of any roofing related debris.

Furnish manufacturer's twenty-year labor and material warranty along with concurrent A.C. Hathorne two-year contractor warranty (provided upon request). A.C. Hathorne is responsible for repairing leaks caused by defective material and/or workmanship only, for a period of two years from date of completion.



OUR AFFILIATES



the Melanson company
357 West Street • Keene, NH 03431 5 Ferry Road • Bow, NH 03301
(603) 352-4232 (603) 224-0444



VERMONT ROOFING COMPANY
118 Spruce St • Rutland, VT 05702 1325 Harwood Hill • Bennington, VT 05201
(802) 775-4386 (802) 442-2899

The cost to perform this work based upon the above outlined general specifications would be:

Four hundred sixty-four thousand two hundred dollars (\$464,200.00).

ALTERNATES:

- ✓ 1. **¼" Tapered System** – Install ¼" tapered insulation in lieu of proposed 1/8" tapered system.

ADD – Twenty-six thousand one hundred fifty dollars (\$26,150.00)

- ✓ 2. **Skylight Replacement** – Furnish and replace (6) polycarbonate dome skylights.

ADD – Seven thousand six hundred sixty-six dollars (\$7,666.00)

Total \$498,016

Please note the following exclusions and conditions regarding the above referenced project:

EXCLUSIONS:

- A. Any additional required details or scope beyond what's listed above will be completed at an additional cost.
- B. We will take reasonable precautions to keep construction traffic damage to lawn / pavement to a minimum. Any such repairs that do become necessary would involve additional charges or be the responsibility of the building owner.
- C. Any mechanical/electrical disconnection and or reconnection that may be required would be performed by the owner.
- D. The process of roof demolition can sometimes create and disturb debris, causing it to fall through roof deck joints and from the top of framing members. If not protected by a ceiling, interior finishes and contents can be affected. If there appears to be some risk in this project, we recommend that some form of protection be installed. Interior protection shall be the responsibility of the building owner.
- E. We have found that buildings occasionally have mechanical lines (usually electrical) nested into the ribs of a steel deck or tightly against the underside of other decks. This condition can pose a risk for accidental penetration by roof system fasteners. The cost involved in avoiding any line punctures can be excessive. While we would make reasonable attempts to avoid hitting any lines, the cost resulting from accidental penetration would be the responsibility of others.
- F. If snow removal is required to complete the project during winter months, this would be done on a time and material basis only.

SPECIAL CONDITIONS:

- I. This proposal is subject to acceptance within 14 days and is void thereafter, at the option of A.C. Hathorne Company.



OUR AFFILIATES



the Melanson Company
353 West Street • Keene, NH 03431 3 Ferry Road • Bow, NH 03304
(603) 352-4232 (603) 224-0414



VERMONT ROOFING COMPANY
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(802) 775-4386 (802) 442-2899

- II. The BUR may have Asbestos Containing Material (ACM). The owner must have this tested prior to starting the project. There are legal procedures to remove and dispose of this material, which will change the price of this proposal. This proposal DOES NOT include removal or disposal of ACM.
- III. It has been our experience that older skylights occasionally develop leaks during or shortly after a roof renovation. This may be due to vibrations and/or disturbances inherent with this type of work or simply that the seals in the unit are old and brittle. Any skylight replacement or repair that becomes necessary would involve additional charges.
- IV. A.C. Hathorne Company, a Tecta America Company, LLC shall furnish the labor and material to perform the work described herein. A.C. Hathorne Company, a Tecta America Company, LLC and the manufacturer do not provide engineering, consulting, or architectural services. It is the Customer's responsibility to retain a licensed architect or engineer to determine proper design and code compliance.
- V. This proposal includes roof design changes that may increase snow and/or rainwater loads. As we are not engineers, we would only proceed with the proposed work on the condition that the building structure has been certified by a professional engineer to be capable of incorporating the proposed new roof system changes.
- VI. The roofing industry is experiencing substantial volatility in material prices, material price escalation, material delays and material unavailability particularly regarding copper, steel, insulation, and membrane products. If the cost incurred by the sub-contractor to purchase a material specified or approved for this job increases between the date of contract and the time when the materials are to be delivered, the sub-contractor shall be entitled to an equitable adjustment of the contract sum equal to the additional cost incurred by the sub-contractor to obtain the material. The contractor is to provide written notice to customer upon learning of the price increase and provide documentation of the price of the material as of the date of this contract and the revised price.

We appreciate this opportunity to quote this project. If you have any questions or desire additional information, feel free to contact us at your convenience.

If you would like to proceed with the work as outlined above, please acknowledge and a general contract will follow for your acceptance.

We carry Worker's Compensation, Property Damage and General Liability Insurance.

Regards,
Shane Raymond

Shane Raymond

A.C. Hathorne Company
a division of The Melanson Company, a Tecta America Company, LLC




The Melanson Company
353 West Street • Scenic, NH 03431 5 Ferry Road • Bow, NH 03304
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VERMONT ROOFING COMPANY
118 Spruce St • Rutland, VT 05702 1325 Harwood Hill • Bennington, VT 05201
(802) 775-4386 (802) 442-2899



87 Rose Street Burlington, VT 05401 P:802-540-0287

Proposal

To: Colchester School District
Attn: Richard Johnson
Phone: (802) 355-9558
Email: richard.johnson@colchestersd.org
Project Name: Malletts Bay School
Location: Colchester Vermont

1/3/25

Scope of Work

Option 1

- Remove 2 layers existing roofing and insulation to the roof deck. Inspect existing deck prior to reinstallation of new roofing materials.
- Add KD curb at perimeter of roof to accommodate for revised thickness of new roof assembly.
- Install 3.5" base layer tapered Polyiso insulation system for proper water management. Average R Value of 45.
- Install 1/2" HD Cover board.
- Install Carlisle's 060 White Mulehide TPO, fully adhered. Heat welded.
- All layers mechanically fastened with induction welding plates.
- Install new perimeter Flashing: Drexel or equal, standard colors 24ga shop fabricated coping and fascia over continuous cleat.
- Penetration Flashing: Reglet, or termination bar and water cut off mastic at RTUs and heat welded and sealed flashing at penetrations as necessary, field formed flashing details.
- ✓ ● Install new roof drains at existing locations. Tie in to the existing drain pipe. Does not include fixing clogged drain lines.
- Includes manufacturers' 20 year warranty on materials and labor.

Total \$515,000.00

Alternate 1: Use Helix low rise adhesive to adhere all layers of poly iso in place of mechanical fasteners.
Add \$132,000.00



87 Rose Street Burlington, VT 05401 P:802-540-0287

Option 2:

- Mechanically attach 2" poly iso.
- Install Carlile's 060 White Mulehide TPO, fully adhered. Heat welded.
- All layers mechanically fastened with induction welding plates.
- Drip edge and flashing as necessary.
- Protection of Landscaping.
- Final cleaning and magnet sweep of work area.
- Includes 10 Year Vermont Construction Craftsmanship Warranty

Total \$221,000.00

Project Specific Notes/Exclusions

- Does not include bucks, curbs, blocking or nailers other than what is specified in the proposal.
- Does not include gutters, snow guards, skylights, coping or flashing at areas other than roof.
- Does not include a roof deck repairs to the roof deck.
- Does not include rot repair.
- Does not include abatement of any kind.
- Does not include fixing blocked roof drains.
- Proposal acceptance dependent on review with relevant parties.
- Pricing for materials cannot be held until materials are delivered. Current material price verification from suppliers will be provided upon contract acceptance and any price escalations incurred will be passed along to the owner/GC.
- Assumes weekend and after hours access to the job site.
- Does not include bonding, special wage rates or certified payroll.
- Does not include removal or replacement of any roof top equipment.
- Does not include plumbing or electrical work. Removal and replacement of RTU's to be performed outside the scope of this proposal.
- Does not include replacement of roofing at adjacent areas.
- Does not include sales tax.



VERMONT
CONSTRUCTION^{CO.}
ROOFING DIVISION

87 Rose Street Burlington, VT 05401 P:802-540-0287

Note:

- #1 Work performed outside the scope of this contract to be performed at \$75.00/hr, materials and subcontractors marked up 20%, or at an agreed upon lump sum price.
- #2 Pricing is good for 20 days from delivery of the estimate.
- #3 Does not include special wage rates.
- #4 Owner to furnish reserved parking for workers close to the building, access to power, lay down area for equipment, and access to the site by a crane or lull.
- #5 Work to be uninterrupted by other trades. Does not include protection of work from damages caused by other trades.
- #6 Does not include work in winter conditions.
- #7 Deposit may be required.

Any Warranties/Guarantees will take effect on the date of substantial completion; but will not be honored/issued until payment is made in full.

ACCEPTED
BY _____
TITLE _____
DATE _____

ACCEPTED
BY _____
VTCC Officer

Thank you,
Vermont Construction



Proposal

Tuesday, January 07, 2025 Colchester School District	Malletts Bay School Roof
253 Main St.	609 Blakely Road
Colchester, Vt. 05446-160	Colchester, Vt.
(802)878-2117	Appx. 18725 sf.

- Evergreen Roofing, LLC. Proposes to provide the materials, and perform the labor necessary to complete the following scope of work:
 - Remove all the existing roof systems and legally dispose off site.
 - Install additional wood nailer at roof edges to match new insulation height.
 - Mechanically fasten tapered polyiso insulation system to the existing steel decking. Tapered system will have an average of R-40 per specifications.
 - Rhino bond white .060 TPO membrane over the new insulation.
 - Install new TPO flashing on all existing roof penetrations, walls, curbs, vent stacks and roof drains per the manufacturers specifications.
 - Fabricate and install 24 Ga. Kynar steel drip edge metal as required. Owner to select from a standard color chart.
 - Clean and leave the job site in a professional manner.
 - Deliver manufacturers 15 year warranty.
- **Price Escalation Disclaimer:** If there is an increase in the actual cost of the labor or materials charged to the Contractor in excess of 5% subsequent to making this Agreement, the price set forth in this Agreement shall be increased without the need for a written change order or amendment to the contract to reflect the price increase and additional direct cost to the Contractor. Contractor will submit written documentation of the increased charges to the Prime Contractor/Owner upon request. As an additional remedy, if the actual cost of any line item increases more than 10% subsequent to the making of this Agreement, Contractor, at its sole discretion, may terminate the contract for convenience.
- **Rotten Decking & Wood Blocking:** Roofing contractor will repair or replace roof deck on a unit price basis as deemed necessary by roofing contractor (i) to support safety of roofing contractor's personal, materials and equipment while working on the roof and (ii) to serve as substrate for the new roof system. Roofing contractor is not responsible to perform a structural analysis, code compliance evaluation or interior examination of the existing roof deck. Building owner will notify roofing contractor of known areas of rusted or deteriorated deck that may be a safety hazard to

206 Hegeman Ave.
Colchester, VT 05446
PH 802-865-2264 FX 802-660-0860
Certified Woman Owned Business Enterprise

roofing contractor's personnel prior to commencement of roofing work. Roofing contractor does not provide structural engineering services. Deck repair may include placing a new piece of metal roof deck over existing metal roof deck. New pieces of metal roof deck may differ from the existing deck. Roofing contractor shall not be responsible for repairing or replacing roof deck for any reason other than as specified in (i) and (ii) above.

- **Building Permit:** Building permits are to be arranged by the owner of the building. Contact Evergreen Roofing, LLC if any assistance is needed.
- **Asbestos:** Evergreen Roofing, LLC. Is not responsible for any asbestos in the existing roofing. It is the owner's responsibility to test for and identify any asbestos prior to its removal. The cost of removal and disposal of asbestos is not included in this proposal.
- **Oil Canning:** Metal roofing and especially lengthy flat span sheet metal panels will often exhibit waviness, commonly referred to as "oil canning." Oil canning pertains to aesthetics and not the performance of the panels and is not controlled by the Contractor. Contractor disclaims liability for oil canning and any aesthetics-issues related to oil canning. Oil canning shall not be grounds to withhold payment or otherwise reject the workmanship of Contractor.
- **Warranty Price Increase:** Due to current pricing volatility experienced nationwide, any cost included hereunder for a manufacturer warranty is Customer's price for the warranty as of the time of entering this Agreement. Contractor cannot and does not guarantee that the cost will not be increased by the manufacturer between the time of entering this Agreement and the time the warranty is registered/issued, and as such, Customer understands and agrees that if there is an increase in the actual cost of the manufacturer warranty in excess of 5% subsequent to the making of this Agreement, the price set forth in this Agreement shall be increased without the need for a written change order or amendment to the Agreement to reflect the price increase and additional direct cost to the Contractor. Contractor will submit written documentation of the increased cost to Customer upon request, however, Customer acknowledges that any additional costs/payment for the issuance of a manufacturer warranty under this Agreement is the sole responsibility of Customer, and Contractor shall not be held liable or responsible for same.
- **Roof Drainage:** Roofing Contractor shall not be liable for any claims or damages arising from or related to deficiencies in drainage. It is the Customer's responsibility to retain a licensed architect or mechanical engineer to determine and evaluate the drainage design and compliance with existing plumbing codes, including potential need for additional drains, scuppers or overflow drains, prior to commencement of re-roofing. Roofing Contractor's work does not include evaluation of code compliance, existing drainage, proper location or size of roof drains, or adequacy of drainage.
- Any alterations or deviation from the above specifications, involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. The owner is to carry fire, tornado, and other necessary insurance upon above work. Workers compensation will be taken out by Evergreen Roofing, LLC.
- Please note this proposal may be withdrawn by Evergreen Roofing, LLC if not accepted within 10 days of the above submitted date. After 10 days this price may be subject to a price increase

The above scope of work will be completed for the sum of **\$ 333,035.00**

Terms: to be negotiated upon contract agreement.

Respectfully Submitted Tuesday, January 07, 2025.

206 Hegeman Ave.

Colchester, VT 05446

PH 802-865-2264 FX 802-660-0860

Certified Woman Owned Business Enterprise

By



Paul Gurney
Sales / Supervisor

Acceptance of Proposal

Evergreen Roofing, LLC. is here by authorized to proceed with the above scope of work for the price listed above. Payments will be made as outlined above.

Date _____

Name _____ Title _____ Signature _____
(Please Print)



Malletts Bay School



Project Description- Division

Colchester Porters Point and Union Memorial

7/2/2024

DIVISION 01 - GENERAL:

Allowances:

Alternates:

Testing Services:

Temporary Facilities:

Utilities:

Other:

Insurance:

DIVISION 02 – EXISTING CONDITIONS:

Demolition: demolish front wing of building entirely, remove foundations to a point acceptable for installing asphalt parking above

DIVISION 03 - CONCRETE:

Foundation: Full basement under 2-story addition, full foundation under other additions and entry slabs.

Walls & Footings: poured concrete, thickness TBD

Slabs on Grade: 4" concrete

Slabs above Grade:

Other:

DIVISION 04 - MASONRY:

Brick/Block: option for brick/block cladding, see elevations (PPS only)

DIVISION 05 - METALS:

Steel Framing System: alternate – steel frame addition, fire rated – plan on wood framing

Metal Studs: alternate – plan on wood studs

Metal Stairs/Railings: 42" high vertical baluster guardrails with 2 handrails each side (one at 36", one at 24" high)

Miscellaneous/Fasteners:

Siding: metal siding, see elevations

DIVISION 06 – WOOD, PLASTICS, AND COMPOSITES:

Exterior Walls & Sheathing: wood studs, plywood sheathing

Interior Partitions: wood studs with gyp (type 5A rated)

Floor Construction: wood trusses type 5A 1 hour rated with plywood deck

Ceiling & Roof Construction: wood trusses 5A 1 hour rated, plywood deck

Trim:

Interior:

Exterior:

Exterior Siding: some wood siding, trim– see elevations

Rough Carpentry:

Finish Carpentry

Interior: classroom casework – cubbies, hooks, cabinets, shelving – see plans

Exterior:

Other:

DIVISION 07 - THERMAL & MOISTURE PROTECTION:

Foundation Waterproofing: full waterproofing at basement with drainage board

Foundation Drainage: yes

Vapor Barriers/Retarders:

Foundation: underslab vapor barrier

Exterior Walls/Interior Walls:

Roof/Ceiling:

Insulation:

Foundation: R-24 XPS at foundation walls (4")

Walls: R-19 cellulose in cavity + 3" polyiso

Ceiling / Roof: R-53 polyiso at roof (9")

Other:

Acoustical Insulation: at floors, walls

Roofing: TPO, fully adhered

Skylights/Hatches/Vents:

Flashing:

Caulking:

DIVISION 8 - OPENINGS:

Doors/Frames:

Interior: wood doors in metal frames

Exterior: insulated metal doors and frames, aluminum doors and frames and primary entrance

Hardware:

Interior:

Exterior:

Windows/Glazing:

Interior: metal frames

Exterior: fiberglass windows, Marvin or Pella, awnings and casements, double hung at existing

Storefront/Curtain Wall: see elevations

Overhead/Coiling: kitchen to cafeteria

DIVISION 9 - FINISHES:

Interior:

Floors: Marmoleum, Flotex, sealed concrete, porcelain tile, gym floor – see finish sheets

Walls/Partitions: painted gyp board, half porcelain tile at kid's toilet rooms

Ceiling: APC or painted gyp board or acoustic material

Trim/Base: rubber base typical

Other:

Exterior:

DIVISION 10 - SPECIALTIES:

Chalk/Marker/Tack: marker board in each classroom, 2 tack boards in each classroom

Flagpoles: one flagpole

Room Signage: at all toilet rooms and utility rooms

Building signage: allowance

Fire Extinguishers: in semi-recessed cabinets in corridors and at exits

Movable Walls/Partitions: none?

Toilet Compartments: none

Toilet Accessories: grab bars and mirrors, other accessories by owner.

DIVISION 11 - EQUIPMENT:

Refrigerator: by owner

Stove: by owner

Washer & Dryer: by owner

Dishwasher: commercial, by owner

Kitchen Cabinets:

Base Units:

Wall Units:

Counter Tops:

Other:

Athletic Equipment:

Food Service:

Freezer/Cooler:

Cooking/Prep:

Serving:

Dishwash:

Other (Fume Hoods, Darkroom, Built-Ins):

DIVISION 12 - FURNISHINGS:

Manufactured Casework:

Louver Blinds: roller blinds, 3% or 5% open, some room darkening (double shade – see drawings)

Foot Grilles:

DIVISION 13 - SPECIAL CONSTRUCTION:

Solar components:

Thermal Shades / Shutters:

Other:

DIVISION 14 - CONVEYING EQUIPMENT:

Elevators: 3 stop elevator

DIVISION 22 - PLUMBING:

Water Supply: public, new supply for sprinkler system

Waste System: New on site septic at UMS, likely also at PPS

Other:

Plumbing & Fixtures:

Sink: see plans, 2 sinks per classroom – 1 handwash, 1 kitchen-type sink

W. C.: flush valve, child height and adult height

Bathtub / Showerstall: HC transfer shower in nurse's area

DIVISION 23 – HEATING, VENTILATING, AND AIR CONDITIONING (HVAC):

Ventilation:

Bathrooms:

HWH:

Heating System:

Water Heating:

Sprinkler: new sprinkler system

Other:

DIVISION 26 - ELECTRICAL:

Electrical Service: existing?

Lighting: dimming LEDs in all classrooms and offices

Exterior:

Large Spaces (Gym, Multipurpose):

Medium Spaces (Classrooms):

Small Spaces (Offices, Conference):

Telephone/Computer/Television:

Fire Alarm:

Other:

DIVISION 31 - EARTHWORK:

Site Earthwork:

Building Earthwork:

Foundation Drainage:

DIVISION 32 – EXTERIOR IMPROVEMENTS:

Landscaping: playground fencing

Paving and Walks: new parking areas and walkways – asphalt parking, concrete walks

Grading:

Planting / Seeding:

DIVISION 33 – UTILITIES:

Utilities:

Electrical:

Fuel:

Water:

Sewer:

Telephone/Television:

Project Description- Division

Colchester Middle School

7/15/2024

DIVISION 01 - GENERAL:

Allowances:

Alternates:

- re-roof entire existing building
- curtainwall over 2 lengths of existing wall (see elevations, plans, details)
- make courtyard 1st floor roof into terrace – add roof pavers and metal guardrail
- concert room mezzanine

Testing Services:

Temporary Facilities:

Utilities:

Other:

Insurance:

DIVISION 02 – EXISTING CONDITIONS:

Demolition: remove existing interior finishes, plumbing fixtures, lockers, all windows and exterior doors, heating and ventilation systems.

DIVISION 03 - CONCRETE:

Foundation: full foundation under additions, porch/covered walk, and entry slabs.

Walls & Footings: poured concrete, thickness TBD

Slabs on Grade: 4" concrete

Slabs above Grade: metal deck with concrete slab

Other:

DIVISION 04 - MASONRY:

Brick/Block: minor infill areas in existing, repoint existing brick as required

DIVISION 05 - METALS:

Steel Framing System: steel frame additions

Interior Partitions: metal studs with gyp

Floor Construction: metal deck with concrete slab

Ceiling & Roof Construction: steel trusses, metal deck, acoustic metal deck in gym

Metal Stairs/Railings: 42" high vertical baluster guardrails with handrail each side at new and existing stairs

Siding: metal siding, see elevations

DIVISION 06 – WOOD, PLASTICS, AND COMPOSITES:

Exterior Walls & Sheathing: metal studs, gyp sheathing

Rough Carpentry:

Finish Carpentry

Interior: classroom casework – cubbies, hooks, cabinets, shelving – see plans

DIVISION 07 - THERMAL & MOISTURE PROTECTION:

Foundation Waterproofing: TBD

Foundation Drainage: TBD

Vapor Barriers/Retarders:

Foundation: underslab vapor barrier

Exterior Walls/Interior Walls:

Roof/Ceiling: see details

Insulation:

Foundation: R-24 XPS at foundation walls (4")

Walls: R-19 cellulose in cavity + 3" polyiso

Ceiling / Roof: R-53 polyiso at roof (9")

Other:

Acoustical Insulation: at floor cavities, wall cavities

Roofing: TPO, fully adhered

Skylights/Hatches/Vents:

Flashing:

Caulking:

DIVISION 8 - OPENINGS:

Doors/Frames:

Interior: wood doors in metal frames

Exterior: insulated metal doors and frames, aluminum doors and frames and primary entrance

Hardware:

Interior: standard lever locksets, etc.

Exterior: panic bars at exit doors

Windows/Glazing:

Interior: metal frames

Exterior: fiberglass windows, Marvin or Pella, awnings and casements

Storefront/Curtain Wall: infill existing window walls with storefront, see elevations for these and other locations.
Curtainwall alternate at northwest and northeast walls

Overhead/Coiling: kitchen to cafeteria, verify

DIVISION 9 - FINISHES:

Interior:

Floors: Marmoleum, Flotex, sealed concrete, porcelain tile, synthetic gym floor – see finish sheets

Walls/Partitions: painted gyp board, porcelain tile at student toilet rooms

Ceiling: APC or painted gyp board or acoustic material

Trim/Base: rubber base typical, porcelain tile or integral linoleum in toilet rooms.

Other:

Exterior: paint metal columns. Other exterior materials to be prefinished.

DIVISION 10 - SPECIALTIES:

Chalk/Marker/Tack: marker board in each classroom, 2 tack boards in each classroom?

Flagpoles: existing?

Room Signage: at all toilet rooms and utility rooms

Building signage: allowance, metal letters, 2 locations

Fire Extinguishers: in semi-recessed cabinets in corridors and at exits

Movable Walls/Partitions: at each pair of 6th grade classrooms

Toilet Compartments: solid plastic tall partitions with no sightline at boys and girls rooms. Full walls at all-gender restrooms

Toilet Accessories: grab bars and mirrors, one changing table, other accessories by owner.

DIVISION 11 - EQUIPMENT:

Refrigerators: by owner

Washer & Dryer: by owner

Athletic Equipment: basketball hoops, retractable (2), volleyball floor sleeves, poles, and net

Food Service:

Freezer/Cooler: allowance for commercial kitchen equipment

Cooking/Prep: allowance for commercial kitchen equipment

Serving: allowance for commercial kitchen equipment

Dishwash: allowance for commercial kitchen equipment

DIVISION 12 - FURNISHINGS:

Manufactured Casework: replace existing cabinets and shelves in existing classrooms, new cabinets and shelving in new rooms, allowance for new library shelving

Lockers: TBD, hooks in classrooms?

Louver Blinds: roller blinds, 3% or 5% open, some room darkening (double shade – see drawings)

Foot Grilles:

DIVISION 13 - SPECIAL CONSTRUCTION:

Solar shading: sun shades at south façade, see drawings

Other:

DIVISION 14 - CONVEYING EQUIPMENT:

Elevators: 3 stop elevator

DIVISION 22 - PLUMBING:

Water Supply: new public supply, domestic and sprinkler system

Waste System: existing on site system to remain

Other:

Plumbing & Fixtures:

Sink: see plans

W. C.: flush valve

Bathtub / Showerstall: HC transfer shower in nurse's area

DIVISION 23 – HEATING, VENTILATING, AND AIR CONDITIONING (HVAC):

Ventilation:

Bathrooms:

HWH:

Heating System:

Water Heating:

Sprinkler: new sprinkler system

Other:

DIVISION 26 - ELECTRICAL:

Electrical Service: existing?

Lighting: dimming LEDs in all classrooms and offices

Exterior:

Large Spaces (Gym, auditorium):

Medium Spaces (Classrooms):

Small Spaces (Offices, Conference):

Telephone/Computer/Television:

Fire Alarm:

Other:

DIVISION 31 - EARTHWORK:

Site Earthwork:

Building Earthwork:

Foundation Drainage:

DIVISION 32 – EXTERIOR IMPROVEMENTS:

Landscaping: remove most asphalt from courtyard, provide landscaping allowance for new trees

Paving and Walks: new parking areas and walkways – asphalt parking, concrete walks

Grading:

Planting / Seeding:

DIVISION 33 – UTILITIES:

Utilities:

Electrical:

Fuel:

Water:

Sewer:

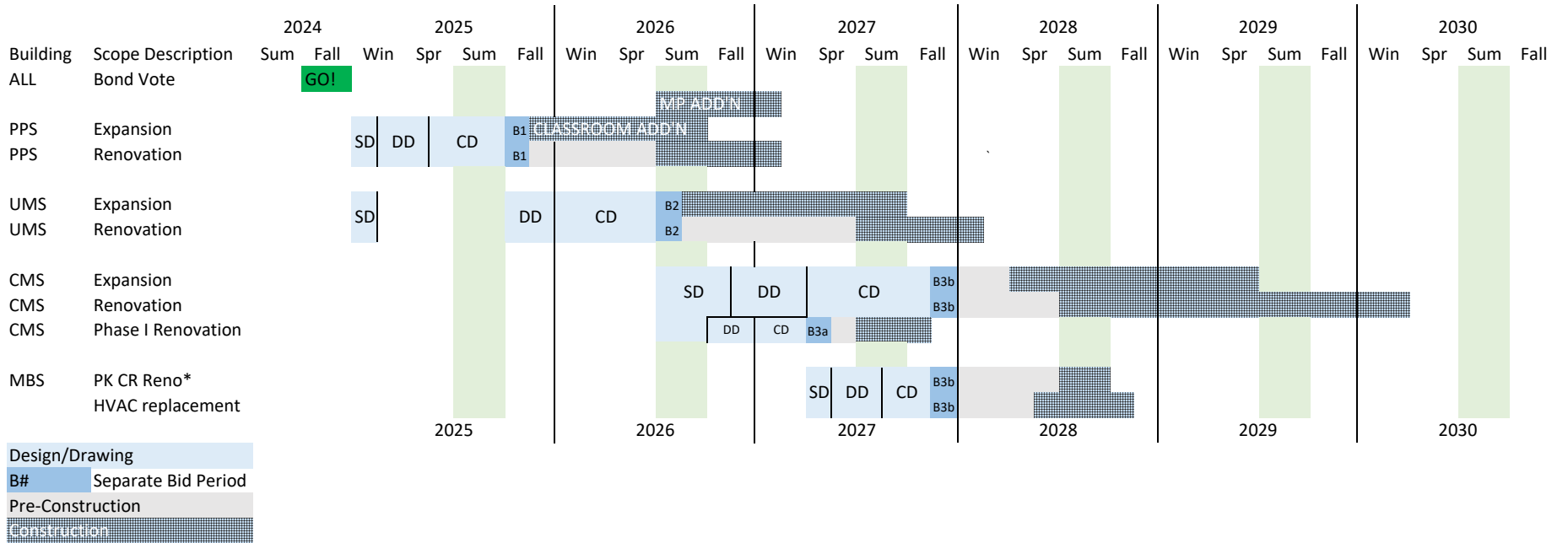
Telephone/Television:



Colchester School District
Renovation Project Budget
August 2024

	PPS	UMS	CMS	MBS	CHS	Total
CONSTRUCTION AND SITE (Hard Costs...)						
Construction Estimate (Base - 2026)	\$23,660,000	\$22,385,000	\$34,060,000	\$6,200,000	\$2,850,000	\$89,155,000
Interim reconfiguration	\$0	\$0	\$250,000	\$0	\$0	\$250,000
Temporary Classrooms	\$0	\$0	\$0	\$0	\$0	\$0
2% Design Contingency	\$473,200	\$447,700	\$681,200	\$0	\$0	\$1,602,100
5% inflation factor year 1 (2027)		\$1,141,635	\$1,749,560	\$310,000	\$0	\$3,201,195
5% inflation factor year 2 (2028)			\$1,824,538	\$325,500	\$0	\$2,150,038
5% Bid Contingency	\$1,206,660	\$1,198,717	\$1,915,765	\$341,775	\$142,500	\$4,805,417
5% Construction Contingency	\$1,206,660	\$1,198,717	\$1,915,765	\$341,775	\$142,500	\$4,805,417
Asbestos abatement*	\$30,000	\$30,000	\$50,000	\$15,000	\$0	\$125,000
Construction Subtotal	\$26,576,520	\$26,401,769	\$42,446,828	\$7,534,050	\$3,135,000	\$106,094,166
FEES (Soft Costs...)						
Architect/Engineering Fee (% or fixed basis)	\$1,750,000	\$1,750,000	\$2,500,000	\$375,000	\$250,000	\$6,625,000
Permit Fees						\$0
Division of Fire Safety Permit (\$8/\$1000)	\$185,000	\$185,000	\$185,000	\$60,272	\$22,800	\$638,072
Act 250 Permit/Consulting	NA	NA	\$25,000	Inc with CMS	NA	\$25,000
Other Professional Fees						\$0
Clerk of the Works*	\$125,000	\$150,000	\$175,000	\$25,000	\$10,000	\$485,000
Lead/Asbestos Consultant / Monitoring*	\$10,000	\$10,000	\$15,000	\$2,500	\$2,500	\$40,000
Construction Testing Services	\$10,000	\$10,000	\$10,000	\$0	\$0	\$30,000
HVAC Commissioning	\$15,000	\$15,000	\$25,000	\$15,000	\$0	\$70,000
Legal Services *	\$2,500	\$2,500	\$2,500	\$2,500	\$1,000	\$11,000
Surveying	\$5,000	\$5,000	\$7,500	\$0	\$0	\$17,500
Soil Borings	\$5,000	\$5,000	\$5,000	\$0	\$0	\$15,000
Professional Fees Subtotal	\$2,107,500	\$2,132,500	\$2,950,000	\$480,272	\$286,300	\$7,956,573
MISCELLANEOUS COSTS (Reimbursables...)						
Bid Advertising	\$1,000	\$1,000	\$1,000	Inc with CMS	\$1,000	\$4,000
Printing/Postage	\$5,000	\$5,000	\$7,500	Inc with CMS	\$2,750	\$20,250
Moving/Storage Expenses*	\$25,000	\$25,000	\$50,000	\$10,000	\$5,000	\$115,000
Builders Risk Insurance*	\$100,000	\$100,000	\$180,000	\$20,000	\$10,000	\$410,000
Subtotal	\$131,000	\$131,000	\$238,500	\$30,000	\$18,750	\$549,250
OWNER PURCHASES						
Furniture*	\$75,000	\$75,000	\$150,000	\$0	\$0	\$300,000
IT/Phone System*	Inc	Inc	Inc	inc	\$0	\$0
Security system*	Inc	Inc	Inc	inc	\$0	\$0
Equipment (Computers, AV, Kiln, etc.)*	\$25,000	\$25,000	\$50,000	\$0	\$0	\$100,000
Subtotal	\$100,000	\$100,000	\$200,000	\$0	\$0	\$400,000
TOTAL PROJECT BUDGET	\$28,915,020	\$28,765,269	\$45,835,328	\$8,044,322	\$3,440,050	\$114,999,989

Colchester School District Expansion - Tentative Project Schedule
 December 23, 2024



SCOPE OF SERVICES MATRIX
Porters Point Elementary School (PPS)
 Colchester School District Expansion (CSDX)
 December 2024

Service	Included/Excluded / Added	Description/Comments	Responsibility	Consultant (if known)
SITE DESIGN SERVICES				
Civil Engineering	Included	Basic Service	Architect	Krebs & Lansing
Site Evaluation and Planning	Included	Complete	Architect	
Landscape Design	Included	Basic Service	Architect	
Site Lighting Design/Photometrics	Included	Basic Service	Architect	Krebs & Lansing/Dubois & King
<i>Site Security Evaluation and Planning (CPTED)</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Site Wayfinding Signage</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Traffic Studies</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Geotechnical Engineering</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Soils Testing & Borings, Test Pits, Ledge Probes, GPR Scans</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Hazardous/Environmental Engineering</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Environmental Site Assessment</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Surveying</i>	<i>Excluded</i>		<i>Owner</i>	
BUILDING DESIGN SERVICES				
Existing Measured Drawings/Field Measuring	Included	Basic Service	Architect	
Existing Facilities Survey/Assessment	Included	Complete	Architect	
<i>Existing Conditions Photo Documentation</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Destructive Investigation</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Building Air Testing</i>	<i>Excluded</i>	<i>PCBs</i>	<i>Owner</i>	
<i>Hazardous Materials Testing</i>	<i>Excluded</i>	<i>Lead, Asbestos, PCBs, etc.</i>	<i>Owner</i>	
Programming	Included	Complete	Architect	
Space Planning	Included	Complete	Architect	
Multiple Preliminary Design Options	Included	Complete	Architect	
Architectural Interior Design	Included	Basic Service	Architect	
3D CAD Modeling (REVIT)	Included	Basic Service	Architect	
<i>Building Information Modeling (BIM)</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Structural Engineering	Included	Basic Service	Architect	Hardy SE

SCOPE OF SERVICES MATRIX
Porters Point Elementary School (PPS)
Colchester School District Expansion (CSDX)
December 2024

Mechanical & Plumbing Engineering	Included	Basic Service	Architect	Kohler & Lewis
Electrical Engineering	Included	Basic Service	Architect	Dubois & King
Fire Protection Engineering	Included	Basic Service	Architect	Dubois & King
<i>Commissioning</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Acoustic Consulting	Included	<i>Hourly up to the amount included in contract</i>	Architect	RSG
<i>Lighting Consulting (beyond engineering Basic Services)</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
<i>A/V Consulting (beyond engineering Basic Services)</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
IT/Telecommunications/Data Conduit Infrastructure	Included	Basic Service	Architect	Dubois & King
IT/Data/Phone/AV cabling	Included	Basic Service	Architect	Dubois & King
<i>IT/Telecommunications/Data Design and Hardware specification</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
<i>Security Evaluation, Planning & Design</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
Food Service Design Consulting	Included	Basic Service	Architect	Singer/Kittredge
Coordination with Owner's Consultants/Vendors	Included	Basic Service	Architect	
Energy Conscious Design	Included	Basic Service	Architect	
<i>Energy Modeling</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Detailed Life Cycle Cost Analysis</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Cost Estimating (after DD Phase)	Included	Basic Service	Architect	
<i>Third Party Reconcile Cost Estimating</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
As-Designed Record Drawings & Specifications	Included	Basic Service	Architect	
<i>Conformed Construction Drawings & Specifications</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>As-Constructed (Built) Record Drawings & Specifications</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Preparation of Construction Phasing Plans</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect/CM</i>	
Bidder Documents Preparation & Administration	Included	Basic Service	Architect	
<i>Project Management Software</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
Preparation of Change Orders, CCDs, etc.	Included	Basic Service	Architect	
Periodic Site Visits	Included	Basic Service	Architect	
<i>Review of Modular Construction submittals</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Review of Panelized Wall Construction submittals</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Additional Meetings/Site Visits</i>	<i>Added</i>	<i>Beyond those identified in Proposal/Contract</i>	<i>Architect</i>	
<i>Furniture, Furnishings, and Equipment Design - ID Drawings, Selection & Purchasing (no warehousing)</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	

SCOPE OF SERVICES MATRIX
Porters Point Elementary School (PPS)
 Colchester School District Expansion (CSDX)
 December 2024

<i>Interior/Exterior Wayfinding Signage</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Preparation of Marketing/Promotional Materials</i>	<i>Added</i>	<i>Beyond drawings produced for design phase</i>	<i>Architect</i>	
PERMITTING & REGULATORY SERVICES				
<i>Historic Preservation Consulting Services</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Compliance with Energy Code(s)	Included	Basic Service, including ComCheck	Architect	
Building, Life Safety & ADA Codes Review	Included	IBC, NFPA 101 Life Safety, 2010 ADA	Architect	
<i>Third-Party Code Review</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Meetings/Negotiations w/ AHJ	Included	Basic Service	Architect	
Permitting - Building Permit preparation and submission ¹	Included	Basic Service	Owner/Architect	
Permitting - Local zoning/site plan approval ¹	Included	Basic Service	Owner/Architect	Krebs & Lansing
Permitting - Stormwater Treatment ¹	Included	Basic Service	Owner/Architect	Krebs & Lansing
Permitting - Wastewater Treatment ¹	Included	Basic Service	Owner/Architect	Krebs & Lansing
<i>Permitting - Act 250 (ANR)</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Owner/Architect</i>	
<i>Permitting - Local zoning & redistricting</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Owner/Architect</i>	
<i>Coordination with State Licensing/Regulatory Agencies</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Owner/Architect</i>	
SPECIALIZED DESIGN SERVICES				
<i>LEED® Certification</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Net Zero® Design</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>CHPS® Certification</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Fast-track Design Services</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
OTHER SERVICES				
Contractor Procurement Services (RFP prep. & admin.)	Included	Basic Service	Architect	
<i>On-site Project Representation (C.O.W.)</i>	<i>Excluded</i>	<i>Clerk of the Works</i>	<i>Owner</i>	
<i>Materials Testing</i>	<i>Excluded</i>	<i>Steel, concrete, soils compaction, etc.</i>	<i>Owner</i>	
<i>Special Inspections</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Performance Contract coordination/administration</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Post-Occupancy Evaluation</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Facility Support Services</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Tenant-related Services</i>	<i>Excluded</i>			
¹ All permit application fees by Owner				

SCOPE OF SERVICES MATRIX
Union Memorial Elementary School (UMS)
 Colchester School District Expansion (CSDX)
 December 2024

Service	Included/Excluded / Added	Description/Comments	Responsibility	Consultant (if known)
SITE DESIGN SERVICES				
Civil Engineering	Included	Basic Service	Architect	Krebs & Lansing
Site Evaluation and Planning	Included	Complete	Architect	
Landscape Design	Included	Basic Service	Architect	
Site Lighting Design/Photometrics	Included	Basic Service	Architect	Krebs & Lansing/Dubois & King
<i>Site Security Evaluation and Planning (CPTED)</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Site Wayfinding Signage</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Traffic Studies</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Geotechnical Engineering</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Soils Testing & Borings, Test Pits, Ledge Probes, GPR Scans</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Hazardous/Environmental Engineering</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Environmental Site Assessment</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Surveying</i>	<i>Excluded</i>		<i>Owner</i>	
BUILDING DESIGN SERVICES				
Existing Measured Drawings/Field Measuring	Included	Basic Service	Architect	
Existing Facilities Survey/Assessment	Included	Complete	Architect	
<i>Existing Conditions Photo Documentation</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Destructive Investigation</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Building Air Testing</i>	<i>Excluded</i>	<i>PCBs</i>	<i>Owner</i>	
<i>Hazardous Materials Testing</i>	<i>Excluded</i>	<i>Lead, Asbestos, PCBs, etc.</i>	<i>Owner</i>	
Programming	Included	Complete	Architect	
Space Planning	Included	Complete	Architect	
Multiple Preliminary Design Options	Included	Complete	Architect	
Architectural Interior Design	Included	Basic Service	Architect	
3D CAD Modeling (REVIT)	Included	Basic Service	Architect	
<i>Building Information Modeling (BIM)</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Structural Engineering	Included	Basic Service	Architect	Hardy SE

SCOPE OF SERVICES MATRIX
Union Memorial Elementary School (UMS)
 Colchester School District Expansion (CSDX)
 December 2024

Mechanical & Plumbing Engineering	Included	Basic Service	Architect	Kohler & Lewis
Electrical Engineering	Included	Basic Service	Architect	Dubois & King
Fire Protection Engineering	Included	Basic Service	Architect	Dubois & King
<i>Commissioning</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Acoustic Consulting	Included	<i>Hourly up to the amount included in contract</i>	Architect	RSG
<i>Lighting Consulting (beyond engineering Basic Services)</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
<i>A/V Consulting (beyond engineering Basic Services)</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
IT/Telecommunications/Data Conduit Infrastructure	Included	Basic Service	Architect	Dubois & King
IT/Data/Phone/AV cabling	Included	Basic Service	Architect	Dubois & King
<i>IT/Telecommunications/Data Design and Hardware specification</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
<i>Security Evaluation, Planning & Design</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
Food Service Design Consulting	Included	Basic Service	Architect	Singer/Kittredge
Coordination with Owner's Consultants/Vendors	Included	Basic Service	Architect	
Energy Conscious Design	Included	Basic Service	Architect	
<i>Energy Modeling</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Detailed Life Cycle Cost Analysis</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Cost Estimating (after DD Phase)	Included	Basic Service	Architect	
<i>Third Party Reconcile Cost Estimating</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
As-Designed Record Drawings & Specifications	Included	Basic Service	Architect	
<i>Conformed Construction Drawings & Specifications</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>As-Constructed (Built) Record Drawings & Specifications</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Preparation of Construction Phasing Plans</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect/CM</i>	
Bidder Documents Preparation & Administration	Included	Basic Service	Architect	
<i>Project Management Software</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
Preparation of Change Orders, CCDs, etc.	Included	Basic Service	Architect	
Periodic Site Visits	Included	Basic Service	Architect	
<i>Review of Modular Construction submittals</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Review of Panelized Wall Construction submittals</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Additional Meetings/Site Visits</i>	<i>Added</i>	<i>Beyond those identified in Proposal/Contract</i>	<i>Architect</i>	
<i>Furniture, Furnishings, and Equipment Design - ID Drawings, Selection & Purchasing (no warehousing)</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	

SCOPE OF SERVICES MATRIX
Union Memorial Elementary School (UMS)
 Colchester School District Expansion (CSDX)
 December 2024

<i>Interior/Exterior Wayfinding Signage</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Preparation of Marketing/Promotional Materials</i>	<i>Added</i>	<i>Beyond drawings produced for design phase</i>	<i>Architect</i>	
PERMITTING & REGULATORY SERVICES				
<i>Historic Preservation Consulting Services</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Compliance with Energy Code(s)	Included	Basic Service, including ComCheck	Architect	
Building, Life Safety & ADA Codes Review	Included	IBC, NFPA 101 Life Safety, 2010 ADA	Architect	
<i>Third-Party Code Review</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Meetings/Negotiations w/ AHJ	Included	Basic Service	Architect	
Permitting - Building Permit preparation and submission ¹	Included	Basic Service	Owner/Architect	
Permitting - Local zoning/site plan approval ¹	Included	Basic Service	Owner/Architect	Krebs & Lansing
Permitting - Stormwater Treatment ¹	Included	Basic Service	Owner/Architect	Krebs & Lansing
Permitting - Wastewater Treatment ¹	Included	Basic Service	Owner/Architect	Krebs & Lansing
<i>Permitting - Act 250 (ANR)</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Owner/Architect</i>	
<i>Permitting - Local zoning & redistricting</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Owner/Architect</i>	
<i>Coordination with State Licensing/Regulatory Agencies</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Owner/Architect</i>	
SPECIALIZED DESIGN SERVICES				
<i>LEED® Certification</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Net Zero® Design</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>CHPS® Certification</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Fast-track Design Services</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
OTHER SERVICES				
Contractor Procurement Services (RFP prep. & admin.)	Included	Basic Service	Architect	
<i>On-site Project Representation (C.O.W.)</i>	<i>Excluded</i>	<i>Clerk of the Works</i>	<i>Owner</i>	
<i>Materials Testing</i>	<i>Excluded</i>	<i>Steel, concrete, soils compaction, etc.</i>	<i>Owner</i>	
<i>Special Inspections</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Performance Contract coordination/administration</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Post-Occupancy Evaluation</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Facility Support Services</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Tenant-related Services</i>	<i>Excluded</i>			
¹ All permit application fees by Owner				

SCOPE OF SERVICES MATRIX
Colchester Middle School (CMS)
 Colchester School District Expansion (CSDX)
 December 2024

Service	Included/Excluded / Added	Description/Comments	Responsibility	Consultant (if known)
SITE DESIGN SERVICES				
Civil Engineering	Included	Basic Service	Architect	Krebs & Lansing
Site Evaluation and Planning	Included	Complete	Architect	
Landscape Design	Included	Basic Service	Architect	
Site Lighting Design/Photometrics	Included	Basic Service	Architect	Krebs & Lansing/Dubois & King
<i>Site Security Evaluation and Planning (CPTED)</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Site Wayfinding Signage</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Traffic Studies</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Geotechnical Engineering</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Soils Testing & Borings, Test Pits, Ledge Probes, GPR Scans</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Hazardous/Environmental Engineering</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Environmental Site Assessment</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Surveying</i>	<i>Excluded</i>		<i>Owner</i>	
BUILDING DESIGN SERVICES				
Existing Measured Drawings/Field Measuring	Included	Basic Service	Architect	
Existing Facilities Survey/Assessment	Included	Complete	Architect	
<i>Existing Conditions Photo Documentation</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Destructive Investigation</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Building Air Testing</i>	<i>Excluded</i>	<i>PCBs</i>	<i>Owner</i>	
<i>Hazardous Materials Testing</i>	<i>Excluded</i>	<i>Lead, Asbestos, PCBs, etc.</i>	<i>Owner</i>	
Programming	Included	Complete	Architect	
Space Planning	Included	Complete	Architect	
Multiple Preliminary Design Options	Included	Complete	Architect	
Architectural Interior Design	Included	Basic Service	Architect	
3D CAD Modeling (REVIT)	Included	Basic Service	Architect	
<i>Building Information Modeling (BIM)</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Structural Engineering	Included	Basic Service	Architect	Hardy SE

SCOPE OF SERVICES MATRIX
Colchester Middle School (CMS)
Colchester School District Expansion (CSDX)
December 2024

Mechanical & Plumbing Engineering	Included	Basic Service	Architect	Kohler & Lewis
Electrical Engineering	Included	Basic Service	Architect	Dubois & King
Fire Protection Engineering	Included	Basic Service	Architect	Dubois & King
<i>Commissioning</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Acoustic Consulting	Included	<i>Hourly up to the amount included in contract</i>	Architect	RSG
<i>Lighting Consulting (beyond engineering Basic Services)</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
<i>A/V Consulting (beyond engineering Basic Services)</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
IT/Telecommunications/Data Conduit Infrastructure	Included	Basic Service	Architect	Dubois & King
IT/Data/Phone/AV cabling	Included	Basic Service	Architect	Dubois & King
<i>IT/Telecommunications/Data Design and Hardware specification</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
<i>Security Evaluation, Planning & Design</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
Food Service Design Consulting	Included	Basic Service	Architect	Singer/Kittredge
Coordination with Owner's Consultants/Vendors	Included	Basic Service	Architect	
Energy Conscious Design	Included	Basic Service	Architect	
<i>Energy Modeling</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Detailed Life Cycle Cost Analysis</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Cost Estimating (after DD Phase)	Included	Basic Service	Architect	
<i>Third Party Reconcile Cost Estimating</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
As-Designed Record Drawings & Specifications	Included	Basic Service	Architect	
<i>Conformed Construction Drawings & Specifications</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>As-Constructed (Built) Record Drawings & Specifications</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Preparation of Construction Phasing Plans</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect/CM</i>	
Bidder Documents Preparation & Administration	Included	Basic Service	Architect	
<i>Project Management Software</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
Preparation of Change Orders, CCDs, etc.	Included	Basic Service	Architect	
Periodic Site Visits	Included	Basic Service	Architect	
<i>Review of Modular Construction submittals</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Review of Panelized Wall Construction submittals</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Additional Meetings/Site Visits</i>	<i>Added</i>	<i>Beyond those identified in Proposal/Contract</i>	<i>Architect</i>	
<i>Furniture, Furnishings, and Equipment Design - ID Drawings, Selection & Purchasing (no warehousing)</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	

SCOPE OF SERVICES MATRIX
Colchester Middle School (CMS)
 Colchester School District Expansion (CSDX)
 December 2024

<i>Interior/Exterior Wayfinding Signage</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Preparation of Marketing/Promotional Materials</i>	<i>Added</i>	<i>Beyond drawings produced for design phase</i>	<i>Architect</i>	
PERMITTING & REGULATORY SERVICES				
<i>Historic Preservation Consulting Services</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Compliance with Energy Code(s)	Included	Basic Service, including ComCheck	Architect	
Building, Life Safety & ADA Codes Review	Included	IBC, NFPA 101 Life Safety, 2010 ADA	Architect	
<i>Third-Party Code Review</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Meetings/Negotiations w/ AHJ	Included	Basic Service	Architect	
Permitting - Building Permit preparation and submission ¹	Included	Basic Service	Owner/Architect	
Permitting - Local zoning/site plan approval ¹	Included	Basic Service	Owner/Architect	Krebs & Lansing
Permitting - Stormwater Treatment ¹	Included	Basic Service	Owner/Architect	Krebs & Lansing
Permitting - Wastewater Treatment ¹	Included	Basic Service	Owner/Architect	Krebs & Lansing
Permitting - Act 250 (ANR) ¹	Included	Basic Service	Owner/Architect	Krebs & Lansing
<i>Permitting - Local zoning & redistricting</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Owner/Architect</i>	
<i>Coordination with State Licensing/Regulatory Agencies</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Owner/Architect</i>	
SPECIALIZED DESIGN SERVICES				
<i>LEED® Certification</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Net Zero® Design</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>CHPS® Certification</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Fast-track Design Services</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
OTHER SERVICES				
Contractor Procurement Services (RFP prep. & admin.)	Included	Basic Service	Architect	
<i>On-site Project Representation (C.O.W.)</i>	<i>Excluded</i>	<i>Clerk of the Works</i>	<i>Owner</i>	
<i>Materials Testing</i>	<i>Excluded</i>	<i>Steel, concrete, soils compaction, etc.</i>	<i>Owner</i>	
<i>Special Inspections</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Performance Contract coordination/administration</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Post-Occupancy Evaluation</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Facility Support Services</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Tenant-related Services</i>	<i>Excluded</i>			
¹ All permit application fees by Owner				

SCOPE OF SERVICES MATRIX
Mallets Bay Elementary School (MBS)
 Colchester School District Expansion (CSDX)
 December 2024

Service	Included/Excluded / Added	Description/Comments	Responsibility	Consultant (if known)
SITE DESIGN SERVICES				
Civil Engineering	Included	Basic Service	Architect	Krebs & Lansing
Site Evaluation and Planning	Included	Complete	Architect	
Landscape Design	Included	Basic Service	Architect	
Site Lighting Design/Photometrics	Included	Basic Service	Architect	Krebs & Lansing/Dubois & King
<i>Site Security Evaluation and Planning (CPTED)</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Site Wayfinding Signage</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Traffic Studies</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Geotechnical Engineering</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Soils Testing & Borings, Test Pits, Ledge Probes, GPR Scans</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Hazardous/Environmental Engineering</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Environmental Site Assessment</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Surveying</i>	<i>Excluded</i>		<i>Owner</i>	
BUILDING DESIGN SERVICES				
Existing Measured Drawings/Field Measuring ¹	Included	Basic Service	Architect	
Existing Facilities Survey/Assessment	Included	Complete	Architect	
<i>Existing Conditions Photo Documentation</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Destructive Investigation</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Building Air Testing</i>	<i>Excluded</i>	<i>PCBs</i>	<i>Owner</i>	
<i>Hazardous Materials Testing</i>	<i>Excluded</i>	<i>Lead, Asbestos, PCBs, etc.</i>	<i>Owner</i>	
Programming	Included	Complete	Architect	
Space Planning	Included	Complete	Architect	
Multiple Preliminary Design Options	Included	Complete	Architect	
Architectural Interior Design	Included	Basic Service	Architect	
3D CAD Modeling (REVIT)	Included	Basic Service	Architect	
<i>Building Information Modeling (BIM)</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Structural Engineering	Included	Basic Service	Architect	Hardy SE

SCOPE OF SERVICES MATRIX
Mallets Bay Elementary School (MBS)
Colchester School District Expansion (CSDX)
December 2024

Mechanical & Plumbing Engineering	Included	Basic Service	Architect	Kohler & Lewis
Electrical Engineering	Included	Basic Service	Architect	Dubois & King
Fire Protection Engineering	Included	Basic Service	Architect	Dubois & King
<i>Commissioning</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Acoustic Consulting	Included	<i>Hourly up to the amount included in contract</i>	Architect	RSG
<i>Lighting Consulting (beyond engineering Basic Services)</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
<i>A/V Consulting (beyond engineering Basic Services)</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
IT/Telecommunications/Data Conduit Infrastructure	Included	Basic Service	Architect	Dubois & King
IT/Data/Phone/AV cabling	Included	Basic Service	Architect	Dubois & King
<i>IT/Telecommunications/Data Design and Hardware specification</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
<i>Security Evaluation, Planning & Design</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
Food Service Design Consulting	Included	Basic Service	Architect	Singer/Kittredge
Coordination with Owner's Consultants/Vendors	Included	Basic Service	Architect	
Energy Conscious Design	Included	Basic Service	Architect	
<i>Energy Modeling</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Detailed Life Cycle Cost Analysis</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Cost Estimating (after DD Phase)	Included	Basic Service	Architect	
<i>Third Party Reconcile Cost Estimating</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
As-Designed Record Drawings & Specifications	Included	Basic Service	Architect	
<i>Conformed Construction Drawings & Specifications</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>As-Constructed (Built) Record Drawings & Specifications</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Preparation of Construction Phasing Plans</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect/CM</i>	
Bidder Documents Preparation & Administration	Included	Basic Service	Architect	
<i>Project Management Software</i>	<i>Added</i>	<i>Hourly/negotiated fee or direct to Owner</i>	<i>Architect</i>	
Preparation of Change Orders, CCDs, etc.	Included	Basic Service	Architect	
Periodic Site Visits	Included	Basic Service	Architect	
<i>Review of Modular Construction submittals</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Review of Panelized Wall Construction submittals</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Additional Meetings/Site Visits</i>	<i>Added</i>	<i>Beyond those identified in Proposal/Contract</i>	<i>Architect</i>	
<i>Furniture, Furnishings, and Equipment Design - ID Drawings, Selection & Purchasing (no warehousing)</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	

SCOPE OF SERVICES MATRIX
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<i>Interior/Exterior Wayfinding Signage</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Preparation of Marketing/Promotional Materials</i>	<i>Added</i>	<i>Beyond drawings produced for design phase</i>	<i>Architect</i>	
PERMITTING & REGULATORY SERVICES				
<i>Historic Preservation Consulting Services</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Compliance with Energy Code(s)	Included	Basic Service, including ComCheck	Architect	
Building, Life Safety & ADA Codes Review	Included	IBC, NFPA 101 Life Safety, 2010 ADA	Architect	
<i>Third-Party Code Review</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
Meetings/Negotiations w/ AHJ	Included	Basic Service	Architect	
Permitting - Building Permit preparation and submission ²	Included	Basic Service	Owner/Architect	
Permitting - Local zoning/site plan approval ²	Included	Basic Service	Owner/Architect	Krebs & Lansing
Permitting - Stormwater Treatment ²	Included	Basic Service	Owner/Architect	Krebs & Lansing
Permitting - Wastewater Treatment ²	Included	Basic Service	Owner/Architect	Krebs & Lansing
Permitting - Act 250 (ANR) ²	Included	Basic Service	Owner/Architect	Krebs & Lansing
<i>Permitting - Local zoning & redistricting</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Owner/Architect</i>	
<i>Coordination with State Licensing/Regulatory Agencies</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Owner/Architect</i>	
SPECIALIZED DESIGN SERVICES				
<i>LEED® Certification</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Net Zero® Design</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>CHPS® Certification</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Fast-track Design Services</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
OTHER SERVICES				
Contractor Procurement Services (RFP prep. & admin.)	Included	Basic Service	Architect	
<i>On-site Project Representation (C.O.W.)</i>	<i>Excluded</i>	<i>Clerk of the Works</i>	<i>Owner</i>	
<i>Materials Testing</i>	<i>Excluded</i>	<i>Steel, concrete, soils compaction, etc.</i>	<i>Owner</i>	
<i>Special Inspections</i>	<i>Excluded</i>		<i>Owner</i>	
<i>Performance Contract coordination/administration</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Post-Occupancy Evaluation</i>	<i>Added</i>	<i>Hourly/negotiated fee</i>	<i>Architect</i>	
<i>Facility Support Services</i>	<i>Excluded</i>		<i>Owner</i>	
¹ Limited to existing pre-K classroom area and as required for HVAC upgrade				
² All permit application fees by Owner				



HOURLY BILLING RATES

Rates as of 1/1/2025. All hourly billing rates are subject to annual review and increase.

Black River Design, Architects

Partner	\$170
Senior Architect	\$154.50
Head of Interiors	\$142.50
Senior Project Manager	\$111.75 - \$122.25
Architect	\$107.25 - \$114.00
Project Manager	\$94.50 - \$107.25
Designer	\$76.50 - \$83.25
Marketing Director	\$103.50
Office Business Manager	\$99.00

SE Group (Landscape Architecture)

Principal/Sr Associate.....	\$195
Associate.....	\$182
Staff.....	\$135

Krebs and Lansing (Civil Engineering)

Principal	\$175
Senior Engineer/Senior Surveyor	\$150
Engineer/Surveyor/Senior Licensed Designer	\$130
Staff Engineer/Licensed Designer	\$110
Senior Technician.....	\$95
Technician.....	\$90
Administrative Assistant	\$75
Survey Crew	\$150
GPS/Robot.....	\$110
Expert Witness Testimony	\$300

Hardy Structural Engineering

Principal Structural Engineer	\$175
Structural Engineer (PE).....	\$155
Structural Engineer (EIT):.....	\$105
Sr. REVIT/CAD Technician:	\$100
Revit/CAD Technician:.....	\$82

Kohler & Lewis (Mechanical Engineering)

Senior Engineer.....	\$220
Engineering Support	\$110

Dubois & King (Electrical Engineering)

Senior Principal	\$240
Principals/Director II	\$220
Principals/Director I	\$220
Senior Project Manager IV	\$230
Senior Project Manager III	\$210
Senior Project Manager II	\$200
Senior Project Manager I	\$180
MEP Sr. Design Engineer	\$175
Project Manager II	\$160
Project Manager I	\$150
Senior Project Engineer II	\$140
Senior Project Engineer I	\$135
Project Engineer II	\$130
Project Engineer I	\$125
Environmental Scientists/Field Naturalist	\$120
Construction Inspector	\$135
Landscape Architect	\$135
Landscape Designer/Planner	\$105
Staff Engineer II	\$115
Staff Engineer I	\$100
Senior Designer II	\$130
Senior Designer I	\$110
Designers/Technicians	\$90
Registered Land Surveyors	\$165
Survey Party Chief	\$125
Survey Technicians	\$95
One-Person Survey Crew	\$140
Two-Person Survey Crew	\$190
Three-Person Survey Crew	\$270
Administrative Support	\$90

Resource Systems Group (Acoustical Consultant)

Acoustical Consultant	211.01
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REIMBURSABLE EXPENSE RATES

Rates as of 1/1/2025. The following are customary reimbursables billed to you as they are incurred. Reimbursable expense rates are subject to review and increase.

- Mileage rate: Current IRS rate
- Postage: At cost
- Out-of-house scanning/printing: At cost
- In-house printing
 - o Documents up to 12"x18"
 - B&W: \$0.07 per page
 - Color: \$0.40 per page
 - o Large format: \$0.50 per sf

COLCHESTER SCHOOL DISTRICT

Board of Education Meeting
Colchester High School Media Center

Tuesday, January 21, 2025
7:00 p.m.

MINUTES (General Session)

The Colchester Board of Education held a regular board meeting on Tuesday, January 7, 2025, in the Colchester High School Media Center. Board members in attendance were Board Chair Lindsey Cox, Directors Nic Longo, Ben Yousey-Hindes, Laurie Kigonya, and Jennifer Fath. District administrators and employees in attendance included Superintendent Amy Minor, Business and Operations Manager George Trieb, Director of Curriculum and Instruction Gwen Carmolli, and Director of Student Support Services Carrie Lutz. There was one audience member.

I. Call to Order

Board Chair Lindsey Cox called the meeting to order at 7:00 p.m. and led in the Pledge of Allegiance.

II. Citizen Participation

None.

III. Approval of FY'26 Budget and Warning

Action

Superintendent Amy Minor provided a recap of the previous budget presentations, including stable enrollment, key term definitions used in the state's education funding formula, and how the variables impact the local estimated tax rate. She outlined top priorities for the FY'26 budget, including maintaining resources to support multi-tiered systems of support (MTSS) in academics, social-emotional learning, and inclusion; adhering to Vermont Education Quality Standards for class sizes; prioritizing early literacy and mathematics proficiency; continuing co-curricular activities; protecting services for the district's most vulnerable students and families; exploring system efficiencies to ensure fiscal responsibility; and retaining current levels of professional staffing while monitoring future needs identified by school principals.

The board supported the budget priorities outlined by administrators. Based on that feedback at the previous meeting, the board decided to cut 14 support staff positions. This results in a proposed budget of \$64,889,466 and an estimated tax increase of 3.01%. The major drivers of the budget are salaries, the state mandated district contributions to employee health benefit increase of 11.9%, the bond payment, out of district placements, the food services fund transfer, and transportation.

Superintendent Minor noted that Vermont's Tax Commissioner forecasted that the estimated school tax increase across the state would be 5.9% and the district is below that prediction.

Superintendent Minor then went over the impact of the dollar yield, a component set by the state that significantly impacts the local tax rate. She noted that each year, the dollar yield is set by the legislators at the end of the legislative session. This is a key variable in the funding formula that the district does not have local control over. Superintendent Minor showed what would happen if the state decided to change the dollar yield by \$100 or \$200, which would raise the estimated tax rate. Superintendent Minor noted that in both scenarios the estimated tax rate would still be below the 5.9% increase predicted by the tax commission in the December 1 letter. If the dollar yield rises, then the estimated tax rate to Colchester tax payers would be lower than the estimated 3.01%. She emphasized

that the district does not know if the state will change the yield but felt it was important for the board to know the possibility exists.

Director Longo moved to adopt a budget of \$64,889,466 for the support and operation of the Colchester School District for the year beginning July 1, 2025.

IV. Approval of Central Office Lease Action

The Colchester School District's Central Office is located at 59 Rathe Road in a rental space. This lease is due to expire at the end of February. Business Manager George Trieb shared the details of the lease and recommended that it be renewed for another three years. Superintendent Amy Minor shared that the rental space has worked well for district personnel. The old Central Office located at 131 Laker Lane is now the home of the Colchester Alternative Program and its proximity to CHS has increased opportunities for students. The long-term plan would be to bring Central Office back to the main campus.

Director Kigonya moved to authorize the business manager to sign a 3-year lease for rental space to house the district's central office personnel as presented. The motion passed unanimously.

V. Approval of Consent Agenda Action

The board reviewed the following consent agenda and requested to discuss a portion of it in executive session before making a motion.

VI. Approval of Meeting Minutes Action

- January 7, 2025
- January 14, 2025

Director Yousey-Hindes moved to approve both sets of minutes from the January 7, 2025 and January 14, 2025 with the corrections as noted. The motion passed unanimously.

VII. Board/Administration Communication, Correspondence, Committee Reports Information

- The PPS and UMS renovation teams will be touring Winooski Schools this Friday.

VIII. Future Agenda Items Information

- School Reports
- FY26 Budget Development
- Weapons and Firearms Policy

IX. Executive Session to Discuss Contract Negotiations Action

Director Kigonya moved to enter executive session to discuss contract negotiations and a personnel matter. The motion passed unanimously.

Director Kigonya moved to exit executive session at 8:27 p.m. The motion passed unanimously.

Director Yousey-Hindes moved to approve the licensed employee section of the consent agenda and to deny the support staff section of the consent agenda. The motion passed unanimously.

CONSENT AGENDA

Board Meeting Date: 1/21/2025

Licensed Employees (Teacher/Administrator)

Contract Type	First Name	Last Name	Category	Position	FTE	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Teacher	Aurina	Hartz	New Hire	LTS- 1st Grade Teacher	1	PPS	Request for Hire	Wendy Goldsmith		

Non-Licensed Employees (Support Staff), Board Approval Required

Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Irene	Shagam	LOA	SPED Paraeducator	32.5	CMS	Request for unpaid LOA			

Non-Licensed Employees (Support Staff), Informational

Contract Type	First Name	Last Name	Category	Position	Hours/Wk	Building	Agenda Information	Person Replacing	Budgeted	Admin Support
Support Staff	Gabriel	Adancourt	New Hire	Paraeducator	32.5	CMS	Notice of Hire	Unfilled	Yes	Yes
Support Staff	Rachel	Spring	New Hire	Paraeducator	32.5	MBS	Notice of Hire	Shaquia Cross	Yes	Yes
Support Staff	Bora	Dina	New Hire	Custodian	40.0	CHS	Notice of Hire	Unfilled	Yes	Yes

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X. Adjournment

Director Longo moved to adjourn the meeting at 8:30 p.m.

Recorder:

Meghan Baule
Recording Secretary

Board Clerk:

Ben Yousey-Hindes
Board Clerk

DRAFT