

Stephen Shuttleworth
106 Avery Hill Road
Ledyard, CT 06339

July 15, 2015

Mr. John Rodolico, Mayor
Town of Ledyard
Office of the Mayor
741 Colonel Ledyard Highway
Ledyard, CT 06339

Re: Ledyard Police Facility Clerk of the Works
RFP/ Bid # 2016-03

Dear Mayor Rodolico and Permanent Municipal Building Committee Members:

I am pleased to submit my proposal for the service of Clerk of the Works for the new Police Facility project.

I have over thirty years' experience in the building trades. I bring extensive knowledge of all phases of construction to this project.

I have managed my own company which required providing all the responsibilities and qualifications that you are looking for in this position. I can better understand the viewpoints all parties involved as I have been on both sides during my many years of servicing customers and receiving services from sub-contractors. This allows me to get the best from the service provider while at the same time getting the customer's project completed to their satisfaction.

I have found over the years that the most important aspect of any project is communication. If everyone involved is kept informed and their input is sought out and acted upon, then the project is built and completed to an excellent level.

I also believe that as a Town resident I bring more responsibility and purpose to the project as I am more accountable to you and the town's residents. I have more of a vested interest in seeing that the project is completed as designed and specified.

I believe that this position will fill a vital role in this project as there will be a representative for the Town at the site to insure the Town is receiving the design, services and material that it is paying for.

To that end I hope to be considered for this position.

Stephen Shuttleworth
106 Avery Hill Road
Ledyard, CT 06339

July 20, 2015

Mr. John Rodolico, Mayor
Town of Ledyard
Office of the Mayor
741 Colonel Ledyard Highway
Ledyard, CT 06339

Re: Ledyard Police Facility Clerk of the Works
RFP/ Bid # 2016-03

My Proposal is:

Total projected hours for project-[One thousand-five hundred-sixty-seven \(1567\)](#)

Hourly billing rate- [Sixty dollars \(\\$60.00\)](#)

Total projected cost is- [Nintey-four thousand-twenty dollars \(\\$94,020.00\)](#)

Hours above those proposed billed at- [Sixty dollars \(\\$60.00\)](#)

Please note- Insurance Certificate provided upon receipt of letter of intent

Specifications/Proposal

Clerk of the Works
Town of Ledyard
Police Facility

July20, 2015

We propose to provide labor to complete the following:

- Attending meetings with the PMBC, General Contractor, and/or Architect as necessary, throughout the construction processes, including presentations as needed.
- Develop a thorough familiarity with the purpose of the facility to be constructed, with the Town's requirements, with the design and with the contract documents.
- Maintain continuous communications with the Town (PMBC Chairman or other designated official), and the Town's contracted Architectural firm and General Contractor, as well as various sub-contractors or consultants, as necessary.
- Coordinate between the General Contractor and the Town those activities that may disrupt Town Hall operations or construction activities.
- Observe the quality and progress of construction to determine, in general, that it is proceeding in accordance with the contract documents and in accordance with the General Contractor's proposed construction schedule.

construction schedule.

- Maintain records at the construction site in an orderly manner as directed by the Town. Include copies of all correspondence concerning the project, contract documents, construction schedule, change orders, test results, permits, inspection reports, insurance policies, minutes or summaries of meetings, shop drawings, invoices, lien releases, and any other applicable documentation. Maintain separate files of approved and disapproved change orders.
- Maintain a log of all daily activities including daily progress, weather conditions, visitors, inspectors, sub-contractors on site, nature and location of work performed, either through personal observations or as reported by the construction manager in its daily logs and daily reports.
- Meet and accompany any inspectors from local, state or federal agencies having jurisdiction over the project. Immediately report the results of such inspections to the Town and the design construction team. Monitor any and all corrective actions.
- As far as able, observe tests as required by the contract documents.
- Review field reports from architects and engineers. Monitor any and all corrective actions.
- Observe material delivered to the site and used by the sub-contractors to ensure that materials used are those specified or approved substitutes, and that the materials are in good condition and free of defects.
- Monitor the proper storage of materials, including any off-site storage. Report problems to the General Contractor. Notify the Town if, in the Clerk's opinion, any materials should be replaced due to improper storage.
- Immediately notify the Town and the Architect of any work which, in the opinion of the Clerk, is substandard or otherwise not in

in the opinion of the Clerk, is substandard or otherwise not in accordance with the contract documents. Document with photographs, measurements etc. as appropriate.

- Immediately report to the Town, and Architect, any conditions that may result in a delay of completion of work.
- Assist the design I construction team in the development of a punch list. Monitor the status of the punch list and inform the PMBC of the status of the punch list on a regular basis.
- Monitor and inspect the installation of Town furnished equipment or material.
- Participate in final inspection, close-out, and systems start-up.
- Assist in the coordination of access to various parts of the facility, or site, by the builders and by the occupants.
- Carefully coordinate and monitor any occupation of the facility by the Town prior to final completion of work. Be especially alert to any conditions which may lead to claims for damage.
- Receive and inventory keys, special tools, filters, spare parts, and similar items for transfer to the Town's staff.
- Receive and review all requests for payment from the General Contractor.
- Make recommendations to the Town concerning payment.
- Receive and review as-built drawings for transfer to the Town.
- Receive, review and maintain technical manuals, operator's manuals, manufacturer's instructions and similar documents for transfer to the Town's staff.
- Provide a weekly report to the Town (PMBC) outlining construction progress, needed decisions, pending change orders, current activities, construction photos, and daily logs.

Total Projected Cost

\$94,020.00

References

Clerk of the Works
Town of Ledyard
Police Facility

July 20, 2015

Mr. James Kelliher
Five Riverside Drive
New York, NY 10023
(H) 212-769-3623
(C) 917-547-3527

Relationship- Long time customer- completed large Groton, CT home renovation

Dwaine Vaudrey
16 Harvard Terrace East
Gales Ferry, CT 06335
(H) 860-464-2450
(C) 860-235-3460

Relationship- Completed several home renovation projects

Theodore Janacek
11 Eagle Ridge Drive
Gales Ferry, CT 06335
(H) 860-464-1342

Relationship- personal friend – past customer

Peter Procko
P.O. box 71
Taftville, CT 06380
(C) 860-908-5532

Relationship- Electrical Subcontractor

Stephen Shuttleworth
106 Avery Hill Road
Ledyard, CT 06339
860-464-9270/860-303-1943
sshutt1190@aol.com

Objective:

To put my skills to use helping an organization be more effective and efficient use.

Career Highlights:

Started and built a general remodeling organization that included 6 field employees and three support staff. Developed marketing and sales systems to increase business and customer base. Implemented new field systems to help techs be more effective. Grew sales from under \$250,000/ year to over \$1.2 million per year.

Experience:

Current: (2010-present)

Self employed- doing remodeling projects- specializing in bathroom and kitchen design/ build

Built Right Construction & Remodeling LLC
106 Avery Hill Road
Ledyard, CT 06339
July 1997 to October 2009

Owner

Built general remodeling business from 250,000/ year to over 1.2 million / year. Handled marketing, sales, production, product design, customer service.

Harbor Motors
Old New London Turnpike
Old Saybrook, CT
June 1992 to June 1997

Service/ Parts Director

Implemented customer service program, Saw implementation of new integrated computer system both hardware and software. Increased overall service and parts department revenue by over 60%. Saw customer satisfaction increase by over 50%

Education:

Parkville High School/ Parkville MD.

Graduated June 1971

Skills:

Fully versed in all phases of residential construction from
foundation to finish including mechanical systems

Extensive knowledge in sales

MONTH/YEAR	Site Hours	Hrs/ Week	Mtg Hours	Cost
August, 2015	54	13.5	7	3,660
September, 2015	60	15	7	4,020
October, 2015	100	20	7	6,420
November, 2015	100	25	7	6,420
December, 2015	60	20	7	4,020
January, 2016	100	20	7	6,420
February, 2016	120	30	7	7,620
March, 2016	120	30	7	7,620
April, 2016	150	30	7	9,420
May, 2016	120	30	7	7,620
June, 2016	120	30	7	7,620
July, 2016	140	28	7	8,820
August, 2016	100	25	7	6,420
September, 2016	125	25	7	7,920
TOTALS	1,469	1,469	98	94,020

Phase	Site Hours
Demolition/excavation	60
Concrete	54
Framing	110
Roofing	65
Exterior windows/doors	100
Rough Mechanicals	185
Insulation	25
Interior walls/ceilings	50
Millwork	160
Cabinets	50
Fixtures/ components	200
Painting	60
Flooring	60
Landscaping	75
Testing	130
Punch List	85
TOTAL	1,469