TVFRC Building Committee Meeting

Agenda (Rev. 10-9-26)

October 15, 2026 6:30 pm

Via ZOOM

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of members
4. Public comment
5. Approval of September 8, 2026 meeting minutes
6. Financial report (Pires)
7. Project update from PAC GROUP, and presentation outlining the current timeline and construction schedule for the center (Wiles & Downes)
8. Discussion and vote on the proposed project change orders attached
9. *Discussion and vote on Downes Construction Change Order No. 2 (attached)*
10. Review and approval of any outstanding invoices for PAC Group, and Wiles Associates (attached)
11. Fundraising update - (all building committee members)
12. Review report from the Health Department on the septic system (attached)
13. Any other business related to the project
14. Adjournment

DOWNES CONSTRUCTION COMPANY

CHANGE ORDER PROPOSAL NO.: 1

TO:
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

DATE: 10/8/26

PROJECT NUMBER: 25-01-0566

[ ] **IN SCOPE CHANGE TO CONTINGENCY**

[X] **OUT OF SCOPE CHANGE TO DOWNES CONSTRUCTION CONTRACT**

[ ]

PROJECT:
Trumbull Vets. & 1st Resp. Ctr
Veteran's Circle
Trumbull, CT 06611

SUBCONTRACTORS INVOLVED WITH THIS CHANGE ARE LISTED BELOW:

THE FOLLOWING IS A CHANGE IN SCOPE:

Adjusted labor hours / rates to cover construction oversight services for the duration of the Trumbull Vets Center Project (Refer to summary breakdown attached prepared by DCC). Based on the staffing time figured and what has been expended the forecasted completion of original services is end of Novermber 2026. Therefore, this proposal includes services to cover the remainder of the project which is December, January, and closeout in February.

VENDOR	COMMENTS	AMOUNT
Downes Construction Co., LLC		$12,765.00
Downes Construction Co., LLC		$28,087.50

TOTAL: **$40,852.50**

[ ] The contract time is proposed to be adjusted by ____ days.

[ ] The contract time remains unchanged.

[ ] Please advise in writing if we should proceed with the work associated with this COP.

[ ] We are proceeding with the work associated with this COP. We will be issuing change order(s) to the subcontractor(s) indicated.

[ ] The work associated with this COP is already completed. We will be issuing change order(s) to the subcontractor(s) indicated.

[ ]

If you have any questions or concerns regarding this COP, please advise in writing within five (5) business days of the above date. When signing below this document signifies the above COP has been reviewed and found to be acceptable.

Downes Construction Company, LLC	5866 Main Street	5866 Main Street
CONSTRUCTION MANAGER	Trumbull, CT 06611	Trumbull, CT 06611
200 Stanley Street New Britain, CT 06050		
Frank Tomcak		
***BY** (Signature)*	**BY** *(Signature)*	**BY** *(Signature)*
(Typed Name)	*(Typed name)*	*(Typed name)*
DATE	**DATE**	**DATE**

		Balance of Precon	CONST	CONST	CONST	CONST	CONST	CONST	CONST	CONST	CONST	CLOSE				
Contract	Remaining	0	1	2	3	4	5	6	7	8	9	10	Total	Variance	Rate	Total
665	592.50	24	34.4	68.8	68.8	68.8	68.8	68.8	68.8	68.8	68.8	68.8	678	85	150	$ 12,765.00
232	121	4	32	32	32	32	32	32	32	32	32	16	308	187	150	$ 28,087.50
															Anticipated Addl. For Downes	**$ 40,852.50**

FEE PROPOSAL

RFP 6538 Owner's Project Manager – Trumbull Veterans and First Responders Center

TOWN OF TRUMBULL
REQUEST FOR QUALIFICATIONS & PROPOSAL
OWNER'S PROJECT MANAGEMENT SERVICES
TRUMBULL VETERANS AND FIRST RESPONDERS CENTER

RFP 6538: November 26, 2024, AT 2:00PM

PROPOSAL FEE BREAKDOWN FORM
Exhibit A

THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request. This proposal is submitted in full compliance with all Specifications and General Terms and Conditions

ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Base Bid.

Addenda # N/A _____, _____, _____, _____, _____

A. Lump Sum Fee:

Downes Construction proposes to provide owner's project management services to the Town of Trumbull on the Veterans and First Responders Center Construction:

$ 149,850

Add Rates

B. Hourly Rates (for Additional Services, if Needed)

PERSONNEL	2024	2025	2026	2027
Project Executive	$150	$150	$150	$150
Pre-construction Manager				
MEP Estimators				
Project Manager	$150	$150	$150	$150
On-site Construction Manager	$150	$150	$150	$150
Scheduler				
Project Coordinator	$135	$135	$135	$135
Attend Local Board and Committee Meetings	$150	$150	$150	$150

DOWNES CONSTRUCTION COMPANY

CHANGE ORDER PROPOSAL NO.: 2

TO:
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

DATE: 10/8/26

PROJECT NUMBER: 25-01-0566

☐ **IN SCOPE CHANGE TO CONTINGENCY**

☐ **OUT OF SCOPE CHANGE TO DOWNES CONSTRUCTION CONTRACT**

☐

PROJECT:
Trumbull Vets. & 1st Resp. Ctr
Veteran's Circle
Trumbull, CT 06611

SUBCONTRACTORS INVOLVED WITH THIS CHANGE ARE LISTED BELOW:

THE FOLLOWING IS A CHANGE IN SCOPE:

Special inspection services provided by DeStefano and Chamberlain associated with concrete & steel placement. Services provided cover time period through September 2026 (Ref. Invoice #11511 , 11582, & 11644 attached). Includes materials testing associated with masonry, steel, and concrete (Ref. Tri-State Materials Testing Agency invoice 18214 & 18215).

VENDOR	COMMENTS	AMOUNT
DeStefano & Chamberlain	Special Inspections Coordinator	$3,220.00
Tri-State Mat'ls Testing	Materials Testing Agency	$4,821.67
DCC	CA Fee	$804.17

TOTAL: **$8,845.84**

☐ The contract time is proposed to be adjusted by ____ days. ☐ The contract time remains unchanged.

☐ Please advise in writing if we should proceed with the work associated with this COP.

☐ We are proceeding with the work associated with this COP. We will be issuing change order(s) to the subcontractor(s) indicated.

☐ The work associated with this COP is already completed. We will be issuing change order(s) to the subcontractor(s) indicated.

☐

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CONSTRUCTION MANAGER	Trumbull, CT 06611	Trumbull, CT 06611
200 Stanley Street New Britain, CT 06050		
Frank Tomcak		
***BY** (Signature)*	**BY** *(Signature)*	**BY** *(Signature)*
(Typed Name)	*(Typed name)*	*(Typed name)*
DATE	**DATE**	**DATE**

DeStefano & Chamberlain
Incorporated

50 Thorpe Street
Fairfield, CT 06824
203-254-7131
203-254-0263 - fax

Invoice

Date	Invoice #
8/3/2026	11511

Bill To

Frank J. Tomcak, Project Executive
Downes Construction Company, LLC
200 Stanley Street
New Britain, CT 06051

ftomcak@downesco.com

Project

Trumbul VFR Center Phase 2

Engineer	Hours	Rate	Amount
Special Inspections July 2026			
Kevin H. Chamberlain, P.E.	5.5	230.00	1,265.00
		TOTAL	$1,265.00

DeStefano & Chamberlain
Incorporated

50 Thorpe Street
Fairfield, CT 06824
203-254-7131
203-254-0263 - fax

Invoice

Date	Invoice #
8/31/2026	11582

Bill To

Frank J. Tomcak, Project Executive
Downes Construction Company, LLC
200 Stanley Street
New Britain, CT 06051

ftomcak@downesco.com

Project

Trumbul VFR Center Phase 2

Engineer	Hours	Rate	Amount
Special Inspections August 2026			
Kevin H. Chamberlain, P.E.	4.5	230.00	1,035.00
		TOTAL	$1,035.00

DeStefano & Chamberlain
Incorporated

50 Thorpe Street
Fairfield, CT 06824
203-254-7131
203-254-0263 - fax

Invoice

Date	Invoice #
9/30/2026	11644

Bill To

Frank J. Tomcak, Project Executive
Downes Construction Company, LLC
200 Stanley Street
New Britain, CT 06051

ftomcak@downesco.com

Project

Trumbull VFR Center Phase 2

Engineer	Hours	Rate	Amount
Special Inspections September 2026			
Kevin H. Chamberlain, P.E.	4	230.00	920.00

	TOTAL	$920.00

Invoice

Tri State Materials Testing Lab, LLC
60 Woodlawn Road Berlin, CT 06037
(203) 949-7733

Date	Invoice #
09/13/2026	TSMT18214 #01
Terms	**Due Date**
Net 30	10/13/2026

Bill To

Downes Construction Company
200 Stanley Street
New Britain, CT 06050

Project Name	Project #	PO #
Trumbull Veteran & First Respon	Downes Job #25-01-0566	

Date	Activity	Qty/hrs	Rate	Amount
07/15/2026	Slab Grade Observation(Geotech) - 1/2 day	4	125.00	500.00
07/15/2026	Mileage	1	67.48	67.48
07/17/2026	Gradation Analysis ASTM C 136 (Sample #794-26)	1	70.00	70.00
07/17/2026	Modified Proctor ASTM D 1557-07	1	85.00	85.00
07/17/2026	Environmentally Responsible Waste Fee	1	1.50	1.50
07/21/2026	Soil Compaction Testing - 1/2 day	1	275.00	275.00
07/21/2026	Mileage	1	67.48	67.48
07/22/2026	Soil Compaction Testing - 1/2 day	1	275.00	275.00
07/22/2026	Mileage	1	67.48	67.48
07/27/2026	Structural Steel Field Inspection - 1/2 day - Tech 2	1	445.00	445.00
07/27/2026	Mileage	1	67.48	67.48
07/30/2026	Admin Fee	1	96.07	96.07
Thank you for your business.		Sub Total	2,017.49	
		Tax (6.35%)	0.00	
		Paid Amount		
		Balance Due	$2,017.49	

Invoice

Tri State Materials Testing Lab, LLC
60 Woodlawn Road Berlin, CT 06037
(203) 949-7733

Date	Invoice #
09/13/2026	TSMT18215 #02
Terms	**Due Date**
Net 30	10/13/2026

Bill To

Downes Construction Company
200 Stanley Street
New Britain, CT 06050

Project Name	Project #	PO #
Trumbull Veteran & First Respon	Downes Job #25-01-0566	

Date	Activity	Qty/hrs	Rate	Amount
08/04/2026	Inspection of controlled concrete testing with slump, air, temp and casting of cylinders - 1/2 day	1	295.00	295.00
08/04/2026	Mileage	1	67.48	67.48
08/04/2026	Pick up Concrete Cylinders	1	55.00	55.00
08/04/2026	Concrete Cylinders Compression Test ASTM C 39	10	18.00	180.00
08/04/2026	Disposal of concrete cylinders	10	0.75	7.50
08/13/2026	Inspection of controlled concrete testing with slump, air, temp and casting of cylinders - 1/2 day	1	295.00	295.00
08/13/2026	Mileage	1	67.48	67.48
08/13/2026	Pick up Concrete Cylinders	1	55.00	55.00
08/13/2026	Concrete Cylinders Compression Test ASTM C 39	10	18.00	180.00
08/13/2026	Disposal of concrete cylinders	10	0.75	7.50
08/20/2026	Masonry observation/ Mortar Cubes - 1/2 day	1	285.00	285.00
08/20/2026	Mileage	1	67.48	67.48
08/20/2026	Pick up Masonry Mortar	1	55.00	55.00
08/20/2026	Masonry Mortar Compression Test	3	16.00	48.00
08/20/2026	Disposal of mortar cubes	3	0.75	2.25
08/21/2026	Masonry observation/ Grout Prisms - 1/2 day	1	285.00	285.00
08/21/2026	Mileage	1	67.48	67.48
08/21/2026	Pick up Masonry Grout	1	55.00	55.00
08/21/2026	Masonry Grout Prism Compression Test	4	20.00	80.00
08/21/2026	Disposal of grout prisms	4	0.75	3.00
08/28/2026	Structural Steel Field Inspection - 1/2 day	1	445.00	445.00
08/28/2026	Mileage	1	67.48	67.48
08/30/2026	Admin Fee	1	133.53	133.53
Thank you for your business.		Sub Total	2,804.18	
		Tax (6.35%)	0.00	
		Paid Amount		
		Balance Due	$2,804.18	