

September 18, 2013

CONSTRUCTION SERVICES

John A. Mena

Director

Ms. Sharon Smith
Chairperson
East Hampton High School Building Committee
20 East High Street
East Hampton, CT 06424

Ref: **East Hampton High School – Construction Project
Owner’s Project Management Services Proposal**

Dear Ms. Smith:

We are pleased to submit this proposal and are grateful for the opportunity to continue serving you, the Town of East Hampton, East Hampton Public Schools and its students. The following represents a summary and description of the general scope of services we propose to provide based on the proposed schedule for the above mentioned project:

Proposed Project Milestone Schedule

Pre-Construction Schedule

1. Prepare for Town informational session June 28 – August 1, 2013
2. Management of SLAM’s contract amendment August 2 – October 4, 2013
3. RFQ/P process and contract for Commissioning services- June 28 - October 4, 2013
4. DCS Prep Meeting – September 30, 2013
5. Design Phase – August 22 – May 30, 2014
6. DCS Plan Completion Test – June 3, 2014 (depending on State’s availability)
7. DCS Formal Plan Review Process – June 3 thru August 29, 2014
(typical length of time for this review - may extend longer)
8. Release to bid – September 15, 2014 (dependent on State’s approval)
9. Bidding/Scope review/Award – September 16 thru November 3, 2014

Construction Schedule

10. Construction process (exact phasing unknown at this time) – November 3, 2014, thru June 30, 2017
11. FFE/Technology Install - As phases are completed
12. Ready for student occupancy/use – As phases are completed

Closeout Schedule

13. Construction punchlist completion – As phases are completed
14. FFE punchlist completion – As phases are completed
15. Financial closeout of Construction Manager – June 30, 2017 thru September 1, 2017
16. Financial closeout of architect and remaining contracts – June 30 thru September 30, 2017
17. Approval of ED049F by BOE – October 2017
18. Submittal of ED049F to State – October 2017
19. 6-month period of State to do Audit of project – November 2017 thru May 2018 (historically, the State has taken much longer to audit a project)
20. Retainage release from State to town, entity financially managing the project – June 2018

Scope of Services Summary

CONSTRUCTION SERVICES

John A. Mena

Director

Pre-Construction Services

This phase will generally consist of the following services:

- Development of the Project Management Plan (PMP)
- Review and development of all building committee procedures as needed to streamline process
- Assistance with stakeholder establishment
- Project review processes and procedures, including design process review
- Protocols and procedures related to the coordination among all town entities (e.g. Building Committee, Town, Board of Education, and East Windsor Public Schools)
- Establishment/setup of the master project schedule
- Establishment/setup of the master project budget, including budget detail report that identifies all project budget costs, cash flow study, and state reimbursement model
- Development of all RFQ/P documents and process for solicitation of all professional services required for the project
- Contract preparation assistance and contract negotiation for all professional services required for the project
- Management of all Owner-held contracts, including the architect, other professionals, and Construction Manager.
- Assistance with setting up purchase orders and financial protocols
- Review and approval of all invoicing
- Management of the State process, including State reimbursement, state reviews, correspondence, etc.
- Attend building committee meetings as required

Construction Services

This phase will generally consist of the following services:

- Management/oversight of the construction mobilization, shop drawing review process, fabrication, installation, and all associated construction activities
- Coordination of all activities with all stakeholders
- Processing of all invoicing and payment requisitions
- Assist/oversee architect with the quality control of the project, by providing quality assurance services
- Oversight of all scheduling aspects of the project (Construction Manager shall be required to provide a detailed Critical Path Schedule (CPM) Milestone Schedule)
- Provide on-site inspections of the construction project a maximum of one visit per week to monitor progress and provide quality assurance on-site
- Conduct a bi-weekly Owner/Architect/Contractor (OAC) meeting on-site
- Oversee/manage FFE procurement and installation process (assuming the architect is responsible for FFE design, administration, installation, and punchlist). Oversee architect work
- Assist with FFE invoicing review and processing (with architect assistance/verification)
- Oversee/manage school operations process into the new facilities
- Assist with certificate of occupancy process
- Continue assisting with State reimbursement process through the course of the construction phase
- Ineligible and limited eligible cost tracking and management

CONSTRUCTION SERVICES

John A. Mena
Director

Closeout Services

This phase will generally consist of the following services:

- Oversee/manage all punchlist activities, towards a successful completion (both construction and FFE)
- Oversee/manage closeout process for all owner-held contracts
- Assist owner with all State processes, including ED049F, audit, and retainage release process

Fee Proposal (see attached Exhibit A – Proposal Breakdown) is as follows for each phase based on a lump sum basis per phase:

Pre-Construction Services -	\$408,003
Construction Services -	\$876,625
<u>Closeout Services -</u>	<u>\$210,341</u>
Total	\$1,494,968

*If there are deviations from the schedule where the project extends beyond the allotted time per phase, we would need to discuss an adjustment in compensation that is proportional and equitable to the schedule change.

**Approval of this proposal and any subsequent payments are entirely contingent upon State approval of a grant commitment for the project (as referenced in the beginning of this letter)

We are able to begin providing these services within 3 business days after agreement and acceptance of this proposal, based on a notice-to-proceed. We have also attached a draft agreement that could be used to formalize our services as described herein.

If you have any questions, please contact me at your convenience.

Sincerely,



JOHN A. MENA

cc: S. Cruz-Serrano, CREC
J. Giuliano, CREC

