



January 21, 2020

Dr. Jeff Leslie, Superintendent  
New Buffalo Area Schools  
1112 East Clay Street  
New Buffalo, MI 49117

**Re: New Buffalo Area Schools  
Elementary Security Upgrades  
STEAM Facility  
STEAM Recreational Area & Pavilion**

**Subject: Skillman Proposal for Construction Management Services**

Dear Dr. Leslie:

I really appreciated meeting with you last fall to review your exciting new STEAM Facility and Elementary Security Upgrade projects. Given the project scope, and our discussion regarding New Buffalo Area School's interest in construction oversight, quality control, cost control, budget adherence, and schedule delivery, I believe Skillman's depth of project experience, long term history of successful projects in your area, and multiple project experience with New Buffalo Area Schools will certainly add value to your educational facility improvements. Listed below for your review is a brief summary of our services, timeline, and cost proposal.

***Pre-Construction-Helping You Make Good Decision Now For Success Later***

- Provide an opinion of probable costs based on Abonmarche documents received on December 20, 2019.
- Development of contract documents so the work is packaged and bid appropriately.
- Conduct a pre-bid meeting that enhances the accuracy of contractor bids.
- Control the bidding process, involving multiple bidders and maximize completion for increased value on bid day.
- Perform pre-award bid evaluations and prepare recommendations to award contracts by a team of construction professionals.

***Construction-Our Full-Time, On-Site Manager is On Your Team***

- Develop and secure contracts and insurance documents ensuring all contract requirements are met.
- Prepare progress and financial reports, keeping you and Abonmarche informed.
- Managing all contractors and their work, to ensure you get what you pay for.
- Manage all project finances, progress payments, project accounting and change order administration.
- Protect the project completion through control of the construction schedule and sequencing.
- Manage a project punch list so all contractors know what must be completed before project is accepted and follow through to completion.
- Quality assurance and control of both aesthetics and function to help realize your vision.

**Occupancy-We Stay With You Until All the Bugs Are Work Out**

- Scheduling and coordination of start-up procedures for all staff.
- Assistance and coordination during move-in.
- Organization of operation and maintenance documents and equipment information to assist in the start-up of maintenance and procedures.
- Final payment of contractor retainers on after all contract requirements are met.
- Final project accounting and project close out.
- One-year warranty inspection and management of the contractors who must perform warranty work.

**Time-Line and Cost Proposal**

Based on our understanding of your project, including your current design phase, we are projecting a 9-month construction phase, and 1-month Close Out phase. Given current market conditions, it is imperative projects are appropriately packaged, strategically bid, and carefully scheduled in order to maximize bidder participation and extend value on bid day. Our preliminary bid and construction phase timeline would be:

- **Bid Phase**-We understand a preliminary timeline has been shared with administration and board of education and based on this information we believe an end of February to end of March 2020 bid phase is acceptable.
- **Construction Phase**-With Contractor contracts awarded in early April, a Pre-Construction Meeting held mid-April, mobilization and commence construction in May, project completion would be in January 2021.

We propose a lump sum, fixed fee, of \$440,000 for the services and schedule outlined above and propose utilizing an AIA C132-2009 *Standard Form of Agreement Between Owner and Construction Manager as Adviser agreement*.

We look forward in working with you and welcome the opportunity to continue to serve New Buffalo Area Schools.

Respectfully,

**THE SKILLMAN CORPORATION**

Michael J. Kounelis  
Vice President

cc: Dion Katsouros, Pat Portteus, David Webster, Peter Kelley

Enclosure