



The SKILLMAN Corporation

AN EMPLOYEE-OWNED COMPANY

April 27, 2026

Mr. Pano Arvanitis-Director of Finance
New Buffalo Area Schools
1112 East Clay Street
New Buffalo, MI 49117

Regarding: New Buffalo Area Schools
2026 Capital Improvements-Football Field Turf, Transportation Paving & HS/MS Roofing
Tennis Court Removal & Replacement 2026/2027
Construction Management Services

Dear Mr. Arvanitis,

We appreciated the opportunity to meet with you and discuss your above referenced projects. In accordance with our meeting, we have prepared a professional services proposal for you. The Skillman Corporation has a menu of available resources, similar project experience and a long-term history working with New Buffalo Area Schools in providing construction management services for various building programs.

CONSTRUCTION MANAGEMENT SERVICES

2026 Project(s) June-August - Football Field Turf, Transportation Paving & HS/MS Roofing

- Conduct pre-award interviews with select Asphalt Paving and Roofing Contractors.
- Prepare Letter of recommendation for NBAS.
- Conduct periodic on-site inspections during the construction phase (+/- 2-3 times per week).
- Prepare on-site inspection report, advise NBAS on construction related issues, assist with Schedule compliance, coordinate on site construction materials testing for the parking lots and roofing inspections.
- Review Contractor invoicing and process to NBAS for payment.
- The 2026 projects would utilize NBAS Vendor/Contractor PO/Agreements/Insurance requirements etc.

Skillman Fee: \$55,000

2026/2027 Tennis Court Removal and Replacement Project

- Construction Management delivery model. Design, Estimating and Bidding in 2026.
- Construction Phase would commence in Spring of 2027 +/- 5-6 months.
- Full Skillman CM Services...Attend design phase meetings, (2-3) Estimates and Budget preparation, full Project Manual, Contractor Agreements, general conditions, Bidding, Pre-Award Conferences, Letter of Recommendation

Pre-Construction Services

- Pre-Construction Meeting
- Site Logistics and Safety Plan
- Permitting

Construction Services

- Change Management
- Progress Meetings
- Prepare and Process Pay Applications
- Inspections and Certificates of Substantial Completion
- Punch List Inspection

Close Out

- Punch List Corrections
- Warranty
- O&M Manuals
- Final Pay Requests

The Skillman Corporation will provide New Buffalo Area Schools with agency construction management services in accordance with a mutually acceptable AIA Document C132 – 2019, *Standard Form of Agreement between Owner and Construction Manager as Adviser*.

<i>CM Fee</i>	<i>\$48,750</i>
<i>CM Staffing</i>	<i>\$96,000</i>
<i>CM Reimbursable</i>	<i>\$22,750</i>

With Skillman, you get an experienced team that can help you achieve your goals and do so efficiently and without surprises. With your authorization, we will prepare a draft agreement and begin assembling our Team to commence work.

We look forward in partnering with New Buffalo Area Schools.

Sincerely,

Acceptance/Authorization

The Skillman Corporation

New Buffalo Area Schools

Michael John Kounelis
Vice President

Pano Arvanitis
Director of Finance

Cc: File