

MRJ Consultants, LLC

Roof and Building Exterior Solutions

Mr. David J. Spooner, CEE

August 8, 2019

Manager of Facilities

2015 North 1st Avenue E, Duluth, MN 55802

RE: Congdon Park Elementary – Masonry and Window Restoration

Dear Mr. Spooner:

As requested, we are providing you a proposal to provide professional exterior building enclosure consulting services for the upcoming masonry restoration and window replacement projects at Congdon Park Elementary. Our services would include developing project construction and bid documents, specifications and construction drawings, bid assistance and contract administration, pre-construction and construction observation and quality control inspection during the construction phase of the project.

The proposed project consists of tuckpointing brick and sealant joint repairs throughout the original vintage structure of the building. This will be considered Phase I of the project. Phase II of the project would be the complete replacement of the exterior windows in the vintage and older addition sections of the building. At this time, it is our understanding that the school district would like to complete these projects in a multiyear phased sequence starting in 2020 with the tuckpointing and sealant restoration of the vintage building. The second phase of the project would be completed in 2021 and would involve the replacement of the exterior windows.

We propose to provide the services described above in several stages over the next 2 years. The services would be provided as follows:

MRJ Consultants, LLC
5712 Royal Oaks Drive
Shoreview, MN 55126

Pre-Project Consulting/Design Phase: Sept- Nov, 2019

1. Pre-project review of the existing site conditions, building documents, and background information.
2. Meet with school district personnel to clarify and define project scope and expectations.
3. Conduct a thorough site assessment and review to note any changes and/or conditions from the assessment conducted in 2014.
4. Conduct product, material, and manufacturer research to present viable windows and alternatives to the district.
5. Pre-design discussion with the district regarding detailing, schedule, staging, preliminary budgets, and material selection.
6. Project document preparation including specifications and technical sections, bid and contractor qualification sections, installation and safety requirement sections and thorough CAD drawings.
7. The project documents will include updated design and specification information from the previously prepared 2015 documents along with the development of separate project specifications and technical requirements and drawings for the window replacement project.
8. We propose to have final project documents for the Masonry Phase I project completed and ready to bid by December 1, 2019. We would have 95% project documents for the Window Phase II project also completed by December 1, 2019.

Proposed Fee: \$14,400.00

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Masonry Restoration Phase I Bid and Contract Administration: Jan , 2020

1. We propose to bid the Masonry Phase I project in early January 2020.
2. We will assist the district in preparing advertisement to bid and notifying the local paper and building exchange of the project. Project Documents will be provided to the exchange. We will also notify qualified local masonry contractors of the project and invite them to bid.
3. A Pre-bid meeting and site review will be scheduled for the contractors and suppliers in mid- late January 2020.
4. MRJ Consultants will provide a Pre-bid meeting minutes and any addenda that may be required.
5. We will assist the District with review of contractor bids and provide a letter of recommendation to the selected qualified bidder.
6. AIA contract documents will be prepared and sent to the District and Contractor for contract execution. MRJ Consultants will request contractor submittals, insurance information and tentative schedules for review and approval.

Proposed Fee: \$2,800.00

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Masonry Restoration Phase I Construction Administration: June 1- Aug 15, 2020

1. Prior to project set up and staging, a Pre-Construction meeting will be held with all parties at the site to discuss staging, access, safety, sequence of construction, crew size and other pertinent issues.
2. Once construction begins, MRJ Consultants will provide periodic site observations of the construction, noting work process, materials and compliance with project requirements. Photographs of observed conditions will be provided along with weekly project reports.
3. We will review all contractor correspondence, pay requests and address any unforeseen conditions or questions that may arise.
4. Prior to completion of the project, we will conduct a substantial completion review and provide a final punch list report to the contractor noting items and requirements that need to be addressed before final completion.
5. A final completion review will be conducted with all parties. All closeout and final project documents will be reviewed prior to recommendation to the District for final acceptance.

Proposed Fee: NTE: \$20,000.00

Our services will be based on a T&M basis per the following fee basis. The estimated budget is based on a construction period of approximately 9 weeks with 2 site observations per week. It also includes site visits for the pre-construction meeting, any necessary progress meetings and final project walkover. The actual fee will depend on numerous factors, including weather conditions, contractor performance and progress, any unforeseen conditions or issues.

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Window Replacement Phase II Document Finalization / Bid and Contract Administration Phase: Aug- Nov, 2020

1. We propose to bid the Window Replacement Phase II project in October 2020 for 2021 construction. The lead time for windows can vary significantly from 10-15 weeks. To ensure a spring 2021 start, we recommend bidding the project in fall 2020.
2. We will finalize the project documents and we will assist the district in preparing advertisement to bid and notifying the local paper and building exchange of the project. Project Documents will be provided to the exchange. We will also notify qualified window contractors of the project and invite them to bid.
3. A Pre-bid meeting and site review will be scheduled for the contractors and suppliers in Fall 2020
4. MRJ Consultants will provide a Pre-bid meeting minutes and any addenda that may be required.
5. We will assist the District with review of contractor bids and provide a letter of recommendation to the selected qualified bidder.
6. AIA contract documents will be prepared and sent to the District and Contractor for contract execution. MRJ Consultants will request contractor submittals, insurance information and tentative schedules for review and approval.

Proposed Fee: \$3,200.00

MRJ Consultants, LLC
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Window Replacement Phase II Construction Administration: June 1-Aug 15, 2021

1. Prior to project set up and staging, a Pre-Construction meeting will be held with all parties at the site to discuss staging, access, safety, sequence of construction, crew size and other pertinent issues.
2. Once construction begins, MRJ Consultants will provide periodic site observations of the construction, noting work process, materials and compliance with project requirements. Photographs of observed conditions will be provided along with weekly project reports.
3. We will review all contractor correspondence, pay requests and address any unforeseen conditions or questions that may arise.
4. Prior to completion of the project, we will conduct a substantial completion review and provide a final punch list report to the contractor noting items and requirements that need to be addressed before final completion.
5. A final completion review will be conducted with all parties. All closeout and final project documents will be reviewed prior to recommendation to the District for final acceptance.

Proposed Fee: NTE: \$20,000.00

Our services will be based on a T&M basis per the following fee basis. The estimated budget is based on a construction period of approximately 9 weeks with 2 site observations per week. It also includes site visits for the pre-construction meeting, any necessary progress meetings and final project walkover. The actual fee will depend on numerous factors, including weather conditions, contractor performance and progress, any unforeseen conditions or issues.

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TOTAL FEE SUMMARY:

- 2019 Masonry Restoration Design/ Reissue \$5,200.00
- 2020 Masonry Restoration Bid Administration \$2,800.00
- 2020 Masonry Restoration Construction Admin. NTE: \$20,000.00

- 2019 Window Replacement Design Documents \$9,200.00
- 2020 Window Replacement Bid Administration \$3,200.00
- 2021 Window Replacement Construction Admin. NTE: \$20,000.00

TOTAL: NTE: \$60,400.00

HOURLY FEES:

- Sr. Consultant / Registered Professional \$130/hr.
- Building Exterior Technician \$85/hr.
- CAD Technician / Designer \$80/hr.

The above hourly rates apply to all travel, site and meeting time. Mileage and travel expense are included in the hourly rate. Any overnight hotel expense would be billed at actual cost.

We appreciate this opportunity to provide Duluth Schools with this proposal and look forward to working with you on this project. If you should have any questions regarding this proposal or the proposed services, please contact me.

Respectfully,

Mike Johnston RRC
MRJ Consultants, LLC
612-406-5996
m.johnstonrrc@gmail.com

Accepted By _____

Date _____

MRJ Consultants, LLC
5712 Royal Oaks Drive
Shoreview, MN 55126