



September 29, 2016

Mr. Joe Flatley  
Director Facilities Modernization  
Milpitas Unified School District  
1337 E. Calaveras Blvd., Room 701  
Milpitas, CA 95133

RE: Milpitas Unified School District  
Milpitas High School – Girl's Locker Room Team Room & PE Equipment Storage  
Proposal for Construction Management Services

Dear Mr. Flatley,

We have prepared the following proposal to provide services based on the September 29th meeting for Construction Management Services at Milpitas High School. As part of this proposal, Kitchell will provide construction management services as directed by MUSD – Facilities Modernization including but not limited to:

1. Basic Services – Kitchell will provide construction management services as follows:
  - a. Assist MUSD in selecting and procuring a Project Inspection, Special Inspection Company, HazMat Consultant and Moving Company.
  - b. Facilitate site walks with District, Architect and Consultants.
  - c. Develop the project scope of work, project schedule and project budget with District and Architect.
  - d. Assist the Architect in obtaining design approval from MUSD Facilities Modernization, site staff and MOT.
  - e. Attend all project meetings.
2. Pre- Construction Phase – Kitchell will provide construction management services as follows:
  - a. Assist MUSD in procuring all OFCI items.
  - b. Assist MUSD in the Pre-Qualification process.
  - c. Develop a list of interested bidders. Perform bidder outreach.
  - c. Facilitate pre-bid site walks interested bidders.
  - d. Develop bid documents with the Project Architect.
  - e. Prepare bid analyses and make recommendations to the District for the award of contracts.
  - f. Conduct a Pre-construction meeting with the project team and contractors.
3. Construction Phase – Kitchell will provide construction management services as follows:
  - a. Manage and maintain the project master schedule.
  - b. Conduct weekly construction update meeting with the project team and contractors. Maintain and distribute meeting minutes.
  - c. Manage the project budget and issue monthly budget update reports.
  - d. Maintain RFI, Submittal and PCO logs.
  - e. Assist the Project Inspector in managing the special inspection company.
  - f. Assist the District in managing the District Project Stabilization Agreement.
  - g. Review and process contractor requests for payment applications.
  - h. Review and manage contractor change order requests.



- i. Maintain project record drawings and project documents.
- 4. Close Out Phase – Kitchell will provide construction management as follows:
  - a. Assist MUSD and the Project Architect in project close out.
  - b. Assist the Project Architect in compiling the project punch list. Manage the timely completion of the punch list items
  - c. Facilitate turnover of the required close out documentation from the contractors to the Owner
- 5. Staffing Plan – Kitchell will provide construction management and commissioning services as follows:
  - a. Kitchell proposes Jim Wilson – Project Director - for the day to day management of the project. Jim will be the on-site Kitchell representative during the construction phase of the project.
  - b. Omar Galvan – Project Manager – Will assist Jim Wilson in all phases of the project on a “as-needed” basis.

#### Assumptions & Clarifications

- a. Schedule – Our fee is based on the assumption that the construction work would begin April/May 2017 and be completed by July 2017
- b. Project Budget – The project budget has been established and Kitchell will manage the project based on the current approved budget. Cost estimating is not included in our proposal.

**We propose to provide the following services as shown above on a Fixed Fee of \$54,000.00 dollars.**

Thank you for this opportunity to provide management services to the Milpitas Unified School District. I would be happy to answer any questions you have about this proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ross Cooper".

Ross Cooper  
Bay Area Operations Manager  
Kitchell CEM

CC; Jim Wilson, KCEM

Attachment – OPSC fee calculation

**EXHIBIT B**  
**Project Construction Cost Budget and Fee Calculation**

**CONSTRUCTION MANAGER: KITCHELL**

**PROJECT: MHS Girl's Locker Room Team Room & PE Equipment Storage**

CONSTRUCTION COST: \$300,000 (September 29, 2016)

FEE CALCULATION	% Const Cost	CM Fee
CM PROJECT MANAGEMENT (Cummulative calculation)		
First \$500,000	8.0%	\$24,000
Next \$500,000	7.5%	
Next \$1,000,000	7.0%	
Next \$4,000,000	6.0%	
Next \$4,000,000	5.0%	
Over \$10,000,000	4.0%	
TOTAL CM PROJECT MANAGEMENT FEE:		\$24,000
GENERAL CONDITIONS (For multiple prime projects)	% Const Cost	CM Fee
\$1 - \$200,000	15.0%	
\$200,000 - \$500,000	10.0%	\$30,000
\$500,000 - \$1,000,000	8.0%	
\$1,000,000 - \$2,000,000	6.5%	
\$2,000,000 - \$5,000,000	5.5%	
\$5,000,000 - \$50,000,000	5.0%	
\$50,000,000 - \$100,000,000	4.0%	
TOTAL CM GENERAL CONDITIONS FEE:		\$30,000
TOTAL FEE		\$54,000

PAYMENT SCHEDULE	CM %	CM FEE	GC %	GC FEE	TOTAL FEE
DESIGN					
100% Schematic Submittal	5.0%	\$1,200			\$1,200
100% DD Submittal	7.5%	\$1,800			\$1,800
90% CD Submittal	20.0%	\$4,800			\$4,800
100% CD Submittal	2.5%	\$600			\$600
DSA Approval/Submittal OPSC	2.5%	\$600			\$600
CONSTRUCTION					
Bidding Complete	12.5%	\$3,000	12.0%	\$3,600	\$6,600
Construction 25% Complete	10.0%	\$2,400	20.0%	\$6,000	\$8,400
Construction 50% Complete	10.0%	\$2,400	20.0%	\$6,000	\$8,400
Construction 75% Complete	12.5%	\$3,000	20.0%	\$6,000	\$9,000
Construction 100% Complete	12.5%	\$3,000	20.0%	\$6,000	\$9,000
Submittal of Final Records	5.0%	\$1,200	8.0%	\$2,400	\$3,600
TOTALS:		\$24,000		\$30,000	\$54,000