



September 23, 2015

Mr. Timothy White  
Executive Director of Facilities  
Berkeley Unified School District  
BUSINESS SERVICES DIVISION  
2020 Bonar Street, Suite 231  
Berkeley, California 94702

Subject: Proposal for Project Management Services

Mr. White,

Pursuant to your request the following is our proposal to provide project management services for the projects listed below.

Our scope of services for Construction Management are as outlined in our signed Agreement, dated August 31, 2011 and will cover services for the Pre-Construction Phase, Bidding Phase, Construction Phase, Close-Out Phase and General Program Management as detailed in individual Project Authorizations.

**FEE PROPOSAL**

<u>Project</u>	<u>Construction Value</u>	<u>Project Management Fees</u>
Thousand Oaks Roofing	\$555,520	\$46,620
Portables T.O. & LeConte	\$1,576,000	\$133,200
Malcolm X MOD	\$1,260,000	\$106,200
John Muir	\$1,480,000	\$124,200
Longfellow Roofing	\$673,074	\$56,700
BHS C roofing	\$314,170	\$27,000
Longfellow, BHS, OX, Willard	\$840,562	\$70,200
Muir, Malcolm, LeConte Blacktop		
Malcolm X Playground	\$466,466	\$38,700
Craigmont Flooring & Paint	\$660,827	\$55,350
Washington Playground	\$466,466	\$38,700
King Portable	\$75,643	\$6,335
Franklin Playground	\$85,098	\$7,165
Elevator No. 2	\$115,566	\$9,450

Fees include all taxes, insurance and travel time. Reimbursable costs are included with the exception of: bid document printing costs, equipment purchases not related to the performance of the contract, permit costs, DSA fees and sub-consultants requested by the District.

The total Project Management fees for the above-listed projects will be \$719,820 over the scheduled thirteen month period. We have attached our intended billing schedule for your reference.

The remaining \$55,000 in project management fees for the Malcolm X/Longfellow project and the John Muir project, both put on hold earlier this year, have been included in the above breakdown of fees, and will not be billed additionally.

Please feel free to contact our office to discuss our proposal at your earliest convenience.

Very Truly Yours,  
VAN PELT CONSTRUCTION SERVICES



Michael Van Pelt, Director

/attachments

Billing Schedule													
Project Name	Pre-Construction							Bidding	Construction			Close-Out	
	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16
Thousand Oaks Roofing	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00	\$ 4,860.00	\$ 5,670.00	\$ 5,670.00	\$ 5,670.00	\$ 2,925.00	\$ 2,925.00
Portables T.O. & LeConte	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00	\$ 5,400.00	\$ 14,400.00	\$ 14,400.00	\$ 14,400.00	\$ 4,500.00	\$ 4,500.00
Malcolm X MOD	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 5,850.00	\$ 10,350.00	\$ 10,350.00	\$ 10,350.00	\$ 3,150.00	\$ 3,150.00
John Muir	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 5,490.00	\$ 15,750.00	\$ 15,750.00	\$ 15,750.00	\$ 4,230.00	\$ 4,230.00
Longfellow Roofing	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 4,680.00	\$ 6,840.00	\$ 6,840.00	\$ 6,840.00	\$ 3,150.00	\$ 3,150.00
BHS C Roofing	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 3,240.00	\$ 2,520.00	\$ 2,520.00	\$ 2,520.00	\$ 1,800.00	\$ 1,800.00
Longfellow, BHS, OX, Willard, Muir, Malcolm, LeConte Blacktop	\$ 4,050.00	\$ 4,050.00	\$ 4,050.00	\$ 4,050.00	\$ 4,050.00	\$ 4,050.00	\$ 4,050.00	\$ 5,040.00	\$ 10,170.00	\$ 10,170.00	\$ 10,170.00	\$ 3,150.00	\$ 3,150.00
Malcom X Playground	\$ 2,070.00	\$ 2,070.00	\$ 2,070.00	\$ 2,070.00	\$ 2,070.00	\$ 2,070.00	\$ 2,070.00	\$ 4,050.00	\$ 5,220.00	\$ 5,220.00	\$ 5,220.00	\$ 2,250.00	\$ 2,250.00
Craigmont Flooring & Paint	\$ 3,060.00	\$ 3,060.00	\$ 3,060.00	\$ 3,060.00	\$ 3,060.00	\$ 3,060.00	\$ 3,060.00	\$ 4,680.00	\$ 7,650.00	\$ 7,650.00	\$ 7,650.00	\$ 3,150.00	\$ 3,150.00
Washington Playground	\$ 2,070.00	\$ 2,070.00	\$ 2,070.00	\$ 2,070.00	\$ 2,070.00	\$ 2,070.00	\$ 2,070.00	\$ 4,050.00	\$ 5,220.00	\$ 5,220.00	\$ 5,220.00	\$ 2,250.00	\$ 2,250.00
King Portable	\$ 320.00	\$ 320.00	\$ 320.00	\$ 320.00	\$ 320.00	\$ 320.00	\$ 320.00	\$ 675.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 360.00	\$ 360.00
Frankling Playground	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 675.00	\$ 990.00	\$ 990.00	\$ 990.00	\$ 360.00	\$ 360.00
Elevator No. 2	\$ 630.00	\$ 630.00	\$ 630.00	\$ 630.00	\$ 630.00	\$ 630.00	\$ 630.00	\$ 765.00	\$ 1,215.00	\$ 1,215.00	\$ 1,215.00	\$ 315.00	\$ 315.00

Revised: 9/23/2015

# BUSD Team Organization & Duties

## President

- Principal Oversight
- Program Schedule Review
- Program Budget Review
- Contractual Analysis
- Participate in Dispute Resolution *(If Required)*
- Project Delivery Recommendations
- Assist District's Funding Consultants in Eligibility for Potential Match Funding

## Principal-in-Charge

- Principal in Charge (P.I.C.)
- Program Budget Development & Review
- Project Budget Development & Review
- Review Program and Project Schedules
- Work with Senior PM on Schedule and Budget Development
- Work with Senior Project Manager

## Senior Program Manager

- Development of Program & Project Schedules
- Development of Program & Project Budgets
- Communication Liaison for All Program Related Issues
- Develop and Oversee Community Presentations
- Work with District in the Development of Committees
- Assist in the Development of Committee Charters
- Work with District in Community Relations
- Organize Facilities Needs
- Work with District in Developing Priorities for Facility Needs
- Oversee and Manage Design Consultants
- Work with District in the Development of Front End Documents
- Work with Architects in the Development of Project Phasing
- Work with Architects in the Implementation of District Standard Specifications
- Work with Architects and District in Interim Housing Strategies
- Oversee Project Managers during Construction Phases
- PLA Coordination
- Work with District and Consultants on CEQA as Required for Future Projects
- Program Cash-Flow Projections

## Program Coordinator

- Project Specific Pre-construction Administration
- Project Specific Design Coordination
- Coordinate Constructability Review
- Work with Designers to Maintain Project Schedule and Budget
- User Coordination
- Oversee and Coordinate Bidding & Award
- Project Contract Administration
- PLA Coordination
- Coordinate Hazmat Design & Removal
- Project Closeout - O & M, As-Built Documents, Warranties
- PLA Closeout
- DSA Closeout
- Available to Project Team for all Meetings

## Project Manager

Additional **Project Manager** will be added during construction phase. Duties will mirror the Program Coordinator scope of services.

## Administrative Support

**Administrative Support** will be provided during all phases of the program.