

Saratoga Project Management, Inc.

Program & Construction Management Services

January 29, 2021

Mr. Michael Ouimet
Assistant Superintendent for Business
Averill Park Central School District
146 Gettle Road
Averill Park, New York 12018

Re: Smart Schools Bond Act
Owner's Representation & Project Management Services Proposal

Dear Michael,

Please find our proposal to provide Owner's Representative services for the District's Smart Schools Bond Act.

SPM's proposal provides a project team approach to the management and oversight of this district wide project. We have included management oversight responsibilities that cover the following phases:

- Pre-Construction Services
- Bid, Award & Construction Phase Services
- Project Close Out

We would be happy to sit down with you and the Board of Education to review the proposal or discuss any aspects of it or the project at your convenience.

Thank you for your continued confidence in our firm to assist the district in planning and completing this project.

Please do not hesitate to call me if you have any questions, need clarification or require any other information.

Sincerely,



Bill McMordie
Principal

Saratoga Project Management, Inc.

Program & Construction Management Services

Averill Park Central School District
Smart School Bond Act
Proposal to Provide Owner's Representative Services
Presented: January 29, 2021

A. Project Description

The overall project consists of work at all of the District's buildings:

- Averill Park High School
- Algonquin Middle School
- West Sand Lake Elementary School
- Poestenkill Elementary School
- George Washington Elementary School
- Miller Hill Elementary School
- Transportation Center

The overall project consists of removal and replacement of the following scopes of work at all of the District's buildings:

- Security Cameras and Cabling
- Electronic Door Hardware and Wiring
- Amber Strobe Notification System and Cabling

B. Project Organizational & Decision-Making Structure

Our proposal is predicated on the district's continued engagement of Mosaic Associates(Architect) the below listed groups through the completion of the project as well as the district's retaining of other required consultants and sub-consultants as deemed necessary and prudent to successfully complete the project in an efficient manner and in a manner which meets the requirements of the State Education Department. The additional consultants include, but are not limited to: asbestos and hazardous materials testing and monitoring consultants, professional mechanical electrical and civil engineers and so on.

Saratoga Project Management, Inc.

Program & Construction Management Services

C. Scope of Services

The following section details the overall project, its proposed structure and organization, as well as the required activities and associated Scope of Services required to successfully deliver and complete the Smart Schools Bond Act scope listed above.

Based on the above, our understanding of the existing facilities, our work with the District on previous projects, we propose to provide the following scope of services with the goal of assisting the District in delivering each of the individual building projects in the most efficient and economical manner.

The primary role of the Owner's Representative is to act as the district's project point person responsible for the day-to-day management of activities of the district in its role as the owner of the construction project. As the point person, the Owner's Representative is the district's project leader responsible to oversee and coordinate the activities of the design professional and construction team and to provide the primary coordination between the district (Board of Education, administration and staff) and the design and construction team. The Owner's Representative works closely with the Superintendent, Assistant Superintendent, and the School Business Official in the financial administration of the project as it relates to budget status and reporting, contract change order approval, and project financial tracking and reporting for the district and State Education Department (SED). All direction and communication to the design team and construction team from the district runs through and is coordinated by the Owner's Representative. All communication from the design and construction team to the district should also be direct to and through the Owner's Representative.

The Owner's Representative works for the Board of Education and reports to the Superintendent of Schools. The Owner's Representative, as the district's agent, is responsible to represent and advocate for its interests in working with the design and construction team during the design and construction process. In this capacity, the Owner's Representative will work closely with key district officers, district administration, the Board of Education, building principals, director of building and maintenance, other district staff, related programs and organizations as required.

It is mutually agreed that the services required under this proposal do not require the full time efforts of the Owner's Representative to satisfactorily complete the services outlined in this proposal and that efforts will vary from time-to-time depending on the stage and nature of the project as it progresses.

Saratoga Project Management, Inc.

Program & Construction Management Services

D. Project Delivery

SPM's project team will work in concert with District personnel, building administrators and other district staff as required during the course of the project. It is our understanding that we would report directly to the Superintendent of Schools throughout the course of the engagement. It is also understood that we will be working closely with the School Business official and Director of Buildings & Maintenance; as well as any other district personnel as will be required during the course of the project. SPM will utilize Bill McMordie as the Principal on the project and Grigory Khaitov as the Project Manager.

E. Engagement Duration

Based on our initial discussion with the district and Mosaic Associates, the total project is anticipated to take approximately 3-4 months from its initiation on January 4, 2021.

F. Project Compensation

The total scope of services outlined above is anticipated to be performed over the course of the 3-4 months. Based upon this duration, the nature of the scope of services requested, the project team structure and the level of effort we believe is required to complete the work outlined above, we are proposing a fixed-price fee of \$45,000.

Payment of the fee is to be made monthly in equal increments based on the fee assigned for each phase of service.

This proposal is based on maximum 3-4 months' duration with the commencement of services in January 4, 2021 and continuing through final closeout anticipated to be completed by April 30, 2021.

Services needed beyond April 30, 2021, if required, will be determined at that time and billed on an hourly rate basis as authorized by the Superintendent of Schools or Assistant Superintendent for Business Affairs.

The above project management fee is covered within the project budget and funding sources. This fixed fee as well as the scope of services and the duration of the engagement can only be adjusted by mutually accepted written agreement. Our continued engagement on the project is based on successful performance and this contract may be terminated by either party for convenience at any time with 30-day prior written notice.

The engagement may be extended at any time during the course of this contract based upon mutually agreeable terms and conditions. The period of this engagement may only be amended by mutual consent of

Saratoga Project Management, Inc.

Program & Construction Management Services

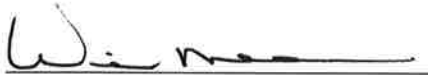
both the school district (owner) and Saratoga Project Management (consultant) with an equitable adjustment to Saratoga Project Management's fee. Significant additions to the scope of work for this project or our scope of services, as well as delays or acceleration of the performance of our scope of services, shall also be equitably compensated.

Standard reimbursable expenses such as reproduction, express mail, postage, delivery, authorized out-of-town-travel, etc. shall also be reimbursed monthly at 1.0 times the expense incurred by Saratoga Project Management.

We hope that this proposal meets with your and the Board of Education's needs and approval. Please let us know if you have any questions or comments and we would be happy to sit down and review or explain any aspect of the proposal.

Submitted by:

Saratoga Project Management, Inc.



Bill McMordie

Principal

Accepted by Owner:

Averill Park Central School District

By: _____

_____ Date