

June 4, 2021

Bill Hansell
General Manager
Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707

Re: Project Management Support Services – Kensington Fire Station

Dear Mr. Hansell:

We are pleased to provide our proposal for as-needed Project Management Support Services for the Kensington Fire Station Renovation design phase.

Background

The Kensington Fire Protection District wishes to fully renovate their existing Fire Station located at 217 Arlington Avenue in Kensington, California. The District plans to re-locate to temporary facilities during the duration of construction.

District worked with RossDrulisCusenbery ARCHITECTURE (RDC) to develop the conceptual plans. mack5 provided project management support services to the District during the conceptual design phase.

District recently issued RFP for design services (architectural and structural) and has received submittals from interested design firms to finish the design documents.

Scope of Services

As part of the Project Management Support Services, we are proposing the following scope of services:

1. Assist with project planning and design phase management as needed.
2. Assist with design and procurement of temporary fire station facilities.
3. Review design documents.
4. Participate in project meetings as needed.
5. Assist with project budget development.
6. Other services as directed by the District.

Fee

We would like to propose a time expended not to exceed fee of \$46,200 to be billed at \$210/hr (220 hrs allowance). Rates will be adjusted by 3% to 4% annually.

mack⁵ Services:

Owner's Representative

Project Management

Construction Management

Cost Management

Cost Planning

mack⁵

Headquarters

1900 Powell Street
Suite 470
Emeryville, CA 94608

Richmond Office

322 Harbour Way
Suite 16
Richmond, CA 94801

phone 510.595.3020

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Reimbursable Expenses:

The cost of reproductions, deliveries and travel expenses (for travel outside the San Francisco Bay Area) will be charged at cost plus ten percent (10%).

We appreciate this opportunity and look forward to continue working with the District.

A handwritten signature in black ink that reads "Manil". The signature is written in a cursive style with a horizontal line underneath the name.

Manil Bajracharya, Principal
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Cell - 415 902 6900