

Mary Morris-Mayorga



May 10, 2023

Mary Morris-Mayorga
Interim General Manager
Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707

Re: Revised Construction Management Services Fee Proposal - Kensington Public Safety Building Renovation

Dear Ms. Mayorga:

As requested, mack5 is submitting a revised fee proposal incorporating our fee proposal dated 9/12/22 and the additional fee request proposal dated 4/18/23 (both attached for reference) for Construction Management services for the Kensington Public Safety Building Renovation project.

mack⁵ Services:

Owner's Representative

Project Management

Construction Management

Cost Management

Cost Planning

Revised Fee

The proposed total revised Not to Exceed fee for Construction Management services is \$399,102 per the following breakdown:

- Preconstruction, 1 month \$ 12,600
 - Construction, 16 months \$ 348,052
 - Closeout, 2 months \$ 38,450
- Proposed Total Fee: \$ 399,102

Also, we are proposing to bill time expended starting March of 2023. We will notify the District in a timely manner if additional fee is needed to provide our services to the end of the project.

mack⁵

Headquarters
1000 Broadway
Suite 260
Oakland, CA 94607

Richmond Office
322 Harbour Way
Suite 16
Richmond, CA 94801

phone 510.595.3020
fax 510.595.1755

Kind regards,

Manil

Manil Bajracharya
Principal

April 18, 2023

Mary Morris-Mayorga
Interim General Manager
Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707

Re: Additional Fee Request for Construction Management Services - Kensington Public Safety Building Renovation

Dear Ms. Mayorga:

Thank you for the opportunity to submit our fee additional fee request for Construction Management services for the Kensington Public Safety Building Renovation project.

mack⁵ Services:

Background

Owner's Representative

Project Management

Construction Management

Cost Management

Cost Planning

mack⁵

The Kensington Public Safety Building Renovation project is in progress. The construction process has been challenging for various reasons including changes in site conditions and contractor related issues. Due to the construction challenges, we have been spending significantly more hours every month than we had budgeted for in our original proposal (attached with this letter). Some of the additional scope that we have been performing in the last 3 to 4 months are:

- Attending additional project meetings
- Managing of RFI and submittal processes
- Producing of meeting minutes and updates
- Dealing with significant amount of project correspondence
- Dealing with contractor challenges
- Monitoring of T&M work and work tags
- Issuing more than normal change directives

Headquarters
1000 Broadway
Suite 260
Oakland, CA 94607

Richmond Office
322 Harbour Way
Suite 16
Richmond, CA 94801

phone 510.595.3020
fax 510.595.1755

Additional Fee

We would like to request that District approve an additional \$5,375/month starting March 2023. This would allow for 25 hours of additional time for our project manager. Our total monthly fee with this addition will be \$23,265.

Out of \$286,240, we have \$205,735 left to bill for construction after February 2023. At our current monthly fee of \$17,890, the remaining amount will cover for 11.5 months of our services (mid-February 2024). Our contract then has 2 months for project closeout. So for the 13.5 months, the total add fee request will be \$72,562.50.

Please note that extension of contractor's schedule beyond mid-February, 2024 for construction activities and substantial completion and mid-April, 2024 for final completion will require additional fees, to be mutually agreed with the District.

Kind regards,

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

September 12, 2022

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

Re: Construction Management Services Fee Proposal - Kensington Public Safety Building Renovation

Dear Mr. Hansell:

Thank you for the opportunity to submit our fee proposal for Construction Management services for the Kensington Public Safety Building Renovation project.

Background

The Kensington Fire Protection District (District) is going to start the construction phase of the project in October 2022. The project Architect is MARJANG Architecture. The District has bid the project and selected CWS Construction to be the General Contractor.

District is anticipating 18 months for the construction phase including closeout.

mack5 has a long history of working with the District, having worked on 2 renovation projects in the station building. We are also assisting the District with the ongoing buildout of the temporary fire station facility.

Scope of Services

Our construction phase scope of services will include:

- Assist with procurement of testing & inspection consultants
- Review project documents including contractor’s contract
- Schedule, attend preconstruction meeting
- Represent District’s interest during construction
- Attend weekly construction meetings
- Review contractor’s construction schedules and look-ahead schedules
- Manage/track construction budgets
- Conduct weekly site visits, monitor work progress on site and contractor’s compliance with site management requirements
- Promptly report material defects in writing to District and design team; notify contractor of non-compliance and resolve issues
- Monitor RFI and submittal process; oversee contractor logs
- Monitor procurement of long lead items
- Coordinate third party testing and inspection, assist with resolving issues (contractor to schedule all inspections directly)
- Review and approve contractor’s progress payment requests
- Review, evaluate and negotiate contractor change orders
- Analyze and recommend action to District on claims (if any)

mack⁵ Services:

Owner’s Representative

Project Management

Construction Management

Cost Management

Cost Planning

mack⁵

Headquarters

1000 Broadway
 Suite 260
 Oakland, CA 94607

Richmond Office

322 Harbour Way
 Suite 16
 Richmond, CA 94801

phone 510.595.3020

fax 510.595.1755

- Coordinate and supervise any work required by consultants outside the construction or design contracts
- Participate in the punch list process, work with design team and contractor to develop a punch list and issue Substantial Completion Letter
- Oversee timely completion of punch list
- Ensure completion and delivery to District of all required close-out documentation including O&M manuals, record drawings, project files and warranties
- Review final payment application and recommend retention release
- Assist with issuing Final Completion Letter
- Set up warranty process

Staffing

Our proposed construction manager, Grace Seferian will be taking the lead for providing our services under this proposal. She will be supported by other mack5 staff including myself as needed throughout construction. Her resume is attached with this proposal.

Fee

For the fee proposal, mack5 is assuming 1 month of preconstruction activities, 16 months for construction and 2 months for closeout.

For 1 month of preconstruction, we would like to propose a fee of \$12,600. For the 16 months of construction, we would like to propose a monthly fee of \$17,890. And for 2 months of closeout, a monthly fee of \$13,850.

Our proposed fee summary is as below:

| | |
|----------------------------|------------|
| • Preconstruction, 1 month | \$ 12,600 |
| • Construction, 16 months | \$ 286,240 |
| • Closeout, 2 months | \$ 27,700 |
| Proposed Total Fee: | \$ 326,540 |

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 recommend that the District carry a reimbursable allowance of \$2,500.

Please note that material increases in duration or scope of services for reasons that are outside our control would require additional fees, to be mutually agreed with the District.

We are excited about this opportunity, ready to commence work immediately, and look forward to working with the District again.

Kind regards,



Manil Bajracharya
Principal



education

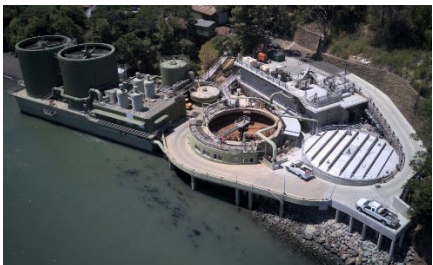
licenses/certifications/accreditations



representative project experience



corte madera town hall



sausalito-marin city sanitary sewer treatment plant

Grace Seferian, P.E.

Construction Manager

- Master of Engineering Management, American University, Beirut, Lebanon
- Bachelor of Engineering, American University, Beirut, Lebanon
- Licensed Professional Civil Engineer (P.E.), #C68317
- Licensed General Contractor #832525
- Project Management Professional (PMP)
- LEED Accredited Professional (LEED® AP)
- Qualified Storm Water Pollution Prevention Plan (SWPPP) Developer (QSD) and Practitioner (QSP)

Ms. Seferian is a Project/Construction Management professional and Professional Mediator with over 25 years of construction experience in both the public and private sectors. She has managed all aspects of multi-million dollar projects, from Programming & Planning, to Design, Bid & Award, to Construction and Closeout, maintaining scope, schedule and budget as well as compliance with applicable state and agency criteria and safety standards. In her capacity as both a CM and mediator, Grace has helped resolve hundreds of construction disputes and potential claims.

The combination of her engineering and construction experience gives Grace a complete and well-balanced understanding of the building process. As an expert in the field of construction, she has a deep understanding of technical terms, engineering and claims analysis principles.

Sausalito-Marin City Sanitary District (CA Health & Safety Code District)

- Treatment and Wet Weather Flow Upgrade, Sausalito CA
Construction management services for major sanitary sewer treatment plant upgrade.

City of Richmond Wastewater Recovery Projects (Richmond CA)

- Wastewater Treatment Plant Critical Improvements
Construction oversight assistance and advisory services.
- Wastewater Treatment Plant Cogeneration
Design-Phase assistance services.
- Wastewater Treatment Plant Sludge Thickening
Design-Phase assistance services.
- Ferry Point Lift Station
Design-Phase assistance services.

Chabot-Las Positas Community College District

- Chabot Community College, Hayward CA
Project management/ construction management services for several on campus upgrade projects.

Los Angeles Unified School District

- Panorama High School, Los Angeles CA
Construction management services for a new high school construction.

Burbank Unified School District

- John Burroughs High School, Burbank CA
Construction management services for reconstruction and modernization of an existing high school.

William S. Hart Union High School District

- West Ranch High School, Stevenson Ranch CA
Construction management services for a new high school construction.

Town of Corte Madera

- Corte Madera Town Hall, Corte Madera CA
Schedule review services for a replacement Town Hall.