

April 8, 2022

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

**Re: Project Management Support Services – Kensington Fire Station Temporary Facility**

Dear Mr. Hansell:

We are pleased to provide our proposal for as-needed Project Management Support Services for the Kensington Fire Station Temporary Facility project.

mack<sup>5</sup> Services:

Background

Owner's Representative

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.

Project Management

The Fire Station Renovation project is in design. District is also in the process of finalizing the temporary facility design and procurement. mack<sup>5</sup> has been providing project management support to the District on the project. District is anticipating finishing the project by September of this year.

Construction Management

Cost Management

Cost Planning

Scope of Services

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

mack<sup>5</sup>

**Headquarters**  
1900 Powell Street  
Suite 470  
Emeryville, CA 94608

**Richmond Office**  
322 Harbour Way  
Suite 16  
Richmond, CA 94801

phone 510.595.3020  
fax 510.595.1755

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

Fee

We would like to propose a time expended not to exceed fee of \$51,600 to be billed at \$215/hr (240 hrs allowance). Rates will be adjusted by 3% to 4% annually.

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  
manilb@mack5.com  
Cell - 415 902 6900