



SPECIAL MEETING OF THE BUCHANAN CITY COMMISSION
MONDAY, DECEMBER 20, 2021 – 5:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

AGENDA

THE COMMISSION OF THE CITY OF BUCHANAN, in compliance with Michigan’s Open Meetings Act, hereby gives notice of a special meeting of the Buchanan City Commission to be held in the Chamber of City Hall.

* Requests to be added to the agenda as a “Scheduled Matter from the Floor” should be submitted in writing to the City Clerk at least 5 business days prior to the scheduled meeting during which the speaker wishes to appear, and the approval of such requests remain within the discretion of the Mayor. If denied, the speaker may nonetheless speak during the “non-agenda items only” public comments section of the agenda.

* Those who are unable to appear during a meeting but who still wish to share public comment may submit such comments in written form to the City Clerk at least 4 hours in advance of the meeting.

* Individuals with disabilities may request necessary reasonable accommodations by submitting requests to the City Clerk, preferably at least 24 hours in advance.

* Written requests and comments may be submitted to the City Clerk either in person or via mail to Buchanan City Hall, 302 N. Redbud Trail, Buchanan, MI 49107, or via email to bpitcher@cityofbuchanan.com

I. Call to Order

II. Roll Call

III. Public Comment - Agenda Items Only (3-minute limit)

IV. New Business

- A. Miller-Davis Interview**- 30 minute interview with 15 minutes for Q & A to help the City Commission choose a CM (construction manager) for the upcoming DPW building project. 5:00 p.m. - 5:45 p.m. time slot.
- B. AVB Interview**- 30 minute interview with 15 minutes for Q & A to help the City Commission choose a CM (construction manager) for the upcoming DPW building project. 6:00 p.m. - 6:45 p.m. time slot.
- C. Cornerstone Construction Management Interview**- 30 minute interview with 15 minutes for Q & A to help the City Commission choose a CM (construction manager) for the upcoming DPW building project. 7:00 p.m. - 7:45 p.m. time slot.
- D. Select Construction Manager**- Consider voting to select a CM from the three candidates interviewed earlier in the evening; or, alternatively, consider voting to place the decision on the agenda for the upcoming December 28, 2021 7pm Special Meeting of the City Commission--if more time is felt to be needed.
- E. Holiday Gathering**- Review City Manager's question related to a Holiday Gathering.

V. Public Comment - Non-Agenda Items Only (3-minute limit)

VI. Adjourn

CITY OF BUCHANAN

Item IV. A.

DPW Services Building

Request for Proposals - Construction Management Services

December 8, 2021



millerdavis
EXPERIENCE MATTERS

December 8, 2021

City of Buchanan Hall
c/o The Barton Group
302 Red Bud Trail
Buchanan, MI 49107



RE: Request for Proposals to Provide Construction Management Services
for City of Buchanan DPW Services Building

Dear Ms. Lietzau:

Miller-Davis Company is pleased to submit our response to the request for proposals to provide construction management services for the City of Buchanan DPW Services Building. Founded in Kalamazoo in 1909, Miller-Davis Company has served the construction needs of Southwest Michigan and beyond for 112 years. We have a long-held commitment to improving the communities we serve, and we will provide the expertise and leadership required to successfully complete this important project for the City of Buchanan's Department of Public Works (DPW). Miller-Davis' qualifications include:

Construction Project Team – Our project team has recent experience working on projects with similar scope to the new DPW Services Building. We recognize that the new facility will be located on the existing site, which is in a flood plain and will require extensive site work. In addition, our project manager, Jen Sawyer, has vast municipal project experience and worked for the City of Buchanan - Department of Public Works on the 2010 Water Treatment Plant improvements project. We will incorporate the City of Buchanan and DPW's expectations into the entire construction process by establishing goals, developing and implementing strategies, and formulating a tracking mechanism for measurable results—all accomplished without impacting project cost.

Budgeting Accuracy and Bidder Participation – Our preconstruction services director has over 20 years of experience budgeting construction projects. Our budgeting accuracy exceeds 98% with all projects completed within budget. In addition, our secure, digital bid delivery and bid opening process has increased our bidder participation in 2020/2021. We have experienced a record high of approximately five bidders per category, providing more value for our clients.

Understanding of Critical Issues – Due to current supply chain issues, we will streamline the submittal process by scheduling page-turn meetings with key individuals to fast-track the approval of long-lead items. Review and approval of long-lead submittals will parallel the finalization of the GMP. This will allow for the expedited release of materials for fabrication. Our team has already identified a few long-lead items, such as a pre-engineered metal building, that will need to be addressed immediately.

Experience with The Barton Group – We are currently working with The Barton Group on a renovation project at Glen Oaks Community College and we recently worked together on projects for Dowagiac District Library and Centrica Care Navigators. Miller-Davis understands the importance of building a strong team with the City of Buchanan, Department of Public Works, The Barton Group, and Bergmann Architects.

We are the most qualified locally-owned-and-operated construction firm and have been active in Southwest Michigan for over 100 years. We welcome your review of our qualifications, and we encourage you to call our references. Please contact me if you have any questions.

Sincerely,
miller-davis company

Jack Abate
Construction Operations Director
269.250.8208 | jabate@miller-davis.com

1029 Portage Street
Kalamazoo, MI 49001

T 269.345.3561
F 269.345.1372

miller-davis.com

Table of Contents

Cover Letter	Inside Cover
Project Scope / Narrative / Letter of Interest	3 - 4
Team	5 - 11
References	12 - 14
Bonding Capacity	15
Insurance	16
Fee Proposal and Description of Services	17 - 23
Self-Performance & Major Subcontracted Work	24 - 25
Safety	26
Contingency and Change Orders	27

Project Scope/Narrative/Letter of Interest

PROJECT UNDERSTANDING

We understand this project consists of constructing a new 23,675 square-foot building for the City of Buchanan - Department of Public Works. The Department of Public Works has outgrown their existing 12,500 square foot facility and needs additional storage for equipment and vehicles as well as workspace. We recognize that the new facility will be located on the existing site, which is in a flood plain and will require extensive site work. We understand this is an important project for the City of Buchanan and will result in a facility that is better suited for the hard-working Department of Public Works staff.

OUR APPROACH IS KEY TO A SUCCESSFUL WORK PLAN.

Miller-Davis will provide leadership on all construction-related matters throughout the project's development. Every member of our team will have some involvement in each phase of the project—from the Bid Phase through Construction—to utilize their individual expertise.

Miller-Davis' collective experience will eliminate the learning curve allowing us to move efficiently through preconstruction into construction. Constant involvement among project team members provides greater multidisciplinary collaboration and information sharing. Integrated delivery, construction planning, and accelerated schedule are hallmarks of this approach. Our team embraces open communication and teamwork as they are fundamental to the success of an integrated project.

COMMUNICATIVE AND COLLABORATIVE PARTNERS

As our past clients will share with you, Miller-Davis has a **proven track record** of working on projects in an **open team setting**. Throughout the DPW Services Building project, the Miller-Davis team will be **communicative and collaborative**.

Team Approach

Project Executive, Howard Williams, will take the overall leadership of the construction team. He is a skilled leader and manager but also has the knowledge and experience to understand field operations, project management, and preconstruction aspects of the construction process. This range of skills helps him ensure the project stays on track, meets established project goals, and transparent communication is maintained throughout construction.

Our other members of the construction team, Project Manager Jennifer Sawyer and Project Superintendent Andy Engel, are also well versed in their roles for this project. While they are skilled in their discrete areas, they also have experience and expertise in each other's roles, allowing our team to operate seamlessly and efficiently.

PRECONSTRUCTION SERVICES

The successful delivery of projects begins during preconstruction. We will join your team immediately to reconcile the facility program with the budget. Miller-Davis produces accurate and detailed cost information early to simplify decision processes. This allows for a better understanding of the project's scope and becomes the building block for managing the preconstruction process through the contract documents.

Combined with state-of-the-art technology, our preconstruction services help minimize costs, avoid change orders, and allow the team to make informed decisions from project inception through occupancy.

Design Review and Development

Miller-Davis understands how important it is for the City of Buchanan and DPW to stay on budget. We have found that a collaborative approach to estimating is crucial to maintaining your budget and schedule. We provide continuous estimating through the design process via technology and project-team collaboration. We also understand the milestones required for estimate updates for the team to review; this provides an efficient preconstruction phase and holds the project team accountable for meeting the project budget and quality.

Budget Estimating

We will provide the City of Buchanan and DPW with early detailed estimates to produce reliable budgets early in the process with predictable results. We will then maintain these budgets throughout the preconstruction process to establish a cost baseline before the contract documents are complete.

 **At Miller-Davis, we listen to your requirements, ask pertinent questions, and deliver meaningful information.**

Project Scope/Narrative/Letter of Interest

Budget Estimating - continued

During preconstruction, we will continue to evaluate the drawings and specifications for:

- Construction Sequence
- Constructability
- Detail Feasibility
- Schedule Impacts
- Cost-Effectiveness
- Gaps and Overlaps between Trades

With input from Bergmann, we will be able to implement changes that allow procurement and construction to proceed efficiently.


Constructability Review

We will perform early coordination needs and a structured review of all phases of the construction design documents with the project team. We will make certain that work requirements are clear, documents are coordinated, and that they assist with quality procurement, construction, and administration; resulting in minimal surprises and impacts to the project.

BID & AWARD

Our transparent bid management process generates clear and comprehensive bid documents, disseminating relevant information that reduces the bidders' risk and helps secure a significant number of competitive bids from qualified contractors.

Miller-Davis has a digitized bidding process. We utilize BuildingConnected, a leading preconstruction platform, to provide bidders with a secure online alternative to in-person bid delivery and bid opening.

 **In 2020, we increased our bidder participation—experiencing a record high of approximately five bidders per category.**

CONSTRUCTION SERVICES

As the project transitions to the construction and project delivery phases, our team's focus will be to:

- Delivering on our site safety plan both inside and outside the construction fence
- Implementing the site logistics plan to allow for ongoing operations and efficient construction of the project
- Maintaining appropriate field forces to support construction effort
- Working collaboratively with the City of Buchanan and DPW to provide on-site quality control

DOCUMENT MANAGEMENT

Skysite: This web-based document management platform allows all members of the project team instant access to project information such as plans, specifications, submittals, RFIs, schedules, bulletins and other change documents, punch-lists, etc.

IN-KIND DONATIONS

We start by learning about any existing relationships and past in-kind donations received to establish a baseline for the project. We can help the City of Buchanan and DPW craft a letter communicating the need for in-kind donations in making this important project a reality. The solicitation of in-kind donations will be part of the fair and inclusive bid process. In receiving bids that include in-kind donations, we will assess the validity of the donations to ensure in-kind gifts will not increase project cost, delay completion, or compromise quality or ethical standards. All proposed in-kind donations will be discussed with the project team.

VALUE TO CITY OF BUCHANAN AND DPW

Construction Predictability | Reduced errors, rework, deficiencies, delays, and cost overruns, by effective and thorough integration of construction knowledge.

Cost Predictability | Higher quality subcontract buyout from higher quality construction documents. We get it bought right the first time to eliminate change orders.

Schedule Predictability | Reduced Waste/ Increased Efficiency — Less time during construction to process RFIs, multiple iterations of shop drawings, submittals, addenda, and other change documents means more time to focus on building a well-sequenced project. Avoid time and cost impacts by uncovering problems/potential problems and allowing them to be addressed early.

Quality Predictability | Team Engagement - Leverage our team's experience to identify issues with the constructability of a project and build a greater understanding of the project scope and focus areas.

Team

PROJECT ORGANIZATIONAL CHART AND TEAM RESUMES

Within the pages that follow, you will meet our project team; these key staff members will adopt the City of Buchanan's and DPW's goals as their own and always make decisions that are in the project's best interest. The Miller-Davis team includes individuals that understand the complexities of constructing municipal projects.

During the preconstruction phase, Project Executive Howard Williams and Preconstruction Services Director Steve Zimmerman will lead the Miller-Davis team. When we transition into construction, Howard Williams, Project Manager Jennifer Sawyer and Project Superintendent Andy Engel will take the lead and continue our collaborative approach with the City of Buchanan, DPW, and The Barton Group.

 **Miller-Davis Company has been entrusted to manage the construction of Southwest Michigan's municipal facilities for over a century.**

Our Team Approach

The organizational chart on the following page illustrates the structure of our integrated team and includes our proposed staff of experts for pre-construction, project management, and construction covering the scope of work for the project. Our team structure is optimized with proposed key team members involved early in preconstruction through construction and operational readiness.

WHAT SETS OUR TEAM APART

TEAM APPROACH

Our team synergy is unmatched. We have a proven track record of delivering creative projects conceived collaboratively and delivered seamlessly.

Our entire team has a portfolio of municipal, pre-engineered construction projects.

Our understanding of construction management and our experience with municipal key stakeholders set us apart from our competition.

Miller-Davis is the proven and trusted partner to deliver the new DPW Services Building.

EXPERIENCED PROJECT LEADERSHIP

The ability of key team members to work together and lead a cohesive project team for the new DPW Services Building will be critical.

Miller-Davis Project Executive, Howard Williams, will lead the project team to prioritize the City of Buchanan and DPW's goals and bring creative solutions to complex problems. Howard has successfully led teams from inception to punch-list completion. He will be accountable to the project teams as well as to the City of Buchanan and DPW.

Howard will ensure the team focuses on project delivery and work scope while openly communicating with the surrounding community.

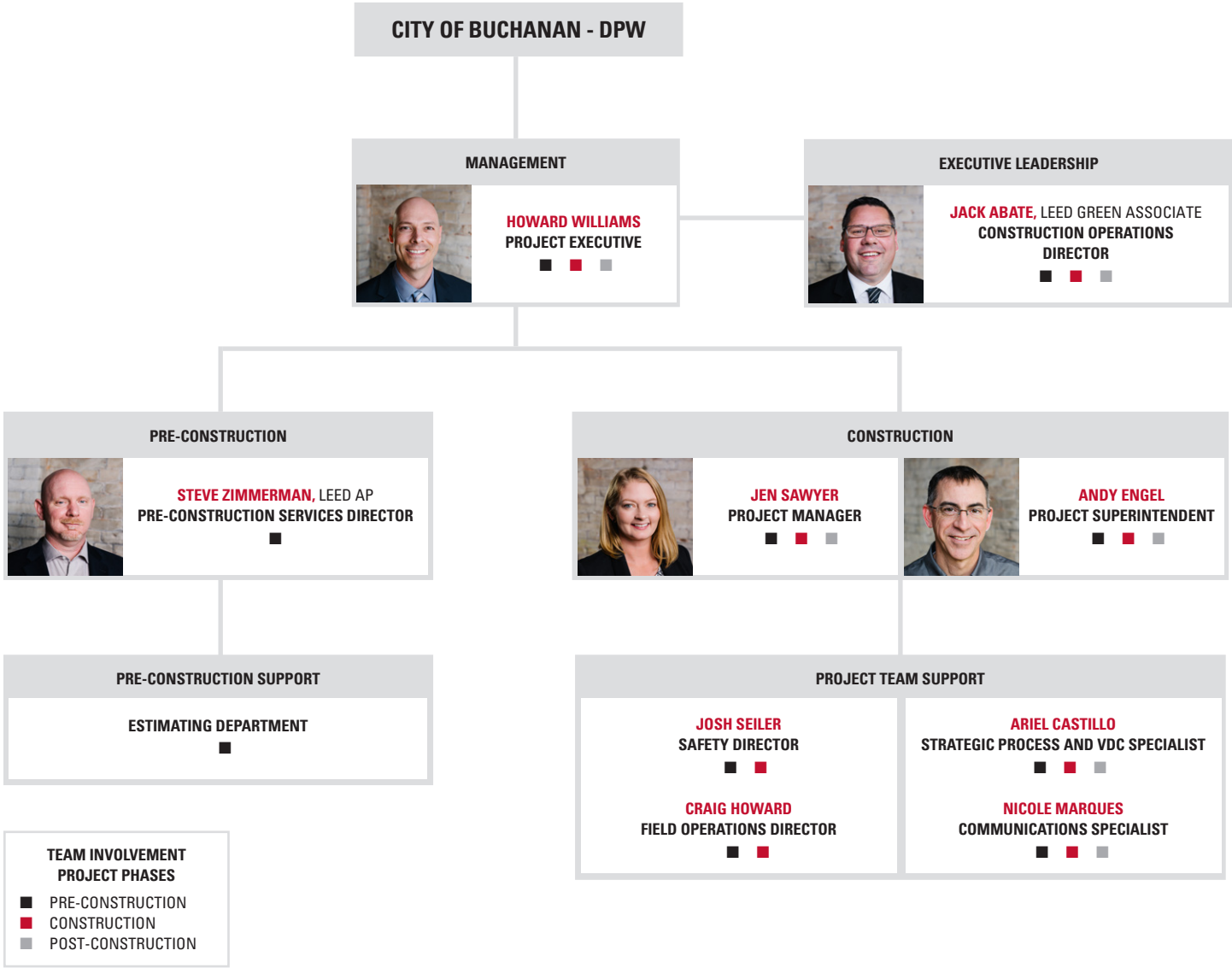
COLLABORATION AND ENHANCED COMMUNICATIONS

Our team is creative, not prescriptive. We bring experience, open minds, and a spirit of partnership to shape the vision and implement a plan to achieve the best outcomes for the new DPW Services Building. Our team will interface with the City of Buchanan and DPW throughout the project. Our organizational framework amplifies our team's coordination of cost, schedule, and quality needs of the project.

Our team recommends a formalized partnering process that validates communication strategies and goals for the project every quarter. These leadership group check-ins ensure all stakeholders are informed and concerns are addressed promptly.

Team

PROJECT ORGANIZATIONAL CHART AND TEAM RESUMES - CONTINUED



PRECONSTRUCTION AND CONSTRUCTION TEAM - RELEVANT EXPERIENCE

PROJECT TEAM	MUNICIPAL EXPERIENCE	NEW CONSTRUCTION	PROJECT COST (\$3 MILLION OR MORE)	PRE-ENGINEERED FACILITY	FLOOD PLAIN CONSTRUCTION
Howard Williams	✓	✓	✓	✓	✓
Steve Zimmerman	✓	✓	✓	✓	✓
Jennifer Sawyer	✓	✓	✓	✓	✓
Andy Engel	✓	✓	✓	✓	✓
Jack Abate	✓	✓	✓	✓	✓

Team



HOWARD WILLIAMS PROJECT EXECUTIVE

Howard has **15 years of experience** in the construction industry and will provide executive leadership and project team support throughout project development and completion. He will participate in monthly leadership meetings with principals to ensure the project is on track and that expectations are being met.

He offers **creative solutions** to project challenges based on his commitment to **high standards for quality**. Howard will take a strong leadership role and will provide great energy and efficiency to the project team.

With recent **experience managing municipal projects**, Howard understands the high-performance requirements of the City of Buchanan and DPW, and he will make sure Miller-Davis does whatever it takes to make **your project a success**.

FAST FACTS

EXPERIENCE
15 Years in Construction

EDUCATION
B.S. Environmental Design/
Architecture
University of Colorado Boulder

TRAINING/CERTIFICATIONS
AGC LEAN Construction
Certification
OSHA 30-Hour Safety Training

WINDSOR READINESS CENTER | **NEW BUILDING**

The \$12 million new facility, located in a flood plain, is 30,000 square feet and includes an assembly hall, classrooms, a learning center, kitchen, administration areas, and vehicle maintenance training bays. The project is LEED Platinum certified.*

GULL LAKE COMMUNITY SCHOOLS | **2018 BOND PROGRAM - MAINTENANCE BUILDING**

As part of Gull Lake Community Schools' 2018 \$64 million bond program, a new maintenance building was constructed. This new **pre-engineered facility** features **work bays, storage, and facilities for maintenance staff**.

NORTH COLORADO SPRINGS READINESS CENTER | **NEW BUILDING**

This \$20 million new facility houses the Colorado Army National Guard on the United States Air Force Academy property. The project features an award-winning interior and is LEED Platinum certified.*

ALAMOSA READINESS CENTER | **NEW BUILDING**

The new \$10 million facility was a federal construction project that is LEED Silver certified.*

GLEN OAKS COMMUNITY COLLEGE | **CAMPUS RENOVATION**

The \$6.5 million project will modernize teaching spaces in a 50+-year-old building. The renovations will improve campus safety and security, improve energy efficiency and long-term sustainability, and focus on ADA accessibility and compliance.

LAKE MICHIGAN COLLEGE | **WELCH CENTER**

The new \$7.5 million, 14,000-square-foot facility houses Lake Michigan College's wine and viticulture program. The Welch Center is the first commercial teaching winery in the Midwest and replaces the previous two-room temporary lab set-up the wine and viticulture program used in another building on campus.

*completed prior to joining Miller-Davis Company.

OTHER RECENT PROJECTS



Lake Michigan College | Napier Academic Building Renovation
University of Notre Dame | Morrissey Hall Renovation
Diocese of Kalamazoo | St. Augustine Cathedral Improvements

Michigan State University FRIB Campus Site
Restoration – West Site
Department of Military and Veteran Affairs | Joint Force
Headquarters Remodel

Team



STEVE ZIMMERMAN, LEED AP PRECONSTRUCTION SERVICES DIRECTOR

Steve has **30 years of experience** in the construction industry and will support our estimating team to provide accurate cost estimating and scheduling services to keep the project on schedule and within budget. Our **budgeting accuracy exceeds 98%** with all projects completed within budget.

He is a **licensed master plumber** and worked as a mechanical contractor for 15 years before joining the Miller-Davis team. During this time, he participated in the estimating, supervision, installation, and commissioning of complex mechanical systems.

Steve brings a unique blend of extensive knowledge and experience with complex mechanical systems that directly benefits your project.

FAST FACTS

EXPERIENCE
30 Years in Construction

EDUCATION
B.S. Biology
University of Michigan

TRAINING/CERTIFICATIONS
LEED Accredited Professional

Licensed Master Plumber
State of Michigan

GULL LAKE COMMUNITY SCHOOLS | 2018 BOND PROGRAM - MAINTENANCE BUILDING

A new maintenance building was constructed as part of Gull Lake Community Schools' 2018 \$64 million bond program. This new **pre-engineered facility** features **work bays, storage, and facilities for maintenance staff**.

VAN BUREN COUNTY JAIL | RENOVATIONS AND ADDITION

The \$4.8 million project focused on renovations and an addition to the Van Buren County Jail in Paw Paw, Michigan.

DOWAGIAC DISTRICT LIBRARY | EXPANSION AND RENOVATION

This significant project transformed the historic Carnegie library facility through the construction of two 4,500-square-foot levels, a new lower level addition, and significant renovations throughout the existing 5,600-square-foot building.

KALAMAZOO LOAVES AND FISHES | NEW FACILITY

The new \$2.5 million, 20,000-square-foot **pre-engineered** facility houses Kalamazoo Loaves & Fishes' core functions, including a multipurpose warehouse to accommodate large-scale food delivery, a call center, and an enhanced in-house grocery pantry.

ARLINGTON TOWNSHIP HALL | ADDITION AND REMODELING

The \$800,000 Office Annex project included a 1,500-square-foot addition to the current Township Hall to provide the required secure office space for voting materials and Township Board members.

GLEN OAKS COMMUNITY COLLEGE | CAMPUS RENOVATION

The \$6.5 million project will modernize teaching spaces in a 50+-year-old building. The renovations will improve campus safety and security, improve energy efficiency and long-term sustainability, and focus on ADA accessibility and compliance.

OTHER RECENT PROJECTS

- Lake Michigan College | Napier Academic Building Renovation
- Lake Michigan College | Welch Center
- Gull Lake Community Schools | 2018 Bond Program
- Kalamazoo County | Jail Improvements
- City of Kalamazoo | Transportation Center
- Clausing Industrial | Addition and Renovation

Team



JENNIFER SAWYER PROJECT MANAGER

Jennifer has **15 years of experience** in the construction industry and will be **committed to your project from start to finish**. She will be your **primary contact** and will be responsible for project management functions including, among other items, bid management, scheduling, submittal control, change management, progress reporting, financial management, and post-construction services.

Jennifer has **extensive, recent experience** completing **municipal/government-based projects** with similar features to the new DPW project.

In addition, she worked for the **City of Buchanan - Department of Public Works on the 2010 \$1 million Water Treatment Plant improvements project**.

FAST FACTS

EXPERIENCE
15 Years in Construction

TRAINING/CERTIFICATIONS
Mastering Project Management with PMP Prep, Western Michigan University

Construction Quality Management for Contractors, U.S. Army Corps of Engineers

Microsoft Project Certification, Western Michigan University

COMMUNITY
Director, CC Ladies Disc Golf League

Co-Director, Michigan Women's Disc Golf Series

CITY OF BUCHANAN | DEPARTMENT OF PUBLIC WORKS WATER TREATMENT PLANT UPGRADES

The City of Buchanan underwent a \$1 million improvements project to an existing water treatment plant including upgrades to piping, equipment, and facilities.*

FORT CUSTER TRAINING CENTER | FIELD MAINTENANCE SHOP

The \$7.1 million, 30,000-square-foot **new maintenance facility** is utilized by the Michigan National Guard to maintain military equipment for the State of Michigan. The building features a 10,000-square-foot administration area that includes general office space, meeting rooms, restrooms, a tool shop, training rooms, and a 20,000-square-foot maintenance area, which includes seven maintenance bays.*

GLEN OAKS COMMUNITY COLLEGE | CAMPUS RENOVATION

The \$6.5 million project will modernize teaching spaces in a 50+-year-old building. The renovations will improve campus safety and security, improve energy efficiency and long-term sustainability, and focus on ADA accessibility and compliance.

DOWAGIAC DISTRICT LIBRARY | EXPANSION AND RENOVATION

This significant project transformed the historic Carnegie library facility through the construction of two 4,500-square-foot levels, a new lower level addition, and significant renovations throughout the existing 5,600-square-foot building.

GULL LAKE COMMUNITY SCHOOLS | 2018 BOND PROGRAM - PERFORMING ARTS CENTER

The new \$9.4 million, 25,000-square-foot performing arts center addition to Gull Lake High Schools is part of the 2018 \$64.9 million bond program. The performing arts center features a 900-seat auditorium, a lobby/concessions area, restrooms, dressing rooms, control room, scene shop, prop storage, orchestra pit, and performance stage.

VILLAGE OF LAWTON | WASTEWATER TREATMENT PLAN IMPROVEMENTS

The Village of Lawton underwent a \$1.5 million renovation project to an existing wastewater treatment plant.*

*completed prior to joining Miller-Davis Company.

OTHER RECENT PROJECTS

- Michigan Air National Guard | Fire Crash/Rescue Station Addition and Alteration
- Battle Creek Veterans Affairs | Medical Center Building 83 Community Living Space Renovations

- City of Battle Creek | Wastewater Treatment Plant Renovations
- Republic Services | New Carbon Limestone Leachate Treatment Plant

Team



ANDY ENGEL PROJECT SUPERINTENDENT

Andy has **18 years of experience** in the construction industry. He will actively lead the project site team and will take an **aggressive, no-nonsense approach** to meeting the project objectives. Andy will serve as the **main on-site client** contact for the City of Buchanan and DPW with overall responsibility for planning, supervising, and monitoring construction activities to ensure design, schedule, and budget goals are achieved.

He is known for his **high standards for safety and quality construction among trade contractors**. Andy's overall goal is to complete your project in a way that successfully achieves the City of Buchanan and DPW's goals and ensures that all commitments are honored among team members through closeout. His creative problem solving, careful planning, and **intense coordination of day-to-day operations results in the highest level of service to the City of Buchanan and DPW**.

In addition, Andy lives within **15 minutes of the job site in Berrien Springs, MI**.

FAST FACTS

EXPERIENCE
17 Years in Construction

TRAINING/CERTIFICATIONS
First Aid/CPR Certification

Michigan Regional Council of Carpenters, Local 525 (15 years)

Infection Control Risk Assessment Training

HERITAGE COMMUNITY OF KALAMAZOO | REVEL CREEK

Heritage Community of Kalamazoo's new \$50 million independent living facility, Revel Creek, will feature 60 one- and two-bedroom apartments, smart home technology, underground parking, a wellness center, outdoor terraces, and abundant green space.

CITY OF KALAMAZOO | FARMERS MARKET RENOVATION

This \$10 million project features a variety of improvements to the Farmers Market, which is **located in a flood plain**. The phased project includes adding new vendor space, renovating the existing vendor sheds, new restroom facilities, and performance stage. *Miller-Davis is providing Owner's Representative services.

BERRIEN RESA | BLOSSOMLAND LEARNING CENTER REMODELING

The \$13.6 million multi-year, multi-phased remodeling project will be completed in four phases. It includes remodeling throughout the learning center and mechanical, electrical, and technology upgrades.

UNIVERSITY OF NOTRE DAME | HESBURGH LIBRARY RENOVATION

The \$47 million renovation project was phased to accommodate the ongoing operations of the 14-story facility. The project included creating more open, collaborative areas, as well as a new entrance on the north side of the building.*

WESTERN MICHIGAN UNIVERSITY | SW REGIONAL CENTER

The 44,000-square-foot new academic building contains classrooms and lecture halls. It is located at Lake Michigan College's Napier Avenue campus in Benton Harbor.*

ST. PAUL'S LUTHERN CHURCH | ADDITION AND RENOVATION

The \$1.7 million addition and renovations project focused on the fellowship hall, a new church entry, creating handicapped accessible bathrooms, and improving basement storage and office areas.*

*completed prior to joining Miller-Davis Company.

OTHER RECENT PROJECTS

- University of Notre Dame | Knott Hall Renovation*
- University of Notre Dame | Howard Hall Renovation*

- First Church of God | Addition and Renovation*
- Donald C. Cook Nuclear Plant | TSC/NAB Building*

Team



JACK ABATE PROJECT EXECUTIVE

Jack has **30 years of experience** in the construction industry and will provide executive leadership and project team support throughout project development and completion. He will participate in monthly leadership meetings with principals from the owner and the project design team to make sure the project is on track and that your expectations are being met.

With **extensive experience with municipal projects**, Jack understands the high-performance requirements of the City of Buchanan and DPW and will make sure Miller-Davis does whatever it takes to make your project a success.

FAST FACTS

EXPERIENCE
30 Years in Construction

EDUCATION
B.S. Hydro-Geology
Western Michigan University

TRAINING/CERTIFICATIONS
MIOSHA 10-Hour Safety Training

LEED Green Associate

COMMUNITY
Board Member - Kalamazoo
Nonprofit Advocacy Coalition

AGC of Michigan Continuing
Education Committee

MICHIGAN STATE UNIVERSITY | **ENGINEERING RESEARCH COMPLEX ADDITION**

The \$6.7 million addition and renovations project included office renovations, a 3,000-square-foot **pre-engineered building** addition, and an increase in the electrical and chilled water capacities.

KALAMAZOO COUNTY | **JAIL IMPROVEMENTS**

The \$23.5 million project included a newly constructed 75,697-square-foot addition that adds infrastructure and expands the current 327-bed jail into a 580-bed facility and some renovations of the existing facility. In addition, about 10,000 square feet of kitchen, laundry, and staff dining were renovated.

KALAMAZOO LOAVES AND FISHES | **NEW FACILITY**

The new \$2.5 million, 20,000-square-foot **pre-engineered** facility houses Kalamazoo Loaves & Fishes' core functions, including a multipurpose warehouse to accommodate large-scale food delivery, a call center and an enhanced in-house grocery pantry.

LAKE CHARTER TOWNSHIP | **WATER TREATMENT PLANT**

The \$1.6 million water treatment plant utilized a gang form system with a form-liner to improve the one million gallon water storage tank with 14-foot cast-in-place concrete walls that are 111 ft. wide and 127 ft. long.

DOWAGIAC DISTRICT LIBRARY | **EXPANSION AND RENOVATION**

This significant project transformed the historic Carnegie library facility through the construction of two 4,500-square-foot levels, a new lower level addition, and significant renovations throughout the existing 5,600-square-foot building.

GLEN OAKS COMMUNITY COLLEGE | **CAMPUS RENOVATION**

The \$6.5 million project will modernize teaching spaces in a 50+-year-old building. The renovations will improve campus safety and security, improve energy efficiency and long-term sustainability, and focus on ADA accessibility and compliance.

OTHER RECENT PROJECTS



Lake Charter Township | Water Treatment Plant
Michigan State University FRIB Campus Site
Restoration – West Site

University of Notre Dame | Hesburgh Library Renovation
Diocese of Kalamazoo | St. Augustine Cathedral
Improvements

References

CM SERVICES OF PROJECTS OVER \$3 MILLION IN THE LAST THREE YEARS

Miller-Davis has a 112-year history of providing construction services for clients. We have completed over \$200 million in construction in the past three years with over 75% of our projects (based on dollar value) being over \$3 million. Through this experience, we've developed and refined a comprehensive approach to meeting clients' needs through professional construction management services. We will immediately join the City of Buchanan and DPW's project team, participating in design meetings and managing budgeting, scheduling, qualifying subcontractors, construction delivery, and constructability and value engineering. At every phase of the project, we will oversee the aforementioned with keen detail to cost, schedule, and quality control.

SIMILAR PROJECTS

PROJECT	NEW FACILITY	PRE-ENGINEERED FACILITY	HIGH BAY AREA	SHOP/WORK SPACE	OFFICE AREA	KITCHEN/BREAK ROOM/LOCKER ROOM AREAS
Van Buren County Road Commission New Vehicle Maintenance and Storage Facility	✓	✓	✓	✓	✓	✓
Gull Lake Community Schools New Maintenance Building	✓	✓	✓	✓		
MSU Engineering Research Complex Addition and Renovation	✓	✓	✓	✓	✓	✓
Kalamazoo Loaves and Fishes New Facility	✓	✓	✓	✓	✓	✓

VAN BUREN COUNTY ROAD COMMISSION | NEW VEHICLE MAINTENANCE AND STORAGE FACILITY



PROJECT DESCRIPTION

The \$4.9 million, 59,380-square-foot new Vehicle Maintenance and Storage facility for Van Buren County consolidated all **equipment storage and maintenance** functions into one location. The new facility also created flexibility for changing needs and future expansion capability. The complex features yard space for material and equipment storage, a circulation area for vehicles, and a refueling area.

PROJECT FACTS

\$4,300,000
 Scope - New
 Services - Construction Manager

References

GULL LAKE COMMUNITY SCHOOLS | 2018 BOND PROGRAM - NEW MAINTENANCE BUILDING



PROJECT DESCRIPTION

As part of Gull Lake Community Schools' 2018 \$64 million bond program, the new \$1 million, 6,500-square-foot **pre-engineered** maintenance features **work bays, storage, and facilities for maintenance staff**. The new building includes 900 square feet of maintenance staff offices, a heated three-bay vehicle/equipment storage area, a tool room with workbenches, open storage area, salt storage, and fenced outdoor storage with a refueling area.

PROJECT FACTS

\$1,000,000
Scope - New
Services - Construction Manager

MICHIGAN STATE UNIVERSITY | ENGINEERING RESEARCH COMPLEX ADDITION AND RENOVATIONS



PROJECT DESCRIPTION

The facility underwent a \$6.7 million addition and renovations project. The scope included renovations to the existing office space as well as an expansion to the laboratory, improvements to the electrical system, and the consolidation of chillers. This project also included the addition of a 3,000-square-foot **high bay, pre-engineered building**.

PROJECT FACTS

\$6,700,000
Scope - Renovation and Addition
Services - Construction Manager and self-performed General Trades

KALAMAZOO LOAVES AND FISHES | NEW FACILITY



PROJECT DESCRIPTION

Approximately \$2.5 million was raised through the Build Nourish Sustain Facilities Campaign to fund the construction of the new Kalamazoo Loaves and Fishes building. The new 20,000 square foot facility houses Kalamazoo Loaves and Fishes' core functions, including a multipurpose warehouse to accommodate large-scale food delivery, a call center, and an enhanced in-house Grocery Pantry.

PROJECT FACTS

\$2,500,000
Scope - New
Services - Construction Manager

References

OWNER REFERENCES - MILLER-DAVIS PROVIDED CONSTRUCTION MANAGEMENT SERVICES

PROJECT	OWNER REFERENCE	
Gull Lake Community Schools	Ms. Lisa Anderson Assistant Superintendent Finance/ Operations	269.488.5000 landerson@gulllakecs.org
Kalamazoo County Jail Improvements Project	Sheriff Ron Fuller Kalamazoo County Sheriff's Office	269.383.8821
City of Kalamazoo Farmers Market Renovation and Addition	Mr. Sean Fletcher Director of Parks & Recreation	269.383.8821 fletchers@kalamazoocity.org
Dowagiac District Library Expansion and Renovation	Mr. Matt Weston Library Director Dowagiac District Library	269.782.3826 mweston@dowagiacdl.org

OTHER RECENT MUNICIPAL CLIENTS



Bonding Capacity

Miller-Davis Company is financially strong—achieved through profitable business operations and conservative financial management policies. We have long-term relationships with both our surety company and banker spanning several decades. We have never failed to complete a project and have never been denied a performance bond by our surety company. Our total bonding capacity is approximately \$100 million.

Bonding Agent | Marsh USA Inc

Contact Person | Brian Cook

Phone Number | 616.233.4231



Megan J. Schlueter
Assistant Vice President

Marsh USA Inc.
2301 Sugar Bush Road
Suite 600
Raleigh, NC 27612
919-788-7175
Megan.schlueter@marsh.com
www.marsh.com

December 7, 2021

City of Buchanan
302 Red Bud Trail
Buchanan, MI 49107

Subject: Miller-Davis Company – Request for Proposals – Construction Management Services for City of Buchanan DPW Services Building

To Whom It May Concern:

The Continental Insurance Company relationship with this highly regarded and valued client was established in 1989. Since that time, Miller-Davis Company has been approved for per project bonds up to \$50 Million and an overall work program of \$100 Million.

The Continental Insurance Company (A.M. Best Rated A XV) would favorably consider a request from Miller-Davis Company to provide the Performance and Payment bonds that may be required. Such pre-qualification and approval would be conditioned on acceptable underwriting considerations such as: contract terms, bond forms, confirmation of satisfactory financing and a favorable review of current underwriting information at the time of the request for bond(s).

This letter is not to be construed as an agreement to provide surety bonds for any particular project but is offered as an indication of The Continental Insurance Company's past experience and confidence in this firm. Any specific request for bonds will be underwritten on its own merits.

The Continental Insurance Company is pleased to be part of the Miller-Davis Company risk management and bonding team. Should you have any questions or if we can be of any further assistance, please contact us.

Sincerely,

Megan J. Schlueter, Attorney-in-Fact
The Continental Insurance Company

LEADERSHIP. KNOWLEDGE. SOLUTIONS...WORLDWIDE.



Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/06/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

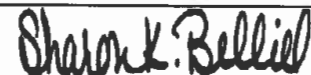
PRODUCER Van Wyk Risk Solutions 150 Ottawa Ave NW Suite 1000 Grand Rapids, MI 49503	CONTACT NAME: Corey Evans PHONE (A/C, No, Ext): (616)-942-5070 FAX (A/C, No): (616)-942-8199 E-MAIL ADDRESS: coreye@vanwykcorp.com
	INSURER(S) AFFORDING COVERAGE
INSURED Miller-Davis Company 1029 Portage Street Kalamazoo, MI 49001	INSURER A: Frankenmuth Mutual Insurance Co. NAIC # 13986
	INSURER B: Travelers Property Casualty Company of America 25674
	INSURER C: The Cincinnati Insurance Company 10677
	INSURER D:
	INSURER E:

COVERAGES **CERTIFICATE NUMBER:** 2021-2022 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDC/INSR	SUBR/WRD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y		CPP3029419	6/25/2021	6/25/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		BA3029419	6/25/2021	6/25/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A/C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CPP3029419 EXS0581837	6/25/2021 6/25/2021	6/25/2022 6/25/2022	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	WC3029419	6/25/2021	6/25/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: RFP for City of Buchanan - DPW Services Building
 City of Buchanan (302 Red Bud Trail, Buchanan, MI 49107) and The Barton Group (8750 Portage Industrial Drive, Portage, MI 49024) are Additional Insureds with respect to General Liability and Automobile Liability, as required by written contract.

CERTIFICATE HOLDER Email: dfuller@miller-davis.com City of Buchanan 302 N. Red Bud Trail Buchanan, MI 49107	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

Fee Proposal and Description of Services

The following fee proposal is based on the information contained in the Request for Proposal to Provide Construction Management Services for the City of Buchanan – Department of Public Works issued November 12, 2021 and is further clarified below. The project will be completed in an open-book, cost plus fee format with a guaranteed maximum price. This proposal presumes negotiation of mutually agreeable terms and conditions of the owner - construction manager contract.

We analyzed three project delivery options; the schedule noted below will be the least expensive and will have a shorter construction duration.

Miller-Davis' fee proposal is based on:

- The following modified GC Form matrix
- An estimated construction cost of \$4,000,000
- A single bid and award phase
- The below construction schedule:
 - Preconstruction – January thru April 2022 – 16 weeks
 - Bid & Award – May thru June 2022 – 6 weeks
 - Construction – September 2022 thru June 2023 – 36 weeks
- Pre-ordering the pre-engineered metal building in April 2022. We anticipate a 6-month lead time.

Miller-Davis Company determines Construction Management Fee and Construction Management General Conditions by assessing the human resource effort required to accomplish the tasks demanded for a successful construction project. The assessment is directly related to the scope of services, the project duration and project complexity. It is more time-related than cost-related and generally reflects the level of service that will be provided to effectively meet the specific needs of the project.

Preconstruction Services Fee is expressed as a lump sum amount and is based on the items listed in the INCLUDE IN PRE-CON FEE column on the GC Form matrix. This lump sum amount is not included in the CM fee percentage for construction phase services. Other than the preconstruction fee, there would be no other CM fee payable prior to construction.

Construction Management Fee covers all home office services including the cost of preconstruction and construction services, project management, estimating, accounting and general overhead and profit for the project. This proposal is based on the items listed in the INCLUDE IN FEE column on the GC Form matrix.

Construction Management General Conditions are direct job costs associated with on-site CM operations and includes full-time field supervision and a fully equipped field office among other items. They are provided on a not-to-exceed basis with 100% of any savings retained by the owner.

Project General Conditions are job cost items necessary for the completion of the project but not directly associated with the installation of construction materials and not specific to a particular trade contractor. Examples include temporary utilities, temporary fencing, miscellaneous cleaning and trash containers, among other items. These items must be customized to specific job circumstances and, if required, may be provided by the owner, construction manager or subcontractors. They are competitively bid whenever possible and are provided at cost without additional CM fee mark-up on a not-to-exceed basis with 100% of any savings retained by the owner.

Any savings to the GMP will be retained by the owner.

There is no CM fee on change orders completed within the overall construction cost and schedule established for the project GMP.

Fee Proposal and Description of Services

FEE PROPOSAL

Pre-construction Phase Fee	\$33,680	(not included in Construction Phase Fee)
Construction Phase Fee	2.46% or \$98,370	(on \$4,000,000 construction cost)
CM General Conditions Expenses	\$178,760	(on \$4,000,000 construction cost, listed below)
CM Payment and Performance Bond	\$28,000	(on \$4,000,000 construction cost)
CM General Liability Insurance	\$32,000	(on \$4,000,000 construction cost)
Builders Risk Insurance	\$10,000	(on \$4,000,000 construction cost)

Fees are negotiable and can be finalized subsequent to establishing mutually agreeable schedules, services, staffing levels, etc. with the owner.

Fees do not include potential schedule and cost impacts associated with COVID-19 including but not limited to government orders, supply chain disruptions, labor availability, and other factors.

CM GENERAL CONDITIONS

Per the GC Form, below are the applicable CM General Conditions cost associated with on-site CM operations. Any other General Conditions items required for the project will be competitively bid whenever possible and provided at cost without additional CM fee mark-up on a not-to-exceed basis with 100% of any savings retained by the Owner.

CM GENERAL CONDITIONS	
Field Operations Director	\$7,560
Project Superintendent	\$115,200
Project Engineer	\$23,400
Safety Director	\$5,760
Supt Vehicle/Fuel	\$12,600
Field Office Rental/Supplies	\$8,480
Field Office IT/Cell Costs	\$5,260
Field Office First Aid Supplies	\$500
Total	\$178,760

Fee Proposal and Description of Services

MODIFIED GC FORM MATRIX

DESCRIPTION	INCLUDE IN PRE-CON FEE	INCLUDE IN CONSTRUCTION/CONSTRUCTION MANAGEMENT SERVICES	INCLUDE IN GENERAL CONDITIONS	A/E	OWNER	DIRECT COST OF WORK (BID PKGS)
I. PRECONSTRUCTION/CONSTRUCTION MANAGEMENT SERVICES						
1. Design Coordination Meetings Attendance	X					
2. Initial Cost Opinion/Control Estimate	X					
3. Participate In MEP-FP Selection	X					
4. Constructability Analysis Through Completion	X					
5. Cost Analysis/Control Through Completion	X					
6. MEP-FP Design Coordination Reviews	X					
7. CD Document Review	X					
8. Subcontract Bidding/Buyout Process		X				
9. Substance Abuse Policy Management		X				
10. Project Superintendents - stated as dollar amount			See Fee Proposal			
11. Field Engineer/Project Manager - stated as dollar amount			See Fee Proposal			
12. Corporate Executives/Legal Services		X				
13. Principal In Charge		X				
14. Project Executive		X				
15. Accounting/Purchasing		X				
16. Scheduling/Phasing/Expiditor/Life Cycle Analysis		X				
17. Energy Management		X				
18. Value Engineering	X	X				
19. Estimating	X	X				
20. Project Coordinator		X				
21. Project Expeditor		X				
22. Safety Officer - stated as dollar amount			See Fee Proposal			
23. Secretarial		X				
24. Clerk-Typist		X				
25. Field Operations Director			X			
26. Scheduling Engineer		X				
27. Time Keeper/Checker		X				
28. Superintendent's Transportation - stated as dollar amount			See Fee Proposal			
29. Off-Site Staff Travel Cost		X				
30. Off-Site Staff Transportation		X				
31. On-Site Project Manager Transportation - stated as dollar amount		X				
32. Project Staff Subsistence Costs		X				
(NOTE: PERSONNEL COSTS INCLUDE SALARIES & FRINGE BENEFITS)						

Fee Proposal and Description of Services

MODIFIED GC FORM MATRIX - CONTINUED

DESCRIPTION	INCLUDE IN PRE-CON FEE	INCLUDE IN FEE	INCLUDE IN GENERAL CONDITIONS	A/E	OWNER	DIRECT COST OF WORK (BID PKGS)
II. SAFETY, SECURITY, AND SERVICES						
1. Safety Equipment						X
2. First Aid Supplies			X			
3. Fall Protection						X
4. Fire Extinguishers/Fire Watch						X
5. Security Guard/Watchman Service						X
6. Routine Cleanup						X
7. Final Cleanup						X
8. Temporary Fencing						X
9. Covered Walkways						X
10. Barricades						X
11. Debris Hauling/Removal						X
12. Traffic Control						X
13. Roadway Maintenance						X
14. Dust Controls						X
15. Trash Chute and Hoppers						X
16. Snow and Ice Removal						X
III. FACILITIES, EQUIPMENT, AND UTILITIES						
1. Office and Trailer Rentals			X			
2. Waterboy - Ice - Cups			X			
3. Temporary Wiring/Lighting			X			
4. Power Expenses						X
5. Temporary Water Services						X
6. Heating Expenses						X
7. Cooling Expenses						X
8. Temporary Toilets/Sewer Services						X
9. Temporary Enclosures/Partitions						X
10. Project Signs/Bulletin Boards						X
11. Telephone Expenses			X			
12. Air Compressors						X
13. Dewatering Equipment						X
14. Generators						X
15. Miscellaneous Equipment						X
16. Fuel, Repairs, and Maintenance						X

Fee Proposal and Description of Services

MODIFIED GC FORM MATRIX - CONTINUED

DESCRIPTION	INCLUDE IN PRE-CON FEE	INCLUDE IN FEE	INCLUDE IN GENERAL CONDITIONS	A/E	OWNER	DIRECT COST OF WORK (BID PKGS)
IV. VERTICAL HOISTING (if required)						
1. Hoist (Tower Crane)						X
2. Small Material Hoist Rental						X
3. Hoist Landings and Fronts						X
4. Hoist Operators						X
5. Hoist Material Skips						X
6. Hoist Material Hoppers						X
7. Erect and Dismantle Hoists						X
8. Fuel, Repairs, Maintenance For Hoists						X
9. Hoist Communication						X
10. Crane Rental						X
11. Crane Operators						X
12. Erect and Dismantle Crane						X
13. Fuel, Repairs, Maintenance For Crane						X
14. Crane Raising/Jumping Cost						X
15. Temporary Elevator Rental						X
16. Elevator Operation Cost						X
17. Elevator Repairs and Maintenance						X
18. Cage Rider at Elevator						X
19. Forklift Rental						X
20. Forklift Operators						X
21. Fuel, Repairs, Maintenance For Forklifts						X
22. Elevator Service Costs						X
23. Safety Inspections For Hoisting Equipment						X
V. REPRODUCTION AND PRINTING						
1. Cost Study Documents	X					
2. Systems Study Documents	X					
3. Bid Package Documents	X					
4. Bidding Instructions	X					
5. Construction Documents Printing			X			
6. Postage and Express Costs			X			
7. As-Built Documentation			X			
8. As-Built Documents (Printing/Drafting)			X			
9. Accounting Forms		X				
10. Field Reporting Forms		X				
11. Contract Agreement Forms	X					
12. Schedule Report Forms		X				
13. Estimating Forms	X					
14. Cost Reporting Forms		X				
15. Value Analysis Studies	X					

Fee Proposal and Description of Services

MODIFIED GC FORM MATRIX - CONTINUED

DESCRIPTION	INCLUDE IN PRE-CON FEE	INCLUDE IN FEE	INCLUDE IN GENERAL CONDITIONS	A/E	OWNER	DIRECT COST OF WORK (BID PKGS)
16. Data Processing (in-House)		X				
17. Reference Materials		X				X
18. Duplication Expense (Miscellaneous)						X
19. Shop Drawing Printing						
20. Maintenance Manuals		X				
21. Operation Manuals		X				
22. Special Forms						X
VI. QUALITY CONTROLS						
1. Special Inspection Consultants						X
2. Special Testing Consultants						X
3. Concrete Testing						X
4. Masonry Testing						X
5. Compaction Testing						X
6. Welding Testing						X
7. Soils Investigations					X	
8. Special Testing Services						X
9. Supplies and Materials (Field Office)						X
10. Project Photographs (During Construction)						X
11. Warranty Inspections Coordination		X				
12. Air and Water Balancing						X
13. Operator On-Site Training						X
14. Prepare Operation Manuals		X				
15. Prepare Maintenance Manuals		X				
VII. PERMITS AND SPECIAL FEES						
1. Storage Yard Rental						X
3. Parking Fees						X
4. Curb and Gutter Permits						X
5. Sign Permits						X
6. Staking & Layout Fees and Costs						X
7. Sidewalk Permits						X
8. Landscape Permits						X
9. Street/Curb Design Charge						X
10. Building Permits						X
11. Plan Check Fees						X
12. Water Connection Fee					X	
13. Sanitary Connection Fee					X	
14. Storm Connection Fee					X	
15. Gas Service Charge						X
16. Power Service Charge						X
17. Steam Service Charge						X

Fee Proposal and Description of Services

MODIFIED GC FORM MATRIX - CONTINUED

DESCRIPTION	INCLUDE IN PRE-CON FEE	INCLUDE IN FEE	INCLUDE IN GENERAL CONDITIONS	A/E	OWNER	DIRECT COST OF WORK (BID PKGS)
18. Chiller Water Service Charge						X
19. Special Tap Fees					X	
20. Contractor's Licenses		X				
21. Zoning Fees/Consultants					X	
VIII. INSURANCE AND BONDS						
1. Builders Risk Insurance - stated as dollar amount			See Fee Proposal			
2. Errors and Omissions		X		X		
3. General Liability						X
4. Completed Operations Liability						X
5. Excess Liability Coverage						X
6. Workman's Compensation (On-Site Staff)		X				
7. FICA Insurance (On-Site Staff)		X				
8. Federal Unemployment (On-Site Staff)		X				
9. State Unemployment (On-Site Staff)		X				
10. Payment Bond - Stated as a dollar amount			See Fee Proposal			
11. Performance Bond-stated as a dollar amount			See Fee Proposal			
12. Off-Site Staff Insurance		X				
13. Off-Site Staff Taxes		X				
IX. OTHER COSTS						
1. Project Taxes						X
2. Construction Equipment						X
3. Construction and Services						X
4. Construction Materials						X
5. Cost of Design and Engineering				X		
6. A/E Cost for Bid Packages				X		
7. Preliminary Soils Investigations					X	
8. Title/Development Cost					X	
9. Land Costs					X	
10. Financing/Interest Cost					X	
11. Interim Financing Costs					X	
12. Owner Change Contingency					X	
13. Project Operation After Move-In					X	
14. Project Maintenance After Move-In					X	
15. Moving Coordination					X	
16. Moving Costs					X	
17. Corrective Work (1 year)		X				
18. C.M. General Overhead Cost		X				
19. C.M. Profit/Margin		X				
20. Costs Over GMP		X				

Self-Performance and Major Subcontracted Work

SELF-PERFORM

Miller-Davis has earned a reputation for exceptional self-perform services through safely constructing high-quality work. Our extensive knowledge enables us to provide the City of Buchanan and DPW with accurate cost estimates, meaningful schedules, and an unsurpassed level of quality.

Miller-Davis self-performs the following:

- Cast-in-place concrete
- Selective demolition
- Interior finishes
- Rough and finish carpentry
- Equipment setting and rigging
- Structural steel fabrication and erection
- Doors, frames and finish hardware

Open, competitive bids will be taken for all work on the project. Miller-Davis would seek approval from the City of Buchanan and DPW to bid self-performed work for the expansion and renovation project. If approved to bid, Miller-Davis would submit a sealed bid that would be processed in the same way as all other bids for the project.

Labor rates for work contemplated to be self-performed will be provided upon request prior to award.

Any self-performed work would be bid at a fixed lump sum price.

LIST OF MAJOR SUBCONTRACTED WORK

Below is a proposed list of major construction elements that would be subcontracted:

- Earthwork
- Pavement
- Concrete Work
- Pre-Engineered Building
- Demolition
- Elevator
- General Trades
- Aluminum Framed Entrances/Storefronts
- Gypsum Assemblies, Acoustical & EIFS
- Flooring & Tile
- Painting
- Fire Suppression
- Mechanical Work
- Electrical Work

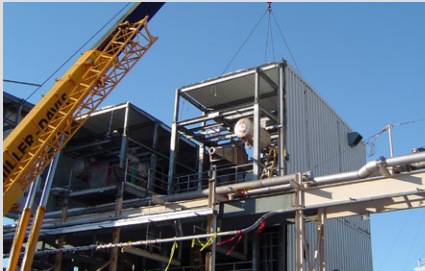
SELF-PERFORMANCE CAPABILITIES



CONCRETE



STEEL ERECTION



EQUIPMENT RIGGING

Self-Performance and Major Subcontracted Work

BID AND AWARD

BID MANAGEMENT PROCESS



LOCAL SUBCONTRACTOR PARTICIPATION

This project presents an economic opportunity for contractors/suppliers. We understand your commitment to the local involvement of qualified trade contractors and material suppliers and we are committed to encouraging local participation in the bid process. We proactively seek local contractor participation which supports the local economy and encourages commitment, pride, and quality workmanship.

Informational public meetings will be held beginning early in the process to communicate the schedule and scope of the project and to promote bidding from contractors and material suppliers. Strategies to include smaller/local businesses in any way possible includes teaming with other firms, creating smaller bid categories, and bidding support services for the project. Our plan includes the following:

- Contact local/southwest Michigan contractors and suppliers on our list of potential bidders
- Contact Michigan contractors and suppliers on our list of potential bidders
- Contact regional and/or national contractors and suppliers on our list of potential bidders
- Contact sales reps and manufacturer’s reps to identify any other qualified contractors and/or suppliers that may be interested in bidding on this project
- Submit preliminary list of bidders to the Owner
- Work with Owner and the Architect to further develop and finalize the list of bidders
- Send bid invitations to the list of bidders through an electronic plan room
- Distribute all bid documents through an electronic plan room
- Receive/analyze all bids and resolve any deviations from scope and plans and specs

Contractor Qualification Statement

We require contractors to submit a Qualification Statement prior to bidding for a thorough assessment of experience, financials and safety information for approval. Following receipt of bids, we also conduct personal interviews of apparent low bidders to confirm qualifications, completeness of proposals, and a thorough understanding of the requirements of the project.

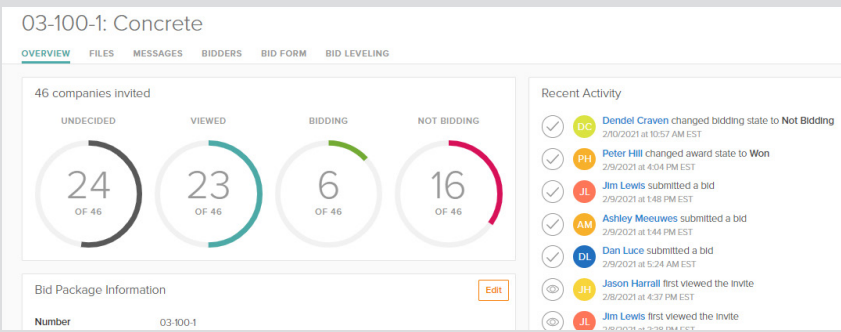
Digital Bidding Process

Miller-Davis has a digitized bidding process, which provides bidders with a secure online alternative to in-person bid delivery and bid opening.

Since implementing this process in 2020, we have experienced an increase in bidder participation, which has resulted in more value for our clients.

To date, we have bid 62 projects and received over 870 electronic bids.

BID CATEGORY DASHBOARD



Safety

Miller-Davis does not view construction and safety separately, but rather as construction integrated with safety. We require everyone involved with our projects to aid in the improvement of all aspects of safety and accident prevention. While everyone at Miller-Davis is actively committed to safety, our safety director works extensively with the project superintendent, and will make weekly safety visits to the project, as well as provide overall management and implementation of the Miller-Davis Safety Program.

We are proactively committed to providing a safe workplace for clients, staff, tradespeople, and all participants on our projects. Unsafe practices or those in violation of any City of Buchanan, DPW, Miller-Davis, or State regulation will not be tolerated, and individuals or contractors that choose not to comply will be removed from the project. We will execute our Substance Abuse Policy and Criminal Background Check Policy to further ensure safety and security on your project. Contractors will be required to submit certification of completed and passing drug tests and background checks for all individual employees designated to work on the project. Individuals testing non-drug-free and/or individuals failing to meet the requirements of the Miller-Davis Criminal Background Check Policy will not be permitted on the project site at any time. Workers who engage in any criminal activity will be barred from the project.

Due to our commitment to safety, Miller-Davis has received the AGC of Michigan – Michigan Outstanding Safety Performance Award for the past 12 years and received the AGC of America – National AGC Safety Award for the past 10 years.

EMR AND TRIR AND MIOSHA VIOLATIONS

Miller-Davis' current EMR is 0.77 and our three year TRIR (total recordable incident rate) is 0.65. In the last three years, Miller-Davis has been cited by MIOSHA for one OTS (other-than-serious) violation.

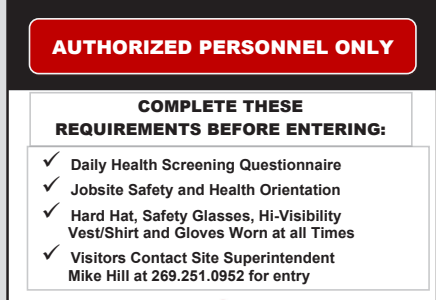
COVID-19 RESTRICTIONS AND HEALTHY JOB SITE

Miller-Davis has closely followed COVID-19 updates and restrictions from applicable federal, state, and local entities. When we were allowed by the State of Michigan to reopen our construction job sites in May 2020, we opened them with a full COVID-19 preparedness and response plan in place and with all our staff trained on our new procedures of how to operate safely to maintain healthy job sites. Our Miller-Davis Company COVID-19 Exposure Prevention, Preparedness and Response Plan is provided to all project partners. We will strictly enforce all City of Buchanan and DPW's COVID-19 safety protocols and screening processes, in addition to all of our established procedures and precautions. Keeping your staff, our staff and all contractors safe is our top priority.

We maintain safe, healthy job sites with the following considerations:

- Our plan was developed by a designated COVID-19 response team at Miller-Davis and is based on OSHA, CDC, and other industry guidelines. The Miller-Davis COVID-19 response team meets periodically to review and update the plan.
- This plan is shared with all Miller-Davis employees, clients, architects, subcontractors, and any other project partners. Anyone on our job sites must be familiar with and abide by the guidelines set out in this plan.
- All project partners and anyone working on our job sites are required to attend site orientation meetings focused on COVID-19 safety precautions and job site operations prior to working on the site.
- Strict safety protocols are followed to prevent and reduce any exposure on the job site.
- Job site access is controlled—all construction traffic enters through a designated gate and gates remain closed throughout the day to limit unauthorized entry to the project.

COVID-19 JOB SITE SIGNAGE



Contingency & Change Orders

CONTINGENCY

Contingency is a predetermined amount or percentage set aside for unpredictable changes in the project. During the preconstruction phase, contingency is used to assist in the accurate prediction of the ultimate cost of the project before the design and construction documents are complete. As the project progresses through design and bidding, some uncertainties are eliminated and contingency is reduced accordingly. After bids are received, the contingency amount is finalized through consultation with the owner, designer, and construction manager. Amounts are expended from the contingency fund only with the owner's knowledge and authorization. Contingency expenditures and remaining balance are accounted for by Miller-Davis throughout the project and reported to the owner at least monthly.

 **Any unspent contingency funds are retained by the owner.**

CHANGE MANAGEMENT

Our proven and transparent process for managing change orders and minimizing project cost includes:

- Prior to subcontract award, Miller-Davis establishes contractor change order labor rates and mark-up terms to assist in managing the cost of changes during construction and ensure fair pricing of legitimate changes to work scope.
- Our project superintendent and project manager first work to resolve questions and conflicts on the job without additional cost to the owner, if at all possible.
- Both proposal requests issued by the design team and contractor are rigorously reviewed by our project manager and project superintendent for validity and quality assurance prior to further consideration.
- When a change is necessary, change requests from the design team are reviewed by Miller-Davis for clarity, accuracy and completeness. Contractors are required to promptly quote pricing to avoid delays to construction.
- If the time required to approve a change will affect the schedule, Miller-Davis may request, after consultation with the owner, that the work be performed on a time and material basis. Our project superintendent will monitor, review and sign daily time sheets for proper documentation of any time and material work performed.
- When a contractor change quotation is received, Miller-Davis thoroughly reviews the proposal to confirm proper interpretation of work scope and pricing validity prior to submitting to the design team and owner for approval.
- Miller-Davis documents and communicates changes as part of our overall cost control/change management/contingency accounting program included as part of construction phase basic service.

CHANGE ORDERS

Strategies for minimizing change orders while expediting necessary changes include:

- Establishing allowances for work items that are unable to be clearly defined at the time the GMAX is established. The work can proceed without delaying job progress.
- Establishing unit prices for work items that may change in quantity as construction proceeds. The extra work can proceed without delaying job progress.
- Having the additional work performed on a time and material basis and with all costs authorized and verified at the job site by our project superintendent and The Barton Group.

ADAPTION TO TURBULENT 2020-2021

We have started and/or completed over 100 projects amid pandemic supply chain challenges. Our constant communication and collaboration with project partners, contractors, and suppliers help mitigate the impact that pricing volatility and material delays have on a project's time line and bottom line; we will employ these same strategies to maximize quality, production, and cost-savings.

- Identify and expedite the completion of long-lead submittals—**the estimated lead time for a pre-engineered metal building is approximately 34 weeks.**
- Incorporate risk management into the supply chain management
- Track materials and work with the contractors to coordinate timely delivery
- Identify non-value-added activities or processes and phase them out to improve supply chain forecasting
- Source locally made or occurring materials to minimize freight issues
- Frequently reevaluate current market conditions:
 - Benchmark to measure a manufacturer's/supplier's products, services, and processes, and to establish goals to be reached within a specific period
 - Approach with a plan, do, check, action (PDCA) cycle, to measure manufacturer/supplier performance and inform corrective action if need be
- Diversify vendors, suppliers, and manufactures
- Provide save-the-date notification to contractors/vendors/suppliers in advance to build interest and to allow them to build capacity for the project
- Break out traditionally larger work categories into smaller, but similar work categories. For example, two concrete work categories: Building/Structural and Site Work/Curbs and Walks



New Department of Public Works Services Building

December 8th, 2021





BUILD SOMETHING BETTER.

December 8, 2021

Amelia Lietzau
The Barton Group
114 N Gremps
Paw Paw, MI 49079

RE: CM Proposal – New City of Buchanan Department of Public Works Building

Amelia:

Thank you for allowing AVB the opportunity to present our qualifications for City of Buchanan's new Department of Public Works (DPW) Project. We appreciate the opportunity and look forward to working with you and the City's team on this important project. AVB believes we bring the following unique value propositions to every project:

- **Owner's Perspective:** We build projects for the toughest customer of all, ourselves. This first-hand owner experience gives us the ability to truly step into your shoes and see the importance of staying on budget, staying on schedule, and ensuring long lasting quality. We will treat your project like it is our own, act in your best interest, and guide you through decisions as if we are spending our own money. We understand the importance of meeting your budget and believe AVB is the most focused construction manager in the market when it comes to working toward a defined budget for our clients.
- **Consistent Team:** At the beginning of your project, we assign a project manager to your project who will stay with you from the beginning of your project to the end. This ownership allows your project manager to participate in the budget and schedule formation process so your project manager can own your budget and your schedule.
- **Commitment after Completion:** We strive to build and complete a project with the highest level of quality possible. As a new building is put into operation, there could be times when a few building systems or certain finishes need extra attention. Our goal is to complete each warranty item by scheduling quickly, correcting conveniently, and following up humbly. We guarantee most minor items will be corrected within 24 hours. Further, we encourage you to call us anytime you have a question on your building, we'll be there to answer your call and work towards a solution.

You will find that AVB will be 100% focused on meeting and exceeding your expectations. You have our promise to work hard and smart to deliver a seamless project on time and on budget. Your AVB team is geared up, focused, available, and ready to make your vision for City of Buchanan's new DPW facility a reality. This is a great opportunity for The Barton Group, City of Buchanan, and AVB to Build Something Better together!

You may reach me in my office at 269.352.4213 or via email at aschipper@avbinc.com with any questions.

Sincerely,

Andrew Schipper, President of Commercial Construction



REQUEST FOR CONSTRUCTION SERVICES



BUILD SOMETHING BETTER.

Portage Fire Station No. 2
Portage, MI

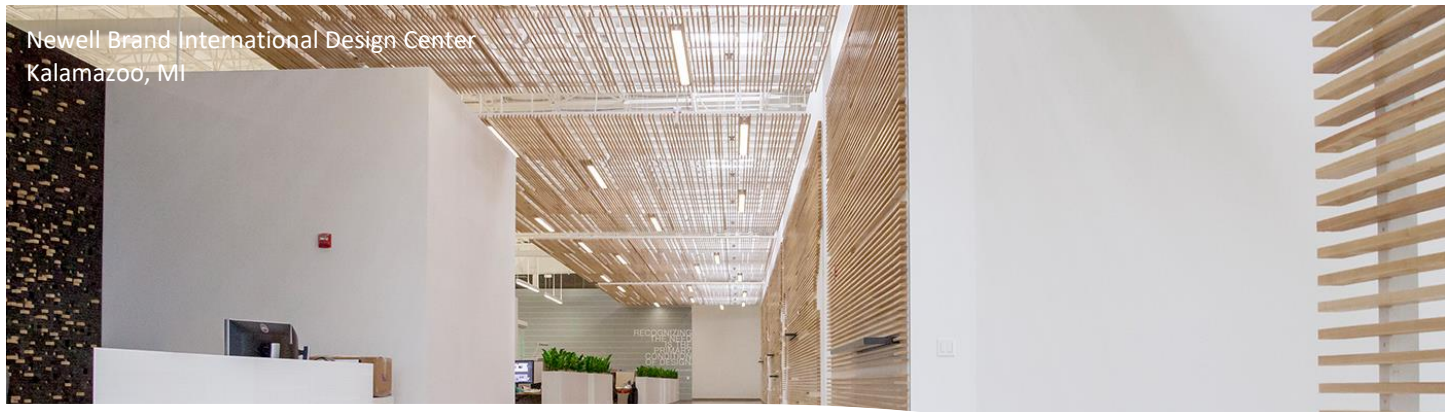


TABLE OF CONTENTS

<u>Sections</u>	<u>Page #</u>
1. Description of Project Scope, Narrative, Letter of Interest	4
2. Team Resumes	6
Individual Resumes Attached	7-12
3. References	6
Similar Project Experience	13-20
4. Bonding Capacity	6
Bonding Capacity Letter	21
5. Insurance	6
6. Fee Proposal and Description of Services	22
7. Rates for Work Contemplated to be Self-Performed & List of Major Subcontracted Work	26
8. Safety	27
9. Proposal Regarding Contingency & Change Orders	28
10. Why AVB is Qualified for this Project	30



REQUEST FOR CONSTRUCTION SERVICES



Newell Brand International Design Center
Kalamazoo, MI

1. DESCRIPTION OF PROJECT SCOPE, NARRATIVE, LETTER OF INTEREST

Understanding of the Project Scope and Objectives

AVB has a vast amount of experience building numerous types of buildings including ones with a similar construction type to the proposed DPW building. We understand your project will be an important building to the community for many decades, so we want to start by listening to your goals, needs, and objectives. Once selected to be your Construction Manager (CM) we will integrate into the project team with the owner, architect, and owner’s rep to work through all phases of the project and ensure your earlier stated goals, needs and objective requirements are being met. Additionally, we recognize that cost will be an important component of the success of your project and will implement our proven program of cost control procedures. This program includes the proper and thorough scoping of work packages, generating interest within the local subcontracting community to create the optimal competitive environment, thorough buy-out of all subcontractor packages, and value-engineering. In short, our goal is to build you the best possible building within the budget and have it be a smooth and fun process for all involved.

AVB’s Approach to Completing Your Project

AVB approaches construction management in three phases: the pre-construction phase, the construction phase, and the post-construction phase. AVB believes the sooner a CM can be integrated into a project, the smoother the project will progress. During the preconstruction process, AVB will be constantly value engineering the design, sharing concerns and solutions, and communicating with local subcontractors to get the most accurate estimate for the work. Once everyone is comfortable that the project plan will meet the necessary functionality, quality, and budget goals, the pre-construction phase will continue with the final step being to solicit subcontractor bids and award to the successful bidders. When the project transitions to the construction phase, AVB will be focused on keeping your budget and schedule on track while ensuring on-site quality construction. AVB’s services do not end with the completion of your project. During the post construction process AVB coordinates with subcontractors and material suppliers to create a thorough operation manual for your new facility. Additionally, AVB requires all subcontractors to include a two-year warranty, typically with no extra charge.

AVB’s Team Introductions

Your AVB team will be overseen by our project executive, Derek Mathieu, who has over 20 years of experience in the construction industry. Derek will ensure AVB meets 100% of City of Buchanan’s project construction goals. Your AVB project manager, and main contact for your project, is Dan Burns. Dan will lead



BUILD SOMETHING BETTER.

REQUEST FOR CONSTRUCTION SERVICES



the project team and its performance, provide all updates, run the Owner-Architect-Construction Manager (OACM) meetings, and follow up on all issues. Additionally, Dan will remain as your project manager for the entire duration of the work. Your AVB superintendent, and on-site project contact, is Garrett Brand. Garrett will be responsible for the day-to-day management and coordination of on-site subcontractors, including quality control, resolving coordination and construction detail issues, ordering and securing vendor-provided materials, and maintaining job site safety and security. Supporting Dan and Garrett is your AVB project engineer, Wendy Lockner. She will be responsible for managing all project documentation and assisting the process from bidding through close-out. Additionally, AVB's director of estimating, Mohanad Al-Najjar, will be working with your team during preconstruction to continually provide accurate, updated estimates until your budget has been approved.

Value Engineering & Gift in Kind Management

AVB's approach to Value Engineering centers on our belief that cost control begins at the very first kick-off meeting after we are made a part of the project team and continues throughout the entire construction process. We believe in a fully integrated team approach and utilize our experience and knowledge of the construction market to continuously provide costing feedback, and options to reduce costs if needed, to the design and ownership teams throughout the design process. Each time we present a solution to a potential budget issue, we continue to keep the long-term goals of the project at the forefront of our thinking. To that end, we don't just provide costing feedback relative to a potential value engineering idea but also provide information relative to long term durability, specification differences if applicable, any maintenance concerns, and any other information that needs to be shared so the entire team can make an informed decision. When necessary, this approach has allowed us to make significant savings- up to 20%- to dozens of projects over the years while also providing buildings that our clients are satisfied with long term.

Additionally, when a project can take advantage of In-kind Donations, we've helped facilitate the best way to present those donations and account for them. Each potential donor may have a slightly different approach in how they'd like that to be accomplished, so we meet with each and then coordinate with the different requirements that may be governing the project. We then help facilitate tracking of these donations and any reporting requirements throughout the duration of the project.

AVB's Document Management

"A lot of problems and issues can be solved with simple communication, and I feel the AVB staff does that very well. They felt like a partner."

– Pam Stermer, Mattawan Consolidated Schools CFO

AVB utilizes web-based project management software, AVB PROCORE Cloudshare, from the point of a project's inception, through bidding, execution and close out. This platform maintains all your project records digitally, including meeting minutes, submittals, drawings, photos, specifications, and financial data. Your project information is available to all project team members through permission-based data sharing via the internet or the very simple, functional, app available for all mobile phones and tablets. This allows your project data to be readily accessible to all members of the project team 24/7. We provide all our trade contractors access to appropriate project data through this portal, as well as require their use of this software to keep all project information up to date.



REQUEST FOR CONSTRUCTION SERVICES



Impact Label
Galesburg, MI



2. TEAM RESUMES

Please see attached the proposed project teams' individual resumes.

3. REFERENCES

Please see AVB's similar project experience attached after team resumes.

Client References

- 1. Adam Herringa, Deputy City Manager for the City of Portage
7900 S Westnedge Avenue, Portage, MI 49002
phone: (269) 329-4402
email: herringa@portagemi.gov

- 2. Scott Sylvester, Chief Operations Officer of Consumers Credit Union
7200 Elm Valley Dr, Kalamazoo, MI 49009
phone: (269) 345-7804x1133
email: scott@consumerscu.org

4. BONDING CAPACITY

Please see AVB's bonding capacity letter attached after the last project sheet.

5. INSURANCE

AVB accepts the terms required for providing certificates of insurance annually and carries substantially higher insurance limits that what is required. Additionally, AVB affirms that City of Buchanan can be listed as additional named insureds. AVB will provide the appropriate insurance certificate once we have been awarded the project.



BUILD SOMETHING BETTER.

ANDREW SCHIPPER



Project Principal

PROJECT PRINCIPAL

As Project Principal, Andrew will directly participate in your project to ensure AVB exceeds your high expectations. This hands-on approach has helped AVB deliver its very best work for clients with the most demanding expectations. He will monitor project communications and adherence to schedule and budget.

With construction experience in a wide range of project types, Andrew has an expansive knowledge of the best way to manage a project, from inception through completion. Andrew has managed numerous challenging and difficult projects throughout his career. His experience as a Project Executive, Senior Project Manager, and Owner’s Representative gives him a 360-degree perspective of the entire construction process. He looks forward to the opportunity to listen to your team to ensure that your CM is achieving your desired goals.

Education:

Northwood University
• M.B.A 2020 Masters of Science in Finance

Western Michigan University
• B.S. 2013 Civil/Construction Engineering

Active Registrations:

- OSHA 30hr
- LEED® AP BD+C

8 years of Construction Industry Experience

WORK HISTORY / EXPERIENCE (partial list)

- | | |
|------------------------------|----------------|
| <u>AVB</u> , Project Manager | 2013 – Present |
|------------------------------|----------------|
- Harrison Circle | Kalamazoo, MI
 - \$13.5 MM
 - 80,000 SF, 80 units, and a 22 car parking garage
 - New construction 5-story multi-use development with 4 stories of apartments over parking, common amenity space, and retail
 - Peerless Flats | Grand Haven, MI
 - \$22 MM
 - 130,000 SF, 122 units
 - New construction mix of two 3-story apartment buildings, two 4-story apartment buildings, and a clubhouse
 - 400 Rose 1 & 2 | Kalamazoo, MI
 - \$45 MM
 - 341,000 SF, 236 units, 192 car underground parking garage
 - New construction 4-story multi-use development with commercial retail space & apartments
 - Greenspire Apartments: Multiple Phases | Portage, MI
 - \$35 MM
 - 316,000 SF
 - New construction multi-family apartments, 316 units over 3 phases of construction
 - Ferris State University West Campus Apartments | Big Rapids, MI
 - \$3.4 MM
 - 26,000 SF, 56 units
 - **LEED® Gold Certified**
 - New construction, design build delivery, on-campus student housing for FSU
 - Western View Apartments Phase I & II | Kalamazoo, MI
 - \$21.7 million
 - **LEED® Certified, each phase**
 - New Western Michigan University student housing



Project Executive

Education:

- Western Michigan University
- B.S. 2006 Construction Engineering

Active Registrations:

- OSHA 30-hour certification
- Lead paint and asbestos remediation
- CPR / First Aid trained

15+ years of Construction Industry Experience

PROJECT EXECUTIVE

As Project Executive, Derek works closely with the Owner, our project management team, and all consultants to ensure the project goals are achieved. He is actively engaged in the pre-construction, construction, and post-occupancy phases.

With construction experience in a wide range of project types, Derek has an expansive knowledge of the best way to manage a project, from inception through completion. Andrew has managed numerous challenging and difficult projects throughout his career. His experience as a Project Executive, Senior Project Manager, and Owner’s Representative gives him a 360-degree perspective of the entire construction process.

WORK HISTORY / EXPERIENCE (partial list)

AVB, Senior Project Manager 2004 – Present

- Paw Paw Fire Station | Paw Paw, MI
 - \$5.9 MM
 - 19,600 SF
 - Currently under construction municipal new build
- Newell Brands International Design Center Phase 1 & 2 | Kalamazoo, MI
 - \$10.8 MM
 - 63,000 SF
 - New construction, pre-engineered, research and production facility, featuring state-of-the-art design one way glass and wall paint that is both magnetic and white board marker compatible. Achieved Two Green Globes Certification for the buildings energy efficiency and sustainable features.
- Old National Bank New Regional Headquarters & Branch | Kalamazoo, MI
 - \$4.5 MM
 - 31,455 SF
 - New construction, two-story headquarters and banking branch with drive-thru
- Impact Label | Galesburg, MI
 - \$2.5 MM
 - 38,000 SF
 - New construction, pre-engineered, research and production facility features both industrial and production space, as well as corporate office areas and mezzanine.
- Ascension Borgess Cancer Center | Kalamazoo, MI
 - \$14.7 MM
 - 40,778 SF
 - New construction medical facility featuring 33 infusion bays, 5 private infusion rooms, 35 exam rooms, an on-site pharmacy, and an on-site laboratory.

COMMUNITY AFFILIATIONS

- Traverse City of Trout Unlimited, Local Chapter Member
- Ducks Unlimited, Local Chapter Member
- Fischer House Foundation, Volunteer
- Wounded Warrior Project, Volunteer



Project Manager

Education:

Western Michigan University

- B.S. 2016
Construction Engineering

Active Registrations:

- OSHA-30 Hour Certification
- SESC Storm Water Operator (in progress)
- First Aid, CPR, AED Certified

PROJECT MANAGER

Project Manager, Dan Burns, will work to ensure that the project objectives are met. He will have day-to-day responsibility for the project team and its performance and will remain as Senior Project Director for the entire duration of the work. Dan will oversee the complete contract administration, cost controls, and budget analysis to ensure that the project satisfies contract, schedule, and budget requirements. He will also be responsible for providing all updates, following up on any issues and for running the Owner-Architect-Construction Manager meetings. Dan has worked on several other similar projects, and has worked closely with each of our other team members as well.

Dan’s extensive field experience enhances his estimating and management abilities by providing first-hand knowledge of the complete construction process. He fosters strong relationships with subcontractors and keeps abreast of changing market conditions to bring the best value to his clients.

WORK HISTORY / EXPERIENCE (partial list)

<u>AVB</u> , Project Manager & Superintendent	2015 – Present
<ul style="list-style-type: none"> • Paw Paw Fire Station Paw Paw, MI <ul style="list-style-type: none"> - \$5.9 MM - 19,600 SF - Currently under construction municipal new build • Mattawan Schools Bond Project Texas Township, MI <ul style="list-style-type: none"> - \$20 MM - remodel of the former Later Elementary building into the Early Childhood Education Center, district administration offices, and community connection spaces, new construction team room, with separate home & visitor locker rooms, two public restrooms, and a concession stand • Newell Brands International Design Center Kalamazoo, MI <ul style="list-style-type: none"> - \$5.7 MM - 22,871 SF - New construction addition to award winning Newell Brands International Design Center • Corner@Drake Corner Shoppes @ Stadium Kalamazoo, MI <ul style="list-style-type: none"> - \$5 MM - 35,000 SF - New construction retail center with multiple retail buildouts, including MOD Pizza, Olga’s Kitchen, and Chow Hound Pet Supply’s • Corner@Drake Trader Joe’s Kalamazoo, MI <ul style="list-style-type: none"> - \$2.5 MM - 13,000 SF - New construction retail center; anchor tenant for Corner@Drake development and Corner Shoppes @Stadium • Corner@Drake Corner Shoppes @ Drake Kalamazoo, MI <ul style="list-style-type: none"> - \$2.5 MM - 21,000 SF - New construction retail center with multiple retail buildouts, including Firehouse Subs and Orangetheory Fitness 	



Project Superintendent

Education:

Western Michigan University

- B.S. Mechanical Engineering

Active Registrations:

- OSHA 30-hour
- CPR / First Aid
- Certified Storm Water Operator
- RRP Lead training

PROJECT SUPERINTENDENT

Garrett will be the primary day-to-day on-site contact for this project during the execution of the work with complete responsibility for on-site construction activities including management of the daily work and progress of subcontractors. He will ensure the project is progressing timely and at the quality level AVB expects and our client demands. Additionally, he will work with subcontractors and staff to ensure the appropriate practices are employed to guarantee a safe project environment.

Garrett has supervised a variety of complex occupied facility and new construction projects. He has solid experience across various types of construction sites and works well with our clients and the subcontractors on site. His extensive safety training also makes him an asset to any project, where he is able to directly oversee the daily practices and precautions employed in the course of the work.

WORK HISTORY / EXPERIENCE (partial list)

AVB, Project Superintendent

2017 – Present

- Fraternity Village Apartments | Kalamazoo, MI
 - \$2MM
 - 9,858 SF, 7 Units
 - New construction two-story, wood framed slab-on-grade construction, 7-unit apartments; all units are 4 bed, 2 baths.
- Laurels of Bedford | Battle Creek, MI
 - \$2.4 MM
 - 14,803 SF
 - New construction addition of a physical therapy gym with outpatient waiting area and private residential room wing.
- Consumers Credit Union Headquarters | Kalamazoo, MI
 - \$30+ million
 - 90,000 SF
 - New headquarters with connecting 107,000 SF parking garage
- 850 Trade Center Infrastructure Development | Portage, MI
 - \$1.8 MM
 - 1.8 acres
 - Site development and infrastructure installation for a new 1.8-acre pad ready site.
- WMU Earnest Wilbur Building Renovations | Kalamazoo, MI
 - \$3.8 MM
 - 13,000 SF renovations
 - Upper level renovations including physical therapy lab space, administrative offices, and high-tech lab style classrooms.
- Walden Woods Phase IV Infrastructure Development | Kalamazoo, MI
 - \$2.8 MM
 - 45.10 acres
 - Site development and infrastructure installation for a new 43 site residential development.
- Turning Stone Infrastructure Development | Kalamazoo, MI
 - \$2.5 MM
 - 89 acres
 - Site development and infrastructure installation for a new 42 site residential development.



BUILD SOMETHING BETTER.

MOHANAD AL-NAJJAR, LEED® AP BD+C



Director of Estimating

Education:

- Western Michigan University
- M.S. 2011
Civil Engineering with specialty in Construction Engineering and Management
- University of Baghdad
- B.S. 2007
Civil Engineering

Active Registrations:

- LEED® AP BD+C
- Certified in Project Management (CAPM)
- OSHA 30-hour certification

DIRECTOR OF ESTIMATING

Mohanad will be responsible for preconstruction estimating, as well as the development of the trade contractor bid documents. He will support the development of the full project budget and schedule working closely with the entire project team.

Mohanad’s extensive project experience enhances his estimating and planning abilities by providing first-hand knowledge of the complete construction process. He fosters strong relationships with subcontractors and keeps abreast of changing market conditions to bring the best value to AVB’s clients.

WORK EXPERIENCE AT AVB (partial list)

2010-Present

- \$5.9 MM Paw Paw Fire Station
- \$2.6 MM Impact Label Pre-Engineered Metal Building
- \$6 MM Newell Brands International Design Center
- \$4.6 MM Old National Bank
- \$6 MM Portage Fire Station No. 2
- \$6.2 MM Mattawan Schools Early Childhood Education Center
- \$1.47 MM Mattawan Schools Team Room
- \$1.2 MM Mrs. O’s Preschool
- \$1.9 MM Gull Lake Schools Admin Building
- \$23 MM Western View Apartments
- \$45 MM 400 Rose 1 & 2
- \$13.5 MM Harrison Circle
- \$22 MM Peerless Flats
- \$30 MM Consumers Credit Union Headquarters and Parking Structure
- \$20 MM Trade Centre Office building
- \$15 MM Borgess Battle Creek Healthcare Facility
- \$6 MM YMCA New Pool and Building Addition
- \$2.5 MM Corner at Drake Retail Plaza
- \$2.5 MM Kalsec Office Building
- \$2 MM Consumers Credit Union Bank-Corner @drake
- \$1.8 MM Kellogg Community Federal Credit Union Bank
- \$1.3 MM Mercantile Bank
- \$1.3 MM Cole Nissan
- \$1.2 MM Greenspire Retail Plaza
- \$1 MM First Source Bank
- \$1 MM Gull Road Retail Plaza
- Numerous other AVB new construction and renovation projects



Senior Project Engineer

Education:

- University of Connecticut
- M.P.H 2002 Public Health
- B.S. 1997

Active Registrations:

- OSHA 10-hour certification
- PROCORE certified

SENIOR PROJECT ENGINEER

As Senior Project Engineer, Wendy is responsible for the coordination and communication of all technical documentation activities on assigned projects. She oversees the drawings and schedules, coordinates assigned engineering work, and documents all communication between owner, architect, and trades. Wendy will also monitor all work in place for compliance to applicable codes, accepted practices, as well as AVB and County standards. Additionally, she reviews all sub-contract trade submittals and manages the communication relative to changes in work scope and subsequent change orders to ensure compliance with the project and specifications.

Wendy will ensure all parties are able to access the most current project documents using our AVB PROCORE Cloudshare management software.

WORK HISTORY / EXPERIENCE (partial list)

AVB, Project Engineer 2012 – Present

- Paw Paw Fire Station | Paw Paw, MI
 - \$5.9 MM
 - 19,600 SF
 - New construction fire station for communities 100% volunteer fire department
- Newell Brands International Design Center | Kalamazoo, MI
 - \$5.7 MM
 - 22,871 SF addition
 - addition to award winning Newell Brands International Design Center, completed by AVB in 2016
- Old National Bank New Regional Headquarters & Branch | Kalamazoo, MI
 - \$4.5 MM
 - 31,455 SF
 - New construction, two-story headquarters and banking branch with drive-thru
- Impact Label | Galesburg, MI
 - \$2.5 MM
 - 38,000 SF
 - New construction, pre-engineered, research and production facility features both industrial and production space, as well as corporate office areas and mezzanine.
- 650 Trade Centre Way | Portage, MI
 - \$12.5 MM
 - 100,000 SF
 - New construction five story class A office building
- Mattawan Schools Bond Project | Texas Township, MI
 - \$20 MM
 - remodel of the former Later Elementary building into the Early Childhood Education Center, district administration offices, and community connection spaces, new construction team room, with separate home & visitor locker rooms, two public restrooms, and a concession stand

COMMUNITY AFFILIATIONS

- Co-Chair in the Galesburg-Augusta Primary Learning Fair

Newell Brands International Design Center

3300 research way | kalamazoo, michigan 49008



Project Delivery
Construction Manager

Construction Costs
\$10.8 million

Project Size
63,000 SF

Use Type
Research / Production - New Build

Owner
Newell Brands
3300 Research Way
Kalamazoo, MI 49008

Architect
Byce & Associates
487 Portage Street
Kalamazoo, MI 49007

Key AVB Staff
Jack Michael, Project Executive
Derek Mathieu, Project Manager
Dan Burns, Superintendent
Wendy Lockner, Project Engineer

Southwest Michigan First purchased eight acres of land in the Business Technology Research Park near Western Michigan University's Campus and selected AVB to lead their Design-Build team to complete the first phase of construction for a 40,000 SF facility to be utilized by Newell Brands. The second phase, completed in 2019, was a 23,000 SF addition & expansion to the existing facility.

This world-wide design center features a collaboration-inspiring open floor plan which includes "immersion rooms", for the design teams of various divisions of the company to compare and develop products, huddle rooms, open office space, a feature conference room, common assembly space, a mezzanine, a consumer testing area, a design and innovation center, and a 3D printing lab for prototypes. Additional features include state-of-the-art design one way glass installed in the immersion rooms for product testing and wall paint that is both magnetic and white board marker compatible to help promote creativity.

AVB managed the design and construction of the project, phased bidding to allow for early construction start, and completed the innovative space on time & on budget. Newell Brands first phase achieved a Two Green Globes Certification for the building's energy efficiency and sustainable features.



BUILD SOMETHING BETTER.

4200 w centre ave | portage, mi 49024 | 269.323.2022 | avbinc.com

research / production

Impact Label

8875 krum ave. | galesburg, michigan 49053



Project Delivery
Construction Manager

Construction Costs
\$2.5 million

Project Size
31,455 SF

Use Type
Research/ Production – New
Construction

Owner
Impact Label
8875 Krum Ave.
Galesburg, MI 49053

Architect
Byce & Associates
487 Portage Street
Kalamazoo, MI 49007

Key AVB Staff
Jack Michael, Project Executive
Derek Mathieu, Project Manager
Nate Veenstra, Superintendent
Wendy Lockner, Project Engineer

Impact Label needed to expand their production facility and to meet their expansion needs, relocated from Kalamazoo to their new facility within Comstock's Tech Park. Their new 31,455 SF pre-engineered facility includes 21,700 SF of industrial and production space, the remaining square footage is a mix of corporate office, open office, cafeteria, and art printing and design space.

The new production facility features a break room that can serve as a conference room when separated from the cafeteria by a retractable, glass, garage door. This new facility also incorporates LED lighting and a lot of natural light, as well as an efficient work flow inspired floor plan design that organized work spaces to reduce the time it takes to move between areas.

During construction, weather was a challenge, construction taking place throughout the winter months with heavy snow fall. AVB is proud to have completed Impact Label's new production facility on time and on budget.



BUILD SOMETHING BETTER.

4200 w centre ave | portage, mi 49024 | 269.323.2022 | avbinc.com

production

Paw Paw Fire Station

832 s gremps st | paw paw, michigan 49079



facility rendering

Project Delivery
Construction Management

Construction Costs
\$5.9 MM

Project Size
19,600 SF

Use Type
Municipal - New Build

Owner
Paw Paw Fire Department
115 E Berrien St
Paw Paw, MI 49079

Architect
Schley Nelson
4200 S 9th St,
Kalamazoo, MI 49009

Key AVB Staff
Derek Mathieu, Project Manager
Dan Burns, Project
Superintendent
Wendy Lockner, Project Engineer
Mohanad Al-najjar, Estimator

Paw Paw Township and members of the fire department have worked with Schley Nelson Architects and AVB to design a new 19,600 SF fire station. The new facility will provide additional storage for updated resources, and most importantly allow for quicker and safer responses.

The new fire station will feature 10 apparatus bays, two offices, a large education center, a workout area for the 100% volunteer fire fighters, a much-needed decontamination room, and a new kitchen and lounge area. Construction is scheduled to begin this fall.



facility rendering

municipal

facility rendering



facility rendering



BUILD SOMETHING BETTER.

4200 w centre ave | portage, mi 49024 | 269.323.2022 | avbinc.com

Old National Bank

5003 century ave. | kalamazoo, michigan 49006



Project Delivery
Construction Manager

Construction Costs
\$4.5 million

Project Size
15,640 SF

Use Type
Financial – New Construction

Owner
Susan Fogelson
8875 Krum Ave.
Galesburg, MI 49053

Architect
TowerPinkster
242 E Kalamazoo Ave
Kalamazoo, MI 49007

Key AVB Staff
Derek Mathieu, Project Manager
Rick Ball, Superintendent
Wendy Lockner, Project Engineer

Old National Bank's new regional headquarters is one-of-a-kind and the first two-story Old National Bank branch in Kalamazoo. The main level includes tellers and a customer service area, while the upper level is a mix of private and open offices. The new headquarters features all LED lighting, a beautiful outdoor patio on the second level for employees and modern sliding glass office doors. The new headquarters is anchored by a stunning stone Rotunda architectural feature that will be a defining landmark within the Kalamazoo community and the Corner @ Drake development.

AVB coordinated closely with Old National Bank and architect, TowerPinkster, to ensure that this new headquarters met Old National Bank's new brand standards. It is the first branch to represent these new changes and will help set their design protocol for future branches. AVB is proud to have completed this 15,640 SF headquarters on schedule and within budget.



BUILD SOMETHING BETTER.

4200 w centre ave | portage, mi 49024 | 269.323.2022 | avbinc.com

financial



2900 Charlevoix Drive SE
Cook Plaza, Suite 220
Grand Rapids, MI 49546

Kevin J. Van Otterloo

Underwriting Consultant
Telephone 616-285-2682
800-432-9534 x2682
Fax 616-957-7986
Email Kevin.VanOtterloo@cna.com

January 20, 2021

To: Kalamazoo County

RE: AVB Construction LLC
4200 W. Centre Ave
Portage, MI 49024

We are providing this information at the request of AVB Construction, LLC.

We have been providing surety bonds for AVB Construction, LLC since 2005. We have approved bonds for them covering jobs up to \$35,000,000 and potential work programs of \$100,000,000.

We continue to be confident in AVB Construction, LLC’s ability to perform and we recommend them for your favorable consideration.

Western Surety Company (NAIC# 13188) is an underwriting company of CNA Surety and is an approved surety on the Department of Treasury’s Listing of Approved Sureties and currently has a US Treasury Limit of \$156,025,000. Western Surety Company maintains an A (Excellent) AM Best Rating and a financial size of XIV.

This letter is not to be construed as an agreement to provide surety bonds for any particular project, but is offered as an indication of our past experience and confidence in this firm. Any specific request for bonds will be underwritten on its own merits.

Sincerely,

Kevin Van Otterloo



REQUEST FOR CONSTRUCTION SERVICES

BUILD SOMETHING BETTER.



Gull Road Justice Complex
Kalamazoo, MI

6. FEE PROPOSAL AND DESCRIPTION OF SERVICES

- A. Fee Proposal as a Percentage of the Cost of Work 2.24 %
 - a. *Percentage above is based on a \$5.0 million project cost, equaling \$112,000, and on a 9-month project schedule.*
 - b. *Please note, 100% of the savings on the GMP will return to the owner.*

- B. Fixed Fee as a Lump Sum for Preconstruction Services \$23,900
 - a. *Please note, if AVB is awarded the construction contract and the construction proceeds, we will credit 50% of the pre-construction cost back to the owner.*

- C. Total General Conditions items highlighted in green per attached CM conditions form \$ 229,765
 - a. *Please see the CM conditions form attached.*
 - b. *Following the CM conditions form, please see attached conceptual estimate.*

DESCRIPTION	INCLUDE IN PRE-CON FEE	INCLUDE IN FEE	INCLUDE IN GENERAL CONDITIONS	A/E	OWNER	DIRECT COST OF WORK (BID PKGS)
I. PRECONSTRUCTION/CONSTRUCTION MANAGEMENT SERVICES						
1. Design Coordination Meetings Attendance	X					
2. Initial Cost Opinion/Control Estimate	X					
3. Participate in MEP-FP Selection	X					
4. Constructability Analysis Through Completion	X					
5. Cost Analysis/Control Through Completion	X					
6. MEP-FP Design Coordination Reviews	X					
7. CD Document Review	X					
8. Subcontract Bidding/Buyout Process	X					
9. Substance Abuse Policy Management		X				
10. Project Superintendents - stated as dollar amount			\$ 129,470			
11. Field Engineer/Project Manager - stated as dollar amount			\$ 44,547			
12. Corporate Executives/Legal Services		X				
13. Principal In Charge		X				
14. Project Executive		X				
15. Accounting/Purchasing		X				
16. Scheduling/Phasing/Expeditor/Life Cycle Analysis		X				
17. Energy Management		X				
18. Value Engineering	X	X				
19. Estimating	X	X				
20. Project Coordinator		X				
21. Project Expeditor		X				
22. Safety Officer - stated as dollar amount			INCLUDED IN FEE			
23. Secretarial		X				
24. Clerk-Typist		X				
25. Project Engineer		X				
26. Scheduling Engineer		X				
27. Time Keeper/Checker		X				
28. Superintendent's Transportation - stated as dollar amount			\$ 5,850			
29. Off-Site Staff Travel Cost		X				
30. Off-Site Staff Transportation		X				
31. On-Site Project Manager Transportation - stated as dollar amount			\$ 2,000			
32. Project Staff Subsistence Costs		X				
(NOTE: PERSONNEL COSTS INCLUDE SALARIES & FRINGE BENEFITS)						
II. SAFETY, SECURITY, AND SERVICES						
1. Safety Equipment			X			
2. First Aid Supplies			X			
3. Fall Protection			X			
4. Fire Extinguishers/Fire Watch			X			
5. Security Guard/Watchman Service			X			
6. Routine Cleanup			X			
7. Final Cleanup			X			
8. Temporary Fencing			X			
9. Covered Walkways			X			
10. Barricades			X			
11. Debris Hauling/Removal			X			
12. Traffic Control			X			
13. Roadway Maintenance			X			
14. Dust Controls			X			
15. Trash Chute and Hoppers			X			
16. Snow and Ice Removal			X			
III. FACILITIES, EQUIPMENT, AND UTILITIES						
1. Office and Trailer Rentals			X			
2. Waterboy - Ice - Cups			X			
3. Temporary Wiring/Lighting			X			
4. Power Expenses			X			
5. Temporary Water Services			X			
6. Heating Expenses			X			
7. Cooling Expenses			X			
8. Temporary Toilets/Sewer Services			X			
9. Temporary Enclosures/Partitions			X			
10. Project Signs/Bulletin Boards			X			
11. Telephone Expenses			X			
12. Air Compressors			X			
13. Dewatering Equipment						X
14. Generators			X			
15. Miscellaneous Equipment			X			
16. Fuel, Repairs, and Maintenance			X			
IV. VERTICAL HOISTING (if required)						
1. Hoist (Tower Crane)			X			
2. Small Material Hoist Rental			X			
3. Hoist Landings and Fronts			X			
4. Hoist Operators			X			
5. Hoist Material Skips			X			
6. Hoist Material Hoppers			X			
7. Erect and Dismantle Hoists			X			
8. Fuel, Repairs, Maintenance For Hoists			X			
9. Hoist Communication			X			
10. Crane Rental			X			
11. Crane Operators			X			
12. Erect and Dismantle Crane			X			
13. Fuel, Repairs, Maintenance For Crane			X			
14. Crane Raising/Jumping Cost			X			
15. Temporary Elevator Rental			X			

16. Elevator Operation Cost				X			
17. Elevator Repairs and Maintenance				X			
18. Cage Rider at Elevator				X			
19. Forklift Rental				X			
20. Forklift Operators				X			
21. Fuel, Repairs, Maintenance For Forklifts				X			
22. Elevator Service Costs				X			
23. Safety Inspections For Hoisting Equipment				X			
V. REPRODUCTION AND PRINTING							
1. Cost Study Documents		X					
2. Systems Study Documents		X					
3. Bid Package Documents		X					
4. Bidding Instructions		X					
5. Construction Documents Printing				X			
6. Postage and Express Costs				X			
7. As-Built Documentation				X			
8. As-Built Documents (Printing/Drafting)				X			
9. Accounting Forms			X				
10. Field Reporting Forms			X				
11. Contract Agreement Forms		X	X				
12. Schedule Report Forms			X				
13. Estimating Forms		X	X				
14. Cost Reporting Forms			X				
15. Value Analysis Studies		X	X				
16. Data Processing (In-House)			X				
17. Reference Materials			X				
18. Duplication Expense (Miscellaneous)				X			
19. Shop Drawing Printing				X			
20. Maintenance Manuals			X				
21. Operation Manuals			X				
22. Special Forms				X			
VI. QUALITY CONTROLS							
1. Special Inspection Consultants							X
2. Special Testing Consultants				X			
3. Concrete Testing				X			
4. Masonry Testing				X			
5. Compaction Testing				X			
6. Welding Testing				X			
7. Soils Investigations						X	
8. Special Testing Services							X
9. Supplies and Materials (Field Office)				X			
10. Project Photographs (During Construction)				X			
11. Warranty Inspections Coordination			X				
12. Air and Water Balancing							X
13. Operator On-Site Training							X
14. Prepare Operation Manuals			X				
15. Prepare Maintenance Manuals			X				
VII. PERMITS AND SPECIAL FEES							
1. Storage Yard Rental				X			
3. Parking Fees				X			
4. Curb and Gutter Permits				X			
5. Sign Permits				X			
6. Staking & Layout Fees and Costs				X			
7. Sidewalk Permits				X			
8. Landscape Permits				X			
9. Street/Curb Design Charge				X			
10. Building Permits				X			
11. Plan Check Fees				X			
12. Water Connection Fee						X	
13. Sanitary Connection Fee						X	
14. Storm Connection Fee						X	
15. Gas Service Charge				X			
16. Power Service Charge				X			
17. Steam Service Charge				X			
18. Chiller Water Service Charge				X			
19. Special Tap Fees						X	
20. Contractor's Licenses		X					
21. Zoning Fees/Consultants						X	
VIII. INSURANCE AND BONDS							
1. Builders Risk Insurance - stated as dollar amount				\$	9,000		
2. Errors and Omissions		X				X	
3. General Liability		X					
4. Completed Operations Liability		X					
5. Excess Liability Coverage		X					
6. Workman's Compensation (On-Site Staff)		X					
7. FICA Insurance (On-Site Staff)		X					
8. Federal Unemployment (On-Site Staff)		X					
9. State Unemployment (On-Site Staff)		X					
10. Payment Bond - Stated as a dollar amount				\$	38,889		
11. Performance Bond-stated as a dollar amount					INCLUDED ABOVE		
12. Off-Site Staff Insurance		X					
13. Off-Site Staff Taxes		X					
IX. OTHER COSTS							
1. Project Taxes							X
2. Construction Equipment							X
3. Construction and Services							X
4. Construction Materials							X

5. Cost of Design and Engineering				X		
6. A/E Cost for Bid Packages				X		
7. Preliminary Soils Investigations					X	
8. Title/Development Cost					X	
9. Land Costs					X	
10. Financing/Interest Cost					X	
11. Interim Financing Costs					X	
12. Owner Change Contingency						X
13. Project Operation After Move-In					X	
14. Project Maintenance After Move-In					X	
15. Moving Coordination					X	
16. Moving Costs					X	
17. Corrective Work (1 year)		X				
18. C.M. General Overhead Cost		X				
19. C.M. Profit/Margin		X				
20. Costs Over GMP		X				



REQUEST FOR CONSTRUCTION SERVICES



Portage Fire Station No. 2
Portage, MI



**7. RATES FOR WORK CONTEMPLATED TO BE SELF-PERFORMED
& LIST OF MAJOR SUBCONTRACTED WORK**

Self-Performed Work

AVB’s commercial team does not self-perform trade contractor work on commercial projects. We believe that in a Construction Manager arrangement it is a meaningful conflict of interest for the CM to also work as a trade contractor. Trade contractor work has substantially higher margins than construction management and substantially higher risk. Therefore, if our organization were to have both responsibilities, we would by necessity have to focus on and prioritize our trade risk and reward at the expense of our responsibility to our client as the CM. We believe it can be a mistake for an owner to allow a CM to self-perform.

Proposed List of Major Construction Elements to Be Subcontracted

AVB will be subcontracting all the trade contractor work.

Approach to Encouraging Local Subcontractor Participation

Once construction documents are completed AVB will solicit local trade subcontractor bids. To do this we will develop detailed project work scopes for over twenty trade contractor bid categories. We will identify a list of local qualified bidders to invite to the project and promote the project to them, acquiring their most competitive pricing. We will review the list with you to ensure any firms you have existing relationships with have a strong opportunity to be successful. We will also discuss firms you may wish to omit from the project. The goal is to receive no less than three local, qualified, aggressive bids in each category to ensure you gain the best value for your budget.



REQUEST FOR CONSTRUCTION SERVICES



BUILD SOMETHING BETTER.

Consumers Credit Union Headquarters
Kalamazoo, MI



8. SAFETY

AVB has been committed to the safety of its employees and community since its inception. We have created a culture where safety and regulatory compliance come first. AVB requires a higher level of safety practice compliance than OSHA and MIOSHA, and our outstanding EMR rating (lower is better) proves that our commitment to safety has paid off. Very few construction companies have an EMR rating as good as ours. We strive to set the bar high on our projects to ensure all people working on, visiting, and surrounding the site are protected. Our safety program is fully detailed in both our Company Safety Manual and in individual Project Safety Manuals. We require every employee and subcontractor to be familiar with and follow the safety practices described in our Company Safety Manual to ensure the well-being of all who enter the construction site. Additionally, all trades are required to review their site-specific safety plan with their workers daily. The site-specific safety plan incorporates all the unique characteristics of the project, including a COVID safety procedure. We involve our safety officer throughout the process of every project, including continuous reviews of project conditions as construction commences. AVB requires our field staff to complete a minimum OSHA 10-hour safety-training program before working on our job sites and are subsequently required to complete and keep up-to-date their OSHA 30-hour safety certifications. All AVB staff receives First Aid, CPR, and Automatic External Defibrillators (AEDs) training, which we have available on all our project sites.

AVB’s Recorded MIOSHA Violations within the last three years

- 12/17/19 (Other than Serious Violation / No Fine) Housekeeping
- 1/9/19 (Other than Serious Violation / No Fine) Missing guard on temporary light

AVB’s Experience Modification Rate (EMR) for the last five years

Year	EMR
2021	0.39
2020	0.39
2019	0.37
2018	0.37
2017	0.43



BUILD SOMETHING BETTER.

REQUEST FOR CONSTRUCTION SERVICES



Newell Brands International Design Center
Kalamazoo, MI



9. PROPOSAL REGARDING CONTINGENCY & CHANGE ORDERS

AVB's Method for Determining Contingency

AVB's approach to determining contingency amounts for any project largely depends on the factors and circumstances that may be impacting the project. As a rule, we start with a Design/Estimate as well as a Construction Contingency that is included with our earliest budgets. The Design/Estimate contingency begins at a certain rate that is typically in the 10%-20% range depending upon the overall scope and size of the project and the current volatility of the marketplace. Then, as design information becomes available and we can refine our pricing around more detailed documents, we whittle that Design/Estimate contingency down until it disappears with the final budget that is developed post-bid.

Regarding the Construction Contingency, we factor in a variety of circumstances when establishing that budget, typically as a percentage of the overall estimated budget. Examples of these circumstances that we weigh determining our contingency recommendation include the complexity of the structure, the underlying soil and site conditions, any environmental concerns, any conditions that cannot be determined by the design team until construction commences, and any number of other individual factors that could pose some level of risk regarding scoping of the project. We work hard to recommend a contingency that helps provide the proper level of budget protection for the ownership group but also is not overinflated to a point that has a negative impact on budget flexibility for making decisions during the design process.

Change Orders During Construction

We understand that change is inherent in any system or project that takes place over time. What matters is how that change is managed to deliver the right product, on time, at the right price. Change by its nature should be a good thing. It should lead to a better result, but the process must be handled efficiently and effectively for this to happen. This comes back to quality information and good communication. Effective pre-construction planning, with good input from all stakeholders and collaborative teamwork, is the best way to reduce the impact of changes that arise during construction.

When a potential change arises, we immediately document it through meeting minutes and log it into the project change log. Not all changes include a cost or schedule impact, but if we anticipate either we attempt to estimate the magnitude as early as possible. The architect, engineer, CM team then discuss the change and an



BUILD SOMETHING BETTER.

REQUEST FOR CONSTRUCTION SERVICES



appropriate direction for next steps is given. Trade contractor input is solicited once the appropriate documentation is complete. AVB's team then reviews the input, whether it be practical, financial, time-based, or all the above and determines if we agree with it. It is then presented to you and your team for approval or rejection and all parties proceed accordingly.

Fair Pricing and Work During the Pandemic

“AVB did a great job for us on the Ascension Borgess Cancer Center. It was a tight schedule of 13 months, and they delivered on time. This was particularly amazing in that we were in the middle of a COVID crisis with material and labor shortage challenges.”

– Dale Charters, Medxcel Project Manager

AVB has adapted well to the challenges associated with the pandemic. Very early on in the pandemic we recognized the potential implications and proactively put in place procedures to mitigate the issues that we knew we would be facing. These included COVID-19 related safety education and procedures for our projects, as well as strategies to mitigate the impact of material delays and pricing increases. In some cases where price increases were about to take effect, we asked for owner approval to pay for materials and storage costs to have them delivered sooner than would be normal. We also were constantly monitoring pricing and availability of some items, and if necessary, we suggested alternate materials from other manufacturers that would be the same quality but would not be subject to price increases or delayed delivery.

Ascension Borgess Cancer Center
Kalamazoo, MI





REQUEST FOR CONSTRUCTION SERVICES



10. WHY AVB IS QUALIFIED FOR THE PROJECT

After 40 years of improving our construction management process, we have learned what makes projects successful and have implemented those practices in our Proven Process:



As well as following our proven process above for project success, we believe we bring the following unique value propositions to each project:

- **Owner’s Perspective:** We build projects for the toughest customer of all, ourselves. This first-hand owner experience gives us the ability to truly step into your shoes and see the importance of staying on budget, staying on schedule, and ensuring long lasting quality. We will treat your project like it is our own, act in your best interest, and guide you through decisions as if we are spending our own money. We understand the importance of meeting your budget and believe AVB is the most focused construction manager in the market when it comes to working toward a defined budget for our clients.
- **Consistent Team:** At the beginning of your project, we assign a project manager to your project who will stay with you from the beginning of your project to the end. This ownership allows your project manager to participate in the budget and schedule formation process so your project manager can own your budget and your schedule.
- **Commitment after Completion:** We strive to build and complete a project with the highest level of quality possible. As a new building is put into operation, there could be times when a few building systems or certain finishes need extra attention. Our goal is to complete each warranty item by scheduling quickly, correcting conveniently, and following up humbly. We guarantee most minor items will be corrected within 24 hours. Further, we encourage you to call us anytime you have a question on your building, we’ll be there to answer your call and work towards a solution.



PROPOSAL TO PROVIDE
CONSTRUCTION MANAGEMENT SERVICES

City of Buchanan DPW Services Building

December 8, 2021



December 8, 2021

Ms. Heather Grace
City Manager
City of Buchanan
302 N Red Bud Trail
Buchanan, Michigan 49071

**Re: REQUEST FOR PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES
CITY OF BUCHANAN DPW SERVICES BUILDING**

Dear Ms. Grace,

Your dedicated Department of Public Works personnel has been maintaining city streets and associated infrastructure while operating out of an obsolete 12,500 sf facility. The city has made the ambitious decision to construct a new 23,675 sf facility with ancillary space and a 2,390 sf mezzanine. The project is scheduled to break ground next year with occupancy planned within twelve months.

The City of Buchanan has hired The Barton Group as Owner’s Representative and Bergmann Architects to design the DPW Services Building. Cornerstone Construction Management has worked successfully with your Owner’s Representative on several previous projects. We will strive to construct the facility you have envisioned for the City of Buchanan and its community.

We have successfully completed over 2 million square feet of pre-engineered metal buildings with an overall project cost of almost \$100 million. We have recently completed The Village of Cassopolis Offices and DPW Facility and also constructed The Village of Mattawan DPW Building several years ago.

With almost 100 years of combined experience Cornerstone Construction Management has assembled a very experienced project team, and we look forward to the opportunity to join the City of Buchanan, Bergmann Architects and The Barton Group on this journey. We are eager to bring our team to your project and to the City of Buchanan.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Gordon Groves".

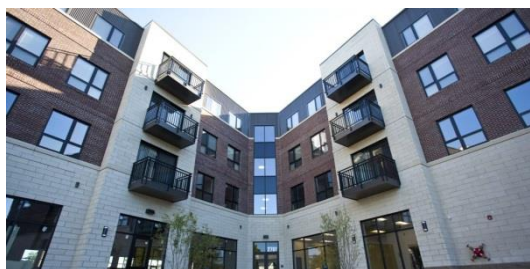
Gordon Groves
President



TABLE OF CONTENTS

Letter of Interest

1. Project Approach
2. Resumes | Similar Projects
3. References
4. Bonding Capacity | Insurance
5. Fee Proposal
6. Self-Performed Work | Major Subcontracted Work
7. Safety
8. Contingency | Change Orders



PROJECT APPROACH

Provide a brief narrative of the firm's approach in doing projects of this scope with specific references to the services requested in the RFP.

Team Integration- Schedule and attend an initial meeting to integrate the team.

Estimating- Provide a detail cost estimate and continue to update the estimate as drawings are completed.

Value Engineering- Provide in depth cost analysis and investigate all potential budget savings such as pre-engineered structure and different insulation systems.

Cost Control- Provide a budget variance report and update as bids are received and change orders approved.

Document Review- Review in progress design for constructability, errors, omissions, cost and schedule impact.

Scheduling- Prepare and maintain an overall project master schedule.

Bidders- Prepare a potential list of bidders and review with the project team. Advertise for and contact bidders with emphasis on local participation.

Bid Packages- Prepare work scopes to delegate work and obtain bids from "Value for Money" subcontractors by breaking down scopes into more finite packages.

Bid Analysis- Evaluate subcontractor bids, prepare bid tabulations, recommend awards and issue subcontracts.

Shop Drawings- Prepare a submittal schedule and review all shop drawings.

Construction- Provide a full time onsite experienced superintendent to coordinate subcontractors, control budget, maintain schedule, adhere to design, quality control and safety policies.





PROJECT APPROACH

Progress Meetings- Issue an agenda, conduct progress meetings and prepare minutes.

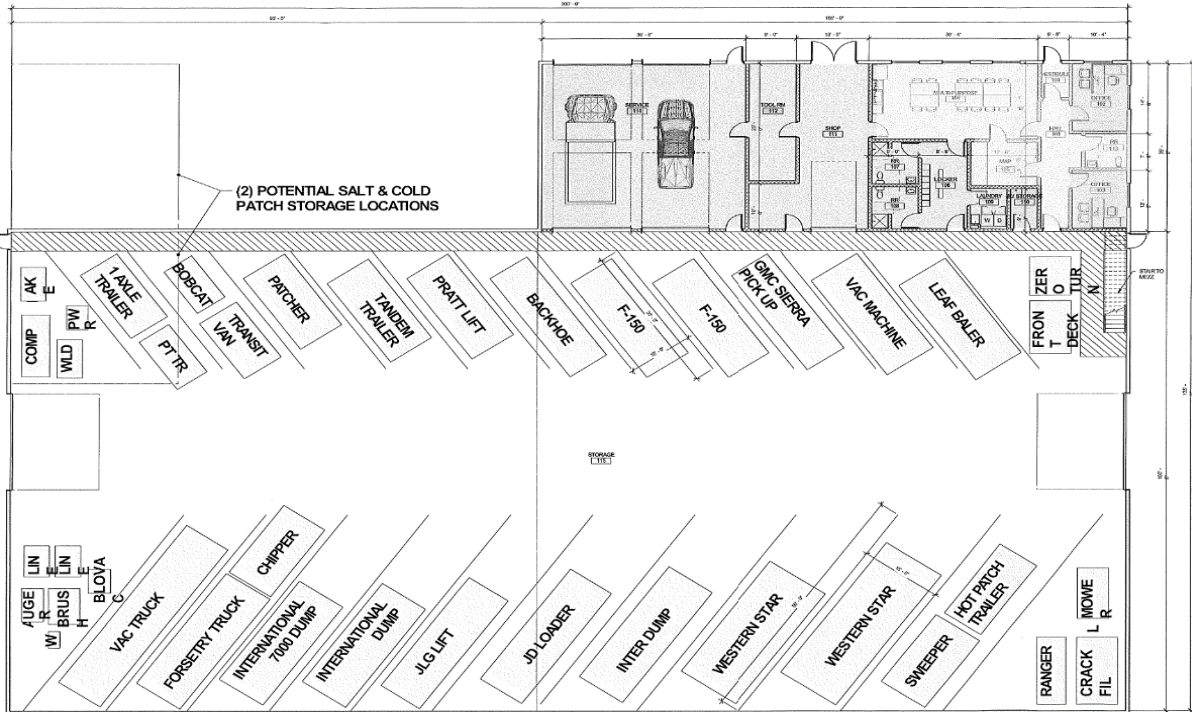
Sworn Statements- Submit monthly draws on sworn statements as “Open Book” with billing back-up and lien waivers.

Close-Out- Develop work to complete list, execute, then schedule a team punch-list followed by final inspections. Assemble and submit electronic as-builts, operation and maintenance manuals and warranties.

Warranty- Guarantee all work for 12 months minimum and schedule an 11 month inspection to review completed work.

Gifts in Kind- Bid packages will be written requesting either reduced margins or gifts in kind. Any donations will be included in the bottom line and will enhance competition.

Document Management- Procore Construction Project Management will connect the team anytime, anywhere. Real-time data and accessibility will increase accountability, communications and efficiency amongst the entire team.





RELEVANT TEAM MEMBER EXPERIENCE



GILMORE CAR MUSEUM



ROSS TOWNSHIP FIRE STATION



CASSOPOLIS MUNICIPAL BUILDING



COMSTOCK FIRE STATION



Gordon Groves

Project Executive



Education

University of Manchester, England
Management Sciences
Master of Science

Queen's University of Belfast,
N. Ireland Civil Engineering
Bachelor of Science

Experience

Over 46 years of Construction
Experience
28 years as Owner of Cornerstone
Construction Management, Inc.

Overview

Gordon's previous experience includes working as a project controls engineer, construction engineer, field engineer and project manager on a myriad of world projects. His current responsibilities include managing the operations and future business development for the company. Gordon's strengths are project team integration, pre-construction estimating, project control, project coordination and overall customer satisfaction.

Following is a partial list of projects that Gordon has been involved with:

Kalamazoo County Animal Shelter

A new 17,500 sf facility with structural steel framing, interior masonry walls and mechanical room penthouse completed October 2019.

Select Products

49,500 sf manufacturing facility completed November 2019

Kalamazoo Outdoor Gourmet Addition

74,100 sf warehouse completed February 2019

Tengam Addition

22,560 sf manufacturing facility completed March 2018

TecNiq New Production Facility

105,000 sf manufacturing facility completed July 2017

Kalamazoo Expo Center

34,900 sf exhibit hall completed October 2011

Portage Public Schools Transportation & Maintenance Facility

A new 27,500 sf facility for PPS buses and vehicle maintenance completed July 2009

VBISD Transportation

27,500 sf facility for VBISD buses and maintenance completed September 2008

Comstock Central Fire Station

10,000 sf fire station with offices, living quarters and apparatus bay completed December 2008



Brady Zimmerman

Project Manager
Project Estimator



Education

Colorado State University
Construction Science Management
Bachelor of Applied Science in
Management

Experience

Over 22 years of Construction
Experience
7 years with Cornerstone
Construction Management, Inc.

Overview

Brady's previous experience includes working as a field superintendent, project manager and estimator. Brady's strengths are his technical knowledge, estimating experience, communication skills and close subcontractor relationships. His responsibilities include pre-construction estimating, scheduling, bid package assembly, bid reviews and project management

Following is a partial list of projects that Brady has been involved with:

Major Projects

TecNiq Addition & Mezzanine

24,000 sf addition for plastic molding and a machine shop with a 10,000 sf mezzanine office buildout. Project was completed October 2020.

Cassopolis Municipal Building

A new 17,200 sf Village Hall and offices, Police Department, Department of Public Works and equipment warehouse. Project was completed September 2020

RX Optical Headquarters

A new 22,000 sf corporate facility built on auger cast piles with structural steel framing, exterior masonry and metal siding. Project was completed September 2017

Wightman & Associates

Renovation and expansion of the original 11,200 sf 1934 building and the attached 4,600 sf warehouse for Wightman & Associates new Kalamazoo office. Project was completed October 2018

OB-GYN P.C.

New single story 11,725 sf medical clinic with a 2,290 sf lower level walk out. Project was completed August 2015.

RX Optical Coating Lab

11,000 sf addition to existing production lab with a new hospital grade 'clean room' for applying coatings to optical lenses. Project was completed October 2014.



Jon Tysen

Project Superintendent



Education

Kalamazoo Valley Community College
Pima Community College

Experience

30 years of construction experience with 7 years as a Supervisor at Cornerstone Construction Management, Inc.

Responsibilities and Availability

Project Superintendent for City of Kalamazoo Farmer’s Market scheduled for completion May 2022.

Overview

Jon joined Cornerstone Construction Management, Inc from J. Tysen Construction. Jon has worked as a Project Manager and Field Superintendent on a variety of projects. Jon brings knowledge and skills that enable him to properly manage and supervise projects holding to his high standards of quality workmanship while finishing on time and within budget.

Following is a partial list of projects that Jon has supervised:

Major Projects

TecNiq Addition and Mezzanine Build Out

24,000 sf addition for plastic molding and a machine shop with a 10,000 sf mezzanine office buildout completed October 2020.

Forman Glass

25,200 sf fabrication facility with offices and mezzanine completed June 2020.

Kalamazoo Outdoor Gourmet Addition

74,100 sf warehouse completed February 2019.

Southwick’s Guns and Ammo

12,000 sf shooting range completed November 2018.

Starbuck’s T-Mobile

5,260 sf restaurant and retail facility completed June 2018.

TecNiq New Production Facility

105,000 sf manufacturing facility completed July 2017.

Bell’s Brewery Office Building

9,600 sf office buildout completed May 2015.

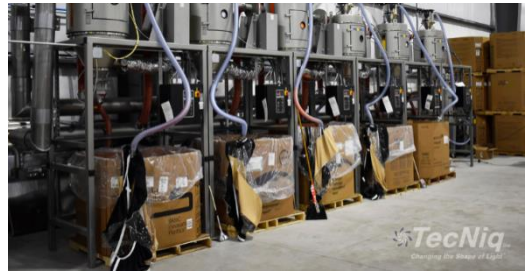
Kalamazoo Outdoor Gourmet

50,700 sf manufacturing and offices completed June 2015.



INDUSTRIAL MANUFACTURING

TECNIQ, INC.



Project Details

TecNiq Inc. invested \$5.6 million in the construction of a new 105,000 square-foot production facility in Comstock Charter Township, just east of Kalamazoo.

This expansion came as TecNiq, a rapidly growing company, had outgrown their current facility in Richland..

TecNiq manufactures the most energy efficient LED lighting in the world for anything that travels down the road: trucks, trailers, RVs, boats, etc.



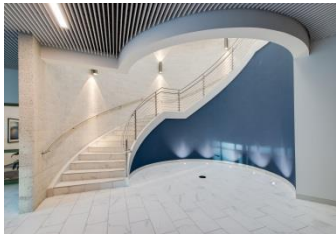
SUMMARY

Location: Galesburg, MI
Size: 105,000 sq. ft.
Cost: \$5,611,162



CORPORATE OFFICE

RX OPTICAL



Project Details

Rx Optical constructed their new \$5 million headquarters on South Park Street downtown Kalamazoo.

The project, which takes future growth into consideration, gives the business almost 23,000 square feet of administrative space, versus the 12,500 square feet it previously occupied.



SUMMARY

Location: Kalamazoo, MI
Size: 22,890 sq. ft.
Cost: \$4,600,197



GOVERNMENT AGENCY

KALAMAZOO COUNTY ANIMAL SHELTER



Project Details

The new animal shelter spans 17,554 square feet and can house up to 106 dogs and 74 cats at any given time. The new facility places emphasis on the health and care of the animals with a veterinary exam and treatment room, a grooming room, outdoor walking and exercise areas, a food preparation room, and two group cat rooms. A new HVAC system circulates 100% fresh air 8 times every hour. An entire wing is dedicated to adoption services with bright and cheery meet and greet rooms guaranteed to bond pets to their future owners.



SUMMARY

Location: Kalamazoo, MI
Size: 17,554 sq. ft.
Cost: \$4,520,000



REFERENCES

Provide two client references for similar work with a municipal component including a brief description of the work provided.

SIMILAR PROJECTS

Cornerstone Construction Management has had the pleasure to work with several clients in building similar projects. Below are two references from those projects.

KALAMAZOO ANIMAL SHELTER AND ENFORCEMENT

Mr. Steve Lawrence
Director
1316 Lamont Avenue
Kalamazoo, Michigan 49048
(269) 383-8775



CASSOPOLIS MUNICIPAL AND DPW SERVICES BUILDING

Ms. Emilie Sarratore
Village Manager
121 North Disbrow Street
Cassopolis, Michigan 49031
(269) 445-8648



PROFESSIONAL SERVICES

Estimating
Constructability Review
Project Scheduling
Contract Awards
Construction Coordination

Cost Cycle Analysis
Design Documents Review
Subcontractor Bid Analysis
Shop Drawing Review
Project Close-out Documents

CNA SURETY

2900 Charlevoix Drive SE, Suite 220
Grand Rapids, MI 49546

Kevin J. Van Otterloo
Underwriting Manager
Telephone 616-285-2682
800-432-9534 x2682
Email
Kevin.VanOtterloo@cna.com

December 2, 2021

To: City of Buchanan

Re: Cornerstone Construction Management, Inc.
Portage, MI

We are providing this information at the request of Cornerstone Construction Management Inc.

We have been providing surety bonds for Cornerstone Construction Management Inc. since 2010. We have approved bonds for them covering jobs up to \$10,000,000 and potential work programs of \$20,000,000.

They have advised us that they are considering project for you with an estimated construction cost of \$5,000,000. If a contract for this work is awarded to Cornerstone Construction Management, Inc., it is our present intention to become surety on the performance and payment bonds required by the contract.

Western Surety Company (NAIC# 13188) is an underwriting company of CNA Surety and is an approved surety on the Department of Treasury's Listing with a current US Treasury Limit of \$153,342,000. Western Surety Company maintains an A (Excellent) AM Best Rating and a financial size of XIV.

Any arrangement for bonds required by the contract is a matter between Cornerstone Construction Management, Inc. and the surety and we assume no liability to you or your third parties, if for any reason we do not execute these bonds.

Sincerely,



Kevin Van Otterloo



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/22/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lighthouse, an Alera Group Company 527 S Rose St Kalamazoo MI 49007	CONTACT NAME: Hollen Rohr PHONE (A/C, No, Ext): (269) 381-4643 FAX (A/C, No): (269) 381-0827 E-MAIL ADDRESS: hrohr@lighthousegroup.com
INSURER(S) AFFORDING COVERAGE	
INSURED Cornerstone Construction Management Inc 450 W Centre Ave Portage MI 49024	INSURER A: Michigan Insurance Company NAIC # 10857 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 21-22 Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			CPJ8777829	11/09/2021	11/09/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000	
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY			CCJ8777829	11/09/2021	11/09/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CXJ8777829	11/09/2021	11/09/2022	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ AGGREGATE \$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	1000008418	11/09/2021	11/09/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	
A	Leased/Rented Equipment			CPJ877829	11/09/2021	11/09/2022	\$50,000	\$500 deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 If Special Provisions Apply, Endorsements Will Be Attached.

CERTIFICATE HOLDER FOR INFORMATIONAL PURPOSES ONLY	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <div style="text-align: right;"><i>Victor R. Rohr</i></div>
--	---



FEE PROPOSAL

Provide a fee proposal, expressed as a percentage of the Cost of Work. The firm shall describe those services, facilities, supplies and other expenses that are included in overhead as part of the proposal. Describe on what timeframe and construction cost the fee was based. Describe any fee that would be payable prior to construction.

Cornerstone’s fees and general conditions are based on a construction cost of \$5million and a 12 month duration. Cornerstone Construction Management will invoice the City of Buchanan for pre-construction services on a Guaranteed Maximum Price basis.

<u>Pre-Construction Services</u>	\$8,000
<u>Construction Services (2.25%)</u>	\$112,500
Project Executive	
Accounting	
Project Manager	
Clerical	
<u>General Conditions</u>	\$164,500
Field Personnel and Transportation	
-As per RFP matrix form	
<u>Builder’s Risk Insurance</u>	\$10,000
<u>PML Bond</u>	\$33,500
<u>Total Fees, General Conditions, Builder’s Risk and PLM Bond</u>	\$328,500

SUBCONTRACTED | SELF PERFORMED WORK

Provide a list of proposed major construction elements that would be subcontracted and a statement on your company's approach to encouraging local subcontractor participation.

List of Major Subcontracted Work

<u>CSI Division</u>	<u>Description</u>
030500	Concrete
040500	Masonry
050000	Structural & Miscellaneous Steel
060000	General Carpentry
072000	Building Insulation
079000	Caulking
075000	Roofing
083000	Overhead Doors
084000	Aluminum Entrances & Windows
092500	Framing, Drywall & Ceilings
096800	Flooring & Hard Tile
099000	Painting
131000	Pre-Engineered Building
210500	Fire Protection
220500	Plumbing
230500	Mechanical
260500	Electrical, Fire Alarm & Lighting
310500	Sitework
320500	Asphalt Paving
323100	Fencing
329000	Landscaping & Restoration

Cornerstone Construction Management will advertise for and solicit potential bidders that have been personally contacted by the company to ensure that the project receives the attention and coverage required to complete your project. Cornerstone actively solicits participation from all qualified local trades to encourage keeping business in the local community. Our long-standing relationships and experience help to find the best fit contractors to complete the work.

Self-Performed Work

<u>CSI Division</u>	<u>Description</u>	<u>Hourly Rate</u>
01107	General Labor	\$45
06200	Carpentry	\$50

SAFETY

Provide information on your company's dedication to a safe project and work atmosphere. Share number of MOSHA violations from your company within the last 3 years as well as EMR rating. Please include how you have worked within COVID-19 restrictions to maintain a healthy jobsite.

Safety Culture

Cornerstone Construction Management's policy is that the safety of our employees is considered the most vital aspect of our operations. Above all, their safety must be considered first when planning for construction and designing or purchasing new equipment. Safety is not automatic nor is it a function that can be superimposed on a construction operation.

Safety, like all other construction activity, is a program that must be planned, implemented, enforced and provided with a feedback system. Our goal at Cornerstone is to provide our employees, contractors and visitors a safe and healthy environment. Cornerstone Construction tightly manages contractor safety through our on-site project superintendent with the assistance of the entire office staff. Our project managers work alongside our project superintendents to evaluate safety procedures on all tasks on the construction site to provide, maintain and promote positive safety behaviors in order to reduce at-risk potential.

Safety Education

From ground breaking to occupancy our company ensures safe working conditions with continual OSHA standard training of the project manager, superintendent, subcontractors and owners. During our scheduled onsite progress meetings any safety concerns or violations are addressed in order to provide consistent safety. Mandatory off-site certifications are a requirement for our entire staff in order to keep them informed and up to date on all safety measures. This safe work practice shows in our EMR rate of .57 and 8 straight years of no lost work due to accidents.

Covid-19 Procedures

Cornerstone Construction Management takes the health and safety of our employees very seriously. Using the most recent information available from CDC and OSHA we have initiated the recommended COVID-19 mandates on every project in order to provide a safe working environment and maintain daily operations. This prevention preparedness plan has been implemented throughout our company in order to help prevent and spread Covid-19. Every person is required to check-in and have their temperature taken before entering the job site. Masks are required in confined spaces and a 6 foot distance is required. All CDC requirements are posted throughout the job site to remind everyone to practice safe distancing.



Live Confidently.

December 3, 2021

Cornerstone Construction Management, Inc.
450 W Centre
Portage, MI 49024

RE: City of Buchanan DPW project

Dear Sherri,

I have looked through your file and you have been with our agency since at least 2008. That is as far back as our computer system goes. It could be longer than that but I can't absolutely verify it. It has been a pleasure working with you and hope to have the opportunity to work with you for many more years to come! You have always been very quick to respond whenever we need any information for your policies and as you can tell from your EMR, you have had very few claims through the years.

Your Experience Modification Rating Factor for the last several years is:

11/9/2021 – 11/9/2022	.57
11/9/2020 – 11/9/2021	.59
11/9/2019 – 11/9/2020	.57
11/9/2018 – 11/9/2019	.60
11/9/2017 – 11/9/2018	.648

Please let me know if you need anything else.

Sincerely,

Hollen Rohr

Hollen Rohr
Commercial Account Manager





CONTINGENCY | CHANGE ORDERS

Describe your proposed method of determining contingency at different stage of the project. In addition explain the company’s methods of handling pricing and managing Change Orders after a Guaranteed Maximum Price is established. Submit an example of how the company adapted to provide fair pricing and work during the turbulent 2020-2021.

Contingency- Cornerstone Construction will determine the appropriate level of contingency as design progress and the budget is refined. We recommend the following contingency levels as each design phase is completed.

- Schematic Design 10%
- Design Development 8%
- Construction Documents 6%
- Guaranteed Maximum Price 5%

The contingency account will be a line item on the sworn statement and is 100% owned by The City of Buchanan until approved to spend or allocated to a direct cost line item. Any contingency account balance will not be billed and remains The City of Buchanan’s funds.

Change Orders- All Change Orders, originated either a bulletin or field condition, will be priced on an ‘Open Book’ basis. The direct costs associated with each change order request will be submitted as back-up for review and approval. Once approved the change order amount will be deducted from the contingency fund. Cornerstone Construction Management’s fee for administering all change orders will be our original fee of 2.25%.

Pandemic 2020-2021- During the turbulent 2020-2021 Cornerstone Construction Management provided fair pricing to owners by absorbing the cost associated with the shut down and reduced efficiencies. We were able to continue with projects and enter into new contracts without requesting additional general conditions due to the effects of the pandemic.