



9

MEMORANDUM

TO: DON MOONEY
FROM: BOB OCHS
SUBJECT: OWNER'S REPRESENTATIVE SERVICES -- 2010 CLOSEOUT -- 2011 ASSIGNMENTS
CAPITAL PROGRAM MANAGEMENT/SHS BLUE GYM REMOVATION/SHS MASTER PLAN
DATE: 12-14-10, REVISED 12-22-10
CC: FILE

Dear Don:

As we look forward to the advancement of capital projects for 2011, the overall capital program and further advancement of the SHS Master Planning, I propose the following fees for consideration for the upcoming work.

The "not-to-exceed" fees proposed below are divided into their logical project cost tracking groupings. However, as we have successfully been able to do in the past, to the extent it is possible to achieve efficiencies in the scheduling of meetings and the completion of assignments those savings would accrue to the District.

1. SHS Blue Gym Renovations – Overall Project Management

Proposed Fee: \$11,840.00

2. Overall Capital Program Management (includes facility committee meeting work, follow-thru on non-project specific committee items, miscellaneous advancement of capital program items which are not yet a formalized project, etc.)

20 hours month @ 12 months- Proposed Fee: \$34,700.00

3. SHS Master Planning Activities (assisting the District in the advancement of the Master Plan process and further coordination as needed of varied consultants, specific tasks to be completed as needed and approved in advance by the committee will be tracked against this fee)

Proposed Fee: \$10,000.00

4. SLEP Program: Update current SLEP spreadsheet to reflect current conditions for review by the facilities committee to prepare for RFP's to complete a comprehensive update.

Proposed Fee: \$ 1,160.00

Please note the above proposed fees are intended as a maximum projected fee for management of their respective scopes of work. Detailed time tracking records will be provided with all invoices and only actual hours incurred will be invoiced.

I appreciate the opportunity to continue to advance the Springfield School District Capital Program in concert with the Board, Administration and the Facilities Committee. If you have any questions, please do not hesitate to contact me.