



July 6, 2021

Mr. Josh Arneson  
Town Manager  
PO Box 285  
Richmond, VT 05447

**RE: Owner's Representative Services-Library & Town Center Repairs**

Dear Mr. Arneson,

Thank you for the opportunity to submit our proposal for the Library and Town Center Repairs project. I recognize the importance of stabilizing historic buildings, conducting energy efficient upgrades and performing code compliant improvements on your facilities. I also know how difficult this can be with complex regulations, tight deadlines, and limited funds.

Over the last 10 years I have partnered with numerous public and private organizations to help them navigate the construction procurement and implementation process for over 50 projects totaling more than \$350 million. I have a highly successful track record with projects such as yours throughout Vermont and New Hampshire and the expertise to ensure you maximize your investment and minimize your risk. Beyond providing top level project management services to the town of Richmond for this project, my involvement will be informed by two key factors that define my successes; helping bring your project to fruition within a realistic defined time frame and as part of a collaborative goal, ensuring that it stays within the stated budget.

I am currently working on an administration building for the Marble Valley Regional Transportation District in Rutland and a new building for Essex Rescue in Essex, both of which are in the preliminary design stage with construction schedule to start next year. My third project was indefinitely postponed due to land acquisition troubles which allows me sufficient time to dedicate to your project to ensure success.

Please feel free to contact me with any questions you may have regarding this submission and thank you for considering **APEX Consulting**. I look forward to working with you and the rest of the team on this very exciting and important project.

Sincerely,

**Jay Labare, Principal**



## **Library and Town Center Building Repairs**



## **Proposal for Project Management Services**

### OVERVIEW

APEX Consulting is pleased to submit this proposal for owner project manager services in support of the Town of Richmond's mission to protect, preserve and upgrade the Library and Town Center buildings. I have partnered with numerous organizations, businesses, and municipalities throughout the Northeast endeavoring to improve their communities and the lives and safety of the people living in them and will bring this experience to your project.

### The Objective

Implement code required improvements, weatherization enhancements, essential restoration work plus HVAC and electrical system upgrades.

### The Opportunity

- Goal #1 Review project documents and construction costs.
- Goal #2: Develop the Total Project Budget.
- Goal #3: Generate an overall project schedule.
- Goal #4: Build a comprehensive project team.
- Goal #5: Restore and improve Town Center and Library buildings.

### The Solution

- Recommendation #1: Develop communication strategy and protocols.
- Recommendation #2: Engage Town Center Building Committee.
- Recommendation #3: Create bidding documents and bid packages.
- Recommendation #4: Engage designers and contractors.
- Recommendation #5: Actively manage project development and goals.

# OUR PROPOSAL

I understand that the Town of Richmond and the Town Center Building Committee has worked to identify the items requiring attention. I have developed a strategy to support your efforts and will provide the tools, knowledge, and experience necessary to mitigate your risks and maximize your results. I will partner with you to be your project manager, representative, advocate, advisor and am committed to ensuring your project's success. The APEX core values of collaboration, empathy, integrity, and accountability guide us through every step of our journey.

## Rationale

Experience has shown that proper early planning will greatly enhance your project's success. Our process will provide you with the information that is essential for you to make informed decisions throughout the life of the project.

## Execution Strategy

My execution strategy incorporates proven methodologies, and a highly responsive approach to facilitate your project's delivery. Following is a description of these methods.

## Project Approach

### Communication

As your owner's project manager, I will interact, advise, and consult with staff, local authorities, as well as public boards and committees, special consultants, architects, and contractors. I exercise proactive project management by identifying and addressing issues before they arise through open and transparent communication while incorporating your project goals and moving your project toward successful completion. Working with all project stakeholders, I will communicate and closely monitor key project information.

### Cost and Budget Controls

At the onset of the project, I will coordinate with the Town Center Building Committee to establish the Total Project Budget. The TPB includes the hard and soft costs as appropriate and is built through collaborative iterations with the team and is utilized to manage expectations as the project evolves. Each line item in the TPB represents a known or probable cost exposure based on the project type, our experience, and your input.

I will work collaboratively with the project stakeholders to ensure the Total Project Budget and overall project schedule is well detailed in its development, comprehensive in its scope and can be used to guide your decision-making process.

## **Preconstruction Phase**

I have the knowledge and experience to prepare and evaluate Requests for Proposals and Invitation to Bid for all facets of the project. I will assist you with the evaluation, interview, selection, and contract negotiations for these services.

It is essential that you fully understand what you are buying, and I will make every effort to ensure you do, including facilitating meetings and interviews with project designers and contractors to conduct in-depth reviews of their proposals. I will consult with you as needed to answer questions and interpret plans and specifications.

I will facilitate obtaining the required building and special permits, with the exclusion of trade permits which are required to be obtained directly by the installing contractor.

## **Construction**

Questions are inevitable during construction and when they are raised, I will ensure they are properly documented, and the architect notified so issues can be resolved as quickly as possible. I will intervene to resolve issues without change orders whenever possible and regardless of the genesis (design change, constructability issue, owner request, etc.) will analyze each additional cost for merit and impact to the construction schedule and budget.

Identifying issues as soon as possible is crucial to the success of a project so that corrective measures can be taken. Together, we will conduct weekly or bi-monthly project meetings, review the work in progress as well as all work completed. I will manage any issue that may be raised by code officials during site visits, coordinate with inspection and testing agencies, and ensure reports are issued in a timely fashion.

Prior to beginning construction, I will work with the contractors to establish a detailed baseline construction schedule. Throughout the course of the project, I will take updates provided by the contractors, along with firsthand knowledge of the construction activities, to review and evaluate schedule progress. All delays will be reported to you immediately.

## **Post Construction**

I will work with the project team to coordinate the requirements, sequencing, and lines of communication for punch list completion. This involves a thorough review of the contracts and specifications with all parties as well as coordination of a schedule and necessary meetings to hold each team member accountable for reviews and corrective work in a timely fashion. Upon the request for substantial completion, the contractor will be required to provide a set of coordinated and consolidated as-built drawings plus operation and maintenance manuals.

I will manage the commissioning of your mechanical and electrical systems by working in concert with the installing contractors and design engineers.

## Resources

Microsoft applications are used for day-to-day operations including “Teams” for collaboration and video conferencing as well as OneDrive for project document management allowing on-line access for all project stakeholders.

Apex utilizes Bluebeam Revu as a project collaboration tool for drawing mark-ups, on-screen quantity assessment, drawing comparison with overlay capabilities for detecting changes from one iteration of drawing to the next.

## Project Deliverables

Deliverable	Description
Project Schedule	Detailed schedule indicating tasks, durations, and owner touch points
Cost Estimate	Detailed conceptual cost estimate for building construction
Total Project Budget	TPB includes design, permitting, insurance, legal, Fixtures Furniture & Equipment (FFE), and construction costs
Requests For Proposals (RFP) and Invitations to Bid (ITB)	Detailed, clear and concise bid packages to minimize cost exposure during construction.

## EXPECTED RESULTS

I expect our proposed solution to provide the following results:

- Result #1: A schedule detailing your path forward.
- Result #2: Project cost control.
- Result #3: Selection of project team.
- Result #4: Successful project delivery.

## PRICING

This pricing is valid for 45 days from the date of submission. Services will be invoiced monthly based on actual hours and reimbursables accrued.

**Hourly Rate: \$110; Good will contribution \$15 = Net \$95/Hr**

Milage charged for travel outside of Chittenden County at accepted IRS rate.

Reimbursables will be invoiced at cost.

# PROJECTS, REFERENCES & INSURANCE

## Sample Projects

My role for the projects listed below included the following.

- Managed preconstruction services for the project including estimating, scheduling, and phasing as required.
  - Collaborated with architect and owner for presentations to stakeholders.
  - Managed value engineering process and development of alternates.
  - Ensured bidding documents reflected scope of work per approved budget.
  - Managed bidding process including interviews, tabulation, and analysis.
  - Reviewed work in place to verify conformance to contract documents.
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- **'53 Commons (Thayer Dining Hall) Dartmouth College, Hanover NH** - 72,000 SF Renovation and Historical Preservation, \$22,000,000
  - **Land Port of Entry, Derby VT (GSA)**- 20,000 SF New Build, \$25,000,000
  - **Sports Arena Upgrade-Town of Highgate** - 35,000 SF Renovation, \$1,500,000
  - **Public Safety Facility, Killington VT** - 14,000 SF New Build, \$4,800,000
  - **Golden Brook Elementary School, Windham NH** – 130,000 SF New Build, 18,000 SF Renovation \$32,000,000

## References

### **Rob St Laurent**

Building Committee Chair

Windham Elementary School, Windham NH

Tel. (603) 875-5049

[r.stlaurent@hotmail.com](mailto:r.stlaurent@hotmail.com)

Project: Windham Elementary School, \$32,000,000 renovation and addition; Dartmouth College \$16,000,000 renovation to Thayer Dining Hall.

### **Jessie Baker**

City Manager of South Burlington VT

[jbaker@sburl.com](mailto:jbaker@sburl.com)

(802) 846-4107

Project: One Taylor Street, Montpelier while Jesse was the assistant city manager. \$10,500,000 transit facility with 30 apartments coupled with bike path upgrades.

**Gail Henderson-King, EDFP, PLA**

Senior Project Manager

White + Burke Real Estate Advisors

[ghendersonking@whiteandburke.com](mailto:ghendersonking@whiteandburke.com)

Tel. (802) 862-1225, Ext 15

Projects: Craftsbury Saplings Expansion Plan-Estimating Services

**Insurance**

**Professional Liability - Lloyd’s of London**

General Aggregate Limit \$1,000,000

Deductible \$5,000

**General Liability – Lloyd’s of London**

General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$1,000,000
Personal/Advertising Injury Limit	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage Limit	\$250,000
Medical Expense Limit	\$5,000
Deductible	\$1,000

**Workers’ Compensation Insurance - NorGUARD**

Meets State of Vermont requirements

## CONCLUSION

I have the experience necessary to provide the Town of Richmond with the project management services for the successful completion of your project. I am confident that together we can meet the challenges ahead and stand ready to partner with you in delivering the most efficient and fiscally responsible solution to meet your needs.

If you have questions regarding this proposal, feel free to contact me at your convenience by email at [jlabare@apexconsulting-llc.com](mailto:jlabare@apexconsulting-llc.com) or by phone at **(802) 288-0344**. I look forward to hearing from you and having the opportunity to further discuss this proposal.

Thank you for your consideration,



**Jay Labare, Principal**