



June 18, 2026

Steve Mitzel, Executive Director of Operations
Ashland School District
885 Siskiyou Boulevard
Ashland, OR 97520

Re: Owner's Representative & Project Management Services for the Helman Elementary School Seismic Rehabilitation

Dear Steve,

HMK Company is pleased to propose Owner's Representative and Project Management services for the seismic rehabilitation of Helman Elementary School. The District has secured a State of Oregon Seismic Rehabilitation Grant Program award of \$2,499,301 to strengthen the building so it protects students and staff during a major earthquake and serves the community after one. This proposal describes how HMK will manage the project from procurement through construction and grant closeout, protecting the District's interests at every step.

HMK knows this District and this work. We have managed four prior seismic rehabilitation projects for Ashland School District, two at Walker Elementary School and two at Ashland High School. That experience means we understand your facilities, your Board's expectations, and the reporting the grant program requires. We will apply the same disciplined approach to Helman Elementary: clear budgets, competitive public procurement, and tight schedule control so the work is completed with the least possible disruption to students and staff.

The critical first step is selecting the design engineer through a qualifications-based process so design can begin this fall and the project can bid in time for a spring 2027 construction start. We are ready to begin the design solicitation upon your authorization. Thank you for the opportunity to continue our work with Ashland School District.

David McKay

A handwritten signature in blue ink that reads "David McKay".

Chief Executive Officer, HMK Company

1.0 Project Understanding

Ashland School District has secured a State of Oregon Seismic Rehabilitation Grant Program (SRGP) award to rehabilitate Helman Elementary School. The grant program, administered by Business Oregon through the Oregon Department of Emergency Management, funds seismic strengthening of schools and emergency buildings so they remain safe and usable after a major earthquake. The District plans to begin construction in the spring of 2027 and reach substantial completion in the fall of 2027. HMK Company will serve as the District's Owner's Representative and Project Manager for the full project.

1.1 Project Scope and Funding

The funded scope is the seismic rehabilitation of Helman Elementary School. The design engineer, selected by qualifications and contracted directly by the District, will define the structural strengthening scope and confirm the Maximum Allowable Construction Cost (MACC). HMK does not author technical scope. The summary below reflects the grant award and the planned delivery method. The design team will confirm final scope and cost.

Facility		Funded Scope	Delivery Method	Grant Award
Helman School	Elementary	Seismic Rehabilitation	Design-Bid-Build	\$2,499,301

2.0 Delivery Approach

HMK recommends delivering the construction through competitive Design-Bid-Build, the standard public procurement method for a defined seismic rehabilitation scope. Under this approach the District first selects a design engineer through a qualifications-based selection, as Oregon law requires for engineering services. The engineer prepares the construction documents. HMK then advertises the completed documents for competitive bid and recommends award to the lowest responsive and responsible bidder.

Because the construction value will exceed the formal competitive bid threshold, the work will be publicly advertised and bid. Design-Bid-Build keeps procurement straightforward and does not require the District to adopt a Finding of Fact. If the District later prefers an alternative method such as CM/GC or a cooperative contract, that method requires the Board to adopt a Finding of Fact through a public hearing process, which HMK would prepare and facilitate. For a defined seismic scope of this size, HMK recommends Design-Bid-Build.

3.0 Scope of Services

HMK will serve as Owner's Representative and Project Manager from procurement through closeout. Our services include the following.

3.1 A. Procurement and Solicitation Management

- **Design Engineer Selection.** We will prepare and advertise the qualifications-based request for proposals, facilitate scoring and interviews, and recommend award of the design contract.
- **Regulated Materials Survey.** We will solicit a hazardous and regulated materials survey so abatement, if any, is identified and scoped before bidding.
- **Construction Solicitation.** We will assemble the Division 0 and Division 1 bid documents, advertise the invitation to bid, conduct the pre-bid meeting and addenda, run the public bid opening, and recommend award to the lowest responsive and responsible bidder.

3.2 B. Budget and Financial Management

- **Project Budget and MACC.** We will build and maintain a comprehensive project budget and track the Maximum Allowable Construction Cost against the grant award and District funds.
- **Invoice and Pay Application Review.** We will review design and contractor invoices and pay applications for accuracy and conformance before recommending payment.
- **Financial Reporting.** We will provide regular financial reporting reconciled to the District's general ledger.

3.3 C. Schedule Management

- **Master Project Schedule.** We will develop and maintain a master schedule from procurement through closeout and report progress against it.
- **Construction Schedule Oversight.** We will review the contractor's baseline schedule and look-aheads and flag delays early so the summer completion date is protected.

3.4 D. Design Phase Management

- **Design Coordination.** We will coordinate the design team across the schematic design, design development, and construction document milestones.
- **Cost Reconciliation and Value Engineering.** We will reconcile independent cost estimates at each milestone and lead value engineering to keep the project within budget.

3.5 E. Construction Administration

- **OAC Meetings.** We will hold weekly Owner, Architect, and Contractor meetings and issue minutes.
- **Site Observation.** We will observe the work on a regular basis and report progress and issues.
- **Change and RFI Management.** We will manage requests for information and change orders and advise the District before any commitment.
- **Pay Application Review.** We will review monthly pay applications against progress before recommending payment.

3.6 F. Grant Administration (SRGP)

- **Grant Reporting.** We will prepare the quarterly progress and financial reports the Seismic Rehabilitation Grant Program requires and manage reimbursement requests.

3.7 G. Project Closeout

- **Closeout and Substantial Completion.** We will manage the punch list, closeout documents, and substantial completion, and complete the grant closeout and final reimbursement.

4.0 Project Team

HMK will lead the project as Owner's Representative and Project Manager. David McKay will serve as Principal in Charge, providing executive oversight and continuity with the District's prior projects. Josh Whitaker will serve as Project Manager and will be the District's day-to-day point of contact, running procurement, design coordination, and construction administration. A Project Administrator and Project Accountant will support document control, financial reporting, and grant draws.

The design engineer and any specialty consultants will be selected by qualifications and contracted directly by the District. HMK will coordinate their work but does not contract or direct the design professionals.

5.0 Proposed Project Schedule

The schedule works back from a spring 2027 construction start. The critical path runs through early selection of the design engineer so that design and bidding are complete before construction begins.

- **Design Engineer Selection.** July 2026 through September 2026.
- **Design (SD, DD, CD).** October 2026 through January 2027.
- **Bidding and Award.** February 2027 through March 2027.
- **Preconstruction.** March 2027.
- **Construction.** April 2027 through October 2027.
- **Closeout and Grant Closeout.** October 2027 through November 2027.

These dates are planning baselines. They depend on timely District decisions, Board authorizations, and the design team meeting its milestones.

6.0 Proposed Fee

HMK proposes a fixed fee, not to exceed \$105,000, for Owner's Representative and Project Management services. This is a fixed-fee, not-to-exceed contract, not a time-of-effort contract. HMK will invoice monthly based on the percentage of the work completed, and total billings will not exceed \$105,000. The estimated hours by role shown below support the fee; they are not the basis for billing. The not-to-exceed amount does not change without a written amendment.

6.1 Fee by Project Phase

The fee is phased across the two calendar years, with a three percent rate escalation applied to work performed in 2027. The phase fees below total the not-to-exceed amount.

Phase	HMK Services	Fee
Phase 1. Pre-Design & Solicitation	Design engineer selection, regulated materials survey, budget and MACC setup, master schedule, kickoff.	\$14,475
Phase 2. Design Management	SD, DD, and CD reviews, MACC reconciliation, value engineering, invoice review.	\$14,375
Phase 3. Bidding & Award	Bid document assembly, advertisement, pre-bid meeting, public bid opening, award recommendation.	\$8,600
Phase 4. Construction Administration	Weekly OAC meetings, site observation, change and RFI management, pay application review, SRGP reporting.	\$59,125
Phase 5. Closeout & Grant Closeout	Punch list, closeout documents, substantial completion, SRGP closeout and final reimbursement.	\$8,425
Total Project Management Not-to-Exceed Fee		\$105,000

6.2 Estimated Hours by Role

The hours below are estimates that support the not-to-exceed fee. They show how the fee is earned by role across the engagement.

Role	Rate	Est. Hours	Subtotal
2026: Procurement & Design			
Principal in Charge	\$195.00	8	\$1,560.00
Project Manager	\$165.00	110	\$18,150.00

Project Administrator	\$90.00	43	\$3,870.00
Project Accountant	\$90.00	12	\$1,080.00
2026 Subtotal		173	\$24,660.00
2027: Bidding, Construction & Closeout			
Principal in Charge	\$200.85	19	\$3,816.15
Project Manager	\$169.95	393	\$66,790.35
Project Administrator	\$92.70	63	\$5,840.10
Project Accountant	\$92.70	42	\$3,893.40
2027 Subtotal		517	\$80,340.00
Total Estimated Labor		690	\$105,000.00

6.3 Reimbursable Expenses

- **Printing and Reproduction.** Bid documents and project printing, billed at direct cost.

HMK does not bill mileage on Ashland School District projects. Reimbursable expenses are estimated at \$1,000 for printing and reproduction and are billed in addition to the not-to-exceed fee.

7.0 Clarifications and Assumptions

This proposal is based on the following clarifications and assumptions.

7.1 Not Included in HMK's Fee

- Design professional fees. The District contracts the design engineer directly.
- Construction cost, including the contractor's work and the MACC.
- Permits, plan review fees, and system development charges.
- Materials testing and special inspection.
- Hazardous and regulated materials survey and abatement.
- Legal counsel.
- Owner's insurance.
- Any service beyond the scope identified in this proposal.

7.2 Assumptions

- The District provides timely decisions and Board authorizations.
- The design team is engaged on schedule and meets its milestones.
- Final scope and the MACC are confirmed by the design team.
- The fee is tied to this scope; changes are handled through a written amendment.
- Additional services, if requested, are added through a written amendment.

8.0 Relevant Project Experience

HMK has managed seismic rehabilitation projects for Ashland School District and across Oregon. The projects below reflect direct, recent experience with this District and this type of work.

Walker Elementary School Seismic Rehabilitation, Ashland, Oregon

Approximately \$2,500,000 HMK Team: David McKay, Josh Whitaker

Two SRGP-funded seismic rehabilitation projects strengthening the building for life safety and post-earthquake use, delivered with the District.

Ashland High School Seismic Rehabilitation, Ashland, Oregon

Approximately \$2,500,000 HMK Team: David McKay, Josh Whitaker

Two SRGP-funded seismic rehabilitation projects completed for the District, managed from procurement through grant closeout.

9.0 Closing

We appreciate the opportunity to continue our work with Ashland School District. The single move that protects the schedule is authorizing the design engineer solicitation now so design can begin this fall. HMK is ready to proceed upon your authorization.

David McKay

Chief Executive Officer, HMK Company

HELMAN ELEMENTARY SCHOOL SEISMIC REHABILITATION

ASHLAND SCHOOL DISTRICT

FIXED FEE, NOT TO EXCEED

June 18, 2026

		2026											
Role	2026 Rate	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Principal in Charge	\$195.00							4	0	1	1	1	1
Project Manager	\$165.00							22	14	22	18	18	16
Project Administrator	\$90.00							19	6	12	2	2	2
Project Accountant	\$90.00							4	0	2	2	2	2
	Hours							49	20	37	23	23	21
	FTE							0.28	0.11	0.21	0.13	0.13	0.12
Monthly Fee								\$6,480	\$2,850	\$5,085	\$3,525	\$3,525	\$3,195

		2027											
Role	2027 Rate	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Principal in Charge	\$200.85	1	1	1	3	2	2	2	2	2	2	1	
Project Manager	\$169.95	16	22	14	47	47	47	47	47	47	43	16	
Project Administrator	\$92.70	3	16	3	6	5	5	5	5	5	5	5	
Project Accountant	\$92.70	3	0	0	4	5	5	4	4	4	5	8	
	Hours	23	39	18	60	59	59	58	58	58	55	30	
	FTE	0.13	0.22	0.10	0.34	0.34	0.34	0.33	0.33	0.33	0.31	0.17	
Monthly Fee		\$3,476	\$5,423	\$2,858	\$9,517	\$9,316	\$9,316	\$9,224	\$9,224	\$9,224	\$8,637	\$4,125	

HELMAN ELEMENTARY SCHOOL SEISMIC REHABILITATION

ASHLAND SCHOOL DISTRICT · SCHEDULE DRIVEN FEE

2026-06-18

	2026										2027						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Principal in Charge	4		1	1	1	1	1	1	1	3	2	2	2	2	2	2	1
Project Manager	22	14	22	18	18	16	16	22	14	47	47	47	47	47	47	43	16
Project Administrator	19	6	12	2	2	2	3	16	3	6	5	5	5	5	5	5	5
Project Accountant	4		2	2	2	2	3			4	5	5	4	4	4	5	8

PROJECT PHASES

