

NOTICE

**SCHOOL DISTRICT OF NEW GLARUS
BOARD OF EDUCATION
FACILITIES, TRANSPORTATION AND TECHNOLOGY COMMITTEE MEETING
MONDAY, JANUARY 27, 2020
HIGH SCHOOL CONFERENCE ROOM
6:15 PM**

AGENDA

- I. CALL MEETING TO ORDER - PAUL EICHELKRAUT
- II. RFP'S FOR CONSTRUCTION MANAGER AND ARCHITECT 2
- III. SHORT-TERM AND LONG-TERM FACILITY PLANNING
- IV. ADJOURN

POSTED :

NG HIGH SCHOOL
NG MIDDLE SCHOOL
NG ELEMENTARY SCHOOL
NG POST OFFICE
BANK OF NEW GLARUS
STATE BANK OF CROSS PLAINS-NEW GLARUS
MARINE CREDIT UNION

PUSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS SCHOOL DISTRICT COMMITTEE MEMBERS MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD. UPON REQUEST TO THE DISTRICT OFFICE, SUBMITTED TWENTY-FOUR (24) HOURS IN ADVANCE, THE DISTRICT SHALL MAKE REASONABLE ACCOMODATIONS INCLUDING THE PROVISION OF INFORMATIONAL MATERIAL IN AN ALTERNATIVE FORMAT FOR A DISABLE PERSON TO BE ABLE TO ATTEND THIS MEETING. THIS AGENDA IS PRELIMINARY AND MAY BE MODIFIED OR SUPPLEMENTED TO PROVIDE THE FINAL AGENDA AND NOTICE FOR THIS MEETING. THE FINAL AGENDA WILL BE POSTED AND DISTRIBUTED AS REQUIRED BY CHAPTER 19 OF THE WISCONSIN STATUTES.



**REQUEST FOR PROPOSAL
ARCHITECTURAL SERVICES INCLUDING PRE-REFERENDUM
PLANNING**

Submittal Location:

School District of New Glarus
Dr. Jennifer Thayer
District Administrator
1701 Second St.
New Glarus, WI 53574

Please direct inquiries to:
Dr. Jennifer Thayer
District Administrator
jennifer.thayer@ngsd.k12.wi.us
(608) 527 – 5516

Issue Date: January 29, 2020
Due Date: February 14, 2020 at 12:00 P.M. CST

INTRODUCTION

The School District of New Glarus is seeking proposals for architectural and consulting services from architectural firms who specialize in educational programming and design, educational facility master planning, and pre-referendum planning services. The District hired Bray Architects to complete a comprehensive facilities assessment and School Perceptions conducted a comprehensive Facility Survey. Given the high rate response rate (27% of the entire community) and strong support for improving facilities, the Board is considering possible options that may satisfy some of the District's educational facility needs for the foreseeable future. The District is also seeking an architect to serve as a resource for the community meetings and to assist in master planning of facilities, including option development, phasing strategies, pre-referendum planning, community engagement and communication services. The district will also be seeking the services of a construction manager to assist in project option costing. If an initial resolution is passed, it would be the obligation of the District, along with all professional partners, including the selected Firm, to educate the community through an information campaign leading to a likely, November 3, 2020 referendum.

BACKGROUND

The School District of New Glarus consists of 2 facilities; New Glarus Middle/High School and New Glarus Elementary School. The District purchased approximately 46 acres of land in 2018.

Our district population has been on a steady growth trend. The current district population is 1,034 students. The NG Elementary has, 478 students, the NG Middle School has 244 students, and the NG High School has 310 students.

SCOPE OF SERVICES

The District is seeking specific proposals from architects qualified to provide comprehensive educational facility master planning, community engagement and design services. The successful architect will be required to work with District's administration, Board of Education, staff, students, community-at-large, and construction manager to develop a facilities master plan that best addresses the needs of the district. The architect and construction manager will hold separate contracts with the school district.

The selected architect will provide the following services during the project:

PHASE 1: (Estimated Timeline: Planning meetings to begin in March 2020,)

1. Master Planning Services
 - a. The architect shall review and understand recent facilities assessment reports completed under previous contracts.

- b. The architect shall review and understand current enrollment trends.
- c. The architect shall assist the Administration, and Board in identifying and prioritizing potential master planning project components.
- d. The architect shall participate in planning and programming meetings with the Administration and key building staff to create and refine building program(s).
- e. The architect shall attend meetings of the Community meetings as needed and serve as a resource for the Administration in developing meeting agendas and presentation content.
- f. The architect shall assist the Administration and Board in developing phased master planning scenarios that address identified District needs and project components.
- g. The architect shall assist the construction manager by providing information needed for cost-estimation of all proposed master planning scenarios.
- h. The architect shall assist the Administration and Board and in narrowing and finalizing the scope of the facilities master plan.
- i. The architect shall produce the graphics necessary to convey the master plan scope to the Administration, Board, and community-at-large.
- j. The architect will assist the District and selected construction management firm with the following community engagement and communications services to support master planning and a potential future referendum to implement the master plan:
 - i. Provide dedicated staff to support the Administration and Board in developing a comprehensive referendum communications plan, assisting with community information and engagement efforts associated with development and implementation of the facilities master plan.
 - ii. Provide editorial support to the Administration and Board (and survey firm, if used) during the development of content / strategy / key messaging around a community survey.
 - iii. Should the Board authorize a future referendum, support the creation of core content and development of key messages regarding referendum fact sheets and other informational materials.
 - iv. Should the Board authorize a future referendum, support strategy and coordination of referendum information / open house events.
 - v. Provide ongoing consultation by phone / email to the Administration and Board as needed.
 - vi. Attend regularly scheduled Core Team meetings for the duration of the Phase 1 contract.

PHASE 2: (Timeline: TBD based on Phase 1)

- 2. Architectural Design:

Should the Board authorize a referendum, a successful referendum will result in proceeding with Phase 2 of the project scope. The architect is expected to provide full services through building occupancy, including architectural, mechanical, electrical, plumbing, civil, structural, landscape, and interior finish selection.

Other consultant services such as furniture selection, commissioning, energy modeling, theatrical rigging, theatrical sound & lighting, food service design, security design, and acoustical design may be contracted separately or charged as a reimbursable based on the scope of the project.

- a. The architect shall lead detailed programming and design meetings with administration and staff user groups during the course of the project design.
 - i. The architect shall facilitate regular meetings with the Core Team.
 - ii. The architect shall facilitate detailed programming and design review meetings with staff user groups at least once during Schematic Design, at least once during Design Development, and at least once during Construction Documentation.
 - iii. The architect shall attend district board meetings to provide design updates at the end of Schematic Design, Design Development, and Construction Documentation.
 - iv. The architect shall represent the District during all required municipal meetings, including plan commission and architectural review board appearances.
- b. The architect shall work with the construction manager to generate drawings needed for technical review and budgeting throughout the course of the design. Budget drawings should be anticipated at the end of Schematic Design, Design Development, and midway through Construction Documentation.
 - i. The architect and all consultants shall utilize Building Information Modeling (BIM) software and supply files in .rvt format. Three-dimensional building reviews with administration, staff, construction manager and all key trades will be required to coordinate details.
- c. The architect will assume that sustainable design and construction practices will be utilized based on District priorities and budget.
- d. The architect shall assist the District and construction manager during bidding and construction by providing complete Construction Administration services. These services include, but are not limited to, answering questions and issuing addendum as necessary during bidding, reviewing shop drawings, participating in construction meetings, observing and inspecting the work for conformance with the construction documents, and answering any questions or RFI's that may come up during the construction process.
 - ii. The architect will assume bi-weekly site visits during the construction administration phase.

SUBMITTAL

Architects with specialization in educational programming and design, educational facility master planning, community engagement and pre-referendum planning services are invited to submit proposals with the following components:

1. Firm background and primary contact office where work would be done for this project (limit to 2 pages).
2. Organizational chart showing how you will staff and organize this project for each phase. Indicate designated lead person and his/her involvement, as well as how others would be involved. Include a resume of each participant. (limit to 2 pages plus resumes).
3. Provide names, addresses, and brief descriptions of any consulting or engineering firms that may be employed as partners in this project. Include length of existing relationship and possible names of representatives who would work on this project (limit to 3 pages).
4. Provide a list of your firm's K-12 educational projects constructed in the last 8 years where you were the principal design firm. Select three projects that are most similar to this specific scope and include photos with descriptions of the work.
5. Provide a list of all current K-12 work being performed by your firm and indicate if they are in the pre or post referendum phase. If they are in the pre-referendum phase, indicate when they are expected to be on the ballot. Provide a written statement regarding staff availability to execute the proposed scope of work.
6. Outline the process your firm would use in completing Phases 1 & 2 of this project. (limit to 4 pages)
7. Describe your firm's approach to Community Engagement and your firm's qualifications in this area. (limit to 2 pages)
8. Describe your firm's approach to sustainability and energy efficiency as it relates to designing a school. (limit to 2 pages)
9. Describe your firm's experience and approach in working with Building Information Modeling (BIM) tools on educational projects. (limit to 2 pages)
10. Indicate why your firm should be chosen for this project. (limit to 1 page)
11. Fee Structure Phase 1 Services:

Provide a lump sum for each of the following categories of work. Also provide a listing of all items not included in your fee (reimbursables, etc.).

Pre-Referendum Work Category	Lump Sum Fixed Fee
i. Long-term facilities master planning & option development	
ii. Resource for Community Advisory Committee and other community engagement	

12. Fee Structure Phase 2 Services:

Provide a fee percentage based on the scope description below. Include percentages for both new construction and addition/remodel work. Assume one bid package per each campus. Indicate any fee adjustments that would be required as a result of additional bid packages. Also provide a listing of all items not included in your fee (reimbursables, etc.).

For the purposes of this proposal, provide architectural fees for the construction cost ranges listed below. Because scope is yet to be defined, assume 12 months to complete design, and a construction duration of 18 months.

Post-Referendum Construction Cost	Fee Percentage Renovations	Fee Percentage New Construction
<i>\$500,000 - \$3.99 million</i>		
<i>\$4.0 million to \$5.99 million</i>		
<i>\$6.0 million to \$15.99 million</i>		
<i>\$16.0 million to \$29.99 million</i>		
<i>\$30.0 million and above</i>		

SUBMITTAL AND SELECTION

Proposals will be due to School District of New Glarus by **February 14, 2020** at 12:00 P.M. Each firm must submit (3) copies in a sealed package clearly marked “Proposal for Architectural Services” and shall clearly identify the name of the firm submitting the proposal. Submissions should be sent to:

School District of New Glarus
 Dr. Jennifer Thayer
 District Administrator
 1701 Second St.
 New Glarus, WI 53574

In addition, please send (1) electronic copy to Jennifer.thayer@ngsd.k12.wi.us.

The District may select firms for a follow-up interview based on the qualifications stated in the proposal. Proposals will not be evaluated based on fees alone. Additional factors including, but not limited to, firm experience, K-12 expertise, references, staff credentials, and overall fit for the District will be considered. The School District of New Glarus shall be the sole judge of these factors.

The District has established the following timeline for the Architect selection:

- January 29, 2020 - Issue Request for Proposal (RFP)
- February 14, 2020 – Proposals due to District (12:00 PM CST)
- February 24, 2020 – Board selects candidates to interview
- Weeks of February 24, 2020 thru March 13, 2020 - possible site visits of candidates
- March 16, 2020 – Board interviews possible candidates
- April 13, 2020 – Board approval of recommended firm

The School District reserves the right to reject any or all proposals that do not meet the outlined criteria. Late proposals or late modifications will not be considered. All cost associated with the preparation of a response is the sole responsibility of the submitting vendors. Meetings with District personnel and / or a walk-through of existing school **will not** be conducted during the proposal or interview stage.

In all instances, the decision rendered by the District shall be final and not subject to contest by others.

All replies will become the property of the School District.



NEW GLARUS
SCHOOL DISTRICT

**Request for Proposal
Construction Management Services**

Submittal Location:

School District of New Glarus
Dr. Jennifer Thayer
District Administrator
1701 Second St.
New Glarus, WI 53574

Please direct inquiries to:
Dr. Jennifer Thayer
District Administrator
jennifer.thayer@ngsd.k12.wi.us
(608)527-5516

Issue Date: January 29, 2020
Due date: February 14, 2020 at 12:00 P.M. CST

Description

The District of New Glarus is seeking proposals for at risk construction management services from firms with specialization in K-12 education. The School District of New Glarus consists of 2 facilities; New Glarus Middle/High School (grades 6-12) and New Glarus Elementary School (grades 4k – 5). The District purchased approximately 46 acres of land in 2018.

Our district population has been on a steady growth trend. The current district population is 1,034 students.

Objectives

Bray Architects has just completed a facility study for our school and campus. Bray Architects has helped the District identify multiple facility improvements that should be addressed in the current facilities and identified the probable need for additional athletic facilities for the District. In addition, the District hired School Perceptions to conduct a comprehensive Facility Survey. Given the high rate response rate (27% of the entire community) and strong support for improving facilities, the Board is considering possible options that may satisfy some of District's educational facility needs for the foreseeable future

In an effort to provide the District with timely and appropriate information related to the potential costs and other details associated with comparing preliminary solutions, the District needs to engage in a qualified construction firm with proven 4K-12 school experience. The School District of New Glarus goal is to design and sustain a facility planning process that will proactively meet the needs of students while delivering quality and long-term value to the communities it serves.

Expectations

The Construction Management Company will work with District staff and selected architect to provide input and analysis on total project cost, schedule and constructability issues during the pre-referendum phase. The select CMC should be prepared to provide additional services to support the District's public information effort prior to a referendum. Should the Board vote to move ahead with a referendum, the referendum would likely hold that referendum November 3, 2020.

Should the referendum occur and be successful, the CMC would continue to work with the architect chosen by the Board during the pre-construction phase. Expected referendum amount is \$17M.

Scope of Services

The Firm will assist the School District of New Glarus (NGSD) in working through the details in implementing a facility plan including:

1. Examination and understanding of the NGSD community, as well as anticipation of present and future community sentiment and expectations.
2. Understanding present and future school and community growth, factoring in corresponding facility requirements and anticipating necessary long-term facility use.
3. Incorporation of planning and construction needed to expand the school district effectively as the community grows.
4. Knowledge of the school district's budget; its constraints and its options.
5. Proposal and presentation of a cost effective comprehensive school district construction plan that integrates and optimizes the needs of district students, the facility parameters of the Board of Education, other stakeholders, satisfy local and state statutes, and taxpayers who are ultimately paying for the project.
6. When the District has sufficiently identified the Project requirements and the "Architect," has prepared other basic design criteria, the Construction Manager shall prepare for review and approval of the District, a preliminary cost estimate utilizing area, volume or similar conceptual estimating techniques.
7. When Schematic Design Documents have been prepared by the Architect, the Construction Manager shall prepare for the review of the Architect and review and approval of the District, a more detailed estimate with supporting data. During the preparation of the design Development Documents, the Construction Manager shall update and refine this estimate at appropriate intervals as instructed by the District. If any estimate submitted to the District exceeds previously approved estimates or the District's budget, the Construction Manager, in tandem with the Architect, shall make appropriate recommendations to the District.
8. The Construction Manager shall seek to develop subcontractor interest in the project and shall furnish to the District and Architect their information, a list of possible subcontractors, including suppliers who are to furnish materials or equipment fabricated to a special design, from whom proposals will be requested for each principal portion of the construction work. The District will promptly reply in writing to the Construction Manager if the Architect or District knows of any objection to such subcontractor or supplier. The receipt of such list shall not require the District or Architect to investigate the qualifications of proposed subcontractors or suppliers, nor shall it waive the right of the District or Architect later to object to or reject any proposed subcontractor or supplier.
9. District will provide tax exemption certificate to all contractors to incorporate savings into competitive bid.
10. Upon completion of the design development phase, the Construction Manager shall propose a Construction Guaranteed Maximum Price GMP, which shall be the sum of the estimated Cost of Construction Services and the Construction Manager's fee.
11. Defining and clarifying our district's corresponding building needs, defining the scope of needed construction over a precise timeline and solving construction problems creatively and cost effectively.
12. Facilities must be practical, functional and exciting places.
13. Make necessary presentations to the Board of Education and other community groups regarding the Project.
14. Detailed review of construction documents prior to bid documents being released. Review comments submitted to architect and owner minimum of two weeks before documents being released. Construction Manager is part of the team to ensure success for all parties.
15. To ensure competitive bidding for all disciplines Construction Manager will be required to bid all portions of self-performed work competitively. Any self-performed work by CM will be submitted to the district 24 hours prior to bid opening.

16. To ensure transparency bid opening location shall be at the district.
17. The Construction Manager shall prepare, and periodically update, a preliminary construction schedule for the District's review and approval. As design proceeds, the preliminary construction schedule shall be updated to indicate proposed activity sequences and durations, milestone dates for receipt and approval of pertinent information, submittal of a Construction Guaranteed Maximum Price proposal, preparation and processing of shop drawings and samples, delivery of materials or equipment requiring long-lead time procurement, District's occupancy requirements showing portions of the project having occupancy priority, and date of substantial completion.
18. Keep the total cost of the project within the budget approved by the voters and the Board of Education.
19. Assure that the project will be completed on a timely basis, meeting any and all deadlines established by the Architect and District.

Information to be Submitted

Proposals should include the following information, presented in a clear, comprehensive and concise manner to illustrate the firm's capabilities and technical approach to work of this nature:

1. Cover letter.
2. Firm name, business address, telephone number, fax number, E-mail address, and contact person.
3. A general description of your company, including size, years of operation and customer base.
4. Detail your firm's experience in construction management of educational facilities in the last eight (8) years with particular attention to learning spaces designed and built to support learning.
5. A list of all individuals to be involved in the process and a brief description of their role, qualifications and projects that they have been involved in the last two years (noting their role). Please identify the main district contact person at your firm during each significant phase of the project.
6. Description of the firm's ability to meet the time schedule required (see timeline).
7. Provide a specific description of early schematic K-12 programming services outlining your philosophy and approach to estimating. Present several examples of your history/track record of schematic cost estimates/budgeting with a comparison to completed final project cost results.
8. Provide at least four (4) examples from different projects where your firm, in collaboration with the Architect and client have value engineered a solution to minimize cost while maximizing building usage.
9. Please share your experience partnering with architects and districts in the Construction Management delivery method. Why is it in the best interest of the district to proceed with Construction Management delivery for this project? Describe how you will bring value to the process and ultimately the district to justify the increased cost for the Construction Management Services.
10. Provide information regarding your firm's qualifications and experience with constructing Sustainable Design / Green Building.
11. Provide information regarding how you incorporate Building Information Modeling (BIM) and clash detection into your process to benefit the district.

12. Provide a description of how your company would conduct self-performed work with the expectation of providing benefits to the District, including schedule and cost. Describe in detail the bid process you would recommend to ensure transparency for the BSD and it's residents.
13. Description of your firm's method of incorporating local subcontractors and businesses in the project.
14. Outline your firm's method of securing multiple qualified bids per division.
15. References of multiple clients for whom comparable work has been performed, including clients for team members. This list shall include client name, person to contact, address, telephone number, E-mail address, description of services provided, and the time period of the project.
16. Description of firm's workplace safety record and practices.
17. Insurance
 - a. Please describe the types of insurance coverage you presently carry, with what company, and amount of coverage. Provide a certificate of insurance in reply to this item, with each of the coverage areas described as clearly identifiable.
 - b. Bond Premium Rates - Provide a schedule of current bond premium rates. Include your total bonding capacity and current available capacity.
18. Claims and Suits
 - a. Has your organization ever failed to complete any work awarded?
 - b. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
 - c. Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the past five years?
 - d. Within the past five years, has any officer or principal of your firm ever been an officer or principal of another firm when it failed to complete a construction contract? If yes, provide details.
19. Please complete the entire "Fee Worksheet" that is attached.

Submittal Deadline for information requested

Responses to information requested must be received by the School District of New Glarus no later than **12:00 p.m. on Friday, February 14, 2020**. **Each firm submitting a proposal must submit one (1) original and eight (8) copies and should provide a PDF version via email.** Proposals shall be clearly marked "Proposal for Construction Management Services" and shall clearly identify the Construction Management Firm submitting the proposals.

Please address (and deliver) proposals to the following:

School District of New Glarus
 Dr. Jennifer Thayer
 District Administrator
 1701 Second St.
 New Glarus, WI 53574

And email PDF to:
jennifer.thayer@ngsd.k12.wi.us

Interview with Facilities Committee:

The Facilities Committee of the Board will make a recommendation on a construction management (CM) firm to partner with. In addition to the above information, proposing CM firms will be shortlisted to make a presentation to the Facilities Committee in a face-to-face setting. The following themes are to be addressed in this presentation:

- Experience in collaborating with Architects and school districts on design/construction to support / facilitate personalized learning
- Experience in collaborating with Architects and school districts on design/construction to support / facilitate current and future flexible learning environments
- Experience in collaborating with Architects and school districts on design/construction to support use of topography to maximize building envelope and energy conservation.
- Experience in collaborating with Architects and school districts on design/construction to support / facilitate staff and student energy conservation measures.
- Experience / thoughts on partnering with other governmental / non-profit / public / multijurisdictional / private interests on joint uses for facilities.
- Experience with remodeling of existing schools.
- Experience with pre-construction referendum communications, planning, and keeping the total project within the budget approved by the voters.

The method(s) which invited CM firm's use to make this presentation is left to your discretion. We do ask that you prepare nine (9) hard copies of whatever presentation is made if applicable / possible. You will have 60 minutes for your presentation, which should include time for questions.

Timeline (projected)

- January 29, 2020 RFP emailed to invited firms
- February 14, 2020 CM proposals due by 12:00 PM CST
- February 24, 2020 Board Selects candidates to interview
- Weeks of February 24, 2020
thru March 13, 2020 Possible site visits of projects completed recently by candidates
- March 16, 2020 Board interviews possible candidates
- March 16, 2020 or
April 13, 2020 Board approval of recommended firm

Special Notes

All submitted proposals and information shall be the property of the School District of New Glarus and public record upon their delivery. Prices quoted should not include Federal Excise or Transportation taxes, nor State or sales tax as the NGSD is exempt from such taxes. An exemption certificate will be furnished if required.

General Terms and Conditions

The School District of New Glarus Board of Education reserves the right to reject any or all proposals, to waive formalities, to negotiate separately in any manner necessary, and to accept the proposal which appears to be in the best interest of the NGSD. All proposals must arrive by the due date in order to be considered.

Questions regarding this communication / information requested to be directed to:

School District of New Glarus
Dr. Jennifer Thayer
District Administrator
1701 Second St.
New Glarus, WI 53574
(608) 527 - 5516

jennifer.thayer@ngsd.k12.wi.us

**School District of New Glarus
Construction Manager Fee Worksheet**

1. Fee Percentage on total construction cost	%
2. ADDITIONAL fee percentage on self-performed work	%
(Must be competitively bid & sent to district 24 hours in advance of receiving all other bids)	
3. Fee Percentage on change order work (if any):	%
4. On a separate sheet please list base rates for company tradespersons. Also, list all other costs associated with that labor, e.g. state, federal, FICA, workers' compensation, pension, small tools, etc.	
5. Indicate areas of work that you would like to self-perform: *All material has to be bid out. Labor costs need be properly documented. **The owner reserves the right to competitively bid areas of work listed above.	
6. Describe how you will charge for major equipment needed on site.	% AED
<i>Please attach any explanations of the above answers (if needed) on a separate sheet.</i>	

For the purposes of getting a fair comparison on the spreadsheet below (assuming a total construction cost of \$17 million):

Assume you are NOT self-performing any work & assume a Spring 2021 bid/construction timeline

Description	Quantity	Unit	Unit Price	Amount
Reimbursable Personnel				
On-site Superintendent		mos.		
General Superintendent		hrs.		
other		hrs.		
other		mos.		
other				
other				
other				
Permits				
Building Permit				by owner
On-Site Job Office				
Job Trailer		mos.		
Furniture / Fixtures				Include in Job Trailer
On-Site Expenses for GC Items				
Mobilization / Demobilization		ls		
Trucking		hrs.		
Temporary Utilities				
Temporary Heat				billed at cost
Temporary Electric				billed at cost
Miscellaneous				
O & M Manuals				Include in fee
Insurance (explain type)		ls		
Insurance (explain type)		ls		
Performance Bond		ls		
Miscellaneous Expenses		ls		
Temporary Construction				billed at cost
List any additional charges not requested				
Total Estimated General Conditions and Reimbursable Costs				\$
Assumptions: Anything indicated to be paid for by the owner will be at cost and subject to cm's quoted % mark up.				
ALL HOME OFFICE PERSONNEL ARE TO BE INCLUDED IN YOUR FEE. They will not be reimbursed, even when they visit the job site.				