



Eckles Construction Services
201 S. Main Street – Suite 103
Zellenople, PA 16063

Phone: 724.473.0485

www.ecklesgroup.com

August 11, 2023

Mr. Tim Zinkham
Engineering Services Manager
Cranberry Township Municipal Center
2525 Rochester Road
Cranberry Township, PA 16066

Re: Revised Proposal for Construction Management Services
Additions and Alteration to Cranberry Township Municipal Center

Dear Tim:

We are pleased to provide this proposal for construction management services for the Additions and Alterations Project at the Cranberry Township Municipal Center. During the design and bidding phases we have been working on a hourly basis. Now that the project has bid and is moving forward this proposal is for the construction and closeout phase services.

Below is a summary of the proposed construction schedule:

- Construction: September 2023 – September 2024
- Closeout: October – November 2024

Below is a summary of our scope of services for this project along with the fees associated with each phase:

Scope of Services / Fees by Phase

Construction Phase

- On-site Project Manager – Up to 24 hrs./week
- Project Executive – Up to 4 hrs./week
- Attend Contractor preinstallation meetings with Owner, Design Team, Contractors and Subcontractors to ensure proper installation practices.
- Review construction progress and quality of installed work.
- Conduct bi-weekly job conferences to review Contractor progress and outstanding issues. Prepare and distribute meeting minutes.
- Attend weekly Contractor coordination meetings to schedule on-site activities and coordinate logistical items.
- Maintain construction daily logs, on days we are on site.
- Assist Owner with coordinating Owner's daily operation with construction activities, on days we are on site.
- Process shop drawing submittals, RFI's and other project documentation through our online Construction Management Software Virtual Project Office (VPO).
- Review and process Contractor's monthly payment applications to ensure that they accurately reflect the completed work.
- Receive RFI's, review and forward to Design Professional and issue the responses.
- Review and analyze change order proposals and requests.
- Prepare change orders and construction change directives.
- Assist the Design Team in preparing a punch list to make sure it is a thorough list that addresses the Owner's concerns.

Project Close-Out Phase

- On-site Project Manager – up to 16 hrs./week
- Project Executive – 4 hrs./week
- Track punch list completion.
- Participate in warranty inspections and equipment start-ups.
- Assemble and organize O&M Manuals and As-Built Drawings.
- Update final project budget.
- Coordinate the turnover of attic stock materials.
- Process closeout documents.

Eckles Construction Services Monthly Rate for Construction Part-Time Services: \$13,500/Month
Eckles Construction Services Monthly Rate for Close-Out Part-Time Services: \$ 9,600/Month

Again, thank you for the opportunity to submit a proposal for these services. If this proposal is acceptable, please sign where indicated below and email it back to me so we can begin preparing our Owner/Construction Management Agreement.

Sincerely,



John M. Pappas
Principal

If the terms of this proposal are acceptable, please sign the Authorization area below and return a copy to our office.

AUTHORIZATION

Signature

Print Name

Date