



June 9, 2023

Attn: Mr. Arash Rahimian, P.E.
Senior Engineer
City of Costa Mesa, CA 92626

**Re: Construction Management Support Services for Costa Mesa Lions Park Café Building
Proposed Sr. PM – James H. Adams, AIA/CCM**

Mr. Rahimian,

STV is pleased to submit to the City of Costa Mesa Public Works Department our lump sum cost proposal with respect to providing on-site pre-construction coordination, construction management, and inspections during the construction and closeout phases for the Lions Park Café Project. This effort will be led by Mr. James Adams serving as our Sr. Project Manager and functioning as the City's Construction Manager and Owner's Representative who will report directly to you.

STV to provide the on-site construction management and inspections at 20 hrs./wk. for approximately One Year.

FEE PROPOSAL

Basic Services Compensation

STV proposes to provide a part-time, 20 hours/week, Sr. Project Manager to serve for a 12-month period. The fee is based on 20 hours per week at \$199.00/hour plus an allowance in the amount of \$20,000.00 to be directed by the City for additional services due to unforeseen circumstances for a total Fee of \$226,960.00 which will be billed monthly.

Hourly Rates

Our Basic compensation is based on the following hourly:

Name / Role	Hourly Rate	Weekly Total	12-Month Total
James Adams Sr. Project Manager	\$199 / Hour	\$3,980.00/Weekly & Billed Monthly	\$206,960.00
Contingency Allowance			
Unforeseen Circumstances Contingency Allowance			\$20,000.00
Total Fee Amount – Not to Exceed			\$226,960.00

Please review the above as well as the Exhibit A – Statement of Work below and feel free to call or email me directly if you have any questions regarding our cost proposal. We are excited and ready to provide the City of Costa Mesa with the support that I know our team can provide. Thank you again for the opportunity and I look forward to hearing from you soon.

Sincerely,

STV Construction, Inc.

James H. Adams AIA/CCM for Dave Watson

Sr. Project Manager

VP - Western Region Director | Construction Management Division



**Exhibit A - Statement of Work (“SOW”)
Construction Management and Inspections
for
Lions Park Café Project**

1. Description of Services

Pursuant to and in conformance with any standards, guidelines and/or specifications which may be provided by the City of Costa Mesa (City) to STV from time to time, STV will perform or deliver to the City under the Agreement as a work made for hire (collectively, the “Services”).

Objectives of the Services to be Performed which may be actually on site or by Virtual methods:

- Provide part- time on-site augmented project management services to supplement City’s in-house project management support on the construction, inspections and close-out for the Lions Park Café Building Project.
- Work with a safety mindset, review the project safety plan and provide project oversight while collaborating with the General Contractor’s (GC) Safety Manager.
- Manage General Contractor (GC) to their Statement of Work, including management oversight of schedules, pay applications and deliverable timelines.
- Review, track, and catalogue documentation (RFIs, Submittals, etc.) provided by the GC and processed by the Architect.
- Review Contractual documents, drawings, technical specifications, and process documentation against the project requirements to confirm compliance.
- Ensure construction complies with contract documents.
- Coordinate construction activities with utility agencies and park stakeholders.
- Chair and minute weekly project status meetings, or as necessary, to document the status of the project, provide updates to action items, and schedule updates.
- Review and provide recommendations on quotes/proposals/change orders.
- Evaluate current content and develop innovative approaches for improvement.
- Review GC close out package (which should include but not limited to warranty information, as-builts and QC reports).
- Review and track permitting requirements and submission.
- Provide weekly project status reports to the City and Monthly summaries as required.

2. Start of Services

- STV may begin Service delivery only later of: (a) issuance of Notice to Proceed (b) when STV receives the applicable Purchase Order from the City.

3. Payment

3.1 Services Fees

- The City of Costa Mesa will pay STV hourly rates as full and final payment for the Services. The City will only make payment for Services that STV has completed and delivered to the City, and that the City has accepted.

END of EXHIBIT A