

CITY OF BUCHANAN
DPW Services Building
Request for Proposals - Construction Management Services
December 8, 2021



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City of Buchanan Hall
c/o The Barton Group
302 Red Bud Trail
Buchanan, MI 49107



RE: Request for Proposals to Provide Construction Management Services
for City of Buchanan DPW Services Building

Dear Ms. Lietzau:

Miller-Davis Company is pleased to submit our response to the request for proposals to provide construction management services for the City of Buchanan DPW Services Building. Founded in Kalamazoo in 1909, Miller-Davis Company has served the construction needs of Southwest Michigan and beyond for 112 years. We have a long-held commitment to improving the communities we serve, and we will provide the expertise and leadership required to successfully complete this important project for the City of Buchanan's Department of Public Works (DPW). Miller-Davis' qualifications include:

Construction Project Team – Our project team has recent experience working on projects with similar scope to the new DPW Services Building. We recognize that the new facility will be located on the existing site, which is in a flood plain and will require extensive site work. In addition, our project manager, Jen Sawyer, has vast municipal project experience and worked for the City of Buchanan - Department of Public Works on the 2010 Water Treatment Plant improvements project. We will incorporate the City of Buchanan and DPW's expectations into the entire construction process by establishing goals, developing and implementing strategies, and formulating a tracking mechanism for measurable results—all accomplished without impacting project cost.

Budgeting Accuracy and Bidder Participation – Our preconstruction services director has over 20 years of experience budgeting construction projects. Our budgeting accuracy exceeds 98% with all projects completed within budget. In addition, our secure, digital bid delivery and bid opening process has increased our bidder participation in 2020/2021. We have experienced a record high of approximately five bidders per category, providing more value for our clients.

Understanding of Critical Issues – Due to current supply chain issues, we will streamline the submittal process by scheduling page-turn meetings with key individuals to fast-track the approval of long-lead items. Review and approval of long-lead submittals will parallel the finalization of the GMP. This will allow for the expedited release of materials for fabrication. Our team has already identified a few long-lead items, such as a pre-engineered metal building, that will need to be addressed immediately.

Experience with The Barton Group – We are currently working with The Barton Group on a renovation project at Glen Oaks Community College and we recently worked together on projects for Dowagiac District Library and Centrica Care Navigators. Miller-Davis understands the importance of building a strong team with the City of Buchanan, Department of Public Works, The Barton Group, and Bergmann Architects.

We are the most qualified locally-owned-and-operated construction firm and have been active in Southwest Michigan for over 100 years. We welcome your review of our qualifications, and we encourage you to call our references. Please contact me if you have any questions.

Sincerely,
miller-davis company

A handwritten signature in black ink that reads 'Jack Abate'.

Jack Abate
Construction Operations Director
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Project Scope/Narrative/Letter of Interest

PROJECT UNDERSTANDING

We understand this project consists of constructing a new 23,675 square-foot building for the City of Buchanan - Department of Public Works. The Department of Public Works has outgrown their existing 12,500 square foot facility and needs additional storage for equipment and vehicles as well as workspace. We recognize that the new facility will be located on the existing site, which is in a flood plain and will require extensive site work. We understand this is an important project for the City of Buchanan and will result in a facility that is better suited for the hard-working Department of Public Works staff.

OUR APPROACH IS KEY TO A SUCCESSFUL WORK PLAN.

Miller-Davis will provide leadership on all construction-related matters throughout the project's development. Every member of our team will have some involvement in each phase of the project—from the Bid Phase through Construction—to utilize their individual expertise.

Miller-Davis' collective experience will eliminate the learning curve allowing us to move efficiently through preconstruction into construction. Constant involvement among project team members provides greater multidisciplinary collaboration and information sharing. Integrated delivery, construction planning, and accelerated schedule are hallmarks of this approach. Our team embraces open communication and teamwork as they are fundamental to the success of an integrated project.

COMMUNICATIVE AND COLLABORATIVE PARTNERS

As our past clients will share with you, Miller-Davis has a **proven track record** of working on projects in an **open team setting**. Throughout the DPW Services Building project, the Miller-Davis team will be **communicative and collaborative**.

Team Approach

Project Executive, Howard Williams, will take the overall leadership of the construction team. He is a skilled leader and manager but also has the knowledge and experience to understand field operations, project management, and preconstruction aspects of the construction process. This range of skills helps him ensure the project stays on track, meets established project goals, and transparent communication is maintained throughout construction.

Our other members of the construction team, Project Manager Jennifer Sawyer and Project Superintendent Andy Engel, are also well versed in their roles for this project. While they are skilled in their discrete areas, they also have experience and expertise in each other's roles, allowing our team to operate seamlessly and efficiently.

PRECONSTRUCTION SERVICES

The successful delivery of projects begins during preconstruction. We will join your team immediately to reconcile the facility program with the budget. Miller-Davis produces accurate and detailed cost information early to simplify decision processes. This allows for a better understanding of the project's scope and becomes the building block for managing the preconstruction process through the contract documents.


Combined with state-of-the-art technology, our preconstruction services help minimize costs, avoid change orders, and allow the team to make informed decisions from project inception through occupancy.

Design Review and Development

Miller-Davis understands how important it is for the City of Buchanan and DPW to stay on budget. We have found that a collaborative approach to estimating is crucial to maintaining your budget and schedule. We provide continuous estimating through the design process via technology and project-team collaboration. We also understand the milestones required for estimate updates for the team to review; this provides an efficient preconstruction phase and holds the project team accountable for meeting the project budget and quality.

Budget Estimating

We will provide the City of Buchanan and DPW with early detailed estimates to produce reliable budgets early in the process with predictable results. We will then maintain these budgets throughout the preconstruction process to establish a cost baseline before the contract documents are complete.

 **At Miller-Davis, we listen to your requirements, ask pertinent questions, and deliver meaningful information.**

Project Scope/Narrative/Letter of Interest

Budget Estimating - continued

During preconstruction, we will continue to evaluate the drawings and specifications for:

- Construction Sequence
- Constructability
- Detail Feasibility
- Schedule Impacts
- Cost-Effectiveness
- Gaps and Overlaps between Trades

With input from Bergmann, we will be able to implement changes that allow procurement and construction to proceed efficiently.


Constructability Review

We will perform early coordination needs and a structured review of all phases of the construction design documents with the project team. We will make certain that work requirements are clear, documents are coordinated, and that they assist with quality procurement, construction, and administration; resulting in minimal surprises and impacts to the project.

BID & AWARD

Our transparent bid management process generates clear and comprehensive bid documents, disseminating relevant information that reduces the bidders' risk and helps secure a significant number of competitive bids from qualified contractors.

Miller-Davis has a digitized bidding process. We utilize BuildingConnected, a leading preconstruction platform, to provide bidders with a secure online alternative to in-person bid delivery and bid opening.

 **In 2020, we increased our bidder participation—experiencing a record high of approximately five bidders per category.**

CONSTRUCTION SERVICES

As the project transitions to the construction and project delivery phases, our team's focus will be to:

- Delivering on our site safety plan both inside and outside the construction fence
- Implementing the site logistics plan to allow for ongoing operations and efficient construction of the project
- Maintaining appropriate field forces to support construction effort
- Working collaboratively with the City of Buchanan and DPW to provide on-site quality control

DOCUMENT MANAGEMENT

Skysite: This web-based document management platform allows all members of the project team instant access to project information such as plans, specifications, submittals, RFIs, schedules, bulletins and other change documents, punch-lists, etc.

IN-KIND DONATIONS

We start by learning about any existing relationships and past in-kind donations received to establish a baseline for the project. We can help the City of Buchanan and DPW craft a letter communicating the need for in-kind donations in making this important project a reality. The solicitation of in-kind donations will be part of the fair and inclusive bid process. In receiving bids that include in-kind donations, we will assess the validity of the donations to ensure in-kind gifts will not increase project cost, delay completion, or compromise quality or ethical standards. All proposed in-kind donations will be discussed with the project team.

VALUE TO CITY OF BUCHANAN AND DPW

Construction Predictability | Reduced errors, rework, deficiencies, delays, and cost overruns, by effective and thorough integration of construction knowledge.

Cost Predictability | Higher quality subcontract buyout from higher quality construction documents. We get it bought right the first time to eliminate change orders.

Schedule Predictability | Reduced Waste/ Increased Efficiency — Less time during construction to process RFIs, multiple iterations of shop drawings, submittals, addenda, and other change documents means more time to focus on building a well-sequenced project. Avoid time and cost impacts by uncovering problems/potential problems and allowing them to be addressed early.

Quality Predictability | Team Engagement - Leverage our team's experience to identify issues with the constructability of a project and build a greater understanding of the project scope and focus areas.

Team

PROJECT ORGANIZATIONAL CHART AND TEAM RESUMES

Within the pages that follow, you will meet our project team; these key staff members will adopt the City of Buchanan's and DPW's goals as their own and always make decisions that are in the project's best interest. The Miller-Davis team includes individuals that understand the complexities of constructing municipal projects.

During the preconstruction phase, Project Executive Howard Williams and Preconstruction Services Director Steve Zimmerman will lead the Miller-Davis team. When we transition into construction, Howard Williams, Project Manager Jennifer Sawyer and Project Superintendent Andy Engel will take the lead and continue our collaborative approach with the City of Buchanan, DPW, and The Barton Group.

 **Miller-Davis Company has been entrusted to manage the construction of Southwest Michigan's municipal facilities for over a century.**

Our Team Approach

The organizational chart on the following page illustrates the structure of our integrated team and includes our proposed staff of experts for pre-construction, project management, and construction covering the scope of work for the project. Our team structure is optimized with proposed key team members involved early in preconstruction through construction and operational readiness.

WHAT SETS OUR TEAM APART

TEAM APPROACH

Our team synergy is unmatched. We have a proven track record of delivering creative projects conceived collaboratively and delivered seamlessly.

Our entire team has a portfolio of municipal, pre-engineered construction projects.

Our understanding of construction management and our experience with municipal key stakeholders set us apart from our competition.

Miller-Davis is the proven and trusted partner to deliver the new DPW Services Building.

EXPERIENCED PROJECT LEADERSHIP

The ability of key team members to work together and lead a cohesive project team for the new DPW Services Building will be critical.

Miller-Davis Project Executive, Howard Williams, will lead the project team to prioritize the City of Buchanan and DPW's goals and bring creative solutions to complex problems. Howard has successfully led teams from inception to punch-list completion. He will be accountable to the project teams as well as to the City of Buchanan and DPW.

Howard will ensure the team focuses on project delivery and work scope while openly communicating with the surrounding community.

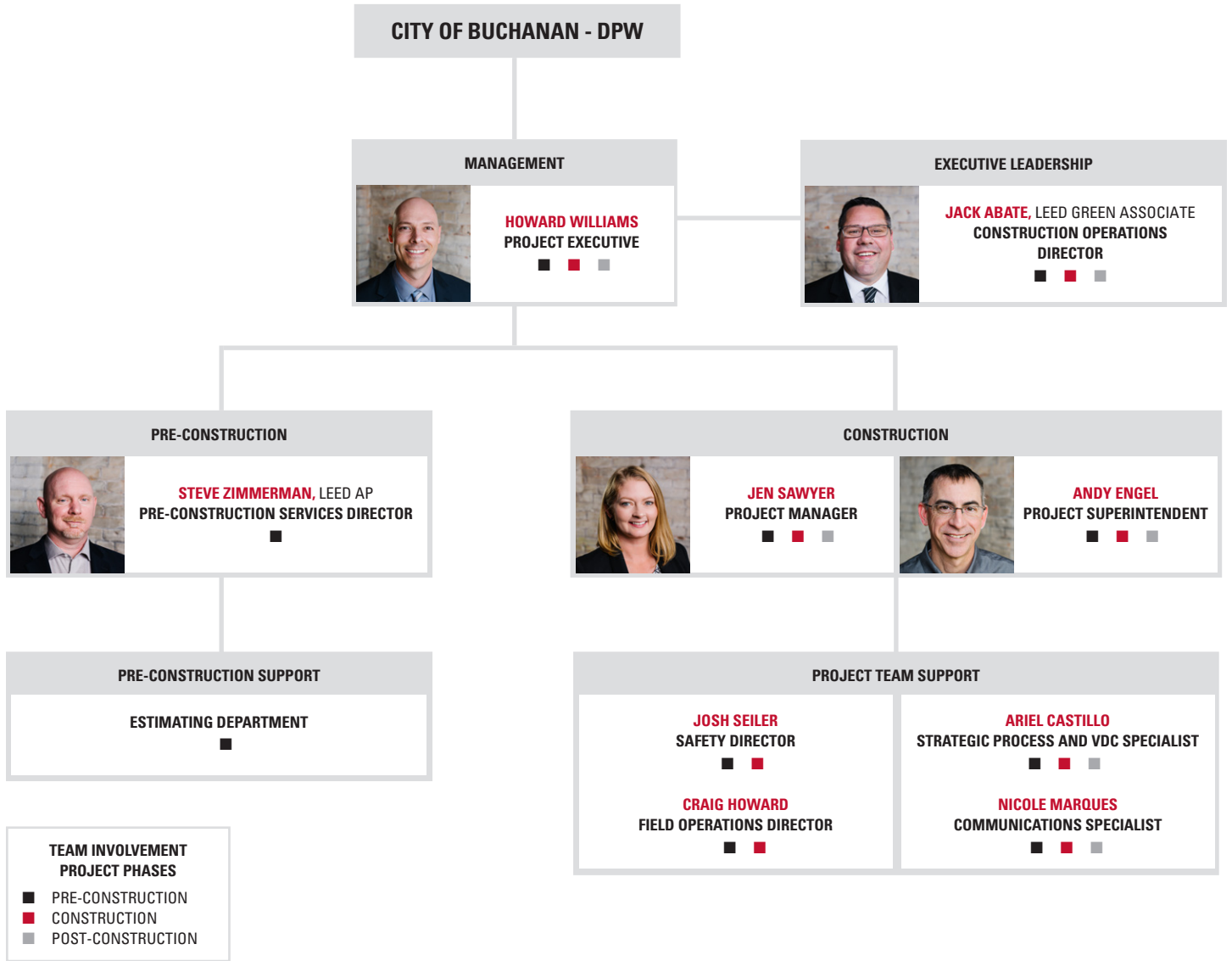
COLLABORATION AND ENHANCED COMMUNICATIONS

Our team is creative, not prescriptive. We bring experience, open minds, and a spirit of partnership to shape the vision and implement a plan to achieve the best outcomes for the new DPW Services Building. Our team will interface with the City of Buchanan and DPW throughout the project. Our organizational framework amplifies our team's coordination of cost, schedule, and quality needs of the project.

Our team recommends a formalized partnering process that validates communication strategies and goals for the project every quarter. These leadership group check-ins ensure all stakeholders are informed and concerns are addressed promptly.

Team

PROJECT ORGANIZATIONAL CHART AND TEAM RESUMES - CONTINUED



PRECONSTRUCTION AND CONSTRUCTION TEAM - RELEVANT EXPERIENCE

PROJECT TEAM	MUNICIPAL EXPERIENCE	NEW CONSTRUCTION	PROJECT COST (\$3 MILLION OR MORE)	PRE-ENGINEERED FACILITY	FLOOD PLAIN CONSTRUCTION
Howard Williams	✓	✓	✓	✓	✓
Steve Zimmerman	✓	✓	✓	✓	✓
Jennifer Sawyer	✓	✓	✓	✓	✓
Andy Engel	✓	✓	✓	✓	✓
Jack Abate	✓	✓	✓	✓	✓

Team



HOWARD WILLIAMS PROJECT EXECUTIVE

Howard has **15 years of experience** in the construction industry and will provide executive leadership and project team support throughout project development and completion. He will participate in monthly leadership meetings with principals to ensure the project is on track and that expectations are being met.

He offers **creative solutions** to project challenges based on his commitment to **high standards for quality**. Howard will take a strong leadership role and will provide great energy and efficiency to the project team.

With recent **experience managing municipal projects**, Howard understands the high-performance requirements of the City of Buchanan and DPW, and he will make sure Miller-Davis does whatever it takes to make **your project a success**.

FAST FACTS

EXPERIENCE

15 Years in Construction

EDUCATION

B.S. Environmental Design/
Architecture
University of Colorado Boulder

TRAINING/CERTIFICATIONS

AGC LEAN Construction
Certification

OSHA 30-Hour Safety Training

WINDSOR READINESS CENTER | **NEW BUILDING**

The \$12 million new facility, located in a flood plain, is 30,000 square feet and includes an assembly hall, classrooms, a learning center, kitchen, administration areas, and vehicle maintenance training bays. The project is LEED Platinum certified.*

GULL LAKE COMMUNITY SCHOOLS | **2018 BOND PROGRAM - MAINTENANCE BUILDING**

As part of Gull Lake Community Schools' 2018 \$64 million bond program, a new maintenance building was constructed. This new **pre-engineered facility** features **work bays, storage, and facilities for maintenance staff**.

NORTH COLORADO SPRINGS READINESS CENTER | **NEW BUILDING**

This \$20 million new facility houses the Colorado Army National Guard on the United States Air Force Academy property. The project features an award-winning interior and is LEED Platinum certified.*

ALAMOSA READINESS CENTER | **NEW BUILDING**

The new \$10 million facility was a federal construction project that is LEED Silver certified.*

GLEN OAKS COMMUNITY COLLEGE | **CAMPUS RENOVATION**

The \$6.5 million project will modernize teaching spaces in a 50+-year-old building. The renovations will improve campus safety and security, improve energy efficiency and long-term sustainability, and focus on ADA accessibility and compliance.

LAKE MICHIGAN COLLEGE | **WELCH CENTER**

The new \$7.5 million, 14,000-square-foot facility houses Lake Michigan College's wine and viticulture program. The Welch Center is the first commercial teaching winery in the Midwest and replaces the previous two-room temporary lab set-up the wine and viticulture program used in another building on campus.

*completed prior to joining Miller-Davis Company.

OTHER RECENT PROJECTS



Lake Michigan College | Napier Academic Building Renovation
University of Notre Dame | Morrissey Hall Renovation
Diocese of Kalamazoo | St. Augustine Cathedral Improvements

Michigan State University FRIB Campus Site
Restoration – West Site
Department of Military and Veteran Affairs | Joint Force
Headquarters Remodel

Team



STEVE ZIMMERMAN, LEED AP **PRECONSTRUCTION SERVICES DIRECTOR**

Steve has **30 years of experience** in the construction industry and will support our estimating team to provide accurate cost estimating and scheduling services to keep the project on schedule and within budget. Our **budgeting accuracy exceeds 98%** with all projects completed within budget.

He is a **licensed master plumber** and worked as a mechanical contractor for 15 years before joining the Miller-Davis team. During this time, he participated in the estimating, supervision, installation, and commissioning of complex mechanical systems.

Steve brings a unique blend of extensive knowledge and experience with complex mechanical systems that directly benefits your project.

FAST FACTS

EXPERIENCE

30 Years in Construction

EDUCATION

B.S. Biology
University of Michigan

TRAINING/CERTIFICATIONS

LEED Accredited Professional

Licensed Master Plumber
State of Michigan

GULL LAKE COMMUNITY SCHOOLS | 2018 BOND PROGRAM - MAINTENANCE BUILDING

A new maintenance building was constructed as part of Gull Lake Community Schools' 2018 \$64 million bond program. This new **pre-engineered facility** features **work bays, storage, and facilities for maintenance staff**.

VAN BUREN COUNTY JAIL | RENOVATIONS AND ADDITION

The \$4.8 million project focused on renovations and an addition to the Van Buren County Jail in Paw Paw, Michigan.

DOWAGIAC DISTRICT LIBRARY | EXPANSION AND RENOVATION

This significant project transformed the historic Carnegie library facility through the construction of two 4,500-square-foot levels, a new lower level addition, and significant renovations throughout the existing 5,600-square-foot building.

KALAMAZOO LOAVES AND FISHES | NEW FACILITY

The new \$2.5 million, 20,000-square-foot **pre-engineered** facility houses Kalamazoo Loaves & Fishes' core functions, including a multipurpose warehouse to accommodate large-scale food delivery, a call center, and an enhanced in-house grocery pantry.

ARLINGTON TOWNSHIP HALL | ADDITION AND REMODELING

The \$800,000 Office Annex project included a 1,500-square-foot addition to the current Township Hall to provide the required secure office space for voting materials and Township Board members.

GLEN OAKS COMMUNITY COLLEGE | CAMPUS RENOVATION

The \$6.5 million project will modernize teaching spaces in a 50+-year-old building. The renovations will improve campus safety and security, improve energy efficiency and long-term sustainability, and focus on ADA accessibility and compliance.

OTHER RECENT PROJECTS



Lake Michigan College | Napier Academic Building Renovation
Lake Michigan College | Welch Center
Gull Lake Community Schools | 2018 Bond Program

Kalamazoo County | Jail Improvements
City of Kalamazoo | Transportation Center
Clausing Industrial | Addition and Renovation

Team



JENNIFER SAWYER PROJECT MANAGER

Jennifer has **15 years of experience** in the construction industry and will be **committed to your project from start to finish**. She will be your **primary contact** and will be responsible for project management functions including, among other items, bid management, scheduling, submittal control, change management, progress reporting, financial management, and post-construction services.

Jennifer has **extensive, recent experience** completing **municipal/government-based projects** with similar features to the new DPW project.

In addition, she worked for the **City of Buchanan - Department of Public Works on the 2010 \$1 million Water Treatment Plant improvements project**.

FAST FACTS

EXPERIENCE

15 Years in Construction

TRAINING/CERTIFICATIONS

Mastering Project Management with PMP Prep, Western Michigan University

Construction Quality Management for Contractors, U.S. Army Corps of Engineers

Microsoft Project Certification, Western Michigan University

COMMUNITY

Director, CC Ladies Disc Golf League

Co-Director, Michigan Women's Disc Golf Series

CITY OF BUCHANAN | DEPARTMENT OF PUBLIC WORKS WATER TREATMENT PLANT UPGRADES

The City of Buchanan underwent a \$1 million improvements project to an existing water treatment plant including upgrades to piping, equipment, and facilities.*

FORT CUSTER TRAINING CENTER | FIELD MAINTENANCE SHOP

The \$7.1 million, 30,000-square-foot **new maintenance facility** is utilized by the Michigan National Guard to maintain military equipment for the State of Michigan. The building features a 10,000-square-foot administration area that includes general office space, meeting rooms, restrooms, a tool shop, training rooms, and a 20,000-square-foot maintenance area, which includes seven maintenance bays.*

GLEN OAKS COMMUNITY COLLEGE | CAMPUS RENOVATION

The \$6.5 million project will modernize teaching spaces in a 50+-year-old building. The renovations will improve campus safety and security, improve energy efficiency and long-term sustainability, and focus on ADA accessibility and compliance.

DOWAGIAC DISTRICT LIBRARY | EXPANSION AND RENOVATION

This significant project transformed the historic Carnegie library facility through the construction of two 4,500-square-foot levels, a new lower level addition, and significant renovations throughout the existing 5,600-square-foot building.

GULL LAKE COMMUNITY SCHOOLS | 2018 BOND PROGRAM - PERFORMING ARTS CENTER

The new \$9.4 million, 25,000-square-foot performing arts center addition to Gull Lake High Schools is part of the 2018 \$64.9 million bond program. The performing arts center features a 900-seat auditorium, a lobby/concessions area, restrooms, dressing rooms, control room, scene shop, prop storage, orchestra pit, and performance stage.

VILLAGE OF LAWTON | WASTEWATER TREATMENT PLAN IMPROVEMENTS

The Village of Lawton underwent a \$1.5 million renovation project to an existing wastewater treatment plant.*

*completed prior to joining Miller-Davis Company.

OTHER RECENT PROJECTS



Michigan Air National Guard | Fire Crash/Rescue Station Addition and Alteration

Battle Creek Veterans Affairs | Medical Center Building 83 Community Living Space Renovations

City of Battle Creek | Wastewater Treatment Plant Renovations

Republic Services | New Carbon Limestone Leachate Treatment Plant

Team



ANDY ENGEL PROJECT SUPERINTENDENT

Andy has **18 years of experience** in the construction industry. He will actively lead the project site team and will take an **aggressive, no-nonsense approach** to meeting the project objectives. Andy will serve as the **main on-site client** contact for the City of Buchanan and DPW with overall responsibility for planning, supervising, and monitoring construction activities to ensure design, schedule, and budget goals are achieved.

He is known for his **high standards for safety and quality construction among trade contractors**. Andy's overall goal is to complete your project in a way that successfully achieves the City of Buchanan and DPW's goals and ensures that all commitments are honored among team members through closeout. His creative problem solving, careful planning, and **intense coordination of day-to-day operations results in the highest level of service to the City of Buchanan and DPW**.

In addition, Andy lives within **15 minutes of the job site in Berrien Springs, MI**.

FAST FACTS

EXPERIENCE

17 Years in Construction

TRAINING/CERTIFICATIONS

First Aid/CPR Certification

Michigan Regional Council of Carpenters, Local 525 (15 years)

Infection Control Risk Assessment Training

HERITAGE COMMUNITY OF KALAMAZOO | REVEL CREEK

Heritage Community of Kalamazoo's new \$50 million independent living facility, Revel Creek, will feature 60 one- and two-bedroom apartments, smart home technology, underground parking, a wellness center, outdoor terraces, and abundant green space.

CITY OF KALAMAZOO | FARMERS MARKET RENOVATION

This \$10 million project features a variety of improvements to the Farmers Market, which is **located in a flood plain**. The phased project includes adding new vendor space, renovating the existing vendor sheds, new restroom facilities, and performance stage. *Miller-Davis is providing Owner's Representative services.

BERRIEN RESA | BLOSSOMLAND LEARNING CENTER REMODELING

The \$13.6 million multi-year, multi-phased remodeling project will be completed in four phases. It includes remodeling throughout the learning center and mechanical, electrical, and technology upgrades.

UNIVERSITY OF NOTRE DAME | HESBURGH LIBRARY RENOVATION

The \$47 million renovation project was phased to accommodate the ongoing operations of the 14-story facility. The project included creating more open, collaborative areas, as well as a new entrance on the north side of the building.*

WESTERN MICHIGAN UNIVERSITY | SW REGIONAL CENTER

The 44,000-square-foot new academic building contains classrooms and lecture halls. It is located at Lake Michigan College's Napier Avenue campus in Benton Harbor.*

ST. PAUL'S LUTHERN CHURCH | ADDITION AND RENOVATION

The \$1.7 million addition and renovations project focused on the fellowship hall, a new church entry, creating handicapped accessible bathrooms, and improving basement storage and office areas.*

*completed prior to joining Miller-Davis Company.

OTHER RECENT PROJECTS



University of Notre Dame | Knott Hall Renovation*
University of Notre Dame | Howard Hall Renovation*

First Church of God | Addition and Renovation*
Donald C. Cook Nuclear Plant | TSC/NAB Building*

Team



JACK ABATE **PROJECT EXECUTIVE**

Jack has **30 years of experience** in the construction industry and will provide executive leadership and project team support throughout project development and completion. He will participate in monthly leadership meetings with principals from the owner and the project design team to make sure the project is on track and that your expectations are being met.

With **extensive experience with municipal projects**, Jack understands the high-performance requirements of the City of Buchanan and DPW and will make sure Miller-Davis does whatever it takes to make your project a success.

FAST FACTS

EXPERIENCE

30 Years in Construction

EDUCATION

B.S. Hydro-Geology
Western Michigan University

TRAINING/CERTIFICATIONS

MIOSHA 10-Hour Safety Training

LEED Green Associate

COMMUNITY

Board Member - Kalamazoo
Nonprofit Advocacy Coalition

AGC of Michigan Continuing
Education Committee

MICHIGAN STATE UNIVERSITY | ENGINEERING RESEARCH COMPLEX ADDITION

The \$6.7 million addition and renovations project included office renovations, a 3,000-square-foot **pre-engineered building** addition, and an increase in the electrical and chilled water capacities.

KALAMAZOO COUNTY | JAIL IMPROVEMENTS

The \$23.5 million project included a newly constructed 75,697-square-foot addition that adds infrastructure and expands the current 327-bed jail into a 580-bed facility and some renovations of the existing facility. In addition, about 10,000 square feet of kitchen, laundry, and staff dining were renovated.

KALAMAZOO LOAVES AND FISHES | NEW FACILITY

The new \$2.5 million, 20,000-square-foot **pre-engineered** facility houses Kalamazoo Loaves & Fishes' core functions, including a multipurpose warehouse to accommodate large-scale food delivery, a call center and an enhanced in-house grocery pantry.

LAKE CHARTER TOWNSHIP | WATER TREATMENT PLANT

The \$1.6 million water treatment plant utilized a gang form system with a form-liner to improve the one million gallon water storage tank with 14-foot cast-in-place concrete walls that are 111 ft. wide and 127 ft. long.

DOWAGIAC DISTRICT LIBRARY | EXPANSION AND RENOVATION

This significant project transformed the historic Carnegie library facility through the construction of two 4,500-square-foot levels, a new lower level addition, and significant renovations throughout the existing 5,600-square-foot building.

GLEN OAKS COMMUNITY COLLEGE | CAMPUS RENOVATION

The \$6.5 million project will modernize teaching spaces in a 50+-year-old building. The renovations will improve campus safety and security, improve energy efficiency and long-term sustainability, and focus on ADA accessibility and compliance.

OTHER RECENT PROJECTS



Lake Charter Township | Water Treatment Plant
Michigan State University FRIB Campus Site
Restoration – West Site

University of Notre Dame | Hesburgh Library Renovation
Diocese of Kalamazoo | St. Augustine Cathedral
Improvements

References

CM SERVICES OF PROJECTS OVER \$3 MILLION IN THE LAST THREE YEARS

Miller-Davis has a 112-year history of providing construction services for clients. We have completed over \$200 million in construction in the past three years with over 75% of our projects (based on dollar value) being over \$3 million. Through this experience, we've developed and refined a comprehensive approach to meeting clients' needs through professional construction management services. We will immediately join the City of Buchanan and DPW's project team, participating in design meetings and managing budgeting, scheduling, qualifying subcontractors, construction delivery, and constructability and value engineering. At every phase of the project, we will oversee the aforementioned with keen detail to cost, schedule, and quality control.

SIMILAR PROJECTS

PROJECT	NEW FACILITY	PRE-ENGINEERED FACILITY	HIGH BAY AREA	SHOP/WORK SPACE	OFFICE AREA	KITCHEN/BREAK ROOM/LOCKER ROOM AREAS
Van Buren County Road Commission New Vehicle Maintenance and Storage Facility	✓	✓	✓	✓	✓	✓
Gull Lake Community Schools New Maintenance Building	✓	✓	✓	✓		
MSU Engineering Research Complex Addition and Renovation	✓	✓	✓	✓	✓	✓
Kalamazoo Loaves and Fishes New Facility	✓	✓	✓	✓	✓	✓

VAN BUREN COUNTY ROAD COMMISSION | NEW VEHICLE MAINTENANCE AND STORAGE FACILITY



PROJECT DESCRIPTION

The \$4.9 million, 59,380-square-foot new Vehicle Maintenance and Storage facility for Van Buren County consolidated all **equipment storage and maintenance** functions into one location. The new facility also created flexibility for changing needs and future expansion capability. The complex features yard space for material and equipment storage, a circulation area for vehicles, and a refueling area.

PROJECT FACTS

\$4,300,000
 Scope - New
 Services - Construction Manager

References

GULL LAKE COMMUNITY SCHOOLS | 2018 BOND PROGRAM - NEW MAINTENANCE BUILDING



PROJECT DESCRIPTION

As part of Gull Lake Community Schools' 2018 \$64 million bond program, the new \$1 million, 6,500-square-foot **pre-engineered** maintenance features **work bays, storage, and facilities for maintenance staff**. The new building includes 900 square feet of maintenance staff offices, a heated three-bay vehicle/equipment storage area, a tool room with workbenches, open storage area, salt storage, and fenced outdoor storage with a refueling area.

PROJECT FACTS

\$1,000,000
Scope - New
Services - Construction Manager

MICHIGAN STATE UNIVERSITY | ENGINEERING RESEARCH COMPLEX ADDITION AND RENOVATIONS



PROJECT DESCRIPTION

The facility underwent a \$6.7 million addition and renovations project. The scope included renovations to the existing office space as well as an expansion to the laboratory, improvements to the electrical system, and the consolidation of chillers. This project also included the addition of a 3,000-square-foot **high bay, pre-engineered building**.

PROJECT FACTS

\$6,700,000
Scope - Renovation and Addition
Services - Construction Manager and self-performed General Trades

KALAMAZOO LOAVES AND FISHES | NEW FACILITY



PROJECT DESCRIPTION

Approximately \$2.5 million was raised through the Build Nourish Sustain Facilities Campaign to fund the construction of the new Kalamazoo Loaves and Fishes building. The new 20,000 square foot facility houses Kalamazoo Loaves and Fishes' core functions, including a multipurpose warehouse to accommodate large-scale food delivery, a call center, and an enhanced in-house Grocery Pantry.

PROJECT FACTS

\$2,500,000
Scope - New
Services - Construction Manager

References

OWNER REFERENCES - MILLER-DAVIS PROVIDED CONSTRUCTION MANAGEMENT SERVICES

PROJECT	OWNER REFERENCE	
Gull Lake Community Schools	Ms. Lisa Anderson Assistant Superintendent Finance/ Operations	269.488.5000 landerson@gulllakecs.org
Kalamazoo County Jail Improvements Project	Sheriff Ron Fuller Kalamazoo County Sheriff's Office	269.383.8821
City of Kalamazoo Farmers Market Renovation and Addition	Mr. Sean Fletcher Director of Parks & Recreation	269.383.8821 fletchers@kalamazoocity.org
Dowagiac District Library Expansion and Renovation	Mr. Matt Weston Library Director Dowagiac District Library	269.782.3826 mweston@dowagiadcl.org

OTHER RECENT MUNICIPAL CLIENTS



Bonding Capacity

Miller-Davis Company is financially strong—achieved through profitable business operations and conservative financial management policies. We have long-term relationships with both our surety company and banker spanning several decades. We have never failed to complete a project and have never been denied a performance bond by our surety company. Our total bonding capacity is approximately \$100 million.

Bonding Agent | Marsh USA Inc

Contact Person | Brian Cook

Phone Number | 616.233.4231



Megan J. Schlueter
Assistant Vice President

Marsh USA Inc.
2301 Sugar Bush Road
Suite 600
Raleigh, NC 27612
919-788-7175
Megan.schlueter@marsh.com
www.marsh.com

December 7, 2021

City of Buchanan
302 Red Bud Trail
Buchanan, MI 49107

Subject: Miller-Davis Company – Request for Proposals – Construction Management Services for City of Buchanan DPW Services Building

To Whom It May Concern:

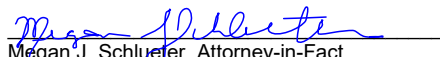
The Continental Insurance Company relationship with this highly regarded and valued client was established in 1989. Since that time, Miller-Davis Company has been approved for per project bonds up to \$50 Million and an overall work program of \$100 Million.

The Continental Insurance Company (A.M. Best Rated A XV) would favorably consider a request from Miller-Davis Company to provide the Performance and Payment bonds that may be required. Such pre-qualification and approval would be conditioned on acceptable underwriting considerations such as: contract terms, bond forms, confirmation of satisfactory financing and a favorable review of current underwriting information at the time of the request for bond(s).

This letter is not to be construed as an agreement to provide surety bonds for any particular project but is offered as an indication of The Continental Insurance Company's past experience and confidence in this firm. Any specific request for bonds will be underwritten on its own merits.

The Continental Insurance Company is pleased to be part of the Miller-Davis Company risk management and bonding team. Should you have any questions or if we can be of any further assistance, please contact us.

Sincerely,


Megan J. Schlueter, Attorney-in-Fact
The Continental Insurance Company

LEADERSHIP. KNOWLEDGE. SOLUTIONS...WORLDWIDE.



Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/06/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Van Wyk Risk Solutions 150 Ottawa Ave NW Suite 1000 Grand Rapids, MI 49503	CONTACT NAME: Corey Evans PHONE (A/C, No, Ext): (616)-942-5070 FAX (A/C, No): (616)-942-8199 E-MAIL ADDRESS: coreye@vanwykcorp.com
	INSURER(S) AFFORDING COVERAGE
INSURED Miller-Davis Company 1029 Portage Street Kalamazoo, MI 49001	INSURER A: Frankenmuth Mutual Insurance Co. NAIC # 13986
	INSURER B: Travelers Property Casualty Company of America 25674
	INSURER C: The Cincinnati Insurance Company 10677
	INSURER D:
	INSURER E:

COVERAGES

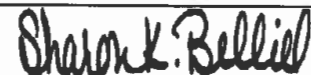
CERTIFICATE NUMBER: 2021-2022

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDC/INSR	SUBR/WRD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y		CPP3029419	6/25/2021	6/25/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		BA3029419	6/25/2021	6/25/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A/C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CPP3029419 EXS0581837	6/25/2021 6/25/2021	6/25/2022 6/25/2022	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC3029419	6/25/2021	6/25/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: RFP for City of Buchanan - DPW Services Building
 City of Buchanan (302 Red Bud Trail, Buchanan, MI 49107) and The Barton Group (8750 Portage Industrial Drive, Portage, MI 49024) are Additional Insureds with respect to General Liability and Automobile Liability, as required by written contract.

CERTIFICATE HOLDER Email: dfuller@miller-davis.com City of Buchanan 302 N. Red Bud Trail Buchanan, MI 49107	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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Fee Proposal and Description of Services

The following fee proposal is based on the information contained in the Request for Proposal to Provide Construction Management Services for the City of Buchanan – Department of Public Works issued November 12, 2021 and is further clarified below. The project will be completed in an open-book, cost plus fee format with a guaranteed maximum price. This proposal presumes negotiation of mutually agreeable terms and conditions of the owner - construction manager contract.

We analyzed three project delivery options; the schedule noted below will be the least expensive and will have a shorter construction duration.

Miller-Davis' fee proposal is based on:

- The following modified GC Form matrix
- An estimated construction cost of \$4,000,000
- A single bid and award phase
- The below construction schedule:
 - Preconstruction – January thru April 2022 – 16 weeks
 - Bid & Award – May thru June 2022 – 6 weeks
 - Construction – September 2022 thru June 2023 – 36 weeks
- Pre-ordering the pre-engineered metal building in April 2022. We anticipate a 6-month lead time.

Miller-Davis Company determines Construction Management Fee and Construction Management General Conditions by assessing the human resource effort required to accomplish the tasks demanded for a successful construction project. The assessment is directly related to the scope of services, the project duration and project complexity. It is more time-related than cost-related and generally reflects the level of service that will be provided to effectively meet the specific needs of the project.

Preconstruction Services Fee is expressed as a lump sum amount and is based on the items listed in the INCLUDE IN PRE-CON FEE column on the GC Form matrix. This lump sum amount is not included in the CM fee percentage for construction phase services. Other than the preconstruction fee, there would be no other CM fee payable prior to construction.

Construction Management Fee covers all home office services including the cost of preconstruction and construction services, project management, estimating, accounting and general overhead and profit for the project. This proposal is based on the items listed in the INCLUDE IN FEE column on the GC Form matrix.

Construction Management General Conditions are direct job costs associated with on-site CM operations and includes full-time field supervision and a fully equipped field office among other items. They are provided on a not-to-exceed basis with 100% of any savings retained by the owner.

Project General Conditions are job cost items necessary for the completion of the project but not directly associated with the installation of construction materials and not specific to a particular trade contractor. Examples include temporary utilities, temporary fencing, miscellaneous cleaning and trash containers, among other items. These items must be customized to specific job circumstances and, if required, may be provided by the owner, construction manager or subcontractors. They are competitively bid whenever possible and are provided at cost without additional CM fee mark-up on a not-to-exceed basis with 100% of any savings retained by the owner.

Any savings to the GMP will be retained by the owner.

There is no CM fee on change orders completed within the overall construction cost and schedule established for the project GMP.

Fee Proposal and Description of Services

FEE PROPOSAL

Pre-construction Phase Fee	\$33,680	(not included in Construction Phase Fee)
Construction Phase Fee	2.46% or \$98,370	(on \$4,000,000 construction cost)
CM General Conditions Expenses	\$178,760	(on \$4,000,000 construction cost, listed below)
CM Payment and Performance Bond	\$28,000	(on \$4,000,000 construction cost)
CM General Liability Insurance	\$32,000	(on \$4,000,000 construction cost)
Builders Risk Insurance	\$10,000	(on \$4,000,000 construction cost)

Fees are negotiable and can be finalized subsequent to establishing mutually agreeable schedules, services, staffing levels, etc. with the owner.

Fees do not include potential schedule and cost impacts associated with COVID-19 including but not limited to government orders, supply chain disruptions, labor availability, and other factors.

CM GENERAL CONDITIONS

Per the GC Form, below are the applicable CM General Conditions cost associated with on-site CM operations. Any other General Conditions items required for the project will be competitively bid whenever possible and provided at cost without additional CM fee mark-up on a not-to-exceed basis with 100% of any savings retained by the Owner.

CM GENERAL CONDITIONS	
Field Operations Director	\$7,560
Project Superintendent	\$115,200
Project Engineer	\$23,400
Safety Director	\$5,760
Supt Vehicle/Fuel	\$12,600
Field Office Rental/Supplies	\$8,480
Field Office IT/Cell Costs	\$5,260
Field Office First Aid Supplies	\$500
Total	\$178,760

Fee Proposal and Description of Services

MODIFIED GC FORM MATRIX

DESCRIPTION	INCLUDE IN PRE-CON FEE	INCLUDE IN CONSTRUCTION/CONSTRUCTION MANAGEMENT SERVICES	INCLUDE IN FEE	INCLUDE IN GENERAL CONDITIONS	A/E	OWNER	DIRECT COST OF WORK (BID PKGS)
I. PRECONSTRUCTION/CONSTRUCTION MANAGEMENT SERVICES							
1. Design Coordination Meetings Attendance	X						
2. Initial Cost Opinion/Control Estimate	X						
3. Participate In MEP-FP Selection	X						
4. Constructability Analysis Through Completion	X						
5. Cost Analysis/Control Through Completion	X						
6. MEP-FP Design Coordination Reviews	X						
7. CD Document Review	X						
8. Subcontract Bidding/Buyout Process			X				
9. Substance Abuse Policy Management			X				
10. Project Superintendents - stated as dollar amount				See Fee Proposal			
11. Field Engineer/Project Manager - stated as dollar amount				See Fee Proposal			
12. Corporate Executives/Legal Services			X				
13. Principal In Charge			X				
14. Project Executive			X				
15. Accounting/Purchasing			X				
16. Scheduling/Phasing/Expiditor/Life Cycle Analysis			X				
17. Energy Management			X				
18. Value Engineering	X		X				
19. Estimating	X		X				
20. Project Coordinator			X				
21. Project Expeditor			X				
22. Safety Officer - stated as dollar amount				See Fee Proposal			
23. Secretarial			X				
24. Clerk-Typist			X				
25. Field Operations Director				X			
26. Scheduling Engineer			X				
27. Time Keeper/Checker			X				
28. Superintendent's Transportation - stated as dollar amount				See Fee Proposal			
29. Off-Site Staff Travel Cost			X				
30. Off-Site Staff Transportation			X				
31. On-Site Project Manager Transportation - stated as dollar amount			X				
32. Project Staff Subsistence Costs			X				
(NOTE: PERSONNEL COSTS INCLUDE SALARIES & FRINGE BENEFITS)							

Fee Proposal and Description of Services

MODIFIED GC FORM MATRIX - CONTINUED

DESCRIPTION	INCLUDE IN PRE-CON FEE	INCLUDE IN FEE	INCLUDE IN GENERAL CONDITIONS	A/E	OWNER	DIRECT COST OF WORK (BID PKGS)
II. SAFETY, SECURITY, AND SERVICES						
1. Safety Equipment						X
2. First Aid Supplies			X			
3. Fall Protection						X
4. Fire Extinguishers/Fire Watch						X
5. Security Guard/Watchman Service						X
6. Routine Cleanup						X
7. Final Cleanup						X
8. Temporary Fencing						X
9. Covered Walkways						X
10. Barricades						X
11. Debris Hauling/Removal						X
12. Traffic Control						X
13. Roadway Maintenance						X
14. Dust Controls						X
15. Trash Chute and Hoppers						X
16. Snow and Ice Removal						X
III. FACILITIES, EQUIPMENT, AND UTILITIES						
1. Office and Trailer Rentals			X			
2. Waterboy - Ice - Cups			X			
3. Temporary Wiring/Lighting			X			
4. Power Expenses						X
5. Temporary Water Services						X
6. Heating Expenses						X
7. Cooling Expenses						X
8. Temporary Toilets/Sewer Services						X
9. Temporary Enclosures/Partitions						X
10. Project Signs/Bulletin Boards						X
11. Telephone Expenses			X			
12. Air Compressors						X
13. Dewatering Equipment						X
14. Generators						X
15. Miscellaneous Equipment						X
16. Fuel, Repairs, and Maintenance						X

Fee Proposal and Description of Services

MODIFIED GC FORM MATRIX - CONTINUED

DESCRIPTION	INCLUDE IN PRE-CON FEE	INCLUDE IN FEE	INCLUDE IN GENERAL CONDITIONS	A/E	OWNER	DIRECT COST OF WORK (BID PKGS)
IV. VERTICAL HOISTING (if required)						
1. Hoist (Tower Crane)						X
2. Small Material Hoist Rental						X
3. Hoist Landings and Fronts						X
4. Hoist Operators						X
5. Hoist Material Skips						X
6. Hoist Material Hoppers						X
7. Erect and Dismantle Hoists						X
8. Fuel, Repairs, Maintenance For Hoists						X
9. Hoist Communication						X
10. Crane Rental						X
11. Crane Operators						X
12. Erect and Dismantle Crane						X
13. Fuel, Repairs, Maintenance For Crane						X
14. Crane Raising/Jumping Cost						X
15. Temporary Elevator Rental						X
16. Elevator Operation Cost						X
17. Elevator Repairs and Maintenance						X
18. Cage Rider at Elevator						X
19. Forklift Rental						X
20. Forklift Operators						X
21. Fuel, Repairs, Maintenance For Forklifts						X
22. Elevator Service Costs						X
23. Safety Inspections For Hoisting Equipment						X
V. REPRODUCTION AND PRINTING						
1. Cost Study Documents	X					
2. Systems Study Documents	X					
3. Bid Package Documents	X					
4. Bidding Instructions	X					
5. Construction Documents Printing			X			
6. Postage and Express Costs			X			
7. As-Built Documentation			X			
8. As-Built Documents (Printing/Drafting)			X			
9. Accounting Forms		X				
10. Field Reporting Forms		X				
11. Contract Agreement Forms	X					
12. Schedule Report Forms		X				
13. Estimating Forms	X					
14. Cost Reporting Forms		X				
15. Value Analysis Studies	X					

Fee Proposal and Description of Services

MODIFIED GC FORM MATRIX - CONTINUED

DESCRIPTION	INCLUDE IN PRE-CON FEE	INCLUDE IN FEE	INCLUDE IN GENERAL CONDITIONS	A/E	OWNER	DIRECT COST OF WORK (BID PKGS)
16. Data Processing (in-House)		X				
17. Reference Materials		X				X
18. Duplication Expense (Miscellaneous)						X
19. Shop Drawing Printing						
20. Maintenance Manuals		X				
21. Operation Manuals		X				
22. Special Forms						X
VI. QUALITY CONTROLS						
1. Special Inspection Consultants						X
2. Special Testing Consultants						X
3. Concrete Testing						X
4. Masonry Testing						X
5. Compaction Testing						X
6. Welding Testing						X
7. Soils Investigations					X	
8. Special Testing Services						X
9. Supplies and Materials (Field Office)						X
10. Project Photographs (During Construction)						X
11. Warranty Inspections Coordination		X				
12. Air and Water Balancing						X
13. Operator On-Site Training						X
14. Prepare Operation Manuals		X				
15. Prepare Maintenance Manuals		X				
VII. PERMITS AND SPECIAL FEES						
1. Storage Yard Rental						X
3. Parking Fees						X
4. Curb and Gutter Permits						X
5. Sign Permits						X
6. Staking & Layout Fees and Costs						X
7. Sidewalk Permits						X
8. Landscape Permits						X
9. Street/Curb Design Charge						X
10. Building Permits						X
11. Plan Check Fees						X
12. Water Connection Fee					X	
13. Sanitary Connection Fee					X	
14. Storm Connection Fee					X	
15. Gas Service Charge						X
16. Power Service Charge						X
17. Steam Service Charge						X

Fee Proposal and Description of Services

MODIFIED GC FORM MATRIX - CONTINUED

DESCRIPTION	INCLUDE IN PRE-CON FEE	INCLUDE IN FEE	INCLUDE IN GENERAL CONDITIONS	A/E	OWNER	DIRECT COST OF WORK (BID PKGS)
18. Chiller Water Service Charge						X
19. Special Tap Fees					X	
20. Contractor's Licenses		X				
21. Zoning Fees/Consultants					X	
VIII. INSURANCE AND BONDS						
1. Builders Risk Insurance - stated as dollar amount			See Fee Proposal			
2. Errors and Omissions		X		X		
3. General Liability						X
4. Completed Operations Liability						X
5. Excess Liability Coverage						X
6. Workman's Compensation (On-Site Staff)		X				
7. FICA Insurance (On-Site Staff)		X				
8. Federal Unemployment (On-Site Staff)		X				
9. State Unemployment (On-Site Staff)		X				
10. Payment Bond - Stated as a dollar amount			See Fee Proposal			
11. Performance Bond-stated as a dollar amount			See Fee Proposal			
12. Off-Site Staff Insurance		X				
13. Off-Site Staff Taxes		X				
IX. OTHER COSTS						
1. Project Taxes						X
2. Construction Equipment						X
3. Construction and Services						X
4. Construction Materials						X
5. Cost of Design and Engineering				X		
6. A/E Cost for Bid Packages				X		
7. Preliminary Soils Investigations					X	
8. Title/Development Cost					X	
9. Land Costs					X	
10. Financing/Interest Cost					X	
11. Interim Financing Costs					X	
12. Owner Change Contingency					X	
13. Project Operation After Move-In					X	
14. Project Maintenance After Move-In					X	
15. Moving Coordination					X	
16. Moving Costs					X	
17. Corrective Work (1 year)		X				
18. C.M. General Overhead Cost		X				
19. C.M. Profit/Margin		X				
20. Costs Over GMP		X				

Self-Performance and Major Subcontracted Work

SELF-PERFORM

Miller-Davis has earned a reputation for exceptional self-perform services through safely constructing high-quality work. Our extensive knowledge enables us to provide the City of Buchanan and DPW with accurate cost estimates, meaningful schedules, and an unsurpassed level of quality.

Miller-Davis self-performs the following:

- Cast-in-place concrete
- Selective demolition
- Interior finishes
- Rough and finish carpentry
- Equipment setting and rigging
- Structural steel fabrication and erection
- Doors, frames and finish hardware

Open, competitive bids will be taken for all work on the project. Miller-Davis would seek approval from the City of Buchanan and DPW to bid self-performed work for the expansion and renovation project. If approved to bid, Miller-Davis would submit a sealed bid that would be processed in the same way as all other bids for the project.

Labor rates for work contemplated to be self-performed will be provided upon request prior to award.

Any self-performed work would be bid at a fixed lump sum price.

LIST OF MAJOR SUBCONTRACTED WORK

Below is a proposed list of major construction elements that would be subcontracted:

- Earthwork
- Pavement
- Concrete Work
- Pre-Engineered Building
- Demolition
- Elevator
- General Trades
- Aluminum Framed Entrances/Storefronts
- Gypsum Assemblies, Acoustical & EIFS
- Flooring & Tile
- Painting
- Fire Suppression
- Mechanical Work
- Electrical Work

SELF-PERFORMANCE CAPABILITIES



CONCRETE



STEEL ERECTION



EQUIPMENT RIGGING

Self-Performance and Major Subcontracted Work

BID AND AWARD

BID MANAGEMENT PROCESS



LOCAL SUBCONTRACTOR PARTICIPATION

This project presents an economic opportunity for contractors/suppliers. We understand your commitment to the local involvement of qualified trade contractors and material suppliers and we are committed to encouraging local participation in the bid process. We proactively seek local contractor participation which supports the local economy and encourages commitment, pride, and quality workmanship.

Informational public meetings will be held beginning early in the process to communicate the schedule and scope of the project and to promote bidding from contractors and material suppliers. Strategies to include smaller/local businesses in any way possible includes teaming with other firms, creating smaller bid categories, and bidding support services for the project. Our plan includes the following:

- Contact local/southwest Michigan contractors and suppliers on our list of potential bidders
- Contact Michigan contractors and suppliers on our list of potential bidders
- Contact regional and/or national contractors and suppliers on our list of potential bidders
- Contact sales reps and manufacturer’s reps to identify any other qualified contractors and/or suppliers that may be interested in bidding on this project
- Submit preliminary list of bidders to the Owner
- Work with Owner and the Architect to further develop and finalize the list of bidders
- Send bid invitations to the list of bidders through an electronic plan room
- Distribute all bid documents through an electronic plan room
- Receive/analyze all bids and resolve any deviations from scope and plans and specs

Contractor Qualification Statement

We require contractors to submit a Qualification Statement prior to bidding for a thorough assessment of experience, financials and safety information for approval. Following receipt of bids, we also conduct personal interviews of apparent low bidders to confirm qualifications, completeness of proposals, and a thorough understanding of the requirements of the project.

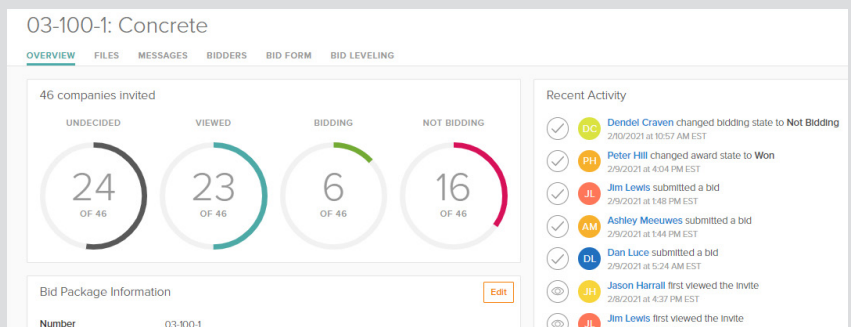
Digital Bidding Process

Miller-Davis has a digitized bidding process, which provides bidders with a secure online alternative to in-person bid delivery and bid opening.

Since implementing this process in 2020, we have experienced an increase in bidder participation, which has resulted in more value for our clients.

To date, we have bid 62 projects and received over 870 electronic bids.

BID CATEGORY DASHBOARD



Safety

Miller-Davis does not view construction and safety separately, but rather as construction integrated with safety. We require everyone involved with our projects to aid in the improvement of all aspects of safety and accident prevention. While everyone at Miller-Davis is actively committed to safety, our safety director works extensively with the project superintendent, and will make weekly safety visits to the project, as well as provide overall management and implementation of the Miller-Davis Safety Program.

We are proactively committed to providing a safe workplace for clients, staff, tradespeople, and all participants on our projects. Unsafe practices or those in violation of any City of Buchanan, DPW, Miller-Davis, or State regulation will not be tolerated, and individuals or contractors that choose not to comply will be removed from the project. We will execute our Substance Abuse Policy and Criminal Background Check Policy to further ensure safety and security on your project. Contractors will be required to submit certification of completed and passing drug tests and background checks for all individual employees designated to work on the project. Individuals testing non-drug-free and/or individuals failing to meet the requirements of the Miller-Davis Criminal Background Check Policy will not be permitted on the project site at any time. Workers who engage in any criminal activity will be barred from the project.

 **Due to our commitment to safety, Miller-Davis has received the AGC of Michigan – Michigan Outstanding Safety Performance Award for the past 12 years and received the AGC of America – National AGC Safety Award for the past 10 years.**

EMR AND TRIR AND MIOSHA VIOLATIONS

Miller-Davis' current EMR is 0.77 and our three year TRIR (total recordable incident rate) is 0.65. In the last three years, Miller-Davis has been cited by MIOSHA for one OTS (other-than-serious) violation.

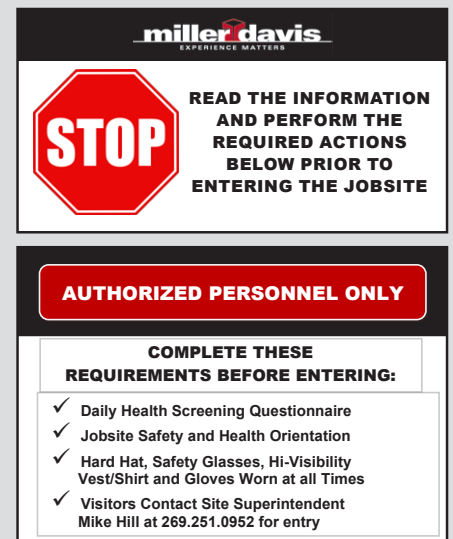
COVID-19 RESTRICTIONS AND HEALTHY JOB SITE

Miller-Davis has closely followed COVID-19 updates and restrictions from applicable federal, state, and local entities. When we were allowed by the State of Michigan to reopen our construction job sites in May 2020, we opened them with a full COVID-19 preparedness and response plan in place and with all our staff trained on our new procedures of how to operate safely to maintain healthy job sites. Our Miller-Davis Company COVID-19 Exposure Prevention, Preparedness and Response Plan is provided to all project partners. We will strictly enforce all City of Buchanan and DPW's COVID-19 safety protocols and screening processes, in addition to all of our established procedures and precautions. Keeping your staff, our staff and all contractors safe is our top priority.

We maintain safe, healthy job sites with the following considerations:

- Our plan was developed by a designated COVID-19 response team at Miller-Davis and is based on OSHA, CDC, and other industry guidelines. The Miller-Davis COVID-19 response team meets periodically to review and update the plan.
- This plan is shared with all Miller-Davis employees, clients, architects, subcontractors, and any other project partners. Anyone on our job sites must be familiar with and abide by the guidelines set out in this plan.
- All project partners and anyone working on our job sites are required to attend site orientation meetings focused on COVID-19 safety precautions and job site operations prior to working on the site.
- Strict safety protocols are followed to prevent and reduce any exposure on the job site.
- Job site access is controlled—all construction traffic enters through a designated gate and gates remain closed throughout the day to limit unauthorized entry to the project.

COVID-19 JOB SITE SIGNAGE



The signage consists of three main sections. The top section features the Miller-Davis logo with the tagline 'EXPERIENCE MATTERS' and a red octagonal 'STOP' sign. To the right of the sign, it reads: 'READ THE INFORMATION AND PERFORM THE REQUIRED ACTIONS BELOW PRIOR TO ENTERING THE JOBSITE'. The middle section is a red banner with white text that says 'AUTHORIZED PERSONNEL ONLY'. The bottom section is a white box with a black border containing the heading 'COMPLETE THESE REQUIREMENTS BEFORE ENTERING:' followed by a checklist of four items, each with a checkmark: 'Daily Health Screening Questionnaire', 'Jobsite Safety and Health Orientation', 'Hard Hat, Safety Glasses, Hi-Visibility Vest/Shirt and Gloves Worn at all Times', and 'Visitors Contact Site Superintendent Mike Hill at 269.251.0952 for entry'.

Contingency & Change Orders

CONTINGENCY

Contingency is a predetermined amount or percentage set aside for unpredictable changes in the project. During the preconstruction phase, contingency is used to assist in the accurate prediction of the ultimate cost of the project before the design and construction documents are complete. As the project progresses through design and bidding, some uncertainties are eliminated and contingency is reduced accordingly. After bids are received, the contingency amount is finalized through consultation with the owner, designer, and construction manager. Amounts are expended from the contingency fund only with the owner's knowledge and authorization. Contingency expenditures and remaining balance are accounted for by Miller-Davis throughout the project and reported to the owner at least monthly.

 **Any unspent contingency funds are retained by the owner.**

CHANGE MANAGEMENT

Our proven and transparent process for managing change orders and minimizing project cost includes:

- Prior to subcontract award, Miller-Davis establishes contractor change order labor rates and mark-up terms to assist in managing the cost of changes during construction and ensure fair pricing of legitimate changes to work scope.
- Our project superintendent and project manager first work to resolve questions and conflicts on the job without additional cost to the owner, if at all possible.
- Both proposal requests issued by the design team and contractor are rigorously reviewed by our project manager and project superintendent for validity and quality assurance prior to further consideration.
- When a change is necessary, change requests from the design team are reviewed by Miller-Davis for clarity, accuracy and completeness. Contractors are required to promptly quote pricing to avoid delays to construction.
- If the time required to approve a change will affect the schedule, Miller-Davis may request, after consultation with the owner, that the work be performed on a time and material basis. Our project superintendent will monitor, review and sign daily time sheets for proper documentation of any time and material work performed.
- When a contractor change quotation is received, Miller-Davis thoroughly reviews the proposal to confirm proper interpretation of work scope and pricing validity prior to submitting to the design team and owner for approval.
- Miller-Davis documents and communicates changes as part of our overall cost control/change management/contingency accounting program included as part of construction phase basic service.

CHANGE ORDERS

Strategies for minimizing change orders while expediting necessary changes include:

- Establishing allowances for work items that are unable to be clearly defined at the time the GMAX is established. The work can proceed without delaying job progress.
- Establishing unit prices for work items that may change in quantity as construction proceeds. The extra work can proceed without delaying job progress.
- Having the additional work performed on a time and material basis and with all costs authorized and verified at the job site by our project superintendent and The Barton Group.

ADAPTION TO TURBULENT 2020-2021

We have started and/or completed over 100 projects amid pandemic supply chain challenges. Our constant communication and collaboration with project partners, contractors, and suppliers help mitigate the impact that pricing volatility and material delays have on a project's time line and bottom line; we will employ these same strategies to maximize quality, production, and cost-savings.

- Identify and expedite the completion of long-lead submittals—**the estimated lead time for a pre-engineered metal building is approximately 34 weeks.**
- Incorporate risk management into the supply chain management
- Track materials and work with the contractors to coordinate timely delivery
- Identify non-value-added activities or processes and phase them out to improve supply chain forecasting
- Source locally made or occurring materials to minimize freight issues
- Frequently reevaluate current market conditions:
 - Benchmark to measure a manufacturer's/supplier's products, services, and processes, and to establish goals to be reached within a specific period
 - Approach with a plan, do, check, action (PDCA) cycle, to measure manufacturer/supplier performance and inform corrective action if need be
- Diversify vendors, suppliers, and manufactures
- Provide save-the-date notification to contractors/vendors/suppliers in advance to build interest and to allow them to build capacity for the project
- Break out traditionally larger work categories into smaller, but similar work categories. For example, two concrete work categories: Building/Structural and Site Work/Curbs and Walks