

# CUMMING GROUP

201 Moffett Blvd.,  
Mountain View, CA 94043  
T 415 748 3080

[cumming-group.com](http://cumming-group.com)

May 15, 2025

Jessica Khan  
Public Works Director  
City of Capitola

Re: Construction Project Management Proposal to Proceed-Task 1.0 Jade Street Improvements Project

Dear Jessica:

Thank you for giving Cumming Group the opportunity to extend our Construction Project Management Services proposal for the Jade Street Improvements Project.

## SECTION 1 - PROJECT UNDERSTANDING:

We understand the scope of the project to include all required work to install a new playground structure and the remodel of an existing restroom at the Jade Street Community Center site.

The Construction scope of work is anticipated to include the following:

- Work with City stakeholders to confirm best design for their needs.
- Construction Scope of Work by General Contractor, as per Verde Design drawings (Playground), and Boone Low Ratliff (Restrooms), as changes to be made after City Planning consultation and confirmation of work to current codes, including:
  - o Installation of new playground structure, planting, irrigation, hardscape, site furnishings, new drainage system, improvements to accessible path of travel from existing parking lot to existing sports field and hardcourts.
  - o Accessibility upgrades to existing restroom building, remodel of entryway, FFE, floor, entry gates, rafter repairs, roof repair and replacement and drainage.
- Workout schedule to minimize effect of Construction on existing Community Center Project.
- Complete close out of job.

## CUMMING CONSTRUCTION PROJECT MANAGEMENT:

Review site, provide drawings review, and meet with, Designers, Engineers, and City officials, as needed:

- Architectural, MEP Design, and bidding:
  - o Upon receiving final Construction drawings, review, and put project out for General Contractor pricing.
  - o Conduct site visit with Contractor, answer questions and RFI's.
  - o Qualifying Contractor pricing, add value engineering thoughts where possible, give recommendation to City for awarding project.
  - o Aid Owner in issuing a Notice to Proceed, and contract.

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- Provide initial project estimate and constructability review as requested.
- Project Managers effort for this project is expected to be as shown below.
- Contractor management with construction observation for Quality Assurance and Quality Control on behalf of City estimated at twice a week site visits.
- Attend weekly City and Contractor meetings to track project progress and review any concerns City may have.
- Meet and give City updates periodically.
- Review any needed Submittals, RFIs, Contractor Schedules, Pay Apps, or Change orders for Owner's benefit.
- Manage close-out.
  - o Determine close-out procedures for the project at the start of construction.
  - o Walk punch list to confirm City/Architects/Police requirements as agreed and confirm completion of all items.
  - o Confirm Contractor permit approvals and Certificate of Occupancy from the City has been provided.
  - o Obtain equipment and maintenance manuals.
  - o Assist with collecting copies of all final warranties, and lien waivers.

## SECTION 2 - SCOPE OF SERVICES FEES

This proposal is not a representation that we have validated that the project can be accomplished within any established budget or schedule requirements. All representations that the project can be completed, and all cost associations are the responsibility of others.

We propose to start the above noted Construction Project Management work on or about July 1, 2025 and run through the end of June 2026, and to provide all noted services on a **Time and Material** fee basis according to the estimated effort level on the fee table below.

### FEE BREAKDOWN

Phase/Time Period	Team Member, Role and Effort Level	Fee
<i>Construction Management Services from July 2025 to June, 2026</i>	John Olsson Project Executive	\$2,100
	Tyler Sutton Project Director	\$3,780
	Roslyn Wheeler-Springer Project Manager	\$192,696
	Sam Arreola Project Engineer	\$43,092
<b>Estimated Total Not to Exceed Fee and Reimbursables</b>		<b>\$241,668</b>

We will invoice Monthly with payments net 30.

If additional efforts are needed beyond the effort levels described above, they can be provided according to the hourly rate sheet included this proposal, or as otherwise mutually agreeable.

Fees are valid for 30 days from the date of this proposal, and if accepted, we agree to maintain these rates through the project completion anticipated in April 2024. The fee above is on a time and material basis as shown and **is not a lump sum**. Should the project schedule be adjusted, whether extended or reduced, we will work with you to develop a revised arrangement and adjust our efforts to align.

#### OTHER SERVICES

Extensive estimating, cost management, constructability reviews, quantity surveying, scheduling, project controls, risk management analysis, or project management beyond the effort levels expressly described above can be provided by our in-house team members as an additional service. If such a need arises, we will discuss an arrangement that works for you and provide a separate proposal.

#### REIMBURSABLE EXPENSES

Any project-related reimbursable expenses are additional and will be billed at cost. Mileage for direct project related- travel will be billed at the applicable IRS rate. We will request approval before incurring any such expenses, except for reasonable local travel to and from the project site or other project team member offices at the discretion of our staff.

We look forward to working with you on this project.

Sincerely,



**JOHN OLSSON**, CCM  
Senior Vice President

**CUMMING  
GROUP**

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## HOURLY RATES

### PROJECT MANAGEMENT

DISCIPLINE	HOURLY RATE
Managing Director / Project Director / Senior Director	\$225.00
Senior Scheduler	\$210.00
Senior Project Manager / Associate Director	\$200.00
Project Manager	\$185.00
Scheduler	\$170.00
Assistant Project Manager	\$145.00
Project Engineer or Coordinator / Intern	\$135.00
Administration / Clerk	\$70.00

### COST MANAGEMENT

DISCIPLINE	HOURLY RATE
Managing Director / Director	\$225.00
Associate Director	\$200.00
Senior Cost Manager	\$190.00
Cost Manager	\$175.00
Assistant Cost Manager / Estimating Technician / Intern	\$110.00

