



Estes & Gallup, LLC

General Contracting

Construction Management

Construction Management RFP

Town of Barnet, VT – Town Hall

INTRODUCTION

Town of Barnet, VT
P.O. Box 15
Barnet, VT 05821
Attn: Mr. Ben Gates

Thank you for giving us the opportunity to provide our Proposal for Construction Management Services associated with the New Town Hall Project. We are excited, and motivated, to provide services that produce a high-quality product that meet your budget and programming requirements.

Estes & Gallup, Inc. is a General Contracting/Construction Management firm that has been successfully operating in New Hampshire and Vermont since 1972 with annual sales of approximately fifteen million. We currently maintain approximately 30 full time employees that help us complete many commercial and custom residential projects. While most of our work is in the Upper Valley area of New Hampshire and Vermont, we have the administrative ability to manage projects throughout New England.

Estes & Gallup, Inc. focuses not only on the construction of the work but also on the delivery of the entire construction process, conceptual to turn over. The work we do during the pre-construction phase is critical. Estes & Gallup, Inc. is often called on when budgets are tight. We like to lead the team with constructive feedback that gives the Owner the most value for their project. We approach each project individually, giving the client the level of services that best fit their program. We aggressively tackle each project to make it a success for the client, and us.

Estes & Gallup, Inc. incorporates sophisticated estimating and scheduling software. Electronic document exchange and communication allows for efficient flow of information between all project team members. Estes & Gallup, Inc. has all the resources to make your project a success.

We welcome the opportunity to work with you on this project.

Sincerely,

Tim Estes

Tim Estes

CM Approach & Management Team

Construction Management Firm: Estes & Gallup

Address: P.O Box 240 Lyme, NH 03768

Phone: 603-795-4400

DUNS#: 10-887-1690

Estes & Gallup's Approach to the Barnet Town Hall Renovations Project:

As with any project we undertake, Estes & Gallup is 100% committed to the successful completion of the proposed Barnet Town Hall Renovations Project. As a Contractor with a long history of successful projects in New Hampshire and Vermont, and a desire to continue in that tradition for years to come, this project would be specifically important to us.

Our experience with the successful completion of similar types of projects show that we have the experience and understanding that this type of project requires. Our team has also been involved with many other municipal and public projects that involve substantial up front planning in order to have the materials and resources available to complete the work.

Project Team:

Preconstruction and Project management:

Tim Estes
Location: Office

Estimator:

Jeremy Emmons
Location: Office

Superintendent:

Calvin Underhill
Location: On Site

Approach to Preconstruction Services:

Estes & Gallup takes the cost estimating process very seriously. Clients make significant decisions and commitments based on the information we give them. It is imperative that that information is as accurate as it can be.

CM Approach & Management Team

The estimate process is typically broken down into three different phases:

Preliminary Estimate – Developed after schematic design and outline specifications.

Design Estimates – Produced after receipt of design development drawings.

GMP - Produced after receipt of construction documents (85%-90% Complete).

Each phase typically takes 2 -3 weeks to develop.

It is very important to us that our estimates are based on costs developed directly by the subtrades that will be performing the work. We do not rely heavily on old data or square foot calculations. The project will be broken down into work groups and pricing will be developed for these groups. Throughout the estimating process the work groups should remain the same while the scope continues to be refined. The philosophy is that with each estimate revision we are removing contingency by providing clarity.

Historical accuracy of project cost estimating.

The answer to the above question outlines our approach to developing accurate and responsible estimates. Although we do not have statistical data pertaining to estimated versus actual cost at each level of the estimating process, our goal is to be within 15% at SD Estimate, 10% at DD Estimate, and 2% at GMP Development.

Please feel free to contact the following individual's regarding our involvement during the Pre-Construction Phase.

Rob Meyer	-	Bayson	603-252-6968
Byron Haynes	-	Haynes & Garthwaite	802-649-3606
Jason Rouillard	-	Dartmouth College	603-646-2431

The following summarizes a guideline of the scope of services that would be included within our Preconstruction Service but not limited to.

- Define general Owner requirements relating to building function, spatial requirements, desired quality levels and budget constraints. Based on this information, we assemble the appropriate team that could best meet their requirements in the most expeditious and economical fashion.

CM Approach & Management Team

- Schedule and organize coordination meetings with Owner to develop specific job requirements and to get feedback for proposed design.
- Attend regular meetings with the project team and advice on building systems, materials and equipment solutions based upon factors such as availability of materials, labor, productivity, cost, industry trends, construction feasibility, schedule, etc.
- Provide a conceptual construction budget based upon the identifiable requirements determined by the project team which would be updated as required. A Guaranteed Maximum Cost would also be developed before the construction start. Also provide value engineering suggestions and recommend alternate methods and materials.
- Provide a pre-construction and construction schedule which identifies milestones in design, material selection and document completion as well as all major factors in the construction of the project.
- Identifying long lead purchase items and expedite the procurement of same to ensure the delivery by required dates.
- Provide cash flow analysis and develop reporting systems to be used during the construction phase.
- Assist the team in identifying code requirements, survey and consultant information that may be required.

Our approach to project cost management.

Estes & Gallup approach to project cost management is a comprehensive program of accurate cost estimating, scheduling, plus project management and tracking. An integration of value engineering and constructability review techniques occur with each project to explore optimum solutions for total cost control. Our project managers provide ongoing, proactive participation with the project team at all phases of planning, design and construction. We target areas of potential cost overruns, constructability issues, and can develop value-added alternatives to keep clients in control of the project costs.

Pre-qualification and subcontract bidding procedures our firm uses to assure clients of the lowest cost and best value during a project.

As a reputable, respected contractor, Estes & Gallup can fortunately attract subcontractors that otherwise may not want to become involved in a project that is managed by a larger, out of town firm. These local subcontractors can often bring savings to a project and bring a more personal feel to the project as they may shop or visit the project when completed.

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The typical process involves a discussion between the Owner, Architect and CM about developing a list of potential subcontractors for the project. This is the time when all parties can openly discuss if there are certain subcontractors that all parties would like to see potentially involved, or if there are any concerns about a candidate. We then review the capacities and availability of the proposed subcontractors. If qualified, the subcontractor is then asked to provide pricing. Estes & Gallup, Inc. reviews all proposals for insurance that the scope is complete and not subject to excessive qualifications that would put the project costs at risk. The list of subcontractors is then short listed for review by the project team and a decision is made taking into consideration cost versus performance.

All subcontractors are required to carry required insurance standards which would be outlined in the standard agreement.

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Approach to Construction Management & Project Delivery:

We feel for the best approach for the Ray School Entrance Renovations project is a successful and timely preconstruction phase.

We will assure that the goals of this project can be met before the construction starts. We will do this by incorporating both the Project Manager and the Supervisor at the preconstruction phase of the project. This assignment will allow the project team to not only build the project estimate and schedule but also be able look at specific projects constraints such as occupancy, site conditions, safety and security of the occupants as well as all schedule and sequencing options. We feel this approach gives you not only an accurate cost estimate during the preconstruction phase but also ensures solid project planning moving forward. We have found that having a solid plan before construction begins makes implementation of the plan successful.

We also feel our strong history with working with local trades, town officials will make this project be successful.

Technology

Estes & Gallup is very comfortable in the use of technical software to manage project administrative tasks such as submittal processing, change requests, request for information, meeting minutes and document management. We use Sage Timberline Project Management software as our in house project management system. We have also worked extensively with e-Builder and Oracle Submittal Exchange software programs.

Field Supervision

It is anticipated that the proposed work would warrant a full time Project Superintendent. The Project Superintendent would be solely tasked with this project and would not be overseeing any other projects for the duration. We also propose working carpenter foreman to assist as needed with the Supervisor.

Safety and Health Program

The Occupational Safety and Health Act of 1970 states our common goal of safe and healthful working conditions. The safety and health of our employees continues to be the first consideration in the operation of this business.

Safety and health in our business must be a part of every operation. Without question, it is every employee's responsibility at all levels.

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It is the intent of this company to comply with all laws. To do this we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

The personal safety and health of each employee of this company is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved."

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience or operations similar to ours. Our goal is zero accidents and injuries.

Our safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment and instructions for its use and care.
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find

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out what caused it and to correct the problem so that it won't happen again.

- Setting up a system of recognition and awards for outstanding safety service or performance.

The first reflection of our safety program is in our experience rating (mod rate). Our current mod rate is .83.

Quality Assurance Program

Quality assurance of the project is accomplished by continual and systematic monitoring of the work that is being put in place. Contract documents need to be developed that provide all the controls necessary to evaluate each item employed in the work for compliance. Products should first be reviewed through submission as to their compliance with the requirements of the contract documents. When being installed, it is the role of the Project Superintendent to monitor the installation of this work. Products should be installed per the instructions of the manufacturer and in conditions that allow for the greatest possibility of a successful installation. Testing of installed products should be undertaken when specified by the manufacturer or engineer and records of these tests would be submitted to the Owner for record. Ultimately, it is the vigilant monitoring of what, and how, products are being installed in a building that assures the highest quality product.

Relevant Experience

Experience with Construction Management Delivery Process:

Project: **Lyme Elementary School Addition and Renovations – Lyme, NH**
Description: 10,600 sf of addition, 5,000 sf of renovations
Project Type: CM
Owner: Lyme School District
Contact: Rob Meyer – 603-643-1992
Architect: Ingrid Nichols – 603-448-3778
Size: 10,600 sf
Cost: \$2,485,715.00
Staff Work: Project management, Supervisor, carpenters, laborers
Status/Type: Completed September, 2014. Fast track addition and renovation project competed in 12 weeks.
Staff: Tim Estes - Project Manager
Jason Spaulding - Superintendent

Project: **Tracy Street Housing – Lebanon, NH (NHHFA)**
Description: New 27,000 sf Affordable Housing Units
Project Type: CM with GMP
Owner: Twin Pines Housing
Contact: Andrew Winter – 802-291-7000
Size: 30,000 sf
Cost: \$4,912,727.00
Staff Work: Project management, Supervisor, carpenters, laborers – 25% Self Perform
Status/Type: Completed November, 2019. Urban, Multi Story. Affordable Housing.
Staff: Tim Estes - Project Manager
Jason Spaulding - Superintendent

Project: **Dartmouth Outing Club – Hanover, NH**
Description: Extensive Renovations to the Existing Outing Club
Project Type: CM with GMP
Owner: Dartmouth College
Contact: Jason Roulliard – 603-646-2431
Size: 6,400 sf
Cost: \$2,110,000.00
Staff Work: Project management, Supervisor, carpenters, laborers – 30% Self Perform
Status/Type: Completed June, 2021. Institutional
Staff: Nick Estes - Project Manager
Jason Spaulding - Superintendent

Relevant Experience

Project: Bridge and Main Housing – White River Junction, VT
Description: New Affordable Housing Units and Ground Floor Retail
Project Type: CM with LS
Owner: 85 South Main
Contact: Patrick Kane – 802-535-9894
Size: 19,442 sf
Cost: \$3,674,666.00
Staff Work: Project management, Supervisor, carpenters, laborers – 25% Self Perform
Status/Type: Completed June, 2018. Urban, Multi Story. Affordable Housing, Retail
Staff: Tim Estes - Project Manager
Jason Spaulding/Mark Meyerrose - Superintendent

Project: Dartmouth Rowing Facility – Hanover, NH
Description: New Indoor Rowing Facility attached to Existing Boathouse
Project Type: CM with GMP
Owner: Dartmouth College
Contact: James Pike – 603-646-0442
Size: 6,000 sf
Cost: \$3,960,413.00
Staff Work: Project management, Supervisor, carpenters, laborers – 20% Self Perform
Status/Type: Completing August, 2019. Institutional
Staff: Nick Estes - Project Manager
Mark Meyerrose - Superintendent

Project: Downstreet Apartments – Barre, VT (Housing VT)
Description: New Affordable Housing Apartment Building/Ground Floor Office
Project Type: Lump Sum Bid
Owner: Downstreet Housing
Contact: Lynn Mansfield – 802-863-8424
Size: 34,000 sf
Cost: \$5,200,000.00
Staff Work: Project management, Supervisor, carpenters, laborers – 30% Self Perform
Status/Type: Completed, July, 2016. Multi Story. Affordable Housing, Office
Staff: Tim Estes - Project Manager
Jason Spaulding - Superintendent

Relevant Experience

Experience with Comparable Projects/Contract Litigation:

Estes & Gallup has extensive experience in Apartment, Condo and Multi-Family Housing projects. We also have experience in institutional projects that incorporated Use Group Changes, Food Service, Housing and Recreational Facilities at Dartmouth College, Kimball Union Academy, Lyme, Hanover, Lebanon and Hartford School Systems, and DHMC.

Our company is not currently involved in any litigation or failed to complete a contract within the past ten years.

Bonding Information:

Bonding by Travelers Casualty and Surety Company of America is provided through our agent;

The Rowley Agency P.O. Box 511 Concord, NH 03302
800-238-3840

Cost Proposal Section

General Conditions Fee – Lump Sum:

We propose a Lump Sum General Conditions Fee of \$89,085.00

Construction Management Fee:

We propose a Construction Management Fee of 3.75%.

Pre-Construction Services Fee:

We propose a Lump Sum Pre-Construction Services Fee of \$4,500.00.

Development of the GMP, Accounting and Savings on the GMP:

The development of the GMP follows the process laid out in the 'CM Approach' of this proposal. Several estimates will be developed in conjunction with the plans and specifications. GMP is typically verified at 90% documents.

All accounting is transparent, and we can provide whatever level of detail and documentation is required for the client. Any savings will accrue to the Owner.

Change Order Generation and Fee:

Change Orders begin as 'Change Order Request'. These are either initiated through a directive from the Owner or Architect, or from the CM based on a changed condition. The Request is developed and submitted to the team for review. The request will provide cost and schedule impact. If agreed upon, the request will be converted to a formal Change Order.

All changes will have the CM Fee applied to the net change.

Contract Modification to AIA C132-2009:

The only amendment to the contract would be to stipulate that the Project Manager is a reimbursable expense under the Cost of Construction, and it not included under the CM Fee.

Proposed Schedule and Timeframe:

Pre-Construction services can commence as soon as award is received. We can begin construction as soon as funding is approved in 2023.

Cost Proposal Section

Summary of Fees:

CM Fee – Base Contract	-	3.75%
Pre-Construction Fee	-	\$4,500.00
General Conditions Fee	-	\$89,085.00
Rate for 100% P & P Bonds	-	0.83%

Signature:

Respectfully Submitted this 22nd Day of August, 2022.

A handwritten signature in black ink, appearing to be 'TE' with a long horizontal flourish extending to the right.

Timothy Estes