



Fees & Expenses

SCOPE OF SERVICES - PROJECT MANAGEMENT

- Develop Educational Specifications and supporting documentation for grant application submission
- Submit grant application on CORE-CT network
- Procure Architectural/Engineering services
- Evaluate responses / scope reviews
- Coordinate with Town for funding approvals
- Obtain required letter(s) from Board of Education
- Procure hazardous material testing for selected roofing materials (if required)
- Manage design process
- Manage OSCG&R approval process
- Obtain approvals to bid
- Advertise to bid
- Evaluate bids / scope reviews
- Perform construction observation as required by Town
- Review invoices, contractor progress payments and SCG-046 progress payments
- Compile required documentation in preparation of audit

PROJECT COSTS

Project Management - Roof Replacements:	\$9,950.00 per roof
Project Management - HVAC Upgrades:	Hourly (See Hourly Rate Schedule below)
Construction Oversight:	Hourly (See Hourly Rate Schedule below)
Reimbursable expenses:	Cost plus 15%

HOURLY RATE SCHEDULE

Principal in Charge:	\$185.00/hour
Project Manager:	\$140.00/hour
Administrative:	\$80.00/hour



TOWN OF EAST WINDSOR
REQUEST FOR QUALIFICATION AND PROPOSAL
PROJECT MANAGEMENT SERVICES-ROOF REPLACEMENT/HVAC
SYSTEMS

COST PROPOSAL FORM

Project Management Staff	Hourly Rate
Project Manager-	\$ 165.00
OSCGR Consultant	\$ 165.00
Support:	
Administrative Support as required to support PM	\$ 90.00
Cost Estimator	\$ 140.00
Scheduler	\$ 140.00

Per Project Rate	\$1-\$500,000	4.75%
(Rates may vary based	501,000-1,000,000	2.50%
on projects)	1000,001 and Up	1.75%

Fee Proposal

Colliers has reviewed the East Windsor's Request for Qualifications and Proposals for project management services for the Roof Replacement and HVAC Improvements Project and we are pleased to provide below our fee proposal based on our understanding of the Town's needs and expectations as well as our experience in providing similar services for roof replacement projects throughout the Northeast.

The fee contained below is an estimated fee for one facility. Our fee assumes the construction phase is completed in one summer. Should it extend into an academic year beyond August, or extend into a second summer, we would request additional services to cover our costs for a second summer. We estimate our services for one summer to be approximately \$30,000. Should multiple projects occur at the same time, we estimate our services to approximately \$47,000. We'll be happy to discuss our fees with you should we be fortunate to be selected.

Estimated Fee for One Roof Replacement Project

Grant Application, Architect Selection, Design & Bidding Phases	\$62,500
Construction Phase & Closeout	\$35,000
Total Fee	\$97,500

The table below provides an hourly rate schedule for each team member for work that may exceed the scope. These rates would apply to all our HVAC improvement services and any additional services applied to the roof replacement projects

2022 Hourly Rates

Category	Hourly Rate
Managing Director	\$330
Senior Director	\$275
Director	\$250
Associate Director	\$210
Senior Project Manager	\$200
Project Manager	\$170
Assistant Project Manager	\$145