

# **PUTNAM COUNTY CUSD #535**

## **Request for Proposals – Construction Management Services**

**Due: Friday, May 8<sup>th</sup>, 2026 –  
10:00 AM**

**GRANVILLE, ILLINOIS**

## **Proposal Timeline**

1. Board of Education approval of Request for Proposal Tuesday, April 21<sup>st</sup>, 2026
    - Advertise Request for Proposal (website and local publication)
  2. Non-Mandatory Pre-Submittal Meeting Friday, May 1<sup>st</sup>, 2026 (TBD)
  3. Submittal Deadline Friday, May 8<sup>th</sup>, 2026 (10:00 AM)
  4. Firm Interviews (if offered) Week of May 11<sup>th</sup>, 2026
  5. Award of Contract Tuesday, May 19<sup>th</sup>, 2026
- 

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## Request for Proposals – Construction Management Services

Putnam County CUSD #535 is accepting proposals from qualified firms to provide construction management services for the construction of additions and renovations at Putnam County Elementary School (PCES) located in Hennepin, Illinois, and Putnam County Junior High (PCJH) located in McNabb, Illinois. Proposals will be due by **Friday, May 8<sup>th</sup>, 2026, at 10:00 AM.**

Proposals are to be submitted to:

Dr. Clayton J. Theisinger  
Superintendent  
Putnam County CUSD #535  
400 E Silverspoon Ave  
Granville, IL 61326  
(815)882-2800 ext. 5  
[theisingerc@pcschools535.org](mailto:theisingerc@pcschools535.org)

Failure to comply with these requirements may lead to disqualification of your proposal.

**A Non-Mandatory Pre-submittal Meeting will be held on Friday, May 6<sup>th</sup>, 2026 at [TBD] at the District Office – 400 East Silverspoon Avenue, Granville, Illinois 61326. Attendees are to gather and obtain ID badges at main entrance.**

**All contractors are encouraged to visit the project site by scheduling appointments through Mr. Tracy Reaska, Director of Facilities, at (815)882-2800 ext. 5.**

**Unscheduled visits will not be permitted.**

**REQUEST FOR PROPOSAL  
CONSTRUCTION MANAGEMENT SERVICES**

**Friday, May 8<sup>th</sup>, 2026**

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**REQUEST FOR PROPOSAL  
CONSTRUCTION MANAGEMENT SERVICES**

**Friday, May 8<sup>th</sup>, 2026**  
Putnam County CUSD #535

Introduction

The Board of Education for Putnam County CUSD #535 is soliciting proposals from qualified firms to provide construction management services for additions and renovations at Putnam County Elementary School (PCES) located in Hennepin, Illinois, and Putnam County Junior High (PCJH) located in McNabb, Illinois, which include oversight of the project and hiring various subcontractors for specific aspects of the work.

Putnam County Elementary School (PCES ) – description of projects based on Board approval

Putnam County Junior High (PCJH) - description of projects based on Board approval

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This RFP is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening and reading of responses received by the School District pursuant to this request.

RFP Submission

RFP's are due by **Friday, May 8<sup>th</sup>, 2026, at 10:00 AM CST**. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit three (3) bound copies; and one (1) digital copy via Email to:

**Dr. Clayton J. Theisinger**  
Superintendent  
Putnam County CUSD #535  
400 E Silverspoon Ave  
Granville, IL 61326  
(815)882-2800 ext. 5  
[theisingerc@pcschools535.org](mailto:theisingerc@pcschools535.org)

Proposals must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase **"Request for Proposals – Construction Management Services at Putnam County CUSD #535"** and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size.

**REQUEST FOR PROPOSAL  
CONSTRUCTION MANAGEMENT  
SERVICES**

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Schedule

The following is the proposed schedule for the selection of firms to provide construction management services:

[copy from page 2]

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFP shall be directed in writing to:

Dr. Clayton J. Theisinger  
Superintendent  
Putnam County CUSD #535  
400 E Silverspoon Ave  
Granville, IL 61326  
(815)882-2800 ext. 5  
[theisingerc@pcschoools535.org](mailto:theisingerc@pcschoools535.org)

Any responses to questions, or changes in this RFP, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions.

Oral and other interpretations or clarification will be without legal effect.

School District Background

Putnam County Community Unit School District #535 ("the District") is a school district with students residing in Putnam, LaSalle, and Marshall Counties in Illinois. The District is organized according to the laws of the State of Illinois with the purpose of providing schools and education for grades prekindergarten through 12. The District operates the following schools:

- Putnam County Primary School (Granville, Illinois)
- Putnam County Elementary School (Hennepin, Illinois)
- Putnam County Junior High (McNabb, Illinois)
- Putnam County High School (Granville, Illinois)
- 

The District has its main office at 400 E. Silverspoon Avenue, Granville, Illinois, 61326. The District is a unitary operation with no sub-divisions.

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More than 760 students from the Putnam County School District are enrolled in this four-school district, located in Granville, Illinois which includes one Pk-2, one elementary, one junior high, and one high school. [Insert a few descriptors of the District (i.e. class descriptions, sports offerings, extracurricular activities).]

General Information, Notifications, and Purpose

- a)** Respondents are advised to review all sections of this RFP carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being nonresponsive.
- b)** Joint venture and/or cooperative professional teams will not be considered.
- c)** The inclusion of subconsultants (e.g.: Mechanical, Electrical, Plumbing, Structural, etc.) will not be required to be included in the submittal

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Friday, May 8<sup>th</sup>, 2026

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General Terms and Conditions

- a) All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The School District assumes no responsibility for these costs. This RFP does not commit the School District to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- b) This RFP does not commit the School District to enter into a contract. The School District reserves the right to award one, more than one, or no contract(s) in response to this RFP. The School District reserves the right to waive informalities and irregularities in the submissions of proposals received. The School District also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.
- c) The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the School District, as determined by the selection committee, upon approval of the School District Board of Education.
- d) The School District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the School District.
- e) The purpose of this Request for Proposals is to identify an experienced Construction Management firm with the best combination of qualifications.
- f) Requests for site visits and introductory meetings will be allowed.
- g) All Proposers are prohibited from making any contact with the District Personnel, Board of Education, or Superintendent or any other administrator or employee of the District with regard to the RFP, other than in the manner and to the person(s) designated herein. The Director of Purchasing and Transportation reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to the RFP.

General Description of Scope of Services

- a) The selected construction management firm will become part of a project team consisting of members of the School District and community stakeholders and to perform services as required.
- b) The selected construction management firm will need to provide the 75% Design Development cost estimate as shown on Exhibit E. All Estimates prior to \_\_\_\_\_ will be provided by others.
- c) The Design Team may be requested to:
  - a. Attend meetings with School District administrative staff as necessary.
  - b. Attend School District Board of Education meetings as necessary.

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- c. Develop preliminary drafts of the Project Program for School District review and comment.
  - d. Consult with School District on budgetary and funding matters.
  - e. Consult with the School District on Project scheduling considerations.
  - f. Consult with the School District on general concepts of the Project scope of work and Project needs.
- d) The firm's services and product provided shall conform to the Illinois State School Code and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

Proposal Content

Statement of Interest –

Provide a signed statement of qualifications with the name and address of the respondent, expressing interest and capability to perform the work.

Firm Description – Provide the following:

- Firm Name, address, web address, telephone and fax numbers
- Contact person (provide direct phone number and e-mail)
- Number of years in business under current name
- Type of organization
- Disciplines offered in-house
- Special areas of practice
- Staffing information
- List any previous names of firm and years of business under each name
- In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be serving the District (key personnel, project experience, etc.). The office designated to serve the District, in the proposal submission, must be the office to perform the work in the event that the project is awarded to that firm.
- The short-listed firms may be requested to provide a copy of the firm's financial statement. Provide a copy of the firm's certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm. Minimum coverage to be as follows:

General Liability - \$1,000,000/\$3,000,000

Automotive Liability - \$1,000,000 Professional

Liability - \$1,000,000/\$2,000,000

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**Umbrella Liability - \$15,000,000**

Worker's Compensation - Statutory Limits

- List any litigation, arbitration and alternative dispute resolution within the last 5 years, arising out of any design work for any School District; and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- List if your firm (under current or previous names) has been terminated within the last 5 years from a project by a School District and, if so, for what reason. If so, list the name and contact information for the School District.

Firm Experience and Capabilities –

- Provide a list of all School District clients for which you have provided services for in the last ten years. Include project description (whether the project involved planning, new construction, additions or renovations), the type of services and delivery method that you provided, as well as the client contact information.
- Please highlight your experience in performing work such as **school renovation and school additions.**
- Samples of work that demonstrate experience in K-12 educational environments are required.
- Firms should also demonstrate expertise in maximizing construction budgets, experience in the design of general educational spaces as well as the design of specialty instructional spaces, such as libraries, gymnasiums, multi-purpose rooms, science classrooms, athletic fields, and broad-based technology areas

Firm Workload -

- Provide a list of all projects for which your firm is currently under contract as an architectural firm.
- Provide the percentage that educational projects made up of your total project work load in the last twelve months.

Key Personnel & Experience –

- Provide a simple organizational chart identifying key members of the firm
- Provide resumes of key staff relevant to the requirements of this RFP, including their work experience, education, affiliations and awards. Resumes should not include project pictures or general firm information. Particular reference should be made to the firm's construction administration/observation personnel.

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- If any staffing changes should occur between the submission of proposal and the award of a contract, the firm must notify the District in writing. Unapproved staffing changes may result in a rejection of proposal.

Project Approach –

Provide a brief discussion of the following:

- The methodology that your firm would use in conducting the project from Design Development Estimate phase to Owner acceptance. This should include strategies for collaboration, communication and community building. If your methodology utilizes any specialized software packages and computerized systems, please provide an adequate description and summary of capabilities.
- The firm's ability / experience to work in northcentral Illinois (i.e., the region of the school district). In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- Your approach to project scheduling and cost estimating within the environment of the educational sector.
- The process your firm utilizes to investigate bidders to insure that they are qualified and equipped to satisfactorily complete a project.

References –

- Provide a minimum of three (3) references for construction management services performed on educational facilities in Illinois in the last five (5) years.

Agreement and Conditions of the Awarded Contract

- A. The Awarded Agreement will be based on AIA A134 – Exhibit A
- B. The General Conditions will be based on AIA A201 – Exhibit B

Forms and Supplements

Use the following forms for the specified purposes unless otherwise indicated elsewhere in the Contract Documents.

- A. Proposed Fee Form– Exhibit C
- B. Cost Assignment Sheet – Exhibit D
- C. Proposed Design & Construction Schedule – Exhibit E

Exhibit A

[Insert A134 Agreement]

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[Insert A201 Agreement]

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EXHIBIT C

**PUTNAM COUNTY CUSD #535 GRANVILLE, ILLINOIS**

**CONSTRUCTION  
MANAGER PROPOSAL  
FEE FORM**

**[PROJECT]**

**Pre-Construction Management Fee**

The fee for Construction Manager's pre-construction services as described in the attached AIA Document A134-2019, as modified plus any other services required for successful completion of the project as described below. Provide the fee as a dollar value based upon an estimated project Construction Cost of \$\_\_\_\_\_.

Percentage of Construction Costs \_\_\_\_\_% multiplied by an assumed  
Construction costs of \$\_\_\_\_\_ for a total fee of:  
\$\_\_\_\_\_

**II. Construction Management At-Risk Fee (CM Fee/Profit)**

For the Construction Manager's Professional Fee/Profit, please base your proposed fee on an estimated project Construction Cost of \$\_\_\_\_\_. Provide the fee as both a percentage of Construction Costs and dollar value based upon an estimated project Construction Cost of \$\_\_\_\_\_.

Percentage of Construction Costs \_\_\_\_\_% multiplied by an assumed  
Construction costs of \$\_\_\_\_\_ for a total fee of:  
\$\_\_\_\_\_

**III. General Liability Insurance**

The cost for Construction Manager's general liability insurance as described in AIA Document A134-2019. Provide the cost as both a percentage of Construction Costs and dollar value based upon an estimated project Construction Cost of \$\_\_\_\_\_.

Percentage of Construction Costs \_\_\_\_\_% multiplied by an assumed  
Construction costs of \$\_\_\_\_\_ for a total fee of:  
\$\_\_\_\_\_

**IV. Builder's Risk Insurance**

The cost for Construction Manager's Builder's Risk insurance as described in AIA Document A134-2019. Provide the cost as both a percentage of Construction Costs and dollar value based upon an estimated project Construction Cost of \$\_\_\_\_\_.

Percentage of Construction Costs \_\_\_\_\_% multiplied by an assumed  
Construction costs of \$ \_\_\_\_\_ for a total fee of:  
\$ \_\_\_\_\_

**V. Performance and Payment Bonds**

The cost for Construction Manager's Performance and Payment Bonds as described in AIA Document A134-2019. Provide the cost as both a percentage of Construction Costs and dollar value based upon an estimated project Construction Cost of \$ \_\_\_\_\_.

Percentage of Construction Costs \_\_\_\_\_% multiplied by an assumed  
Construction costs of \$ \_\_\_\_\_ for a total fee of:  
\$ \_\_\_\_\_

**VI. General Conditions**

The cost for Construction Manager's general conditions as described in AIA Document A134-2019, as modified, and the allocation of costs described in Attachment A, plus any other services required for successful completion of the project as described below. Provide the cost as both a percentage of Construction Costs and dollar value based upon an estimated project Construction Cost of \$ \_\_\_\_\_. Please note all General Conditions will be submitted monthly to the School District with all required back-up and invoicing as related to each item. These items will be reimbursed to the Construction Manager without markup.

Percentage of Construction Costs \_\_\_\_\_% multiplied by an assumed  
Construction costs of \$ \_\_\_\_\_ for a total fee of:  
\$ \_\_\_\_\_

**VII. Miscellaneous Costs**

Identify and describe miscellaneous costs, if any, included but not limited to time required for the Construction Manager to become familiarize your company with the School District's Project, that the Construction Manager foresees, but which have not been identified in the Request for Proposal.

Percentage of Construction Costs \_\_\_\_\_% multiplied by an assumed  
Construction costs of \$ \_\_\_\_\_ for a total fee of:  
\$ \_\_\_\_\_

Describe such costs, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_

**VIII. TOTAL PROPOSED CONSTRUCTION MANAGER COMPENSATION**

Total proposed costs to the Owner for the Construction Manager’s Services, excluding the Trade Contract amounts.

\$ \_\_\_\_\_=

**Project Description**

**Authorized Representative:** Please provide the name and title of individual representing the information included in your proposal.

Company: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT D**

**COST ASSIGNMENT**

| <b>COST ITEM</b>                              | <b>CM FEE</b> | <b>CM REIM-BURSABLE</b> | <b>PROJECT GENERAL REQUIREMENTS</b> | <b>A/E</b> | <b>OWNER</b> | <b>DIRECT COST OF WORK (BID PACKAGES)</b> |
|---|---------------|-------------------------|-------------------------------------|------------|--------------|---|
| <b>I. CONSTRUCTION MANAGEMENT SERVICES</b>    |               |                         |                                     |            |              |   |
| 1. Project executive                          | X             |                         |                                     |            |              |   |
| 2. Construction manager legal (basic service) | X             |                         |                                     |            |              |   |
| 3. Project manager                            | X             |                         |                                     |            |              |   |
| 4. Accounting                                 | X             |                         |                                     |            |              |   |
| 5. Scheduling                                 | X             |                         |                                     |            |              |   |
| 6. Life-Cycle                                 | X             |                         |                                     |            |              |   |
| 7. Purchasing                                 | X             |                         |                                     |            |              |   |
| 8. Value engineering                          | X             |                         |                                     |            |              |   |
| 9. Systems development                        | X             |                         |                                     |            |              |   |
| 10. Estimating                                | X             |                         |                                     |            |              |   |
| 11. Project expediter                         | X             |                         |                                     |            |              |   |
| 12. Safety officer                            | X             |                         |                                     |            |              |   |
| 13. EEO officer                               | X             |                         |                                     |            |              |   |
| 14. Clerk-typist                              | X             |                         |                                     |            |              |   |
| 15. Project superintendent                    | X             |                         |                                     |            |              |   |

| <b>COST ITEM</b>                  | <b>CM FEE</b> | <b>CM REIM-BURSABLE</b> | <b>PROJECT GENERAL REQUIREMENTS</b> | <b>A/E</b> | <b>OWNER</b> | <b>DIRECT COST OF WORK (BID PACKAGES)</b> |
|-----------------------------------|---------------|-------------------------|-------------------------------------|------------|--------------|---|
| 16. Mechanical coordinator        | X             |                         |                                     |            |              |   |
| 17. Electrical coordinator        | X             |                         |                                     |            |              |   |
| 18. Time-keeper/checker           | X             |                         |                                     |            |              |   |
| <b>II. TRAVEL AND LODGING</b>     |               |                         |                                     |            |              |   |
| 1. Staff transportation           |               | X                       |                                     |            |              |   |
| 2. Project manager transportation |               | X                       |                                     |            |              |   |
| 3. Superintendent transportation  |               | X                       |                                     |            |              |   |
| <b>III. TEMPORARY FACILITIES</b>  |               |                         |                                     |            |              |   |
| 1. Safety equipment               |               |                         |                                     |            |              | X   |
| 2. First-aid supplies             |               |                         |                                     |            |              | X   |
| 3. Handrails and toe boards       |               |                         |                                     |            |              | X   |
| 4. Opening protection             |               |                         |                                     |            |              | X   |
| 5. Fire extinguishers             |               |                         |                                     |            |              | X   |
| 6. Office or trailer rental       |               | X                       |                                     |            |              |   |
| 7. Storage or trailer rental      |               |                         |                                     |            |              | X   |
| 8. Waterboy, ice, cups            |               | X                       |                                     |            |              |   |
| 9. Temporary toilets              |               | X                       |                                     |            |              |   |
| 10. Temporary stairs              |               |                         |                                     |            |              | X   |
| 11. Temporary enclosures          |               |                         |                                     |            |              | X   |

| COST ITEM                                 | CM FEE | CM REIM-BURSABLE | PROJECT GENERAL REQUIREMENTS | A/E | OWNER | DIRECT COST OF WORK (BID PACKAGES) |
|---|--------|------------------|------------------------------|-----|-------|------------------------------------|
| 12. Project signs                         |        | X                |                              |     |       |                                    |
| 13. Bulletin boards                       |        | X                |                              |     |       |                                    |
| 14. Temporary fencing                     |        |                  |                              |     |       | X                                  |
| 15. Barricades                            |        |                  |                              |     |       | X                                  |
| 16. Safety nets                           |        |                  |                              |     |       | X                                  |
| <b>IV. ON-SITE UTILITIES AND SERVICES</b> |        |                  |                              |     |       |                                    |
| 1. Telephone installation                 |        | X                |                              |     |       |                                    |
| 2. Telephone expense                      |        | X                |                              |     |       |                                    |
| 3. Temporary power service                |        | X                |                              |     |       |                                    |
| 4. Power expense                          |        | X                |                              |     |       |                                    |
| 5. Temporary water service                |        | X                |                              |     |       |                                    |
| 6. Temporary water expense                |        | X                |                              |     |       |                                    |
| 7. Temporary heating service              |        | X                |                              |     |       |                                    |
| 8. Heating energy charges                 |        | X                |                              |     |       |                                    |
| 9. Temporary wiring                       |        | X                |                              |     |       |                                    |
| 10. Lighting                              |        | X                |                              |     |       |                                    |
| 11. Periodic clean-up                     |        | X                |                              |     |       |                                    |
| 12. Final clean-up                        |        | X                |                              |     |       |                                    |
| 13. Trash dumpsters                       |        | X                |                              |     |       |                                    |

| <b>COST ITEM</b>                                 | <b>CM FEE</b> | <b>CM REIM-BURSABLE</b> | <b>PROJECT GENERAL REQUIREMENTS</b> | <b>A/E</b> | <b>OWNER</b> | <b>DIRECT COST OF WORK (BID PACKAGES)</b> |
|--|---------------|-------------------------|-------------------------------------|------------|--------------|---|
| 14. Dump permits and fees                        |               | X                       |                                     |            |              |   |
| 15. Debris hauling/removal                       |               | X                       |                                     |            |              |   |
| 16. Traffic control                              |               | X                       |                                     |            |              |   |
| 17. Temporary roads                              |               | X                       |                                     |            |              |   |
| 18. Roadway maintenance                          |               | X                       |                                     |            |              |   |
| 19. Dust control                                 |               | X                       |                                     |            |              |   |
| 20. Architect/Engineer on-site telephone charges |               | X                       |                                     |            |              |   |
| <b>V. REPRODUCTION AND PRINTING</b>              |               |                         |                                     |            |              |   |
| 1. Costs-study documents                         |               |                         |                                     | X          |              |   |
| 2. Systems-study documents                       |               |                         |                                     | X          |              |   |
| 3. Bid-package/construction documents            |               |                         |                                     | X          |              |   |
| 4. Postage and express costs                     |               |                         |                                     | X          |              |   |
| 5. Accounting forms                              | X             |                         |                                     |            |              |   |
| 6. Field reporting forms                         | X             |                         |                                     |            |              |   |
| 7. Contract agreements                           | X             |                         |                                     |            |              |   |
| 8. Schedule report forms                         | X             |                         |                                     |            |              |   |
| 9. Estimating forms                              | X             |                         |                                     |            |              |   |
| 10. Cost-reporting forms                         | X             |                         |                                     |            |              |   |
| 11. Value-analysis studies                       | X             |                         |                                     |            |              |   |

| <b>COST ITEM</b>                        | <b>CM FEE</b> | <b>CM REIM-BURSABLE</b> | <b>PROJECT GENERAL REQUIREMENTS</b> | <b>A/E</b> | <b>OWNER</b> | <b>DIRECT COST OF WORK (BID PACKAGES)</b> |
|---|---------------|-------------------------|-------------------------------------|------------|--------------|---|
| 12. Duplication expense (miscellaneous) | X             |                         |                                     |            |              |   |
| 13. Shop-drawing printing               |               |                         |                                     |            |              | X   |
| 14. Maintenance manuals                 |               |                         |                                     |            |              | X   |
| 15. Operation manuals                   |               |                         |                                     |            |              | X   |
| 16. Special forms                       |               | X                       |                                     |            |              |   |
| <b>VI. QUALITY CONTROL</b>              |               |                         |                                     |            |              |   |
| 1. Field observer                       | X             |                         |                                     | X          |              |   |
| 2. Observer's transportation            |               | X                       |                                     | X          |              |   |
| 3. Special testing consultants          |               |                         |                                     |            | X            |   |
| 4. Concrete testing                     |               |                         |                                     |            |              | X   |
| 5. Masonry testing                      |               |                         |                                     |            |              | X   |
| 6. Compaction testing                   |               |                         |                                     |            |              | X   |
| 7. Soils investigation                  |               |                         |                                     |            | X            |   |
| 8. Special testing services             |               |                         |                                     |            | X            |   |
| 9. Project photographs                  |               | X                       |                                     |            |              |   |
| 10. Warranty inspections coordination   | X             |                         |                                     |            |              |   |
| 11. Air and water balancing             |               |                         |                                     |            |              | X   |
| 12. Operator on-site training           |               |                         |                                     |            |              | X   |
| 13. Preparation of operations manuals   |               |                         |                                     |            |              | X   |

| COST ITEM                                | CM FEE | CM REIM-BURSABLE | PROJECT GENERAL REQUIREMENTS | A/E | OWNER | DIRECT COST OF WORK (BID PACKAGES) |
|--|--------|------------------|------------------------------|-----|-------|------------------------------------|
| 14. Preparation of maintenance manuals   |        |                  |                              |     |       | X                                  |
| <b>VII. PERMITS AND SPECIAL FEES*</b>    |        |                  |                              |     |       |                                    |
| 1. Sign permits                          |        |                  |                              |     |       | X                                  |
| 2. Staking and layout fees and costs     |        |                  |                              |     |       | X                                  |
| 3. Building permits                      |        |                  |                              |     | X     |                                    |
| 4. Water connection fee                  |        |                  |                              |     | X     |                                    |
| 5. Sanitary connection fee               |        |                  |                              |     | X     |                                    |
| 6. Storm connection fee                  |        |                  |                              |     | X     |                                    |
| 7. Gas service charge                    |        |                  |                              |     | X     |                                    |
| 8. Power service charge                  |        |                  |                              |     | X     |                                    |
| 9. Special lap fees                      |        |                  |                              |     | X     |                                    |
| 10. Contractors' licenses                |        |                  |                              |     |       | X                                  |
| <b>VIII. INSURANCE AND BONDS</b>         |        |                  |                              |     |       |                                    |
| 1. Builders' risk insurance              | X      |                  |                              |     |       |                                    |
| 2. Professional liability insurance      | X      |                  |                              | X   |       |                                    |
| 3. General liability                     | X      |                  |                              | X   | X     | X                                  |
| 4. Completed operations liability        | X      |                  |                              |     |       | X                                  |
| 5. Excess liability coverage             | X      |                  |                              | X   | X     | X                                  |
| 6. Workers' compensation (on-site staff) | X      |                  |                              | X   |       | X                                  |

| <b>COST ITEM</b>                        | <b>CM FEE</b> | <b>CM REIM-BURSABLE</b> | <b>PROJECT GENERAL REQUIREMENTS</b> | <b>A/E</b> | <b>OWNER</b> | <b>DIRECT COST OF WORK (BID PACKAGES)</b> |
|---|---------------|-------------------------|-------------------------------------|------------|--------------|---|
| 7. FICA insurance (on-site staff)       | X             |                         |                                     | X          |              | X   |
| 8. Federal unemployment (on-site staff) | X             |                         |                                     |            |              | X   |
| 9. State unemployment (on-site staff)   | X             |                         |                                     |            |              | X   |
| 10. Payment bond                        |               | X                       |                                     |            |              | X   |
| 11. Performance bond                    |               | X                       |                                     |            |              | X   |
| <b>IX. OTHER COSTS:</b>                 |               |                         |                                     |            |              |   |
| 1. Project taxes                        |               |                         |                                     |            |              | Not Applicable                            |
| 2. Construction equipment               |               |                         |                                     |            |              | X   |
| 3. Construction and services            |               |                         |                                     |            |              | X   |
| 4. Construction materials               |               |                         |                                     |            |              | X   |
| 5. Design and Engineering               |               |                         |                                     | X          |              |   |
| 6. Contingency                          |               |                         |                                     |            | X            |   |
| 7. C.M. general overhead cost           | X             |                         |                                     |            |              |   |
| 8. C.M. profit/margin                   | X             |                         |                                     |            |              |   |

\* Note that, although the Owner may be responsible for the costs of several fees and permits, pursuant to the contract documents, the Construction Manager is responsible for performing tasks necessary to obtain the permit (e.g., completing forms for submission, going to issuers' offices to obtain certificates, etc.). In other words, while the Owner is paying the necessary fees, the Construction Manager will provide the "legwork."

**EXHIBIT E**

**Proposed Design & Construction Schedule**

**[to complete in consultation with Larson & Darby Group]**

DRAFT