

Upon the recommendation of the Superintendent, and the District's attorneys, and having had an opportunity to review the proposed agreement,

Moved:

Seconded:

RESOLVED: That the agreement for Construction Management Services from Watchdog Building Partners LLC for the Annual Capital Improvement Projects is approved, and the Board President is authorized to sign the agreement.



November 30, 2012

HORSEHEADS CENTRAL SCHOOL DISTRICT

One Raider Lane
Horseheads, NY, 14845

Re: Proposal for Additional Construction Management Services

Attn: Mr. Michael Coghlan

Watchdog Building Partners, LLC is pleased to submit the following contract for Enhanced Clerking Services in association with Horseheads Central School District's annual capital improvement projects for the years 2013, 2014 and 2015.

PROJECT DESCRIPTION AND GENERAL REQUIREMENTS:

1. The Work of each Project will vary annually. Work may take place at one or all building throughout the District in any given year.
2. The number of Prime Contractors may vary from year to year/project to project.
3. As a means to maintain schedule, the District may purchase material and equipment through the use of the state contract and turn it over to the contractor for installation.
4. The last day of school in June varies from year to year. The Work will typically take place from the end of June through the end of August.
5. Work for each year will be subject to voter approval. If the annual budget for capital expenditures is not approved by the tax payers there will be no Project. The Construction Manager will only be entitled to compensation for work authorized by the District on an annual basis subject to voter approval.
6. Watchdog will provide a Project Executive to work with the Horseheads Central School District for (3) three consecutive years. The Project Executive shall meet with the Owner and Architect periodically through out each year (as requested by the District) to review that year's project objectives, scope, packaging of bids and method of delivery. The Project Executive shall assign the on site representative to the up coming summer project in a given year based on familiarity with the District and pertinent trade discipline associated with Project scope of work for that given year.
7. The Horseheads Central School Districts Request for Construction Management Services and the Watchdog Building Partners response to the RFP shall be considered part of the contractual requirements of this Contract. Watchdog shall be required to perform services requested as detailed in their response, both of which are attached.
8. This agreement shall be for a term of one year and shall automatically renew each year for 2 additional years. The District may terminate the agreement without cause upon 60 days written notice. Watchdog shall be entitled to compensation for work reasonably performed pursuant to the agreement through the effective date of cancellation, but for no other costs or expenses, including but not limited to lost profits or any termination fees or charges.

DESIGN AND BIDDING PHASE:

1. Development of Bid Documents:
Assist the Architectural firm in the development of detailed and complete bid documents to assure timely, responsive and comparable bids, while avoiding questions and protests.
2. Constructability Review:
Provide constructability reviews of the SED documents and the bid documents. Provide a detailed report of the findings. Reviews shall include at minimum.
 - a. Evaluation of the plans and specifications with regard to feasibility of construction and the proposed schedule.
 - b. Analysis of construction constraints imposed by design requirements, sequence of construction, proposed materials, overall project schedule, interface, utility relocations and / or shutdowns.
 - c. Verification of the logic and clarity of the work to be performed, ensuring the documents contain the necessary information to define which of the several prime contractors will perform the work required.
 - d. Site visits and evaluation of the plans and specifications for completeness, clarity, consistency and coordination identifying incorrect, unclear or omitted items.
 - e. Specification review of the bid forms, alternates, unit prices, scope of work, instructions to bidders, general conditions, special conditions, and technical sections.
 - f. Meetings with the A/E Consultant and Owner to review and discuss the findings and necessary corrective actions.
3. Establish Phased Bid and Construction Schedule:
Assist the Architectural firm in the preparation of a schedule for the bidding of construction contracts and a "realistic" construction schedule for inclusion into the bidding documents.
4. Identify Contractors and Suppliers:
Identify and investigate Contractors and Suppliers interested in bidding the work. Review plans with them and promote their interest in the project.
5. Pre-Bid Conference:
Assist the Architecture firm in the organization and operation of pre-bid conferences prior to the receipt of bids. Assure that all bid documents are clear and all questions are answered.
6. Evaluation of Bids Received:
Assist the District and the Architecture firm in receipt, review and evaluation of bids. Assist the Owner in development and implementation of letter of intent and/or construction contracts.

CONSTRUCTION AND CLOSE-OUT PHASES:

1. Conduct Preconstruction Conference:
 - a. With the Architectural firm, organize and direct a preconstruction meeting with the Contractors, Consultants, and the School.
 - b. Review project organization, lines of authority and project procedures.
 - c. Ensure all necessary permits are secured and that code and regulatory requirements are being met.

2. On-Site Supervision/Record Keeping:

- a. At a minimum, provide a full time on site Field Superintendent to administer the work of the construction contractors and/or suppliers.
- b. Provide inspection of the work for conformance with plans and specifications.
- c. Coordinate submittals/approvals as required to maintain the construction schedule.
- d. Provide on site representation when contractors are performing work.
- e. Be responsible for project record keeping.
- f. Maintain records at the construction site in an orderly manner as directed by the Owner.
- g. Include copies of all correspondence concerning the project, contract documents, construction schedule, change orders, test results, permits, inspection reports, insurance policies, minutes or summaries of meetings, shop drawings, invoices, and lien releases.
- h. Maintain a log of all daily activities including daily progress, weather conditions, visitors, inspector(s), sub-contractors on site, nature and location of work performed.
- i. Meet, verify identification and accompany any inspectors from local, state or federal agencies having jurisdiction over the project. Immediately report the results of such inspections to the Owner, Contractors and the Architect. Monitor any corrective actions.
- j. Review field reports from Architects and Engineers. Monitor and report on corrective actions.
- k. Observe materials delivered to the site and used by the sub-contractors to ensure that materials used are those specified or approved substitutes and that materials are in good condition and free of defects. Report problems immediately to the Architect and Contractors.
- l. Monitor the proper storage of materials, including any off-site storage. Report problems to the Prime Contractors. Notify the Owner if, in our opinion, any materials should be replaced due to improper storage. Document with photographs as necessary.
- m. Immediately notify the Contractor's Superintendent of any unsafe conditions observed. Notify the Owner, Contractors and the Architect of the unsafe conditions and corrective measures taken.
- n. Immediately notify the Owner, Contractors and the Architect of any work, which, in our opinion, is substandard or otherwise not in accordance with the contract documents. Document with photographs, measurements, etc. as appropriate. Schedule site review and remedial action plan for corrections.
- o. Immediately notify the Owner, Contractors and the Architect of any conditions, which may delay completion of the total project or of major parts of the project.
- p. Carefully coordinate and monitor any occupation of the facility by the Owner prior to final completion of work. Be especially alert to any conditions, which may lead to claims for damage. Coordinate scheduling and observe tests, as required, by the contract documents.
- q. Receive and review requests for payment from the Prime Contractors. Make recommendations to the Owner concerning payment.
- r. Assist the design team in the development of construction deficiency lists (punch lists). Monitor the completion of the deficiencies and inform the Owner of the status on a regular basis.
- s. Coordinate with the Commissioning Agent and participate in final inspections and start-ups.
- t. Receive and review technical manuals, operations manuals, manufacturer's instructions and similar documents for transfer to the Owner's staff.
- u. Receive and inventory keys, special tools, filters, spare parts and similar items for transfer to the Owner's staff.
- v. Coordinate training of the Owner's staff on equipment operations and maintenance as required by the contract documents.

- w. Receive and review as-built drawings for transfer to the Owner.
3. Project Coordination:
 - a. Provide staffing as required to fulfill administrative, management and related services.
 - b. Coordinate scheduled activities and responsibilities of the Contractors with each other and with those of the Construction manager, the Owner and the Architect.
 - c. Manage the Project in accordance with the Project Schedule and the Contract Documents.
 - d. Develop, issue, track and issue follow up correspondence to requests for information, request for proposals, supplemental instructions and similar project documents.
 4. Construction Schedule:
 - a. Review and comment on Prime Contractors submitted construction schedule insuring that it outlines the start and finish dates for procurement, all construction activities and establishes major milestones for each segment of the work.
 5. Monitor Progress of the Work:
 - a. Review Contractor's construction schedules.
 - b. Observe construction progress and report deviations from the schedule, which would jeopardize job progress.
 - c. Work with Contractors to develop and implement corrective actions, if necessary.
 - d. Maintain daily logs of all construction activities.
 - e. Ensure safety programs are established and implemented.
 6. Monitor Construction Quality:
 - a. Evaluate the contractor's proposed procedures, methods and equipment prior to use.
 - b. Evaluate subcontractors, and vendors and materials being proposed through a careful review of shop drawings and submittals.
 - c. Observe and inspect the work in progress and report any and all defects and deficiencies. Recommend corrective action when required.
 7. Process Payment Requests:
 - a. Review contractor(s) payment applications and make recommendations to the Architectural firm regarding approval of requested payments.
 - b. Review the Contractor's schedule of values for use in processing payments.
 8. Conduct Job/Coordination Meetings:
 - a. Conduct weekly coordination meetings at the job site with the Contractor's Superintendent; bi-weekly project meeting with Owner, Architect, etc.
 - b. Discuss job progress, problems, and required decisions.
 - c. Produce and distribute minutes to participants, Owner and Architect.
 9. Review Proposed Change Orders and Financial Management:
 - a. Review work on behalf of the Owner and Architect to minimize required change orders and ensure that approval by the School is secured prior to implementation.
 - b. Work with the Architect to negotiate and create change orders.
 - c. The District will handle the financial management of the project.

- d. The construction manager shall:
1. Log, track and report on RFP and change order status to assist the District with the financial management effort.
 2. As a minimum requirement, provide detailed reports indicating approved change orders, approved RFP's, pending RFP's and potential RFP's.
 3. Present Monthly Reports to the School Board Administration and Architect on schedule status, budget vs. cost, quality, safety, status of change orders and a general overview of the project.
 4. Meet with the Board and/or Administration as required. Reports shall be submitted at the end of July, August and September.

10. Develop a Close-Out Program:

- a. With the Architecture firm, produce a detailed schedule of close-out activities.
- b. Include punch lists, key schedule, equipment testing, start-up procedures, operational maintenance plans, School employees training schedules, as built drawings with a CD copy, close out of permits, warranties, guaranties, occupancy, and special inspections.
- c. Schedule and coordinate inspection with the Architectural firm in the preparation of a list of incomplete items (punch list) from the substantial and final inspections.
- d. Ensure that all close-out activities are complete.
- e. Act as the owners commissioning agent insuring all systems have been installed in accordance with the contract documents, all system debugging has occurred, and systems are 100% operational.

INSURANCE REQUIREMENTS:

The construction management firm will submit a Certificate of Insurance to the owner prior to the start of the work. Insurance coverage will meet the following limits:

Workers Compensation – Statutory Limits	
New York State Disability	
Applicable Federal	
General Liability:	
General Aggregate	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Professional Liability per Project Aggregate	\$1,000,000

Premises Operations – Issued to and including coverage for Bodily Injury and **Property Damage due to losses caused by explosion, collapse and underground hazards.**

Products & Completed Operations – issued to and including coverage for claims that may arise after the work has been completed and has vacated the premises. This insurance shall remain in effect for one (1) year after final completion of the project.

Contractual Liability – issued to and covering liability for damages imposed under this contract upon each subcontractor directly or indirectly affecting operations under this contract or used for services thereof.

Automobile Liability – bodily, injury and property damage insurance covering all automobiles, trucks, tractors, trailers, motorcycles or other automotive equipment whether owned or rented by the Contractor or by employees of the Contractor.

Liability limit: each accident \$1,000,000

Umbrella Liability – Contractor shall be required to provide bodily injury and property damage insurance limits in excess of those limits shown herein. The additional limits shall be as follows;

Each Occurrence:	\$5,000,000
Aggregate	\$5,000,000
Retained limit	\$ 10,000

The contractor shall name the **Owner** as an **additional insured** in all insurance for the Project.

LIMITATIONS OF AUTHORITY:

The Watchdog Building Partners, LLC Representative shall have limited authority and will not:

1. Authorize deviations from the Contract Documents or expedite work for the Contractor.
2. Approve substitute materials or equipment unless authorized in writing by the Architect.
3. Assume any of the responsibilities of any Contractor's Superintendent.
4. Have control over, or charge of, or be responsible for, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work.
5. Authorize or suggest that the Owner occupy the project in whole or in part.
6. Issue a Certificate for Payment of Certificate of Substantial Completion.
7. Prepare or certify the preparation of a record copy of the Drawings, Specifications, Addenda, Change Orders and other Modifications.
8. Reject work or require special inspection or testing except as authorized by the Architect.
9. Order the Contractor's to stop the work or any portion thereof.

EXCLUSIONS:

The following items are not included in this proposal:

1. Extended Safety Compliance Monitoring Services

FEE:

Our fee for services will be determined on an annual basis based on the construction value, scope of work and schedule. A "Not-to-Exceed" fee proposal based on hourly rates included in the response to the Request for Proposal bill be provided prior to construction beginning each year. Refer to the attached fee page for the construction schedule to take place in 2012.

REIMBURSABLE EXPENSES:

The following items shall be considered reimbursable expenses associated with the Project:

1. Expenses associated with reproductions, postage, express-delivery and handling of drawings, specifications and other contract documents.
2. Daily transportation to and from the jobsite is included in this proposal however, daily transportation from location to location and any out-of-town travel shall be considered reimbursable at the standard federal rate at the time the mileage is incurred.
3. Office supplies necessary for on-site office.

WATCHDOG BUILDING PARTNERS, LLC



Todd LaBarr, CCCA, CSI
President

ACCEPTANCE FOR HORSEHEADS CENTRAL SCHOOL DISTRICT

Name _____

Title _____

Date _____



HORSEHEADS CSD ANNUAL FEE PROPOSAL SHEET

Construction Year: 2013

The fee indicated in this proposal is for Construction Management Services for work at the Horseheads Central School District.

Schedule for Project

Design Phase:	Fall 2012
Bidding Phase:	Winter/Spring 2013 (SED Dependant)
Construction Phase:	Summer 2013

The fee indicated is a Not-to-Exceed Fee and will be invoiced for monthly based on the following 2013 Hourly Rates:

Hourly Rates

Project Manager	\$ 115.00
Project Assistant Manager	\$ 75.00
Project Field Superintendent	\$ 65.00
Construction Administrator	\$ 40.00

Year 2013 Not-to Exceed Fee: \$43,000

Watchdog Building Partners, LLC

Horseheads Central Schools

Signed:

Signed:

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Watchdog Building Partners, LLC

About WBP

Watchdog Building Partners is a true Construction Management firm:

- ✓ founded in 2005
- ✓ located in Rochester, NY
- ✓ comprised of 17 professionals with extensive experience in design, installation, construction administration and management.

Our Unique Advantage

Watchdog Building Partners has a proven management approach, which helps to consistently achieve the ultimate goal of quality in design and construction. The company strives to maintain its core philosophies of integrity, quality workmanship and cost efficiency.

We specialize in tailoring our services to the needs of each client and project. Our services include **Owners Representation, Clerk of the Works, Enhanced Clerking and full service Managed Construction.**

"Watchdog Building Partners has developed a reputation of accountability and responsibility through the years. Its our job, but more so our passion, to assist our clients in every aspect of their construction needs. What people say about us is a direct result of our performance."

**-Todd LaBarr, President
Watchdog Building Partners, LLC**

Horseheads Central School District

Watchdog Building Partners has worked in the District for the last 5 years as either a Construction Manager or Clerk of the Works. Jerry Welliver, a local resident to the District, has been involved in all of these Projects as a field superintendent for Watchdog. Prior to this, Todd LaBarr worked in the District with IBC Engineering overseeing many of the construction Projects for the MEP Design firm of record. This commitment to continuity year after year makes Watchdog the right choice for continued services to the District.







Watchdog Professional Team

Watchdog is made up of highly qualified individuals who have worked in the construction industry as plumbers, carpenters, electricians, engineers, architectural managers, and site superintendents. The staff at Watchdog has hands on trade experience across every discipline.

<u>Professional</u>	<u>Title</u>	<u>Discipline</u>
Todd LaBarr, CCCA, CSI	President	Electrical / Technology
Lori Thibodeau, CPA, CDT	Vice President	Finance
Hesham Abdunnasir, CDT	Assistant Project Manager	General Construction
Kelly Ditzel	Construction Administrator	Construction Administration
Lisa Dobosz	Construction Administrator	Construction Administration
Denny Fisk	Field Superintendent	Site / Civil
Bob Huffman, LEED	Field Superintendent	General Trades / Mechanical
Thom Frederick	Field Superintendent	General Trade / Site & Civil
Jerry Welliver	Field Superintendent	General Trades / Site & Civil
Doug Hey	Estimator	General Trades
Ed Northrop	Field Superintendent	General Trades
Gene Ostrander	Field Superintendent	General Trades
Tim Yetter	Field Superintendent	General Trades
Dave Hackett	Field Superintendent	Electrical
Art Malone	Project Manager	Mechanical
Steve Pedersen	Field Superintendent	Mechanical
Pete Sheehan	Field Superintendent	Mechanical



Watchdog - Horsehead CSD Professional Team

Watchdog Building Partner's primary function will be to provide the Horseheads Central School District with a committed and dedicated Construction Management Team. Our on-site representative will have the support and resources readily available from a Watchdog team of professionals.

"In addition to a strong knowledge of building construction and the laws surrounding it that are particular to school districts, Watchdog BP also exhibited an outstanding ability to facilitate communication between architects and contractors. Watchdog kept construction moving and protected the interests of the School District."

**-Christopher G. Abdoo, Business Administrator
Frankfort-Schuyler Central School District**

The **Watchdog Team** assembled has the experience and expertise to work with the Horseheads CSD and Hunt Engineers, Architects and Surveyors, Inc. to successfully design and manage the planned renovations, repairs and updates throughout the District over the next three years.

Our team is comprised of the following members:

- ✓ **Todd LaBarr, CCCA, CSI, President and Project Manager** - Todd has extensive experience with the design and installation of M/E/P systems. His years of involvement with the Horseheads CSD provides him with a comprehensive understanding of the existing building structures and has fostered many positive relationships with the District staff.

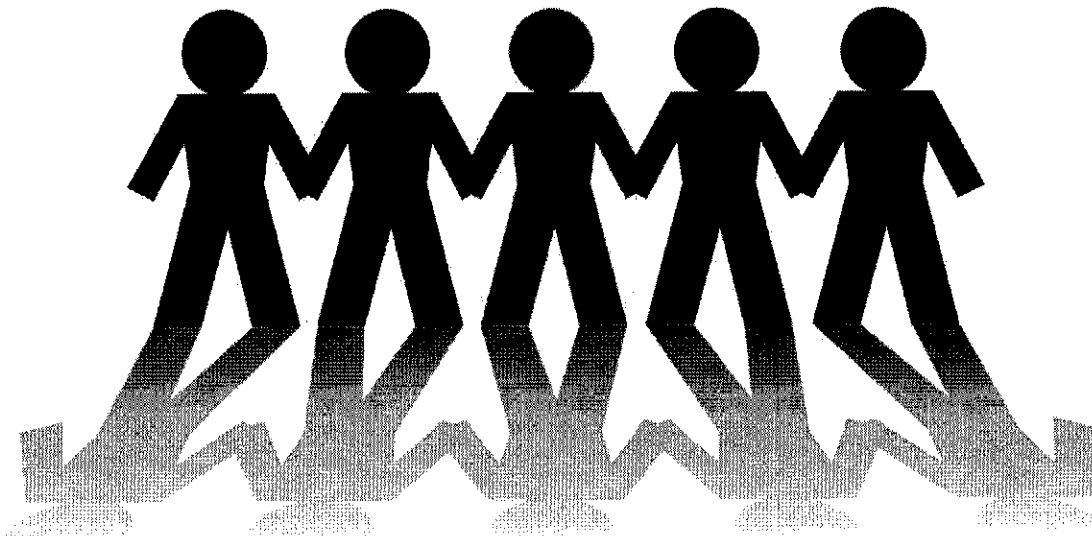
Todd will be directly involved in the following Watchdog services:

- project cost estimates
 - develop the construction-phasing schedule
 - work closely with *Hunt Engineers* to prepare project specific General Conditions as well as throughout the entire Project.
 - oversee the services performed from the on-site Watchdog Field Superintendent , Jerry Welliver, as well as maintain constant communication with the Assistant Project Manager, Hesham Abdunnasir.
-
- ✓ **Lori Thibodeau, CPA, CDT** – If required, Lori will monitor the financial activity on the Project closely to ensure project costs stay within budget. She assists with this process through cash flow projections, tracking of project costs, change orders, and preparation of financial reports for presentation to the School Administrators and Board Members. Lori has provided these services for past Horsehead CSD Projects, and has worked closely with the Horeshead CSD team members.



- ✓ **Hesham Abdunnasir, CSI, CDT- Assistant Project Manager-** Hesham is responsible for managing project-related contracts. This includes budgets and timelines, cost tracking and ensuring all conditions in the contract are met. Hesham will also track estimates, change orders, work authorizations and invoices. He will coordinate the bid process and create and track project schedules and timelines using Timberline software.
- ✓ **Jerry Welliver- Field Superintendent** will be the on-site representative and single point of contact for the Project. He has successfully fulfilled this role for the Horeseheads CSD since the \$15.3 Million Project in 2007. His knowledge of the buildings, occupants, and District processes make him an invaluable resource for any Capital Construction Project within the District.
- ✓ **Kelly Ditzel - Construction Administrator** – Kelly will be responsible for managing the distribution, receipt and filing of project-related documents from the home office. On occasion she may be on site to assist with document management as required. Kelly has worked directly with Jerry over the past few years on the Horsehead Projects.

She will track RFPs, RFIs, ASIs, change orders, work authorizations and invoices to ensure all items receive prompt and accurate attention. Utilizing Timberline Project Management Software, she will be able to generate project status reports upon request.
- ✓ **Estimating / Constructability Services** – Watchdog has developed an estimating and constructability team over the years comprised of both in house staff as well as outside consultants. The various sources utilized to complete an independent, thorough estimate are dependent on the issues unique to the project.





As co-founder and **President** of Watchdog Building Partners, Todd LaBarr brings over 20+ years of experience in all phases of construction management. Todd's project management experience spans K-12, colleges/universities, healthcare, emergency facilities and government office buildings. Todd provides value by applying his practical installation experience with his background in electrical engineering and M/E/P construction administration. This approach allows Todd to steer projects around many of the costly obstacles encountered during construction.

EDUCATION

- Certified Journeyman/ Inside Wireman: IBEW Apprenticeship Program, Monroe Community College, Rochester NY

CERTIFICATIONS / PROFESSIONAL AFFILIATIONS

- LEED Green Tradesman
- NYS Inside Wireman
- CSI, CCCA Certification
- O.S.H.A. Certified
- International Brotherhood of Electrical Workers, I.B.E.W. Local 86
- Construction Specification Institute Professional Membership

PROJECT RELATED SKILLS

- Microsoft Project – Scheduling
- Timberline – Project Management
- Timberline – Estimating

PROJECT EXPERIENCE

Horseheads Central School District, Horseheads, NY

Construction Management Services for a \$15.3 million dollar capital Project. Todd has also provided services for the District over the past 3 school years to support the District's long-range facilities needs.

Sandy Creek Central School District, Sandy Creek, NY

Construction Management Services for a \$3.2 million dollar renovation Project. This Capital Improvement / Excel Project included various upgrades in technology, health & safety, and energy efficiencies.

Williamson Central School District, Williamson, NY

Construction Management Services for a \$11.1 million dollar Capital Improvement Project. Some of the building and site alterations include; a High School science wing, Middle School cafeteria addition and kitchen expansion, generator replacements and roof replacements throughout the entire District.

East Bloomfield Central School District, Bloomfield, NY

Construction Management Services for a \$13.5 million dollar Capital Improvement Project. The project includes; new generators, bus loop and parking at the High School, site lighting, toilet facility renovations, window replacements, roof replacements and other interior and exterior upgrades.

Spencer-Van Etten, Spencer, NY

Enhanced Construction Management Services for a \$6.1 million dollar Capital Improvement Project. This project includes parking lot reconstruction, roof work, playground reconstruction, track resurfacing, electrical upgrades, library renovation and bus garage renovations.

Rush-Henrietta Central School District, Rochester, NY

Construction Management services for a \$22 million dollar Capital Improvement Project. Renovations and additions include; new main entrance, new auditorium, music room and gym, cafeteria expansion, and window replacements.

Wayne County Office Building, Wayne County, NY

Renovations of the Former Wayne County Nursing Home Facility

Construction Management services for an \$11 million dollar renovation project. The project will provide office space for several County Departments, as well as provide future usable space as needed with minimal interruption of newly placed tenants. Watchdog has provided constructability reviews of all construction documents and will oversee all phases of construction and closeout.

PROJECT ROLE As a **Project Financial Analyst**, Lori will monitor the financial activity on a Project closely to ensure project costs stay within budget. She assists with this process through cash flow projections, tracking of project costs, change orders, and preparation of financial reports for presentation to the Board of Directors, School Administrators or Town Board's. Lori has over 15 years of experience in public accounting, human resource management, marketing and business development/management.

EDUCATION

- Bachelors of Science in Accounting and Economics, State University of New York at Oswego

CERTIFICATIONS / PROFESSIONAL AFFILIATIONS

- Certified Public Accountant
- Construction Document Technologist, CDT
- Professional Services Management Association (PSMA), Rochester Chapter
- Treasurer, PSMA

PROJECT RELATED SKILLS

- Timberline – Project Management
- Deltek FMS Financial Management System
- Ajera-FMS

PROJECT EXPERIENCE

Horseheads Central School District, Horseheads, NY

Project Financial Analyst for a \$15.3 million dollar District-Wide Capital Improvement Project. Renovations include additions to two of the High Schools, Middle School, Elementary School, Bus Garage and a District-wide wireless network. Lori monitored the Projects financial activity and budget.

Wayne County Office Building, Wayne County, NY

Renovations of the Former Wayne County Nursing Home Facility

Project Financial Analyst for an \$11 million dollar renovation project. The project will provide office space for several County Departments, as well as provide future usable space as needed with minimal interruption of newly placed tenants. Lori is monitoring financial activity throughout the project including: cash flow projections, tracking of project costs, change orders, and preparation of financial reports for presentation to the Town Board.

Rush-Henrietta Central School District, Henrietta, NY

Project Financial Analyst for a \$22 million dollar Capital Improvement Project. Renovations and additions include a new main entrance, new auditorium, music room and gym, cafeteria expansion, and window replacements. Lori monitored the financial activity on the Project to ensure project costs stayed within budget. She assisted with cash flow projections, tracking of project costs, change orders, and preparation of financial reports for presentation to the Board of Directors and School Administrators.

Williamson Central School District, Williamson, NY

Project Financial Analyst for a \$11.1 million dollar Capital Improvement Project. Some of the building and site alterations include a High School science wing, Middle School cafeteria addition and kitchen expansion, generator replacements and roof replacements throughout the entire District. Lori monitored the Projects financial activity and budget.

East Bloomfield Central School District, East Bloomfield, NY

Project Financial Analyst for a \$13.5 million dollar Capital Improvement Project. The project includes new generators, bus loop and parking at the High School, site lighting, toilet facility renovations, window replacements, roof replacements, and other interior and exterior upgrades.

PROJECT ROLE Hesham will serve as **Assistant Project Manager** to this project. His duties include assistance with planning and execution of Watchdog services required to manage the activities of each of the prime contractors. In addition, he will assist with coordinating the activities of the Owner, Architect and other Team Members involved. He will also track outstanding cost estimates, change orders, work authorizations and invoices. Hesham has an in depth knowledge of the industry processes, allowing him to manage budgets, timelines, perform cost tracking to ensure all conditions, of each Prime Contractor's contract have been met. His knowledge of the industry and corporate management systems makes him efficient in facilitating these construction processes.

EDUCATION

- Associates of Arts and Science in Early Childhood Education, Monroe Community College, Rochester, NY

CERTIFICATIONS / PROFESSIONAL AFFILIATIONS

- Certified LEAD Renovator
- CDT, Construction Documents Technologist Certification
- CSI, Construction Specification Institute
- CSI Rochester Chapter Board Member: Director (*Professional*)
- O.S.H.A Certified

PROJECT RELATED SKILLS

- Microsoft Project – Scheduling
- Timberline – Project Management
- Timberline: Document Management
- Division One/ Specification Development

PROJECT EXPERIENCE

Canaseraga Central School District, Canaseraga, NY

Assistant Project Manager for a \$6.4 million dollar Capital Improvement Project. The scope of the project included renovations to multiple school buildings and the transportation facility as well as construction of athletic fields, a synthetic track, parking areas and roadways.

Palmyra-Macedon Central School District, Palmyra, NY

Phase III: Assistant Project Manager for the \$1.6 million dollar Capital Improvement Project. Project included the construction of a new main entrance and main office for a single point of entry at the High School Facility.
Phase I and II: Construction Administrator for a \$9.2 million dollar Capital Improvement Project. The project included a District-wide window replacement project, auditorium renovation, track resurfacing, and various exterior upgrades.

East Bloomfield Central School District, East Bloomfield, NY

Construction Administrator for a \$13.5 million dollar Capital Improvement Project. The project includes; new generators, bus loop and parking at the High School, site lighting, toilet facility renovations, window replacements, roof replacements and other interior and exterior upgrades.

North Syracuse Central School District, NY

Construction Administrator for a \$16 million dollar Facilities Improvement Project. This project encompasses significant renovations and reconstruction of spaces at the existing 62,230 square foot Smith Road Elementary School. Several renovations are planned for the building providing a net increase of 11,480 square feet.

Williamson Central School District, Williamson, NY

Construction Administrator for a \$11.1 million dollar Capital Improvement Project. Some of the building and site alterations include; a High School science wing, Middle School cafeteria addition and kitchen expansion, generator replacements and roof replacements throughout the entire District.

Gates-Chili Central School District, Rochester, NY

Construction Administrator for a \$56 million dollar Capital Improvement Project. The project scope includes; a new front entrance with atrium at the High School, 11,840 square feet library, additions and renovations to the Middle School, infrastructure and energy saving improvements to both Middle and five Elementary Schools.

PROJECT ROLE As **Project Superintendent** Jerry will serve as Watchdog's on-site representative throughout the entire construction project. Jerry's leadership and communication skills have proven to be a contributing factor to the success of the projects he has been involved with and will continue to foster success in future projects. Jerry brings with him knowledge and expertise earned from over 25 years of experience in the construction industry. His outstanding ability to communicate and resolve issues that arise throughout the construction process prove critical to maintaining the project schedule. His leadership skills enable him to unite the project team and achieve the same goal – a successful project on time and within budget.

EDUCATION

- NICET Certification-National Institute for Certification in Engineering Technologies
- United States Army School, Murno Germany. Compat Engineer NCO School
- United States Army School, Ft. Belvoir, Virginia. Studies include Bridge Construction, Site Development, and Equipment Maintenance
- United States Army-Active Duty Sergeant/ Reservist
- Certified NY State Municipal Training Council
- Supervision-Padgett-Thompson
- Civil Aviation Security School-USDOT
- OSHA/Hazmat Certification
- Carpenters Local 281 (retired)

PROJECT RELATED SKILLS

- Microsoft Project: Scheduling
- Timberline: Project Management
- Timberline: Document Management
- Division / Specification Development

PROJECT EXPERIENCE

Horseheads Central School District, Horseheads, NY

Field Superintendent for District renovations, repairs and updates from 2009 - 2012.

Horseheads Central School District, Horseheads, NY

Field Superintendent for a \$15.3 million dollar capital project. This Capital Improvement/ Excel Project included:

- ✓ Renovations to various buildings including emergency generator replacements/ installations, roof replacements, and auditorium renovations
- ✓ District-wide wireless network provisions
- ✓ Window Replacement Project
- ✓ Exterior façade upgrades (increased parking area and renovated playground)
- ✓ Municipality services to buildings
- ✓ Completion Date: December 2008

MRB Group, Rochester/ Horseheads, NY

Construction Inspector for a \$1.3 million dollar project. Served as Construction Inspector on the Municipal Water -Main Project in Corning, NY.

Bergmann Associates, Rochester, NY

Construction Inspector on various projects ranging in construction value from \$450,000 to \$5,000,000.

- ✓ New Mini-Mart Building, Blossburg, PA \$450,000
- ✓ Roadway Reconstruction, Elmira, NY \$1.2 Million
- ✓ T/Cat Bus Terminal, Ithaca, NY \$1.3 Million
- ✓ New Connector Roadway, Elmira, NY \$5 Million

Welliver-McGuire, Inc., Montour Falls, NY

Construction Superintendent/ Owner at Welliver-McGuire Inc. where Gerry oversaw all aspects of construction: managed coordination of all contractors, developing relationships among the engineers, architects and owners, review of plans and specifications, administration of weekly progress meetings. Feature Projects of Welliver-McGuire, Inc. include:

- ✓ Otega Central School District, Addition and Renovation- \$15.1 Million Dollars
- ✓ Avoca Central School District, Addition and Renovation- \$ 10.2 Million Dollars
- ✓ Odessa-Montour Central School District, Renovation- \$ 1.3 Million Dollars

PROJECT ROLE As **Construction Administrator**, Kelly is responsible for managing project-related documentation in terms of distribution and filing. She will administer project documentation; direct communications to the appropriate team members; verify that documents are filed in the correct corresponding locations; use Timberline, our project management software, to track open issues and provide reports associated with request for information, request for proposals, supplemental instructions, as well as other project related reports. In addition, Kelly will assemble and distribute status reports regarding the project at the agreed upon intervals.

EDUCATION

- Bachelors of Science in Environmental Science
Bowling Green State University
Bowling Green, OH

PROJECT RELATED SKILLS

- Timberline – Project Management
- Timberline: Document Management

PROJECT EXPERIENCE

Copenhagen Central School District, NY

Construction Administrator for a \$9.4 million dollar Capital Improvement Project. Responsibilities included track and report project progress including all RFI's, RFP's and change order requests; issued non-conformance notices and deficiency reports when a contractor's performance and/or workmanship fell below the acceptable levels; documented all responses for corrective action to ensure completion; submitted monthly progress reports for the Board of Education.

Marathon Central School District, NY

Construction Administrator for a \$5.2 million dollar Capital Improvement Project. Worked in conjunction with King & King Architects and the District to execute RFI's, RFP's, change orders, meeting reports, non-conformance notices and deficiency reports.

Spencer-Van Etten, Spencer, NY

Construction Administrator for a \$6.1 million dollar Capital Improvement Project. Tracked all RFI's, RFP's and change order requests. She helped to coordinate the bid process and create and track project schedules and timelines using Timberline software.

Sandy Creek Central School District, Sandy Creek, NY

Construction Administrator for a \$3.2 million dollar renovation Project. This Capital Improvement / Excel Project included various upgrades in technology, health & safety, and energy efficiencies. Kelly tracked all RFI's, RFP's and change order requests.

Frankfort-Schuyler Central School District, Frankfort, NY

Construction Administrator for a \$3.7 million dollar Capital Improvements/ Excel Project. Tracked all RFI's, RFP's and change order requests. She managed project scheduling and contractor coordination, start-up and commissioning of all mechanical-electrical-plumbing (M/E/P) systems, and the closeout phase of the project.



Project References:

GATES-CHILI CENTRAL SCHOOL DISTRICT

910 Wegman Road
Rochester, New York 13803
585.247.5050

Mike Mamo
Asst. Superintendent for Business

EAST BLOOMFIELD CENTRAL SCHOOL DISTRICT

P.O. Box 98, Oakland Avenue
East Bloomfield, NY 14443
585.657.6121

Mike Midey
Superintendent

HORSEHEADS CENTRAL SCHOOL DISTRICT

One Raider Lane
Horseheads, New York 14845
607.739.5601, ext 4247

Jay Hillman
Director of Secondary Education and Facilities

RUSH-HENRIETTA CENTRAL SCHOOL DISTRICT

1133 Lehigh Station Road
Henrietta, New York 14467
585.359.5387

David Kaye
District Architect

WILLIAMSON CENTRAL SCHOOL DISTRICT

4184 Miller Street
Williamson, New York 14589
315.589.9661

Maria Ehresman
Superintendent of Schools

COPENHAGEN CENTRAL SCHOOL

P.O. Box 30
Copenhagen, New York 13605
315.688.4411

Scott Connell
Superintendent of Schools



**K-12 Projects during last Six Years**

<u>District</u>	<u>Type</u>	<u>Construction Value</u>
Alexander CSD	General Renovations	\$ 3,300,000
Attica CSD	General Renovations , Roofing	\$ 3,000,000
Bloomfield CSD	General Renovations, Additions, Roofing	\$13,500,000
Canaseraga CSD	General Renovations, Additions, Roofing	\$ 6,450,000
Copenhagen CSD	General Renovations, Heavy M/E/P with Geothermal Heating plant	\$ 9,400,000
Fabius-Pompey CSD	General Renovations, Roofing	\$ 2,400,000
Frankfort-Schuyler CSD	General Renovations, Additions	\$ 3,700,000
Gates-Chili CSD	Major Renovations , Additions	\$ 52,000,000
Gorham-Middlesex CSD	General Renovations, Roofing, Technology	\$ 3,700,000
Horseheads CSD	General Renovations and Additions Roofing and Technology	\$ 15,300,000
Livonia CSD	General Renovations	\$ 3,500,000
Marathon CSD	General Renovations, Roofing New Construction	\$ 5,200,000
Naples CSD	Major Renovations and Additions	\$ 18,000,000
Newark CSD	Major Renovations and Additions	\$ 24,300,000
North Syracuse CSD	Major Renovations and Additions	\$ 16,900,000
Palmyra-Macedon CSD	Major Renovations	\$ 14,295,000
Rush-Henrietta CSD	Major Renovations and Additions	\$ 22,000,000
Sandy Creek CSD	Renovations	\$ 3,200,000
Seneca Falls CSD	Major Renovations and Heavy Site / Civil	\$ 20,000,000
Southern Cayuga CSD	Renovations	\$ 6,800,000
Spencer-Van Etten CSD	Renovations	\$ 6,100,000
Williamson CSD	General Renovations and Additions	\$ 11,100,000

“General Renovations” – Space reorganization including mechanical, electrical and plumbing updates, as well as building envelope improvements .

“Major Renovations and Additions” – Complete demolition and reconstruction including structural components and building envelope for major sections of the building.



Horseheads Central School District

Watchdog Building Partners, LLC or its principals has worked with the Horseheads Central School District since 1999. We recently provided Construction Management Services for a \$15.3 million project. The project was completed in December 2008. We are currently providing services for summer construction projects in 2010, 2011 and 2012.

Project Value: \$15.3 Million

Scope of Work:

High School North

- ✓ unit vent replacements
- ✓ roof replacements
- ✓ gymnasium bleacher replacements
- ✓ emergency generator replacements
- ✓ boiler replacements
- ✓ pool Dectron unit replacement
- ✓ auditorium renovations
- ✓ toilet room renovations
- ✓ ADA parking improvements

High School South

- ✓ high-voltage switch and feeder replacement
- ✓ transformer and distribution switch replacement
- ✓ flooring abatement/replacement
- ✓ VAV upgrades

Middle School

- ✓ window replacements
- ✓ canopy replacement
- ✓ sidewalk replacement
- ✓ domestic hot water replacement
- ✓ roof top HVAC replacement
- ✓ playground equipment



Elementary School(s)

- ✓ toilet room renovations
- ✓ corridor coat cubby replacements
- ✓ window replacements
- ✓ classroom whiteboard additions
- ✓ parking area expansion
- ✓ foam roof recoating
- ✓ emergency generator

"When you hire Watchdog Building Partners you will be bringing onboard a group of professionals that get down to basics; from crawling in the deep recesses of your building as part of their constructability review process to working with all concerned insuring on time completion."

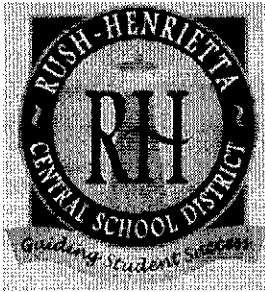
-Tom Pollard, Facilities Director

Client Contact Name

Jay Hillman , Director of Facilities
Horseheads CSD
1 Raider Lane
Horseheads, NY 14845
607.739.5601, ext 4247

Project Architect

Dave McDonald, Partner
McDonald & Montrose Architects
mcdmont@centralny.twc
315.738.7063



Rush-Henrietta Central School District

Watchdog Building Partners, LLC provided Construction Management Services for the Capital Improvement Project at the Rush-Henrietta Central School District. The project was completed in January 2009.

Project Value: \$22 Million

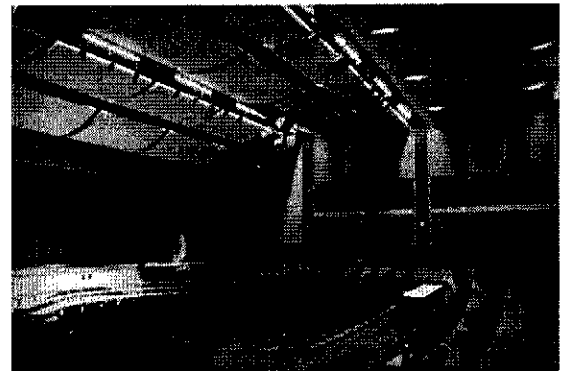
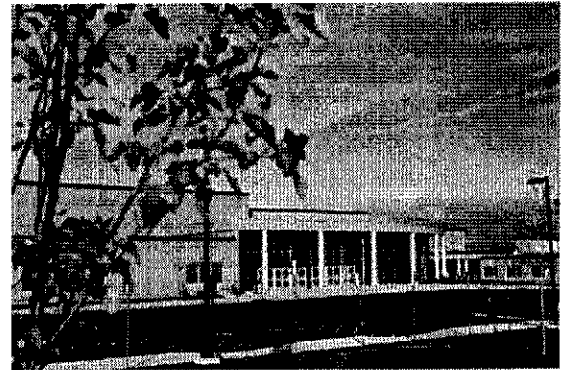
Scope of Work:

Burger Middle School (additions & renovations)

- ✓ new main entrance
- ✓ new auditorium
- ✓ new music rooms
- ✓ new gymnasium
- ✓ library expansion
- ✓ classroom additions

Roth Middle School (additions & renovations)

- ✓ asbestos abatement
- ✓ window replacement
- ✓ cafeteria expansion
- ✓ music room relocation
- ✓ band room renovations



"Watchdog Building Partners is a back to basics construction management company. They provided a personal and comprehensive approach to the management of our District's \$22 million project. Watchdog's services included a valuable and meticulous document review which helped to streamline the building process."

-David Kaye, District Architect

Client Contact Name

David Kaye
District Architect
Rush-Henrietta CSD
1133 Lehigh Station Road
Henrietta, NY 14467
585.359.5387

Project Architect

Doug Foelsch
AIA
LaBella Associates
dfoelsch@labellapc.com
585.454.6110, x6218



Gates-Chili Central School District

Watchdog Building Partners, LLC provided Construction Management services for the Phase IX Capital Improvement Project for the Gates-Chili Central School District. We are currently providing services for the Excel Project. The Phase IX project included:

Project Value: \$56 Million

Scope of Work:

High School (additions & renovations)

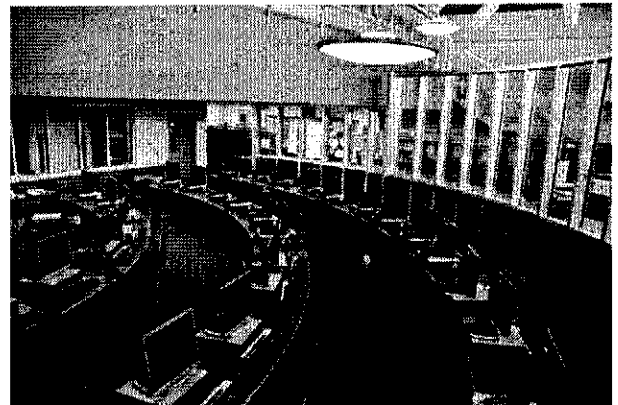
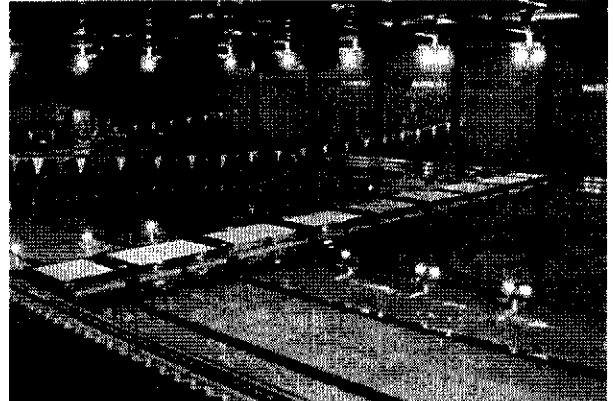
- ✓ new front entrance with atrium
- ✓ 11,840 square foot library
- ✓ science wing with new labs
- ✓ guidance center
- ✓ career Center

Middle School (additions & renovations)

- ✓ new athletic rooms
- ✓ covered walkway and front entrance
- ✓ new entrance to main lobby
- ✓ library renovations
- ✓ kitchen renovations
- ✓ infrastructure improvements
- ✓ energy-saving improvements

Elementary Schools (5) (additions & renovations)

- ✓ roof repairs
- ✓ lighting replacements
- ✓ installation of cogeneration equipment
- ✓ infrastructure improvements
- ✓ energy-saving improvements



"I have worked with Watchdog for over five years now. They provide the perfect mix of old school construction knowledge with new school technology to get the project completed on time and with the highest quality standards."

-Mike Mamo, Assistant Superintendent for Business

Client Contact Name

Mike Mamo

Assistant Superintendent for Business

Gates-Chili CSD

910 Wegman Road

Rochester, NY 14624

585.247.5050

Project Architect

Dan Pieters

AIA

LaBella Associates

dpieters@labellapc.com

585.295.6255



Williamson Central School District

Watchdog Building Partners, LLC provided Construction Management services for the 2006 District-wide Capital Improvement Project at Williamson Central Schools. We also provided Construction Management services for a \$4.2 million Capital Improvement Project in 2007. We are in the planning stages for a \$2.5 Million Capital Improvement Project to take place in the summer of 2012.

Construction Value: \$11.1 Million

Scope of Work:

High School

- ✓ science wing addition
- ✓ all-weather track

Middle School

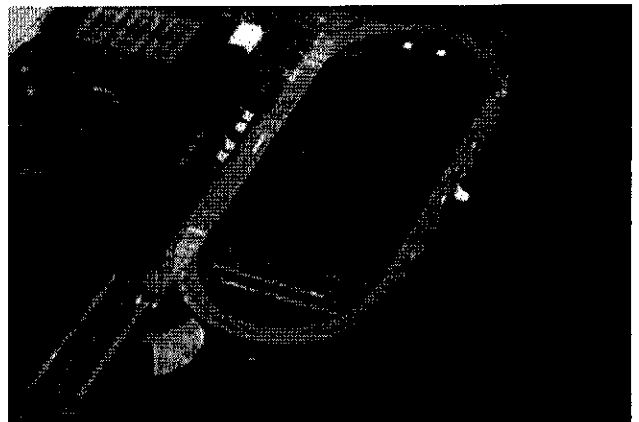
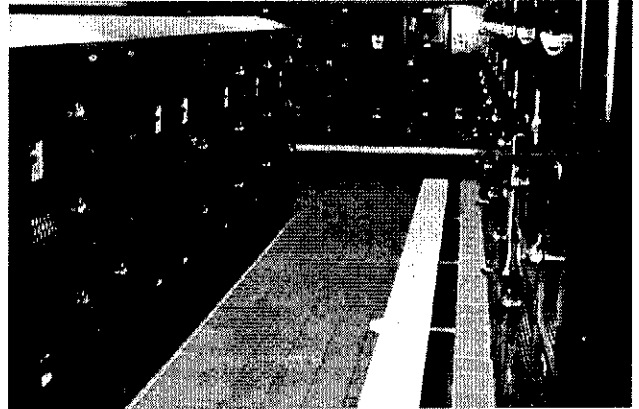
- ✓ cafeteria addition
- ✓ kitchen expansion

Elementary School

- ✓ primary wing renovations
- ✓ four (4) classroom additions
- ✓ playground equipment replacements

Additional Work

- ✓ electrical infrastructure replacements
- ✓ emergency generator replacements
- ✓ water utility replacements
- ✓ roofing replacements throughout the District



"This was a very well run Project. Based on the management of Watchdog Building Partners, this is the first time we have had a Capital Project with no major issues."

-Maria Ehresman, Superintendent

Client Contact Name

Maria Ehresman
Superintendent
Williamson CSD
4184 Miller Street
Williamson, NY 14589
315.589.9661

Project Architect

Dave McDonald
Partner
McDonald & Montrose Architects
mcdmont@centralny.twc
315.738.7063



East Bloomfield Central School District

Watchdog Building Partners, LLC provided Enhanced Clerking Services for Phases I, II, and III of the East Bloomfield CSD's most recent Capital Improvement Project. We are currently providing Services for Phase IV.

Construction Value: \$13.5 Million

Scope of Work:

Phase 1

High School

- ✓ Bus loop, bus parking and student drop-off
- ✓ Water main and hydrant
- ✓ Storage building site work and utilities
- ✓ Site lighting
- ✓ Front entrance stair and walk replacement
- ✓ Storage building construction
- ✓ Generator installation

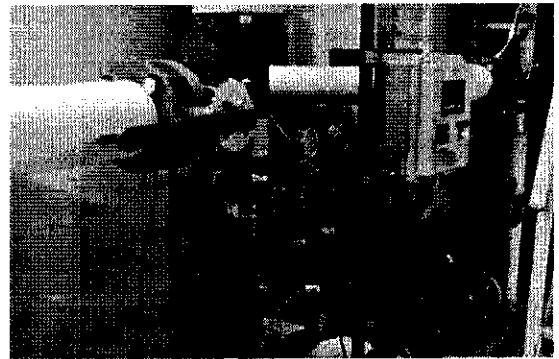
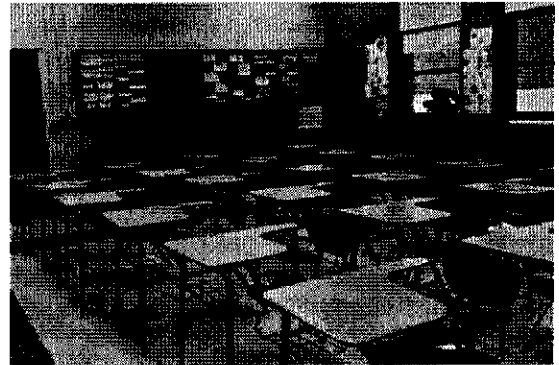
Elementary School

- ✓ Fire alarm upgrades
- ✓ Generator installation

Phase 2

High School

- ✓ Fitness room
- ✓ Main office suite (temporary office)
- ✓ Vocal music rooms
- ✓ Roofing
- ✓ Site work
- ✓ District office/bus garage
- ✓ Classroom renovations
- ✓ Toilet room renovations
- ✓ Asbestos abatement
- ✓ Window replacement
- ✓ Masonry restoration



Elementary School

- ✓ Main office reconstruction
- ✓ Vestibule reconstruction
- ✓ Loading dock reconstruction
- ✓ Gymnasium reconstruction
- ✓ Gymnasium equipment replacement
- ✓ Gymnasium floor refinishing
- ✓ Roof replacement

"They can be described as no non-sense, flexible, forward thinkers with a proactive approach to management. I could rely on the Watchdog group to think months ahead and tell me what I needed to be prepared for. Their knowledge about the construction process made for a very productive project."

-Mike Midey, Superintendent of Schools

Client Contact Name

Mike Midey, Superintendent
Bloomfield CSD
P.O. Box 98, Oakland Avenue
East Bloomfield, NY 14443
585.657.6121

Project Architect

Steve Rebholz, AIA
SWBR
srebholz@swbr.com
585.232.8300

W

Fee



Horseheads Central School District Watchdog Building Partners Proposed Fee:

The proposed fee is based on the following assumptions:

- ✓ Estimated construction value of \$800,000 annually, for 3 years from 2013 through 2015
- ✓ The majority of the construction will be done during the summer months in July and August.
- ✓ Full time on site representation during construction phase

HOURLY WAGE SCALE

Project Manager		\$ 115.00
Project Assistant Manager		\$ 75.00
Project Field Superintendent	2013	\$ 65.00
	2014	\$ 66.00
	2015	\$ 67.00
Construction Administrator		\$ 40.00

REIMBURSABLE EXPENSES:

The following items shall be considered reimbursable expenses associated with the project and reimbursed to Watchdog at cost:

- ✓ expenses for project transportation associated with out-of-town travel and daily travel between sites (daily transportation to/from the jobsite is included in this proposal)
- ✓ expenses associated with reproductions, postage, express-delivery, and handling of drawings, specifications and other contract documents
- ✓ expenses associated with office supplies