

Project Description

GMIA Camera Surveillance Upgrade

Schmidt Building Company has carefully reviewed the background information and scope of work outlined in the Request for Qualification, as well as toured the various locations that will make up the project site. We fully understand the work associated with this project and what the role of the Construction Manager needs to be to ensure the project goes smoothly and is successful for everyone involved. Our project team understands the working conditions of the project site, and we know what challenges to expect and how to overcome them.

The Camera Surveillance Upgrade Project will be a multiple phased project, with some of the work potentially having to take place at night. The main components of the project include upgrading and extending the airport's campus network infrastructure, renovating existing data closets, building out a new remote data center (possibly at the 440th grounds), and installing the new camera system. The project's scope of work will include the following: site excavation and/ or directional boring, concrete, light gauge steel, drywall, fire stopping, fire proofing, possibly roofing, flooring, ceiling, painting, plumbing, HVAC, fire sprinkler, electrical, data, security, and camera system installation and integration.

As part of this project most, if not all, of the airport's campus will be affected, meaning there will be a significant number of people and businesses that will need to be engaged and coordinated with before and during the construction process. It will be role of the construction manager to make sure that the project is properly coordinated, to minimize the potential disruption to the various airport entities, while making sure that the productivity of the contractors performing the work is maximized.

**General Mitchel International Airport
Project: GMIA - Camera Surveillance Upgrade Project**

Schmidt Building Company, LLC



Task Breakdown	Project Manager Chris Schmidt	General Supe. Steve VanBommel	System Specialist Donovan Ruh	Account / Purch. Leslie Schmidt
Preconstruction				
1 Attend preconstruction meetings	X			
2 Monthly status report	X			
3 Meeting to implement procedures	X			
4 Constructibility reviews	X	⊖	⊖	
5 Record and distribute meeting minutes from all Preconstruction meetings	X			
6 Participate in Team building	X	X		
7 Management planning	X			
8 Pre-Qualification of subcontractors and suppliers	⊖			
9 Bid document preparation	X			
10 Mobilize and coordinate site staging	X	X	⊖	
11 Work with Prime Contractors to obtain building permits	X	X		
Accounting				
1 Prepare Gilbane/ Tri-North requisitions per contract	X			X
2 Track timeliness of payments from owner	X			X
3 Ensure approvals are obtained prior to work	X			⊖
4 Verify off-site materials are paid per contract	X			X
5 Track DBE requirements	X			X
6 Process Prime Contractor Pay Applications	X			⊖
7 Review requisitions with owner	X			⊖
8 Verify contractor's schedule of values reflect change requests	X			⊖
9 Review Certified Payroll of Prime Contractors	X			⊖
10 Expense statement reports approved	X			⊖
11 Amendments signed / returned prior to payment	X			
12 Review of applicable taxes with owner	X			
Administration				
1 Establish acceptable internet access	X		⊖	
2 File set-up according to owner's standard	X			
3 Take a precondition survey	X	⊖		
4 Filing	X			
5 Set up correspondence folders	X			
6 Hard Copy pertinent electronic documentation	X			
7 Important files kept in fireproof cabinet	X			
8 Use transmittal cover sheets	X			
9 Back-up electronic files weekly	X			
10 Weekly staff meetings being held	X	⊖	⊖	⊖
11 Weekly owner meetings being held	X	⊖	⊖	
12 Weekly trade contractor meetings being held	X	⊖	⊖	
13 Display all required fed, state and local postings	X	⊖		⊖
14 Building permit status and display	X	⊖		
15 Attain and track trade contractor insurance certificates	X			X

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Task Breakdown		Project Manager Chris Schmidt	General Supe. Steve VanBommel	System Specialist Donovan Ruh	Account./ Purch. Leslie Schmidt
16	Daily reports of construction activity	X	X		
17	Determine which documents will need to be kept and stored	X			
Allowances					
1	Track Allowance expenditures	X			
2	Review Change Related Costs	X			
3	Prepare Milwaukee County Allowance Authorizations	X			
5	Review trade contractor requisitions to ensure allowances are clearly identified	X			
Change Mgt. Process					
1	Update Cost Log	X			
3	Ensure we are including all pertinent info in contractor change orders	X			
4	Track T&M Slips	X			
5	Ensure trade contractor payments are being made on work completed only	X			
6	Set up and distribute RFQ's	X			
12	Ensure trade contractors are including added bond and insurance costs with changes	X			
13	Ensure out of scope work is not proceeding without Owner authorization	X			
14	Notify trade contractors in writing on authorization to proceed after approved changes	X			
15	Change requests must be closed within 60 days	X			
16	Track in scope change process - allowances	X			
19	Print e-mails and have hard copies in files (only important correspondence)	X			
21	Sign off on T&M work orders daily	X			
23	Review work sheets/ estimates on contractor's quotes	X			
24	Set up separate file for Change Orders	X			
25	File signed Change Orders as amendments to Owner's Contract	X			
26	Review trade contractor amendment forms	X			
27	File amendments to trade contractor's contract in contract file	X			
28	Keep trade contractor's contract up to date with work performed	X			
Engineering					
1	Track RFI's	X			
2	RFI responses incorporated into contract drawings	X			
3	Set up a process for handling outstanding RFI's	X			
5	Update drawing log		X		
6	As built drawings posted up to date		X		
7	Review trade contractor's schedule of values	X			
8	Update and track Material and Equipment status reports	X			
9	Hold preconstruction/ preinstallation meetings	X			
11	Establish a process for tracking deficient test reports	X			
12	Prior to reduction of reimage - verify status of outstanding changes and issues	X			
13	Distribute updated drawing and specification logs to AE	X			
14	Periodic review of O&M progress	X			
15	Document all MEP Coordination meetings	X			

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Task Breakdown					
16	Verify materials and products used in the MEP's work is approved.	X			
17	Forward all MEP coordination drawings and meeting minutes to AE.	X			
Purchasing					
3	Review trade contractors' unit prices and labor rates				
4	Review Bidders List with Owner and AE				
5	Establish Bid Package Proposal form				
6	File a copy of each bid package	X			
8	Establish proper protocols for bid proposals with Owner and AE	X			
10	Complete Bid Comparisons	X			
13	Ensure Certificates of Insurance and bonds are received before work starts				
Quality					
1	Create a project specific Quality Plan	X	X	X	
2	Use Quality Management Checklist	X	X	X	
3	Complete Quality in Construction Evaluation	X	X	X	
Schedule					
1	Prepare Master Schedule (Primavera)	X			
2	Coordinate schedule durations with trade contractor's and manpower	X			
3	Update schedule monthly with actual dates	X			
4	Updated schedule issued to owner, AE, trades	X			
5	Ensure all parties are working off of a single project schedule	X			
6	Change impact considered in schedule	X			
7	Take Progress Photos	X	X		
8	Prepare Two Week Look-Ahead schedules	X	X		
9	Develop a Start-up/ Commissioning schedule	X	X		
10	Create recovery plans with schedules - Communicate with Owner and AE	X	X		
11	Display large schedule in trailer	X			
Submittals					
1	Create submittal log by spec section	X			
2	Include closeout items on submittal log	X			
3	Enforce the receipt of submittals per contract terms	X			
4	Identify the long lead time items and required delivery dates. Track	X			
5	Share submittal log with trades	X			
6	Update submittal log with outstanding submittals from trade contractors and AE	X			
7	Submittal schedule from each trade contractor	X			
8	File submittals by specification sections	X			
9	Get manufacturer's recommended installation instructions with submittals	X			
10	Place approved shop drawings in plan rack	X			
11	Distribute approved submittals accordingly	X			
12	Use transmittal cover sheet for distributing submittals	X			

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<i>Task Breakdown</i>					
13	Have AE issue CB or Field Directive for changes with submittals	X			
14	Organize and hand over to owner submittals, closeout, and as-built info	X			
Superintendent					
1	Daily concrete pour cards. Subcontractor sign-off.	⊖	X		
2	In wall and above ceiling sign-offs	⊖	X		
3	Use anchor bolt checklist	⊖	X		
4	Create Site Utilization plan	⊖	X		
5	Ensure survey controls are in place	⊖	X		
6	Daily reports logged and signed.	⊖	X		
7	Organize preinstallation meetings	⊖	X		
8	Get copies of the trade contractors Daily reports and verify activities	⊖	X		
9	Keep trade contractor meeting minutes	X	⊖		
10	Safety Plan enforced	X	X	X	
11	Read trade contractor's contracts and know scope of work	X	X	X	
12	Use Quality Control Checklists (QCC)	⊖	X		
13	Update personal drawings	⊖	⊖		
14	Review plans and specs that the contractors are using to ensure they are up to date	⊖	X		
15	Be aware of how much money is left to spend on "not to exceed" work	⊖	X		
16	Utilize RCL to track incomplete and deficient work until it has been completed	⊖	X		
Safety					
1	Ensure an environmental audit is completed	⊖	X	X	
2	Complete a Job Hazard Analysis	⊖	X	X	
3	Report accidents to Safety Director within 24 hours	X	X	X	
4	Report monthly man-hour statistics to Safety Director at the end of the month		⊖	⊖	
Closeout					
1	Have closeout meeting to discuss requirements and expectations	X	⊖	⊖	
2	Develop closeout plan and update as project progresses	X	⊖	⊖	
3	Develop closeout responsibility matrix. (who does what?)	X			
4	Closeout meeting with trade contractors at 50% of work	X	⊖	⊖	
5	Establish trade contractor's Final Payment checklist	X			
6	Track closeout items in submittal log		⊖		
7	Use "0" amendment process to finalize changes at the end of the work	X			
8	Use quality closeout checklists to help closeout the job	X	X	X	
9	Hold Lessons Learned meeting at end of job with owner and AE	X	X	X	
10	Perform post condition survey to determine if any damage has occurred		X	X	
11	Provide Owner with a trade contractor warranty/ contact list	X			
12	Establish meeting schedule with owner to review warranty items after job is complete	X			
13	Involve maintenance and operations personnel in building activities early		X	X	
14	Archive all documentation per Records Retention Policy	⊖	⊖	⊖	
15	Store/ save all electronic files at the end	⊖	⊖	⊖	

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16 Ensure that punchlist items have been signed off on by the Architect and/or Owner	⓪	X	X	

X	Primary Individual Responsible
⓪	Assist

Schmidt Building Co. - General Conditions
GMA: Camera Surveillance Upgrade Project
January 30, 2015

Description	Unit	Unit Cost	Quantity	Total Cost
Temporary Field Office Set-up/ Misc	ls		1	\$ -
Sitework at Field Office (Allowance)	ls		1	\$ -
Temporary Field Office	mo	\$ 892.00	21	\$ 18,732.00
Temporary Field Office Furniture	ls	\$ -	1	\$ -
Temporary Toilet	mo	\$ -	1	\$ -
Misc. Job Supplies	mo	\$ 100.00	18	\$ 1,800.00
Temp. Electric Service Relocate (Allowance)	ls		1	\$ -
Water Service - Field Office	mo	\$ 30.00	18	\$ 540.00
Telephone, Fax, & DSL Lines	mo	\$ 350.00	21	\$ 7,350.00
Telephone(s)/ Cells - Field Office	mo	\$ 200.00	18	\$ 3,600.00
Copier/ Paper/ Toner	mo	\$ 350.00	21	\$ 7,350.00
Office Supplies/ Postage - Field Office	mo	\$ 200.00	18	\$ 3,600.00
First Aid/ Safety Supplies - Box Kit	ls	\$ 250.00	1	\$ 250.00
First Aid/ Safety Supplies	mo	\$ 100.00	18	\$ 1,800.00
Computer Equipment	ls	\$ 2,800.00	1	\$ 2,800.00
Scheduling License	ls			\$ -
Data Network	ls			\$ -
Job Camera	ls			\$ -
Plans/ Blueprints (Field Office Prints Only)	mo			\$ -
Plans/ Blueprints - Closeout	ls	\$ 1,700.00	1	\$ 1,700.00
Project Vehicle & Insurance	mo	\$ 450.00	18	\$ 8,100.00
Fuel & Maintenance	mo	\$ 100.00	18	\$ 1,800.00
Fax Machine	ls	\$ -		\$ -
Contingency	ls	\$ 15,000.00	1	\$ 15,000.00
Dumpster Costs (Field Office Only)	mo			\$ -
Home Office Supplies	mo	\$ 50.00	19	\$ 950.00
Construction Surveying (Testing & QC)	Allow	\$ 10,000.00	1	\$ 10,000.00
Signage	Allow	\$ 5,000.00	1	\$ 5,000.00
Subtotal				\$ 90,372.00

Total General Condition Amount: \$ 90,372.00

**Milwaukee County
Department of Transportation and Public Works**

**MANPOWER, DIRECT SALARY RATE AND OVERHEAD & PROFIT FACTOR SCHEDULE
(Used For Additional Services Only; Separate
Schedule Required for Prime Consultant & Each Subconsultant)**

Firm Name: Schmidt Building Company, LLC. Principal-in-Charge: Chris Schmidt
 Wisconsin Reg. Number: _____
 Principal's Flat
 Rate:.....\$147.09/HR.

Overhead & Profit Factor (Multiplier)..... 2.508
 (Include copy of audited account of overhead factor)

Name	Classification	Direct Salary Rate/Hour	Direct Wage Effective	Billing Rate (1)
Chris Schmidt	Senior PM	58.65	1/1/15	147.09
Leslie Schmidt	Controller	20.00	1/1/15	52.80

(1) – Billing rates and future increases are based on Lump Sum agreement worksheet.

Direct Salary Rate is defined as each employee's actual and verifiable gross hourly cost of salary ("W-2" Statement Salary), exclusive of incentive bonus or other non-direct salary expenses.

Overhead & Profit factor is defined as the multiplying factor representing each employee's pro-rate share of all other direct and indirect expenses and profit for the consultant's firm. This factor remains fixed for the life of the project.

Additions and deletions of personnel or permanent classification changes must be submitted for approval at the time the changes occur. For multi-year projects, changes in basic salary rates may be submitted for approval only in January of each calendar year.

The foregoing is a true and actual
accounting of the rates of

Schmidt Building Company, LLC.

as of: 2/4, 2015.

Signature: 

Title: President

Approved for Milwaukee County
Department of Transportation and Public Works

Date: _____, 2015

Signature: _____

Title: _____


If your firm does not possess a FAR audit certified rate, please complete the following:

Overhead Rate: 2.326 (Without Profit)

Schmidt Building Company, LLC. does not have an audit-certified overhead rate calculation. The above rate calculation, which includes all non-direct costs considered to be proper and appropriate to the provision of professional services covered by this Annual Consultant Agreement for Professional Services, was prepared in accordance with standards

of: GAAP
(Accounting Practice Used)

It is understood and agreed that no charge will be made for labor or expense not otherwise included in the proposed overhead rate.

Signature:  Date: 2/4/15
Title: President

**Milwaukee County
Department of Transportation and Public Works**

**MANPOWER, DIRECT SALARY RATE AND OVERHEAD & PROFIT FACTOR SCHEDULE
(Used For Additional Services Only; Separate
Schedule Required for Prime Consultant & Each Subconsultant)**

Firm Name: Toki & Associates, Inc. Principal-in-Charge: Theophilus Iyasele, P.E.
 Wisconsin Reg. Number: 1745-011
 Principal's Flat
 Rate:.....\$240.00/HR.

Overhead & Profit Factor (Multiplier)..... 3.0
 (Include copy of audited account of overhead factor)

Name	Classification	Direct Salary Rate/Hour	Direct Wage Effective	Billing Rate (1)
Steve Van Bommel	Superintendent	45.00	1/1/15	135.00
Brian Zywicke	Project Engineer	40.00	1/1/14	120.00

(1) – Billing rates and future increases are based on Lump Sum agreement worksheet.

Direct Salary Rate is defined as each employee's actual and verifiable gross hourly cost of salary ("W-2" Statement Salary), exclusive of incentive bonus or other non-direct salary expenses.

Overhead & Profit factor is defined as the multiplying factor representing each employee's pro-rate share of all other direct and indirect expenses and profit for the consultant's firm. This factor remains fixed for the life of the project.

Additions and deletions of personnel or permanent classification changes must be submitted for approval at the time the changes occur. For multi-year projects, changes in basic salary rates may be submitted for approval only in January of each calendar year.

The foregoing is a true and actual
accounting of the rates of

Toki & Associates, Inc.

as of: 02/04, 2015.

Signature: 

Title: CEO

Approved for Milwaukee County
Department of Transportation and Public Works

Date: _____, 2015

Signature: _____

Title: _____

If your firm does not possess a FAR audit certified rate, please complete the following:

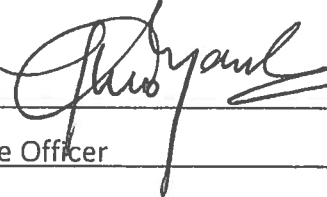
Overhead Rate: 173% (Without Profit)

Toki & Associates, Inc. does not have an audit-certified overhead rate calculation. The above rate calculation, which includes all non-direct costs considered to be proper and appropriate to the provision of professional services covered by this Annual Consultant Agreement for Professional Services, was prepared in accordance with standards

of: FARS

(Accounting Practice Used)

It is understood and agreed that no charge will be made for labor or expense not otherwise included in the proposed overhead rate.

Signature:  Date: 02/04/2015
Title: Chief Executive Officer

**Milwaukee County
Department of Transportation and Public Works**

**MANPOWER, DIRECT SALARY RATE AND OVERHEAD & PROFIT FACTOR SCHEDULE
(Used For Additional Services Only; Separate
Schedule Required for Prime Consultant & Each Subconsultant)**

Firm Name: MCR Services, LLC Principal-in-Charge: Mike Chevelier
 Wisconsin Reg. Number: _____
 Principal's Flat
 Rate:.....\$150.00/HR.

Overhead & Profit Factor (Multiplier)..... 2.85
 (Include copy of audited account of overhead factor)

Name	Classification	Direct Salary Rate/Hour	Direct Wage Effective	Billing Rate (1)
Donovan Ruh	Camera-/Systems Specialist	38.85	1/1/15	110.88

(1) – Billing rates and future increases are based on Lump Sum agreement worksheet.

Direct Salary Rate is defined as each employee's actual and verifiable gross hourly cost of salary ("W-2" Statement Salary), exclusive of incentive bonus or other non-direct salary expenses.


Overhead & Profit factor is defined as the multiplying factor representing each employee's pro-rate share of all other direct and indirect expenses and profit for the consultant's firm. This factor remains fixed for the life of the project.

Additions and deletions of personnel or permanent classification changes must be submitted for approval at the time the changes occur. For multi-year projects, changes in basic salary rates may be submitted for approval only in January of each calendar year.

The foregoing is a true and actual
accounting of the rates of

MCR Services, LLC

as of: 2/9, 2015.

Signature: 

Title: President

Approved for Milwaukee County
Department of Transportation and Public Works

Date: _____, 2015

Signature: _____

Title: _____

If your firm does not possess a FAR audit certified rate, please complete the following:


Overhead Rate: 2.526 (Without Profit)

MCR Services, LLC. does not have an audit-certified overhead rate calculation. The above rate calculation, which includes all non-direct costs considered to be proper and appropriate to the provision of professional services covered by this Annual Consultant Agreement for Professional Services, was prepared in accordance with standards

of: GAAP

(Accounting Practice Used)

It is understood and agreed that no charge will be made for labor or expense not otherwise included in the proposed overhead rate.

Signature:  Date: 2/9/15
Title: President



**COMMUNITY BUSINESS DEVELOPMENT PARTNERS
MILWAUKEE COUNTY**

COMMITMENT TO CONTRACT WITH DBE

(This form is to be completed by the bidder/proposer and the DBE named for submission with bid/proposal)

PROJECT No.: A185-14000 PROJECT TITLE: GMIA – Camera Surveillance Upgrade Project

TOTAL CONTRACT AMOUNT \$ 842,305.00

DBE Goal: 25 %

Name & Address of DBE ^(*)	Scope of Work Detailed Description	DBE Contract Amount	% of Total Contract
Toki & Associates 7100 W. Fond du Lac Ave, Suite 201 Milwaukee, WI 53218	Construction Management Support	\$224,100.00	27%

(* Separate commitment form must be completed for each DBE firm)

Bidder/Proposer Commitment (To be completed by firm committing work to DBE)

I certify that the DBE firm listed quoted the identified service(s) and cost(s). I further acknowledge our firm having negotiated with, and having received confirmation, on partnering, pricing and delivery from DBE firm listed herein. Our firm Schmidt Building Company, LLC. (Phone No. 262-346-1872), or one of our subcontractors, will enter into contract with the DBE firm listed, for the service(s) and amount(s) specified when awarded this contract. A copy of the contract between our firm and that of the named DBE will be submitted directly to CBDP within seven (7) days from receipt of Notice-to-Proceed on this contract. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions under applicable law.

Chris Schmitt Signature of Authorized Representative Chris Schmitt - President Name & Title of Authorized Representative 2/4/15 Date

Subscribed and sworn to before me this 4th day of February, 2015
Heaven M. Schmitt Signature of Notary Public State of WI My Commission expires 10-16-16

[SEAL]

* Only firms certified as DBEs (within qualifying NAICS codes) by the State of Wisconsin UCP prior to bid/proposal opening will be credited on this contract

DBE Affirmation (To be completed by DBE Owner/Authorized Representative)

- I affirm that the State of Wisconsin UCP has certified our company as a DBE, and that our company is currently listed in the State of Wisconsin UCP Directory.
- I acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein, as put forth by _____.
- I understand and accept that this commitment is for service(s) to be rendered in completion of the Milwaukee County project specified herein to be completed with my own forces, unless otherwise approved by CBDP.
- I affirm that approval from CBDP will be obtained prior to subletting any portion of this work awarded to my firm on this project.

[Signature] Signature of Authorized DBE Representative THEOPHILUS MASEJE, CEO Name & Title of Authorized DBE Representative 02/04/2015 Date

FOR CBDP USE ONLY

Commitment number 1 of 1 Project Total: (A) 210,526.25/25 (M) \$ 13,523.75/1.6 Total % 26.6

Verified with: [Signature] Authorized Signature 02/04/15 Date