

October 31, 2018



Oklahoma National Guard
Joint Force Headquarters
ATTN: Mr. Christopher Brummett
3501 Military Circle
Oklahoma City, OK 73111-4398

408 NE 145th Place
Oklahoma City, OK 73013
tel 405.748.5043
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RE: Initial contract meeting, Joint Forces Headquarters Civil Works

Mr. Brummett,

Crossland Construction Company, Inc. submits the following summary of the meeting held on 23 October at 2:00 p.m. held in our office at 408 NE 145th Pl, OKC, OK. Our revised Fee Proposal for the Joint Forces Headquarters Civil Works Project is further clarified and presented herein.

Attendees:

Ryan Rebsamen, Vice President, Crossland
Tom Szczepanski, Preconstruction Manager, Crossland
Andrew Carlson, Senior Architect, Plans & Construction Branch Chief
David Mihm, Senior Architect, Construction & Properties, OMES
Chris Brummett, OMD JFHQ
Russell Kent, Project Manager, MacArthur Associated Consultants

Discussion:

1. Andrew Carlson and David Mihm clarified the Fees and Expenses, paragraph 3, of DCAM/CAP - Form P002 and the process of how task orders will be issued.
 - Task orders will be issued by amendment with Preconstruction Fee amounts as agreed
 - A second amendment for the task order for construction will be issued for the total amount of the project.
 - Construction Management Fees expressed as a percentage will consist of overhead (General and Administrative cost) and profit.
 - General Conditions will be separately accounted to include Project Requirements and Management costs.
2. Crossland is to provide the breakdown of its' costs for Preconstruction, Construction Management Fees, and General Conditions.
3. Meeting adjourned approximately 3:00 p.m.

The Preconstruction Fee is based on the estimated time required to prepare bid packages, the task order pricing estimate, and the subcontract coordination effort for each project:

- Initial Preconstruction Fee - \$11,000.00
- Task Order Preconstruction Fee - \$5,000.00. In instances where an amendment is not received to begin construction within 120 days and the task order is reissued, the Preconstruction Fee will be \$1,500.00 if the task order scope has not changed.
- Lump Sum total (assuming 5 task orders issued over 5 years) - \$36,000.00

Construction Management Fee:

In accordance with the above understanding, Construction Management Fee percentage is

- 10.5% for Task Orders \leq \$1,000,000 (4.5% overhead/6% Profit)
- 9.5% for Task Orders $>$ \$1,000,000 and \leq \$2,000,000 (4.5% overhead/5% Profit)
- 8.5% for Task Orders $>$ \$2,000,000 (4.5% overhead/4% Profit)

General Conditions:

- NTE 6%

Thank you for this opportunity and if you have any questions please contact the undersigned at rrebsamen@crossland.com, tel. (405) 748-5043, or Tom Szczepanski at tszczepanski@crossland.com, tel. (405) 593-1567.

Respectfully,



Ryan Rebsamen
Vice President - Oklahoma City Division
Crossland Construction

cc: file, Tom Szczepanski