

January 20, 2022

Ms. Gina M. Picard, Superintendent
Mr. Ned Draper, Director of Finance and Administration
Chariho Regional School District
455A Switch Road
Wood River Junction, RI 02894

**Subject: *Proposal to Provide Owner's Project Management (OPM) Services
for the Chariho Regional School District (RSD) - RIDE Stage I***

Dear Ms. Picard and Mr. Draper:

I would like to express the enthusiasm felt by all of us at Colliers regarding the opportunity to continue to serve the Chariho RSD on this very important project. We are very proud to continue to be a trusted partner on your capital projects, and our entire team remains fully committed to continuing to provide a high level of service into the future.

This letter is written in response to your request for a proposal for OPM Services for RIDE Stage I, to be submitted to the School Building Authority in February 2022. Based upon our understanding of the project and intended schedule, we envision our role in the project to include the following services:

- Facilitation of meetings with the regional school district and RIDE to review the district's Capital Improvement Plan
- Assisting the regional school district in developing the documents required for the Stage I submission that need to be generated by the school district
- Provision of project management services to set deliverable schedules, budget, and coordinate workflow, to be completed for the Stage I submission
- Provision of limited commissioning review for projects proposed, as required by RIDE
- Final assembly and submission to RIDE of Stage I documents, on or before February 15, 2022

Based upon the scope of services and schedule, we are offering fee for service:

Fee for Service	
Stage I Fee	\$21,000
Allowance for Reimbursables	\$1,500
Total Fee	\$22,500

The table below provides an hourly rate schedule for each team member.

2022 Hourly Rates	
Category	Hourly Rate
Director	\$210
Senior Project Manager	\$167
Project Manager	\$155
Assistant Project Manager	\$125
Financial & Analytical Support	\$120

Note: Hourly rates do not include reimbursable expenses such as mileage, tolls, parking, and sustenance. Escalation of hourly rates is 4% per year.

We hope that this submission meets with your expectations. If you have questions or require additional information, you can contact me at derek.osterman@collierseng.com or (401) 234-1055 x212.

Sincerely,



Derek Osterman, Associate AIA, LEED AP
Director of Project Management Services

Your signature in the space provided below and return of a signed copy to Colliers will signify your acceptance of the terms proposed in this letter of agreement and the ability to mutually adjust scope of services and corresponding fees if applicable at a later date. Any changes to this scope must be agreed upon in writing prior to formal modifications of the agreement as set forth in this document.

Name

Signature

Title

Date