

May 13, 2016

Project Reference #16244

Ms. Jennifer Andrews
Community Development Director
City of Waukesha
201 Delafield Street
Waukesha, WI 53188-3633

**RE: Response to Request for Qualifications and Pricing
Industrial/Manufacturing Construction Consulting Services
901 Northview Road
Waukesha, WI**

Dear Ms. Andrews:

The Sigma Group, Inc. (Sigma) is pleased to submit our qualifications and pricing to provide the City of Waukesha (City) with Industrial/Manufacturing Construction Consulting Services for the redeveloped of the 901 Northview Road facility. Our proposed services, qualifications, and pricing is presented below and enclosed for your review and approval.

Services

Sigma will provide the City with our construction expertise in the review of construction expenses and verification of construction cost for the 901 Northview Road facility. The review will include the core and shell of the new building and the site work. This review will begin following the completion of construction, and Sigma will report the findings within 45 days of the agreed upon construction completion date.

Our review will specifically include the following:

1. General review of construction documents provided by the City. Documents will be reviewed for completeness and regulatory agency review status.
2. General review of construction hard costs will include gross cost per square foot compared to similar projects and a review of individual cost line items with respect to completeness of the construction budget.
3. Preparation of a report with our findings.

Limitations:

- Our review of construction documents will be cursory in nature and corresponds to the proposed fee for our services. We will not verify code requirements or design calculations.
- The cost review will be general in nature and will not include a detailed take-off estimate.
- We will not perform a detailed review of geopier and/or other construction material testing reports.

Qualifications

Sigma has extensive experience with Construction Loan Management. These skills directly correlate with the services that the City is requesting for the 901 Northview Road facility. Enclosed are a few documents that demonstrate our relevant project experience and show nearly 100 current or complete construction loan management projects from Sigma.

In addition to our experience with similar loan management, Sigma has direct experience with the 901 Northview Road facility. Sigma is currently providing services to the lender for this facility. Shannon Schwingle has been monitoring the construction loan on this project. We are proposing her on this project for her extensive experience with similar projects and also her accumulated knowledge of this specific project as well. Shannon's professional resume is enclosed.

Pricing

Our proposed lump sum fees for the services outlined above are:

John Kastner Project Manager (4 Hours)	\$145/hour
Shannon Schwingle Project Engineer (35 Hours)	\$125/hour
Construction Consulting Services	Total \$4,955

Note that our proposed lumps sum fees do not include reimbursable expenses (mileage, plan reproduction, shipping, permit fees) which are estimated to be \$500.

Please contact us with any questions.

Sincerely,

THE SIGMA GROUP, INC.



Joshua Neudorfer
Senior Consultant



John Kastner, PE
Senior Project Manager

Enclosures