



# Management Advisory Group LLC

Trusted Advisors to Local Government

December 12, 2022

Mr. Steve Pyles  
City Administrator  
City of Sunbury  
9 E. Granville St.  
Sunbury, OH 43074

**SUBJECT:** Proposal for Project Management Services

Dear Mr. Pyles:

The City of Sunbury has expressed an interest in and need for project management services associated with its imminent facility improvements planned for the current municipal offices and the Police Department. The Management Advisory Group, LLC is pleased to submit to you this proposal for consulting services to assist the City in this process.

This phase follows the work recently completed in the planning and conceptual design phase of this project, for which the City received assistance from Mr. David Collinworth, who will continue to serve as Project Manager and Principal-In-Charge for this next phase. Below is a summary of the project services to be provided including the scope of work, project deliverables, timetable and fees for this phase of the project.

## **Project Overview:**

The City Administration of Sunbury desires to receive project management services to help coordinate, monitor and plan the final design, financing and bidding for the planned facility improvements.

The scope of work for this phase would include:

- ✓ Meeting with architects, engineers, and designated City staff on development of construction plans and related bidding documents
- ✓ Evaluate Architect's Estimate of Probable Cost and assist City in analyzing any value engineering options provided
- ✓ Review with bond counsel and the City's Financial Advisor the plan of financing to include Preliminary Official Statements, bond rating presentations, and bond sale strategy
- ✓ Assist City with managing timetable and project milestones
- ✓ Assist with evaluation of bid results and recommendation for bid award

Management Advisory Group will assign David Collinworth as the Project Manager and the City Administration will designate a lead staff member to serve as a project liaison to coordinate all internal project logistics and scheduling with the Project Manager. Management Advisory Group will use its best judgment in performing all work and analysis but cannot warrant the quality of work of licensed professionals separately contracted by the City.

The City will supply to Management Advisory Group all relevant preparatory documents in support of the planning process to include copies of prior conceptual designs, project cost estimates, space planning analyses, or other directly related project documents. An itemized summary of the project approach is listed below:

**Project Approach & Deliverables:**

- ✓ Meet with City Administration for project orientation
- ✓ Meet with Architect and City for project kick-off
- ✓ Develop/Review proposed project schedule
- ✓ Review plan of financing with Financial Advisor and City
- ✓ Assist in preparation of Bond Rating Review materials
- ✓ Review and advise City on Preliminary Official Statement
- ✓ Review and advise City on final construction documents and Architect's estimate of probable cost for construction
- ✓ Review bid results and assist with bid award recommendation to City Council
- ✓ Assist City Administration with follow-up as needed for implementation.

**Project Dates & Fees:**

Management Advisory Services is prepared to begin the Project on December 21, 2022. Total project time from kick-off to finish is estimated at 120 days.

This proposal is based upon estimated meeting time, preparatory efforts before and after meetings, any report writing associated with this proposal, and incidental communications necessary to complete the work (phone calls, emails, etc.). Total cost for all services is \$16,800 billed at the rate of \$175/hour for an estimated 96 hours.

Billing will occur monthly based on actual work completed or performed thru the date of billing. Payments will be due and payable upon receipt.

I look forward to working with the City Administration on this project and will gladly answer any questions you may have regarding this proposal.

I hereby accept this proposal and authorize the work as specified herein:

\_\_\_\_\_  
City Administrator, City of Sunbury, Ohio

\_\_\_\_\_  
Date

Sincerely,

David A. Collinsworth  
Managing Partner