



April 11, 2022

Captain Manuel Sanchez
DeKalb County Sheriff's Office
4415 Memorial Drive
Decatur, GA 30032

Re: DeKalb County Courthouse Security Repairs – Project Management Services Proposal

Dear Captain Sanchez,

CPS appreciates the opportunity to submit this proposal to provide project management services for the security repairs at the DeKalb County Courthouse.

Project Scope

Reference proposal from Barnsley Construction Group.

Scope of Services

CPS will provide project management services for the DeKalb County Courthouse security repairs project as outlined below:

- Budget and cost management – review and approval of all costs in accordance with associated contract(s).
- Schedule management and coordination with DeKalb County Courthouse activities to minimize impacts.
- Lead all progress meetings and coordinate work.
- Monthly or weekly reporting updates, as required by DKSO.
- Review of completed work for conformance with requirements.
- Manage closeout process and establish warranty procedures.

Fee Proposal

CPS will provide the above services for a lump sum amount of \$10,500. This cost includes all reimbursables. Progress billing to be monthly based on progress of work.

Hourly additional services will be billed at the rate of \$195/hour for a Project Executive and \$150/hour for a Project Manager.

Schedule

The construction is anticipated to take approximately 2-3 months following submittals and lead times.

This is our understanding of the services requested. We are available to immediately begin this work. We sincerely appreciate the opportunity to work with the DeKalb County Sheriff's Office and are available to address any questions regarding this proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read "Megan", with a long horizontal flourish extending to the right.

Megan Kocikowski
Vice President