



December 14, 2022

Mr. Timothy Thorn
James Island Charter High School
1000 Fort Johnson Rd
Charleston, SC 29412

Re: JICHHS – Press Box and Batting Cage Addition

Dear Mr. Thorn,

We appreciate the opportunity to provide a proposal for construction management services for the proposed James Island Charter High School Press Box and Batting Cage Addition. We will provide a Project Manager, Site Manager, and administrative staff to perform construction management services, as requested in a professional and timely manner, to include:

1. Coordination of scheduling and administration with architect and contractor
2. Constructability reviews of architect's design
3. Design phase services
4. Construction phase services to oversee construction schedule and logistics
5. Schedule and manage meetings with owner architect and contractor during construction
6. Provide reports and minutes of meetings
7. Review submittals, request for information, change orders, and invoices
8. Coordinate inspections with third party inspectors

We propose to provide services as described above for a fee of eighty four thousand dollars (\$84,000.00).

Services will be billed monthly and shall not exceed this proposal without prior approval.

We look forward to assisting you with this project.

Sincerely,

Adrian L. Williams, PE