



June 3, 2021

Cambrian School District  
Attn: James Crawford  
4115 Jacksol Drive  
San Jose, CA 95124

Re: **Agreement for Construction Management Services – Sartorette Marquee**

Dear Jim,

Thank you for the opportunity to provide support for your District's construction program. This letter can serve as a basic agreement for hourly consulting and construction management services for installation of a new electronic marquee at Sartorette Elementary School. I recommend a not to exceed amount of \$10,000. We will work closely with you and your staff to monitor our efforts and ensure we are providing value to the District.

**Basic Terms**

- RGM Kramer, Inc. as a qualified Program and Construction Management firm shall provide hourly construction management services to assist the District as needed in support of your new marquee and associated infrastructure. Assistance will be provided with project budgeting, project scheduling, construction contractor management and field coordination, non-construction vendor procurement and management, agency compliance etc.
- The scope of services provided can remain flexible and may be adjusted as the needs of CSD and capabilities of RGMK staff dictate.

**Fees and payments**

Payment for services shall be on a time-and-material basis in accordance with the schedule of rates attached. Basic hourly rates include RGMK's cost of labor, payroll taxes, general liability insurance, workers compensation insurance, health insurance, retirement benefits, vehicle usage, auto insurance, cell phone, personal computer and home office overhead expenses. Receipts for any specific CSD project expenses will be submitted with invoices. Invoices will be submitted the first week of each month and payments are due 14 days after submission of the invoice.

**Termination of this agreement**

CSD or RGMK may cancel this Agreement at will with a one day written notice. Upon receipt of, or giving of such notice, RGMK will immediately terminate work and turn over all documents and CSD owned property in its possession. CSD upon final invoice shall promptly make final payment as indicated above.

Jim, I look forward to working with you on your construction projects. If you are in agreement with these terms, you may simply sign and return a copy of this letter. If you wish to enter into a standard purchase order agreement, respectfully make reference to this letter to help define the terms of our agreement.

Sincerely,



Richard Kramer  
President

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_



**RGM Kramer, Inc.**

**2021 BILLING RATE SCHEDULE**

<b>Hourly Consulting Rates</b>	
Principals	\$ 205.00
Project Executives	195.00
Sr. Program Managers	195.00
Deputy Program Managers	164.00
Sr. Project Managers	180.00
Project Managers 1	164.00
Project Managers 2	149.00
Contracts Managers	139.00
Asst. Project Managers	123.00
Sr. Estimators / Sr. plan reviewers / Sr. schedulers	174.00
Estimators / plan reviewers / schedulers	164.00
Move Managers	118.00
Project Engineers 1	123.00
Project Engineers 2	97.00
Project Assistants / Coordinators	87.00
Administrative Assistants	77.00
Clerical / Interns	62.00
Sr. Construction Manager / Sr. Construction Superintendent	174.00
Construction Manager / Construction Superintendent	159.00
Asst. Construction Manager / Asst. Construction Superintendent / Foreman	123.00
Labor compliance Manager	97.00
Outside Consultants / Services / Temporary Facilities / Supplies	Invoice + 15%

The above rates are subject to annual adjustment each January.