

Vang, Mai (CI-StPaul)

From: james@vinzantmn.com
Sent: Tuesday, September 01, 2015 9:26 AM
To: Moermond, Marcia (CI-StPaul); Vang, Mai (CI-StPaul)
Subject: 1004 Grotto St N
Attachments: 1004 grotto agreement.pdf

Hello Marcia,

Sorry for the delay in getting you this information. We've been waiting for the category 3 report to come back to finalize numbers. I was able to meet with Jim Seeger onsite, but the other inspectors have yet to complete the category 3 code compliance report at this time. We spoke with Jim this morning about getting the other inspectors out as soon as possible. Without all the information that the inspectors will provide us with in their report I had to make my own assumptions about what will be in that report and so my proposal is based on my experience with these properties. Initially we had assumed \$15,000 dollars in total construction costs to the property. After a thorough review of the property and the new codes in force at this time our estimate is now \$25,000. I've attached our statement of work and our schedule of completion of the project, but without a final cat 3 report that date will change as we move forward. If there is anything else you need please feel free to email me or call me on my cell phone.

p.s. Do I or Sylvia (the owner) need to attend the city council meeting tomorrow?

Sincerely,

James P. Vin Zant
Raven Construction
612-325-3631
jamesvinzant@yahoo.com



Raven Construction

1101 Snelling Ave Suite 200
St. Paul, MN 55108

SOW 4302 for Agreement to Perform Construction Services to Sylvia Wilhelmi

Date	Services Performed By:	Services Performed For:
August 26, 2015	Raven Construction 1101 Snelling Ave Suite 200 St. Paul, MN 55108	Sylvia Wilhelmi 1004 Grotto St N St. Paul, MN 55103

This Statement of Work (SOW) is issued pursuant to the Construction Contract between Sylvia Wilhelmi ("Client") and Raven Construction ("Contractor"), effective August 26, 2015 (the "Agreement"). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail.

This SOW # 4302 (hereinafter called the "SOW"), effective as of August 26, 2015, is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

Period of Performance

The Services shall commence on September 4, 2015, and shall continue through November 30, 2015.

Engagement Resources

- Raven Construction, Inc.
- Alex Tapia Construction, Inc.
- VinZant Plumbing, HVAC, Electrical & Drains
- Menards
- Home Depot

Scope of Work

Contractor shall provide the Services and Deliverable(s) as follows: We propose to complete all items of the category 3 code compliance inspection currently in process at the city of St. Paul to meet minimum code requirements. Scope of work includes; Carpentry, Painting, Flooring, Concrete, Plumbing, HVAC, & Electrical to complete certificate of occupancy requirements.

Contractor Responsibilities

Contractor is responsible for: pulling applicable permits; providing materials; supplying labor; obtaining inspections; and completing work in a timely manner per construction schedule.

Client Responsibilities

Client responsibilities include: securing continued access to property for contractors; due to the constrained time frame, limiting changes in scope of work to essential items necessary to obtain a certificate of occupancy from St. Paul; expediting approval of project change requests due to unknown or unforeseen circumstances which are not included in initial estimates; and providing prompt funding for project on a due upon receipt basis.

Fee Schedule

This engagement will be conducted on a bid basis. The total value for the Services pursuant to this SOW shall not exceed \$25,000.00 unless otherwise agreed to by both parties via the project change control procedure, as outlined within. A PCR will be issued specifying the amended value.

This figure is based on 60 days of professional services.

Contractors	Number of Resources	Description	Duration
Raven Construction, Inc.	4	Design, organize, permitting, inspecting, demo, masonry, framing, painting, drywall, & final completion.	
Alex Tapia Construction, Inc.	2	Roofing, siding, trim, cabinetry, countertops	
VinZant Mechanical	6	Plumbing, HVAC, Electrical.	

Out-of-Pocket Expenses / Invoice Procedures

Client will be invoiced in advance for expenses. Standard Contractor invoicing is assumed to be acceptable. Invoices are due upon receipt. Payments for services invoiced that are not received within 30-days from date of invoice will be subject to a 1.5% penalty per calendar month.

Completion Criteria

Contractor shall have fulfilled its obligations when any one of the following first occurs:

- Contractor accomplishes the Contractor services described within this SOW and Client accepts such activities and materials without unreasonable objections. No written response from Client within 2-business days of services being rendered by Contractor is deemed acceptance.
- Contractor and/or Client has the right to cancel services not yet provided with [20] business days advance written notice to the other party.

Assumptions

1. Estimate and schedule of construction are based upon observations made at the site and could change upon receipt of a completed category 3 inspection report from the City of St. Paul.
2. Existing appliances, appurtenances, equipment, fixtures, faucets, piping, ducting, wiring, etc. are still in fully operable state and usable as is. No work is to be done on pre-existing components of the structure.
3. Unknown or unforeseeable problems/complications with existing or pre-existing conditions within the structure/walls/floors/ceilings cannot be readily identified and may need to be addressed at the time they are discovered.

Project Change Control Procedure

The following process will be followed if a change to this SOW is required:

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.
- The designated Project Manager of the requesting party (Contractor or Client) will review the proposed change and determine whether to submit the request to the other party.
- Both Project Managers will review the proposed change and approve it for further investigation or reject it. Contractor and Client will mutually agree upon any charges for such investigation, if any. If the investigation is authorized, the Client Project Managers will sign the PCR, which will constitute approval for the investigation charges. Contractor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCR will have on SOW price, schedule and other terms and conditions of the Agreement.
- Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed.
- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the investigated changes.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

Sylvia Wilhelmi

Raven Construction

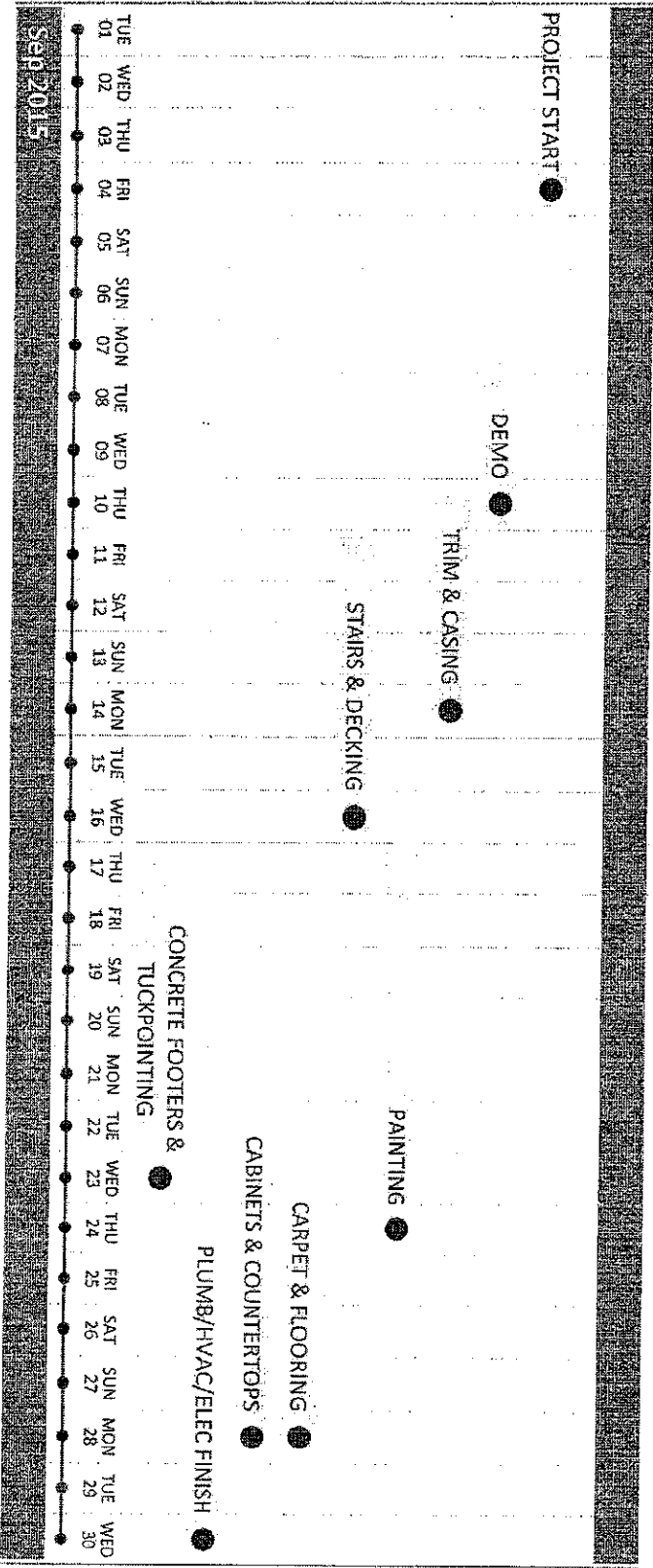
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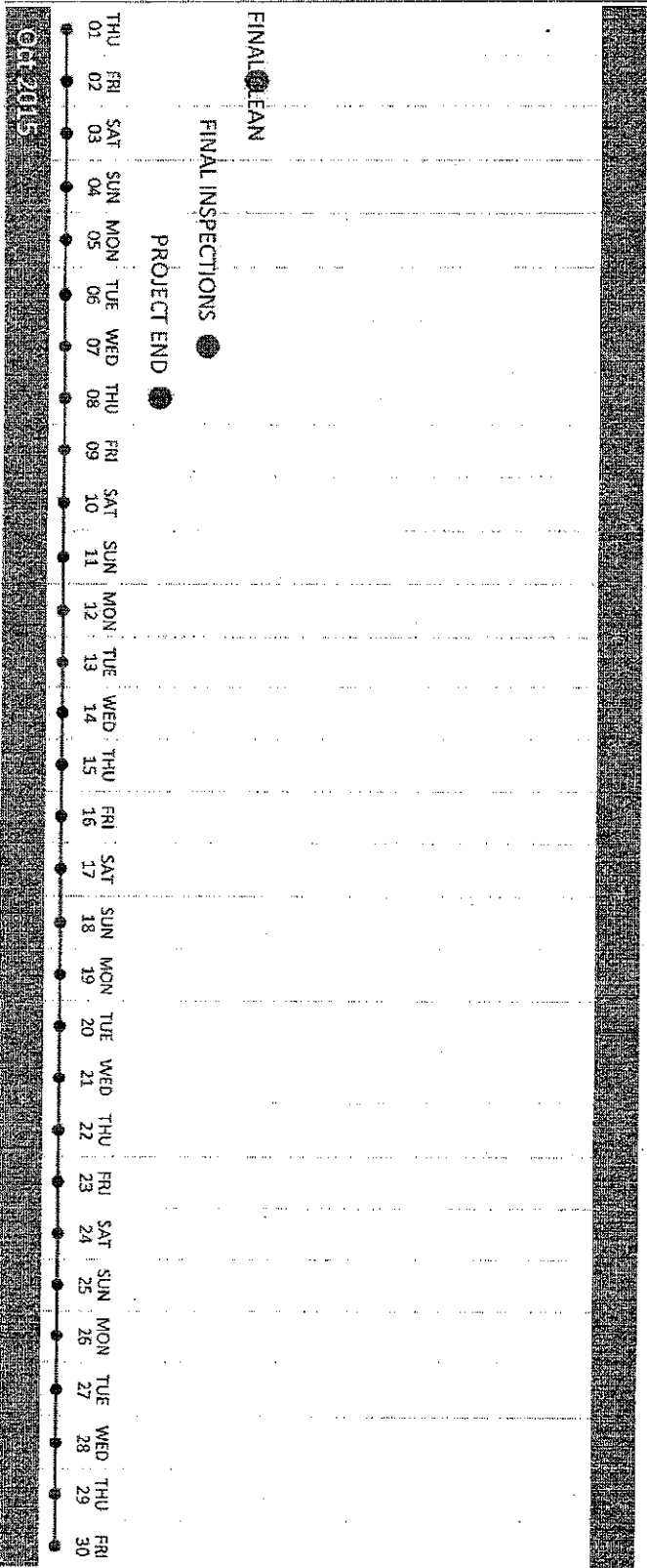
EXHIBIT A – PROJECT SCOPE

Item budgeted	Item description
Demo	Concrete steps on side and front of structure, concrete in basement for footers Dumpster
Plumbing	Install plumbing sinks, toilets, tub/shower trim, and kitchen sinks Replace missing/stolen copper water pipes from basement Hook up appliances Replace missing/stolen copper gas piping from basement Inc. Plumbing Permit/fee/inspections
HVAC	Install grills and registers throughout duplex, conduct fuel burning safety test Inc. Permits/inspections
Electrical	Install lighting as necessary throughout Cover low voltage openings Repair existing lights as necessary Inc. permits/fees
Doors	Reuse/install new doors & new hardware as necessary
Paint	Touch up, match as able, prime/paint walls as necessary
Flooring	Carpet in living rooms, bedrooms and halls Existing flooring in kitchens and bathrooms to remain.
Trim/Casing	Install new trim throughout and case doors throughout duplex.
Millwork	Install new cabinets and countertops in kitchen.
Foundation	Add two footers under posts in basement for main beam. Add pad at base of deck stairs in back. Tuck point foundation throughout.
Permits	Building, plumbing, hvac, and electrical permits to be pulled new.

PROJECT TIMELINE



PROJECT TIMELINE



ACTIVITY	START	END	NOTES
Project Start	9/4/2015		
Demo	9/7/2015	9/10/2015	
Trim & Casing	9/10/2015	9/14/2015	
Painting	9/17/2015	9/24/2015	
Stairs & Decking	9/11/2015	9/16/2015	
Carpet & Flooring	9/25/2015	9/28/2015	
Cabinets & Countertops	9/25/2015	9/28/2015	
Plumb/hvac/elec finish	9/29/2015	9/30/2015	
Concrete Footers & Tuckpointing	9/17/2015	9/23/2015	
Final Clean	10/1/2015	10/2/2015	
Final Inspections	10/5/2015	10/7/2015	
Project End	10/8/2015		