

August 21, 2023

Mr. Scott Schaefer  
City Administrator  
City of Frontenac  
10555 Clayton Road  
Frontenac, MO 63131

**Proposal**

Re: City of Frontenac Facility Assessment Report

Dear Mr. Schaefer,

S. M. Wilson & Co. is pleased to submit a proposal for your City of Frontenac Facility Assessment Report. S. M. Wilson will lead and coordinate efforts to prepare and submit the Facility Assessment Report for the Frontenac City Hall building and Public Works Building.

**SCOPE OF SERVICES:**

S. M. Wilson will perform the following Owner's Representative services to support the above projects associated with the City of Frontenac located in Frontenac, Missouri. The scope of work includes:

- Set up a walk-through to review each building in order to determine the list of items to include on the Facility Assessment Report.
- Develop and present estimates and overall budget for items included in the Facility Assessment Report.
- Recommend and prioritize items included in the Facility Assessment Report for future task orders.
- Lead value analysis and recommendations to the City of Frontenac to maintain budget and schedule.
- Collaborate with the City of Frontenac on standards, systems and processes.
- Ensure coordination of all activities with the City of Frontenac team.
- Lead and attend all meetings as required to complete work.



- Set all meetings as needed and all reporting needed to ensure proper coordination of all work.

**COMPENSATION**

The above listed services and scope of work will be provided for a lump sum not to exceed \$10,000.00. This lump sum amount includes estimated cost for trade partners (Mechanical, Electrical and Plumbing) time and effort included in this scope of work.

**Agreed to by:**

**S. M. Wilson & Co.**

**City of Frontenac**

*J. Pet* 8/21/23  
 Authorized Representative Date

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 Authorized Representative Date

**Director of Operations**  
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 Title

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 Title