

RESOLUTION NO.: 121 -2018  
INTRODUCED BY: Kumin

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH VECTOR CONSTRUCTION, INC. FOR THE KIWANIS LODGE COMMUNITY CENTER ACCESSIBILITY PROJECT.

WHEREAS, the Directors of Economic Development and Public Service and Properties have obtained competitive bids for additional work to make the City's Kiwanis Lodge Community Center compliant with the American's with Disabilities Act ("ADA") to include, among other improvements, making the restrooms and kitchenette compliant (hereinafter the "Project"), as further detailed in the bid proposal submitted by Vector Construction, Inc. ("Vector"), one of three bidders on the Project;

WHEREAS, Vector's bid for the Project is One Hundred Eighty-Two Thousand Seven Hundred Dollars (\$182,700.00);

WHEREAS, the City administration is recommending acceptance of the bid of Vector as the lowest and best bid for the Project and will also be looking to revise the specifications to reduce the cost of the Project, if feasible to do so;

WHEREAS, this Council desires to authorize the Mayor to enter into an agreement with Vector in an amount not to exceed One Hundred Eighty-Two Thousand Seven Hundred Dollars (\$182,700.00) for the Project work;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Richmond Heights, State of Ohio, that:

Section 1: The Mayor is authorized to enter into a contract with Vector Construction, Inc. for the Project as described in the preamble to this Resolution based on the bid proposal submitted by Vector at a cost not to exceed One Hundred Eighty-Two Thousand Seven Hundred Dollars (\$182,700.00) and authorizes the Mayor to negotiate with Vector so as to reduce the scope of work for the Project, if feasible, and the cost of the work authorized herein.


Section 2: The Director of Finance is authorized and directed to appropriate to a proper account a sum sufficient to cover the cost of the contract referred to in Section 1 above.

Section 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

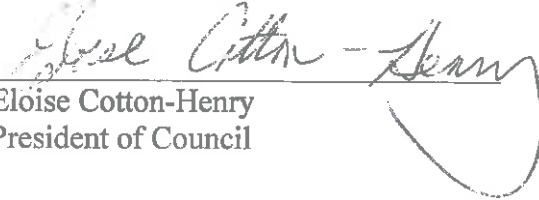


PASSED: November 6, 2018

  
David H. Roche, Mayor

APPROVED: November 6, 2018

ATTEST: Betsy Traben  
Betsy Traben  
Clerk of Council

  
Eloise Cotton-Henry  
President of Council



## Millstone Management Group Inc. – HSB Architects & Engineers

### City of Richmond Heights Kiwanis Community Center ADA Upgrade Project

Announcement Date: Friday, June 16<sup>th</sup>, 2017

#### Lead Firm:

Millstone Management Group Inc.

1540 Chagrin River Rd.

Gates Mills, Ohio 44040

Phone: (440) 423-1116

Fax: (440) 423-1109

Chris Huntley, Vice President (Principal Contact For Solicitation)

Chris.Huntley@millstonemgmgroup.com

Cell: (440) 759-8089

Millstone Management Group: Building Reputation, Building Relationships, Building Ingenuity

#### EXHIBIT A

# Letter of Interest

To Whom It May Concern:

This letter hereby acts as a binding commitment on behalf of Millstone Management Group, Inc. If selected Millstone Management Group, it's principals and or agents will negotiate in good faith with the City of Richmond Heights. The attached proposal will be valid for a minimum of 120 days from the date of submission. Please see below signature representing the authenticity of this letter and additionally agreeing to the terms of interest set forth in the RfQ from the City of Richmond Heights.

Signed: \_\_\_\_\_

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

# Proposal

Division 001000	General Conditions	\$	5,857.00
Division 002000	Existing Conditions - Demolition	\$	6,540.00
Division 008000	Finishes	\$	27,288.00
	Carpentry / Driveway	\$	12,196.80
	Flooring *	\$	6,935.00
	Flooring - Rubber Floor Treat	\$	884.00
	Rubber Base	\$	555.00
	Paint and Coatings - Wall	\$	1,256.70
	Paint and Coatings - Exterior Water	\$	391.00
	Paint and Coatings - Ceiling	\$	1,941.80
	Paint and Coatings - Doors and Windows	\$	700.00
Division 015000	Structural Steelwork - Structural Framework	\$	15,875.00
Division 015000	Mechanical	\$	2,954.00
Division 015000	Electrical	\$	5,660.00
	Permit Allowance	\$	00.00
	Insurance, Bond, Overhead & Profit	\$	6,844.00
	Total	\$	58,286.00
	Exterior Rail Alternate (Required by Code)	\$	4,712.00

\* includes a standard carpeting VCR material and color

5. Subcontractor (Kitchen, Storage and Washroom) and/or Restoration or Seeding, architecture and engineering has been eliminated per City. No pricing costs included

# Schedule / Timeline

TASK	START	COMPLETE
Contract Initiation / Execution	September 26 <sup>th</sup> , 2017	
Percolation	October 16 <sup>th</sup> , 2017	October 30 <sup>th</sup> , 2017
Repair Cracks	October 30 <sup>th</sup> , 2017	November 10 <sup>th</sup> , 2017
Paint	November 10 <sup>th</sup> , 2017	November 17 <sup>th</sup> , 2017
Ramp Install	October 16 <sup>th</sup> , 2017	October 30 <sup>th</sup> , 2018
Install Lighting / Duct Changes	November 20 <sup>th</sup> , 2017	December 1 <sup>st</sup> , 2017
Install Flooring and Stair Treads	December 1 <sup>st</sup> , 2017	December 8 <sup>th</sup> , 2017
Punch List	December 11 <sup>th</sup> , 2017	
Complete Punch List	December 11 <sup>th</sup> , 2017	December 18 <sup>th</sup> , 2017

This sheet does not include engineering or architecture and is a rough schedule based on the assumed release and contract execution date.



# Firm Profile

## Years of Existence

Founded November of 2008

Incorporated November 19<sup>th</sup>, 2009

Federal Identification Number 27-1340431

## Legal Form of Entity

S-Corporation

Dawn Huntley 55% Stock Holder

J.E. Huntley

45% Stock Holder

• Cristopher Huntley

00% Stock Holder

33% Equity Holder

33% Equity Holder

33% Equity Holder

## Home Office Locations

Corporate Office

1540 Chagrin River Rd. Gates Mills, Ohio 44040 (Cuyahoga County)

Warehouse

8666 Tyler Blvd. Mentor, Ohio 44060

North Carolina Office

195 Belfrey Loop Mooresville, NC 28117

## General Firm History

In November of 2008 after F.E. Huntley had recently retired, he, Dawn Huntley and Christopher Huntley made the decision to begin the process of incorporation and forming what would become Millstone Management Group, Inc. With a family legacy in construction the team had a great exposure to the industry and backgrounds that supported the inception of the firm. F.E. Huntley had recently retired as a project engineer from a 35 year career in the storage and tanking industry. Dawn Huntley had spent decades involved in her father's family business, Chevalco Construction, which specialized in commercial and institutional construction from public sector schools to work with the Cleveland Clinic Foundation. The firm focused primarily on design build work but also offered traditional old build services. Chris Huntley likewise had experience in construction having worked for Carrera Construction and then partnering in The Phillips & Huntley Group which specialized in retail construction and low income housing. During the recent economic crash The Phillips & Huntley Group experienced difficulties and the partners decided to part ways. With F.E. Huntley recently retiring early timing was perfect and the family decided to start Millstone Management Group Inc. in November of 2009 after a year of business development and marketing and company planning the company incorporated on November 19<sup>th</sup>, 2009.

At its inception the company developed work primarily in the private sector. The retail sector was the firm's main focus and F.E. Huntley oversaw field operations with Chris Huntley handling business development. As the company grew more field staff was added but in 2010 the company added Bruce Marek as Lead Estimator. Bruce assisted in expanding the company's reach into the public sector and with his over 10 years in the industry helped in developing more local business. Bruce's addition to the staff was natural and Millstone expanded into other areas of construction and continued steady growth. By 2011 the firm had 3 field supervisors and a small field staff and had begun self performance of selective demolition and various aspects of carpentry. In 2011 Travis Davis was hired on to the team as a field superintendent with more experience in ground up construction and government work. Today Travis Davis is one of the company's Project Managers and oversees all field employees and direct labor. As the business grew in revenues, employees and work experience Millstone's reach expanded outside of Ohio.

## General Firm History continued...

Presently Milstone Management Group has grown in to several other sectors of construction. In 2016 education and public sector work accounted for 22.4% of the company's revenues (library work was more than half of this). 20.32% of revenues were identified as Office sector construction and retail work still dominates the company's experience at 43.99%. Work is completed in the traditional bid build manner but as the company has grown other delivery methods have become more prevalent amongst it's sales. Owner's representation, design build and construction management at risk have all been added to the array of services offered and completed by Milstone. Self performance of trades has been a major part of the company's growth in terms of both strategy and size. With a field staff of varying size between 20-35 carpenters and laborers the organization has taken on more and more self performance not as a method for income but rather as a strategy to be able to better control it's projects. With more frequent delivery through CMAR this approach has allowed the company to offer more competitive pricing as well as control the schedule more efficiently. Average single project cost ranges from as small as \$50,000.00 to \$3,500,000.00.

Currently Milstone Management Group has expanded it's reach to 19 different states down the east coast and in the Midwest and southeast. In 2016 the firm had 40 active employees during peak season and our office staff has grown to 7 persons. Likewise we have grown to carry 7 field superintendents. The primary method of growth focus for 2017 was identified as public sector work and the company is striving to develop more publically administered CMAR experience.

# Proposed Team

Millstone Management Group, Inc. will be the lead firm in the design build relationship, if awarded, by the City of Richmond Heights. Millstone Management Group, Inc. has partnered with HSB Architects and Engineers to propose on the design build project delivery of the modification of the Kiwanis Community Center ADA Upgrades project. While HSB will take a design lead in the project, Millstone Management Group will provide ongoing constructability reviews, budgeting and input to design within the district parameters and budget. Millstone will also create master scheduling for the project developing a timeline for the project that meets district goals, within realistic parameters.

Design Build Project Lead - Millstone Management Group, Inc.

Project Architect – HSB Architects

Project Engineer (MEP) – HSB Engineers



## Project Compatibility

Milestone Management Group currently has a standard project size of as low as \$50,000.00 and up to \$3,500,000.00 per project. Often times our firm not only handles projects construction but maintenance for our customers as well. In 2014 MMGI completed ninety nine (99) projects, in 2015 MMGI completed forty six (46) projects and in 2016 MMGI completed fifty nine (59) projects. Many of which included multiple location renovations or repairs. With a staff of 25-40 persons, seven of which are project superintendents, Milestone's past project history shows a history of managing several projects simultaneously. Until June of 2016 Milestone Management Group operated with 3-4 superintendents. In 2016 Milestone Management Group added not only a second project manager but a second project coordinator / estimating coordinator and three superintendents. This vastly improved our capability to perform multiple projects at any given time and to do so effectively for our end users. Additionally, many of our supervisors have run as many as 3-4 projects simultaneously depending on complexity, scope, safety concerns, etc. Our success with end users has always been in provided and demonstrating superior project delivery, scheduling and cost controls. MMGI specializes in completing projects with CMAR and Design Build delivery to accommodate schedule constraints.

Based on information in the RFQ Milestone feels our firm is uniquely qualified to provide design build services. Our superior budgeting skills will allow for a properly forecasted project and assurance scope will in fact be attainable within the project budget. Our broad bandwidth and employee structure will allow for ease in the project which will be largely self performed. Milestone's ability to self perform and control labor forces will ultimately provide the City assurance project deadlines are met and budgets met as well.

### Project Locations

www.communitycenter

2725 Highland Rd. Richmond Heights, Ohio

## Similar Experience

Project Name: Baroerton Decker School and Administrative Offices

Project Contact: FMD Architects, Robb Seders (330) 329-4423

Project Delivery Method: Construction Manager At Risk

Project Cost: \$2,100,000.00

### Project Description:

Renovation of a 33,500 sq ft elementary facility. Project consists of complete architectural renovations of the interior of the building. Construction of new Pre-School classrooms, creation of new administrative offices, new mechanical systems including boiler replacement and ventilation systems. Site redevelopment including asphalt and concrete replacement.

- Acoustic ceiling installation
- LED lighting installation
- Exterior LED lighting installation

### Project Dates:

Start Date

April 1<sup>st</sup>, 2017

Completion Date

October 1<sup>st</sup>, 2017

## Similar Experience

Project Name: Lake Geauga Recovery Centers Oak House Construction

Project Contact: Lake Geauga Recovery Centers, Melanie Blasko (440) 478-0360

Project Delivery Method: Agency Construction Manager

Project Cost: \$1,424,797.00

### Project Description:

Construction of an 8,000 sq ft ground up treatment facility for women. Project consisted of complete site development with detention and storm management as well as asphalt parking. A wood framed building with partial basement and partial crawl spaces. Complete MEPs, site lighting and sprinkler system.

- LED lighting installation
- Transformer installation
- Landscape construction

### Project Dates:

Start Date July 1<sup>st</sup>, 2015

Completion Date January 1<sup>st</sup>, 2016

# Similar Experience

Project Name: Buybacks Plaza Redevelopment

Project Contact: BEK Developers, Jim Kerr (216) 276-4786

Project Delivery Method: General Contractor

Project Cost: \$1,414,312.00

## Project Description:

This 2015 project with national retail developer BEK Developers redeveloped 60,000 SQ. QFT shopping center in Mentor, Ohio previously anchored by Buybacks. The project included structural building demolition, selective demolition and partial site redevelopment. The parking areas had storm management added and partial paving was included. The building underwent complete facade renovations inclusive of framing and sheathing, EIFS and masonry, glazing, structural steel, etc. The project also included tenant improvements for Spotlight Dance, Moe's Southwest Grille, Title Boxing and Lady James.

- Acoustic ceiling installation

- LEO lighting installation

- Transformer installation

## Project Dates:

Start Date June 30<sup>th</sup>, 2015

Completion Date January 1<sup>st</sup>, 2016



# Similar Experience

Project Name: Wadsworth Crossing Street Building

Project Contact: Anchor Retail, Brad Cobb (513) 315-7862

Project Delivery Method: General Contractor

Project Cost: \$1,179,052.00

## Project Description:

This 2015 project with national retail developer Brixmor Property Group utilized a vacant out lot to a large scale shopping center located in Wadsworth, Ohio for the development of a new retail building. The project consisted of complete site development with new storm water management, parking, gravity wall construction and the development of new sanitary and communications. The new 10,000 SQ FT building was constructed of masonry and EIFS as well as storefront system and was completed on time and within budget. The construction also incorporated the construction of a new Mattress Firm tenant improvement.

- Acoustic ceiling installation
- LED lighting installation
- Exterior LED lighting installation

## Project Dates:

Start Date

June 30<sup>th</sup>, 2015

Completion Date

October 9<sup>th</sup>, 2015

# Similar Experience

**Project Name:** Columbus Center Renovations

**Project Contact:** Brixmor Property Group, DeWayne Hein (947) 282-0255

**Project Delivery Method:** Construction Manager At Risk

**Project Cost:** \$1,069,822.50

## Project Description:

In November of 2016 Brixmor Property Group invited Milstone Management Group Inc. to bid the Columbus Center Renovations and Shoe Carnival Improvements. The project was bid competitively in one week and Milstone Management Group was the apparent low bidder on the facade renovations, about 50% of the project. The project was awarded to Milstone Management Group as a CMAR due to the fast turn around and several additional scopes of work that would be added. Subsequently the interior build out of Shoe Carnival was added, the interior build out of Ulta was added and work on the shell and facade renovations were modified to include both national chains requirements based on staggered lease executions. The work has been administered open book as a CMAR and the schedule expedited to push Shoe Carnival turn over into Q1. The work included utility separation, complete interior and exterior demolition, new modified and greater electrical services with all new mechanicals, exterior framing, EIFS, storefronts, masonry and stone. The project included stringent adherence to national specification for floor leveling, mechanical balancing, storefront leak testing, Milstone's QA/QC procedures assured compliance.

- Acoustic ceiling installation
- LED lighting installation
- Exterior lighting installation
- Transformer installation

## Project Dates:

**Start Date** December 5<sup>th</sup>, 2016

**Completion Date** March 1<sup>st</sup>, 2017 (Shoe Carnival Milestone) April 1<sup>st</sup>, 2017 (Ulta / Facade Milestone)

## Similar Experience

Project Name: Conrad's Tire Express and Total Car Care

Project Contact: Dominic Umek (216) 789-1146

Project Delivery Method: General Contractor

Project Cost: \$920,895.67

**Project Description:** Project constructed a car service garage in close proximity to adjoining buildings on poor soil conditions. Structural piles and grade beams were installed. Complete site development including new utilities were completed and the construction included multiple vehicle service bays with grease interceptors, trench drains and full MEPs. Project experienced 5 weeks of delays and completed 5 days ahead of schedule.

Installation of trans former

Installation of acoustic ceilings

Installation of exterior LED lighting

Project Dates:

Start Date

June 1st, 2015

Completion Date

November 9th, 2015

# Similar Experience

Project Name: Barberton Library Addition

Project Contact: MRA, Matt Ross (440) 715-5941

Project Delivery Method: General Contractor

Project Cost: \$308,600.00

## Project Description:

This public sector project consisted of a 2,000 addition to the Barberton Public Library. The old atrium was demolished and the project consisted of 2,000 SQ. FT. of traditional structural steel, detailed metal framing, foundations, masonry, EIFS and curtain wall glazing systems. Complete new MEPs were constructed for the addition with new mechanical units, underground ductwork, new lighting controls and gear, sprinkler system and interior finishes. Various areas within the library were renovated creating a new local history area and moving reception and circulation to the new addition. Complete site work renovations were completed and new parking. Work was phased to allow handicapped access to the facility which stayed open during construction and was completed on schedule and within the planned budget.

- Lighting controls
- Exterior LED lighting
- Acoustic ceiling installation

## Project Dates:

Start Date May 2<sup>nd</sup>, 2016

Completion Date November 2<sup>nd</sup>, 2016

# Similar Experience

**Project Name:** Barderton CSD Security

**Project Contact:** Barderton CSD Mark Brown (330) 603-6414 FMD Architects Robb Seders (330) 329-4423

**Project Delivery Method:** General Contractor

**Project Cost:** \$381,503.00

## Project Description:

This 2014 project with the Barderton City School District consisted primarily of a security initiative. The project modified several entrances of the school to incorporate bullet resistant glass and extrusions. The project required masonry modifications as well as structural steel installation for the subsequent install of the bullet resistant systems. New door hardware was implemented at all school entrances as well as throughout all classrooms for a new modified interchangeable keying system. New signage was installed throughout the school and minor paint modifications and sprinkler modifications were implemented. The project was completed in a very short time frame with major lead items and done so on budget and within the originally approved schedule.

- Access Control

- Security Signs Installation

## Project Dates:

**Start Date**

June 9<sup>th</sup>, 2014

**Completion Date**

August 8<sup>th</sup>, 2014

## Similar Experience

Project Name: Wellington Seniors Administrative Office and Entry Renovations

Project Contact: TDA Architects Scott Allemann(440) 269-2266

Project Delivery Method: General Contractor

Project Cost: \$310,118.96

### Project Description:

This 2016 project with the Wellington School District consisted of a phased renovation, office renovations allowed 4 weeks for construction. The administrative renovations included carpet, paint, ceilings sand construction of a new reception area and principals office. The entry addition included concrete footings, foundation block and veneer brick columns, new curtain wall glazing and composite panels. All carpentry was self performed by Milstone's internal staff.

- Acoustic Ceiling Installation

- New Lighting controls and exterior LED lighting

### Project Dates:

Start Date

July 27<sup>th</sup>, 2016

Completion Date

November 29<sup>th</sup>, 2016.

## Similar Experience

- Project Name: Kirtland High School Library / Media Center Renovations
- Project Contact: Ed Bradac (440) 319-9049

Project Delivery Method: General Contractor

Project Cost: \$206,600.96

Project Description:

This 2015 project provided a complete renovation of both the current library and cafeteria in a short 6 week time frame. Coordination with direct school district vendors for asbestos abatement and furniture vendors. The project had multiple phases and required the coordination with summer school classes.

- Acoustic Ceiling Installation
- LED Lighting Installation

Project Dates:

Start Date	June 1 <sup>st</sup> , 2015
Completion Date	August 21 <sup>st</sup> , 2015

# Similar Experience

Project Name: Mentor Library Renovations

Project Contact: Tony Majic RSA Architects (216) 347-1966

Project Delivery Method: General Contractor

Project Cost: \$202,708.32

Project Description:

This 2016 project provided a renovation of the current library entrance and added a new reception lobby area. It included the manufacturing and placement of advanced complexity millwork, lighting system renovations and new flooring and paint. In addition coordination of new commercial furnishings packages.

- LED Lighting Installation
- Lighting Controls
- Acoustic Ceiling Installation

Project Dates:

Start Date November 6<sup>th</sup>, 2016

Completion Date December 30<sup>th</sup>, 2016



# Similar Experience

**Project Name:** Madison Middle School Conversion to Red Bird Elementary

**Project Contact:** Pat Smith (440) 343-3338

**Project Delivery Method:** General Contractor

**Project Cost:** \$193,273.00

## Project Description:

This 2013 project provided common area and classroom renovations for the entire school. All classrooms were painted and flooring demolished and new carpet tile installed. Major areas including the choir room, library, music room administrative offices and cafeteria were also painted and new flooring installed. All common corridors were repainted and ceilings were replaced. The project was fast tracked and completed in 5 weeks.

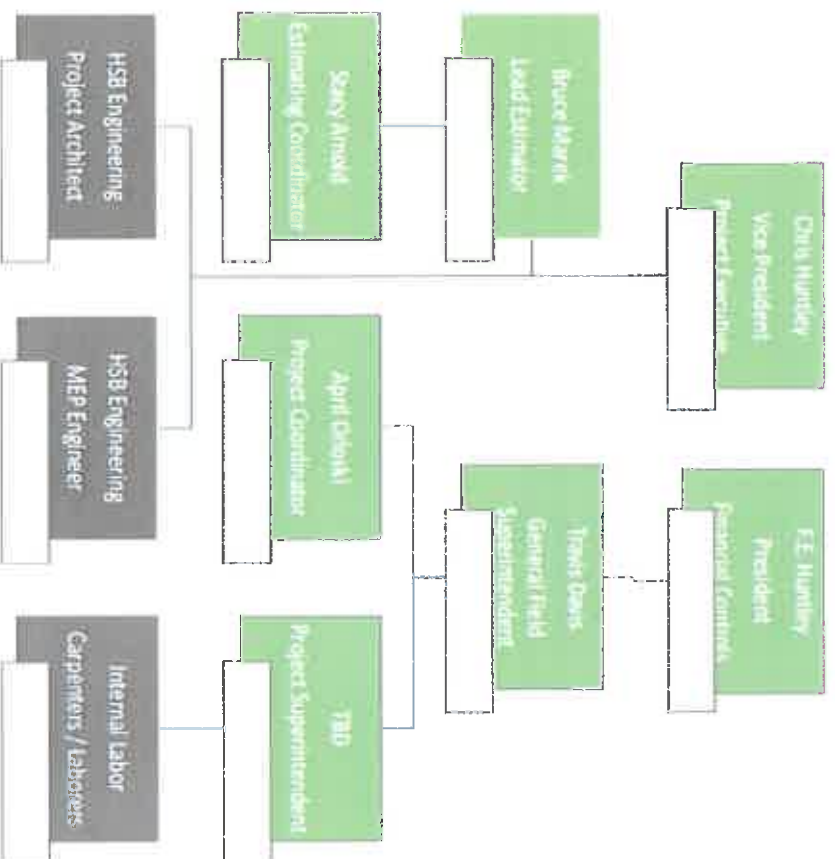
- Acoustic Ceiling Installation
- Lighting Retrofit

## Project Dates:

**Start Date** June 10<sup>th</sup>, 2013

**Completion Date** July 18<sup>th</sup>, 2013

## Personnel / Staffing / Project Team



# Proposed Team – Key Personnel Responsibilities

Design Build Project Lead - Millstone Management Group, Inc.

Project Executive – Direct design team and assure district requirements are met, develop project budget and master schedule, work to provide fiscal controls, lead project team, RFCD and change management.

General Superintendent – Manage direct labor, quality assurance and quality control, safety coordination and assurance, material orders, equipment management, RFCD management, assist

Estimator – Assist in developing project budget, creation of bid packaging, subcontractor pre-construction coordination, scope reviews, develop estimating schedule, manage city approvals

Estimation Coordinator – Assist in developing project interest for competitive pricing, locate specialty products and pricing, bid reviews and tabulation

Project Coordinator – Weekly reporting, safety reporting, schedule direct labor, meeting minutes, agendas

Project Superintendent – Coordinate subcontractors and vendors, oversee direct labor on site, quality control and assurance

Project Architect – HSB Architects & Engineers

Project Manager – Lead architectural design, coordinate with consultants, manage drawing, manage specification writing

Project Engineer (MEP) – HSB Architects & Engineers

Project Manager – Lead MEP design, coordinate with consultants, manage drawing, manage specification writing



**HSB**  
ARCHITECTS  
+ ENGINEERS

**F.E. Huntley**  
**President**  
**Accounting / Fiscal Controls**

**Milestone Management Group**  
**1540 Chagrin River Rd. Gates Mills, Ohio 44040**

**Education**

Bachelor of Business Management  
 Bachelor of Commerce  
 John Carroll University

**Technical Experience**

Financial Planning  
 Bonding and Surety  
 Insurance  
 401(k)  
 Contract Controls  
 Systems Reporting  
 Budget Review



Forrest Huntley has twenty years experience in Construction Company Management. As President of Milestone Management Group he specializes in a wide array of skills from engineering and design of containment tanks for storage and purifying mechanisms to construction and maintenance of commercial, retail, and institutional facilities. F.E. has over 30 years of experience in construction and engineering.

Veritico, Ohio (Retail Supermarket)	COST \$2,377,768.08	Role: Fiscal Controller
Landmark Medical Center (Hospital)	COST \$2,100,000.00	Role: Fiscal Controller
Air Terminal Improvements	COST \$2,023,000.00	Role: Fiscal Controller
Bugsby's Plaza	COST \$1,414,317.00	Role: Fiscal Controller
Lake Seneca Recovery Coh House, Lake Seneca Recovery Systems	COST \$1,424,797.00	Role: Fiscal Controller
Windsor Park	COST \$1,179,081.00	Role: Fiscal Controller
Calumet Center Renovations, Banner Property Group	COST \$1,054,754.50	Role: Fiscal Controller
Berlinton Public Library Addition	COST \$908,600.00	Role: Fiscal Controller
El Seneca	COST \$676,674.40	Role: Fiscal Controller
Berlin Packaging	COST \$643,759.10	Role: Fiscal Controller
Southtowne Medical Center Renovations, Banner Property Group	COST \$592,600.09	Role: Fiscal Controller
Forence Square Dual Use Renovations, Banner Property Group	COST \$386,000.00	Role: Fiscal Controller
Madison Financial Advisors, Cincinnati Office Renovations, FSG	COST \$312,795.09	Role: Fiscal Controller
WNY Software 2017 Renovations, WNY Software	COST \$251,874.82	Role: Fiscal Controller
DVCAC Administration Center, Corporate Modern and Child Advocacy Center	COST \$203,000.00	Role: Fiscal Controller
Menor Public Library Renovations	COST \$201,708.37	Role: Fiscal Controller



## Bruce Marek Lead Estimator

**Millstone Management Group**  
1540 Chagrin River Rd. Gates Mills, Ohio 44040

### Education:

Bachelor of Business Management  
Kent State 1981

### Technical Experience:

Cost and Means Estimating  
Contract Negotiation / Procurement  
Scope Reviews  
Quantity Take Offs  
Submittal Reviews  
Design Assist / Design Build Management

Bruce Marek has a 14 year proven track record in successful estimating and construction purchasing. He has worked on many aspects of construction varying from education, municipal, institutional, office and retail. He also has experience in value engineering, detailed scope take offs, cost estimating and material and vendor procurement. Bruce has 15 years of relevant construction experience.



Verrell of Chagrin Development	COST: \$2,377,768.08	Role: Lead Estimator
Shaker and Decker School	COST: \$7,100,000.00	Role: Lead Estimator
ACE Tenant Improvements	COST: \$2,023,000.00	Role: Lead Estimator
Quincy's Plaza	COST: \$1,414,311.00	Role: Lead Estimator
Kyle's Plaza	COST: \$1,424,797.00	Role: Budgeting Coordinator
W. A. Smith Plaza	COST: \$1,179,687.00	Role: Lead Estimator
Columbus Center Renovations, Burton Property Group	COST: \$1,054,364.00	Role: Lead Estimator
Barberton Public Library Addition	COST: \$973,800.00	Role: Lead Estimator
Southeastern Retail Center Renovations, Burton Property Group	COST: \$992,600.00	Role: Lead Estimator
Horvath Square Out Let Renovations, Burton Property Group	COST: \$386,000.00	Role: Lead Estimator
Lynch Park Animal Addition, Cincinnati Office Renovations, P&G	COST: \$117,795.00	Role: Lead Estimator
Dr. CAC Administration Center, Domestic Violence and Child Advocacy Center	COST: \$203,000.00	Role: Lead Estimator
Wentworth Public Library Renovations	COST: \$201,706.31	Role: Lead Estimator

Millstone Management Group

1540 Chagrin River Rd. Gates Mills, Ohio 44040

### Education:

ASSOCIATE PROFESSOR OF DESIGN

### Technical Experience:

Daily scheduling of internal labor

The author of the following article is a member of the editorial board of the *Journal of Management Education*.

### Healthier Food Choices

Lynn D. Bellamy

The Heritage School of Arts and Sciences Center	COST: \$1,000,000.00	Role: Lead Carpenter and Project Superintendent
Garborton-Duiker School	COST: \$21,000,000.00	Role: General Superintendent
AUT Tenant Improvements	COST: \$2,000,000.00	Role: General Superintendent
St. Joseph's Medical Center	COST: \$11,000,000.00	Role: Project Superintendent
Devel. Unit 100-111	COST: \$1,000,000.00	Role: Lead Carpenter
United States National and Historical Museum	COST: \$1,000,000.00	Role: Superintendent/Carpenter
United States Defense Supply Center	COST: \$2,000,000.00	Role: Project Manager
Benjamin Franklin School	COST: \$1,000,000.00	Role: General Superintendent
Project: Plaza	COST: \$1,000,000.00	Role: General Superintendent
Johns Hopkins University Health System, Johns Hopkins Medical Village, Allentown, PA	COST: \$1,000,000.00	Role: General Superintendent
University of Maryland, General Office Renovations, F&S	COST: \$21,000,000.00	Role: General Superintendent
US Coast Guard Station General Renovations, Hoboken and Camden, NJ	COST: \$200,000.00	Role: General Superintendent
Meritor Public Library Renovations	COST: \$200,000.00	Role: Project Superintendent



## April Orloski Project Coordinator

Milstone Management Group  
1540 Chagrin River Rd. Gates Mills, Ohio 44040

### Education:

Bachelor of Science, Biology  
Master's Psychology  
Baker College College

### Technical Experience:

Project Management Software System Management  
Weekly Owner Reports  
Scheduling Internal Labor  
Change Orders  
Classical Estimating  
Contractor Affiliates  
Lien Waivers  
N/A for Public

April Orloski is a top performing, solutions driven project coordinator with a positive team approach. She is experienced in interfacing with all levels of management, employees, and external vendors. Areas of strength for April are her professionalism, high level of organizational skills, very detail oriented, multi-tasking and wonderful telephone etiquette. She also possesses extensive experience in the use of computer software. April holds 3 years of relevant experience in construction.



Verillion Shore Development	COST: \$2,377,088.98	Role: Project Coordinator
Verillion Parket School	COST: \$2,100,000.00	Role: Project Coordinator
AT Smart Improvements	COST: \$2,023,000.00	Role: Project Coordinator
Budabais Plaza	COST: \$1,742,311.00	Role: Project Coordinator
Lake Senuga Recovery Caf House, Lake Senuga Recovery Systems	COST: \$1,424,797.00	Role: Project Coordinator
Wassawatch Plaza	COST: \$1,376,611.00	Role: Project Coordinator
Columbus Center Renovations, Buxton Property Group	COST: \$1,054,774.50	Role: Project Coordinator
Barberton Public Library Addition	COST: \$908,833.00	Role: Project Coordinator
Southgate Retail Center Renovations, Buxton Property Group	COST: \$891,655.09	Role: Project Coordinator
Flowers Square Out Let Renovations, Buxton Property Group	COST: \$386,003.00	Role: Project Coordinator
Lincide Financial Advisors Cincinnati Office Renovations, PWS	COST: \$312,595.09	Role: Project Coordinator
Dyckus Administration Center, Domestic Violence and Child Advocacy Center	COST: 170,000.00	Role: Project Coordinator
Wentz Public Library Renovations	COST: \$100,000.00	Role: Project Coordinator



## Stacy Arnold Estimating Coordinator

Millstone Management Group  
1560 Chagrin River Rd, Gates Mills, Ohio 44040

### Education:

High School Diploma

### Technical Experience:

Microsoft Word and Excel (Advanced)

Building Construction Software (AutoCAD, Primavera and Synchro)

Office Manager

Multiple Contracts

Veracity Profile

Stacy Arnold is an energetic estimating coordinator well versed in the bidding process. She has excellent communication and organizational skills. Stacy makes an emphasis on creating and maintaining fulfilling professional relationships with vendors, clients, and co-workers. Stacy is new to the industry and has 2 years of relevant construction experience.



Complete West Coast Project	COST: \$2,371,388.05	Role: Estimating Coordinator
Reform Court Center School	COST: \$1,100,000.00	Role: Estimating Coordinator
All Tenant Improvements	COST: \$2,073,000.00	Role: Estimating Coordinator
Health Plaza	COST: \$1,414,312.00	Role: Estimating Coordinator
Lebanon Community High School Life Science Facility	COST: \$1,424,797.00	Role: Estimating Coordinator
Walden Hills High	COST: \$1,793,027.00	Role: Estimating Coordinator
Columbus Center Renovations, Brainerd Power Group	COST: \$1,054,254.50	Role: Estimating Coordinator
Barberian Public Library Addition	COST: \$908,600.00	Role: Estimating Coordinator
Southwestern Retail Center Renovations, Brainerd Power Group	COST: \$793,620.00	Role: Estimating Coordinator
Green Square Theater Renovations, Brainerd Power Group	COST: \$286,000.00	Role: Estimating Coordinator
Albion Financial Services Cincinnati Office Renovations, FSC	COST: \$322,795.09	Role: Estimating Coordinator
IVCAC Administration Center, Domestic Violence and Child Advocacy Center	COST: \$203,000.00	Role: Estimating Coordinator
Alvord Public Library Renovations	COST: \$202,788.32	Role: Estimating Coordinator

# Design Build Experience

## Construction Management At Risk (CMAR) / Design Build Experience:

Millstone Management Group Inc. has spent years developing relationships and trusts with clients and expanding our experience in the construction arena. With persistence our firm has always worked to stay on the trending edges of construction delivery and utilize the best methods for our clients. After years of traditional bid build delivery our organization began to deliver projects in different methodology; owner's representation, design / build and CMAR are the primary focuses of delivery that have been utilized. Both Lake Geauga Recovery Centers Oak House and DVCAC included public sector funding as well as Barberton Decker School Renovations. Lake Geauga Recovery Centers procured more than half of it's funding from Ohio Mental Health and Addiction Services. All projects in which we have chosen to administer as CMAR or design build were constrained by time and required different delivery methods to safely meet schedules and assure budget compliance and phasing with complex schedules. Our organization has utilized Construction Management At Risk and or design build project delivery on the following projects:

Vermilion Snores Development Condominium #10	COST: \$2,377,088.08	Harry Giltz III (330) 478-2086
Barborton Decker Elementary and Administrative Renovation	COST: \$2,100,000.00	Robb Seders (330) 329-4423
AIT Tenant Improvements	COST: \$2,023,000.00	Kevin See (317) 430-4948
Lake Geauga Recovery Oak House, Lake Geauga Recovery Systems	COST: \$1,424,797.00	Melanie Blasko (440) 478-0360
Columbus Center Renovations, Brixmor Property Group	COST: \$1,054,254.50	DeWayne Hein (947) 282-0255
XL Screw Tenant Improvements	COST: \$676,674.40	Kevin See (317) 430-4948
Berlin Packaging Tenant Improvements	COST: \$643,269.10	Kevin See (317) 430-4948
Southern Retail Center Renovations, Brixmor Property Group	COST: \$592,600.09	DeWayne Hein (947) 282-0255
Florence Square Out lot Renovations, Brixmor Property Group	COST: \$386,000.00	DeWayne Hein (947) 282-0255
Lincoln Financial Advisors Cincinnati Office Renovations, PSG	COST: \$312,795.09	Kip Fleury (571) 237-1465
MIM Software 2017 Renovations, MIM Software	COST: \$251,874.82	Drew Sulzer (216) 455-0616
DVCAC Administration Center, Domestic Violence and Child Advocacy Center	COST: \$203,000.00	Jim Lawler (216) 403-2050

# Surety Letter



ALTHAUS INSURANCE AGENCY, INC.

20 BOX 621, 15120 HWY 26 NORTH STREET, CHICAGO, ILL. 60648, PHONE (708) 291-4200 FAX (708) 291-4201

[www.althausagency.com](http://www.althausagency.com)

July 7, 2017

Mr. Steve Lee  
Director of Economic Development  
City of Richmond Heights  
26789 Highland Lane  
Richmond Heights, OH 44143

RE: CLEVELAND COMMUNITY CENTER ADA UPGRADE

Dear Mr. Lee:

Historic Measurement Co., Inc. is a client of One Source Insurance Company. They have an agency bond line of \$5,000,000 single day and aggregate of \$12,000,000. As your kind request, we will let the surety will be graciously considered, and is subject to underwriting considerations at the time the contract is awarded.

This letter is not to be construed as an agreement to provide surety bonds for any particular project, but is offered as an indication of our past experience and capabilities in this form. Any specific request for bond will be underwritten on its own merits.

Historic Measurement Co., Inc. is a highly regarded client of Althaus Insurance Agency, Inc. If you have any further questions you may contact me at 440-267-5222.

Sincerely,

*Walter E. Swartz-Walsh*

Walter E. Swartz-Walsh  
SVP/Manager  
Althaus Insurance Agency, Inc.



ALTHAUS INSURANCE AGENCY, INC.

## Current Workload

Project Name:	Barberton Becker Elementary and Administrative Renovations
Project Cost:	\$1,564,397.69
Completion Date:	September 5 <sup>th</sup> , 2017
Project Name:	AT "Grant Improvements
Project Cost:	\$1,947,379.92
Completion Date:	September 31 <sup>st</sup> , 2017
Project Name:	School of Rock Westlake
Project Cost:	\$288,060.00
Completion Date:	July 31 <sup>st</sup> , 2017
Project Name:	Care Western Reserve High Projects
Project Cost:	\$37,000.00
Completion Date:	July 31 <sup>st</sup> , 2017
Project Name:	Columbus Center Facade Renovation and "Grant Improvements
Project Cost:	\$1,659,872.87
Completion Date:	May 15 <sup>th</sup> , 2017
Project Name:	LMAH Southside Gardens - Prototype
Project Cost:	\$626,765.74
Completion Date:	May 15 <sup>th</sup> , 2017

# Legal Compliance

Milestone Management Group places safety compliance and compliance with all state, local and federal laws in the highest standards. All subcontractors are held to local, state and federal standards and a large portion of our General Superintendent's role is assuring subcontractors and vendors, in fact, comply. Safety manual updates and trainings, OSHA and EPA Trainings and mandatory education protect our firm, our clients and those who work for us from danger and less importantly fines and citations.

## List of Infractions and Citations:

OSHA Scaffold Violation -	10/19/2015
OSHA Lift Violation -	8/13/2014

Milstone Management Group Inc., Building Reputation, Building Relationships, Building Ingenuity

