

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

David H. Roche, Mayor

APPROVED: November 6, 2018

ATTEST: Betsy Traben  
Betsy Traben  
Clerk of Council

  
Eloise Cotton-Henry  
President of Council



## EXHIBIT A

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@millstonemanmgrou.com  
Cell: (440) 759-8089

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

## 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, its 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 RFO from the City of Richmond Heights.

Signed:

Date:

## Proposal

Item	General Conditions	Existing Conditions - Demolition	Finishes
Division 010000 Division 030000 Division 030200	\$ 5,837.00 \$ 6,640.00 \$ 27,288.00		
Laprepany / Drawall			
Hoisting "	\$ 12,395.20		
Penning - Rubber Hand Tiesan	\$ 6,925.00		
Rubber Base	\$ 884.00		
Welding - Gasoline - 1/2" x 1"	\$ 555.00		
Welding - Gasoline - 1/2" x 1"	\$ 1,255.75		
Paint and Coatings - Exterior Water	\$ 391.00		
Paint and Coatings - Ceiling	\$ 1,941.80		
Paint and Coatings - Doors and Panels	\$ 700.00		
Division 010000 - Mechanical			
Division 020000 - Electrical			
Permit - Electrical			
Insurance: Bond, Overhead & Profit			
General Conditions	\$ 15,875.00		
Existing Conditions - Demolition	\$ 2,954.00		
Finishes	\$ 5,660.00		
	\$ 0.00		
	\$ 6,824.00		
	\$ 58,986.00		
	\$ 4,712.00		

Lateron Rail Alternate (Required By Code)

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وَالْمُؤْمِنُونَ إِذْ يَرَوْنَهُمْ يَقُولُونَ إِنَّمَا  
يَرَوْنَنَا لِنَنْهَا عَنِ الْمُنْكَرِ وَمَا يَرَوْنَا

# Schedule / Timeline

Task	Start	Complete
Contract Initiation / Execution	September 26 <sup>th</sup> , 2017	
Architectural Review	October 16 <sup>th</sup> , 2017	October 30 <sup>th</sup> , 2017
Permit Review	October 30 <sup>th</sup> , 2017	November 10 <sup>th</sup> , 2017
Permit	November 10 <sup>th</sup> , 2017	November 17 <sup>th</sup> , 2017
Ramp Removal	October 30 <sup>th</sup> , 2017	October 30 <sup>th</sup> , 2018
Install Lighting / Duct Changes	November 20 <sup>th</sup> , 2017	December 14 <sup>th</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

The above dates not including permitting or adjudication 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 33% Equity Holder
- E.E. Huntley 45% Stock Holder 33% Equity Holder
- Christopher Huntley 00% Stock Holder 33% Equity Holder

## Home Office Locations

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

Warehouse

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, Chevako 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 bid 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 assigned 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 Millstone 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), 20.3% of revenues were identified as office sector construction and retail work still dominates the company's experience at 43.9%. 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 states. Owner's representation, design build and construction management at risk have all been added to the array of services offered and completed by Millstone. 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 Millstone 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 receive more publicly 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

Millstone 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 MMG completed ninety nine (99) projects, in 2015 MMG completed forty six (46) projects and in 2016 MMG 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, Millstone's past project history shows a history of managing several projects simultaneously. Until June of 2016 Millstone Management Group operated with 3-4 superintendents. In 2016 Millstone 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 providing and demonstrating superior project delivery, scheduling and cost controls. MMG specializes in completing projects with CMAR and Design-Build delivery to accommodate schedule constraints.

Based on information in the RFQ, Millstone feels our firm is uniquely qualified to provide design-build services. Our superior budgeting skills will allow for a properly forecasted project and issuance 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. Millstone'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.CommunityCorp.com

2128 Highland Rd. Richmond Heights, Ohio

## Similar Experience

Project Name: Barderton 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

Project Dates:
Start Date
Completion Date

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

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. FT 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 façade 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 Janes.

- Acoustic ceiling installation
- LED 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 Sheet Building

Project Contact: Anchor Retail, Brad Coop (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.

- Site work: Grading, Paving, Utilities
- 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 Millstone Management Group Inc. to bid the Columbus Center Renovations and Shoe Carnival Improvements. The project was bid competitively in one week and Millstone Management Group was the apparent low bidder on the façade renovations, about 50% of the project. The project was awarded to Millstone 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 Ulta was added, the interior build out of Ulta was added and work on the shell and façade 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. Millstone's QA/QC procedures assured compliance.

- Acoustic ceiling installation
- LED lighting installation
- Exterior lighting installation
- Transom net 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 / Façade Milestone)

# Similar Experience

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

Project Contact: Dominic Ulmek (216) 789-1146

Project Delivery Method: General Contracting

Project Cost: \$920,395.67

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 transom
- 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:** \$908,621.30

**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: Barterton CSD Security

Project Contact: Barterton CSD Mark Brown (330) 603-6414 FMD Architects Ronn Seder (330) 322-423

Project Delivery Method: General Contractor

Project Cost: \$381,503.00

Project Description:

This 2014 project with the Barterton 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 installation 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 Controls

Emergency lighting

Project Dates:

Start Date: June 9<sup>th</sup>, 2014

Completion Date: August 8<sup>th</sup>, 2014

# Similar Experience

Project Name: Wellington Schools Administrative Office and Entry Renovations

Project Contact: TDA Architects Scott Alerman (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 Millstone'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.

ED Lighting Renovation

Project Dates:

Start Date: 07/01/2015

Completion Date: August 21<sup>st</sup>, 2015

# Similar Experience

- Project Name: Mentor Library Renovations
- Project Contact: Tony Maij RSA Architects (216) 347-1966

Project Delivery Method: General Contract

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 Upgrade

Project Dates:

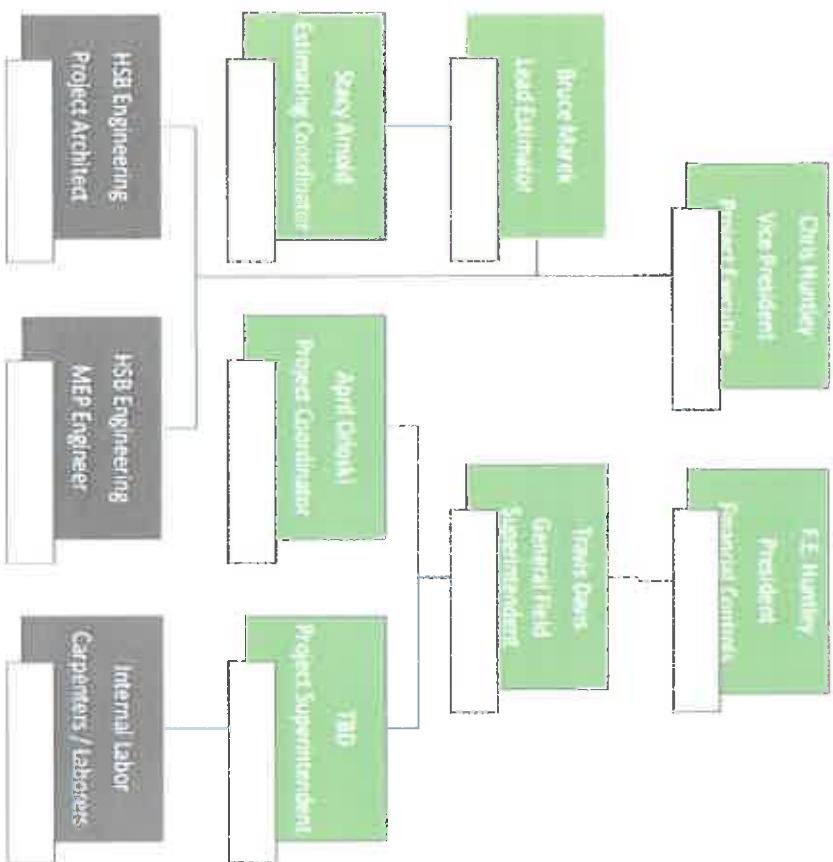
Start Date

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, RFP and change management.

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

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

**Estimation Coordinator** – Assist in developing project interests, cost competitive pricing, locate specialty products and pricing, bid reviews and submittal

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

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

## Project Architect – HSS Architects & Engineers

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

## Project Engineer (MEP) – HSS Architects & Engineers

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









**Bruce Marek**  
**Lead Estimator**

Millstone Management Group  
1540 Cragin River Rd, Gates Mills, Ohio 44040

**Education:**

Bachelor of Business Management

Kent State 1987

**Technical Experience:**

Cost and Means Estimating

Contract Negotiation / Procurement

Scope Reviews

Quality 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.

University Shaker High School	Cost: \$2,371,088.38	Role: Lead Estimator
Shaker High School	Cost: \$2,000,000.00	Role: Lead Estimator
AV System Upgrades	Cost: \$622,000.00	Role: Lead Estimator
Streetscape Plaza	Cost: \$1,411,110.00	Role: Lead Estimator
Tele-Recycling Recycling System	Cost: \$1,028,397.00	Role: Budgeting Coordinator
92nd Street Plaza	Cost: \$1,176,632.00	Role: Lead Estimator
Columbus Center Renovations, Finance Facility Group	Cost: \$1,054,150.00	Role: Lead Estimator
Bentley Public Library Auditor	Cost: \$573,070.00	Role: Lead Estimator
Joint-Force Federal Center Renovations, Bureau of Property Group	Cost: \$92,020.00	Role: Lead Estimator
Holmes Square City Lot Renovations, Bureau Property Group	Cost: \$36,330.00	Role: Lead Estimator
Lincoln Financial Advisors Financial Office Renovations, PGG	Cost: \$117,494.00	Role: Lead Estimator
Ohio CASA Administrator Center, Domestic Violence and Child Advocacy Center	Cost: \$203,200.00	Role: Lead Estimator
Werner Public Library Renovations	Cost: \$23,708.31	Role: Lead Estimator



Travis Davis

**General Superintendent**

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

**Education:**

Associate Degree-Civil Engineering

**Technical Experience:**

Daily scheduling and material delivery  
Architectural and structural design  
Structural engineering  
Material management

Material delivery  
Material management

Project management, scheduling, and delivery of materials and equipment to the job site.

Project Manager  
Role: General Superintendent

AT Tenant Improvements

Role: General Superintendent

**April Orloski**  
**Project Coordinator**

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

**Education:**

Bachelor of Science in Psychology

**Major:** Psychology

Bacardi Wallace College

**Technical Experience:**

Project Management, Software System Management

Weekly Owner Reports

Scheduling Internal Labor

Change Orders

Contractor Documents

Contractor Approvals

lien waivers

Material Purchase

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 works well telephone etiquette. She also possesses extensive experience in the use of computer software. April holds 3 years of relevant experience in construction.



• April has Start Date: December 1	Cost: \$2,977,388.38	Role: Project Coordinator
• April has End Date: December 31	Cost: \$2,130,330.00	Role: Project Coordinator
• April has Total Cost: \$5,107,718.38	Cost: \$7,422,000.00	Role: Project Coordinator
• April has Start Date: December 1	Cost: \$1,410,313.38	Role: Project Coordinator
• April has End Date: December 31	Cost: \$1,344,597.00	Role: Project Coordinator
• April has Total Cost: \$2,758,910.38	Cost: \$1,700,955.50	Role: Project Coordinator
• April has Start Date: December 1	Cost: \$1,654,745.00	Role: Project Coordinator
• April has End Date: December 31	Cost: \$980,850.00	Role: Project Coordinator
• April has Total Cost: \$2,635,595.00	Cost: \$591,650.00	Role: Project Coordinator
• April has Start Date: December 1	Cost: \$306,000.00	Role: Project Coordinator
• April has End Date: December 31	Cost: \$11,956.00	Role: Project Coordinator
• April has Total Cost: \$317,956.00	Cost: \$1,000.00	Role: Project Coordinator
• April has Start Date: December 1	Cost: \$1,000.00	Role: Project Coordinator
• April has End Date: December 31	Cost: \$1,000.00	Role: Project Coordinator
• April has Total Cost: \$1,000.00	Cost: \$1,000.00	Role: Project Coordinator



**Stacy Arnold  
Estimating Coordinator**

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

**Education:**

• BSBA in Finance

**Technical Experience:**

• 2 years and 9 months experience in the construction industry

• HVAC experience

• Building Codes

• General Public

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 treating 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.

Category	Description	Role	Estimating Coordinator
Residential Development	Residential Development	Role: Estimating Coordinator	Role: Estimating Coordinator
Residential Construction	Residential Construction	Role: Estimating Coordinator	Role: Estimating Coordinator
All Tenant Improvements	All Tenant Improvements	Role: Estimating Coordinator	Role: Estimating Coordinator
Commercial	Commercial	Role: Estimating Coordinator	Role: Estimating Coordinator
Landscaping	Landscaping	Role: Estimating Coordinator	Role: Estimating Coordinator
Walls and Ceilings	Walls and Ceilings	Role: Estimating Coordinator	Role: Estimating Coordinator
Plastered Exterior Renovations	Plastered Exterior Renovations	Role: Estimating Coordinator	Role: Estimating Coordinator
Residential Public Works Addition	Residential Public Works Addition	Role: Estimating Coordinator	Role: Estimating Coordinator
Commercial Retail Center Renovations	Commercial Retail Center Renovations	Role: Estimating Coordinator	Role: Estimating Coordinator
Urban & Sports Center Renovations	Urban & Sports Center Renovations	Role: Estimating Coordinator	Role: Estimating Coordinator
Local Financial Services Financial Office Renovations	Local Financial Services Financial Office Renovations	Role: Estimating Coordinator	Role: Estimating Coordinator
DVAC Administration Center, Domestic Violence and Child Advocacy Center	DVAC Administration Center, Domestic Violence and Child Advocacy Center	Role: Estimating Coordinator	Role: Estimating Coordinator
Arts Center Public Library Renovations	Arts Center Public Library Renovations	Role: Estimating Coordinator	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 a 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 DVACAC included public sector funding as well as Barberville 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 Shores Development Condominium #10	COST: \$2,377,088.08	Harry Gutz (330) 433-3126
Barberville Decker Elementary and Administrative Renovation	COST: \$2,100,000.00	Robb Seder (330) 329-4423
ATT 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
Southtowne 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, PSC	COST: \$312,795.09	Kip Flaury (513) 237-1465
MLM Software 2017 Renovations, MLM Software	COST: \$251,874.82	Drew Sulzer (216) 455-0616
DVACAC Administration Center, Domestic Violence and Child Advocacy Center	COST: \$203,000.00	Jim Lawler (216) 403-2050

# Surety Letter



ALLSTATE INSURANCE AGENCY, INC.

2019 E. 51ST STREET, CHICAGO, IL 60611-3425, 800-247-2400, 312-247-2400  
www.allstate.com/agent/10002019

July 7, 2017

Charles J. S.  
President of Economic Development  
City of Highland Heights  
2679 Highland Lane  
Highland Heights, OH 44143

RE: CLEVELAND COMMUNITY CENTER ADA UPGRADE

Dear Mr. Bush:

Wilson Management Group is a client of Ohio Farmers Insurance Company. They have an agency bond one of \$5,000,000 single BOC and aggregate of \$12,000,000. Any final bond "walk through" will be submitted with the bond and considered, but is subject to underwriting consideration at that 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 the form. Any specific requests for quote will be addressed on its own merits.

Wilson Management Group is a highly regarded client of Allstate Surety Bonds, Inc. If you have any further questions you may contact me at 440-267-5522.

Sincerely,

*Mark E. Bremner-Willett*  
Mark E. Bremner-Willett  
Surety Manager  
Allstate Insurance Agency, Inc.

# Current Workload

Project Name:	Barbarito Decker Elementary Infrastructure Renovations
Project Cost:	\$1,551,357.65
Completion Date:	September 5 <sup>th</sup> , 2017
Project Name:	AF "Smart" Improvements
Project Cost:	\$1,947,273.92
Completion Date:	September 31 <sup>st</sup> , 2017
Project Name:	School of Rock-Westlake
Project Cost:	\$286,060.00
Completion Date:	July 31 <sup>st</sup> , 2017
Project Name:	Case Western Reserve Met. Projects
Project Cost:	\$27,536.10
Completion Date:	July 31 <sup>st</sup> , 2017
Project Name:	Colombus Center-Facade Renovations and Improvements
Project Cost:	\$1,369,125.7
Completion Date:	May 15 <sup>th</sup> , 2017
Project Name:	LMH4 Southside Gardens - Prototype
Project Cost:	\$65,765.74
Completion Date:	May 15 <sup>th</sup> , 2017

# Legal Compliance

Midstone Management Group places safety compliance and compliance with all state, local and federal laws in the highest standards. All subcontractors are held to meet 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

