



Holland Charter Township

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Memorandum

TO: Board of Trustees

FROM: Steve Bulthuis

DATE: April 28, 2025

SUBJECT: Construction management services – Township Hall/Helder Park improvements

The 2025 year of the 2025-2030 Capital Improvement Program calls for improvements at both the township hall grounds as well as the parking lot at Helder Park. The improvements planned for the township hall grounds were of a scope and nature that it was decided to retain professional management services.

Staff once again sought the services of Greg Maybury Consulting LLC to help prepare the request for proposals (RFP) for construction management services and to review submittals.

The RFP was sent to three area construction companies that provide management services. Proposals were received from GDK Construction Co. and Lakewood Construction. The proposals revealed the following:

Lakewood Construction

Construction Management Fee – 10% of construction cost

General Conditions and Site Supervision - \$51,740

Schedule – April 2 to September 30

GDK Construction Co.

Construction Management Fee – 4.5% of construction cost

General Conditions and Site Supervision - \$48,468

Schedule – April 30 to September 30

The proposals estimate construction costs at approximately \$1.1 million. Both firms are highly qualified and have done satisfactory work on previous township projects.

Staff is recommending to proceed with the proposal from GDK Construction Co for construction management services based on the above information. Please contact me with any questions.

General Conditions Matrix

Description	Included in CM Fee (not an extra charge)	General Conditions & Reimbursable Expenses	Included in a Trade Contractor's Bid Package	Comments	Lakewood	GDK
Corporate Executives	X					
Project Executive	X					
Project Manager	X					
Project Engineer and other support staff	X					
On-Site Field Manager/Superintendent		X			\$ 28,900	\$ 27,160 Site supervision covers Township Hall and Heider Park
Scheduling	X					
Estimating	X					
Accounting/Invoicing	X					
Safety Signage and First Aid	X				\$ 4,500	\$ 500 Lakewood includes construction wayfinding, GDK just fire extinguishers
Information Technologies	X				\$	\$ 500 GDK - Procore
General Liability Insurance	X				\$	\$ 500 GDK - insurance
Builders Risk Insurance		X		Policy will be carried by Owner		
Workers Compensation	X					
FICA Insurance	X					
Federal Unemployment	X					
State Unemployment	X					
Payment Bonds			X	Not anticipated to be needed		
Bid Package and Document Distribution	X				\$ 2,500	\$ 6,000
Site and Building Testing / Inspections		X			\$ 5,000	\$ 1,200 Lakewood - site plan review fees GDK - building control points
Local / Municipal Building Permits and Inspections		X				
Layout Engineer / Surveyor			X			
Construction Trailer(s)	X					
Small Tools and Supplies	X					250 GDK - sweepers, brooms, supplies
Support Equipment (Computer, printer/copier, Wi-Fi, etc.)	X					
Temporary Toilets		X			\$ 1,440	\$ 780
Temporary Fencing or Interior Barricades		X			\$ 5,000	\$ 3,500 GDK includes traffic control and temp fencing/safety signage
Opening Protection			X			
Temporary Electric		X		If required, reimbursable cost		
Temporary Water		X		If required, reimbursable cost		
Temporary HVAC		X		If required, reimbursable cost		
Weekly Clean-up			X			
Final Clean-up			X		\$ 4,400	\$ 500
Debris Hauling / Removal / Dumpsters		X				\$ 1,500
Roadway Maintenance / Snow Removal		X				
Storage Trailers			X			
Software Access Fee	X					
					\$	\$ 2,500 GDK - misc
					\$	\$ 3,578 GDK - 8% contingency
TOTALS					\$ 51,740	\$ 48,468