



May 22, 2024

Mr. Michael Ginestre  
Superintendent of Schools  
Sweet Home Central School District  
1901 Sweet Home Rd  
Amherst, NY 14228

**Re: Pre-referendum Services & Construction Management Agreement  
Capital Improvement Project 2025**

Dear Mr. Ginestre,

On behalf of Campus Construction Management Group, I am pleased to submit to you and the District our proposed agreement to provide Pre-referendum Services to Sweet Home Central School District as the first stage of Construction Management Services for your next anticipated capital improvement project. With this letter, we have outlined a list of the pre-referendum services that we are proposing to provide prior to the vote.

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**We believe that during the pre-referendum phase, Campus should share in the District's risk in a potential project. Therefore, the cost of these initial services will be invoiced ONLY after a referendum is passed.**

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Once the project's scope and delivery plan have been further refined, we will prepare a cost proposal for the remainder of construction management services that we will provide following a successful vote — specifically, during the project's pre-construction, construction, and closeout phases. In the meantime, we ask that you please review and approve the attached Pre-referendum Agreement and return one executed agreement to Campus.

We are proud to serve Sweet Home Central School District, and we greatly appreciate your continued confidence in our services. We look forward to assisting the District and your Team in achieving a successful referendum.

Sincerely,

Campus Construction Management Group, Inc.

Nicolas Humphrey  
Vice President

Enclosure: Pre-referendum Services Agreement  
CC: D. Feldmann, M. Esposito, File BD\FP



Campus Construction Management Group Inc.  
**Building on Knowledge**

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## Pre-referendum Services & Construction Management Agreement

### Capital Improvement Project 2025

Prepared for Sweet Home Central School District

May 22, 2024

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#### Sweet Home Central School District and Campus Construction Management Group agree:

1. Campus Construction Management Group Inc. will provide the following pre-referendum services to Sweet Home Central School District:
  - Develop preliminary project milestone schedules.
  - Provide conceptual estimates that include incidental costs to help guide project decisions.
  - Identify key project activities including design, bidding, legal, and financial. Establish milestone dates and identify responsibilities of team members.
  - Assist architect to complete facility evaluations during planning stage.
  - Assist architect and District with educational programming, if necessary.
  - Assist District in defining project parameters to align programming needs and budgetary constraints.
  - Advise on planning infrastructure and hardware purchases.
  - Review alternate construction methods & materials to reduce lifetime costs and optimize project quality.
  - Generate cash flow projections to assist financial consultant/District in maximizing investments.
  - Assist team in identifying optimum state aid available for all components of the project.
  - Assist District with the development of an action plan and strategies for a successful referendum; work with team to develop a public information campaign and attend public meetings as required.
2. **Anticipated referendum amount:** \$65 million (approx.)  
**Anticipated referendum date:** Fall 2025
3. The District and Campus further intend to enter into a more comprehensive agreement for the continued construction management services that Campus will provide during the project's subsequent phases: pre-construction, construction, and closeout. When the District and the Project Team better understand the scope and schedule, Campus will:
  - a. Prepare a cost proposal for these construction management services, for approval by the District; and
  - b. With the concurrence of the District, generate an agreement based on the AIA Document C132 – 2019 Standard Form of Agreement between Owner and Construction Manager as Adviser. The Agreement is expected to closely follow the language agreed upon for the District's current project, dated December 17, 2019. Campus and the District will then negotiate mutually agreeable final contract terms.
4. **Our proposed compensation to provide these services is equal to a lump sum of \$10,000.**
  - a. During the pre-referendum planning stage, Campus will share in the District's risk in passing a referendum vote for the project. Therefore, this amount will be invoiced only when a referendum is passed.
  - b. This amount does not include reimbursable expenses that may be incurred during the pre-referendum phase (e.g., video production, printing and mailing costs, etc.); such costs would instead be invoiced separately under this agreement.

If the District agrees with this Pre-referendum Agreement, please sign below and return one (1) copy to Campus Construction Management Group Inc. at your earliest convenience.

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Michael Ginestre, Superintendent of Schools      Date  
Sweet Home Central School District

  
Nicolas Humphrey, Vice President      05/22/2024  
Campus Construction Management Group Inc.      Date



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