



CONSTRUCTION
MANAGEMENT

Rancho San Joaquin

Irvine, California

Community Re-Roof Project

ROSS

Community Manager: Eric Rosenkrantz

Management Company:

FirstService Residential

15241 Laguna Canyon Road

Irvine, California 92618

Prepared for: Board of Directors



May 5, 2022

Re: Community Re-Roof Project

On behalf of Ross Construction Management, I want to thank you for allowing me to submit this proposal. Ross Construction Management specializes in managing community-wide projects.

I look forward to helping your community and developing a long lasting relationship with you. Please feel free to contact me if you have any questions, my cell phone number is (714) 225-5304.

Sincerely,

Conor Ross

Conor Ross, President

Ross Construction Management



Community-Wide Reconstruction Projects

Woodbridge Laurels HOA

Irvine, CA
261 Condos and Townhomes

Green Glen HOA

Newport Coast, CA
326 Condos

Encantamar HOA

Dana Point, CA
187 Condos and Townhomes

Glenwood Park HOA

Aliso Viejo, CA
268 Townhomes

Bella Vista at Moulton Ranch HOA

Dana Point, CA
87 Luxury Townhomes

Ziani HOA

Newport Coast, CA
168 Luxury Condos

Aldenhouse HOA

Ladera Ranch
78 Townhomes

Ashton at Califia HOA

Mission Viejo, CA
150 Condos

Cantora HOA

Aliso Viejo, CA
163 Townhomes

Altisse HOA

Aliso Viejo, CA
222 Townhomes

Carefree El Toro HOA

Lake Forest, CA
143 Townhomes

Sansovino HOA

Ladera Ranch, CA
114 Townhomes

Seacove Place HOA

Aliso Viejo, CA
256 Condos

Orleans HOA

Aliso Viejo, CA
148 Condos

Canyon Villas HOA

Aliso Viejo, CA
344 Condos

Crosspointe Village HOA

Stanton, CA
495 Condos and Townhomes



Project Planning and Construction Management

Ross Construction Management will perform the following tasks for the Re-roof Project.

1. Pre-construction Administration:

- A. Develop cost and schedule Exhibits for roofing contract; review roofing contract
- B. Determine sequencing of buildings to be reroofed based on roof leak data provided by HOA
- C. Coordinate asbestos testing and abatement activities
- D. Review roofing contractor's insurance certifications and other contract- specified documentation

2. Pre-construction Job Walk:

- A. Meet on-site with the awarded Contractor, Product Manufacturer Representative (if needed), Board (if desired), Management, etc.
- B. Review Contractor's submittals for accuracy and completeness
- C. Identify staging areas
- D. Review Contractor's proposed schedule and tailor it to the Association if need be
- E. Go over requirements associated with this specific job site

3. Final Review of Project Information:

- A. Final submittal review
- B. Final schedule review
- C. Final Plan and Permit review prior to permit application

4. Project Noticing:

- A. Pre-construction project overview notices
- B. Building/Unit specific courtesy notices
- C. Noticing Schedule

5. Weekly Meetings:



Attendees will include Ross Construction Management and should include contractor's project manager, contractor's foreman, Board representative if desired, and property management if desired

6. Tear off/Wood Replacement Inspection Per Building:

- A. Walk each building the day after the existing roof is removed
- B. Inspect the existing wood for needed replacement
- C. Photo-document wood that requires replacement
- D. Document findings to ensure that the change order issued by the contractor matches the Ross Construction Management findings

7. Underlayment/Flashing Inspection Per Building:

- A. Walk each building during the underlayment and flashing process
- B. Document needed corrections

8. Construction Administration:

- A. Construction Management activities as described in roofing contract and/or roofing scope of work
- B. Coordinate/Initiate problem resolution between contractors involved, owners, residents, HOA, and Construction Management

9. Final Inspection Per Building:

- A. Building punch-lists for the project including but not limited to:
 - Quality assurance issues
 - Compliance with roofing contract
 - Compliance with roofing scope of work
 - Damages found compared with pre-construction photo-documentation
 - Work requests to be recommended to HOA (e.g. gutters, stucco, etc.)
- B. Punch list sign-off
- C. Building final report that includes pictures and explanations of what has taken place



10. Random Site Visits:

- A. Ensure the proper materials are being used
- B. Ensure the proper procedures are being used
- C. Make sure safety procedures are being maintained
- D. Check the job site cleanliness

11. Review Warranty Package: Required by contractor prior to submitting approval for final payment to the Board.

12. Billing and Change Order Review:

- A. Review all progress billing and issue approvals for payment
- B. Review any change orders prior to the work being approved to ensure the work is necessary
- C. Check all change order work for completeness
- D. Review all change order billing and issue approvals for payment
- E. Review Lien Releases



Re-roof Consulting Fees

Project Planning and Construction Management

Consultant will perform the scope of work for **5.75%** of the construction costs
Contract will be provided after initial approval including a payment schedule

\$20,000.00 Retainer Required

Owner's Approval:

Mari Fujii

Date:

6/1/2022



UNIVERSITY DRIVE

CULVER DRIVE



ROSS
CONSTRUCTION
MANAGEMENT

STATE OF CALIFORNIA
Contractors State License Board

Pursuant to Chapter 9 of Division 3 of the Business and Professions Code
and the Rules and Regulations of the Contractors State License Board,
the Registrar of Contractors does hereby issue this license to:

C M ROSS CONSTRUCTION INC


License Number 945346

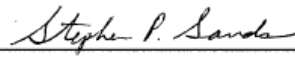
to engage in the business or act in the capacity of a contractor
in the following classification(s):

B - GENERAL BUILDING CONTRACTOR

Witness my hand and seal this day,
April 9, 2010

Issued April 8, 2010


James Miller
Board Chair


Stephen P. Sands
Registrar of Contractors

This license is the property of the Registrar of Contractors,
is not transferrable, and shall be returned to the Registrar
upon demand when suspended, revoked, or invalidated
for any reason. It becomes void if not renewed.