



# CONSTRUCTION MANAGEMENT SERVICES SUMMARY



## BREAKING NEW GROUND IN CONSTRUCTION

Onalaska • WI | Rochester • MN | [dbsg.com](http://dbsg.com)

# ABOUT US

## Company Profile:

We are passionate about providing customers with exceptional customer service and quality work products through our integrated design-build project delivery. From concept to completion, we pride ourselves on being a true partner to our customers, and we are relentless in our efforts to contribute to their current and future success. Our team consists of seasoned veterans in the design and construction industry, and we are committed to being a valued partner to our customers, business partners, vendors and community.

## Team:

We have been successful in recruiting and retaining the industry's top performers in the design, estimating, project management and field operations disciplines to serve our customers. Every DBS Group project team member takes complete ownership of their respective project to ensure project success. We are fortunate to tap into decades of experience in delivering projects in the grocery, retail, restaurant, multi-family, senior living, hospitality, office, manufacturing, healthcare and education markets.

## Track Record:

DBS Group is a relationship-based company with annual sales generated primarily through repeat customers and/or referrals from past customers. Above all else, we value the customer first. We treat each project as if it were our own, and strive to make the development, design and construction process enjoyable for the Owner. Our work speaks for itself — we wouldn't be here today if our team did not have a track record of delivering projects on schedule, on budget and at a high quality.

## Core Services – From Concept to Completion:

- Development (Build-to-Suit)
- Pre-Development
- Store & Fixture Planning
- Architecture & Engineering
- Preconstruction
- Construction

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## OUR MISSION

Developing Talents  
and Partnerships,  
Integrating Design and  
Construction Services,  
Ensuring the Success  
of All We Do.





# DBS GROUP MANAGEMENT PLAN

DBS Group shall dedicate an experienced team of construction professionals to partner and collaborate with the Customer and Architect to successfully meet the project goals.

## **Project Executive:**

DBS Group shall dedicate an experienced Project Executive to the project upon the approval of a construction management services agreement. The Project Executive shall provide leadership and general oversight to the project team, and shall be fully engaged in each project through final pricing, permitting and construction commencement, and shall then decrease as appropriate.

## **CFO/Risk Manager:**

DBS Group shall dedicate an experienced CFO/Risk Manager to the project upon the approval of a construction management services agreement. The CFO/Risk Manager shall provide oversight of vendor qualification, vendor contracting, insurance and general risk management practices, and shall be engaged through the procurement phase and during monthly applications for payment.

## **Project Estimator:**

DBS Group shall dedicate an experienced Project Estimator, to each project upon the approval of a construction management services agreement. The Project Estimator shall be fully engaged in the project through final pricing, vendor buyout and vendor contracting, and shall then decrease as appropriate.

## **Project Manager:**

DBS Group shall dedicate an experienced Project Manager to each project upon the approval of a construction management services agreement. The Project Manager shall be fully engaged in the project through substantial completion and project closeout.

## **Project Superintendent:**

DBS Group shall dedicate an experienced Project Superintendent to each project upon the approval of a construction management services agreement. The Project Superintendent shall be fully engaged in the project from vendor buyout through substantial completion and site demobilization.



# DESIGN PHASE SERVICES

DBS Group will collaborate with the Customer and Architect to provide the following services during the design phase of the project:

## Estimating Services:

1. Provide pricing input regarding the cost of building assemblies, including comparative costs for different systems.
2. Provide pricing input regarding the cost of materials/products/manufacturers, including comparative costs for different materials/products/manufacturers.
3. Provide scheduled 'check-in' estimates during the design phase to help ensure the project is tracking the project budget.
4. Provide input regarding sustainable building practices being considered including ROI analysis and rebate availability from local utility companies.
5. Provide and quantify value engineering (VE) ideas for the Customer and Architect to consider as necessary to meet project budget goals.

## Construction Efficiency Review:

1. Provide means & methods input regarding building assemblies & materials – identify any opportunities to save time and money.
2. Conduct constructability reviews – identify any opportunities to improve project specific details that can save time and money.
3. Conduct design quality control reviews – proactively identify details that have the potential for vendor change orders prior to the vendor bidding phase.

## Scheduling Services:

1. Identify lead time durations for long-lead materials and equipment, for the project team's use in planning the overall project schedule.
2. Provide an overall project milestone schedule defining design, pricing, permitting, procurement, construction and turnover activities.
3. Develop a detailed project schedule for use in the vendor bidding/qualification phase – set the schedule expectation for the vendors prior to start of pricing.
4. Provide a construction staging and site logistics plan associated with the project schedule.





# VENDOR TEAM GENERATION

## Vendor Bidding/Qualification Services:

DBS Group will collaborate with the Customer and Architect to lead and provide the vendor bidding and qualification phase services for the project:

## General Notes:

1. DBS Group is NOT affiliated with any union organizations, which provides us the freedom to contract with union and non-union vendors, based upon the respective vendors' experience, capability, resource availability and financial health.
2. DBS Group does NOT self-perform any scopes-of-work with its own work force, providing absolute price transparency for the project Owner.
3. If the project team believes it to be in the best interest of the project, DBS Group has experience in negotiating with vendors associated with key scopes-of-work, and engaging them in the project early.

## Generating Vendor Interest:

1. DBS Group has a network of over 10,000 local, regional and national vendors in our SmartBid database that we will tap into to generate vendor interest.
2. DBS Group will utilize local and regional builders exchange mediums, as necessary, to generate vendor interest.
3. DBS Group will utilize social media mediums to generate interest, including Facebook and LinkedIn.

## Vendor Solicitation & Qualification:

1. Solicit and obtain multiple vendor bids from local & regional vendors for each scope-of-work associated with the project (i.e. concrete, masonry, earthwork, utilities, finishes, MEPFP's, etc...).
2. Qualify each vendor bid for accuracy to ensure that there are no gaps, or overlaps, in vendor pricing.
3. Qualify each vendor with the apparent low bid to ensure the vendor can meet the following:
  - Capable of successfully completing the Work.
  - Necessary resources are available to execute the Work.
  - Acknowledges the project schedule & can achieve it.
  - Maintains a satisfactory safety record.
  - Financially healthy.
4. Organize vendor bid results within a bid tab and review with the Customer.

## Quantify 'Other' Project Costs:

1. Identify and quantify costs associated with public utility (electric, gas, water, sanitary sewer, etc.) service extensions.
2. Identify and quantify costs associated with state and local plan review and permitting fees.
3. Identify and quantify any special assessments that will be applicable to the project.



# PROCUREMENT PHASE SERVICES

DBS Group will collaborate with the Customer and Architect to lead and provide procurement services for the project:

## Vendor Contracting:

1. Develop vendor-specific contract exhibits to attach to the template vendor contract document.
  - Vendor-specific scope-of-work for each vendor contract.
  - Detailed project schedule.
2. Develop, and facilitate execution of subcontract agreements and purchase orders with the successful vendors.
  - Manage any vendor-specific contract language negotiation to facilitate contract execution.

## Vendor Insurance Compliance:

1. Obtain required insurance certificates from each vendor before they can begin work on site.
2. Review vendor certificates of insurance to help ensure compliance with insurance required by the contract documents.

## Submittal Review:

1. Collaborate with the Customer and Architect to develop a submittal log for use by the project team.
2. Collaborate with the Customer and Architect to request, review, and return product submittals and shop drawings to ensure compliance with the contract documents.
  - Conduct analysis of vendor-proposed alternate and/or substitute products to determine advantages and disadvantages of use.





# CONSTRUCTION PHASE SERVICES

DBS Group will collaborate with the Customer and Architect to lead and provide the Construction Phase services for the project:

## Site Management:

1. Mobilize the project site per the construction staging and site logistics plan.
2. Manage traffic control and delivery coordination for the project duration.
3. Manage temporary staging areas for efficient movement of equipment and materials throughout the project site.
4. Manage jobsite safety, with a goal of zero lost-time injuries for the duration of the project.
5. Facilitate site-specific vendor orientations as well as weekly safety toolbox talks to ensure a well-organized and safe project site.
6. Manage a refuse and recycling management plan for the duration of the project.
7. Facilitate safe site walk-throughs with site visitors, as requested by the Customer.

## Schedule Management:

1. Hold a pre-construction kickoff meeting with the vendor team to review ground-rules for the project, as well as overall goals for the project.
2. Develop 4-week look-ahead schedules, generated by the Project Superintendent on a weekly basis, for use by the project team in proactive planning of required resources.
3. Hold weekly coordination meetings on-site with the vendor team to review action items and schedule requirements for the project.
4. Hold weekly Owner coordination meetings on site to review the 4-week look-ahead schedule, phasing requirements, Owner information & decisions required and owner-furnished vendor requirements.
5. Provide a weekly project update document.

## Quality Control:

1. Facilitate quality control testing with applicable testing consultants per industry standards, and any specific requirements of the Construction Documents.
2. Conduct daily walk-throughs of the project site by the Project Superintendent to monitor quality of work.



# CONSTRUCTION PHASE SERVICES

## Compliance:

1. Facilitate tests and inspections by state and local Authorities Having Jurisdiction (AHJ's) during the construction phase.
2. Facilitate final inspections with the required AHJ's, and obtain a Final Certificate of Occupancy.

## Financial Management:

1. Review, approve/disapprove and process additive and deductive vendor change order requests.
2. Facilitate processing of monthly vendor applications for payment.
3. Facilitate processing of vendor lien waivers associated with monthly applications for payment.
4. Obtain and compile final unconditional lien waivers from all vendors prior to issuing approval for final payment to vendors.

## Project Closeout:

1. Facilitate commissioning, testing and start-up of building systems.
2. Facilitate training of Owner representative(s) in any required building systems.
3. Provide as-built redlines to the Customer and Architect.
4. Compile operation & maintenance manuals, as well as warranty documents, into a single closeout document and submit to the Customer for their use.













# REFERENCES

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## FROM CONCEPT TO COMPLETION

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