



## Staff Report

**Subject:** Owner's Representative Services for New Police Station

**Department/Program:** Administration/Police

**Explanation:**

The City is in the process of planning for the development of a new police station facility at a site adjacent to Vlasik Park. The design process for the new station is expected to occur in 2021 with construction targeted for 2022. As the City begins this project in earnest, we underwent a process to select a firm to provide Owner's Representative (OR) services to the City throughout the project. The OR will represent the City in working with the design team and construction contractors throughout the project to ensure that the City's objectives are being met, while helping keep the project on time, on scope, and on budget. They also help manage the physical construction of the building in lieu of a construction manager. Use of an OR is very common on a construction project this size. We do not have anyone on staff with the time or expertise to provide these services in-house. The City used an OR for a significant portion of the recent government center project.

In December the City issued a Request for Qualifications (RFQ) in order to solicit firms willing and or able to provide OR services to the City for this project. We received seven responses to the RFQ from the following firms:

Landmark Contract Management  
Poettker Construction  
Holland Construction  
Navigate Building Solutions  
Ahal Preconstruction Services  
CBRE  
Kwame Building Group

A committee was formed to help review and evaluate the RFQ responses with the ultimate objective of providing a recommendation to the Board. The committee consisted of myself, Chief Schaeffler, Captain Bergfeld, Finance Officer Keller, and Mayor Pogue. We were pleased with the quantity and quality of the responses. Some of the respondents had more of a construction management focus and did not provide much service during the design phase of the project. Those firms were eliminated from consideration. The remaining firms were reviewed based on qualifications and experience. After review of the responses, it was determined to bring in Navigate Building Solutions, Landmark Contract Management, and Poettker Construction for an interview with the committee.

The interviews took place on January 14<sup>th</sup> and 15<sup>th</sup> at City Hall. All three firms had excellent qualifications. After the interviews, staff reached out to references for each of the finalists to review their experience and opinion of each firm. Upon completion of review of references, it was determined that the committee would recommend the selection of Navigate. Navigate has extensive experience providing OR services for area municipal facilities, including numerous police stations. They were the OR for recently built police facilities in Creve Coeur, Olivette, Poplar Bluff, Rock Hill, and St. Charles, among others. Their references all spoke very highly of both Navigate as a firm, as well as the specific Navigate employee who will be assigned to this project, Jen Kissinger.

I should note that the City previously used Navigate for OR services for the recent government center construction project. There were some disagreements between Navigate and the City that ultimately led to the City severing the contract with Navigate in 2018. The committee contemplated this situation while deliberating which firm to select. Ultimately, we felt that any issues specific to the government center project would not be applicable here, largely due to different staff on the Navigate side. The committee still felt they are the most qualified firm for the police station project.

The proposed contract with Navigate is for a total of \$365,702 which covers the entire project from design to construction to occupancy. Of that total, \$189,504 is for the pre-construction phase (programming, design, bidding, etc.), and \$176,198 is for the construction and post-occupancy phase. The contract is paid in equal installments monthly throughout the process, expected to conclude in the 2<sup>nd</sup> quarter of 2023, post-occupancy of the new facility.

Based upon an estimated \$12.9 million expected cost for the new police station (including design and construction), the proposed contract represents just under 3% of that cost. Based on research this seems to be reasonable and equal to or even below the cost of OR services on other recently built municipal facilities.

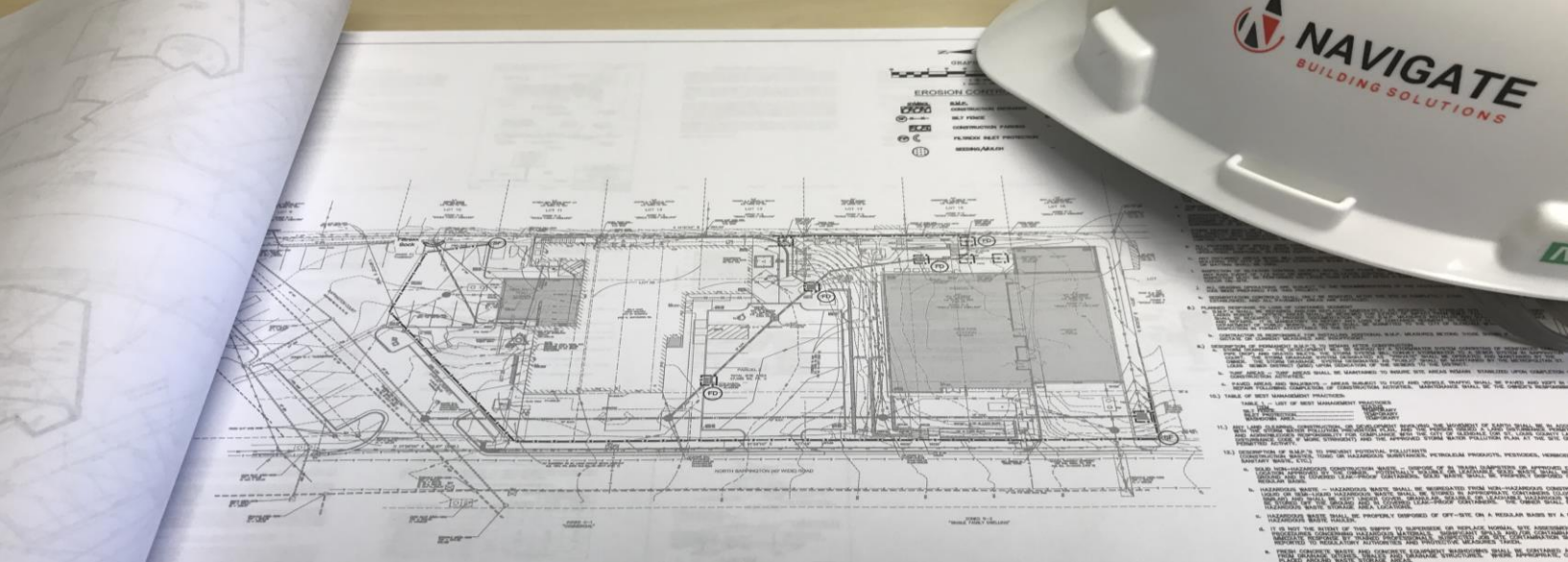
It is important to note that should Navigate not perform to the City's satisfaction, the City can exit the contract at any time with a 14 day notice and not pay any penalties.

**Recommendation:**

Make a motion to approve the contract with Navigate Building Solutions to provide Owner's Representative services to the City for development of a new City of Ballwin police facility.

**Submitted By:** Eric Sterman

**Date:** 2/1/21



# Owner's Representative Services Qualifications

Prepared on December 31, 2020





December 18, 2020

Mr. Eric Sterman  
City Administrator  
City of Ballwin, MO  
1 Government Center  
Ballwin, Missouri 63011

**RE: Request for Qualifications for Owner's Representative Services  
New Police Station**

Dear Mr. Sterman:

Thank you for considering **NAVIGATE Building Solutions** for the proposed Owner's Representative role on your upcoming project. We are excited about this opportunity and respectfully ask for the opportunity to continue our relationship with you and the City of Ballwin.

NAVIGATE is a consulting firm that provides project management solutions to Public Agencies. As such, our team has completed over 150 publicly funded projects throughout the Midwest. Furthermore, NAVIGATE Team member have specific experience with:

- The City of Ballwin, having successfully managed the preconstruction phase of the City's new City Hall Project.
- Police Stations, having completed over a dozen similar construction projects in the last 10 years.

Herein, you will find our qualifications formatted in accordance with your Request for Proposal (dated December 1, 2020). We are looking forward to hearing the outcome of this process.

Sincerely,

Craig Schluter, LEED AP  
Principal



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# SECTION 1



## GENERAL INFORMATION

**NAVIGATE Building Solutions** is a Consulting Firm that provides professional Owner’s Representative Services to public agencies seeking to build new or renovated facilities.

Our team of specialists help **PLAN. NAVIGATE. DELIVER.** projects for successful outcomes. We bring a wealth of procurement, design management and construction expertise for you to lean on. We represent Owners seeking to limit their risks and maximize the value of their capital investment. We serve our clients as trusted advisors that:

- Are experts in the field of design and construction
- Have a proven track record
- Have direct experience with the project type they intend to build
- Will guide them through their multimillion-dollar investment
- Will protect them from schedule, quality and change order risks
- Will ultimately save them money

Since 1999, our team has helped guide over 150 Publicly funded projects including:

- Public Administration
- Park, Recreational & Community Health Centers
- [First Response Facilities \(Police/Fire/EMS\)](#)
- Park, Recreational & Community Centers
- K-12 and Collegiate Educational Facilities



St. Louis Gateway Arch



O'Fallon Fire Protection District



Creve Coeur Police Station



SCCAD Ambulance Base



St. Charles Community College



### Project Team

- Todd Sweeney – Principal
- Jen Kissinger – Director Municipal
- Jere Sheehan – Project Director
- Collette Koscielski – PM
- Brian Kunz – PM
- Tim Graham – Superintendent

- Craig Schluter - Principal
- Joe Sweitzer – Senior PM
- Katie Aholt – Senior PM
- Cory Bextermueller – Project Director
- Matt Nigh - PM
- Wayne Nieman - Superintendent

### Office Location:

9920 Watson Road, Suite 201, St. Louis, Missouri, 63122

### Email:

[Craig@Navigatebuildingsolutions.com](mailto:Craig@Navigatebuildingsolutions.com)



**NAVIGATE Building Solutions, LLC**

9920 Watson Road, Suite 201

St. Louis, MO 63122

[www.navigatebuildingsolutions.com](http://www.navigatebuildingsolutions.com)

The NAVIGATE consulting team operated as an autonomous division of a large general contracting firm from 1999 – 2016. On September 15, 2016, **NAVIGATE Building Solutions, LLC**, was formed as an independent consulting firm by:

Partners:	Todd Sweeney/Craig Schluter
Federal ID:	81-3854234
State of Missouri ID:	LC001506986

<u>Authorized Contact:</u>	<u>Project Manager</u>
Mr. Craig Schluter	Mrs. Jen Kissinger
314-713-6205	314-713-6211
<a href="mailto:Craig@navigatebuildingsolutions.com">Craig@navigatebuildingsolutions.com</a>	<a href="mailto:Jen@navigatebuildingsolutions.com">Jen@navigatebuildingsolutions.com</a>

Since our founding in 2016, **NAVIGATE Building Solutions** has secured projects with the following public entities who have entrusted our team with the management of their projects:

- |                            |                                    |
|----------------------------|------------------------------------|
| City of Webster Groves     | FCC Resource Board                 |
| Washington Fire District   | St. Charles Community College      |
| Glendale Police Department | Rock Hill Police Department        |
| City of Wentzville         | Ladue Fire Department              |
| Creve Coeur Police         | Clayton Police Department          |
| St. Charles County         | City of O’Fallon                   |
| City of St. Charles        | Great Rivers Greenways             |
| City of Ballwin            | Cape Girardeau County              |
| Olivette Police Department | Saline Valley Fire District        |
| City of Brentwood          | St. Charles Ambulance Dist.        |
| Warren County              | Collective Impact Foundation       |
| City of Union              | National Park Service              |
| City of Houston, MO        | Tower Grove Park Foundation        |
| City of Crestwood, MO      | City of Des Peres                  |
| US Marshall Service, IL    | Franklin County, IL                |
| Franklin County, MO        | Poplar Bluff Police Department     |
| Kirkwood School District   | Union R-XI School District         |
| Lindbergh Schools, MO      | Miller County R-VI School District |
| Sikeston School District   | New Madrid School District         |
| Brentwood School District  | South Callaway School District     |

**GENERAL INFORMATION**



City of Ferguson, Community Center



East Central Community College



Cape Girardeau County Courts



SEMO Natatorium and Rec. Ctr.



O’Fallon – O’Day Park



Ferguson Police Station





## STATE OF MISSOURI PUBLIC EXPERTISE

NAVIGATE **Building Solutions** is proud to be a Missouri based firm with a long history of serving local Midwestern Communities.

### NAVIGATE **Building Solutions** Corporate Headquarters Crestwood, Missouri

Over the last 20 years our team of advisors have helped publicly funded agencies plan, design and build projects throughout the State of Missouri. As such, we have become public procurement experts with a clear and thorough understanding of ALL applicable Missouri State Statutes, requirements and guidelines.

NAVIGATE Team members also have exceptional working relationships with the State of Missouri. In fact, our team worked directly for the State of Missouri from 2009 – 2011 as their in-house, Eastern Region, Construction Management Team. During this assignment we helped the State of Missouri complete 19 capital improvement projects.

With NAVIGATE as your Owner’s Representative, you can be assured that all T’s will be crossed and I’s dotted. Your project will be executed with integrity and transparency.

We are excited about this project and looking forward to serving as your consultant to navigate the process of designing and constructing your new facilities.



Franklin County, Historic Courthouse



Cape Girardeau County, Courthouse



City of St. Charles, Police Station



City of Wentzville – City Hall

NAVIGATE is a **Two-Time Award winner**  
 2017 Public Works Award Winner  
 2018 Public Works Award Winner

**For excellence in management and administration of public works projects**



# SECTION 2

### GENERAL METHODOLOGY

NAVIGATE is prepared to deliver all services defined by this Request for Qualifications issued by **CITY OF BALLWIN**. Herein, we have further defined our approach to the execution of these services.

In general, NAVIGATE believes it is our responsibility to manage and coordinate all project matters for the City's we have the privilege of serving. As such, we will serve as **CITY OF BALLWIN's** liaison between the third-party consultants, contractors, approval agencies and other vendors throughout the project.

NAVIGATE advisors will advocate for **CITY OF BALLWIN** at all times. We will keep a focus on the City's interests while maintaining professional relationships with all parties. As the project moves into construction, NAVIGATE will be responsible for overseeing the delivery of this assignment at the best price and with the highest degree of functionality and quality.

*"Navigate Building Solutions was an integral part of the entire project from beginning to end. They truly understood all aspects of the building project and represented the City of Glendale interests very well, even after completion."*

*- Jeffrey Beaton, Chief of Police,  
City of Glendale, Missouri*

### PROCUREMENT SUPPORT

NAVIGATE will assist the City in procuring and contracting with the professional services firms required to plan, design and bid your project. This starts with the development of a detailed "Rolls & Responsibilities" matrix. This matrix, prepared in collaboration with the City, will define all upcoming tasks and who will be responsible for them. It will be developed to reflect proven strategies for the direct procurement of some services while bundling others. When completed, it will inform the team on the correct scope of work to be contracted with each professional services firm (directly influencing fee negotiations).

NAVIGATE will work closely with the City to negotiate contracts and fees with each design professional. Our team will also prepare any additional RFQ's/RFP's required for professional services not provided by the Architect.

Upon completion of the selection and contracting of each firm, NAVIGATE will lead all orientation and "kick off" initiatives. Once engaged, our team will continue to monitor and manage the services required for a successful bid initiative.

*"...Due to their great work, the project came in on time and under budget! My only regret is not having brought the Navigate team on earlier in the project."*

*- Barbara Sondag, City Manager, City of Olivette, MO*

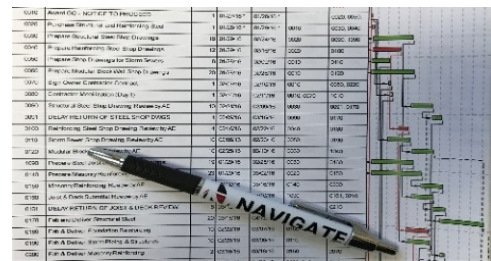
**SCHEDULE CONTROL**

NAVIGATE schedule control starts with the end in mind. We will clearly define the City’s “Schedule” expectations and understand the consequences of not achieving them. Then we go to work.

To begin the process, NAVIGATE will review all information that may already exist and draft a critical milestone “master schedule” outlining time durations for each phase of the project. Upon review and approval by the City, we will use this to reinforce and communicate key project expectations with each professional services consultant brought onto the project.

NAVIGATE will build a master schedule. Also, we will prepare separate "task-based" schedules to clearly define detailed objectives, deadlines and responsibilities

Then once the Design Team is engaged, we will revisit the master schedule and add more detailed milestones that will drive the final design, bidding and eventual construction of the project. This will include agency reviews, permit applications, attorney reviews, board approval dates, bid dates, etc. We want to make sure (based upon our experience) that everyone is “rowing in the same direction” and that enough time has been included for each activity before bidding and after.



Once consensus (City, Architect, NAVIGATE) has been established, our team will document the master schedule and actively monitor/facilitate achieving the critical milestones on it. We will help to schedule and provide early acknowledgment of upcoming dates and any associated City decisions. Furthermore, we will monitor the design team and contractor progress to help them advance the process while eliminating causes for delay.

Schedule management during construction takes on additional twists. It requires accurate planning to incorporate schedule criteria in the bid documents and to have the tools to monitor this during construction.

As such, once the design nears completion, our team will continue to expand on the detail of the construction schedule to include provisions for the time of year, labor contracts, etc. This detailed schedule will then be used to facilitate site logistics, City moving efforts, third party vendor activities and operational planning. All of which will be included in the bid documents.

We cannot overstate the emphasis our team places on the development of accurate construction durations. We require bidders to submit their schedule durations as part of their bid and with this, we can help protect the **CITY OF BALLWIN** from delay claims and confidently recommend the use of a Liquidated Damages clause in the contractor’s contract without fear of a monetary impact on bid day.

Once the contractor is on board, we will conduct a similar collaborative process to clearly define any schedule obstacles and a path to eliminate them. We will then apply our proven processes to monitor

and oversee the project including submittal schedules/management, RFI processing, three-week-look-ahead schedules, master scheduling, and long lead item procurement management.

**BUDGET CONTROL AND COST ESTIMATING**

Upon selection, NAVIGATE will gather all available cost and financing information for review and to help us establish a single comprehensive total program budget. This will include budgets for everything that will be required to complete the initiative (not just construction) including financing fees, move costs, insurance etc.

Then at two key milestones (at the completion of the Schematic and Design Development Phases), NAVIGATE will prepare detailed estimates to inform the team. These will be a “General Contractor” grade estimates with detailed material quantity “take-offs”, unit cost pricing, and detailed equipment pricing. This detailed information on project costs will allow for collaborate, informed decisions, regarding design changes that need to be made to meet the overall budget expectation.

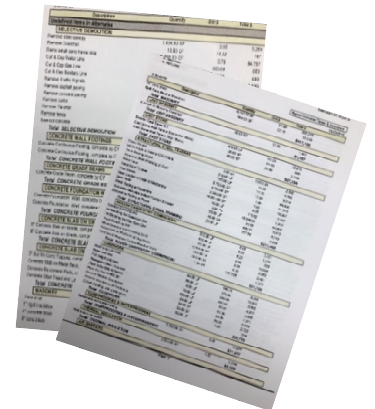
In consultation with the Architect and Engineers, NAVIGATE will also provide value engineering services throughout the design process. This will include recommendations concerning availability of materials and labor, construction feasibility, means and methods, time requirements for installation and construction, and other factors related to costs, including costs of alternative designs or materials, and possible cost reductions and economies.

At the 90% design phase, our team will provide a detailed constructability review to identify potential change orders risks, design gaps, material availability, constructability concerns, etc. Though we cannot eliminate all change orders, this effort will significantly reduce City exposure.

In addition, at any time during the process, NAVIGATE will prepare cash flow projections and assist the **CITY OF BALLWIN** and the City’s Financial Planning Consultant with the development of funding strategies as needed.

During construction, we turn our focus to dispute resolution and change order mitigation as the next phase of “Budget Control”. As a result of effective processes and experience, NAVIGATE can streamline Dispute Resolution/Change Order management. Our team comes prepared with the knowledge and first-hand construction expertise to effectively represent the **CITY OF BALLWIN**. We will Justify, Validate, Challenge, Consult, Price, Negotiate and Confirm each change order brought forth by the Contractors. This includes independent change order estimates and value engineering recommendations if needed.

Furthermore, we will not accept a Change Order at face value or simply because there is an available contingency to cover the cost. Our track record proves it. All NAVIGATE projects have returned contingency back to the City at the end of the project.



During the Ferguson unrest, Contractors sought \$519,479 in Change Orders. Due to NAVIGATE Advisors, the City only paid \$111,209.

### PROJECT BIDDING

NAVIGATE will coordinate and assist the design team in the preparation of bid documents and will coordinate the bid process and execution of contracts in accordance with City procurement policies and Missouri State Statutes.

Prior to bid release, NAVIGATE will:

1. Meet with **CITY OF BALLWIN'S** Legal Counsel to discuss and make recommendations regarding the development and implementation of the anticipated City / Contractor Contract.
2. Assist with the City's standard contracting protocol for women or minority enterprise program applicable to the Project, and similar applicable federal requirements, if any.
3. Assist with the design, acquisition and integration of any work directly procured by the City such as Information Technology, Security, Audio/Visual, Signage, etc.



During the bidding process NAVIGATE will:

1. Conduct pre-bid conferences to familiarize bidders with the bid documents and any special or unique systems, materials or methods.
2. Review bids, prepare analyses and make recommendations to the City for the award of a contract for the project.
3. Provide recommendations regarding each Contractor's proposed mobilization schedule, temporary project facilities, equipment, materials and services during construction and the assignment of responsibilities relating to the same.
4. Conduct pre-award conferences with the best and lowest respondent(s) for a Project construction contract; advise **CITY OF BALLWIN** regarding the negotiation of business terms of each Project construction contract, and advise the City on the acceptability of the Contractor for the Project.
5. Review and process vendor insurance certificates, surety bonds, and waivers for contract compliance.

### GENERAL CONSTRUCTION ADMINISTRATION

NAVIGATE will represent the City with its communications between the design team, the contractor(s), and consultant(s); schedule, attend and conduct progress meetings; conduct regular on-site meetings to review construction progress; review pay requests; provide appropriate recommendations to the City concerning construction matters; review and advise the City on change orders, submittals, and requests for information.

NAVIGATE will direct each Contractor to prepare and update a critical path schedule for completion of the applicable work. Furthermore, NAVIGATE will review and advise the City concerning the adequacy of the Contractor's personnel and equipment, and the availability of materials and supplies. In the

event of delays impacting the critical path schedule, NAVIGATE will make recommendations to **CITY OF BALLWIN** for corrective action and monitor their implementation.

NAVIGATE will review the Contractor's daily logs containing the number of workers, equipment, work accomplished, daily weather, problems encountered and other relevant data as the City may require. NAVIGATE will recommend action when the City or NAVIGATE becomes aware of contract requirements not being fulfilled, or when the Contractor falls behind in its schedule. NAVIGATE will report the Contractor's progress to the City on at least a monthly basis.

As construction progresses, we will continue to:

1. Monitor and update the Master Schedule and budget projections.
2. Coordinate all activities affecting City operations.
3. Ensure effective site logistics
4. Implement procedures for the review/processing of pay applications, request for information and submittals
5. Record project progress
6. Review contractors onsite project documentation
7. Arrange for delivery and storage of any City direct purchased items
8. Provide independent weekly progress reports



#### PAY APPLICATION REVIEW

NAVIGATE, in collaboration with the Architect, will review applications for payment by the Contractors and advise **CITY OF BALLWIN** concerning the payment. NAVIGATE'S review will serve as a representation to the City that, to the best of NAVIGATE'S knowledge, information, and belief, the work has progressed to the point indicated and the quality of the work is in accordance with the Contract Documents.

#### QUALITY CONTROL

NAVIGATE will serve as your quality control advocate. NAVIGATE quality control (which started in the design phase) will be implemented during the construction. Our team will observe, inspect and verify that material and work conform to the construction documents. We will coordinate "mock up's", pre-installation conferences, material and special testing, vendor inspections and agency inspections.

Routinely, NAVIGATE will update the City with photos and supporting documentation of project progress and workmanship. NAVIGATE (with City approval) will require the correction of any non-compliant work.

NAVIGATE will review all test reports and notify the **CITY OF BALLWIN** of deficiencies in the work. With City authorization, NAVIGATE will reject work that does not conform to the contract documents and ensure corrective actions are taken including additional inspection/testing of the work following the provisions of the Contract Documents. NAVIGATE will attend all substantial and final completion inspections, prepare punch lists and coordinate outstanding project quality resolutions on behalf of the **CITY OF BALLWIN**.

### PROJECT CLOSEOUT

As the project comes to an end, our NAVIGATE closeout processes will be implemented and include:

- Assist City to obtain an occupancy permit
- Manage the transfer of building operations to the City.
- Coordination of final 3<sup>rd</sup> party testing and commissioning
- Provide oversight of system startup/training
- Receipt of final documentation
- Review of material “stock” assembly
- Receipt of final vendor contractor contact log
- Coordination of government approvals
- Assistance with final contract closeout

### POST OCCUPANCY

NAVIGATE will continue to be a resource for the City beyond the opening of your new facility. Your NAVIGATE project manager will be a resource to resolve any warranty issue that may come up and will participate in 6-month and 11-month warranty checkups. We want this journey to end well and will be there every step of the way.

*There are countless examples where they used their many years of experience to guide me through the complex process of building our projects.*

Mr. Mathew Unrein  
Public Works Director  
City of Ferguson, Missouri





# SECTION 3



**Craig Schluter**  
LEED AP  
Principal

**Mr. Craig Schluter** will serve as your direct point of contact during all phases of this assignment. He will be supported by:

**Mrs. Jen Kissinger** will provide Craig with preconstruction planning and estimating support.

**Mr. Joe Sweitzer** will provide constructability review of the design documents and provide onsite quality control inspections as requested by Craig.

**Home Office:** All services will be performed out of our Home Office located at 9920 Watson Road, Crestwood, MO.

**Contingency Plan:** As requested, Todd and/or Joe will serve as backups to Jen in the event of a COVID 19 illness.



**Jen Kissinger**  
LEED AP  
Preconstruction Specialist



**Joe Sweitzer**  
AIA, LEED AP  
Construction Manager



## CRAIG SCHLUTER,

### LEED AP BD+C

Principal

#### ABOUT

Craig is a founding member of **NAVIGATE Building Solutions**. A Project Management firm specializing in publicly funded construction projects.

#### ROLE & RESPONSIBILITY

Craig will serve as your Project Manager and Advisor. He will be your primary point of contact during the project and will be supported by Jen Kissinger and Joe Sweitzer.

#### CERTIFICATIONS

University of Missouri, BA Business  
LEED Accredited Professional  
U.S. Army Corps of Engineers – Quality Management

#### RELATED EXPERIENCE

##### City of Clayton, Missouri

- New Police Station with EOC and Federal Investigations Unit

##### Jefferson County, Missouri

- New Sheriff Station
- New Juvenile Detention Center

##### City of Creve Coeur, Missouri

- New Police Station

##### City of Rock Hill, Missouri

- New Police Station

##### City of Glendale, Missouri

- Police Station Renovation and Sally Port

##### Melvin Price Federal Courthouse

- US Marshal Security Barrier Upgrades



##### National Park Service

- \$115M Gateway Memorial Expansion (Gateway Arch) Museum Expansion
- St. Louis Arch Grounds, Park Redevelopment
- Gateway Memorial Expansion Park Ranger Station and EOC
- New Ranger Station

##### St. Charles County Ambulance District

- Six (6) New Ambulance Bases
- New Maintenance Facility

##### City of Brentwood, Missouri

- Manchester Renewal
- Deer Creek Flood Mitigation Project

##### City of Bridgeton, Missouri

- Bridgeton Municipal Athletic Center

##### Great Rivers Greenway Park District

- Centennial Greenway Trails
- Busch Greenway Park and Trails
- Barathaven Park and Trails
- River Des Peres Greenway
- Blue Bird Meadow Park and Trail
- Riverwoods Park and Trail
- Rabbit Run Park and Trail
- Pedestrian Bridges Over Hwy. 364 and 94
- Cliff Cave Park, Trail, River Overlook
- Earth City Levee Trail and Riverfront Park

##### Tower Grove Park, Missouri

- Stupp Center Renovation
- Parkwide Improvements

##### City of St. Charles, Missouri

- New Blanchette Park Aquatic Center
- Waplehorst Park Improvements



**JENNIFER KISSINGER,**  
**LEED AP BD+C**

Director – Public Market  
Preconstruction Specialist



**ABOUT**

Jen is the Director of the Public Market for **NAVIGATE Building Solutions**. A Project Management firm specializing in publicly funded construction projects.

**ROLE & RESPONSIBILITY**

Jen will provide support to Craig. She brings exceptional construction, budget, schedule and change order management expertise to work for you.

**CERTIFICATIONS**

University of Kansas, B.S. Engineering  
LEED Accredited Professional  
OSHA 30 Hour Certification

**RELATED EXPERIENCE**

**City of Creve Coeur, Missouri**

- New Police Station

**City of Olivette, Missouri**

- New Police Station
- New City Hall and Fire Station

**City of Rock Hill, Missouri**

- New Police Station
- New City Hall and Fire Station

**City of Glendale, Missouri**

- Police Station Renovation and Sally Port
- New Fire Station

**City of St. Charles, Missouri**

- New Police Station (Police/Courts)

**City of Crestwood, Missouri**

- Police Station and City Hall Renovations

**Jefferson County, Missouri**

- New Sheriff Station
- Adult Detention Center Addition

**City of Poplar Bluff, Missouri**

- New Police Station

**Franklin County, Missouri**

- New 911/EOC
- Sheriff Station Renovation
- New County Jail
- New Judicial Courts Building
- New County Administration Building

**City of Union, Missouri**

- New City Hall and Administration Building

**East Central Community College**

- New Allied Health and Science Building

**Ladue Fire Department**

- New Fire House #2

**City of O'Fallon, Missouri**

- Civic Park and Aquatic Center Improvements
- New 55 Acre O'Day Park and Performance Ctr.

**Washington Community Fire Protection Dist.**

- New Fire Station

**City of Wentzville, Missouri**

- New City Hall and Courts Facility

**St. Charles Community College**

- New Health and Nursing Building
- New One Stop Shop



## LICENSED AND ACCREDITED PROFESSIONALS

**PROFESSIONALLY LICENSED ENGINEERS:** Though NAVIGATE is a professionally licensed engineering firm in the State of Missouri, we do not offer “Engineering Services” as part of our business model. We are however proud to be able to offer project management services through highly skilled and trained individuals who are licensed by the State of Missouri Board Architects, Professional Engineers, Surveyors and Professional Landscape Architects. Currently four (4) out of the ten (10) Navigate employees are Licensed Engineers or Architects in the State of Missouri. They include:

- |                     |                     |
|---------------------|---------------------|
| Todd Sweeney, PE    | Principal           |
| Katie Aholt, PE     | Sr. Project Manager |
| Collette Koscielski | Project Manager     |
| Joe Sweitzer, AIA   | Sr. Project Manager |



*Navigate Advisors have the ability to provide peer reviews, alternate material suggestions and constructability reviews through the eyes of experienced licensed Professional Engineers and Architects. This reduces change order risks and saves the project money!*

**USGBC LEED ACCREDITED PROFESSIONALS:** NAVIGATE is a leader in sustainable design and construction. We have actively participated on USGBC LEED Accredited projects for over a decade including the completion of the LEED Silver Certified Cottleville City Hall and Police Station in 2008 (the first such LEED Certified Public Project in the Region) and the LEED Platinum Justice Center for the City of Clayton, Missouri.



In total, our team has worked on over two dozen sustainable building initiatives resulting in project success throughout the region. Furthermore eight (8) out of our ten (10) **NAVIGATE Advisors** are LEED Accredited Professionals. They include:

- |                     |                      |
|---------------------|----------------------|
| Craig Schluter      | Principal            |
| Todd Sweeney        | Principal            |
| Jen Kissinger       | Director             |
| Cory Bextermueller  | Project Director     |
| Jere Sheehan        | Construction Manager |
| Katie Aholt         | Sr. Project Manager  |
| Collette Koscielski | Project Manager      |
| Joe Sweitzer        | Sr. Project Manager  |

*Navigate Advisors have led numerous public projects seeking LEED Certification including the LEED Platinum Certified City of Clayton Justice Center. This project was hailed as one of the first LEED Certified projects in the Nation that involved the redevelopment of an existing historic building.*

# SECTION 4

<u>PROJECT LIST</u>	<u>PROJECT TYPE</u>	<u>COMPLETION</u>
City of Brentwood, Missouri	Brentwood Bound - Streets/Infrastructure/ Parks	2022
Brentwood School District	New Elementary School	2022
City of Webster Groves	New Fire Station	2021
<b>City of Poplar Bluff, Missouri</b>	<b>New 26,500 SF Police Station</b>	<b>2021</b>
South Callaway School District	District Wide Renovations	2021
Washington Community FPD	New Campbellton Fire Station #6	2021
Miller County R-III School District	New Gymnasium and Support Facilities	2021
Missouri Public Utility Alliance	New HQ, Training and Conference Center	2021
City of Wentzville, Missouri	Wentzville Bend Infrastructure and New Center	2021
Union R-XI School District, Missouri	New Agricultural Education Building	2021
<b>Franklin County, Illinois</b>	<b>New County Courthouse &amp; Sheriff Facilities</b>	<b>2021</b>
City of Brentwood, Missouri	Brentwood Bound- Flood Mitigation	2021
<b>US Marshal Service, Illinois</b>	<b>Marshall Office Modernizations</b>	<b>2021</b>
Tower Grove Park	East Creek Restoration Project	2021
Union R-XI School District, Missouri	Highschool Media and Fitness Center	2020
City of Olivette, Missouri	Park Master Plan Implementation – Streets/Infrastructure	2020
City of Houston, Missouri	New Aquatic Center	2020
<b>City of Crestwood, Missouri</b>	<b>Police Station Renovation</b>	<b>2020</b>
City of Des Peres, Missouri	City Hall Renovation and Addition	2020
St. Charles County Ambulance District	New EMS Bases #3 and #6 (2 Projects)	2020
Tower Grove Park, Missouri	Turkish and Old Playground Pavilion Renovations	2020
City of Olivette, Missouri	New Community Center	2020
<b>Franklin County, Missouri</b>	<b>Sheriff Station Renovation and New Jail &amp; 911 Center</b>	<b>2020</b>
Union R-XI School District, Missouri	New Elementary School and Middle School Addition	2020
City of Union, Missouri	New City Hall and Courts	2020
St. Charles County Ambulance District	New Headquarters, Training and Conference Center	2020
Franklin Co. Community Resource Board	New Outreach / Community Center	2020
Warren County, Missouri	Phone, Data Infrastructure Project	2019
Union R-XI School District, Missouri	Beaufort Elementary School Addition	2019
Kirkwood School District	Implementation Planning – New Elementary School	2019
<b>US Marshal Service, Illinois</b>	<b>Security Upgrades</b>	<b>2019</b>
<b>Cape Girardeau County, Missouri</b>	<b>New County Courthouse and Sheriff Facilities</b>	<b>2019</b>

PROJECT LIST (Continued)

City of O'Fallon, Missouri	New 55 Acre O'Day Park - Streets/Infrastructure	2019
<b>National Park Service</b>	<b>New NPS Ranger Station</b>	<b>2019</b>
City of O'Fallon, Missouri	New O'Day Lodge - Conference/Banquet Center	2019
City of Olivette, Missouri	Warson Park – Community Center Renovation	2019
Lindbergh Schools	Pre-Referendum Implementation Planning	2019
Tower Grove Park	Stupp Conference Center Renovations	2019
City of Des Peres, Missouri	The Lodge – Outdoor Renovations	2019
City of O'Fallon, Missouri	Krekel Community Center	2019
<b>City of Glendale, Missouri</b>	<b>Police Station Renovation</b>	<b>2019</b>
<b>City of Creve Coeur, Missouri</b>	<b>New 25,300 SF Police Station</b>	<b>2019</b>
City of Glendale, Missouri	New Fire Station	2018
St. Charles County Ambulance District	New EMS Bases #5 & #18 (2 Projects)	2018
City of St. Charles, Missouri	Blanchette Park Aquatic Center	2018
NPS - St. Louis Arch	Museum of Westward Expansion – Banquet Facilities	2018
City of O'Fallon, Missouri	Civic Park and Alligator Creek Aquatic Ctr.	2018
City of Ballwin, Missouri	New City Hall	2018
City of St. Charles, Missouri	Wapelhorst Aquatic Center	2018
Saline Valley Fire Protection District	Fire Station Renovations	2018
<b>City of Rock Hill, Missouri</b>	<b>New City Hall and Police Station</b>	<b>2018</b>
City of Rock Hill, Missouri	New Fire Station	2018
City of Olivette, Missouri	New Fire Station	2017
NPS – St. Louis Arch	Park Redevelopment – Streets/Infrastructure	2017
Great Rivers Greenways	Cliff Cave Park – Streets/Infrastructure	2017
<b>St. Charles County, Missouri</b>	<b>New EOC / Sheriff Department (Supplemental Services)</b>	<b>2017</b>
Great Rivers Greenways	Centennial Greenway – Hwy. 364/94 Pedestrian Bridges	2017
City of Clayton, Missouri	Fire Station Renovation	2017
City of Wentzville, Missouri	New City Hall and Courts	2017
City of Ladue, Missouri	New Fire Station	2017

*"I highly recommend Navigate Building Solutions. As a result of their involvement the project came in on time and under budget. More importantly, the city was able to build a higher quality municipal complex than if we had done it alone."*

- Ms. Jennifer Yackley, City of Rock Hill, MO





## Law Enforcement Expertise

### Municipal (Police/911)

<p>Poplar Bluff Police Station          St. Charles Justice Center          Creve Coeur Police Station          Bridgeton Police Station          Cottleville Police Station          Olivette Police Station</p>	<p>Clayton Law Enforcement Center          Lake St. Louis Police Station          Ferguson Police Station          Glendale Police Station          Rock Hill Police Station          Crestwood Police Station</p>
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### County (Sheriff/Jail/Courts/EOC/911)

<p>Dunklin County, Missouri          Cape Girardeau County, MO          Jefferson County, Illinois          Franklin County, Missouri</p>	<p>Franklin County, Illinois          St. Charles County, Missouri          Jefferson County, Missouri</p>
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\* All of the projects listed above included the involvement of a NAVIGATE Team Member



# Creve Coeur Police Station

Navigate’s Jen Kissinger and Craig Schluter served as the Owner’s Representative on all phases of this exciting project for the City of Creve Coeur.

Specific work included:

- New 2 Story, 27,000 sq. ft. Building (CALEA Accredited)
- New Police Station, Evidence Storage and Support Spaces
- New Inmate Holding Center and Secured Sally Port
- Covered Public Safety Parking

Client:

City of Creve Coeur, Missouri

Square Foot:

27,000 SF

Construction Cost:

\$10,600,000

Year Completed:

2019

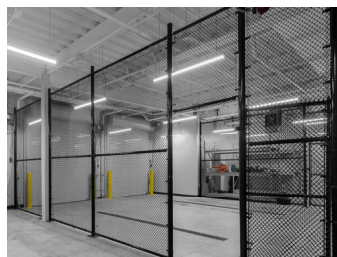
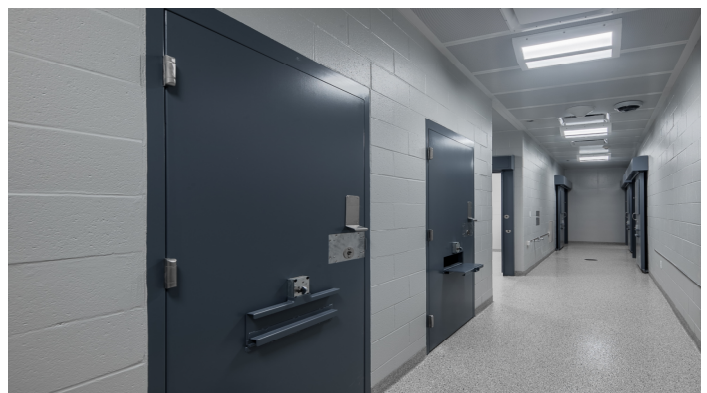
Navigate Role:

**Owner’s Representative**

Navigate Team Members:

Craig Schluter – Project Executive

Jen Kissinger – Program Manager





## Olivette Police Station

NAVIGATE served as the Owner's Representative for all phases of the new Olivette City Center.

### Specific work includes:

- New City Hall and Police Station (**CALEA Accredited**)
- Processing and Detention
- Sally Port and Evidence Storage
- Training and Community Room
- Wellness and Fitness Center

### Client:

City of Olivette, Missouri

Square Foot: 36,980

Construction Cost: \$8,812,000

Year Completed: 2017

### Navigate Team Members:

Todd Sweeney – Project Director  
Jen Kissinger – Program Manager



*Navigate's foundation is built on integrity, knowledge and commitment. Over the past two years, this has been demonstrated over and over.*

*Barbara Sondag, City Manager*





# Poplar Bluff Police Station 911 Dispatch Center

NAVIGATE Advisor's, Todd Sweeney, Jen Kissinger and Joe Sweitzer are serving as the Owner's Representative for the design and construction of the new 25,000 SF Police Station for the City of Poplar Bluff.

### Specific work includes:

- New City Police Station (**CALEA Accredited**)
- New evidence storage facility
- New 911 Dispatch Center
- New processing and Holding Facility
- New vehicle maintenance center

### Client:

City of Poplar Bluff, Missouri

Square Foot: 25,000 SF

Construction Cost: \$6,700,000

Year Completed: 2021

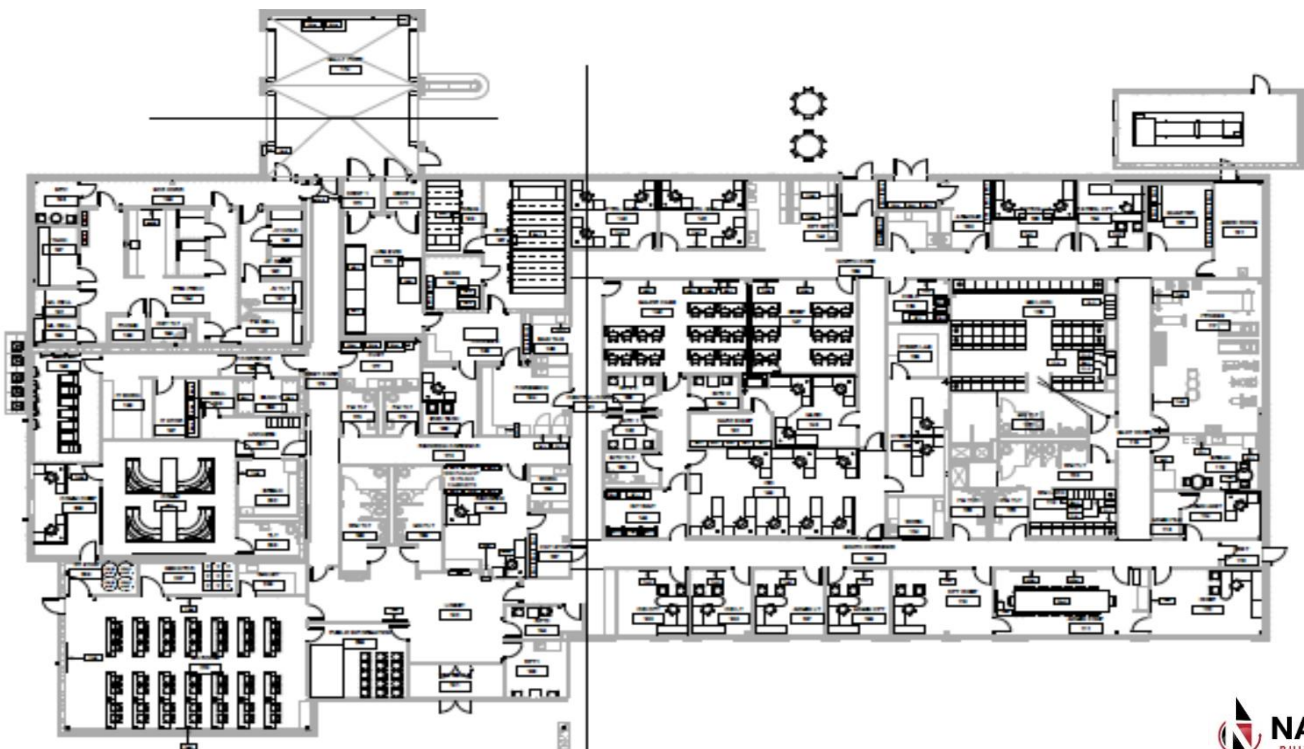
### Contract Type:

**Owner's Representative**

### Navigate Team Members Involved:

Jen Kissinger – Project Director

Joe Sweitzer – Project Manager





## Rock Hill City Hall and Police Station

NAVIGATE served as the Owner's Representative for the New City of Rock Hill Government complex which includes a new City Hall, Police Station and Fire Station.

### Specific work includes:

- New Police Station: **CALEA ACCREDITED**
- Processing and Detention Center
- Evidence Storage
- Training Room
- City Administration
- Municipal Courts and City Clerk
- Emergency Operations Station

### Client:

City of Rock Hill, Missouri

Square Foot: 12,456

Construction Cost: \$3,801,600

Year Completed: 2018

### Navigate Team Members:

Todd Sweeney – Project Director  
Jen Kissinger – Program Manager  
Craig Schluter – Asst. Program Manager





## City of Clayton Police Station

NAVIGATE's Craig Schluter and Todd Sweeney served on the Project Management team for the renovation of the Historic Heritage Building (built in 1957) and the City of Clayton's new Police and Municipal Courts Building.

Specific work includes:

- **85,000 S.F. Historic Renovation**
- Police, Courts and Federal Investigations Unit (Floors 1-3)
- Future Tenant Buildout (Floors 4-5)
- Office, Holding Cells, Dispatch, Courts, Training, Sally Port
- Elevator and Security Upgrades
- LEED Platinum Certified

Client:

City of Clayton – Police/Municipal Bldg.

Navigate Team Members:

Todd Sweeney – Project Director  
Craig Schluter – Construction Manager

Construction: 2012

Designer: Lawrence Group





## St. Charles Police Station

NAVIGATE Advisor's, Todd Sweeney and Jen Kissinger served on the project management team for the design and construction of the new 65,000 SF Justice Center for the City of St. Charles. This work was done while the Navigate Team worked as a division of a large general contracting firm.

### Specific work includes:

- New City Police Station
- New Evidence Storage Facility
- New City Courts, Judges Office and Clerk Services
- New 24 Bed Inmate Holding Facility
- New Vehicle Maintenance Center

Client:  
City of St. Charles, Missouri

Square Foot: 65,000 SF

Construction Cost: \$8,812,000

Year Completed: 2007

Contract Type:  
**Owner's Representative**

Navigate Team Members Involved:  
Todd Sweeney – Project Executive  
Jen Kissinger – Project Manager





# Franklin County, Missouri – Sheriff Station, Adult Detention and 911 Center

NAVIGATE Advisors are providing Owner’s Representative services for all phases of this State-of-the-Art County Detention Center, 911/EOC and Sheriff Station Renovation.

Specific work includes:

- New 52,952 SF, 244 Long Term (320 Total) Bed Detention Center
- New 4,580 SF 911/EOC Center
- 49,000 SF Sheriff Station Remodel Including Relocated Evidence Storage/ Labs and Office Renovations.

Client:  
Franklin County, Missouri

Square Foot: Multiple Bldg’s.

Construction Cost: \$25,578,000

Year Completed: 2020

Navigate Role:  
**Owner’s Representative**

Navigate Team Members:  
Todd Sweeney – Principal  
Jen Kissinger – Project Manager  
Jere Sheehan – Construction Manager  
Tim Graham – Field Support







# Ferguson Police Station

Navigate Team Member Todd Sweeney and Tim Graham oversaw the design and construction of an addition and renovation to the Ferguson Police Station

Specific work included:

- 18,000 SF Police Station Renovation
- New 4,000 SF. Two Story Municipal Courts Addition
- Uninterrupted Service during renovations.
- New Sally Port, Dispatch Center and Evidence Storage Area
- Upgraded Detention and Processing Center



Client:

City of Ferguson, Missouri

Square Foot: 22,000

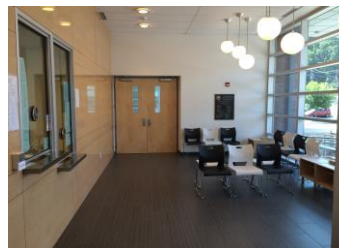
Construction Cost: \$2,210,574

Year Completed: 2014

Navigate Team Members:

Todd Sweeney – Project Director

Tim Graham – Onsite Construction Mgr.





# Ballwin Administration Center

NAVIGATE provided preconstruction services for the New Ballwin City Hall.

Specific work includes:

- City Administration Headquarters
- Office Suites, Conference Rooms and Open Offices
- Board Room and Executive Suite
- Municipal Courts and City Clerk Suite
- Public Works and Engineering

Client:

City of Ballwin – City Hall

Square Foot: 9,820 SF

Construction Cost: \$2,838,500

Year Completed: 2018

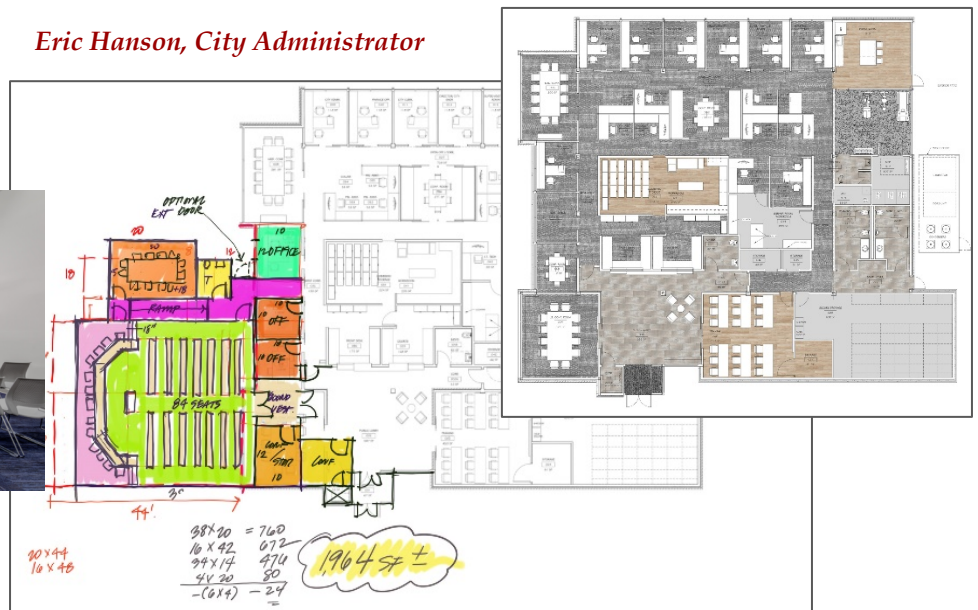
Navigate Team Members:

Todd Sweeney – Program Manager  
Cory Bextermueller – Const. Manager



*"I am happy to provide a letter of reference. Navigate assisted us in completing a successful bid award under our estimated budget!"*

*Eric Hanson, City Administrator*



# SECTION 5



### **Police Department References**

Chief Danny Whiteley  
Poplar Bluff Police Department  
573-785-5776

Chief Richard Knox  
Olivette Police Department  
314-645-3000

Chief Don Hood  
Bridgeton Police Department  
314-420-9112

Sheriff Steve Pelton  
Franklin County Sheriff Department  
636-221-2919

Chief Don Wickenhauser  
Rock Hill Police Department  
314-561-4307

Chief Jeffrey Beaton  
Glendale Police Department  
314-965-7097

Sheriff Scott Lewis  
St. Charles County  
314-605-0400

Chief Glenn Eidman  
Creve Coeur Police Department  
314-432-8000

### **City Administration References**

Barbara Sondag  
City of Olivette, City Manager  
314-983-5200

Russell Rost  
City of Union, City Administrator  
636-583-3600

Scott Schaefer  
City of Des Peres, Assistant City Administrator  
314-835-6132

Bola Akande  
City of Brentwood, City Administrator  
314-496-4107

Jennifer Yackley  
City of Rockhill, City Administrator  
314-561-4302

Mark Perkins  
City of Creve Coeur, City Administrator  
314-872-2515

Kris Simpson  
City of Crestwood, City Administrator  
314-852-4011

Wade Montgomery  
City of O'Fallon, City Engineer  
636-379-5567



city  
of

# CREVE COEUR

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300 North New Ballas Road • Creve Coeur, Missouri 63141  
(314) 432-6000 • Fax (314) 872-2539 • Relay MO 1-800-735-2966  
[www.creve-coeur.org](http://www.creve-coeur.org)

To whom it may concern,

I am pleased to recommend Navigate Building Solutions for the role of Construction Manager / Owner's Representative.

The City of Creve Coeur selected Navigate to serve as the Owner's Representative for the construction of our new Creve Coeur Police Department. Navigate came on board prior to the selection of a design team, and managed the project from preconstruction through completion. Throughout the process, they demonstrated a very high level of professionalism and experience. They assisted the City with solicitation of design professionals, developed and maintained a total program budget, and managed the general contractor and all other Owner-contracted vendors.

Throughout the entire project, Navigate worked diligently to keep the City's best interests a priority. They negotiated change orders, mitigated delay durations, and, perhaps most importantly, held all parties accountable for their contractual obligations.

I believe that any organization pursuing a construction project would greatly benefit by hiring Navigate Building Solutions to manage the project.

If you have any questions, or would like to discuss this further, please do not hesitate to contact me personally.

Sincerely,

Barry C. Glantz  
Mayor



Jeffrey Beaton, Chief of Police  
424 North Sappington Road  
Glendale, Missouri 63122  
314-965-0000 • Fax 314-965-2912

September 11, 2019

To whom it may concern,

I am pleased to offer this "letter of recommendation" for Navigate Building Solutions. We recently used Navigate as an Owner's Representative for the City of Glendale when building a new fire station and remodeling our city hall & police department. Their professionalism, expertise and dedication to the city were second to none. I would not hesitate to consider them again for any building project, big or small.

Navigate Building Solutions were an integral part of the entire project from the beginning to the end. They truly understood all aspects of the building project and represented the City of Glendale interests very well, even after its completion.

I highly recommend Navigate Building Solution to other municipal governments or anyone for that matter.

Should you have any question, please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey Beaton". The signature is written in a cursive style.

Jeffrey Beaton  
Chief of Police  
City of Glendale, Missouri



Barbara Sondag  
City Manager  
City of Olivette  
1140 Dielman Road  
Olivette, MO 63132  
314-983-5200  
bsondag@OlivetteMo.com

September 5, 2017

To Whom it May Concern:

It is my great privilege to write a letter of recommendation for Navigate Building Solutions. The City of Olivette recently completed design and construction of a 38,000 square foot city hall, and Navigate served as our owner's representative. Due to their great work, the project came in on time and under budget! My only regret is not having brought the Navigate team on earlier in the project.

Navigate's foundation is built on integrity, knowledge, and commitment. Over the past two years, this has been demonstrated over and over. During the design process changes were recommended that both improved the project and lowered costs. During construction, Navigate staff performed a careful review of change orders and insured that the citizens of Olivette received quality work for their tax dollars. Navigate Building Solutions insured that City staff and Council had the information necessary to make informed decisions.

Since completion of construction, the Navigate team has stayed committed to providing great service; ensuring that staff has received the training necessary to operate and maintain our new facility systems. At every milestone, Navigate has been there.

I highly recommend Navigate Building Solutions for their professionalism, knowledge, and integrity. They produce high quality work, save their clients money, and are a pleasure to work with.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Barbara Sondag  
City Manager



June 22, 2018

NAVIGATE Building Solutions, LLC  
9920 Watson Road, STE 201  
St. Louis, MO 63126

To Whom It May Concern:

The City of Ballwin engaged NAVIGATE Building Solutions in 2017 to assist with the design of a new city hall. NAVIGATE assisted the city with site assessment, design firm selection, and building design culminating in selecting a general contractor to begin construction. While NAVIGATE is not providing ongoing construction management services during the construction phase, they assisted us in completing a successful bid award under our estimated project budget. The new city hall is currently under construction with an anticipated completion date of March 2019.

Please do not hesitate to contact me with any questions or should you need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Hanson".

Eric Hanson  
City Administrator



# FRANKLIN COUNTY SHERIFF'S OFFICE

STEVEN M. PELTON, SHERIFF  
TREVOR J. WILD SR, CHIEF DEPUTY



#1 BRUNS DRIVE

UNION, MO 63084

BUSINESS PHONE (636) 583-2560  
ALTERNATE PHONE (636) 583-2567  
EMERGENCY 911

9-23-2020

To whom it may concern,

I had the opportunity to work with Navigate Building Solutions regarding a new Franklin County Jail, Franklin County Emergency Operations/911 center and renovation to the existing sheriff's office.

The Navigate team was very detailed in the early planning stages which proved to help with a smooth construction project. The entire Navigate team was awesome to work with and conducted themselves in a professional manner. Their expertise in building construction management made the project run smooth and seamless. When unforeseen issues arose, as they always will on a large project, the Navigate team would always bring a solution to the table.

I write this letter as an endorsement for the excellent and professional job that they did.

Any questions feel free to contact me.

A handwritten signature in black ink that reads "Steve Pelton". The signature is written in a cursive, flowing style.

Sheriff Steve Pelton



# CITY OF ROCK HILL

827 N. Rock Hill Road • Rock Hill, MO 63119 • (314) 968-1410 • Fax (314) 968- 4843

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September 11, 2018

To whom it may concern:

I am pleased to recommend Navigate Building Solutions. The city of Rock Hill hired Navigate as an Owner's Representative for the design and construction of a new city hall, fire station, and police station in 2016. In fact, they were the first professionals the city brought on board for the project. Consequently, the city benefitted from Navigate's expertise, dedication, and professionalism during all three phases: design, construction, and post-construction.

The project was both time and budget sensitive. The city needed to vacate its leased facilities no later than September 2018. Navigate developed a realistic, two-year timeline for design and construction and projected an August 2018 move in date. In the last two months of construction, delays by an outside agency jeopardized the city's timetable. Navigate's Jen Kissinger worked tirelessly and relentlessly to resolve the delay. In the end her efforts resulted in the outside agency's work being completed in time for the city to move in on schedule. This is just one example of Navigate's dedication to their clients.

Navigate provided the same level of attention to the budget. They estimated construction costs at key points in the design phase, provided value-engineering options to keep the project within budget, and delivered bi-weekly budget updates throughout construction; including potential and accepted change orders. One example in particular stands out. Due to the physical constraints of the site, Jen Kissinger investigated the possibility of cost savings if the grading sub-contractor was allowed to be the only trade on site for the first few weeks of construction. Her investigation revealed there was indeed an opportunity for cost savings, without impacting the construction timeline. This creative solution exemplifies how Navigate's knowledge and experience benefit their clients.

I highly recommend Navigate Building Solutions. As a result of their involvement the project came in on time and under budget. More importantly, the city was able to build a higher quality municipal complex than if we had done it alone.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Jennifer Yackley  
City Administrator

CITY OF  
**LADUE**

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City Hall

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October 6, 2017

To whom it may concern,

We recently worked with Navigate Building Solutions to complete a new Fire Station. Navigate's team brought a level of professionalism that exceeded our expectation and brought immeasurable benefit to the City. It was a wonderful experience and we are happy to sing their praises.

In the end our project was delivered on time and within budget; two of the many benefits of working with the Navigate team.

Sincerely,



Nancy Spewak  
Mayor



100 NORTH MAIN STREET  
O'FALLON, MISSOURI 63366  
636.240.2000  
FACSIMILE 636.978.4144  
www.ofallon.mo.us

To Whom It May Concern:

It is my privilege to write a letter of recommendation for Navigate Building Solutions, LLC. The City of O'Fallon recently completed design and construction of our Krekel Civic Center and Alligator Creek Aquatic Facility for which Navigate served as our Construction Manager. Due to the great work of Todd Sweeney and his team, the project was completed on time and under budget!

Over the past three years, Navigate demonstrated over and over their knowledge of the construction planning and build process. During the design process, they recommended changes that both improved the project and lowered costs. They actively managed the budget during design and when changes were proposed/discussed, they insured the discussion included the affect that the change could have to the budget.

During construction, Navigate managed the careful planning and logistics of park activities and the City's schedule. With only a limited window to complete the Alligator Creek Aquatic Facility (between pool closure in the fall to the spring opening) and also having to complete the work during winter months, Navigate insured these concerns were in the forefront of everyone's mind. Navigate helped drive both the design schedule and contractors schedule to insure the pool was open and ready for business in the Spring.

Finally, Navigate provided careful review of necessary scope of work adjustments and ensured that the City received quality work for their tax dollars. It is clear that Navigate always had the City's best interest in mind and they truly were an extension of City staff.

I highly recommend Navigate Building Solutions, LLC for their professionalism, knowledge, and integrity. They produce high quality work, diligently protect their client's budget, and are a pleasure to work with.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Wade Montgomery

City of O'Fallon

Director of Engineering/City Engineer



LIVE LIFE OUTSIDE

July 31, 2018

To Whom It May Concern:

This letter is my strong recommendation for working with Navigate Building Solutions, LLC. The Great Rivers Greenway District recently completed design and construction of a one mile trail extension to the Centennial Greenway and Navigate served as our Construction Manager.

Due to the great work of Craig Schluter and his team, the project came in 4 months ahead of schedule and under budget. Over the past two years, Navigate repeatedly demonstrated their professional knowledge of engineering and construction.

During the design process, they recommended changes that both improved the project and reduced costs. When in construction, Navigate managed the careful planning and logistics of highway shutdowns and large pedestrian bridge erections that were safely completed as planned. Navigate managed the myriad of MODOT regulations effectively and received positive feedback from MODOT on their exceptional construction management and communication skills.

Finally, Navigate provided careful review of necessary change orders and ensured that the District received quality work for their tax dollars. I highly recommend Navigate Building Solutions, LLC for their professionalism, knowledge, and integrity. They produce high quality work, diligently protect their client's budget, and are an excellent firm to have on our team.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

*Patrick M. Owens*

Patrick M. Owens, PMP  
Senior Project Manager

# SALINE VALLEY FIRE PROTECTION DISTRICT

HEADQUARTERS – 1771 SPRINGDALE BLVD. FENTON, MO 63026

BUSINESS (636) 343-9300

[www.salinevalleyfire.com](http://www.salinevalleyfire.com)

Bob Dunn  
Fire Chief



June 8, 2018

Mr. Todd Sweeney  
NAVIGATE Building Solutions, LLC  
9920 Watson Road, STE 201  
St. Louis, MO 63126

To Whom It May Concern,

I highly recommend Navigate Building Solutions, LLC to potential clients. They have been assisting us with several improvement and construction projects. They are knowledgeable, prompt, professional and demonstrate excellent communication skills.

Todd and his team have made themselves available for any questions or concerns we have and I believe that will continue in the future as we continue our improvement plans over the next few years. Chris Roux is our Project Director and has been nothing less than great to work with.

If there are any questions that you may have pertaining to Navigate please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Bob Dunn".

Bob Dunn  
Fire Chief

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STATION #2  
2198 SALINE ROAD  
FENTON, MO 63026

STATION #3  
4535 OLD STATE ROUTE 21  
IMPERIAL, MO 63052



# ST. CHARLES PARKS AND RECREATION BOARD

*An extension of your own backyard*

December 18th, 2018

Subject: City of St Charles, Blanchette & Wapelhorst Aquatic Facilities; Letter of Recommendation

To Whom It May Concern:

I wanted to take a moment to thank you and your team at Navigate Building Solutions, LLC. for your outstanding work as our Owner's Representative on the Blanchette and Wapelhorst Aquatic Facility Projects. Helping us replace not one but two twenty five (25) year old aquatic facilities with two new state of the art facilities was a monumental task.

Due to the great work of the Navigate team, the project came in ahead of schedule and under budget. Over the past eighteen months, Navigate repeatedly demonstrated their professional knowledge of engineering and construction. When in construction, Navigate managed the careful planning and logistics of building multiple aquatic facilities simultaneously that were both time and budget sensitive. Their exceptional construction management, experience in construction techniques and communication skills were essential in delivering these highly visible, public facilities to the tax payers of St. Charles.

For any prospective client reading this letter, I would be delighted to offer my highest recommendation for your professional services due to the excellent work performed by the staff at Navigate Building Solutions, LLC.

The City of St. Charles has received a great value for the excellent work you have provided. On behalf of the citizens of St. Charles Parks and Recreation Department, we thank you, and it is my hope we can work together again in the future.

Please feel free to use this letter for any recommendations you may need.

Sincerely,

Chris Atkinson  
Assistant Director of Parks & Recreation Department.



TOWER GROVE  
— est. PARK 1872 —

March 24, 2020

To Whom It May Concern,

I am writing to recommend the services of Navigate Building Solutions. We hired Navigate as owner's representative for a small renovation of a multi-use building in Tower Grove Park called the Stupp Center.

Navigate drew on their talented team to evaluate and assess this project to ensure it was completed on time and under budget. Craig and Katie were able to provide thoughtful guidance to the Park and professional oversight of the contractor, greatly reducing the stress and workload on our team.

As the Park undergoes a transformation in future years as prescribed in our recently completed Master Plan, we chose to retain the services of Navigate Building Solutions to help guide the Park through upcoming historic preservation and new building projects as well as one of the most impactful landscape projects the Park has seen in decades. This selection is a testament not only to their technical expertise and project management but also their dedication to being readily available to us as clients.

Sincerely,

William J. Rein  
Director of Operations & Special Projects





# City of Union

500 EAST LOCUST STREET  
UNION, MISSOURI 63084  
PHONE: 636-583-3600  
FAX: 636-583-4091

Russell L. Rost, Administrative Consultant

September 24, 2020

To whom it may concern:

The last major project completed during my 14 year service as City Administrator for the City of Union was the construction of the City's first City Hall building. This project was identified as a priority in the City's 2010 ten year comprehensive plan. Other major projects pushed the City Hall building off for several years and it appeared that it probably wouldn't be completed before my retirement on October 16, 2020. After acquiring the site and completing a needs study with Horn Architects, my next contact was with Todd Sweeney at Navigate. After several meetings researching similar projects with Navigate, and an RFQ process it was decided to contract with Navigate as the City's Owner Representative for the project.

After the agreements were in place additional meetings were held to discuss the limited budget, our needs, and the construction scheduling (including the demolition of an old building on the site with environmental abatement concerns). With a plan in place, Jennifer Kissinger was our primary project manager. The plan was to start construction in October, 2019 and complete the project in October, 2020. Navigate helped us with the bidding process and worked closely with Horn Architect to manage the design. To best manage our budget and get the most from the project, Navigate recommended nine alternate bids to the base bid. With Navigate leading the way, we were able to obtain a base bid approximately \$330,000 under our cost estimate and this allowed us to accept all of the alternate bids.

I have completed many projects over my public career that began in 1972, but none went as smooth and were as stress free as this project. I contribute that success to Navigate's work and especially Jennifer Kissinger's work. We talked day, nights, and weekends, whenever needed, to address items and to keep the project on schedule and on budget. My attention was divided with many other duties as City Administrator, but I had complete confidence that Jennifer was monitoring the project closely and keeping me in the loop of information. I truly believe that without Navigate this project may have been delayed and pushed into the next comprehensive plan. Instead, the project was completed 3 months ahead of schedule and under budget. The feedback from the public and the end users has been extremely positive. I often receive compliments when I'm out in public about the appearance and quality of the building. Needless to say, I highly recommended Navigate as a partner to any community that has a difficult project, with limited funding and time.

Sincerely,

Russell L. Rost,  
Administrative Consultant



January 30, 2020

To Whom It May Concern:

It is my privilege to write a letter of recommendation for Navigate Building Solutions, LLC. The Union School District has had the pleasure of working with Navigate since early 2018. The District brought Navigate on board as our Owner's Representative to help us coordinate and manage four projects approved by our voters with the Prop Wildcats bond initiative. From estimates to schedules and from procurement to construction, Navigate has been our advocate at every turn. Due to the great work of Navigate's team, the first of our projects was completed on time and under budget and our other projects are on track to do the same!

Over the past two years, Navigate, and in particular Cory Bextermueller and Jen Kissinger, have continuously demonstrated their knowledge of the construction planning, budgeting, and build process. During the design process, they recommended changes that both improved the projects and lowered costs and they have a constant eye on the program budget. During construction, Navigate managed the careful planning and logistics of each project site, making sure to work around the District's schedules and student safety. It is clear that Navigate always has the District's best interest in mind. Finally, Navigate provides careful review of all contractor claims and ensures that the District always receives best value and quality work for their tax dollars.

I highly recommend Navigate Building Solutions, LLC for their professionalism, knowledge, and integrity. They have truly become an extension of our staff.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Dr. Mike Mabe  
Asst. Superintendent  
Union R-XI School District