



Advanced Asset Management, Inc.

Real Property Support Services

5909 Margate Boulevard
Margate, Florida 33063
(954) 817-1041

February 13, 2019

Mr. Sam May
Executive Director
Margate Community Redevelopment Agency
5790 Margate Boulevard
Margate, Florida 33063

**RE: Proposal for Owner's Representative in Capital Improvements
Margate Shopping Center**

Dear Mr. May:

Pursuant to our project review, following please find our proposal to provide Owner Representative services for the Margate Community Redevelopment Agency's Margate Shopping Center capital improvement project.

Advanced Asset Management, Inc., (AAM) proposes to handle all coordination and administration of this project. Activities including

- the design development process to ensure project scope is achieved
- presentations at Board meetings and Building Department review
- the overall project budget
- the bidding process, procurement and issuance of purchase orders
- oversight of insurance and licensing documentation
- setting work timelines and construction related activities/onsite oversight
- process pay applications
- project close-out

AAM is uniquely qualified both in the familiarity of the property and experienced in the different facets of the improvements required. AAM propose to complete this assignment for a total of \$14,500. AAM further proposes that 50% of the fee to be paid after sidewalk and parking lot paving is complete, and the remaining 50% due upon completion of all improvements.

Should you wish to discuss this assignment further you may reach me at (954) 817-1041.

Sincerely,

ADVANCED ASSET MANAGEMENT, INC.


Jim Nardi
President/Broker