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**From:** Richard Kahn [REDACTED]  
**Sent:** Friday, January 19, 2018 8:15 PM  
**To:** jeffrey E.  
**Subject:** Fwd: Russell Hernandez

i did not see invoice in what you send  
please =dvice  
thank you

Richard Kahn  
HBRK Associates Inc.  
575 =exington Avenue 4th Floor  
New York, NY 10022  
[REDACTED]  
[REDACTED]  
[REDACTED]

Begin forwarded message:

From: =/b>"jeffrey E." <jeevacation@gmail.com>

Subject: =/b>Re: Russell =ernandez

Date: =/b>January 18, 2018 at 5:04:01 PM =ST

To: =/b>Lesley Groff [REDACTED] Richard Kahn [REDACTED]

pay

On Thu, Jan 18, 2018 at 4:59 PM, Lesley Groff =span dir="ltr" class="" [REDACTED]  
[REDACTED] > =rote:

January 18, =018

LSJ LLC  
6100 Red Hook Quarter, Suite B-3  
St Thomas, USVI 0802

Dear Jeffrey,

It was a pleasure meeting you and we wish to thank you for the opportunity for Atlantic State to be the consultants on your project.

It is very exciting to be a part of your project, Pre-Construction through its completion.

Atlantic State Consultants is a representative advisor, as an extension of the owner. Ensuring the successful completion of a significant building project requires comprehensive project oversight. Our construction management advisor team assumes that burden for its clients, serving as your Representative. In this role, Atlantic State brings architects, consultants, contractors, and planners together as a team under one central point of accountability.

Atlantic State Consultants offers a full spectrum of Owner's Representative services:

- . Pre-Construction: ASC will help determine, with the Owners consultants, which permits and approvals are required, meet building officials and other authorities with jurisdiction to clarify code, land use, and zoning issues. Additionally, we can aid in confirming that the project plan complies with all applicable Federal, State, and local laws, rules, codes, ordinances, or regulations.

- . Value Engineering: We will assist in reviewing the plans to identify potential cost savings before construction begins and through the duration of the project.

- . Critical Path Management Scheduling: We will help in compiling the activities in an order to identify the shortest possible path to project completion.

- . Budget Development and Analysis: We will assist in the evaluation of your Budget detecting any deficiencies that are not cost-effective.

- . Estimating: We can provide detailed, local estimates for your construction application.

. Bid Management: We will assist in the bid process to help selection of the best contractors and subcontractors.

. Procurement & Logistics: We will help in the process to limit any potential schedule delays related to materials.

. Payment Application Review: ASC will review payment applications from Architects, Consultants, Construction Managers, Contractors, and Subs to maintain the balance between work completed and capital dispersed.

. Quality Assurance/Quality Control: Our team can assist you in managing the QA/QC.

. Change Order Management: ASC will analyze each change order to ensure the more cost-effective alternatives and negotiate quoted changes.

. FF&E (Fixtures, Furnishings, & Equipment): ASC can help procure and negotiate the items, which the general contractor does not provide, that require making the building fully functional.

Closeout: ASC will help collect operation and maintenance manuals, ensure punch lists are finalized, and close out contracts. ASC will assist you every step of the way through this process, ensuring the close-out of the project is to your satisfaction and authorizing the release of retention.

Compensation: During Pre-Construction Phase:

. Pre-construction Phase monthly fee \$35,000.00 plus ASC to be reimbursed for reasonable travel expenses including but not limited to Airfare, Car Rental, Lodging, and Meals.

Jeffrey, please do not hesitate to contact me with any questions or comments, without the "formalities" we will do whatever we need to do to get your project built!!

Best regards,  
Russell Hernandez, Member

please find below a link to Bryan's work, a proposal from Bryan and our reimbursable

DROPBOX LINK:

<https://www.dropbox.com/sh/06izuhz2mjoy8eco/AADPQUe1sZRsDJY-4gwkGcV4a?dl=0>

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please note

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