

Department of Public Works

City Hall
730 Washington Avenue
Racine, Wisconsin 53403
262.636.9121 – Public Works
262.636.9191 - Engineering



Mark Yehlen, P.E.
Commissioner of Public Works

Thomas M. Eeg, P.E.
Asst. Comm. of Public Works/Operations

John C. Rooney, P.E.
Asst. Comm. of Public Works/City Engineer

January 3, 2013

Ald. Sandy Weidner
Chairwoman, Public Works
and Services Committee
Racine, Wisconsin

Dear Ald. Weidner:

Submitted for your review and approval is a professional services proposal from Industrial Roofing Services, Inc. to prepare masonry restoration specifications for Memorial Hall, City Hall and City Hall Annex. These services are for the not-to-exceed amount of \$22,750.00.

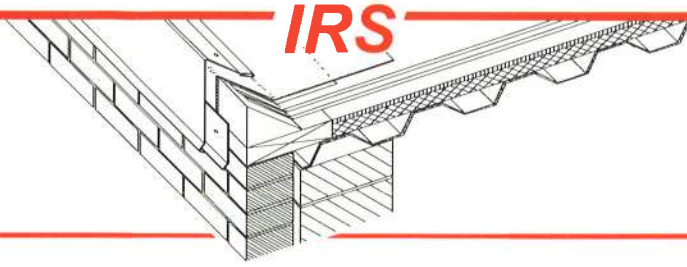
Funding to defray the cost of these professional services is available in the following accounts:

\$ 7,000.00 – Account 108.993.5510, Memorial Hall Tuckpointing
\$ 7,000.00 – Account 993.100.5020, City Hall Tuckpointing
\$ 8,750.00 – Account 993.200.5010, City Hall Annex Tuckpointing
\$22,750.00 – Total

Sincerely,


Thomas M. Eeg
Asst. Comm. of Public Works/Operations

TME:das



Industrial Roofing Services, Inc.
13000 West Silver Spring Drive
Butler, Wisconsin 53007
Phone: (262) 432-0500
Fax: (262) 432-0504
www.irsroof.com

Proposal for
MASONRY RESTORATION SPECIFICATIONS
AT THE
THREE FACILITIES PER THE ATTACHED LIST

Submitted by
KEITH DIPPEL

Prepared for
Mr. Tom Eeg
City of Racine
730 Washington Avenue
Racine, WI 53403

December 17, 2012



IRS

Industrial Roofing Services, Inc.

13000 West Silver Spring Drive

Butler, Wisconsin 53007

Phone: (262) 432-0500

Fax: (262) 432-0504

www.irsroof.com

December 17, 2012

Mr. Tom Eeg
City of Racine
730 Washington Avenue
Racine, WI 53403

Subject: **Proposal for System Analysis, Specifications and Project Administration for three facilities per the attached list.**

Dear Mr. Eeg:

Industrial Roofing Services, Inc. is pleased to submit the following proposal for masonry analysis, design, and project administration. This service allows you to complete masonry repairs meeting your requirements at a competitive price.

IRS shall provide all services necessary to furnish the following:

PHASE I: Masonry System Analysis and Selection

Existing Masonry Analysis: IRS will perform a complete masonry analysis to determine the required scope of work.

Establish Masonry System Scope of Work: IRS will develop a scope of masonry rehabilitation to determine the scope of work that best reflects your needs and available funding, including any additional work deemed necessary. Accurate budget figures will then be established to reflect the agreed upon scope of work.

Mr. Eeg
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PHASE II: System Design

Bidding Documents: IRS will develop a detailed specification package for the purpose of securing competitive bids on the selected masonry repairs. Detailed drawings are provided to eliminate questions regarding the intent of the design. All IRS specifications are written and designed to clarify as to the scope of work and a competitive bidding situation among contractors. Our fees include three sets of plans and specifications for the Owner.

Contractor Selection: IRS will assist you in selecting a group of contractors qualified in the installation of the specified masonry repairs to create a competitive bidding environment.

Pre-Bid Conference: IRS will conduct a pre-bid meeting to review the project specifications and pertinent site conditions with the prospective contractors and a representative of the owner. This meeting ensures a thorough understanding of the project specifications by everyone involved.

Bid Analysis: IRS will assist you in the evaluation of the bids.

PHASE III: Project Administration

Contract Award: IRS will perform necessary contract services: review of submittals for compliance with the bidding documents, review and approval of design changes, change orders, unit price requests, applications for payment with retainages and lien waivers.

Pre-Construction Meeting: IRS will conduct a meeting with the contractor's foreman and a representative of the owner to review the project specifications and job site conditions. This meeting ensures clarification and resolution of any questions prior to the start of work.

Job Progress Observations: IRS will conduct one site visit every five work days, as well as additional visits when necessary due to unanticipated conditions.

- ◆ Any additional site visits necessary as a result of contractor workmanship concerns will be conducted on an agreed-upon frequency and billed in accordance with IRS's current fee schedule.

Final Approval: IRS will conduct a final review of the project to ensure completed work and job site conditions are acceptable prior to approving the final application for payment.

Continuing Service: IRS will act as liaison between City of Racine and the contractor regarding all warranty questions during the warranty period.

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FEES

Industrial Roofing Services, Inc. shall provide the above-described services for the lump sum fee of twenty two thousand seven hundred and fifty dollars (\$22,750.00) as outlined in the attached facility list. Our fees shall be invoiced during each phase of the project as follows:

- Phase I: 20% of the fees based on budget provided for agreed upon scope of work.
- Phase II: 40% of the fees based on accepted contract amount, to be adjusted if contract amount is less than budget amount.
- Phase III: 40% of the fees based on final contract amount.

AUTHORIZATION

To acknowledge acceptance of this proposal, please return a signed copy of the Authorization page with any paperwork (i.e. purchase order) to our corporate headquarters:

Industrial Roofing Services, Inc.
13000 West Silver Spring Drive
Butler, WI 53007
Fax: (262) 432-0504

Upon receipt of a purchase order or signed copy of the proposal we will enter the project into our system and schedule the work.

Should you have any questions regarding this proposal, please do not hesitate to call. We appreciate this opportunity and look forward to working with you on this project.

Sincerely yours,
INDUSTRIAL ROOFING SERVICES, INC.

Keith Dippel

Keith Dippel
President

akp

Acknowledged by:

_____ **Date:** _____

Name Title

Mr. Eeg
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FACILITY LIST

| Site Name | Site Address | Cost per Site |
|------------------|-------------------------------------|----------------------|
| City Hall | 730 Washington Avenue Racine, WI | \$7,000.00 |
| City Hall Annex | 800 Center Street Racine, WI | \$8,750.00 |
| Memorial Hall | 72 7th Street Racine, WI | \$7,000.00 |
| | TOTAL | \$22,750.00 |