



**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

**TUCKPOINTING & EXTERIOR RESTORATION SPECIFICATIONS**

of

**FOUR CORE BUILDINGS**  
**(CITY HALL, CITY HALL ANNEX, MEMORIAL HALL & SAFETY**  
**BUILDING)**

**Racine, WI**

*Submitted by*

MR. DAVE ANGOVE

*Prepared for*

Mr. Ron J. Pritzlaff

City of Racine  
730 Washington Avenue  
Racine, WI 53403

December 10, 2014



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December 10, 2004

Mr. Ron J. Pritzlaff  
City of Racine  
730 Washington Avenue  
Racine, WI 53403

**SUBJECT: Proposal for Project Specifications and Construction Administration for Exterior Restoration at Four Core Buildings (City Hall, City Hall Annex, Memorial Hall & Safety Building), located in Racine, WI**

Dear Mr. Pritzlaff :

Industrial Roofing Services, Inc. is pleased to submit the following proposal for the development of project design specification services & construction administration. These services will allow you to competitively bid the project. *This proposal is based on a project budget of \$1,000,000.*

IRS shall provide all services necessary to furnish the following:

### **PHASE I: System Analysis and Selection**

**Existing Construction Analysis:** IRS will perform a complete analysis to determine the required scope of work. This may include review of original design documents, site conditions and may include destructive investigation to determine existing construction and verify conditions in order to gather information sufficient to create accurate construction drawings.

**Establish Scope of Work:** IRS will develop a proposed scope of work and then review that scope of work and construction cost estimates prior to completing Phase II Design Development. IRS will then finalize the scope of work and construction cost estimates reflective of the agreed upon scope of work.

### **PHASE II: Project Design**

**Bidding Documents:** IRS will develop a detailed project specification and drawing package for the purpose of securing competitive bids on the finalized scope of work. Project specifications and drawings are developed to limit bidding contractor questions regarding the intent of the project scope. All IRS specifications are written and designed to ensure a competitive bidding situation among contractors.

**Contractor Selection:** IRS will assist you in selecting a group of contractors qualified in the execution of the specified design and to create a competitive bidding environment among both contractors and material manufacturers.

**Pre-Bid Conference:** IRS will conduct a pre-bid meeting to review the projects scope of work, specifications, drawings and pertinent site conditions with prospective contractors and a representative of the owner. This meeting ensures a thorough understanding of the project requirements 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: including, review of submittals and shop drawings for compliance with the project 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 superintendent, foreman and a representative of the owner to review the project documents 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 periodic site visits at critical junctures during construction, as well as additional visits when necessary due to unanticipated conditions. Total number of site visits are based upon contractor's project schedule approved during the submittal process.

- ◆ Any additional site visits necessary as a result of contractor inability to meet approved project schedule (exclusive of weather delays) and or workmanship concerns will be conducted on an owner agreed-upon frequency. Each additional site visit shall be billed at a lump sum of \$1,500.00 inclusive of all consultant cost.

**Final Approval:** IRS will conduct a final review of the completed project to ensure completed work and job site conditions are acceptable prior to approving the final application for payment. This is not in lieu of any manufacturer's warranty inspection.

**Continuing Service:** IRS will act as liaison between City of Racine, the contractor(s), and the projects material manufacturer(s) regarding all warranty questions during the warranty period.

Mr. Pritzlaff  
December 10, 2014  
Page 3

### **FEES**

Industrial Roofing Services, Inc. shall provide the above-described services for a lump sum fee of seventy thousand dollars (\$70,000.00). 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  
[Office@irsroof.com](mailto:Office@irsroof.com)

Upon receipt of a purchase order or signed copy of the proposal we will enter the project in 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

*Mr. Dave Angove*

Mr. Dave Angove  
President

### **Acknowledged by:**

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Name Title Date: \_\_\_\_\_