

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/City Engineer

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

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

February 9, 2012

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 specifications for door replacement at the Festival Hall, City Hall and Memorial Hall. The cost of these services is in the not-to-exceed amount of \$14,750.00.

Funding to defray the cost of these professional services are available in the following Accounts:

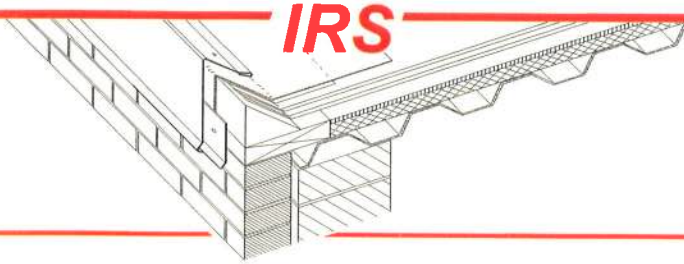
\$ 8,750.00 – Account 108.992.5020, Festival Hall-Doors/Panic Bars
\$ 3,500.00 – Account 992.100.5030, City Hall-Entry Door Replacement
\$ 2,500.00 – Account 108.992.5510, Memorial Hall-East Balcony Doors
\$14,750.00 – Total

Sincerely,

A handwritten signature in blue ink, appearing to read "Thomas M. Eeg", is written over a blue line.

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

January 27, 2012

Mr. Thomas M. Eeg, P.E.
City of Racine - Department of Public Works
730 Washington Avenue
Racine, WI 53403

Subject: **Proposal for Project Document Development and Project Administration for Replacement of Select Entrance Doors at the Festival Hall, City Hall and Memorial Hall**

Dear Mr. Eeg:

Industrial Roofing Services, Inc. is pleased to submit the following proposal for design and specification services for the replacement of select entrance doors at Festival Hall, select entrance doors at the City Hall and east balcony doors at the Memorial Hall, meeting your requirements at a competitive price.

IRS shall provide all services necessary to furnish the following:

PHASE I: System Design

Bidding Documents: IRS will develop a detailed specification package for the purpose of securing competitive bids on the determined scope of work for the replacement of the selected doors on the pre-determined elevations specified by the City of Racine. Detailed project drawings are provided to eliminate questions regarding the intent of the design. All IRS specifications are written and designed to ensure a competitive bidding situation among contractors and material manufacturers.

Contractor Selection: IRS will assist you in selecting a group of contractors qualified in the installation of the specified entry doors 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 II: Project Administration

Contract Award: IRS will perform necessary contract services: including, review of submittals and shop drawings 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 a minimum of one site visit per week, 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. This is not in lieu of the manufacturer's warranty inspection.

Continuing Service: IRS will act as liaison between City of Racine – Department of Public Works, the contractor, and the door manufacturer(s) regarding all warranty questions during the warranty period.

Mr. Eeg, P.E.
January 27, 2012
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Industrial Roofing Services, Inc. shall provide the above-described services for the lump sum of fourteen thousand seven hundred fifty dollars (\$14,750.00).

Festival Hall: (\$ 8,750.00)

City Hall: (\$ 3,500.00)

Memorial Hall: (\$ 2,500.00)

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 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.

Keith A. Dippel

Keith A. Dippel
President

plp

Acknowledged by:

Name Title Date: _____