



Industrial Roofing Services, Inc.

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

January 12, 2009

Mr. Tom Eeg
City of Racine - D.P.W.
730 Washington Avenue
Racine, WI 53403

SUBJECT: Proposal for Analysis, Design, Specifications and Project Administration for Interior Insulation at the Solid Waste Garage

Dear Mr. Eeg:

IRS, Inc. is pleased to submit the following proposal for analysis, design, specification and project administration services. These services will allow you to select and install an interior insulation system meeting your requirements at a competitive price.

IRS shall provide all services necessary to furnish the following:

PHASE I: System Analysis and Selection

Existing Analysis: IRS will perform a complete analysis of the existing facilities thermal profile to determine the required scope of work. This will include examination of existing construction, analysis of the facilities existing insulative components as a basis for a proposed final design. This pre-design survey may include limited destructive testing to determine existing construction and conditions.

Establish Project Scope of Work: IRS will assist you in reviewing potential thermal systems and assist the City in determining the most appropriate scope of work. Accurate budget figures will then be established to reflect the agreed upon scope of work.

PHASE II: System Design

Bidding Documents: IRS will develop a detailed specification package for the purpose of securing competitive bids on the selected interior insulation system. The specification package will include detailed drawings to eliminate questions regarding the intent of the design. All IRS specifications are written and designed to ensure a manufacturer's warranty and 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 interior insulation system 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 such as, deteriorated materials, structure, etc.

- ◆ 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 - D.P.W., the contractor, and the insulation system manufacturer regarding all warranty questions during the warranty period.

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FEES

Industrial Roofing Services, Inc. shall provide the above-described services for a lump sum of seven thousand dollars (\$7,000.00). Our fees shall be invoiced during each phase of the project as follows:

- Phase I: 20% of the fees upon completion of Phase I.
- Phase II: 40% of the fees based on completion of Phase II.
- Phase III: 40% of the fees based on contract closeout & acceptance.

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:

_____ **Date:** _____
 Name Title