



**IRS**

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**Proposal for**  
**ROOF REPLACEMENT SPECIFICATIONS**

for

**FESTIVAL HALL**  
**5 5th Street**  
**Racine, WI**

Submitted by

MR. DAVE ANGOVE

*Prepared for*

Mr. Ron J. Pritzlaff

City of Racine  
730 Washington Avenue  
Racine, WI 53403

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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 roof system(s). Detailed perimeter and projection drawings are provided 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 roof system(s) to create a competitive bidding environment.

**Pre-Bid Conference:** IRS will conduct a pre-bid meeting/teleconference 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, and 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 periodic job site visits at critical junctures during construction, as well as additional visits when necessary because of problems or unanticipated conditions. IRS shall prepare and deliver to the owner and contractor copies of reports generated during job site visits. 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 costs.

**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, the contractor, and the roof system manufacturer regarding all warranty questions during the warranty period.