

Department of Public Works

City Hall
730 Washington Ave.
Racine, WI 53403
262.636.9121 - Public Works
262.636.9191 - Engineering



Thomas M. Eeg, P.E.
Interim Commissioner of Public Works

John C. Rooney, P.E.
Interim Commissioner of Public Works/
City Engineer

April 5, 2011

Alderman Gregory Holding
Chairman, Public Works
and Services Committee
Racine, Wisconsin

**RE: Professional Services - Design Roof Specifications
for Street Maintenance Garage
Contract 19-11 (K1-019)
Industrial Roofing Services, Inc., consultant**

Dear Alderman Holding:

Submitted for your review and approval is Amendment No. 1 on the subject contract. Amendment No. 1 is in the amount of \$1,000.00 and is for window replacement at Fire Station No. 2 to create a more energy efficient facility.

Funding for these professional services is available in Account 991.300.5050, Fire Station 2 Windows.

Sincerely,

A handwritten signature in blue ink, appearing to read "T. Eeg", is positioned above the typed name of the signatory.

Thomas M. Eeg
Interim Commissioner of Public Works

TME:das

The logo for Industrial Roofing Services, Inc. (IRS) is displayed in a bold, red, sans-serif font.

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
WINDOW REPLACEMENT
for
RACINE FIRE STATION #2

Submitted by

KEITH A. DIPPEL

Prepared for

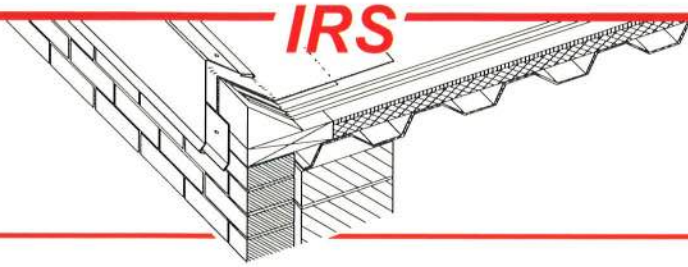
Mr. Thomas M. Eeg

City of Racine - Department of Public Works

730 Washington Avenue

Racine, WI 53403

April 4, 2011



Industrial Roofing Services, Inc.

15850 W Bluemound Road – Suite 101
Brookfield, Wisconsin 53005
Phone: (262) 432-0500
Fax: (262) 432-0504
www.irsroof.com

April 4, 2011

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

SUBJECT: Proposal for Project Specifications and Project Administration for Window Replacement at Racine Fire Station #2 Located at 2430 Northwestern Avenue in Racine, WI

Dear Mr. Eeg:

Industrial Roofing Services, Inc. is pleased to submit the following proposal for system design and specification services. These services will allow you to select and install a new window system meeting your requirements at a competitive price.

IRS shall provide all services necessary to furnish the following:

PHASE I: Pre-Design Survey

Scope of Work: IRS shall revise the original scope of work to accommodate the lesser current budget of \$27,000.00 based upon priorities established by the Fire Department.

PHASE II: Installation Design

Specifications: Project specifications shall be modified to reflect the lesser scope of work in order to adequately communicate the technical requirements of the owner's selected windows to bidding contractors.

Construction Drawings: Project drawings shall be reviewed and modified to coincide with the revised scope of work

Project Documents: Project specifications and drawings shall be reviewed and modified to coincide with the revised scope of work.

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

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

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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 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 the City of Racine – Fire Department, the contractor, and the window 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 the lump sum of one thousand dollars (**\$1,000.00**).

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:

_____ **Date:** _____
Name Title