

## 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

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

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

May 13, 2013

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. for providing roof replacement design and asbestos testing services for Contract 40-13 (K3-045), Professional Services – State Street Bridge Roof Replacement. These services are for the not-to-exceed amount of \$1,250.00.

Funds to defray the cost of these professional services are available in Account 930.077.5810, State Street Bridge Repairs.

Sincerely,

A handwritten signature in blue ink, appearing to read "T. Eeg", is written over the word "Sincerely,".

Thomas M. Eeg  
Asst. Comm. of Public Works/Operations

TME:das



**IRS**

**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  
**ROOF SPECIFICATIONS**  
for  
**STATE STREET BRIDGE TENDER**

Submitted by  
BUTCH WINTERFELDT

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

April 9, 2013

The logo for Industrial Roofing Services, Inc. (IRS) is displayed in a bold, red, sans-serif font. It is positioned at the top left of the page, above a technical drawing of a roof structure. The drawing shows a cross-section of a roof with various layers and components, including a brick wall on the left and a sloped roof section on the right. The IRS logo is partially overlaid on the drawing.

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April 9, 2013

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

**Subject: Proposal for Roof System Analysis & Design, Project Document Development, and Project Administration for State Street Bridge Tender, located in Racine, WI.**

Dear Mr. Eeg:

Industrial Roofing Services, Inc. is pleased to submit the following proposal for roof system analysis, design, and project administration. This service allows you to select and install a roof system(s) meeting your requirements at a competitive price.

IRS shall provide all services necessary to furnish the following:

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

**Existing Roof Analysis:** IRS will perform a complete roof analysis to determine the required scope of work. This will include core cuts to determine existing construction, analysis of existing drainage and the gathering of information to create accurate flashing details. This pre-design survey may include moisture surveys, additional core cuts, environmental analysis, etc.

**Establish Roof System Scope of Work:** IRS will develop potential roof system options and assist you in their review in order to determine the scope of work that best reflects your needs and available funding, including any additional work deemed necessary. 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 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. Our fees include three sets of plans and specifications for the Owner.

**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 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 one site visit every five work days, as well as additional visits when necessary due to unanticipated conditions such as, deteriorated roof deck, 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 roof system manufacturer regarding all warranty questions during the warranty period.

Mr. Eeg  
April 9, 2013  
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### **FEES**

Industrial Roofing Services, Inc. shall provide the above-described services for One Thousand, Two Hundred and Fifty Dollars (\$1,250.00) Core samples will be tested for asbestos-containing roofing materials (ACRMs) for an additional charge of thirty five dollars (\$35.00) per sample; a maximum of two samples will be tested for each roof area involved in the project. 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

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.

*Butch Winterfeldt*

Butch Winterfeldt  
Manager, Business Development

akp

**Acknowledged by:**

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