

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

December 26, 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. for Contract 3-13 (K3-003), Professional Services – City Hall Annex Roof System Design and Administration. These services are for the not-to-exceed amount of \$12,950.00.

Funding to defray the cost of these professional services is available in Account 993.200.5040, Annex – Roof Areas 2,3,5,6,7.

Sincerely,

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

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

December 17, 2012

Mr. Tom Eeg
City of Racine
730 Washington Avenue
Racine, WI 53403

Subject: **Proposal for Roof System Analysis & Design, Project Document Development, and Project Administration for City Hall Annex, located at 800 Center Street 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 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, the contractor, and the roof system manufacturer regarding all warranty questions during the warranty period.

Mr. Eeg
December 17, 2012
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FEES

Industrial Roofing Services, Inc. shall provide the above-described services for a lump sum fee of twelve thousand six hundred dollars (\$12,600.00). 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, so a total cost not to exceed \$350.00. 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.

Keith Dippel

Keith Dippel
President

akp

Acknowledged by:

Name Title Date: _____