



SPECIALTY ENGINEERING GROUP LLC  
2647 WATERFRONT PKWY, EAST DR.  
SUITE 185  
INDIANAPOLIS, IN 46214  
T: 262-253-4700 www.str-seg.com

December 1, 2025

Mr. William Betts  
Franklin Community School Corporation  
998 Grizzly Cub Drive  
Franklin, IN 46131

**Re: Proposal 62278 for Roof Design Services for Franklin Community Middle School**

Dear Mr. Betts:

Specialty Engineering Group LLC (STR-SEG) is pleased to submit to the Franklin Community School Corporation, hereinafter referred to as Owner, the following proposal for design services of the 2025 roof replacement of low slope Roof Areas 3, 4, 5, 8-A&B, 9, 10, 12, 13, 17, 18, 20, 21, 22, 23, 25, 26, 27, 28, 29 & 31 at Franklin Middle School, located on 625 Grizzly Cub Drive, Franklin, IN 46131.

STR-SEG proposes the following scope of services:

**DESIGN DEVELOPMENT**

- STR-SEG will review the Owner's requirements and related information including, but not limited to, schedule, budget, service life expectations, warranties, history, building usage, contractor preferences, and contractor insurance requirements.
- STR-SEG will conduct a pre-design survey of the subject roof areas to evaluate existing conditions. Based on the survey, recommendations will be made on the scope of work required along with options and opinions of probable cost.
- STR-SEG will meet with the Owner for a final review to discuss the recommendations and opinion of probable cost as they relate to the Owner's objectives prior to the start of design.

**CONSTRUCTION DOCUMENTS and BIDDING**

- STR-SEG will prepare a Specification Package from the data obtained during the pre-design survey. The specifications will outline the components included in the design. The package will include a roof plan and roofing details along with information on proper methods of application for each component of the roof system. It will be prepared to promote competitive quoting by qualified contractors using STR-SEG-acceptable products, resulting in a manufacturer's warranty.
- STR-SEG will assist the Owner in contacting contractors to quote roof replacements.
- A Pre-bid Meeting will be held at the job site. STR-SEG will attend to answer contractor's questions and make clarifications for equivalent competitive quotes.
- STR-SEG will assist in the analysis of the bids.

**CONTRACT ADMINISTRATION**

- STR-SEG will provide contract administration services commencing at project award. These services will include:
  - Review of shop drawings, submittals and change orders.
  - Review of permits and licensing.
  - Review of the contractor's application for payment and change orders.
  - Review of contractor warranties and project closeout documentation.



- STR-SEG will conduct a Project Start-up Meeting to review the project and Owner requirements and conditions.
- A qualified representative of STR-SEG will make periodic site visits at various times during construction to observe the quality and progress of the work and will apprise the Owner of construction activities and issues that may arise.
- STR-SEG will prepare a punch list of deficient or outstanding items upon substantial completion. When notified by the contractor that the project is complete, STR-SEG will conduct a final review of the completed work prior to acceptance.

**PROFESSIONAL FEES**

Compensation for professional services, described above and pursuant to the attached STR-SEG General Conditions, shall be lump sum fee of Sixty-One Thousand One Hundred Ninety-Four Dollars (\$61,194). The fee will be invoiced as follows:

- 30% of the total fee upon completion of Design Development.
- 40% of the total fee following Construction Documents and Bidding.
- 30% due upon completion of project closeout.

Reimbursable expenses are in addition to fees for professional services and represent STR-SEG's out-of-pocket expenses made in the interest of the project not included in the base fee per the attached General Conditions.

**AUTHORIZATION**

STR-SEG will proceed based on your written acceptance. Please sign and return the Authorization page along with a purchase order, if applicable. Upon receipt, we will schedule the work.

Should you have any questions regarding this proposal, please do not hesitate to call. We appreciate this opportunity to serve you and look forward to working with you on this project.

**A C C E P T E D**

Yours truly,  
**Specialty Engineering Group LLC**

Patrick Wells  
Account Manager

**Franklin Community School Corporation**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Cc: Jeff Bright, Maintenance Supervisor, FCSC  
Blake Volpp, STR-SEG

## GENERAL CONDITIONS TO THE CONTRACT

1. PARTIES AND SCOPE OF WORK: Specialty Engineering Group, LLC (herein after referred to as SEG) shall include said company, and its subcontractors performing the work. "Work" means the specific SEG services as set forth in the proposal. Unless otherwise stated in writing, the Client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the Client is adequate and sufficient for the Client's intended purpose. The authorization of the work by the Client shall constitute acceptance of the terms of the proposal and these General Conditions.
2. TESTING: Any necessary testing of existing or newly installed materials shall be done outside of the accepted proposal terms and the costs of these tests will be born by the Client.
3. SCHEDULING OF WORK: The services set forth in the proposal will be accomplished in a timely, workmanlike and professional manner by SEG personnel as per the prices quoted.
4. ACCESS TO SITE: Client will arrange and provide such access to the sites as is necessary for SEG to perform the work.
5. RESPONSIBILITY: SEG's work shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. SEG shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. SEG's work or failure to perform same shall not In any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents.
6. PAYMENT: Client shall be invoiced for work performed to date as outlined in the proposal. Client agrees to pay each invoice within thirty (30) days of receipt. Payment made beyond this period shall be subject to interest at Prime Rate plus 5% APR.
7. TERMINATION: This Agreement may be terminated by either party upon seven day's prior written notice. In the event of termination, Client shall compensate SEG for all services performed up to and including the termination date, including reimbursable expenses.
8. SERVICES: SEG's services will be performed and documents prepared in accordance with its proposal, Client's acceptance thereof, these General Conditions, and with generally accepted principles and practices in performing its professional services. SEG will use that degree of care and skill ordinarily exercised under similar circumstances by members of its professions. Statements made in SEG's reports are opinions based upon professional judgment and are not to be construed as representations of fact.
9. LIMITS OF LIABILITY: The Client agrees that the total liability of SEG for any claims arising out of services performed under this Agreement shall be limited to a maximum of the net fee received by SEG, exclusive of reimbursable expenses, consultants' fees and expenses.
10. PROVISIONS SEVERABLE: In the event any of the provisions of these general conditions should be found to be unenforceable it shall be stricken and the remaining provisions shall be enforceable.
11. ENTIRE AGREEMENT: This Agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertaking made other than as set forth herein. This Agreement may be modified only in writing, signed by each of the parties hereto.
12. SEG shall have no responsibility for the presence, discovery, removal or exposure of persons to hazardous materials of any kind, including asbestos or other toxic substances.