



**LIVONIA PUBLIC SCHOOLS  
AWARD RECOMMENDATIONS  
April 12, 2021**

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April 12, 2021

Mr. Phillip Francis  
Director of Operations  
Livonia Public Schools  
15125 Farmington Road  
Livonia, MI 48154

RE: Contract Amendment Recommendation for Roofing Design & Construction Administration Services  
Sinking Fund Roofing Replacement Projects  
2022 Projects – Stevenson High School (partial), Franklin High School (partial), Garfield Elementary School, Grant Elementary School

Dear Mr. Francis:

This letter transmits an update from Plante Moran CRESA (PMC) as it relates to the assignment to assist and advise Livonia Public Schools (LPS) in its selection of a Roofing Designer & Construction Administration Services Firm for the Projects listed above. This update represents the mutual efforts of PMC and LPS administration and staff (Sinking Fund Team) to present a framework in order to identify, evaluate and recommend a Firm for these Projects.

In 2017, LPS awarded a contract to Roofing Technology Associates, LTD (RTA) to conduct a district-wide roofing assessment of the existing roofs. The completed report indicated that numerous buildings needed near-term repair and/or replacement. Based upon the results and utilizing RTA's weighted Roofing Condition Index (RCI) of the various facilities, the Sinking Fund Team created an initial priority list of facilities requiring roofing work that continues to be monitored by the Sinking Fund Team.

In 2018, the board approved the contract award to RTA for roofing design and construction administration services with subsequent contract amendments for roof replacement projects as follows:

- 2018: Holmes Middle School, Transportation, Warehouse (partial), Franklin High School (partial)
- 2019: Johnson Upper Elementary School
- 2020: Career Technical Center, Emerson Middle School, Rosedale Elementary School
- 2021: Riley Upper Elementary School, Randolph Elementary School, Hayes Elementary School, Frost Middle School

The Sinking Fund Team has identified Stevenson High School (partial), Franklin High School (partial), Garfield Elementary School and Grant Elementary School as the next facilities to have roof replacement work completed. In general, the scope involves complete removal of the existing roofing system in the identified areas and installation of a new roofing system including any required sheet metal.

The Sinking Fund Team has been satisfied with the work completed by RTA to date and requested a formal proposal from them to incorporate this additional scope of work. In response to this request, RTA provided the attached proposal dated March 23, 2021 to extend their services. Their proposed fee (which is approximately 2.8% of the budget of \$6,131,744.00) remains competitive and consistent with the percentage used to award their original contract.

The Sinking Fund Team has reviewed their proposals and budgets and recommends the Board of Education retain RTA for the above referenced Work in the lump sum amount of \$171,680.00. The cost for this work will be detailed in a Purchase Order(s) issued by the District and in a contract amendment to their current contract, pending final review and approval of terms by district legal counsel.

The Sinking Fund Team is available at the Board's convenience to answer any questions regarding this process and/or the recommendation. Please direct all questions through me via email at [brian.weber@plantemoran.com](mailto:brian.weber@plantemoran.com).

Sincerely,

PLANTE MORAN CRESA



Brian Weber  
Senior Consultant

Enclosures:     Roofing Technology Associates, LTD Proposal dated March 23, 2021  
                      Roof Condition Map of Stevenson High School  
                      Roof Condition Map of Franklin High School  
                      Roof Condition Map of Garfield Elementary School  
                      Roof Condition Map of Grant Elementary School



## ROOFING TECHNOLOGY ASSOCIATES, LTD.

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38031 SCHOOLCRAFT  
LIVONIA, MICHIGAN 48150-1065  
(734) 591-4444 • FAX (734) 591-1660 • E-MAIL: rta@rtaltd.com  
Web site www.rtaltd.com

March 23, 2021

Mr. Brian Weber  
Plante Moran CRESA  
26300 Northwestern Hwy., Suite 120  
Southfield MI 48076  
[Brian.weber@plantemoran.com](mailto:Brian.weber@plantemoran.com)

RE: ROOF REMEDIATION SPECIFICATIONS, BIDDING ASSISTANCE AND QUALITY CONTROL MONITORING SERVICES

Livonia Public Schools

- Stevenson High School
  - Franklin High School
  - Garfield Elementary School
  - Grant Elementary School
- Livonia, Michigan

Dear Mr. Weber:

In accordance with your request, we are pleased to submit this proposal to provide **additional** roof consulting services for the above-referenced school. We have prepared this proposal based upon our conversations with you, our past involvement with these facilities and our past experience on similar projects. The purpose of this correspondence is to outline our proposed scope of services and provide you with a fee for our services. We trust that you will find this proposal acceptable and will retain our firm to perform the required roof consulting services.

As requested, we will provide roof consulting services in accordance with the scope of work outlined herein for the above referenced four schools. The buildings have approximately 383,000 square feet of roofing.

The subject facilities are school facilities which are generally one and/or two stories in height. The existing roofs are generally low-sloped and are covered with a PVC or EPDM roofing system.

### **PHASE I - PLANS AND TECHNICAL SPECIFICATIONS/BID ASSISTANCE**

Remedial roofing specifications will be prepared based upon pertinent information gathered during site visits to determine specific existing conditions. The technical documents will include plans, specifications and details necessary to clearly define the scope of the remedial roof work. The items of work will include:



- Review of any available construction plans and details and compiling any other available information regarding the details of existing construction.
- Visit the project sites to examine and evaluate the roof areas designated for remedial roof work. Perform test cuts on the existing roof systems at walls and curbs to determine the existing details of construction. Repair test cut samples immediately after our visual examination.
- Development of the most feasible and economical solutions to the current conditions based upon the project parameters.
- Preparation of technical specifications, including roof plans and details for the required remedial work. The technical specifications will establish the types and quality of the materials to be used and the manner in which the materials are to be applied. Included is the design of new fascia panels.
- Incorporation of the technical specifications with other standard requirements and bidding documents to provide a complete bid package. Such additional information will include insurance requirements, general conditions of construction and bid proposal forms. It is understood that RTA will prepare and provide such additional information and will assemble the complete bid packages. Assist with the advertising of the project as necessary.
- Assistance will be provided in the invitation of qualified roofing contractors to bid the required work as may be required.
- Attendance at a pre-bid meeting at the project sites with the contractors bidding the project to answer questions they may have regarding the project specifications. Issue Addendums as may be required.
- Respond to requests for information from the bidding roofing contractors during the bidding period.
- Evaluation of the submitted bids will be provided to assist in the selection of the roofing contractor(s) to perform the work. A recommendation relative to our evaluation of the bids will be submitted.

## **PHASE II - ROOFING QUALITY CONTROL MONITORING SERVICES**

Construction quality control monitoring services are provided to ensure that the requirements of the contract documents are being met. The ongoing determination of contract compliance is based upon daily construction monitoring, which includes verification that the specified materials are used, proper quantities of materials are provided, and that the order and method of installation of such materials is in accordance with acceptable standard industry installation procedures. The goal of construction monitoring is to ensure that a quality roofing system is attained.



During the roof renovation work, we propose to provide an experienced roofing field representative to provide quality control monitoring and any required testing services in order to develop opinions as to whether the work essentially complies with project requirements and sound roofing practices.

In general, a variety of construction quality control monitoring services will be provided on your project. Specifically, our services will include the following items of work:

- Attendance at a pre-construction conference by our representatives. Specific items relating to materials storage, application procedures, work schedule and quality control requirements will be reviewed. The roof areas will be reviewed with parties involved in the project to clarify project performance requirements.
- Part-time on-site observation of in-progress roofing operations will be provided as needed. Contact will be made with your representative to review job progress.
- Preparation of Field Reports which will provide a summary of each day's activities, areas worked, test locations and results, notes regarding materials and processes that are found to not be in compliance with the contract documents and project requirements, and any other pertinent information.
- Preparation of punch lists and follow-up on any incomplete or incorrectly installed materials after substantial completion of the reroofing work on each area. A final inspection report will be issued when all roofing and related sheet metal work is complete.
- We will provide an on-site review of the roof installations and document our findings. This will be accomplished at one year and two years following completion of the project roof replacement and remedial work.
- Review Roofing Contractor's submittals and shop drawings.

## **GENERAL**

One of our Registered Roof Consultants, (RRCs), will serve as Project Manager for this project. Other staff members will be assigned once the project schedule is formalized.

We will commence our services after receiving your written authorization to proceed. The technical specifications will be available for bidding by the selected roofing contractors by October 2021, providing weather conditions allow for the timely completion of our field work.

## **PROFESSIONAL FEES**

Professional fees for the work and personnel required to complete the above outlined roof consulting services will be established and billed on a lump sum basis.



The fees for the services of the project roof areas as outlined herein, will be:

**PHASE I AND PHASE II:**

<b>Stevenson High School</b>	<b>\$ 62,330</b>
<b>Franklin High School</b>	<b>\$ 74,120</b>
<b>Garfield Elementary School</b>	<b>\$ 9,220</b>
<b>Grant Elementary School</b>	<b><u>\$ 26,010</u></b>
<b>TOTAL</b>	<b><u>\$171,680</u></b>

The fixed fee is approximately 2.8% of the preliminary budget of (\$6,131,000) for roofing. If the actual bid costs are 10% over or under the preliminary budget, the fee will be reevaluated accordingly.

Any necessary additional charges for services and personnel required to complete the project, such as specially requested meetings or other assistance, will be in accordance with our Fee and Rate Schedule. If it appears that additional work is necessary for this project, we will contact you or your office with reference to any needed modifications. No additional work will be performed unless authorized by you.

We appreciate this opportunity to submit our proposal for your consideration and look forward to working with you on this project. Following your review of this proposal, please do not hesitate to call us should you have any questions regarding this submittal.

Please indicate your acceptance of this proposal by having the appropriate person submit to us written authorization to perform the above outlined roof consulting service. Thank you for the opportunity to submit this proposal.

Sincerely,

ROOFING TECHNOLOGY ASSOCIATES, LTD.

Michael C. Bode, RRC  
President

MCB/lab

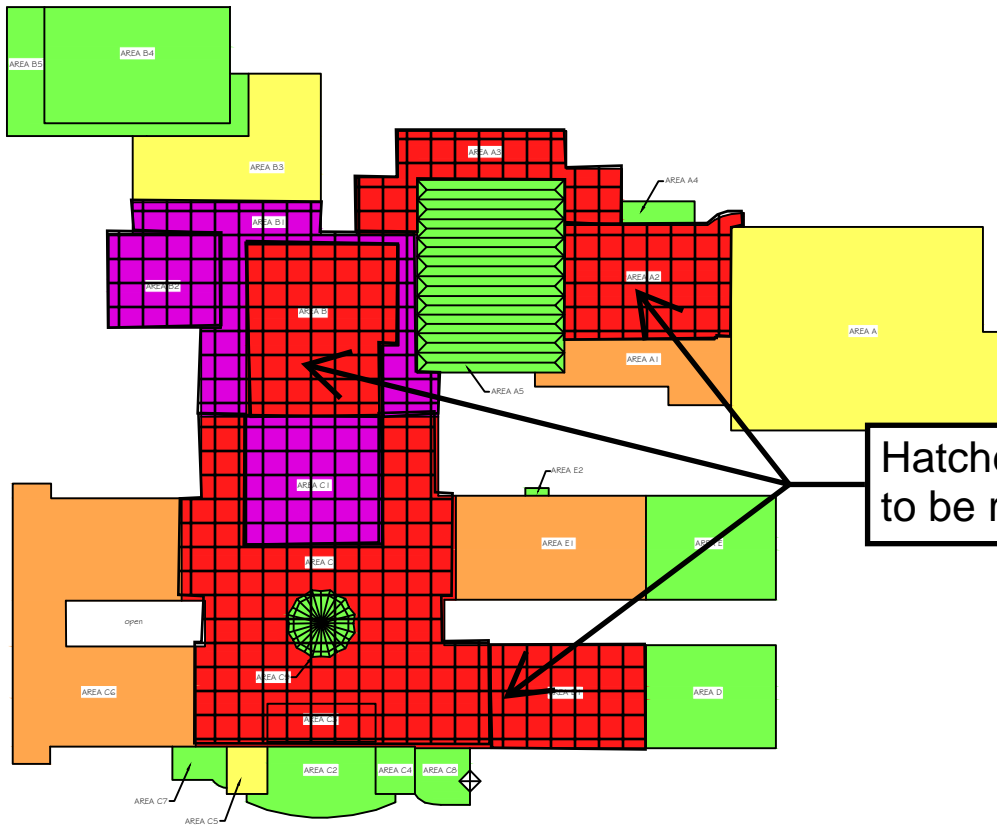
Attachments



## LIVONIA SCHOOL DISTRICT FACILITY LIST

	<u>Size of Selected Roofs</u>	<u>Estimated Price per s.f.</u>	<u>Budget</u>
Stevenson High School (partial)	139,140	\$16	\$2,226,240
Franklin High School (partial)	165,450	\$16	\$2,647,200
Garfield Elementary School (partial)	20,581	\$16	\$ 329,296
Grant Elementary School (all)	<u>58,063</u>	\$16	<u>\$ 929,008</u>
<b>TOTAL</b>	<b>383,234 S.F.</b>		<b><u>\$6,131,744</u></b>





NOTE: condition status for each area was updated in '21 based on 2017 information, but not verified in-field.

**GENERAL NOTES:**

1. All areas and dimensions shown are approximate and based upon rough field measurements taken by representatives of Roofing Technology Associates, Ltd.
2. This drawing should not be used for bidding or estimating purposes. Contractors are responsible for their own field measurements, quantities and verification of conditions shown.

2017 SURVEY DATA

CONDITION		SERVICEABLE LIFE	RCI
failed		0 - 1 years	0 - 30
very poor		1 - 3 years	31 - 45
poor		3 - 6 years	46 - 55
fair		6 - 10 years	56 - 65
fair to good		10 - 15 years	66 - 75
good		15+ years	76 - 100

# ROOF AREA PLAN

not to scale

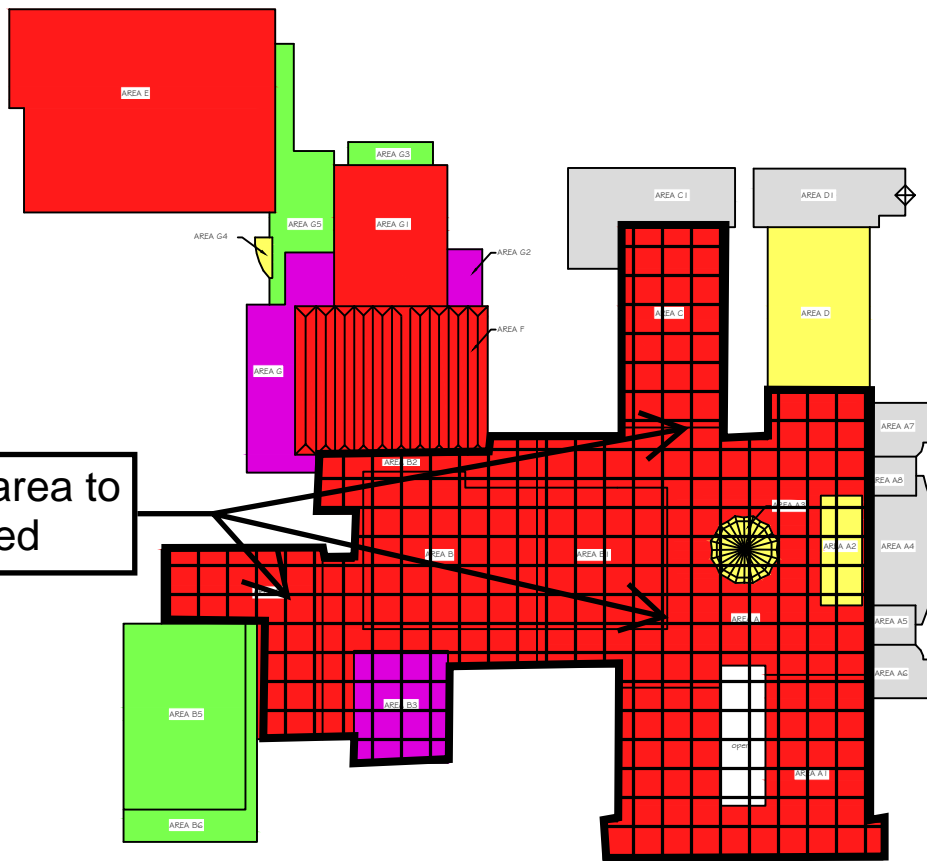
NOTE: components shown are new unless noted as existing



**ROOFING TECHNOLOGY ASSOCIATES, LTD.**  
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LIVONIA PUBLIC SCHOOLS  
 STEVENSON HIGH SCHOOL  
 33500 6 MILE RD  
 LIVONIA, MICHIGAN

<b>Project No:</b> 17-043	<b>Drawn By:</b> JDS	<b>Detail No:</b>  22
<b>Date:</b> JUNE, 2017	<b>Checked By:</b> MCB	



Hatched area to be replaced

NOTE: condition status for each area was updated in '21 based on 2017 information, but not verified in-field.

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very poor		1 - 3 years	31 - 45
poor		3 - 6 years	46 - 55
fair		6 - 10 years	56 - 65
fair to good		10 - 15 years	66 - 75
good		15+ years	76 - 100
replaced		2018: JD Candler	100

**ROOF AREA PLAN**  
not to scale



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LIVONIA PUBLIC SCHOOLS  
FRANKLIN HIGH SCHOOL  
31000 JOY RD  
LIVONIA, MICHIGAN

**Project No:** 19-046

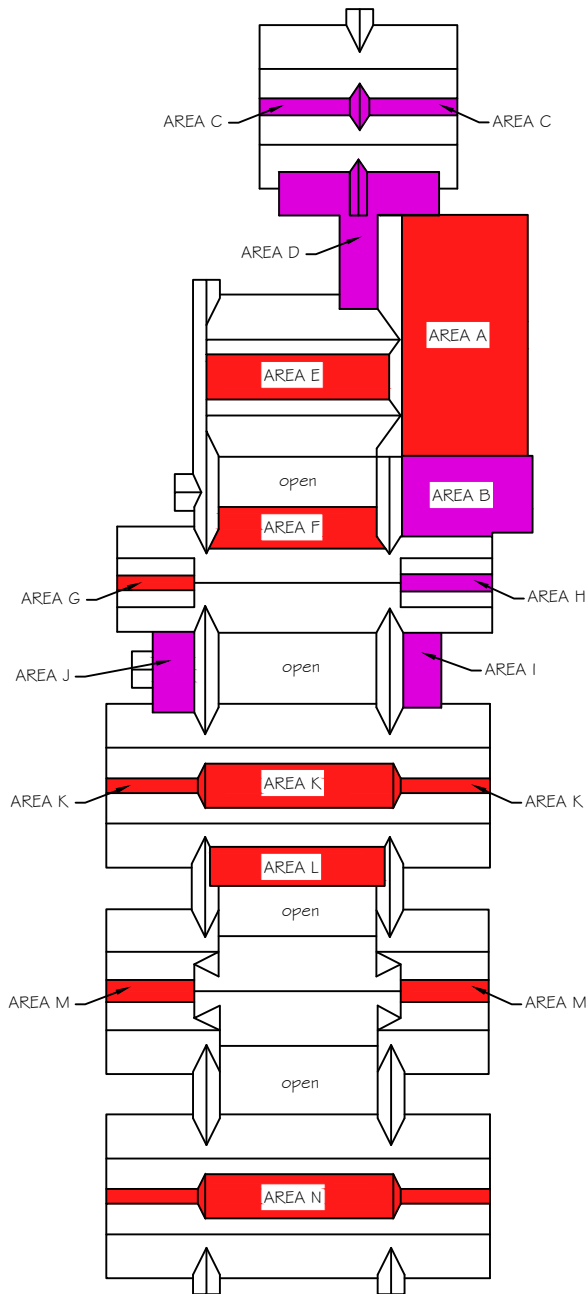
**Drawn By:** JDS

**Detail No:**

**Date:** JUNE, 2017

**Checked By:** MCB

21



2017 SURVEY DATA

CONDITION		SERVICEABLE LIFE	RCI
failed		0 - 1 years	0 - 30
very poor		1 - 3 years	31 - 45
poor		3 - 6 years	46 - 55
fair		6 - 10 years	56 - 65
fair to good		10 - 15 years	66 - 75
good		15+ years	76 - 100

GENERAL NOTES:

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## ROOF AREA PLAN

not to scale

NOTE: components shown are new unless noted as existing



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LIVONIA PUBLIC SCHOOLS  
GARFIELD ELEMENTARY SCHOOL  
10218 ARTHUR ST  
LIVONIA, MICHIGAN

**Project No:** 17-043

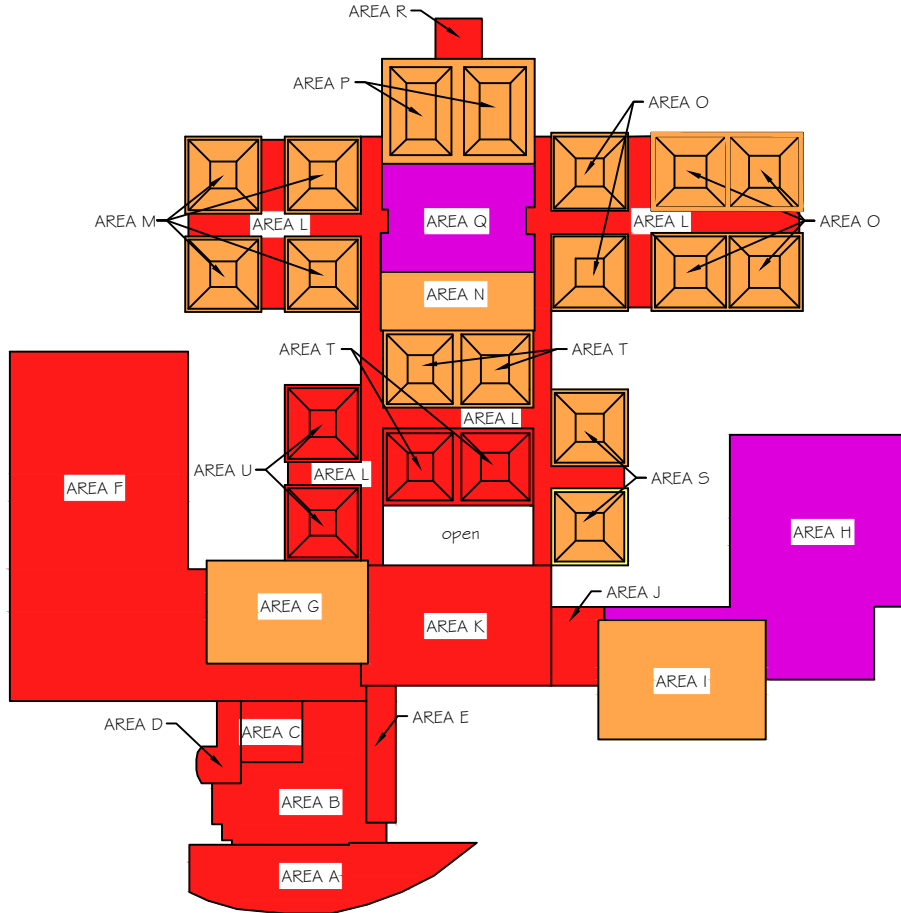
**Drawn By:** JDS

**Detail No:**

**Date:** JUNE, 2017

**Checked By:** MCB

5



NOTE: condition status for each area was updated in '21 based on 2017 information, but not verified in-field.

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poor		3 - 6 years	46 - 55
fair		6 - 10 years	56 - 65
fair to good		10 - 15 years	66 - 75
good		15+ years	76 - 100

## ROOF AREA PLAN

not to scale

NOTE: components shown are new unless noted as existing



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LIVONIA PUBLIC SCHOOLS  
 GRANT ELEMENTARY SCHOOL  
 9300 HUBBARD ST  
 LIVONIA, MICHIGAN

<b>Project No:</b> 17-043	<b>Drawn By:</b> JDS	<b>Detail No:</b>  6
<b>Date:</b> JUNE, 2017	<b>Checked By:</b> MCB	