



April 29, 2014

Mr. Kerry M. Leider
Property & Risk Manager
Duluth Public Schools
215 N. 1st Avenue East
Duluth, MN 55802

RE: 2014 Congdon Park Elementary School – Roof Replacement Project
Construction Observation Services

Dear Mr. Leider:

AMBE LTD. is pleased to provide you with this proposal for the professional consulting and construction observation services for the 2014 Re-Roofing/Masonry Repairs at Congdon Park Elementary School. Our services will include:

Periodic site observations, review of contractor submittals, and a pre-construction meeting with the interested parties to discuss project safety, staging, work schedule and installation procedures. The roofing contractor's superintendent, project foreman and any sub-contractors will be required to attend this meeting. Formal pre-construction meeting minutes will be issued to all parties.

During the construction phase, AMBE LTD. will conduct periodic site inspections to observe the construction process, verify contractor compliance with the construction documents and to verify manufacturer's installation requirements. Daily field reports and photo documentation will be provided as part of this service. Any necessary field design or design modifications will be included as a part of this service. Project administration and coordination of all pertinent communication and correspondences will also be provided. A final project inspection and close out punch list will be provided prior to the project final acceptance.

We have discussed the project schedule with Mark Ziells of the Jamar Company to determine a suitable inspection and site visit schedule to properly ensure the project goes smoothly and that the work is properly completed in accordance to the project documents.

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Based on the Contractor's schedule, we anticipate the project to be 8-10 weeks. We would provide approximately 2 days of inspection/site visits per week on average. In the first 2 weeks of the project we may be on site 2-3 days per week during the demolition and major start up work. Once things are running smoothly, we would anticipate 1-2 days per week depending on what work is being completed and the production of the Contractor.

Based on this information we recommend budgeting \$22,000.00 for the construction observation services.

Construction Administration Phase Services:

- Pre-construction meeting, submittal review and construction observations and final project closeout.
- Periodic construction observation and administration(NTE) **\$22,000.00**
- This budget figure is based on the assumption of approximately 16 to 24 hours per week for a Registered Roof Consultant/Senior Consultant based on 8-10 weeks of construction. This budget includes all travel expenses, office expense, and site observation time.

It is our experience that on projects of this type the actual construction observation will be a combination of short one-day site visits and 1 or 2 weekly 2 - 3 day construction observation periods. The number of inspections will vary depending on the weather conditions, contractor performance, and possible unforeseen conditions.

If you should have any questions regarding this proposal or require any further information pertaining to our services, please contact me at MikeJ@ambeltd.com or 612-867-2414.

Respectfully,

A handwritten signature in black ink that reads "Mike Johnson RRC". The signature is written in a cursive, flowing style.

Mike Johnson, RRC
AMBE LTD.