



## ROOFING TECHNOLOGY ASSOCIATES, LTD.

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38031 SCHOOLCRAFT  
LIVONIA, MICHIGAN 48150-1065  
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January 13, 2020  
Project No. 19-048

Mr. Scott P. Smith  
Plante Moran CRESA  
26300 Northwestern Hwy., Suite 120  
Southfield MI 48076  
[Scott.smith@plantemoran.com](mailto:Scott.smith@plantemoran.com)

RE: ROOF REMEDIATION SPECIFICATIONS, BIDDING ASSISTANCE AND QUALITY CONTROL MONITORING SERVICES  
Livonia Public Schools  
Hayes Elementary School  
Westland, MI

Dear Mr. Smith:

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 Hayes Elementary School added to the scope of the 2021 reroofing program. The building has approximately 52,330 square feet of roofing.

The subject facility is a school facility which is generally one and/or two stories in height. The existing roofs are generally low-sloped and are covered with a PVC 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 2020, 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:  
Hayes Elementary School..... \$23,444**

The fixed fee is approximately 2.8% of the preliminary budget of (52,330 square feet @ \$16.00/per square foot = \$837,380) 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 services or by signing below and returning one copy of this proposal to us. Thank you for the opportunity to submit this proposal.

Sincerely,

ROOFING TECHNOLOGY ASSOCIATES, LTD.

Michael C. Bode, RRC  
President

MCB/lab

Attachment

ACCEPTED FOR: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



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## FEE AND RATE SCHEDULE PROFESSIONAL SERVICES

### PERSONNEL

Fees for our services will be based upon the time worked on the project by professional, technical and clerical personnel according to the following schedule:

	<b>PER HOUR</b>
Senior Project Manager .....	\$149.00
Project Manager .....	\$139.00
Senior Roof Consultant .....	\$127.00
Project Roof Consultant .....	\$109.00
Staff Roof Consultant* .....	\$99.00
Senior Roof Technician* .....	\$93.00
Roof Technician* .....	\$82.00
CADD Operator* .....	\$82.00
Secretarial Services* .....	\$55.00

\*For these personnel, overtime work will be charged at a rate equal to 1.3 times the Standard Rate. A premium of 50 percent will be added to hourly rates for depositions and expert witness testimony.

### EXPENSES

The following expenses, when incurred in connection with the project, will be charged at the rates shown:

Transportation, Lodging and Subsistence for Out of Town Travel .....	Cost+15%
Printing, Reproduction, Photographs, Long distance Telephone and Facsimile Charges, Shipping Charges, and Material Purchases .....	Cost+15%
Vehicle Travel for Project .....	\$0.85/Mile
Rental of Specialized Field, Laboratory or Monitoring Equipment .....	Cost+15%

### SUBCONTRACTORS/SUBCONSULTANTS

On projects requiring subcontractors or subconsultants, we will obtain the services of reputable contractors or consultants to perform such work. The fees of these contractors or consultants will be added to our invoices plus a 15% service charge.

### INVOICES

Progress invoices will be submitted to the client monthly and a final bill will be submitted upon completion of our services. Invoices will show charges for different personnel and expenses. Each invoice is due on presentation and is past due thirty (30) days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1½%) per month on past due accounts. We reserve the right to suspend or terminate work under our agreement upon failure of the client to pay invoices when due.