



Certified Consultants and Specifiers

Roof Condition Evaluations

Moisture Testing

Quality Compliance Inspection
during roof construction

January 25, 2013

Mr. Steve Hinchee
Wheaton Park District
1000 Manchester Road
Wheaton, IL 60187

**RE: 1300 N. West Street
Wheaton, IL**

Dear Mr. Hinchee:

Please accept this three-page letter as a formal proposal to provide roof-consulting services for the referenced project. Illinois Roof Consulting Associates, Inc. (IRCA) will prepare a roof project manual containing specifications, sketches and details. We will provide project administration including a pre-bid meeting and a preconstruction meeting. Once the project begins, we will also provide a Quality Compliance Inspector for a period of four, four hour half working days (part time). This is based on a daily production rate of 1,500 square feet.

Should this proposal be acceptable, please authorize us to proceed by signing below and returning one of the two enclosed copies. We will provide a Certificate of Insurance at no charge and upon request.

I look forward to working with you on this project. If any questions should arise, please call me.

Sincerely,

ILLINOIS ROOF CONSULTING ASSOCIATES, INC.


James C. Gruebna, RRC
Project Manager

MJ/tn
1300N West.pro

cc: Mr. Rob Sperl

Illinois Roof Consulting Assoc., Inc.
4302-G Crystal Lake Road
McHenry, Illinois 60050
(815) 385-6560
FAX (815) 385-3581
www.irca.com

Accepted by:


Title:


Date:


Date:

PROJECT SERVICES
PROJECT MANUAL AND QUALITY COMPLIANCE INSPECTION

1300 N. West Street
Wheaton, IL

I. CONSTRUCTION DOCUMENTS AND CONTRACT ADMINISTRATION

- A. Site examination.
- B. Roofing Project Manual design and production.
- C. Preparation of Invitation/Advertisement to Bid.
- D. Pre-bid meeting.
- E. Bid Opening
- F. Preconstruction site meeting.
- G. Bulletin/Change Order initiation.
- H. Two site visits by Project Manager.
- I. Walk-over inspections at Substantial Completion and Contract Close-outs.

II. QUALITY COMPLIANCE INSPECTION

- A. Full time Owner's representation by an experienced and trained Quality Compliance Inspector.
- B. Final report on project:
 - 1. Summary of construction.
 - 2. Evaluation of craftsmanship and performance.
 - 3. Relevant contracts and correspondence.
 - 4. Daily observation log.
 - 5. Photographic evidence.

NOT APPROVED

III. FEE STRUCTURE

- A. Administration, documents, inspection and expenses:
 - 1. Roof Project Manual, Detail Drawings and Contract Administration: \$4,450.
 - 2. Time and Expenses:
 - a. Quality Compliance Inspector:
 - 1. \$ 65.00 per hour on site.
 - 2. \$260.00 per 4 hour day.
 - 3. Not to Exceed 4, four hour days.
 - b. Project Consultation:
 - 1. \$125.00 per hour for services not specified above.
 - 2. Other than the visits included with Contract administration that are required by the Owner.
 - 3. Attendance of meetings requested by the owner, \$320 per meeting.
 - c. Expenses: Included.
- B. Cited fees are applicable until June 30, 2013. Fees will change to current rates January of each calendar year.

IV. AGGREGATE FEE:

• Specifications:	\$ 4,450
• Quality Compliance Inspection, 4, four-hour days @ \$260/day.	\$ 1,040
• Material testing:	\$ 250
TOTAL:	\$ 5,740

NOT APPROVED

\$4,700

\$ 5,740