



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

500

RE: 603 S. Main 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 28 working days. 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. Gruebnaue, RRC  
Project Manager

M:\n  
603S Main.ppt

cc: Mr. Rob Sperl

Accepted by:



Title:



Date:



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

**PROJECT SERVICES**  
**PROJECT MANUAL AND QUALITY COMPLIANCE INSPECTION**

500  
603 S. Main 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 of inspection including:
  - 1. Summary of findings.
  - 2. Recommendations for workmanship and performance.
  - 3. Supporting memoranda 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. \$520.00 per 8 hour day.
      - 3. Not to Exceed 28 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	
• <del>Quality Compliance Inspection, 28 days @ \$520/day.</del>	<del>\$14,560</del>	<b>NOT APPROVED</b>
• Material testing:	\$ 250	
TOTAL:	\$19,260	

\$4,700

