



Certified Consultants and Specifiers

Roof Condition Evaluations

Moisture Testing

Quality Compliance Inspection
during roof construction

September 11, 2019

Mr. Brian Morrow
Wheaton Park District
1000 Manchester Road
Wheaton, IL 60187

**RE: Cosley Zoo
Hail Damaged Roofs – Insurance Rehabilitation Project
Wheaton, IL**

Dear Mr. Morrow:

Please accept this two-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 one visit per week for the duration of the project.

Should this proposal be acceptable, please authorize us to proceed by signing below and returning a copy to us via e-mail or fax. We will provide a Certificate of Insurance at no charge and upon request. If you require a waiver of subrogation there will be an additional charge of \$250.

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

JCG/rh
CosleyZooFacilitySpecQC pro

Illinois Roof Consulting Assoc., Inc.

4302-G Crystal Lake Road

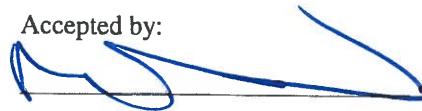
McHenry, Illinois 60050

(815) 385-6560

FAX (815) 385-3581

www.irca.com

Accepted by:



Title:

Executive Director

Date:

10-16-19