



April 7, 2022

Rowan County
130 West Innes Street
Salisbury, NC 28144

Attention: Mr. Don Bringle
Director

Reference: **Task Order**
Engineering Services for Contract Documents and Construction Administration
Facilities Services Roof Replacement
REI Proposal No. P20CLT-063

Dear Mr. Bringle:

In response to our recent discussions, we are pleased to submit this proposal for your consideration. The roof areas outlined in this proposal include the Roof Areas (totaling approximately 38,814 square feet) of the facility located at 425 Airport Road, Salisbury, NC 28147.

The following is an outline of the proposed services for Contract Documents (CD) and Construction Administration (CA):

I. CONTRACT DOCUMENTS

- A. Conduct the site visit(s) to develop detailed Contract Documents for the subject building.
- B. Extract roof samples to identify roof system composition and condition. Submit samples for testing to determine the presence or absence of asbestos containing materials on each bituminous roof area. Cored locations to be repaired with compatible materials.
- C. Perform the following engineering design calculations for all roof areas which will be sealed by a Licensed Engineer:
 - 1. Determine design wind loads in accordance with ASCE 7 as required by the current edition of the State Building Code.
 - 2. Primary and secondary (overflow) drainage for compliance with the current edition of the State Plumbing Code.
 - 3. Existing and proposed roof system R-Value for compliance with the current edition of the State Energy Conservation Code.
 - 4. Estimate existing and proposed roof system dead load unit weights to determine load change and the need for a structural analysis. If a structural analysis is required, REI will coordinate applicable work with a licensed Structural Engineer. The cost for the structural analysis (if necessary) is not included in this proposal.
- D. Prepare comprehensive scaled drawings for conditions present to ensure competitive bids are received. All plans and details to be developed on Computer Aided Drafting (AutoCAD)

- E. Prepare technical specifications for the project.
- F. Issue preliminary Contract Documents for Owner review. Upon acceptance, final Contract Documents will be prepared and submitted.
- G. Provide advertisement for bids to Owner for use in advertising in accordance with applicable laws and/or submit names of three or more qualified Contractors to bid the Contract Documents.
- H. Hold one Pre-Bid Meeting for potential contractors to review the Contract Documents and resolve any questions that may arise during the bid stage of the project.
- I. Bids shall be analyzed and a recommendation made based on low bid, alternates, contractor's past performance and Owner's budget restrictions. Submit a certified Bid Tabulation and recommendation for award.

II. CONSTRUCTION ADMINISTRATION

- A. Complete Owner's recommended Form of Agreement between Owner and Contractor and submit to Owner and Contractor for acceptance.
- B. Issue "Notice to Proceed" with Date of Commencement and construction period established.
- C. Review and accept, as appropriate, shop drawings and submittals as required by the Contract Documents. Return unacceptable submittals to contractor as required until compliance with specifications is realized.
- D. Hold a pre-construction meeting with the successful contractor to ensure a clear understanding of the plans and specifications.
- E. Perform quality assurance site visit once every five working days, Monday through Friday, to verify work is in compliance with the Contract Documents. Photographs will be taken as deemed necessary for documentation. REI cannot comment on work that takes place and covered while REI is not onsite.
- F. Prepare and submit reports from each quality assurance site visit relaying information pertaining to weather, area worked, application methods, material types installed during the site visit, and listing of non-conforming items requiring Contractor's correction.
- G. Certify Contractor's monthly invoicing based on status of work performed as determined from project site visits.
- H. Route any change orders developed to address changes to the contract requirements.
- I. Upon notification by the contractor that the job is substantially complete, a substantial completion inspection will be conducted with REI, Owner, Contractor and Manufacturer personnel. A punch list will be prepared to list any minor items that require further treatment.
- J. Upon notification by the contractor that the job is fully complete, a final inspection will be conducted with REI, contractor and Owner personnel. A final inspection report will be

submitted upon verifying completion or if necessary, an additional punch list will be prepared.

- K. Upon completion of work, verify compliance of warranties and forward to Owner with close out documents and final billing.
- L. Conduct a two-year Contractor Warranty Inspection before the warranty expires to address warranty issues with the Contractor and Manufacturer.

III. PROPOSED SCOPE OF WORK

- A. Roof Areas A, B , C, F, and G: Remove existing roof membrane down to the existing insulation and provide 1.5" roof insulation, cover board and PVC roof membrane along with sheet metal flashing and accessories to provide a complete, watertight, 20-year warrantable roof assembly.
- B. Roof Area D: Remove existing roof membrane down to the existing LWIC and provide mechanically attached base sheet, tapered roof insulation system, interior primary and secondary roof drains, PVC roof membrane along with sheet metal flashing and accessories to provide a complete, watertight, 20-year warrantable roof assembly.
- C. Roof Area E: Remove existing roof system down to the existing concrete deck, fully adhere vapor retarder and provide tapered insulation system, coverboard and PVC roof membrane along with sheet metal flashing and accessories to provide a complete, watertight, 20-year warrantable roof assembly.

IV. OPINION OF PROBABLE CONSTRUCTION COST/ENGINEERING FEES

- A. Based on the anticipated scope of work for this project, the opinion of probable construction costs and proposed engineering fees are:

Estimated Construction Cost*	\$670,450.00
Contingency Allowance	\$30,000.00
Estimated Construction Cost Subtotal	\$700,450.00

Engineering Fees:

Contract Documents	\$30, 400.00
Construction Administration	\$21,300.00
Subtotal	\$51,700.00

Total project estimate	\$752,150.00
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**Estimated construction cost is based on current market conditions at the time of this proposal. Due to unprecedented volatility in the commercial construction industry, wide variations in actual costs should be anticipated at the time this project is bid to contractors. This is due to fluctuations in material and labor costs and availability of certain materials.*

V. PROJECT SCHEDULE

- A. Preliminary Contract Documents shall be completed within sixty (60) days of Notice to Proceed. Final Contract Documents shall be completed and sealed within fifteen (15) days of receipt of comments.

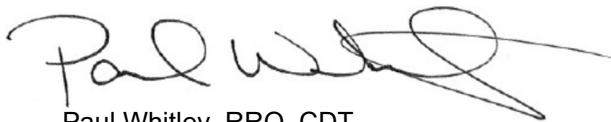
- B. Construction Administration shall be performed during the estimated construction duration and the project closeout process. This work is expected to take ninety (90) calendar days.

If this proposal meets with your approval, please notify us in writing. This proposal will remain firm for a period of thirty (30) days. After that time, we reserve the right to review scheduled commitments and prices.

If you have any questions regarding this matter, please do not hesitate to call.

Respectfully submitted,

REI Engineers



Paul Whitley, RRO, CDT
Project Manager



David Honeycutt, RBEC, RRC, RWC, REWC, RRO
Branch Manager

Task Order Acceptance:

Client will initiate contact when services are required. Assignments made by anyone other than those authorized below are not valid and therefore will not be honored for payment. The following is a list of personnel authorized to make assignments under the Design Agreement:

1. Aaron Church – County Manager
2. James Howden – Finance Director
3. Anna Bumgarner – Purchasing Director

Rowan County _____

Client

Printed Name

Title

Signature

Date