



October 10, 2022

Rowan County
130 West Innes Street
Salisbury, NC 28144

Attention: Don Bringle
Director

Reference: Proposal for Engineering Services
Rowan County Library Headquarters
Roof Repairs
REI Proposal No. P21CLT-096

Dear Mr. Bringle:

In response to our recent discussions, we are pleased to submit this proposal for your consideration. The roof repair areas outlined in this proposal include the areas around 4 Dormers, 4 Chimneys, Gutters and Soffits on the steep slope roof areas of the facility located at 201 W Fisher Street, Salisbury, NC 28144.

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 underlayment composition and condition. Submit samples for testing to determine the presence or absence of asbestos containing materials. Cored locations to be repaired with compatible materials.
- C. 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)
- D. Prepare technical specifications for the project.
- E. Issue preliminary Contract Documents for Owner review. Upon acceptance, final Contract Documents will be prepared and submitted.
- F. 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.
- G. 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.

- H. 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. Replacement/repair of 4 dormers and associated wood/window construction to meet Historical Requirements. *Existing slate to be reused

- B. Replacement/repair of 4 chimney flashings, masonry repoint and installation of masonry waterproofing sealer. *Existing slate to be reused.
- C. Replace hip and ridge cap.
- D. **Alternate 1** – Remove existing copper gutter seam repairs, clean, and reseal copper gutter joints and downspout connection at gutter. Replacement/repair of deteriorated fascia/soffit wood construction as allowable with existing copper gutter in place.
- E. **Alternate 2** - Remove existing gutter system down to the existing wood fascia/soffit, replacement/repair of deteriorated fascia/soffit wood construction, and provide new copper gutter, downspouts, and accessories.

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:

Probable Construction Cost

Estimated Dormer Repair Cost	\$120,000.00
Estimated Chimney Repair Cost.....	\$40,000.00
Estimated Hip/Ridge Cap Replacement Cost.....	\$16,000.00
Estimated Alternate No 1	\$30,000.00
Estimated Alternate No 2*	\$90,000.00
Estimated Contingency Allowance.....	\$15,000.00
Estimated Construction Cost Subtotal (based on Alt 2 acceptance*).....	\$281,000.00

Engineering Fees:

Contract Documents.....	\$19,700.00
Construction Administration	\$16,000.00
Engineering Cost Subtotal.....	\$35,700.00

Total Project Estimate \$316,700.00

V. PROJECT SCHEDULE

- A. Preliminary Contract Documents shall be completed within ninety (90) days of Notice to Proceed. Final Contract Documents shall be completed and sealed within fourteen (14) 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 sixty (60) 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

A handwritten signature in black ink, appearing to read 'Paul Whitley', with a stylized flourish at the end.

Paul Whitley, RRO, CDT
Project Manager