



Malas Engineering LLC

Integrated Innovative Solutions and Excellence in Engineering

April 9, 2016

Proposal ID: ME 122

Peter C. Daniels, P.E.

Principal Engineer

City of West Allis Engineering Department

7525 W. Greenfield Avenue

West Allis, WI 53214

Re: Engineering Services for Façade Repairs Construction (Phase 3) –West Allis City Hall
7525 West Greenfield Avenue, West Allis, Wisconsin.
ME Project No.: PUM-1024-CWestAllis

Dear Mr. Daniels:

The following is our proposal for assistance in the construction oversight and management engineering services associated with the façade repairs bidding and construction phase.

Scope of Services

Malas Engineering and INSPEC, Inc. jointly will assist the City working with City assigned Project Manager in the construction inspection, management and delivery of the City Hall Façade Repairs Construction. These services includes:

- Assist in the pre-bid, bid and award process.
- Provide a bid review and recommendation.
- Participate in a pre-construction meeting and ongoing bi-weekly progress meetings.
- Project Coordination
- Staging and Construction Sequencing Review and Coordination.
- Provide ongoing field review and inspection with field notes and photographic documentation during the entire construction process.
- Review submittals, shop drawings and test data.
- Provide weekly progress reports.
- Provide comprehensive as-built repair documents.
- Execute punch list, obtain warranty information and project close out.

These services provided predominately by INSPEC with Malas Engineering providing assistance in overall project QC/QA, Project Coordination, Submittals Review, Spot Inspection, and Construction Oversight.

SERVICES PROVIDED BY CLIENT/OTHERS

The following services/materials will be provided by the City or others:

- Building access and usage restriction and limitation.
- Assigned Project Manager.
- Clearinghouse for submittals, Shop Drawings, and RFIs.
- Participation in inspection and development of punch lists.

PROPOSED FEES

The total effort for the prescribed services is thirty four thousand seven hundred and seventy six dollars (\$34,776.00) based on Time and Materials Not-To-Exceed. The effort is broken down as follows:

Malas Engineering LLC	\$7,776.00
Inspec Inc	<u>\$27,000.00</u>
Total	\$34,776.00

This is based on ten weeks of construction between June and August of 2016. Authorized additional services to be paid at an hourly rate of \$129.60 for Malas Engineering LLC, and \$150 for INSPEC, Inc.

Closing

If you should have any questions regarding this proposal or require additional information, please feel free to contact me. If this is agreeable to you, please sign and return this proposal. Again, thank you for this opportunity and we look forward to continue working with you.

Very truly yours,



Mahmoud (Mac) N. Malas, PE
Senior Engineer/Principal Engineer

Signature

Title

Date

Attached: INSPEC, Inc. Proposal Dated April 7, 2016

CC: Allan C. Francois, AIA



April 7, 2016

Smart engineering of
roofs, walls, pavements
and waterproofing

Mr. Mac Malas, PE
W148 N6912 Terriwood Drive
Menomonee Falls, WI 53051

Re: Construction Management/Inspection Services
West Allis City Hall - Façade Repair Work
7525 West Greenfield Avenue
West Allis, Wisconsin

Dear Mr. Malas:

Thank you for your interest in our services. The following is our proposal for bidding and construction services associated with the façade repairs identified in the “West Allis City Hall Façade Repairs” construction documents.

PROJECT DESCRIPTION

Malas Engineering and Inspec jointly preformed a comprehensive façade critical examination and have completed construction documents to execute the respective repairs identified in the report. We are now submitting a proposal to provide assistance the City in the bidding and construction process as follows:

- Assist in the pre-bid, bid and award process.
- Provide a bid review and recommendation.
- Participate in a pre-construction meeting and ongoing bi-weekly progress meetings.
- Provide ongoing field review and inspection with field notes and photographic documentation during the entire construction process (based on a 10 week construction duration).
- Review submittals, shop drawings and test data.
- Provide weekly progress reports.
- Provide comprehensive as-built repair documents.
- Execute punch list, obtain warranty information and project close out.

PROPOSED FEES

Inspec will work jointly with Malas Engineering design and perform the work described above on a time and material basis not to exceed fee of \$27,000.00. Additional services can be provided upon authorization at a rate of \$150.00 per hour.

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Fax 414-744-6981

Chicago

Milwaukee

Minneapolis

www.inspec.com

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West Allis City Hall
Construction Management and
Inspection Services
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REMARKS

If you should have any questions regarding this proposal or require additional information, please feel free to contact our office.

Very truly yours,

INSPEC



Allan C. Francois, AIA
Senior Project Manager

Accepted By: Malas Engineering LLC

By: _____

Title: _____

Date: _____