



March 26, 2024

Rob Hutter  
Assistant City Engineer  
City of West Allis  
7525 W. Greenfield Avenue  
West Allis, WI 53214

**Re: Roof Consulting Services | Project Management, Specification, Quality Compliance Observation**  
West Allis Library (Roof Areas E & F) – West Allis, WI

Dear Rob,

Please accept this letter and attachment(s) as our proposal to provide roof consulting services for the West Allis Library located at 7421 W. National Ave., West Allis, WI 53214. Interstate Roof Systems Consultants, Inc. proposes the following services:

**Roofing Project Manual and Bidding Coordination**

This service takes place in three phases. In *Pre-design*, basic decisions about roofing systems and initial estimates are made. During the *Document Design* phase, the roofing specifications, drawings and details are developed, refined, and finalized. For the *Bidding* phase, a list of qualified contractors is compiled, a pre-bid meeting is conducted, and (after bids are submitted to the owner), the lowest responsible bid is verified. Once the owner approves the bid, IRSC provides the contract forms and assists in their execution.

**Project Management and Construction Administration**

This service takes place during the construction phase of your roofing project. Services consist of conducting a pre-construction meeting, reviewing and approving pay requests, monitoring and developing change orders to the contract, preparing the punch list at project completion and reviewing the warranty and project close-out tasks.

**Periodic Quality Compliance Observation**

During the *Roofing* phase, a pre-construction meeting is conducted, and a periodic on-site representative is provided to assure that the contractor's installation complies with the specification quality and standards as set forth during the *Design* and *Bidding* phases. The observer also performs site-use coordination with management and assists in dealing with unforeseeable roof construction conditions. Construction observation reports are completed after each site visit and a final inspection is performed at the end of the project.

If this proposal is acceptable, please authorize us to proceed under the Fee Schedule and return a copy to us. Please feel free to call with any questions. I am looking forward to working with you on this project.

Sincerely,

INTERSTATE ROOF SYSTEMS CONSULTANTS, INC.

David C. Velcheck, CCS, RRC  
President  
[dvelcheck@irscinc.com](mailto:dvelcheck@irscinc.com)

***Roof & Building Envelope Solutions. Nationwide.***



## **CONSTRUCTION PROJECT SERVICES**

Roofing Project Manual, Bidding Coordination, Project Management,  
Periodic Quality Compliance Observation

### **I. DESIGN PHASE**

- A. Design of a new single-play roof system.
- B. Review and coordinate the logistics of the project and discuss potential project phases.
- C. Core extraction for asbestos testing. Samples will be taken from the flashings and sent to a certified lab for determination of any asbestos material and the percentage amount contained within such material.

### **II. BIDDING COORDINATION PHASE**

- A. Assist owner in the solicitation of bids and create a "Bidders List".
- B. Conduct a pre-bid meeting and walk-through. Prepare and distribute meeting minutes.
- C. Assist owner in the review of bids and discuss possible implementation strategies.
- D. Provide recommendations to owner for award of contract.

### **III. CONSTRUCTION ADMINISTRATION PHASE (Project Management & Periodic Quality Compliance Observation).**

- A. Conduct a pre-construction meeting. Prepare and distribute meeting minutes.
- B. Review and approval of contractor submittals. (Includes pay requests, change orders, and warranty).
- C. Periodic site visits and weekly construction progress meetings.
- D. Provide a Substantial Completion inspection and creation of a "Punch List".
- E. Assist the owner in project close-out.



**IV. FEE SCHEDULE**

- A. Design and Bidding Phases:  
Lump sum = \$5,850.00
  - a. Includes core extraction for asbestos testing – minimum three samples.
- B. Project Management Services:  
Lump sum = \$1,750.00
  - a. Includes pre-construction meeting and project close-out.
- C. Quality Compliance Inspection:
  - 1. Periodic visits on-site including travel and report preparation: \$750.00.
  - 2. Recommended QCO: 4 site visits.
  - 3. 4 site visits @ \$750.00 = \$3,000.00
    - a. Budget may be adjusted at owner’s request based on project requirements.
  - 4. Final inspection = \$1,200.00
- D. Total recommended project budget: **\$11,800.00.**
- E. Additional project staff time and expenses other than specified:
  - 1. Sr. Project Manager: \$150.00 per hour portal to portal.
  - 2. Project Manager: \$130.00 per hour portal to portal.
  - 3. Project Assistant: \$95.00
  - 4. Roof Technician: \$89.00
  - 5. Authorized reimbursement expenses: cost plus 10%.
- F. Fees are applicable through April 15<sup>th</sup>, 2024.
- G. Should this proposal be accepted, please authorize by signing below and returning a copy to us.

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_