



October 24, 2019

EXHIBIT A

Indian River County
1801 27th Street
Vero Beach, FL 32960

Attention: Richard B. Szpyrka P.E.
Public Works Director

Reference: Proposal for Engineering Services
Contract Documents and Construction Administration
Main Library Roof Replacement
REI Proposal No: P18TPA-030

Dear Mr. Szpyrka:

In response to our recent discussions, we are pleased to submit this proposal for your consideration. The roof areas outlined in this proposal include roof sections of the facility located at 1600 21st Street, Vero Beach, Florida 32960 (totaling approximately 29,555 square feet). The following is an outline of the proposed services for Contract Documents and Construction Administration:

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. 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:
 - D. Determine design wind loads in accordance with ASCE 7 as required by the current edition of the State Building Code.
 - E. Determine Primary drainage for compliance with the current edition of the State Plumbing Code.
 - F. Determine Existing and proposed roof system R-Value for compliance with the current edition of the State Energy Conservation Code.
 - G. 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.

- H. 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).
- I. Prepare technical specifications of the removal or other preparation of the existing roofing system(s), roof system(s) and sheet metal for the building.
- J. Issue preliminary Contract Documents for Owner review. Upon acceptance, final Contract Documents will be prepared and submitted.
- K. Provide bidding assistance to Owner.
- L. Attend 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.
- M. 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. 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.
- B. Attend a pre-construction meeting with the successful contractor to ensure a clear understanding of the plans and specifications.
- C. 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.
- D. 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.
- E. Review any change orders developed by the owner as needed to address changes to the contract requirements.
- F. 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.
- G. Upon completion of work, verify compliance of warranties and forward to Owner with close out documents and final billing.
- H. Conduct a 2-year Contractor Warranty Inspection before the warranty expires to address warranty issues with the Contractor and Manufacturer.

III. PROPOSED SCOPE OF CONSTRUCTION WORK

- A. Remove existing roof systems down to the existing structural deck and provide new roof system along with sheet metal flashing and accessories to provide a complete, watertight, warrantable roof assembly.

IV. ESTIMATED CONSTRUCTION COSTS & ENGINEERING FEES

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

Engineering Fees:

Contract Documents:

Contract Documents \$18,450.00

Bidding..... \$1,250.00

Construction Administration:

Construction Administration \$13,550.00

Total Engineering Fee..... \$33,250.00

V. PROJECT SCHEDULE

- A. Preliminary Contract Documents shall be completed within thirty (30) days of Notice to Proceed. Final Contract Documents shall be completed and sealed within ten (10) 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 forty-five (45) days 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, please do not hesitate to call.

REI Engineers



Mark Renninger, PE, RRC, PRC

Branch Manager