

Architects
Engineers
Roof Consultants

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PROPOSAL FOR PROFESSIONAL SERVICES

January 11, 2023

Mr. Gabe Reaume
City Manager
City of Saginaw
P. O. Box 79070
Saginaw, Texas 79179

Email: greaume@saginawtx.org

Re: Engineering/Roof Consulting Services
Preliminary Proposal

Facility: City of Saginaw Police Station
Saginaw, Texas

RTSI Project No.: 23-310

Dear Mr. Reaume:

Roof Technical Services, Inc. (RTSI) proposes to provide the following professional Engineering/Roof Consulting Services for the above reference project.

Phase 1: PREPARATON OF BID DOCUMENTS

- Make an inspection to investigate the various existing construction conditions including employing a roofing contractor to assist with access to the various roof areas as required, an allowance of 850.00 included for hiring the contractor.
- Prepare construction bid documents for the Reroofing of the Saginaw Police Station project including detailed plans and specifications outlining the required scope of work. Final documents to be signed and stamped by an RTSI registered professional engineer.
- Employ a MEP engineering firm to assist with the mechanical and electrical work required for this project (if any). An allowance of \$2,500.00 is included for this item. Actual costs will be determined later as the needs are further assessed.
- Provide a PDF copy of the bid documents to client.

- Prepare an Invitation to Bid/Request for Proposals document for the purpose of soliciting contractor bids.
- Conduct a Pre-Bid Meeting at the project site with prospective bidders.
- Review with client a list of recommended qualified roofing contractors to bid the project.
- Review contractor bids and make a recommendation to client.

RTSI shall provide the above Engineering/Roof Consulting Services for a fee of \$26,275.00. This fee is subject to state sales tax unless owner provides a tax-exempt certification.

Phase 2: CONSTRUCTION ADMINISTRATION SERVICES:

- Assist client in the preparation of the contract between owner and contractor.
- Receive and review contractor's submittals.
- Conduct a pre-construction meeting with contractor at the site.
- Conduct weekly progress meetings with contractor at the project site or virtually.
- Make periodic inspections of the contractor's work and provide client with written inspection reports.
- Review contractor's progress billings and submit to owner.
- Conduct a substantial completion inspection and prepare a written punch list of items remaining to complete or correct.
- Conduct a final inspection.
- Review contractor's warranties and other close-out documents.

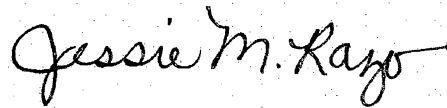
RTSI shall provide the above Engineering/Roof Consulting Services on a time and expenses basis. Our budget estimate for these services would be \$36,700.00. These services are subject to state sales tax unless owner provides a tax-exempt certification.

ADDITIONAL SERVICES

If additional roof consulting services are requested, the services shall be billed on an hourly rate plus reimbursables expenses. See Conditions of the Contract, Sections 8 and 9 for these rates.

Please read the attached **Conditions of the Contract** before signing and returning for our records. Roof Technical Services, Inc. shall schedule the services to be provided once an agreement has been accepted. Thank you for considering Roof Technical Services, Inc. and we look forward to working with you in solving your roofing problems.

Respectfully Submitted By _____



Jessie M. Razo, Executive Administrator
ROOF TECHNICAL SERVICES, INC.

Accepted this ____ day of _____, 20__.

By: _____

Company: _____

Address: _____

Phone & Fax: _____

Email Address: _____

CONDITIONS OF THE CONTRACT

1. Cost estimates are made on the basis of experience and represent our best estimates. Roof Technical Services Inc., cannot, and does not, guarantee that proposals, bids or actual Project or Construction Costs will not vary from opinions of probable cost prepared by us.
2. All documents, including Drawings and Specifications, prepared by Roof Technical Services, Inc. are instruments of service in respect to this Project and are not intended, or represented to be suitable for reuse by Owner, Owner's Representative, or others on extensions of the Project or any other project.
3. Roof Technical Services, Inc., shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by Contractor(s) or the safety precautions and programs incident to the work of the Contractor(s).
4. Jobsite observations shall be made as specified within this document. During such observations, Roof Technical Services, Inc., shall keep the Owner or Owner's Representative advised as to the progress, shall endeavor to guard Owner against defects and deficiencies in such work, and may disapprove or reject work failing to conform to the Contract Documents. Roof Technical Services, Inc. shall not be responsible for the failure of the Contractor(s) to perform the work in accordance with the Contract Documents.
5. Roof Technical Services, Inc. shall not be responsible for the acts or omissions of any Contractor, or subcontractor, or any of the Contractor(s)' or subcontractor(s)' agents or employees or any other persons (except Roof Technical Services' own employees and agents).
6. All claims, counterclaims, disputes, and other matters in question between the parties hereto, arising out of or relating to this Agreement or the breach thereof, may be decided by arbitration, in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association.
7. ALL DEMANDS FOR ARBITRATION AND ALL ANSWERING STATEMENTS THERETO, WHICH INCLUDE ANY MONETARY CLAIM, MUST CONTAIN A STATEMENT THAT THE TOTAL SUM OR VALUE IN CONTROVERSY, AS ALLEGED, BY THE PARTY MAKING SUCH DEMAND OR ANSWERING STATEMENT, IS NOT MORE THAN \$100,000.00.
8. Below are the costs for our standard reimbursable expenses.

REIMBURSABLE EXPENSES

Prints/Copies	0.15 per page
Blue Prints	0.32 per square foot
Mylar Sepias	1.60 per square foot
Plotting Bond	1.50 per square foot
Plotting Vellum	2.00 per square foot
Fax	0.50 per page
Notary Service	10.00 per each
Travel	Current IRS Rate
Parking	18.00 per day
Long Distance Fax or Phone	Direct Cost
Air Fare	Direct Cost
Taxi	Direct Cost
Car Rental	Direct Cost
Hotel	Direct Cost
Meals	Direct Cost
Express Mail/Courier	Direct Cost

Postage	Direct Cost
Core Repair	Direct Cost
Outside Consultants/Engineers/Architects	Direct Cost
Other Outside Services	Direct Cost

9. The cost of the work provided shall be based upon the following hourly rates.

HOURLY RATES*

Principal Engineer	375.00 dollars per hour
Director of Engineering	330.00 dollars per hour
Senior Engineer	320.00 dollars per hour
Senior Architect	300.00 dollars per hour
Registered Roof Consultant	290.00 dollars per hour
Senior Roof Consultant	250.00 dollars per hour
Senior Construction Consultant	250.00 dollars per hour
Infrared Thermographer	220.00 dollars per hour
Construction Consultant	215.00 dollars per hour
Laboratory Manager	215.00 dollars per hour
Designer	195.00 dollars per hour
Project Manager	165.00 dollars per hour
Registered Roof Observer	165.00 dollars per hour
Drone Operator	140.00 dollars per hour
Technical Assistant	140.00 dollars per hour
Field Observer	140.00 dollars per hour
Project Administrator	105.00 dollars per hour
CADD Drafting	105.00 dollars per hour
Report Processor	90.00 dollars per hour
Clerical	80.00 dollars per hour

These rates are based upon 8-hour work days and 40-hour work weeks. Overtime shall be charged in the event that either the 8-hour workday or the 40-hour work week is exceeded. Overtime shall be charged in the amount of 1.5 times the hourly rate and for services performed on Saturdays. Overtime shall be charged in the amount of 2.0 times the hourly rate for services performed on Sundays and on holidays. A minimum of 4 hours shall be billed for any observation time or consulting work out of the office. A minimum of 2 hours shall be billed for report preparation.

LABORATORY SERVICES

ASTM D3617 Built-up Roof Test Cut	500.00 dollars per each
ASTM D2829 Built-up Roof Test Cut	550.00 dollars per each
Modified Desaturation – ASTM 3746 BU Roof Test Cut	750.00 dollars per each
Modified Desaturation Coal Tar Pitch – ASTM 3746 BU Roof Test Cut	950.00 dollars per each
ASTM D36-95 Softening Point	275.00 dollars per each
ASTM D1863 Gradation of Roofing Gravel	150.00 dollars per each
Moisture Content - Oven Drying Method	350.00 dollars per each
Core Sample Testing	75.00 dollars per each
Infrared Photography/Moisture Survey Equipment	Hourly + travel time
FM Wind Uplift Testing	Hourly + travel time
Photographic Analysis	300.00 dollars per each
Fastener Pull Testing	Hourly + travel time
TPO/PVC Membrane Test	150.00 dollars per each
Water Column Test (performed under guidelines of ASTM D5635)	175.00 dollars per each

10. Additional services, beyond the original agreed upon Scope of Work, shall be provided based on the reimbursable expenses and hourly rates provided in Sections 8 and 9 listed above.
11. In accordance with Section 151.0101(a)(9) of the Texas Tax Code, firms specializing in technical professional expertise, such as forensic engineering, fire/explosion sciences, electrical engineering, mechanical engineering, traffic/transportation engineering, vehicular accident reconstruction and analysis, civil/structural engineering, safety engineering, and toxicology are frequently hired by insurance companies, law firms representing insurance companies, insured individuals with claims against insurance companies, or law firms representing insured individuals against an insurance company is subject to sales tax.
12. **BILLING/PAYMENTS:** Payment is due 15 days from receipt of the Invoice. The Firm or Individual engaging RTSI is responsible for payment of charges and agrees to pay interest in the amount of 1% per month for all fees, which have not been paid within 30 days from the date of the invoice. In the event any portion of an account remains unpaid 90 days after billing, the Client shall pay cost of collection, including reasonable attorneys' fees.
13. Either Party upon 7 days written notice may terminate this Agreement. The Firm or Individual engaging RTSI agrees to pay for all Services rendered to the date of termination including all Reimbursable Expenses and Termination Expenses.
14. **Severability and Survival:** If any of the provisions contained in this Contract are held for any reason to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability will not affect any other provision, and this Contract will be construed as if such, invalid, illegal or unenforceable provision had never been contained herein.