

Leslie E. Heidrick, CPA
Assistant County Manager/
Finance Director



Harley L. Will, CPA
Assistant Finance Director

Rowan County Finance Department

130 West Innes Street • Salisbury, NC 28144-4326
Telephone 704-216-8170 • FAX 704-216-8110

MEMORANDUM

TO: Rowan County Board of Commissioners
Aaron Church, County Manager

FROM: Leslie E. Heidrick, Assistant County Manager/Finance Director *LEH*
David Sifford, Purchasing Agent *DS*

RE: Approval of Task Orders for Health Department and Detention Center Roofing System Replacements

DATE: September 9, 2016

During fiscal year 2014, the County entered into a five-year Master Service Agreement with REI Engineers, Inc. (REI) for roofing projects. During the fiscal year 2017 annual budget process, appropriations to replace the roofing systems at the Health Department and Detention Center were approved. REI has submitted proposals for engineering services, including contract documents and construction administration, for these two projects. The proposed costs are as follows:

	<u>Engineering Fees</u>	<u>Total Project Costs</u>
Health Department	\$ 41,360	\$ 558,360
Detention Center	45,520	614,520

These costs are within the approved fiscal year 2017 budget. Copies of the proposals are attached.

Staff's Recommendation: It is the recommendation of the Facilities Management Department and the Finance Department that task orders from REI Engineers, Inc. for roofing replacement projects at the Rowan County Health Department and the Rowan County Detention Center be approved in amounts not to exceed \$41,360 and \$45,520, respectively.

REI ENGINEERS

1927 J.N. PEASE PLACE, SUITE 201, CHARLOTTE, NC 28262
PHONE 704.596.0331 FAX 704.596.0533



February 5, 2016

Rowan County
130 West Innes Street
Salisbury, North Carolina 28144

Attention: Mr. Don Bringle

Reference: Proposal for Engineering Services
Contract Documents and Construction Administration
Rowan County Health Department Roof Replacement
REI Proposal No. P16CLT-021

Dear Mr. Bringle:

In response to our recent discussions, we are pleased to submit this proposal for your consideration. The roof areas outlined in this proposal include the main roof area, two lower canopy roof areas and standing seam metal entrance area (totaling approximately 45,600 square feet) of the facility located at 1811 E Innes St, Salisbury, NC 28146. 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. Submit samples for testing to determine the presence or absence of asbestos containing materials on each bituminous roof area. 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:
 1. Determine design wind loads in accordance with ASCE 7 as required by the current edition of the State Building Code.
 2. Primary and secondary (overflow) drainage for compliance with the current edition of the State Plumbing Code.
 3. Existing and proposed roof system R-Value for compliance with the current edition of the State Energy Conservation Code.
 4. 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.
- D. 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).

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- E. Prepare technical specifications of the removal or other preparation of the existing roofing system(s) and installation of the insulation, roof system(s) and sheet metal for the building.
- F. Issue preliminary Contract Documents for Owner review. Upon acceptance, final Contract Documents will be prepared and submitted.
- G. 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.
- H. 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.
- I. 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. Main Roof Area and Two Canopies: Remove existing roof system down to the existing structural deck. Prepare, prime, and coat the existing steel deck with a rust inhibitive coating* and provide new thermoplastic, single ply roof system along with sheet metal flashing and accessories to provide a complete, watertight, 20-year warrantable roof assembly.

*Based upon our limited observations at two core cut openings in the roof system, corrosion was observed on the surface of the steel roof deck. The estimated construction cost assumes coating of the steel deck throughout the entire roof area. The quantity for steel deck restoration will be further defined during CD phase.

- B. Front Entrance Area: Remove existing metal roof system and provide new structural standing seam metal roof system along with sheet metal flashing 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:

Re-roof Above Areas	\$378,000.00
Steel deck restoration.....	\$114,000.00
Contingency Allowance.....	<u>\$25,000.00</u>
Subtotal	\$517,000.00
Engineering Fees:	
Contract Documents	\$25,850.00
Construction Administration	<u>\$15,510.00</u>
Subtotal	\$41,360.00
Total Project Cost	\$558,360.00

V. PROJECT SCHEDULE

- A. Preliminary Contract Documents shall be completed within forty-five (45) 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 forty-five (45) 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



Max Morrill
EIT, RRO
Project Manager



Jeremiah Webster
PE, RBEC, RRC, REWC, RWC, RRO
Project Engineer



REI ENGINEERS

1927 J.N. PEASE PLACE, SUITE 201, CHARLOTTE, NC 28262
PHONE 704.596.0331 FAX 704.596.0533



July 26, 2016

Rowan County
130 West Innes Street
Salisbury, North Carolina 28144

Attention: Mr. Don Bringle

Reference: Proposal for Engineering Services
Contract Documents and Construction Administration
Rowan County **Detention Center** Roof Replacement
REI Proposal No. P16CLT-122

Dear Mr. Bringle:

In response to our recent discussions, we are pleased to submit this proposal for your consideration. The roof areas outlined in this proposal include the multiple ballasted EPDM roof areas (totaling approximately 34,610 square feet) of the facility located at 115 W Liberty St, Salisbury, NC 28144. 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. Submit samples for testing to determine the presence or absence of asbestos containing materials on each bituminous roof area. 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:
 1. Determine design wind loads in accordance with ASCE 7 as required by the current edition of the State Building Code.
 2. Primary and secondary (overflow) drainage for compliance with the current edition of the State Plumbing Code.
 3. Existing and proposed roof system R-Value for compliance with the current edition of the State Energy Conservation Code.
 4. 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.
- D. 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).

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- E. Prepare technical specifications of the removal or other preparation of the existing roofing system(s) and installation of the insulation, roof system(s) and sheet metal for the building.
- F. Issue preliminary Contract Documents for Owner review. Upon acceptance, final Contract Documents will be prepared and submitted.
- G. 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.
- H. 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.
- I. 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. Remove existing roof system down to the existing structural deck. Prepare, prime, and adhere new vapor retarder, insulation system, and new roof system along with sheet metal flashing and accessories to provide a complete, watertight, 20-year warrantable roof assembly.

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:

Re-roof Above Areas	\$554,000.00
Contingency Allowance.....	<u>\$55,000.00</u>
Subtotal	\$569,000.00
Engineering Fees:	
Contract Documents	\$28,450.00
Construction Administration	<u>\$17,070.00</u>
Subtotal	\$45,520.00
 Total Project Cost	 \$614,520.00

V. PROJECT SCHEDULE

- A. Preliminary Contract Documents shall be completed within sixty (60) 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 seventy-five to ninety (75-90) 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.



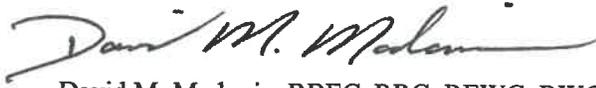
REI Proposal No. P16CLT-122

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Respectfully submitted,

REI Engineers



David M. Madonia, RBEC, RRC, REWC, RWC, RRO, CCS, CCA, LEED AP
Executive Vice President

