



FACILITY CONSULTING GROUP

August 16, 2024

Mr. Marshall Fuller
Director, Facility Services Dept.
Durham Technical Community College
1637 E. Lawson St.
Durham, NC 27703

Re: Proposal for Roof Design, Contract Administration
and Construction Monitoring Services
DTCC Campus- Collins Building
Durham, NC

Dear Mr. Ivery:

FACILITY CONSULTING GROUP (FCG) is pleased to submit this proposal for roof engineering services at the above referenced location.

PROJECT DESCRIPTION

The areas included consists of approximately 56,500 sq. ft. on multiple levels. The existing roof systems are EPDM membranes and gravel-built-up membranes over a variety of insulations, and metal roof decks over trusses or purlins. The type and thickness of the existing insulation, or presence of any secondary roof below the membrane roofs, is unknown at this time. The roof is structurally sloped, with drainage to internal roof drains.

SCOPE OF SERVICES – Investigation, Design & Specification

- Conduct additional site investigation, measurements, cores, etc. as required to produce a site-specific project Scope of Work.
- Perform an infrared/nuclear moisture survey of the roof areas included in order to verify that the existing roof system is dry and acceptable as a base to overlay a new roof system over it, or if a tear-off is recommended.
- Provide a written Scope of Work and construction details for remedial roof replacement.
- Provide sufficient copies of the Scope of Work for use by DTCC personnel and selected bidders (approx. 4 bidders, total of 7 copies).

With regard to this Scope of Work please be aware that *FCG* looks at all situations objectively, is not affiliated with any material manufacturer, and has no connection with any contractor or material installer. Because we are completely independent, our evaluation and recommendation

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is based solely on the best interests of DTCC with regard to financial considerations, long-term maintenance and future plans for the building.

SCOPE OF SERVICES – Contract Administration

- Conduct a Pre-Bid meeting to familiarize the bidders with the Scope of Work, details and bidding requirements.
- Review bid documents/submittals for compliance with written Scope of Work, product suitability, warranty term, etc.
- Make recommendations, assist in negotiations and review submittals, as requested.
- Conduct a Pre-Construction Conference prior to the start of work to review material storage, work rules, material compliance and contractor familiarity with the Scope of Work.
- Review payment requests and assist in project close-out including reviewing submitted Manufacturer’s warranty for compliance with project requirements.

SCOPE OF SERVICES – Construction Monitoring

- Provide in-progress inspections periodically during construction.
- Frequency of inspections will be determined by the Owner, but the minimum recommendation is a full day at the start of construction, followed by once/week inspections and a final inspection at the completion of work, coordinated with the Manufacturer’s final inspection.
- Each day of inspection will include a written report, representative photographs and any needed correction punch list items.

SCHEDULE

We will make every effort to supply our written Scope of Work and details within fifteen working days of notice to proceed. The Construction Monitoring portion of the work is dependent on the weather, the installing contractor’s schedule, the crew size and material availability.

FEE

FCG will perform the outlined scope of work, within the proposed schedule, at a cost of:

• Design and Scope of Work	\$6,350.00
• Contract Administration	<u>\$3,450.00</u>
	TOTAL \$9,800.00
• Construction Monitoring – at Owner’s Discretion	\$910.00/day, incl. expenses



ACTIONS BY THE CLIENT

FCG requests that to facilitate the field investigation portion of our work, any clearances or provisions for building access, and safety precautions, should be arranged for us prior to our arrival at the facility.

If the scope of work and fee is acceptable, please indicate your authorization to proceed by signing this proposal or providing your standard purchase order for professional services. Verbal authorization to proceed can be given to expedite the project if necessary. In completing the agreement, please indicate your invoice requirements.

FCG appreciates the opportunity to propose on this project to Durham Technical Community College. If additional information is required, or if we may be of further service, please call.

Sincerely,

Randal S. Keel

Randal S. Keel
General Manager
FACILITY CONSULTING GROUP, PLLC
(License No. P-2235)

Agreed to By: _____

Printed Name: _____

Date: _____