



**MOISTURE MANAGEMENT™**  
Roofing & Waterproofing Intelligence™

03/09/2022

**Mr. Derek Shelton/Mr. Greg Elkins**  
**Director of Operations/Chief Financial Officer**  
**Mt. Vernon Community School Corporation**  
**1806 W. State Road 234**  
**Fortville, In. 46040**

Dear Derek & Greg,

Please find below our professional services proposal to provide roof commissioning services, in conjunction with Lancer Beebe & AECOM/Hunt for the project listed below.

## **ROOF COMMISSIONING SERVICES PROPOSAL**

**CLIENT:** Mt. Vernon Community School Corporation

**PROJECT LIST:**

1. **"NEW" Transportation/Maintenance Center:**
  - A. New PEMB Building Area: *"Not Included"*
  - B. Low Slope Roofing total sq. ft.:
    1. 3 Bus Canopies: 22,230 sq.ft.
    2. 1 Fueling Station: 900 sq.ft.
    3. Main office building: 3,000 sq.ft.

**PROJECT DESCRIPTION:**

Perform Comprehensive Roof Design & Commissioning Services for the roof applications on the above listed projects. Comprehensive Roof Commissioning is a Quality Assurance service provided by Moisture Management which includes site observations, field verification, documentation, baseline sampling, monitoring, diagnostic testing of the roofing system and components, inspection and evaluation of the as-built system. Roof commissioning provides a systematic process from pre-design through post-construction to assure Mt. Vernon Community School Corporation that the roof system will perform as expected.

**PURPOSE & RATIONAL:**

Comprehensive roof commissioning provides many benefits to the building owner, occupants, design professionals, and contractors. The commissioning process by its very nature provides a better understanding of the building's roof design & function, the intent of the design documents, and the expectations of the building owner. Understanding the design intent and purpose of specific water and moisture control strategies and on-site verification of the installations will provide an overall better project that reduces the risk impacts of water and moisture intrusion. Most facility managers understand "commissioning" as a strategy that only applies to HVAC systems. But commissioning roof installations is a critical component of a water-tight and energy efficient roof. On-Site Monitoring of the contractor during application identifies potential problems or errors that can be easily remedied during installation.



### **COMMISSIONING SCOPE:**

For the following established fees, Moisture Management (MM), will provide Professional Roof Consulting & Commissioning Services, as described below, for Mt. Vernon Community School Corporation's project list noted above.

### **SCOPE OF PROFESSIONAL SERVICES**

### **COMMISSIONING AGENT:**

For the work of Division 075419 (Polyvinyl Chloride Roofing), retain the Roofing Commissioning Services of Moisture Management, approved in advance by the designated Client.

### **EXECUTION:**

#### **DESIGN/SPECIFICATIONS/DETAIL DRAWINGS**

Moisture Management will work w/ Lancer Beebe and provide the following assistance:

1. Assist w/ roofing product selection to provide for a Thermoplastic Roof System meeting the requirements and standards set by Mt. Vernon Community School Corporation within their on-going Roof Asset Management plan.
  - a. Prepare Specifications, detail drawings & roof plans for bid purposes within the new construction work being assembled by Lancer Beebe.
  - b. Provide roof assembly design for Thermoplastic membrane. (075419)
  - c. Provide a Sheet Metal, Flashings & Trim section. (076200)
2. Provide assistance w/ regard to Warranty Provisions.
  - a. Manufacturers Standard Warranty vs. RoofSMART™ Warranty
3. Provide alternative options w/ regard to Value-Engineering.
  - a. Application standards of care.
4. Provide roof detail drawings for new construction of designed roof areas.
5. Provide a roofing plan & plan notes for bid purposes.

#### **PRECONSTRUCTION CONFERENCE**

Manage and run a Roofing preconstruction conference. The Preconstruction Conference will be scheduled within 15 working days after the AECOM/Hunt has issued the Notice to Proceed, but prior to actual start of the Work.

1. Attendance: Representatives of AECOM/Hunt, Commissioning agent, and contractor.
2. Minimum agenda: Data will be distributed and discussed on:
  - a. Organizational arrangement of Contractor's forces and personnel, and those of subcontractors, Materials suppliers, and the Moisture Management Quality Assurance Inspector.
  - b. Channels and procedures for communication.
  - c. Review set-up area.
  - d. Construction schedule, including sequence of critical work.
  - f. Contract Documents, including distribution of required copies of Drawings and revisions.
  - g. Processing of Shop Drawings and other data submitted to the Moisture Management Inspector for review.
  - h. Processing of field decisions.





- i. Rules and regulations governing performance of the work.
- j. Procedures for safety and first aid, security, quality control, housekeeping, and related matters.

## **PROGRESS MEETINGS**

1. Will be scheduled by Commissioning Agent weekly or as described at the pre-bid meeting.
2. Attendance: Owner, Contractor, Job Superintendent, Commissioning Agent, and Sub-Contractors, as appropriate.
3. Minimum Agenda:
  - a. Review of work progress.
  - b. Field observations, problems, and decisions.
  - c. Identification of problems which impede planned progress.
  - d. Maintenance of progress schedule.
  - e. Corrective measures to regain projected schedules.
  - f. Planned progress during succeeding work period.
  - g. Coordination of projected progress.
  - h. Maintenance of quality and work standards.
  - i. Effect of proposed changes on progress, schedule, and coordination.
  - j. Other business relating to work.

## **PRE-FINAL INSPECTION**

1. Contractor must schedule with roofing Commissioning Agent prior to completion of roofing project, for a pre-final inspection.
2. Installations or details noted as deficient during inspection must be repaired and corrected by applicator.
3. Once corrections have been made, contractor must inform roofing Commissioning Agent so a second inspection can be scheduled.
4. Commissioning Agent must approve roofing system prior to scheduling final inspection with Materials Manufacturer.

## **FINAL INSPECTION**

1. Scheduled by roofing material manufacturer upon job completion.
2. Attendance: Commissioning Agent, contractor, roofing material manufacturer/supplier.
3. Minimum Agenda:
  - a. Walkover inspection.
  - b. Identification of needed corrections to be completed by contractor with final approval from warrantor.



4. Infra-red scanning will be performed at the completion of project. Cost resulting from this survey due to moisture present in the roofing system, shall be replaced at the contractor's own expense.
5. Any deficiencies noted during inspections must be corrected by the contractor and approved in writing by the Commissioning Agent.

## **RANDOM SAMPLING**

1. During course of work, Commissioning Agent may secure samples of materials being used from containers at job site and submit them to an independent laboratory for comparison to specified material.
2. If test results prove that a material is not functionally equal to specified material:
  - a. Contractor shall pay for all testing.
  - b. Owner will charge Contractor a penalty up to 20 percent of contract price when all work has been completed before test results become known.
  - c. Owner will charge Contractor a penalty in proportion to amount of work completed before test results become known. Remaining work shall be completed with specified materials.

## **PRE-ROOFING MEETING**

1. Not less than three nor more than ten calendar days prior to scheduled start of roofing installation, conduct a roofing substrata inspection and pre-roofing meeting at the job site.
  - a. Designated Commissioning Agent will be chairperson of the meeting, will take minutes of the meeting, and will record all agreements reached as a result of the inspection and meeting.
  - b. Visually inspect all substrata upon which roofing is scheduled to be applied.
    - i. Determine general acceptability, and determine areas requiring further preparation.
    - ii. Determine acceptable remedies for unacceptable areas.
  - c. Discuss proposed schedule for installation of the roofing, and reach agreement as to dates of start and finish of installation of the roofing.
  - d. Discuss proposed methods for installation of the roofing, and equipment and personnel to be used.
  - e. Discuss inspection methods to be used, reports to be issued by the roofing inspector, responsibilities and limits of responsibilities of the roofing inspector, and potential problems arising from use of methods not agreed to in the pre-roofing meeting.

## **INSPECTION DURING ROOFING INSTALLATION**

1. Verify that materials delivered to the job site are those approved by the designated Commissioning Agent for use on this Work.



2. Visually observe installation of roofing including, but not necessarily limited to:
  - a. Verify use of installation procedures agreed upon in the pre-roofing meeting.
  - b. Call attention of the contractor's representative on the job to unacceptable methods and unacceptable results.
  - c. Report to the GC and to the designated owner's representatives if the contractor fails to correct unacceptable methods or unacceptable results.
3. Make Final visual inspection of the entire roofing installation.
  - a. Compile a list of items required to be revised or replaced.
  - b. Deliver a copy of the list to the contractor's representative on the job and to others as appropriate.
  - c. Verify proper revision or replacement of all items on the list.

## REPORTS

1. Make daily written reports of roofing inspection activities, delivering copies to the roofing contractor and others as agreed in the pre-roofing meeting.
2. Upon completion of the roofing installation, compile a comprehensive report covering activities performed under this Section, and deliver a copy of the report to the:
  - a. Designated AECOM/Hunt;
  - b. Owner & Architect;
  - c. Roofing contractor; and...
  - d. Others as agreed in the project meetings.

## LIMITS OF ROOFING INSPECTOR'S RESPONSIBILITIES

1. During progress of the roofing installation, the roofing inspector is required to:
  - a. Make visual observations and compile reports described in this Section;
  - b. Advise the roofing contractor's representative on the job as to unacceptable methods and unacceptable results when so observed by the roofing inspector.
2. In connection with the roofing installation, "unacceptable methods and unacceptable results" mean methods and results other than:
  - a. Those recommended by the manufacturer of the approved roofing system materials.
  - b. Those required by pertinent regulations of governmental agencies having jurisdiction;
  - c. Those required by these Specifications; and
  - d. Those agreed upon in the pre-roofing meeting.





## QUALITY ASSURANCE

1. Prior to requesting inspection by the Moisture Management Inspector, contractor shall use adequate means to assure that the Work is completed in accordance with the specified requirements and is ready for the requested inspection.

## PROCEDURES

1. Substantial Completion:
  - a. All roofing materials and components are in place and water tight according to specifications with alternates approved by Designated Commissioning Agent and Construction Manager
  - b. Roofing Contractor will notify designated Commissioning Agent of substantial completion.
  - c. Within a reasonable time after receipt of notification, the designated Commissioning Agent will inspect to determine status of completion.
  - d. Should the designated Commissioning Agent determine that the Work is not substantially completed:
    - i. The Designated Commissioning Agent will promptly notify the Contractor, giving the reasons therefore.
    - ii. Roofing Contractor will remedy the deficiencies and notify the Designated Commissioning Agent when ready for reinspection.
    - iii. The Designated Commissioning Agent will reinspect the Work.
2. Final Completion:
  - a. Designated Commissioning Agent will prepare and submit a written statement at final completion.
  - b. Certify that:
    - i. Contract Documents have been reviewed;
    - ii. Work has been inspected for compliance with the Contract Documents;
    - iii. Work has been completed in accordance with the Contract Documents;
    - iv. Equipment and systems have been tested as required, and are operational;
    - v. Work is completed and ready for final inspection.
  - c. The Designated Commissioning Agent will make an inspection to verify status of completion.
  - d. Should the Designated Commissioning Agent determine that the Work is incomplete or defective:
    - i. The Designated Commissioning Agent will promptly notify the Contractor, in writing, listing the incomplete or defective work.
    - ii. Remedy the deficiencies promptly, and notify the Designated Commissioning Agent when ready for reinspection.
  - e. When the Designated Commissioning Agent determines that the Work is acceptable under the Contract Documents, he will request the Contractor to make close-out submittals.



## **FEE SCHEDULE:**

**Roof Commissioning Service Procedure:** Commissioning Services to include all items as listed above and shall be performed on a fixed fee basis as noted below:

1. "NEW" Transportation/Maintenance Center: New Building Roof Areas Total — 26,130 sq.ft.
2. **Professional Services Price: \$43,200 dollars** (*Forty-Three Thousand Two Hundred Dollars*)

**Professional Services Reimbursable Expenses:** In addition to the flat fee proposal for Professional Services, items listed below are reimbursable expenses to Moisture Management outside of the fixed cost contract. Those items are listed below along with a project estimate:

**Reimbursable Expenses:**

**\$0.00** - for the listed scope of work

**Expense Reimbursement Estimate:**

**\$0.00** - for the listed scope of work

The following hourly rates are standard hourly billing rates for principals and staff as of January 1<sup>st</sup>, 2022.

These billing rates will be honored for any additional work commissioned during the proposed project outside of the scope listed. If additional services are requested, see Fee Schedule listed below:

Project Managers / Job site	\$650.00/half day
Inspectors	\$950.00/full day
Sr. Roof Consultant	\$245.00 / hour
Technical Inspectors	\$175.00 / hour
Architect	\$245.00 / hour
Cad Technician	\$65.00 / hour

## **ADDITIONAL RECOMMENDED SERVICES:**

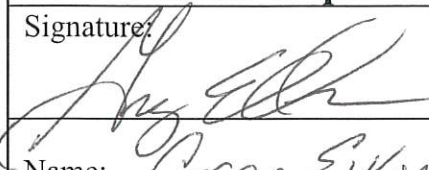
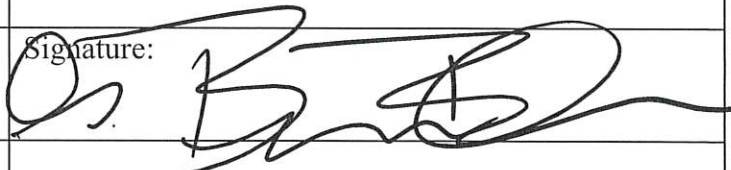
- a. None at this time.



### **AUTHORIZATION TO PROCEED**

Moisture Management is hereby authorized to proceed with services described in this proposal.

Authorized Signatures

<b>Mt. Vernon Community School Corporation</b>	<b>Moisture Management</b>
Signature: 	Signature: 
Name: <i>Greg Ekins</i>	Name: G. Brennen Baker
Title: <i>CFO</i>	Title: President
Date: <i>3/10/2022</i>	Date: 03/09/2022
PURCHASE ORDER AUTHORIZATION: 