



July 3, 2018

Mr. Scott Ihle
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

Subject: High School North / Lehman I.S.
Roof Investigation Proposal

Dear Mr. Ihle:

D'Huy Engineering is pleased to submit this proposal for preliminary services necessary for the development of bid documents for the replacement of the roof at the High School North and Lehman I.S. facility. This proposal shall include only the field investigation and existing condition verification necessary to develop the scope of work for bid documents; a separate proposal shall be submitted for the preparation of bid documents, as their effort will depend in large part on the findings of the investigation. As you may recall, a similar approach was implemented successfully for the investigation and bid documents for the J.T. Lambert masonry repair project in 2016.

ESASD has not been able to locate documentation on the roof manufacturer and warranty, therefore we have limited information on the existing system. It is our understanding the roof system is original to the building, which was completed in 2000. Based on available building plans and visual observation, the system appears to be comprised of a metal roof deck, lightweight insulated concrete substrate, and coal tar membrane. There are approximately 267,000 sq. ft. of "flat roof" area with this roof system type that will be included under this proposal. Investigations are necessary to confirm existing conditions such as through-wall flashing, roof area dimensions, thickness of insulation at various points to confirm drainage capability and energy efficiency, rooftop equipment locations, and related factors that could impact replacement options.

An infrared survey was performed in 2015 to identify locations of wet insulation/system components that would indicate areas of active leaks. The infrared report identified approximately 5,200 sq. ft. of wet areas. DEI recommends that an updated report be conducted in order to verify the current conditions; we have included the cost of that as a line item in this proposal.

The proposed services shall include the following:

Task	Description	Fee
1.	Conduct updated infra-red survey to identify locations of wet roof areas. This will help to evaluate insulation/deck conditions for potential re-use	\$ 7,000

2.	Oversee and record brick openings to be made by a masonry contractor. We anticipate that 20 probes would need to be cut from rising wall locations above the roof. This will enable us to evaluate flashing and as-built construction details. Fee includes the cost of the mason, tools, lifts/equipment, and observation for an anticipated 5-day duration	\$16,000
3.	Perform GPS-assisted survey of roof area to confirm dimensions, elevations, locations of existing equipment/drains/vents, and similar features. To be used as basis for overall roof plan during bid document phase.	\$ 3,000
4.	Perform core testing of existing roof and insulation systems to confirm system composition, thickness, and condition.	\$ 4,500
5.	Evaluate conformance of field observations and conditions with the information available on the construction drawings and specifications.	\$ 2,000
6.	Interior survey of above-ceiling areas to review condition of decking, roof drain penetrations, and similar items related to potential sources of water infiltration	\$ 1,000
7.	Develop overall roof plan based on field measurements and core samples	\$ 1,600
8.	Summarize and present findings, scope, and budget update to ESASD	\$ 800
	Total:	\$ 35,900

The following timeframe is recommended for investigation, design, bidding, and construction:

Investigation and verification of existing conditions:	July – August 2018
Review of existing conditions and verification of scope with ESASD:	September 2018
Approval of supplementary proposal for preparation of bid documents:	October 2018
Preparation of bid documents and receipt of bids:	Nov. 2018 – Jan. 2019
Public bid contract execution:	February 2019
Construction phase (likely at least 2 summers):	June 2019 – Aug.2020

We appreciate the opportunity to assist you with this project. If you are in agreement with the above proposal and attached terms and conditions, kindly provide written authorization to proceed.

Sincerely,
D’Huy Engineering, Inc.

Josh Grice, P.E.

Attachments:
 DEI Terms and Conditions



Terms and Conditions

D'Huy Engineering, Inc. (DEI) shall perform the services outlined in this Agreement for the stated fee agreement.

Access to Site

Unless otherwise stated, DEI will have access to the site for activities necessary for the performance of the services. DEI will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

Fee

The total fee, except stated not to exceed or lump sum, shall be understood to be an estimate, based upon Scope of Services, and shall not be exceeded without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those listed in the attached Fee Schedule.

Billings/Payments

Invoices shall be submitted monthly for services and reimbursable expenses and are due when rendered. Invoices shall be considered PAST DUE if not paid within 30 days after the invoice date and DEI may without waiving any claim or right against Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay cost of collection, including reasonable attorneys' fees.

Indemnifications

The client shall indemnify and hold harmless DEI and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorneys' fees) arising out of or resulting from the performance of the services, provided that any such claims, damage, loss or expense is caused in whole or in part by the negligent act of omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except DEI), or anyone for whose acts any of them may be liable.

Hidden Conditions

A condition is hidden if concealed by existing finishes or is not capable of investigation by reasonable visual observation. If DEI has reason to believe that such a condition may exist, the Client shall authorize and pay for all costs associated with the investigation of such a condition and, if necessary, all costs necessary to correct said condition. If (1) the Client fails to authorize such investigation or correction after due notification, or (2) DEI has no reason to believe that such a condition exists, the Client is responsible for all risks associated with this condition, and DEI shall not be responsible for the existing condition nor any resulting damages to persons or property.

Risk Allocations

In recognition of the relative risks, rewards and benefits of the project to both the Client and DEI, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, DEI's total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this Agreement, from any cause or causes, shall not exceed the total amount of \$5,000, the amount of DEI's fee (whichever is greater) or other amount agreed upon when added under special conditions. Such causes include, but are not limited to DEI's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Termination of Services

This Agreement may be terminated upon 10 days written notice by either party should the other fail to perform his obligations hereunder. In the event of a termination, the Client shall pay DEI for all services rendered to the date of termination and all reimbursable expenses.

Ownership of Documents

All documents produced by DEI under this Agreement shall remain the property of DEI and may not be used by this Client for any other endeavor without the written consent of DEI.

Applicable Law

Unless otherwise specified, this Agreement shall be governed by the laws of the principal place of business of DEI.