



DETROIT ROOFING INSPECTION SERVICE

P.O. Box 99700, Troy, MI 48099

Timothy P. Riha

RRC, RRO ~ Consultant

586-759-2143 office

Tim.Riha@DRISontheNet.com

586-201-0664 cell

March 1, 2023

Mike Greene
City Administrator
27400 Southfield Rd.
Lathrup Village, MI 48076

Re: Specifications and Part Time Inspection
Location: City of Lathrup Village – Rear Flat Roof Only
27400 Southfield Rd.
Lathrup Village, MI

Dear Mr. Greene:

Concerning our recent conversation regarding our fees for preparation of re-roofing specifications on the above referenced facility, we are pleased to submit the following proposal.

Design Services

1. Survey of the existing roofing system to determine deck type and overall construction (this is not a condition survey or prioritization).
2. Preparation of bidding documents which will include:
 - A. Bidding Requirements
 - (a) Invitation to bid.
 - (b) Instructions to bidders.
 - B. Project Forms
 - (a) Owner/Contractor Agreement.
 - (b) Performance, labor and material bonds.
 - (c) Payment Certificates.
 - (d) Proposal forms including unit price schedule.
 - C. General Conditions
 - (a) Scope of work.
 - (b) Material specifications.
 - (c) Delivery and storage of materials.
 - (d) Contractor qualifications.

- D. Technical Specifications
 - (a) Preparation of existing surfaces.
 - (b) Installation of roofing materials.
 - (c) Inspection monitoring.
 - (d) Roof plan and construction details.

3. Conduct a pre-bid meeting with selected contractors.
4. Review bids and make recommendations based on:
 - A. Low bid price.
 - B. Unit Price Schedule.
 - C. Contractors Schedule.
 - D. Past Performance on similar types of projects.
5. Prepare contractor/owner agreement if required.
6. Review all change orders and approve certificates for payment.
7. Completed bidding documents will be submitted to the owner for final approval.

Project Manuals including all necessary drawings and construction details, will be provided to selected contractors at the owners direction.

Detroit Roofing Inspection Service, Inc. agrees to complete the above referenced services for a fee in the amount of **\$ 5,500.00.**

Currently our schedule to start this project would be approximately 2-4 weeks out, weather permitting.

Inspection Services

Detroit Roofing Inspection Service (DRIS) can offer Part Time Inspection on this project. **Part Time** Inspection allows for a DRIS representative to visit the project once a day while the contractor is on site. This allows us to track the contractors progress as well as to make any corrections or adjustments in the contractors work on a daily basis. Typically, these inspections are completed randomly at different times each day to gain the best possible view of the contractors work in progress.

In addition, Inspection Services will include:

1. Representatives of Detroit Roofing Inspection Service, Inc. will conduct a pre-start meeting at the site, with the contractor's estimator, and field personnel to review the project specifications, proposed materials, and set-up areas.
2. Manufacturers certifications, bond forms, insurance certificates, and unit price schedules will be reviewed prior to the contractor starting work.

3. Daily inspections will be completed and written reports will be produced including:
 - A. Weather conditions.
 - B. Area where work was completed.
 - C. Materials installed.
 - D. Deck replacement areas and specific quantity.
 - E. Narrative type report detailing progress and any unforeseen problems.
4. Preparation of an itemized punch list and final inspection.
5. Daily reports will be sent to designated parties on a weekly basis.

Detroit Roofing Inspection Service, Inc. agrees to complete the above referenced services for the following fees:

Part Time (on site approx. 1 hr.)	\$ 300.00 – Each / per building (includes expenses)
Punch List	\$ 500.00 – Each / per building (includes expenses)
Final Inspection	\$ 250.00 – Each / per building (includes expenses)
Document Review	\$ 150.00/Per Hr. inv. in 15 min blocks
Scheduled Meetings	\$ 300.00/ first Hr. & \$100 per 1/2 Hr. after

Holiday and Weekend Rates

Part Time (on site approx. 1 hr.)	\$ 300.00/Trip (includes expenses)
-----------------------------------	------------------------------------

The above fees are based on completing daily Part Time inspections Monday – Friday. If we are not awarded daily Part Time Inspection we would not be interested in completing one time inspections or Final Inspections. Please note that at this time inspections on the weekends or holidays is based on our availability.

If this quotation is acceptable, please sign and return to our office. If you have any questions

Sincerely,



Timothy P. Riha, RRC, RRO
Consultant
Detroit Roofing Inspection Service



Accepted by: _____
(PRINT NAME)

Signature: _____

Position: _____

Date: _____