



Building Envelope Consulting
BIM Consulting
Structural Engineering
Forensic Engineering

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August 17, 2022

Michael J. Willmas
Superintendent
Facilities and Traffic Division
DPW|MSB
Sheboygan, WI

PROPOSAL

**Re: Property Condition Assessment
Mead Public Library
710 N 8th Street
Sheboygan, WI 53081**

ZS Proposal 228273

Dear Mr. Willmas:

Thank you for your interest in ZS LLC (ZS) Architectural Engineering Services.

PROJECT DESCRIPTION

The City of Sheboygan has requested a proposal to perform a Property Condition Assessment (PCA) for the Mead Public Library. For this project, IBC Engineering will partner with ZS to perform PCA of the Mechanical, Electrical, and Plumbing systems.

The Scope of the Property Condition Assessment of the Mead Public Library includes assessment of the following building systems:

- 1. Site Systems** – Hardscapes, Exterior Stairs, Grounds.
- 2. Building Envelope Systems** – Exterior Masonry Walls, Parapets, Doors, Windows, Roofs, Below-Grade Foundation Waterproofing.
- 3. Structural Systems** – Foundation, Structural Frame, Exterior Walls, Parapets.
- 4. Architectural Systems** – Stairways, Hallways, ADA Access, Fire Escapes.
- 5. Mechanical Systems** – Heating, Ventilation, Air Conditioning, Water Heaters, Environmental Controls.
- 6. Plumbing Systems** – Water Supply, Restroom Fixtures, Waste Piping.
- 7. Electrical Systems** – Primary Service, Emergency Generator, Lightning Protection, Lighting.
- 8. Fire Suppression and Detection Systems.**

SCOPE OF WORK

ZS will provide the following engineering services for the project described above:

A. Project Kickoff Meeting

As an initial step, a Project Kickoff Meeting with pertinent City of Sheboygan personnel will be requested. The subject matter of this meeting is as follows:

Available Facility Original Construction Documents. Discuss the availability and appropriate procedure for obtaining pertinent original construction documents associated with the facility.

Discussion of Past Building Performance. Discuss the past building performance problems or inconveniences. Examples of such issues would include water entry, air movement, structural movement, ADA issues, MEP performance, etc.

Fieldwork Discussion. Propose and discuss the fieldwork of the project including scheduling and methods of access/security.

B. Property Condition Assessment

Following a thorough review of available original construction documents, ZS and IBC will perform the comprehensive Property Condition Assessment of the Mead Public Library. Comprehensive field work is the backbone of the ZS and IBC design and assessment philosophy. Thorough documentation of existing conditions by experienced Architects, Building Envelope Consultants, Structural Engineers and MEP Engineers ensures that the PCA report will be in accordance with the City of Sheboygan expectations. Items of focus during the fieldwork phase of the project will be as follows:

Visual Survey. A comprehensive visual survey of the buildings will be performed by qualified personnel in their specific area of expertise. Architectural, Structural, Mechanical, Plumbing, Electrical, and Fire Suppression will be observed at accessible locations on the building interiors. Site and Building Envelope systems will be observed from roof and at grade levels on the exterior. The purpose of the survey is to identify the presence of conspicuous defects or materially deferred maintenance items related to the surveyed building components.

Conditional Photos. A photo of each typical system and photos of system defects will be taken and documented based upon their location in plan and/or elevation.

C. Property Condition Assessment Report

Following the completion of the fieldwork and analysis of the collected data, a Property Condition Assessment report will be drafted for the project. A DRAFT copy of the report will be presented and reviewed with the City of Sheboygan as part of a requested Review Meeting with the client. The report and meeting will outline/discuss the following:

Existing Building Construction and Systems Overview. The existing building systems of the subject structures will be described in detail including photos and descriptions to outline the following:

- Detailed description of the existing systems. This would include a functional overview condition of building systems.
- A detailed analysis of the existing architecture including the presence of critical period elements, the impact of building additions/alterations, and the findings of our historical document research.
- Identification of building deficiencies including the type of deficiency, severity of deficiency, and time frame for repairs (Immediate, 1-3 year, 5 years, or 10 years).

Recommendations. Based upon the survey of the existing building systems recommendations will be provided for each system including remediation of observed deficiencies. The recommendations will include the following:

- Description of the repair, replacement, or rehabilitation recommendation options for the project including a Design Option Matrix. Design options will be consistent with the established performance criteria set by the City of Sheboygan and will include a Probable Cost of Construction, Anticipated Construction Schedule, and Projected Performance Life Cycle.

EXCLUSIONS

Items outside of the Scope of Work of this Proposal include but are not limited to:

1. Site visits beyond those included in Scope of Work defined above.
2. Architectural and Engineering design services related to implementation of recommendations provided in the property condition assessment report.
3. Services related to hazardous or unsafe conditions identified during the onsite assessment.
4. Preparation of measured drawings of the existing building.
5. Any meetings beyond those included in Scope of Work defined above.

FEE

We propose to perform the work described herein including time and expenses for a **Fee of 16,800.⁰⁰**.

SCHEDULE

ZS and IBC will deliver the PCA report within 12 weeks of receiving a notice to proceed.

REQUIRED INFORMATION

Prior to commencement of work by ZS, the following will be required from Client:

1. An executed Agreement.

ACCEPTANCE

To accept this Proposal as written, please execute by signing below and return a copy to ZS within 30 days of the date hereof.


This Proposal shall become an Agreement only after execution by both parties.

By execution with signature below, Client indicates that they have read, understand and agree to the terms of this Proposal in its entirety including ZS Terms and Conditions (attached) and has the authority to enter into this Agreement on behalf of Client.

Company: _____

ZS LLC

Signature: _____

Signature: 

Name (Print) : _____

Ziad M. Salameh, PhD, PE
Principal-in-Charge

Title: _____

Date: August 17, 2022

Date: _____