



# STAFF REPORT



<b>Meeting Date:</b>	3/11/2026	<b>Meeting Title:</b>	Regular-Consent
<b>Submitting Dept:</b>	Admin	<b>Presenter:</b>	Matthew Walker
<b>Agenda Item:</b>	Roof Repair	<b>Public Comment:</b>	No

## Purpose & Policy Considerations:

The purpose is to repair and replace the current town hall roof.

## Staff Recommendation:

Staff recommends using Bonitz of Georgia for their services

**Funding Source:** SPLOST VII

## Estimates:

<b>Bontiz Estimate</b>	
<b>Type of Service</b>	<b>Price</b>
Drawings/Engineering/Inspections	\$15,200.00
Construction For Low Slope Roof	\$129,052.00
<b>TOTAL</b>	<b>\$144,252.00</b>



## **Lump Sum Proposal / Scope of Work/Detailed Project Approach**

### Drawings/Engineering/Inspections (**Raymond**):

- General Kick-off meeting with the owner & construction team
- Shop drawings and product data provided to the owner
- Project start
  - Construction team – kick-off meeting
  - Actual construction - approx. 30 days
- Weekly site visits will be made by the engineering team to inspect progress, discuss issues and create a weekly report.
- Final inspections/Closeout documents

Total Cost (Engineering).....\$ 31,900.000

### Construction (**Bonitz**):

#### **Area A: Main Entrance Canopy Roof:**

- The existing standing seam metal roof and related flashings will be removed down to the existing plywood deck. The plywood deck will be inspected and repairs made accordingly.
- A new high temp peel & stick membrane will be installed over the existing plywood deck.
- A new 0.032 Aluminum Standing seam roof panel will be mechanically fastened with new rake, eave and ridge flashing will be installed.

#### **Area B: Main Building Roof (LOW SLOPE):**

- All roof membranes, insulation and flashing will be removed down to the existing substrate & plywood roof deck. The plywood deck will be inspected and repairs made accordingly. Note: We do not include plywood deck replacement in our cost. Sheets will be replaced as needed at a rate of \$110 per sheet.
- We will furnish and install a new adhered Sikaplan 60 mil. PVC roof membrane over mechanically attached tapered insulation. The tapered insulation will be installed at ¼” per foot with a minimum thickness of 1.5” inches.
- New Roof makeup will be:
  - 1” PolyISO base layer
  - Tapered Insulation
  - Densdeck Prime Coverboard (All layers mechanically attached with a common fastener)
  - Adhered Sikaplan PVC Membrane
- At the existing parapet walls (detail 1):
  - **BASE** – The walls will be furred out flush to the edge of the parapet with 2.5” inch rigid insulation (+/-) that will be mechanically attached to the exterior wall. New 60 mil. PVC membrane flashing will be adhered to the new insulation.

- *PARAPET CAP* - We will mechanically attach (2) two layers of 5/8” CDX plywood, sloping to the interior. New 60 mil. PVC membrane will be fully adhered to the plywood with a shop fabricated 0.032 Aluminum edge grip flashing.
- High/Low Wall (detail 2):
  - We will mechanically attach a 5/8 CDX plywood sheathing over the existing synthetic stucco and into the wall beyond. New 60 mil. PVC membrane flashing will be adhered to the plywood from high to low.
- New walkway traffic pad will be installed around all serviceable roof top curbs and at the roof hatch.
- New roof hatch will be installed at rooftop access.
- New 0.032 Aluminum leaderheads and downspouts will be installed at the locations of the existing.

**Area C: Main Building Roof (Steep slope area):**

- The existing standing seam metal roof, gutters, downspouts and related flashings will be removed down to the existing plywood deck. The plywood deck will be inspected and repairs made accordingly.
- A new high temp peel & stick membrane will be installed over the existing plywood deck.
- A new 0.032 Aluminum Standing seam roof panel will be mechanically fastened with new rake, eave and ridge flashing will be installed.

**Area D&E: Entrance Canopies:**

- The existing standing seam metal roof and related flashings will be removed down to the existing plywood deck. The plywood deck will be inspected and repairs made accordingly.
- A new high temp peel & stick membrane will be installed over the existing plywood deck.
- A new 0.032 Aluminum Standing seam roof panel will be mechanically fastened with new rake, eave and ridge flashing will be installed. Note: The existing counter flashing embedded at the synthetic stucco wall will remain.

Low Slope roof **Total:.....\$ 129,052.00**  
 Standing Seam Metal roof **Total:.....\$97,530.00**

**Total Project cost..... \$258,483.00**

**Exclusions/Clarifications:**

- 1)We do not include any work related to the HVAC systems.
- 2)We do not include any work associated with the owner’s communications system or cables located at the roof top.
- 3)We do not include any work related to existing stucco.

February 13<sup>th</sup>, 2026

John Coleman  
Bonitz of Georgia  
PO Box 22398  
Savannah, GA 31403  
Cell: 912.657.4132  
Office: 912.964.7155  
johnc@bonitzga.com

Reference: Proposal for Roof Replacement Design Services Rev 1.1  
Bonitz - Thunderbolt Town Hall  
2821 River Drive, Thunderbolt, GA 31404

Proposal Number – SAVP2026014 Rev 1.0

Mr. Coleman,

Raymond Global, Inc. (hereinafter referred to as “Raymond”) is pleased to submit this proposal for Limited Design and Quality Assurance Observation (QAO) services for the Town of Thunderbolt Town Hall Roof Replacement Project. Raymond will perform a review and assessment of the existing roof system data, provide design support in coordination with the roofing contractor, develop a short-form roof design package, and perform periodic Quality Assurance Observation (QAO) services for the Thunderbolt Town Hall located in Chatham County, Georgia.

The existing facility consists of a combination of low-slope roofing and metal panel roofing systems and has a documented history of water infiltration throughout the building. Raymond will provide limited design services and limited construction administration services to address these conditions.



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## SCOPE OF SERVICES

Raymond proposes to provide the following services pertaining to the above-referenced project:

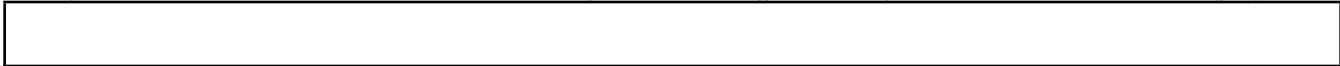
1. Raymond will review the Roofing Contractor's initial exploratory site visit field data to obtain, at a minimum, the following information:
  - a. Surfaces / membranes
  - b. Flashings, copings, counterflashings, and associated substrate framing members
  - c. Roof drainage components
  - d. Walls above roof level, including composition and substrate framing members
  - e. Roof-mounted equipment and roof penetrations
  - f. Interior leak history as provided by the Owner's representative
2. Upon completion of the Roofing Contractor's field activities and documentation of findings, Raymond will review the collected data to assess whether the information is sufficient and appropriate for development of the roof design.
3. Bonitz will provide roof coring at designated locations, including all required patching and repairs.
4. Design Scope of Work:
  - a. Raymond's design submission will be provided in a short-form format and will be limited to a new roofing system and associated flashings in accordance with project requirements. The proposed roof system will comply with the Georgia Building Code.
  - b. The design will include low-slope roofing assemblies.
  - c. The addition of secondary overflow drainage facilities is not included or required by existing building code in this scope of work.
  - d. Through-wall scuppers may require resizing based on applicable drainage calculations.
  - e. Minimum mechanical equipment curb height requirements necessary for issuance of the roof warranty will be identified in the general notes and generic details of the drawings.
5. Meetings/Review:
  - a. Attend (1) virtual kick off meeting.
  - b. Attend (1) virtual meeting at 90% CD submission.

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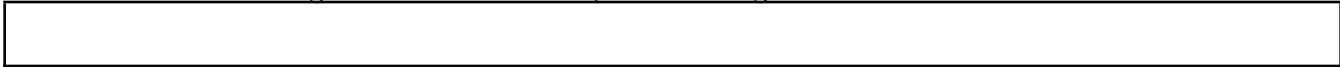
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1. Construction Administration:
  - a. If required, Raymond will attend (1) preconstruction meeting.
  - b. Raymond will review submittal packages
  - c. Raymond will respond to RFI's related to design.
  - d. Construction Administration services are for low-slope roof assembly only.
2. During scheduled observations, Raymond will observe the work performed by the roofing contractor for general conformance with the contract documents. Any observed work not in accordance with the contract documents will be discussed with the contractor, and the actions taken will be documented.
3. Raymond's observer will prepare a written report for each observation period, which will include, at a minimum, the following information:
  - a. Date of observation
  - b. Weather Conditions
  - c. Contractor's name and approximate size of the roofing crew
  - d. Size and location of tear-off and/or reroofing areas
  - e. Materials used and/or present at the time of observation
  - f. Contractor activities observed during the period of observation
  - g. Any deficiencies observed and the action(s) taken to address such deficiencies
  - h. Representative photographs of work performed and/or deficient conditions observed
4. At the conclusion of each observation period, Raymond's observer will review the findings with the Contractor's representative. Copies of the observation report will be transmitted to the Owner's representative via email.
5. A maximum of three (3) site visits is included in this scope of services. These visits will include observations associated with Substantial Completion and Final Completion, including preparation of applicable punch lists.



1. Design Scope of Work:
  - a. Raymond's design submission will be provided in a short-form format and will be limited to a new roofing system and associated flashings in accordance with project requirements. The proposed roof system will comply with the Georgia Building Code.
  - b. The design will include metal panel roofing assemblies.



1. Design Development and Construction Documents
  - a. Raymond will submit the following deliverables to the Client:
    - i. 90% Design Development Submittal
    - ii. 100% Construction Documents Submittal

## ASSUMPTIONS & EXCLUSIONS

For the purposes of this proposal, the following assumptions apply:

1. No field visits are included in the scope for Part A. All field data will be collected and confirmed by the Contractor.
2. Roof core sampling will be provided by Bonitz.
3. The design scope of work excludes abatement or handling of hazardous materials, including but not limited to asbestos.
4. No field testing by Raymond is included in this scope of services.
5. Infrared thermography by Raymond is excluded from the scope of work.
6. Any services requested outside the described Scope of Services will be considered Additional Services and will be subject to a separate proposal.
7. Structural, Civil, Mechanical, Electrical, Plumbing, Life Safety, and Fire Protection design services are not included in this scope of work.
8. Drawings for temporary facilities, including construction utilities, site screening, and site access facilities, are excluded from this scope of work.
9. Cost estimating services are not included in this scope of work.
10. All deliverables will be provided in two-dimensional (2D) format only. No three dimensional (3D) modeling is included in this proposal.
11. Raymond assumes the Client will provide review comments within five (5) business days of each deliverable. The period of performance is based on this assumption and may be adjusted if review comments are delayed.
12. If following the Contractor's initial survey and design development, if a Building Code variance is determined to be required, such services will be provided as an Additional Service.
13. Unforeseen conditions requiring modifications to the structure are not included in this proposal and will require an additional design fee.
14. Permit applications will be prepared and submitted by others.
15. It will be the Roofing Contractor's responsibility to coordinate with the Owner regarding the removal and reinstallation of any communication equipment or antennas by the appropriate technical and/or installation entities.
16. Lightning protection design is not included in this scope of work.
17. Modifications to rooftop mechanical units, including raising equipment requiring Mechanical or Structural Engineering services, are not included in this scope of work.

## ANTICIPATED PERIOD OF PERFORMANCE

This period of performance is expected upon Notice to Proceed:

### Project Milestones:

<b>Field Data Review</b>	
Notice to Proceed (NTP)	TBD
Kick-off Meeting	TBD
Review of Field Data	2-3 Weeks from Site Visit
<b>Design Phase</b>	
90% CD Submission	3 weeks From Field Data Review
90% CD Review	1 week
100% CD Submission	2 weeks from 90% review
<b>Limited Construction Administration</b>	
Pre-Construction Meeting (If necessary)	TBD
Construction Phase	Approx. 4 Weeks

\* Mobilization is expected to be scheduled on a mutually agreed upon date after contract execution.

\* The construction schedule is an estimate and will be coordinated with client during design.

## COMPENSATION

We will perform our services in accordance with the following schedule: *(Fee includes all administrative and travel costs)*

Item	Unit	Total Cost	Acceptance
			<b>(Initial)</b>
<b>Part A – Limited Design Services Low-Slope</b>	<b>Lump Sum</b>	<b>\$9,350</b>	
<b>Part B – Limited Construction Administration/QA Observations (x3 Qty Observations)</b>	<b>Lump Sum</b>	<b>\$5,850</b>	
<b>Optional Part C – Limited Design Services Metal Roof</b>	<b>Lump Sum</b>	<b>\$9,350</b>	
	<b>Total:</b>	<b>\$24,550</b>	

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## ADDITIONAL SERVICES

If Additional Services are requested, we will provide an Additional Services proposal.

## TERMS AND CONDITIONS

Raymond Terms and Conditions are attached and are incorporated as part of this Proposal.

## EXPIRATION

This Offer of this Proposal, including Scope, Fees, and Period of Performance, expires 90 days from the submission of the Proposal.

## CLOSURE

If this Proposal is acceptable, please indicate your acceptance by signing below. Please return the signed copy to Raymond Global, Inc. We appreciate the opportunity to submit this Proposal and look forward to assisting you with this project.

Respectfully submitted,

**RAYMOND**

Devon Silvey, RRO Rupesh Gulati, AIA, RRC, RBEC, LEED AP Project Manager Director  
of Building Envelope [devon.silvey@raymond.global](mailto:devon.silvey@raymond.global) [rupesh.gulati@raymond.global](mailto:rupesh.gulati@raymond.global)

## ACCEPTANCE

SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

**Bonitz of Georgia**, herein referred to as "Client"

PRINT: \_\_\_\_\_ TITLE: \_\_\_\_\_

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## TERMS AND CONDITIONS

1. Client will pay Raymond for services and expenses in accordance with the Contract Documents. Raymond will submit progress invoices to Client monthly and a final invoice upon completion of its Services. Each invoice, on presentation, is due and payable by Client. Invoices are past due after 30 days. Past due amounts are subject to a service charge of one and one-half percent per month (18 percent per annum) on the outstanding balance. Attorney's fees and other cost incurred in collecting past due amount shall be paid by Client.
2. Raymond shall be paid in full for all Services under this Proposal, including any additional services as specifically authorized by Client in excess of those stated in this Proposal.
3. Client's obligation to pay for the Services contracted for is in no way dependent upon Client's ability to obtain financing, payment from third parties, approval of governmental or regulatory agencies, or upon Client's successful completion of the project.

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1. Raymond shall perform Services for Client in a professional manner, using that degree of care and skill ordinarily exercised by and consistent with the standards of competent Raymond's personnel practicing in the same or a similar locality as the Project. In the event any portion of the Services fails to comply with this warranty obligation and Raymond is promptly notified in writing prior to one year after completion of such portion of the Services, Raymond will promptly perform such portion of the Services, or if performance is impracticable, Raymond will refund the amount of compensation paid to Raymond for such portion of the Services.
  2. This warranty is in lieu of all other warranties. No other warranty, expressed or implied, including warranties of merchantability and fitness for a particular purpose is made or intended by the proposal for consulting services, by furnishing an oral response of the findings made or by any representations made regarding the Services included in this Proposal.
  3. In no event shall Raymond be liable for any special, indirect, incidental or consequential loss or damages.
  4. The remedies set forth herein are exclusive and total liability of Raymond whether in contract, tort (including negligence whether sole or concurrent), or otherwise arising out of, connected with or resulting from the Services provided pursuant to this Proposal shall not exceed the total fees paid Client. At additional cost, Client may obtain a higher limit prior to commencement of Services.

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1. The Services and any data, recommendations, proposals, reports, design criteria, and similar information provided by Raymond to Client are provided for the exclusive use of Client on the Project and are not to be used or relied upon in connection with other projects or by third parties.
  2. All reports and written documents delivered to Client are instruments reflecting the Services provided by Raymond and are made available for Client's use subject to the limitations of this Proposal. All such reports, other written documents, all original data gathered by Raymond and work papers produced by Raymond in the performance of the Services are, and shall remain, the sole and exclusive property of Raymond.
- 

Reasonable precautions will be taken to minimize damage to the Project Site from Raymond's activities and use of equipment. Client recognizes that the performance of the Services may cause alteration or damage to the site. Client accepts the fact that this is inherent in the work

and will not look to Raymond for reimbursement or hold Raymond liable or responsible for any such alteration or damage. Should Client not be owner of the property, then Client agrees to notify the owner of the aforementioned possibility of unavoidable alteration and damage and to indemnify, and defend Raymond against any claims by the owner or persons having possession of the site through the owner which are related to such alteration or damage.

Unless otherwise requested, test specimens or samples will be disposed of immediately upon completion of tests and analysis. Upon written request, we will retain samples for a mutually acceptable storage charge and period of time.

If, during the performance of Services, any unforeseen hazardous substance, material, element or constituent or other unforeseen conditions or occurrences are encountered which, in Raymond's sole judgment significantly affects or may affect the Services, the risk involved in providing the Services, or the recommended scope of Services, Raymond will promptly notify Client thereof. Subsequent to that notification and with approval of Client, Raymond may:

- a. Complete the original scope of Services in accordance with the procedures originally intended in the Proposal;
- b. Agree with Client to modify the scope of services and estimate of charges to include study of the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated herein; or
- c. Terminate the services effective on the date of notification pursuant to the terms of the section entitled "Termination of Contract".

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Services may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, Raymond shall be paid for Services performed to the termination date plus reasonable termination expenses.

Should completion of any portion of the services be delayed for causes beyond the control of or without the fault or negligence of Raymond including Force Majeure, the time for performance shall be extended for a period equal to the delay and the parties shall mutually agree on the Terms and Conditions upon which the Services may be continued. Force majeure includes, but is not limited to, acts of God or the public enemy, acts of the United States Government or of the several states, or any foreign country, or any of them acting in their sovereign capacity, acts of

Client's contractors or Agents, fires, floods, epidemics, riots, quarantine restrictions, strikes, civil insurrections, freight embargoes and unusually severe weather.

All notices, correspondence, and submittals regarding this Subcontract shall be directed to:

Raymond  
Attention: Devon Silvey [Devon.Silvey@raymond.global](mailto:Devon.Silvey@raymond.global)

Raymond and its associates shall act as and be deemed to be independent contractors for all purposes of this Agreement and shall not be deemed to be agents, assigns, employees, joint ventures, partners or principals of Client, its employees, officers, directors, representatives or affiliates. The employees, methods, materials, equipment and facilities used by Raymond, its lower tiered subcontractors and suppliers to perform the Work hereunder shall at all times be under their exclusive supervision, direction and control. This Agreement is not intended to be one of hiring under the provisions of any workers compensation or other laws and shall not be so construed.

Client agrees to hold harmless and defend Raymond, its agents, subcontractors and employees, from and against any and all losses, liabilities and costs (including, but not limited to, attorney's fees and expenses) which Raymond, its agents, subcontractors or employees, may incur, become responsible for or pay out as a result of any suit or claim by any third party for damages against Raymond, its agents, subcontractors or employees, or any of them, alleging exposure to or damage from material, elements or constituents at or from the Project, during or after the Services provided, which is alleged to have resulted in or caused disease or any adverse health condition to any third party or resulted in cost for remedial action, uninhabitability of property, or

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other property damage except to the extent such are caused by the negligence or intentional misconduct of Raymond.

1. Raymond shall maintain at its own expense the following insurance subject to normal industry exclusions:
  - a. Workmen's Compensation insurance
  - b. Employer's Liability insurance
  - c. Comprehensive Automobile Liability insurance
  - d. General Liability insurance

- e. Professional Liability insurance
- 2. Certificates can be issued upon request identifying details and limits of coverage.
- 3. Amendments or modifications to these Terms and Conditions or any waiver of any provisions hereof shall be effective if approved by Client and Raymond in writing.



Prior to initiating any claim in a court or arbitration, for damages, alleging professional negligence by a registered architect or professional engineer of Raymond, the plaintiff shall be required to file with the complaint an affidavit of a third-party registered architect or professional engineer competent to testify and practicing in the same profession as defendant, which affidavit shall set forth specifically at least one negligent act, error, or omission claimed to exist and the factual basis for each such claim. The third-party professional engineer or registered architect shall be licensed in the state or if a federal project hold a license to practice engineering / architecture that is acceptable to the presiding forum, and have actively engaged in the practice of architecture or engineering.

Wherever a potential dispute involves in any way the amount of money due Raymond for the Work, or the amount of time required for the Work, either of the Parties shall notify the other party that it wishes to proceed under these “Disputes” procedures.

As to all other unresolved disputes, controversies or Claims between Raymond and Client, the parties shall first seek to resolve them by good faith negotiation lasting at least ten days involving senior management of the Parties. As to disputes, controversies or Claims between Raymond and Client which remain unresolved after such good faith negotiation, the Parties shall determine whether they shall be settled in accordance with the rules of the American Arbitration Association (“AAA”), before one or three arbitrators in a particular location, or through litigation in a court of competent jurisdiction, without a jury.

In any such dispute, a Settlement-Oriented Prevailing Party shall be entitled to receive, as part of any award or judgment, eighty percent (80%) of its reasonable attorneys' fees and expert witnesses' fees incurred in handling the dispute. (Provided, only those attorney's fees and expert witness fees incurred after written notice is given by either party that it will seek to recover them

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under this clause may be reimbursed hereunder.) For these purposes, a “Settlement-Oriented Prevailing Party” shall be a party who obtains a litigation or arbitration result more favorable to it than its last formal written offer (made at least twenty calendar days prior to the formal trial or hearing) to settle such litigation or arbitration. (Where there is no Settlement-Oriented Prevailing Party, each party shall bear its own attorneys' fees and other costs.)



Raymond and Client agree that during the term of this Agreement, it shall not directly solicit or recruit the employees of the other companies associated with the performance of this



This Agreement constitutes the final and complete repository of the agreements between Raymond and the Client relating to the subject matter hereof and supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written. Modifications of this Agreement shall not be binding unless made in writing and signed by the authorized representative of Raymond and Client. The provisions of this Agreement shall be enforced to the fullest extent permitted by law. If any provision of this Agreement is found to be invalid or unenforceable, the provision shall be construed and applied in a way that comes as close as possible to expressing the intention of both Raymond and the Client with regard to the provisions and that saves the validity and enforceability of the provision.

This Proposal and Terms and Conditions represent the entire understanding between the parties hereto relating to the Services and supersede any and all prior agreements, whether written or oral, that may exist between the parties regarding same.

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