

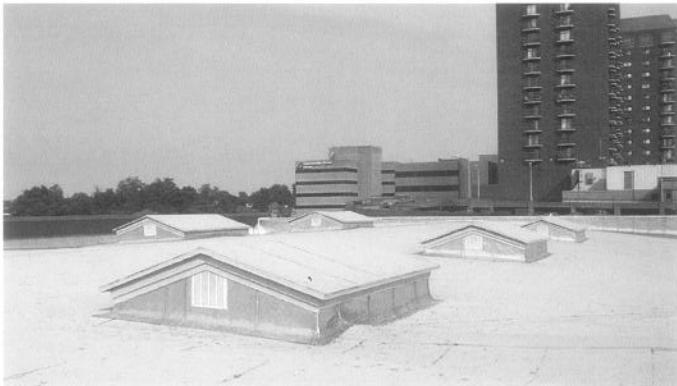
**EXHIBIT C**

**PROPOSAL OF PROFESSIONAL SERVICES  
AND RELATED MATTERS**

Roofing Design for

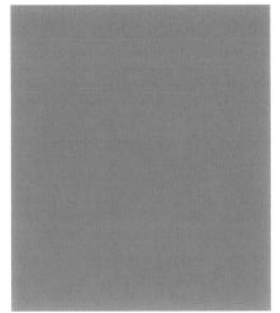
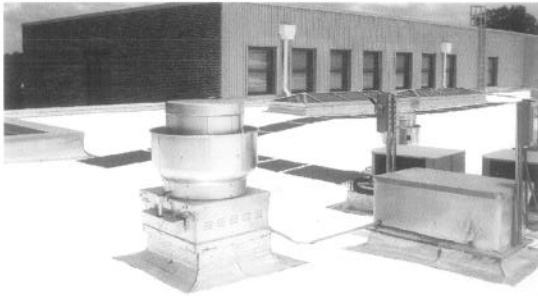
# Arts Place and Government Center

RFP #14-2015 | Lexington-Fayette Urban County Government | April 9, 2015



*architects*  
**TATE HILL JACOBS**

www.thjarch.com • 346 E. Main Street • Lexington, KY 40507 • 859 252 5994



## Transmittal Letter

To: Purchasing Director  
Lexington-Fayette Urban County Government  
Room 338, Government Center  
200 East Main Street  
Lexington, KY 40507

RE: RFP #14-2105 Roofing Design for Arts Place and Government Center

Margaret Jacobs, AIA, Principal will serve in the capacity of Principal and Project Manager during all phases of the project. Lisa Grober, Associate AIA will prepare all computer generated drawings.

The services submitted herein shall be valid for the duration of this project.

## Approach / Project Work Plan

### Week 1: Pre-Design

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- Identify code issues
  - o Identify the number of roofing systems that are currently in place.
  - o Verify that the roofing system is not required to be a fire rated system based on the building construction type and use group in accordance with the 2013 Kentucky Building Code.
  - o Determine whether or not the 2012 International Energy Conservation Code minimum roof insulation requirements will be applicable to this project and if so identify the cost and constructability implications.
- Field Documentation
  - o Identify adjacent construction assemblies which can “mask themselves” as a roof problem, i.e. masonry parapet walls that may not be watertight.
  - o Identify all existing rooftop equipment.
- Existing Roof Construction Analysis; identify roof deck and framing materials.
- Core Roofs to confirm the number, type and thermal insulation characteristics of existing materials.
- Roof Drainage Analysis; identify water quantities for 10 year and 100 year rainfalls
  - o Can Owner confirm subdrainage (internal building drainage piping &/or underground drainage piping if applicable) systems are functioning properly.
- Confirm locations of hazardous materials, i.e. asbestos containing roofing.
- Identify new roofing options to be evaluated.
- Prepare an executive summary of the findings, issues and Owner decisions required in order to proceed into the schematic design phase of the project.
  - o Owner to confirm project scope as defined by the Architect in the executive summary

## **Week 2: Schematic Design**

- Prepare measured and scaled computer drawings of roof plans.
  - o Identify specific areas where the services of a licensed structural engineer and/or other specialty design professional is required. Confirm the limited nature of services required will not represent any additional design fee costs to LFUCG.
- Prepare schematic level cost estimates for the various roofing options identified during the Pre-design phase.
- Prepare an executive summary of the findings, issues and Owner decisions required in order to proceed into the design development phase of the project.
  - o Owner to select roofing system to be used for the construction documents; system selected may be different for the two buildings.
  - o Owner to confirm schematic design cost estimates for the systems selected are compatible with the funding available for the project.

## **Weeks 3 & 4: Design Development**

- Further develop roof plans prepared during schematic design and:
  - o Verify and detail the location, type and capacity of all drainage devices.
  - o Identify all roofing conditions requiring special detailing.
  - o Prepare general demolition notes, legends and details.
  - o Prepare general new construction notes, legends and details.
  - o Identify contractor material staging areas and constructability issues.
- Further develop the cost estimate for each of the buildings including bid alternates if applicable.
- Prepare a Table of Contents and Summary Paragraph for each technical specification section that will be required for the bid documents.
- Prepare an executive summary of the findings, issues and Owner decisions required in order to proceed into the construction document phase of the project.
  - o Owner to confirm design development cost estimates for each of the two buildings are compatible with the funding available for the project.

## **Weeks 5, 6 & 7: Construction Documents**

- Prepare complete and final bid documents (drawings and project manual) for roof replacement projects for each of the two buildings.
- Prepare a final cost estimate for each of the buildings and bid alternates if applicable
- Prepare an executive summary of the findings, issues and Owner decisions required in order to submit the final set of bid documents to purchasing.
  - o Owner to confirm the final construction document phase cost estimates for each of the two buildings are compatible with the funding available for the project.
  - o Owner to confirm subcontractor, material and unit price listings recommended are agreeable and will be incorporated into the Owner's Form of Proposal
  - o Owner to confirm the Construction Time
  - o Owner to determine and identify whether or not the Contract will include provisions for Liquidated Damages
  - o Owner to confirm provisions in the documents related to Contractor access and use of project sites is accurate.
  - o Owner to confirm closeout document requirements are properly defined in the project manual.

### **Weeks 8 & 9: Final Revisions to Construction & Bid Documents**

- Edit, Modify and/or correct bid documents based on comments resulting from the final Owner Review meeting.
- Submit final documents in the format required to Purchasing for bidding purposes.
- Submit final documents for plan approval to Authorities Having Jurisdiction (AHJ) if applicable.

### **Weeks 10-14: Bidding and Contracting**

- Attend and participate in the Pre-Bid Meeting as scheduled by the Owner
- Prepare addenda if necessary and submit to the Owner for distribution.
- Assist the Owner's Project Manager and Purchasing personnel as necessary and/or as requested.
- Submit a letter of recommendation to LFUCG following the bid opening and review of contractor proposals.

### **Weeks 15-23: Construction Administration**

- Prepare a meeting agenda and preside over the Pre-Construction meeting following award of contract and issue meeting minutes.
- Receive, review and disseminate comments/approvals/disapprovals of all required shop drawing submittals.
- Prepare agendas and preside over regular construction progress meetings on a bi-weekly basis and issue meeting minutes.
- Perform weekly site inspections and issue Field Reports. Site inspections will be performed in conjunction with construction progress meetings.
- Perform in the capacity of the Owner's representative with respect to all issues related to the performance of the contractor and execution of the construction.
- Be available to the Owner at all times during the construction phase.

### **Week 24: Substantial Completion & Issuance of Punch List**

- Upon receipt of written notice from the Contractor stating work is substantially complete the Architect will perform an inspection and issue a written determination.
- If the work is substantially complete the Architect will prepare and issue AIA Document G704 Certificate of Substantial Completion and attach a punch list of corrective work that must be performed as a condition of Final Completion including a list of project closeout submittal requirements.
- If the work is not substantially complete the Architect will prepare a list of items that must be satisfied before a Certificate of Substantial Completion can be issued.

### **Weeks 25-26: Correction of Punch List Items**

- Upon receipt of written notice from the Contractor stating all punch list items have been corrected the Architect will perform a "back check" inspection.

### **Week 27: Final Inspection & Project Closeout**

- Following receipt of closeout documents including Contractor As-Builts the Architect will prepare Record Drawing documents for LFUCG
- Review for conformance with contract requirements Contractor submitted warranties, operation and maintenance documents and delivery of same to LFUCG.

## Staffing / Project Manager Designation



**Margaret Jacobs**  
Principal-in-Charge/  
Project Manager  
AIA, RA-KY #3474,  
CID-KY #0136

**EDUCATION**

B.A. in Architecture  
University of North Carolina  
Charlotte, NC, 1979-1981  
Undergraduate Architectural  
Studies, Tulane University  
New Orleans, LA, 1977-79

**PROFESSIONAL  
REGISTRATION**

Architecture – KY #3474  
Interior Design – KY #0136CID

**PROFESSIONAL  
AFFILIATIONS**

American Institute of Architects  
EKC Secretary, 1990-92  
Code Admin. Assoc. of KY

**SERVICE**

Preservation Kentucky, Board  
Member, 2013 - Present  
Kentucky Historic Preservation  
Review Board, Member,  
1994-Present

Ms. Jacobs has been practicing Architecture since 1981, becoming a Principal at Tate Hill Jacobs Architects in 1993. Most of her projects are focused in the area of public education.

Margaret excels in an ability to unite large numbers of stakeholders while maintaining a keen focus on the client's design goals and program requirements. Her familiarity with Kentucky contractors and suppliers and her knowledge of construction practices serve the client well during all phases of a project.

Ms. Jacobs has been invited to work with the Division of Engineering and Contract Administration on roof replacement projects for the lodge at Greenbo State Lake Resort Park and Harlan KSP Post 10. These re-roofing projects would inform and complement the LFUCG roofing projects.



**Lisa Grober**  
Document Production  
Assoc. AIA, LEED AP

**EDUCATION**

B.A. in Architecture  
University of Kentucky,  
2008-2006

**PROFESSIONAL  
AFFILIATIONS**

American Institute of Architects  
US Green Building Council

**SERVICE**

Carnegie Center for Literacy &  
Learning, Volunteer Mentor  
2012-Current

Lisa Grober received her Bachelor of Arts in Architecture from the University of Kentucky in 2006 and joined Tate Hill Jacobs following graduation. She has worked closely with Margaret Jacobs in the office and in the field during this period on a number of elementary school projects including most recently Nicholasville Elementary and Warner Elementary in Jessamine County.

## Experience

### *LFUCG roofing projects*

Lexington, KY

In 2003 Tate Hill Jacobs Architects was hired by Lexington-Fayette Urban County Government to provide Basic Architectural Design Services for multiple roof replacement projects [including the Town Branch former Admin. Building, the Town Branch former Lab Building, and the Solid Waste Building].

Then in 2007, LFUCG worked with THJA for the re-roofing of 24,000 GSF of a parking garage and 9,460 GSF of adjacent areas.



#### LFUCG Roofing Projects [above]

##### **Owner's Representative**

Wayne Wilson, Dept. of General Svcs.  
Div. Bldg Maintenance & Construction  
1555 Old Frankfort Pike  
Lexington, KY 40504  
t 859 425 2255

**Principal & Project Manager:**  
Margaret Jacobs



#### **Kearney Hills Clubhouse Roof Replacement (2010)**

Removed existing roofing and sheet metal trim associated with low slope roof areas only, then provided new roofing system and sheet metal flashing and trim.

#### **Kearney Hills [left]**

##### **Owner's Representative**

Mark Morgan [retired]  
LFUCG Parks & Rec.  
469 Parkway Drive  
Lexington, KY 40504  
t 859 425 2255

**Principal & Project Mgr:**  
Margaret Jacobs



## *ket network center*

Lexington, KY

The project included removal of 96,050 square feet of existing ballasted EPDM roofing. Existing polyisocyanurate insulation and lightweight concrete systems that were not wet were re-used. New tapered insulation was installed throughout all locations. The new roofing system is gravel surfaced 4-ply built-up roof. The work also included selected masonry and concrete restoration work.

**Owner's Representative:**

Mr. Bill Novak  
Commonwealth of Kentucky  
Division of Engineering  
403 Wapping Street, 1st Floor  
Frankfort, KY 40601  
t 502 564 3155

**Contractor:**

Tri-State Roofing & Sheet Metal Co.  
1624 Old Frankfort Pike  
Lexington, KY 40588

**Cost of Construction:** \$824,800.00

**Completion Date:** 2007

**Principal & Project Manger:**

Margaret Jacobs



# nicholasville elementary school

Jessamine County Schools | Nicholasville, KY

The school building was constructed during three primary phases of construction with approximate dates of 1935, 1955 and 1987. In 2005 roofing systems in all areas of the building were removed and replaced with a 2-ply SBS modified bitumen roofing system furnished with a 20-year warranty. The work included limited areas of lightweight concrete to improve drainage conditions in select areas.

In 2011 the building underwent a comprehensive 30-year renovation. Representatives from the roofing manufacturer were on site during the renovation work to ensure warranted areas of the roof were properly maintained. At that time attention was directed toward excessive granule loss to the cap sheet. As a result of Ms. Jacobs's efforts the manufacturer agreed to remediate the cap sheet with monolithic application of an elastomeric white roof coating at no additional cost to the Owner.

This project is an example of how it pays to work with design professionals and roofing product manufacturers who are well established and respected in their areas of expertise.

**Owner's Representative:**

Shirley Smith  
 Director of Maintenance  
 Jessamine County Schools  
 1001 Cook Lane  
 Nicholasville, KY 40356  
 t 859 881 7111, ext 1

**Contractor (Warranty Repairs):**  
 Tri-State Roofing & Sheet Metal Co.  
 1624 Old Frankfort Pike  
 Lexington, KY 40588

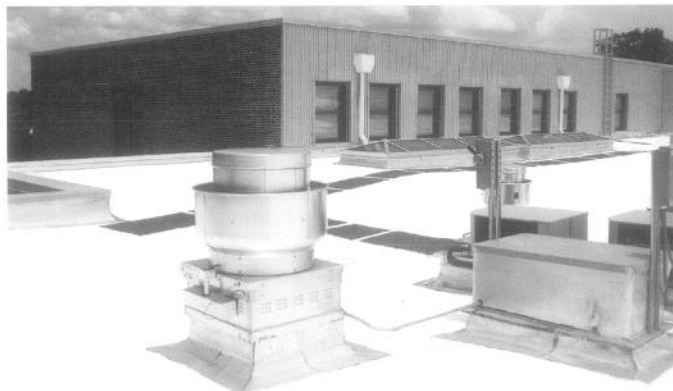
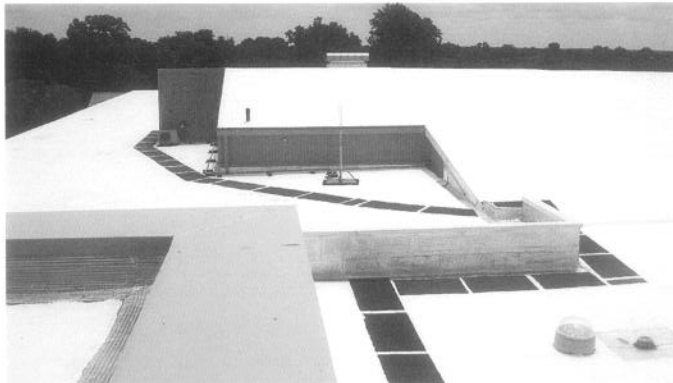
**Cost of Construction (2005):**  
 \$462,000.00

**Cost of Coating (2014):**  
 \$0.00

**Original Completion Date:** 5/2005

**Installation of Coating Date:** 6/2014

**Principal & Project Manager:**  
 Margaret Jacobs (2005 & 2014)



## community education gym

Woodford County Public Schools | Versailles, KY

The project included full removal of the existing water-logged built-up roofing and insulation and installation of a fully adhered tri-polymer alloy (TPA) roofing, with cover board and tapered insulation. The area of the roof is 8,600 square feet. The new TPA roofing system is warranted for 20 years. The work also included careful removal and reinstallation of existing gutters and downspouts. Existing wood fascias were wrapped in new prefinished aluminum.

The school board is not sure how long this building will be needed and for that reason they were interested in a weathertight solution with minimal cost. A waiver was requested and granted by the Division of Building Code Enforcement to allow use of a roofing system that does not comply with minimum code required roofing insulation thermal resistance properties.

**Owner's Representative:**

Amy Smith, CFO/COO  
Woodford County Public Schools  
330 Pisgah Pike  
Versailles, KY 40383  
t 859 879 4600

**Contractor:**

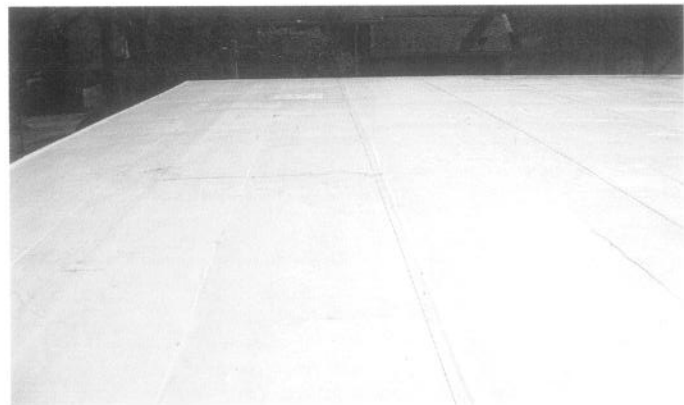
American Roofing & Metal Company  
4610 Roofing Road  
Louisville, KY 40218

**Cost of Construction:** \$120,000

**Completion Date:** May 2014

**Principal & Project Manager:**

Margaret Jacobs



## williamstown independent school

Williamstown Independent Schools | Williamstown, KY

The school building was constructed in 1966. The original built-up asphalt roof was still in place beneath foam roofing that had been installed in 1996. The project required complete removal of the foam and asbestos containing BUR roofing systems down to the existing tectum roof deck. The tectum roof deck is flat. New internal roof drains, interior and exterior pipe drainage systems were installed to prevent new tapered roof insulation thicknesses from becoming excessive across large spans of roof areas. A 20 year two ply SBS modified bitumen roofing system was selected for its long-term life expectancy and installation reliability characteristics.

**Owner's Representative:**

Sally Skinner, Superintendent  
Williamstown Independent Schools  
300 Helton Road  
Williamstown, KY 41097  
t 859 824 7144

**Contractor:**

William Kramer & Son, Inc.  
9171 Harrison Pike  
Cleves, OH 45002

**Cost of Construction:** \$682,000

**Completion Date:** May 2011

**Principal & Project Manager:**  
Margaret Jacobs



## Cost / Budget

### Fee Proposal

|  | Item                                             | Proposed Cost (\$) |
|--|--------------------------------------------------|--------------------|
|  | Pre SD Services                                  | \$2,000            |
|  | SD Phase                                         | \$2,000            |
|  | DD Phase                                         | \$4,000            |
|  | CD Phase                                         | \$7,500            |
|  | Bid Assistance Phase                             | \$500              |
|  | CA Phase 10meetings &/or Field Inspections (max) | \$7,500            |
|  | Project Closure and Warranty                     | \$500              |
|  | <b>Total Proposed (LS)</b>                       | <b>\$24,000.00</b> |

### Unit Price

| Services                                                        | Proposed Amount    |
|-----------------------------------------------------------------|--------------------|
| Consulting Services for Registered Architect/Engineer (\$/Hour) | \$100 / Hour       |
| Additional Inspections (\$/Inspection) <i>(with report)</i>     | \$250 / Inspection |
| Other (Please Describe)                                         | N/A                |