



# County of Santa Cruz

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## GENERAL SERVICES DEPARTMENT

701 OCEAN STREET, SUITE 330, SANTA CRUZ, CA 95060-4073

(831) 454-2718 FAX: (831) 454-2710 TDD: (831) 454-2123

ROY HOLMBERG, DIRECTOR

November 7, 1999

AGENDA: November 16, 1999

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, California 95060

### Roof Inspection Services for Government Center Re-roof Project (Q1 0016)

#### Members of the Board:

As part of the re-roof project for the Government Center and Courthouse which is currently underway, inspection services are necessary to ensure that the contractor meets the design specifications. Technical Roof Services, Inc. is the firm which provided Part 1 expedited design services for this project. General Services is recommending that their contract be extended to Part 2 services related to the construction phase of the project, including all inspections. A purchase order for an amount not to exceed \$22,754.00 will be issued upon your Board's approval today. Funds were previously budgeted for these services and are available in Index 191150, Sub Object 6610 (Q1 0016). Staff are confident that Technical Roof Services, Inc. can continue their involvement with this project in an effective, professional manner.

It is therefore RECOMMENDED that the Board take the following actions:

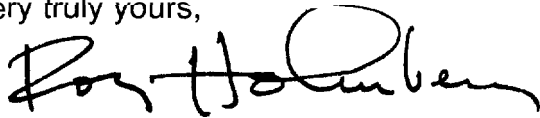
1. Authorize the General Services Department to amend the Government Center Re-roof Purchase Order (R#2-5324) with Technical Roof Services, Inc. for an amount not to exceed \$22,754.00 for Part 2 consulting and construction inspection services; and

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Government Center Re-roofing  
November 7, 1999  
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2. Authorize the Director of General Services to execute the Amendment to the Agreement as granted under Purchase Order R#2-5324.

Very truly yours,

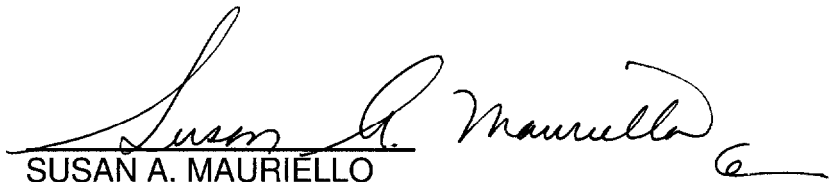


ROY K. HOLMBERG  
Director

Attachment(s)

RH:mmc

RECOMMENDED:



SUSAN A. MAURIELLO  
County Administrative Officer

cc: County Administrative Office  
General Services

AMENDMENT TO AGREEMENT

The parties hereto agree to amend that certain Agreement date July 8, 1999, by and between the COUNTY OF SANTA CRUZ and TECHNICAL ROOF SERVICES, INC. to extend date ending to January 31, 2000 and by increasing scope of contract to include the scope of work, at an increased encumbrance of \$22,745.00, as per attached proposal.

All other provisions of said Agreement shall remain the same.

Date: \_\_\_\_\_

COUNTY OF SANTA CRUZ

By: \_\_\_\_\_

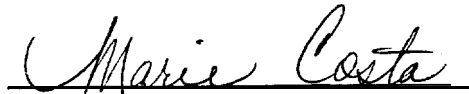
TECHNICAL ROOF SERVICES, INC.

By: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

APPROVED AS TO FORM:

  
\_\_\_\_\_  
County Counsel

DISTRIBUTION:     Department of General Services  
                         Auditor-Controller  
                         County Counsel  
                         Risk Management  
                         TRS, Inc.

# TRS

**TECHNICAL ROOF SERVICES, INC.**  
*Roof and Waterproof Consultants*  
[www.trsroof.com](http://www.trsroof.com)  
**EXHIBIT B**

September 17, 1999

Ms. Carr-Gordon  
COUNTY OF SANTA CRUZ  
Facilities Management  
701 Ocean Street, Room 330  
Santa Cruz, CA 950664027

RE: **Reroofing** of Santa Cruz County (SCC) Government Center and Courthouse Buildings  
Proposal for Consulting Services,  
Part 2 – Pre-Bid. Construction and Final  
TRS 99067

Dear Ms. Can-Gordon:

Technical Roof Services, Inc. (TRS) is pleased to submit this proposal regarding Part 2 (Pre-Bid, Construction and Final) consulting services associated with the planned **reroofing** of the Santa Cruz County Government Center and Courthouse buildings in Santa **Cruz**, California. Please note that this is a revised version of a proposal previously submitted to Mr. Carl Wulf, dated August 17, 1999.

We propose to provide additional roof consulting services as an extension to our current Independent Contractor Agreement with the County of Santa **Cruz**, which references our letter of July 2, 1999, describing our proposed Part 1 (Design, Plans and Technical Specification Document) services. This "Exhibit B" describes the additional scope of services and, we understand, will be authorized as an Addendum to the original Agreement.

The purpose of our further involvement will be to assist the County by providing consulting services on a time and expense basis during the bidding, construction, and final phases of the planned reroof project.

Considering the information obtained to date and the direction provided from your office during the Document Phase, our proposal is based on the following understandings and assumptions:

- Manufacturer's product information will be relied upon as complete and accurate representations,
- The County will perform all "Owner Representative" services and functions, TRS' assistance regarding County-provided Owner Representative services will be limited to telecom clarifications of technical conditions observed as part of our authorized site visits.
- The 1998 California Building Code will be used as the reference "Code".

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Ms. Nancy Carr-Gordon  
RE: County of Santa Cruz, General Services Dept.  
September 17, 1999

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- Any services **needed** related to environmental issues during construction (**such** as, asbestos, lead and other potentially hazardous materials), including consulting and monitoring during **removal**, will be provided by other parties through separate agreements with the County. Environmental services are not provided or included.
- Supplemental weather-protection systems will be provided over and around the existing skylights by other parties through separate agreements with the County, if replacement of the skylights is not selected as an Alternate for this project. Penthouse wall surfaces will receive a waterproof treatment at a later date by other parties through separate agreements with the County.
- As-built drawings, associated with the Construction Phase, are not part of our scope of work.
- The actual construction portion of the project will take place over eight (8) working weeks.
- The County will provide inspections for quality control and assurance **during** construction.

#### PHASE HI -- BID **PHASE**

Bid Phase services will be completed and invoiced as part of the previously authorized Part I services.

#### PHASE IV – CONSTRUCTION PHASE (CONSULTING RELATED **SERVICES**)

We propose to provide technical assistance during the construction portion of the project.

1. Attend one **pre-construction** start-up meeting, conduct technical portions of the meeting, and provide a summary report.
2. Review one package of contractor technical submittals, including one resubmittal, and provide summary commentary reports.
3. Attend eight (8) weekly meetings and provide a summary report for each meeting. The weekly site visits will include observations of the progress and quality of the roof construction work. TRS will provide consultant clarifications/recommendations for your consideration. Our clarifications **and/or** recommendations will not be directives to the contractor for the contractor to proceed.
4. Additional intermittent site visits **can** be provided at your request as an additional service.

Quality Control and Quality Assurance (QC and **QA**) is a broad and multi-faceted concept, often misunderstood or interpreted to mean inspection services. QC and QA involve many diverse items, such as: contractor and worker expertise and experience; contractor management, supervision and quality control techniques and training; mock-ups; and on-site testing and meetings.

Quality Assurance, referenced in Technical Specification Sections, is the assurance required of the contractor and manufacturers. The contractor is solely responsible for contract compliance, which includes quality control, quality assurance, management and supervision. The technical assistance proposed for the Work does not include construction management, **administration**, **Owner Representative** work **and/or** contractor quality control and assurance.

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RE: County of Santa Cruz, ~~General~~ Services Dept.  
September 17, 1999

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Construction observation by firms like TRS can assist clients by checking for general compliance of materials, the installation, quality control and assurance techniques, and processes utilized by the installers. However, observation is only one part of many in the process of construction. TRS can ~~provide~~ and recommends that the County utilize eight-hour a day roof covering construction observation services, which include a report of our findings and recommendations to your office.

#### **PHASE V – FINAL PHASE**

We will attend one final observation visit as a check that the work is completed in general compliance with Technical Project Requirements, and provide a final report documenting incomplete or non-conforming work items.

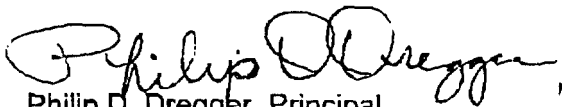
#### **FEES AND CONDITIONS**

Fees for our services will be determined on a time and expense basis in accordance with the conditions included in our current Independent Contractor Agreement with the County including our current Fee Schedule. We suggest a budget amount of \$22,753.50, including a 10% contingency, be established for the services described above. See the Attachment 2 for an itemized breakdown of the anticipated services. We will not extend services beyond the authorized amount without your prior approval.

Thank you for the opportunity to submit this proposal and we look forward to the possibility of assisting you on this project.

Respectfully submitted,

TECHNICAL ROOF SERVICES, INC.

  
Philip D. Dregger, Principal  
Engineer, Registered Roof Consultant

PDD/brm

enclosures: Attachment 1, TRS Fee Schedule with Additional Provisions  
Attachment 2, TRS Project Cost spreadsheet

# TRS

TECHNICAL ROOF SERVICES, INC.

Roof and Waterproof Consultants

www.trsroof.com

"Attachment 1"

## FEE SCHEDULE

Principal. Sr. Consultant	\$ 125 hour
Sr. Consultant	\$ 110 hour
Consultant	\$ 95 hour
Expert Assistance	\$ 175 hour **
Sr. Technical Representative	\$ 85 hour
Technical Representative	\$ 65 hour
Installation Monitor	\$ 55 hour *
Sr. CAD Operator	\$ 65 hour
CAD Operator	\$ 50 hour
Non-Technical Support	\$35 - \$65 hour
Moisture Surveys	Special Quote
Expenses	cost + 10%
Mileage	\$.32/mile
Subcontractors	Cost + 25%

**Labor invoicing includes project site time, related time, and travel time. Rates for "Priority" or "Rush" work are 1.15 of all values shown.**

**\*\* Arbitration, mediation, deposition, and trial. All expert witness deposition fees are due either at the beginning or the end of the deposition - no exceptions. Depositions will not proceed without this agreement.**

**\* Rate of \$55/hour is for a guaranteed 5 day, 8 hour per day work week. Overtime rate of \$70/hour for time and a half, and \$85/hour for double time work apply per California Labor Code requirements.**

**When addressing existing leak problems, Technical Roof Services will proceed cautiously to minimize any interior damage or inconvenience. However, we can not and will not accept responsibility for damages that may be caused by leakage of the existing roof system.**

**Terms: All invoices are due and payable within 30 days of receipt. A late charge of 18% per annum will be computed on all amounts past due.**