

April 8, 2013

Dana Point Condominium Association
c/o Lieberman Management Services
Ms. Lisette Ray, CMCA Property Manager
1519 E. Central Road
Arlington Heights, IL 60005

Re: Garage Header Repair Proposal

Dear Ms. Ray:

In accordance with the Association's request, we are pleased to submit this proposal for the professional services necessary for the Garage Header Repair Project at Dana Point Condominium Association. The services that we propose to provide are the following:

PHASE I – INVESTIGATION

- A. We will review original building drawings, specifications, correspondence, reserve reports, and any other pertinent information that the Association can provide relating to the condition of the existing garage headers. The four garage headers that will be evaluated are the following: Building 1605-B Wing, Building 1505-A Wing, and Building 1405 – A and B Wing.
- B. We will field verify the existing conditions of the garage headers. We will also need access to the hallways above the garage door entrances and to the roofs of each building.
- C. We will submit a letter with our findings of the typical garage header conditions, our evaluations of the cause of the problem, and our recommended repairs.

Phase I ends with the submittal of the Findings, Evaluations, and Recommendations Letter to the Association.

PHASE II – DESIGN DEVELOPMENT & BIDDING

- D. We will use the information gathered during the Phase I - Investigation and the scope of work decided upon by the Association.
- E. We will prepare construction bid documents, drawings, and specifications for the Garage Header Repair Project work to be completed in such a manner as to allow competitive bids to be obtained.

- D. We will assist the Association in obtaining qualified contractors to bid the work, oversee the bid process, review the bids received for the Association, and make a Bid Summary and Recommendation Letter for the selection of a contractor, based on the bids received.

Phase II ends with the submittal of the Bid Summary and Recommendation Letter to the Association.

PHASE III – CONSTRUCTION ADMINISTRATION

- E. We will prepare contract documents for agreement between the Owner (the Association) and the Contractor. We will review contractor submittals, aid in the contractor's application for permit, and facilitate any pre-construction or on-site meetings prior to the beginning of the work.
- F. We will perform periodic observations of the progress and quality of the repair work to determine in general if it is being performed in a manner indicating that when completed the repair work will be in conformance with the contract documents.
- G. We will review contractor payment requests, make recommendations for interim and final payouts, and we will provide such other professional services as are necessary and customary during the construction period.

All of our services will be performed under the supervision of an Illinois Registered Architect.

Our fees for the above listed professional services will be:

- Phase I - For the on-site investigations and the preparation of the findings, the evaluations, and the recommendations letter for the Garage Header Repair Project; One Thousand Nine Hundred and Ninety Five Dollars (\$1,995), with monthly progress billing invoices for work completed.
- Phase II - We are unable to give an accurate amount for this phase of work since the full cause for the state of the existing conditions of the garage headers is unknown to us at this time. Once we have completed the Investigation Phase and the Association has chosen a scope of work for the repair project, we will submit pricing for the Design Development and Bidding Phase of the project to the Association for their approval.
- Phase III - For services relating to contracts, submittal and shop drawing review, periodic observation of construction work, and review and verification of contractor pay requests; billing for the actual hours expended is in accordance with the attached rate schedule. Since we as Architects do not have control over the means, methods, or scheduling by contractors of materials, manufacturing, or labor required, in addition to the effects of market conditions on competitive bidding, we cannot quote a fixed cost for this Phase of the project.

Invoices are submitted monthly and are due and payable upon receipt. Invoices remaining unpaid for thirty days earn interest at the rate of one and one-half percent per month from the date of invoice. If collection proceedings are required to collect unpaid invoices we shall be entitled to reimbursement for collection costs, including court costs and reasonable attorneys' fees. Any additional services requested by the Association and all costs for reproduction, postage, and / or messenger service will be billed in accordance with the rate schedule. The terms and conditions printed on the rate schedule are included as part of this proposal.

Should the services that we provide under this agreement result in our involvement in any legal proceedings, whether by request or subpoena, we shall be entitled to reimbursement by the Association for our time and expenses, in accordance with our then effective rate schedule, incurred in the preparation for and/or attendance at any consultations with attorneys, depositions, or court appearances regardless of whether it is the Association or any other third party who requests our involvement or serves a subpoena. This proposal is valid for sixty (60) days.

We are prepared to begin work immediately upon receipt of your acceptance of this proposal. We look forward to working with you and appreciate this opportunity to be of service to the Dana Point Condominium Association

Sincerely,
Postl-Yore and Associates, Inc.



Margaret K. Pinkous, CDT

PHASE I – INVESTIGATION
ACCEPTED FOR THE DANA POINT
CONDOMINIUM ASSOCIATION

BY: _____

TITLE: _____

DATE: _____

Postl – Yore and Associates, Inc., is a professional Architectural and Engineering firm duly registered with the State of Illinois Department of Professional Regulation.

Barry Roofing, Inc.
12625 South Hamlin Avenue, Alsip, IL 60803
708-596-4444 708-596-4456 (fax)

PROPOSAL & CONTRACT

Customer: Dana Point Condominiums
C/O: Lieberman Management Services
Attn: Lisette Ray
1519 E. Central Road
Arlington Heights, IL 60005

Contractor: Barry Roofing, Inc.
John C. Argento, President

Site Address: 1519 E. Central Road, Arlington Heights, IL

Date: July 2, 2013

Background: We were asked to provide a proposal for inspection, evaluation, conditional reporting, preventive maintenance and gutter cleaning at Dana Point for 17 buildings with flat roofs, and a small club house with a flat, pitched roof.

If we are awarded this contract we will provide a detailed *evaluation* of the property with *expected roof life for each building* and photos to explain items.

We were told that the Association has some specific concerns as follows:

- **Possible shrinking roof membrane affecting the masonry.**
- **Water pouring off of canopy roofs into flower beds.**
- **Aggressive reporting of aspects of the roof that should be considered for immediate improvement.**

We will investigate these issues and report back to the Association with suggestions for remedies.

The pricing below is primarily for the maintenance work we intend to do.

Price for Specification: \$13,200 for 17 building sections including "core areas" between the sections, canopies at entrances and also the clubhouse. - Pricing valid through August, 2013.

FLAT ROOF PREVENTIVE MAINTENANCE SPECIFICATION:

1. The goal of this program is to identify and reinforce or repair areas that:
 - a. Frequently wear out on flat roofs.
 - b. Take high abuse from water flows.