

Roofing Pilot - Building Selection and Consultant Selection Resolution Worksheet

Date: September 18, 2024

Suggested Motion:

“I move to approve _____ to provide roof consulting services at buildings 849 and 953.”

2nd:

Vote:

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
Dave Bush				
Caitlin Counihan				
Robin Davis				
Jeff Lisanick				
Amanda Mullan				
Scott Mulrooney				
Mike Rothenberg				
Jim Wicker				



**GARDNER
ENGINEERING, INC.**

June 24, 2024

Mr. Francisco Foschi, General Manager
Parkfairfax Condominium
3360 Gunston Road
Alexandria, VA 22302

SUBJECT: Proposal to Provide Roof Consulting Services
Parkfairfax Condominium – Roof Replacements
Alexandria, Virginia
Gardner Engineering Proposal 5006

INTRODUCTION

Gardner Engineering, Inc. is pleased to provide this proposal for roof consulting services for the Parkfairfax Condominium located in Alexandria, Virginia. Included in this proposal is a brief description of the property, our proposed scope of work and our proposed fee for the specified services.

The property is developed with dozens of garden-style condominium buildings. The roofs on the buildings are typically an interlocking tile roof system. The community recently hired Walker Consultants to perform a roof condition assessment and prioritization for replacement. We are in receipt of their report, dated December 22, 2022. It is our understanding that Parkfairfax Condominium would like to replace two roofs labeled as high priority in the Walker report. One roof will be replaced in-kind with an interlocking tile roof, while the other will be replaced with a synthetic faux tile alternative. It is our understanding that the project will be used as a mock-up to assist the community in determining future roof replacement projects.

The purpose of our services will be to provide design for the two roofs, bidding services, contract administration services, and construction observations.

PROPOSED SCOPE OF WORK

We propose to perform the following scope of work:

Phase I – Design

- Perform a pre-design survey of the two buildings for the purpose of obtaining measurements and determining existing construction details. We will also require access to the attic spaces to determine the existing roof deck and attic ventilation conditions.
- Develop a written scope of work and technical specification to outline the roof replacement of 2 buildings. The buildings were reported to be building 849 (located off of Martha Custis Drive) and building 953 (located off of Mount Eagle Place). One roof design will be based on Ludowici interlocking terracotta tile. The other roof design will be based on either Brava or

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DaVinci synthetic faux tile. The specifications will describe materials to be used and procedures to be employed for complete removal and replacement of the existing roof systems. Detail drawings will be provided as necessary.

- We will prepare design documents to outline the roof replacement work, including:
 - Specification and Drawings
 - Material Selection
 - Invitation to Bid
 - Instructions to Bidders
 - Bid Forms
 - Contract Agreement
 - Supplementary Conditions
 - Administrative and Safety Provisions
 - Insurance/Bond Requirements
 - Warranty

Phase II – Bidding

- Establish a list of qualified contractors to bid the project.
- Distribute bidding documents to contractors.
- Conduct a pre-bid meeting on site.
- Prepare and distribute required bid addenda.
- Review and tabulate the Bids.
- Provide a spreadsheet summarizing contractor base and unit prices and submit the spreadsheet to the Owner to aid in the selection of a contractor for the project.

Phase III – Contract Administration and Construction Observations

Provide contract administration services generally consisting of the following:

- (If necessary) Prepare additional documents for permit submittal, as required by the local jurisdiction.
- Prepare the Owner/Contractor Agreement for execution (AIA A-104).
- Review of contractor pre-job submittals.
- Conduct a pre-construction conference.
- Review of contractor pay requisitions.

- Perform additional engineering, as necessary, to address modifications to the repair materials or methods which may be required as the result of changed or unforeseen conditions.
- Consult with Owner/Contractor to clarify technical issues and coordinate the project schedule.
- Act as liaison between the Owner and Contractor.
- Perform periodic site visits during construction to visually observe the progress of the work and determine if the work is being performed in general accordance with the Project Specifications. Please note that these services do not include field or laboratory testing.

PROPOSED FEE AND SCHEDULE

The proposed fees for the services outlined above are as follows:

Phase I – Design	Estimated \$ 8,200 – \$ 9,800
Phase II – Bidding	Lump Sum \$ 3,540
Phase III – CA/CO	Estimated \$ 900 - \$ 1,200/week - average**

** To be billed in accordance with the unit rates outlined in the attached Fee Schedule. These costs can be better determined once the Scope of Work is defined, a Contractor is selected and the project duration has been established. Gardner Engineering can provide an estimate of these costs at that time.

We will commence the design work within two weeks of receiving written authorization, weather permitting.

AUTHORIZATION

If this proposal is acceptable, please sign the attached Proposal Acceptance Sheet and return it to us. That will make this proposal and the attached Terms and Conditions the agreement between us.

We appreciate your consideration of Gardner Engineering for this work and look forward to assisting you with this project.

Sincerely,
GARDNER ENGINEERING, INC.

Kevin J. Gardner, RRO
Project Manager

Douglas A. Gardner, P.E.
President

Attachments: Proposal Acceptance Sheet/Terms and Conditions/Fee Schedule



**GARDNER
ENGINEERING, INC.**

PROPOSAL ACCEPTANCE SHEET

Gardner Engineering, Inc. is pleased to provide the services listed in **Proposal No. 5006**. The purpose of this acceptance sheet is to obtain your authorization for the Scope of Work and confirm the Terms and Conditions under which our agreement will be based. The Terms and Conditions are stated on the following sheet. If you wish to make changes to the Terms and Conditions or the Scope of Work stated in the proposal, please note these changes on the space provided.

SUBJECT: **Proposal to Perform Engineering Consulting Services – Roof Replacement Design**

PROJECT NAME AND LOCATION: **Parkfairfax Condominium
Alexandria, Virginia**

INVOICES TO BE SENT TO:

Firm _____

Contact Name _____

Telephone No. _____ Fax No. _____

E-Mail _____ Cell No. _____

Mailing Address _____

City _____ State _____ Zip Code _____

WORK AUTHORIZED BY: _____
(Print Name & Title)

(Signature) (Date)

CHANGES TO THE SCOPE OF SERVICES OR TERMS AND CONDITIONS (if any required):

Specializing in Building Restoration



Building Envelope Consultants and Scientists, L.L.C.

June 18, 2024

ATTENTION: **Parkfairfax Condominium**
 c/o Francisco Foschi, CMCA, AMS, PCAM; General Manager
 3360 Gunston Road
 Alexandria, VA 22302

SUBJECT: **Proposal for Roof Consulting**
 Parkfairfax Condominium
 Building 849 and 953 Roof Replacement
 Alexandria, VA 22302
 BECS #20240368

Dear Mr. Foschi;

Building Envelope Consultants and Scientists, LLC (BECS) is pleased to submit the following proposal to assist with the referenced project. Below, you will find our proposed scope of services based on our knowledge of the project at this time and our experience with similar projects of this type.

Background

We understand that the Client is considering beginning a roof replacement project for the property. The current reserve study indicates that many of the roofs are due for replacement. Building 953 (1500 Mount Eagle Place) and Building 849 (3223 Martha Custis Drive) have been selected by the Client to act as pilot projects for the roof replacement project.

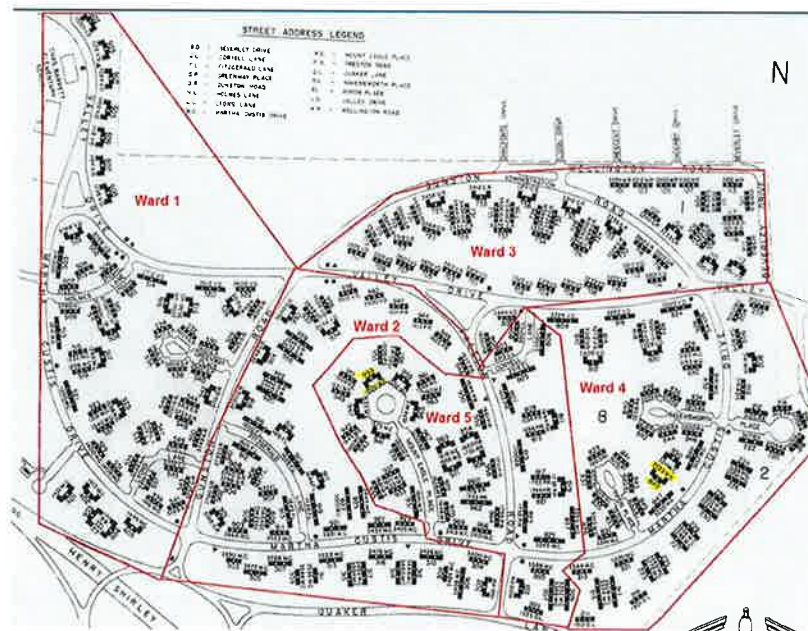


Figure 1: Property Map (pilot project buildings are highlighted)



Figure 2: Building 953 Google Maps Images



Figure 3: Building 849 Google Maps Images

BECS has been invited to prepare this proposal to perform the services listed below. The Client has requested that BECS provide a proposal to develop the design for roof replacement. The following tasks outline our process to develop a design for roof replacement.

Proposed Scope of Services

The BECS services outlined below are conducted by a team of registered engineers and architects, building scientists, and roofing/waterproofing consultants, with specialties in structural and restoration engineering, building envelope, and general construction. The specialists working on each project have extensive experience in such investigations. Conclusions will be drawn from on-site observations and interviews with users and management/maintenance personnel. Appropriate documents will be reviewed for orientation purposes. Except where indicated otherwise, no destructive testing, calculations, intrusive observations, or laboratory analysis is included in the services outlined herein. BECS will require structural, architectural, and as-built drawings to perform our investigation. If drawings are not available, we reserve the right to revisit our proposal to determine the impact on our scope and costs to perform the investigation.

Task 1 – Design Level Survey, Drawing Review, and Presentation of Findings

- Review available reports, leak logs, and other pertinent data from previous studies of the referenced components provided by the Client and/or management staff. We will also interview the Client regarding the history of the project. If there are known conditions that you would like us to consider, please make us aware of the conditions and their locations.
- Review available drawings of the building to attempt to determine the details of construction. We understand the Client will make existing drawings available to us a minimum of 7 days before the beginning of our survey.
- Make a site visit to perform visual observations of the roof systems. We will review the exterior of the building from the ground and from extension ladders that we will provide. We will utilize binoculars and/or 40x zoom lens digital cameras during our roof observations. We will utilize specialty equipment such as infrared cameras and moisture meters to help verify existing conditions and observations. Our observations will focus on thermal, air, weather, and water management as-built details. During our observations, we will require access to the interior of the building and accessible attics. We will work with the Client to gain access to interior areas with exposed exterior wall conditions if they can be made available to us. If there are existing areas with known detailing concerns, we request Client make this information known to us before the start of our Work so these locations may be included as part of our survey.
- We will follow up on our study with a PowerPoint Presentation of our findings and will include recommendations, practical solutions to address the recommended repairs, and risk factors associated with the observed conditions, and recommendations for additional testing or exploratory openings; to help address reported conditions.
- We will attend one virtual meeting during normal business hours (Monday through Friday 10:00 AM to 3:00 PM) with the Client and/or Client's representative following delivery of our findings to review conditions and recommendations and answer questions related to the study.

If during our work, we discover conditions that require immediate attention/repairs or additional access to perform detailed observations and intrusive investigation, we will inform you of our findings and provide a budget to perform the additional work. We will not proceed with additional work without first receiving written approval from the Client.

Task 2 – Design Documents

- BECS will complete a Building Code Analysis for the project. This will be used to establish the regulatory criteria for the project, and will be used to develop our design in compliance with local Permit Authority requirements. Our analysis will be limited to only those portions of the Building Code applicable to the scope of our design work.
- BECS will prepare technical Specifications and Drawings (together referred to as the “Project Manual”) to scope and describe repair or replacement needs for the components in question in sufficient detail for competitive bidding or pricing by the Client’s pre-selected Contractor. The content, Level of Detail, and Design Intent of the Project Manual will be based on the scope agreed to by the Client.
- BECS will prepare Drawings in compliance with Building Code requirements, including details of sufficient Level of Detail to clearly describe the scope and extent of repairs identified previously and agreed to by the Client. Although not anticipated, if unforeseen conditions are discovered after the commencement of the work that will require extensive detailing beyond what is described in this Proposal, BECS may require additional fees to cover the unexpected increase in effort. In this circumstance, BECS will inform the Client immediately.
- BECS will prepare Specifications. The Specifications will include general administrative requirements, contractual information, and technical specifications about the scope of the design. Specifications will be formatted as short-form specifications sections. Specifications will name specific products as the “basis-of-design”.
- BECS will deliver 2 Drawing submissions for Client review at the following milestones: 90% and Bidding Set.
- BECS will conduct up to 1 Virtual Design Review Meetings with the Client during Task 2 to review the development of the design.
- BECS will attend up to 1 Virtual Stakeholder meetings with the Client, to address Stakeholder questions.
- The Task 2 deliverable is intended for bidding purposes only. During the completion of the bidding process and before the contract award, the Task 2 deliverable may require revisions to document items changed or negotiated material delivery lead times, schedule, or other considerations. The Task 2 deliverable is not intended to be a permit or construction document.
- BECS will package our completed “Project Manual” into a deliverable at the conclusion of Task 2. This will include the following materials:
 - Drawings
 - Invitation to Bid
 - Instructions to Bidders
 - Bid Forms
 - Administrative Provisions
 - Bond Requirements
 - Insurance Requirements
 - Warranty Information
 - Sample AIA Format Owner / Contractor Agreement
 - General Conditions (AIA Format)
 - Scope of Work
 - Technical Specifications
- Delivery of the Project Manual will conclude BECS’s Task 2 services.

Task 3a – Bidding Services

- BECS will consult with the Client to establish a list of between 3-5 qualified bidders. BECS will provide a written bidders list of pre-approved bidders for a project of this type and complexity to the Client for their review and approval. We will also suggest dates and times for the prebid meeting and receipt of bids. Once the bidder's list, pre-bid meeting date/time, and period for bidding are approved by the Client, BECS will arrange the prebid meeting (see below).
- Conduct an on-site pre-bid meeting with the pre-approved Contractors. The Client and/or Client's representative, building engineer, Contractors, and BECS will attend.
- Prepare and distribute the required bid addenda. BECS will respond in written format to questions and needed clarifications requested by the bidders and/or Client and Client's representative.
- Bids will be sent to the Client with a copy to BECS. BECS will review the bid results and provide a letter with a summary of contractor bids received and our recommendations on the selection of a Contractor for the project.
- BECS will attend a virtual meeting with the Client or Client's representative to review the bids and discuss repair scenarios, costs, project duration, etc. We will answer questions and provide clarifications needed or asked by the Client and the overall Project Team.
- Our price does not include shortlisting or other interviews with contractors, Best and Final negotiations, rebidding due to financial restrictions, value engineering, or rebidding or additional bidding due to a lack of bid participation. These and any other services not specifically outlined above if requested will be performed at Time and Expense.
- Following our meeting, BECS will act upon the direction provided by the Client including notifying bidding Contractors of the Client's decision regarding Contractor selection. Services beyond these will be performed if requested at Time and Expense.

Task 3b – Permitting Assistance

- BECS will provide the Permit support services listed below to assist the Client in their application for a Building Permit in connection with this project. BECS does not include initiating or managing the Permit application process, interacting directly with the Permit officials, permit expediting, nor paying for or obtaining the Building Permits.
- BECS will convert our Bid Drawings into Permit Drawings and deliver them to you signed and sealed in the format required by the local Permitting Authority, ready for your use to apply for a Building Permit. BECS's Permit Drawings will consist of our Bid Drawings plus any significant changes made during Bidding that would affect the Permit review.
- BECS will fill out certain portions of Permit application forms on your behalf that you provide to us, where they are directly applicable and relevant to the Permit Drawings BECS produced. Portions of forms not directly related to our services will not be our responsibility.
- While BECS's Permit Drawings will be compliant with our professional interpretation of Building Code requirements, from time to time the Permitting Authority will have questions on design intent, requests for clarifications, or directions on drawing format or administrative requirements that would require BECS response

or revisions to the Permit Drawings. BECS will provide you with our responses to any such comments. Responses will be in the form of either written statements on BECS letterhead, or reissued Drawings with the revisions "clouded", as necessary to address the comments. These revisions will be completed on a time and expense basis, billed at our current hourly rates.

- This will complete BECS's Permitting services for the project.

Task 4 – Quality Assurance Services

Pre-Construction Phase

- We will assist the Contractor and Client with the preparation of AIA A104 Format Contract Documents as reviewed and approved during Design Services by the attorney for the Client(s). BECS will finalize and assemble the complete contract based on the decisions made by the Client on bids received in Task 3. We will deliver the completed document to the selected Contractor for signature. Following the signature by the Contractor, BECS will deliver the contract to the Client for signature. These functions will be performed electronically unless directed otherwise by the Client.
- Once the Client and Contractor have executed an agreement and are under contract, BECS will conduct a virtual pre-construction conference. The Client, Client's representatives, property manager, building engineer, contractor, subcontractors, code officials (as needed), BECS, and others (collectively the Project Team) will attend.

Construction Phase

- Review of Contractor material, administrative, and safety submittals. Approve/disapprove submittals and initiate field-installed mock-up samples for Client review. During this phase, the Contractor will install samples of the approved products in the field for Client review, selection, and approval. Detailed work will not commence until submittals and mock-ups are approved.
- The Contractor will request payment for work completed about every 30 days for the duration of the project. Retainage will be withheld until all work is reviewed, accepted, and agreed to complete by the project team. BECS will review Contractor pay requisitions, the release of lien documents, change orders, and close-out documents before submitting them to the Client for processing. We will, in conjunction with the Client, approve/disapprove these documents.
- Provide clarification of technical or contract issues.
- Conduct/Attend periodic progress meetings with the project team to review past Work, resolve project-related issues, review the Contractor's payment applications, and discuss future Work.
- Perform periodic site visits during construction at milestones and or hold points, or other times as needed, to observe the progress of the Work, verify quantities of repair, and determine if the Work is being performed in general accordance with the Project Specifications.

Post Construction

- We will prepare a formal punch list following substantial completion and conduct a formal walkthrough with the Client following the Contractor's formal statement of completion.

- Assemble close-out documents including a letter of substantial completion, contractor’s formal statement of completion, and warranty information and guidelines, and submit to the Client for the project records.

Our services during construction are limited to those described in the scope of work, attached terms and conditions, and those discussed in the A104 contract format for the roles of the Architect. We are not responsible for Contractor means and methods, staging, access, shoring, bracing, safety, scheduling, in-house quality assurance, temporary protection, or any other roles of the Contractor as defined by the A104 contract format and industry-standard documents. BECS is not an “owner’s representative”, “construction manager”, “construction project manager”, or “construction manager at risk”; our involvement during construction is that of reviewing the Contractor’s work for conformance with the project manual, drawings, industry standards, and the design intent.

Consulting Fees and Payment Terms

Our consulting fees represent our estimate of the time and expense that will be required on behalf of the project. Proposals are valid for 90 calendar days from the date the proposal is prepared/written. The following items are provided within the body of the proposal for clarification and emphasis. Conflicts between the following payment terms language and those contained in the attached Terms and Conditions shall be resolved by referencing the Terms and Conditions once they become the binding agreement between the parties.

BECS’s payments are due no later than 30 days from the date of the invoice unless otherwise specified and negotiated. We reserve the right to increase the fees up to 25% to account for alternative payment terms greater than 30 days. BECS does not agree to early payment terms that reduce our fees if invoices are paid earlier than 30 days.

- The fees and schedule provided are based on the use of the attached terms and conditions and proposal acceptance sheet. If alternate contract general conditions are necessary, we reserve the right to increase the fee by \$2,500 to review those conditions. Contractor-type agreements indicating liens, warranties, guarantees, Paid-if-Paid Payment Terms, and retainage will not be agreed to.
- BECS reserves the right to charge 50% of the fees at signing as a deposit for mobilization for new clients.
- BECS will apply up to a 3% processing fee for all credit card transactions and invoice submissions via third-party payment portals.

Task 1 – Design Level Survey, Drawing Review, and Report	\$7,250
Task 2 – Design Documents	TBD
Task 3a – Bidding Services	TBD
Task 3b – Permitting Assistance (Time and Expense)	TBD*
Task 4 – Quality Assurance Services	TBD



Wiss, Janney, Elstner Associates, Inc.
2941 Fairview Park Drive, Suite 300
Falls Church, Virginia 22042
703.641.4601 tel
www.wje.com

1 July 2024

Mr. Franciso Foschi
General Manager
Parkfairfax Condominium
3360 Gunston Road
Alexandria, Virginia 22302
ffoschi@parkfairfax.org

Parkfairfax Building Nos. 849 and 953 Roof Replacement

3360 Gunston Road, Alexandria, Virginia 22302
WJE No. 2024.4027.0

Dear Mr. Foschi:

As requested, Wiss, Janney, Elstner Associates, Inc. (WJE) is pleased to provide Parkfairfax Condominium (Parkfairfax) with the following proposal to provide design and construction period services in support of the roof replacement of Building Nos. 849 and 953 in the Parkfairfax complex in Alexandria, Virginia. This proposal includes a description of the project, a brief statement of our firm's qualifications, our anticipated scope of work, and the estimated fees to complete that work.

PROJECT DESCRIPTION

Parkfairfax is an existing condominium complex comprised of over 280 garden-style buildings that was constructed circa-1940 (Figure 1). The complex is recognized as a U.S. Historic district and is on the U.S. National Register of Historic Places and the Virginia Landmarks Register. The exterior walls are clay brick masonry and throughout the facades are individual openings are infilled with glazed assemblies. The existing roofs are primarily steep-sloped and are covered with flat clay tiles except for small low-slope roofs over doors and at other discrete locations. We understand the exterior walls and roofs date to the original construction.

Parkfairfax has determined that the steep-sloped roofing at the property has reached the end of its economic and serviceable life and intends to replace the roofs soon. As a part of the roof replacement evaluation process, Parkfairfax has determined that the roofs at Building Nos. 849 and 953 will serve as a pilot program, with one receiving new flat clay tiles and the other receiving flat synthetic tiles intended to mimic clay tiles. Parkfairfax has requested that WJE prepare this proposal to develop Contract Documents and perform Construction Period Services associated with the roof replacement pilot program.



Figure 1. Site map courtesy of Parkfairfax showing the two buildings associated with the pilot roof replacement program, Building No. 953 and Building No. 849.

STATEMENT OF QUALIFICATIONS

Our Firm

WJE is an interdisciplinary architectural, engineering and materials science firm that employs nearly 800 people in 30 locations throughout the United States and Europe. The WJE professional staff includes recognized authorities on architectural and structural concrete, stone, masonry, mortar, terra cotta, wood, metals, glass, curtain wall, paint and other coatings, membranes, sealants, setting beds, and adhesives. Through our broad range of roofing, waterproofing, and facade consulting experience and our inspection of thousands of buildings, WJE has expertise in virtually all types of roofing and facade systems and is familiar with the strengths and weaknesses of these systems under specific installations. Our expertise is rooted in extensive experience performing construction-related failure investigations of water leakage, condensation, material degradation and other enclosure-related distress. As a result, our approach to, new construction building enclosure consulting is unique to the industry.



Our Approach

WJE was founded on one basic principle: delivering better solutions requires a better understanding of the problem. Simply put, our mission is to “ask the structure.” From the start, we have delivered a hands-on, technically-sound, first-principles approach to our work, and an enthusiasm for problem solving that is reflected in the quality of our people, the delivery of our services, and the long and successful history of our firm. We are committed to intellectual rigor and technical excellence at every level of our company and are proud of the many contributions that we have made to advance the understanding of long-term durability and performance in the built environment - arguably the very essence of sustainable design. Our experience includes projects of all types including high-rise multi-family residential, hotels, University buildings, and nationally significant monuments, museums, hospitals, and research laboratories across the United States and around the world.

Our Experience

WJE’s roofing and waterproofing experts have reviewed thousands of system failures and have an intimate knowledge of a wide range of roofing systems - from historic slate shingle to the latest in green roofs and sustainable design, to plaza decks, and foundation waterproofing systems in positive and negative side applications. Building owners know the importance of a water-tight structure. WJE roofing and waterproofing professionals provide a holistic approach to each project by addressing the roofing or waterproofing system, the supporting structure, and integration details that tie-in with enclosing or perimeter elements. WJE’s commitment to every project carries through the Construction phase. WJE’s roofing and waterproofing professionals work hand-in-hand with contractors to ensure design concepts are met and the building and its contents are protected from the devastating effects of water.

Project Team

We anticipate that the majority of the tasks associated with this project will be staffed through WJE's Washington, DC office and that Mr. Anthony Dukes, PE (DC, MD, GA, SC, NC), RRC, RRO will serve as the project manager for the work. Additional associate level staff as well as senior consultants in the Washington, DC office will be involved at the discretion of the project manager when deemed in the best interests of the project. Similarly, when justified by the requirements and best interests of the project, we will engage expertise from other staff in our offices nationwide to better serve our clients in the most technically sound and efficient way possible.

SCOPE OF SERVICES

We are pleased to present the following proposed scope of services to Parkfairfax.

Phase I: Design

Task A: Predesign Services

Task A1: Existing Document Review and Visual Survey

WJE will perform a site visit to document specific detailing for the roof assemblies at field of roof and interface conditions such as parapets, perimeter terminations, mechanical curbs, penetrations, rooftop

equipment and other physical conditions that impact the roof design. As part of this task, WJE will review pertinent documentation furnished by our Client regarding original construction and subsequent repairs and/or modifications to the roof assembly, including drawings, specifications, shop drawings, repair records, reports/proposals, and other available information that may be relevant to our review. This Task will aid in the development of a roof replacement scope for consideration and the eventual contract documents for the reroofing.

For this proposal, we have assumed up to two (2) WJE personnel onsite for one-day (1-day), and the time onsite will not exceed 8-hours.

Task A2: Inspection Openings

For this proposal, WJE has assumed that WJE will engage a qualified roof contractor to provide access to the roofs as well as make and repair exploratory inspection openings within the roof assembly to document the as-built construction at selected locations. This Task will assist in determining any special considerations for the roof replacement project. WJE has assumed the following schedule of openings:

- Two (2) openings at each roof assembly (total of four (4) openings), approximately 3-tiles by 2-rows.

For this proposal, WJE has assumed the inspection openings will take place during the one-day (1-day) which WJE is onsite for Task A1. We have included a \$2,000 allowance in reimbursable expenses for the contractor(s) assistance associated with this task.

Task B: Preliminary Memorandum

Following our review, WJE will provide a brief memorandum summarizing our findings and recommendations including a proposed roof replacement scope of work for consideration and authorization by Parkfairfax prior to proceeding with the preparation of contract documents. We anticipate that our memorandum may include recommendations for materials, components, systems, and assemblies, ancillary to the roofs, which may require repair or replacement in order to enhance the weather-tight integrity and long-term performance of the roof replacement. WJE's proposal does not include providing cost estimates for construction.

Task C: Contract Document Preparation

WJE will prepare drawings and technical specifications that adequately convey our design intent for implementation of the roof replacement. These documents will be sufficient in detail to solicit competitive bids from pre-qualified roofing contractors experienced in similar roofing replacement projects. We anticipate that Parkfairfax will provide us with original architectural and structural drawings for the building for use as a reference during this Task. We anticipate making one interim submission (at 95 percent completion) for review by Parkfairfax prior to a final submission for bidding. Once WJE has received comments from Parkfairfax, we will finalize the bidding documents for issuance to prospective bidders. For the purpose of this proposal, we anticipate the Contract Documents will include the following:

- Drawings, details, photos, or other graphic representations necessary to convey the general scope, nature, extent, and character of the approved scope of the replacement and sufficient in nature to

support application for a construction permit. We anticipate that the drawings will generally include the following sheets:

- Cover Sheet - general notes and scope of work
 - Site Plan
 - Wind Uplift Design
 - Roof Plans
 - Typical Details
 - Project Specific Details
- Specifications necessary to further define the replacement concepts (Divisions 0 through 22, as required). These specifications will indicate the materials, methods, and quantities of work to be performed. We anticipate that the specifications will generally include sections from the following Divisions:
- Division 00 Procurement and Contracting Requirements, if required
 - Division 01 General Requirements
 - Division 02 Selective Demolition
 - Division 06 Wood, Plastics, and Composites
 - Division 07 Thermal and Moisture Protection

Task D: Design Meetings

We have assumed that WJE will participate in two (2) onsite meetings with a maximum 2-hour duration with representatives of Parkfairfax to review and discuss the project goals as well as the comments and recommendations presented in the review of WJE's design.

The primary purpose of the meetings will be to review and discuss issues and concerns noted during the design reviews including:

- Confirm compliance with the Scope of Work
- Identification of critical interface details;
- Identification of critical interface materials, systems and components to confirm they have been included in the project for bid;
- Review and comment on cost estimates, value engineering proposals, and their impact on enclosure assemblies, interface detailing, durability, and maintenance requirements; and
- Assist in discussing quality assurance testing quantities and protocols

For budgeting purposes, we have assumed that the meetings will be attended by senior and associate level staff familiar with the project. This Task includes the preparation and development of meeting minutes by WJE.

Task E: Bidding and Negotiation

WJE will assist with bidding and procuring the project. We anticipate the following tasks will be required during the bidding process:

- Attend up to one (1) Pre-Bid Meeting with Parkfairfax and prospective bidding contractors/roofing installers. This Task includes the preparation and development of meeting minutes by WJE.
- Respond to bidder questions and clarifications of the bidding documents.
- Assist in the evaluation of bids and reference checks, as appropriate. Although WJE typically does not grade or rank bidders, we are able to review bids to ensure bids are complete and that all required information has been provided.

We anticipate the involvement of multiple WJE professional staff members during this Task ranging from the Associate I to Principal levels.

For this proposal, WJE has assumed Parkfairfax will provide the awarded contractor with a standard form of agreement. If WJE is to provide a Standard Form of Agreement for execution between Parkfairfax and the awarded contractor, we are able to do so in accordance with our attached terms and condition and fee schedule as an additional service.

Phase II: Pre-Construction Period Services

Task F: Shop Drawing and Submittal Review

WJE will review two (2) contractor submittal packages, including shop drawings and related technical information relevant to the roofing materials, components, and systems for general conformance with recognized industry standards and contract documents, as well as our design intent. Our reviews will include written comments and/or redline mark-ups as appropriate to convey our comments.

We have assumed that a single submittal package will be provided to WJE for review, and this is not intended to perform iterative reviews of multiple re-submittals. We request a minimum ten (10) business days to review shop drawing and submittals.

Task G: Pre-Construction Coordination Meeting

WJE staff will attend one (1) partial day (maximum 2-hours onsite) meeting with representatives of Parkfairfax and appropriate members of the Construction Team at the project site to review and coordinate the various interface details related to the roof replacement systems and discuss the scope and intent of the general contractor's field quality assurance program.

For budgeting purposes, we have assumed that the meeting will be attended by senior level staff familiar with the project as well as associate level staff who will provide field support for the project, and that the meeting will be held virtually. This Task includes development of meeting minutes.

Phase III: Construction Period Services

WJE has assumed the reroofing will occur over 3 consecutive months (12 consecutive weeks). Should the awarded contractor's schedule, either estimated or actual, exceed this 3 consecutive month estimation, WJE may require modifications to this proposal.

Task H: General Construction Administration

WJE will perform the following Construction Administration tasks during the course of the project:



Table 1. Hourly Billing Rates

Professional Staff		Professional Support Staff	
Senior Principal	\$400.00	Senior Specialist	\$180.00
Principal	\$330.00	Specialist	\$160.00
Associate Principal	\$280.00		
Senior Associate	\$250.00	Senior Technician	\$140.00
Associate III	\$220.00	Technician II	\$120.00
Associate II	\$190.00	Technician I	\$100.00
Associate I	\$150.00	Admin Support	\$120.00

**Parkfairfax, Building Nos. 849 and 953 – Roof Replacement Design and Construction
Period Services (Budget Fees)**

Phase I: Design (<i>allowance</i>)	\$28,200
Phase II: Pre-Construction Services (<i>allowance</i>)	\$6,400
Phase III: Construction Period Services (<i>allowance</i>)	\$24,300
Fee Subtotal	\$58,900
Miscellaneous Reimbursable Expenses (<i>allowance</i>)	\$3,000
Budget Total	\$61,900

CLOSURE

We appreciate the opportunity to submit our proposal for professional services for this project. We anticipate that questions may arise during your review of our proposed scope of work and we would welcome the opportunity to discuss these with you. If you agree to the above terms, please return a signed copy of this proposal as authorization to proceed. If you require any modifications to this document, we would be pleased to consider those changes and revise our scope of services accordingly.



2277 Research Boulevard, Suite 275
Rockville, MD 20850
202.510.9366
walkerconsultants.com

July 8, 2024

Francisco Foschi, CMCA, AMS, PCAM
General Manager
Parkfairfax Condominium Unit Owners Association
3360 Gunston Road
Alexandria, VA 22302

Re: *Proposal for Professional Engineering and Consulting Services
Roof Replacement Draft Construction Document Preparation – Test Group
Parkfairfax Condominium
3223 – 3233 Martha Custis Drive (Building 849)
1500 – 1507 Mount Eagle Place (Building 953)
Alexandria, VA 22302*

Dear Mr. Foschi:

As requested, Walker Consultants (Walker) has prepared this proposal to provide draft roof replacement construction documents at the test group of buildings (Buildings 849 and 953) at the subject community. This proposal provides our understanding of the project, project objectives, description of our proposed Scope of Services, schedule, fee, and conditions of agreement.

Project Understanding

Constructed circa 1940, Parkfairfax Condominium (the Condominium) consists of 289 garden style structures located in a mature park setting and there are 22 structure types. The residential structures vary between two (2) or three (3) stories above grade with load bearing multi-wythe brick masonry exterior walls with wood gable roof framing. The roofs of each structure are steep sloped with terracotta tile roofs. There is one structure with asphalt shingles and two structures with flat roofs.

The Condominium retained Walker to perform a condition assessment of the 286 terracotta roofs and 1 asphalt shingle roof in November 2022. Walker prepared a letter report (dated December 22, 2022) regarding our findings and recommendations for the global roof assessment. From our letter report, Walker categorized 20 of the roofs as High Priority and recommended that these 20 roofs be the first to be replaced as a global project for the Condominium.

In October 2023, the Condominium retained Walker to access the attic spaces of the units at 6 of the 20 High Priority buildings and from the 6 buildings, select 2 of the 6 buildings as the roof replacement mock-up. Walker prepared our letter report (dated February 20, 2024) regarding our findings and per our letter, we recommended that the two buildings to be considered as part of the mock-up is Buildings 849 and 953.

The Association, through their general manager, Francisco Foschi, has requested Walker provide this proposal to prepare draft construction documents for the roof replacement for the two buildings within the test group. Our

preparation of our construction documents will be based on the recommendations that were included in both our December 22, 2022 and February 29, 2024 reports.

Scope of Services

To achieve the project objectives, we propose the following scope of services:

Phase 1 – Roof Replacement Construction Documents: Test Group

- a. Perform as needed structural calculations for the roof replacement and repair work to the existing roof trusses at the subject buildings within the test group.
- b. Prepare construction documents (drawings and project manual) to address the replacement of the roof systems for the two subject buildings in the test group. The drawings will include notes, plans, elevations, sketches, and details required to convey the proposed replacement work and the project manual will include general requirements, contracting requirements, introductory information, procurement requirements, and technical specifications for replacement work.
- c. The construction documents will be submitted to the Condominium in draft form for review and comment.
- d. Attend up to one (1) meeting (virtual or in-person) with the Condominium to review the draft construction documents.

Limitations

The preparation of our draft construction documents is based on the visual observations and limited testing noted in our December 22, 2022 and February 29, 2024 reports. Our observations may not discover or disclose latent conditions without performing more invasive testing. More detailed and invasive testing can be provided by Walker as an additional service upon written request from Client.

Americans with Disabilities Act

A review of the facility for Building Code compliance and compliance with the Americans with Disabilities Act (ADA) requirements is not part of the scope of work. However, it should be noted that whenever significant repair, rehabilitation, or restoration is undertaken in an existing structure, ADA design requirements may become applicable if there are currently unmet ADA requirements.

Schedule

Once we have received written authorization to proceed, Walker anticipated on submitting our draft construction documents (Phase 1) to the Condominium within five (5) weeks.



Professional Fee

Walker proposes to perform the Scope of Services described in Phase 1 above based on a lump sum fee of Seven Thousand Five Hundred Dollars (**\$7,500**), plus reimbursable expenses. Our services will be billed in accordance with the attached General Conditions of Agreement

Walker is dedicated to providing our clients with engineering services that meet project requirements and deadlines. If you should have any additional questions, please do not hesitate to call or email us.

Sincerely,

WALKER CONSULTANTS

A handwritten signature in blue ink that reads "Joseph W. Wilcher III".

Joseph W. Wilcher III, PE
Director – Building Envelope, Forensics & Restoration

Enclosures General Conditions of Agreement for Restoration Services