

Inspection Engineers, Inc.

13193 SW 130th Terrace, #103
Miami, FL 33186
Ph: (305) 332-8691
Fax: (305) 332-8725
Email: engi3@bellsouth.net



January 10, 2017

Biscayne Cove Condominium
18151 NE 31st Court
Aventura, FL 33160

Attn: Mr. Victor Merced, Property Manager
Phone: 305-935-4565
manacove@biscaynecovecondo.com

Re: Structural Engineering Inspections – 2 Towers

Dear Mr. Merced:

Thank you for allowing our company to assist your Association with our engineering services. We have prepared the following scope of work in order to provide an overall assessment of the structural repairs needed for the 2 towers at the Biscayne Cove Condominium. We propose to perform all inspections from the exterior of the building using a swing stage provided by a contractor:

1. Structural Inspections of each of the Buildings Envelope and Balconies

We will assign two engineers to perform structural inspections of the entire envelope of the building, including:

- Review existing drawings available of the buildings. We will provide all elevations needed for permitting indicating the areas to be repaired by type of deficiency.
- Balcony slabs, soffits, beams, columns, and edges
- Provide an inspection of the windows, the windowsills, and headers. Provide recommendations for the repairs needed or possible replacement of the windows and sliding glass doors.
- A swing stage will be provided by a contractor in order to access all risers. The engineers will need to ride the swing stage and will mark all areas of

- concern and note the deficiencies in our field notes.
- A written report will be provided indicating the types of deficiencies found and a summary chart will be included to be sent to contractors invited to bid for the repairs. Photos will also be included.
 - Three sets of specifications will be provided as part of the permit documents.
 - We will include all of the documents needed to obtain a permit including all revisions, if any, requested by the City.
 - We will prepare a bid package to be sent to at least 4 qualified contractors provided by the Board of Directors and the engineer. The bid package includes a letter of invitation, a walkthrough at the site, a review of all bids received by the Board of Directors and/or Management and recommendations concerning the contractor to be selected.

2. Supervision

Once a contractor has been selected, we will coordinate our supervision inspections with the Association and the contractor. We estimate we will be at the site Mondays, Wednesdays, and Fridays. The first inspection is coordinated with the contractor to authorize chipping on all areas marked on each riser. The second inspection is to verify that the repairs have been performed according to the South Florida Building Code and the engineer's specifications. The third inspection per riser is to close the areas repaired by checking the appropriate PSI of the concrete and appropriate coverage. All of these inspections are recorded in the log book provided by the engineer and enclosed with a copy of the report. All quantities are logged and also provided in a backup sheet.

We will also provide coordination of all tasks. Douglas Mercado or an assistant engineer will be in charge of the coordination meetings that will be organized every three weeks.

The engineers and/or coordinator will review the applications for payments and will authorize payment once all quantities have been verified by the field engineer. Any and all change orders must be verified by the engineer who only authorizes the work. The Association and Board of Directors authorized payment for any change order that must be signed by the engineer or the coordinator.

A written report will be issued every two weeks indicating the progress of the work for that period. A report will be sent to the City every month as well.

We will perform punch out inspections per riser in order to approve partial and final work and substantial completion verification.

3. Fee Summary

The fee for our initial inspections, report, and specifications is \$8,600 per building (total for both buildings \$17,200). The time needed for the inspections performed from the exterior of the buildings using a swing stage provided by the contractor will be 4 weeks for each building. The report will be issued one week after the inspections are completed.

The fee for elevation drawings (if needed) will be \$2,800 for both buildings.

The fee for the bid package for both buildings and assistance with the selection of the contractor will be \$1,000.

Total = \$21,000

The supervision inspections will be charged at an average rate of \$150 per hour (\$165 per hour for the main engineer and \$135 per hour for the assistant). It takes 3 hours for the engineers to ride the swing stage and one hour for mobilization and to provide a report. We can negotiate a flat fee for all supervision inspections once we know the extent of the repairs needed and the time needed by the contractor to complete all repairs. All our overhead expenses and meetings will be included in our engineering budget for the supervision.

We thank you for the opportunity to serve your Association. We believe we are the most qualified engineers to perform these inspections. We have the most experienced engineers performing inspections for these types of repairs.

Please call us if you have any questions. If you are in agreement with this proposal, we will prepare a contract for your review. We will require a 50% (\$10,500) retainer and the balance will be invoiced at the delivery of the documents.

Sincerely,

Douglas H. Mercado
President

Approved: _____ Date: _____

Biscayne Cove Condominium Assoc.