

TOWNSHIP OF SHREWSBURY

RESOLUTION #2024-57

AUTHORIZE A PROFESSIONAL SERVICE CONTRACT TO COLLIERS ENGINEERING & DESIGN, INC DBA MASER CONSULTING TO PERFORM A ROOF INSPECTION OF THE MUNICIPAL BUILDINGS

WHEREAS, the roof to the Municipal Buildings are in need of repair; and,

WHEREAS, the Township of Shrewsbury has requested Colliers Engineering & Design, Inc. DBA Maser Consulting to perform an inspection of the roof of the buildings and provide the Township with a report of their findings; and,

WHEREAS, Colliers Engineering & Design, Inc DBA as Maser Consulting has provided a proposal in the amount of \$3,800 which is attached hereto; and,

WHEREAS, the Chief Municipal Financial Officer hereby certifies that funds shall be available and recommends the attached proposal from Colliers Engineering & Design, Inc. DBA Maser Consulting to perform an inspection of the to the Municipal Building and Department of Public Works garage; and,

BE IT RESOLVED, that the Mayor is hereby authorized to sign the proposal on behalf of the Township of Shrewsbury and that their signature constitutes acceptance of the terms and conditions of the proposal.

Name	Motion	Second	Ayes	Nays	Abstain	Absent
PUHAK						
LETTICE						
JENNINGS						

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on May 21, 2024

Katrina Thornton
Acting Municipal Clerk

Lester Jennings
Mayor



Client Authorization Form

Date: March 14, 2024
Client: Shrewsbury Township
Project name: Municipal Complex Roof Assessment
Task name: Roof Inspection
Colliers Engineering & Design project no.: SHT001

We request your review and authorization of services as outlined below in order to proceed:

Services requested by: Township Committee

Description of service contract scope:

Colliers Engineering & Design, Inc. (DBA Maser Consulting) proposes to provide the following service(s):
See attached Scope of Work.

The Business Terms and Conditions of the original contract shall still apply.

Services outlined above shall be invoiced:

- Per diem/hourly
 Lump sum

Payment terms are NET30 of receipt of invoice.

Estimated Budget = \$ _____

Fee = \$ 3,800.00

I (we) hereby authorize the services to proceed as outlined above:

Client Authorization Form prepared by:

William White

Signer's Name (Print)

Project Manager's Name (Print)

Signature

Date

Project Manager's Signature

3/14/2024

Please sign the form where indicated & email or mail to Colliers Engineering & Design for our records.

SCOPE OF WORK

Our scope of work would be as follows:

Plan of Action:

- Review active leaks or reported leaks .
- Visually inspect the roof on each building .
- Present results of inspection and testing; provide analysis and findings and recommended prioritized scope of work for repair and/or replacement construction cost estimates .

The visual inspection will consist of the following components:

1. An interior walk-through will be conducted for the purpose of observing active leaks or reported leak areas. Interior leak locations will be photographed and given a named designation.
2. Roof surface conditions will be examined and noted for general traffic, slope, drain locations, ponding water, and past repairs .
3. Roof surface will be observed and noted for open seams, holes and level of deterioration, quality of insulation and general condition.
4. Flashings will be observed and noted for condition, splits, openings, and past repairs.
5. Counter flashings, copings, and other sheet metal accessories will be observed and noted for condition, openings, and past repairs.

A roof plan will be developed. The perimeters of each roof section will be measured, and each roof section will be given a name, letter or number designation. Location of drains, scuppers and gutters will be measured and shown. Direction of slope will be shown; however, roof top equipment will not be located on the drawing.

Upon completion of the field investigation, a summary report will be developed consisting of the following components:

- Conditions found and noted
- Assessment of conditions with estimated service life
- Roof drawing identifying roof section, slope, and drainage
- Photographs depicting general overview of roof sections and noted conditions

