

September 24, 2013

Mr. Joe Woo
Property Manager, University Woods (UWoods)
3333 Melrose Club Blvd.
Raleigh, NC 27603

Re: Scope of Work and Cost Estimate for UWoods Maintenance Condition Survey

Dear Joe:

I am pleased to provide you and the UWoods Board of Directors with this scope of work, cost estimate, and schedule for consulting services to conduct a maintenance condition survey for the UWoods properties along Trailwood Drive in Raleigh.

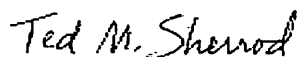
I was a property owner at UWoods from 2005 to 2012 and served one term on the UWoods Board of Directors. I had the opportunity to conduct a Maintenance Condition Survey in 2006 while serving on the Building and Grounds Committee. The survey results were well received by the Board and a number of safety, maintenance, and preventive maintenance items were identified and resolved. I also provided the UWoods annual stormwater engineer's inspection, required by the City of Raleigh, pro bono, for the entire period that I served as a property owner.

I served as an engineer with NC Department of Transportation for 30 years with experience in design, construction, and maintenance of roadways, bridges, and state buildings. I had the opportunity to work on the construction and renovation of the numerous highway rest areas and welcome centers (building and grounds) and performed monthly maintenance condition surveys for a number of the sites in eastern North Carolina.

I propose to conduct this work on a lump sum basis for a cost not to exceed \$1,100 under the terms and conditions attached in the scope. If you approve of this scope, please execute the agreement and work can commence on the proposed project.

I look forward to the opportunity to work with you and the UWoods Board of Directors. I am prepared to begin work beginning October 15, 2013. Please contact me by telephone at 919.201.8779 or by email at tmsherrod@nc.rr.com if you have questions or comments.

Sincerely,



Ted M. Sherrod, PE, CPESC, CPSWQ, CMS4S
Licensed Professional Engineer
Certified Professional in Erosion & Sediment Control
Certified Professional in Stormwater Quality
Certified Municipal Separate Storm Sewer Specialist

Enclosure

**Scope of Work and Cost Estimate for
UWoods Maintenance Condition Survey**

September 24, 2013

1.0 INTRODUCTION

I am pleased to provide the UWoods Property Manager, herein referenced as client, with this scope and estimated cost for conducting a maintenance condition survey of the UWoods properties on Trailwood Drive in Raleigh. I have developed this proposal based upon general discussions and electronic communications with Mr. Joe Woo, UWoods Property Manager.

Section 2.0 outlines the proposed technical approach. Section 3.0 discusses project limitations. Section 4.0 presents a lump sum cost estimate, and Section 5.0 provides a proposed schedule.

2.0 TECHNICAL APPROACH

General Overview

The UWoods Property Manager and Board of Directors desire to assess the condition of Home Owner Association (HOA) assets including building exterior and common areas, grounds, and parking areas for short term and long term planning and maintenance needs. The consultant proposes to use the following Level of Service (LOS) matrix to develop metrics and needs for the properties:

Level of Service (LOS) Qualifiers

LOS Category	LOS Description
A	Building in excellent condition, Grounds in excellent condition; Parking in excellent condition
B	Building in good condition with a few problems, Grounds in good condition; Parking in good condition
C	Building in moderate condition with minor problems, Grounds need some plant replacement and mulch refurbished, or turf reconditioned, or woody vegetation needs removal; Parking needs minor repairs and remarking
D	Building in poor condition, Grounds need major renovation; Parking in need of major repairs and resurfacing
F	Building forced to shut down for structural problems, Grounds in unacceptable condition; Parking in unacceptable condition

Proposed tasks and deliverables.

The consultant will perform inspections on each of the eighteen (18) buildings, associated grounds, and parking areas using the survey form attached to this document. Safety and maintenance related items will be recorded and an overall LOS determination will be given for each building. All inspections will be performed visually without the aid of ladders or any specialty inspection equipment. Photographs of inspection items will be recorded for each building. An executive summary report will be provided with recommendations along with observations recorded for each building. Photographs will be attached electronically to the report. An optional night survey for lighting observations is recommended and included as an optional service. A formal presentation to the Board of Directors is recommended and included as an optional service.

3.0 ASSUMPTIONS, EXCLUSIONS, AND LIMITATIONS

Work will be performed on a lump sum basis and will be limited to the level of effort identified in the budget. The following assumptions, exclusions, and limitations apply to this scope of work:

- Work will be performed under terms and conditions agreed upon by both parties.
- The consultant is not responsible for damages or personal injury incurred by others as a result of the work outlined in this proposal.
- Any changes to the proposal must be made in writing and signed by client and consultant.
- Additional work tasked by the client in excess of work described in the scope will be billed as additional engineering services.
- Estimate does not include travel, lodging, or subsistence/meal expenses while in travel status to and from any proposed meetings and will be billed at cost in addition to time outlined in the scope.
- The consultant will bill the client upon submission of the executive summary report.

4.0 COST ESTIMATE

The consultant proposes to perform the work outlined herein for a lump sum cost of \$1,100. The consultant will not exceed this estimated cost without prior approval of the Client.

Optional Services:

Night Lighting inspection and associated report: \$400

Formal Presentation to Board of Directors: \$300

The consultant proposes to bill for additional engineering services, as requested by the client, at a rate of \$100/hour.

5.0 SCHEDULE

The consultant proposes the following schedule.

Task	Start Date	Delivery Dates
Task 1 - Maintenance Condition Survey	Upon execution of contract and notification to proceed (NTP)	November 1, 2013 (if NTP by October 15, 2013)
Task 2 – Optional Service: Night Lighting Inspection and Report	Upon completion of Task 1 or concurrent with Task 1	November 15, 2013
Task 3 – Optional Service: Presentation to Board of Directors	Upon written notification of client	Within two weeks of NTP by client

University Woods Maintenance Condition Assessment Survey

Unit:

Date:

Time:

By:

Maint Building

Building Exterior Common Areas

Concrete Walkways

Vinyl Siding

Gutters

Roof

Litter

Building Interior Common Areas

Vinyl

Floors

Steps

Railing

Ceiling

Lights

Cig Urns

Fire Ext

Grounds

Turf

Edging

Plantings

Mulch

Retaining Walls

Fencing

Dumpster

Recycling

Bike Rack

Grill

Stormwater BMPs

Parking

Pvmnt condition

Pvmnt markings

HC signs

Area Lighting

Litter

Overall Comments: