

January 14, 2026

To: Chris Thome
Director of Buildings & Grounds
Cedar Falls CSD

RE: Professional Services Proposal for Hansen and North Cedar Elementary Roof Replacements

Cedar Falls CSD Roof Replacements

Hansen and North Cedar Elementary

Confidence Consulting Group (CCG) has inspected and familiarized itself with the four (4) roof sections at Cedar Falls CSD. CCG will provide design and project management services for the replacement of Sections I, H, & N at Hansen Elementary and Section R at North Cedar Elementary. Below is an outline of our services and understanding of the project:

Scope of Work:

- Tear-off and replacement of existing roof systems to the deck on Sections at Hansen Elementary and North Cedar Elementary.
- Installation of a new fully adhered EPDM Roof System including:
 - New polyisocyanurate insulation layers providing a total R-30 rating per Iowa Roof Code.
 - New High-Density (HD) Coverboard over existing insulation layers for a firm stable surface for the EPDM to be adhered to.
 - New fully adhered 90mil EPDM Roof System with a 30-year manufacturer's warranty.
 - All sheet metal flashings, copings, expansion joints, gutters, downspouts, etc. will be removed and replaced with new 22-gauge Kynar finished metal with a 20-year manufacturer's paint warranty.
 - Provide a 5-year contractor installation warranty.
- Once approved, we will begin designing the construction drawings and specifications. The drawings and specifications will be Architecturally stamped by Modern Design Architects and will be used to solicit bids from contractors according to Iowa Code Chapter 26 bidding laws.
- Conduct a pre-bid conference with qualified roofing contractors.
- During construction, CCG will perform routine weekly inspections for project oversight and provide weekly findings and photos to the district. CCG will ensure contract documents are followed, materials are being stored and installed properly, safety guidelines are being adhered to, and ensure the contractor is maintaining the project schedule.





- After completion of construction, CCG will ensure the project closeout is done in a timely manner and all documentation is provided to Cedar Falls CSD.
- CCG will review and assist Cedar Falls with warranty review and requirements to maintain the warranty.

Exclusions:

- Permit fees – Building permit, Plan review, or all other fees paid to the city, state, or county or other local jurisdiction.
- Verification, analysis, and/or modification of the existing roof decks.
- Structural Engineering – We do not foresee the need for structural engineering, but if unforeseen conditions arise needing this service, we will address the impact with Cedar Falls CSD prior to moving forward.

Schedule:

- Design of Drawings and Specifications - January
- Bidding – February
- Approval of Bids - March
- Construction - June – August

Compensation:

We propose to provide the above Scope of Work with a flat fee with no reimbursable expenses.

CCG Design Services and Management \$28,250

Progress payments will be a percentage of the total project phase: 60% (Design), 30% (Construction), 10% Closeout.

Budget for Roof Replacements:

Hansen Elementary Sections I, H, N \$175,000

North Cedar Elementary Section R \$140,000

Replacement Total: \$315,000

Design & Replacement Total: **\$343,250**

Budget estimates are intended for budgeting purposes. Actual pricing costs would be determined by multiple contractor bidding competitively

Budget estimates are based off \$19/sf pricing

Thank you for your consideration. We are excited about the possibility of working together.

assist Cedar Falls CSD with their roofing needs.

Accepted _____ Date _____

Printed Name _____

Board President, Cedar Falls CSD

