

**Action Requested/Required:**

- ☒ Vote/Action Requested  
☐ Discussion or Presentation Only  
☐ Public Hearing  
Report Date: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_  
Voting Date: \_\_\_\_\_

**Department:** City Management **Presenter(s) & Title:** Nathan Ingram, Assistant City Manager

**Agenda Item Title:**

Discussion and Possible Action for Inspection and Building Envelope Services for the Public Safety Roof Project

**Summary:**

Please see attached Memo.

**Budget Implications:**

Budgeted? ☐ Yes ☒ No ☐ N/A

Total Cost of Project: \$ 30,000.00 Check if Estimated ☒

Fund Source: General Fund ☐ Water & Sewer ☐ Sales Tax ☒ Other: \_\_\_\_\_

**Staff Recommendations:**

Staff Recommends Council consider a motion to approve a contractor to conduct inspections and building envelope assurance services on the upcoming Public Safety Building Roof project.

**Reviews:**

Has this been reviewed by Management and Legal Counsel, if required? ☒ Yes ☐ No

**Attachments:**

Proposed Contracts from: Williamson & Associates and Intertek



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## MEMO

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TO: Mayor & Council

FROM: Nathan Ingram

CC: Mr. Billy Peppers, City Manager  
Chief Marty Ferrell  
Mr. Scott Hooper, PW Director

SUBJECT: Public Safety Building Roofing Project

DATE: June 24, 2026

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Mayor & Council,

Reflecting on the challenges experienced during our last roofing project, we have gained valuable insights that are guiding our approach to the Public Safety Building roof replacement.

After issuing an RFP, we received four excellent proposals. At the July 2nd meeting, we will request approval to award the contract to Roof Technology Partners (RTP). This contract includes a \$76,068 owner's allowance for unforeseen items. The proposed schedule includes a 2-5 week design phase and 4-6 weeks for construction, though we anticipate a slightly longer timeline due to potential weather delays.

To ensure quality assurance, I have solicited proposals for inspection services from two building envelope specialists:

- Williamson & Associates (W&A): A building exterior consultant familiar with this facility from previous inspections. Their proposal is a traditional inspection service consisting of seven site visits for a "not to exceed" cost of \$15,000.
- Intertek: This firm was previously part of the Manhattan Construction Company's RFP proposal. Their scope is more comprehensive, including approximately 20 site visits, design review services, pre-construction meeting attendance, and overall project management for a cost of \$28,815.

While I have confidence in both firms, I am concerned that W&A's bi-weekly inspection frequency may be insufficient to catch issues early. Intertek offers a more integrated approach and greater oversight throughout the construction process.

I have attached both proposals for your review and welcome your direction. We can bring this item back for formal consideration at the July 16th meeting. However, please note that if we select Intertek, their involvement should ideally begin during the upcoming planning phase with RTP.

Final Note: One of you asked about possibly asking CROFT about these inspection services. I did ask them about it, but given their current workload, they indicated that they would have to reach out to a 3<sup>rd</sup> party firm, and ultimately suggested that we consider Intertek and W&A.

Thank you for your time, and I look forward to our discussion.

Respectfully,  
Nathan Ingram

Quote No. 342939R1

June 23, 2026

City of Canton  
110 Academy Street  
Canton, Georgia 30114

Attention: Nathan Ingram | Assistant City Manager  
770.704.1523 | nathan.ingram@cantonga.gov

**SUBJECT: Proposal for Roof Consulting Services for**  
Public Safety and Municipal Court Building | 151 Elizabeth Street | Canton, GA 30114

Dear Mr. Ingram:

Architectural Testing, Inc., an Intertek<sup>1</sup> company, is pleased to offer you this proposal to provide the outlined scope of services on the roof systems at the above-mentioned building. Presented below is our project understanding, our proposed scope of services, our proposed work schedule, and fee information.

#### PROJECT UNDERSTANDING

Intertek understand this project consists of a historic multi-story brick municipal building reportedly experiencing leaking in multiple areas. We understand the building has undergone multiple additions and renovations, including a complete roof replacement in 2024. We further understand that the building has been experiencing multiple leaks throughout the roof areas since roof replacement, and the city wishes to replace the roof systems. This city also has a couple of special requests, if possible, including:

- Salvage all standing seam metal panels to be used for pole barns on another city property.
- Salvage existing coverboard and insulation beneath the low-slope TPO membrane roof areas.

If any of the above project information is found to be inaccurate, we request that you contact us immediately to allow us to make any necessary revisions to this proposal.

#### SCOPE OF SERVICES

##### DESIGN/CONSTRUCTION DOCUMENT REVIEW SERVICES

Perform a Design and Construction Document (Drawings and Specifications) Review of the roof replacement documents.

Document suggested changes by providing notes on drawings and specifications as necessary.

Recommend additional design details as necessary.

Respond to questions and comments from the Contractors design team.

Verify previous comments have been addressed.

Assist with any questions that arise during the design phase.

Attend one design review meeting.

[www.intertek.com/building](http://www.intertek.com/building)

<sup>[1]</sup> Intertek is a brand name representing the Intertek Group plc legal entities, including but not limited to, Intertek Testing Services NA Inc., Professional Service Industries, Inc. ("INTERTEK-PSI"), Architectural Testing Inc. ("INTERTEK-ATI"), and MT Group Inc. ("INTERTEK-MT").





## CONSTRUCTION ADMINISTRATION

- Review of shop drawings, product data, samples and/or submittals and provide approval/rejection of each item to the Project Manager.
- Attend one pre-construction meeting.

Perform **two** Quality Assurance (QA) Inspections per week (20 total). One of these visits will be performed in conjunction with the weekly Owner/Contractor meeting.

- Field QA reports of site visits will be prepared by a Registered Roof Observer and will be reviewed by one of Sr. Roof Consultants. Site visit reports typically include:
  - Roofing contractor crew size observed to be onsite during our site inspection.
  - Weather conditions.
  - Storage conditions of roofing materials.
  - Identification of the building area where work was observed being performed.
  - Quantities of roof components installed, including unit price allowance work items.
  - Special notes and deviations from the design documents, including the location of the noted items.
  - General workmanship.
- While on site, non-compliant items will be noted and reported to the crew so that the contractor can take corrective action.
- Only those items observed during the time Intertek is on-site will be reported. The purpose of observation monitoring is to observe and report on general compliance with the contract documents, and to provide an overview of the general condition of roof construction activities. Even with full time observation, not all components of the roof/wall systems can be continuously monitored. The time of inspections will be varied, if possible, to allow for observation of various roof system component installation.
- QA reports will be sent to those individuals identified by the client.
- Project closeout administration to include the following:
  - Final inspection (w/preparation of a Punch List).
  - Punch list completion inspection.
  - Review warranties offered by the contractor and manufacturer.

## SPECIAL INSTRUCTIONS

The client will need to arrange for our access to the roof areas. Intertek will coordinate our field activities with the property representative(s) you identify with us.

Communication of architectural drawings and details, roof construction and maintenance information and other such documents/information to us is needed. Upon project start-up, Intertek will contact you or your designated representative regarding this information and project scheduling.

## Items Provided By Others

- Notification and coordination of all parties involved.
- Any pertinent project documentation provided in electronic format.
- Access to the interior and exterior of the work in progress, including any lifts and/or scaffolding as may be necessary.



### SCHEDULE

Intertek will work with the client to meet the project deadlines. Intertek proposes the following schedule.

- Review initial leak investigation report within 5 business days from receiving report from Contactor.
- Review design documents, Plans, Details and Specifications within 10 Business Days from receiving the roof replacement design documents from Contractor.
- Review shop drawings, product data, samples and/or submittals within 5 Business Days from receiving from Contractor.
- Provided two QA inspections each week for 10 weeks. Provide QA reports within 2 days of completed site visit.
- Provide project close out reports with 5 business days from completed punch list and final inspections.

We understand the construction schedule is estimated to be 10 weeks. Provided communication is maintained and substantial notice is provided throughout the project, Intertek has the resources available to meet your project needs.

### PROFESSIONAL FEES

The following summarizes the proposed fees for the scope of services outlined above. This fee includes travel and expenses, where applicable. We will issue monthly invoices on a percent complete basis.

| PHASE                                                                                   | FEE                |
|-----------------------------------------------------------------------------------------|--------------------|
| Design/Construction Design Document Review Services                                     | \$4,385.00         |
| Review of shop drawings, product data, samples and/or submittals (4 hours x \$285/hour) | \$1,140.00         |
| Attend Pre-Construction Meeting (4 hours x \$285/hour)                                  | \$1,140.00         |
| Perform QA site visits with Reports* (20 Site visits x \$900/site visit)                | \$18,000.00        |
| Project Close Out (Punch List Inspection, Final Inspection, Warranty Review)            | \$2,000.00         |
| Project Management (6 hours x \$285/hour)                                               | \$1,710.00         |
| Administrative Assistant (4 hours x \$110/hour)                                         | \$440.00           |
| <b>ESTIMATED TOTAL:</b>                                                                 | <b>\$28,815.00</b> |

<sup>1</sup>Pricing based on a maximum of 20 (2 per week) OCC/Quality Assurance site visits (2 per week for an estimated 10 weeks) for the project. Depending on the Roof Contractor performance the number of visits could be reduced or increased, if warrantied. Additional site visits, if needed or requested will be invoiced at **\$900** per daily inspection.

Additional work required beyond the scope of services included in this proposal, or as caused by factors beyond Intertek's control, will be invoiced on a time and expense basis. Additional work will not be performed without prior authorization and a properly executed change order.

This proposal is valid for 60 calendar days, after which Intertek reserves the right to modify the fees and/or schedule. Annual adjustment of these fees may be incurred in accordance with industry standards. No additional work will be performed unless authorized by your office.



### HOURLY RATES/ADDITIONAL SERVICES

The following summarizes our hourly rates. If conditions arise that alter our expectations, or if additional services are required, we will provide these services based on these rates. Annual adjustment of these fees may be incurred in accordance with industry standards. No additional work will be performed unless authorized by your office.

If work is required on Weekends or Intertek Holidays, an additional fee will be assessed at time and a half for Saturdays and double the rate for work provided on Sundays or Holidays. Intertek Holidays are as follows: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and day after, Christmas Eve and Christmas Day.

| 2026 FEE SCHEDULE                                                                  |                 |
|------------------------------------------------------------------------------------|-----------------|
| Vice President                                                                     | \$350 per hour  |
| Senior Director/Director/Discipline Lead                                           | \$320 per hour  |
| Department Manager/ Chief Architect/Senior Consultant/Principal Consultant         | \$285 per hour  |
| Manager/Senior Project Engineer/Senior Project Architect/Senior Project Manager    | \$265 per hour  |
| Project Engineer/Project Architect/Project Manager                                 | \$235 per hour  |
| Engineer                                                                           | \$220 per hour  |
| Senior Technician/Senior Inspector/Project Lead/Technician Lead/Project Specialist | \$200 per hour  |
| Level II Technician/Inspector/Acoustician                                          | \$170 per hour  |
| Level I Technician/Inspector/Project Coordinator/Senior Administrative             | \$120 per hour  |
| Administrative Assistant                                                           | \$110 per hour  |
| Travel and Reimbursable Expenses                                                   | Cost + 20%      |
| Mileage                                                                            | \$0.85 per mile |
| Expert Testimony/Litigation                                                        | Rate x 2.0      |

### TERMS

Services will be provided in accordance with the General Conditions included in this proposal. Monthly invoices will be issued and are due Net 30 days upon receipt. These terms are subject to approval by Intertek's Accounting Department prior to initiation of our services. Should the requirements for this project significantly deviate from those quoted herein, we reserve the right to revise this proposal.

Remit Payment to:

Architectural Testing, Inc. lockbox 419241  
PO Box 419241  
Boston, MA 02241-9241

Information for courier, credit card, ACH and wire payment is available upon request.



#### AUTHORIZATION

Intertek will perform the work in accordance with the attached General Conditions, which are incorporated into and made part of this proposal. If this proposal is acceptable, please sign the following acceptance form as notice to proceed and return one copy of this proposal intact to our office. You may forward a signed copy of this proposal to my attention at [tina.garbos@intertek.com](mailto:tina.garbos@intertek.com). We will proceed with the work upon receipt of proposal authorization.

Thank you for the opportunity to provide this proposal. Should you have any questions or require additional information, please contact us at your convenience. We look forward to working with you.

For Architectural Testing, Inc.

Tareq H. Hmidan  
Department Manager  
Building Science Solutions

Jason C. Barfield, RRO  
Senior Director  
Building Science Solutions

THIS PROPOSAL CONSISTS OF FOUR EQUALLY IMPORTANT ITEMS:

- 1) SCOPE OF SERVICES AS DESCRIBED IN THIS PROPOSAL;
- 2) PRICE AS INDICATED HEREIN;
- 3) GENERAL CONDITIONS HEREIN; AND
- 4) INSURANCE PROVISIONS.

THESE TERMS AND CONDITIONS ARE THE ONLY TERMS UPON WHICH INTERTEK AGREES TO PROVIDE SERVICES AND SHALL PREVAIL OVER ANY TERMS PROPOSED OR SUBMITTED BY CLIENT AT ANY TIME. ANY PROVISIONS OR TERMS IN CLIENT'S PURCHASE ORDER, INSTRUCTIONS, NOMINATION OR OTHER DOCUMENTS ARE OBJECTED TO AND REJECTED, AND SHALL BE OF NO FORCE OR EFFECT.



#### ACCEPTANCE

Please acknowledge acceptance of the Intertek's General Conditions included herein. Please note that all fees listed herein are only estimates of the final project costs. The final cost for this project will be reflected on the invoice(s) issued to the Client. To accept this proposal, please fill in the following information and return electronically.

As a duly authorized representative of and on behalf of Client, I hereby acknowledge that I have read and understand this document including the fees, payment terms, and insurance. I hereby authorize Intertek to proceed with the work described in this proposal.

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Signature

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Date

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Name (Please Print)

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Company

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Client Project Number (if applicable)

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Title

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Purchase Order Number (if applicable)

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Accounts Payable Contact

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Accounts Payable Email



#### INSURANCE\*

Intertek shall, at Intertek's sole cost and expense, and without limiting its obligations or liabilities under the Agreement, obtain and maintain, at a minimum, during the term of the Agreement, the following insurance:

1. Commercial General Liability Insurance (including operations, products and completed operations) with limits of \$1,000,000 Each Occurrence / \$2,000,000 General Aggregate. General Aggregate limit applies **per policy**.
2. Automobile Liability with a Combined Single Limit of \$1,000,000.
3. Workman's Compensation shall be provided as required by law or regulation (statutory limits) in the state where the work is performed.
4. Employer's Liability Insurance in the amount of:
  - \$1,000,000 each accident
  - \$1,000,000 disease-policy limit
  - \$1,000,000 disease-each employee
5. Professional Liability insurance in the amount of \$1,000,000 each occurrence/aggregate.

Intertek shall provide Customer with certificates of insurance evidencing the required coverages upon execution of this Agreement and subsequently as reasonably requested by Customer. No changes, additions, or amendments to the insurance coverage will be made, and no certificates of insurance will be issued after Intertek begins work on this project. Payment will not be delayed or withheld due to any insurance or indemnification issue.

In any case where an OCIP or CCIP program is presented, we will; A) ask to be excluded, B) not relinquish any insurance that we carry, and C) not give any credit for insurance costs saved. Additionally, we reserve the right to charge for the time and effort associated with OCIP/CCIP administration.

*\*Any requests for additional or different insurance policies or coverage must be reviewed by Intertek prior to Customer's acceptance of this proposal.*

#### CERTIFICATE OF INSURANCE

If a Certificate of Insurance is required other than evidence only, then an insurance addendum can be provided upon request. The requested insurance must be reviewed prior to Intertek acceptance. The amendment shall be completed prior to commencement of work.



## GENERAL CONDITIONS Intertek

1. **PARTIES AND SCOPE OF WORK:** "INTERTEK" shall include said company or its particular division, subsidiary or affiliate performing the work. "Work" means the specific service to be performed by INTERTEK as set forth in Intertek's proposal, Client's acceptance thereof and these General Conditions. Additional work ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the work to be done by INTERTEK. If Client is ordering the work on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said work. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of INTERTEK's work. INTERTEK shall have no duty or obligation to any third party greater than that set forth in INTERTEK's proposal, Client's acceptance thereof and these General Conditions. The ordering of work from INTERTEK, or the reliance on any of INTERTEK's work, shall constitute acceptance of the terms of INTERTEK's proposal and these General Conditions, regardless of the terms of any subsequently issued document.
2. **TESTS AND INSPECTIONS:** Client shall cause all tests and inspections of the site, materials and work performed by INTERTEK or others to be timely and properly performed in accordance with the plans, specifications and contract documents and INTERTEK's recommendations. No claims for loss, damage or injury shall be brought against INTERTEK by Client or any third party unless all tests and inspections have been so performed and unless INTERTEK's recommendations have been followed. Client agrees to indemnify, defend and hold INTERTEK, its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or Intertek's recommendations are not so followed.
3. **PREVAILING WAGES:** This proposal specifically excludes compliance with any project labor agreement, labor agreement, or other union or apprenticeship requirements. In addition, unless explicitly agreed to in the body of this proposal, this proposal specifically excludes compliance with any state or federal prevailing wage law or associated requirements, including the Davis Bacon Act. It is agreed that no applicable prevailing wage classification or wage rate has been provided to INTERTEK, and that all wages and cost estimates contained herein are based solely upon standard, non-prevailing wage rates. Should it later be determined by the Owner or any applicable agency that in fact prevailing wage applies, then it is agreed that the contract value of this agreement shall be equitably adjusted to account for such changed circumstance. Client will reimburse, defend, indemnify and hold harmless INTERTEK from and against any liability resulting from a subsequent determination that prevailing wage regulations cover the Project, including all costs, fines and attorney's fees.
4. **SCHEDULING OF WORK:** The services set forth in INTERTEK's proposal and Client's acceptance will be accomplished by INTERTEK personnel at the prices quoted. If INTERTEK is required to delay commencement of the work or if, upon embarking upon its work, INTERTEK is required to stop or interrupt the progress of its work as a result of changes in the scope of the work requested by Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of INTERTEK, additional charges will be applicable and payable by Client.
5. **ACCESS TO SITE:** Client will arrange and provide such access to the site and work as is necessary for INTERTEK to perform the work. INTERTEK shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its work or the use of its equipment.
6. **CLIENT'S DUTY TO NOTIFY ENGINEER:** Client warrants that it has advised INTERTEK of any known or suspected hazardous materials, utility lines and pollutants at any site at which INTERTEK is to do work, and unless INTERTEK has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, Client agrees to defend, indemnify and save INTERTEK harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to INTERTEK's performance of its work and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to INTERTEK by Client.
7. **RESPONSIBILITY:** INTERTEK's work shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. INTERTEK shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. INTERTEK's work or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Client agrees that it shall require subrogation to be waived against INTERTEK and for INTERTEK to be added as an Additional Insured on all policies of insurance, including any policies required of Client's contractors or subcontractors, covering any construction or development activities to be performed on the project site. INTERTEK has no right or duty to stop the contractor's work.
8. **SAMPLE DISPOSAL:** Test specimens will be disposed immediately upon completion of the test. All drilling samples will be disposed sixty (60) days after submission of INTERTEK's report.
9. **PAYMENT:** The quantities and fees provided in this proposal are INTERTEK's estimate based on information provided by Client and INTERTEK's experience on similar projects. The actual total amount due to INTERTEK shall be based on the actual final quantities provided by INTERTEK at the unit rates provided herein. Where Client directs or requests additional work beyond the contract price it will be deemed a change order and INTERTEK will be paid according to the fee schedule. Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay INTERTEK's cost of collection of all amounts due and unpaid after thirty (30) days, including court costs and reasonable attorney's fees. INTERTEK shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, any provision wherein INTERTEK waives any rights to a mechanics' lien, or any provision conditioning INTERTEK's right to receive payment for its work upon payment to Client by any third party. These General Conditions are notice, where required, that INTERTEK shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of INTERTEK from any and all claims which Client may have, whether in tort, contract or otherwise, and whether known or unknown at the time.



**GENERAL CONDITIONS**  
**Intertek**

10. **ALLOCATION OF RISK:** CLIENT AGREES THAT INTERTEK'S SERVICES WILL NOT SUBJECT INTERTEK'S INDIVIDUAL EMPLOYEES, OFFICERS OR DIRECTORS TO ANY PERSONAL LIABILITY, AND THAT NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, CLIENT AGREES THAT ITS SOLE AND EXCLUSIVE REMEDY SHALL BE TO DIRECT OR ASSERT ANY CLAIM, DEMAND, OR SUIT ONLY AGAINST INTERTEK.

SHOULD INTERTEK OR ANY OF ITS EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESS OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON INTERTEK'S WORK AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF INTERTEK, ITS OFFICERS, EMPLOYEES AND AGENTS SHALL BE LIMITED TO \$25,000.00 OR THE TOTAL AMOUNT OF THE FEE PAID TO INTERTEK FOR ITS WORK PERFORMED ON THE PROJECT, WHICHEVER AMOUNT IS GREATER. IN THE EVENT CLIENT IS UNWILLING OR UNABLE TO LIMIT INTERTEK'S LIABILITY IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN THIS PARAGRAPH, CLIENT MAY, UPON WRITTEN REQUEST OF CLIENT RECEIVED WITHIN FIVE DAYS OF CLIENT'S ACCEPTANCE HEREOF, INCREASE THE LIMIT OF INTERTEK'S LIABILITY TO \$250,000.00 OR THE AMOUNT OF INTERTEK'S FEE PAID TO INTERTEK FOR ITS WORK ON THE PROJECT, WHICHEVER IS THE GREATER, BY AGREEING TO PAY INTERTEK A SUM EQUIVALENT TO AN ADDITIONAL AMOUNT OF 5% OF THE TOTAL FEE TO BE CHARGED FOR INTERTEK'S SERVICES. THIS CHARGE IS NOT TO BE CONSTRUED AS BEING A CHARGE FOR INSURANCE OF ANY TYPE, BUT IS INCREASED CONSIDERATION FOR THE GREATER LIABILITY INVOLVED. IN ANY EVENT, ATTORNEY'S FEES EXPENDED BY INTERTEK IN CONNECTION WITH ANY CLAIM SHALL REDUCE THE AMOUNT AVAILABLE, AND ONLY ONE SUCH AMOUNT WILL APPLY TO ANY PROJECT.

NEITHER PARTY SHALL BE LIABLE TO THE OTHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE AND BREACH OF STATUTORY DUTY) OR OTHERWISE FOR LOSS OF PROFIT (WHETHER DIRECT OR INDIRECT) OR FOR ANY INDIRECT, CONSEQUENTIAL, PUNITIVE, OR SPECIAL LOSS OR DAMAGE, INCLUDING WITHOUT LIMITATION LOSS OF PROFITS, REVENUE, BUSINESS, OR ANTICIPATED SAVINGS (EVEN WHEN ADVISED OF THEIR POSSIBILITY).

NO ACTION OR CLAIM, WHETHER IN TORT, CONTRACT, OR OTHERWISE, MAY BE BROUGHT AGAINST INTERTEK, ARISING FROM OR RELATED TO INTERTEK'S WORK, MORE THAN TWO YEARS AFTER THE CESSATION OF INTERTEK'S WORK HEREUNDER, REGARDLESS OF THE DATE OF DISCOVERY OF SUCH CLAIM.

11. **INDEMNITY:** Subject to the above limitations, INTERTEK agrees not to defend but to indemnify and hold Client harmless from and against any and all claims, suits, costs and expenses including reasonable attorney's fees and court costs to the extent arising out of INTERTEK's negligence as finally determined by a court of law. Client shall provide the same protection to the extent of its negligence. In the event that Client or Client's principal shall bring any suit, cause of action, claim or counterclaim against INTERTEK, the Client and the party initiating such action shall pay to INTERTEK the costs and expenses incurred by INTERTEK to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that INTERTEK shall prevail in such suit.
12. **TERMINATION:** This Agreement may be terminated by either party upon seven days' prior written notice. In the event of termination, INTERTEK shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses.
13. **EMPLOYEES/WITNESS FEES:** INTERTEK's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay INTERTEK's legal expenses, administrative costs and fees pursuant to INTERTEK's then current fee schedule for INTERTEK to respond to any subpoena. For a period of one year after the completion of any work performed under this agreement, Client agrees not to solicit, recruit, or hire any INTERTEK employee or person who has been employed by INTERTEK within the previous twelve months. In the event Client desires to hire such an individual, Client agrees that it shall seek the written consent of INTERTEK, and shall pay INTERTEK an amount equal to one-half of the employee's annualized salary, without INTERTEK waiving other remedies it may have.
14. **FIDUCIARY:** INTERTEK is not a financial advisor, does not provide financial advice or analysis of any kind, and nothing in our reports can create a fiduciary relationship between INTERTEK and any other party.
15. **RECORDING:** Photographs or video recordings of the Client's own project may be taken by and used for the Client's own internal purposes. Photographs or video recordings may not be used for marketing or publicity, or distributed to a third party or otherwise published without INTERTEK'S prior review and consent in writing. Taking photographs of other Clients' samples, test setups, or facilities, or recording in any manner any test specimen other than the test specimen related to the Client's project is prohibited; and the Client agrees to hold in strict confidence and not use any proprietary information disclosed either advertently or inadvertently. The Client shall defend, hold harmless, and indemnify INTERTEK for any breach of this clause.
16. **CHOICE OF LAW AND EXCLUSIVE VENUE:** All claims or disputes arising or relating to this agreement shall be governed by, construed, and enforced in accordance with the laws of Illinois. The exclusive venue for all actions or proceedings arising in connection with this agreement shall be either the Circuit Court in Cook County, Illinois, or the Federal Court for the Northern District of Illinois.
17. **PROVISIONS SEVERABLE:** The parties have entered into this agreement in good faith, and it is the specific intent of the parties that the terms of these General Conditions be enforced as written. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.
18. **ENTIRE AGREEMENT:** This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.



**Additional Terms for Intertek Roof Consulting Services**  
**(these additional terms supplement and do not replace Intertek's General Conditions)**

1. **Roof Access:** Client agrees to provide Intertek safe access to the roof areas which are to be included in the work. Safe access may include, for example, a working roof hatch, or a penthouse door that leads out onto the roof. Safe access may also include wall mounted ladders provided that safety cages are in place for ladders greater than 12 feet in elevation.
2. **Review of Provided Roof History:** Unless otherwise specifically noted, Intertek's review of provided documentation and roof history shall be limited to a cursory review of the provided documents so as to gather the basic elements of the existing building construction. Information and documents provided by client representatives shall be considered valid and Intertek shall be entitled to rely on such. Intertek makes no claims that all historical information will be obtained through these cursory reviews.
3. **Roof Cores:** Unless otherwise specifically noted, any roof cores taken by Intertek will be done so as to determine the approximate roof construction profile and conditions at that location. Roof cores will NOT be taken in any roofs that are currently under an existing warranty. Should the Client require roof cores in areas under warranty, the Client will hold Intertek harmless for any resulting effect on the warranty. The Client may at their option elect to hire a roofing contractor who may be capable of cutting and patching the roof without voiding the existing warranty, however, since Intertek would expect to be on site for only a limited time, the Owner would need to coordinate this coring to coincide with the Intertek site visit. Cores made by Intertek will be patched using normal industry methods and this patch is temporary in nature. By authorizing the work to include cores, the client will hold Intertek harmless for any roof leaks that may result from the temporary patching.
4. **Asbestos Testing:** OSHA and EPA requirements for the removal and handling of asbestos containing roofing material (ACRM) may apply to roofing materials, and as such, presence of ACRM can significantly impact the cost of removal, handling and disposal of affected roof components. Testing of a minimum of three (3) roof membrane samples and a minimum of three (3) flashing samples per contiguous roof area is generally recommended. This testing is not required in cases where sufficient asbestos testing of the roof has previously been performed. Asbestos testing of samples is done using EPA recommended polarized light microscopy with dispersion staining. Samples that are found to contain 1% or more asbestos fibers are considered as having a positive result. It is understood that Intertek shall assume no liability for the presence of asbestos-containing roofing material in areas that were not sampled and tested. When the purpose of sampling is to provide the Owner with an asbestos inspection report, the sampling work may need to be coordinated and performed under the direction of a Certified Asbestos Technician. Where any lesser sampling and testing is performed, Intertek shall be held harmless by the Client from any matters related to the sampling, testing and reporting of Asbestos Materials. Additionally, unless otherwise noted, any testing for Asbestos Materials shall be limited to the roof membrane layers and associated roof insulation and flashing and does not extend to other materials on the roof or in the building that are not directly roof system components (such as adjoining siding panels, window/wall caulking or pipe wrap material).
5. **Report of Hidden or Latent Roof Conditions:** Intertek's services shall be limited to observable roof/building conditions. Much of the roof system can be hidden, either by interior ceiling tiles below, by the roof deck, or by the roof membrane above. Where there are two or more roof membrane systems in place, direct observations of the buried roof membrane system will not be made. In some cases electrical conduit can be buried within the roof system or tucked up under the roof deck that is not observable during a visual survey. It is client's responsibility to provide Intertek with details as to potential hidden or latent roof conditions or undisclosed utilities. Client agrees to defend, indemnify and save Intertek harmless from all claims, suits, losses, costs and expenses related to any such condition.
6. **Roofing Survey Limited in Nature:** Intertek makes no representation as to the structural integrity of the existing roof deck and/or any of the supporting framing members/components. Where decking is visibly stained or otherwise obviously deteriorated, Intertek will endeavor to report on these conditions when it is part of the proposed work. Intertek will not provide any structural engineering analysis or structural survey. Where suspected above normal moisture may exist within the roof system, Intertek cannot verify the exact extent moisture may exist, except in the limited condition where cores are taken and the materials at that location are removed, bagged and laboratory dried.
7. **Infrared Moisture Surveys:** Infrared Moisture Surveys are commonly performed at night. Many conditions can affect the results of such surveys, including: windspeed, the interior and exterior temperatures, the type of roof deck, the type and thickness of insulation, the type of roof membrane, the surfacing of the roof membrane, the conditions on the top surface of the roof (debris, water, snow, equipment). Typically the winds must be less than 15 mph. In cool/cold weather the temperature difference from the inside to the outside should be 25 degrees F. In the warmer weather, the daytime roof temperatures should be a minimum of 25 degrees higher than the nighttime temperature. Roofs should have little to no ponding water and should not have any brightly reflective surface (aluminum coating). Where the types of roof insulation do not readily absorb and retain significant above normal moisture (such as rigid foams, including ISO or XEPS or foamglass) the infrared survey may not be suitable. Where the insulation retains only a small amount of abnormally high moisture, or where a dry layer of insulation is over a damp/wet/saturated layer, the dry layer of insulation may block the heat loss from the lower layer and mask those heat loss conditions. Where there are two roof systems, it may occur that one roof system will have damp/wet/saturated insulation, while the other may be within the normal range. When performing an infrared moisture survey, Intertek will attempt to follow suggested industry practices whenever practical.
8. **Nuclear Grid Moisture Surveys:** Typically Nuclear Grid Surveys are performed on a pre-selected grid. The layout of the actual grid may need to be such that curbs and other roof features are accommodated. Where a roof has large stone used as ballast, the stone will be placed to the side and later reset. Since nuclear grid surveys are taken at specific points there will be areas of the roof that will not be tested. Readings should be understood to reflect only the conditions taken at the grid point. Often the grid points will be marked on the surface of the roof in some way. Should the Client not want to have markings made to their roof, they should provide such notice to Intertek prior to the scheduling of the work.
9. **Schedule:** While Intertek may have included some preliminary or anticipated schedules in this proposal, Intertek cannot be responsible for delays due to weather, nor delays on the part of any contractor. Following receipt of signed authorization for work, Intertek will attempt to contact our Client to schedule services.



June 19, 2026

*Via Email*

Mr. Nathan Ingram  
City of Canton  
110 Academy Street  
Canton, GA 30114  
Phone: 770.704.1523  
Cell: 678.859.1623  
Email: [nathan.ingram@cantonga.gov](mailto:nathan.ingram@cantonga.gov)

**RE: Proposal for Building Exterior Consulting Services  
City of Canton Public Safety/Police Building – Re-Roofing Project  
Canton, GA  
(W&A: 24-01329-3)**

Dear Mr. Ingram:

Williamson & Associates (W&A) is pleased to have this opportunity to submit a proposal for our building exterior consulting services. The purpose of our services in this instance will be to provide construction phase services for the re-roofing project of the City of Canton Public Safety/Police Building located in Canton, GA to confirm construction is adhering to project documents and industry standards.

We are a professional consulting firm specializing in construction technology with a primary focus on building exterior watertightness and durability. We appreciate another opportunity to provide our services to the City of Canton.

This letter presents consulting services proposed for the above-referenced project. A description of each scope of service, support required, schedule, basis of compensation, and a request for written authorization to proceed is included.

## **PROJECT INFORMATION**

W&A provided roof evaluation services on this building in 2024/2025. Mr. Nathan Ingram requested this proposal for W&A to conduct construction phase services during the re-roofing project of this facility. We understand that the Roofing Contractor is Roof Technology Partners and the Architect of Record (AOR) is Croft & Associates.

## **SCOPE OF SERVICES**

We propose to provide the following scope of services:

- We will make ourselves familiar with the roofer's submittals and Croft created drawings and specifications for our reference during this project.
- We will attend 1 preconstruction meeting to review project scope and coordinate sequence with Roof Technology Partners, Croft & Associates, and City of Canton.

- We anticipate conducting up to 5 site visits during the course of the re-roofing project to observe the progress and quality of work. We will conduct 1 punch walk at project completion. We will prepare a written report after each site visit that addresses the progress/status of the re-roof project and observed roofing progress for compliance with industry standards and approved project documents.
- General office consultation will be provided to respond to roof-related RFIs, coordination with Croft & Associates and Roof Technology Partners.

## **SUPPORT REQUIRED**

We will need access to the property exterior, interior, and the roof. We anticipate being able to use contractor access.

If a ladder or lift equipment is required to access the higher wall or roof areas, please note this will be at the expense of others and not covered by W&A.

## **SCHEDULING INFORMATION**

We are prepared to begin our services within 2-3 weeks, once we receive mutually agreeable written authorization to proceed. We estimate providing our written site visit reports within approximately 1 week following each site visit.

## **COMPENSATION**

We propose to provide the outlined scope of services for a **not-to-exceed fee of \$15,000** based up on the time and expenses required. For these services our unit rates are \$230/hr. for General Manager time, \$215/hr. for Field Manager time, \$205/hr. for Senior Consultant time, \$195/hr. for Consultant II time, \$175/hr. for Consultant I time, and \$85/hr. for Clerical time.

Reimbursable expenses are charged at direct cost and include such items as mileage or other travel expenses, outside vendor copying/printing, shipping and other directly job-related expenses.

Terms are net 30 days after receipt of invoice. Please note we do not accept “pay when paid” or “retainage” clauses for our services.

## **AUTHORIZATION**

We request written authorization for our services. For your convenience, you may authorize our services by executing the acceptance block at the end of this proposal, and returning a copy of the proposal to us. Please note that the attached terms and conditions are a part of this proposal, and any agreement formed between us for our services. Please notify us if we have proposed services other than what you require, so that we may modify our proposal to meet your needs.

We appreciate this opportunity to submit a proposal for our building exterior consulting services. Please contact us with any questions that you may have regarding this proposal, or our services in general.

Sincerely,  
**Williamson & Associates, Inc.**



Alex Murray  
Consultant II

Cc: Mr. Mike Allen, Williamson & Associates, Inc.

**ACCEPTANCE:**

|                                      |                                                                          |
|--------------------------------------|--------------------------------------------------------------------------|
| <b>For:</b><br><b>CITY OF CANTON</b> | <b>For:</b><br><b>WILLIAMSON &amp; ASSOCIATES, INC.</b>                  |
| <i>(Signature)</i>                   | <i>(Signature)</i>                                                       |
| <i>(Printed Name and Title)</i>      | <b>W. G. "Sonny" Crowe, President</b><br><i>(Printed Name and Title)</i> |
| <i>(Date)</i>                        | <i>(Date)</i>                                                            |

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**TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES**

1. **Services:** The Consultant agrees to perform for Client the services listed. Such services are hereinafter referred to as "Services." Client agrees that Consultant shall have ready access to Client's staff and resources as necessary to perform the Consultant's services provided for by this contract.
2. **Performance:** Consultant represents to Client that the services to be delivered or rendered hereunder will be the kind and quality designated and will be performed by qualified personnel. Consultant shall perform its services, to the level of competency presently maintained by other practicing professional consultants in the same type of work in the same community, at the same site and under the same or similar conditions. Consultant makes no other representations or warranties, whether expressed or implied, with respect to the services rendered hereunder.
3. **Staff:** Consultant is an independent contractor and neither Consultant nor Consultant's staff is or shall be deemed to be employed by Client. Client is hereby contracting with Consultant for the services described and Consultant reserves the right to determine the method, manner and means by which the services will be performed.
4. **Payment for Services:** Client agrees to pay Consultant upon receipt of payment from the Owner amounts agreed to for invoiced services performed.

5. **Confidential Information:** Each party to this Agreement shall not disclose to any non-party to the Agreement, any confidential information of Such Other Party. Confidential information is information which relates to Such Other Party's research, development, trade secrets or business affairs, but does not include information which is generally known or easily ascertainable by non-parties of ordinary skill. Consultant hereby acknowledges that during the performance of this contract, the Consultant may learn or receive confidential Client information and therefore Consultant hereby confirms that all such information relating to the Client's business will be kept confidential by the Consultant. This section shall not apply to information in whatever form that comes into the public domain, nor shall it restrict the Consultant from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other authority with proper jurisdiction, or if it is reasonably necessary for the Consultant to defend itself from any suit or claim.
6. **Insurance:** Consultant shall maintain: a) commercial general liability insurance in the amount of not less than \$1,000,000.00 for any one occurrence, b) worker's compensation insurance in amounts established by law, and c) professional liability insurance in the amount of not less than \$1,000,000.00.
7. **Indemnification:** Client and Consultant each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages, and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of Client and Consultant, they shall be borne by each party in proportion to its negligence.
8. **Dispute Resolution:** Prior to the initiation of any legal proceedings, the parties to this Agreement agree to submit all claims, disputes or controversies arising out of or in relation to the interpretation, application or enforcement of this Agreement to non-binding mediation. Such mediation shall be conducted under the auspices of the American Arbitration Association or such other mediation service or mediator upon which the parties agree. The Party seeking to initiate mediation shall do so by submitting a formal, written request to the other party to this Agreement. This section shall survive completion or termination of this Agreement, but under no circumstances shall either party call for mediation of any claim or dispute arising out of this Agreement after such period of time as would normally bar the initiation of legal proceedings to litigate such claim or dispute under the laws of the State of Georgia.
9. **Complete Agreement:** This agreement contains the entire agreement between the parties hereto with respect to the matters covered herein. No other agreements, representations, warranties or other matters, oral or written, purportedly agreed to or represented by or on behalf of Consultant by any of its employees or agents, or contained in any sales materials or brochures, shall be deemed to bind the parties hereto with respect to the subject matter hereof.
10. **Assignment:** This Agreement may not be assigned by either party without the prior written consent of the other party.
11. **Documents:** All documents prepared by Consultant are instruments of Consultant's professional service, and Consultant shall retain ownership and property interest therein. Reuse or modification of any documents by Client, without Consultant's written permission, shall be at Client's sole risk and Client agrees to defend, indemnify and hold Consultant harmless from all claims, damages and expenses, resulting from such reuse by Client or by others acting through Client.
12. **Construction Cost:** Any opinions or estimates of probable construction cost by Consultant are prepared on the basis of Consultant's experience and qualifications and represent Consultant's judgment as a professional generally familiar with the industry. Consultant does not guarantee that proposals, bids, or actual construction cost will not vary from Consultant's opinions or estimates of probable construction cost.

13. **Construction Phase Services:** When construction-phase services are included in the Agreement, Consultant will provide personnel to determine in general whether construction is proceeding in a manner consistent with the Documents. Consultant is not responsible for construction means, methods, techniques, sequencing or procedures, or for safety precautions or programs in connection with the Project.
14. **Termination:** This Agreement may be terminated by either party by giving written notice to the other. If the Agreement is terminated, the Consultant shall be paid for all work performed prior to the notice. If Client does not make timely payments, it is cause for suspension of services.

**END OF PROPOSAL**