



RLB#7986.44  
BOWEN  
2019 CENTER STREET  
SUITE 500  
CLEVELAND, OH 44113

Mr. G. Andrew Gardner  
Mayor  
City of Willoughby Hills  
35405 Chardon Road  
Willoughby Hills, OH 44094

March 17, 2020

Re: Professional Services Proposal  
Rockefeller Rd Resurfacing-2020

Dear Mayor Gardner,

We are pleased to provide this proposal for your consideration on the above referenced project. The following is our understanding of the project scope, and estimate of professional fees:

#### PROJECT DESCRIPTION

The project consists of resurfacing Rockefeller Rd between Chardon Rd and the Southern City/County border for a total length of approximately 0.95 miles. This project has an estimated construction cost of approximately \$378,700, and is being funded partly by a grant and loan from the Ohio Public Works Commission (see attached 5 pages).

#### SCOPE OF SERVICES

- Serve as the authorized representative of the city and supervise the execution of the project work, including resident coordination and meetings as needed.
- Design and Document Preparation: Plans, specifications, cost estimate, and bid documents as needed.
- Bidding Assistance: Respond to bidder questions, tabulate and evaluate bids, assess contractor's ability, and make recommendation for award.
- Construction Administration: Respond to contractor questions, review contractor submittals, perform site visits, review change orders, review contractor payments, perform punch list and project close-out.

Mr. G. Andrew Gardner, Mayor  
 March 17, 2020  
 Page 2 of 2

PROFESSIONAL SERVICES FEE

Based on Section 2.2 & 2.3 of the "AGREEMENT Between CITY OF WILLOUGHBY HILLS, OHIO & RICHARD L. BOWEN + ASSOCIATES, INC. For CITY ENGINEERING SERVICES", the Base Professional Services Fee is estimated to be:

1.	Professional Services Fee, including an estimated \$100.00 for reimbursable expenses invoiced at 1.1 times direct cost, is based on an estimated construction cost of \$378,700.	\$32,902.50
A.	75% to be invoiced at completion of plans	\$24,676.88
B.	Remaining 25% payable in pro rata monthly payments	\$8,225.62
Total Base Fee		\$32,902.50

Please note, the actual Professional Services Fee will be based on the actual cost of construction, therefore will not be determined until construction is complete and the cost is known.

Please indicate your acceptance of this proposal by providing a city-issued purchase order.

Sincerely,

RICHARD L. BOWEN + ASSOCIATES INC.



Allan L. Renzi, A.I.A.  
 President

cc: Pietro DiFranco, P.E.