

R I C H A R D L . B O W E N + A S S O C I A T E S I N C .

September 19, 2017

Mayor Robert Weger  
City of Willoughby Hills  
35405 Chardon Road  
Willoughby Hills, Ohio 44094

RE: Zoning Administration-2017 (Oct-Dec)  
Willoughby Hills, Ohio  
RLB+A #7986.30B  
RLB+A Contact: Pietro A. DiFranco, P.E.

216.491.9300

FAX 491.8053

13000 SHAKER BLVD

CLEVELAND OHIO 44120

WWW.FLBA.COM

Dear Mayor Weger:

We are pleased to submit this proposal for your consideration on the above-captioned project, & in response to council motion made 9/14/17. The following is our understanding of the project scope, and estimate of professional fees:

PROJECT DESCRIPTION

The project consists of Mr. Pietro DiFranco acting as Zoning Administrator for the City between October 1, 2017 and December 31, 2017 (13 weeks), with the assistance of Bowen staff as needed. Mr. DiFranco has been performing these duties since the former full-time Zoning Administrator retired on April 13, 2017, with the initial 10 weeks following the retirement performed as a courtesy, at no cost to the city.

These services will be provided on an as-needed, part-time basis, assuming not more than ten (14) hours per week will be demanded. Based on the part-time basis, the duties of Zoning Administrator will be prioritized based on available time. The review & issuance of zoning certificates and permits, and coordination with PCABR and BZA, will have a high priority; while addressing general zoning inquires, complaints, and opinions will have secondary priority.

SCOPE OF SERVICES

The Zoning Administrator shall have the powers and duties as listed in Section 1109.02 of the Willoughby Hills Codified Ordinances (Ord. 2006-35).

EXCLUSIONS

The following duties, which were also performed by the former Zoning Administrator, are excluded from this scope:

A R C H I T E C T S

E N G I N E E R S

C O N S T R U C T I O N  
M A N A G E R S

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1. Building Commissioner / Residential Building Official
2. Building / Zoning Inspection
3. Exterior Property Maintenance Inspection & Enforcement (WHCO 1337)

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.	Consulting Services		\$ 17,472.00
	A	City Engineer or Asst. City Engineer (14 hrs/week x 13 weeks @ \$96/hr)	\$17,472.00
2.	Normal reimbursable expenses such as travel, reproduction, printing, & shipping will be invoiced at 1.1 times direct cost		\$378.00
<b>Total Base Fee</b>			<b>\$ 17,850.00</b>

Please note, this is an estimate of anticipated hours. Invoices will be based on actual time spent plus normal reimbursable expenses, not to exceed the limits set above without prior authorization.

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

Sincerely,

RICHARD L. BOWEN + ASSOCIATES INC.



Richard L. Bowen, A.I.A, NCARB  
 President

City of Willoughby Hills Acceptance:

\_\_\_\_\_  
 Robert Weger, Mayor Date

cc: Contract File

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**R I C H A R D L . B O W E N + A S S O C I A T E S I N C .**