

RICHARD L. BOWEN + ASSOCIATES INC.

November 28, 2017

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

RE: Zoning Administration-2018 (Jan-June)
Willoughby Hills, Ohio
RLB+A #7986.30C
RLB+A Contact: Pietro A. DiFranco, P.E.

216.491.9000

FAX 491.6033

13000 SHAKER BLVD

CLEVELAND OHIO 44120

WWW.RLBA.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 January 1, 2018 and June 30, 2018 (26 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:

ARCHITECTS

ENGINEERS

CONSTRUCTION
MANAGERS

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1. Building Commissioner / Residential Building Official
2. Building / Zoning Inspection
3. Exterior Property Maintenance Inspection & Enforcement (WHCC 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	\$ 34,944.00
A	City Engineer or Asst. City Engineer (14 hrs/week x 26 weeks @ \$96/hr)	\$34,944.00
2.	Normal reimbursable expenses such as travel, reproduction, printing, & shipping will be invoiced at 1.1 times direct cost	\$756.00
Total Base Fee		\$ 35,700.00

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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