

RICHARD L. BOWEN + ASSOCIATES INC.

216.491.9300

October 3, 2018

FAX . 491 . 8053

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

13000 SHAKER BLVD

CLEVELAND OHIO 44120

RE: Zoning Administration-2019 (Jan-Jun)
Willoughby Hills, Ohio
RLB+A #7986.30E
RLB+A Contact: Pietro A. DiFranco, P.E.

Dear Mayor Weger:

REGIONAL OFFICE

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

NAPLES FLORIDA

PROJECT DESCRIPTION

WWW.RLBA.COM

The project consists of Mr. Pietro DiFranco acting as Zoning Administrator for the City between January 1, 2019 and June 30, 2019 (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. In addition, the city has been without an experienced clerk in the Building Department since April 30, 2018, thereby resulting in inquiries, applications and payments to be routed directly through our office. Ordinance 2018-38 regarding permitting of Small Cell Facilities was also adopted on 7/26/18, in response to state law which establishes permitting requirements yet limits a city's ability to recover costs.

These services will be provided on an as-needed, part-time basis, assuming not more than sixteen (16) 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.

ARCHITECTS

ENGINEERS

CONSTRUCTION MANAGERS

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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:

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	\$ 40,768.00
	A City Engineer or Asst. City Engineer (16 hrs/week x 26 weeks @ \$98/hr)	\$40,768.00
2.	Normal reimbursable expenses such as travel, reproduction, printing, & shipping will be invoiced at 1.1 times direct cost	\$732.00
Total Base Fee		\$ 41,500.00

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.

Allan L. Renzi, A.I.A.
Principal | V.P. of Operations

