

RICHARD L. BOWEN + ASSOCIATES INC.

216.491.9300

February 4, 2019

FAX 491.8053

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

13000 SHAKER BLVD

CLEVELAND OHIO 44120

RE: 2019 Pavement Markings
Willoughby Hills, Ohio
RLB+A #7986.37
RLB+A Contact: Pietro A. DiFranco, P.E.

REGIONAL OFFICE

Dear Mayor Weger:

NAPLES FLORIDA

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

WWW.RLBA.COM

PROJECT DESCRIPTION

The project consists of applying new pavement markings on all public streets within the city. The opinion of probable cost is approximately \$60,378.00 (see attached estimate dated 2/04/19).

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.

ARCHITECTS

ENGINEERS

CONSTRUCTION
MANAGERS

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 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 \$60,378.00 (see attached).	\$ 7,245.36
A.	75% to be invoiced at completion of plans	\$5,434.02
B.	Remaining 25% payable in pro rata monthly payments	\$1,811.34
Total Base Fee		\$ 7,245.36

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 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

City of Willoughby Hills Acceptance:

 Robert Weger, Mayor Date

cc: Contract File

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