

**RICHARD L. BOWEN + ASSOCIATES INC.**

December 20, 2013

216.491.9300

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

FAX 491.8053

13000 SHAKER BLVD

CLEVELAND OHIO 44120

RE: Lamplight Lane Culvert Replacement  
Willoughby Hills, Ohio  
RLB+A #7986.09  
RLB+A Contact: Pietro A. DiFranco, P.E.

WWW.RIBA.COM

Dear Mayor Weger:

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:

PROJECT DESCRIPTION

The project consists of replacing the existing 54-inch diameter twin culvert with a new 9.5'x4.5' box culvert, adding 36-inch diameter pipes on each side of the new culvert, and raising the elevation of the roadway, all in an effort to prevent flooding of the roadway during more frequent storm events (see attached Drawings PC1-1 & PC2-1)

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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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 \$245,506 (see attached). | \$ 22,913.00        |
|                       | A. 75% to be invoiced at completion of plans  | \$17,814.75         |
|                       | B. Remaining 25% payable in pro rata monthly payments   | \$5,728.25          |
| 2.                    | Surveying Sub-Consultant (TBD) - Allowance for budgeting purposes. City will be invoiced actual cost.   | \$ 5,000.00         |
| <b>Total Base Fee</b> |   | <b>\$ 27,913.00</b> |

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.



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

City of Willoughby Hills Acceptance:

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

\_\_\_\_\_  
 Date

cc: Contract File