



September 19, 2024

Mr. Todd Shannon
Director of Public Works
City of Willowick
21230 Vine Street
Willowick, OH 44095

sent via email: tshannon@cityofwillowick.com

Re: PROPOSAL
Owners' Representative Services
LAK E 305th Street Resurface Project (PID 120114)

Dear Mr. Shannon:

At your request, Osborn Engineering is pleased to submit this proposal to provide Owners' Representative Services throughout the Phase 3 Design and Construction Phase of the LAK E 305th Street Resurface Project (PID 120114). We understand our services will be focused on the design review of Construction Plans and Cost Estimates prepared by CT Consultants and the performance of construction related services during the planned construction of this project through Fall 2025. This proposal and the services offered will assure continuous involvement and assistance, as needed, by members of the Osborn Engineering team to assure that the needed reviews and approvals are processed.

SCOPE OF SERVICES

Based upon experience with projects of this nature, we propose to perform the following Owners' Representative services for the City of Willowick.

1. DESIGN-PHASE SERVICES

- 1.01 Perform a design review of the Stage 3 project submittal prepared by CT Consultants
- 1.02 Perform a design review of the Final Tracing stage plans provided by CT Consultants
- 1.03 Perform a review of the final engineers' cost estimate prepared by CT Consultants

2. BID-PHASE SERVICES

- 2.01 Attend (1) Pre bid meeting as needed with ODOT Project Manager
- 2.02 Review questions during the bidding phase as provided by ODOT Project Manager and route to appropriate party for response.

3. CONSTRUCTION-PHASE SERVICES

- 3.01 Participate in (1) one pre-construction conference including ODOT Project Manager, Osborn Engineering, Construction Inspector, the Contractor, and other parties appropriate and necessary for effective communication of the project. Meeting will be organized and led by ODOT Project Manager
- 3.02 Attendance in (16) sixteen bi-weekly construction meetings as established by the contractor, inspector and ODOT project manager. For purposes of this contract, we have included 16 meetings at the construction site or within close proximity of the construction site.
- 3.03 Review and/or respond to the following documents during construction, as requested by ODOT Project Manager for the limited purpose of reviewing for conformance with information given and the design concept expressed in the Contract Documents.



1. (8) Eight Monthly Pay application reviews as provided by the contractor and previously approved by ODOT Project Manager.
2. RFI (Request for information) by the contractor and vetted through the ODOT Project Manager or Construction Inspector. These questions are typically related to the design intent of the drawings or specs and after initial review will be forwarded to the design engineer for response.
3. (3) Three change order reviews as provided by contractor and vetted by the ODOT Project Manager. These reviews will consist of reviewing the reason for change order, cost associated and time extension to determine if they are appropriate and then provide a recommendation for approval or denial.
4. Final punch list walkthrough near end of project with ODOT Project Manager, Construction Inspector and Contractor

CLARIFICATIONS

- We have included up to 3 change order reviews, if additional change orders are required these may be subject to additional fees.
- We have included up to 16 bi-weekly construction meetings, if additional meetings are required these may be subject to additional fees.

Our proposal does not include the following:

- Daily Construction Observation, assessment, reporting and any responsibility regarding the discovery, presence, handling, removal, and disposal of, or exposure of persons to, hazardous materials in any form at the project site, including but not limited to, asbestos, asbestos products, lead, polychlorinated biphenyl (PCB) or other toxic substance.
- Design of any changes needed for contract completion. All design related questions or work shall be forwarded to the design engineer.
- Material testing services.
- Full-Time On-site construction administration or management.

FEES

We will provide the above services according to the following schedule of fees.

Design Phase Services - \$16,500.00

Bid Phase Services – \$1,500.00

Construction Phase Services -

1. Pre-construction Meeting - \$400.00
2. Bi-weekly construction meetings as needed - \$500.00 each (\$8,000.00)
3. Pay Application Reviews - \$400.00 each (\$3,200.00)
4. RFI Review and processing - \$1,000.00
5. Change Order reviews (3) - \$300.00 each (\$900.00)
6. Final Punch list walkthrough - \$600.00

The above fees are set up to provide flexibility with respect to the project. We anticipate the above work will need to be performed, however if there are fewer pay apps or bi-weekly meetings we will only bill for the actual work completed.



SUMMARY

We look forward to the opportunity to work with you on this project and are prepared to start immediately upon authorization. If you have any questions or require any additional information, please do not hesitate to contact me.

Sincerely,

OSBORN ENGINEERING

A handwritten signature in blue ink, appearing to read 'DJG', is positioned below the company name.

Daniel J, Gerson P.E., P.S.
Director of Municipal Engineering

cc: Joe Ferenczy, P.E. - Director of Infrastructure
Dennis Albrecht, Jr., P.E. - Director of Transportation & Municipal