

A RESOLUTION AUTHORIZING THE MAYOR AND FINANCE DIRECTOR TO ENTER INTO AN AGREEMENT WITH FINKBEINER, PETTIS & STOUT, INC. AND TO PROVIDE BIDDING, CONSTRUCTION ADMINISTRATION AND PROJECT REPRESENTATION WITH RESPECT TO THE WHEATLEY ROAD/KINROSS LAKES PARKWAY TRAFFIC SIGNAL PROJECT.

BE IT RESOLVED by the Council of Richfield, Summit County, State of Ohio:

- SECTION 1. That the Mayor and the Finance Director be, and they hereby are, authorized and directed to enter into an agreement with Finkbeiner, Pettis & Strout for bidding, construction and residential project representation for the Wheatley Road/Kinross Lakes Parkway Traffic Signal project in accordance with the proposal of Finkbeiner, Pettis & Strout dated April 11, 2003 a copy of which is attached hereto as Exhibit "A" and incorporated herein fully as if by reference.
- SECTION 2. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

PASSED:

June 24, 2003


President of Council


Mayor

Dated: 6/25/2003

ATTEST:


Clerk of Council

CONSULTING ENGINEERS
SINCE 1900
SUITE 2400
520 SOUTH MAIN STREET
AKRON, OHIO 44311-1010
330-434-1995
800-456-0817
330-374-1095 FAX

April 11, 2003

Ms. Melanie Tibbs
Service Director
Village of Richfield
Village Hall
4410 West Streetsboro Road
Richfield, Ohio 44286

Re: Richfield, Ohio
Wheatley Road/Kinross Lakes Parkway
Traffic Signal
**BIDDING, CONSTRUCTION AND
RPR SERVICES
LETTER AGREEMENT**



Dear Ms. Tibbs:

Finkbeiner, Pettis & Strout, Inc. (FPS) is pleased to submit this Letter Agreement to provide Bidding Services, Construction Administration Services and Resident Project Representation (RPR) Services for the Wheatley Road/Kinross Lakes Parkway Traffic Signal project.

Our proposed Scope of Services and engineering fee follow.

Scope of Services

Bidding Services

FPS will perform the following tasks associated with Bidding Services for the Wheatley Road/Kinross Lakes Parkway Traffic Signal Project.

1. Sell plan sets and answer questions.
2. Issue addenda (1 assumed).
3. Attend bid opening.
4. Prepare bid tabs.
5. Check contractor references and recommend a contractor for the project.
6. Prepare contract documents.

Construction Administration Services

FPS will perform the following tasks associated with Construction Administration Services for the Wheatley Road/Kinross Lakes Parkway Traffic Signal project.

1. Attend a preconstruction meeting.
2. Attend periodic project meetings (3 assumed).
3. Address questions through construction.
4. Prepare change orders as required (2 assumed).
5. Review contractor pay estimate requests.
6. Perform shop drawing review.
7. Make periodic visits to the construction site and develop punch lists (3 assumed).
8. Prepare record drawings.

Resident Project Representation (RPR) Services

FPS will provide an RPR to observe construction activities and provide general review of the project for conformance with the requirements of the design documents. The RPR will perform the duties and have the responsibilities as outlined in our Agreement for Engineering Services. This proposal assumes 30 days of field time.

Engineering Fee

FPS proposes to be compensated on a cost reimbursement fee based on the latest hourly billing rates for an estimated fee of \$24,150.00. The estimated fee is made up of the following components:

Bidding Services (50 total manhours)	\$2,750
Construction Administration Services (86 total manhours)	\$6,800
RPR Services (240 regular manhours)	<u>\$14,600</u>
TOTAL ENGINEERING FEE	\$24,150

FPS proposes the work be performed in accordance with our current Agreement between the Village of Richfield and Finkbeiner, Pettis & Strout, Inc. dated April 1, 1997 and as amended on January 5, 2000, February 6, 2001, March 19, 2002, and December 18, 2002. The engineering fee will be in accordance with Section IV of the Agreement.

This Letter Agreement is being forwarded to you in duplicate. It can be considered as our authorization to proceed. If in agreement, please execute both copies and return one to us for our files.

Ms. Melanie Tibbs
April 11, 2003
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If you have any questions, please do not hesitate to call.

Sincerely,

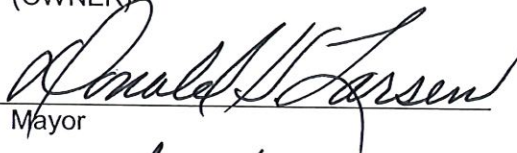

Jon P. Giaquinto, P.E.
Project Manager

JPG/lmd

AUTHORIZED BY:

VILLAGE OF RICHFIELD, OHIO
(OWNER)

FINKBEINER, PETTIS & STROUT, INC.
(ENGINEER)



Mayor



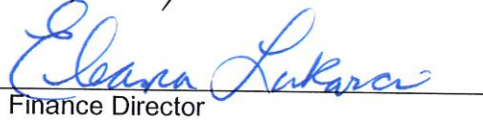
PRESIDENT

6/30/2003

Date

4-14-03

Date



Finance Director

6/30/2003

Date