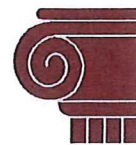


Exhibit A

CLARK & POST
architects inc.



August 2, 2019

Mr. Ryan Cummins, City Engineer
City of Avon
36839 Chester Road, Suite 102
Avon, OH 44011

Re: AE Fee Proposal for
City of Avon Police Station
36145 Detroit Road
Avon, OH 44011

Dear Mr. Cummins:

In response to your request, Clark & Post Architects, Inc. is pleased to offer the following Technical Proposal related to Architectural and Engineering Services for the proposed renovation and alterations to the Avon Police Station at 36145 Detroit Road, Avon, OH.

Scope of Basic Services: As defined in the AIA Document B101 – 2007 Standard Form of Agreement Between Owner and Architect (copy attached).

Scope of Project shall be based on City of Avon Police Station Envelope and HVAC Improvement Report, dated June 14, 2019, as prepared by Clark & Post Architects, Inc. and Denk Associates.

Basis of compensation for Basic Services shall be in the form of a lump sum fee, based on the scope outlined in the report and complexity of the project as directed by those with decision-making authority for the Project and the defined and approved Construction Budget established by the City of Avon.

Preliminary Opinion of Probable Construction Contract Costs for this Project is approximately \$350,000, plus an agreed upon project construction contingency.

Accordingly, our proposed Preliminary Architectural/Engineering Fee for Basic Professional Services is \$31,500.

6125 south broadway
lorain, ohio 44053
(440) 233-8487
fax: (440) 233-8658
email: clarkpost@clarkandpost.com

BASIC SERVICES

Basic Services will include Architectural and Engineering Services related to the scope described above, as well as the following:

1. Local travel expenses
2. Expenses necessary for the normal exchange of information, including standard electronic media and standard delivery methods
3. All meetings, site visits and construction observation visits as required.
4. Three (3) design coordination meetings (DD and two for CD phases of the project) with those having influence on the scope and design of the project.
5. Conforming Document Drawing Set (electronic) that includes all accepted and approved Alternates, Addenda and Bulletins.

Refer to the Additional Services, Services Not Included, and Reimbursable Expenses portions of this proposal for scope that is not included as part of Basic Services.

ADDITIONAL SERVICES

We will provide additional Architectural and Engineering Services for this project, when authorized in writing, in addition to those services set forth in Basic Services. The following items are not included in Basic Services and will be performed as additional services at a mutually agreeable lump sum fee amount if requested by Owner:

1. Energy modeling, comparative energy analysis and life cycle cost analysis.
2. Detailed construction and bid alternative estimates of cost.
3. Additional meetings and site visits in excess of those defined in executed Contract Agreement.
4. Additional design studies requested beyond the preliminary conceptual design.
5. Any re-design work required as requested by Owner through no fault of the Designers once the Schematic Design plan has been approved.
6. Preparation of Construction Documents beyond documents for one construction bid package (i.e. Multiple Bid Packages).
7. Services provided beyond one continuous Construction Administration phase. *
8. Preparation of Record As-Built Drawings
9. Special construction inspections by third party providers.

*It is understood that there will likely be multiple work sequences required for this project in order for the Avon Police to remain substantially in operation within the Police Station during the course of one continuous construction activity.

August 2, 2019
Mr. Ryan Cummins, Avon City Engineer
Re: AE Fee Proposal for
City of Avon Police Station
Page 3

SERVICES NOT INCLUDED

1. Responsibility for the discovery, presence, handling, removal or disposal of the exposure of persons to hazardous materials and/or toxic materials at the project site is by others.
2. Discovery of hidden existing conditions concealed in existing construction or incapable of investigation by reasonable and safe visual observation.
3. Testing of installed mechanical or electrical systems.
4. Design of Voice and Data systems and Security Surveillance, Access Control and Intrusion Detection/Theft Prevention Systems. Conduit and rough-in box systems will be included in the Basic Service Design Documents.
5. Commissioning Services related to mechanical and electrical systems.
6. LEED Certification Services
7. Evaluation of Contractor's proposed equipment substitutions after contract award.

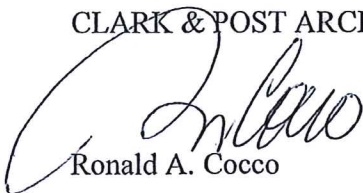
REIMBURSABLE EXPENSES

Certain expenses may be incurred during the course of the project and are not include in our Basic Scope of Services. The following items will be considered Reimbursable Expenses:

1. Expenses related to obtaining permits and related approvals from local authorities having jurisdiction.
2. Expenses related to the retention of the services of contractors if required to assist in the verification of existing field conditions.
3. Printing and reproduction expenses associated with Schematic, Design Development, Owner coordination, Permit and Construction Bid Documents, including Addenda and Bulletins.
4. Expenses related to the production of Change Order Documents that are the result of unforeseen conditions or Owner directed revisions to the Construction Documents.

Sincerely,

CLARK & POST ARCHITECTS, INC.



Ronald A. Cocco

RAC:djw
Encls.

CLARK & POST
architects inc.
